

School Secretary Planning Worksheet – 2025 School Election

School District: _____ Secretary: _____

School Secretary Contact Information

Phone: _____ Email: _____

Please complete this worksheet and return it to the county auditor as soon as possible.

1. List of Offices

Determine which offices will be on the ballot for this year's school election.

Office	Director District # or At-Large?	Date Term Ends	Name of Incumbent	Date of Appointment (if applicable)

2. School Director District Plan

Mark the plan below that applies to your school district.

- ☐ **Plan A:** Election of all directors at-large (voted on by the voters of the whole district).
- ☐ **Plan B:** District is divided into single-member or multi-member districts, but all directors are elected at-large.
- ☐ **Plan C:** Not more than half of the directors may live anywhere in the district; others must be residents of single-member or multi-member districts. All are elected at-large.
- ☐ **Plan D:** The entire district is divided into single or multi-member director districts, and directors are elected by voters of the district.
- ☐ **Plan E:** District has seven directors. Three directors are elected at-large (no more than two at each regular school election). Four directors are elected from single-member director districts voted by the voters of the district.

3. Public Measures

Does the school board plan to include any public measures on the ballot at the school election?

☐ Yes ☐ No ☐ Maybe

The full text of public measures must be filed with the county auditor by 12:00 noon on the day after the nomination period closes, September 19, 2025.

4. Publication

Which newspaper(s) are in general circulation within your school district?

In which newspaper(s) do you publish your official board minutes?

5. Organizational Meeting Date

Please indicate the date and time of the first regular meeting of the school board after the final canvass** of the school election.

Date: ____/____/____ Time: ____:____ a.m. p.m.

** The final canvass is the second Monday or Tuesday after the regular school election if your school district is in more two or more counties.

The final canvass is the first Monday or Tuesday after the regular school election if your school district is contained entirely in one county.