



TALLAHASSEE  
**COLLEGIATE  
ACADEMY**

## **Governing Board Meeting**

**Tuesday, August 6, 2024 6:00PM**

**TSC Fine & Performing Arts Center – Room 104**

### **VISION**

*Tallahassee Collegiate Academy graduates will be lifelong learners and contributors to society through STEM careers and continued education.*

### **MISSION**

*Tallahassee Collegiate Academy will prepare a diverse population of students for high-demand, high wage positions through rigorous coursework leading to an associate degree in a science, technology, engineering, or mathematics (STEM) field concurrent with a high school diploma.*

### **Agenda**

- 1. Call to Order**
- 2. Approval of Minutes from June Meeting**
- 3. Board Member Opening Comments**
- 4. New Business**
  - a. Principal's Report
    - i. School Grade Designation
    - ii. The Power of Moments
  - b. Enrollment Update
  - c. Academic Update
  - d. Budget Update
- 5. Items for Consideration**
  - a. Dual Enrollment Agreement with TSC
  - b. HR Report
- 6. Announcements**
- 7. Public Comment**
- 8. Adjourn**

**Minutes  
Tallahassee Collegiate Academy  
Charter School Office  
444 Appleyard Drive  
Tallahassee, FL 32304  
Monday, June 17, 2024**

**Board Meeting**

On June 17, 2024, the Tallahassee Collegiate Academy (TCA) Board of Trustees meeting was called to order by Trustee Karen Moore at 6:03 p.m.

**Members Present:** Board Chair Moore, Trustees Clark, Pople, and Kelling.

**Absent:** Trustee Taylor  
**Via Phone/Zoom:** None

**Others Present:** Jessica Chapman, Patricia Pagozalski, Matthew Gregory, Calandra Stringer, Barbara Wills, Melanie Larson, Katie Seitzinger, Marilynn Griffith, and Christy Baldwin.

**COMMENTS:**

- i. **Board Chair** – Trustee Moore welcomed everyone and opened the floor for board members to share any comments. She congratulated everyone for their hard work during TCA’s first year open, as people are impressed and raving about TCA.
- ii. **Board Members-** Trustee Pople stated that the Board continues to be wowed by everything going on, highlighting the most recent exhibition night, awards ceremony, and end of year celebrations. Trustee Kelling said she loved attending the awards ceremony and heard a lot of parents sharing that TCA has had a positive impact on their child. Trustee Clark expressed he is always so grateful and blessed to be a part of TCA, as what is happening here is extraordinarily unique and amazing to witness. He gave kudos to the teachers and the leadership team for their work.

**APPROVAL OF MINUTES**

1. June 17, 2024

Requested Board approve May board meeting minutes as presented.

**MOTION:** Trustee Pople **SECOND:** Trustee Kelling  
Motion passed unanimously.

**NEW BUSINESS**

**a. Principal’s Report**

Principal Chapman provided an end of year update, detailing the following events held at TCA- IMPACT week, Monesia Brown from the State Board of Education member visit, exhibition night, award ceremony, and the spring formal dance.

Principal Chapman

For information only, no Board action required.

**b. Enrollment Update**

Update provided by Principal Chapman. At the time of the memorandum, there were 147 students enrolled. All 125 open seats for the upcoming 2024-2025 school year have been filled. Any additional incoming applications are placed on the waiting list, which at the time of this

memorandum, stood at 87 students. The projected goal for the upcoming academic year remains the same, for a total of 275 students.

For information only, no Board action required.

**c. Academic Update**

Update provided by Principal Chapman. State testing has been concluded and students at TCA performed very well, showing significant gains. TCA has met and exceeded the academic goals in every academic discipline for the 2023-2024 school year. TCA has exceeded their goal in English Language Arts by 5%, in Mathematics by 3%, in Science by 16%, and in Social Studies by 21%.

For information only, no Board action required.

**d. Budget Update**

Update provided by Principal Chapman. An update on the TCA budget was given; a summary of revenues and expenses as of May 30<sup>th</sup>, 2024 was provided.

