



TALLAHASSEE  
**COLLEGIATE  
ACADEMY**

## **Governing Board Meeting**

**Monday, June 17, 2024 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 May Meeting**
- 3. Board Member Opening Comments**
- 4. New Business**
  - a. Principal's Report
    - i. End of Year Update
    - ii. Special Report: Recap of Most Recent Professional Conferences – Chapman/Pagozalski
  - b. Enrollment Update
  - c. Academic Update
  - d. Budget Update
- 5. Items for Consideration**
  - a. Policy Board Item
  - b. Auditor Selection Update – TCA Finance Committee
  - c. TCA School Calendar Item
  - d. TCA Board Meeting Dates
- 6. Announcements**
- 7. Public Comment**
- 8. Adjourn**

**Minutes**  
**Tallahassee Collegiate Academy**  
**Charter School Office**  
**444 Appleyard Drive**  
**Tallahassee, FL 32304**  
**Monday, May 20, 2024**

**Board Meeting**

On May 20, 2024, the Tallahassee Collegiate Academy (TCA) Board of Trustees meeting was called to order by Trustee Karen Moore at 6:00 p.m.

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

**Absent:** None

**Via Phone/Zoom:** None

**Others Present:** Jessica Chapman, Patricia Pagozalski, Matthew Gregory, Calandra Stringer, Barbara Wills, Melanie Larson, Pablo Perez de Alejo, and members of the TCA band “Flight”.

**COMMENTS:**

- i. **Board Chair** – Trustee Moore welcomed everyone and opened the floor for board members to share any comments. The Tallahassee buildings and grounds management was acknowledged for all their recovery efforts in light of the recent tornadoes.
- ii. **Board Members-** Trustee Clark recognized and thanked the leadership team at TCA for all their hard work, saying he had seen their engaging social media posts and the “Can Do” attitude held by the team, and was proud to be a part of TCA. Trustee Pople commented that great things were happening at TCA. Trustee Kelling concurred with the previous statements and gave kudos to the leadership team. Trustee Taylor stated that the communication that was delivered in the face of the tornadoes was very well done.

**APPROVAL OF MINUTES**

1. May 20, 2024

Requested Board approve April board meeting minutes as presented.

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

Motion passed unanimously.

**NEW BUSINESS**

**a. Principal’s Report**

Principal Chapman recounted the smooth re-opening of TCA in the aftermath of the tornadoes and the weather closures, as well as a visit to the school by the Commissioner of Education, Manny Diaz JR. Trustee Moore shared that President Murdaugh was told by the Commissioner that TCA would be so successful and grow so much that they would need a second and building, and that next legislative session, he would like TCA students to come and testify their experience. Provost Dr. Stringer shared that it was a wonderful visit and that they have been invited to share more at the Commissioner Summit in Miami.

Principal Chapman introduced Pablo Perez de Alejo, World History and Spanish teacher, and the TCA school band, “Flight”, that he runs. The band performed three songs: “Alaska” by Maggie Rogers, “Sweet Nothing” by Taylor Swift, and “Lose Control” by Teddy Swims.

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. Incoming students were sent acceptance letters on March 1<sup>st</sup>. All 125 open seats for the upcoming 2024-2025 school year have been filled, and any additional incoming applications are placed on the waiting list. 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. Students have begun state testing and going very well, with scores becoming available as students submit their test. At the time of the memorandum, scores for Biology and English Language Arts were configured with students performing at a 20% higher rate than the state average for Biology, as well as students performing at a 10% higher rate than the state average for English Language Arts. The school academic achievement goals have been exceeded by 12% in Biology and by 7% in English Language Arts. The remaining state tests to be administered are Math EOC's in Algebra 1 and Geometry, and the US History EOC.

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 April 30<sup>th</sup>, 2024 was provided. The most recent finance committee meeting was held on May 9<sup>th</sup>, 2024.

For information only, no Board action required.

**e. Policy Workshop- Dr. Barbara Wills**

Update provided by Dr. Barabara Wills.

For information only, no Board action required.

**ITEMS FOR CONSIDERATION**

**a. Human Resources Report**

Principal Chapman requested Board approval for personnel actions for Danielle Henry, for the Exceptional Education Teacher position. She holds a master's degree in Exceptional Student Education.

