



TALLAHASSEE  
**COLLEGIATE  
ACADEMY**

## **Governing Board Meeting**

**Monday, September 18, 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 August Meeting**
- 3. Board Member Opening Comments**
- 4. New Business**
  - a. Nominations Committee Report
  - b. Enrollment Update
  - c. Academic Update
  - d. TCA Budget Update
  - e. TCC Grant Award Update
  - f. Governing Board Meeting Dates Revised
- 5. Items for Consideration**
  - a. Hurricane Closure, Proposed Make Up Days
- 6. Announcements**
  - a. Upcoming Events Report
- 7. Public Comment**
- 8. Adjourn**

***Next Meeting: Monday, October 30, 2023***

**Minutes**  
**Tallahassee Collegiate Academy**  
**Charter School Office**  
**444 Appleyard Drive**  
**Tallahassee, FL 32304**  
**Monday, August 21, 2023**

**Board Meeting**

On August 21, 2023, 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, Vice-Chair Clark, Trustees Kelling and Pople.

**Absent:** None

**Via Phone/Zoom:** None

**Others Present:** Jessica Chapman, Patricia Pagozałski, Matthew Gregory, Calandra Stringer, Barbara Willis, Brielle Crooms, and Melanie Larson.

**COMMENTS:**

- i. **Board Chair** – Trustee Moore thanked everyone for their support in the opening of the Academy.
- ii. **Board Members-** Trustees Pople and Kelling were both present on the first day of school and commented that everything went great, and it was exciting to see the diverse population of students attending TCA. Vice-Chair Clark has appreciated receiving the update emails from Principal Chapman, they have been very informative on what has been going on.

**APPROVAL OF MINUTES**

1. August 21, 2023

Requested Board approve July board meeting minutes as presented.

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

Motion passed unanimously.

**NEW BUSINESS**

**a. First Day Update**

For information only, no Board action required.

**b. Safety & Security Update**

For information only, no Board action required.

**c. Budget Update**

Trustee Pople asked additional questions regarding the grant awarded to TCC. Dr. Barbara Willis agreed to provide details on the grant and items purchased for the charter school. Dr. Willis clarified that TCA school funds have not yet been spent.

For information only, no Board action required.

**d. Enrollment Update**

For information only, no Board action required.

**e. Academic Committee Update**

Trustee Clark shared that he was impressed by the level of depth that the school goes into for each individual student to ensure success.

For information only, no Board action required.

**ITEMS FOR CONSIDERATION**

**a. Teachers Out of Field**

Requested Board approve the request for teachers out of field as presented.

**MOTION:** Trustee Kelling                    **SECOND:** Vice-Chair Clark  
Motion passed unanimously.

**ANNOUNCEMENTS**

a. Upcoming Events Report

Board Chair Moore requested that the Monday, October 16, 2023, board meeting be moved to Monday, October 30, 2023. All board members are available on this date, the October board meeting has been confirmed for Monday, October 30, 2023. Dates will be officially edited on the website and a new dates calendar will be supplied to the board.

**PUBLIC COMMENTS**

None

**NEXT MEETING DATE**

September 18, 2023 at 6:00 p.m.                    Location: **TCC Main Campus**

**ADJOURNMENT**

Trustee Moore adjourned at 6:52 p.m.

Minutes approved at the business meeting of the Board of Trustees on September 18, 2023.

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**Karen Moore**  
**Chair**

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



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September 18, 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

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**Item Description**

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

**Overview and Background**

TCA has 141 students enrolled. There are 81 9<sup>th</sup> graders, 50 10<sup>th</sup> graders, and 10 11<sup>th</sup> graders.

**Funding/ Financial Implications**

None

**Past Actions by the Board**

None

**Recommended Action**

Presented as an information item only.



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September 18, 2023

## MEMORANDUM

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

**FROM:** Jessica Chapman, Principal

**SUBJECT:** Academic Update

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### Item Description

This item provides a comprehensive update on Academics at Tallahassee Collegiate Academy.

