



Governing Board Meeting

Monday, September 16, 2024 6:00PM
TSC 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 August Meeting**
- 3. Board Member Opening Comments**
- 4. New Business**
 - a. Principal's Report
 - i. Great start to the new year
 - ii. Grant Award Thomasville National Bank – Melvin Hugans
 - b. Enrollment Update
 - c. Academic Update
 - d. Budget Update
 - e. Policy Update
- 5. Items for Consideration**
 - a. Teachers Out of Field 2024-2025
- 6. Announcements**
- 7. Public Comment**
- 8. Adjourn**

Minutes
Tallahassee Collegiate Academy
Charter School Office
444 Appleyard Drive
Tallahassee, FL 32304
Monday, August 6, 2024

Board Meeting

On August 6, 2024, 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, Trustees Clark, Pople, Kelling, and Taylor.

Absent: None

Via Phone/Zoom: None

Others Present: Jessica Chapman, Patricia Pagozalski, Matthew Gregory, Calandra Stringer, Barbara Wills, and Melanie Larson.

COMMENTS:

- i. **Board Chair** – Trustee Moore welcomed everyone and opened the floor for board members to share any comments and congratulated everyone on the “A” rating TCA earned. She acknowledged the work being done by our Superintendent Jim Murdaugh and the governing district. She is very proud that their first school in operation has done “A” work. She thanked the Leadership team for putting in such time and energy and getting the right talent.
- ii. **Board Members-** Trustee Kelling said “A” for all the effort that went in to making this happen. She praised the Leadership team, saying they were deserving of a real round of applause, and that she hopes the model for TCA is replicated because it is so successful. Trustee Taylor acknowledged how TCA is completely changing the formula for charter schools and how far charter schools have come to get to this spot, so well done. Trustee Clark concurred with Trustee Taylor, adding in that he has a level of appreciation for what goes into getting the “A” and saying it is incredibly impressive to accomplish in year one. Trustee Pople extended a great job to everyone involved.

APPROVAL OF MINUTES

1. June 17, 2024

Requested Board approve May board meeting minutes as presented.

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

Motion passed unanimously.

NEW BUSINESS

a. Principal’s Report

Principal Chapman presented the School Grade Designation and The Power of Moments. TCA has been designated as an “A” school by FLDOE. Principal Chapman remarked this was a “we” effort; the “A” was earned by our district supporters, by our governing board, and by every teacher at TCA. She commented she was very lucky to be in a position with all the positivity and support from our district and our governing board. Principal Chapman also recognized our parents and the strong parent relationships, many of which expressed their belief that TCA would be a great school, attributing this back to the affiliation and association of Tallahassee State College.

The Power of Moments is an idea that can really transform schools and is being utilized at TCA to foster the positive and inspiring school culture. Principal Chapman shared that our school is like a business and our students are like customers, they are not assigned to us- they have to choose us. So, we have to create that environment that makes them want to choose us. Principal Chapman shared that this ideology applies to staff as well, and shared some of the special moments that were created for our new staff members being offered a job.

For information only, no Board action required.

b. Enrollment Update

Update provided by Principal Chapman. This update provides an overview of the future enrollment numbers for the 2024-2025 school year. At the time of this memorandum, we are expecting 284 students on the first day of school, with a goal of 275 enrolled students.

Trustee Clark asked what the ratio of teachers to students currently is, what is ideal, and what is too many. Principal Chapman commented that it is difficult to discuss numbers due to students needs and the way schedules are built for students on an individual level with high school and dual-enrollment classes. Ideal class sizes would be 22-24 students.

Dr. Wills shared the following budget projection of 275 students into the revenue estimating model for charter schools, based on a reasonable guess on students that would qualify for ESE, high school credit, and dual enrollment, this is the budget (\$2,142,844.00) that would be available in this model.

