



Governing Board Meeting

Monday, November 17, 2025, 6:00PM; 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 October Meeting**
- 4. Approval of Consent Agenda**
 - a. Human Resources Report
- 5. New Business**
 - a. Enrollment Update
Presented as an information item only
 - b. Projected Enrollment for 2026-2027
Approve item as presented
 - c. Budget Update – Dr. Barbara Wills
Presented as an information item only
 - d. Budget Amendment – Dr. Barbara Wills
Approve item as presented
 - e. Audit Report – Dr. Barbara Wills
Presented as an information item only
- 6. Announcements**
 - a. Upcoming Events Report
Presented as an information item only
- 7. Public Comment**
- 8. Adjournment**

Next Meeting: Tuesday, January 20, 2026 (Regular Meeting)

Minutes
Tallahassee Collegiate Academy
Charter School Office
444 Appleyard Drive
Tallahassee, FL 32304
Monday, October 20, 2025

Board Meeting

On October 20, 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, Allison Tackett, Katie Seitzinger, Bronwen West, Quashier Flood-Strouble, Jon Hosey, Paula Grant, Martha Grant, Carrie Taylor, Melissa Phen, Tara Crawford, Avondika Cherry, Daniel Francis, Erin Gillespie, and Sabrina Cofield.

COMMENTS:

- i. **Board Chair** – Trustee Moore opened by welcoming all attendees and thanking them for attending the meeting. Trustee Moore highlighted her appreciation for everything the faculty, staff, and leadership are doing over at the Academy.
- ii. **Board Members** - The Board Members shared their reflections on the recent Open House event. Trustee Kelling expressed excitement at seeing parents and students in attendance and was impressed by the newly renovated spaces designed for student comfort and engagement. She highlighted the band's performance as a standout moment, noting the strong school spirit and excellent turnout. Trustee Moore thanked her for representing the Board of Trustees. Trustee Moore also commended the active engagement of families, while Trustee Taylor shared appreciation for parent participation emphasizing that TCA values parent feedback. Trustee Pople also attended the Open House event and echoed the positive sentiment, expressing appreciation for the strong engagement among teachers, students, and families.
- iii. **Principal's Report** – Principal Oliveri provided the Principal's Report and began with a special presentation honoring Mrs. Flood as the 2025-2026 School-Related Employee of the Year, and Katie Seitzinger as the 2025-2026 Teacher of the Year. Dr. Oliveri shared several campus activities including the Student of the Month initiative, which celebrates one student per grade level for consistent character and positive growth mindset rather than solely academic achievement; the "Wings of Gratitude" where student athletes are invited to present a game ball, helmet, or jersey to a staff member who has made a positive impact on their lives, creating a meaningful experience for both students and faculty; and the Fusion Event, successfully organized entirely by the International Explorers Club, providing a student-led festival featuring vendors, arts, and crafts. Dean Watkins shared updates from the Soaring Supporters meeting where committees were established for fundraising, decorations, staff appreciation, and student recognition. Additionally, Dean Watkins shared information about the EmBRACE award, sponsored by Redemption Orthodontics, to recognize a student for demonstrating boldness,

resilience, altruism, compassion, and empathy. The chosen recipient will receive an award, a certificate, \$250, and dinner for their family.

APPROVAL OF MINUTES

a. September 15, 2025

Requested Board approve September board meeting minutes as presented.

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

APPROVAL OF CONSENT AGENDA

a. Human Resources Report

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

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

NEW BUSINESS

a. Enrollment Update

Update provided by Principal Oliveri. At the time of this memorandum, there were 323 students enrolled. The following data is reflective of the updated information shared at the board meeting with a total of 322 students enrolled at TCA: 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. Budget Update – Dr. Barbara Wills

An update on the TCA budget through September 30th was provided by Dr. Barbara Wills. The Finance Committee is scheduled to meet later this week to review current enrollment numbers and their impact on the overall budget.

For information only, no Board action required.

ITEMS FOR CONSIDERATION

a. Salary Increase Allotment Proposal – Dr. Barbara Wills

Board approval was requested for the Salary Increase Allocation distribution plan presented for the 2025-2026 school year. The allocation includes \$118,155.15 for maintenance allocation for existing salaries from prior year increases and \$9,325.85 to be divided equally among all eligible TCA employees (instructional personnel) as a permanent increase to their annual salaries.

