

**TRINITY BASIN PREPARATORY  
MEETING OF THE BOARD OF DIRECTORS  
2730 N HWY 360  
GRAND PRAIRIE, TEXAS, 75050  
MONDAY, APRIL 20, 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 (CFO)**
  - b. Academic Report and COVID 19 response**
  - c. Campus Operations and Expansion Report and COVID 19 response**
  - d. Enrollment Report and COVID 19 response**
  - e. Technology / Financial Report and COVID 19 response**
  - f. Consider and/or vote on reimbursement resolution for property located at 412 W. Bolt St., Fort Worth, and surrounding lots**
  - g. Consider and/or vote on reimbursement resolution for personal property and equipment**
  - h. Consider and/or vote on Region XI Interlocal Benefits Coop Agreement for 2020-2021**
  - i. Consider and/or vote on Board Governance Policy**
  - j. Consider and/or vote on minutes from meeting on 02.17.20**
  - k. Consider and/or vote on minutes from meeting on 03.18.20**
  - l. Consider and/or vote on engagement of auditors for 2019-2020 financial audit**
- 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 17th day of April, 2020, at \_\_\_ a.m., this notice was posted 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**

# Board Report

CHIEF FINANCIAL OFFICER

as of March 31, 2020

## Treasury Report

Key Ratios / Indicators	FY 2019	YTD 2020	'20 Budget
YTD Net Income	\$ 7,200,089	\$ 3,820,000	\$ 4,000,000
YTD EBIDA	\$ 7,708,278	\$ 5,721,000	\$ 8,500,000
Days Cash on Hand + Reimbursement Due Day's Cash	187	129 43 \$94,200	150+
FIRST Rating	100	100	100

### Employee Count

#### Current Employees = 479

- Teachers 233
- Aides 79
- Other Campus Staff 110
- Administration 57

### Current Financial Activity

- CM Fixed Assets Purchased: \$ 277,000 Student Computers
- YTD Fixed Assets Purchased: **\$1,094,000**
  - Chromebooks / iPads 560,000
  - Ledbetter Roof Repl. 154,000 (+\$75,000 PY)
  - Furniture 122,000
  - Ford Transit – Passenger 42,000
  - Turf – Pafford Playground 38,000
  - Access Control 36,000
  - Copiers 26,000
  - Other 22,000
- LCB \$3,400,000 TERM paid off in September
- PNC \$4,000,000 Revolver re-drawn in February

#### BANKING -

- LCB mmkt \$ 8,600,000
  - TexPool 910,000
  - BBVA mmkt 25,000
  - LCB cash 1,600,000
  - Capital One 710,000
  - Bank of Amer 385,000
- Cash \$12,230,000 = 163 days  
(70days base +59.5 LCB revolvers) +42.5 PNC(\$4)
- \$ 5.6 million revolvers drawn 3/31
  - \$ 6.0 million PNC revolver (\$20.0 million cap)

### Other Information

#### Credit Lines

- \$ 20.0 million - PNC Revolving – Used \$4.0 million
- \$ 5.6 million - LCB Revolving

#### Cash Needs

- \$ 23.0 million - Mesquite bldg. to open 8/2020
- 14.0 million - Panola phase III to open 8/2021
- 3.5 million - Pafford land purchase for 8/2021 expansion
- 10.5 million - Pafford 8/2021(?) building expansion

#### \$ 51.0 million - Known projects

- PNC credit line expandable to \$50 million if desired.
- Seeking other credit lines
- new market tax credit for Panola phase III.

**TRINITY BASIN PREPARATORY**  
**UNAUDITED**

	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	March Mar 2020	April Apr 2020	May May 2020	YTD FY 2020
<b>Ending Cash</b>	\$ 12,097,785	\$ 12,535,080	\$ 11,625,885	\$ 11,915,008	\$ 12,584,213	\$ 15,661,020	\$ 12,236,621			
Days Cash	121.5	122.6	116.8	122.6	131.0	} → 163.5	129.9			
PNC Reimb due			20.1	20.6	20.8		42.5			
PNC Project Loan	\$ 10,000,000	\$ 10,000,000	\$ 8,000,000	\$ 8,000,000	\$ 8,000,000	\$ 10,000,000	\$ 6,000,000			
LCB Loan Balance	\$ 5,620,193	\$ 5,620,193	\$ 5,600,000	\$ 5,600,000	\$ 5,600,000	\$ 5,600,000	\$ 5,600,000			
<b>Revenues</b>	\$ 3,298,498	\$ 3,693,625	\$ 3,638,218	\$ 3,546,506	\$ 3,557,179	\$ 3,980,766	\$ 3,160,224			\$ 24,875,015
<b>Less Expenses:</b>										
<b>Payroll Costs</b>	2,084,938	2,205,631	2,194,150	2,129,245	2,150,358	2,161,648	2,081,680	-	-	15,007,651
<b>Other Operating</b>	816,332	844,627	546,148	489,004	511,626	575,400	362,531	-	-	4,145,668
<b>Interest &amp; Amort.</b>	128,515	140,648	118,222	130,335	125,310	125,584	128,665	-	-	897,279
<b>Depreciation</b>	133,997	143,787	141,787	142,787	147,787	148,078	145,826	-	-	1,004,049
<b>Extraordinary Item</b>	-	-	-	-	-	-	-	-	-	-
<b>Change in Net Assets</b>	\$ 134,716	\$ 358,932	\$ 637,911	\$ 655,135	\$ 622,099	\$ 970,056	\$ 441,522			\$ 3,820,369
<b>EBIDA &amp; Ext. Items</b>	\$ 397,228	\$ 643,367	\$ 897,920	\$ 928,257	\$ 895,196	\$ 1,243,718	\$ 716,012			\$ 5,721,697
Debt Service 2014 Bonds	\$ 83,998	\$ 92,146	\$ 92,146	\$ 92,146	\$ 92,146	\$ 92,146	\$ 92,146			\$ 636,876
Other Debt	46,378	49,863	21,686	35,741	35,524	35,798	32,829			257,819
Cash Debt Service*	\$ 130,376	\$ 142,009	\$ 113,833	\$ 127,887	\$ 127,671	\$ 127,944	\$ 124,975			\$ 894,695
D-S Coverage (YTD)	3.0	3.8	5.0	5.6	5.9	6.5	6.4			6.4

\* Excludes optional pre-payments

# TRINITY BASIN PREPARATORY

## UNAUDITED

	SEE AUDIT											1st Amendment		
	Consolidated										YTD 7 Months	Budget		
	FY 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	FY 2020	FY 2020	FY 2020	
<b>Revenues:</b>														
Total Local Support	965,986	27,358	40,923	64,671	32,265	34,757	34,940	30,094	-	-	265,008		466,058	
Total State Funds	47,954,436	2,929,692	3,315,660	3,176,424	3,192,996	3,158,985	3,165,352	2,916,537	-	-	21,855,646		38,300,000	
Federal Program Revenues														
Child Nutrition	2,724,167	204,322	196,455	167,883	166,488	204,561	211,433	52,376	-	-	1,203,517			
Federal Revenue Dist. by TEA	24,383	-	-	10,685	4,566	4,566	4,566	4,566	-	-	28,949			
Federal Funds Title I	259,630	72,922	70,824	81,214	75,722	82,971	89,212	81,137	-	-	554,002			
Federal Funds Title II (Part A)	97,587	11,008	11,178	37,862	10,285	5,180	11,068	11,008	-	-	97,589			
Federal Funds Title III	124,719	21,113	21,113	21,113	21,113	20,759	20,768	20,288	-	-	146,267			
IDEA B (formula)	337,713	24,235	24,958	65,051	24,235	24,149	175,037	17,822	-	-	355,487			
IDEA B (preschool)	(509,434)	292	292	292	291	292	292	273	-	-	2,024			
School Health Services(SHARS)	983,300	7,556	12,222	13,022	18,545	20,960	268,098	13,358	-	-	353,761			
Medicaid Admin. Claim (MAC)	-	-	-	-	-	-	-	-	-	-	-			
Total Federal Program Rev.	4,042,065	341,448	337,042	397,122	321,245	363,438	780,474	213,592	-	-	2,754,360		3,933,942	
<b>Total Revenues</b>	<b>\$ 52,962,487</b>	<b>\$ 3,298,498</b>	<b>\$ 3,693,625</b>	<b>\$ 3,638,218</b>	<b>\$ 3,546,506</b>	<b>\$ 3,557,179</b>	<b>\$ 3,980,766</b>	<b>\$ 3,160,224</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,875,015</b>		<b>\$ 42,700,000</b> 58%	
<b>Expenses</b>	281,657			-	-	-	-	-						
11 Instructional	43,238,542	1,829,171	1,952,308	1,797,114	1,568,267	1,725,334	1,757,044	1,685,485	-	-	12,314,723		22,253,852	
12 Library and Media	22,834	123	126	-	-	764	-	2,100	-	-	3,114		92,625	
13 Curriculum development	415,754	15,382	36,367	16,709	8,420	15,180	18,847	6,383	-	-	117,288		274,107	
21 Instructional Leadership	1,048,649	49,115	49,344	49,515	49,313	43,704	43,394	42,325	-	-	326,709		586,314	
23 School Leadership	2,569,137	141,600	142,491	142,762	164,198	151,608	147,865	144,431	-	-	1,034,955		1,746,967	
31 Guidance & Counseling	1,453,755	91,973	92,735	85,442	85,702	95,464	105,468	79,595	-	-	636,379		1,131,504	
33 Health Services	822,923	27,010	27,620	23,911	24,833	26,703	42,360	22,979	-	-	195,417		358,248	
35 Food Services	2,122,039	229,641	217,027	212,158	196,533	217,366	219,802	116,179	-	-	1,408,706		1,891,666	
36 Extra Curricular Activities	21,691	1,875	2,047	1,190	3,000	-	-	6,587	-	-	14,699		12,000	
41 General Administration	2,950,427	151,780	177,037	166,121	246,583	153,937	161,003	149,498	-	-	1,205,957		2,017,437	
51 Facilities Maintenance	7,270,525	348,966	323,113	261,663	283,636	269,408	300,023	253,487	-	-	2,040,294		4,142,143	
52 Security and Monitoring	611,631	16,956	13,683	20,047	22,227	21,253	24,130	18,399	-	-	136,696		290,128	
53 Technology / Data Systems	2,587,295	113,470	137,744	77,064	70,611	60,948	38,434	44,361	-	-	542,634		992,223	
61 Community Services	262,739	3,277	7,535	12,815	8,328	12,863	11,337	3,360	-	-	59,514		78,934	
71 Debt Service	3,784,617	128,515	140,648	118,222	130,335	125,310	125,584	128,665	-	-	897,279		2,573,000	
71 Extraordinary	-	-	-	-	-	-	-	-	-	-	-		-	
81 Fund Raising	524,690	14,928	14,868	15,573	29,386	15,239	15,421	14,868	-	-	120,282		258,853	
<b>Total Expenses</b>	<b>\$ 69,707,248</b>	<b>\$ 3,163,782</b>	<b>\$ 3,334,693</b>	<b>\$ 3,000,307</b>	<b>\$ 2,891,371</b>	<b>\$ 2,935,081</b>	<b>\$ 3,010,710</b>	<b>\$ 2,718,702</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,054,646</b>		<b>\$ 38,700,000</b> 54%	
<b>Change in Total Net Assets</b>	<b>\$ (16,744,761)</b>	<b>\$ 134,716</b>	<b>\$ 358,932</b>	<b>\$ 637,911</b>	<b>\$ 655,135</b>	<b>\$ 622,099</b>	<b>\$ 970,056</b>	<b>\$ 441,522</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,820,369</b>		<b>\$ 4,000,000</b> 96%	

