



TALLAHASSEE
**COLLEGIATE
ACADEMY**

Governing Board Meeting

Monday, August 21, 2023 6:00PM
TCC 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 July Meeting**
- 3. Board Member Opening Comments**
- 4. New Business**
 - a. First Day Update
 - b. Safety & Security Update
 - c. Budget Update
 - d. Enrollment Update
 - e. Academic Committee Update
- 5. Items for Consideration**
 - a. Teachers Out of Field
- 6. Public Comment**
- 7. Board Member Comment**
- 8. Adjourn**

Next Meeting: Monday, September 18, 2023

**Minutes
Board of Trustees
Tallahassee Collegiate Academy
444 Appleyard Drive
Tallahassee, FL 32304
Monday, July 17, 2023
6:00pm – Business Meeting**

Board Meeting

The August 2023 Tallahassee Collegiate Academy (TCA) Board of Trustees meeting was called to order by Vice Chair Clark at approximately 6:00 p.m.

Members Present: Vice-Chair Clark, Trustees Kelling, and Pople.
Absent: None **Via Phone/Zoom:** Board Chair Moore

Others Present: Jessica Chapman, Nyla Davis, Melanie Larson, Patricia Pagozalski, Matthew Gregory, Calandra Stringer, Barbara Wills, and Brielle Crooms.

COMMENTS:

- i. **Board Chair** – None
- ii. **Board Members** – Trustee Pople was impressed with the TCA instructors following his visit to the school during the instructor training week.

APPROVAL OF MINUTES

- 1. July 17, 2023 Meeting

Requested Board approve minutes as presented.

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

NEW BUSINESS

- a. **TCA Charter Contract**

For information only, no Board action required.

- b. **Human Resources Report**

Principal Chapman confirmed that she has no relation to one of the instructors with the same last name, as listed on the Human Resources report provided to the board members.

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

- c. **Enrollment Updates**

For information only, no Board action required.

- d. **Academic Updates**

- Trustee Kelling addressed VP Stringer on whether students were not coming into TCC at reading level. VP Stringer mentioned that many of the students struggle with reading. The TCC developmental education readiness courses were in place to assist students with meeting the

standards of the college level courses. Trustee Clark described the learning processes as a tool through a personal experience that could be shared.

For information only, no Board action required.

e. Facility Updates

For information only, no Board action required.

f. Policy Manual

Chair Moore commented that VP Wills and Principal Chapman did an exceptional job to create the policy manual.

a.

MOTION: Trustee Kelling

SECOND: Trustee Pople

Motion passed unanimously.

ANNOUNCEMENTS

a. Upcoming Events Report

Trustee Kelling requested the school start time. Principal Chapman confirmed the school with start each day at 8:05am. Trustee Kelling indicated that there were no concerns and shared the excitement for the school launch. Principal Chapman welcomed a new team member Melanie Larson, administrative coordinator for the charter school.

PUBLIC COMMENTS

None

NEXT MEETING DATE

August 21, 2023

Location: **TCC Main Campus**

ADJOURNMENT

Chair Moore adjourned at 6:30 p.m.

Minutes approved at the business meeting of the Board of Trustees on August 21, 2023.

Karen Moore
Chair

Jim Murdaugh, Ph.D.
President/Superintendent



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August 21, 2023

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Jessica Chapman, Principal

SUBJECT: Opening Day Update

Item Description

This item provides a comprehensive update on our successful launch of the first day of classes.

Overview and Background

Tallahassee Collegiate Academy executed a successful launch on August 10, 2023.

Drop off and pick up procedures were executed with safety and efficiency. Our partners at the TCC Police Department assisted with directing traffic to ensure a safe drop off for all students. Parent feedback indicated a high level of satisfaction with the ease of our processes.

As part of our commitment to provide a learning environment that meets the needs of all students, each student received essential materials on the first day. This included their TCA Dell laptop, TCA Agenda book, ID cards, and lanyards. In classes, the teachers spent the first two days getting to know their students, welcoming them to our school, acquainting them with our campus, and providing them with support. We also reviewed our student handbook and procedures so that students would be ready to begin learning on Monday.

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

Presented as an information item only.



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August 21, 2023

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Jessica Chapman, Principal

SUBJECT: Safety & Security Update

Item Description

This item provides a comprehensive update on the Safety & Security measures in place since the first day of school.

Overview and Background

Tallahassee Collegiate Academy is in compliance with all Safety and Security protocols and is working closely with the TCC Police Department to ensure safety and compliance.

