

**ORDER APPOINTING PRESIDING ELECTION JUDGES, ALTERNATE  
PRESIDING ELECTION JUDGES, AND OTHER ELECTION  
OFFICIALS FOR THE MAY 3, 2025 TRUSTEE ELECTION**

WHEREAS, pursuant to law, an election is required to be held within the Spring Branch Independent School District (“SBISD”) for the purpose of filling the full terms of Trustee Positions One and Two; and

WHEREAS, the Board of Trustees of SBISD is required to appoint, for the purpose of conducting the election, the following election officials:

- (1) A presiding election judge and alternate presiding judge for each election precinct in which the election is to be held;
- (2) An early voting clerk;
- (3) A presiding judge for the early voting ballot board;
- (4) A manager of the central counting station;
- (5) A tabulation supervisor for the central counting station; and
- (6) A presiding judge for the central counting station.

IT IS THEREFORE ORDERED BY THE BOARD OF TRUSTEES OF SBISD THAT:

(1) The individuals listed on **Exhibit A** attached hereto are hereby appointed by the Board of Trustees of SBISD to act as the election officials for the precincts for the May 3, 2025 Trustee Election as set forth beside each such person’s name on **Exhibit A**.

(2) The presiding judge of each election precinct, the presiding judge of the central counting station and the manager of the central counting station are all authorized and directed to appoint at least two, but not more than five, clerks to assist such officials in their duties. The presiding judge of the early voting ballot board is authorized and directed to appoint at least two, but not more than seven, persons to serve as members of the early voting ballot board. Each clerk and each member of the early voting ballot board so appointed shall be an eligible voter of SBISD but need not reside in the election precinct for which the clerk or member was appointed. In making the clerk appointments, each presiding election judge shall make reasonable efforts to appoint a sufficient number of election clerks who are fluent in both English and Spanish to serve the needs of the Spanish-speaking voters of the precinct. If the number of such fluent election clerks is insufficient to serve the needs of the Spanish-speaking voters in the election, the authority holding the election, or designee, shall appoint at least one clerk who is fluent in both English and Spanish to serve at a central location to provide assistance for Spanish-speaking voters.

(3) The Secretary of the Board of Trustees of SBISD is hereby authorized and directed to deliver to the presiding judge and alternate presiding judge of each election precinct, the presiding judge of the central counting station, and the presiding judge of the early voting ballot board, the notice of the appointment as such, in accordance with Sections 32.009 and 4.007 of the Texas Election Code, as amended, and such other notices, supplies, and information as may be necessary or required in connection with their serving in the capacity as election officials.

(4) All election judges shall be compensated at the rate of \$18.00 per hour, or the hourly rate provided by law, whichever is more, for time actually spent working at a precinct polling place or annotating the list of registered voters who voted early. Alternate judges shall be compensated at the rate of \$16.00 per hour, or the hourly rate provided by law, whichever is more. Clerks shall be compensated at the rate of \$14.00 per hour, or the hourly rate provided by law, whichever is more. A judge or clerk may not be paid for more than one hour of work before the polls open, except for payment made for work to annotate the list of registered voters who voted early. A judge or clerk may not be paid for more than two hours of work after the time for closing the polls or after the last voter has voted, whichever is later. Early voting clerks and deputy early voting clerks who are permanent district employees are appointed to serve without additional compensation.

This Order is adopted by the Board of Trustees of SBISD this \_\_\_\_\_ day of January, 2025.

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Lisa Alpe, President  
Board of Trustees of  
Spring Branch Independent  
School District

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Shannon Mahan, Secretary  
Board of Trustees of  
Spring Branch Independent  
School District

Regular Board of Trustees Meeting on January 21, 2025

Exhibit A

LISTING OF ELECTION OFFICERS  
FOR THE MAY 3, 2025 TRUSTEE ELECTION

<u>Election Precinct Number</u>	<u>Polling Place</u>	<u>Office</u>	<u>Name</u>
41	Landrum Middle School 2200 Ridgecrest	Judge Alt. Judge	<u>Heide Zozaya</u> <u>Eva Santana</u>
42	Memorial Middle School 12550 Vindon	Judge Alt. Judge	<u>Candice Faure-Anderson</u> <u>Peter Anderson</u>
43	Spring Branch Middle School 1000 Piney Point	Judge Alt. Judge	<u>Sara Shaw</u> <u>George Jozwiak</u>
44	Spring Woods Middle School 9810 Neuens	Judge Alt. Judge	<u>Elvanna Galbreth</u> <u>Brandi Hammond</u>
45	Spring Forest Middle School 14240 Memorial	Judge Alt. Judge	<u>Vernette Shaffer</u> <u>Silvia Gonzalez-Lepera</u>
46	Spring Oaks Middle School 2150 Shadowdale	Judge Alt. Judge	<u>JoAnn Sodolak</u> <u>Becca Cruz</u>
47	Northbrook Middle School 3030 Rosefield	Judge Alt. Judge	<u>Alison Melnar</u> <u>Susan Holzhauser</u>

