



Governing Board Meeting

**Monday, September 15, 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 August Meeting**
- 4. Approval of Consent Agenda**
 - a. Human Resources Report
- 5. New Business**
 - a. Enrollment Update
 - b. Security Update – Chief Sean McGovern
 - c. Communications Plan Update
 - d. Academic Update
 - e. Budget Update – Dr. Barbara Wills
- 6. Items for Consideration**
 - a. Mental Health Allocational Plan
 - b. Appointment of Representative to Facilitate Parental Involvement
- 7. Announcements**
 - a. Upcoming Events Report
- 8. Public Comment**
- 9. Adjournment**

Next Meeting: Monday, October 20, 2025 (Regular Meeting)

**Minutes
Tallahassee Collegiate Academy
Charter School Office
444 Appleyard Drive
Tallahassee, FL 32304
Monday, August 18, 2025**

Board Meeting

On August 18, 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: David Clark

Via Phone/Zoom: None

Others Present: Robin Oliveri, Sherrhonda Faison, LaNandra Watkins, Calandra Stringer, Barbara Wills, Melanie Larson, Tricia Rizza, Nyla Davis, Christy Bailey, Elisa Reino, Wendi Davis, Allison Tackett, Katie Seitzinger, Keshia Jenkins, Samuel Simon, Carrie Taylor, Tara Crawford, Erin Gillespie, Paula Grant, Megan Glasgow, Amanda Reyes, Elle Welling, Shawn Williams, Lorenza and Myra Smith, Tamikia Ford, Tiwana Ford, Gregory Williams, Jeffrey Rollins, and Genefer Rollins.

COMMENTS:

- i. **Board Chair** – Trustee Moore opened by welcoming all attendees and thanking them for attending the meeting. Trustee Moore announced the start of year three for the Tallahassee Collegiate Academy, and its second year as an “A” school for the 2024-2025 school year, as designated by FLDOE.

Trustee Moore invited the new administration team to introduce themselves. New principal Dr. Robin Oliveri shared her background in Leon County Schools highlighting her extensive experience in STEM education and expressing excitement about leading the academy toward another successful year. Assistant Principal Sherrhonda Faison introduced herself, noting her 22 years in education and enthusiasm for supporting students and staff in achieving continued success. Dean of Students LaNandra Watkins also introduced herself, sharing her 18 years of experience in education and emphasizing her commitment to building strong relationships with students, parents, and the community. Trustee Moore extended her gratitude to the new leadership team for their strong vision and commitment to TCA.

Additionally, Trustee Moore extended a special thanks to Tallahassee State College leaders, including Dr. Tricia Rizza, Provost Calandra Stringer, and Dr. Wills for their support in the facility renovations and strengthening the partnership between the college and the academy.

- ii. **Board Members-** Trustee Kelling shared her reflections on the first day of school, noting the excitement of welcoming students and parents and the positive atmosphere as students reconnected with friends and geared up for the upcoming school year. Trustee Kelling mentioned her excitement about the new administration team and expressed appreciation to faculty and staff for the successful transition.

Trustee Taylor welcomed new parents in attendance, encouraging them to continue to attend board meetings, share feedback, and collaborate with the board and faculty, attributing the success of the academy to strong parental involvement.

- iii. **Principal's Report** – Principal Oliveri provided the report covering pre-planning week for teachers, construction updates on the building renovations, and TCA Orientation. Despite construction challenges, the building opened on time with significant support from TSC, and TCA teachers worked diligently to prepare classrooms for the first day of school. New renovations include centralized administrative offices, additional classrooms and student commons areas, among others. Instructional updates highlighted the shift to a 4x4 block schedule, the introduction of the new FACT Math course, and expanded student support spaces. Orientation was successfully held in the TSC Student Union Ballroom, with curriculum departments, city transportation, and additional community partners in attendance. Principal Oliveri covered upcoming events including dual enrollment orientation, safety drills, senior parent meetings, and an overview of state assessments. Additionally, a student assembly was held during the first week of school to discuss new cell phone policies, code of conduct, and dual enrollment expectations, along with laptop and ID distributions.