For information only, no Board action required.

## **ITEMS FOR CONSIDERATION**

**a. Policy Board Item**

Principal Chapman requested Board approval of TCA policy manual changes. This proposed policy revision provides updates based on legal changes and best practices.

**MOTION:** Trustee Pople                      **SECOND:** Trustee Kelling

Motion passed unanimously.

**b. Auditor Selection Update – TCA Finance Committee**

Principal Chapman requested Board approval of the Auditing Committee's recommendation for auditing services for the Tallahassee Collegiate Academy. The committee recommends that James Moore & Company be selected as the auditor for TCA, based on the evaluation criteria metrics.

**MOTION:** Audit Committee (Trustee Clark)                      **SECOND:** Trustee Kelling

Motion passed unanimously.

**c. TCA School Calendar Item**

Principal Chapman requested Board approval to adopt the TCC- District 81 school calendar for the 2024-2025 school year.

**MOTION:** Trustee Clark                      **SECOND:** Trustee Kelling

Motion passed unanimously.

**d. TCA Board Meeting Dates**

Principal Chapman requested Board approval to adopt the TCC- District 81 governing board meeting dates calendar.

**MOTION:** Trustee Pople                      **SECOND:** Trustee Clark

Motion passed unanimously.

## **ANNOUNCEMENTS**

**a. Upcoming Events Report**

None

**PUBLIC COMMENTS**

None

**NEXT MEETING DATE**

August 6, 2024 at 6:00 p.m.

Location: **TCC Main Campus**

**ADJOURNMENT**

Chair Moore adjourned at 7:00 p.m.

Minutes approved at the business meeting of the Board of Trustees on (Date) \_\_\_\_\_

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**Karen Moore**  
**Chair**

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**Jim Murdaugh, Ph.D.**  
**President/Superintendent**



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August 6, 2024

## **M E M O R A N D U M**

**TO:** Governing Board for Tallahassee Collegiate Academy

**FROM:** Jessica Chapman, Principal

**SUBJECT:** Enrollment Update

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### **Item Description**

This item provides an overview of the future enrollment numbers for 2024-2025.

### **Overview and Background**

In SY 23-24, TCA had 147 students enrolled.

TCA opened 125 seats for SY 24-25, and all 125 seats are filled. As of today's date, we are expecting 284 students on August 12<sup>th</sup>.

We continue to maintain our goal of 275 for our enrollment numbers for the 2024-2025 school year.

After the first day of school, we enter into a process where we account for our students who are coded as DNE "Did Not Enter", and from there we are permitted to fill seats from our waiting list.

### **Funding/ Financial Implications**

The proposed budget for 2024-2025 is based on 275 students. This information item provides clarity that we have a solid number for next year.

### **Past Actions by the Board**

None

### **Recommended Action**

Presented as an information item only.



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August 6, 2024

## **M E M O R A N D U M**

**TO:** Governing Board for Tallahassee Collegiate Academy

**FROM:** Jessica Chapman, Principal

**SUBJECT:** Academic Update

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### **Item Description**

This item provides an update regarding our performance in 2023-2024 and the creation of our school goals for 2024-2025.

### **Overview and Background**

State testing concluded and our students performed very well. Many of our students made significant gains, showing more than a years growth. This shows us that our instruction is strong and our progress monitoring and adjustments to curricula worked very well throughout the year. The FLDOE has designated TCA as an "A" rated school. We were the highest performing high school in the area, with 72% of data points acquired.

Our final testing data is documented on the attachment to this memorandum, with comparisons to surrounding counties.

91 students will be taking one or more dual enrollment courses this year.

The academic goals for the 2024-2025 school year are under development as we review and acquire data on our new incoming students.

### **Past Actions by the Board**

The board approved the 2023-2024 academic achievement goals during the October board meeting, and has received an academic update at each board meeting thereafter. This update provides information and documentation that we have met and exceeded all academic goals set for the 2023-2024 school year, and a notification that our goals for 2024-2025 are forthcoming.

