

**TRINITY BASIN PREPARATORY
MEETING OF THE BOARD OF DIRECTORS
2730 N HWY 360
GRAND PRAIRIE, TEXAS, 75050
MONDAY, DECEMBER 14, 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 346-248-7799 (using meeting ID: 991 0418 7289) or by using the following videoconference link: <https://trinitybasin-net.zoom.us/j/99104187289>. 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. Consider and/or vote on appeal of student expulsion**
- b. Financial report**
- c. Enrollment report**
- d. Academic report**
- e. Operations and Expansion report**
- f. Development report**
- g. Campus report**
- h. Discussion of 2019-2020 Financial Integrity Rating System of Texas (FIRST) ratings report**
- i. Consider and/or vote on changes to 2020-2021 District Calendar**
- j. Consider and/or vote on minutes from meeting on 11.16.20**
- k. 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)**

- d. **School Board: Personally Identifiable Information about Public School Student (Section 551.0821)**

VI. ADJOURNMENT

CERTIFICATE AS TO POSTING OR GIVING OF NOTICE

On this ___ day of December, 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) 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.
Student
Expulsion

B.
Financial
Report

TRINITY BASIN PREPARATORY
UNAUDITED
FINANCIAL SUMMARY

	Period Ended:				YTD FY 2021
	Sep 2020	Oct 2020	Nov 2020	Dec 2020	
Operating Cash	\$ 12,257,936	\$ 12,821,973	\$ 13,651,083		
Restricted Cash	11,392,825	10,775,568	10,775,568		
<i>Days Operating Cash</i>	113.1	114.3	121.5		
LCB Credit Lines \$5.6m	5,600,000	5,600,000	5,600,000		
LCB PPP Loan	4,630,075	4,630,075	4,630,075		
PNC Project Loan \$20m	-	-	-		
Bond Project Fund	11,392,825	10,775,568	10,775,568		
Revenues	\$ 3,737,703	\$ 3,795,595	\$ 3,872,530		\$ 11,405,828
Less Expenses:					
Payroll Costs	2,473,245	2,485,275	2,587,504		7,546,024
Other Operating	729,043	838,638	707,543		2,275,224
Interest & Amort.	124,041	201,522	132,483		458,047
Depreciation	96,013	142,787	151,172		389,972
Extraordinary Item	-	-	-		-
Change in Net Assets	\$ 315,360	\$ 127,373	\$ 293,828		\$ 736,561
EBIDA & Ext. Items	\$ 535,415	\$ 471,682	\$ 293,828		\$ 1,300,925
Debt Service 2014 Bonds	\$ 128,942	\$ 229,653	\$ 166,569		\$ 525,164
Other Debt	30,835	856	1,650		33,341
Cash Debt Service*	\$ 159,777	\$ 230,508	\$ 168,219		\$ 558,505
D-S Coverage (YTD)	3.4	2.6	2.3		2.3
<i>* Excludes optional pre-payments</i>					
Total Liabilities	89,308,049	89,234,773	89,191,737		89,234,773
Total Equity	20,596,539	20,723,912	21,017,740		20,723,912
D/E	4.3 : 1	4.3 : 1	4.2 : 1		4.3 : 1
D-S % Revenue	4.3%	5.2%	4.9%		4.9%

**TRINITY BASIN PREPARATORY
UNAUDITED
FINANCIAL SUMMARY**

CHILD NUTRITION

	<u>Sep 2020</u>	<u>Oct 2020</u>	<u>Nov 2020</u>	<u>Dec 2020</u>	<u>YTD FY 2020</u>
Federal Support, net	75,314	120,475	96,484		292,273
Local Collections	2,146	4,845	1,183		8,174
CN Revenue	77,460	125,320	97,667	-	300,447
Less:					
Cost of Food	81,499	109,120	91,372		281,990
Kitchen Supplies	16,305	1,845	877		19,027
Operating Margin	(20,344)	14,355	5,418	-	(571)
Personnel	58,722	60,864	61,298		180,884
Other expense	136	-	-		136
Net Loss	(79,202)	(46,509)	(55,880)	-	(181,591)
<i>YTD Loss</i>	<i>(79,202)</i>	<i>(125,711)</i>	<i>(181,591)</i>		

* Federal Support includes Commodity Revenue, net Commodity Expense.

