

**TRINITY BASIN PREPARATORY
MEETING OF THE BOARD OF DIRECTORS
2730 N HWY 360
GRAND PRAIRIE, TEXAS, 75050
FRIDAY, AUGUST 28, 2020**

12:00 P.M. OPEN SESSION

ALL MEMBERS OF THE BOARD PARTICIPATING IN THIS MEETING WILL PARTICIPATE VIA VIDEO OR TELEPHONE CONFERENCE IN ACCORDANCE WITH THE GOVERNOR'S AUTHORIZATION CONCERNING SUSPENSION OF CERTAIN OPEN MEETING LAW REQUIREMENTS FOR COVID-19 DISASTER.

Members of the public may access the meeting via telephone by dialing 1-346-248-7799 or 1-669-900-6833 (using meeting ID: 676 870 7552) or by using the following videoconference link: <https://esc11.zoom.us/j/6768707552>. A quorum of members of the Board will participate in the meeting and will be audible to the public.

I. CALL TO ORDER:

II. OPEN SESSION

III. NON-AGENDA RELATED PUBLIC COMMENTS

This forum allows anyone in attendance to address the Board on any matter except personnel and individual student issues. Any personnel concerns should be brought to the attention of the CEO prior to the meeting. Speakers will be limited to three (3) minutes. Non-agenda items will be taken for no more than 30 minutes.

IV. ACTION ITEMS:

- a. **Financial report**
- b. **Enrollment report**
- c. **Academic report**
- d. **Operations and Expansion report**
- e. **Development report**
- f. **Campus report**
- g. **Discuss need to accrue additional payroll liabilities for 2019-2020 year**
- h. **Consider and/or vote on amendment to 2019-2020 budget**
- i. **Consider and/or vote on 2020-2021 budget**
- j. **Consider and/or vote on student device plan**
- k. **Consider and/or vote on changes to student attendance policy**
- l. **Consider and/or vote on Request to Extend the Start of in-person instruction for the 2020-2021 School Year**
- m. **Consider and/or vote on compensation for CEO/Superintendent**
- n. **Consider and/or vote on minutes from meeting on 7.28.20**
- o. **Consider and/or vote on minutes from meeting on 8.3.20**
- p. **ADJOURNMENT**

V. CLOSED SESSION PER TEXAS GOVERNMENT CODE. If at any time during the meeting, the Board determines that a closed or executive meeting is required, then such closed or executive meeting

will be held by the Board as authorized by the Texas Open Meetings Act, including, but not limited to the following sections:

- a. **Private Consultation with the Board's Attorney (Sec. 551.071)**
- b. **School Children; School District Employees; Disciplinary Matter or Complaint (Sec. 551.082)**

VI. ADJOURNMENT

CERTIFICATE AS TO POSTING OR GIVING OF NOTICE

On this ___ day of August, 2020, at ___ a.m., this notice was posted on Trinity Basin's website (www.trinitybasin.net) and readily accessible to the general public at all times for 72 hours preceding the scheduled time of the meeting.

**Randy Shaffer
Chief Executive Officer
Trinity Basin Preparatory**

A.

Financial

Report

TRINITY BASIN PREPARATORY
UNAUDITED

FINANCIAL SUMMARY

	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	YTD FY 2020
Ending Cash	\$ 12,097,785	\$ 12,535,080	\$ 11,625,885	\$ 11,915,008	\$ 12,584,213	\$ 15,661,020	\$ 12,236,621	\$ 17,366,656	\$ 16,765,317	\$ 17,491,494	\$ 13,353,716	
Days Cash	121.5	122.6	116.8	122.6	131.0	163.5	129.9	184.5	179.5	187.0	142.2	
PNC Project Loan \$20m	\$ 10,000,000	\$ 10,000,000	\$ 8,000,000	\$ 8,000,000	\$ 8,000,000	\$ 10,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000	
LCB PPP Loan								\$ 4,630,075	\$ 4,630,075	\$ 4,630,075	\$ 4,630,075	
LCB Credit Lines \$5.6Mr	\$ 5,620,193	\$ 5,620,193	\$ 5,600,000	\$ 5,600,000	\$ 5,600,000	\$ 5,600,000	\$ 5,600,000	\$ 5,600,000	\$ 5,600,000	\$ 5,600,000	\$ 5,600,000	
Revenues	\$ 3,298,498	\$ 3,693,625	\$ 3,638,218	\$ 3,546,506	\$ 3,557,179	\$ 3,980,766	\$ 3,160,224	\$ 3,335,908	\$ 3,339,185	\$ 3,473,540	\$ 3,490,340	\$ 38,513,987
Less Expenses:												
Payroll Costs	2,084,938	2,205,631	2,194,150	2,129,245	2,150,358	2,161,648	2,081,680	2,330,092	2,092,816	2,521,370	2,283,570	24,235,499
Other Operating	816,332	844,627	546,148	489,004	511,626	575,400	362,531	331,963	445,059	262,883	579,123	5,764,695
Interest & Amort.	128,515	140,648	118,222	130,335	125,310	125,584	128,665	188,564	123,209	104,173	110,057	1,423,282
Depreciation	133,997	143,787	141,787	142,787	147,787	148,078	145,826	169,251	268,711	145,120	143,036	1,730,167
Extraordinary Item	-	-	-	-	-	-	-	-	-	-	-	-
Change in Net Assets	\$ 134,716	\$ 358,932	\$ 637,911	\$ 655,135	\$ 622,099	\$ 970,056	\$ 441,522	\$ 316,038	\$ 409,389	\$ 439,994	\$ 374,554	\$ 5,360,344
EBIDA & Ext. Items	\$ 397,228	\$ 643,367	\$ 897,920	\$ 928,257	\$ 895,196	\$ 1,243,718	\$ 716,012	\$ 673,853	\$ 801,309	\$ 689,287	\$ 374,554	\$ 8,260,700
Debt Service 2014 Bonds	\$ 83,998	\$ 92,146	\$ 92,146	\$ 92,146	\$ 92,146	\$ 92,146	\$ 92,146	\$ 92,146	\$ 92,146	\$ 92,146	\$ 92,146	\$ 1,005,462
Other Debt	46,378	49,863	21,686	35,741	35,524	35,798	32,829	24,278	33,424	9,104	20,271	344,895
Cash Debt Service*	\$ 130,376	\$ 142,009	\$ 113,833	\$ 127,887	\$ 127,671	\$ 127,944	\$ 124,975	\$ 116,424	\$ 125,570	\$ 101,250	\$ 112,417	\$ 1,350,357
D-S Coverage (YTD)	3.0	3.8	5.0	5.6	5.9	6.5	6.4	6.3	6.3	6.4	6.1	6.1
<i>* Excludes optional pre-payments</i>												
Total Liabilities	53,599,322	53,646,052	51,462,564	50,856,652	50,943,690	53,184,007	49,357,272	54,034,931	54,241,508	54,783,818	55,283,010	542,310
Total Equity	14,175,894	14,534,825	15,172,736	15,827,871	16,449,970	17,420,025	17,861,547	18,177,585	18,586,974	19,026,967	19,401,521	439,994
D/E	3.8	3.7	3.4	3.2	3.1	3.1	2.8	3.0	2.9	2.9	2.8	1.2
D-S % Revenue	4.0%	3.9%	3.6%	3.6%	3.6%	3.5%	3.6%	3.6%	3.6%	3.5%	3.5%	3.5%

**TRINITY BASIN PREPARATORY
UNAUDITED**

FINANCIAL SUMMARY

CHILD NUTRITION

	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	YTD FY 2020
Federal Support, net	204,322	190,474	166,680	155,548	187,830	200,624	52,376	58,399	46,496	33,927	19,018	1,315,695
Local Collections	9,205	12,122	9,137	6,849	6,639	8,047	2,972	74	14	(21)	1,063	56,101
CN Revenue	213,527	202,596	175,817	162,397	194,469	208,671	55,348	58,473	46,510	33,906	20,081	1,371,796
Less:												
Cost of Food	163,100	147,135	141,514	119,777	135,506	152,049	58,685	23,259	34,535	23,603	22,086	1,021,248
Kitchen Supplies	9,406	5,843	9,093	6,544	5,251	521	4,300	303	3,249	-	743	45,253
Operating Margin	41,022	49,618	25,210	36,076	53,713	56,100	(7,637)	34,911	8,726	10,303	(2,749)	305,294
Personnel	56,054	57,288	59,581	57,983	57,374	55,495	53,194	48,813	49,776	55,954	59,372	610,884
Other expense	-	-	280	1,120	391	319	-	-	-	250	357	2,717
Net Loss	(15,032)	(7,670)	(34,651)	(23,027)	(4,052)	287	(60,831)	(13,902)	(41,050)	(45,901)	(62,478)	(308,307)
<i>YTD Loss</i>	<i>(15,032)</i>	<i>(22,702)</i>	<i>(57,353)</i>	<i>(80,380)</i>	<i>(84,432)</i>	<i>(84,145)</i>	<i>(144,976)</i>	<i>(158,878)</i>	<i>(199,928)</i>	<i>(245,829)</i>	<i>(308,307)</i>	

* Federal Support includes Commodity Revenue, net Commodity Expense.

