

# EVERETT SCHOOL EMPLOYEE BENEFIT TRUST

## ANNUAL CALENDAR

<b>July</b> <ul style="list-style-type: none"> <li>✓ Beginning of Fiscal year</li> </ul>	July 1
<b>August</b> <ul style="list-style-type: none"> <li>✓ Consultant presents proposed plan renewals and rates for upcoming fiscal year to the Trustees (Sean)</li> <li>✓ Update of Trust audit by independent auditor (Darla)</li> </ul>	Mid-Late August  Consultant attending
<b>September</b> <ul style="list-style-type: none"> <li>✓ Finalize upcoming fiscal year plans and rates with consultant (Sean)</li> <li>✓ Approve annual budget (Trustees)</li> <li>✓ Open enrollment materials are prepared by the Benefits team (Randi)</li> <li>✓ Review and approval of audit by independent auditor (Darla)</li> </ul>	Consultant attending
<b>October</b> <ul style="list-style-type: none"> <li>✓ Investment summary review (Jayson)</li> <li>✓ Annual investment policy review and recommendations from investment consultant (Jayson)</li> <li>✓ Review performance of investment manager(s) (Jayson)</li> <li>✓ Plan documents are finalized between the consultant and Human Resources (Sean/Randi)</li> <li>✓ Open enrollment begins (Randi)</li> </ul>	Consultant attending
<b>November</b> <ul style="list-style-type: none"> <li>✓ Open enrollment closes (Randi)</li> <li>✓ First reading of annual investment policy review by Trustees (<b>if revisions are proposed in October</b>)</li> </ul>	Consultant attending
<b>December</b> <ul style="list-style-type: none"> <li>✓ Approval of annual investment policy review by Trustees (<b>if revisions are proposed in October</b>)</li> <li>✓ Quarterly EAP report (Randi)</li> </ul>	
<b>January</b> <ul style="list-style-type: none"> <li>✓ Human Resources provides an update on Open Enrollment processes and participation (Randi)</li> </ul>	

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<b>February</b>	<ul style="list-style-type: none"> <li>✓ Review Fiduciary Liability Insurance renewal (Darla)</li> <li>✓ Develop draft annual regular meeting calendar for the upcoming fiscal year (Trustees)</li> </ul>	
<b>March</b>	<ul style="list-style-type: none"> <li>✓ Approve Fiduciary Liability Insurance renewal (Darla)</li> <li>✓ Adopt annual regular meeting calendar for the upcoming fiscal year (Trustees)</li> </ul>	
<b>April</b>	<ul style="list-style-type: none"> <li>✓ Begin preliminary discussion with consultants on plan renewals (Sean)</li> <li>✓ Review operational manual (Trustees)</li> <li>✓ Quarterly EAP report (Randi)</li> <li>✓ Investment manager presentation (Becker &amp; Jayson)</li> </ul>	Consultants attending
<b>May</b>	<ul style="list-style-type: none"> <li>✓ Review auditor engagement for annual audit (Darla)</li> <li>✓ Review consultant statement of work (SOW) for upcoming fiscal year (Sean)</li> <li>✓ Review performance of investment consultant (Executive Session)</li> <li>✓ Review annual Wellness Program plan and budget (Shelly Henderson)</li> </ul>	Consultant attending
<b>June</b>	<ul style="list-style-type: none"> <li>✓ Approval of Auditor Engagement for annual audit (Darla)</li> <li>✓ Approval of SOW for upcoming fiscal year (Sean)</li> <li>✓ Approval of annual Wellness Program plan and budget (Shelly Henderson)</li> <li>✓ End-of-year Wellness Program report (Shelly Henderson)</li> <li>✓ Rotation of Trust officers (Trustees)</li> <li>✓ Review compensation for Trust financial and support services (Executive Session)</li> <li>✓ End of fiscal year</li> </ul>	Consultant attending      <div>June 30</div>