



TALLAHASSEE
**COLLEGIATE
ACADEMY**

Governing Board Meeting

Monday, July 17, 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. Board Member Comments**
- 3. Approval of Minutes from June Meeting**
- 4. New Business**
 - a. TCA Charter Contract – Additional Information
 - b. Human Resources Report
 - c. Enrollment Updates
 - d. Academic Updates
 - e. Facility Updates
 - f. Policy Manual
- 5. Announcements**
 - a. Upcoming Events Report
- 6. Public Comment**
- 7. Adjourn**

Next Meeting: Monday, August 21st

**Minutes
Board of Trustees
Tallahassee Collegiate Academy
444 Appleyard Drive
Tallahassee, FL 32304
Tuesday, June 20, 2023
6:00pm – Business Meeting**

Board Meeting

The June 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, Calandra Stringer, Patricia Pagozalski, Barbara Wills, and Brielle Crooms.

COMMENTS:

- i. **Board Chair** – None
- ii. **Board Members** - None

APPROVAL OF MINUTES

- 1. May 23, 2023 Meeting

Requested Board approve minutes as presented.

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

Motion passed unanimously.

NEW BUSINESS

a. Governance Training Reminder

Principal Jessica Chapman confirmed the training will be held on June 22, 2023, 10:00 a.m. – 2:00 p.m. with the Sean Arnold Law Firm. Chair Moore indicated that she would need a recording of the training, as she could not attend in person.

For information only, no Board action required.

b. Enrollment Updates

Principal Chapman explained that there were 181 students fully enrolled, with an average of five new applicants per week. Within the last month, there were 31 new applications received, projecting that the goal of 200 students would be met by the start of the academic school year.

For information only, no Board action required.

c. Policy Workshop

Barbara Wills, TCC's Vice President of Administrative Services explained that she worked with an organization called Neola which is a professional policy development team to draft the policies for TCA. There is a legal guarantee that the organization can provide and consult with local counsel. VP Wills provided an overview of the policies.

Trustee Pople asked if there was statutory language for personnel in charter schools. VP Wills indicated that there were specific policies for K-12, such as, reporting requirements for arrests and the Jessica Lunsford Act background screening. Trustee Clark asked if there was parity between TCC and TCA employee benefits. VP Wills clarified that the information was included. Trustee Clark asked about the cost and the familiarity of utilizing the platform at the college. VP Wills clarified that TCC has utilized the platform for about three years and the cost is approximately \$7000 annually. Chair Moore indicated that she had the opportunity to review the

platforms prior to the board meeting and confirmed that the platform has a clear and understandable usage. Policies will be reviewed and voted on for the July meeting.

For information only, no Board action required.

d. Hiring Updates

Principal Chapman introduced Matthew Gregory as the charter school's dean of students.

For information only, no Board action required.

e. Safety Updates

The team is ready for its final walk through by DOE's Office of Safe Schools who will visit the school and check for safety compliance.

For information only, no Board action required.

f. July Professional Development Calendar

A robust training will be provided about a month before school for teachers and staff.

- a. An Open House was scheduled for Wednesday, June 21 at 6pm

For information only, no Board action required.

ITEMS FOR CONSIDERATION

b. Budget Presentation

- i. This presentation was provided by VP Wills. Trustee Pople asked for clarity on the \$2.1 Million grant that is effective through September. VP Wills clarified that the grant is usable through September 30 with additional details on the items that will be used by the grant through that timeline. Vice Chair Clark and Trustee Pople asked for a more detailed budget to be provided in the future. Trustee Pople indicated that the high-level budget is acceptable for the need of an approval. VP Wills asked if a more detailed budget should be shared at the next board meeting. Vice Chair Clark confirmed that sharing that document would be more helpful during the next board meeting. Vice Chair Clark requested a motion for approval of the estimated budget.

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

Motion passes unanimously.

c. Contract for Services

- i. VP Wills reviewed the MOU for services. The charter contract was not on the agenda. Vice Chair Clark asked for the protocols for items not on the agenda. VP Wills clarified that one of the board members can make a recommendation to add an item to the agenda.

- ii. Chair Moore made a motion to add the charter agreement as an agenda item for this board meeting.

MOTION: Vice Chair Clark **SECOND:** Trustee Kelling

Motion passed unanimously.

- iii. Vice Chair Clark made a motion to vote on the charter agreement and MOU for services for approval.

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

Motion passed unanimously.

d. Dual-Enrollment Agreement between TCA and TCC

- i. Principal Chapman explained the dual enrollment agreement. Trustee Pople requested clarity on page 2 regarding the instruction. Principal Chapman clarified that the charter school will not be employing teachers for 11th and 12th grade so the funding is available to pay for the students' books and fees for this school year.

ii. Chair Moore made a motion for approval of the dual enrollment agreement.

MOTION: Chair Moore **SECOND:** Trustee Pople

Motion passed unanimously.

e. Reading Plan TCA to FLDOE – Jessica Chapman

i. Principal Chapman asked for a board approval for the Reading Plan. Trustee Pople expressed his curiosity on the plan being shared to students. Principal Chapman explained that DOE requires it to be coded on the students' schedule by FLDOE. Trustee Kelling asked if the charter school will test the students on reading deficiencies as they enter the school. Principal Chapman's response included details that each students' test scores are received within the enrollment process.