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

**b. Instructional Days/Time**

Principal Chapman requested Board approval on the proposed creative solution to recover instructional time lost due to recent weather events. This item is pending approval from FLDOE. Principal Chapman suggested utilizing previously scheduled Power Hour sessions as make-up instructional time, as these sessions were mandatory enrichment and interventions for students held every Wednesday. 22 Power Hour sessions were completed, totaling 880 minutes, or 14.6 hours of instructional time, a sufficient amount to meet the required instructional time that was lost due to weather closures. At the time of the memorandum, FLDOE still needs to approve the change of schedule. If DOE denies the calendar as proposed, the board will readdress this item.

**MOTION:** Trustee Clark                      **SECOND:** Trustee Taylor  
Motion passed unanimously.

**ANNOUNCEMENTS**

- a. Upcoming Events Report

Principal Chapman provided upcoming events for the months of May and June.

**PUBLIC COMMENTS**

None

**NEXT MEETING DATE**

June 17, 2024 at 6:00 p.m.

Location: **TCC Main Campus**

**ADJOURNMENT**

Chair Moore adjourned at 6:48 p.m.

Minutes approved at the business meeting of the Board of Trustees on April 15, 2024.

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**Karen Moore**  
**Chair**

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



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June 17, 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 for next year. As of today's date, we have 87 students on our waiting list, an increase of 17 since our last meeting.

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

**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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June 17, 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 academic goals and final percentages after the conclusion of state testing. This update provides information and documentation that we have met and exceeded all academic goals set for the 2023-2024 school year.

**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.

Our final testing data is documented on the attachment to this memorandum.

We met and exceeded our academic goals in every academic discipline for the 2023-2024 school year.

**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.

**Recommended Action**

Presented as an information item only.



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June 10, 2024

RE: TCA Academic Goals for 23-24 School Year

Dear Dr. Calandra Stringer,

This letter is to certify that **100%** of the Tallahassee Collegiate Academy Academic Goals were met for the 23-24 school year. I have attached the data and details for your review.

I am immensely proud of the work accomplished by the team at TCA this year. As you can see from the data, TCA exceeded each goal set and is outperforming the state in every area. So many students made more than a years growth and I couldn't be more excited about the future for all of these students.

I believe wholeheartedly that we are fulfilling TCA's mission and vision and in just one short year, we have changed the trajectory of traditional education.

I want to thank you for your dedication to our mission and the work that you've done this year supporting me as we ventured into uncharted territory. It has been an exciting year, and together, we made this happen.

Please let me know should you require any additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "JChapman", followed by a long, horizontal, wavy line that extends across the width of the page.

Jessica Chapman  
Principal  
Tallahassee Collegiate Academy at TCC

**Tallahassee Collegiate Academy  
Academic Goals – Final Data for 23-24 School Year**

In English Language Arts, TCA exceeded our goal by 5%.  
TCA is performing 16% higher than the state average.

<b>English Language Arts (Florida Assessment of Student Thinking; Grades 9 and 10)</b>		
<b>Measure</b>	<b>Goal for 23-24</b>	<b>Actuals for 23-24</b>
<b>Achievement <math>\geq</math> Level 3</b>	<b>64</b>	<b>69</b>
<b>Learning Gains</b>	<b>n/a</b>	<b>73</b>
<b>Learning Gains Lowest Quartile</b>	<b>n/a</b>	<b>76</b>

In Mathematics, we exceeded our goal by 3%.  
TCA is performing 11% higher than the state average.

<b>Mathematics (Algebra 1 and Geometry EOCs; enrolled students)</b>		
<b>Measure</b>	<b>Goal for 23-24</b>	<b>Actuals for 23-24</b>
<b>Achievement <math>\geq</math> Level 3</b>	<b>60</b>	<b>63</b>
<b>Learning Gains</b>	<b>n/a</b>	<b>47</b>
<b>Learning Gains Lowest Quartile</b>	<b>n/a</b>	<b>40</b>

In Science, we exceeded our goal by 16%.  
TCA is performing 20% higher than the state average.

<b>Science (Biology 1 EOC)</b>		
<b>Measure</b>	<b>Goal for 23-24</b>	<b>Actuals for 23-24</b>
<b>Achievement <math>\geq</math> Level 3</b>	<b>72</b>	<b>88</b>

In Social Studies, we exceeded our goal by 21%.  
TCA is performing 31% higher than the state average.

