



TALLAHASSEE
**COLLEGIATE
ACADEMY**

Governing Board Meeting

Monday, March 18, 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 February Meeting**
- 3. Board Member Opening Comments**
- 4. New Business**
 - a. Principal's Report
 - i. STEM Immersion Week Recap
 - ii. Robotics Competition Update
 - b. Enrollment Update
 - c. Academic Update
 - d. Budget Update
 - i. Finance Committee Update
- 5. Items for Consideration**
 - a. Policy Review Public Notice
 - b. Elect Hearing Officer for Discipline Processes
- 6. Announcements**
 - a. Upcoming Events Report
- 7. Public Comment**
- 8. Adjourn**

Next Meeting: Monday, April 15, 2024

Minutes
Tallahassee Collegiate Academy
Charter School Office
444 Appleyard Drive
Tallahassee, FL 32304
Monday, February 19, 2024

Board Meeting

On February 19, 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 Pople, Kelling, and Taylor.

Absent: Vice Chair David Clark

Via Phone/Zoom: None

Others Present: Jessica Chapman, Patricia Pagozalski, Matthew Gregory, Calandra Stringer, Barbara Willis, Melanie Larson, Bronwen West, Curtis Fuller, Melody King, Anna King, Christine Mentis, Nyesha Agama, Esinam Agama, Forster Agama, Sarah Methellus, and Dukens Methellus.

COMMENTS:

- i. **Board Chair** – Trustee Moore commended the communication, saying it is clear, concise, and consistent, and for that the board is very fortunate.
- ii. **Board Members-** Trustee Kelling highlighted having the privilege of being a judge at TCA’s Poetry Out Loud competition, and how incredibly impressed she was at all involved; the students and Mrs. West did an amazing job with the event. Trustee Taylor thanked Principal Chapman for the emails sent out providing updates on things happening on campus. Trustee Pople seconded these thoughts, concurring that it is nice to be an informed board member.

APPROVAL OF MINUTES

1. February 19, 2024

Requested Board approve January board meeting minutes as presented.

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

Motion passed unanimously.

NEW BUSINESS

a. Principal’s Report

Principal Chapman shared some exciting updates from Literacy Week at TCA, including the Poetry Out Loud competition and the 10th grade class field trip to Eatonville, FL for the Zora Neale Hurston festival. Shadow Days where interested middle school students are able to spend a day at TCA have also been ongoing throughout the month of February. The Ducks Unlimited club spent the day on Lake Iamonia on a conservation field trip where they checked duck boxes and collected data for FWC. Two staff members will be heading to Daytona to attend a FOCUS conference, which is the student information system utilized. The TCA Robotics team has been working very hard and will be competing over spring break.

Principal Chapman introduced Bronwen West, TCA English teacher, as well as the top three students that placed in the Poetry Out Loud competition to perform their poems for the Board. First place winner Sarah Methellus performed “Broken Promises” by David Kirby; second place winner Melody King performed “What Women Are Made Of” by Bianca Lynne Spriggs, and third place winner Esinam Agama performed “After the Winter” by Claude McKay.

For information only, no Board action required.

b. Enrollment Update

Update provided by Principal Chapman. At the time of the memorandum, there were 146 students enrolled.

For information only, no Board action required.

c. Academic Update

Update provided by Principal Chapman and Assistant Principal Pagozalski. The update outlined in depth data from the PM2 test that students took on January 11th. Principal Chapman shared that the way school grades are calculated have been amended, and adjustments have been made to the school grade point thresholds. Assistant Principal Pagozalski shared an update on where students are located demographically and where they are coming from, and their previous schools. The action plan for supporting student to achieve academic goals was also shared.

For information only, no Board action required.

d. Budget Update

Update provided by Principal Chapman. The TCA finance committee met on February 8th, 2024. An update on the TCA budget was provided; a summary of revenues and expenses as of January 31st, 2024 was provided. Principal Chapman noted a correction to the memorandum, as it shows 2023 as opposed to 2024. The corrected year is reflected in the minutes.

For information only, no Board action required.

e. Safety and Security Update

Update provided by Dean Gregory. On January 22nd, TCA had their first unannounced compliance monitoring visit from the Department of Education Office of Safe Schools. There were two main items that needed to be addressed, the first was including meeting minute times, the second was window tinting in classrooms around TCA. However, the visit was positive and the school has all protocols in place. Dean Gregory gave kudos to Principal Chapman for all her planning and work prior to the school opening, which contributed to an overall successful report.