### **Recommended Action**

Presented as an information item only.

## **TCA Proficiency Data Compared to Surrounding Districts**

### **ELA (9<sup>th</sup> and 10<sup>th</sup> Grade)**

**TCA – 67%**

State Average – 53%

Leon Co. – 52%

Gadsden Co. - 34%

Wakulla Co. – 60%

### **Mathematics (Algebra 1 and Geometry)**

**TCA – 64%**

State Average – 55%

Leon – 54%

Gadsden – 33%

Wakulla – 57%

### **US History –**

**TCA – 98%**

State Average -67%

Leon – 72%

Gadsden- 68%

Wakulla – 66%

### **Biology –**

**TCA – 88%**

State Average -66%

Leon – 67%

Gadsden- 39%

Wakulla – 68%



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August 6, 2024

## **M E M O R A N D U M**

**TO:** Governing Board for Tallahassee Collegiate Academy

**FROM:** Jessica Chapman, Principal

**SUBJECT:** Budget Update

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### **Item Description**

This item provides an update on the TCA Budget, including a summary of revenues and expenses as of June 30, 2024.

### **Overview and Background**

In accordance with Florida Statute 1002.33(9) the governing board of the charter school shall annually adopt and maintain an operating budget. The LEA and School monitors the operating fund activity to ensure approved budget limits are maintained. This form is provided in accordance with Statute, which requires charter schools to provide annual financial report and program cost report information in the state-required formats for reporting.

### **Funding/ Financial Implications**

None

### **Past Actions by the Board**

The Board approved the operating budget for the Tallahassee Collegiate Academy at the meeting on June 20, 2023. A budget workshop was also presented to the Board at the meeting on July 17, 2023. A detailed budget presentation was provided on August 21, 2023.

### **Recommended Action**

Presented as an information item only.





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August 6, 2024

## **M E M O R A N D U M**

**TO:** Governing Board for Tallahassee Collegiate Academy

**FROM:** Jessica Chapman, Principal

**SUBJECT:** Dual Enrollment Agreement with TSC

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### **Item Description**

This item requests approval to enter into a dual-enrollment agreement with Tallahassee State College for our A.S. Degree pathways.

### **Overview and Background**

The attachment details the dual-enrollment agreement provided by Tallahassee State College and outlines the requirements both parties are to abide by. These documents are filed with the college and submitted to FLDOE.

### **Funding/ Financial Implications**

Student tuition, books and fees – this will come out of the TCA operating budget/FEFP funds

### **Past Actions by the Board**

At the start of the 23-24 school year, the TCA Board of Trustees approved the dual-enrollment agreement with then TCC.

### **Recommended Action**

Approve the agreement as presented.

# **2024 – 2025 Dual Enrollment Articulation Agreement**

## **Tallahassee Collegiate Academy and Tallahassee State College**

### **Introduction**

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Tallahassee Collegiate Academy, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2025.

The local Articulation Committee shall consist of the following: Committee members from the School Board will be appointed by the Superintendent of the School Board or designee. Committee members from TSC will be appointed by the President of TSC or designee.

Either party may cancel this Agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This Agreement may be amended only by written communication signed by the Superintendent of the District School Board of Tallahassee Collegiate Academy and the President of Tallahassee State College.

### **I. A ratification or modification of all existing articulation agreements**

This agreement replaces any existing agreement with TSC and the School Board regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

### **II. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program**

It is the responsibility of the high schools in the district to inform students of the availability of the dual enrollment program requirements and currently offered courses through educational planning and guidance process. Each high school will advertise dual enrollment through a variety of methods. High school personnel will direct students to meet with their high school guidance counselors if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review, with the student, criteria for participation in the dual enrollment program. Information will also be available to students and parents on TSC's Dual Enrollment website.

It is the responsibility of the high schools to notify parents about the option for their child to participate in dual enrollment courses through a variety of means.

