

**Minutes of Board Workshop meeting**  
**Monday, May 12, 2025**  
**The Board of Trustees**  
**SPRING BRANCH INDEPENDENT SCHOOL DISTRICT**

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A Board Workshop meeting of the Board of Trustees of the SPRING BRANCH INDEPENDENT SCHOOL DISTRICT was held on **May 12, 2025**, 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 Andrews Alpe, Courtney Anderson, Caroline H. Bennett, Chris Earnest, Shannon Mahan, John Perez, and David Slattery.

Board President Lisa Andrews Alpe called the meeting to order at 6:00 PM. She noted that a quorum of Board members was present.

President Alpe 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 Dr. Jennifer Blaine had no remarks.

**2. Public Comment on Agenda Items**

Colette Perez and Amy Andrews Cone spoke regarding Agenda Item 5A.

President Alpe made adjustments to the agenda, prioritizing other items ahead of the scheduled order.

**5. Special Presentations**

**A. Recognition of Trustee Lisa Andrews Alpe and Trustee John Perez's Service to Spring Branch ISD**

Dr. Blaine highlighted the achievements of Trustee Alpe and Trustee Perez during their tenure on the Board.

**3. Executive Session**

President Alpe recessed the Board into Executive Session at 6:38 PM in accordance with the following sections of the Texas Open Meetings Act for 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 of Employees and Public Officers**

**B. 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**

**C. 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

- D. The Board will meet in Closed Session Under Section 551.071 of the Texas Open Meetings Act for Consultation with the Board's Attorney Regarding All Matters as Authorized by Law, Including But Not Limited to Elizondo v. Spring Branch ISD, Civ. Act. No. H-21-1997; Spring Branch ISD v. O.W. b/n/f Hannah W., Civ. Act. No. H-16-2643; Legal Issues Surrounding Public Finance; and Pending and/or Contemplated Litigation

President Alpe reconvened the meeting in open session at 7:24 PM and said no action was taken while in the closed session. However, the Executive Session was not concluded. Therefore, the Board paused the Executive Session and will resume at the conclusion of the agenda.

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

- A. Request for Approval of Routine Personnel Items

Motion made by Trustee Perez and seconded by Trustee Caroline Bennett that the Board of Trustees approve routine personnel items as recommended.

Motion passed by a 7-0 vote.

- B. Request for Approval of Additional Employee Contract Recommendations for the 2025-2026 School Year

Vice President Courtney Anderson made a motion that the Board approve the recommendations for one-year term contracts for the 2025-2026 school year for employees finishing the probationary period as recommended by the Superintendent and that the Board authorize the Superintendent to execute employment contracts to the employees accepting this offer. Trustee Perez seconded the motion.

Motion passed by a 7-0 vote.

Vice President Anderson made a motion that the Board approve the recommendations for one-year term contracts for the 2025-2026 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. Secretary Shannon Mahan seconded the motion.

**Motion passed by a 7-0 vote.**

**7. Reports and Discussions**

- C. Update on Campus Safety Detection Audit Findings

Pam Metcalfe, Safety and Security Director, provided an update.

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

- C. Request for Approval of the 2025-2026 Spring Branch ISD Concussion Oversight Team Membership and the Concussion Management Protocol Handbook

Motion made by Trustee David Slattery and seconded by Vice President Anderson that the Board of Trustees approve the 2025-2026 Spring Branch ISD Concussion Oversight Team Membership and the Concussion Management Protocol Handbook.

Motion passed by a 7-0 vote.

- D. Deliberation and Possible Action Regarding Legal Response to the Recent Memorandum Opinion and Order Issued in Civil Action No. H-21-1997, Including but Not Limited to Submission of Map(s), Transition Plan(s), Briefs, and Other Materials to the Trial Court

No action was taken on this item.

6. **First Reading of Policy**

- C. First Reading of Policy: CE (LOCAL)- ANNUAL OPERATING BUDGET

- D. First Reading of Policy: CFB (LOCAL)- ACCOUNTING- INVENTORIES

- E. First Reading of Policy: CY(LOCAL): INTELLECTUAL PROPERTY

- F. First Reading of Policy: FFG(LOCAL): STUDENT WELFARE - CHILD ABUSE AND NEGLECT

Trustee Perez said that proposed amendments are due to Trustee Slattery by May 20.

7. **Reports and Discussions**

- C. Presentation of TASB Compensation Study

TASB Director of Human Resources Services Ms. Amy Campbell presented.

- D. Report and Discussion of the Draft FY 2026 Budget

Associate Superintendent for Finance Ms. Christine Porter presented.

**Executive Session**

President Alpe recessed the Board back into a paused Executive Session at 8:47 PM. The Board emerged from the closed session at 9:58 PM. President Alpe said there was no action taken in the Executive Session.

8. **Closing Remarks by the Superintendent**

Dr. Blaine thanked Trustee Alpe and Trustee Perez for their service and contributions during their tenure on the Board.

9. **Meeting Adjourned**

President Alpe adjourned the Workshop meeting at 10:00 PM.

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Shannon Mahan  
President, Board of Trustees

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Walker Agnew Jr.  
Secretary, Board of Trustees

Approved: June 23, 2025