

Everett School Employee Benefit Trust

Agenda

Monday, May 14, 2012

Administrative Center

Boardroom

4:00 p.m.

1. Call to Order
2. Adoption of Agenda
3. Approval of Minutes from the April 30, 2012 Meeting
4. Financials – Darla Vanduren
 - a. Monthly financials
 - b. Important Announcement – USB Acquisition
5. Review Auditor Engagement for Annual Audit – Darla Vanduren
6. Wellness Program– Gail Buquicchio
 - a. Monthly report
 - b. Review annual Wellness Program plan, budget and recommendations
7. Consultant Report – Sean White
 - a. Review consultant engagement/budget for upcoming fiscal year
 - b. Preliminary renewal discussion
8. Proposed Pertussis Vaccination Clinic for Staff – Molly Ringo
9. Review of Annual Regular Meeting Calendar & Annual Calendar – Trustees
 - a. Establish annual regular meeting calendar for 2012-13
 - b. Review proposed revisions to annual calendar

Annual June meeting topics:

- ✓ Approval of Auditor Engagement for Annual Audit (Darla)
- ✓ Approval of Consultant Engagement/Budget for Upcoming Fiscal Year (Sean)
- ✓ Approval of Annual Wellness Program Plan and Budget (Gail)
- ✓ Rotation of Trust Officers (Trustees)
- ✓ Adopt Annual Regular Meeting Calendar (Trustees)
- ✓ Review Compensation for Trust Financial and Support Services (Executive Session)

Next Meeting

June 18, 2012

4:00 p.m.

10. Other
11. Adjourn to Executive Session
 - Review performance of investment advisor
12. Reconvene/Adjournment of Regular Meeting

Next Meeting
June 18, 2012
4:00 p.m.