### **III. A delineation of courses and programs available to students eligible to participate in dual enrollment**

Section 1007.271(1), Florida Statutes, establishes that “the dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree”. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. Physical education skills courses and college preparatory instruction are not eligible for dual enrollment.

Students enrolled as dual enrollment, early admission, or career dual enrollment shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as dual enrollment, early admission, and career dual enrollment, will be eligible to participate in both high school and college activities as appropriate including graduation and other extracurricular activities. Participation in all college activities must be approved by the Vice President for Student Affairs.

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available upon request. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the agreement.

College courses are offered on the main campus, high school campuses, and through distance learning.

#### **Early Admission Dual Enrollment**

Early Admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (minimum of 12 credit hours and maximum of 15 credit hours per semester) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Both the high school and TSC must approve Early Admission for a high school student each semester.

#### **Career Dual Enrollment**

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. The School Board will inform all students of the options available and the eligibility criteria.

For career dual enrollment—both clock hour and college credit—courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2024-2025, career dual enrollment through TSC is available.

**IV. A description of the process by which students and their parents exercise options to participate in the dual enrollment program**

**Application Process for New Dual Enrollment Students**

Students planning to participate in dual enrollment must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss eligibility and testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
  - Copy of test scores
  - Permission to register form
  - High school transcript (please use the FASTER system)
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

**Application Process for Continuing Dual Enrollment Students**

Students who withdraw from a course after drop/add period are required to meet with counselor and parent/guardian before paperwork will be provided.

Students planning to continue dual enrollment must do the following:

- Meet with high school guidance counselor to discuss course options and scheduling.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
  - Permission to register form
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

## **Application Process for Early Admission Students**

Students planning to apply for early admission must do the following:

- Complete [TSC Online Application](#).
- Meet with high school guidance counselor to discuss testing options.
- Complete the [Permission to Register Form](#) with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Complete the Permission for Early Admission Form with your guidance counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, or you can bring them to your meeting.
  - Copy of test scores
  - Permission to register form
  - Permission for early admission form
  - High school transcript (please use the FASTER system)

During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form. The TSC Dual Enrollment Coordinator is the only person allowed to register you for your courses

### **Schedule Changes**

Dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published by TSC.

### **Adding and Dropping Classes**

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school guidance counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the [Course Adjustment Form](#).

### **Withdrawing from Classes**

After the drop/add period, students must submit a request from the high school guidance counselor verifying that the student has permission to withdraw from a course, using the [Course Withdrawal Form](#). Requests are considered by the district with required documentation only in extenuating circumstances and must be submitted to TSC's Dual Enrollment Coordinator. Students provide request and documentation to school counselor for district review. School Counselor and TSC Dual Enrollment Coordinator will be notified of decision.



**Summer Enrollment**

Students are eligible to enroll in summer courses during June Express.

Graduating high school seniors are not eligible to participate in dual enrollment during the summer. Graduating seniors who enroll in summer classes will be categorized as degree seeking college students and responsible for all instructional materials, tuition and fees assessed.

**Maximum Course Loads**

Traditional dual enrolled students are allowed a maximum of 11 credit hours each semester. All college courses taken must count towards high school credit.

Early admission students are allowed a minimum of 12 credit hours and maximum of 15 credit hours each semester. All college courses taken must count towards high school credit. Special permission is required each semester for the early admission program.

**Weighting of Dual Enrollment Course Grades**

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that “school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.”

**Grade Distribution**

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System.

**Testing and Alternative Placements for Dual Enrollment Eligibility**

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

<b>P.E.R.T.</b>		
Reading	106	ENC 1101
Writing	103	
Mathematics	114 -122	MAC1105C, MAT1033, MGF1130, MGF1131
Mathematics	123	MAC 1105, STA 2023
<b>Next-Generation ACCUPLACER, The College Board</b>		
Reading	256	ENC 1101
Writing	253	