TRINITY BASIN PREPARATORY UNAUDITED

REVENUE EXPENSE

	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	1st Amendment		
												YTD 11 Months FY 2020	Budget FY 2020	
Revenues:														
Total Local Support	27,358	40,923	64,671	32,265	34,757	34,940	30,094	16,683	28,890	33,811	123,949	468,341	466,058	
Total State Funds	2,929,692	3,315,660	3,176,424	3,192,996	3,158,985	3,165,352	2,916,537	3,211,955	3,257,436	3,256,115	3,170,962	34,752,114	38,300,000	
Federal Program Revenues														
Child Nutrition	204,322	196,455	167,883	166,488	204,561	211,433	52,376	75,284	52,858	33,927	19,018	1,384,605		
Federal Revenue Dist. by TEA	-	-	10,685	4,566	4,566	4,566	4,566	-	-	4,566	4,566	38,081		
Federal Revenue Dist. by PPP														
Federal Funds Title I	72,922	70,824	81,214	75,722	82,971	89,212	81,137	-	-	95,072	133,258	782,332		
Federal Funds Title II (Part A)	11,008	11,178	37,862	10,285	5,180	11,068	11,008	(6,856)	-	-	231	90,964		
Federal Funds Title III	21,113	21,113	21,113	21,113	20,759	20,768	20,288	-	-	26,612	16,212	189,091		
IDEA B (formula)	24,235	24,958	65,051	24,235	24,149	175,037	17,822	51,605	-	19,471	19,901	446,464		
IDEA B (preschool)	292	292	292	291	292	292	273	-	-	292	2,243	4,559		
Summer School Nutrition	-	-	-	-	-	-	12,764	(12,764)	-	-	-	-		
School Health Services(SHARS)	7,556	12,222	13,022	18,545	20,960	268,098	13,358	-	-	-	-	353,761		
Medicaid Admin. Claim (MAC)	-	-	-	-	-	-	-	-	-	3,674	-	3,674		
Total Federal Program Rev.	341,448	337,042	397,122	321,245	363,438	780,474	213,592	107,269	52,858	183,614	195,429	3,293,531	3,933,942	
Total Revenues	\$ 3,298,498	\$ 3,693,625	\$ 3,638,218	\$ 3,546,506	\$ 3,557,179	\$ 3,980,766	\$ 3,160,224	\$ 3,335,908	\$ 3,339,185	\$ 3,473,540	\$ 3,490,340	\$ 38,513,987	\$ 42,700,000 90%	
Expenses														
11 Instructional	1,829,171	1,952,308	1,797,114	1,568,267	1,725,334	1,757,044	1,685,485	1,902,922	1,829,459	2,044,829	1,926,309	20,018,242	22,253,852	
12 Library and Media	123	126	-	-	764	-	2,100	398	24	22	-	3,558	92,625	
13 Curriculum development	15,382	36,367	16,709	8,420	15,180	18,847	6,383	5,836	6,418	6,723	13,767	150,032	274,107	
21 Instructional Leadership	49,115	49,344	49,515	49,313	43,704	43,394	42,325	41,878	42,658	54,347	54,281	519,873	586,314	
23 School Leadership	141,600	142,491	142,762	164,198	151,608	147,865	144,431	144,557	146,370	153,997	166,261	1,646,141	1,746,967	
31 Guidance & Counseling	91,973	92,735	85,442	85,702	95,464	105,468	79,595	83,119	84,989	84,975	86,932	976,394	1,131,504	
33 Health Services	27,010	27,620	23,911	24,833	26,703	42,360	22,979	22,729	37,803	24,883	24,112	304,945	358,248	
35 Food Services	229,641	217,027	212,158	196,533	217,366	219,802	116,179	89,806	102,684	80,147	82,809	1,764,151	1,891,666	
36 Extra Curricular Activities	1,875	2,047	1,190	3,000	-	-	6,587	-	-	-	-	14,699	12,000	
41 General Administration	151,780	177,037	166,121	246,583	153,937	161,003	149,498	139,885	148,561	147,426	176,899	1,818,728	2,017,437	
51 Facilities Maintenance	348,966	323,113	261,663	283,636	269,408	300,023	253,487	305,389	248,237	217,918	358,624	3,170,463	4,142,143	
52 Security and Monitoring	16,956	13,683	20,047	22,227	21,253	24,130	18,399	17,544	17,662	23,080	28,063	223,044	290,128	
53 Technology / Data Systems	113,470	137,744	77,064	70,611	60,948	38,434	44,361	59,042	123,159	72,363	69,315	866,513	992,223	
61 Community Services	3,277	7,535	12,815	8,328	12,863	11,337	3,360	3,449	3,694	3,795	3,431	73,884	78,934	
71 Debt Service	128,515	140,648	118,222	130,335	125,310	125,584	128,665	188,564	123,209	104,173	110,057	1,423,282	2,573,000	
81 Fund Raising	14,928	14,868	15,573	29,386	15,239	15,421	14,868	14,751	14,868	14,868	14,925	179,694	258,853	
Total Expenses	\$ 3,163,782	\$ 3,334,693	\$ 3,000,307	\$ 2,891,371	\$ 2,935,081	\$ 3,010,710	\$ 2,718,702	\$ 3,019,870	\$ 2,929,796	\$ 3,033,546	\$ 3,115,786	\$ 33,153,643	\$ 38,700,000 86%	
Change in Total Net Assets	\$ (1,000)	\$ 358,932	\$ 637,911	\$ 655,135	\$ 622,099	\$ 970,056	\$ 441,522	\$ 316,038	\$ 409,389	\$ 439,994	\$ 374,554	\$ 5,360,344	\$ 4,000,000 134%	

