

**TRINITY BASIN PREPARATORY  
MEETING OF THE BOARD OF DIRECTORS  
2730 N HWY 360  
GRAND PRAIRIE, TEXAS, 75050  
MONDAY, SEPTEMBER 21, 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 (using meeting ID: 992 9263 8312) or by using the following videoconference link: <https://trinitybasin-net.zoom.us/j/99292638312>. 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. Consider and/or vote on delegation of authority under Texas Government Code 2269.053 to Chief Executive Officer to determine which construction method provides the best value for the district for improvement to real property located at and around 412 W. Bolt St., Fort Worth and surrounding lots**
- h. Consider and/or vote on compensation for CEO/Superintendent**
- i. Consider and/or vote on minutes from meeting on 8.28.20**
- j. 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. Personnel Matters (Sec. 551.074)**

- c. **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 September, 2020, at \_\_\_ a.m., this notice was posted at a place convenient to the public at the administrative offices of Trinity Basin Preparatory, 2730 N Hwy 360, Grand Prairie, Texas 75050 and on Trinity Basin's website ([www.trinitybasin.net](http://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**

**B.**  
**Enrollment**  
**Report**

ADA & Enrollment 9/16/20	Enrollment ADA*	Eligible Days Present (Ref. ADA)	Student Enrollment	Students Present	Students Present on Campus	Students Present At Home*	Students Absent*	Att. %
<b>Ewing</b>								
P3a	6	5	12	10	3	7	2	83.33%
P3p	6	5	12	10	6	4	2	83.33%
P4	32	31	64	62	26	36	2	96.88%
KG	83	80	83	80	32	48	3	96.39%
1st	87	83	87	83	41	42	4	95.40%
2nd	79	76	79	76	23	53	3	96.20%
3rd	86	82	86	82	29	53	4	95.35%
4th	85	81	85	81	26	55	4	95.29%
<b>Total</b>	<b>464</b>	<b>443</b>	<b>508</b>	<b>484</b>	<b>186</b>	<b>298</b>	<b>24</b>	<b>95.28%</b>

<b>10th Street</b>								
P3a	6	5	12	10	0	10	2	83.33%
P3p	5.5	3.5	11	7	1	6	4	63.64%
P4	37	33.5	74	67	23	44	7	90.54%
KG	97	91	97	91	39	52	6	93.81%
1st	104	102	104	102	35	67	2	98.08%
2nd	83	81	83	81	36	45	2	97.59%
3rd	92	91	92	91	32	59	1	98.91%
4th	84	83	84	83	27	56	1	98.81%
<b>Total</b>	<b>508.5</b>	<b>490</b>	<b>557</b>	<b>532</b>	<b>193</b>	<b>339</b>	<b>25</b>	<b>95.51%</b>

<b>Jefferson</b>								
5th	165	157	165	157	45	112	8	95.15%
6th	216	213	216	213	63	150	3	98.61%
7th	204	199	204	199	47	152	5	97.55%
8th	184	176	184	176	33	143	8	95.65%
<b>Total</b>	<b>769</b>	<b>745</b>	<b>769</b>	<b>745</b>	<b>188</b>	<b>557</b>	<b>24</b>	<b>96.88%</b>

<b>Ledbetter</b>								
P3a	8.5	7	17	14	11	3	3	82.35%
P3p	6	5.5	12	11	3	8	1	91.67%
P4	35.5	32.5	71	65	26	39	6	91.55%
KG	84	79	84	79	32	47	5	94.05%
1st	41	38	41	38	25	13	3	92.68%
2nd	42	39	42	39	21	18	3	92.86%
3rd	39	38	39	38	17	21	1	97.44%
4th	25	23	25	23	13	10	2	92.00%
5th	30	30	30	30	11	19	0	100.00%
6th	27	27	27	27	11	16	0	100.00%
7th	31	29	31	29	12	17	2	93.55%
8th	31	27	31	27	7	20	4	87.10%
<b>Total</b>	<b>400</b>	<b>375</b>	<b>450</b>	<b>420</b>	<b>189</b>	<b>231</b>	<b>30</b>	<b>93.33%</b>