QAS (Quantitative Reasoning, Algebra, Stats)	261		MAC1105C, MAT1033, MGF1130, MGF1131
<b>SAT-I, The College Board</b>			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1130, MGF1131
Mathematics	470	25.5	MAC 1105, STA 2023
<b>Digital SAT, The College Board</b>			
Evidence-Based Reading and Writing	490		ENC 1101
Mathematics	480		MAC1105C, MAT1033, MGF1130, MGF1131
<b>ACT with Writing or ACT, Inc.</b>			
Reading	19		ENC 1101
English	17		
Mathematics	19		MAC 1105C, MAT1033, MGF1130, MGF1131
Mathematics	21		MAC 1105, STA 2023
<b>Classic Learning Test, Classic Learning Initiatives, LLC</b>			
Sum of Verbal Reasoning and Grammar/Writing	38		ENC1101
Quantitative Reasoning	16		MAC 1105C, MAT1033, MGF1106, MGF1107
<b>PSAT/NMSQT, The College Board</b>			
Reading	24		ENC 1101
English	25		
Mathematics	24		MAC1105C, MAT1033, MGF1130, MGF1131
<b>Digital PSAT, NMQST and PSAT 10, The College Board</b>			
Evidence-Based Reading and Writing	490		ENC 1101
Mathematics	480		MAC1105C, MAT1033, MGF1130, MGF1131
<b>PreACT</b>			
Reading	22		ENC 1101
English	18		
Mathematics	22		MAC1105C, MAT1033, MGF1130, MGF1131

<b>End-of-Course Assessments</b>		
Algebra I or Geometry End-of-Course Assessment	4	MAC1105C, MAT1033, MGF1130, MGF1131
<b>Performance in High School Coursework</b>		
HS Algebra  Algebra I Honors  Math for College Liberal Arts  HS Algebra II  HS Algebra II Honors  Math for College Algebra  Math for College Statistics  HS Pre-Calculus  HS Trig  HS Calculus	B or Better and 3.0 GPA	MAC1105C, MAT1033, MGF1130, MGF1131
English IV  English IV Honors	B or Better and 3.0 GPA	ENC1101



Students must provide official score reports to TSC for ACT and SAT, before being registered for courses. Scores must be less than two years old.

High schools must provide P.E.R.T. official score reports and P.E.R.T. test history if students plan to use high school P.E.R.T. scores.

It is the high schools' responsibility to provide P.E.R.T. for dual enrollment eligibility. TSC will work with the high schools and assist with P.E.R.T. testing for special circumstances.

**V. A list of any additional initial student eligibility requirements for participation in the dual enrollment program**

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for career dual enrollment Career Certificate: 2.0 unweighted GPA.

TSC defines readiness for college-level coursework as placement into college-level Mathematics and/or English and Reading.

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may use alternative placement methods for determining math eligibility as outlined in *Table 1*.

Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in [TSC's Student Handbook](#).

**Continued Enrollment for Academic Dual Enrollment**

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA.

Additionally, the TSC GPA will be reviewed each semester and students must maintain a 2.00 TSC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TSC GPA is below 2.00 or completion is below 75%. High school students are only allowed one grace period

**Early Admission Eligibility**

Students who wish to participate in early admission must be a high school senior and have an unweighted high school GPA of 3.5 or higher. Additionally, students must have a TSC GPA of 3.0 or higher.

**Continued Enrollment for Early Admission**

Students must maintain a minimum 3.5 unweighted cumulative high school GPA and a TSC GPA of 3.0.

**VI. A delineation of the high school credit earned for the passage of dual enrollment courses**

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <https://www.fldoe.org/core/fileparse.php/7534/urlt/0107226-delist.pdf>. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the Agreement.

Other courses in the Statewide Course Numbering System, apart from remedial courses and physical education skills courses, can be used for dual enrollment credit and count toward high school graduation, including electives provided these courses are specified in this agreement.

Courses taken that are not listed on the Dual Enrollment Course – High School Subject Area Equivalency List must be identified in the Dual Enrollment Articulation Agreement along with the number of high school credits to be awarded either as an elective or subject area credit.