TRINITY BASIN PREPARATORY UNAUDITED

EXPENSE BY OBJECT

		Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	YTD 11 Months FY 2020	Budget FY 2020	67%
61--	Payroll Costs	2,084,938	2,205,631	2,194,150	2,129,245	2,150,358	2,161,648	2,081,680	2,330,092	2,092,816	2,521,370	2,283,570	24,235,499 62.9%	26,047,000 61.0%	93%
6211	LEGAL SRVCS	40	460	-	-	3,172	-	-	32,779	3,006	1,313	26,925	67,694	40,000	
6212	AUDIT SRVCS	2,500	40,000	-	2,500	-	2,000	2,500	-	-	2,500	-	52,000	67,000	
6216	SPED SRVCS	6,325	12,470	19,630	12,045	13,795	18,795	17,519	12,581	14,360	495	2,358	130,373	133,000	
6219	PROFES SRVCS	748	280	17,063	14,688	4,500	1,500	-	(32,779)	-	-	2,548	8,548	14,000	
6239	EDUCATION SERVICE CENTERS	500	28,884	18,206	1,510	45,530	3,082	535	325	-	2,225	50	100,847	136,000	
6249	CONTRACTED MAINT/REPAIR	15,657	13,194	12,245	10,304	7,391	33,904	4,521	21,285	23,567	15,189	15,663	172,920	375,000	
6259	UTILITIES	102,159	81,655	45,989	44,442	44,869	46,154	53,465	55,487	39,954	43,080	92,691	649,946	723,000	
6255	E-RATE CREDITS	(2,013)	-	320	(2,025)	(2,025)	-	(1,947)	(11,711)	(2,493)	(25,135)	8,924	(38,105)	(94,000)	
6264	PPI Lease Exp	1	-	-	-	-	-	-	-	-	-	-	1	14,000	
6269	RENTALS-OPERATING LEASES	48,521	48,521	41,521	31,521	31,521	31,521	31,521	62,521	50,521	50,521	50,521	478,736	646,000	
6297	MARKETING SERVICES	8,745	9,339	7,824	7,660	14,734	8,517	6,181	10,470	9,607	13,134	14,077	110,289	109,000	
6299	MISCONTRACTED SRVCS	120,444	127,896	80,487	100,189	77,371	132,310	73,762	68,621	108,857	36,195	28,690	954,821	955,000	
62--	Professional and Contracted Svcs.	303,630	362,700	243,286	222,834	240,857	277,784	188,058	219,579	247,380	139,517	242,447	2,688,071	3,118,000	86%
6311	GASOLINE/FUELS	179	432	267	146	402	375	155	165	70	297	298	2,786	3,000	
6319	SUPPLIES	8,786	8,769	5,243	4,329	5,631	8,473	8,347	4,613	8,956	4,699	5,364	73,209	193,000	
6329	READING MATERIALS	52,135	176,353	16,465	-	764	-	5,600	-	-	1,890	143,661	396,870	956,000	
6339	TESTING MATERIALS	-	-	796	241	-	900	35,422	-	-	3,183	-	40,543	27,000	
6341	FOOD	163,100	147,135	141,514	119,777	135,506	152,049	58,685	23,259	34,535	23,603	22,086	1,021,248	1,018,000	
6342	NON-FOOD	9,406	5,843	9,093	6,544	5,251	521	4,300	303	3,249	-	743	45,253	75,000	
6344	USDA COMMODITIES	-	5,980	1,203	10,940	16,730	10,809	-	16,885	6,362	-	-	68,910	119,000	
6390	OTHER SUPPLIES AND MATERIALS	96,299	3,727	6,664	(42)	1,635	18,852	-	-	-	-	26,182	153,316	211,000	
6397	MARKETING SUPPLIES	318	2,443	352	2,475	1,621	2,981	592	4,007	8,942	88	22,336	46,155	16,000	
6398	SOFTWARE LICENSES	101,097	34,516	31,461	42,915	8,250	4,650	8,910	6,762	31,068	40,314	29,665	339,609	417,000	
6399	GENERAL SUPPLIES	46,239	45,040	40,862	35,189	45,787	46,177	20,100	18,884	60,735	23,405	59,107	441,526	1,169,000	
6649	FURNITURE & EQUIPMENT	-	7,204	8,633	-	15,383	3,000	-	13,237	19,002	-	-	66,458	50,000	
63+66	Other Supplies & Materials	477,558	437,443	262,553	222,514	236,959	248,788	142,112	88,116	172,920	97,478	309,442	2,695,882	4,254,000	63%
6411	TRAVEL-EMPLOYEE	6,361	13,230	7,271	2,339	5,190	4,328	295	465	-	(135)	(135)	39,210	103,000	
6412	TRAVEL - STUDENTS.	3,968	9,731	12,331	13,829	7,737	10,177	6,160	(352)	(185)	(1,526)	-	61,870	103,000	
6429	INS/BONDING COSTS	19,894	20,765	19,894	19,894	19,894	33,520	24,605	24,155	24,605	26,540	26,863	260,630	249,000	
6449	DEPRECIATION EXPENSE	133,997	143,787	141,787	142,787	147,787	148,078	145,826	169,251	268,711	145,120	143,036	1,730,167	2,212,000	
6495	DUES	750	-	-	1,500	-	-	-	-	-	-	31	2,281	7,000	
6499	MISC OPERATING COSTS	4,172	757	813	6,093	987	803	1,302	-	340	1,008	475	16,751	34,000	
64--	Other Operating Expenses	169,142	188,270	182,096	186,443	181,596	196,907	178,188	193,519	293,471	171,008	170,270	2,110,909	2,708,000	78%
6521	INTEREST ON BONDS	83,998	92,146	92,146	92,146	92,146	92,146	92,146	92,146	92,146	92,146	92,146	1,005,462	1,105,000	
6529	PPI INTEREST	7,549	7,549	7,549	7,549	7,549	7,549	7,549	7,549	7,549	7,549	7,549	83,036		
6523	INTEREST ON DEBT	38,829	42,314	14,138	28,192	27,976	28,249	25,280	16,729	25,875	1,555	12,722	261,859	1,470,000	
6524	AMORTIZATION OF BOND FEES	3,698	3,698	3,698	3,698	3,698	3,698	3,698	3,698	3,698	3,698	3,698	40,680	42,000	
6525	RECOGNITION OF BOND PREM/DIS	(6,059)	(6,059)	(6,059)	(6,059)	(6,059)	(6,059)	(6,059)	(6,059)	(6,059)	(6,059)	(6,059)	(66,647)	(72,000)	
6598	BANK FEES FOR RENEWAL OR REVI	500	1,000	6,750	4,808	-	-	6,050	74,500	-	5,283	-	98,892	28,000	
Total Expenses		\$ 3,163,782	\$ 3,334,693	\$ 3,000,307	\$ 2,891,371	\$ 2,935,081	\$ 3,010,710	\$ 2,718,702	\$ 3,019,870	\$ 2,929,796	\$ 3,033,546	\$ 3,115,786	\$ 33,153,643	\$ 38,700,000	86%

TRINITY BASIN PREPARATORY UNAUDITED

EXPENSE BY OBJECT

	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	YTD 11 Months	Budget	67%
												FY 2020	FY 2020	
6112 SUBSTITUTE	20,685	22,223	23,543	28,477	9,382	23,584	25,335	1,900	2,000	1,300	-	158,428	312,189	
6119 SALARIES PROFESSIONAL	1,683,350	1,800,242	1,783,328	1,577,659	1,719,364	1,717,266	1,672,804	1,323,843	1,711,855	1,721,921	1,854,423	18,566,054	21,376,555	
6121 EXTRA DUTY PAY/OVERTIME	1,543	1,296	3,234	130,927	5,096	5,738	8,991	5,708	8,298	5,487	5,494	181,811	75,202	
6129 SALARIES SUPPORT PERSONNEL	174,213	176,453	185,604	180,360	178,168	181,335	174,047	177,197	178,876	193,094	198,127	1,997,473	2,197,126	
6139 EMPLOYEE ALLOWANCES	-	-	-	-	-	-	-	-	-	-	-	-	578	
6141 FICA/MEDI	26,930	27,146	28,040	29,811	26,506	27,797	27,205	25,480	25,790	26,050	28,197	298,953	336,050	
6142 GROUP HEALTH	78,438	78,035	78,755	79,315	79,035	76,771	77,430	78,284	79,376	76,486	77,846	859,770	839,990	
6145 UNEMPLOYMENT	9,272	7,995	2,446	2,358	47,175	41,038	10,932	(41,216)	1,101	899	24,890	106,892	168,605	
6146 TRS	88,106	89,512	86,803	97,922	83,309	85,624	78,881	81,362	83,101	81,215	92,131	947,966	705,015	
6149 EMPLOYEE BENEFITS	2,401	2,728	2,397	2,416	2,323	2,494	6,054	2,536	2,420	2,419	2,463	30,651	35,689	
6179 PAYROLL ACCRUAL	-	-	-	-	-	-	-	675,000	-	412,500	-	1,087,500		
61-- Payroll Costs	2,084,938	2,205,631	2,194,150	2,129,245	2,150,358	2,161,648	2,081,680	2,330,092	2,092,816	2,521,370	2,283,570	24,235,499	26,047,000	93%
												62.9%	61.0%	

