



TALLAHASSEE
**COLLEGIATE
ACADEMY**

Governing Board Meeting

Monday, November 27, 2023 6:00PM

TCC Fine & Performing Arts Center – Room 104

VISION

Tallahassee Collegiate Academy graduates will be lifelong learners and contributors to society through STEM careers and continued education.

MISSION

Tallahassee Collegiate Academy will prepare a diverse population of students for high-demand, high wage positions through rigorous coursework leading to an associate degree in a science, technology, engineering, or mathematics (STEM) field concurrent with a high school diploma.

Agenda

- 1. Call to Order**
- 2. Approval of Minutes from October Meeting**
- 3. Board Member Opening Comments**
- 4. New Business**
 - a. Principal's Report
 - i. Spotlight- Parent and TCC Employee Sgt. Echoles
 - ii. Spotlight- Teacher - Sarah Chapman, TCC/TCA Collaboration
 - b. Legislative Update – Trustee David Clark
 - c. Enrollment Update
 - d. Academic Update
 - e. Budget Update
- 5. Items for Consideration**
- 6. Announcements**
 - a. Upcoming Events Report
- 7. Public Comment**
- 8. Adjourn**

Next Meeting: No December Meeting - *Tuesday, January 16, 2024

Minutes
Tallahassee Collegiate Academy
Charter School Office
444 Appleyard Drive
Tallahassee, FL 32304
Monday, October 30, 2023

Board Meeting

On October 30, 2023, the Tallahassee Collegiate Academy (TCA) Board of Trustees meeting was called to order by Trustee Karen Moore at 5:59 p.m.

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

Absent: None

Via Phone/Zoom: None

Others Present: Jessica Chapman, Matthew Gregory, Calandra Stringer, Barbara Willis, Christy Baldwin, Elisa Reino, and Melanie Larson.

COMMENTS:

- i. **Board Chair** – Trustee Moore concurred with comments made by the Trustees, and believes TCA is hitting every benchmark for TCA being first in class.
- ii. **Board Members-** Trustee Kelling commented that things seem to be going amazingly well and was impressed at the hands-on approach TCA is using and the happy faces of students; Trustee Pople agreed that TCA is doing very wonderful. Trustees Clark and Taylor attended the Cyber Security Symposium held at TCA earlier in the day and were very impressed with the level of engagement from the students of all backgrounds, as well as the community partners who attended.

APPROVAL OF MINUTES

1. October 30, 2023

Requested Board approve September board meeting minutes as presented.

MOTION: Vice-Chair Clark **SECOND:** Trustee Pople

Motion passed unanimously.

NEW BUSINESS

a. Principal’s Report- Teacher Presentation

Principal Chapman introduced Christy Baldwin, who serves as the Biology and Agriculture teacher, as well as being the parent of a student enrolled at TCA. Ms. Baldwin shared her perspective as a parent, saying her child is the most engaged with school he has ever been, and she finds comfort in knowing he will be successful and ready for the future when he graduates. Ms. Baldwin also shared her perspective as a teacher, giving a demonstration of a project her agriculture students are working on to landscape around TCA’s campus, and showing how students are not just going through the motions of learning by talking about it, but instead are hands-on doing it.

For information only, no Board action required.

b. Enrollment Update

Update provided by Principal Chapman. At the time of the memorandum, there were 142 students enrolled.

For information only, no Board action required.

c. Budget Update

Update provided by Principal Chapman. An update on the TCA budget was provided; September 30th was the last date for grant awarded funds. A summary of revenues and expenses as of the September 30th date was provided.

For information only, no Board action required.

ITEMS FOR CONSIDERATION

a. Academic Goals – 2023-2024

Principal Chapman requested Board approval of the proposed academic achievement goals for the 2023-2024 academic year. These academic achievement goals are developed to monitor the teaching and learning process to ensure student learning needs are being met.

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

Motion passed unanimously.

b. Schedule of Observations

Principal Chapman requested Board approval of the proposed Schedule of Teacher Observations for the 2023-2024 school year, outlining the frequency at which educators will be observed and rated at TCA. Teachers are placed into categories based on years of teaching experience, and observations will be done in a formal, informal, and walkthrough manner.

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

Motion passed unanimously.

c. Projected Enrollment – 2024-2025

Principal Chapman requested Board approval for increasing enrollment numbers to 125 new students for the 2024-2025 school year. This number was originally set at 100 new incoming students and has been increased to 125 to even out the number of students enrolled in 9th and 10th grades.

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

Motion passed unanimously.

d. MOU – USF – Florida’s RTI Project

Principal Chapman requested Board approval for a Memorandum of Understanding with USF. This project would provide support to TCA and their Problem Solving and Response to Intervention team with services for special populations, in compliance with FERPA laws. This project is funded through FDOE, with no cost to the school.

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

Motion passed unanimously.

e. Service Contract – Speech

Principal Chapman requested Board approval for a service contract with Talk of the Town Speech Therapy, LLC. This service contract was created due to a student requiring speech services, as TCA does not currently have a licensed speech therapist on staff.

MOTION: Trustee Taylor **SECOND:** Trustee Pople

Motion passed unanimously.

ANNOUNCEMENTS

- a. Upcoming Events Report

Principal Chapman provided upcoming events for the month of November.

PUBLIC COMMENTS

None

NEXT MEETING DATE

November 27, 2023 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 November 27, 2023.

Karen Moore
Chair

Jim Murdaugh, Ph.D.
President/Superintendent



444 Appleyard Drive
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850.5046300 | www.tca.fl.edu

November 27, 2023

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Jessica Chapman, Principal

SUBJECT: Enrollment Update

Item Description

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

Overview and Background

TCA has 142 students enrolled. There are 82 9th graders, 49 10th graders, and 11 11th graders.