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

**Courses not listed on the Dual Enrollment Course – High School Subject Area Equivalency List**

N/A

**VII. A description of the process for informing students and their parents of college-level course expectations**

Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including dual enrollment courses offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student’s permanent college transcript and are calculated into the student’s permanent postsecondary GPA.

It is the responsibility of the high schools in the district to inform the students and parents about the college-level expectations. TSC will inform students and parents of college-level course expectations through a dual enrollment orientation. TSC will also inform students and parents of college-level course expectations using the course syllabus which is provided to each student in each college-level course at the beginning of each semester.

**VIII. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis**

Section 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree.

Exceptions to High School Grade Point Averages Terms:

Upon recommendation by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may enroll for a maximum of 6 hours of dual enrollment courses provided that the student has shown evidence of ability to do advanced level work through successful completion of Advanced Placement, Honors, or other advanced courses. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than "B." Documentation must be provided to TSC's Academic Affairs designee.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case-by-case basis and must be approved by both the principal and TSC's Academic Affairs designee.

TSC will provide a form to the high school that must be completed, signed, and returned to TSC before the student will be allowed to continue in the program. A rationale for the exception must be stated on the form.

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student's high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

**IX. Registration policies and procedures for dual enrollment courses as determined by the postsecondary institution**

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers as well as 2<sup>nd</sup> options. The completed registration form will be given to TSC's Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

**2024-2025 Deadlines for High Schools:**

<b>Due Date</b>	<b>Activity</b>	<b>Responsible Party</b>
August 12, 2024	Last Day for district to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2024 semester. This includes registration for courses on the high school campus.	High school
August 19, 2024	TSC First Day of Class	
August 23, 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 29, 2024	Last Day to Withdraw a student (use withdrawal form)	High school
November 11, 2024	Deadline to make changes to course offerings at the high school for Spring 2025. Deadline to identify instructors.	High school
November 29, 2024	TSC Last Day of Class	
December 2, 2024	Deadline for district to submit paperwork for Spring 2025 (applications, test scores, permission to register forms)	High school
December 9, 2024	Deadline to submit grades to TSC	High school
December 10, 2024	TSC Transcripts will be delivered to high schools	TSC
January 6, 2025	TSC First Day of Class	
January 12, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 10, 2025	Deadline to Submit "Course Request for Dual Enrollment" Form for 2024-2025.	High school



March 23, 2025	Last Day to Withdraw a student	High school
April 27, 2025	TSC Last Day of Class	
May 4, 2025	Deadline to submit grades to TSC	High school
May 5, 2025	TSC transcripts will be delivered to high schools	TSC
June 13, 2025 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2025 June Express session	High school
July 18, 2025	Last Day to Withdraw a student from Summer 2025 June Express session (use withdrawal form)	

#### **Adding and Dropping Classes**

To add or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to add or drop **before the Add/Drop deadline**. The request must be submitted to TSC's Dual Enrollment Coordinator.

#### **X. Exceptions, if any, to professional rules and guidelines for instructors teaching dual enrollment courses**

There are no exceptions.

#### **XI. Exceptions, if any, to rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members**

Dual enrollment courses are college courses both in content and outcomes. Dual enrollment instructors must meet the teaching credentials established by the Southern Association of Colleges and Schools (SACS). Section 1007.271(5)(a), F.S., governs dual enrollment faculty. These provisions were taken from the *Dual Enrollment Statement of Standards*, which was codified in State Board of Education Rule 6A 14.064, FAC.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a [TSC Adjunct Faculty Application](#) and all other procedures required by TSC's Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

Meet the qualifications required by TSC as identified in the TSC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TSC requires compliance with these qualifications.

1. Provide TSC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the division dean or associate dean of the postsecondary institution before the start of each term. The content of each syllabus must meet the same standards required for all college-level courses offered at TSC and must be approved by the appropriate TSC academic division.
3. Adhere to the professional rules, guidelines, and expectations stated in TSC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) that are stated in TSC's student handbook.