# TRINITY BASIN PREPARATORY

## UNAUDITED

	Consolidated										YTD	Budget	58%
	FY 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	FY 2020	FY 2020	
<b>61-- Payroll Costs</b>	<b>50,473,003</b>	<b>2,084,938</b>	<b>2,205,631</b>	<b>2,194,150</b>	<b>2,129,245</b>	<b>2,150,358</b>	<b>2,161,648</b>	<b>2,081,680</b>	-	-	<b>15,007,651</b> 60.3%	<b>26,047,000</b> 61.0%	<b>58%</b>
6211 LEGAL SRVCS	39,975	40	460	-	-	3,172	-	-	-	-	3,672	40,000	
6212 AUDIT SRVCS	125,500	2,500	40,000	-	2,500	-	2,000	2,500	-	-	49,500	67,000	
6216 SPED SRVCS	224,334	6,325	12,470	19,630	12,045	13,795	18,795	17,519	-	-	100,579	133,000	
6219 PROFES SRVCS	55,216	748	280	17,063	14,688	4,500	1,500	-	-	-	38,779	14,000	
6239 EDUCATION SERVICE CENTERS	233,104	500	28,884	18,206	1,510	45,530	3,082	535	-	-	98,247	136,000	
6249 CONTRACTED MAINT/REPAIR	461,689	15,657	13,194	12,245	10,304	7,391	33,904	4,521	-	-	97,216	375,000	
6259 UTILITIES	1,153,124	102,159	81,655	45,989	44,442	44,869	46,154	53,465	-	-	418,734	723,000	
6255 E-RATE CREDITS	(93,273)	(2,013)	-	320	(2,025)	(2,025)	-	(1,947)	-	-	(7,690)	(94,000)	
6264 PPI Lease Exp	(253,505)	1	-	-	-	-	-	-	-	-	1	14,000	
6269 RENTALS-OPERATING LEASES	1,250,191	48,521	48,521	41,521	31,521	31,521	31,521	31,521	-	-	264,650	646,000	
6297 MARKETING SERVICES	130,443	8,745	9,339	7,824	7,660	14,734	8,517	6,181	-	-	63,001	109,000	
6299 MISCONTRACTED SRVCS	2,300,858	120,444	127,896	80,487	100,189	77,371	132,310	73,762	-	-	712,460	955,000	
<b>62-- Professional and Contracted Svcs.</b>	<b>5,627,657</b>	<b>303,630</b>	<b>362,700</b>	<b>243,286</b>	<b>222,834</b>	<b>240,857</b>	<b>277,784</b>	<b>188,058</b>	-	-	<b>1,839,148</b>	<b>3,118,000</b>	<b>59%</b>
6311 GASOLINE/FUELS	6,267	179	432	267	146	402	375	155	-	-	1,956	3,000	
6319 SUPPLIES	390,725	8,786	8,769	5,243	4,329	5,631	8,473	8,347	-	-	49,577	193,000	
6329 READING MATERIALS	1,097,981	52,135	176,353	16,465	-	764	-	5,600	-	-	251,318	956,000	
6339 TESTING MATERIALS	62,003	-	-	796	241	-	900	35,422	-	-	37,359	27,000	
6341 FOOD	1,313,781	163,100	147,135	141,514	119,777	135,506	152,049	58,685	-	-	917,765	1,018,000	
6342 NON-FOOD	53,671	9,406	5,843	9,093	6,544	5,251	521	4,300	-	-	40,958	75,000	
6344 USDA COMMODITIES	45,663	-	5,980	1,203	10,940	16,730	10,809	-	-	-	45,663	119,000	
6390 OTHER SUPPLIES AND MATERIALS	319,050	96,299	3,727	6,664	(42)	1,635	18,852	-	-	-	127,134	211,000	
6397 MARKETING SUPPLIES	37,653	318	2,443	352	2,475	1,621	2,981	592	-	-	10,782	16,000	
6398 SOFTWARE LICENSES	759,256	101,097	34,516	31,461	42,915	8,250	4,650	8,910	-	-	231,800	417,000	
6399 GENERAL SUPPLIES	2,257,230	46,239	45,040	40,862	35,189	45,787	46,177	20,100	-	-	279,394	1,169,000	
6649 FURNITURE & EQUIPMENT	112,956	-	7,204	8,633	-	15,383	3,000	-	-	-	34,219	50,000	
<b>63+66 Other Supplies &amp; Materials</b>	<b>6,486,050</b>	<b>477,558</b>	<b>437,443</b>	<b>262,553</b>	<b>222,514</b>	<b>236,959</b>	<b>248,788</b>	<b>142,112</b>	-	-	<b>2,027,926</b>	<b>4,254,000</b>	<b>48%</b>
6411 TRAVEL-EMPLOYEE	135,200	6,361	13,230	7,271	2,339	5,190	4,328	295	-	-	39,015	103,000	
6412 TRAVEL - STUDENTS.	205,933	3,968	9,731	12,331	13,829	7,737	10,177	6,160	-	-	63,932	103,000	
6429 INS/BONDING COSTS	552,592	19,894	20,765	19,894	19,894	19,894	33,520	24,605	-	-	158,468	249,000	
6449 DEPRECIATION EXPENSE	2,686,424	133,997	143,787	141,787	142,787	147,787	148,078	145,826	-	-	1,004,049	2,212,000	
6495 DUES	9,482	750	-	-	1,500	-	-	-	-	-	2,250	7,000	
6499 MISC OPERATING COSTS	47,702	4,172	757	813	6,093	987	803	1,302	-	-	14,928	34,000	
<b>64-- Other Operating Expenses</b>	<b>3,637,333</b>	<b>169,142</b>	<b>188,270</b>	<b>182,096</b>	<b>186,443</b>	<b>181,596</b>	<b>196,907</b>	<b>178,188</b>	-	-	<b>1,282,642</b>	<b>2,708,000</b>	<b>47%</b>
6521 INTEREST ON BONDS	2,846,950	83,998	92,146	92,146	92,146	92,146	92,146	92,146	-	-	636,876	1,105,000	
6529 PPI INTEREST	143,846	7,549	7,549	7,549	7,549	7,549	7,549	7,549	-	-	52,841	-	
6523 INTEREST ON DEBT	648,426	38,829	42,314	14,138	28,192	27,976	28,249	25,280	-	-	204,978	1,470,000	
6524 AMORTIZATION OF BOND FEES	119,336	3,698	3,698	3,698	3,698	3,698	3,698	3,698	-	-	25,887	42,000	
6525 RECOGNITION OF BOND PREM/DISC	(160,574)	(6,059)	(6,059)	(6,059)	(6,059)	(6,059)	(6,059)	(6,059)	-	-	(42,412)	(72,000)	
6598 BANK FEES FOR RENEWAL OR REVIEW	79,114	500	1,000	6,750	4,808	-	-	6,050	-	-	19,108	28,000	
<b>Total Expenses</b>	<b>\$ 69,901,142</b>	<b>\$ 3,163,782</b>	<b>\$ 3,334,693</b>	<b>\$ 3,000,307</b>	<b>\$ 2,891,371</b>	<b>\$ 2,935,081</b>	<b>\$ 3,010,710</b>	<b>\$ 2,718,702</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,054,646</b>	<b>\$ 38,700,000</b>	<b>54%</b>

# TRINITY BASIN PREPARATORY

## UNAUDITED

	Consolidated										YTD	Budget	58%
	FY 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	FY 2020	FY 2020	
6112 SUBSTITUTE	(234,135)	20,685	22,223	23,543	28,477	9,382	23,584	25,335	-	-	153,228	312,189	
6119 SALARIES PROFESSIONAL	27,948,468	1,683,350	1,800,242	1,783,328	1,577,659	1,719,364	1,717,266	1,672,804	-	-	11,954,013	21,376,555	
6121 EXTRA DUTY PAY/OVERTIME	11,580,238	1,543	1,296	3,234	130,927	5,096	5,738	8,991	-	-	156,826	75,202	
6129 SALARIES SUPPORT PERSONNEL	2,981,734	174,213	176,453	185,604	180,360	178,168	181,335	174,047	-	-	1,250,179	2,197,126	
6139 EMPLOYEE ALLOWANCES	500	-	-	-	-	-	-	-	-	-	-	578	
6141 FICA/MEDI	4,445,033	26,930	27,146	28,040	29,811	26,506	27,797	27,205	-	-	193,436	336,050	
6142 GROUP HEALTH	1,495,248	78,438	78,035	78,755	79,315	79,035	76,771	77,430	-	-	547,779	839,990	
6145 UNEMPLOYMENT	614,028	9,272	7,995	2,446	2,358	47,175	41,038	10,932	-	-	121,217	168,605	
6146 TRS	1,774,563	88,106	89,512	86,803	97,922	83,309	85,624	78,881	-	-	610,159	705,015	
6149 EMPLOYEE BENEFITS	(132,672)	2,401	2,728	2,397	2,416	2,323	2,494	6,054	-	-	20,814	35,689	
<b>61-- Payroll Costs</b>	<b>50,473,003</b>	<b>2,084,938</b>	<b>2,205,631</b>	<b>2,194,150</b>	<b>2,129,245</b>	<b>2,150,358</b>	<b>2,161,648</b>	<b>2,081,680</b>	<b>-</b>	<b>-</b>	<b>15,007,651</b>	<b>26,047,000</b>	<b>58%</b>

