



Governing Board Meeting

Tuesday, January 20, 2026, 6:00 PM; TSC Fine & Performing Arts Center – Room 104

Agenda

- 1. Call to Order**
- 2. Opening Comments**
 - a. Board Chair
 - b. Board Members
 - c. Principal's Report
- 3. Approval of Minutes from November Meeting**
- 4. Approval of Consent Agenda**
 - a. Human Resources Report
- 5. New Business**
 - a. Enrollment Update
Presented as an information item only
 - b. Academic Update
Presented as an information item only
 - c. Budget Update – Dr. Barbara Wills
Presented as an information item only
 - d. Budget Amendment – Dr. Barbara Wills
Approve item as presented
- 6. Announcements**
 - a. Upcoming Events Report – Presented as an information item only
- 7. Public Comment**
- 8. Adjournment**

Next Meeting: Monday, February 16, 2026 (Regular Meeting)

**Tallahassee Collegiate Academy
Charter School Office
444 Appleyard Drive
Tallahassee, FL 32304
Monday, November 17, 2025**

Board Meeting Minutes

On November 17, 2025, 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 Karen Moore, Trustees Randy Pople, Kim Kelling, and James Taylor.

Absent: Trustee David Clark

Via Phone/Zoom: None

Others Present: Robin Oliveri, Sherrhonda Faison, LaNandra Watkins, Calandra Stringer, Barbara Wills, Tricia Rizza, Melanie Larson, Wendi Davis, Paula Grant, Carrie Taylor, Melissa Phen, Tara Crawford, Natorya Lacey, Malachi Lacey, Genefer Rollins, Jeffrey Rollins, and Vivian Niles.

COMMENTS:

- i. **Board Chair** – Trustee Moore opened the meeting by welcoming all attendees and expressing appreciation for their participation. She provided an overview of board engagement and governance, noting that Tallahassee Collegiate Academy (TCA) is a public STEM school operating under the TSC district, which now oversees two institutions: Tallahassee Collegiate Academy and the Innovation Academy of Excellence. Trustee Moore clarified that the Board's composition is established by statute and that each member holds defined areas of responsibility, including finance, marketing and outreach, and business community engagement. She emphasized that, in accordance with Florida law, board members are prohibited from discussing matters requiring a vote outside of official board meetings, underscoring the Board's commitment to statutory compliance as a public school. She also reviewed the public comment procedure, explaining that individuals wishing to speak must complete and submit a comment card prior to the start of the meeting. Each speaker is allotted three minutes to address the Board during the designated public comment period.
- ii. **Board Members** - Trustee Taylor expressed enthusiasm regarding the school's progress as the holiday season approaches. Trustee Kelling shared her experience attending the Worlds of Work event, remarking on the breadth of industries represented and commending the enthusiasm and initiative demonstrated by staff—specifically highlighting Melanie Larson's efforts to engage companies in supporting TCA students. She noted that this level of energy reflects the strong commitment of the school's personnel and conveyed her excitement about aligning future pathways with TCA's mission. Trustee Taylor also provided a clarification to Trustee Moore's earlier remarks, reiterating that the statutory restrictions on communication apply equally to all Board members, who are prohibited from discussing matters requiring a vote outside of official board sessions.
- iii. **Principal's Report** – Principal Oliveri delivered the Principal's Report, beginning with student recognitions. She highlighted the presentation of the EmBRACE Award to Malachi Lacey, the first TCA student to receive this honor. Malachi was recognized in each qualifying category and received a statuette, a \$200 award, and dinner for four. Students of the Month were acknowledged with yard signs and gift cards, while honor roll and perfect attendance students were celebrated

with pizza, drinks, and snacks. Principal Oliveri provided an update on *The Nest*, TCA's dual-enrollment room designed as a comfortable, student-centered space where DE students can relax or study between classes. The room features puzzles, comfortable seating, and daily engagement polls. She noted strong school spirit throughout recent activities, including the Key Club food drive, Spirit Week leading into the Fall Festival, and the Fall Festival itself, which was coordinated by the Student Government Association with participation from multiple student clubs. Ninth-grade students attended the Worlds of Work event, where they explored career pathways aligned with TCA's associate degree programs. Additionally, TCA had a significant presence at the Tallahassee Science Festival, hosting several large and well-received tables. Senior activities were also highlighted. October's Eagle Royalty celebration featured crowns, cupcakes, a red carpet, and a photo shoot, and will be followed by the Seniorsgiving Luncheon in November. Ongoing senior support from the guidance office continues through monthly check-ins to ensure students remain on track academically and in their post-graduation planning.

