

POLICY NO. 4.3.2
PURCHASE OF GROUP HEALTH INSURANCE COVERAGE

I. PURPOSE

The purpose of this policy is to provide compensation and benefits packages that attract and retain high quality professional faculty and staff. The school seeks to offer a total compensation package that is market competitive, fair to employees, and affordable for the school.

II. POLICY STATEMENT

The Board of Directors of Paladin Career & Technical High School employing at least 25 people and having agreed to offer group health insurance coverage to employees shall comply with the provisions of MN Statutes 124E.12 Subd. 5 and 124E.14 paragraph (c).

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.

III. POLICY

In accordance with those provisions:

- A. The school administration/Finance & Business Director is empowered by the Board of Directors to seek sealed proposals from a minimum of three (3) group health insurance sources. Proposals must be sought at least every two 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 / Finance & Business Director shall submit to the Board of Directors a timeline for seeking proposals that provide enough time to seek proposals, open the sealed proposals, review the proposals received, make a board decision, negotiate the final contract, and allow appropriate notification prior of any changes that will go into effect with the new group health insurance contract.
- D. The sealed proposals shall be opened at a meeting of the board of directors, or at another time set and announced by the board, during which the administration and board witnesses will unseal the proposals, to ensure there is a public record documenting the process of unsealing all of the proposals.

- 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. Once the proposals are opened they are public documents, shall be available to the public in accordance with Chapter 13, and shall be maintained for six years in accordance with the State Records Retention Law.

Legal Reference:

MN Statutes – 124E.12 Subd. 5 & 124E.14 paragraph (c)

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)

Adopted from Minnesota Association of Charter Schools Purchase of Group Health Insurance Coverage

Adopted: 04/20/2023

Revised: