

EVERETT SCHOOL EMPLOYEE BENEFIT TRUST

ANNUAL CALENDAR

July ✓ Beginning of Fiscal year	July 1
August ✓ Consultant presents proposed plan renewals and rates for upcoming fiscal year to the Trustees (Sean) ✓ Update of Trust audit by independent auditor (Darla)	Mid-Late August Consultant attending
September ✓ Finalize upcoming fiscal year plans and rates with consultant (Sean) ✓ Approve annual budget (Trustees) ✓ Open enrollment materials are prepared by the Benefits team (Randi) ✓ Review and approval of audit by independent auditor (Darla)	Consultant attending
October ✓ Investment summary review (Jayson) ✓ 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)	Consultant attending
November ✓ Open enrollment closes (Randi) ✓ First reading of annual investment policy review by Trustees (if revisions are proposed in October)	Consultant attending
December ✓ Approval of annual investment policy review by Trustees (if revisions are proposed in October) ✓ Quarterly EAP report (Randi)	
January ✓ Human Resources provides an update on Open Enrollment processes and participation (Randi)	

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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) ✓ Review operational manual (Trustees) ✓ Quarterly EAP report (Randi) ✓ Investment manager presentation (Becker & Jayson)	Consultants attending
May	✓ Review auditor engagement for annual audit (Darla) ✓ Review consultant statement of work (SOW) for upcoming fiscal year (Sean) ✓ Review performance of investment consultant (Executive Session) ✓ Review annual Wellness Program plan and budget (Shelly Henderson)	Consultant attending
June	✓ Approval of Auditor Engagement for annual audit (Darla) ✓ Approval of SOW for upcoming fiscal year (Sean) ✓ 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	Consultant attending June 30