



Communications to Principals Packet

Relevant Content for Counselors | 2023-24

November 28: School Board Meeting, 4:30 p.m., Board room A & B

December 12: School Board Meeting, 4:30 p.m., Board room A & B

January 9: School Board Meeting, 4:30 p.m., Board room A & B

January 16: H.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Port Gardner B

January 18: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B

January 23: School Board Meeting, 4:30 p.m., Board room A & B

January 24: M.S. Principals & Assistant Principals Meeting, 3:30 – 5:30 p.m., Port Gardner B

January 25: E.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Board Room A & B

February 13: School Board Meeting, 4:30 p.m., Board room A & B
February 13: Quarterly Regional Principals Meeting, 9:00 – 11:00 a.m. Region 1: GAR, Region 2: EVG, Region 3: JHS

February 15: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B

February 27: School Board Meeting, 4:30 p.m., Board room A & B

March 5: H.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Port Gardner B

March 6: M.S. Principals & Assistant Principals Meeting, 3:30 – 5:30 p.m., Port Gardner B

March 7: E.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Port Gardner A

Everett Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

Designated to handle inquiries about nondiscrimination policies are:
 Title IX/Civil Rights Compliance Officer – Chad Golden, cgolden@everettsd.org, 425-385-4109
 504 Coordinator – Dave Peters, dpeters@everettsd.org, 425-385-4063
 ADA Coordinator – Chad Golden, cgolden@everettsd.org, 425-385-4109
 Address: PO Box 2098, Everett WA, 98213



Response/Action Required

November 17, 2023

To: Principals and Office Managers
From: Chris Fulford, Director of Categorical Programs
Regarding: **Interpreter and Translation Information**

As a district, we have contracts with B & L Interpreting, RISNW, and Language Link to provide interpreters for meetings with our families. We have just added a new vendor, LionBridge that is now available for phone interpretations as well. You can find information regarding accessing interpreters in Docushare at this [link](#) in the Interpreter or Translation Information folder.

Occasionally our vendors do not have an interpreter available to us. In this case, we may use staff to interpret if they are willing and qualified to do so. This cannot impede or conflict with the staff members' job duties. Staff members being utilized as interpreters must fill out the "[Staff Interpreter Guidelines](#)" form and agree to the procedures for interpreting. Please return this form to Megan Rude at Interpreter@everettsd.org.

Staff can request to use another staff member as an interpreter by completing the "[Staff Interpreter request form](#)" and emailing to Megan Rude at Interpreter@everettsd.org and copy the administrator and the staff being requested.

These forms can be found in Docushare under [Staff Interpreter Guidelines and Forms](#).

Docushare has been updated with a lot of valuable information regarding interpreters and translations, including approved languages for group interpreters, documents previously translated in the past for you to reference, helpful documents for schools to use, and conference information. Please check the Interpreter and Translation information folder as it is being updated frequently.

Required Action:

- Please share this information with your staff.
- Email or call [Megan Rude](#) - Language Access Coordinator at ext.4247, with any questions.

Approved for Distribution:

Shelley Boten



Response/Action Required

November 17, 2023

To: Elementary School Principals and Office Managers
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Jana Sanchez, P-5 Instructional Facilitator
Anne Fox, P-5 Instructional Facilitator
Regarding: **Instructional Newsletter to Support Content Areas**

The P-5 team is launching an instructional newsletter to support content in areas where we receive questions and requests for support. The [newsletters](#) will be sent to teachers and coaches once a month and focus on math, ELA, social studies, science, and the Arts.

Here are links to the first [ELA newsletter](#) and the first [math newsletter](#) for your review. Future newsletters will be sent to teachers and coaches with school leaders copied.

If you have questions, please contact [Anne Arnold](#) or ext. 4089.

Required Action:

- Please share these resources with teachers and coaches.

Approved for Distribution:

Shelley Boten



Response/Action Required

November 17, 2023

To: School Administrators
From: Peter Scott, Deputy Superintendent
Christopher Ferreira, Safety & Security Coordinator
Regarding: **Sonitrol Procedures**

Required Action:

If an employee chooses to be on site after hours on the weekend, please remind them to disarm the panel at the main entrance of the building they are entering and sign in. When they leave, they need to sign out and activate the panel if they are the only one there. If they trip the alarm, they should call Sonitrol at 425-258-3571.

If an employee chooses to be onsite after hours during the week, please strongly encourage them to leave before the evening custodial shift is done.

- K-8 have custodial staff until 10:30 pm Monday through Friday
- HS have custodial staff until midnight Monday through Friday

In the event the alarm is tripped, and the employee is not aware, a call is placed to a maintenance supervisor who will confirm if it is a false alarm or not. An email message will be sent to the site administrator the next business day for you to follow-up with the employee regarding proper Sonitrol procedures.

Thank you for your partnership in keeping our schools secure.

Approved for Distribution

Peter Scott