



Governing Board Meeting

**Monday, September 21, 2026, 6:00 PM;
TSC Herb F. Morgan Board Room, Hinson Administration Building**

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. Academic Update
 - c. Budget Update – Dr. Barbara Wills
 - d. Strategic Plan Update – Dr. Tricia Rizza
- 6. Items for Consideration**
 - a. Salary Increase Allocation – Dr. Barbara Wills
- 7. Announcements**
 - a. Upcoming Events Report
- 8. Public Comment**
- 9. Adjournment**

Next Meeting: Monday, October 19, 2026

Tallahassee Collegiate Academy
Charter School Office
444 Appleyard Drive Tallahassee, FL 32304
Monday, August 17, 2026

Board Meeting Minutes

On August 17, 2026, the Tallahassee Collegiate Academy (TCA) Board of Trustees meeting was called to order by Board Chair, Karen Moore at 5:00 p.m.

Members Present: Karen Moore, David Clark, Kim Kelling, Randy Pople, and James Taylor.

Absent: None

Via Phone/Zoom: None

Others present: Cameron Carstens, Brielle Crooms, Sherrhonda Faison, Robin Oliveri, Tricia Rizza, Calandra Stringer, LaNandra Watkins, Barbara Wills, and Trenika Wineglass.

OPENING COMMENTS

a. Board Chair

Thanked the school leadership from the previous academic year and opened the floor for the board members to make comment.

b. Board Members

The board members provided remarks, including Kim Kelling, who commended the school leadership for their dedication and commitment to providing their continued service, Mr. Pople agreed with Ms. Kelling. David Clark thanked the leadership for being a part of an effort of innovation, as this is what brings brand recognition to the school and allows the students to stay up to date with the fast-changing curriculum and preparing the student with career readiness skills.

c. Principal's Report

Principal Robin Oliveri reported on a successful summer of planning, campus improvements, and student engagement efforts. Highlights included a Signing Day event for incoming students, strong family participation, emphasis on college cost savings, onboarding of new faculty, staff orientation activities, campus beautification initiatives, and a positive start to the academic year. Senior activities, parent engagement initiatives, and community outreach plans were also presented. Dean of Students LaNandra Watkins provided an update on each of the senior activities that occurred over the summer and upcoming opportunities for the students to participate in the coming months. Senior parent meeting is scheduled for 9/2/2026.

APPROVAL OF MINUTES

Requested Board approval of the June 2026 board meeting minutes, as presented.

MOTION: David Clark
Motion passed unanimously.

SECOND: James Taylor

APPROVAL OF CONSENT AGENDA

The Human Resources Report was presented as part of the consent agenda. A motion was made, seconded, and approved unanimously.

MOTION: Randy Pople
Motion passed unanimously.

SECOND: Kim Kelling

NEW BUSINESS

a. ENROLLMENT UPDATE

Current enrollment was reported at 319 students, including 50 ninth grade students, 101 tenth grade students, 92 eleventh grade students, and 76 twelfth grade students. Discussion focused on enrollment trends, student preparedness for dual enrollment, recruitment efforts, regional enrollment challenges, and the school's continued growth. Board members also discussed strategies to increase awareness, promote student success outcomes, and strengthen ninth grade enrollment.

b. INSTRUCTIONAL MATERIALS ADOPTION

Assistant Principal, Sherrhonda Faison presented the proposed instructional materials for adoption for all subject areas. The materials include print and digital resources for students and teachers.

Chair Moore requested confirmation that the adoption had gone through the proper selection and approval process according to the Florida Department of Education (FLDOE), and that titles were only selected from the adopted and approved state curriculum list.

Ms. Faison confirmed that all documentation was properly recorded and the adoption followed the FLDOE guidelines and included teacher review, parent review, and a public feedback opportunity.

MOTION: Randy Pople SECOND: Kim Kelling
Motion passed unanimously.

c. BUDGET UPDATE

Dr. Barbara Wills presented the budget information for review. Based on projected enrollment, the operating budget is approximately \$2.7 million. Personnel expenditure represents the largest budget category, followed by district operations and instructional expenses. The update was presented as an information item only.

ANNOUNCEMENTS

Upcoming events include FAST ELA PM1 assessments, EOC retakes, Labor Day observances, a Senior Parent Meeting, campus activities for students, and the Fall Open House on September 17. Board members were encouraged to attend upcoming events.

PUBLIC COMMENT

No public comments were received.

