

*Adopted: 1/18/2016*

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**ROCHESTER BEACON ACADEMY  
POLICY No. 411  
GROUP HEALTH INSURANCE COVERAGE**

**I. PURPOSE**

The purpose of this policy is to comply with the provisions of Minnesota law applicable to charter schools that procure group health insurance coverage for their employees.

**II. GENERAL STATEMENT OF POLICY**

- A. This policy informs Rochester Beacon Academy (RBA) employees of RBA's policy for purchasing group health insurance coverage.
- B. As a charter school with at least 25 employees, RBA shall request group health insurance coverage proposals and fulfill the proposal and notifications processes set forth in this policy.

**III. SEALED PROPOSAL PROCESS**

- A. RBA must implement a sealed proposal process.
- B. RBA will request sealed proposals for group health insurance from a minimum of three sources at least every two years. The requests will be made at a reasonable time before the date set by RBA to open the sealed proposals.
- C. All sealed proposals will be opened on the date set by RBA. This date shall be at a reasonable time prior to the plan's renewal date.
- D. RBA administration will recommend the bid that appears to be in RBA's interest to the charter school board. The board may reject any or all of the proposals submitted.
- E. RBA administration will notify employees covered under the group health insurance coverage before the effective date of changes in the group coverage policy contract.
- F. Upon opening the proposals according to this policy, the proposals become public data under Minnesota Statutes, chapter 13.

**Legal References:** Minn. Stat. Ch. 13 (Government Data Practices)  
Minn. Stat. § 124E.12 (Employment)  
Minn. Stat. § 471.6161 (Group Insurance; Governmental Units)