

**Everett School Employee Benefit Trust**  
**Agenda**  
**Wednesday, October 17, 2012**  
**Administrative Service Center**  
**Boardroom**  
**4:00-6:00 p.m.**

1. Call to Order
2. Adoption of Agenda
3. Approval of Minutes from the September 19, 2012 Meeting
4. Financials – Darla Vanduren
  - a. Monthly financials
5. Human Resources – Randi Seaberg
  - a. Quarterly EAP report
  - b. Open enrollment
6. Review of Annual Regular Meeting Calendar & Annual Calendar – Trustees  
Annual **November** meeting topics:
  - ✓ Open enrollment closes (Randi)
  - ✓ Review of annual Trust budget (Darla)
  - ✓ Investment Summary Review (Jayson)
  - ✓ Annual investment policy review and recommendations from investment consultant (Jayson)
  - ✓ Review performance of investment manager(s) (Jayson)
7. Other
8. Adjournment

Next Meeting  
November 14, 2012  
4:00 – 6:00 p.m.