STRATEGIC PLANNING WORKSHOP

Dr. Rizza provided an overview of the strategic planning workshop to follow the meeting. The workshop would focus on reviewing institutional data, identifying strategic priorities, and developing initiatives to support long term success and growth.

NEXT MEETING DATE:

September 21, 2026, at 6:00 p.m.

Location: Tallahassee State College Main Campus

ADJOURNMENT

Board Chair Moore adjourned the meeting at 5:34 p.m..



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September 21, 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 2026 – 2027 Operating Budget.

Past Actions by the Board

None

Recommended Action Approve as presented.

Tallahassee Collegiate Academy
HUMAN RESOURCES REPORT September
2026

Original appointments

Name	Position	Department	Effective Date	
Nave Vickers	Exceptional Education Teacher	TCA	August 24, 2026	

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
<i>None To Report</i>		TCA		

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 2026-2027.

Overview and Background

TCA currently has 316 students enrolled as follows: 9th graders = 50, 10th graders = 98, 11th graders = 92 and 12th graders = 76.

The school planned for 400 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 21, 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 as it relates to dual enrollment for Fall 2026.

Overview and Background

The academic goals for the 2026-2027 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 145 students out of 148 eligible students which is 98% tested. Thirty students participated in the ELA grade 10 PM 3 retakes with 9 students passing. Thirty-two students participated in the Algebra 1 retake and 3 passed.

For Fall 2026, 152 students are participating in dual enrollment. This includes 39 10th-grade students, 64 11th-grade students, and 49 12th-grade students. Of the 152 students participating, 57 are fully dual enrolled, meaning they are enrolled exclusively in college coursework. This includes 3 10th-grade students, 20 11th-grade students, and 34 12th-grade students.

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: 2026-2027 Operating Budget

Item Description

This item requests approval of the School's FY 2026-2027 Operating Budget. The budget projection template is provided by Florida's Department of Education.

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 26-27 budget is based on an enrollment of 315 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

The school's projected revenues and expense requirements of this budget are reflected in the attached DOE budget forms.

Past Actions by the Board

The Board approves the budget annually.

Recommended Action

Approve the 2026-2027 budget.

Tallahassee Collegiate Academy Budget FY 2027

REVENUE		
FDOE charter school revenue estimating worksheet FY27 for 315		
Projected Revenue	Student FTE Projection	\$2,672,034.00
EXPENDITURES		
PERSONNEL		\$1,727,728.10
DISTRICT OPERATIONS		\$343,648.77
OPERATING		\$467,055.43
CONTINGENCY		\$133,601.70
TOTAL EXPENDITURES		\$2,672,034.00

September 21, 2026

M E M O R A N D U M

TO: Governing Board for Tallahassee Collegiate Academy
FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer
SUBJECT: 2026-27 Salary Increase Allocation Distribution Plan

Item Description

This item presents the 2026-27 Salary Increase Allocation (SIA) distribution plan for the Tallahassee Collegiate Academy.

The allocation to the TSC District for TCA for 2026-27 includes \$156,490.17 for instructional personnel salaries. The proposed SIA distribution plan includes:

- \$136,260.81 maintenance allocation for existing salaries; and
- \$20,229.36 to be divided equally among all eligible employees of TCA (instructional personnel) as a permanent increase to the annual salary.

Overview and Background

In accordance with Florida Statute 1011.62(14), The Florida Education Finance Program includes a funding allocation for K-12 school districts to use for instructional personnel salary increases. The total amount available is determined by the Legislature each year and is then allocated to school districts based on the Base Funding Allocation for each district. Once the Florida Department of Education determines each district's allocation, charter schools are required to develop an SIA distribution plan to be approved by the Governing Board and submitted to the District.

Past Actions by the Board

The TCA governing board approved the 2025-26 SIA Distribution Plan at the October 20, 2025 meeting.

Funding/ Financial Implications

The salary increases are funded by the Salary Increase Allocation to the School District.

