



5.13 Board Meeting | Administrative Team Reports

Quick Intro

This report is intentionally organized using our school's departments and Strategic Planning Goals, which include the following:

- Goal #1 - Grow, Diversify Student Body & Deliver on Student Outcomes
- Goal #2 - Refine & Scale TEA Magic
- Goal #3 - Attract, Develop & Retain the best TEAm
- Goal #4 - Thrive Financially
- Goal #5 - Develop a world-class campus

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Report #1A: TEA Pre-K-6th Grade Program By Melanie Cooke and Matt Morrison

Goal #1 - Grow, Diversify Student Body & Deliver on Student Outcomes

Goal #2 - Refine & Scale TEA Magic

Goal #3 - Attract, Develop & Retain the best TEAm

What we've accomplished since the last board meeting

Goal #1:

- Teachers receive continuing support in academics, character, and adventure to ensure that they are delivering on all three pillars.
- Based on Student feedback new student group called the "Keepers of the Hearth" are leading the Friday Forum each week. It is complete with a sound system and student DJ.
- Each week, several students are nominated by their crew to receive the "Character Counts" award. Their parents are invited to Friday Forum to witness the presentation of their character T-shirt.
- Behavior issues have decreased significantly since the field opened.

Goal #2:

- Elementary Professional Learning Communities continue to work on their goals of refining both math differentiation and the scope and sequence for teaching character in the elementary school.
- The Talent Show was a huge success, encouraging students to stretch beyond their comfort zones. Stan did a great job of raising the level of craftsmanship exhibited at the show.
- All classes are ending the year with a final overnight fieldwork experience. Teachers are doing a great job of incorporating experts and adventure into this set of experiences.
- Students loved attending the book fair at Word After Word. We even had students reading their new books at recess in the hail after they stopped by the shop with their crew.

Goal #3:

- Student Feedback Survey results in sixth grade have improved significantly since the beginning of the year.
- We continue to have challenges recruiting and maintaining an active substitute teacher pool. We have had more teachers out this year than ever before and we don't have the coverage needed, even with 25-30 substitutes on the list. Melanie and support service teachers have subbed in elementary classes 15-20 days this year due to this lack of subs. Obviously, this takes away from productivity in other areas.
- Matt has met with the ES team to begin to talk about and generate inspiration for next year.
- ES collaborated with MS/HS to discuss constraints and ideate on real world problems that can be solved and be incorporated into thematic units for next year. This has allowed all teachers to collaborate and build off of each other's ideas, cultivating a one school philosophy.
- 5th and 6th grade positions were filled with help of the hiring team. Kathleen Anderson has signed on as our new 5th grade Crew leader, to replace Susan who will be moving to 6th grade. Michael Casale has signed on as our other 6th grade crew leader. We have also filled the second Kinder position with Maude Meeker, who will be teaching alongside Rosie. We will share more information about our new teachers in the May 14th preview night.

What we're currently working on

Goal #1:

- Class lists are being constructed for classes that will be split next year. Student and teacher input is considered when creating these lists.
- Our third and final round of STAR testing is underway.

Goal #2:

- We have launched the Reading Challenge which will run through the last week of school and will culminate with a secret activity organized by Patrick and Katie during the last week of school. Students earn class points for every 20 minutes they read toward a class goal.
- PLCs are continuing their work (see above)



- A ribbon cutting, art show, and music performances are planned for the night of the Celebration of Learning 6/6 in the new Early Childhood Education building.
- Students and teachers are working hard on their final products to be presented at the Celebration of Learning on 6/6.

Goal #3:

- Student Feedback Surveys are complete and are informing Teacher Evaluation Discussions.
- Teacher Evaluation Meetings are occurring for the next few weeks.
- Nate's last day as Instructional Guide will be May 17.
- Matt is continuing to meet with the ES team to inspire and prepare for June/ August PD.
- Continuing with the hiring process to find a Pre-k aide to help support the Pre-k program, as well as second 4th grade Crew leader to accommodate student growth.