For information only, no Board action required.

c. Academic Update

Update provided by Principal Chapman. An update of the 2023-2024 school year performance and the creation of the school goals for the 2024-2025 school year was given. Many students made significant gains, showing more than a year's worth of growth. These learning gains were demonstrated in progress monitoring testing as a result of strong curriculum. 91 students will be taking one or more dual enrollment courses this year. Current academic goals for the 2024-2025 school year will be projected as we review and acquire data on our new incoming students. The FLDOE has designated TCA as an "A" rated school.

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 June 30th, 2024 was provided. The budget was presented in a new format that will be the standard format moving forward.

For information only, no Board action required.

ITEMS FOR CONSIDERATION

a. Dual Enrollment Agreement with TSC

Principal Chapman requested Board approval to enter into a dual-enrollment agreement with Tallahassee State College for the A.S. Degree pathways offered. The agreement outlines the requirements both parties are to abide by when entering into dual enrollment.

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

Motion passed unanimously.

b. HR Report

Principal Chapman requested Board approval for personnel actions. The new hire report for all positions was presented; at the time of this report there were two positions still in progress

through HR. All new hires have been attending pre-planning meetings and training alongside returning staff since August 1st.

The Bookkeeper/Principal Support position has been filled by Ms. Mary Lambert, who has worked as a bookkeeper at the high school and at the district level for many years. The Resource Teacher position has been filled by Mrs. Cynth Malbas, an exchange teacher from the Philippines who will be teaching Math for College Liberal Arts, World History, and World Dance. The Reading Interventionist and HOPE-PE position has been filled by Ms. Lindsay Shaw, who is a certified yoga instructor and will also be working closely with students to prepare them for Dual Enrollment. The School Counselor/Teacher position has been filled by Ms. Wendi Davis, who will be supporting Mrs. Flood with school counseling duties in addition to teaching. The STEM/Robotics Teacher position has been filled by Ms. Julie Perry, who brings experience from working with the Department of Education in writing new curriculum.

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

ANNOUNCEMENTS

- a. Upcoming Events Report
- None

PUBLIC COMMENTS

None

NEXT MEETING DATE

September 16, 2024 at 6:00 p.m. Location: **TSC Main Campus**

ADJOURNMENT

Chair Moore adjourned at 7:41 p.m.

Minutes approved at the business meeting of the Board of Trustees on (Date) _____.

Karen Moore
Chair

Jim Murdaugh, Ph.D.
President/Superintendent



444 Appleyard Drive
Tallahassee, Florida 32304-2895
850.504.6300 | www.tca.fl.edu

September 16, 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 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 still filled. As of today's date, we have 274 students enrolled.

Our initial goal presented to the board last October was 260 students for the 24-25 school year. Once we were aware of dual-enrollment numbers, we moved our goal to 275 for our enrollment numbers for the 2024-2025 school year. We have reviewed our wait list and offered seats to all those waiting.

After the first day of school, we enter into a process where we account for our students who are coded as DNE "Did Not Enter", and from there we are permitted to fill seats from our waiting list. This process was complete within the first two weeks of school.

The Florida Education Finance Program (FEFP) 2024-2025 Survey 2 for Full Time Equivalent (FTE) reporting is October 7-11, 2024, with a due date of October 18, 2024. The state conducts two surveys each year to count students for FTE funding, in October and February.

Requested Presentation: 300 student discussion

Next month I will be bringing proposed numbers for the 2025-2026 school year for approval to the board before submitting to TSC District.

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 in attendance, and we still have time to add a few students before October FTE.

Past Actions by the Board

None

Recommended Action

Presented as an information item only.



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September 16, 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 current academic data and the creation of our school goals for 2024-2025.

Overview and Background

The academic goals for the 2024-2025 school year are under development as we review and acquire data on our new incoming students. Students took the English Language Arts PM1 test as well as a math diagnostic test the week of September 9th.

Our Literacy Leadership team met to review the data and adjust schedules in order to meet the requirement of reading intervention for those students scoring below level. We have two more diagnostic assessments to give.

Our goal development will be complete during the last week of September and presented at the October meeting.

