

**Minutes of Board Workshop meeting**  
**Monday, May 6, 2024**  
**The Board of Trustees**  
**SPRING BRANCH INDEPENDENT SCHOOL DISTRICT**

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A Board Workshop meeting of the Board of Trustees of SPRING BRANCH INDEPENDENT SCHOOL DISTRICT was held **May 6, 2024**, beginning at 6:00 PM in the Wayne F. Schaper, Sr. Leadership Center, Board Room, 955 Campbell Rd, Houston, TX 77024, with the following Board Members present: Lisa Alpe, Courtney Anderson, Caroline H. Bennett, Minda Caesar, Chris Earnest, Shannon Mahan, and John Perez.

Board President Chris Earnest called the meeting to order at 6:00 PM. He noted that a quorum of Board members was present.

President Earnest certified that the provisions of the Texas Open Meetings Act, Texas Government Code Section 551.041, had been complied with in connection with public notice of the meeting.

**1. Opening Remarks by the Superintendent**

Superintendent Jennifer Blaine welcomed everyone and announced that the recognition of Trustee Minda Caesar's service to SBISD will move up in the agenda.

**2. Public Comment on Agenda Items**

Rebecca Barbier, Karen Peck, J. Carter Breed, and Willian Caesar spoke regarding items 5A.

**5. Special Presentations**

**A. Recognition of Trustee Minda Caesar's Service to Spring Branch ISD**

Dr. Blaine highlighted Trustee Caesar's achievements during her tenure as trustee, particularly her legislative efforts concerning public school funding.

**6. Reports and Discussions**

**A. Discussion of the 2024-2025 Student Code of Conduct**

Executive Director for Elementary Administration Gary Henry presented.

**C. SBISD Discipline Management Program Update**

Presenters:

Associate Superintendent for Administration and Talent Karen Heeth,

Executive Director for Guidance and Counseling Tyra Walker

Director for Special Education DeaAnne Baker

Gary Henry

Director for Health Safety and Security Pam Metcalfe

Chief of Police, Larry Baimbridge

- B. Report and Discussion of the Draft FY 2025 Budget  
Associate Superintendent for Finance Christine Porter presented.

3. **Executive Session**

President Earnest recessed the Board into Executive Session at 8:38 PM under Section 551.074, Section 551.0821, Section 551.076 and Section 551.071 of the Texas Open Meetings Act regarding the purposes listed below.

- A. The Board Will Meet in Closed Session Under Section 551.074 of the Texas Open Meetings Act Regarding Routine Personnel Matters and Other Personnel Matters including Duties/Evaluation of Employees and Public Officers
- B. The Board Will Meet in Closed Session Under Section 551.074 of the Texas Open Meetings Act for Deliberations Regarding Employment, Duties, Evaluation, and Dismissal of Employees Including But Not Limited to Deliberation Regarding Consideration of Superintendent Recommendation to Terminate Probationary Contract Employee(s)/Propose Nonrenewal of Term Contract Employee(s)
- C. The Board Will Meet in Closed Session Under Section 551.0821 of the Texas Open Meetings Act Regarding Deliberation of Personally Identifiable Information of a Public School Student
- D. The Board Will meet in Closed Session Under Section 551.076 of the Texas Open Meetings Act Regarding Deliberation of the Deployment, or Specific Occasions for Implementation of Security Personnel or Devices, or Deliberation of a Security Audit
- E. The Board Will Meet in Closed Session Under Section 551.071 of the Texas Open Meetings Act in Consultation with the Board's Attorney Regarding All Matters as Authorized by Law, including Legal Issues Surrounding Public Finance and including Pending/Threatened Litigation

President Earnest reconvened the meeting in open session at 9:07 PM and said that no action was taken while in the closed session.

4. **Action as Needed from Executive Session**

- A. Request for Approval of Routine Personnel Items  
Motion made by Trustee Shannon Mahan and seconded by Trustee Caesar that the Board of Trustees approve routine personnel items as recommended.  
The motion passed with a 7-0 vote.
- B. Request for Approval of Additional Employee Contract Recommendations for the 2024-2025 School Year  
Motion made by Vice President Lisa Alpe and seconded by Trustee Courtney Anderson the Board approve probationary contracts for the 2024-2025 school year for employees as recommended by the Superintendent and that the Board authorize the Superintendent to execute employment contracts to the employees accepting this offer.  
The motion passed with a 7-0 vote.

C. Request for Consideration of Superintendent's Recommendation to Terminate Probationary Contract Employee at the End of the 2023-2024 Contract Term in the Best Interests of the District and Authorize Superintendent to Provide Notice of Same (Shameelah Abdullah)

Motion made by Vice President Alpe and seconded by Secretary Caroline H. Bennett the Board terminate the probationary contract of Shameelah Abdullah at the end of the 2023-2024 contract term in the best interests of the District and further move that the Board authorize the Superintendent to give the employee notice of the Board's action.

The motion passed with a 7-0 vote.

6. **Reports and Discussions**

D. Update on Campus Safety Detection Audit Findings

Ms. Heeth gave an update.

7. **Closing Remarks by the Superintendent**

Dr. Blaine thanked Trustee Caesar once more for her years of service as a trustee.

8. **Meeting Adjourned**

President Earnest adjourned the Workshop meeting at 9:10 PM.

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Lisa Alpe  
President, Board of Trustees

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Shannon Mahan  
Secretary, Board of Trustees

Approved: June 24, 2024