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

Presented as an information item only.



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November 27, 2023

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Jessica Chapman, Principal

SUBJECT: Academic Achievement Goals Update

Item Description

This item provides an update regarding the proposed academic achievement goals for this academic year, 2023-2024.

Overview and Background

Schools develop academic achievement goals each year to monitor the teaching and learning outcomes. During the October meeting, the TCA board approved the academic achievement goals for the year. This item provides an academic update on the goals.

ELA: 66% of our students are showing proficiency to date.
2023-2024 Goal: 64% (exceeded goal as of November)

Math: 58% of our students are showing proficiency.
2023-2024 Goal: 60% (two percentage points away from meeting goal)

US History: 70% of our students are showing proficiency with the current content.
2023-2024 Goal: 77% (seven percentage points away from our goal)

Biology: 70% of our students are showing proficiency with the current content.
2023-2024 Goal: 72% (two percentage points away from our goal)

Past Actions by the Board

The board approved the 2023-2024 academic achievement goals during the October board meeting.

Recommended Action

Presented as an information item only.



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November 27, 2023

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Jessica Chapman, Principal

SUBJECT: Budget Update

Item Description

This item provides an update on the TCA Budget, including a summary of revenues and expenses as of October 31, 2023.

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.

This is the first report after the closeout of the grant award and includes expenses posted against the TCA revenues.

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 103123
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	\$522,824.00
Local Sources			
Interest	3430	\$0.00	
Local Capital Improvement Tax Other local revenue	3413	\$0.00	
Other local revenue	34xx	\$0.00	\$544.50
			0
Total Revenues		\$1,896,957.00	\$523,368.50

Expenditures			
Instruction	5000	\$695,151.44	
Teacher Salary & Benefits		\$520,536.64	\$ 58,728.08
Teacher Professional Development \$4,000/teacher		\$28,000.00	
Substitute Teachers - 10 days per teacher at \$120/day		\$8,400.00	
.5 FTE Dean of Students related to ESE instruction		\$41,214.80	
Student Technology Device Replacement Y1 (10% at \$1000)		\$20,000.00	
Faculty Technology Device Replacement Y1 (5% at \$2000)		\$2,000.00	
Instructional Material Replacement		\$10,000.00	
Lab Equipment		\$10,000.00	
Consumables		\$10,000.00	
Supplemental Instructional Materials		\$15,000.00	
Dual Enrollment Instruction		\$20,000.00	
Dual Enrollment Textbooks		\$5,000.00	
ESE Direct Services		\$5,000.00	
Instructional support services	6000	\$259,769.60	
Support personnel (non instructional and non administrative)		\$183,769.60	\$ 21,434.44
Support Staff Professional Development \$2,000/each		\$6,000.00	
Copies, Postage, Office Supplies		\$10,000.00	
Communication Materials		\$35,000.00	
Travel Costs		\$15,000.00	
Contracted services for Therapy		\$5,000.00	

Student Health Materials		\$5,000.00	
Board	7100	\$60,000.00	
Legal Services		\$50,000.00	
Liability Insurance		\$10,000.00	
School administration	7300	\$267,986.40	
School Administrators Salary & Benefits 2.5 FTE		\$256,986.40	\$ 25,635.48
Administrator Technology Device Replacement at \$2000 each		\$2,000.00	
Communication Devices		\$3,000.00	
Travel Costs		\$6,000.00	
Facilities and acquisition	7400	\$33,513.00	
Energy costs calculated based on DOE formula; 33,582 sf*DOE OEF for Leon County rate of .99		\$33,513.00	
Fiscal Services	7500	\$169,232.97	
Financial Fee of 1% of FTE - budgeting, reporting, accounting, purchasing		\$15,684.60	
Financial Audit Estimate		\$25,000.00	
HR Service Fee (Recruiting, Payroll, Leave, Benefits, EAP, Workers Compensation, Employee Relations, Legal liability). Calculated based on 5% of total personnel costs.		\$50,125.37	\$ 5,289.90
Indirect Rate 5% of FTE per FS for contract management, FTE and data reporting, testing administration, SIS, etc.		\$78,423.00	
Food Services	7600	\$161,760.00	
Contract for Services for Student Lunches		\$161,760.00	
Central Services	7700	\$0.00	
Pupil Transportation Services	7800	\$0.00	
Operation of Plant	7900	\$124,925.00	
Operational Costs calculated based on DOE formula: 33,582 sf*DOE OEF for Leon County rate of \$3.72		\$124,925.00	
Administrative Technology services	8100	\$0.00	
support - provided by College		\$0.00	
Community Services	8200	\$0.00	
Debt Service	9100	\$0.00	
	9200		
Total Expenditures		\$1,772,338.41	\$ 111,087.90
Excess (Deficiency) of Revenues over Expenditures		\$124,618.59	\$412,280.60
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	\$412,280.60
Fund Balances, Beginning as Restated		\$0.00	0
Fund Balances, Ending		\$124,618.59	\$412,280.60



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November 27, 2023

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 December and part of January, as to provide an update through our next meeting date of January 16, 2023.

Overview and Background

December

- 12/6 Testing- ALG.1 EOC Retakes
- 12/12 – TCA Exhibition Night *Date update
- 12/13 1ST/ 2ND Period Mid-term Exams
- 12/14 3RD/ 4TH Period Mid-term Exams
- 12/15 5TH/6TH Period Mid-term Exams
- 12/15 Last Day of Q3, Last day of School for Winter Break

January

- 1/4 Students return.
- 1/5 Q2 Report Cards Distributed
- 1/10 Testing- FAST PM2 ELA (9th & 10th grade)
- 1/15 MLK Jr. Holiday- no school

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

This item was presented for informational purposes only.