

***Killeen Independent School District  
Board Agenda Item Action Sheet***

**Date:** December 16, 2025

**Agenda Item Caption:** Appointment of an Election Agent for the May 2, 2026 Board of Trustees Election

**Purpose of Agenda Item:** Action needed

**Administrative Recommendation:** Move to approve the appointment of JC Schoel to serve as Killeen Independent School District's Election Agent for the May 2, 2026, Board of Trustees election.

**Background Information:** In accordance with the *Texas Election Code*, the School Board Secretary is the official election administrator for the Killeen Independent School District. The Board may appoint an employee of the political subdivision to serve as the agent to perform the election duties required under the *Texas Education Code*. The election agent shall maintain office hours for at least three hours of each regular business day of the district and shall be effective through July 2026 unless a contested election or criminal investigation necessitates an extension.

**Fiscal Analysis:** None

**Regulatory Requirement:** *Texas Election Code*, Section 31.123: Appointment of Agent During Election Period

**Contact Person for Additional Questions/Information:**

**Name:** Scott Hequembourg, Deputy Superintendent for Operations

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**Telephone Number:** 254-336-2781

**Attachments:** 1) 2026 Election Agent Appointment Notice  
2) 2026 Election Calendar

**Signature Requested:** No