TRINITY BASIN PREPARATORY

UNAUDITED

BALANCE SHEET

Assets	SEE AUDIT											
	B. Balance	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020
Current assets:												
Cash and cash equivalents	\$ 15,947,573	\$ 12,097,785	\$ 12,535,080	\$ 11,625,885	\$ 11,915,008	\$ 12,584,213	\$ 15,661,020	\$ 12,236,621	\$ 17,366,656	\$ 16,765,317	\$ 17,491,494	\$ 13,353,716
Restricted Cash	-	-	-	-	-	-	-	-	-	-	-	-
Due from Texas Education Agency	3,615,116	3,726,092	3,723,184	3,087,045	3,004,777	3,052,684	3,085,138	2,932,711	2,775,823	2,777,421	2,909,599	2,957,542
Prepaid expense	101,799	79,578	59,683	39,789	19,894	0	246,049	221,444	228,683	204,078	179,474	154,869
Total current assets	\$ 19,664,488	\$ 15,903,455	\$ 16,317,947	\$ 14,752,718	\$ 14,939,680	\$ 15,636,897	\$ 18,992,207	15,390,777	20,371,161	19,746,817	20,580,567	16,466,127
Non-current assets:												
Deposits	10,340	10,340	10,340	10,340	10,340	10,340	10,340	10,340	10,340	10,340	10,340	10,340
Property and equipment, net	45,654,858	45,803,420	45,789,542	45,804,145	45,661,358	45,668,230	45,533,389	45,744,557	45,752,821	46,988,083	47,131,588	52,114,726
Loan Receivable	6,068,097	6,058,000	6,063,048	6,068,097	6,073,145	6,078,193	6,068,097	6,073,145	6,078,193	6,083,242	6,088,290	6,093,338
Total non-current assets	51,733,295	51,871,760	51,862,930	51,882,581	51,744,843	51,756,763	51,611,825	51,828,042	51,841,354	53,081,665	53,230,218	58,218,405
Total assets	\$ 71,397,783	\$ 67,775,215	\$ 68,180,877	\$ 66,635,300	\$ 66,684,522	\$ 67,393,660	\$ 70,604,032	\$ 67,218,819	\$ 72,212,515	\$ 72,828,482	\$ 73,810,785	\$ 74,684,531
Liabilities and Net Assets												
Current Liabilities:												
Accounts payable	1,676,752	1,329,995	1,199,939	874,159	623,680	612,306	738,665	878,637	566,298	654,767	737,538	1,241,727
Accrued wages	2,020,559	2,020,990	2,146,088	2,298,884	2,088,764	2,192,488	2,334,404	2,233,009	2,567,243	2,671,663	3,117,514	3,086,489
Accrued expenses	424,706	404,785	458,834	480,883	337,931	334,980	309,383	446,431	474,480	490,529	506,577	534,967
Current mat. LCB bank loans	136,636	-	-	-	-	-	-	-	-	-	-	-
Current mat. of capital leases	-	-	-	-	-	-	-	-	-	-	-	-
Total current liabilities	4,258,652	3,755,770	3,804,860	3,653,926	3,050,374	3,139,774	3,382,451	3,558,077	3,608,021	3,816,959	4,361,629	4,863,182
Long-term debt:												
Deferred rent	150,000	150,000	150,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000
Capital leases, net of current mat.	-	-	-	-	-	-	-	-	-	-	-	-
LTD - LCB bank loans	8,883,557	5,620,193	5,620,193	5,600,000	5,600,000	5,600,000	5,600,000	5,600,000	10,230,075	10,230,075	10,230,075	10,230,075
LTD - PNC bank loans	10,000,000	10,000,000	10,000,000	8,000,000	8,000,000	8,000,000	10,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000
LTD - NMTC Capital One	7,946,692	7,959,164	7,960,312	7,961,461	7,962,609	7,963,758	7,964,906	7,966,055	7,967,203	7,968,352	7,969,500	7,970,649
LTD - 2014 bonds, net of issue costs	26,117,704	26,114,195	26,110,686	26,107,177	26,103,668	26,100,159	26,096,649	26,093,140	26,089,631	26,086,122	26,082,613	26,079,104
Total long-term liabilities	53,097,953	49,843,552	49,841,191	47,808,638	47,806,277	47,803,916	49,801,556	45,799,195	50,426,910	50,424,549	50,422,188	50,419,828
Total liabilities	57,356,606	53,599,322	53,646,052	51,462,564	50,856,652	50,943,690	53,184,007	49,357,272	54,034,931	54,241,508	54,783,818	55,283,010
Total net assets	14,041,177	14,175,894	14,534,825	15,172,736	15,827,871	16,449,970	17,420,025	17,861,547	18,177,585	18,586,974	19,026,967	19,401,521
Total liabilities and net surplus	\$ 71,397,783	\$ 67,775,215	\$ 68,180,877	\$ 66,635,300	\$ 66,684,522	\$ 67,393,660	\$ 70,604,032	\$ 67,218,819	\$ 72,212,515	\$ 72,828,482	\$ 73,810,785	\$ 74,684,531

TRINITY BASIN PREPARATORY

UNAUDITED

CASH FLOWS

	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	YTD 2020
Cash flows from operating activities:													
Increase in net assets	\$ 134,717	\$ 358,932	\$ 637,911	\$ 655,135	\$ 622,099	\$ 970,056	\$ 441,522	\$ 316,038	\$ 409,389	\$ 439,994	\$ 374,554		\$ 5,360,344
Adjustments to reconcile net asset changes:													
Depreciation	133,997	143,787	141,787	142,787	147,787	148,078	145,826	169,251	268,711	145,120	143,036		1,730,167
Amortization of debt issuance costs	3,698	3,698	3,698	3,698	3,698	3,698	3,698	3,698	3,698	3,698	3,698		40,680
Amortization of bond premium	(6,059)	(6,059)	(6,059)	(6,059)	(6,059)	(6,059)	(6,059)	(6,059)	(6,059)	(6,059)	(6,059)		(66,647)
Changes in operating assets and liabilities:													
Due from Texas Education Agency	(110,976)	2,909	636,139	82,267	(47,907)	(32,454)	152,427	156,889	(1,599)	(132,178)	(47,943)		657,574
Loan Receivable (Capital One)	10,097	(5,048)	(5,048)	(5,048)	(5,048)	10,097	(5,048)	(5,048)	(5,048)	(5,048)	(5,048)		(25,242)
Prepaid expense	22,221	19,894	19,894	19,894	19,894	(246,049)	24,605	(7,239)	24,605	24,605	24,605		(53,070)
Deposits													-
Accounts payable and accruals	(366,247)	49,091	(150,935)	(603,552)	89,400	242,677	175,626	49,944	208,938	544,670	501,553		741,166
Deferred rent	-	-	(10,000)	-	-	-	-	-	-	-	-		(10,000)
Net cash provided by operating activities	(178,552)	567,203	1,267,388	289,123	823,864	1,090,044	932,596	677,474	902,635	1,014,802	988,396		8,374,973
Cash flows from investing activities:													
Equipment & capital improvements	(282,559)	(129,909)	(156,390)	0	(154,659)	(13,237)	(356,995)	(142,464)	(398,776)	(288,625)	(550,741)		(2,474,354)
Investment - Panola Phase III									(630,198)		(1,557,220)		(2,187,418)
Investment - Mesquite								(35,050)	(450,000)		(9,500)		(494,550)
Investment - Bolt									(25,000)		(3,008,713)		(3,033,713)
Net cash used in investing activities	(282,559)	(129,909)	(156,390)	0	(154,659)	(13,237)	(356,995)	(177,514)	(1,503,973)	(288,625)	(5,126,174)		(8,190,035)
Cash flows from financing activities:													
Principal increase (payment) on PNC loan	-	-	(2,000,000)	-	-	2,000,000	(4,000,000)						(4,000,000)
Principal increase (payment) on LCB loan	(3,400,000)		(20,193)										(3,420,193)
Current mat. of LTD - 2014 Bonds													-
Other Federal Loans								4,630,075					4,630,075
Net cash provided (used) by financing	(3,400,000)	-	(2,020,193)	-	-	2,000,000	(4,000,000)	4,630,075	-	-	-		(2,790,118)
Net increase (decrease) in cash	(3,861,111)	437,295	(909,195)	289,123	669,205	3,076,807	(3,424,399)	5,130,035	(601,338)	726,177	(4,137,778)		(2,605,180)
Beginning cash and cash equivalents	15,947,573	12,097,785	12,535,080	11,625,885	11,915,008	12,584,213	15,661,020	12,236,621	17,366,656	16,765,317	17,491,494		15,947,573
End of period cash and cash equivalents	12,097,785	12,535,080	11,625,885	11,915,008	12,584,213	15,661,020	12,236,621	17,366,656	16,765,317	17,491,494	13,353,716		17,491,494

B.
Enrollment
Report

**ADA &
Enrollment
8/21/20**

**Eligible Days
Present
(Ref. ADA)**

**Enrollment
ADA***

**Student
Enrollment**

**Students
Present**

**Students
Absent***

Att. %

Ewing						
P3a	4	4	8	8	0	100.00%
P3p	5	5	10	10	0	100.00%
P4	31	28	62	56	6	90.32%
KG	86	79	86	79	7	91.86%
1st	86	83	86	83	3	96.51%
2nd	77	74	77	74	3	96.10%
3rd	87	84	87	84	3	96.55%
4th	84	82	84	82	2	97.62%
Total	460	439	500	476	24	95.20%

10th Street						
P3a	6	6	12	12	0	100.00%
P3p	5	5	10	10	0	100.00%
P4	35	34	70	68	2	97.14%
KG	98	86	98	86	12	87.76%
1st	105	98	105	98	7	93.33%
2nd	81	81	81	81	0	100.00%
3rd	87	86	87	86	1	98.85%
4th	83	82	83	82	1	98.80%
Total	500	478	546	523	23	95.79%

Jefferson						
5th	174	166	174	166	8	95.40%
6th	214	209	214	209	5	97.66%
7th	202	196	202	196	6	97.03%
8th	183	176	183	176	7	96.17%
Total	773	747	773	747	26	96.64%