For information only, no Board action required.

ITEMS FOR CONSIDERATION

a. Purchase of Computers for 2024-2025 School Year

Principal Chapman requested Board approval for the purchase of 90 new student computers for the upcoming school year, totaling at \$90,000.

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

Motion passed unanimously.

ANNOUNCEMENTS

a. Upcoming Events Report

Principal Chapman provided upcoming events for the month of February and part of March.

PUBLIC COMMENTS

None

NEXT MEETING DATE

March 18, 2024 at 6:00 p.m.

Location: **TCC Main Campus**

ADJOURNMENT

Chair Moore adjourned at 7:11 p.m.

Minutes approved at the business meeting of the Board of Trustees on March 18, 2024.

Karen Moore
Chair

Jim Murdaugh, Ph.D.
President/Superintendent



444 Appleyard Drive
Tallahassee, Florida 32304-2895
850.5046300 | www.tca.fl.edu

March 18, 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

Item Description

This item provides an overview of the current enrollment numbers for the 2023-2024 school year, and updates on future enrollment numbers.

Overview and Background

TCA has 146 students enrolled. There are 83 9th graders, 49 10th graders, and 14 11th graders. There are no changes since last month on these numbers.

On March 1st, we sent acceptance letters to all of our incoming students and currently all 125 seats are filled for next year. We have 18 students on our waiting list.

After April 1st we may do another push for applications should the need arise.

We are also working on re-enrollment for next year; surveying our current families to find out who will be returning to TCA next year, and gathering necessary re-enrollment paperwork.

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

Presented as an information item only.

March 18, 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

Item Description

This item provides an update regarding our academic goals, specifically our dual-enrollment goals.

Overview and Background

During the October meeting, the TCA board approved the academic achievement goals for TCA for the 23-24 school year.

This goal specifically deals with preparation for students for dual-enrollment:

During the 2023-2024 School year, we will identify and provide targeted academic support to 9th and 10th 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.

Our current dual-enrollment data is as follows:

- In the fall of 2023, we had 11 students dual-enrolled.
- In spring, we increased that number to 26.
- We have now qualified 59 students to dual-enroll.
- 16 students are very close (only points away).
- TCA's goal is to have 80 students dual-enrolled in the fall.

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.

Recommended Action

Presented as an information item only.



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March 18, 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

Item Description

This item provides an update on the TCA Budget, including a summary of revenues and expenses as of February 29, 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.

Our most recent finance committee meeting was held on March 7, 2024 and attended by Trustee Pople, Jessica Chapman, Dr. Barbara Wills, Dr. Calandra Stringer and Amy Bradbury. We reviewed the current TCA budget, how TCA is funded and a draft budget for the 2024-2025 school year. In our draft budget, we intend to add a few new positions to accommodate the growth of TCA and to provide support to the academic outcomes needed to achieve success with our growing population.

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)

CC0293

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

Florida DOE Form IEPC - F1

	Account Number	Annual Budget	Year To Date As Of 02-29-24	Current Year Allocation
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	\$849,589.00	
Local Sources				
Interest	3430	\$0.00		
Local Capital Improvement Tax Other local revenue	3413	\$0.00		
Other local revenue	34xx	\$0.00	\$4,174.77	
			0	
Total Revenues		\$1,896,957.00	\$853,763.77	

Expenditures				
Instruction	5000	\$695,151.44		
Teacher Salary & Benefits		\$520,536.64	\$262,355.10	
Teacher Professional Development \$4,000/teacher		\$28,000.00		
Substitute Teachers - 10 days per teacher at \$120/day		\$8,400.00	\$17,750.00	
.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	\$7,473.00	
Lab Equipment		\$10,000.00		
Consumables		\$10,000.00		
Supplemental Instructional Materials		\$15,000.00	\$7,157.34	
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	\$39,838.47	
Support Staff Professional Development \$2,000/each		\$6,000.00		
Copies, Postage, Office Supplies		\$10,000.00		
Communication Materials		\$35,000.00	\$345.00	
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	\$92.82	
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	\$131,413.20	
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	\$13,907.90
Fiscal Services	7500	\$169,232.97	
Financial Fee of 1% of FTE - budgeting, reporting, accounting, purchasing		\$15,684.60	\$6,509.11
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	\$20,802.03
Indirect Rate 5% of FTE per FS for contract management, FTE and data reporting, testing administration, SIS, etc.		\$78,423.00	\$24,120.47
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		
Total Expenditures		\$1,772,338.41	\$549,524.05
Excess (Deficiency) of Revenues over Expenditures		\$124,618.59	\$304,239.72
Other Financing Sources (Uses)			
Transfers in			
Transfers out		\$0.00	
Total other Financing Sources (uses)		\$0.00	0
Net Change in Fund Balance			
Fund balances, beginning		\$0.00	0
Adjustments to beginning fund balance		\$124,618.59	\$304,239.72
Fund Balances, Beginning as Restated		\$0.00	0
Fund Balances, Ending		\$124,618.59	\$304,239.72