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

b. Academic Goals for 2025-2026

Board approval was requested for the proposed academic achievement goals for the 2025–2026 school year. The target goals reflect incremental percentage increases over the previous year's baselines: ELA from 77% to 79%, Math from 62% to 64%, Science from 98% to 99%, and Social

Studies from 94% to 95%. As TCA is a high-performing school, the percentage increases are modest, representing continued growth within an already strong academic standing.

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

ANNOUNCEMENTS

a. Upcoming Events Report

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

PUBLIC COMMENTS

Tara Crawford, TCA parent, spoke on the topic of communication. Paula Grant, TCA parent, spoke on the topic of communication.

The Board of Trustees and TCA Admin thanked parents for the constructive feedback and encouraged ongoing input. Additionally, public comments shared at the Board Meetings will be addressed through the appropriate channels - Remind, FOCUS, our monthly newsletter, and more.

NEXT MEETING DATE

November 17, 2025 at 6:00 p.m. Location: **TSC Main Campus**

ADJOURNMENT

Board Chair Moore adjourned at 7:04 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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850.5046300 | www.tca.fl.edu

November 17, 2025

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 | |
|----------------|----------|------------|----------------|--|
| None to Report | | | | |

Seeking to Hold Political Office Requests (All Employees)

| Name | Position | Department | Effective Date | Prior Position |
|----------------|----------|------------|----------------|----------------|
| None to Report | | | | |

Drop Retiree Participants (All Employees)

| Name | Position | Department | Enrollment Date | End Period |
|----------------|----------|------------|-----------------|------------|
| None to Report | | | | |

Separations

| Name | Position | Department | Effective Date | Separation Type |
|------------------|--------------------------|--------------------------------|-------------------|-----------------|
| Lataszziea Hicks | Administrative Assistant | Tallahassee Collegiate Academy | November 10, 2025 | Dismissal |

Outside Employment Requests (All Employees)

| Name | Position | Department | Employer | Position |
|----------------|----------|------------|----------|----------|
| None to Report | | | | |

Teachers Teaching Out of Field

| Name | Current Certification | Out of Field Assignment | | |
|----------------|-----------------------|-------------------------|--|--|
| None to Report | | | | |

Personnel Changes (Promotions, Demotions - All Employees)

| Name | Position | Department | Effective Date | Prior Position |
|----------------|----------|------------|----------------|----------------|
| None to Report | | | | |



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November 17, 2025

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 321 students enrolled as follows: 9th graders = 90, 10th graders = 106, 11th graders = 89 and 12th graders = 36.

The school planned for 350 students and continues to review applications and enroll students from the waitlist as appropriate.

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: Projected Enrollment for 2026-2027

Item Description

This item requests approval of the projected enrollment numbers for Tallahassee Collegiate Academy for 2026-2027.

Overview and Background

As outlined in the charter agreement between Tallahassee State College and Tallahassee Collegiate Academy, the school will provide the preliminary projected enrollment for the following school year to the charter school sponsor. The preliminary projected enrollment does not constitute a cap on the school's enrollment; it serves as a goal.

Projected Enrollment for the 2026-2027 includes enrolling 100 9th graders and to fill open seats in the 10th grade. Open seats in the 11th and 12th grade will be available for students who are ready for full-time dual enrollment. The total projected enrollment for 2026-2027 is 395.

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

Approve the projected enrollment numbers as presented.



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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
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 Local Education Agency (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 OCTOBER 31 2025

| FY26 Revenue | MONTH ACTUAL | MONTH BUDGET | YTD ACTUAL | YTD BUDGET | % of YTD BUDGET |
|---------------------|---------------------|---------------------|-------------------|-------------------|------------------------|
| July | \$ 257,806.00 | \$ 257,907.92 | \$ 257,806.00 | \$ 257,907.92 | 100 |
| August | \$ 257,798.00 | \$ 257,907.92 | \$ 515,604.00 | \$ 515,815.83 | 100 |
| September | \$ 257,798.00 | \$ 257,907.92 | \$ 773,402.00 | \$ 773,723.75 | 100 |
| October | \$ 257,798.00 | \$ 257,907.92 | \$ 1,031,200.00 | \$ 1,031,631.67 | 100 |
| November | \$ - | \$ 257,907.92 | \$ 1,031,200.00 | \$ 1,289,539.58 | 80 |
| December | \$ - | \$ 257,907.92 | \$ 1,031,200.00 | \$ 1,547,447.50 | 67 |
| January | \$ - | \$ 257,907.92 | \$ 1,031,200.00 | \$ 1,805,355.42 | 57 |
| February | \$ - | \$ 257,907.92 | \$ 1,031,200.00 | \$ 2,063,263.33 | 50 |
| March | \$ - | \$ 257,907.92 | \$ 1,031,200.00 | \$ 2,321,171.25 | 44 |
| April | \$ - | \$ 257,907.92 | \$ 1,031,200.00 | \$ 2,579,079.17 | 40 |
| May | \$ - | \$ 257,907.92 | \$ 1,031,200.00 | \$ 2,836,987.08 | 36 |
| June | \$ - | \$ 257,907.92 | \$ 1,031,200.00 | \$ 3,094,895.00 | 33 |