Ledbetter						
P3a	8	7.5	16	15	1	93.75%
P3p	5.5	5	11	10	1	90.91%
P4	34	31	68	62	6	91.18%
KG	82	72	82	72	10	87.80%
1st	41	37	41	37	4	90.24%
2nd	41	41	41	41	0	100.00%
3rd	39	35	39	35	4	89.74%
4th	22	20	22	20	2	90.91%
5th	30	29	30	29	1	96.67%
6th	24	23	24	23	1	95.83%
7th	28	27	28	27	1	96.43%
8th	32	31	32	31	1	96.88%
Total	386.5	358.5	434	402	32	92.63%

**ADA &
Enrollment
8/21/20**

**Eligible Days
Present
(Ref. ADA)**

**Student
Enrollment**

**Students
Present**

**Students
Absent***

Att. %

**Enrollment
ADA***

Pafford						
P3a	7.5	7.5	15	15	0	100.00%
P3p	8	7.5	16	15	1	93.75%
P4	35	34.5	70	69	1	98.57%
KG	88	82	88	82	6	93.18%
1st	83	79	83	79	4	95.18%
2nd	82	82	82	82	0	100.00%
3rd	83	81	83	81	2	97.59%
4th	85	85	85	85	0	100.00%
5th	90	90	90	90	0	100.00%
6th	91	90	91	90	1	98.90%
7th	99	97	99	97	2	97.98%
8th	85	83	85	83	2	97.65%
Total	836.5	818.5	887	868	19	97.86%

Panola						
P3a	15	12.5	30	25	5	83.33%
P3p	10	9	20	18	2	90.00%
P4	39	35	78	70	8	89.74%
KG	78	70	78	70	8	89.74%
1st	75	67	75	67	8	89.33%
2nd	75	67	75	67	8	89.33%
3rd	83	79	83	79	4	95.18%
4th	43	41	43	41	2	95.35%
5th	48	46	48	46	2	95.83%
6th	71	70	71	70	1	98.59%
7th	48	45	48	45	3	93.75%
8th	36	35	36	35	1	97.22%
Total	621	576.5	685	633	52	92.41%

Mesquite						
P3a	6	5	12	10	2	83.33%
P3p	6.5	5.5	13	11	2	84.62%
P4	15	14.5	30	29	1	96.67%
KG	27	26	27	26	1	96.30%
1st	16	15	16	15	1	93.75%
2nd	14	13	14	13	1	92.86%
3rd	21	20	21	20	1	95.24%
6th	25	25	25	25	0	100.00%
Total	130.5	124	158	149	9	94.30%

**ADA &
Enrollment
8/21/20**

**Enrollment
ADA*** **Eligible Days
Present
(Ref. ADA)**

**Student
Enrollment** **Students
Present** **Students
Absent***

Att. %

Campus	Enrollment ADA*	Eligible Days Present (Ref. ADA)	Student Enrollment	Students Present	Students Absent*	Att. %
Ewing	460	439	500	476	24	95.20%
10th St	500	478	546	523	23	95.79%
Jefferson	773	747	773	747	26	96.64%
Ledbetter	386.5	358.5	434	402	32	92.63%
Pafford	836.5	818.5	887	868	19	97.86%
Panola	621	576.5	685	633	52	92.41%
Mesquite	130.5	124	158	149	9	94.30%
TOTAL	3707.5	3541.5	3983	3798	185	95.36%

Trinity Basin Preparatory
Waitlist 2020-2021

Waitlist as of 08/24/2020

Ewing

Grade	Offered	WL
PK3	13	0
PK4	21	0
K	1	1
1st	1	2
2nd	3	0
3rd	3	0
4th	0	0
Total	42	3

10th Street

Grade	Offered	WL
PK3	9	0
PK4	11	0
K	4	0
1st	2	0
2nd	1	0
3rd	1	0
4th	0	0
Total	28	0

Jefferson

Grade	Offered	WL
5th	4	0
6th	6	0
7th	1	0
8th	0	0
Total	11	0

Ledbetter

Grade	Offered	WL
PK3	8	0
PK4	8	0
K	2	0
1st	4	0
2nd	1	0
3rd	1	0
4th	2	0
5th	1	0
6th	0	0
7th	0	0
8th	0	0
Total	27	0

Pafford

Grade	Offered	WL
PK3	8	54
PK4	9	58
K	0	17
1st	2	16
2nd	1	11
3rd	4	10
4th	1	10
5th	4	10
6th	2	38
7th	5	3
8th	0	0
Total	36	227

Panola

Grade	Offered	WL
PK3	16	0
PK4	3	57
K	9	8
1st	3	0
2nd	2	0
3rd	6	3
4th	3	13
5th	1	17
6th	5	0
7th	1	8
8th	0	0
Total	49	106

Mesquite

Grade	Offered	WL
PK3	11	0
PK4	8	0
K	5	0
1st	4	0
2nd	2	0
3rd	4	0
6th	0	0
Total	34	0

Campus	Offered	WL
Ewing	42	3
10th Street	28	0
Jefferson	11	0
Ledbetter	27	0
Pafford	36	227
Panola	49	106
Mesquite	34	0
TOTAL	227	336

C.
Academic
Report

D.
**Operations
and Expansion
Report**

8.28 Campus Operations and Expansion Report

Campus Operations Staff:

- **Maintenance techs**- four tech in Dallas (including Mesquite) and two in Fort Worth. Lead maintenance techs supervise daily activities of maintenance techs and custodians in their respective areas.
- **Custodians**- custodians have been trained on new Envirox cleaning system which has been set up at every campus.
- **Security**- security guards are monitoring campuses as directed by the District Safety and Security Manager using daily logs and activity sheets.
- **Food Service**- fully staffed kitchens are distributing grab-and-go meals as well as serving food onsite to students, staff and staff children

Food Service District weekly totals (number of meals served to students):

	Total Meals
8/17 – 8/21	2,182

Security incidents:

- Triggered alarm overnight at Mesquite campus but no evidence of physical entry into the building.

Safety protocols:

- Phase I, II and III Covid-19 Building Protocols developed and posted
- Covid-19 tracing and investigation guidance developed and distributed to supervisors
- Covid-19 training for campus administrators and supervisors completed

COVID-19 PPE Update:

- State-provided PPE has been distributed, which includes:
 - o 34,080 disposable masks
 - o 12,958 gloves
 - o 28 thermometers
 - o 350 gallons hand sanitizer
 - o 430 face shields
- TBP has also purchased additional pump bottles of hand sanitizer, contactless dispensing stations, and Clorox 360 sprayers and chemicals

Expansion projects:

- **Mesquite:**
 - o Final CO received July 24th.
 - o Punch list (save 4 minor items) completed.
 - o Building purchased on August 20th









- **Panola:**

- All existing buildings have been abated and demolished.
- Design plans are complete and have been submitted to the city.
- Soil preparation and pier work is underway
- Modular buildings are onsite and finalizing hookups and connections.
- See attached daily report for more details and pictures.

- **Bolt:**

- Purchased and closed on July 20th.
- Procurement for demolition is underway.
- Internal design meetings ongoing.

Daily Log: Thursday 8/20/2020



Daily Log Completed & Distributed

The Daily Log was completed and distributed by Robert Peterson on Fri Aug 21, 2020 at 08:45amCDT.

WEATHER REPORT

Temperature			Precipitation Since			Humidity				Windspeed		
Low	High	Avg	Midnight	2 Days Ago	3 Days Ago	Low	Avg	High	Dew	Avg	Max	Gust
70°F	93°F	82°F	0.00 in.	0.00 in.	0.02 in.	27%	48%	73%	59°F	4.6 mph	5 mph	11 mph

DAILY SNAPSHOT

06:00AM	09:00AM	12:00PM	03:00PM	06:00PM	09:00PM
clear-night 71°F	clear-day 77°F	clear-day 86°F	clear-day 91°F	clear-day 93°F	clear-night 86°F

OBSERVED WEATHER CONDITIONS

No.	Time Observed	Weather Delay	Sky	Temp	Average	Precipitation	Wind	Ground/Sea
1	09:10:00 AM	No						