<b>Social Studies (U.S. History EOC)</b>		
<b>Measure</b>	<b>Goal for 23-24</b>	<b>Actuals for 23-24</b>
<b>Achievement <math>\geq</math> Level 3</b>	<b>77</b>	<b>98</b>



Other Academic Goals:

<p><b>Goal #1:</b> (SMART – Specific, Measurable, Attainable, Realistic, Time-Bound)</p>	<p>During the 2023-2024 School year, we will identify and provide targeted reading intervention to 30 students that represent the lowest quartile of learners at Tallahassee Collegiate Academy. 30 students represent the lowest quartile of learners at TCA. 14 of our lowest quartile of students are Level 1 in ELA. 16 of our lowest quartile of students are Level 2 in ELA</p>
<p><b>23-24 Results:</b></p>	<p>Goal Met.</p> <p>73% of our students showed learning gains in the area of ELA.</p> <p>76% of our bottom 25% showed learning gains in the area of ELA.</p>

<p><b>Goal #2:</b> (SMART – Specific, Measurable, Attainable, Realistic, Time-Bound)</p>	<p>During the 2023-2024 School year, we will identify and provide targeted math intervention to 30 students that represent the lowest quartile of learners at Tallahassee Collegiate Academy. 30 students represent the lowest quartile of learners at TCA. 13 of our lowest quartile of students are Level 1 in Math. 17 of our lowest quartile of students are Level 2 in Math.</p>
<p><b>23-24 Results:</b></p>	<p>Goal Met.</p> <p>47% of our students showed learning gains in the area of Math.</p> <p>40% of our bottom 25% showed learning gains in the area of Math.</p>

<p><b>Goal #3:</b> (SMART – Specific, Measurable, Attainable, Realistic, Time-Bound)</p>	<p>During the 2023-2024 School year, we will identify and provide targeted social-emotional support to 9<sup>th</sup> and 10<sup>th</sup> grade students who aspire to participate in TCC’s dual-enrollment programs but have demonstrated a need for additional social and emotional support.</p>
<p><b>23-24 Results:</b></p>	<p>Goal Met.</p> <p>15/15 students who were not dual-enrollment ready in the area of Social-Emotional learning are registered for Fall DE courses.</p>

<p><b>Goal #4:</b> (SMART – Specific, Measurable, Attainable, Realistic, Time-Bound)</p>	<p>During the 2023-2024 School year, we will identify and provide targeted academic support to 9<sup>th</sup> and 10<sup>th</sup> grade students who aspire to participate in TCC’s dual-enrollment programs but have demonstrated a need for additional academic support in order to qualify for dual-enrollment. The students in this area are not in our lowest quartile and mostly are on grade level, but need additional work in order to demonstrate the level of college-readiness required to qualify for dual-enrollment.</p>
<p><b>23-24 Results:</b></p>	<p>Goal Met.</p> <p>85 Students are ready for dual-enrollment in Fall 2024.</p>

<p><b>Goal #5:</b> (SMART – Specific, Measurable, Attainable, Realistic, Time-Bound)</p>	<p>By the end of the 2023-2024 school year, TCA Administration, Faculty and Staff – in collaboration with TCC - will provide students at Tallahassee Collegiate Academy with comprehensive exposure to all of the STEM A.S. Degree pathways offered at TCC, enabling students to see into the future and make an informed decision as they select their A.S. Degree pathway of study.</p>
<p><b>23-24 Results:</b></p>	<p>Goal Met.</p> <p>TCA continually provided collaborative efforts between TCC and TCA in order to expose students to pathways.</p> <ul style="list-style-type: none"> <li>• STEM Immersion Week</li> <li>• TCC Collaborative Meetings</li> <li>• Worlds of Work Participation (student and teacher)</li> <li>• AI Professional Development with UF</li> <li>• Master schedule developed so that electives reflect exposure to areas of STEM AS Degrees</li> <li>• Jessica Jones meetings with TCA students who were undecided at Principal’s request</li> </ul>



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June 17, 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 May 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.

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

CC0293

	Account Number	Annual Budget	Year To Date As Of 05/31/24
<b>Revenues</b>			
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	\$1,241,707.00
Local Sources			
Interest	3430	\$0.00	
Local Capital Improvement Tax Other local revenue	3413	\$0.00	
Other local revenue	34xx	\$0.00	\$7,185.47
			0
<b>Total Revenues</b>		<b>\$1,896,957.00</b>	<b>\$1,248,892.47</b>