APPROVAL OF MINUTES

- a. October 20, 2025

Requested Board approve October board meeting minutes as presented.

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

APPROVAL OF CONSENT AGENDA

a. Human Resources Report

Board approval was requested for personnel actions including the approval of appointments, separations, and outside employment.

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

NEW BUSINESS

a. Enrollment Update

An update on enrollment was provided by Principal Oliveri. At the time of this memorandum, there were 321 students enrolled. 93 students in 9th grade, 107 students in 10th grade, 87 students in 11th grade, and 36 students in 12th grade.

For information only, no Board action required.

b. Projected Enrollment for 2026-2027

Principal Oliveri requested Board approval, as required by the charter agreement, for the preliminary projected enrollment for the 2026-2027 academic school year. The goal is to enroll 100 ninth graders, fill open tenth-grade seats, and offer limited eleventh- and twelfth-grade seats for students who are prepared for full-time dual enrollment. The total projected enrollment is for 395 students. Trustee Taylor asked about the school's total enrollment capacity, and Dr. Wills noted it was approximately 600, although she will verify the exact figure.

MOTION: Principal Oliveri **SECOND:** Trustee Pople
Motion passed unanimously.

c. Budget Update

An update on the TCA budget through October 31st was provided by Dr. Barbara Wills, with the total revenue for October equaling \$257,798.00 and the total expenditures for October equaling \$142,393.05. The Finance Committee met this month.

For information only, no Board action required.

d. Budget Amendment

Discussion of item D “Budget Amendment” was postponed by Board Chair Moore until the next Board meeting.

e. Audit Report

The Audit Selection Committee, formed in accordance with Florida Statute 218.391, selected James Moore & Company who reported no findings and confirmed that the Tallahassee Collegiate Academy’s financial statements for the year ending June 30, 2024, were presented fairly in all material respects in accordance with generally accepted accounting principles. As required by Florida Statute 218.391, the audit report was presented to Trustee Pople and the TCA Finance Committee on October 23, 2025, and all findings were satisfactory.

For information only, no Board action required.

ANNOUNCEMENTS

a. Upcoming Events Report

A list of upcoming events for the Fall 2025 term was shared.

PUBLIC COMMENTS

During the public comment period, several TCA parents addressed the Board.

- Paula Grant spoke regarding communication.
- Genefer Rollins shared concerns about the distribution of random sample packets on the TSC campus that were received by TCA dual enrollment students.
- Tara Crawford spoke related to the student dress code policies, communication gaps, campus safety, and challenges associated with the 4x4 block schedule.
- Carrie Taylor addressed matters related to communication about A.S. degree qualifications.
- Melissa Phen spoke on the topic of transparency.

The Board of Trustees and TCA administration thanked parents for their feedback and encouraged continued engagement. They noted that public comments shared during Board meetings will be addressed through the appropriate communication channels, including Remind, FOCUS, the monthly newsletter, and other established platforms.

NEXT MEETING DATE

January 20, 2026 at 6:00 p.m.

Location: **TSC Main Campus**

ADJOURNMENT

Board Chair Moore adjourned at 7:07 p.m.

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

Karen Moore
Chair

Jim Murdaugh, Ph.D.
President/Superintendent



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January 20, 2026

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy
FROM: Dr. Robin Oliveri, Principal
Dr. Barbara Wills, Vice President, TSC
SUBJECT: Human Resource Report

Item Description

This item requests approval for personnel actions.

Overview and Background

The District Office brings forth a request to approve appointments, separations and outside employment.