TRINITY BASIN PREPARATORY
UNAUDITED
REVENUES and EXPENSES

	SEE AUDIT					Original	
	Consolidated					Year-to-Date	Budget
	FY 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	FY 2021	FY 2021
Revenues:							
Total Local Support	483,888	78,386	53,228	43,809	-	175,423	607,110
Total State Funds	37,555,391	3,391,839	3,452,554	3,635,451	-	10,479,845	44,443,158
Federal Program Revenues							
Child Nutrition	1,345,385	76,583	120,475	103,372	-	300,430	
Federal Revenue Dist. by TEA	43,836	6,568	7,387	4,537	-	18,492	
Federal Revenue Dist. by PPP	-						
Federal Funds Title I	923,941	98,476	98,756	97,904	-	295,136	
Federal Funds Title II (Part A)	118,899	18,720	18,720	18,720	-	56,160	
Federal Funds Title III	202,414	17,480	17,258	17,258	-	51,996	
IDEA B (formula)	453,756	19,596	18,193	70,043	-	107,832	
IDEA B (preschool)	6,801	-	-	980	-	980	
HQ Expansion Grant	450,000	-	-	-	-	-	
ESSER	516,543	-	-	-	-	-	
CRF (CARES Relief Fund)	516,632	-	-	(131,076)	-	(131,076)	
School Health Services(SHARS)	364,295	30,055	9,024	11,532	-	50,611	
Medicaid Admin. Claim (MAC)	3,674	-	-	-	-	-	
Total Federal Program Rev.	4,946,175	267,478	289,813	193,270	-	750,561	4,649,732
Total Revenues	\$ 42,985,454	\$ 3,737,703	\$ 3,795,595	\$ 3,872,530	\$ -	\$ 11,405,828	\$ 49,700,000 22.9%
Expenses							
11 Instructional	21,945,635	1,909,118	2,040,839	2,118,242	-	6,068,198	24,647,704
12 Library and Media	3,558	-	649	-	-	649	104,709
13 Curriculum development	156,094	9,685	70,516	70,067	-	150,267	318,453
21 Instructional Leadership	591,056	82,858	45,862	45,966	-	174,686	658,407
23 School Leadership	1,813,696	172,241	172,776	172,347	-	517,364	1,961,774
31 Guidance & Counseling	1,059,205	100,955	80,572	76,653	-	258,180	1,270,634
33 Health Services	330,217	26,880	30,944	31,263	-	89,087	405,935
35 Food Services	1,867,704	158,856	171,829	162,255	-	492,940	2,190,153
36 Extra Curricular Activities	14,699	1,013	-	-	-	1,013	14,117
41 General Administration	1,909,848	221,172	186,647	172,675	-	580,495	2,283,899
51 Facilities Maintenance	3,870,181	444,821	532,390	428,524	-	1,405,736	4,725,259
52 Security and Monitoring	250,255	22,982	34,264	34,294	-	91,540	329,225
53 Technology / Data Systems	964,043	128,424	79,742	114,431	-	322,597	1,140,753
61 Community Services	76,683	11,462	11,835	11,666	-	34,963	91,100
71 Debt Service	1,728,018	124,041	201,522	132,483	-	458,047	4,564,149
81 Fund Raising	194,562	7,835	7,835	7,835	-	23,504	293,730
Total Expenses	\$ 36,775,453	\$ 3,422,343	\$ 3,668,222	\$ 3,578,701	\$ -	\$ 10,669,266	\$ 45,000,000 23.7%
Change in Total Net Assets	\$ 6,210,001	\$ 315,360	\$ 127,373	\$ 293,828	\$ -	\$ 736,562	\$ 4,700,000 15.7%

TRINITY BASIN PREPARATORY
UNAUDITED
EXPENSES by OBJECT

	Consolidated					Year-to-Date
	FY 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	FY 2021
61-- Payroll Costs	26,245,966 61.1%	2,473,245 66.2%	2,485,275 65.5%	2,587,504 66.8%	-	7,546,024 66.2%
6211 LEGAL SRVCS	74,244	6,768	-	1,211	-	7,979
6212 AUDIT SRVCS	52,000	43,000	1,050	-	-	44,050
6216 SPED SRVCS	131,218	16,674	44,888	49,213	-	110,776
6219 PROFES SRVCS	8,548	-	-	-	-	-
6239 EDUCATION SERVICE CENTERS	142,702	25	67,391	1,468	-	68,884
6249 CONTRACTED MAINT/REPAIR	342,258	103,428	108,881	26,957	-	239,265
6259 UTILITIES	736,513	76,134	87,171	118,931	-	282,237
6255 E-RATE CREDITS	(49,025)	(85,577)	(17,891)	(4,800)	-	(108,268)
6264 PPI Lease Exp	-	30,000	30,000	30,000	-	90,000
6269 RENTALS-OPERATING LEASES	476,802	5,455	132,962	35,968	-	174,385
6297 MARKETING SERVICES	120,531	9,622	6,296	7,370	-	23,288
6299 MISCONTRACTED SRVCS	1,185,261	79,156	36,465	39,364	-	154,985
62-- Professional and Contracted Svcs.	3,221,052	284,685	497,213	305,681	-	1,087,580
6311 GASOLINE/FUELS	3,426	551	648	393	-	1,593
6319 SUPPLIES	103,852	116,369	19,696	72,976	-	209,042
6329 READING MATERIALS	423,889	3,314	-	-	-	3,314
6339 TESTING MATERIALS	43,036	-	-	14,130	-	14,130
6341 FOOD	1,061,366	81,499	109,120	91,372	-	281,990
6342 NON-FOOD	46,831	16,305	1,845	877	-	19,027
6344 USDA COMMODITIES	68,910	1,269	-	6,888	-	8,157
6390 OTHER SUPPLIES AND MATERIALS	173,353	15,349	108	-	-	15,457
6397 MARKETING SUPPLIES	53,967	4,671	1,820	39	-	6,530
6398 SOFTWARE LICENSES	406,830	85,445	75,538	146,739	-	307,723
6399 GENERAL SUPPLIES	412,342	88,071	63,543	27,125	-	178,739
6649 FURNITURE & EQUIPMENT	90,341	5,923	11,755	5,265	-	22,943
63+66 Other Supplies & Materials	2,888,142	418,767	284,073	365,806	-	1,068,646
6411 TRAVEL-EMPLOYEE	39,314	-	-	-	-	-
6412 TRAVEL - STUDENTS.	60,570	-	-	-	-	-
6429 INS/BONDING COSTS	285,235	25,248	24,605	29,785	-	79,638
6449 DEPRECIATION EXPENSE	2,320,930	96,013	142,787	151,172	-	389,972
6495 DUES	2,395	95	32,636	-	-	32,731
6499 MISC OPERATING COSTS	(41,125)	248	110	6,271	-	6,629
64-- Other Operating Expenses	2,667,319	121,604	200,138	187,227	-	508,969
6521 INTEREST ON BONDS	1,258,596	128,942	229,653	166,569	-	525,164
6529 PPI INTEREST	114,407	22,646	-	-	-	22,646
6523 INTEREST ON DEBT	270,740	8,189	856	1,650	-	10,694
6524 AMORTIZATION OF BOND FEES	49,339	8,658	8,658	8,658	-	25,975
6525 RECOGNITION OF BOND PREM/DISC	(72,706)	(44,394)	(44,394)	(44,394)	-	(133,183)
6598 BANK FEES FOR RENEWAL OR REVIEW	98,892	-	6,750	-	-	6,750
7919 GAIN ON DEBT RETIREMENT	-	-	-	-	-	-
Total Expenses	\$ 36,741,747	\$ 3,422,343	\$ 3,668,222	\$ 3,578,701	\$ -	\$ 10,669,266