MANPOWER LOG

26 Workers | 244.0 Man Hours

No.	Contact/Company	Cost Code	Workers	# Hours	Man Hours	Location	COVID PPE	Temperature Check
1	Butler-Cohen LLC		2	10.0	20.0	4400 Panola Bldgs	Yes	Yes
	Notes: Robert/Josh							
2	Iron Eagle, Inc.		7	10.0	70.0	4400 Panola Bldgs	Yes	Yes
	Notes: Installed select fill cap Areas E A and B. Continued Completed excavation and pier mapping in areas C and D. Began moisture conditioning areas C and D.							
3	CMJ Engineering & Testing Inc		1	10.0	10.0	4400 Panola Bldgs	Yes	Yes
	Notes: Continued monitoring compaction and moisture density in 9" lifts and verifying 5' overbuild.							
4	JCH Electrical Contractors		3	8.0	24.0	Modular Site	Yes	Yes
	Notes: Completed service panels and trans-socket for the modular site. Will call for inspection tomorrow.							
5	DFW Paving, LLC		8	10.0	80.0	Modular Site	Yes	Yes
	Notes: Poured South fire lane and dumpster pad. Continued excavating and setting forms at North Fire lane.							
6	Genesis Fire Protection Inc.		2	8.0	16.0	Modular Site	Yes	Yes
	Notes: Continued Fire Alarm installation							
7	Maverick Utility Construction, Inc.		3	8.0	24.0	Modular Site	Yes	Yes
	Notes: Began sewer tie in							

No. Contact/Company	Cost Code	Workers	#	Man	Location	COVID PPE	Temperature Check
		26		244.0			

Manpower Log's Attachments:

2. Iron Eagle, Inc.



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4. JCH Electrical Contractors



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5. DFW Paving, LLC



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NOTES LOG

No.	Issue?	Location	Comments
1	Yes	4400 Panola Bldgs	All subcontractors are filling out the COVID-19 questionnaire and all employees are approved to work on site. All Butler Cohen and sub contractor employees wore the required face protection/
2	Yes	4400 Panola Bldgs	Sign In Sheet
3	Yes	4400 Panola Bldgs	Aries trim crew is on site completing interior trim out in West building and began trimming out the East building 🔗

Notes Log's Attachments:

3. _____



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INSPECTION LOG

No.	Start Time	End Time	Inspection Type	Inspecting Entity	Inspector Name	Location	Area
1	01:15PM	01:45PM	Stake out - Precon	Fort Worth	Jackson Jones	Modular Site	
Comments: Discussed inspection requirements/TCO Requirements							

EQUIPMENT LOG

No.	Equipment Name	Cost Code	Hrs Operating	Hrs Idle	Inspected?	Inspection Time	Location
1	Dozer - Iron Eagle				No	03:35PM	
Notes:							
2	Excavaotor - Nabors				No	03:35PM	
Notes:							
3	Excavator - Iron Eagle				No	03:35PM	
Notes:							
4	Dumpster - BC				No	02:45PM	4400 Panola Bldgs
Notes:							
5	Dozer 2 Iron Eagle				No	02:45PM	
Notes:							
6	Excavator 2 - Iron Eagle				No	02:45PM	
Notes:							
7	Street Sweeper - Iron Eagle				No	02:45PM	
Notes:							

By

Date

Copies To

E.

**Development
Report**

F.
Campus
Report

G.
Additional Payroll
Liabilities for
2019-2020 year

H.
Amendment to
2019-2020
Budget

TRINITY BASIN PREPARATORY

2nd Amendment Budget Proposal

	PROPOSED	1st Amendment	
	2nd Amendment	Budget	Change
	FY 2020	FY 2020	Fav.(Unf.)
Revenues:			
Total Local Support	493,962	466,058	27,904
Total State Funds	37,303,943	38,300,000	(996,057)
Total Federal Program Rev.	3,493,618	3,933,942	(440,324)
Total Revenues	\$ 41,291,523	\$ 42,700,000	\$ (1,408,477) -3%
Expenses			
11 Instructional	21,382,714	22,253,852	871,138
12 Library and Media	3,558	92,625	89,067
13 Curriculum development	196,705	274,107	77,402
21 Instructional Leadership	584,290	586,314	2,024
23 School Leadership	1,782,554	1,746,967	(35,587)
31 Guidance & Counseling	1,062,002	1,131,504	69,502
33 Health Services	319,470	358,248	38,778
35 Food Services	1,807,619	1,891,666	84,047
36 Extra Curricular Activities	14,699	12,000	(2,699)
41 General Administration	1,891,026	2,017,437	126,411
51 Facilities Maintenance	3,395,871	4,142,143	746,272
52 Security and Monitoring	238,660	290,128	51,468
53 Technology / Data Systems	918,758	992,223	73,465
61 Community Services	75,081	78,934	3,853
71 Debt Service	1,724,129	2,573,000	848,871
81 Fund Raising	194,387	258,853	64,466
Total Expenses	\$ 35,591,523	\$ 38,700,000	\$ 3,108,477 8%
Change in Total Net Assets	\$ 5,700,000	\$ 4,000,000	\$ 1,700,000 42%

I.
2020-2021
Budget

**TRINITY BASIN PREPARATORY
BUDGET PROPOSAL
For Fiscal Year Ended 8/31/2021**

	PROPOSED
	Budget
	FY 2021
Revenues:	<i>17.6%</i>
Total Local Support	607,110
Total State Funds	44,443,158
Total Federal Program Rev.	4,649,731
Total Revenues	\$ 49,700,000 <i>17.5%</i>
Expenses	
11 Instructional	24,647,704
12 Library and Media	104,709
13 Curriculum development	318,453
21 Instructional Leadership	658,407
23 School Leadership	1,961,774
31 Guidance & Counseling	1,270,634
33 Health Services	405,935
35 Food Services	2,190,153
36 Extra Curricular Activities	14,117
41 General Administration	2,283,899
51 Facilities Maintenance	4,725,259
52 Security and Monitoring	329,225
53 Technology / Data Systems	1,140,753
61 Community Services	91,100
71 Debt Service	4,564,149
71 Extraordinary	
81 Fund Raising	293,730
Total Expenses	\$ 45,000,000
Change in Total Net Assets	\$ 4,700,000
Depreciation	\$ 3,200,000

J.
Student Device
Plan

TRINITY BASIN PREPARATORY

Chromebook Asset Management

TBP is implementing a new policy to provide a technology resource and benefit to certain students. Under this policy, certain students will be provided with a technology device, and if those students remain enrolled at TBP for a certain period of time, they may keep such device upon their graduation from TBP. Such Chromebooks would normally be retired from use after approximately four (4) years. Therefore, Trinity Basin Preparatory is instituting a new asset management policy containing the following::

1. The Chromebook will be assigned to a 5th grade student.
2. The Chromebook remains the property of TBP until the student graduates from TBP in 8th grade.
3. The student must remain enrolled continuously at TBP from 5th grade through 8th grade to be eligible.
4. At the end of 8th grade, the student will get to keep the Chromebook they were issued in 5th grade.
5. If the student intentionally damages the Chromebook during this period, they will be assigned another Chromebook to use in order to complete their time at TBP. However, this replacement computer must be returned at the end of their enrollment at TBP. Defects, normal wear and tear, issues outside of their control will not count against them.

The Board, upon review of the components of the policy, agree and approve that it:

1. Serves a legitimate and valid school district purpose by providing additional educational resources to its students;
2. That the budget accounts for and covers the expenses of this policy; and
3. that the board understand and agrees that TBP will receive a benefit as part of this new program, and that sufficient control is in place to ensure that this purpose is accomplished.

K.
Student
Attendance
Policy

Trinity Basin Preparatory

Attendance Accounting Policy

Purpose: Pursuant to Texas Education Code §42.006(b), Trinity Basin Preparatory adopts the following attendance taking procedure to report required information to the Public Education Information Management System (PEIMS). The Attendance Accounting Policy will comply with the Student Attendance Accounting Handbook (SAAH) that contains the official attendance accounting rules and regulations [for in-person instruction and supplemental guidance from the Texas Education Agency which contains the official attendance accounting rules and regulations for at-home learning.](#)

Policy Intent: This policy will ensure that the district maintains accurate average daily attendance (ADA) for the allocation of Foundation School Program (FSP) funds and other funds allocated by the TEA. The district's superintendent, administrators, special programs staff, teachers and attendance personnel will be responsible to the district's board and to the state to maintain accurate, current attendance records.

Statement of Policy:

The accompanying Attendance Accounting Procedure provides specific, detailed information on the district's attendance accounting system that is outlined in this policy.

Staff Responsibilities

Teachers are responsible for taking attendance daily, via the district's online student management system. The teacher who records an absence is responsible for the accuracy of the report and attests to the validity of the data with their signature or submission of the data in the student management system using their logon with a distinct secret password. At the end of each six-week attendance reporting period, teachers will verify the attendance records for each of their students.

The attendance clerk is responsible for ensuring that all teachers have taken attendance and coordinating communication with parents, campus administrators and the district's central administrative staff regarding absences.

The principal is responsible for reviewing the Campus Summary Reports for completeness and accuracy at the end of every six-week attendance reporting period. By signing the Campus Summary Report, the principal affirms that the accuracy and authenticity of the attendance data has been checked.