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



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March 18, 2024

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Jessica Chapman, Principal

SUBJECT: Policy Review and Development

Item Description

This item provides details about a proposed policy review and development session.

Overview and Background

In accordance with our Policy Development guidelines outlined in our policy manual, I am bringing up to the board a request to publish review and development of current policies based on legislative changes affecting K-12 schools. With your vote, the development of proposed policies will be publicly announced. From there, the Principal and Board will be able to begin the review process before policy comes forward to a board vote. The publication will follow all guidelines outlined in our current active policy manual.

Funding/ Financial Implications

N/A

Past Actions by the Board

The Board approved and adopted the current TCA policies on July 17, 2023.

Recommended Action

Approve request to publish policy review.



March 18, 2024

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Jessica Chapman, Principal

SUBJECT: Elect Hearing Officer for Discipline Processes

Item Description

This item provides details about a proposal to elect a hearing officer should we have any disciplinary concerns in the future that would require a disciplinary hearing. The officer should be a member of the governing board.

Overview and Background

In accordance with our Policy po5610, we may elect a hearing officer should we have future disciplinary concerns that would require a disciplinary hearing as it is related to expulsion. A hearing officer also could weigh in as it relates to admitting future students that were expelled from other school districts. As per our policy, if there is a situation requiring a hearing, a hearing may be conducted by the entire board or by an individual appointed by the board to serve as a hearing officer. It is crucial that we adhere to this procedure in order to ensure fairness and transparency as it relates to our disciplinary processes. In light of the policy, I recommend that we appoint a hearing officer to ensure we have one in place. Should a situation arise, the hearing officer would work with the Principal to review all relevant disciplinary action taken and would be able to make a decision on behalf of the board based on the findings; or would be able to recommend the board enter into executive session to discuss.

Funding/ Financial Implications

N/A

Past Actions by the Board

The Board approved and adopted the current TCA policy on discipline po5610 on July 17, 2023.

Recommended Action

Elect a board member to serve as the hearing officer on behalf of the board.



Book	TCA Policy Manual
Section	5000 Students
Title	REMOVAL, OUT-OF-SCHOOL SUSPENSION, AND EXPULSION OF STUDENTS
Code	po5610
Status	Active
Legal	F.S. 120.569 F.S. 120.57 F.S. 1002.20 F.S. 1003.02 F.S. 1003.32 F.S. 1006.07 F.S. 1006.09 F.A.C. Chapter 28-106 18 U.S.C. Section 921
Adopted	July 17, 2023

5610 - **REMOVAL, OUT-OF-SCHOOL SUSPENSION, AND EXPULSION OF STUDENTS**

The Governing Board (Board) recognizes that exclusion from the educational program of the schools, whether by emergency removal, suspension, or expulsion, is the most severe sanction that can be imposed on a student in Tallahassee Collegiate Academy Charter School (School), and one that cannot fairly be imposed without due process.

No student is to be removed, suspended, expelled, or excluded from an activity, program, or a school unless his/her behavior represents misconduct as specified in the student/parent handbook approved by the Board. The handbook shall also specify the procedures to be followed by school officials. In determining whether a student is to be suspended or expelled, School administrators shall use a preponderance of evidence standard. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, the procedures set forth in Policy 5605 shall apply to students identified as disabled under the IDEA and/or Section 504 of the Rehabilitation Act of 1973.

REMOVAL FROM CLASS

A. Referral

A teacher has the authority to refer a disruptive student to the Principal's office to maintain effective discipline in the classroom and may recommend an appropriate consequence consistent with the Student Code of Conduct.

