EVERETT SCHOOL EMPLOYEE BENEFIT TRUST ANNUAL CALENDAR

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July	✓ Beginning of Fiscal year	July 1
Augus	t	
· ·	✓ Consultant presents proposed plan renewals and rates for upcoming fiscal year to the Trustees (Sean)	Mid-Late August
	✓ Update of Trust audit by independent auditor (Darla)	Consultant attending
Septen	nber	
-	✓ Finalize upcoming fiscal year plans and rates with consultant (Sean)	Consultant attending
	✓ Approve annual budget (Trustees)	
	 Open enrollment materials are prepared by the Benefits team (Randi) 	
	 Review and approval of audit by independent auditor (Darla) 	
Octobe	er	
	✓ Investment summary review (Jayson)	Consultant attending
	 Annual investment policy review and recommendations from investment consultant (Jayson) 	
	✓ Review performance of investment manager(s) (Jayson)	
	✓ Plan documents are finalized between the consultant and Human Resources (Sean/Randi)	
	✓ Open enrollment begins (Randi)	
Novem	ıber	
	✓ Open enrollment closes (Randi)	Consultant
	First reading of annual investment policy review by Trustees (if revisions are proposed in October)	attending
Decem	ber	
	✓ Approval of annual investment policy review by Trustees (if revisions are proposed in October)	
	✓ Quarterly EAP report (Randi)	
Janua	ry	
	✓ Human Resources provides an update on Open Enrollment processes and participation (Randi)	
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Revised: 6/13/18

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February	
✓ Review Fiduciary Liability Insurance renewal (Darla)	
✓ Develop draft annual regular meeting calendar for the upcoming fiscal year (Trustees)	
March	
✓ Approve Fiduciary Liability Insurance renewal (Darla)	
 ✓ Adopt annual regular meeting calendar for the upcoming fiscal year (Trustees) 	
April	
 Begin preliminary discussion with consultants on plan renewals (Sean) 	Consultants attending
✓ Review operational manual (Trustees)	
✓ Quarterly EAP report (Randi)	
✓ Investment manager presentation (Becker & Jayson)	
May	
✓ Review auditor engagement for annual audit (Darla)	Consultant
 ✓ Review consultant statement of work (SOW) for upcoming fiscal year (Sean) 	attending
 Review performance of investment consultant (Executive Session) 	
 ✓ Review annual Wellness Program plan and budget (Shelly Henderson) 	
June	
✓ Approval of Auditor Engagement for annual audit (Darla)	Consultant
✓ Approval of SOW for upcoming fiscal year (Sean)	attending
 ✓ Approval of annual Wellness Program plan and budget (Shelly Henderson) 	
✓ End-of-year Wellness Program report (Shelly Henderson)	
✓ Rotation of Trust officers (Trustees)	
 ✓ Review compensation for Trust financial and support services (Executive Session) 	
✓ End of fiscal year	June 30

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