Recommended Action

Approve the Salary Increase Allocation Distribution Plan for 2026-27

2026-27 SALARY INCREASE ALLOCATION DISTRICT DISTRIBUTION PLAN TEMPLATE DUE OCTOBER 1, 2026	
Instructions: Use this template <u>only</u> if you are submitting a plan for a school district. Charter schools should use the charter specific template. Complete the following sections in order, then review the error report at the end of the survey. DO NOT modify this template. Enter data as directed, as any modification will result in the need for a resubmission.	
Boxes with this color indicate that data should be entered. Do not modify other cells.	
District Name (From the District Cover Page Tab)	TSC Charter Schools
SECTION A - Allocation Data	
A1	District proportionate share of the Maintenance Allocation (do not include charter school funds). \$136,261
A2	District proportionate share of the Growth Allocation (do not include charter school funds). \$20,299
A3	District proportionate share of the Salary Increase Allocation from 2026-27 FEFP Conference Calculation. \$156,560
SECTION B - Maintenance Allocation: Used to maintain the salary increases provided through the Salary Increase Allocation in previous fiscal years. If the cost to maintain these increases is greater than the district's Maintenance Allocation, other funding sources must be used to cover this difference. If the cost to maintain these increases is less than the district's Maintenance Allocation, the remaining funds will be combined with the district's Growth Allocation. See FAQs Q1 through Q4.	
Do not include charter school data in this section.	
B1	Funds available for the maintenance of prior year Salary Increase Allocation increases. \$136,261
B2	Total cost to maintain the salary increases provided through the Salary Increase Allocation in previous years (enter the total cost here, even if it exceeds the allocation). \$136,261
B3	Funds remaining from the district's share of the 2026-27 Maintenance Allocation. \$0
SECTION C - Growth Allocation: Provided for salary increases to full-time classroom teachers and certified prekindergarten teachers funded in the Florida Education Finance Program with at least ten years of full-time teaching experience in a Florida public school. The amount of such an increase should be the maximum amount achievable with the growth allocation, not to exceed \$3,000 per eligible teacher. If a school district has any funds remaining after providing the salary increases, the school district must use these funds to provide salary increases to instructional personnel as defined by s. 1012.01(2)(a)-(d) or for increased costs related to personnel compensation . See FAQs Q5 through Q9.	
Do not include charter school data in this section.	
C1	Funds available from the growth allocation and remaining maintenance allocation (A2+B3). \$20,299
Minimum Base Salary Figures	
C2	Minimum base salary for teachers as defined in s. 1012.01(2)(a), F.S., including certified prekindergarten teachers funded in the FEFP, prior to any salary increases provided in the 2026-27 year. \$52,670
C3	Adjusted minimum base salary for 2026-27 for full-time classroom teachers as defined in s. 1012.01 (2)(a), F.S., after implementation of the salary plan. \$54,000
C4	Increase in the minimum base salary, if any. \$1,330
Ten Years of Full-Time Teaching Experience Salary Increases	
C5	Total number of full-time classroom teachers as defined by s. 1012.01(2)(a), F.S., with at least ten years of full-time teaching experience in a Florida public school. 5
C6	Total planned expenditure of funds from the Salary Increase Allocation used to increase salaries for full-time classroom teachers (with at least ten years of full-time teaching experience in a Florida public school). \$7,011
General Salary Increases	
C7	Total planned expenditure of Salary Increase Allocation funds used to provide salary increases to full-time classroom teachers (with less than ten years of full-time teaching experience in a Florida public school). \$11,188
C8	Total planned expenditure of Salary Increase Allocation funds used to provide salary increases to increase full-time instructional personnel (not including teachers) as defined by s. 1012.01(2)(b)-(d), F.S. \$2,100
Increased Personnel Compensation Cost	
C9	Total planned expenditures of Salary Increase Allocation funds used for increased employer retirement contribution. \$0
C10	Total planned expenditures of Salary Increase Allocation funds used for increased health insurance costs. \$0
C11	Total planned expenditures of Salary Increase Allocation funds used for other increased compensation costs. \$0
C12	Total planned expenditures of Salary Increase Allocation funds used for increased compensation costs. \$0
Final Planned Expenditures	
C13	Total dollar amount of unused funds (Item C1 minus Item C6, C7, C8 and C12). This cell should be zero. \$0
C14	Total planned expenditure of funds from sources other than SIA for instructional personnel salary increases. \$0
Section D - Error Report: The following items will indicate whether there is an error with the data entered on the report or if some data should be verified for accuracy. Do not submit this report unless item D3 in this section is marked YES.	
D1	Data entered in all fields (if "No," verify that all orange boxes contain data, even if 0). Yes
D2	The minimum base salary is greater than or equal to the previous year (if "No," please correct, as the minimum base cannot be lower than what was the previous amount). Yes
D3	C13 equals zero. Yes
D4	2026-27 Salary Increase Allocation Distribution Plan ready to submit? Yes



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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 21 – Fall Holiday
October 1 – BPI Fall Student Photos
October 9 – End of Quarter 1
October 12 – Teacher Inservice – iObservation
October 15 – PSAT

Funding/ Financial Implications

None

Past Actions by the Board

None

Recommended Action

None