



TALLAHASSEE
**COLLEGIATE
ACADEMY**

Governing Board Meeting

Monday, March 23, 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 February 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
- 6. Announcements**
 - a. Upcoming Events Report – Presented as an information item only
- 7. Public Comment**
- 8. Adjournment**

Next Meeting: Monday, April 20, 2026 (Regular Meeting)

**Tallahassee Collegiate Academy
Charter School Office
444 Appleyard Drive
Tallahassee, FL 32304
Tuesday, February 17, 2026**

Board Meeting Minutes

On February 17, 2026, 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 David Clark, Randy Pople, Kim Kelling, and James Taylor.

Absent: None

Via Phone/Zoom: None

Others present: Robin Oliveri, Sherrhonda Faison, LaNandra Watkins, Calandra Stringer, Barabara Wills, Tricia Rizza, Melanie Larson, Wendi Davis, Katie Seitzinger, Allison Tackett, Chiquita Lockwood, Danielle Henry, and Julie Perry.

COMMENTS:

- a. **Board Chair** – Trustee Moore opened by welcoming all attendees and thanking them for attending the meeting. Trustee Moore requested to add an item under new business regarding securing independent legal counsel for the Board. Additionally, Trustee Moore expressed appreciation to Officer Lockwood, TCA’s School Resource Officer, for continued service and support at the board meetings.
- b. **Board Members** – Board members shared brief opening remarks. Trustee Taylor commended TSC Day at the Capitol and stated that it was great to see strong representation. Trustee Kelling praised the school’s social media efforts and expressed appreciation for the consistent posts highlighting school activities. Trustee Clark reported the legislative session is halfway complete and may extend into a special session. He stated that budget negotiations will have impact on all sectors, including education. He added that TCA continues to perform well. Trustee Pople stated that he had no additional comments.
- c. **Principal’s Report** – Dr. Oliver highlighted several activities and events that have taken place at TCA. January Student of the Month recipients were recognized by grade level: Jaeda Sims (9th), Alyse Harris (10th), Brooklyn Hinson (11th), and Charity Monix (12th). The robotics team competed in its first VEX Robotics competition at FAMU and placed ninth overall. Students also showcased the robot at TSC Day at the Capitol and engaged with visitors from across the state.

The school hosted several February events. The SOARing Supporters organized a Valentine’s treat trolley for staff. The International Explorers Club led a Black History Month program featuring Family Feud, a fashion show, spoken word performances, and musical selections. Dean Watkins shared about the senior activity, “Love Our Nest,” where engaged students took part in after-school activities and fellowship. Guidance hosted senior academic meetings and distributed the senior parent newsletter.

APPROVAL OF MINUTES

a. January 20, 2026

Requested Board approval January 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 Clark
Motion passed unanimously.

NEW BUSINESS

a. Enrollment Update

Dr. Oliveri provided an enrollment update of 309 students, including 90 students in the 9th grade, 98 students in the 10th grade, 88 students in the 11th grade, and 33 students in the 12th grade. Dr. Oliveri shared TCA will complete one remaining middle school outreach visit and continue efforts to expand outreach to public schools. Additionally, Dr. Oliveri shared photos from the Innovation Academy of Excellence (IAE) Day hosted on campus.

For information only, no Board action required.

b. Academic Update – Dr. Tricia Rizza

Dr. Rizza reviewed dual enrollment benchmarks, eligibility, and credit progression by grade level. The school expects ninth graders to become fully dual enrollment eligible by the end of the year. The goal remains 100% full-time dual enrollment for 10th, 11th, and 12th graders. Administration identified students in upper grades who are not yet dual enrollment eligible. The team continues to implement targeted supports, including weekly guidance check-ins, individualized academic plans, Smart Goal development, parent conferences, and structured intervention courses. Spring dual enrollment registration reflects continued participation across grade levels, with most juniors and seniors enrolled full-time. Summer coursework will strategically be used to help select students meet progression benchmarks pending budget availability. TCA continues to strengthen orientation and enrollment processes for students and parents to ensure clear expectations regarding academic rigor, time management, and program outcomes.

For information only, no Board action required.

c. Budget Update – Dr. Barbara Wills

Dr. Barbara Wills provided a budget update for TCA. Total revenues for January equaled \$238,311.67, and the total expenditures for January equaled \$152,552.83. Additionally, Dr. Wills presented the amended budget request approved last month that reduced the operating budget by \$231,000 due to the FTE decrease.

For information only, no Board action required.

d. **School Recognition Funding Allocation – Dr. Robin Oliveri**

Dr. Oliveri reported that TCA received \$22,223.00 in school recognition funding from the Florida Department of Education due to achieving an “A” rating during the 2024-2025 school year. TCA faculty reviewed multiple distribution models and selected their preferred option through a vote. Faculty chose to distribute the funds proportionally to all eligible employees who worked during the year the award was earned. Full-time employees will receive a full share, and part-time employees will receive a half share. The total amount of \$22,223.00 was distributed evenly amongst the listed recipients, allocating \$1,481.53 per employee. Board approval was requested for the proposed distribution of the school recognition funding.