# TRINITY BASIN PREPARATORY

## UNAUDITED

SEE AUDIT

Assets	B. Balance	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020
<b>Current assets:</b>										
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		
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		
Prepaid expense	101,799	79,578	59,683	39,789	19,894	0	246,049	221,444		
Total current assets	<u>\$ 19,664,488</u>	<u>\$ 15,903,455</u>	<u>\$ 16,317,947</u>	<u>\$ 14,752,718</u>	<u>\$ 14,939,680</u>	<u>\$ 15,636,897</u>	<u>\$ 18,992,207</u>	<u>15,390,777</u>		
<b>Non-current assets:</b>										
Deposits	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		
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		
Total non-current assets	<u>51,733,295</u>	<u>51,871,760</u>	<u>51,862,930</u>	<u>51,882,581</u>	<u>51,744,843</u>	<u>51,756,763</u>	<u>51,611,825</u>	<u>51,828,042</u>		
Total assets	<u>\$ 71,397,783</u>	<u>\$ 67,775,215</u>	<u>\$ 68,180,877</u>	<u>\$ 66,635,300</u>	<u>\$ 66,684,522</u>	<u>\$ 67,393,660</u>	<u>\$ 70,604,032</u>	<u>\$ 67,218,819</u>		
<b>Liabilities and Net Assets</b>										
<b>Current Liabilities:</b>										
Accounts payable	1,676,752	1,329,995	1,199,939	874,159	623,680	612,306	738,665	878,637		
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		
Accrued expenses	424,706	404,785	458,834	480,883	337,931	334,980	309,383	446,431		
Current mat. LCB bank loans	136,636									
Current mat. of capital leases	-	-	-	-	-	-	-	-		
Total current liabilities	<u>4,258,652</u>	<u>3,755,770</u>	<u>3,804,860</u>	<u>3,653,926</u>	<u>3,050,374</u>	<u>3,139,774</u>	<u>3,382,451</u>	<u>3,558,077</u>		
<b>Long-term debt:</b>										
Deferred rent	150,000	150,000	150,000	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		
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		
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		
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		
Total long-term liabilities	<u>53,097,953</u>	<u>49,843,552</u>	<u>49,841,191</u>	<u>47,808,638</u>	<u>47,806,277</u>	<u>47,803,916</u>	<u>49,801,556</u>	<u>45,799,195</u>		
Total liabilities	<u>57,356,606</u>	<u>53,599,322</u>	<u>53,646,052</u>	<u>51,462,564</u>	<u>50,856,652</u>	<u>50,943,690</u>	<u>53,184,007</u>	<u>49,357,272</u>		
Total net assets	<u>14,041,177</u>	<u>14,175,894</u>	<u>14,534,825</u>	<u>15,172,736</u>	<u>15,827,871</u>	<u>16,449,970</u>	<u>17,420,025</u>	<u>17,861,547</u>		
Total liabilities and net surplus	<u>\$ 71,397,783</u>	<u>\$ 67,775,215</u>	<u>\$ 68,180,877</u>	<u>\$ 66,635,300</u>	<u>\$ 66,684,522</u>	<u>\$ 67,393,660</u>	<u>\$ 70,604,032</u>	<u>\$ 67,218,819</u>		

**TRINITY BASIN PREPARATORY**  
**UNAUDITED**

<b>CASH FLOW</b>	<b>Sep 2019</b>	<b>Oct 2019</b>	<b>Nov 2019</b>	<b>Dec 2019</b>	<b>Jan 2020</b>	<b>Feb 2020</b>	<b>Mar 2020</b>	<b>Apr 2020</b>	<b>May 2020</b>	<b>YTD 2020</b>
<b>Cash flows from operating activities:</b>										
Increase in net assets	\$ 134,717	\$ 358,932	\$ 637,911	\$ 655,135	\$ 622,099	\$ 970,056	\$ 441,522			\$ 3,820,370
Adjustments to reconcile net asset changes:										
Depreciation	133,997	143,787	141,787	142,787	147,787	148,078	145,826			1,004,049
Amortization of debt issuance costs	3,698	3,698	3,698	3,698	3,698	3,698	3,698			25,887
Amortization of bond premium	(6,059)	(6,059)	(6,059)	(6,059)	(6,059)	(6,059)	(6,059)			(42,412)
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			682,405
Loan Receivable (Capital One)	10,097	(5,048)	(5,048)	(5,048)	(5,048)	10,097	(5,048)			(5,048)
Prepaid expense	22,221	19,894	19,894	19,894	19,894	(246,049)	24,605			(119,645)
Deposits										-
Accounts payable and accruals	(366,247)	49,091	(150,935)	(603,552)	89,400	242,677	175,626			(563,939)
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			4,791,666
<b>Cash flows from investing activities:</b>										
Purchases of equipment	(282,559)	(129,909)	(156,390)	0	(154,659)	(13,237)	(356,995)			(1,093,748)
Investment - Panola Phase III										
Investment - Mesquite										
Investment - New Projects										
Net cash used in investing activities	(282,559)	(129,909)	(156,390)	0	(154,659)	(13,237)	(356,995)			(1,093,748)
<b>Cash flows from financing activities:</b>										
Principal payments on bank loans	(3,400,000)	-	(2,020,193)	-	-	2,000,000	(4,000,000)			(7,420,193)
Current mat. of LTD - 2014 Bonds	-	-	-	-	-	-	-			-
Net cash provided (used) by financing	(3,400,000)	-	(2,020,193)	-	-	2,000,000	(4,000,000)			(7,420,193)
<b>Net increase (decrease) in cash</b>	<b>(3,861,111)</b>	<b>437,295</b>	<b>(909,195)</b>	<b>289,123</b>	<b>669,205</b>	<b>3,076,807</b>	<b>(3,424,399)</b>			<b>(3,722,275)</b>
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			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			12,236,621
	(3,849,788)	437,295	(909,195)	289,123	669,205	3,076,807	(3,424,399)	-	-	(3,710,952)

# TRINITY BASIN PREPARATORY

## UNAUDITED

**Revenues:**

Total Local Support	285,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	-	-	210,000
Total State Funds	-	-	-	-	-	-	-	-	-	-	-	-
Federal Program Revenues												
Child Nutrition	-	-	-	-	-	-	-	-	-	-	-	-
Federal Revenue Dist. by TEA	-	-	-	-	-	-	-	-	-	-	-	-
Federal Funds Title I	-	-	-	-	-	-	-	-	-	-	-	-
Federal Funds Title II (Part A)	-	-	-	-	-	-	-	-	-	-	-	-
Federal Funds Title III	-	-	-	-	-	-	-	-	-	-	-	-
IDEA B (formula)	-	-	-	-	-	-	-	-	-	-	-	-
IDEA B (preschool)	-	-	-	-	-	-	-	-	-	-	-	-
School Health Services(SHARS)	-	-	-	-	-	-	-	-	-	-	-	-
Medicaid Admin. Claim (MAC)	-	-	-	-	-	-	-	-	-	-	-	-
Total Federal Program Rev.	-	-	-	-	-	-	-	-	-	-	-	-

<b>Total Revenues</b>	<b>\$ 285,000</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 210,000</b>							
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**Expenses**

11 Instructional	140,656	12,787	12,787	12,787	12,787	12,787	12,787	12,787	-	-	89,508
12 Library and Media	-	-	-	-	-	-	-	-	-	-	-
13 Curriculum development	-	-	-	-	-	-	-	-	-	-	-
21 Instructional Leadership	-	-	-	-	-	-	-	-	-	-	-
23 School Leadership	-	-	-	-	-	-	-	-	-	-	-
31 Guidance & Counseling	-	-	-	-	-	-	-	-	-	-	-
33 Health Services	-	-	-	-	-	-	-	-	-	-	-
35 Food Services	-	-	-	-	-	-	-	-	-	-	-
36 Extra Curricular Activities	-	-	-	-	-	-	-	-	-	-	-
41 General Administration	15,000	2,500	-	-	2,500	-	-	2,500	-	-	7,500
51 Facilities Maintenance	12,501	1	-	-	-	-	-	-	-	-	1
52 Security and Monitoring	-	-	-	-	-	-	-	-	-	-	-
53 Technology / Data Systems	-	-	-	-	-	-	-	-	-	-	-
61 Community Services	-	-	-	-	-	-	-	-	-	-	-
71 Debt Service	56,777	8,697	8,697	8,697	8,697	8,697	8,697	8,697	-	-	60,880
71 Extraordinary	-	-	-	-	-	-	-	-	-	-	-
81 Fund Raising	-	-	-	-	-	-	-	-	-	-	-

<b>Total Expenses</b>	<b>\$ 224,935</b>	<b>\$ 23,985</b>	<b>\$ 21,484</b>	<b>\$ 21,484</b>	<b>\$ 23,984</b>	<b>\$ 21,484</b>	<b>\$ 21,484</b>	<b>\$ 23,984</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 157,890</b>
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<b>Change in Total Net Assets</b>	<b>\$ 60,065</b>	<b>\$ 6,015</b>	<b>\$ 8,516</b>	<b>\$ 8,516</b>	<b>\$ 6,016</b>	<b>\$ 8,516</b>	<b>\$ 8,516</b>	<b>\$ 6,016</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 52,110</b>
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**B.**  
**Academic**  
**Report**



# TBP At-Home Learning

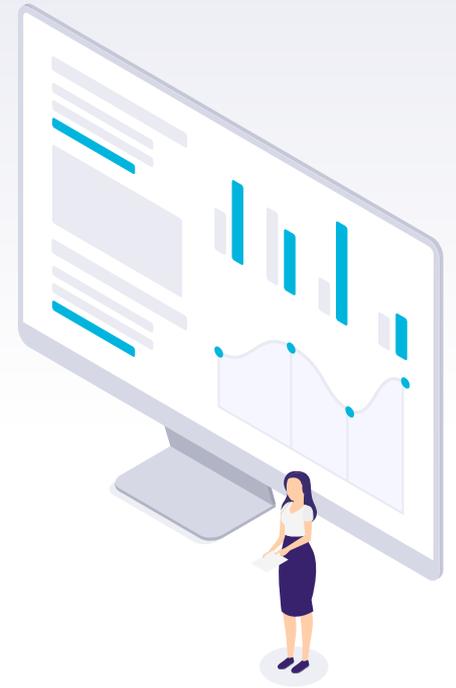
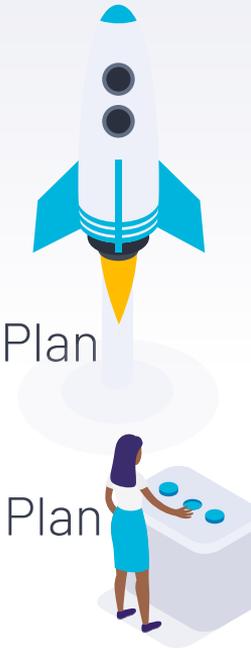
April 20, 2020 Board Update



# Phase 1 - 4

## At-Home Learning Plan

1. Timeline and Planning of At-Home Learning Plan
2. Phase 1 Results
3. Phase 2 Structure, Content, and Monitoring Plan
4. Phase 3 & 4
5. TEA Instructional Continuity Framework
6. Looking Forward



# Timeline and Structure



March 16, 2020	<b><u>District Meeting: Phase 1 and 2 Creation</u></b> CAO, EDoA, Principals, Special Program Coordinators, Early Childhood Specialist, Curriculum Coordinator, Technology - Dillon Laney, Trey Garber, Manola Munoz. Started <a href="#">Phase 1 and 2 Planning Document</a> .
March 17th - March 20th	<b><u>TBP Teachers making contact with all TBP students (survey)</u></b>  <b><u>March 17th</u></b> - Principals met and created <a href="#">At-Home Work Expectations</a>
March 18th - April 3rd (Three Weeks)	<b><u>Phase 1</u></b> Rollout, Implementation, and Monitoring ( Students* and <a href="#">Teachers</a> )
March 18, 2020	<b><u>Technology:</u></b> ordered Chromebooks and iPads to cover all Prek4 - 8th grade TBP students. Around 1900 devices ordered.
March 19, 2020	<b><u>Core Groups created and contacted.</u></b> Core Groups facilitated by principals or assistant principals and joined by instructional coaches and master teachers. Core Groups were tasked with creating Priority TEKS for remainder of the year and creating the district core lessons by content and grade level.
March 20, 2020	<b><u>1st Core Group Meeting:</u></b> reviewed At-Home Lesson Design and Expectations, began planning. <a href="#">Folder to Review Core Group Work</a> .

