

Swan River Montessori Charter School

Adopted: 4.23.15

Revised: 4.16.24

**Purchase of Group Health Insurance Coverage Policy**

PURPOSE

The Board of Directors of Swan River Montessori Charter School (SRMCS), 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.

GENERAL STATEMENT OF POLICY

All members of the Board of Directors and school administration as well as all school employees are prohibited from receiving gifts and/or any compensation from a group health insurance provider.

In accordance with the above referenced statutes, the subsequent sealed bid process will be followed:

1. The SRMCS administration, as designated by the Board of Directors, will request proposals for group health insurance coverage from a minimum of three (3) sources at least every two (2) years. These proposals shall be sealed.
2. The SRMCS administration, as designated by the Board of Directors, will specify and publicly announce the date, time and location when all sealed bids will be opened.
3. At this designated meeting, the contents of each proposal will be taken into consideration in conjunction with any insurance coverage requests from school employees and/or members of the Board of Directors.
4. Upon finalization of the decision and the signing of any contracts, the SRMCS administration will notify employees covered by the group health insurance coverage of any policy changes before the effective date of those changes.
5. Upon opening, all bids become public documents, shall be available to the public in accordance with Chapter 13, and shall be maintained over six (6) years in accordance with State Records Retention Law.
6. This policy shall be available on the school's web site as well as in the SRMCS administrative office.