Report #1B: MS & HS Program By Mara Jenkins | MS/HS Program Director

Goal #1 - Grow, Diversify Student Body & Deliver on Student Outcomes

Goal #2 - Refine & Scale TEA Magic

Goal #3 - Attract, Develop & Retain the best TEAm

What we've accomplished since the last board meeting

Goal #1:

From Class of 2018 alumni, Jacob Villaman, upon reflection of his time at TEA and how TEA delivered on our student outcomes:

During my time at TEA, I have gotten the chance to learn in ways that no other school can offer. I developed friendly relationships with my teachers, and I was not afraid to ask for help when I needed it. I was able to travel around the world, and even plan the trips with my classmates.

When I was a senior, the junior and senior classes planned a trip to the United Kingdom. We figured out everything from sleeping accommodations, to meals, to hikes, to meeting with experts. The trip was amazing. We met with quality experts and discussed youth voting. We surveyed over two hundred UK residents about voting around the world. Going out in the field gave me a richer experience, and had a powerful impact on my learning.

The teachers at TEA are what makes the school special. Every teacher helps the students succeed. They go out of their way to make sure each student is getting whatever help they need to not only pass, but excel in their classes. They spend countless hours preparing exciting classes and projects to ensure that the students enjoy the classes.

I use the skills I learned at TEA all the time in college. I know better than most how to collaborate on group projects, and take leadership and advocate for myself and my classmates. TEA prepared me for the higher level classes, and I can keep up with my coursework, and study



efficiently. I am able to easily find solutions when faced with adversity, and persevere even when I seem to be overloaded with schoolwork.

TEA is a school that cares about the students' learning. By attending TEA, I was able to not only get a fantastic education, but also have fun hiking across islands, watching lava flow, ski the sierras, paint a mural on school grounds. I would absolutely recommend TEA as a school. It provides more than any public school ever could. I feel privileged to have had the unique experiences that TEA has provided me.

MS/HS has continued professional development and 1:1 coaching with Laura Quarin to support teachers in student focused curriculum and learner outcome acquisition.

STAR assessment data has been shared with MS teachers to help identify specific needs for each student to ensure success in reaching standards.

Crew leaders have been helping students reflect on their growth throughout the year and set goals for the coming year by writing narrative reflections for end of year report cards.

Goal #2:

ES and MS/HS TEACHERS have been collaborating on refining and developing how to bring constructive adversity into our daily schedule as well as what real-world problems the teachers are inspired to tackle in the 2019-2020 SY.

Laura and Mara have been working, with support from lead teachers, on the 2019-2020 school year to refine the schedule, program and student experience, including how to differentiate for student success.

Mara continues to meet with MVEF's project manager, Liana Ris, weekly to work on the bigger picture goal of reaching as many students and educators as possible. This has been a blessing for TEA as well because Liana has helped guide teacher development opportunities and brainstorm researched-backed ideas for how to channel the TEA magic for the school and beyond. Thank you to MVEF and Liana for all of the hard work that has been done and for what is to come. We are all grateful to be able to provide a state of the art experience for our students. We also know that we want to enable as many people as possible to get the benefits of what our students experience every day and will not give up on this mission until we succeed.



Goal #3:

Ted Cowan, our HS English teacher, has decided to relocate his family to support during a medical challenge a family member is experiencing. Ted will be greatly missed. Below is his letter to the communiTEA:

When my wife, Tish, and I decided to leave our home in northern Westchester County almost one year ago, we left with a vision of raising our children in the mountains, as well as becoming part of a community that dared to challenge long-held assumptions of what a school should be and do.

We also came to be near family in the Bay Area and Sacramento.

During the past several weeks my family has had to confront certain medical issues, and sadly, we have made the decision to leave TEA and head down the mountain.

Finding a community like the one we found at TEA is not easy—and my heart is heavy.

I am thankful to the administration for the opportunity to be part of something so "daring." The memory of the smiles my children offered as they told me about adventures with bees and frog bogs is something I will cherish.

I am thankful to the teachers I worked side-by-side with each day as together we supported each other to meet the challenges of "constructive adversity." The energy, intelligence, passion and humor that they shared with me is a gift that I will hold onto in the months ahead.

And finally, I am thankful for my students. They welcomed me, supported me, and daily reminded me how privileged I was to be able to call myself their teacher when they were the ones teaching me.

We are extremely saddened to see Ted go as he has been integral to the program this year and wish him and his family nothing but the best.