TRINITY BASIN PREPARATORY
UNAUDITED
EXPENSES by OBJECT

	Consolidated					Year-to-Date
	FY 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	FY 2021
6112 SUBSTITUTE	161,328	8,300	14,680	15,830	-	38,810
6119 SALARIES PROFESSIONAL	20,354,115	1,999,554	1,978,577	2,105,517	-	6,083,648
6121 EXTRA DUTY PAY/OVERTIME	188,690	11,089	9,841	10,497	-	31,426
6129 SALARIES SUPPORT PERSONNEL	2,198,737	199,221	206,365	203,148	-	608,735
6139 EMPLOYEE ALLOWANCES	-	-	-	-	-	-
6141 FICA/MEDI	327,114	31,390	31,756	33,489	-	96,634
6142 GROUP HEALTH	937,236	93,921	98,221	91,872	-	284,013
6145 UNEMPLOYMENT	109,647	10,539	9,287	2,524	-	22,351
6146 TRS	1,042,246	105,491	122,325	110,312	-	338,128
6149 EMPLOYEE BENEFITS	33,059	3,741	4,224	4,314	-	12,279
6179 PAYROLL ACCRUAL	927,500	10,000	10,000	10,000	-	30,000
61-- Payroll Costs	26,279,673	2,473,245	2,485,275	2,587,504	-	7,546,024
	61.1%	66.2%	65.5%	66.8%		66.2%
211 TITLE I	899,362	102,794	103,025	101,739	-	307,559
224 IDEA-B FORMULA	223,721	20,150	18,729	18,729	-	57,608
255 TITLE II A TEACHER/PRINCIPAL T	106,159	19,533	19,533	19,533	-	58,600
263 TITLE III, PART A	202,414	18,386	18,160	18,160	-	54,706
289 FEDERALLY FUNDED SPEC REV FUND	43,836	6,702	7,546	4,602	-	18,850
2xx Federal Funds	1,475,492	167,566	166,993	162,764	-	497,323
	-	-	-	-	-	-
240 NSLP	671,140	58,722	60,864	61,298	-	180,884
420 GENERAL	24,099,335	2,246,958	2,257,418	2,363,441	-	6,867,817
61-- Payroll Costs	26,245,966	2,473,245	2,485,275	2,587,504	-	7,546,024
	61.1%	66.2%	65.5%	66.8%		66.2%