# Phase 1

## Week 1 - 3

	Completed Required Minutes	Logged On Completed Some Minutes	0 Minutes Logged
Week 1	*(only 3 days)	*	*
Week 2	<b>2344</b>	<b>665</b>	<b>425</b>
Week 3	<b>2,867</b>	<b>471</b>	<b>107</b>



# Phase 2

## April 6th - May 1st

**What would we need? We set out to answer these during week 1-3.**

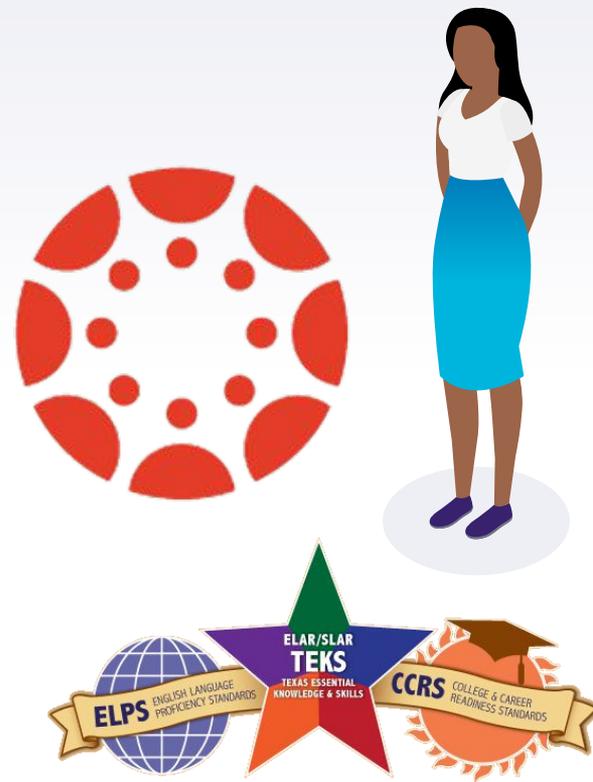
- ▶ Technology
- ▶ Online Platform
- ▶ Equity in Content and Delivery - ensuring student access.
- ▶ Training - teachers, staff and principals



1

# Teacher Training

Preparing for Phase 2 with Content and Canvas



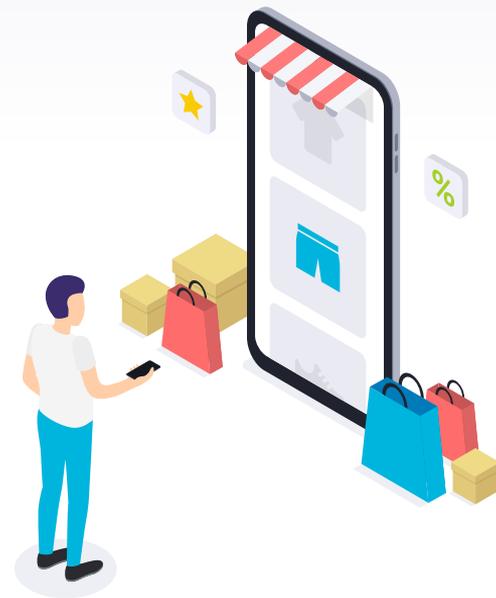
# Canvas

## Region 11 Training

Core Group began the Canvas training on March 19th. 6 hour training course to show Teachers and Principals how to create Canvas courses (classes), deliver content and receive student work.

## 5 Day Expedited Implementation

Technology reached out to the company that hosts Canvas LMS, Instructure. Begin 5 day implementation on March 23rd. Teacher accounts ready March 27th.



# Priority Content

## Core Group - Priority TEKS

Core Group working on priority TEKS from each grade and content.

Streamlined the remainder of the year and offer content with important drilled down concepts.

## Core Group - District Lessons

After identifying priority TEKS, Core Groups worked on creating lesson plans for each grade, content to be shared with all teachers across the district.

View work [here](#).



April 6th

Phase 2 At-Home

Learning



# At-Home Learning

Canvas Loom with Lesley (I will pre-record and add - here is the original [Loom](#))



# Monitoring and Support



Ensuring our students and teachers have the support they need to be successful.

# ► Keeping in Mind. . .

## Content and Delivery

How are Phases going?

Phase 1: Zoom Q&A with district leaders on March 27th

Phase 2: Feedback from Core Group, who are making the district lessons. Feedback meeting Tuesday at 9 a.m. with Executive Director of Academics.

## Grading

[Updated Grading Policy](#) to reflect COVID19 Closure and At-Home Learning Expectations

## Monitoring and Support

[Teacher](#) and Student (student example - Austin will show in board meeting)  
Check-ins

Student, Parents, and Teacher Surveys at the end of week 2. Sent via Canvas platform.

# Phase 2 First Week

	% of students interacted in Canvas	Never Logged On
April 6th - 10th	<b>83%</b>	<b>638</b>
April 13 - 17th	*	*
April 20th - April 24th	*	*
April 27th - May 1st	*	*





# Instructional Continuity Planning

Updated April 10 2020



# How well do we do on the framework?

## Instructional Continuity Framework

The agency is creating planning and resources for the following identified sub-categories

1	2	3	4
<b>Phase 1: Conduct Landscape Analysis</b>	<b>Phase 2: Determine At-Home Instructional Model and Monitoring</b>	<b>Phase 3: Operationalize At-Home Model</b>	<b>Phase 4: Provide Monitoring and Support</b>
Assess At-Home Technology Access (internet and devices)	Determine At-Home Curriculum and Instruction Model	Design At-Home Learning Schedules and Attendance Plans	Monitor Student Progress
Assess Instructional Delivery Method Access	Set Grading and Progress Monitoring Policies	Adapt Staffing Models	Provide Ongoing Teacher Supports
Assess Access to Quality Instructional Materials		Communicate Plan to Stakeholders	Troubleshoot Problems
		Provide Model-Aligned Professional Development	Support Ongoing Operations
		Purchase, Print and/or Distribute Materials	Continuously Improve the Instructional Model



# 3800

This is a number that is always on our mind! Students first!

# Student Support

## Trauma-Informed Teaching

**DOs AND DON'Ts OF A TRAUMA-INFORMED COMPASSIONATE CLASSROOM**

- 1 CREATE A SAFE SPACE**  
Consider not only physical safety but the children's emotional safety as well.
- 2 ESTABLISH PREDICTABILITY**  
Write out a schedule and prepare children for transitions. It helps create a sense of security and safety.
- 3 BUILD A SENSE OF TRUST**  
Follow through with your promises and in situations where changes are unavoidable be transparent with your explanations.
- 4 OFFER CHOICES**  
Empower students and offer "power with" rather than "power over" strategies.
- 5 STAY REGULATED**  
Help your students (and yourself!) stay in the "Resiliency Zone" to promote optimum learning. Have regulation tools ready to help students bumped out of the zone into either hyperarousal (angry, nervous, panicky) or hypoarousal (numb, depressed, fatigued).
- 6 EMPOWER STUDENTS**  
Empower students and offer "power with" rather than "power over" strategies.
- 7 DON'T PUNISH**  
There's really only one **DON'T** Let's not punish kids for behaviors that are trauma symptoms.

©2017 echo

# Student

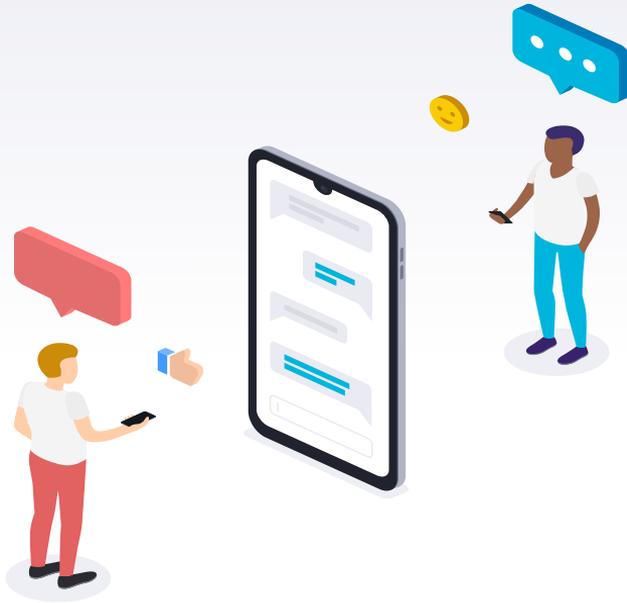
Student Relationships, Well-being, and content success.

# Parent

Support with resources, access, technology and learning platform.

# Teachers

Tips and Tricks for Well-being and handling stress, and professional learning.

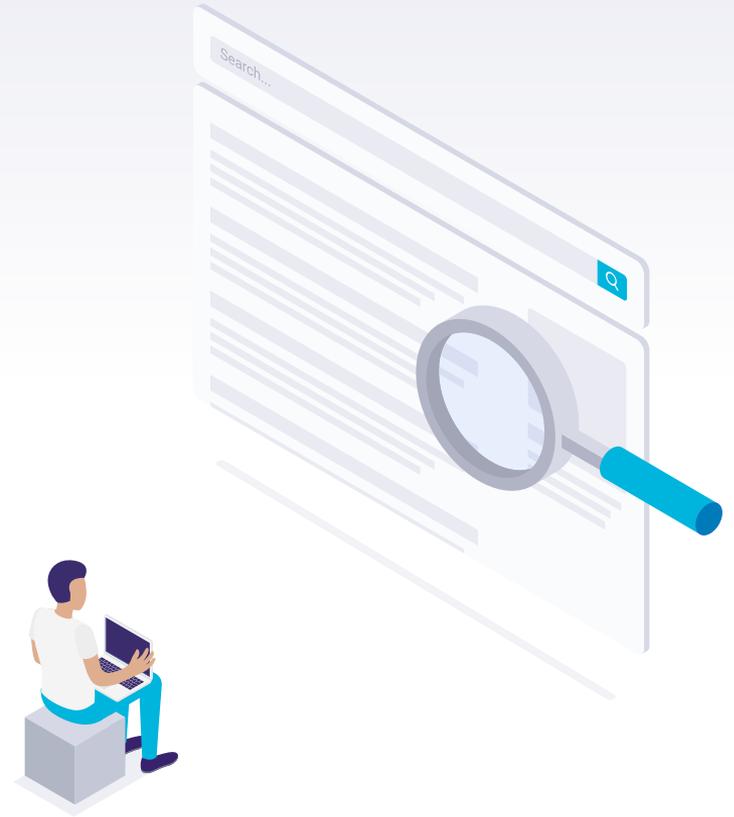


# THANKS!

## Any questions?

You can find me at:

- ▶ [laustin@trinitybasin.net](mailto:laustin@trinitybasin.net)
- ▶ Twitter: @drlesleyaustin
- ▶ Facebook Groups



**C.**  
**Campus**  
**Operations and**  
**Expansion**  
**Report**

## Campus Operations Report

### Campus Operations Staff:

- **Maintenance techs-** All reporting daily to manage campus maintenance concerns and repairs. Maintenance techs also provide backup for absent security guards and custodians.
- **Custodians-** All reporting daily. Custodians follow daily checklists and monitor visitor logs to clean and sanitize campuses.
- **Security-** All reporting daily from 7:30 am to 4 pm. Guards have daily logs to complete and a schedule to follow. Guards serve as the daily physical presence at each campus.
- **Food Service-** Reporting daily to hand out breakfast and lunch meals to students.