### Overview and Background

**Testing Preparation:** We are diligently preparing for our first round of academic testing (English Language Arts Florida Assessment of Student Thinking PM1 – ELA FAST PM1), which is scheduled to happen during the weeks of September 18 and 25. The testing window closes for the first administration on September 29<sup>th</sup>. Please see the attached testing information letter which has been distributed to our student body based on the grade level test that they will take. Please also see attached, the state wide testing window calendar, and TCA's published testing calendar.

**Student Intervention Meetings:** To support student success, we have implemented a robust progress monitoring system in-house. This system involves reviewing formal and informal assessment data and tracking student performance in a way that allows us to identify those that may require additional support. Our Student Intervention Meetings (SIMs), held bi-weekly, provide a platform for teachers and staff to discuss individual student progress and strategize on how to address specific academic needs. The areas we currently monitor are: Academics/Assessment Scores, Attendance, Behavior, and Social/Emotional concerns. This commitment to regular communication and data-driven decision making is fundamental to our efforts to improve student outcomes.

**Power Hour:** Our Power Hour initiative has also commenced, offering students academic support and enrichment opportunities during lunch on Wednesdays. This program aims to provide additional resources and guidance to help students excel academically and explore enrichment opportunities that align with their interests.

### Funding/ Financial Implications

None

**Past Actions by the Board**

None

**Recommended Action**

Presented as an information item only.



September 11, 2023

Dear Parent/Guardian,

The Florida Assessment of Student Thinking (FAST) is a progress monitoring tool that will be administered three times per year to track your student's progress in learning the Benchmarks of Excellent Student Thinking (B.E.S.T.) Standards for Reading throughout this school year.

The purpose of this letter is to inform you that your student will take the following:

9th & 10th Grades FAST Reading PM1

Your student's results from PM1 are for informational purposes only, and TCA will provide you with information about how to access the results after testing is completed.

FAST assessments are computer-adaptive tests taken on a computer or tablet. The questions get easier or more difficult depending on how the student responds, and each student will see different questions. If you or your student would like to review sample items at home, sample test items are available at the following 9-10: <https://flfast.org/families.html>

If you have any questions related to this test administration, you may contact our Assistant Principal, Patricia Pagozalski at [patricia.pagozalski@tcc.fl.edu](mailto:patricia.pagozalski@tcc.fl.edu) – who is also serving as our testing coordinator this year.

For more information about the Florida Statewide Assessments program, please visit the portal at [FLFAST.org](http://FLFAST.org).

Thank you for supporting your scholar and encouraging your scholar to do their best on this and future assessments.

Thank you,

A handwritten signature in black ink, appearing to read 'JChapman', with a long horizontal flourish extending to the right.

Jessica Chapman  
Principal  
Tallahassee Collegiate Academy at TCC  
444 Appleyard Drive, Tallahassee, FL 32304  
[Jessica.Chapman@tcc.fl.edu](mailto:Jessica.Chapman@tcc.fl.edu)

# FLORIDA STATEWIDE ASSESSMENT PROGRAM

## 2023–2024 SCHEDULE\*

The testing windows below denote the amount of time provided for districts and schools to select test administration days; they do not represent the amount of time students spend taking the assessments. The windows are established to provide maximum flexibility to efficiently deliver these important measurements of student progress and performance and maximize student learning and instructional time.

Writing	
Dates	Assessment
April 1–12, 2024	Grades 4–10 Benchmarks for Excellent Student Thinking (B.E.S.T.) Writing
ELA Reading and Mathematics	
Dates	Assessment
May 1–31, 2024	Grades 3–10 Florida Assessment of Student Thinking (FAST) English Language Arts (ELA) Reading & Grades 3–8 Mathematics End-of-Year Progress Monitoring Assessment ( <b>Third Administration, PM3</b> )
Statewide Science Assessment	
Dates	Assessment
May <del>6–17</del> 1–31, 2024	Grades 5 & 8 Science
EOC & FAST ELA Reading Retake Assessments	
Dates	Assessment
September 11–October 6, 2023 November 27–December 15, 2023 May 1–31, 2024 July 15–26, 2024	B.E.S.T. Algebra 1 & Geometry End-of-Course (EOC) Assessments Biology 1, Civics, & U.S. History EOCs FAST Grade 10 ELA Reading Retake
FSA Retake Assessments	
Dates	Assessment
September 11–29, 2023	Florida Standards Assessment (FSA) Grade 10 ELA Reading Retake FSA Grade 10 ELA Writing Retake FSA Algebra 1 EOC Retake
February 19–March 8, 2024	FSA Grade 10 ELA Writing Retake FSA Grade 10 ELA Reading Retake FSA Algebra 1 EOC Retake

