

To: Jay McWilliams, Superintendent, and Board of Trustees

From: Melissa Tarbet, Director of Business Services

Subject: Contract with Howard County Election Administrator to Conduct the School Trustees Election for May 3, 2025  
*Contrato con el director de la elección del condado de Howard para conducir la elección de los directores de la escuela para el 3 de mayo 2025*

Date: January 13, 2025

Attached on the following pages is the contract with the Howard County Election Administrator, Jodi Duck, to conduct the School Trustees Election for the May 3, 2025 Election. This contract includes Early Voting and Election Day Voting.

This contract does not totally remove all election responsibilities from Big Spring ISD. We are still responsible for the following election items:

- Order an Election (Requires Board of Trustees Action)
- Accept all “Applications for a Place on the Ballot” and Write-In Applications
- Conduct the “Ballot Position Drawing” for Positions on the Ballot
- Accept all Filing of Title 15 / Texas Ethic Commission Campaign Finance Reports
- Conduct a Canvassing of Election Return (Requires Board of Trustees Action)

Board approval is recommended.