**ADA &  
Enrollment  
9/16/20**

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

**Student  
Enrollment**      **Students  
Present**      **Students  
Present  
on  
Campus**      **Students  
Present  
At  
Home\***      **Students  
Absent\***

**Att. %**

<b>Pafford</b>								
P3a	10	9	20	18	7	11	2	90.00%
P3p	10.5	9.5	21	19	7	12	2	90.48%
P4	44.5	43	89	86	41	45	3	96.63%
KG	94	89	94	89	43	46	5	94.68%
1st	89	85	89	85	36	49	4	95.51%
2nd	87	86	87	86	32	54	1	98.85%
3rd	90	88	90	88	43	45	2	97.78%
4th	92	87	92	87	30	57	5	94.57%
5th	96	91	96	91	39	52	5	94.79%
6th	105	99	105	99	28	71	6	94.29%
7th	103	100	103	100	5	95	3	97.09%
8th	86	83	86	83	18	65	3	96.51%
<b>Total</b>	<b>907</b>	<b>869.5</b>	<b>972</b>	<b>931</b>	<b>329</b>	<b>602</b>	<b>41</b>	<b>95.78%</b>

<b>Panola</b>								
P3a	15	12.5	30	25	16	9	5	83.33%
P3p	11	9	22	18	15	3	4	81.82%
P4	44.5	40	89	80	40	40	9	89.89%
KG	88	81	88	81	43	38	7	92.05%
1st	74	64	74	64	29	35	10	86.49%
2nd	78	77	78	77	32	45	1	98.72%
3rd	86	80	86	80	33	47	6	93.02%
4th	56	52	56	52	23	29	4	92.86%
5th	58	55	58	55	26	29	3	94.83%
6th	77	70	77	70	29	41	7	90.91%
7th	53	49	53	49	17	32	4	92.45%
8th	36	31	36	31	11	20	5	86.11%
<b>Total</b>	<b>676.5</b>	<b>620.5</b>	<b>747</b>	<b>682</b>	<b>314</b>	<b>368</b>	<b>65</b>	<b>91.30%</b>

<b>Mesquite</b>								
P3	17.5	15.5	35	31	18	13	4	88.57%
P4	18	18	36	36	24	12	0	100.00%
KG	29	29	29	29	15	14	0	100.00%
1st	21	21	21	21	14	7	0	100.00%
2nd	18	17	18	17	13	4	1	94.44%
3rd	22	22	22	22	16	6	0	100.00%
6th	29	28	29	28	16	12	1	96.55%
<b>Total</b>	<b>154.5</b>	<b>150.5</b>	<b>190</b>	<b>184</b>	<b>116</b>	<b>68</b>	<b>6</b>	<b>96.84%</b>

ADA &  
Enrollment  
9/16/20

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

Student      Students      Students      Students  
Enrollment    Present      on      Present  
Campus      At      Students  
Home\*      Absent\*

Att. %

<u>Campus</u>								
<b>Ewing</b>	464	443	508	484	186	298	24	95.28%
<b>10th St</b>	508.5	490	557	532	193	339	25	95.51%
<b>Jefferson</b>	769	745	769	745	188	557	24	96.88%
<b>Ledbetter</b>	400	375	450	420	189	231	30	93.33%
<b>Pafford</b>	907	869.5	972	931	329	602	41	95.78%
<b>Panola</b>	676.5	620.5	747	682	314	368	65	91.30%
<b>Mesquite</b>	154.5	150.5	190	184	116	68	6	96.84%
<b>TOTAL</b>	<b>3879.5</b>	<b>3693.5</b>	<b>4193</b>	<b>3978</b>	<b>1515</b>	<b>2463</b>	<b>215</b>	<b>94.87%</b>

Trinity Basin Preparatory  
Waitlist 2018-2019

Waitlist as of 09/18/2020

**Ewing**

Grade	Offered	WL
PK3	8	0
PK4	9	0
K	1	0
1st	0	0
2nd	0	0
3rd	2	0
4th	0	0
<b>Total</b>	<b>20</b>	<b>0</b>

**10th Street**

Grade	Offered	WL
PK3	4	0
PK4	8	0
K	3	0
1st	0	0
2nd	0	0
3rd	0	0
4th	0	0
<b>Total</b>	<b>15</b>	<b>0</b>

