

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 810
OPERATIONS**

INSURANCE COMMITTEE

Purpose

To recommend to the Carson City School Board the best possible insurance coverage and the most efficient use of the District's financial resources for health care coverage.

Goals

1. Maintain open and effective communication with all employees and the Board using District newsletter and periodic presentations to the Board.
2. Generate job description for "Broker of Record" and make recommendations as to the most qualified applicant.
3. Review contracts with insurance companies as necessary to develop a thorough understanding of the basic contract process and terms.
4. Meet in a timely manner each year prior to the renewal date (minimum 120 calendar days prior to expiration date of contracts) for the review of the insurance contracts and at other such times as needed.
5. To provide both preventive health care workshops and informational seminars explaining insurance coverage open to all District employees using all available resources.
6. Develop a pamphlet explaining the health care options available through the District including range of services and rates.
7. Respect the confidentiality of rate information provided by insurance companies until all bids have been received and reviewed.
8. Elect, by October 1st each year, Chair, Vice-Chair, and Secretary and conduct committee meetings according to "Roberts Rules of Order" and the Nevada Open Meeting Law.

Adopted: August 13, 2002