\*School districts establish daily testing schedules within these windows according to state-provided guidance. For more detailed scheduling information for a specific school or district, please visit that organization’s website.



# FLORIDA STATEWIDE ASSESSMENT PROGRAM

## 2023–2024 SCHEDULE

The windows below denote the amount of time provided for districts and schools to select progress monitoring administration days; they do not represent the amount of time students spend taking progress monitoring assessments. The windows are established to provide maximum flexibility to efficiently deliver these important measurements of student progress and performance and maximize student learning and instructional time.

FAST	
Dates	Grade Levels and Subjects
<b>First Administration (PM1):</b> August 7–September 29, 2023 <b>Second Administration (PM2):</b> December 4, 2023–January 26, 2024 <b>Third Administration (PM3):</b> April 15–May 31, 2024	Grades K–2* FAST Reading & Mathematics
<b>First Administration (PM1):</b> August 14–September 29, 2023 <b>Second Administration (PM2):</b> December 4, 2023–January 26, 2024 <b>Third Administration (PM3):</b> May 1–May 31, 2024	Grades 3–10 FAST ELA Reading & Grades 3–8 FAST Mathematics

\*Assessment calendar guidance for VPK programs is available at <https://www.fldoe.org/schools/early-learning/providers/fast-star-earlit.stml>.

Florida Alternate Assessment	
Dates	Grade Levels and Subjects
September 25–October 13, 2023	<b>Florida Standards Alternate Assessment (FSAA)—Performance Task</b> Grade 10 ELA Makeup Algebra 1 Makeup
February 26–April 12, 2024	<b>Florida Alternate Assessments (FAA)*—Performance Task</b> Grades 3–8 ELA & Mathematics Grades 4–8 Writing Grades 5 & 8 Science End-of-Course Assessment (Civics)
March 11–April 26, 2024	<b>FAA*—Performance Task</b> Grades 9 & 10 ELA Grades 9 & 10 Writing End-of-Course Assessments (Algebra 1, Biology 1, Geometry & U.S. History)
Data Collection Periods: September–October 2023 November–December 2023 March–April 2024	<b>FAA*—Datafolio</b> Grades 3–10 ELA (Reading & Writing) Grades 3–8 Mathematics Grades 5 & 8 Science End-of-Course Assessments (Algebra 1, Biology 1, Civics, Geometry & U.S. History)

\*Aligned to Access Points for B.E.S.T.

# FLORIDA STATEWIDE ASSESSMENT PROGRAM 2023–2024 SCHEDULE

Other Statewide Assessments	
Dates	Assessment
October 2023–April 2024	<a href="#">Preliminary ACT (PreACT)</a>
October 2023	<a href="#">Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)</a>
November 6–December 15, 2023 April 15–May 31, 2024	<a href="#">Florida Civic Literacy Exam</a>
January–March 2024	<a href="#">National Assessment of Educational Progress (NAEP)</a> Mathematics (Grades 4, 8 & 12) Reading (Grades 4, 8 & 12) Science (Grade 8)
January 22–March 15, 2024	<a href="#">ACCESS for ELLs</a> <a href="#">Alternate ACCESS for ELLs</a>
March–April 2024	<a href="#">ACT*</a>
March–April 2024	<a href="#">SAT*</a>
March–April 2024	<a href="#">Classic Learning Test (CLT)*</a>
May 2024	<a href="#">Advanced Placement (AP) Exams</a>

\*Districts will select the ACT, SAT, or CLT to administer to all Grade 11 students in the district.