**Jefferson**

Grade	Offered	WL
5th	0	0
6th	0	2
7th	0	0
8th	0	0
<b>Total</b>	<b>0</b>	<b>2</b>

**Ledbetter**

Grade	Offered	WL
PK3	9	0
PK4	10	0
K	1	0
1st	3	0
2nd	2	0
3rd	2	0
4th	3	0
5th	1	0
6th	3	0
7th	2	0
8th	1	0
<b>Total</b>	<b>37</b>	<b>0</b>

**Pafford**

Grade	Offered	WL
PK3	11	5
PK4	9	5
K	1	5
1st	0	4
2nd	2	4
3rd	2	1
4th	1	2
5th	0	1
6th	3	0
7th	2	7
8th	2	0
<b>Total</b>	<b>33</b>	<b>34</b>

**Panola**

Grade	Offered	WL
PK3	15	0
PK4	14	9
K	1	6
1st	1	0
2nd	2	0
3rd	1	1
4th	1	2
5th	2	6
6th	5	0
7th	0	2
8th	1	0
<b>Total</b>	<b>43</b>	<b>26</b>

**Mesquite**

Grade	Offered	WL
PK3	11	0
PK4	11	0
K	8	0
1st	2	0
2nd	5	0
3rd	4	0
6th	0	0
<b>Total</b>	<b>41</b>	<b>0</b>

Campus	Offered	WL
Ewing	20	0
10th Street	15	0
Jefferson	0	2
Ledbetter	37	0
Pafford	33	34
Panola	43	26
Mesquite	41	0
<b>TOTAL</b>	<b>189</b>	<b>62</b>

**C.**  
**Academic**  
**Report**

**D.**  
**Operations  
and Expansion  
Report**

## 9.21 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 are regularly cleaning high-touch surfaces throughout the school day using Envirox cleaning system.
- **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 and staff

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

	Total Meals
8/24 – 8/28	2,468
8/31 – 9/4	2,248
9/7 – 9/11	6,149
9/14 – 9/16 (3 days)	4,487

### Safety and Security:

- No security incidents to report
- Fencing variance at Pafford campus was approved, which allows us to move forward with installing new fencing enclosing the new Kaboom playground at Pafford.
- New radios were purchased for campus admin and operations staff to provide improved communications between campus administrators and staff
- Partnered with All Star Security Group to provide contracted security service to cover staffing gaps and after-hours alarm response needs

### Maintenance and Facilities Projects:

- Management and distribution of PPE supplies
- Installation of water bottle dispenser retrofits to existing water fountains
- Installation of speedbumps and speed limits signage
- Installation of FRP and wall padding at Panola campus
- Weekly cleaning audits performed by operations team and nightly cleaning crew

### COVID-19 procedures:

- Phase III Building Protocols—published and implemented
- COVID-19 guidelines for management students and staff—published and implemented
- Communications process for positive COVID-19 cases—published and implemented
- Employee Factsheet for common questions related to COVID-19
- In response to staff feedback, TBP communicated an overview of its cleaning procedures to all staff. Here is an overview of our protocols:

