Francis Howell School District
Employee Insurance Committee Bylaws
March 20, 2025

ARTICLE I: GENERAL

The name of the committee is the Employee Insurance Committee (Committee), formed March 20, 2025 upon approval of the bylaws.

Purpose and Authority:

The Committee is responsible for reviewing performance of the benefit plan and making recommendations to the Board for changes to the various insurance coverages for the upcoming school year. The Committee functions under the requirements of Board of Education (Board) policy 0360 Strategic Committees and Board of Education Regulation 0360 Committee Definitions. The Board cannot delegate its authority. The bylaws governing the Committee must be approved by the Board. Subsequent change recommendations will be noted within the bylaws and recommended for approval by the Board.

The Committee's responsibilities are as follows:

1. Reviewing information provided by the district insurance broker and administration,
2. ensuring compliance objectives presented are addressed, and
3. making recommendation options that control costs and improve employee health.

Alignment to the District's Strategic Plan:

The committee objectives shall align to all aspects of the strategic plan.

ARTICLE II: MEMBERSHIP

Method of Membership Selection:

- Community members interested in serving on the Committee may email the Board President and Board Secretary at any time to be considered. The Board Secretary will maintain a log of interested parties throughout the year. During a public meeting, the Board will select at least two community members to serve on the Committee. Community members will serve until new members are chosen by the Board, until the member expresses the desire to discontinue their service, or until the end of the academic year, which ends on June 30 of each year, whichever occurs first. Openings on the Committee will be communicated to the community through routine information sharing and posted on the District website. If a community seat is vacated voluntarily or by the Board, new interest from potential candidates will be secured.
- Retired staff members who are participating in the insurance program as a retiree and interested in serving on the Committee may email the Board President and Board Secretary at any time to be considered. The Board Secretary will maintain a log of interested parties throughout the year. Qualifying retired staff members are encouraged to be familiar with the District's benefits package structure prior to expressing interest. During a public meeting, the Board will select one qualifying retired staff member to serve on the Committee prior to the first Committee meeting. The selection will be made by the Board annually. The application process will be communicated to retirees

through routine information sharing. If a retiree seat is vacated mid-year, new interest from potential candidates will be secured.

- Staff members interested in serving on the Committee may email the Board President and Board Secretary at any time to be considered. The Board Secretary will maintain a log of interested parties throughout the year. Staff members are encouraged to be familiar with the District's benefits package structure prior to expressing interest. During a public meeting, the Board will select up to 10 staff members to serve on the Committee prior to the first Committee meeting. The selection will be made by the Board annually. The application process will be communicated to staff through routine information sharing. If a staff seat is vacated mid-year, new interest from potential candidates will be secured.
- One representative of the collective bargaining organization of certified employees, who is a regular employee of the District, and selected by the organization annually for service each year, prior to the first meeting of the Committee.
- One representative of the collective bargaining organization of support staff, who is a regular employee of the District, and selected by the organization annually for service each year, prior to the first meeting of the Committee.
- One representative of the collective bargaining organization of transportation staff, who is a regular employee of the District, and selected by the organization annually for service each year, prior to the first meeting of the Committee.
- The selection of Board members, one to serve as primary, and one to serve as alternate, shall be made during a public Board meeting annually, prior to the first meeting of the committee. The Board may select more than one member to serve on the Committee. The Board member(s) on the Committee will summarize Committee feedback for other Board members as requested.
- Administrators serving on the committee will include the Superintendent or designee, who shall serve as the Committee Chair. The Board Secretary and alternate will provide administrative support for the meetings. Other administrators and staff may be invited to participate in meetings for purposes of reporting to the Committee.

Duration of Membership Terms:

- Community members, the retired staff member, and staff members will be asked to serve one year from July 1 to June 30, and may serve multiple terms if selected by the Board through the application process explained herein.
- The term of collective bargaining organization representatives shall be at the discretion of the respective organization, provided said representatives are regular employees of the District at all times.
- If vacancies occur among community members, retired staff or staff, the Board may select a replacement. Vacancies of collective bargaining organization representation will be addressed by the respective organizations.
- Board member terms shall be determined through the selection process of the whole Board.
- Administration will serve the duration of their employment in the applicable positions.

Membership Requirements and Expectations:

- Members are expected to be familiar with the District's benefits package ahead of any meetings and come to the meetings prepared to discuss the agenda.
- Committee members are expected to contribute to the committee's goals and objectives, and to act with integrity and respect.
- Members are expected to attend meetings, actively participate, communicate effectively, and maintain confidentiality when required.

ARTICLE III: MEETINGS

- The Committee shall operate in accordance with the Missouri Sunshine Law and Board of Education policy. Discussions will be held during open public meetings unless for purposes of receiving audit information or other qualifying closed session needs.
- The Committee shall meet a minimum of two times per year to meet the requirements and objectives.
- The Superintendent or designee shall serve as the chairperson and represent the Committee, including its ongoing reporting responsibilities to the Board of Education.
- Meetings will typically last 60-90 minutes.
- Special meetings may be scheduled.
- Meetings will be held at 801 Corporate Centre Drive, O'Fallon, Missouri, in person or may be virtual meetings. All meetings will be open to the public unless a vote for a closed session meeting is approved by the majority of the committee.
- Meeting minutes will be maintained and posted publicly within the recordkeeping system utilized by the Board for regular meetings.

ARTICLE IV: VOTING

The Committee will vote to reach consensus on recommendation options. Consensus provides general agreement for recommendations and does not mean that all members agree on every element.

ARTICLE V: DISSOLUTION

The Committee may be dissolved by the Board through a formal vote. The Board may dissolve the Committee when its purpose has been fulfilled or when it is no longer needed, as determined by the Board.