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

	Breakfast	Lunch
3/23 – 3/27	738	1,806
3/30 – 4/3	875	1,607
4/6 – 4/9 (4-day week)	976	2,003
4/13 – 4/17	1,726 (thru TH)	1,796 (thru TH)

### Security incidents:

- One security incident at Pafford on 3/30 at 2:30 a.m. Man hopped fence and broke into one classroom in the courtyard. Man stole misc technology equipment and supplies valued at less than \$1,000. Man was caught on security video. Police report was filed but no arrests have been made.

### Maintenance projects:

- Inspecting campuses daily for maintenance and other facility concerns and repairs
- Meeting vendors and other campus contractors for necessary facility repairs and upgrades
- Replace worn and damaged carpet and floor tiles throughout District
- Replace broken and/or stained ceiling tiles throughout District
- Upgrade perimeter and playground fencing (Jefferson and Pafford)
- Painting and wall repair
- District safety lighting upgrades

### Expansion projects:

- **Mesquite:**
  - o Contractor continues work at site as an essential activity. Contractor has implemented several safety measures in response to COVID-19, including daily temperature checks for every individual worker onsite.
  - o Driveway pour was completed last week.
  - o Installation of sheetrock started last week.
  - o Windows were delivered and installation began on Thursday of last week. Roof installation continuing with scheduled completion during week of 4/13. Exterior masonry started week of 3/30 and will continue for several weeks.
  - o Anticipated completion date of June 17<sup>th</sup>.
  - o Change orders approved for innovative learning space, kitchen, bathrooms and floors for a total of \$283,738.

- **Panola:**

- Permits for remediation/demolition have been filed with the city and we are waiting on a response. City has been slow to respond due to partial shutdown.
- Drilling samples for Geotech report were taken two weeks ago.
- Tree impact study is underway.
- Remediation and demolition are scheduled to begin as soon as permits are received.
- Activities to clear out church for demolition are underway.

- **Bolt:**

- Purchase agreement signed in early March.
- Environmental study was completed and came back clean with no further action recommended.
- Train/noise study was completed with findings to discuss.
- Contract Inspection Period expires on July 3rd

- **Charter Amendments:**

- Request to increase district student enrollment cap was filed on 3/4 (deadline for TEA response is 5/3)
- Request to add districts to geographic boundary was filed on 3/4 (deadline for TEA response is 5/3)
- Notice of Remote Learning was filed on 3/20 (no response expected)
- Request to add Bolt as an additional instructional site was filed on 3/30 (deadline for TEA response is 5/29)

**D.**  
**Enrollment**  
**Report**

Trinity Basin Preparatory

Enrollment 2019-2020

Enrollment as of 4/20/2020

<b>Ewing</b>		
<u>Grade</u>	<u>Enrollment</u>	<u>Enrollment Cap</u>
PK3	39	40
PK4	77	80
K	89	88
1st	82	88
2nd	85	88
3rd	86	88
4th	83	88
<b>Total</b>	<b>541</b>	<b>560</b>

<u>Date</u>	<u>Enrollment</u>	<u>Enrollment Cap</u>
8/19/2019	3686	4214
9/16/2019	3834	4210
10/21/2019	3846	4186
11/15/2019	3852	4210
12/16/2019	3851	4210
1/21/2020	3828	4210
2/14/2020	3799	4210
3/18/2020	3803	4210
4/20/2020	3798	4210

<b>10th Street</b>		
<u>Grade</u>	<u>Enrollment</u>	<u>Enrollment Cap</u>
PK3	38	40
PK4	96	100
Kinder	105	110
1st	87	110
2nd	90	110
3rd	86	110
4th	94	110
<b>Total</b>	<b>596</b>	<b>690</b>

<b>Pafford</b>		
<u>Grade</u>	<u>Enrollment</u>	<u>Enrollment Cap</u>
PK3	40	40
PK4	80	80
K	87	88
1st	88	88
2nd	86	88
3rd	88	88
4th	86	88
5th	95	96
6th	96	96
7th	89	96
8th	72	96
<b>Total</b>	<b>907</b>	<b>944</b>

<b>Jefferson</b>		
<u>Grade</u>	<u>Enrollment</u>	<u>Enrollment Cap</u>
5th	184	216
6th	212	216
7th	192	216
8th	167	216
<b>Total</b>	<b>755</b>	<b>864</b>

<b>Panola</b>		
<u>Grade</u>	<u>Enrollment</u>	<u>Enrollment Cap</u>
PK3	77	80
PK4	79	80
K	80	88
1st	77	88
2nd	84	88
3rd	44	44
4th	43	44
5th	47	48
6th	47	48
7th	37	48
<b>Total</b>	<b>615</b>	<b>656</b>

<b>Ledbetter</b>		
<u>Grade</u>	<u>Enrollment</u>	<u>Enrollment Cap</u>
PK3	57	80
PK4	77	80
Kinder	42	44
1st	40	44
2nd	39	44
3rd	23	44
4th	28	44
5th	16	20
6th	26	48
7th	36	48
<b>Total</b>	<b>384</b>	<b>496</b>

2020-2021 Enrollment

Campus	Expected Re-Enrollment	New Students: Offered/ Accepted	Total Students Expected
Ewing	433	113	546
10th Street	483	94	577
Jefferson	720	62	782
Ledbetter	328	98	426
Pafford	816	181	997
Panola	574	215	789
Mesquite	0	97	97
<b>District Total</b>	<b>3354</b>	<b>860</b>	<b>4214</b>

Current Enrollment Cap 2020-2021	Actual Enrollment Cap 2020-2021
612	560
754	690
944	864
724	664
1006	944
865	796
420	384
<b>5325</b>	<b>4902</b>

New Students: Waitlist	New Students: Application In Process
0	1
0	2
0	8
0	5
177	15
42	12
0	11
<b>219</b>	<b>54</b>

**KEY:**

Re-Enrollment - 19-20 students who are expected to return

New: Offered/Accepted - New students who have been offered a seat

Total Students Expected - total of previous 2 columns

Current Enrollment Cap - includes max students plus overage that are admitted

Actual Enrollment Cap - max students for grade level

New: Waitlist - New students who are on the waitlist

New: Apps in Process - New applications that have not been moved to waitlist or offered seat

Ewing Campus	Re-Enrollment Packets Received	New Students: Offered/ Accepted	Total Students Expected
PK3	0	36	36
PK4	32	42	74
Kinder	74	15	89
1st	85	5	90
2nd	78	3	81
3rd	81	8	89
4th	83	4	87
<b>Totals</b>	<b>433</b>	<b>113</b>	<b>546</b>

Current Enrollment Cap 2020-2021	Actual Enrollment Cap 2020-2021
44	40
88	80
96	88
96	88
96	88
96	88
96	88
<b>612</b>	<b>560</b>

New Students: Waitlist	New Students: Application In Process
0	0
0	0
0	1
0	0
0	0
0	0
0	0
<b>0</b>	<b>1</b>

10th Street Campus	Re-Enrollment Packets Received	New Students: Offered/ Accepted	Total Students Expected
PK3	0	32	32
PK4	37	42	79
Kinder	89	12	101
1st	101	3	104
2nd	86	3	89
3rd	88	0	88
4th	82	2	84
<b>Totals</b>	<b>483</b>	<b>94</b>	<b>577</b>

Current Enrollment Cap 2020-2021	Actual Enrollment Cap 2020-2021
44	40
110	100
120	110
120	110
120	110
120	110
120	110
<b>754</b>	<b>690</b>

New Students: Waitlist	New Students: Application In Process
0	1
0	0
0	1
0	0
0	0
0	0
0	0
<b>0</b>	<b>2</b>

2020-2021 Enrollment

Jefferson Campus	Re-Enrollment Packets Received	New Students: Offered/ Accepted	Total Students Expected
5th	173	12	185
6th	170	40	210
7th	196	7	203
8th	181	3	184
<b>Totals</b>	<b>720</b>	<b>62</b>	<b>782</b>

Current Enrollment Cap 2020-2021	Actual Enrollment Cap 2020-2021
236	216
236	216
236	216
236	216
<b>944</b>	<b>864</b>

New Students: Waitlist	New Students: Application In Process
0	0
0	2
0	4
0	2
<b>0</b>	<b>8</b>

Ledbetter Campus	Re-Enrollment Packets Received	New Students: Offered/ Accepted	Total Students Expected
PK3	0	35	35
PK4	51	23	74
Kinder	69	11	80
1st	37	4	41
2nd	34	3	37
3rd	33	3	36
4th	19	4	23
5th	26	2	28
6th	10	8	18
7th	21	5	26
8th	28	0	28
<b>Total</b>	<b>328</b>	<b>98</b>	<b>426</b>

Current Enrollment Cap 2020-2021	Actual Enrollment Cap 2020-2021
88	80
88	80
96	88
48	44
48	44
48	44
48	44
52	48
104	96
52	48
52	48
<b>724</b>	<b>664</b>

New Students: Waitlist	New Students: Application In Process
0	1
0	1
0	1
0	2
0	0
0	0
0	0
0	0
0	0
0	0
0	0
<b>0</b>	<b>5</b>

Pafford Campus	Re-Enrollment Packets Received	New Students: Offered/ Accepted	Total Students Expected
PK3	0	40	40
PK4	37	46	83
Kinder	78	18	96
1st	85	8	93
2nd	86	7	93
3rd	85	8	93
4th	87	6	93
5th	85	16	101
6th	92	12	104
7th	92	12	104
8th	89	8	97
<b>Totals</b>	<b>816</b>	<b>181</b>	<b>997</b>

Current Enrollment Cap 2020-2021	Actual Enrollment Cap 2020-2021
40	40
85	80
96	88
93	88
93	88
93	88
93	88
101	96
104	96
104	96
104	96
<b>1006</b>	<b>944</b>

New Students: Waitlist	New Students: Application In Process
51	3
49	1
19	0
11	3
5	1
6	0
3	1
2	1
31	1
0	3
0	1
<b>177</b>	<b>15</b>

2020-2021 Enrollment

Panola Campus	Re-Enrollment Packets Received	New Students: Offered/ Accepted	Total Students Expected
PK3	0	75	75
PK4	69	17	86
Kinder	74	22	96
1st	75	9	84
2nd	71	5	76
3rd	78	16	94
4th	42	6	48
5th	41	10	51
6th	42	46	88
7th	45	7	52
8th	37	2	39
<b>Totals</b>	<b>574</b>	<b>215</b>	<b>789</b>

Current Enrollment Cap 2020-2021	Actual Enrollment Cap 2020-2021
88	80
85	80
96	88
96	88
96	88
96	88
48	44
52	48
104	96
52	48
52	48
<b>865</b>	<b>796</b>

New Students: Waitlist	New Students: Application In Process
0	1
28	1
1	1
0	0
0	1
0	2
4	1
7	1
0	2
2	2
0	0
<b>42</b>	<b>12</b>