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

e. **Legal Counsel**

Following the recommendation of securing independent legal counsel for the TCA Governing Board to avoid potential conflicts of interest with the college’s (TSC) attorney, the Board consulted with Messer & Caparello, a firm which represents multiple Florida school districts and specializes in education and ESE law. Board approval was requested to approve engagement of Messer & Caparello as Board Counsel.

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

ANNOUNCEMENTS

a. **Upcoming Events Report**

Dr. Oliveri shared the list of upcoming events for the Spring 2026 semester.

PUBLIC COMMENTS

None.

NEXT MEETING DATE

March 23, 2026 at 6:00 p.m. **Location:** Tallahassee State College Main Campus

ADJOURNMENT

Board Chair Moore adjourned the meeting at 7:04 p.m.



444 Appleyard Drive
Tallahassee, Florida 32304-2895
850.5046300 | www.tca.fl.edu

March 23, 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
Constance Bernard	TCA Learning Lab Specialist	TCA	March 23, 2026	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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March 23, 2026

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 309 students enrolled as follows: 9th graders = 90, 10th graders = 98, 11th graders = 88 and 12th graders = 33. The academic year started with 352 students.

The school is currently holding recruiting events and accepting applications. There are 96 applications pending a review. The goal is 100 incoming 9th graders as well as filling available seats in the other grade levels with the total for 2026-2027 being 400 students.

TCA will begin advertising for additional positions to accommodate expected increase in students.

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

None



March 23, 2026

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.

Overview and Background

Florida's Progress Monitoring assessments are part of the state's standardized system for measuring student learning growth in English Language Arts (ELA). Students participate in three assessment windows each year.

- PM1 at the beginning of the year to establish a baseline,
- PM2 mid-year to monitor progress and inform instruction, and
- PM3 at the end of the year to measure mastery of grade-level standards and fulfill state accountability requirements.

PM1 and PM2 are used for instructional planning, while PM3 serves as the statewide summative assessment.

TCA PM1 and PM2 Data:

9th Grade:

TCA	PM1	PM2		PM2 State Average
Level 1	18 % (16)	10% (9)		26%
Level 2	21% (19)	33% (29)		25%
Level 3	26% (23)	16% (14)		21%
Level 4	26% (23)	21% (19)		18%
Level 5	10% (9)	20% (18)		10%

10th Grade:

TCA	PM1	PM2		PM2 State Average
Level 1	15% (15)	20% (18)		27%
Level 2	32% (31)	29% (27)		25%
Level 3	25% (24)	24% (22)		19%
Level 4	18% (17)	17% (16)		17%
Level 5	10% (10)	10% (9)		11%

TCA 9th graders and 10th graders are performing above the state average for levels 3, 4, and 5 for PM2.

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

None



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March 23, 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 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 FEBRUARY 28,2026

(UPDATED

BOARD APPROVED BUDGET JANUARY 2026)

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	\$ 238,611.67	\$ 1,670,281.67	\$ 1,670,281.67	100
February	\$ 238,611.67	\$ 238,611.67	\$ 1,908,893.34	\$ 1,908,893.33	100
March	\$ -	\$ 238,611.67	\$ 1,908,893.34	\$ 2,147,505.00	89
April	\$ -	\$ 238,611.67	\$ 1,908,893.34	\$ 2,386,116.67	80
May	\$ -	\$ 238,611.67	\$ 1,908,893.34	\$ 2,624,728.33	73
June	\$ -	\$ 238,611.67	\$ 1,908,893.34	\$ 2,863,340.00	67

FY26 Expenditures	MONTH ACTUAL	MONTH BUDGET	YTD ACTUAL	YTD BUDGET	% of YTD BUDGET
July	190,040.63	\$ 238,611.67	\$ 190,040.63	\$ 238,611.67	80
August	215,394.48	\$ 238,611.67	\$ 405,435.11	\$ 477,223.34	85
September	196,366.50	\$ 238,611.67	\$ 601,801.61	\$ 715,835.01	84
October	142,393.05	\$ 238,611.67	\$ 744,194.66	\$ 954,446.68	78
November	153,122.35	\$ 238,611.67	\$ 897,317.01	\$ 1,193,058.35	75
December	238,120.89	\$ 238,611.67	\$ 1,135,437.90	\$ 1,431,670.02	79
January	152,552.83	\$ 238,611.67	\$ 1,287,990.73	\$ 1,670,281.69	77
February	182,332.33	\$ 238,611.67	\$ 1,470,323.06	\$ 1,908,893.36	77
March		\$ 238,611.67	\$ 1,470,323.06	\$ 2,147,505.03	68
April		\$ 238,611.67	\$ 1,470,323.06	\$ 2,386,116.70	62
May		\$ 238,611.67	\$ 1,470,323.06	\$ 2,624,728.37	56
June		\$ 238,611.67	\$ 1,470,323.06	\$ 2,863,340.04	51



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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: 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

March 23- Teacher Planning

March 23 -24 - Magnify Learning Professional Development and Coaching

March 28 - Springtime Tallahassee Table

April 3: Spring Holiday (No School)

April 13: End of Year Awards Ceremony

April 18: Jr./Sr. Prom in TSC Student Ballroom @ 7:00 pm

April 22: Almost Airborne Senior Activity

April 27-May 2: TCA Teacher Appreciation Week

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

None