Funding/Financial Implications

This item is funded by the 2025 – 2026 Operating Budget.

Past Actions by the Board

None

Recommended Action

Approve as presented.

Original Appointments

Name	Position	Department	Effective Date	
<i>None to Report</i>				

Seeking to Hold Political Office Requests (All Employees)

Name	Position	Department	Effective Date	Prior Position
<i>None to Report</i>				

Drop Retiree Participants (All Employees)

Name	Position	Department	Enrollment Date	End Period
<i>None to Report</i>				

Separations

Name	Position	Department	Effective Date	Separation Type
Lataszziea Hicks	Administrative Assistant	TCA	November 10, 2025	Dismissed

Outside Employment Requests (All Employees)

Name	Position	Department	Employer	Position
<i>None to Report</i>				

Teachers Teaching Out of Field

Name	Current Certification	Out of Field Assignment		
<i>None to Report</i>				

Personnel Changes (Promotions, Demotions - All Employees)

Name	Position	Department	Effective Date	Prior Position
<i>None to Report</i>				



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M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Dr. Robin Oliveri, Principal

SUBJECT: Enrollment Update

Item Description

This item provides an update on enrollment numbers for 2025-2026.

Overview and Background

TCA currently has 315 students enrolled as follows: 9th graders = 91, 10th graders = 101, 11th graders = 88 and 12th graders = 35.

The school is currently holding recruiting events starting in January. The application for new students will be available at the end of this month.

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

None



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M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Dr. Robin Oliveri, Principal

SUBJECT: Academic Update

Item Description

This item provides an update on the school's academic performance for Fall 2025.

Overview and Background

During the fall 2025 semester, there were four end of course (EOC) exams given as part of our 4X4 schedule. Below includes comparative data showing EOC scores for TCA as compared to the state data.

EOC	TCA	State
Biology	92%	50%
US History	89%	50%
Algebra	31%	18%
Geometry	58%	24%

Below are the student success rates for dual enrollment courses for fall 2025 as compared to the fall 2024. Student success rates are up by 12% as compared to the fall 2024 semester. There were 135 students enrolled in dual enrollment for fall 2025.

Semester	Success Rates (A, B, C)
Fall 2025	89%
Fall 2024	77%

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

None



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January 20, 2026

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy
FROM: Dr. Robin Oliveri, Principal
Dr. Barbara Wills, Vice President, TSC
SUBJECT: Budget Report

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 25-26 budget is based on an enrollment of 357 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 did meet this month.

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

Presented as an information item only.

TALLAHASSEE COLLEGIATE ACADEMY BUDGET REPORT 2025-26
THROUGH DECEMBER 31 2025 (ADJUSTED)

FY26 Revenue	MONTH ACTUAL	MONTH BUDGET	YTD ACTUAL	YTD BUDGET	% of YTD BUDGET
July	\$ 238,611.67	\$ 238,611.67	\$ 238,611.67	\$ 238,611.67	100
August	\$ 238,611.67	\$ 238,611.67	\$ 477,223.33	\$ 477,223.33	100
September	\$ 238,611.67	\$ 238,611.67	\$ 715,835.00	\$ 715,835.00	100
October	\$ 238,611.67	\$ 238,611.67	\$ 954,446.67	\$ 954,446.67	100
November	\$ 238,611.67	\$ 238,611.67	\$ 1,193,058.33	\$ 1,193,058.33	100
December	\$ 238,611.67	\$ 238,611.67	\$ 1,431,670.00	\$ 1,431,670.00	100
January	\$ -	\$ 238,611.67	\$ 1,431,670.00	\$ 1,670,281.67	86
February	\$ -	\$ 238,611.67	\$ 1,431,670.00	\$ 1,908,893.33	75
March	\$ -	\$ 238,611.67	\$ 1,431,670.00	\$ 2,147,505.00	67
April	\$ -	\$ 238,611.67	\$ 1,431,670.00	\$ 2,386,116.67	60
May	\$ -	\$ 238,611.67	\$ 1,431,670.00	\$ 2,624,728.33	55
June	\$ -	\$ 238,611.67	\$ 1,431,670.00	\$ 2,863,340.00	50

