

*Adopted: November 17, 2016*

*Revised:*

**PARTNERSHIP ACADEMY POLICY #511  
Group Health Insurance**

**PURPOSE:**

The purpose of this policy is to comply with terms of the Minnesota Health Insurance Transparency and Accountability Act applicable to charter schools.

**POLICY STATEMENT:**

Partnership Academy will follow the guidelines set forth in this policy when procuring group health insurance coverage for its employees.

**REQUESTS FOR PROPOSALS:**

Partnership Academy will request sealed proposals for group health insurance coverage from a minimum of three sources at least every two years. The requests for the proposals shall occur at a reasonable time before the date specified by administration to open the sealed proposals.

**SEALED BIDS:**

- A. Administration will open all sealed proposals at the same time on the date specified by administration. This date shall be a reasonable time prior to the plan's renewal date.
- B. Administration will make a recommendation to the school board on which bid appears to be in the best of interest of the school.
- C. Administration will notify employees covered by the group health insurance before the effective date of the changes in group health contract.
- D. Upon the opening of the proposals, the content of the proposals becomes public data under Minn. Stat. Chapter 13.

*Legal References:* Minn. Stat. 124E.12 (Charter Schools – Employment)