TRINITY BASIN PREPARATORY

UNAUDITED

PRELIMINARY
TBP

BALANCE SHEET

SEE AUDIT

Assets	B. Balance	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021
Current assets:													
Cash and cash equivalents	\$ 14,101,757	\$ 12,257,936	\$ 12,821,973	\$ 13,651,083									
Restricted Cash	12,593,490	11,392,825	10,775,568	10,775,568									
Due from Texas Education Agency	3,568,922	3,682,467	3,150,048	2,667,768									
Prepaid expense	130,264	105,659	81,054	56,449									
Total current assets	\$ 30,394,434	\$ 27,438,887	\$ 26,828,643	\$ 27,150,868	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-current assets:													
Deposits	10,340	10,340	10,340	16,355									
Property and equipment, net	75,284,621	76,357,264	76,991,605	77,244,158									
Loan Receivable - NMTC	6,068,097	6,098,097	6,128,097	5,798,097									
Total non-current assets	81,363,057	82,465,701	83,130,041	83,058,610	-	-	-	-	-	-	-	-	-
Total assets	\$ 111,757,491	\$ 109,904,588	\$ 109,958,684	\$ 110,209,478	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Liabilities and Net Assets													
Current Liabilities:													
Accounts payable	2,986,086	1,086,270	1,042,229	1,026,598									
Accrued wages	2,902,500	2,912,500	2,922,500	2,927,332									
Accrued expenses	501,754	561,088	557,588	561,088									
Current mat. LCB bank loans	-	-	-	-									
Current mat. of capital leases	-	-	-	-									
Total current liabilities	6,390,340	4,559,858	4,522,317	4,515,018	-	-	-	-	-	-	-	-	-
Long-term debt:													
Deferred rent	140,000	120,000	120,000	120,000									
Capital leases, net of current mat.	-	-	-	-									
LTD - LCB bank revolver	5,600,000	5,600,000	5,600,000	5,600,000									
LTD - LCB / PPP loan	4,630,075	4,630,075	4,630,075	4,630,075									
LTD - PNC bank loans	-	-	-	-									
LTD - NMTC Capital One	7,971,797	7,972,946	7,974,094	7,975,243									
LTD - 2014 bonds, net of issue costs	26,075,595	26,076,887	26,073,219	26,069,551									
LTD - 2014 bonds, net of issue costs	40,668,505	40,348,284	40,315,067	40,281,851									
Total long-term liabilities	85,085,972	84,748,191	84,712,455	84,676,719	-	-	-	-	-	-	-	-	-
Total liabilities	91,476,313	89,308,049	89,234,773	89,191,737	-	-	-	-	-	-	-	-	-
Total net assets	20,281,178	20,596,539	20,723,912	21,017,740									
Total liabilities and net surplus	\$ 111,757,491	\$ 109,904,588	\$ 109,958,684	\$ 110,209,478	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

C.
Enrollment
Report

Trinity Basin Preparatory
Enrollment 2020-2021

Enrollment as of 12/10/20

Ewing		
<u>Grade</u>	<u>Enrollment</u>	<u>Enrollment Cap</u>
PK3	23	40
PK4	70	80
K	83	88
1st	88	88
2nd	80	88
3rd	87	88
4th	85	88
Total	516	560

<u>Date</u>	<u>Enrollment</u>	<u>Enrollment Cap</u>
8/21/2020	3983	4902
9/16/2020	4193	4902
10/14/2020	4210	4902
11/11/2020	4219	4902
12/10/2020	4202	4902

10th Street		
<u>Grade</u>	<u>Enrollment</u>	<u>Enrollment Cap</u>
PK3	21	40
PK4	72	100
Kinder	99	110
1st	101	110
2nd	83	110
3rd	90	110
4th	87	110
Total	553	690

Pafford		
<u>Grade</u>	<u>Enrollment</u>	<u>Enrollment Cap</u>
PK3	42	40
PK4	91	80
K	94	88
1st	88	88
2nd	87	88
3rd	88	88
4th	90	88
5th	94	96
6th	100	96
7th	100	96
8th	88	96
Total	962	944

Jefferson		
<u>Grade</u>	<u>Enrollment</u>	<u>Enrollment Cap</u>
5th	163	216
6th	209	216
7th	197	216
8th	182	216
Total	751	864

Panola		
<u>Grade</u>	<u>Enrollment</u>	<u>Enrollment Cap</u>
PK3	49	80
PK4	87	80
K	86	88
1st	69	88
2nd	79	88
3rd	88	88
4th	54	44
5th	57	48
6th	78	96
7th	52	48
8th	37	48
Total	736	796

Ledbetter		
<u>Grade</u>	<u>Enrollment</u>	<u>Enrollment Cap</u>
PK3	33	80
PK4	76	80
Kinder	86	88
1st	41	44
2nd	42	44
3rd	42	44
4th	27	44
5th	31	48
6th	32	96
7th	31	48
8th	33	48
Total	474	664

Mesquite		
<u>Grade</u>	<u>Enrollment</u>	<u>Enrollment Cap</u>
PK3	37	80
PK4	40	80
K	31	44
1st	25	44
2nd	21	44
3rd	23	44
6th	33	48
Total	210	384

Trinity Basin Preparatory
Waitlist 2020-2021

Waitlist as of 12/11/2020

Ewing

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

10th Street

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

Jefferson

Grade	Offered	WL
5th	2	0
6th	3	0
7th	0	0
8th	0	0
Total	5	0

Ledbetter

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

Pafford

Grade	Offered	WL
PK3	0	21
PK4	0	15
K	0	14
1st	0	8
2nd	0	7
3rd	0	3
4th	0	5
5th	2	0
6th	0	4
7th	0	7
8th	1	0
Total	3	84

Panola

Grade	Offered	WL
PK3	10	0
PK4	1	20
K	2	9
1st	4	0
2nd	1	0
3rd	0	3
4th	0	6
5th	0	7
6th	0	0
7th	0	4
8th	0	0
Total	18	49

Mesquite

Grade	Offered	WL
PK3	6	0
PK4	3	0
K	1	0
1st	0	0
2nd	1	0
3rd	2	0
6th	0	0
Total	13	0

Campus	Offered	WL
Ewing	3	0
10th Street	5	0
Jefferson	5	0
Ledbetter	7	0
Pafford	3	84
Panola	18	49
Mesquite	13	0
TOTAL	54	133

D.
Academic
Report

E.