The superintendent is responsible for the accuracy and safekeeping of all attendance records and reports. By signing the District Summary Report at the end of every six-week attendance reporting period, the superintendent affirms that sufficient measures have been taken to verify the accuracy and authenticity of the attendance data.

Attendance Accounting System

The district elects to use an automated attendance accounting system. Because the attendance accounting system is “paperless,” the Texas Education Agency requires that certain safeguards and security features be included. As such, the system includes the following features:

1. All teachers will log on to the district’s student attendance accounting software using their own distinct secret passwords. Teachers are responsible to maintain the security of their password.
2. The district’s student attendance accounting software will time out and automatically log off a user after 15 minutes of inactivity.
3. The date, time, and identity of the teacher entering the absence data will be tracked and reported.
4. The date, time, and identity of the individual making changes to the attendance report will be tracked and reported.
5. Teachers will submit attendance for the class, indicating whether a student is present, tardy, or absent. Therefore, there is positive confirmation for 100% attendance, when applicable.
6. Only personnel with the proper security clearance level will have access to the attendance accounting system.

The technology department shall ensure that all state requirements for automated attendance systems related to password access, timing out due to inactivity, audit trail for posting time, and daily backup of data are adhered to at all times.

Official Attendance Time

Teachers or designated substitutes will take attendance in the 2nd or 5th period of the day in the online student management system or on manual rosters. The district’s snapshot attendance time is 9:30 a.m. for all students except afternoon Pre-K 3 students. The snapshot attendance time for afternoon Pre-K 3 students is 1:30 p.m.

Alternate official attendance times shall be used, as appropriate, due to the following situations:

<u>Activity or Event</u>	<u>Official Attendance Time</u>	<u>Notes</u>
Delayed start of school due to health or safety (such as bad weather)	11:30 a.m.	

Standardized achievement tests or benchmark tests	9:30 a.m.	Attendance will be taken before testing begins and attendance clerks will make adjustments for students who arrive late or leave before 9:30 a.m.
Students who are not in their classroom at 9:30 a.m. (at recess or specials)	9:30 a.m.	Classroom teacher will take attendance immediately before leaving the classroom and attendance clerks will make adjustments for students who arrive late or leave before 9:30 a.m.
Students who are on a fieldtrip	9:30 a.m.	Classroom teacher will take attendance immediately before leaving on the fieldtrip and attendance clerks will make adjustments for students who arrive late or leave before 9:30 a.m.

If the district delays the start of the school day and a campus uses the alternative attendance-taking time, the campus will maintain documentation of the alternative time, the attendance recorded at that time, and the official reason for the delayed attendance taking.

Authority is delegated to the superintendent to establish documented procedures allowing for recording absences in an alternative hour or an alternative attendance-taking time. An alternative attendance-taking time may be chosen for a group of students scheduled to be off campus during the regular attendance-taking time.

Attendance-Taking Rules

The original documentation of attendance must be created at the time of attendance. Original documentation must not be created after the fact. Original documentation that is not created at the time of attendance will not be accepted by TEA auditors.

Students who are on campus and in their classrooms at the time attendance is taken will have their official attendance conducted and completed by their classroom teacher or designated substitute. Attendance will not be taken by students, classroom aides, or clerks. Using a student “sign-in” sheet to record attendance is not an acceptable method of taking roll.

The district attendance accounting system is comprised of an electronic student information system (Skyward), which includes an automated attendance system. Teachers are required to post attendance on a daily basis at the official attendance time. All corrections to the teacher postings shall be entered in the student information system by the attendance clerk. All changes shall be supported by documentation such as office logs, list of students at board-approved activities, medical certifications, and tardy slips.

A student who is on campus but not in their assigned classroom when attendance is taken will be considered in attendance for FSP purposes provided they were with a responsible school official

such as the principal, vice principal, counselor, clinic aide, other teacher or aide, or district administrative personnel. There must be sufficient documentation to support the claim that the student was with a responsible school official and therefore support a change to the posted absence.

District staff members must always use ink to make manual entries or corrections in the attendance records, on daily absence slips, on 6-week absence reports, and on daily summary sheets. Staff members must never record manual entries in pencil, use liquid correction fluid, or a signature stamp. If errors are made on any official attendance document, the staff member making the correction must strike through the error, enter corrections nearby, and initial.

Requirements for a Student to be Considered Present for FSP Purposes

Pursuant to Texas Education Code §25.087(d) and Texas Administrative Code §129.21(j), a student who is not on campus at the time attendance is taken may be considered in attendance for FSP purposes if the student's absence is excused under one of the reasons listed in Texas Education Code §§25.087(b) or (c) or Texas Administrative Code §129.21(k). Such reasons include, but are not limited to, attending and travel for the observation of religious holy days or a required court appearance, a temporary absence resulting from a documented face-to-face appointment with a health care professional if the student begins classes or returns to school on the same day as the appointment, or participation in an activity that is approved by the school board and under the direction of an eligible staff member.

If the student arrives after the beginning of the school day, but has been at a documented appointment with a health care professional the student will be considered present for FSP funding purposes.

A teacher, principal, or superintendent of the school may excuse a temporary absence of a student for any reason acceptable to the teacher, principal, or superintendent. However, the student will not be counted as present for FSP purposes for the day(s) of the absence unless the absence is for one of the reasons specified in the Texas Education Code §§25.087(b) or (c) or Texas Administrative Code §129.21(k).

If students are required to attend school on Saturday to make up for absences, their attendance will not be counted for funding purposes and the Saturday attendance will not nullify any previously recorded absence.

Attendance will only be reported for days when instruction is offered as reported on the school calendar. Days the school is closed for holidays or local events and days of teacher in-service will not be counted.

Remote Asynchronous Student Attendance Taking

Pursuant to the Texas Education Agency's "SY 20-21 Attendance and Enrollment FAQ," students earn remote asynchronous daily attendance through daily engagement measures as defined in the district's learning plan.

Trinity Basin Preparatory's learning plan defines the following activities as measurements of daily student engagement:

- Interacting live with the teacher via the computer, other electronic devices or over the phone;
- Completing the daily Discussion Post in the Learning Management System (Canvas);
- Making progress in the Learning Management System (Canvas); or
- Direct work in the academic content through the district adopted digital curriculum/resources applications as evidenced and tracked through Canvas or ClassLink.

If a student achieves one of these measurements of daily student engagement during that day, they will be counted present for the day. There is no attendance snapshot time with remote asynchronous instruction.

Teachers will take attendance throughout the day for each core class. If a student participates in one of the engagement measures, they will be marked “RA-Present” (Remote Asynchronous – Present) for that class. A student who is marked RA-Present for one class during the day will be counted present for that day.

The cut-off time for completing work and receiving attendance credit for a day is 11:59 p.m.

Membership Reconciliation

At the end of the first and fourth six-week reporting periods, teachers will reconcile student membership from their roster to the attendance accounting records. This reconciliation will verify that all students are reported on attendance records and that “no show” students have been purged from the attendance accounting system.

The attendance clerk will retain all attendance documentation, including but not limited to manual attendance rosters, daily ADA reports, tardy slips, notes from medical professionals or parents, and other documentation to track the arrival or departure of a student outside of the regular arrival and departure times.

Withdrawals

A student will be withdrawn from the attendance accounting system on the date the district becomes aware the student is no longer a member of the district. With proof of enrollment in a different district, a retroactive withdrawal will be made to the date the student enrolled in another school. The attendance accounting records affected by such a change will be appropriately updated.

If a student withdraws before attendance is taken, the withdrawal date is that day. If a student withdraws after attendance is taken, the withdrawal date is the next school day. A student is not in membership on the withdrawal date.

Students whose whereabouts are unknown may be withdrawn 5 school days after they last attended.

Storage and Auditing of Attendance Information

Information for all FSP attendance reports will be available for audit purposes for 5 years from the completion of the school year.

All attendance records for any year for which the district is required to retain records will be readily available for audit by the Financial Compliance Division of the TEA.

Special Program Coding

All students earn state funding (FSP) for each day in attendance. Students eligible, identified, and served in a special program, such as Special Education or Bilingual/ESL, earn additional state funding. To claim a student for special program funding purposes, complete documentation that proves the eligibility of the student must be on file. Special program coordinators will determine a student's special program coding and ensure that all required documentation for entry and exit from special programs is retained for audit and that the required information is entered in the student information system.

Special Education

All special education coding and documentation shall be in accordance with Section 4 of the Student Attendance Accounting Handbook. Staff responsible for special education coding must be familiar with and use the SAAH to ensure that all coding is compliant with the laws, rules and regulations related to special education.