We are excited about our new hires to support our growth for the 2019-2020 school year in order to provide a robust program and deliver on learner outcomes. Our hires include:



- Mia Goldman - HS English
- Katy Rendinaro - MS/HS Student Success Team Member focusing on social-emotional and academic support to ensure student success
- Zach Neater - HS History & English
- Merinda Zywicz - MS/HS Spanish
- Michaela Fooksa - HS Math & Physics

We will share more information about our new teachers in the May 14th preview night.

What we're currently working on

Goal #1:

We are conducting a post-mortem of the program to see what works and what needs improvement. Data from stakeholders, especially students, is collected to improve the program. This will inform our June and August professional development with teachers as well as admin work over the summer to ensure the 2019-2020 school year is the best year yet.

The leadership team is working on developing a schoolwide learner outcome rubric to track mastery for all students as well as creating an all-school scope and sequence to ensure mastery of educational standards in core content areas.

MS and HS students are going into the field to complete fieldwork for their intensives. After that, they will spend the last week creating films that tell the story of their journey. The Film Festival is scheduled for June 6th from 6-8pm in Building 1.

12th graders are out completing individual intensives ranging in topics from mental health, becoming a luthier, taking Truckee to 100% renewable energy, becoming an entrepreneur, and using data to optimize physical performance and health.

One 11th grade is completing an individual intensive looking at the future of technology.

AP exams started last week and will finish this week. Although TEA does not offer AP courses, teachers have supported students who desired to go above and beyond and conducted exams on campus.

8th-graders and 12th-graders are preparing for passage presentations the last week of the school year. All communiTEA members have been invited to attend. 12th-graders will be



providing evidence of their mastery of TEA Learner Outcomes to show the communiTEA why they are ready to embark on their next adventure.

Our 2019 Commencement Ceremony will be held on June 8th. We look forward to celebrating the successes of the Class of 2019. Although the Class of 2019 would love to have the entire communiTEA be there to celebrate with them, there is limited space. Invites were initially sent to family and friends of the graduates as well as faculty and staff, crew members, and alumni. If you are eager to attend and did not receive an invite, please contact Mara Jenkins at mjenkins@tea-mail.org.

Goal #2:

We are streamlining our approach to electives and intensives to create a-g approved courses that can be ran in an intensive model. These are real-world electives that dive deep into experiential learning to solve real-world problems and will be conducted from 10-2:55 next year on Wednesdays to allow for on-campus and off-campus opportunities.

We are fine tuning tools to facilitate easier and more effective planning processes for our teachers.

Goal #3:

Hiring (1) more full-time teachers to teach MS History. We have a job offer out and are hopeful the hiring process will be wrapped up this week.

We are creating a robust professional development program in line with our teaching philosophy to onboard new teachers to ensure new teachers are successful transitioning into TEA and can deliver on student outcomes.

Numerous teachers are utilizing the PD budget to attend conferences over the summer including a Geology conference, Project-Based Learning conference, and English conference at Columbia University.

We are putting together a summer staff book club to continue developing our faculty and staff and create a holistic school experience.



Report #2: Program Enrollment By Michael Kinnaman | Admissions Director

Goal #1 - Grow, Diversify Student Body & Deliver on Student Outcomes

Goal #4 - Thrive Financially

What we've accomplished since the last board meeting:

We currently have 276 enrollment agreements sent to existing and new families with a projected retention rate of 93% for current families and a projected acceptance rate of 98% for new families based on completed agreements. The table below breaks down current enrollment projections by grade level as of May 10th. We anticipate the steady flow of inquiries, tours, shadows, and completed applications will continue into the summer months.

2019/20 Admissions Projections as of 5/10/19
(based on accepted applicants and applicants progressing through our admissions pipeline)

Grade Level	Projected Enrollment
PreK	26
Kinder	22
1st	14
2nd	15
3rd	26
4th	16
5th	27
6th	31
7th	22



8th	28
9th	15
10th	11
11th	27
12th	6
Total	286

Since the last report we have processed (28) new inquiries, toured (9) families and shadow visited (12) new students with (11) new applications.

