

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

Date: June 10, 2023

Agenda Item Caption: Installation of Newly Elected Trustees

- A. Completion of Statement of Office
- B. Administration of Oath of Office to Newly Elected Trustees
- C. Presentation of Certificate of Election

Purpose of Agenda Item: Action needed

Administrative Recommendation: None

Background Information: The canvassing authority met on May 13, 2025 at 4:30 p.m. to certify the results of the May 3, 2025 election and formally declare the winners for the KISD Board of Trustees, Places 1, 2, and 3. On the same day, Trustees Susan Jones and Brenda Adams completed their Statements of Officer, took their Oaths of Office, and were presented with Certificates of Election. Trustee Oliver Mintz was absent and will be installed at this meeting, completing the Statement of Office, taking the Oath of Office, and receive the Certificate of Election.

Fiscal Analysis: None

Regulatory Requirement: Board Policy BBBB (Legal): Elections – Post-Election Procedures

Contact Person for Additional Questions/Information:

Name: Brenda King, Board Specialist

Email address: brenda.king@killeenisd.org

Telephone Number: (254) 336-0005

Attachments: 1) Sample Statement of Elected Officer

2) Sample Oath of Office

3) Sample Certificate of Election

Signature Requested: Yes (Presiding Officer of Canvassing Authority on Certificates of Election; newly elected Board Members on Statements of Elected Officer, and Oaths of Office)