

**BURLESON ISD**  
**BOARD OF TRUSTEES**  
**PLACE 1 VACANCY**  
**APPLICATION PACKET**

Appointment through May 2027

**Application deadline**

5:00 p.m., August 21, 2026

**Delivery options**

Applications will be accepted either in person, by email, or via mail to:

Burleson Independent School District

1160 SW Wilshire Boulevard

Burleson, TX 76028

Attention: Tom Dyar

Email: Tom Dyar, [elections@bisdmail.net](mailto:elections@bisdmail.net)

## Application Overview

The Burleson ISD Board of Trustees is accepting applications from eligible residents interested in appointment to the vacant Place 1 position. The person appointed will serve until the May 2027 election, subject to confirmation of the applicable election and term language by district counsel.

## Applicant Instructions

- Complete all sections. Type or print clearly. Use “not applicable” rather than leaving a required item blank.
- Answer each narrative question in 200 words or fewer unless otherwise noted. Additional pages may be attached only when necessary and should identify the corresponding question number.
- Do not include Social Security numbers, driver’s-license numbers, dates of birth, medical information, or other sensitive personal information that is not specifically requested.
- Submit the complete packet and all attachments by the stated deadline.

### Public information notice

Applications and supporting materials submitted to Burleson ISD may be subject to disclosure under the Texas Public Information Act. The district may be required to release submitted information unless an exception applies. Applicants should not submit confidential personal information that is not specifically requested.

## Attachments and Submission Checklist

- ☐ Completed application, including all required explanations
- ☐ Signed eligibility and accuracy certification
- ☐ One-page letter of interest
- ☐ Current résumé
- ☐ Three references listed in Section 7

## Section 1 — Applicant Information

*Information in this section is used for communication, eligibility review, and identification of potential conflicts.*

**Full legal name:**

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**Name you prefer to use:**

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**Residence address:**

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**Primary phone:**

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**Email address:**

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**Current occupation / title:**

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**Employer / organization:**

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**Date continuous Texas residency began (MM/YYYY):**

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**Date continuous Burleson ISD residency began (MM/YYYY):**

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**Voter registration VUID number, if known:**

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### Prior public service

- ☐ I currently hold or previously held an elected or appointed public office. (Explain below.)
- ☐ I have previously been a candidate for public office. (Explain below.)
- ☐ Neither applies.

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## Section 2 — Eligibility Certification

*Check each statement that is true. Eligibility will be verified under applicable law and Board Policy BBA (Legal).*

- ☐ I am a United States citizen.
- ☐ I am at least 18 years of age.
- ☐ I am a qualified voter in the territory from which the office is elected or appointed, as applicable.
- ☐ I have resided continuously in Texas for the period required by law.
- ☐ I have resided continuously within Burleson ISD for the period required by law.
- ☐ I satisfy the eligibility requirements concerning final felony convictions and any other legal disqualifications.
- ☐ I have reviewed Board Policy BBA (Legal) and believe I meet the qualifications for service as a trustee.
- ☐ I am not currently employed by Burleson ISD in a position that would be legally incompatible with service as a trustee, or I have disclosed the situation in Section 6.
- ☐ I understand that eligibility is determined as of the legally applicable date and that the district may request documentation to verify my eligibility.

### Eligibility explanation

*Explain any item above that you could not certify without qualification, or write "None."*

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## Section 3 — Connection to Burleson ISD

*Please respond to each of the following questions in 200 words or less. NOTE: Applicants who address one or more of these questions in their letter of interest may enter "See Letter of Interest" in the corresponding response field. The letter of interest and application should collectively provide complete responses to all questions.*

### 1. How long have you resided within Burleson ISD?

*Include the month and year your continuous residency began and briefly note any interruptions.*

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### 2. Describe your connection to the Burleson ISD community.

*You may discuss family, neighborhood, civic, nonprofit, business, faith-based, educational, or other community ties. Being a parent or guardian is not required.*

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### 3. Describe your involvement or experience with Burleson ISD and public education.

*Examples may include experience as a student, parent or guardian, employee, volunteer, committee member, mentor, business partner, taxpayer, advocate, or community member. Include only roles that apply to you.*

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## Section 4 — Qualifications and Governance Readiness

*Please respond to each of the following questions in 200 words or less. NOTE: Applicants who address one or more of these questions in their letter of interest may enter "See Letter of Interest" in the corresponding response field. The letter of interest and application should collectively provide complete responses to all questions.*

### 1. Why are you seeking appointment to the Burleson ISD Board of Trustees?

*Explain why this is the right time for you to serve and what you hope to contribute.*

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### 2. What professional, civic, volunteer, financial, educational, or leadership experience would help you contribute effectively as a trustee?