We hosted an Early Childhood Education RoundUp on May 8th with (15) families in attendance representing (20) newly enrolled and prospective students.

We became a certified Pre-K provider through Sierra Nevada Children's Services which means families who qualify for tuition assistance through that agency may use those funds for Pre-K tuition when accepted at TEA.

What we're currently working on

Cultivating the leads in our admissions pipeline to complete admissions files for team review and 2019-20 acceptances.

Working with TAP (New Family Ambassadors) and the Program Team to develop and strategize new family onboarding best practice.

Working with Program Team to develop our Exit Interview Strategies for departing families.



Report #3: TEA Philanthropy By Taylor Simmers | TEA Co-founder

Goal #2 - Refine & Amplify TEA's Magic

Goal #4 - Thrive Financially

Goal #5 - Develop a world-class campus

What we've accomplished since the last board meeting

Goal #4:

- We continue to talk with investors and partners for our program. Most recently, we received another \$50,000 matching donation to help us achieve this year's philanthropy goals.
- We have put together a Philanthropy Committee to help drive the next phase of TEA's Summit Campaign. This committee has representation from a variety of different experts inside and outside of our communiTEA.

Goal #5:

- We are so excited at the progress made this year, even if we have many legs of the journey left to travel. A huge thank you to the Martis Valley Education Foundation (MVEF) for granting us access to this amazing Martis Valley Campus and support its development:
 - The field is active and used every day by our students.
 - TEA's TNT lacrosse programs for local girls and boys high school players utilized the field once the winter snow melted.
 - Building One continues to serve as a dynamic and forward-thinking learning environment for our Middle School and High School students.
 - We are nearing completion of the Early Childhood Building.
 - Note: We apologize for the delay and construction adversity. It has been a challenge. In the end, the delays were caused by a number of factors, one of which was that we needed to make sure the quality of the building achieved our high standards. Good news is that even with the delays, we



stayed within budget for the project. This building will be up and running for our summer programs and next year's Early Childhood programs.

What we're currently working on

Goal #4:

- We are continuing to develop our Stewardship Program to honor and appreciate our amazing donors to date.
- Our goal for the next phase of our Summit Campaign is \$2.4M by December 2019. This funding will enable us to continue to deliver the best quality education and provide us runway for the next two years of operations, with a particular focus on our FLEX Tuition Scholarship Program, through which we award over \$1M in 2019-20.
- To accomplish this goal, we are in the process of iterating our Development Strategies for the upcoming year, with a focus on what those which make the most sense for TEA's culture.
 - Please contact Taylor Simmers to learn more about opportunities to provide scholarships for those students in need.

Goal #5:

- We continue to work with our biggest investor (and supporter) MVEF to develop the Martis Valley Campus.
 - TEA's next phase of the TEA's Summit Campaign Facilities development is focused on moving forward with building additional legacy Learning Buildings to replace the current MS / HS modulars.
 - We are looking for partners and investors to help us with this very important next phase of our campus development. If you are interested in leaving a legacy and helping us develop this world class campus, then please contact Taylor to discuss opportunities.

Report #4 - Current Facilities By Ken Martin | Interim Head of School

Goal #5 - Develop a world-class campus that supports TEA's Mission & Vision

What we've accomplished since last board meeting

- Early Childhood Education building is nearing completion.

What we're currently working on

- ECE interior painting. ECE Exterior siding stain and landscaping.
- Glass exterior doors for MS/HS portables.
- Athletic Field maintenance from May 13-May 19
- Researching playground elements for ES.
- HS students proposing ropes elements for MS/HS
- Permanent power for SW area of campus.

Long term facilities planning in progress (next 2 years)

- MVEF working towards amphitheater installation, design work on next phase of campus development - cafe, learning buildings to replace MS/HS portables.



Report #5 - The TEAm By Ken Martin | Interim Head of School

Goal #3 - Attract, Develop & Retain the best TEAm

What we've accomplished since the last board meeting

We've sent out faculty contracts. We've had two all-school faculty collaborative work sessions focused on bringing constructive adversity into the classroom and identifying real world problems.

Positions have been posted including Head of School and a new Adventure Coordinator position to address our growing logistical needs to support fieldwork .

