

**COLOGNE ACADEMY
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD**

POLICY 411: EMPLOYEE BENEFITS BID AND REVIEW PROCESS

I. PURPOSE

The Board of Directors of Cologne Academy, employing at least 25 people and having agreed to offer group health insurance coverage to employees 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:

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 years.

The board of directors shall establish before soliciting for 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.

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 bids 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.

The sealed bids 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 bids, to ensure there is a public record documenting the process of unsealing all of the bids.

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.

The open bids are public documents, shall be available to the public in accordance with chapter 13, and shall be maintained for six years in accordance the State Records Retention Law.