*Identify specific responsibilities, accomplishments, or lessons that are relevant to board service.* \_\_\_\_\_

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### 3. What do you understand to be the responsibilities of an individual trustee and the Board of Trustees as a whole?

*Address the distinction between governance and the district's day-to-day administration.*

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## Section 5 — Availability and Commitment

Trustee service may include regular and special Board meetings, workshops, required training, preparation time, committee or liaison assignments, district events, graduations, and other responsibilities. Meeting schedules may include evenings and occasional daytime commitments.

- ☐ I am able and willing to devote the time necessary to fulfill the responsibilities of a trustee.
- ☐ I understand that Board authority is exercised collectively and that an individual trustee does not direct district staff or operations.
- ☐ I am willing to complete all required trustee orientation and continuing education.
- ☐ I am willing to comply with applicable ethics, confidentiality, conflict-of-interest, open-meetings, public-information, cybersecurity, and school-safety requirements.
- ☐ I am willing to work within adopted Board policy and operating procedures.

### Required training acknowledgment

I understand that newly appointed trustees are subject to state and local training requirements and that those requirements may include district orientation, education-code orientation, open-government training, team building, student-outcomes training, school-safety training, parental-rights training, cybersecurity training, and additional continuing education prescribed by law or rule.

- ☐ I acknowledge and accept this responsibility.

## Section 6 — Relationships, Employment, and Potential Conflicts

*A “yes” response does not necessarily disqualify an applicant. The purpose is to identify issues that may require legal review, disclosure, or recusal.*

| Disclosure question                                                                                                                                          | Yes                      | No                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| Are you currently employed by Burleson ISD?                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you previously been employed by Burleson ISD?                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| Is your spouse or an immediate family member employed by Burleson ISD?                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you, your spouse, or an immediate family member have a financial, contractual, or business relationship with Burleson ISD?                                | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you serve as an officer, director, employee, or representative of an organization that regularly conducts business with or advocates before Burleson ISD? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you aware of any circumstance that could affect your eligibility to serve or require disclosure, abstention, or recusal if appointed?                    | <input type="checkbox"/> | <input type="checkbox"/> |

### Explanation of “yes” responses

*Identify the question and describe the relationship or circumstance. Do not include sensitive personal information that is not necessary to explain the issue.*

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## Section 7 — Professional and Community References

*Provide three individuals who can speak to your leadership, judgment, collaboration, integrity, and commitment to public service. At least two references should not be related to you. Obtain each person's permission before listing them.*

### Reference 1

Name: \_\_\_\_\_

Title / organization: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Years known: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

☐ I have obtained this person's permission to be contacted.

### Reference 2

Name: \_\_\_\_\_

Title / organization: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Years known: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

☐ I have obtained this person's permission to be contacted.

### Reference 3

Name: \_\_\_\_\_

Title / organization: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Years known: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

☐ I have obtained this person's permission to be contacted.

## Section 8 — Applicant Certification and Authorization

Read each statement carefully before signing.

- ☐ I certify that the information provided in this application and its attachments is true, complete, and accurate to the best of my knowledge.
- ☐ I understand that submission of an application does not guarantee an interview or appointment.
- ☐ I certify that I have reviewed and believe I meet the qualifications for service established by applicable law and Board Policy BBA (Legal).
- ☐ I authorize Burleson ISD to verify information relevant to my eligibility and qualifications, as permitted by law. I understand that the district may contact the references I have provided.
- ☐ I understand that material omissions or misrepresentations may result in removal from consideration or other action permitted by law.
- ☐ I understand that my application and supporting materials may be subject to public disclosure under applicable law.
- ☐ If appointed, I agree to comply with applicable law, Board policy, adopted Board operating procedures, required training, ethics and conflict-of-interest requirements, and the duties of the office.

**Applicant signature:** \_\_\_\_\_

**Printed name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### District Use Only

**Date received:** \_\_\_\_\_

**Time received:** \_\_\_\_\_

**Received by:** \_\_\_\_\_

- ☐ Received by deadline: 5:00 p.m., August 21, 2026
- ☐ Received after deadline: \_\_\_\_\_