

MINNETONKA PUBLIC SCHOOL DISTRICT

POLICY 218 SELF-INSURANCE ADVISORY COMMITTEE

I. PURPOSE

The purpose of this policy is to define the expectations of the Self-Insurance Advisory Committee and procedures for its operation.

II. GENERAL STATEMENT OF POLICY

The Minnetonka Public School District, in its practice of prudent and innovative management of public resources, is committed to seeking employee input as we make decisions. Employee members representing the various employee groups who use the District health and dental insurance plans can be an asset in the management of the District Self-Insurance Plan. The School Board created the Self-Insurance Advisory Committee to provide advice and recommendations as necessary.

III. MEMBERSHIP

- A. The Committee is composed of District employees:
 - Teacher and Teacher Union Representatives (4)
 - Wellness Committee Representative
 - Clerical Union Representative
 - Maintenance Union Representative
 - Paraprofessional Union Representative
 - Nutrition Services Union Representative
 - Principals Union Representative
 - Technology Union Representative
 - Administrators Union Representative
 - Executive Director of Finance & Operations (also representing contracted employees)

- B. Terms of Office: Each member will be appointed annually in January for a one year term. There shall be no limit on the number of terms a member can serve. The terms will begin upon approval by the Board at the organizational meeting in January and expire on December 31. The Board shall be responsible for appointing committee members.

In the event that a member resigns from the committee in mid-year, the union from which the member was from will present an interim replacement member to serve through December 31. Interim members shall be eligible to be appointed for a full term in the subsequent January.

- C. Chair: The Executive Director of Finance & Operations shall chair the Self-Insurance Advisory Committee and serve as the administrative liaison to the Committee.

IV. EXPECTATIONS

Expectations for the work of the Committee shall be as follows:

- A. To review Self-Insurance Fund financial statements and make recommendations to ensure the financial stability of the Self-Insurance Fund for current and future employees and retirees.
- B. To review and recommend prudent changes in health and dental plan design to provide quality health and dental care coverage at a reasonable price.
- C. To review and recommend annual premium levels for the health and dental plans..

V. COMMUNICATIONS

Specific communications from the Committee shall be as follows:

- A. Provide periodic reports to the Board regarding discussions and deliberations of the Committee as necessary and recommendations on plan design and premium levels.
- B. Provide a report(s) regarding actions and deliberations of any Self-Insurance Advisory Committee subcommittees appointed to analyze specific topics.
- C. Be key communicators for the District regarding Self-Insurance Fund issues, both sharing information with the public and listening to the concerns of citizens.

VI. MEETING DATES

Meetings shall normally be scheduled at 4:15 PM on the third Monday of September, December, February, March and April. Additional meetings during June through August or during a particular month shall be at the discretion of the Committee as necessary.

Approved: July 1, 2013