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

Motion passed unanimously.

PUBLIC COMMENTS

None

NEXT MEETING DATE

July 17, 2023

Location: **TCC Main Campus**

ADJOURNMENT

Chair Moore adjourned at 6:50 p.m.

Minutes approved at the business meeting of the Board of Trustees on June 20, 2023.

Karen Moore
Chair

Jim Murdaugh, Ph.D.
President/Superintendent



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July 17, 2023

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Jessica Chapman, Principal

SUBJECT: TCA Charter Contract – Additional Information

Item Description

This item provides an update as it relates to the TCA Charter Contract that was approved at the June Board meeting.

Overview and Background

This item adds the approved TCA charter contract as an agenda item. This item was not listed on the June agenda. However, the June minutes provide the official record of the motion and approval to add the item to the June agenda for the June vote.

Funding/ Financial Implications

None

Past Actions by the Board

Previously approved at the June 2023 Board Meeting.

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: Human Resources Report

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 2023-2024 Operating Budget.

Past Actions by the Board

Personnel actions are taken to the Governing Board monthly. The Board has not addressed this item previously.

Recommended Action

Approve the report as presented.

TCA Human Resources Report

Name	Type of Action	Position Title	Start Date
Melanie Larson	New Hire	School Enrollment Specialist/Registrar	July 10, 2023
Matthew Gregory	New Hire	Dean of Students	June 9, 2023
Patricia Pagozalski	New Hire	Assistant Principal	June 9, 2023
Quashier Flood	New Hire	Guidance Counselor	July 10, 2023
Javon Williams	New Hire	Algebra 1 Teacher	August 1, 2023
Marilynn Griffith	New Hire	Geometry Teacher	August 1, 2023
J. Bronwen West	New Hire	English 1 Teacher	August 1, 2023
Sarah Chapman	New Hire	English 2 Teacher	August 1, 2023
Pablo Perez de Alejo	New Hire	US History Teacher	August 1, 2023
Caitlyn Ward	New Hire	World History Teacher	August 1, 2023
Christina Baldwin	New Hire	Biology Teacher	August 1, 2023
Brandi Faison	New Hire	Science/STEM Teacher	August 1, 2023
Allison Tackett	New Hire	Academic Coordinator	July 17, 2023



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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: Enrollment Update

Item Description

This item provides an overview of the enrollment numbers for the 2023-2024 school year.

Overview and Background

TCA has 167 students enrolled. There are 103 9th graders, 57 10th graders, and 7 11th graders. We are currently reviewing 77 applications.

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

Presented as an information item only.



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TO: Governing Board for Tallahassee Collegiate Academy

FROM: Jessica Chapman, Principal

SUBJECT: Academic Services Update

Item Description

This item provides an update for academic services.

Overview and Background

Professional Development: TCA provided project based learning workshops the week of July 10th to the instructors and staff. Additionally, we are participating in Non-Violent Communication workshops.

Reading Requirements: TCA has formed a partnership with the Florida Center for Reading Research to provide additional information as it relates to the Reading Plan that the Board approved at the June meeting.

WFSU Workshop: AI in the Classroom. Instructors and staff will be attending the workshop on July 20.

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: Facilities Update

Item Description

This item provides an update for the various projects ongoing to prepare the building and technology for opening day.

Overview and Background

Technology Update: TCA has provided new computers to all new hires. The intercom system is being installed.

Furniture Update: All classrooms have furniture. Waiting on furniture for Think Tank and Dean's Nest/Parent Resource Room.

Construction Projects: Bathroom renovation for ADA compliance in progress. Elevator repair and service in preparation for opening.

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: Policy Manual Approval

Item Description

This item requests Board approval of the first policy manual for TCA.

Overview and Background

TCA embarked on a process to create policies for the charter school. On June 20, 2023 the new proposed polices were presented in the Board Workshop. The following policies are presented to the board for approval.

- Chapter 0000 – Governance
- Chapter 1000 – Executive & Professional
- Chapter 2000 – Instructional
- Chapter 3000 – Non-Instructional
- Chapter 4000 – Program
- Chapter 5000 – Students
- Chapter 6000 – Finances
- Chapter 7000 – Property
- Chapter 8000 – Operations
- Chapter 9000 – Community Relations

The polices are outline in the following link:

<https://go.boarddocs.com/fl/tcctca/Board.nsf/Private?open&login>

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

Approve Charter School policies as presented.



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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: Upcoming Events

Item Description

This item provides a list of upcoming events for the charter school for the month on July and August.

Overview and Background

TCA Meet and Greet – July 19, 2023 from 6:00 pm to 7:30 pm
TCA Student Orientation – August 3, 2023 from 9:00 am to 10:30 am
TCA Student Orientation - August 4, 2023 from 1:00 pm to 2:30 pm
First Day of School for Students – August 10, 2023

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

Presented as an information item only.