# TCA 23-24 CALENDAR

# TESTING

DATE	DAY	TIME	NOTES	TESTING WINDOW	GRADE LEVEL	PLATFORM
9/20/2023	Wed	8:20 AM	FAST ELA PM1	August 14–September 29, 2023	9TH-10TH	
1/9/2024	Tues	8:20 AM	FAST ELA PM2	December 4, 2023–January 26, 2024	9TH-10TH	
4/2/2024	Tues	8:20 AM	B.E.S.T. WRITING	April 1–April 12, 2024	9TH-10TH	
5/7/2024	Tues	8:20 AM	FAST ELA PM3	May 1–May 31, 2024	9TH-10TH	
5/9/2024	Thurs	8:20 AM	B.E.S.T. EOC ALG. 1	May 1–May 31, 2024	9TH-10TH	
5/9/2024	Thurs	8:20 AM	B.E.S.T. EOC GEOMETRY	May 1–May 31, 2024	9TH-10TH	
5/14/2024	Tue	8:20 AM	EOC BIOLOGY	May 1–May 31, 2024	9TH-10TH	
October			Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT)	October		<a href="https://satsuite.collegeboard.org/psat-nmsqt">https://satsuite.collegeboard.org/psat-nmsqt</a>
January			ACCESS for ELLs	January 22–March 15, 2024		<a href="https://www.fldoe.org/accountability/assessments/k-12-student-assessment/access-for-ells.shtml">https://www.fldoe.org/accountability/assessments/k-12-student-assessment/access-for-ells.shtml</a>
March-April			ACT	March–April 2024		<a href="https://www.act.org/content/act/en/products-and-services/state-and-district-solutions/florida.html">https://www.act.org/content/act/en/products-and-services/state-and-district-solutions/florida.html</a>
March-April			SAT	March–April 2024		<a href="https://satsuite.collegeboard.org/sat/sat-school-day">https://satsuite.collegeboard.org/sat/sat-school-day</a>
March-April			CLT	March–April 2024		<a href="https://www.cltxam.com/tests/clt/">https://www.cltxam.com/tests/clt/</a>



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September 18, 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

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**Item Description**

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

**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

	Account Number	Annual Budget	Year To Date As Of 083123	
<b>Revenues</b>				
Federal Sources				
Federal Direct	3100	\$0.00		
Federal through State and Local	3200	\$328,497.00		
State Sources				
FEFP	3310	\$0.00		
Capital outlay	3397	\$0.00		
Class size reduction	3355	\$0.00		
School reconigition	3361	\$0.00		
Other state revenue	33XX	\$1,568,460.00	\$126,706.00	State Disbursement
Local Sources				
Interest	3430	\$0.00		
Local Capital Improvement Tax Other local revenue	3413	\$0.00		
Other local revenue	34xx	\$0.00	\$517.50	Cafeteria Revenue
<b>Total Revenues</b>		\$1,896,957.00	\$127,223.50	

<b>Expenditures</b>			
Instruction	5000	\$695,151.44	
Teacher Salary & Benefits		\$520,536.64	
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	
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	
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	
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 provided by College	8100	\$0.00	
Community Services	8200	\$0.00	
Debt Service	9100	\$0.00	
	9200		
<b>Total Expenditures</b>		\$1,772,338.41	0
<b>Excess (Deficiency) of Revenues over Expenditures</b>		\$124,618.59	\$127,223.50
<b>Other Financing Sources (Uses)</b>			
Transfers in			
Transfers out		\$0.00	
<b>Total other Financing Sources (uses)</b>		\$0.00	0
<b>Net Change in Fund Balance</b>			
Fund balances, beginning		\$0.00	0
Adjustments to beginning fund balance		\$124,618.59	\$127,223.50
<b>Fund Balances, Beginning as Restated</b>		\$0.00	0
<b>Fund Balances, Ending</b>		\$124,618.59	\$127,223.50

\* Any cafeteria revenue will be reflected in fund balance.