Please see attachment – Emergency Drill Schedule, for the 23-24 School Year

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

Presented as an information item only.



2023-2024 Emergency Drill Schedule (Fire, Tornado, Lockdown)

Month	Date(s)	Weekday	Type	Block
August	16	Wednesday	Fire	1
	17	Thursday	Lockdown	2
	24	Thursday	Fire	2
September	20	Tuesday	Fire	1
October	10	Tuesday	Tornado	2
	18	Wednesday	Fire	3
November	8	Wednesday	Lockdown	1
	16	Thursday	Fire	2
December	6	Wednesday	Fire	3
January	10	Wednesday	Lockdown	3
	17	Wednesday	Fire	1
February	13	Tuesday	Tornado	3
	21	Wednesday	Fire	2
March	6	Wednesday	Lockdown	1
	20	Wednesday	Fire	3
April	15	Monday	Fire	1
May	2	Thursday	Fire	2

Bell Schedule

Block 1: 8-9:45am

Block 2: 9:50-11:35am

Block 3: 12:20-2:05pm

8/14/2023



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August 21, 2023

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Jessica Chapman, Principal

SUBJECT: Budget Update

Item Description

This item provides a comprehensive update on the TCA Budget.

Overview and Background

On July 17th, the first-ever budget workshop was presented to the board which provided information on the school funding process, financial accounting procedures and management tools. As a result of the workshop, Board members requested additional budget detail for the school. This item is presented to the Board in response to that request.

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.

Recommended Action

Presented as an information item only.

Governmental Accounting Standards Board Statement of Revenue, Expenditures, and Changes in Fund Balance (Unaudited)

For Month or Quarter Ended and for the Year Ending: _____

Florida DOE Form IEPC - F1

	Account Number	Annual Budget
Revenues		
Federal Sources		
Federal Direct	3100	\$0.00
Federal through State and Local	3200	\$328,497.00
State Sources		
FEFP	3310	\$0.00
Capital outlay	3397	\$0.00
Class size reduction	3355	\$0.00
School reconigition	3361	\$0.00
Other state revenue	33XX	\$1,568,460.00
Local Sources		
Interest	3430	\$0.00
Local Capital Improvement Tax Other local revenue	3413	\$0.00
Other local revenue	34xx	\$0.00
Total Revenues		\$1,896,957.00

State Appropriation based on 200 FTE

Expenditures		
Instruction	5000	\$695,151.44
Teacher Salary & Benefits		\$520,536.64
Teacher Professional Development \$4,000/teacher		\$28,000.00
Substitute Teachers - 10 days per teacher at \$120/day		\$8,400.00
.5 FTE Dean of Students related to ESE instruction		\$41,214.80
Student Technology Device Replacement Y1 (10% at \$1000)		\$20,000.00
Faculty Technology Device Replacement Y1 (5% at \$2000)		\$2,000.00
Instructional Material Replacement		\$10,000.00
Lab Equipment		\$10,000.00

Consumables		\$10,000.00
Supplemental Instructional Materials		\$15,000.00
Dual Enrollment Instruction		\$20,000.00
Dual Enrollment Textbooks		\$5,000.00
ESE Direct Services		\$5,000.00
Instructional support services	6000	\$259,769.60
Support personnel (non instructional and non administrative)		\$183,769.60
Support Staff Professional Development \$2,000/each		\$6,000.00
Copies, Postage, Office Supplies		\$10,000.00
Communication Materials		\$35,000.00
Travel Costs		\$15,000.00
Contracted services for Therapy		\$5,000.00
Student Health Materials		\$5,000.00
Board	7100	\$60,000.00
Legal Services		\$50,000.00
Liability Insurance		\$10,000.00
School administration	7300	\$267,986.40
School Administrators Salary & Benefits 2.5 FTE		\$256,986.40
Administrator Technology Device Replacement at \$2000 each		\$2,000.00
Communication Devices		\$3,000.00
Travel Costs		\$6,000.00
Facilities and acquisition	7400	\$33,513.00
Energy costs calculated based on DOE formula; 33,582 sf*DOE OEF for Leon County rate of .99		\$33,513.00
Fiscal Services	7500	\$169,232.97
Financial Fee of 1% of FTE - budgeting, reporting, accounting, purchasing		\$15,684.60
Financial Audit Estimate		\$25,000.00
HR Service Fee (Recruiting, Payroll, Leave, Benefits, EAP, Workers Compensation, Employee Relations, Legal liability). Calculated based on 5% of total personnel costs.		\$50,125.37
Indirect Rate 5% of FTE per FS for contract management, FTE and data reporting, testing administration, SIS, etc.		\$78,423.00
Food Services	7600	\$161,760.00
Contract for Services for Student Lunches		\$161,760.00