Mesquite Campus	Re-Enrollment Packets Received	New Students: Offered/ Accepted	Total Students Expected
PK3	X	25	25
PK4	X	30	30
Kinder	X	16	16
1st	X	10	10
2nd	X	2	2
3rd	X	4	4
6th	X	10	10
<b>Totals</b>	<b>0</b>	<b>97</b>	<b>97</b>

Current Enrollment Cap 2020-2021	Actual Enrollment Cap 2020-2021
88	80
88	80
48	44
48	44
48	44
48	44
48	44
52	48
<b>420</b>	<b>384</b>

New Students: Waitlist	New Students: Application In Process
0	3
0	3
0	4
0	0
0	0
0	0
0	1
<b>0</b>	<b>11</b>

**E.**  
**Technology /**  
**Financial**  
**Report**

**F.**  
**Reimbursement**  
**Resolution for**  
**Property at**  
**412 W. Bolt St.**  
**Fort Worth**

**RESOLUTION EXPRESSING INTENT TO FINANCE EXPENDITURES TO BE  
INCURRED**

WHEREAS, The Board of Directors of Trinity Basin Preparatory, Inc. (the “School”), is authorized to finance its activities by issuing obligations pursuant to Chapter 53, Texas Education Code, which may include qualified tax credit bonds or obligations the interest on which is excludable from gross income for federal income tax purposes (“tax-exempt obligations”), pursuant to Section 103 of the Internal Revenue of 1986, as amended (the “Code”), or both; and

WHEREAS, the School has made and will make payments with respect to the Financed Expenditures listed on Exhibit A attached hereto (the “Financed Expenditures”), no portion of such payments having been made more than 60-days prior the date hereof with the remainder to be made hereafter; and

WHEREAS, the School desires to reimburse itself for the costs associated with the Financed Expenditures listed on Exhibit A attached hereto from the proceeds of either qualified tax credit bonds or tax-exempt obligations, or both, to be issued subsequent to the date hereof; and

WHEREAS, the School reasonably expects to issue either qualified tax credit bonds or tax-exempt obligations, or both, to reimburse itself for the costs associated with the Financed Expenditures listed on Exhibit A attached hereto.

NOW, THEREFORE, be it resolved that:

**Section 1.** The School hereby declares its intent to reimburse itself for all costs that will be paid subsequent to the date hereof in connection with the acquisition of the Financed Expenditures listed on Exhibit A attached hereto from the proceeds of qualified tax credit bonds or tax-exempt obligations, or both, to be issued subsequent to the date hereof.

**Section 2.** The School reasonably expects that the maximum principal amount of qualified tax credit bonds or tax-exempt obligations, or both, issued to reimburse the School for costs associated with the Financed Expenditures listed on Exhibit A attached hereto will not exceed \$18,000,000.

ADOPTED THIS \_\_ DAY OF APRIL 2020.

Trinity Basin Preparatory, Inc.

By: \_\_\_\_\_  
President, Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary, Board of Directors

**EXHIBIT A**

**DESCRIPTION OF FINANCED EXPENDITURES**

<u>Item or Fund - - Described by Character, Type or Purpose</u>	<u>Amount – Described by Cost, Quantity or Size</u>
Purchase, demolition, construction, improvement and equipping the properties and building at and around 412 W. Bolt St. and 4001 May St., Fort Worth Texas 76110, being more particularly and legally described as follows:	\$18,000,000

TRACT 1:

BEING ALL OF LOT 20R, BLOCK 9 OF J.S. SMITH ADDITION, AN ADDITION TO THE CITY OF FORT WORTH, TARRANT COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN CABINET B, SLIDE 2000, PLAT RECORDS, TARRANT COUNTY, TEXAS.

TRACT 2:

BEING A TRACT OF LAND SITUATED IN THE J.F. ELLIS SURVEY, ABSTRACT NO. 490, IN THE CITY OF FORT WORTH, TARRANT COUNTY, TEXAS, AND BEING THE SAME TRACT OF LAND CONVEYED TO NORTH TEXAS STEAL COMPANY, INC., A TEXAS CORPORATION, BY DEED RECORDED IN INSTRUMENT NO. D205274229, OF THE OFFICIAL PUBLIC RECORDS OF TARRANT COUNTY, TEXAS;  
BEGINNING AT RAILROAD SPIKE FOUND FOR CORNER, SAID CORNER BEING IN THE INTERSECTION AT THE NORTH LINE OF BOLT STREET (60 FOOT RIGHT-OF-WAY) AND THE WEST LINE OF MAY STREET (50 FOOT RIGHT-OF-WAY);  
THENCE WEST, ALONG THE NORTH LINE OF SAID BOLT STREET, A DISTANCE OF 322.20 FEET TO A RAILROAD SPIKE FOUND FOR CORNER, SAID CORNER BEING IN THE INTERSECTION OF THE NORTH LINE OF SAID BOLT STREET AND THE EAST LINE OF M.K. & T. RAILROAD (100 FOOT RIGHT-OF-WAY);

THENCE ALONG THE EAST LINE OF SAID RAILROAD  
THE FOLLOWING BEARING AND DISTANCES:  
NORTH 06 DEGREES 37 MINUTES 15 SECONDS WEST, A  
DISTANCE OF 94.77 FEET TO A RAILROAD SPIKE  
FOUND FOR CORNER;  
NORTH 05 DEGREES 15 MINUTES 37 SECONDS WEST, A  
DISTANCE OF 100.00 FEET TO A POINT FOR CORNER;  
NORTH 04 DEGREES 28 MINUTES 54 SECONDS WEST, A  
DISTANCE OF 100.00 FEET TO A POINT FOR CORNER;  
NORTH 03 DEGREES 24 MINUTES 19 SECONDS WEST, A  
DISTANCE OF 100.00 FEET TO A POINT FOR CORNER;  
NORTH 02 DEGREES 37 MINUTES 54 SECONDS WEST, A  
DISTANCE OF 100.00 FEET TO A 1/2 INCH IRON ROD  
FOUND FOR CORNER;  
NORTH 01 DEGREES 31 MINUTES 11 SECONDS WEST, A  
DISTANCE OF 99.52 FEET TO A 1/2 INCH IRON ROD  
SET FOR CORNER;  
NORTH 00 DEGREES 12 MINUTES 00 SECONDS WEST, A  
DISTANCE OF 99.86 FEET TO A 1/2 INCH IRON ROD  
FOUND FOR CORNER, SAID CORNER BEING THE  
SOUTHWEST CORNER OF A TRACT OF LAND  
CONVEYED TO  
XTO ENERGY INC., A DELAWARE CORPORATION, BY  
DEED RECORDED IN INSTRUMENT NO. D207315420, OF  
THE OFFICIAL PUBLIC RECORDS OF TARRANT  
COUNTY, TEXAS;  
THENCE NORTH 89 DEGREES 43 MINUTES 53 SECONDS  
EAST, ALONG THE SOUTH LINE OF SAID XTO ENERGY  
TRACT, A DISTANCE OF 363.45 FEET TO A 1/2 INCH  
IRON ROD FOUND FOR CORNER, SAID CORNER BEING  
IN  
THE WEST LINE OF SAID MAY STREET;  
THENCE SOUTH 00 DEGREES 00 MINUTES 55 SECONDS  
EAST, ALONG THE WEST LINE OF SAID MAY STREET, A  
DISTANCE OF SAID MAY STREET, A DISTANCE OF  
694.18 FEET TO THE POINT OF BEGINNING AND  
CONTAINING 242,583 SQUARE FEET OR 5.57 ACRE  
TRACT OF LAND.

**G.**  
**Reimbursement  
Resolution for  
Personal Property  
and Equipment**

## **RESOLUTION EXPRESSING INTENT TO FINANCE EXPENDITURES TO BE INCURRED**

WHEREAS, The Board of Directors of Trinity Basin Preparatory, Inc. (the “School”), is authorized to finance its activities by issuing obligations pursuant to Chapter 53, Texas Education Code, which may include qualified tax credit bonds or obligations the interest on which is excludable from gross income for federal income tax purposes (“tax-exempt obligations”), pursuant to Section 103 of the Internal Revenue of 1986, as amended (the “Code”), or both; and

WHEREAS, the School has made and will make payments with respect to the Financed Expenditures listed on Exhibit A attached hereto (the “Financed Expenditures”), no portion of such payments having been made more than 60-days prior the date hereof with the remainder to be made hereafter; and

WHEREAS, the School desires to reimburse itself for the costs associated with the Financed Expenditures listed on Exhibit A attached hereto from the proceeds of either qualified tax credit bonds or tax-exempt obligations, or both, to be issued subsequent to the date hereof; and

WHEREAS, the School reasonably expects to issue either qualified tax credit bonds or tax-exempt obligations, or both, to reimburse itself for the costs associated with the Financed Expenditures listed on Exhibit A attached hereto.

NOW, THEREFORE, be it resolved that:

**Section 1.** The School hereby declares its intent to reimburse itself for all costs that will be paid subsequent to the date hereof in connection with the acquisition of the Financed Expenditures listed on Exhibit A attached hereto from the proceeds of qualified tax credit bonds or tax-exempt obligations, or both, to be issued subsequent to the date hereof.

**Section 2.** The School reasonably expects that the maximum principal amount of qualified tax credit bonds or tax-exempt obligations, or both, issued to reimburse the School for costs associated with the Financed Expenditures listed on Exhibit A attached hereto will not exceed \$2,000,000.

ADOPTED THIS \_\_ DAY OF APRIL 2020.

Trinity Basin Preparatory, Inc.

By: \_\_\_\_\_  
President, Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary, Board of Directors

**EXHIBIT A**

**DESCRIPTION OF FINANCED EXPENDITURES**

<u>Item or Fund - - Described by Character, Type or Purpose</u>	<u>Amount – Described by Cost, Quantity or Size</u>
Purchase and equipping laptop computers, tablets, and other technology devices, equipment and accessories for students, teachers and staff necessary for online or distance learning	\$2,000,000

**H.**  
**Region XI**  
**Interlocal Benefits**  
**Coop Agreement**  
**for 2020-2021**

EDUCATION SERVICE CENTER REGION 11 BENEFITS COOPERATIVE  
INTERLOCAL AGREEMENT RESOLUTION AND AGREEMENT

WHEREAS, \_\_\_\_\_, of \_\_\_\_\_, Texas, (“Participant”) pursuant to the authority granted under Chapter 791 Government Code, as amended, desires to join together with other school districts, charter schools, or governmental entities to participate in employee benefits offered by the Education Service Center Region 11 Employee Benefits Cooperative (the “ESC Region 11 BC”), holding the opinion that participation in these programs will be beneficial to the school district, charter school, or governmental entities and its employees;

WHEREAS, the ESC Region 11 BC is managed by a committee called the Board of Record that consists of the superintendents or chief executive officers or their designees from each of the Participants in the Coop;

NOW, THEREFORE BE IT RESOLVED that Board of Trustees of Participant requests the ESC Region 11 BC to include \_\_\_\_\_ as a participant. Participant acknowledges and agrees to the following:

1. The purposes of the ESC Region 11 BC are governmental functions or services that each party to this agreement is authorized to perform individually;
2. Any obligation to pay any fees will come from current revenues available to the Participant;
3. Such fees fairly compensate the parties performing the functions and services under the agreement;
4. This agreement incorporates the Operational Procedures developed by the Board of Record as it currently exists or may be hereafter amended by action of the Board of Record;
5. Participant delegates to the Board of Record authority to modify the Operational Procedures as the Board of Record deems in the best interests of the ESC Region 11 BC;
6. Participant delegates to the Board of Record all purchasing functions related to the purposes of this interlocal agreement to the maximum extent permitted by law;
7. Participant shall comply with the Operational Procedures as established, modified, and/or approved by the Board of Record;
8. The ESC Region 11 BC shall comply with the purchasing requirements for the purchase of personal property and services as required by Chapter 44 of the Education Code and Chapter 791 of the Local Government Code;
9. The term of this agreement shall be one year, from September 1, 2020, to August 31, 2021; and
10. Participant or the ESC Region 11 BC may terminate Participant’s participation in the ESC Region 11 BC for any reason by giving written notice to the ESC Region 11 BC Board of Record sixty (60) calendar days before the anniversary date of this agreement.

