

Everett School Employee Benefit Trust

Trustees: Gregg Elder Mike Gunn David Jones Jared Kink
Susan Lindsey, Chair Molly Ringo, Secretary

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November 16, 2012

To: File

From: Molly Ringo

RE: New Trustee Training for the Everett School Employee Benefit Trust

On November 15, 2012, Gregg Elder as a new Trustee representing the Everett Education Association received an orientation on the ESEBT. Training was provided by Melanie Curtice, attorney Stoel Rives and Molly Ringo, Trust secretary.

The training included a review of:

- Trust policies and procedures;
- The Trust agreement;
- HIPAA privacy, security and breach notification policies; and
- Fiduciary responsibility.

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