**Operations
and Expansion
Report**

12.14 Operations and Expansion Report

Campus Operations:

1. Child Nutrition/Food Service
 - a. Participation Rates (among in-person students):
 - i. Lunch: 78%
 - ii. Breakfast: 38%
 - b. District free/reduced number: **89.5%** (90% goal)
 - c. Projects:
 - i. Full service model
 - ii. Service method and menu options to boost participation

2. Safety and Security
 - a. Safe and Supportive Schools Program (SSSP):
 - i. Campus level teams have completed Behavioral Threat Assessment Training
 - ii. Internal threat assessment tracking tool
 - b. Projects:
 - i. Analyzing areas to improve access control (Raptor), cameras, and perimeter fencing
 - c. PPE inventory update

3. Facilities
 - a. Maintenance tickets
 - i. **128** resolved in November
 - ii. Average customer satisfaction rating for maintenance techs: **4.95** (1 – 5 scale)
 - b. Projects
 - i. Landscape refresh at campuses
 - ii. Signage upgrades
 - iii. Water fountain Retro Fit installs
 - iv. 3-5 Plan for facility capital improvements
 - c. Cleaning
 - i. New equipment update
 - ii. Cleaning supplies and materials update

District Operations:

1. Human Resources
 - a. Covid-19 update
 - i. Current cases (as of 12/8)
 1. Staff: 11
 2. Students: 19
 - b. Staff Appreciations
 - i. Perks Program

- ii. Gifts/recognitions
 - iii. Service awards
 - c. Projects
 - i. Survey
 - ii. Evaluation model update
 - iii. People and Culture update
- 2. Compliance
 - a. Covid-19 Health Protocols
 - b. Covid-19 Testing program
- 3. Enrollment
 - a. 21-22 Enrollment Timeline
 - b. New online enrollment system

Expansion:

- 1. Panola:
 - a. New construction building
 - i. Grade beams installed
 - ii. Tilt wall casting beds wpoured
 - iii. All tilt wall panels poured
 - iv. Storm shelter slab completed
 - v. Wall panels going vertical this week
 - vi. Under slab electrical/plumbing 100% complete
 - vii. Signaled change order for fees
 - viii. Overall scheduled completion is July 2021
- 2. Bolt:
 - a. Demolition permits have been filed
 - b. Abatement contractor and air monitoring company retained
 - c. Procurement documents for new building
 - d. Negotiating lease for temporary space
- 3. Prospective Projects
 - a. Exploring new properties in Fort Worth, Mesquite and Arlington

Panola project:



Maintenance Projects

Water Fountain Retrofits



Ewing Signage



Landscape Refresh



2021-2022 Enrollment Timeline and Goals

Enrollment Goals

(see projections at the end of the document for more details)

Students expected to show up on the first day of school – **6399** (max enrollment + 8.49%)

Students on the first day of school – **5898** (max enrollment)

New students needed to enroll – **3089**

New student applications needed – **9267**

Enrollment Timeline

E	Enrollment Department
M	Marketing Department
R	Recruiting – Sometimes including staff from E, M, and/or C
C	Campus Administration and/or Office Staff, including Student Support Specialist

January 2021 M / E	<p>Advertising for 21-22 new student enrollment</p> <ul style="list-style-type: none"> - M to create campaign regarding new student enrollment with input from enrollment regarding enrollment process - M creates and orders banners to be hung at campus - Website changes for 2021-2022 enrollment pages
January 2021 E / C	<p>Enrollment to train campus receptionists and Student Support Assistants regarding online re-enrollment process so they can assist parents as needed</p> <ul style="list-style-type: none"> - will take place at each campus at a mutually agreeable time
2/1/21	<p>First day of new student enrollment and first day for returning students to complete re-enrollment packet</p> <p>New enrollment web page goes live at 12:00 a.m.</p>
Week of 2/1/21	<p>Hang banners at all campuses regarding 21-22 enrollment</p> <ul style="list-style-type: none"> - Banners will be hung by operations
2/1/21 E / M / C	<p>Send home information with each current student regarding re-enrollment process</p> <ul style="list-style-type: none"> - Marketing Flyer with information from enrollment regarding re-enrollment process - Campus to send home with each PK through 7th grade student - Enrollment will send out information for families to re-enroll

2/3/21 E	Enrollment sends email to all students still on the 20-21 waitlist to notify them that 21-22 enrollment is open and they must complete a new application
2/3/21 R	Recruiting starts calling/emailing all parents that have expressed interest in enrollment for the 21-22 school year
Between 2/1/21 and 3/12/21 E / C	<p>Enrollment to monitor re-enrollment packets received and regularly update campus (specifically Student Support Assistant) regarding status</p> <p>Enrollment will send daily/weekly reminders for parents to fill out re-enrollment packet</p> <p>Enrollment will send out re-enrollment reminder letters to campus so they can be sent home with all students</p> <p>Campus to call parents who haven't completed re-enrollment to encourage them to do so and assist with completion via phone</p>
3/12/21	Last day of new student enrollment to be included in lottery and last day of re-enrollment to receive automatic admission for 21-22 school year
4/5/21 E	Lottery held at admin
Starting 4/8/21 E	<p>Enrollment to notify new Kinder to 8th grade students of admission and send registration packet to complete</p> <ul style="list-style-type: none"> - 1 week to accept admission - 30 days to complete registration packet
Starting 4/12/21 E / C	<p>PK students will be contacted to test for language proficiency or to bring income documentation to qualify for PK</p> <ul style="list-style-type: none"> - Language testing = enrollment will send initial email and campus will follow up to schedule testing; ESL Interventionist to send test scores to enrollment - Income documentation = enrollment will send email and follow up to get documents; Enrollment will qualify students by income - 1 week to be qualified (come in for testing or submit income) after notification - 1 week to accept admission after qualification and notification of admission - 30 days to complete registration packet

