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School Board Member Elections

Owatonna Public Schools
Superintendent's Office
333 East School Street
Owatonna, MN 55060
P: (507) 444-8610
www.isd761.org

Office Hours
Monday through Friday
7:30 a.m. to 4:00 p.m.

Candidate Information

Candidate Eligibility

Individuals must:

- be eligible to vote in Minnesota.
- be at least 21 years old upon assuming office.
- reside in the school district for at least 30 days before the general election (Minn. Stat. 204B.06, Subd. 1).
- not be registered as a convicted sex offender (Minn. Stat. 205A.06, Subd. 1b; Minn. Stat. 243.166).

How to Become a Candidate

- School board members are elected during the November General Election on even years. This year, the General Election is on **November 3, 2026**. Members are elected for a four-year term. In 2026, there are four seats open for election. All board members are elected at-large.

- The candidate filing period for this year's General Election is **July 14-July 28, 2026**. Each candidate must file an affidavit of candidacy with the school district election clerk at the District Office at 333 East School Street, Owatonna. The filing fee is $2.00.

- Vacancies caused by resignation, death, etc. are filled by an appointment process conducted by the remaining board members or by special election.

Withdrawal from Election

- A candidate for the school board may withdraw from the election by filing an affidavit of withdrawal with the school district election clerk at 333 East School Street by 5:00 p.m. **July 30, 2026**. After that date, no candidate may file an affidavit of withdrawal. The filing fee is not refundable upon withdrawal.

Financial Reporting

- Candidates who receive contributions or make disbursements of more than $750 in a calendar year shall submit an initial report to the school district election clerk within 14 days after receiving or making disbursements of more than $750 and shall continue to make reports until a final report is filed. The Campaign Financial Report Certification of Filing form is due within seven days of the election. This form certifies that all financial reports required by Minnesota Statutes 211A.02 have been submitted.

Election Day Activities

- No one except an election official or an individual who is waiting to register or to vote or an individual conducting exit polling shall stand within 100 feet of the building in which a polling place is located.

- Campaigning is not allowed in the polling place, within 100 feet of the building where the polling is located or on public property if the polling place is on public property.

This prohibition on campaigning means that campaign buttons cannot be worn in the polling place and campaign signs cannot be displayed within 100 feet of the building or on public property if the polling place is on public property.

Fundamental Roles of School Boards

School boards are most effective when members focus on the big picture: making policy, setting goals and engaging stakeholders, all with the ultimate goal of improving student achievement.

The work of a school board involves:

- Developing a vision for the district
- Setting goals and monitoring progress
- Establishing district policy
- Monitoring student achievement
- Aligning resources with goals
- Collaborating with community partners
- Ensuring facilities are safe and adequate
- Communicating with stakeholders
- Rallying the community around student achievement
- Hiring and evaluating the superintendent
- Ratifying employee contracts
- Advocating student needs to lawmakers
- Training in education and governance

Outstanding school board members are:

- Motivated by the best interests of all kids
- Passionate about public education
- Able to make decisions
- Strong communicators, willing to listen
- Believers in the democratic process
- Willing to spend time and energy on board business
- Committed to governance training
- Able to function as part of a team
- Collaborative

School Board Meetings

The current Owatonna School Board regularly meets on the second and fourth Mondays of each month (with some exceptions due to holidays and meeting restrictions). The Board also meets as needed for special meetings.

School Board members are assigned to various committees, which meet according to established schedules for committees, or as needed according to committee demands.

Salary

The School Board sets the annual salary for board members at its annual organizational meeting in January. Currently, the salary for each member is $4,000 per year with the vice-chairperson receiving an additional $450 and the chairperson an additional $600.

Resources

Minnesota School Board Association
www.mnmsba.org

Office of the Minnesota Secretary of State
www.sos.state.mn.us