

DUGSI ACADEMY CHARTER SCHOOL

Adopted: May 21, 2016

Revised: _____

Purchase of Group Health Insurance Coverage Policy

I. Purpose

The Board of Directors of Dugsi Academy Charter School, employing over 75 people and having agreed to offer group health and Dental insurance coverage as well as well as life insurance and long/short term disability clearly stated in the staff handbook, to all employees who works over 30 hours a week, shall comply with the provisions of MN Statutes 124D.10 Subd. 11(d) and 124D.10 Subd. 4a, paragraph (f).

All members of the board directors, school employees, and officers are prohibited from receiving gifts and/or any compensation from a group health insurance provider.

In accordance with those provisions:

GENERAL STATEMENT OF POLICY

- A. The school administration is empowered by the Board of Directors to seek sealed bids from at least three (3) group health insurance providers/companies. Bids must be sought at least every two (2) years.
- B. The Board of Directors shall establish, before soliciting proposals, the requirements for the coverage sought, and the criteria that it will use to review and decide on a contract with an insurance provider for group health insurance coverage.
- C. The school administrator shall submit to the Board of Directors a timeline for seeking bids that provides enough time to seek bids, open the sealed bids, review the sealed bids received, make a board decision, negotiate the final contract, and allow appropriate notification prior to any changes that will go into effect with the new group health insurance contract.
- D. The sealed bids shall be opened at a meeting of the Board of Directors, or at another time set and announced to the board, during which the administration and board witnesses will unseal the bids to ensure there is a public record documenting the process of unsealing the bids.
- E. Upon finalizing the group health insurance contract, the board shall ensure that all employees are notified of any changes from current group health insurance coverage.
- F. The open bids are public documents, shall be available to the public in accordance with Chapter 13, and shall be maintained over six (6) years in accordance to State Records Retention Law.

LEGAL REFERENCES

MN Statutes – 124D Subd. 11(d) and Subd. 4a (f)

MN Statutes – Chapter 13

MN Statutes – 138.17 and the School District General Records Retention Schedule

MN Statutes – 471.895 – Gifts to Certain Persons Prohibited

MN Statutes – 10A.071 Subd. 1, paragraph (b)