April/May 2021 E	Enrollment to include required documents in email with registration packet Parents to upload documents into School Mint account.
Beginning May 2021 E	Enrollment to upload new students into Skyward as registration packets are received
Week of 6/14/21 E / C	Enrollment department to train Student Support Assistants to assist with enrollment over the summer; Student Support Assistants (in conjunction with campus receptionists) will work on campus throughout the summer on the following tasks: <ul style="list-style-type: none"> - Ensure all new parents/students attend New Student Orientation - Gather documents for new students - Assist parents with online registration - Assist parents with lunch applications
June 2021 C	Campus host several New Student Orientations
June 2021 E / C	Enrollment to send reminder email about STAAR and final report card Parents to upload documents into School Mint.
June/July 2021 C	Campus (specifically Student Support Assistant) will call all students who submitted a re-enrollment packet to determine whether they still intend to enroll
July/August 2021 E	Enrollment will Re-qualify: <ol style="list-style-type: none"> (1) New PK students who qualified by income; and (2) Returning PK3 students (to PK4) who qualified by income for 20-21 school year
Beginning August 2, 2021 C	Car signs available on campus for pickup – use this as a way to determine if students are returning

Enrollment Projections for 2021-2022

Campus	Max Students	Students to Admit (Re-enroll + New)	Percent Over	Re-Enroll Expected to Show	New Students Needed	New Apps Needed
Ewing	560	612	9.29%	374	238	714
10 th Street	690	754	9.28%	398	356	1068
Jefferson	864	944	9.26%	635	309	927
Ledbetter	756	824	8.99%	376	448	1344
Mesquite	568	620	9.15%	178	442	1326
Pafford	1476	1576	6.78%	749	827	2481
Panola	984	1069	8.64%	600	469	1407
Total	5898	6399	8.49%	3310	3089	9267

Max Students

- 20 in PK classes
- 22 in Kinder through 4th grade classes
- 24 in 5th through 8th grade classes

Students to Admit (Re-enroll + New)

- max students with an average of 2 extra students per class
- Pafford = in some grade levels, only 1 extra student per class
- Jefferson = 20 extra students per grade level instead of 18 (9 classes * 2)

Re-Enroll Expected to Show

- Enrollment as of 12/3/20 as base enrollment for 20-21 school year
- An average of 95% of re-enrollment packets returned
- An average of 90% of students returning re-enrollment packets return for the next year

New Students Needed

- Students to Admit (includes overage) minus re-enrollees expected to show

New Apps Needed

- Generally need 3 applications to fill 1 seat

F.
Development
Report

G.
Campus
Report

H.
2019-2020
FIRST Report



User: Public
User Role: Public

Rating Year: 2019-2020 ▼ CDN: 057813 ▼

Select An Option ▼ Help Home Exit

2019-2020 Ratings Based on Fiscal Year 2019 Data - Charter School Status Detail

Charter School Status Detail Indicator Detail Summary Determination of Ratings

Size-Dependent Indicators

Name: TRINITY BASIN PREPARATORY(057813)	Publication Level 0: 5/7/2020 11:17:58 AM
Status: PASSED	Publication Level 1: 11/6/2020 5:41:59 PM
Rating: A - Superior	Publication Level 2: 11/6/2020 5:41:59 PM
Charter School Score: 100	
Passing Score: 60	Last Updated: 11/6/2020 5:41:59 PM

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User: Public
User Role: Public

Rating Year: 2019-2020 ▼ CDN: 057813 ▼

Select An Option ▼ Help Home Exit

2019-2020 Ratings Based on Fiscal Year 2019 Data - Charter School Status Detail

Charter School Status Detail Indicator Detail Summary Determination of Ratings

Size-Dependent Indicators

TRINITY BASIN PREPARATORY(057813)

Status	Indicator Num	Indicator Description	Updated	Score
P	+1 1	Was the complete annual financial report (AFR) and charter school financial data submitted to TEA within 30 days of the November 27 or January 28 deadline depending on the charter school's fiscal year end date of June 30 or August 31, respectively?	5/7/2020 11:17:52 AM	YES
P	+1 2A	Was there an unmodified opinion in the AFR on the financial statements as a whole? (The American Institute of Certified Public Accountants (AICPA) defines unmodified opinion. The external independent auditor determines if there was an unmodified opinion.)	5/7/2020 11:17:52 AM	YES
	2B	Did the external independent auditor report that the AFR was free of any instance(s) of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds? (The AICPA defines material weakness.)	5/7/2020 11:17:52 AM	-
P	+1 3	Was the charter school in compliance with the payment terms of all debt agreements at fiscal year end? (If the charter school was in default in a prior fiscal year, an exemption applies in following years if the charter school is current on its forbearance or payment plan with the lender and the payments are made on schedule for the fiscal year being rated. Also exempted are technical defaults that are not related to monetary defaults. A technical default is a failure to uphold the terms of a debt covenant, contract, or master promissory note even though payments to the lender, trust, or sinking fund are current. A debt agreement is a legal agreement between a debtor (person, company, etc. that owes money) and their creditors, which includes a plan for paying back the debt.)	5/7/2020 11:17:52 AM	YES

