

**Everett School Employee Benefit Trust**  
**Agenda**  
**Wednesday, December 13, 2017**  
**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 November 15, 2017 Meeting**
- 4. Financials – Darla Vanduren**
  - Monthly report
- 5. Wellness Program – Shelly Henderson**
  - Monthly report
  - Holding a financial wellness class for the district
  - Create a minimum threshold for receiving the subsidy for Weight Watchers
- 6. Trust Policy/Procedure Review**
  - Procedure 250P, Fund Balance and Solvency second reading and adoption
  - Policy 220, Investment Guidelines first reading
- 7. Benefits Department – Randi Seaberg**
  - Quarterly EAP report
- 8. Upcoming January Meeting Agenda Items**
  - ✓ Human Resources provides an update on Open Enrollment processes and participation (Randi)
- 9. Other**
- 10. Adjournment**

Next Meeting  
January 17, 2018 – 4:00-6:00 p.m.  
CRC – Port Gardner Room B