Dual enrollment courses taught on the high school campus must meet the same competencies required for courses taught on the TSC campus. To ensure equivalent rigor with courses taught at TSC, the high school instructor will provide a comprehensive, cumulative end-of-course assessment and a series of assessments of all expected learning outcomes to the appropriate Academic Dean or designee. The completed and scored assessments must be returned to TSC and held for one year (Florida Statutes, 1007.271 (6a)).

It is the responsibility of the high school dual enrollment specialist to notify TSC's Academic Affairs designee of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer. Based on need and faculty availability, TSC will decide what courses can be offered on the high school campus.

Each instructor is responsible for checking their online class rosters every day to ensure the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

Advanced Placement (AP) students who do not take or pass the AP examination are not permitted to earn postsecondary credit for the AP course via dual enrollment. Per Section 1007.272, Florida Statutes, no student will be allowed duplicate credit based on enrollment in a joint AP/dual enrollment course. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course, per Section 1007.271 (6d), Florida Statutes.

Dual enrolled students taking courses on the high school campus must submit the same documentation as the student's taking courses on TSC's main campus.

**XII. Responsibilities of the School Board regarding determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program**

The School Board is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and who have an interest in participating in dual enrollment should be referred to their high school guidance counselors to discuss the eligibility requirements for the program.

The high school must inform all students who plan to participate in dual enrollment of their obligation to complete an online TSC application.

The high school is responsible for advising students relative to ensuring that they meet the requirements for high school graduation. The high school is also responsible for advising students about Bright Futures.

It is TSC's responsibility to monitor student performance in TSC's dual enrollment courses. At the fifth and ninth week of each fall and spring term, TSC will provide early alert reports to a designee of the School Board. The report will include students earning below a 75% average in dual enrollment courses. Additionally, attendance records will be included in the reporting.

The School Board and TSC should exchange student transcripts in order to make sure that students are eligible to continue in the dual enrollment program.

TSC is responsible for assigning grades for dual enrollment courses. The School Board is prohibited from changing any grade (once assigned by TSC) when posting it to the high school transcript.

**XIII. Responsibilities of the Florida College System institution regarding transmission of student grades in dual enrollment courses to the school district**

TSC will transmit student transcripts to the School Board at the end of each semester.

**XIV. Responsibilities for funding that delineates costs incurred by the school district and TSC**

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees.

Textbook Costs & ADA Accommodation Costs

Textbooks will be provided to students by the School Board during both the Fall and Spring semester. Textbooks will be provided by TSC during the Summer terms. Textbooks purchased by the School Board shall remain the property of the School Board as specified in Section

1007.271 (17), F.S. TSC will continue its efforts to reduce the cost of textbooks and materials to the School Board. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on TSC's campus will be covered by TSC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School Board.

#### Standard Tuition Rate

Per the 1007.271, F.S., the School Board is required to pay the standard tuition rate per credit hour to TSC for instruction taking place on TSC's campus for dual enrolled students. The approved standard tuition for FY 2024-2025 is \$71.98. The rate will be charged for courses taking place on TSC's main campus, TSC's educational centers, and distance learning courses.

TSC will not charge tuition to the School Board for Summer 2025 dual enrollment students. TSC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TSC will use the fees collected to enhance the dual enrollment program. TSC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the dual enrollment program. The School Board's payment of tuition to TSC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TSC will also provide high school faculty and counselor training for dual enrollment.

#### Instructional Costs

It is the responsibility of the School Board to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School Board must reimburse TSC for the costs associated with the proportion of salary and benefits.

TSC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TSC by recommending qualified School Board instructors for consideration for teaching dual enrollment courses offered at the high school.

TSC regularly uses high school faculty to teach both dual enrollment and regular TSC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TSC's costs associated with instruction occurring on the high school site by TSC approved high school faculty who are paid by the School Board will be considered a normal part of TSC's obligation to its faculty for training and mentoring; no costs will be assessed.

#### Invoicing for Financial Obligations

TSC will invoice the School Board for financial obligations within 21 business days of TSC's Census date which is normally after the 5<sup>th</sup> day of class each semester.