P	+1	4	Did the charter school make timely payments to the Teachers Retirement System (TRS), Texas Workforce Commission (TWC), Internal Revenue Service (IRS), and other government agencies?	5/7/2020 11:17:52 AM	YES
P	+1	5	Was the total net asset balance in the Statement of Financial Position for the charter school greater than zero? (If the charter school's change of students in membership over 5 years was 7 percent or more, then the charter school passes this indicator.) (New charter schools that have a negative net asset balance will pass this indicator if they have an average of 7 percent growth in students year over year until it completes its fifth year of operations. After the fifth year of operations, the calculation changes to the 7 percent increase in 5 years.)	5/7/2020 11:17:52 AM	YES
		6	Was the number of days of cash on hand and current investments for the charter school sufficient to cover operating expenses? The calculation will use expenses, excluding depreciation. For government charter schools, pension expense will be excluded.	5/7/2020 11:17:52 AM	10
		7	Was the measure of current assets to current liabilities ratio for the charter school sufficient to cover short-term debt?	5/7/2020 11:17:52 AM	10
		8	Was the ratio of long-term liabilities to total assets for the charter school sufficient to support long-term solvency? (If the charter school's change of students in membership over 5 years was 7 percent or more, then the charter school passes this indicator.) (New charter schools that have a negative net asset balance will pass this indicator if they have an average of 7 percent growth in students year over year until it completes its fifth year of operations. After the fifth year of operations, the calculation changes to the 7 percent increase in 5 years.)	5/7/2020 11:17:52 AM	10
		9	Did the charter school's revenues equal or exceed expenses, excluding depreciation? If not, was the charter school's number of days of cash on hand greater than or equal to 40 days? The calculation will use expenses, excluding depreciation. For government charter schools, pension expense will be excluded.	5/7/2020 11:17:52 AM	10
		10	Was the debt service coverage ratio sufficient to meet the required debt service?	5/7/2020 11:17:52 AM	10
		11	Was the charter school's administrative cost ratio equal to or less than the threshold ratio?	5/7/2020 11:17:52 AM	10
		12	Did the charter school not have a 15 percent decline in the students to staff ratio over 3 years (total enrollment to total staff)? (If the student enrollment did not decrease, the charter school will automatically pass this indicator.)	5/7/2020 11:17:52 AM	10
		13	Did the comparison of Public Education Information Management System (PEIMS) data to like information in the charter school's AFR result in a total variance of less than 3 percent of all expenses by function?	5/7/2020 11:17:52 AM	10
		14	Did the external independent auditor indicate the AFR was free of any instance(s) of material noncompliance for grants, contracts, and laws related to local, state, or federal funds? (The AICPA defines material noncompliance.)	5/7/2020 11:17:52 AM	10

	15	Did the charter school not receive an adjusted repayment schedule for more than one fiscal year for an over-allocation of Foundation School Program (FSP) funds as a result of a financial hardship?	5/7/2020 11:17:52 AM	10
				100 Weighted Sum
				1 Multiplier Sum
				100 Score

†1: must pass 1, 3, 4, 5 and 2A

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User: Public
User Role: Public

Rating Year: 2019-2020 ▼ CDN: 057813 ▼

Select An Option ▼ Help Home Exit

2019-2020 Ratings Based on Fiscal Year 2019 Data - Charter School Status Detail

Charter School Status Detail Indicator Detail Summary Determination of Ratings

Size-Dependent Indicators

A: Did The Charter School fail any of the critical indicators 1, 3, 4, 5 or 2A? If so, then the Charter School's rating is F for Substandard Achievement, regardless of points earned.

B: Determine rating by applicable range for summation of the indicator scores (INDICATORS 6-15).

Rating	Points
Pass	0-0
Fail	0-0
Suspended	0-0
Undetermined	0-0
A - Superior	90-100
B - Above Standard	80-89
C - Meets Standard	60-79
F - Substandard Achievement	0-59

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2019-2020 Ratings Based on Fiscal Year 2019 Data - Charter School Status Detail

Charter School Status Detail Indicator Detail Summary Determination of Ratings

Size-Dependent Indicators

Indicator 11

ADA Size:	≥ 1,000	500-999	< 500	Points
	≤ 0.1401	≤ 0.1561	≤ 0.2645	10
	> 0.1401 and ≤ 0.1651	> 0.1561 and ≤ 0.1811	> 0.2645 and ≤ 0.2895	8
Threshold	> 0.1651 and ≤ 0.1901	> 0.1811 and ≤ 0.2061	> 0.2895 and ≤ 0.3145	6
Ratio	> 0.1901 and ≤ 0.2151	> 0.2061 and ≤ 0.2311	> 0.3145 and ≤ 0.3395	4
	> 0.2151 and ≤ 0.2401	> 0.2311 and ≤ 0.2561	> 0.3395 and ≤ 0.3645	2
	> 0.2401	> 0.2561	> 0.3645	0