<b>Expenditures</b>			
Instruction	5000	\$695,151.44	
Teacher Salary & Benefits		\$520,536.64	\$434,802.60
Teacher Professional Development \$4,000/teacher		\$28,000.00	\$5,289.51
Substitute Teachers - 10 days per teacher at \$120/day		\$8,400.00	\$28,419.00
.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	\$33,498.11
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	\$115,586.10
Support Staff Professional Development \$2,000/each		\$6,000.00	
Copies, Postage, Office Supplies		\$10,000.00	
Communication Materials		\$35,000.00	\$4,032.59
Travel Costs		\$15,000.00	0.00
Contracted services for Therapy		\$5,000.00	
Student Health Materials		\$5,000.00	\$296.02
Board	7100	\$60,000.00	
Expense		\$0.00	\$355.82
Legal Services		\$50,000.00	\$1,200.00
Liability Insurance		\$10,000.00	
School administration	7300	\$267,986.40	
School Administrators Salary & Benefits 2.5 FTE		\$256,986.40	\$204,049.80
Administrator Technology Device Replacement at \$2000 each		\$2,000.00	
Other Services		\$0.00	2390.85
Communication Devices		\$3,000.00	
Travel Costs		\$6,000.00	5061.28
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	\$22,342.00
Fiscal Services	7500	\$169,232.97	
Financial Fee of 1% of FTE - budgeting, reporting, accounting, purchasing		\$15,684.60	\$10,456.40
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	\$33,416.91
Indirect Rate 5% of FTE per FS for contract management, FTE and data reporting, testing administration, SIS, etc.		\$78,423.00	\$52,282.00
Food Services	7600	\$161,760.00	
Contract for Services for Student Lunches		\$161,760.00	\$17,463.60
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 support - provided by College	8100	\$0.00	
Community Services	8200	\$0.00	
Debt Service	9100	\$0.00	
	9200		
<b>Total Expenditures</b>		\$1,772,338.41	\$970,942.59
<b>Excess (Deficiency) of Revenues over Expenditures</b>		\$124,618.59	\$277,949.88
<b>Other Financing Sources (Uses)</b>			
Transfers in			
Transfers out		\$0.00	
<b>Total other Financing Sources (uses)</b>		\$0.00	0
<b>Net Change in Fund Balance</b>			
Fund balances, beginning		\$0.00	0
Adjustments to beginning fund balance		\$124,618.59	\$277,949.88
<b>Fund Balances, Beginning as Restated</b>		\$0.00	0
<b>Fund Balances, Ending</b>		\$124,618.59	\$277,949.88

Calculated all District costs based on no charge for period of grant; and then pro-rated remaining amount.



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June 17, 2024

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

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

**FROM:** Jessica Chapman, Principal

**SUBJECT:** Policy Manual Changes

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### **Item Description**

This item requests governing board approval of TCA policy manual changes.

### **Overview and Background**

This proposed policy revision provides updates based on legal changes and best practices. A policy workshop was provided on May 20, 2024, with digital copies of the proposed policy changes.

The following policies have been revised and may be viewed at <https://tca.fl.edu/about-us/governing-board-members/policy-review/>.

- 0124, Standards of Ethical Conduct
- 1110, Employment of Administrators
- 1121, 2121, 3121, Background Screening
- 2120.02, Employment of Instructional Staff
- 4210 Curriculum Development
- 4215 Program of Instruction
- 4271, Articulation and Access to FCS Institutions
- 4371, Hope Scholarships
- 4410.01, Mental Health Services
- 4417, Comprehensive Health Education
- 4421, Career and Technical Education
- 4423, School-to-Work Program
- 4440, Summer Programs
- 5111.01, Homeless Students
- 5136, Wireless Communication

- 5460, Graduation Requirements
- 5771, Search and Seizure
- 5772, Student Weapons and Other Destructive Devices
- 7421, Restrooms and Changing Facilities
- 7530.02, Staff and School Officials Use of Wireless Communication Devices
- 7540.02, LEA Web Content, Apps, and Services
- 7540.03, Student Internet Safety and Acceptable Use
- 8330, Student Records
- 8405, School Safety and Security
- 8410.01, Critical Incident Response
- 8501, Food Service Program
- 8800, Religious/Patriotic Ceremonies and Observances
- 9160, Public Attendance at School Events
- 9215, Direct-Support Organizations

**Funding/ Financial Implications**

N/A.

**Past Actions by the Board**

The Board first approved the TCA Policy Manual on July 17, 2023. A board workshop of these draft policies was provided on May 20, 2024.

**Recommended Action**

Approve revision of the TCA policies as presented.



June 17, 2024

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

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

**FROM:** Jessica Chapman, Principal

**SUBJECT:** Selection of Auditor

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**Item Description**

This item requests approval of the Auditing Committee's recommendation for auditing services for the Tallahassee Collegiate Academy (TCA). The Committee recommends that James Moore & Company be selected as the auditor for TCA.

