



TALLAHASSEE
**COLLEGIATE
ACADEMY**

Governing Board Meeting

Monday, May 20, 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 April Meeting**
- 3. Board Member Opening Comments**
- 4. New Business**
 - a. Principal's Report
 - i. Commissioner Manny Diaz Visit to TCA
 - ii. Special Performance by *FLIGHT*, TCA's music club
 - b. Enrollment Update
 - c. Academic Update
 - d. Budget Update
 - e. Policy Workshop- Dr. Barbara Wills
- 5. Items for Consideration**
 - a. Human Resources Report
 - b. Instructional days / time
- 6. Announcements**
 - a. Upcoming Events Report
- 7. Public Comment**
- 8. Adjourn**

Minutes
Tallahassee Collegiate Academy
Charter School Office
444 Appleyard Drive
Tallahassee, FL 32304
Monday, April 15, 2024

Board Meeting

On April 15, 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, Quashier Flood-Strouble, Iris Pendleton, and Olajibike Mustapha.

COMMENTS:

- i. **Board Chair** – Trustee Moore welcomed everyone and opened the floor for board members to share any comments.
- ii. **Board Members-** Trustees Clark and Kelling commented on the celebration of the changing of the name from “Tallahassee Community College” to “Tallahassee State College”. Trustee Taylor mentioned being excited to see what was coming next for TSC.

APPROVAL OF MINUTES

1. April 15, 2024

Requested Board approve March board meeting minutes as presented.

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

Motion passed unanimously.

NEW BUSINESS

a. Principal’s Report

Principal Chapman recognized the hard work happening at TCA, in preparation for the upcoming state testing and our commitment to excellence. Principal Chapman acknowledged the work the administrative team has put towards accreditation; Assistant Principal Pagozalski gave an update on TCA’s candidacy journey.

Principal Chapman introduced two TCA parents to share their experience, Dr. Iris-Pendleton (Assistant Professor, TCC) and Abi Mustapha (Eagle Connections Coordinator, TCC). Both parents shared their excitement around their student attending TCA and the opportunities provided.

Principal Chapman introduced Mrs. Quashier Flood-Strouble, TCA School Counselor and Dual-Enrollment Coordinator. An update was provided on TCA students taking dual-enrollment classes and how numbers have increased from the beginning of the school year from 11 students to 80 students in the upcoming Fall semester. Support strategies being used for students taking dual-enrollment courses were shared and discussed.

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 1st. 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 is a total of 275 students.

For information only, no Board action required.

c. Academic Update

Update provided by Principal Chapman. As students are being prepared for end of course exams and standardized testing, targeted support programs, such as progress monitoring, are used to identify skill gaps. Additional instructional support is provided through Saturday tutoring sessions, power hour sessions during lunch, and after school tutoring.

For information only, no Board action required.

d. Safety and Security Update

Update provided by Principal Chapman. Florida Administrative Code mandates that at least 80% of school personnel in a school district must complete the FLDOE approved youth mental health awareness training. Currently, 53% of TCA staff is trained and the remaining 47% will be trained as of May 1st, 2024.

For information only, no Board action required.

ITEMS FOR CONSIDERATION

a. Audit Selection Committee

Principal Chapman requested Board approval for the recommended membership on the Audit Selection Committee for the following individuals: Randy Pople (Chair), David Clark, James Taylor, Calandra Stringer (advisory), Jessica Chapman (advisory), and Barbara Wills (advisory).

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

Motion passed unanimously.

b. Fiscal Year 2024-2025 Budget

Principal Chapman requested Board approval on the budget presented for the 2024-2025 fiscal year. This budget projects annual revenue of \$2,142,844, based on an enrollment of 275 students.

MOTION: Trustee Clark **SECOND:** Trustee Taylor

Motion passed unanimously.

c. TCA Governing Board Meeting Dates

Principal Chapman requested Board approval of an amended Governing Board Meeting Date Calendar, including a request to add Monday, June 17th, and no Board meeting in July.

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

Motion passed unanimously.

ANNOUNCEMENTS

a. Upcoming Events Report

Principal Chapman provided upcoming events for the months of April, 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 May 20, 2024.

Karen Moore
Chair

Jim Murdaugh, Ph.D.
President/Superintendent



444 Appleyard Drive
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May 20, 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 for 2024-2025.

Overview and Background

TCA has 147 students currently enrolled.

On March 1st, we sent acceptance letters to all of our incoming students and currently all 125 seats are filled for next year. As of May 10th, we have 70 students on our waiting list.

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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May 20, 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 and our progress with state testing.

Overview and Background

State testing is going very well and scores are available to us as students submit their test. Currently, we have scores back and configured for Biology and English Language Arts. We are performing 20% higher than the state average in Biology, and exceeded our school goal by 12%. We are performing 10% higher than the state average in English Language Arts, and we currently are exceeding our goal by 7%. Please note that these numbers are fluid. We do have several make up tests to administer in the upcoming weeks for various reasons.

Up next, we will have our Math EOC's in the area of Algebra 1 and Geometry, and then our US History EOC.

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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May 20, 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 April 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.

Our most recent finance committee meeting was held on May 9, 2024 and attended by Trustee Pople, Jessica Chapman, Dr. Barbara Wills, Dr. Calandra Stringer and Amy Bradbury. We reviewed the current TCA budget, and discussed the remaining fund balance that TCA will end up with.