What we're currently working on

We're designing our schedules for June and August, times where we reflect on our experiences and level up our team and our program for the upcoming year. This June, we'll also be moving into the ECE, and reshuffling a number of classrooms and offices to prepare for summer camps and next year's larger student body. June's focus will largely be on high-level planning for next year (overarching themes, real-world problems, fieldwork ideas, intensives, etc.). August begins with onboarding new employees and then will transition to all-school trainings and teambuilding, as well as more detailed planning and preparation for the start of the 19-20 school year.

Report #6 - TAP By Sas Hadden | TAP President

What we've accomplished since since the last board meeting

Goal #2 - Refine & Scale TEA Magic

- The TAP Executive Committee interviewed candidates for the TAP Executive Team for next year. So far, here is where it stands:
 - Stephanie Pereira, President
 - Tracy Swanborn, HS & MS VP
 - TBD, ES VP
 - Norah Findlay, Secretary
 - Laura Brigham, Treasurer
 - Courtenay Wallpe & Mel Simon, CommuniTEA Building Ambassadors
- TAP hosted Screenagers film screening and expert panel on May 7th. Thank you to everyone who attended the TAP sponsored Screenagers this event! The movie viewing and diverse panel of experts & participants brought about a very thought-provoking conversation engaging students, parents and faculty alike. Thank you to those who set their AmazonSmile shopping rewards to "Tahoe Expedition Academy" for funding this event!

Goal #3 - Attract, Develop & Retain the best TEAm

- Teacher Appreciation Week - Food, food, food! Meals were delivered to TEAchers. A special Thank You was sent to TEAchers. Parents were informed on how their Staff Appreciation donations were spent on gifts and food this year.
- Hosted the last TAP All-Parents meeting on May 10th as a gratitude luncheon for volunteers. TAP Recognized 9 parent volunteers, with a thank-you to those who nominated the volunteers using the survey that was in What's On TAP.

Goal #4 - Thrive Financially

- Utilizing the Parent Square "TAP Team" group to officially approve expenditures and funding allocations from FUNdraiser events. It keeps a permanent record of approvals

from each committee member. Once it's approved, it's entered into the budget as a line item that can be purchased and reimbursed.

- TAP has defined the various buckets of money TAP receives and has restricted the funding within those buckets:
 - a) Staff Appreciation Donations (collected at beginning of the year) can ONLY be spent on gifts and food for TEA faculty and staff.
 - b) Money raised from FUNdraisers can ONLY be spent on school equipment or allocated towards school projects.
 - c) Income from TEA Sized fundraisers (shopping rewards from AmazonSmile) are unrestricted. This is the only part of the budget that may be spent on TAP activities including Parent Education Nights, refreshments at TAP meetings, end-of-year gratitude luncheon, and inclusive parent activities.

- TAP Purchased & Delivered 19 graphing calculators for a total of \$1,761.50 from the Bingo Night funds.

- TAP Allocated \$1,761.50 towards a future Play Structure for Lower School from the Bingo Night funds.

- TAP Purchased \$250 of MS/HS Recess Equipment.

- TAP Purchased \$250 of ES Recess Equipment.

- TAP volunteer Pam Madigan worked with the ES, MS & HS to create a local, independent book fair the week of 4/26/19 which included many events including class bookstore visits, PJ reading night, and adventure reading night.. All books purchased that week earn "book bucks" for the school to order books from Word After Word. Book buck results will be received next week!



What we're currently working on

Goal #2 - Refine & Scale TEA Magic

- We are continuing to search for a Elementary School Vice President. We are hoping for a parent from K, 1st, or 2nd grades to represent the lower, elementary school.

Goal #3 - Attract, Develop & Retain the best TEAm

- Gathering annual feedback from staff on TAP Support and Staff Appreciations this year
- Finding volunteers to help construct Art Display cases, using funds from the KidsKreations fundraiser and Ugly Sweater Bar FUNdraiser.
- Transferring the President role onto Stephanie Pereira
- Determining the celebration(s) available to families on the last day of school

Goal #4 - Thrive Financially

- TAP is working on an end of year Summary of the TAP budget to share so there is transparency on what funds TAP raised and how those funds were spent!
- Approving the allocation of additional funds (from Gingerbread Party) to the Play Structure