Central Services	7700	\$0.00
Pupil Transportation Services	7800	\$0.00
Operation of Plant	7900	\$124,925.00
Operational Costs calculated based on DOE formula: 33,582 sf*DOE OEF for Leon County rate of \$3.72		\$124,925.00
Administrative Technology services	8100	\$0.00
by College		\$0.00
Community Services	8200	\$0.00
Debt Service	9100	\$0.00
	9200	
Total Expenditures		\$1,772,338.41
Excess (Deficiency) of Revenues over Expenditures		\$124,618.59
Other Financing Sources (Uses)		
Transfers in		
Transfers out		\$0.00
Total other Financing Sources (uses)		\$0.00
Net Change in Fund Balance		
Fund balances, beginning		\$0.00
Adjustments to beginning fund balance		\$124,618.59
Fund Balances, Beginning as Restated		\$0.00
Fund Balances, Ending		\$124,618.59

* Any cafeteria revenue will be reflected in fund balance.



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August 21, 2023

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Jessica Chapman, Principal

SUBJECT: Enrollment Update

Item Description

This item provides a comprehensive update on the current enrollment at TCA.

Overview and Background

We currently have 142 students enrolled. 81 9th graders, 51 10th graders, 9 11th graders. We have reached out to all applicants for acceptance. We are averaging 3 applicants per week and will continue to bring in new students through October until we meet our goal.

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

Presented as an information item only.



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M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Jessica Chapman, Principal

SUBJECT: Academic Committee Update

Item Description

This item provides a comprehensive update on the Academic Committee meeting.

Overview and Background

The Academic Committee met on July 26 via zoom. Trustee Clark was provided with an overview of how school grades are calculated, TCA's proposed academic achievement goals, and how students were scheduled with academics at the center of our decisions.

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

Presented as an information item only.



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M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Jessica Chapman, Principal

SUBJECT: Teachers Out of Field for 2023-2024

Item Description

This item requests Board approval to allow the teachers listed to teach in a subject other than the areas listed on their Florida teaching certificate issued by the Florida Department of Education.

Overview and Background

Teacher certification is an important regulatory process that ensures teachers have the appropriate qualifications to effectively educate students. When teachers hold certification in a particular subject or grade level, it means that they have completed the required coursework, training, and assessments to teach in that area. During the national teacher shortage, and particularly at small schools, there are times when teachers must teach out of field to fulfill course offerings to meet state requirements. The approval process required by FLDOE is to present the teachers who are teaching out of field each year to the governing board and obtain board approval.

To provide a comprehensive curriculum, I'm requesting the following individuals to teach out of field for the 2023-2024 school year:

Teacher: Caitlyn Ward
Subject: HOPE (Physical Education)

Rationale: The Florida Department of Education requires high school students to complete 1.0 credit of HOPE (Health Opportunities through Physical Education) to graduate high school. To creatively address this requirement, our school has integrated HOPE education with a combined HOPE curriculum and Yoga. A dedicated Yoga studio has been established within the school. Ms. Ward has been provided with a curriculum for HOPE and is two classes away from becoming a certified Yoga instructor.

Teacher: Pablo Perez de Alejo
Subject: Spanish I and II

Rationale: The Florida Bright Futures Scholarship program requires high school graduates to meet certain criteria, including specific foreign language requirements. In order to meet this requirement and also provide students access to various electives, we are offering Spanish I and II at TCA. Mr. Perez will be teaching this course this year out of field. He is fluent in the Spanish language and culture. He also serves as our World History teacher and will provide our students with an immersive experience into the subject.

Teacher: Christy Baldwin
Subject: Biology

Rationale: Ms. Baldwin is certified in Chemistry and has an advanced degree in Biochemistry. She has taught for over 15 years and has taught Biology out of field previously with excellent test scores. There is a significant amount of overlap in content between Biochemistry and Biology and Ms. Baldwin will be able to provide opportunities for our students to gain a strong foundation of the concepts and principles of Biology which appear in the Biology end of course exam and is part of our school grade.

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

Approve Teachers Out of Field as Presented.