CENTRAL COUNTING STATION

CCS	Wayne F. Schaper, Sr. Leadership Center 955 Campbell Rd.	Manager Central Counting Station and Judge	<u>Cristie Stewart</u>
CCS	Wayne F. Schaper, Sr. Leadership Center 955 Campbell Rd.	Tabulation Supervisor Central Counting Station	<u>Monica Tlass</u>
CCS	Wayne F. Schaper, Sr. Leadership Center 955 Campbell Rd.	Central Counting Station Manager	<u>William Norris</u>
CCS	Wayne F. Schaper, Sr. Leadership Center 955 Campbell Rd.	Assistant Tabulation Supervisor Central Counting Station	<u>Marcus Johnston</u>

EARLY VOTING

Early Voting	Wayne F. Schaper, Sr. Leadership Center 955 Campbell Rd.	Early Voting Clerk	<u>Jennifer Maynard</u>
Early Voting	Wayne F. Schaper, Sr. Leadership Center – Board Room 955 Campbell Rd.	Deputy Early Voting Clerk	<u>Vernette Shaffer</u>
Early Voting	Don Coleman Community Coliseum Home Locker Rm. 1050 Dairy Ashford	Deputy Early Voting Clerk	<u>Candice Faure-Anderson</u>
Early Voting	Holy Cross Lutheran Church 7901 Westview	Deputy Early Voting Clerk	<u>Allison Melnar</u>
Early Voting	Piney Point Village 7660 Woodway Suite, #460	Deputy Early Voting Clerk	<u>Bobby Pennington</u>

Early Voting	SBISD – West Support Center 2100 Shadowdale; Rd F7	Deputy Early Voting Clerk	<u>Sara Shaw</u>
Early Voting	SBISD – East Transition Campus 8655 Emnora Ln	Deputy Early Voting Clerk	<u>Elvanna Galbreth</u>
Early Voting	Wayne F. Schaper, Sr. Leadership Center 955 Campbell Rd.	Judge, Early Voting Ballot Board	<u>Anayeli Castillo</u>

**CERTIFICATE OF ORDER**  
**APPOINTING ELECTION OFFICIALS**

We, the undersigned officers of Spring Branch Independent School District (the "District"), hereby certify as follows:

The Board of Trustees of the District (the "Board") convened a meeting on the \_\_\_\_ day of January, 2025, at the regular meeting place within the District, and the roll was called of the duly constituted officers and members of said Board, to-wit:

Lisa Andrews Alpe, President  
Courtney Anderson, Vice President  
Shannon Mahan, Secretary  
David Slattery, Trustee  
Chris Earnest, Trustee  
John Perez, Trustee  
Caroline H. Bennett, Trustee

All said persons were present, except \_\_\_\_\_, thus constituting a quorum whereupon, among other business, the following was transacted at said meeting:

Order Appointing Presiding Election Judges, Alternate Presiding  
Election Judges, and Other Election Officials for the May 3, 2025  
Trustee Election

The Order Appointing Presiding Election Judges, Alternate Presiding Election Judges, and Other Election Officials for the May 3, 2025 Trustee Election (the "Order") was introduced for the consideration of the Board. It was then duly moved and seconded that the Order be adopted, and, after due discussion, said motion, carrying with it the adoption of the Order, carried by the following vote:

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

A true and complete copy of the Order adopted at the meeting described in the above paragraph is attached hereto and follows this certificate; the Order has been duly signed and attested by the proper officers, and as signed has been duly recorded in the Board's minutes of said meeting; the above and foregoing paragraph is a true and complete excerpt from the District's minutes of said meeting pertaining to the adoption of the Order. The meeting was conducted in open session following written Notice of the date, place, and subject of such meeting, as required by the laws of the State of Texas, including TEX. GOV'T CODE, Sec. 551.001 *et seq.*, Vernon's Texas Civil Statutes, as amended.

WITNESS OUR HANDS AND THE SEAL OF THE DISTRICT this \_\_\_\_\_ day of  
January, 2025.

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Lisa Alpe, President  
Board of Trustees of  
Spring Branch Independent  
School District

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Shannon Mahan, Secretary  
Board of Trustees of  
Spring Branch Independent  
School District