APPROVAL OF MINUTES

1. August 18, 2025

Requested Board approve June 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 approving appointments, separations, and outside employment. Additionally, this item provides a list of teachers who are teaching in a subject other than the areas listed on their Florida teaching certificate for board approval.

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

NEW BUSINESS

a. **Enrollment Update**

Update provided by Principal Oliveri. At the time of this memorandum, there were 338 students enrolled: 99 students in 9th grade, 114 students in 10th grade, 88 students in 11th grade, and 37 students in 12th grade. The goal is to fill 350 seats and applications are being reviewed from the waitlist to enroll students as appropriate.

For information only, no Board action required.

b. **Academic Update**

Update provided by Principal Oliveri. TCA has transitioned to a 4x4 block schedule, which allows students to focus on core courses while aligning electives with AS degree pathways. With the revised schedule, students are able to accumulate 8 classes towards high school graduation per academic year. The academic update additionally highlighted that there are currently 100 students that are dual-enrollment eligible, and a summer institute was held this year where students participated in PERT exam preparation to improve PERT scores. Regular check-ins and early

communication with parents will be implemented in order to monitor student progress and ensure preparedness for college-level work.

For information only, no Board action required.

c. Budget Update

An update on the TCA budget was provided by Dr. Barbara Wills. The 2025-2026 budget is based on an enrollment projection of 357 students using the FLDOE revenue generating formula for charter schools. Current revenue at the time of this memorandum is \$257,000, with expenditures at \$211,000. Adjustments to the budget may be made following the upcoming September enrollment survey reports, with a budget amendment brought forward as needed to reflect actual enrollment. A Finance Committee meeting will be scheduled after the survey to review updated information.

For information only, no Board action required.

ITEMS FOR CONSIDERATION

a. Salary Schedule

Board approval was requested for the annual salary schedule for 2025-2026. This item includes the revisions to the salary schedule, including updates to position titles and new positions as required for school operations.

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

ANNOUNCEMENTS

a. Upcoming Events Report

Principal Oliveri provided an overview of upcoming events for the months of August and September.

PUBLIC COMMENTS

Megan Glasgow, TCA parent, spoke on the topic of communications. She noted challenges with clear, consistent communications from TCA, outdated website information, and difficulties accessing the Remind app. She shared that her high-achieving student faced challenges with class placement and limited elective options, emphasizing the need for clear communication and timely support from the school.

Tara Crawford, TCA parent, spoke on the topic of school safety, particularly safety concerns regarding delayed notifications during lockdowns and student dismissal procedures. She noted a concern that students' phones are off during emergencies, and traffic congestion at dismissal times creates safety risks for students and parents, emphasizing the need for improved communication and supervision.

Paula Grant, TCA parent, spoke on the topic of PSAT and post-graduation counseling. She wants to ensure her 10th grader has the opportunity to take the PSAT this school year to qualify for merit scholarships and requested information on post-graduation counseling for students pursuing further education after earning their AS degree.

Erin Gillespie, TCA parent, spoke on the topic of 2025-2026 school year challenges. She expressed frustration with communication and scheduling challenges this year, noting her daughter has

gaps in her schedule due to dual-enrollment courses, and brought up concerns that her child is the only high school student in college-level classes. She emphasized the need for her daughter to feel safe, supported, and receive appropriate individualized education from TCA faculty.

Keshia Jenkins, TCA parent, spoke on the topic of senior year challenges. She raised concerns about decreased parent involvement and student engagement this year, noting that both her children have missed traditional activities and senior events to be at TCA. She emphasized the importance of supporting both academic achievement and students' social-emotional well-being, stressing that students need a balanced environment to thrive in school and beyond.

The board acknowledged parent concerns regarding communication, safety, and student supervision, emphasizing their commitment to work closely with school leadership to address these issues. Trustee Moore recognized that some challenges could be resolved quickly, while others would require more time and careful planning. The board and TCA administration reassured families that they are committed to transparency and accountability, and that updates on progress, solutions, and any changes will be communicated promptly through appropriate channels. Parents were reminded that they are always welcome to attend future board meetings and engage with school leadership to support both the academic and social-emotional success of the students.