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 04/30/24
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	\$1,111,001.00
Local Sources			
Interest	3430	\$0.00	
Local Capital Improvement Tax Other local revenue	3413	\$0.00	
Other local revenue	34xx	\$0.00	\$5,599.47
			0
Total Revenues		\$1,896,957.00	\$1,116,600.47

Expenditures			
Instruction	5000	\$695,151.44	
Teacher Salary & Benefits		\$520,536.64	\$353,930.10
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	\$26,292.42
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	\$58,998.13
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	\$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	\$176,527.55
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	\$19,549.25
Fiscal Services	7500	\$169,232.97	
Financial Fee of 1% of FTE - budgeting, reporting, accounting, purchasing		\$15,684.60	\$9,149.35
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	\$29,239.80
Indirect Rate 5% of FTE per FS for contract management, FTE and data reporting, testing administration, SIS, etc.		\$78,423.00	\$36,388.89
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	\$770,896.57
Excess (Deficiency) of Revenues over Expenditures		\$124,618.59	\$345,703.90
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	\$345,703.90
Fund Balances, Beginning as Restated		\$0.00	0
Fund Balances, Ending		\$124,618.59	\$345,703.90

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



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May 20, 2024

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Jessica Chapman, Principal

SUBJECT: Human Resources Report

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 as there are changes and additions. The Board approved personnel actions for the 2023-2024 school year on 7-17-2023.

Recommended Action

Approve the report as presented.

TCA Human Resources Report

Name	Type of Action	Position Title	Start Date
Danielle Henry	New Hire	Exceptional Education Teacher	May 1, 2024

| |



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May 20, 2024

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Jessica Chapman, Principal

SUBJECT: School Calendar Update

Item Description

This item proposes a creative solution to recover instructional time lost due to recent weather events pending approval from FLDOE.

Overview and Background

As we are aware, TCC was forced to close its facilities and suspend operations due to the severe weather on May 10th and 13th. We are very proud that we were open for business on May 14th and it was a great day at TCA.

I am proposing that we utilize previously scheduled Power Hour sessions as make-up instructional time. Power Hour is mandatory enrichment and intervention that happens every Wednesday at TCA during lunch. While this was not formally scheduled, in meetings with our USF contact, it was suggested that it could be. Attendance records for all past sessions have been kept.

Details of Power Hour:

- Duration: 11:35am-12:15pm (5 mins of transition and 40 mins of instruction)
- Frequency: Wednesdays (dates listed on district letter attached)
- Attendance: Mandatory for all students, including those dual-enrolled students

We have already completed 22 Power Hour sessions this year, totaling 880 minutes which equates to 14.6 hours of instructional time. This amount of time is sufficient to meet the required instructional time lost due to weather closures.

Funding/ Financial Implications

None

Past Actions by the Board

Previously, TCC had to close for hurricane days on August 30th, 31st and September 1st, 2024. Those dates were rescheduled to June 3rd, 4th and 5th, 2024.

Recommended Action

Approve Power Hour to be scheduled as instructional time in order to make up the instructional days.



May 14, 2024

Dear Dr. Stringer,

I'm writing to share some creative options in lieu of adding additional instructional days for the days lost due to the most recent weather events. I would like to go back and schedule our Power Hour instruction. As you know, as part of our charter, we provide Power Hour: enrichment and intervention during lunchtime every Wednesday. It is mandatory for all teachers and students, and we have kept record of schedules and teachers have taken attendance. For this reason, we would like to go back and schedule all of the power hour sessions. This will add 14.6 hours of instructional time to our year, and will cover the days missed.

Details about Power Hour: TCA Power Hour (11:35am-12:15pm) – we have taken attendance for all days that have passed, the future dates we will continue to take attendance. Attendance was mandatory for all students and teachers.

*Instruction (40 minutes of instructional time)

9/6/23 (11:35-12:15)
9/13/23 (11:35-12:15)
9/27/23 (11:35-12:15)
10/4/23(11:35-12:15)
10/11/23 (11:35-12:15)
10/18/23 (11:35-12:15)
10/25/23 (11:35-12:15)
11/1/23 (11:35-12:15)
11/08/23 (11:35-12:15)
11/29/23 (11:35-12:15)
12/06/23 (11:35-12:15)
1/31/24 (11:35-12:15)
1/11/24(11:35-12:15)
1/17/24 (11:35-12:15)
2/7/24 (11:35-12:15)
2/21/24 (11:35-12:15)
3/20/24 (11:35-12:15)
4/3/24 (11:35-12:15)
4/17/24 (11:35-12:15)
5/1/24 (11:35-12:15)
5/22/24 (11:35-12:15)
5/29/24 (11:35-12:15)

=22 Total Power Hour Sessions

Total of instructional minutes: 880 minutes of instructional time (14.6 hours)

Please review this and let me know if we can move forward with scheduling this to cover the additional instructional time.

Sincerely,

Jessica Chapman, Principal
Tallahassee Collegiate Academy



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May 20, 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 May and June.

Overview and Background

5/21 ALG. & GEO EOC
5/22 US History EOC
5/23 Final Exams (1st, 3rd, 5th)
5/24 Final Exams (2nd, 4th, 6th)
5/23-5/30 TCA Eagle I.M.P.A.C.T. Week
5/27 Memorial Holiday- no school
5/30 TCA Exhibition Night 4:30-6pm
5/31 Awards Ceremony at 9:30am, TCC Workforce Development & TCA Dance 7-10pm TCC Student Union Ballroom
6/6 Last Day of school- end of Q4
6/7 Teachers Post Planning Day

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

This item was presented for informational purposes only.