FY26 Expenditures	MONTH ACTUAL	MONTH BUDGET	YTD ACTUAL	YTD BUDGET	% of YTD BUDGET
July	190,040.63	\$ 193,115.09	\$ 190,040.63	\$ 193,115.09	98
August	215,394.48	\$ 193,115.09	\$ 405,435.11	\$ 386,230.17	105
September	132,409.78	\$ 193,115.09	\$ 537,844.89	\$ 579,345.26	93
October	142,393.05	\$ 193,115.09	\$ 680,237.94	\$ 772,460.34	88
November	153,122.35	\$ 193,115.09	\$ 833,360.29	\$ 965,575.43	86
December	174,164.17	\$ 193,115.09	\$ 1,007,524.46	\$ 1,158,690.52	87
January	\$ -	\$ 193,115.09	\$ 1,007,524.46	\$ 1,351,805.60	75
February	\$ -	\$ 193,115.09	\$ 1,007,524.46	\$ 1,544,920.69	65
March	\$ -	\$ 193,115.09	\$ 1,007,524.46	\$ 1,738,035.77	58
April	\$ -	\$ 193,115.09	\$ 1,007,524.46	\$ 1,931,150.86	52
May	\$ -	\$ 193,115.09	\$ 1,007,524.46	\$ 2,124,265.94	47
June	\$ -	\$ 193,115.09	\$ 1,007,524.46	\$ 2,863,340.00	35



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January 20, 2026

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy
FROM: Robin Oliveri, Principal
Barbara Wills, Vice President, TSC
SUBJECT: TCA Budget Amendment

Item Description

This item requests approval of a budget amendment for the 2025-26 fiscal year, based on updated enrollment from the DOE Survey-2 Data. Enrollment was reported at 323 FTE, and the original projection was 357 FTE. This budget amendment will reduce the schools operating budget by \$231,555, from \$3,094,895 to \$2,863,240. The school will continue to operate within 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. The 2025-2026 proposed budget was based on an enrollment of 357 students using the Florida Department of Education revenue generating formula for charter schools. The budget amendment maintains a 5% contingency and a balanced budget.

Funding/ Financial Implications

This reduces the TCA annual operating budget by \$231,555.

Past Actions by the Board

The TCA Board adopted the 2025-26 operating budget on June 16, 2025.

Recommended Action

Presented as an information item only.

Tallahassee Collegiate Academy Budget FY 2025 With Amendment

REVENUE		
FDOE charter school revenue estimating worksheet FY26 for 357		
Projected Revenue	Student FTE Projection	\$3,094,895.00
FDOE Survey 2 FTE Calculation for		
Updated Revenue	323 WFTE	\$2,863,340.00

EXPENDITURES		
PERSONNEL		\$1,681,319.70
OPERATING		\$1,038,853.30
CONTINGENCY		\$143,167.00 at 5%
TOTAL EXPENDITURES		\$2,863,340.00

Year End Projected Balance	\$231,555.00
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January 20, 2026

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Dr. Robin Oliveri, Principal

SUBJECT: Upcoming Events Report

Item Description

This item details the upcoming events at Tallahassee Collegiate Academy for the spring term. The events have been advertised to the TCA community via the monthly newsletter, Focus email, and/or Remind.

Overview and Background

Jan. 7 - Students return

Jan. 13 - PM2 for 9th and 10th graders, modified schedule

Jan. 16 - Report cards published

Jan. 19 - Holiday, No School

Jan. 20 - School board meeting, 6PM, FPAC 104

Jan. 21 - Poetry Out Loud competition, modified schedule

Jan. 21 - Soaring Supporter Parents virtual meeting - all parents are welcome, link to be sent via Focus and Remind!

Jan. 22 - Senior class photo, cap & gown photo

Jan. 22 - TCA Faculty photo

Jan. 23 - NHS Induction, 5:30PM, WD 105

Jan. 28 - Honor Roll/Attendance lunch treats

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

None