NEXT MEETING DATE

September 15, 2025 at 6:00 p.m. Location: **TSC Main Campus**

ADJOURNMENT

Board Chair Moore adjourned at 6:55 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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September 15, 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. This item also provides a list of teachers who are teaching in a subject other than the areas listed on their Florida teaching certificate.

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	
Virgus Broxton	Teacher	Tallahassee Collegiate Academy	July 9, 2025	
Lataszziea Hicks	Administrative Assistant	Tallahassee Collegiate Academy	September 12, 2025	

Seeking to Hold Political Office Requests (All Employees)

Name	Position	Department	Effective Date	Prior Position
Pablo Perez de Alejo	Teacher	Tallahassee Collegiate Academy	August 11, 2025	

Drop Retiree Participants (All Employees)

Name	Position	Department	Enrollment Date	End Period
None to Report				

Separations

Name	Position	Department	Effective Date	Separation Type
None to Report				

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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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 326 students enrolled as follows: 9th graders = 95, 10th graders = 108, 11th graders = 87 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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September 15, 2025

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Dr. Robin Oliveri, Principal

SUBJECT: Communication Plan Update

Item Description

This item provides an update on the school's plan as it relates to communicating with parents and students.

Overview and Background

TCA is committed to improving communications by providing various communication channels to accomplish the following goals:

- Foster trust and transparency between school and families.
- Keep families informed about academic progress, school events, and student wellbeing.
- Encourage family involvement in STEM learning and school culture.
- Provide timely updates on policies, safety, and opportunities.

TCA will email newsletters, utilize software such as Remind, and provide text alerts for urgent updates such as weather closures and safety alerts. Also, the school is in the process of updating the website and committed to utilizing the parent portal. Communication will be proactive with regular updates before events occur. TCA is also encouraging two-way communication to provide opportunities for families to ask questions, give feedback, and participate in decision-making.

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 as it relates to dual enrollment for Fall 2025.

Overview and Background

The academic goals for the 2025-2026 school year are under development to be presented at the October meeting for approval.

Students took the English Language Arts PM1 test during the week of September 8th. TCA tested 183 students out of 203 eligible students which is 90% tested.

There are 92 students enrolled in 3 to 9 credit hours of dual enrollment for Fall 2025. Additionally, there are 41 students enrolled in 10 to 15 credit hours for Fall 2025 dual enrollment for a total of 133 students participating in dual enrollment.

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
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 August 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	\$ -	\$ 257,907.92	\$ 515,604.00	\$ 773,723.75	67
October	\$ -	\$ 257,907.92	\$ 515,604.00	\$ 1,031,631.67	50
November	\$ -	\$ 257,907.92	\$ 515,604.00	\$ 1,289,539.58	40
December	\$ -	\$ 257,907.92	\$ 515,604.00	\$ 1,547,447.50	33
January	\$ -	\$ 257,907.92	\$ 515,604.00	\$ 1,805,355.42	29
February	\$ -	\$ 257,907.92	\$ 515,604.00	\$ 2,063,263.33	25
March	\$ -	\$ 257,907.92	\$ 515,604.00	\$ 2,321,171.25	22
April	\$ -	\$ 257,907.92	\$ 515,604.00	\$ 2,579,079.17	20
May	\$ -	\$ 257,907.92	\$ 515,604.00	\$ 2,836,987.08	18
June	\$ -	\$ 257,907.92	\$ 515,604.00	\$ 3,094,895.00	17

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		\$ 193,115.09	\$ 405,435.11	\$ 579,345.26	70
October		\$ 193,115.09	\$ 405,435.11	\$ 772,460.34	52
November		\$ 193,115.09	\$ 405,435.11	\$ 965,575.43	42
December		\$ 193,115.09	\$ 405,435.11	\$ 1,158,690.52	35
January		\$ 193,115.09	\$ 405,435.11	\$ 1,351,805.60	30
February		\$ 193,115.09	\$ 405,435.11	\$ 1,544,920.69	26
March		\$ 193,115.09	\$ 405,435.11	\$ 1,738,035.77	23
April		\$ 193,115.09	\$ 405,435.11	\$ 1,931,150.86	21
May		\$ 193,115.09	\$ 405,435.11	\$ 2,124,265.94	19
June		\$ 193,115.09	\$ 405,435.11	\$ 2,317,381.03	17



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September 15, 2025

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Dr. Robin Oliveri, Principal

SUBJECT: Mental Health Allocation Plan

Item Description

This item provides a proposal to approve the plan to utilize the mental health allocation plan.