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September 18, 2023

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

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

**FROM:** Jessica Chapman, Principal

**SUBJECT:** TCC Grant Award Information

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**Item Description**

This item provides information on the Florida Department of Education grant award, *Expanding Early Career and Technical Education College High School*. This award was made to Tallahassee Community College for the award period of December 16, 2021 to September 30, 2023. The award amount was \$2 million.

**Overview and Background**

This competitive award was granted to Tallahassee Community College for purposes of becoming a charter authorizing organization.

**Funding/ Financial Implications**

None for TCA.

**Past Actions by the Board**

None.

**Recommended Action**

Presented as an information item only.



**Early Career and Technical Education College Training 2021-2023**

Florida Department of Education

Award Dates: 12/16/2021 9/30/2023  
 Sponsor Award # 372-1241U-2C001  
 TCC Award: AW-000000465  
 Amount: \$2,000,000.00  
 Type: Cost Reimbursable  
 Indirect: 8%  
 Grant: GR001491  
 Grant PI: Calandra Stringer  
 Grant Accountant: Terry Pendleton

<b>Award</b>	<b>Award Budget</b>	<b>Obligations</b>	<b>Actuals</b>	<b>Total</b>	<b>Balance</b>
Direct Expenses					
Standard: 01_Personnel	441,770.50	63,392.00	191,095.51	254,488	187,283
Standard: 02_Fringe Benefits	108,177.50	28,418.61	37,050.07	65,469	42,709
Standard: 07_Materials and Supplies	685,103.85	58,351.03	139,554.49	197,906	487,198
Standard: 09_Other Services	197,000.00	32,269.72	155,935.28	188,205	8,795
Standard: 10_Contractual Services	0	235,850.00	59,150.00	295,000	-295,000
Standard: 11_Other Expenses	0	(662.05)	0	-662	662
Standard: 12_Freight & Postage	100.00	354.33	47.50	402	-302
Standard: 13_Printing	0	0.00	0	0	0
Standard: 14_Minor Equipment	280,000.00	5,294.09	276,123.25	281,417	-1,417
Standard: 15_Software	93,500.00	13,006.95	98,854.66	111,862	-18,362
Standard: 17_Rentals	1,200.00	4,377.72	259.89	4,638	-3,438
Standard: 18_Communications	0	682.08	4,604.95	5,287	-5,287
Standard: 21_Equipment	79,717.08	385	127651.2	128,036	-48,319
				0	0
Indirect Expenses	113,431.07	51,252.68	62,178.39	113,431	0
<b>Total Direct &amp; Indirect Expenses</b>	<b>2,000,000.00</b>	<b>492,972.16</b>	<b>1,152,505.19</b>	<b>1,645,477</b>	<b>354,523</b>



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September 18, 2023

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

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

**FROM:** Jessica Chapman, Principal

**SUBJECT:** Governing Board Meeting Dates

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**Item Description**

This item provides an update on the Governing Board Meeting Dates Document.

**Overview and Background**

At the last governing board meeting held on August 21, it was voted to change the previously scheduled date for the October meeting to October 30th. Please see the attached updated meeting date document for reference.

**Funding/ Financial Implications**

None

**Past Actions by the Board**

None

**Recommended Action**

Presented as an information item only.



TALLAHASSEE  
**COLLEGIATE  
ACADEMY**

## **Governing Board Meeting Dates**

*The Tallahassee Collegiate Academy Governing Board convenes once a month on the third Monday, except on holidays that conflict with this schedule- marked with an asterisk. The meetings take place at 6pm, the location is announced prior to the meeting.*

**Monday, April 17, 2023**

**\*Tuesday, May 23, 2023**

**\*Tuesday, June 20, 2023**

**Monday, July 17, 2023**

**Monday, August 21, 2023**

**Monday, September 18, 2023**

**Monday, October 30, 2023**

**\*Monday, November 27, 2023**

**December- No Meeting**

**\*Tuesday, January 16, 2024**

**Monday, February 19, 2024**

**Monday, March 18, 2024**

**Monday, April 15, 2024**

**Monday, May 20, 2024**



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September 18, 2023

**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

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**Item Description**

This item requests Board approval of the selected calendar dates to be designated as school days in order to make up for the recent hurricane-related closure.