| 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 | | \$ 193,115.09 | \$ 680,237.94 | \$ 965,575.43 | 70 |
| December | | \$ 193,115.09 | \$ 680,237.94 | \$ 1,158,690.52 | 59 |
| January | | \$ 193,115.09 | \$ 680,237.94 | \$ 1,351,805.60 | 50 |
| February | | \$ 193,115.09 | \$ 680,237.94 | \$ 1,544,920.69 | 44 |
| March | | \$ 193,115.09 | \$ 680,237.94 | \$ 1,738,035.77 | 39 |
| April | | \$ 193,115.09 | \$ 680,237.94 | \$ 1,931,150.86 | 35 |
| May | | \$ 193,115.09 | \$ 680,237.94 | \$ 2,124,265.94 | 32 |
| June | | \$ 193,115.09 | \$ 680,237.94 | \$ 2,317,381.03 | 29 |



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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 \$2,863,340. 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 | | |
|-------------------|--------------------------|----------------|
| Projected Revenue | Based on 357 Student FTE | \$3,094,895.00 |

Used the FY25 worksheet until
FY26 worksheet is available

| EXPENDITURES | | |
|--------------------|--|----------------|
| PERSONNEL | | \$1,681,319.70 |
| OPERATING | | \$797,763.00 |
| CONTINGENCY | | \$154,744.75 |
| TOTAL EXPENDITURES | | \$2,633,827.45 |

at 5%

| | |
|----------------------------|--------------|
| Year End Projected Balance | \$461,067.56 |
|----------------------------|--------------|

Tallahassee Collegiate Academy Budget FY 2025 With Amendment

| REVENUE | | |
|-------------------|------------------------|----------------|
| Projected Revenue | Based on Survey 2 Data | \$2,863,340.00 |

Used the FY25-26 worksheet

| EXPENDITURES | | |
|--------------------|--|----------------|
| PERSONNEL | | \$1,681,319.70 |
| OPERATING | | \$793,131.90 |
| CONTINGENCY | | \$143,167.00 |
| TOTAL EXPENDITURES | | \$2,617,618.60 |

at 5%

| | |
|----------------------------|--------------|
| Year End Projected Balance | \$245,721.41 |
|----------------------------|--------------|



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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 Final Audit Report for Fiscal Year 2024

Item Description

This item presents the Report on the Audit of the Financial Statements for Tallahassee Collegiate Academy for the fiscal year ending June 30, 2024.

Overview and Background

In accordance with Florida Statute 218.391, the governing board of the charter school created an audit selection committee responsible for issuing a request for proposal for auditing services (RFP 2024-03 TCA Auditing Services) and to select an audit entity. On June 3, 2024, the Committee chose James Moore & Company.

In accordance with Florida Statute 218.39, the report was provided to the TCA Finance Committee of the TCA governing board on October 23, 2025. James Moore & Company reported no findings, and determined that "financial statements present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the School, as of June 30, 2024, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America".

Funding/ Financial Implications

As the audit reported no findings, there are no financial implications.

Past Actions by the Board

None.

Recommended Action

Presented as an information item only.



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November 17, 2025

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 fall term. The (*) indicates that the event has been advertised to the TCA community via the monthly newsletter, Focus email, and/or Remind.

Overview and Background

*November 14 - Interim reports for 2nd quarter

*November 19 - Soaring Supporters meeting

November 19 - Senior Thanksgiving Luncheon

November 20 - Faculty Thanksgiving Potluck Luncheon

November 24 - 28 - Thanksgiving Holiday - No School

*December 1-5 - Study snacks for dual enrollment students

*December 5 - End of college term for dual enrollment students

*December 8-12 - Final exams for TCA (Faison has asked teachers for their specific dates so we may further publicize to our families)

*December 15-17 - EOCs

*December 18-19 - Make up EOCs

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

None