Disruptive behavior will include, but not be limited to, the following:

1. Assault on staff or students;
2. Threat(s) or violence;

3. Willful disregard of a teacher's directions, interfering with the class or activity;
4. Malicious vandalism;
5. Possession of weapons of any type;
6. Continuing use of profane language or obscene gestures; or
7. Instigation of violence or mass disobedience to legitimate directions.

After determining that the student has violated the Student Code of Conduct, the Principal shall respond either by employing the teacher's recommended consequence, or by imposing a more serious disciplinary action, if the student's overall behavioral history warrants it.

If the Principal determines that disciplinary action other than that recommended by the teacher is appropriate, the Principal should consult with the teacher before taking disciplinary action. If the Principal deviates in any way from the teacher's recommendation, the Principal must provide the reasons for any such deviation in writing to the teacher.

If the Principal determines that the student has not violated the Student Code of Conduct, the Principal may not impose any discipline.

The Principal shall notify the teacher of any decision regarding discipline, or lack thereof, and interventions provided to a student to address the behavior.

The teacher may request a conference with the Principal and the student's parent(s)/guardian(s) prior to the student being returned to the classroom. A disruptive student will not normally be returned to the classroom where the student exhibited the disruptive behavior before such conference occurs.

B. Removal

Pursuant to F.S. 1003.32, a teacher may remove a student from their class whose behavior the teacher determines interferes with the teacher's ability to effectively communicate with other students in the class or with the ability of the student's classmates to learn.

The principal may not return a student who has been removed by a teacher from the teacher's class without the teacher's consent, unless the Placement Review Committee established herein determines that such placement is the best or only available alternative.

The teacher and the Placement Review Committee must render decisions within five (5) working days of the removal of the student from the classroom.

In accordance with State law, each school shall establish a Placement Review Committee(s) to determine if a student is to be returned to a teacher's class after that student has been removed by the teacher and the teacher has withheld consent for that student to be returned to the teacher's class. Committee membership shall be as set forth in State law. The Placement Review Committee(s) will be selected during preschool planning.

A teacher, who removed a student from their class and who has withheld consent for the return of that student to their class, shall not serve on the committee when the committee makes its decision regarding the return of the student.

OUT-OF-SCHOOL SUSPENSION FROM SCHOOL OR FROM RIDING SCHOOL BUS

When a student's actions are so disruptive to themselves or to the School as to violate law, Board policies, or school rules, the student may be suspended by the Principal. A student who is suspended shall not be allowed to attend their regular classes or school-sponsored activities for a prescribed number of days not to exceed ten (10). The Principal or designated representative may refer the student during the period of the suspension to in-school suspension, a center for special counseling or shall remand the student to the custody of the student's parent or guardian.

'Suspension', also referred to as 'out-of-school suspension', means the temporary removal of a student from all classes of instruction on school grounds and all other school-sponsored activities, except as authorized by the Principal, for a period not to exceed ten (10) school days and remanding of the student to the custody of the student's parent, with specific homework assignments to complete.

'Serious breach of conduct' includes, but is not limited to, willful disobedience, open defiance of authority of a member of the staff, actual or threatened violence against persons or property, or any other act that substantially disrupts the orderly conduct of the school.

The Principal may suspend a student from school for a period not to exceed ten (10) school days. The student may be suspended for more than three (3) days but not to exceed ten (10) days. Before suspending a student, except in emergencies or disruptive conditions that require immediate suspension or in the case of a serious breach of conduct, the Principal shall make a good faith effort to employ parental assistance or alternative methods of dealing with the student and shall document such efforts.

In no case shall a teacher suspend a student from school or class, nor shall a bus driver suspend a student from riding a school bus. A student may not be suspended for unexcused tardiness, lateness, absence, or truancy.

Prior to a suspension, the student will receive oral and written notice of the charges and an explanation of the evidence against them. The Principal will hold an informal hearing to give the student an opportunity to explain the student's side of the story. The hearing will be held on the day of the alleged infraction, unless it would be impossible or unreasonably difficult to do so.

The Principal will make a good faith effort to contact the student's parent or guardian by telephone immediately after making the decision to suspend.

The Principal will send formal written notice to the student's parent or guardian by U.S. Mail, informing of the length of the suspension and the reasons for it. The Principal will also report each suspension to the Superintendent in writing within twenty-four (24) hours of the time the student is informed of the suspension.

