



MSA's Purchase of Group Health Insurance Coverage Policy

- Adopted:
 - Revised: 5/19/2023
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I. PURPOSE

The purpose of this policy is to outline the process for purchasing group health insurance coverage.

II. GENERAL STATEMENT OF POLICY

- a. The Board of Directors of Midway Star Academy, employing at least 26 people offer group health insurance coverage to employees and so according to the requirements of the MN Statutes 124D.10 Subd. 11(d) and 124D.10 Subd. 4a, paragraph (f).
- b. 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

- 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 starting the 2024-25 SY.
- 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 by the Board Chair 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. Such information will be provided prior to the effective date of the new group health insurance contract.

- 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.

IV. 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)