

TO: ISD 709 School Board Candidates
FROM: Brett Mensing, Business Services Coordinator, Election Clerk
DATE: May 20, 2025

Please carefully read the following information regarding the attached documents;
understanding these requirements is your responsibility:

1) Affidavit of Candidacy for School Board Office: Your name will be placed on the official ballot in the exact manner as printed on the Affidavit of Candidacy form. You have until 5:00 P.M. **June 5, 2025** to file an Affidavit of Withdrawal. (*MN Election Laws 205A.06 sub.5*)

2) Voluntary Disclosure Form: This form is *not* required when filing and is optional. All information in your file is public and may be released to the press.

3) Campaign Financial Reports & Due Dates: This section includes information regarding definitions and filing requirements.

An initial report must be filed within 14 days after the candidate or committee receives contributions or makes disbursements of more than \$750 in a calendar year.

(MN Statutes, Chapters 211A and 211B)

Once an initial report has been filed, reports are required on the following dates until a final report is filed:

(a) 10 days prior to the August 12, 2025 primary (due even if no primary): **Due Friday, 8/1/25** (10 days falls on Saturday; due following Monday instead).

(b) 10 days prior to the November 4, 2025 general election: **Due Friday, 10/24/25**

(10 days falls on Saturday; due following Monday instead).

(c) Certification of Filing: *each* candidate and committee treasurer must certify within 7 days after the general election that all required reports have been filed or that the candidate and committee have not received contributions nor made expenditures in excess of \$750 in a calendar year. **Report is due by Friday, 11/21/2025.** No certificate of election will be issued to a successful candidate who has not filed such a certification. *MN Statutes 211A.05, sub. 1.*

(d) 30 days after the general election: **Due Thursday, 12/4/2025.**

(e) January 31, 2026 and each January 31 following the year when the initial report was filed, until a **final** report is filed.

Business Services | 709 Portia Johnson Drive | Duluth, MN 55811

P: 218-336-8704 | E: brett.mensing@isd709.org

X@Duluth_Schools |    @duluthpublicschools

Please note: I am not qualified to answer questions regarding campaign finance. Please check your 2024 Campaign Manual. Additional information is available at the Secretary of State's Website (www.sos.state.mn.us):

- Click on "Election Administration"
- Click on "Become a Candidate".

You can also contact the Secretary of State via email at secretary.state@state.mn.us or via phone at 877-600-8683.

Final Report: may only be filed when all debts have been settled and all assets in excess of \$100 in the aggregate are disposed of. (Check "Final Report" under *Type of Report* on the Campaign Financial Report Form.)

Where to file reports: Reports must be filed with:

Independent School District #709
709 Portia Johnson Drive, Brett Mensing, Suite 108
Duluth, Minnesota 55811

Petition in Lieu of Election Filing Fee: This petition may be filed in lieu of the \$2.00 filing fee requirement. (*MN Statutes 205A.06 sub. 4*)

Thank you,

Brett Mensing

Business Services Coordinator | Executive Assistant to the CFO | Election Clerk

I acknowledge receipt of this information.

Candidate's Signature

Date

Candidate's Printed Name

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