Except in the event of emergencies, all out-of-school suspensions shall begin at the end of the school day of the infraction, unless the parents or guardians have been notified and are able to pick up the student at school. The school will provide homework assignments for the student to complete.

In cases of extremely disruptive or dangerous behavior persons or groups involved may be immediately suspended and ejected from the school campus without the necessity of a prior hearing. In such instances, each student shall be afforded an informal hearing before the principal prior to the expiration of the third day of suspension.

A student shall be given the opportunity to make up schoolwork and course requirements missed while absent due to out-of-school suspension. The student shall have a reasonable amount of time to complete the school work missed (number of days suspended plus one (1) day) and shall do so on the student's own initiative.

When Board action on a recommendation for the expulsion of a student is pending, the Principal may extend the suspension beyond ten (10) school days if such suspension expires before the next regular or special meeting of the Board.

In the case of students with disabilities, suspensions shall be pursuant to the procedures outlined in the *Student Code of Conduct*.

Appeal

The Board designates the Principal as its representative at all hearings regarding the appeal of a suspension.

The notice to the parent will include an explanation of the right of the student or parent to appeal to the Principal, the right to be represented at the appeal, and the right to request the hearing be held in executive session if before the Board.

Delayed Admission

The Board authorizes the Principal to delay the admission of a student who has been suspended by another public or private school for an act that would have been grounds for suspension according to the Board-adopted *Student Code of Conduct* for a period equal to that of the suspension.

School Work Assigned During Out-of-School Suspension

Credit will be given for work missed due to out-of-school suspension provided the student completes and submits all required assignments upon return to school.

Expulsion

A principal may recommend the expulsion of a student who has committed a serious breach of conduct. A recommendation of expulsion will include a detailed report on the student's actions and alternative measures taken before the recommendation.

'Expulsion' means the removal of the right and obligation of a student to attend a public school for a period of time and under conditions set by the Board not to exceed the remainder of the term or school year and one (1) additional year of attendance.

'Serious breach of conduct' includes, but is not limited to, willful disobedience, open defiance of authority of a member of the staff, violence against persons or property, or any other act that substantially disrupts the orderly conduct of the school.

A student and their parent or guardian will be given written notice of the principal's recommendation and the reasons therefore and an opportunity to meet with the Principal to answer the charges.

When the Principal makes a recommendation for expulsion to the Board, written notice shall be given to the student and their parent or guardian of the recommendation setting forth the charges against the student, with a summary of the factual, legal, and policy grounds for the recommendation, and advising the student and their parent or guardian of their right of due process.

The student and parent or representative will have the opportunity to meet with the Principal to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days and no later than five (5) school days after the notice is given, unless the Principal grants an extension upon request of the student or parent.

Within one (1) school day of the meeting, the Principal will notify the parents, guardians, or custodians of the student and the Fiscal Officer of the Board whether the Principal intends to recommend to the Board that the student be expelled. The notice will include the reasons for recommendation and the right of the student, parent, guardian, or custodian to appeal to the Board, the right to be represented at the appeal, and the right to request the hearing be held in a public meeting if before the Board.

When making a determination whether or not a student will be expelled or permanently excluded under this policy, the Principal shall retain all documents, electronically stored information ('ESI'), and electronic media (as defined in Policy 8315 - *Information Management* (i.e. 'Litigation Hold')) created and/or received as part of an investigation.

The documents, ESI, and electronic media retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

All students who are recommended for expulsion shall undergo screening to determine if they may be a student with a disability and due the procedural rights and safeguards afforded such students.

A parent or adult student may make a written request for a hearing within ten (10) days from receipt of the Superintendent's notice.

Expulsion Hearing

The hearing may be conducted by the entire Board or by an individual appointed by the Board to serve as hearing officer.

All parties will be given reasonable notice of the hearing of not less than fourteen (14) days; however, the fourteen (14) day requirements may be waived by the Board or hearing officer without the consent of the parties.

Failure to timely request a hearing or failure to appear at a hearing after notice of the date and time of the hearing shall be deemed to be a waiver of any hearing on the matter. However, upon presentation of good and sufficient reasons for non-appearance, the presiding officer may direct that the hearing be rescheduled.