93 students are taking one or more dual enrollment courses this year, an increase in two additional students qualifying for dual enrollment since the last update in August.

Past Actions by the Board

The board approved the 2023-2024 academic achievement goals during the October 2023 board meeting. This update notification that our goals for 2024-2025 are forthcoming.

Recommended Action

Presented as an information item only.



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September 16, 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.

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.

The 24-25 budget projects annual revenue of \$2,142,844, based on an enrollment of 275 students and using the Florida Department of Education revenue generating formula for charter schools. The budget maintains a 5% contingency and a balanced budget.

The TCA Finance Committee met on September 5th from 4:00-5:30pm. During that time we reviewed revenues and expenditures, discussed future funding. A forthcoming amendment to the TCA budget to include class size reduction funding that we received as part of the FEFP will be forthcoming in the October meeting.

Funding/ Financial Implications

n/a

Past Actions by the Board

The Board approved the 24-25 operating budget for the Tallahassee Collegiate Academy based on 275 students on April 15, 2024.

Recommended Action

Presented as an information item only.

TALLAHASSEE COLLEGIATE ACADEMY BUDGET REPORT 2024-25
THROUGH AUGUST 31, 2024

FY25 Revenue	MONTH ACTUAL	MONTH BUDGET	YTD ACTUAL	YTD BUDGET	% of YTD BUDGET
July	\$ 213,324.00	\$ 195,545.08	\$ 213,324.00	\$ 195,545.08	109
August	\$ 211,507.00	\$ 195,545.08	\$ 424,831.00	\$ 391,090.17	109
September		\$ 195,545.08	\$ 424,831.00	\$ 586,635.25	72
October		\$ 195,545.08	\$ 424,831.00	\$ 782,180.33	54
November		\$ 195,545.08	\$ 424,831.00	\$ 977,725.42	43
December		\$ 195,545.08	\$ 424,831.00	\$ 1,173,270.50	36
January		\$ 195,545.08	\$ 424,831.00	\$ 1,368,815.58	31
February		\$ 195,545.08	\$ 424,831.00	\$ 1,564,360.67	27
March		\$ 195,545.08	\$ 424,831.00	\$ 1,759,905.75	24
April		\$ 195,545.08	\$ 424,831.00	\$ 1,955,450.83	22
May		\$ 195,545.08	\$ 424,831.00	\$ 2,150,995.92	20
June		\$ 195,545.08	\$ 424,831.00	\$ 2,346,541.00	18

FY25 Expenditures	MONTH ACTUAL	MONTH BUDGET	YTD ACTUAL	YTD BUDGET	% of YTD BUDGET
July	\$ 127,991.28	\$ 195,545.08	\$ 127,991.28	\$ 195,545.08	65
August	\$ 159,806.64	\$ 195,545.08	\$ 287,797.92	\$ 391,090.17	74
September		\$ 195,545.08	\$ 287,797.92	\$ 586,635.25	49
October		\$ 195,545.08	\$ 287,797.92	\$ 782,180.33	37
November		\$ 195,545.08	\$ 287,797.92	\$ 977,725.42	29
December		\$ 195,545.08	\$ 287,797.92	\$ 1,173,270.50	25
January		\$ 195,545.08	\$ 287,797.92	\$ 1,368,815.58	21
February		\$ 195,545.08	\$ 287,797.92	\$ 1,564,360.67	18
March		\$ 195,545.08	\$ 287,797.92	\$ 1,759,905.75	16
April		\$ 195,545.08	\$ 287,797.92	\$ 1,955,450.83	15
May		\$ 195,545.08	\$ 287,797.92	\$ 2,150,995.92	13
June		\$ 195,545.08	\$ 287,797.92	\$ 2,346,541.00	12



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September 16, 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 notification 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 notifying the board that at the next meeting we will be bringing up to the board a request to publish a review and development of additional policies needed based on legislative changes affecting K-12 schools, particularly in the area of safety and security.

