

**Everett School Employee Benefit Trust**  
**Agenda**  
**Wednesday, January 17, 2018**  
**Community Resource Center**  
**Port Gardner Room B**  
**4:00 p.m.**

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Approval of Minutes from the December 13, 2017 Meeting**
- 4. Financials – Darla Vanduren**
  - Monthly report
- 5. Wellness Program – Shelly Henderson**
  - Monthly report
- 6. Benefits Department – Randi Seaberg**
  - Update on open enrollment processes and participation
- 7. Trust Policy/Procedure Review**
  - Policy 220, Investment Guidelines second reading and adoption
- 8. Upcoming February Meeting Agenda Items**
  - ✓ Review Fiduciary Liability Insurance Renewal (Darla)
  - ✓ Develop draft annual regular meeting calendar for the upcoming fiscal year (Trustees)
- 9. Other**
- 10. Adjournment**

Next Meeting  
February 14, 2018 – 4:00-6:00 p.m.  
CRC – Port Gardner Room B