BE IT FURTHER RESOLVED that the Board of Trustees of Participant authorizes its superintendent to execute any and all documents and take whatever action necessary to carry out the desires of the Board of Trustees as stated herein.

I certify that the foregoing is a true and correct copy of the resolution and agreement adopted by the Board of Trustees of \_\_\_\_\_ and that the same is reflected in the minutes of the Board meeting held \_\_\_\_\_.

In witness thereof, we hereunto affix our signatures this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BY:

\_\_\_\_\_  
Signature of School Board or Charter  
School Board President

\_\_\_\_\_  
Typed Name of School Board or Charter  
School Board President

\_\_\_\_\_  
Signature of School Board or Charter  
School Board Secretary

\_\_\_\_\_  
Typed Name of School Board or Charter  
School Board Secretary

\_\_\_\_\_  
Signature of District or Charter  
School Superintendent/Chief Financial  
Officer

\_\_\_\_\_  
Typed Name of District or Charter  
School Board Superintendent/Chief  
Financial Officer

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Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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\_\_\_\_\_  
Signature of ESC Region 11 BC Board  
President

\_\_\_\_\_  
Wes Eversole  
Typed Name of ESC Region 11 BC Board  
President

\_\_\_\_\_  
Signature of ESC Region 11 BC Board  
Secretary

\_\_\_\_\_  
Tiffany Green  
Typed Name of ESC Region 11 BC Board  
Secretary

\_\_\_\_\_  
Signature of ESC Region 11 Executive  
Director

\_\_\_\_\_  
Clyde W. Steelman, Jr. Ed.D  
Typed Name of ESC Region 11  
Executive Director

\_\_\_\_\_  
Date Approved by ESC Region 11 BC

**I.**  
**Board**  
**Governance**  
**Policy**

# TRINITY BASIN PREPARATORY

## Charter School Governance and Organization

**Purpose:** The Board of Directors of Trinity Basin Preparatory, Inc. believe that the primary responsibility of the Board is to provide effective governance over the Company’s affairs for the benefit of its students, staff, and other stakeholders.

**Policy Intent:** The Board has adopted this policy to assist in the exercise of their responsibilities. This policy shall be reviewed periodically and revised as appropriate to reflect the evolving functions of the Board and developing trends of best practice and compliance in school governance.

### **Statement of Policy:**

#### Corporate Structure

Attached is a copy of the bylaws that govern the tax exempt organization that holds the charter agreement with the Texas State Board of Education.

#### Mission and Vision

The mission of Trinity Basin Preparatory is to inspire every student to do more, expect more, and be more. To make this mission a reality, every student and employee of Trinity Basin Preparatory is expected to exemplify the following core values of a TITAN:

1. **T** Truthful: We seek and speak the truth. We operate with integrity and honesty.
2. **I** Innovative: We are creative and use resourcefulness in solving problems.
3. **T** Tenacious: We are unshakable, determined, and we possess true grit.
4. **A** Accountable: We are transparent in our actions and are accountable to each other.
5. **N** Nurturing: We build relationships and deeply care about all members of the TBP family.

The vision of Trinity Basin Preparatory is to provide meaningful educational choice to families across Texas. We do this by building and maintaining a system of charter schools that are academically successful and financially strong. Trinity Basin Preparatory will be a safe, sustainable, innovative, and successful charter district, empowering students and their families with educational opportunity.

#### Composition of the Board

The composition of the Board of Directors (“Board”), including the number of directors, term of office, election of directors, and filling vacancies, will be governed by the bylaws of Trinity Basin Preparatory, Inc.

#### Open Government

The Board shall comply with the Texas Open Meetings Act and the Texas Public Information Act.

### Annual Report on Charter Governance

The President of the Board, or the President's designee, shall ensure that by November 1st of each year the annual report on charter governance is submitted to the Texas Education Agency.

### Board Member Duties and Responsibilities

The Board of Trinity Basin Preparatory assumes ultimate responsibility for the management, operation, and accountability of Trinity Basin Preparatory.

Each member of the Trinity Basin Preparatory Board assumes the fiduciary duties of obedience, loyalty, and due care to Trinity Basin Preparatory.

The Board shall conduct a minimum of one performance evaluation per calendar year of the Chief Executive Officer/Superintendent of Trinity Basin Preparatory.

### Board Member Training

Each member of the Board assumes responsibility for the required training.

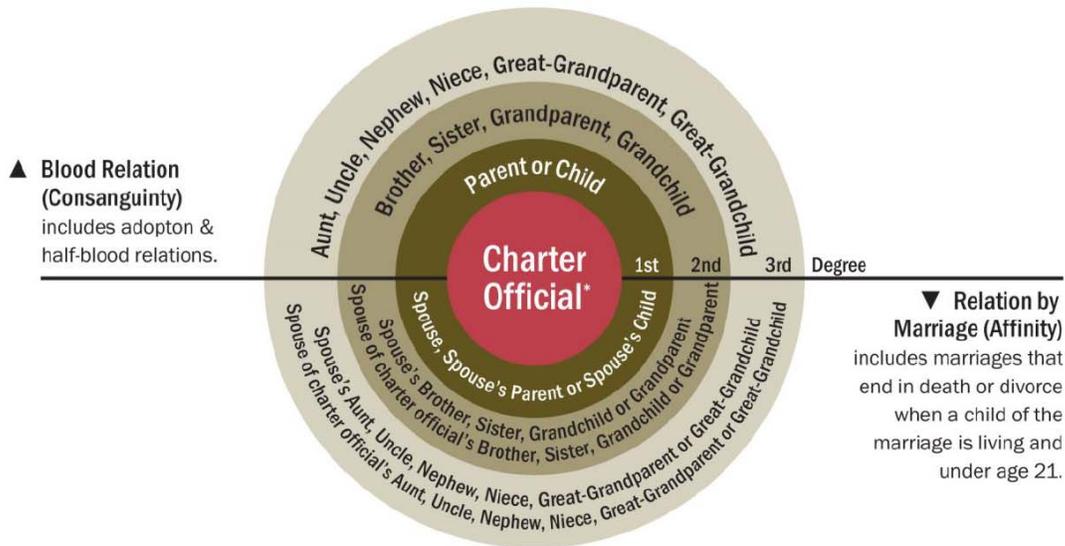
The President of the Board, or the President's designee, shall maintain records concerning training hours of each member of the Board.

### Nepotism

The Board of Trinity Basin Preparatory shall comply with all applicable nepotism statutes and rules.

Unless Trinity Basin Preparatory falls under a statutory or regulatory exception, if a charter school board member or an officer of a charter school is related to the one of the following individuals then that related individual may not be employed by the charter school:

## Nepotism Diagram



\*Charter Official includes charter holder board member, charter school board member, or officer of a charter school.

### Conflicts of Interest

For purposes of compliance with Chapter 171 of the Texas Local Government Code, which relates to board members and other officers of the charter school doing business with the charter school, affected board members and employees must execute one or both of the Affidavit for Substantial Interest in Real Property (Real Estate), and/or the Affidavit for Substantial Interest in a Business Entity, as appropriate. Affected board members or employees must timely file the executed affidavit with the Chief Legal and Operations Officer when circumstances require such a filing.

For purposes of compliance with Chapter 176 of the Texas Local Government Code, which relates to the receipt of income or gifts from persons or entities that have entered into or seek to enter into a contract with the charter school, the Board extends the Conflicts Disclosure Statement Form (CIS Form) reporting requirements to the following additional employment positions:

- a. Chief Executive Officer;
- b. Chief Financial Officer;
- c. Chief Legal and Operations Officer;
- d. Chief Development Officer; and
- e. Chief Academic Officer.

The Chief Executive Officer (“CEO”), or the CEO’s designee, must maintain a list of persons employed in these positions and ensure compliance by these employees with the CIS Form reporting requirements. The form must be filed with the Chief Legal and Operations Officer.

The CEO must maintain a list of the charter holder’s local government officers and must make that list available to the public and any vendor required to file a Conflict of Interest Questionnaire (CIQ) form.

The CEO must ensure that completed CIS Forms and CIQ forms are posted to Trinity Basin Preparatory’s website: [www.trinitybasin.net](http://www.trinitybasin.net).

#### Restrictions on Serving as a Board Member or Officer

Before an individual becomes a member of the Board, and every third year thereafter, the President of the Board or the President’s designee shall ensure that all criminal history record information is obtained as required from the Texas Department of Public Safety.

Before an individual becomes an officer of the charter school, the CEO, or the CEO’s designee, shall ensure that all criminal history record information is obtained from the Texas Department of Public Safety. After the initial check, the CEO or the CEO’s designee shall ensure that such a criminal history check is conducted as frequently as the law requires.

The CEO shall ensure that criminal history information is released only to legally authorized entities.

#### Compliance Records on Nepotism, Conflicts of Interest, and Restrictions on Serving

The CEO, or the CEO’s designee, shall maintain the compliance records for state conflict of interest standards as required by law.

The CEO or the CEO’s designee may require each member of the governing body of the charter holder, each officer of the charter school, each member of the governing body of charter school, and each employee of the charter school to complete a compliance form.

#### Chief Executive Officer

The CEO shall not delegate the following powers and duties:

- a. Organizing the charter school’s central administration;
- b. Approving reports or data submissions required by law; and
- c. Selecting charter school employees or officers.

The CEO shall comply with and keep accurate records concerning any law, rule, or regulation governing training of open-enrollment charter CEOs.

The CEO, or the CEO’s designee, shall develop administrative procedures to implement Board policy.

### Campaign Contributions to the State Board of Education

Board members, employees, and agents of Trinity Basin Preparatory shall disclose whether, at any time in the preceding four years, the person, corporation, or other legal entity made a campaign contribution to a candidate for or to a member of the State Board of Education (SBOE). The disclosure will be made in writing to the commissioner of education within the timeline and in the format established by the SBOE Rule.

The Board members, employees, and agents of Trinity Basin Preparatory shall disclose any benefit conferred on a candidate for, or member of, the SBOE during the preceding four years. The disclosure will be made in writing to the commissioner of education within the timeline and in the format established by the SBOE Rule.

Trinity Basin Preparatory, its employees, agents, and any contracted management company has a continuing duty to report contributions or expenditures made through the term of a contract, grant, or charter and shall, within 21 calendar days, notify the commissioner of education upon making a contribution or expenditure covered by this section.