The review process will follow all guidelines outlined in our current active policy manual.

Current Policies Needed:

- Suspicious Package
- Security Sweeps
- Roof Access

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

Information item only



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September 16, 2024

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Jessica Chapman, Principal

SUBJECT: Teachers Out of Field for 2024-2025

Item Description

This item requests Board approval to allow the teachers listed to teach in a subject other than the areas listed on their Florida teaching certificate issued by the Florida Department of Education.

Overview and Background

Teacher certification is an important regulatory process that ensures teachers have the appropriate qualifications to effectively educate students. When teachers hold certification in a particular subject or grade level, it means that they have completed the required coursework, training, and assessments to teach in that area.

During the national teacher shortage, and particularly at small schools, there are times when teachers must teach out of field to fulfill course offerings to meet state requirements. The approval process required by FLDOE is to present the teachers who are teaching out of field each year to the governing board and obtain board approval.

To provide a comprehensive curriculum, I'm requesting the following individuals to teach out of field for the 2024-2025 school year:

Teacher: Lindsay Shaw

Subject: HOPE (Physical Education)

Rationale: The Florida Department of Education requires high school students to complete 1.0 credit of HOPE (Health Opportunities through Physical Education) to graduate high school. To creatively address this requirement, our school has integrated HOPE education with a combined HOPE curriculum and time for movement, sports, and physical fitness. TCA students utilize a portion of the TSC gym basketball courts 1/day per week as part of the teacher lesson plan and with supervision.

Teacher: Pablo Perez de Alejo
Subject: Spanish I

Rationale: The Florida Bright Futures Scholarship program requires high school graduates to meet certain criteria, including specific foreign language requirements. In order to meet this requirement and also provide students access to various electives, we are offering Spanish I at TCA. Mr. Perez will be teaching this course this year out of field. He is fluent in the Spanish language and culture. He also serves as our World History teacher and will provide our students with an immersive experience into the subject.

Teacher: Christy Baldwin
Subject: Biology & Agriscience Foundations

Rationale: Ms. Baldwin is certified in Chemistry and has an advanced degree in Biochemistry. She has taught for over 15 years and has taught Biology and Agriscience out of field previously with excellent test scores. There is a significant amount of overlap in content between Biochemistry and Biology and Ms. Baldwin will be able to provide opportunities for our students to gain a strong foundation of the concepts and principles of Biology which appear in the Biology end of course exam and is part of our school grade.

Teacher: Julie Perry
Subject: Science

Rationale: Ms. Perry holds seven certifications and endorsements including Computer Science, English, Elementary Education, ESE, ESOL, and Reading. In her courses, the emphasis is on the AS Degree pathways and the technological integration within her courses. Ms. Perry is well-prepared to effectively deliver her curriculum. Her experience in curriculum development for the Florida Department of Education (FLDOE) demonstrates her ability to create cohesive and interconnected units across content areas.

Teacher: Cynth Malbas
Subject: Math for College Liberal Arts and World History

Rationale: Ms. Malbas holds an exchange teacher certification. She has a vast understanding of the interconnectedness of all curriculum disciplines and formerly taught math intervention. Her unique background brings fresh perspective to our world history courses and she is working closely with our world history co-teacher for support.

Teacher: Wendi Davis
Subject: Personal Financial Literacy and Money Management

Rationale: Ms. Davis holds a variety of certifications. She currently is serving as our second school counselor but due to an increase in enrollment, we currently have our school counselors teaching courses. Personal Financial Literacy and Money Management is a new graduation requirement per FLDOE and is a half credit course. Ms. Davis is skilled at teaching this subject area with the project based learning format.

Teacher: Javon Williams
Subject: Cybersecurity

Rationale: Mr. Williams currently teaches Algebra 1 and Cybersecurity. He is out of field for Cybersecurity and has taught this subject previously. He works closely with college professors and industry leaders in order to provide a first look elective at our most sought-after AS Degree pathway.

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

Approve Teachers Out of Field as Presented.