Hearings will be conducted in accordance with Florida statutes and the Uniform Rules of Procedure. Reasonable flexibility in method or order of presentation shall be permitted. No parent or adult student shall be prohibited from presenting reasonable matters because of insubstantial procedural irregularities. A parent or adult student may be represented at the hearing by an adult, whether as legal counsel or a qualified representative. Expulsion hearings are exempt from the public meetings law; however, the parent may elect to have the hearing held as a public meeting.

Final Order

The Board will enter a written final order, including findings of fact, if any, and conclusions of law separately stated. The final order will include a ruling on each exception, if any, in accordance with Florida statutes.

The final order will be served on all parties.

Appeal

A party may seek judicial review of the final order in accordance with F.S. 120.68.

Application Requirements for Earned Return of Expelled and/or Students Whose Expulsion is Held in Abeyance

Any student who has been expelled for violent behavior (acts of assault, violence, intimidation, or fighting), possession of weapons, or the sale or transfer of alcoholic beverages, narcotics, illegal drugs and/or prohibited substances as defined in Board Policy shall not be considered eligible for an earned return under this rule.

Students expelled from school and eligible for earned return may apply for re-admission in accordance with this rule. Applicants must provide documentation of the following:

- A. The student has made successful progress in a State-approved rehabilitation and/or counseling treatment program;
- B. During the expulsion period, the student has demonstrated continued academic progress in the School-approved off-site abeyance alternative program or other Board-approved program; or
- C. A controlled urine screen immediately prior to application to verify the student is medically clean of drugs if requested.

The parent(s)/guardian of a student eligible for earned return may complete one or more parenting classes. The classes and the parent/guardian's involvement in the process are to be considered by the principal in making a recommendation.

A student and parent(s) or guardian may apply for return to the regular school program commencing the semester following completion of the requirements for earned return of expelled students. The student shall return to school at the beginning of the semester or summer session following final approval of the application. Application can be made in the same semester or term that the expulsion occurs. The application for earned return shall be submitted to the principal of the school where the student was last enrolled and expelled. It shall be accompanied by a written conduct agreement between the principal/designee, the student and the parent(s)/guardian delineating responsibilities if the student is re-admitted to the regular school program. Such agreement shall outline conditions of the earned return and may include provisions such as, use of periodic controlled urine screening, student responsibility for attendance, school performance, discipline procedures, special services, or other provisions. It shall include a provision stating that if a student does not meet the requirements of this contract, the original expulsion order remains effective. If a final order of expulsion has not been entered by the Board, the student will return to the off-site abeyance program.

The Principal shall review the application and approve or disapprove.

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community that offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

Denial of Admission

A student seeking to enroll in the School who has been expelled for an act that would have been grounds for expulsion according to the School-adopted *Student Code of Conduct* by an in-state or out-of-state public district school board or private school, or lab school may be denied admission to the School for a period equal to that of that expulsion.

Prior to making a recommendation regarding admission or denial thereof, the Principal may offer the student an opportunity for a hearing to review the circumstances of the expulsion and any other factors the Principal determines to be relevant.

The Principal may recommend that the Board honor the final order of expulsion from the student's previous district of attendance and deny admission to the student, or that the Board waive the final order of expulsion and admit the student.

Acting upon the recommendation of the Principal, the Board may deny the admission of a student who has been expelled by any in-state or out-of-state public district school board or private school for a period equal to that of the expulsion for an act that would have been grounds for expulsion according to the Board-adopted *Student Code of Conduct*. A final order of expulsion shall be recorded in the records of the School, and the student and their parents shall be advised of the final order of expulsion.

However, the Board may, with or without the Principal's recommendation, waive the expulsion, admit the student, and direct that the student be placed in an appropriate educational program.

A copy of this policy is to be made accessible to students and parents in the School's online policy manual, and shall be provided in hard copy to students and parents upon request. Key provisions of this policy should also be included in the *Student Code of Conduct*.

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March 18, 2024

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Jessica Chapman, Principal

SUBJECT: Upcoming Events Report

Item Description

This item details the upcoming events at Tallahassee Collegiate Academy for the month of March and April 2024.

Overview and Background

March

3/11-3/15 Spring Break

3/18 Teacher Planning Day (on site/PBL trainings scheduled)

3/22 End of Q3

3/29 Q3 Report Cards Distributed

April

4/1 Spring Holiday- no school

4/2 B.E.S.T. Writing Test (9th & 10th Only)

4/4 ACT Testing

4/26 Q4 Progress Report Cards

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

This item was presented for informational purposes only.