

**Minutes of Regular Meeting**  
**Tuesday, May 27, 2025**  
**The Board of Trustees**  
**SPRING BRANCH INDEPENDENT SCHOOL DISTRICT**

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A Regular Meeting of the Board of Trustees of the SPRING BRANCH INDEPENDENT SCHOOL DISTRICT was held on **May 27, 2025**, beginning at 6:00 PM in the Memorial High School Auditorium, 935 Echo Lane, Houston, Texas 77024, with the following Board Members present: Walker Agnew Jr., Courtney Anderson, Caroline H. Bennett, Chris Earnest, Jennifer Hyland, Shannon Mahan, and David Slattery.

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

President Mahan 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. **Pledge: David Slattery**
2. **Opening Prayer - Trustee Chris Earnest**
3. **Opening Remarks by the Superintendent**  
Superintendent Dr. Jennifer Blaine welcomed everyone and provided an update on the Legislative Session, specifically addressing public school funding in House Bill 2 and House Bill 4.
4. **Public Comment on Special Presentations**  
No one signed up to speak.
5. **Special Presentations**
  - A. Recognition of SBISD Retirees
  - B. Recognition of High School Speech and Debate Students Qualifying for State and National Tournaments
  - C. Recognition of First Tee Champions Golf Challenge Winners
  - D. Recognition of Paige Hershey as the Texas High School Coaches Association (THSCA) 2025 Jody Conradt Award Winner
  - E. Recognition of Student Athletes, Trainers and Coaches
  - F. Recognition of Stratford and Spring Woods High School Color Guard as TCGC State Qualifiers
6. **Public Comment on Agenda Items or Non-Agenda Items**  
No one signed up to speak.

**7. Second Reading and Adoption of Policy**

- A. Second Reading and Adoption of: CE (LOCAL) - ANNUAL OPERATING BUDGET
- B. Second Reading and Adoption of: CFB (LOCAL) - ACCOUNTING- INVENTORIES
- C. Second Reading and Adoption of: CY(LOCAL): INTELLECTUAL PROPERTY
- D. Second Reading and Adoption of: FFG(LOCAL): STUDENT WELFARE - CHILD ABUSE AND NEGLECT

Motion made by Trustee Slattery and seconded by Trustee Courtney Anderson that the Board of Trustees approve the adoption of all policies listed above with the revisions to CFB becoming effective on July 1, 2025.

Motion passed by a 7-0 vote.

**8. Executive Session**

President Mahan recessed the Board into Executive Session at 7:03 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 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 in Consultation with the Board's Attorney Regarding All Matters as Authorized by Law, Including But Not Limited to discussion of Elizondo v. Spring Branch ISD, Civ. Act. No. H-21-1997 and Legal Issues Surrounding Public Finance

President Mahan reconvened the meeting in open session at 8:33 PM and said that no action was taken while in the closed session.

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

- A. Request for Approval of Routine Personnel Items

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

Motion passed by a 7-0 vote.

- B. Request for Consideration of Resolution Finding No Good Cause Exists for Resignation of Employee and Ask the Superintendent to Report to Texas Education Agency (Zachary Helgren)

Motion made by Trustee Earnest and seconded by Vice President Bennett that the Board of Trustees approve the resolution finding no good cause exists for resignation of employee and ask the Superintendent to report to Texas Education Agency (Zachary Helgren).

Motion passed by a 7-0 vote.

**10. Consent Agenda Action Items**

- A. Request for Approval of Budget Status Summary Report with Budget Amendment as of April 30, 2025
- B. Request for Approval of Facility Improvement Program Monthly Status Report with Project Budget Changes as of April 30, 2025
- C. Request for Approval of Contract Awards
1. Contract for Fire Alarm Repairs and Services
  2. Contract for UHF Trunking System
  3. Contract for Workers' Compensation Insurance
  4. Contract for Maintenance and Turf for Stratford, Memorial, Northbrook, Spring Woods High Schools and Tully Stadium
  5. Request for Proposal for Restaurant, Catering and Delivery Services
  6. Contract for Dairy Products
  7. Contract for Capital Equipment
  8. Contract for Communities in Schools Houston (CISH)
- D. Request for Approval to Rescind Contract Award 16529 for Grounds and Landscaping Services
- E. Request for Approval of MOU with the Harris County Juvenile Board for the Harris County Juvenile Justice Alternative Education Program (JJAEP)
- F. Request for Approval of an Interlocal Agreement with Harris County Department of Education for Specialized Services Highpoint School East
- G. Request for Approval of the Sherwood Elementary School Water Easement
- H. Request for Approval of Payroll and Operating Expenses - April 2025
- I. Request for Approval of Tax Overpayment Refunds (Sec. 31.11)
- J. Request for Approval of Minutes for School Board Meetings
1. April 11, 2025 - Retreat/Workshop Meeting
  2. April 28, 2025 - Regular Meeting
  3. April 30, 2025 - Special Meeting

President Mahan read the rules for the adoption of the consent agenda action items. Secretary Walker Agnew Jr. requested that items 10C8 be removed from the consent agenda for separate discussion and a separate vote.

Trustee Slattery moved to approve the consent agenda action items with the exception of item 10C8. Trustee Earnest seconded the motion.

Motion passed by a 7-0 vote.

Item 10C8 – Associate Superintendent for Academics Dr. Annie Wolfe and Executive Director for Guidance and Counseling Ms. Tyra Walker provided an overview of the factors considered when selecting the contract for Communities In Schools Houston (CISH), including key priorities and selection criteria used in the decision-making. Motion made by Secretary Agnew Jr. and seconded by Trustee Slattery that the Board of Trustees approve the consent agenda action item 10C8.

Motion passed by a 7-0 vote.

**11. Closing Remarks by the Superintendent**

Dr. Blaine had no closing remarks.

**12. Meeting Adjourned**

President Mahan adjourned the R\regular meeting at 8:38 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**