The CEO shall ensure that any contract between Trinity Basin Preparatory and a management services company includes an acknowledgement by the management services company of its duty to make disclosures of political campaign contributions and benefits conferred to candidates for or members of the State Board of Education.

### Prohibition Against Political Advertising

The CEO shall ensure that no state funds are expended by Trinity Basin Preparatory for any political advertising.

The CEO shall ensure that any contract between Trinity Basin Preparatory and a management services company includes a prohibition against the expending of state funds for political advertising by the management company.

#### **Revision History:**

<u>Effective Date</u>	<u>Version</u>	<u>Modification</u>
	1	New document

**J.**  
**Minutes from**  
**meeting on**  
**02.17.20**

**TRINITY BASIN PREPARATORY  
MEETING OF THE BOARD OF DIRECTORS  
2730 N HWY 360  
GRAND PRAIRIE, TEXAS 75050  
MONDAY, FEBRUARY 17, 2020**

- I. CALL TO ORDER:** Loren Hitchcock called the meeting to order at 12:29 p.m. He announced that a quorum was present. The members in attendance were:

Randy Shaffer, President, Member  
Ken Petree, Vice President, Member (ABSENT)  
Julia Gomez, Member  
Dana Bickford, Member (ABSENT)  
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  
Brandon Duck, Chief Development Officer

- II. OPEN SESSION – 12:29 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 appeal of student expulsion---**Mike Winemiller made the motion to uphold the student expulsion as presented. Julia Gomez seconded. The vote was unanimous.
- b. Financial report (CFO)—**No Action Taken
- c. Enrollment report (CEO) —**No Action Taken
- d. Development report (CDO) —**No Action Taken
- e. Strategic Plan report—**No Action Taken
- f. Mesquite project update (CLOO) —**No Action Taken
- g. Discussion of potential expansion opportunities in Tarrant County—**No Action Taken
- h. Consider and/or vote on purchase of property located at 412 W. Bolt Street and 4000-4001 May Street, Fort Worth, Texas—**Mike Winemiller made the motion to approve the material terms of the purchase of the Bolt property, subject to any non-material changes recommended by counsel. Frederick Brown seconded. The vote was unanimous.
- i. Consider and/or adopt resolution approving expansion amendment regarding additional site located at 412 W. Bolt Street and 4000-4001 May Street, Fort Worth, Texas—**Mike Winemiller made the motion to adopt the resolution as presented. Julia Gomez seconded. The vote was unanimous.

- j. Consider and/or vote on Business Plan related to expansion amendment request**—Mike Winemiller made the motion to approve Business Plan as presented. Frederick Brown seconded. The vote was unanimous.
- k. Consider and/or adopt resolution of the Board of Directors of Trinity Basin Preparatory, Inc. requesting the guarantee of bonds through the permanent school fund bond guarantee program and authorizing the administration to pursue bond financing**—Loren Hitchcock made the motion to adopt the resolution as presented. Julia Gomez seconded. The vote was unanimous.
- l. Consider and/or vote on 2020-2021 District Calendar**—No Action Taken
- m. Consider and/or vote on minutes from meeting on 1.22.20**—Randy Shaffer made the motion to approve the minutes from the meeting on 1.22.20 as presented. Julia Gomez seconded. The vote was unanimous. Frederick Brown abstained from voting due to absence at meeting on 1.22.20.
- 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:

- Mr. Shaffer announced that the Board would enter closed session at 12:29 p.m. under Section 551.082 of the Texas Open Meetings Act.

- a. Private Consultation with the Board’s Attorney (Sec. 551.071)**—No discussion.
- b. Real Property Matters (Sec. 551.072)**—No discussion.
- c. School Children; School District Employees; Disciplinary Matter or Complaint (Sec. 551.082)**—Discussion of expulsion of student at issue. Discussion of facts and circumstances surrounding student incident, investigation and discipline of student.
- d. School Board: Personally Identifiable Information about Public School Student (Section 551.0821)**—No discussion.

- Board ended closed session at 12:55 p.m.

**VI. ADJOURNMENT**—2:16 p.m.

Minutes Reviewed by:

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Trey Varner, Board Secretary

**K.**  
**Minutes from**  
**meeting on**  
**03.18.20**

**TRINITY BASIN PREPARATORY  
MEETING OF THE BOARD OF DIRECTORS  
2730 N HWY 360  
GRAND PRAIRIE, TEXAS, 75050  
WEDNESDAY, MARCH 18, 2020**

**12:00 P.M. OPEN SESSION**

- I. CALL TO ORDER:** Loren Hitchcock called the meeting to order at 12:18 p.m. He announced that a quorum was present. The members in attendance were:

Randy Shaffer, President, Member  
Ken Petree, Vice President, Member  
Julia Gomez, Member (joined via telephone)  
Dana Bickford, Member (joined via telephone at 12:25 p.m.)  
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  
Brandon Duck, Chief Development Officer  
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. Mr. Bickford and Ms. Gomez attended the meeting by telephone conference. Both participated via two-way communication and were audible to the entire group and any others joining the call. An audio recording was made of the entire meeting.

- II. OPEN SESSION – 12:18 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 (CFO) —No Action Taken**
- b. **Academic Report and COVID 19 response—No Action Taken**
- c. **Food Service Report and COVID 19 response—No Action Taken**
- d. **Enrollment Report and COVID 19 response—No Action Taken**
- e. **Technology / Financial Report and COVID 19 response—No Action Taken**
- f. **Consider and/or vote on resolution of emergency declaration COVID-19 response—Ken Petree made the motion to adopt the resolution of emergency declaration COVID-19 response as presented. Mike Winemiller seconded. The vote was unanimous.**

- g. Consider and/or vote on 2020-2021 District Calendar**—Julia Gomez made the motion to approve the 2020-2021 District Calendar as presented. Frederick Brown seconded. The vote was unanimous. (Dana Bickford exited the meeting at 1:45 p.m. and was not present for this vote)
- h. 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** – 1:56 p.m.

Minutes Reviewed by:

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Trey Varner, Board Secretary

**L.**

**Engagement of  
Auditors for  
2019-2010  
Financial Audit**



April 8, 2020

The Board of Directors and Management  
Trinity Basin Preparatory, Inc.  
2730 N. Hwy 360  
Grand Prairie, TX 75050

We are pleased to confirm our understanding of the services we are to provide for Trinity Basin Preparatory, Inc. for the year ended August 31, 2020.

We will audit the consolidated financial statements of Trinity Basin Preparatory, Inc. and Affiliate (collectively, the Organization), which comprise the consolidated statement of financial position as of August 31, 2020, and the related consolidated statements of activities and cash flows for the year then ended, and the related notes to the consolidated financial statements. Also, the following supplementary information accompanying the consolidated financial statements will be subjected to the auditing procedures applied in our audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, in accordance with U.S. generally accepted auditing standards, and we will provide an opinion on it in relation to the consolidated financial statements as a whole in a report combined with our auditor's report on the consolidated financial statements:

1. Consolidating Schedule – Statement of Financial Position
2. Consolidating Schedule – Statement of Activities
3. Supplemental Information Required by TEA:
  - a. Statement of Financial Position – Charter School
  - b. Statement of Activities – Charter School
  - c. Schedule of Expenses – Charter School
  - d. Schedule of Capital Assets – Charter School
  - e. Budgetary Comparison Schedule – Charter School
4. Schedule of Expenditures of Federal Awards

### **Audit Objectives**

The objective of our audit is the expression of an opinion about whether your consolidated financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles (GAAP) and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the consolidated financial statements as a whole. The objective also includes reporting on:

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the consolidated financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion. We will issue written reports upon completion of our single audit. Our reports will be addressed to the Board of Directors and Management of Trinity Basin Preparatory, Inc. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion on the consolidated financial statements or the single audit compliance opinion is other than unqualified (unmodified), we will discuss the reasons with management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or we may withdraw from this engagement.

### **Audit Procedures-General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the consolidated financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the consolidated financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from the Organization's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the consolidated financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures-Internal Control**

Our audit will include obtaining an understanding of the Organization and its environment, including internal control, sufficient to assess the risks of material misstatement of the consolidated financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the consolidated financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the consolidated financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures-Compliance**

As part of obtaining reasonable assurance about whether the consolidated financial statements are free of material misstatement, we will perform tests of the Organization's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Organization's major programs.

The purpose of these procedures will be to express an opinion on Trinity Basin Preparatory, Inc.'s compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will prepare the federal information returns (Form 990) for Trinity Basin Preparatory, Inc and TBP Panola Project, Inc for the year ended August 31, 2020 based on information provided by you. We will also assist in preparing the consolidated financial statements, supplementary schedules listed on page 1, and related notes of the Organization in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

### **Management Responsibilities**

Management is responsible (1) for establishing and maintaining effective internal controls, including internal control over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; and for the preparation and fair presentation of the consolidated financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with GAAP; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us, and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the consolidated financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the organization from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the consolidated financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the consolidated financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the consolidated financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we reported on the schedule of expenditures of federal awards. You also agree to include the audited consolidated financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon.

Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited consolidated financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited consolidated financial statements, including financial statements published electronically on the Organization's website, management understands that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the tax services, assistance provided by us in preparing the consolidated financial statements, supplementary schedules, and related notes, and any other nonaudit services we provide.

You will be required to acknowledge in the management representation letter the tax services provided and our assistance with preparation of the consolidated financial statements, supplementary schedules, and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the consolidated financial statements, supplementary schedules, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including consolidated financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Organization; however, management is responsible for distribution of the reports and the consolidated financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Sutton Frost Cary LLP and constitutes confidential information. However, subject to applicable laws and regulation, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Texas Education Agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Sutton Frost Cary LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the U.S. Department of Education or Texas Education Agency. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Amy Michie is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to perform interim fieldwork July 6 through July 10, final fieldwork September 14 through September 18 and to provide the drafts reports no later than November 1, 2020.

We estimate that our fees for these services will be as follows for Trinity Basin Preparatory, Inc. and Affiliate:

Financial statement audit	\$30,500
Compliance audit	\$6,000
Preparation of consolidated financial statements, supplemental schedules and notes	\$5,000
Preparation of Form 990:	
Trinity Basin Preparatory, Inc.	\$2,000
TBP Panola Project, Inc.	\$1,100

The fee estimate assumes that SFC will test no more than two major programs. If there are more than two major programs, fees will be adjusted accordingly. The fee estimate is also based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

You agree that any dispute (other than our efforts to collect an outstanding invoice) that may arise regarding the meaning, performance or enforcement of this engagement or any prior engagement that we have performed for you, will, prior to resorting to litigation, be submitted to mediation, and that the parties will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement. Any mediation initiated as a result of this engagement shall be administered within the counties of Dallas, Texas or Tarrant, Texas, by a mutually agreed upon mediation organization and any ensuing litigation shall be conducted within said county, according to Texas law. The results of any such mediation shall be binding only upon agreement of each party to be bound. The costs of any mediation proceeding shall be shared equally by the participating parties.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



A Limited Liability Partnership

RESPONSE:

This letter correctly sets forth the understanding of Trinity Basin Preparatory, Inc. and Affiliate.

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Officer Signature

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Title

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Date