A second invoice may be generated for all students who enroll in an express session if that student is not included in the main session invoice.

The school district is responsible for any student who fails to withdraw after the add/drop period.

Before invoicing, each district will need to verify enrollment. Once verification has occurred, there will be no changes to the invoices.

**XV. Responsibilities for Student Transportation**

It is the student's responsibility to provide his or her own transportation.

**XVI. Responsibilities for services and resources that are available to students with disabilities who register for enrollment**

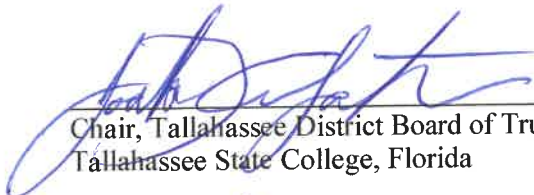
By this agreement, Section 1007.271(25), F.S., requires that the dual enrollment articulation agreement include services and resources that are available to students with disabilities who register for dual enrollment.

Tallahassee State College provides services and facilities accessible to, and usable by, all qualified students with disabilities. TSC will ensure educational access by providing reasonable and appropriate accommodation for those students who provide the proper documentation. An Individual Education Program (I.E.P) filed with the student's home school will suffice as appropriate documentation to receive necessary accommodation.

TSC provides physical, academic, and program access including: Extended time testing, Note-taking Services, Reader Services, Recorders, Audio Books via LearningAlly.org, E-Texts, Adaptive technology, Math accommodations, Sign Language interpreters, and Spelling accommodations.

**IN WITNESS WHEREOF**, the School Board of Tallahassee Collegiate Academy, Florida and The District Board of Trustees, Tallahassee State College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

6/21/24  
Date

  
Chair, Tallahassee District Board of Trustees,  
Tallahassee State College, Florida

6/18/24  
Date

  
President, Tallahassee State College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Tallahassee Collegiate Academy School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, Tallahassee Collegiate Academy School District



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August 6, 2024

**M E M O R A N D U M**

**TO:** Governing Board for Tallahassee Collegiate Academy

**FROM:** Jessica Chapman, Principal

**SUBJECT:** Human Resources Report

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**Item Description**

This item request Board approval for personnel actions.

**Overview and Background**

TCA brings forth a request to approve appointments.

**Funding/ Financial Implications**

This item is funded by the 2024-2025 Operating Budget, already approved.

**Past Actions by the Board**

Personnel actions are taken to the Governing Board annually.

**Recommended Action**

Approve the report as presented.

Last Name	First Name	Position	Hire Status	Funding Source	NEW?
Chapman	Jessica	Principal		FEFP	
Pagozalski	Patricia	Assistant Principal		FEFP	
Gregory	Matt	Dean of Students		FEFP	
Larson	Melanie	Administrative Coordinator		FEFP	
Lambert	Mary	Bookkeeper / Principal Support	In Progress	FEFP	NEW HIRE
Tackett	Allison	Academic Coordinator		FEFP	
Perry	Julie	STEM / Robotics	Complete	FEFP	NEW HIRE
Chapman	Sarah	English		FEFP	
Baldwin	Christy	Biology / Agriculture		FEFP	
Flood-Strouble	Quashier	School Counselor / Dual Enrollment		FEFP	
Davis	Wendi	Teacher / School Counselor	Complete	FEFP	NEW HIRE
Griffith	Marilynn	Geometry / Artificial Intelligence		FEFP	
Perez de Alejo	Peejay	World History / Spanish		FEFP	
Seitzinger	Katie	US History / Econ/Gov		FEFP	
West	Bronwen	English		FEFP	
Williams	Javon	Algebra 1 / Cybersecurity		FEFP	
Henry	Danielle	Exceptional Student Services		FEFP	
Shaw	Lindsay	Reading Interventionist & HOPE-PE	Complete	FEFP	NEW HIRE
Cynth	Malbas	Resource Teacher	In Progress	FEFP	NEW HIRE
Lockwood	Chiquita	School Resource Officer	130	Supplied by TSC	