A student shall be withdrawn from the special education program when one of the following occurs:

- Student withdraws from the district;
- The ARD determines that the student is no longer a child with a disability and therefore no longer eligible for special education; or
- The parent(s) revoke consent in writing for their student's receipt of special education services.

Bilingual/English as a Second Language (ESL)

All Bilingual/ESL coding and documentation shall be in accordance with Section 6 of the Student Attendance Accounting Handbook. Staff responsible for Bilingual/ESL coding must be familiar with and use the SAAH to ensure that all coding is compliant with the laws, rules and regulations related to Bilingual/ESL.

A student shall be withdrawn (exited) from the Bilingual/ESL program when one of the following occurs:

- Student withdraws from the district;
- The LPAC classifies the student as English proficient; or
- The parent requests in writing to remove his or her child from the program and place the child in a regular education classroom.

Prekindergarten

All prekindergarten coding and documentation shall be in accordance with Section 7 of the Student Attendance Accounting Handbook. Staff responsible for prekindergarten coding should be familiar with and use of the SAAH to ensure that all coding is compliant with the laws, rules and regulations related to special education.

Once a student is determined to be eligible for PK, the student remains eligible for the remainder of the current school year.

Pregnancy-Related Services

All Pregnancy-Related Services (PRS) program coding and documentation shall be in accordance with Section 9 of the Student Attendance Accounting Handbook. Staff responsible for PRS program coding should be familiar with and use the SAAH to ensure that all coding is compliant with the laws, rules and regulations related to pregnancy-related services.

The district’s Pregnancy Related Services (PRS) and Compensatory Education Home Instruction (CEHI) policy and procedure outlines required procedures to ensure compliance with the SAAH requirements.

Revision History:

<u>Effective Date</u>	<u>Version</u>	<u>Modification</u>
9/19/16	1	New document
	<u>2</u>	<u>Adding attendance taking for Remote Asynchronous learning</u>

Formatted Table

L.

**Request to Extend
the Start of in-
person instruction
for the 2020-2021
School Year**

M.
Compensation
for CEO /
Superintendent

N.
Minutes from
Meeting on
7.28.20

**TRINITY BASIN PREPARATORY
MEETING OF THE BOARD OF DIRECTORS
2730 N HWY 360
GRAND PRAIRIE, TEXAS, 75050
TUESDAY, JULY 28, 2020**

12:00 P.M. OPEN SESSION

- I. CALL TO ORDER:** Loren Hitchcock called the meeting to order at 12:07 p.m. He announced that a quorum was present. The members in attendance via videoconference were:

Randy Shaffer, President, Member
Ken Petree, Vice President, Member
Julia Gomez, Member
Dana Bickford, Member
Loren Hitchcock, Member
Mike Winemiller, Member
Frederick Brown, Member

Others in attendance were:

James Dworkin, Chief Financial Officer, Board Treasurer
Trey Varner, Chief Legal and Operations Officer, Board Secretary
Lesley Austin, Chief Academic Officer

NOTE: This meeting was conducted in accordance with the Governor's authorization concerning suspension of certain open meetings law requirements for COVID-19 disaster. All attendees attended the meeting via videoconference and were visible and audible to the entire group and any others joining the meeting for the entirety of the meeting. An audio recording was made of the entire meeting.

- II. OPEN SESSION – 12:07 p.m.**

III. NON-AGENDA RELATED PUBLIC COMMENTS

This forum allows anyone in attendance to address the Board on any matter except personnel and individual student issues. Any personnel concerns should be brought to the attention of the CEO prior to the meeting. Speakers will be limited to three (3) minutes. Non-agenda items will be taken for no more than 30 minutes.

IV. ACTION ITEMS:

- a. **Financial report**—No Action Taken
- b. **Enrollment report**—No Action Taken
- c. **Academic report** —No Action Taken
- d. **Operations and Expansion report**—No Action Taken
- e. **Development report** —No Action Taken
- f. **District Safety and Security update**—No Action Taken
- g. **Consider and/or vote on adoption of the National Incident Management System**—Ken Petree made the motion to adopt the National Incident Management System as presented. Julia Gomez seconded. The vote was unanimous.

- h. Consider and/or vote on attestation/plan for at-home (Asynchronous) learning** —Dana Bickford made the motion to approve the plan for at-home learning subject to final change recommended by staff with authority to Mr. Shaffer to submit as required. Ken Petree seconded. The vote was unanimous.
- i. Consider and/or vote on 2020-2021 Student Code of Conduct**—Fred Brown made the motion to approve the 2020-2021 Student Code of Conduct as presented. Loren Hitchcock seconded. The vote was unanimous.
- j. Consider and/or vote on 2020-2021 Allotment and TEKS Certification**—Dana Bickford made the motion to approve the 2020-2021 Allotment and certification as presented. Fred Brown seconded. The vote was unanimous.
- k. Consider and/or vote on revised bond resolution**—Ken Petree made the motion to adopt the revised bond resolution as presented. Julia Gomez seconded. The vote was unanimous.
- l. Consider and/or vote on principal credit card limits for 2020-2021**—Dana Bickford made the motion to approve the principal credit card limits for 2020-2021 as presented. Ken Petree seconded. The vote was unanimous.
- m. Consider and/or vote on minutes from meeting on 06/15/20**—Dana Bickford made the motion to approve the engagement of the auditors for the 2019-2020 financial audit as presented. Loren Hitchcock seconded. The vote was unanimous. Mike Winemiller abstained from voting due to absence at June 15th meeting.
- n. ADJOURNMENT**

V. CLOSED SESSION PER TEXAS GOVERNMENT CODE. If at any time during the meeting, the Board determines that a closed or executive meeting is required, then such closed or executive meeting will be held by the Board as authorized by the Texas Open Meetings Act, including, but not limited to the following sections:

- a. Private Consultation with the Board’s Attorney (Sec. 551.071)**—No discussion.
- b. School Children; School District Employees; Disciplinary Matter or Complaint (Sec. 551.082)**—No discussion.

VI. ADJOURNMENT—2:06 p.m.

Minutes Reviewed by:

Trey Varner, Board Secretary

0.
Minutes from
Meeting on
8.3.20

**TRINITY BASIN PREPARATORY
MEETING OF THE BOARD OF DIRECTORS
2730 N HWY 360
GRAND PRAIRIE, TEXAS, 75050
MONDAY, AUGUST 3, 2020**

12:00 P.M. OPEN SESSION

- I. CALL TO ORDER:** Loren Hitchcock called the meeting to order at 12:03 p.m. He announced that a quorum was present. The members in attendance via videoconference were:

Randy Shaffer, President, Member
Ken Petree, Vice President, Member
Julia Gomez, Member
Dana Bickford, Member
Loren Hitchcock, Member
Mike Winemiller, Member
Frederick Brown, Member

Others in attendance were:

James Dworkin, Chief Financial Officer, Board Treasurer
Trey Varner, Chief Legal and Operations Officer, Board Secretary
Lesley Austin, Chief Academic Officer

NOTE: This meeting was conducted in accordance with the Governor's authorization concerning suspension of certain open meetings law requirements for COVID-19 disaster. All attendees attended the meeting via videoconference and were visible and audible to the entire group and any others joining the meeting for the entirety of the meeting. An audio recording was made of the entire meeting.

- II. OPEN SESSION – 12:03 p.m.**

III. NON-AGENDA RELATED PUBLIC COMMENTS

This forum allows anyone in attendance to address the Board on any matter except personnel and individual student issues. Any personnel concerns should be brought to the attention of the CEO prior to the meeting. Speakers will be limited to three (3) minutes. Non-agenda items will be taken for no more than 30 minutes.

IV. ACTION ITEMS:

- a. **Consider and/or vote on Interlocal Agreement with Region IV regarding Operation Connectivity**—Julia Gomez made the motion to approve the Interlocal Agreement with Region IV as presented. Ken Petree seconded. The vote was unanimous.
- b. **Consider and/or vote on Request to Extend the Start of the 2020-2021 School Year**—No Action Taken
- c. **ADJOURNMENT**

- V. CLOSED SESSION PER TEXAS GOVERNMENT CODE.** If at any time during the meeting, the Board determines that a closed or executive meeting is required, then such closed or executive meeting

will be held by the Board as authorized by the Texas Open Meetings Act, including, but not limited to the following sections:

a. Private Consultation with the Board's Attorney (Sec. 551.071)—No discussion.

VI. ADJOURNMENT—12:38 p.m.

Minutes Reviewed by:

Trey Varner, Board Secretary