**Overview and Background**

As we are aware, TCC was forced to close its facilities and suspend operations due to the potential impact of Hurricane Idalia on August 30<sup>th</sup>, 31<sup>st</sup> and September 1<sup>st</sup>. This unforeseen closure resulted in the cancellation of instructional dates which need to be made up in order to fulfill the required instructional days of 180.

1. School Closure Date 8/30/2023 → Rescheduled to June 3<sup>rd</sup>, 2024
2. School Closure Date 8/31/2023 → Rescheduled to June 4<sup>th</sup>, 2024
3. School Closure Date 9/1/2023 → Rescheduled to June 5<sup>th</sup>, 2024

**Funding/ Financial Implications**

None

**Past Actions by the Board**

None

**Recommended Action**

Approve rescheduled instructional dates as presented.

**TALLAHASSEE COMMUNITY COLLEGE – DISTRICT 81  
2023-2024 ACADEMIC CALENDAR**

<b>Date</b>	<b>Description</b>	<b># of Student Days</b>
<b>Semester I</b>		
August 1-9	Teacher Planning/Inservice Days	
August 10	Classes Begin	August- 16 Days
September 4	No Classes- Labor Day – School Closed	
September 25	No Classes – Fall Holiday – School Closed	September- 19 Days
October 13	End of First Nine Weeks	
October 16	No Classes – Teacher Planning/Inservice Day	October- 21 Days
November 10	No Classes – Veterans Day – School Closed	
November 20-24	No Classes – Thanksgiving Holiday– School Closed	November- 16 Days
December 13-15	High School Exam Days	December- 11 Days
December 15	End of Second Nine Weeks	
December 19- January 1	Winter Break – School Closed	
Semester Total Student Days		83

<b>Date</b>	<b>Description</b>	<b># of Student Days</b>
<b>Semester 2</b>		
January 2-3	Teacher Planning/Inservice Days	
January 4	Classes Begin	January- 19 Days
January 15	No Classes- Martin Luther King, Jr. Day – School Closed	
February 19	No Classes – President’s Day Holiday – School Closed	February- 20 Days
March 8	End of Third Nine Weeks	
March 11-15	No Classes - Spring Break – School Closed	
March 18	No Classes – Teacher Planning/Inservice Day	
March 19	Students return from Spring Break	March- 15 Days
April 1	No Classes – Spring Holiday – School Closed	April- 21 Days
May 27	Memorial Day – School Closed	
May 28-31	High School Exam Days	
May 31	Last Day of School for Students; End of Fourth Nine Weeks	May- 22 Days
June 3-4	Teacher Planning/ Inservice Days	
Semester Total Student Days		97

<b>Date</b>	<b>Description</b>	
<b>Summer</b>		
June 12-16	Administrator Planning Retreat	
June 19	Juneteenth Holiday – School Closed	
July 4	4 <sup>th</sup> of July Holiday – School Closed	



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September 18, 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

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**Item Description**

This item details the upcoming events at Tallahassee Collegiate Academy for the month of September and October.

**Overview and Background**

September 11, 12 - PERT Testing – School wide  
September 11 – TCA After School Clubs Begin – 2:15-3:00  
September 13 – Progress Reports Distributed – School wide  
September 18-29 – TCA FAST PM1 Testing Window  
September 19 – TCA Open House 5-7pm  
September 25 – Fall Holiday/No School – TCA Closed  
September 30 – Tallahassee Science Festival (TCC) – TCA will have a large presence  
October 18-20 – Florida Charter School Conference (Orlando)  
October 19-20 – North Florida World of Work Career Expo

**Funding/ Financial Implications**

None

**Past Actions by the Board**

None

**Recommended Action**

This item was presented for informational purposes only.