Concerns We Heard from TBP	Our Approach
Daily Cleaning Procedures	<ul style="list-style-type: none"> <li>• Each day, campus custodians will clean, sanitize, and disinfect high-touch surfaces throughout the day using a solution that is safe for schools but is also proven to kill a wide array of viruses, including the Coronavirus.</li> <li>• The same procedure above will be completed each night by a professional cleaning company. Attached are a day and night custodian cleaning checklist.</li> <li>• If you notice a cleaning issue, please contact your campus administrator immediately to report your concern. Campus admin will submit a ticket through the maintenance ticketing system and the concern will be resolved.</li> </ul>
Access to PPE equipment	<ul style="list-style-type: none"> <li>• Personal protective equipment (“PPE”) has been distributed to every campus. Included in the distribution are: <ul style="list-style-type: none"> <li>○ Reusable and disposable masks for use by campus staff, students and visitors as needed;</li> <li>○ Face shields to be used by instructional staff; and</li> <li>○ Hand sanitizer bottles and dispensers, which will be placed at every entry/exit to the building and every room in use during the day</li> </ul> </li> <li>• Due to manufacturing delays, Plexiglass dividers (aka sneeze guards) are currently expected to be delivered to campuses and distributed by next week. These dividers are intended to be used to provide additional protective measures for students and staff when maintaining an appropriate physical distance between them is not practicable. Each campus will receive approximately 100 dividers.</li> </ul>
Additional Cleaning Supplies	<ul style="list-style-type: none"> <li>• Disinfecting wipes are expected to be distributed to each campus and will be provided to every instructional staff member for use throughout the school day. These wipes are intended to be used to clean and disinfect hard surfaces in the classrooms. <b>Only campus staff should use these wipes and not TBP students.</b></li> <li>• Each campus has a Clorox 360 electrostatic sprayer system and cleaning solution. This tool is used as an additional cleaning measure to disinfect areas of the building that were used by an individual who tests positive or is experiencing symptoms related to COVID-19 that are not normal for them. These machines were not purchased to be used daily but if there is a presumed or positive case only.</li> </ul>
Communication Plans for Managing Breakouts	<ul style="list-style-type: none"> <li>• Attached is a copy of our Phase III Building Protocols. These protocols are intended to reduce the spread of viruses among staff and students while on campus. These protocols address items like self-screening for</li> </ul>

students and staff, check-in procedures for visitors, response protocols for positive and symptomatic cases of COVID-19, and more. Also attached is an employee factsheet to proactively answer some questions that may be on your mind.

Expansion projects:

- **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:**

- Procurement for demolition service is underway
- Asbestos and Geotech work are scheduled
- Internal design and planning meetings are scheduled
- Procurement for design and construction of new school building is scheduled for end of September

Pictures of Panola project:







**E.**

**Development  
Report**

**F.**  
**Campus**  
**Report**

**G.**

**Delegation of Authority to  
CEO to determine  
construction method for  
property at 412 W. Bolt St.,  
Fort Worth**

**H.**

**Compensation for  
CEO/Superintendent**

**I.**  
**Minutes from**  
**Meeting on**  
**7.28.20**

**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**

- I. CALL TO ORDER:** Randy Shaffer called the meeting to order at 12:04 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 (ABSENT)  
Julia Gomez, Member  
Dana Bickford, Member  
Loren Hitchcock, Member (ABSENT)  
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  
Brandon Duck, Chief Development Officer  
Jose Carrillo, principal

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 or teleconference and were visible or 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 – 12:04 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. **Campus report**—No Action Taken
- g. **Discuss need to accrue additional payroll liabilities for 2019-2020 year**—No Action Taken

- h. **Consider and/or vote on amendment to 2019-2020 budget**—Dana Bickford made the motion to approve the 2019-2020 budget amendment as presented. Mike Winemiller seconded. The vote was unanimous.
- i. **Consider and/or vote on 2020-2021 budget**—Dana Bickford made the motion to approve the 2020-2021 budget as presented. Julia Gomez seconded. The vote was unanimous.
- j. **Consider and/or vote on student device plan**—Dana Bickford made the motion to approve the student device plan as presented. Julia Gomez seconded. The vote was unanimous.
- k. **Consider and/or vote on changes to student attendance policy**—Frederick Brown made the motion to approve the changes to the student attendance policy as presented. Dana Bickford seconded. The vote was unanimous.
- l. **Consider and/or vote on Request to Extend the Start of in-person instruction for the 2020-2021 School Year**—No Action Taken
- m. **Consider and/or vote on compensation for CEO/Superintendent**—No Action Taken
- n. **Consider and/or vote on minutes from meeting on 7.28.20**—Dana Bickford made the motion to approve the minutes from the meeting on 7.28.20. Mike Winemiller seconded. The vote was unanimous.
- o. **Consider and/or vote on minutes from meeting on 8.3.20**—Mike Winemiller made the motion to approve the minutes from the meeting on 8.3.20. Dana Bickford seconded. The vote was unanimous.
- 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)**—No discussion.
- b. **School Children; School District Employees; Disciplinary Matter or Complaint (Sec. 551.082)** —No discussion.

VI. **ADJOURNMENT**—2:58 p.m.

Minutes Reviewed by:

  
\_\_\_\_\_  
Trey Varner, Board Secretary