

Everett School Employee Benefit Trust

Trustees: Mike Gunn David Jones Susan Lindsey John W. Morrill
Molly Ringo, Chair Elizabeth Selders, Secretary

4730 Colby Avenue * Everett * WA * 98203 * Phone: (425) 385-4023 * Fax: (425) 385-4022

August 17, 2009

To: Randi Seaberg, Human Resources Director
From: Molly Ringo, Chair, Everett Employees Benefit Trust
Re: Trust Clerical Support

Today, at the Benefits Trust meeting, authorization was given by the Trust to provide clerical support for 10-15 hours per week to Gail Buquicchio; Wellness Coordinator. The support is to be provided at the General Office Secretarial Level.

C: Darla Van Duren; Trust Administrator
Shelly Carpenter; Human Resources
Carol Stolz; Human Resources
File