**Overview and Background**

In accordance with Florida Statute 218.39 the Audit Selection Committee brings forth a recommendation for auditor for the TCA. RFP 2024-03 Tallahassee Collegiate Academy Auditing Services was released to the public on May 3, 2024 via the Tallahassee Community College Purchasing Website and the MyFloridaMarketPlace. The Committee received complete and acceptable submittals from the below two vendors on May 21, 2024, as a result of this Request for Qualifications (RFQ).

- James Moore & Co.
- Carr, Riggs & Ingram

Based on the evaluation criteria outlined in the RFP, the submittals were evaluated by a committee and scored based on the following factors

- Firm Experience and Qualifications
- Approach and Methodology of Audit
- Team Composition and Management Plan
- Price Proposal

Based upon the qualifications submitted and the results of evaluation process *James Moore & Co.*, is recommended for the award.



**Funding/ Financial Implications**

The cost of the auditor is included in the annual budget.

**Past Actions by the Board**

The Board approved the Audit Selection Committee membership on April 15, 2024.

**Recommended Action**

Approve the recommendation of the Audit Selection Committee.



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June 17, 2024

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

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

**FROM:** Jessica Chapman, Principal

**SUBJECT:** 24-25 School Calendar

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**Item Description**

This item requests approval to adopt the TCC- District 81 school calendar as is for the SY 24-25 for Tallahassee Collegiate Academy.

**Overview and Background**

TCC is required to submit a K-12 district school calendar to FLDOE, and TCA creates their school calendar based on the dates outlined by our district. Since our district is a one school district, we developed the attached calendar collaboratively and I propose that we adopt this calendar as our TCA school calendar. See attachment.

**Funding/ Financial Implications**

None

**Past Actions by the Board**

Previously, TCA adopted the school calendar as set by the district during the 23-24 school year.

**Recommended Action**

Approve the calendar as outlined.

**TALLAHASSEE COMMUNITY COLLEGE – DISTRICT 81  
2024-2025 ACADEMIC CALENDAR**

<b>Date</b>	<b>Description</b>	<b># of Student Days</b>
<b>Semester I</b>		
August 1-9	Teacher Planning/Inservice Days	
August 12	Classes Begin	15
September 2	No Classes- Labor Day – School Closed	20
October 3	No Classes – Fall Holiday – School Closed	
October 18	End of First Nine Weeks	
October 21	No Classes – Teacher Planning/Inservice Day	21
November 11	No Classes – Veterans Day – School Closed	
November 25-29	No Classes – Thanksgiving Holiday– School Closed	15
December 18-20	High School Exam Days	15
December 20	End of Second Nine Weeks	
December 23- January 3	Winter Break – School Closed	
Semester Total Student Days		86

<b>Date</b>	<b>Description</b>	<b># of Student Days</b>
<b>Semester 2</b>		
January 6-7	Teacher Planning/Inservice Days	
January 8	Classes Begin	17
January 20	No Classes- Martin Luther King, Jr. Day – School Closed	
February 17	No Classes – President’s Day Holiday – School Closed	19
March 7	End of Third Nine Weeks	
March 10-14	No Classes - Spring Break – School Closed	
March 17	No Classes – Teacher Planning/Inservice Day	
March 18	Students return from Spring Break	15
April 18	No Classes – Spring Holiday – School Closed	21
May 21-23	High School Exam Days	
May 23	Last Day of School for Students; End of Fourth Nine Weeks	17
May 26	Memorial Day – School Closed	
May 27-28	Teacher Planning/Inservice Days	
May 28	Teachers’ Last Day	
Semester Total Student Days		89

<b>Date</b>	<b>Description</b>	
<b>Summer</b>		
June 9-13	Administrator Planning Retreat	
June 19	Juneteenth Holiday – School Closed	
July 4	4 <sup>th</sup> of July Holiday – School Closed	

**175 Days = 55,125 minutes**  
(180 days = 54,000 minutes @ 300 minutes per day)



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June 17, 2024

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

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

**FROM:** Jessica Chapman, Principal

**SUBJECT:** 22-25 TCA Board Meeting Dates

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**Item Description**

This item requests approval to adopt the TCC- District 81 governing board meeting dates calendar.

**Overview and Background**

TCC will be approving their board meeting dates at the June 17<sup>th</sup> TCC Governing Board Meeting. This item will be added upon TCC's approval on June 17<sup>th</sup> and added as an addendum just before the TCA meeting.

(Date addendum forthcoming during June 17 TCA meeting)

**Funding/ Financial Implications**

None

**Past Actions by the Board**

Previously, TCA adopted the same board meeting date calendar as TCC during the 23-24 school year.

**Recommended Action**

Approve the calendar as outlined.