

Insurance Committee

Chartered by: Board of Education

Mission: To provide assistance and direction to the Chief Financial Officer (CFO), Superintendent, and Board of Education on the district's employee insurance plans.

Outcomes/Tasks:

The committee will review claims data quarterly.

The committee will review finances and funding of the insurance program.

The committee will lead a bid process every three years at a minimum.

The committee will, at a minimum, bi-annually review the value of plans compared to benefits and recommend any changes.

The committee will make recommendations on all employee insurance plans, programs and financing to the Board of Education.

The committee will provide an annual report to the finance committee.

Boundaries: This committee is designed to provide leadership, analysis, and recommendations centered around its mission. All decisions must be aligned with the Mehlville School District Board of Education policies and procedures, including the District's Mission.

Resources: The committee budget is through the central office. The committee should make any necessary budget requests during the budget development process.

Membership: Membership will include the CFO; one teacher from each level; one administrator from each level; one employee from each of the following classified groups: custodial, food service, maintenance, nurses, secretarial, and transportation; two Mehlville School District retirees on the district's insurance plan; and one member selected by the employee organization recognized by the Board of Education for professional negotiations. The superintendent, or designee, will serve as a non-voting member. Additionally, three Board of Education members will serve in a non-voting capacity.

Meeting framework: The committee will meet quarterly, and as needed, to deliver the outcomes above. Public notice of the meeting will be through the business office.

Decision-making process: Decisions will be made by consensus of members. If a vote is required, it will be decided by a simple majority of members attending.

Channels of Communication: Members are encouraged to share information from meetings with their circle of influence. Minutes of meetings will be taken by a district employee and posted on the district website.

Agenda Development: Agendas will be developed collaboratively by the leadership. Agendas will be posted in advance of the meeting.

Facilitation of Meetings: Meetings will be facilitated by the CFO, who serves as chair of the committee.

Maintaining records: Minutes will be taken by a district employee, distributed to members electronically, and included on the district website. Minutes will be provided to the Board of Education.

Norms:

- Be prompt
- Adhere to the planned agenda
- Respect ideas of others
- Open-honest communication
- Listen for understanding
- Avoid interruption
- Tough on issues, not people
- Celebrate success

Charter Date: January 28, 2016

Revised: June 9, 2016