Overview and Background

TCA has been allotted \$122,267 for 2025-2026. The funds are allocated to each school district to support behavioral health services. TCA is proposing to utilize the allocation as detailed in the attached document.

Funding/ Financial Implications

Allocation is provided annually to each school district.

Past Actions by the Board

Annually approve the plan utilize the funds.

Recommended Action

Approve the mental health allocation plan for 2025-2026.

Mental Health Assistance Allocation (MHAA) Plan

2025-2026

Due August 1, 2025

District Name: Tallahassee State College - District 81

Planned Funds and Expenditures 2025-2026

Section 1. MHAA Plan Funding Summary		\$ Amount
MHAA provided in the 2025-2026 Florida Education Finance Program:		\$122,267.00
Unexpended MHAA funds from previous fiscal years: Please confirm the unexpended amount with your Finance Department.		
Total MHAA Plan Funds for Section 1:		\$122,267.00

Section 2. MHAA Planned Expenditure Summary – Funded by the MHAA Plan		Total \$ Amount
Profession	Total Number	
School Counselor(s) – DOE-certified	1	\$57,200.00
School Psychologist(s) – DOE-certified and/or DOH-licensed		
School Social Worker(s) – DOE-certified and/or DOH-licensed		
Other (DOH) Licensed Mental Health Services Providers		
Mental Health Administrator(s)		
Mental Health Support Staff (Upload in CIMS School Board Documentation)		
Total Planned Expenditures for Section 2:		\$57,200.00

Section 3. MHAA Continued Summary of Planned Expenditures (Itemized expenditures)		\$ Amount
Expenditures for services provided by community-based mental health program agencies or providers:		
Disc Village Partnership		\$20,000.00
Expenditures for professional development and training:		
NVC Training		\$8,000.00
Expenditures for travel (in-county, out-of-county, in-state, out-of-state):		
Travel to Conferences		\$10,000.00
Expenditures for supplies, materials and equipment:		
Support Lab-Video Conference Setup for Telehealth		\$16,000.00
Supplies		\$11,000.00
Other Expenditures:		
Additional Expenditures (Total from sheet 2):		\$0.00
Total Planned Expenditures for Section 3:		\$65,000.00
Unexpended MHAA funds:		\$67.00
Submission Date:		

See tab below for additional page to include itemized expenditures.

If you experience difficulty completing this form electronically, contact 850-245-7851 or StudentSupportServices1@fldoe.org.

Due August 1, 2025

Planned Funds and Expenditures 2025-2026

[illegible]



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September 15, 2025

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy

FROM: Dr. Robin Oliveri, Principal

SUBJECT: Appointment of Representative to Facilitate Parental Involvement

Item Description

This item provides a proposal to appoint a representative to facilitate parental involvement.

Overview and Background

Florida Statute 1002.33(9)(p) requires each charter school's governing board to appoint a representative to facilitate parental involvement, provide access to information, and assist parents and others with questions and concerns. The statute provides the following options for this appointment: (1) the representative must reside in the school district in which the charter is located, (2) may be a governing board member or charter school employee or individual contracted to represent the governing board.

TCA is proposing to appoint LaNandra Watkins, TCA Dean of Students.

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

Please approve the appointment of LaNandra Watkins in this role.



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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 fall term.

Overview and Background

September 16 – EOC Retakes (Algebra 1, Biology, Geometry, US History)

September 18 – FAFSA Senior Information Meeting, 6:00 pm Eagle Café

September 23 – TCA Open House, 6:00 pm

October 2 – Fall Holiday

October 27 to October 31 – TCA Spirit Week

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

None