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I.
2020-2021
District Calendar
Update



TRINITY BASIN PREPARATORY

**TO INSPIRE
EVERY STUDENT
TO DO MORE,
EXPECT MORE,
AND BE MORE.**

2020-2021 School Calendar

August 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SIX WEEK PERIODS

		Full Days	Early Release Days	PK4 - 8th Minutes	PK3 AM Minutes	PK3 PM Minutes
1st:	Aug. 12 - Sept. 24	31	0	13,950	6,510	6,510
2nd:	Sept. 28 - Nov. 5	28	0	12,600	5,880	5,880
3rd:	Nov. 9 - Jan. 15	32	1	14,640	6,960	6,930
4th:	Jan. 19 - Feb. 25	26	2	12,180	5,940	5,880
5th:	Mar. 1 - Apr. 15	27	0	12,150	5,670	5,670
6th:	Apr. 19 - June 3	33	0	14,850	6,930	6,930
Total		177	3	80,370	37,890	37,800

Calendar Details:

- *All full days are 7.5 hours (450 minutes) for PK4-8th = 177 days (450 min*177=79,650 min)
- *All full days are 3.5 hours (210 minutes) for PK3 = 177 days (210 min*177=37,170 min)
- *All early release days are 4 hours (240 minutes) for PK4-8th = 3 days (240 min*3=720 min)
- *All early release days are 4 hours (240 minutes) for PK3 AM = 3 days (240 min*3=720 min)
- *All early release days are 3.5 hours (210 minutes) for PK3 PM = 3 days (210 min*3=630 min)

Important Dates:

School Starts: Aug. 12

School Ends: June 3

Staff Development/Student Holiday

Mentor & New Teacher Training - Aug. 3-4

All Staff Inservice - Aug. 5-7, Aug. 10-11

All Staff PD - Sept. 25, Nov. 6, Jan. 4-5,

Feb. 26, Apr. 16

Student/Employee Holiday

Labor Day: September 7

Fair Day: October 12

Thanksgiving Break: Nov. 23-27

Winter Break: Dec. 21 - Jan. 1

Martin Luther King Jr. Day: Jan. 18

Spring Break: March 15-19

Good Friday: April 2

Memorial Day: May 31

Summer Break: June 28-July 9

Student/
Employee Holiday

Staff Development/
Student Holiday

Special Events

Bad Weather Make-Up
Days:
1st Day: March 12
2nd Day: June 4

Early Release Day
*PK3 AM and
PK4 - 8th grades:
4 hour day
*PK3 PM Virtual:
will meet as usual

STAAR Testing

Six Weeks Begins

Six Weeks Ends

Summer School

June 7-25, July 19-30

J.
Minutes from
Board Meeting
on 11.16.20

**TRINITY BASIN PREPARATORY
MEETING OF THE BOARD OF DIRECTORS
2730 N HWY 360
GRAND PRAIRIE, TEXAS, 75050
MONDAY, NOVEMBER 16, 2020**

12:00 P.M. OPEN SESSION

- I. CALL TO ORDER:** Loren Hitchcock called the meeting to order at 12:10 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 (ABSENT)

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
Angela Humphrey, Ledbetter Campus principal
Amy Michie, Sutton Frost Cary

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 – 12:10 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. ESL Program Evaluation report – No Action Taken**

- h. Consider and/or vote on 2019-2020 audit**—Dana Bickford made the motion to approve the 2019-2020 audit as presented. Julia Gomez seconded. The vote was unanimous.
- i. Consider and/or vote on 2020-2021 TBP Action Plan and Early Childhood Goals**—Julia Gomez made the motion to approve the 2020-2021 TBP Action Plan and Early Childhood Goals as presented. Loren Hitchcock seconded. The vote was unanimous.
- j. Consider and/or vote on 2020-2021 District Improvement Plan and Campus Improvement plans**—Loren Hitchcock made the motion to approve the 2020-2021 District Improvement and Campus Improvement plans as presented. Julia Gomez seconded. The vote was unanimous.
- k. Consider and/or vote on new fuel credit card account**—Dana Bickford made the motion to approve the new fuel credit card account as presented. Mike Winemiller seconded. The vote was unanimous.
- l. Consider and/or vote on minutes from meeting on 10.19.20**—Dana Bickford made the motion to approve the minutes from the meeting on 10.19.20 as presented. Julia Gomez seconded. The vote was unanimous.
- m. ADJOURNMENT**

V. CLOSED SESSION PER TEXAS GOVERNMENT CODE.

- a. Private Consultation with the Board’s Attorney (Sec. 551.071)** -- No discussion.
- b. Personnel Matters (Sec. 551.074)** – No discussion.
- c. School Children; School District Employees; Disciplinary Matter or Complaint (Sec. 551.082)** -- No discussion.

VI. ADJOURNMENT—2:25 p.m.

Minutes Reviewed by:



Trey Varner, Board Secretary