



Communications to Principals Packet

Relevant Content for Counselors | 2023-24

November 14: School Board Meeting, 4:30 p.m., Board room A & B

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: H.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: TBD, 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., Board Room A & B

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

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 10, 2023

To: All Administrators
From: Chad Golden, Executive Director of Human Resources
Regarding: **REMINDER: 2024-25 Administrative Internship Program**

New beginning this year, superintendent interns will follow the same admission intern process used for principals.

The application period for the district's administrative internship program (principal and superintendent) is now open – applications and supporting documentation are due in Human Resources by end of business day Monday, January 22, 2024.

Note that principal intern applicants are also required to apply for the 2024-25 State-funded Education Leadership Intern Grant. Information regarding the grant is accessed through the [AWSWP Website/Intern Grant Page](#), available the first week of December.

If you have staff who are interested in applying for an administrative internship for the 2024-25 school year, encourage them to submit an application by January 22, 2024. Application materials are available from Jean Hanson in Human Resources jhanson@everettsd.org.

Prior to applying to the district's administrative intern program, applicants will need to have their regional superintendent's written permission.

Also, the Human Resources department handbook, *Pathways to Leadership*, is an additional resource tool for those considering a leadership role in Everett Public Schools as a peer coach or instructional team leader in a school, school administrator, or district support. Please share this information with staff who you feel would be a great leadership candidate and/or those who have expressed interest in preparing and seeking a leadership role.

The handbook is located on the district's website under Human Resources and is also located in [docushare](#).

Required Action:

Please share and post the linked internship [flyer](#) with your staff.

Approved for Distribution:

Chad Golden



Response/Action Required

November 10, 2023

To: Building Administrators
From: Mimi Brown, Director of Professional Learning
Regarding: **MTSS Site Interviews**

A member from the MTSS Strategic Initiative has reached out to each building administrative team to schedule a meeting to determine our current level of MTSS implementation and what next steps would be most impactful.

Thank you to those we've had our first round of meetings with. If you have a scheduled meeting in place, we look forward to meeting with you.

If you have yet to schedule a meeting, please schedule with the team member that emailed you: Mimi Brown, Katy Ramon, Ali McElwee, Shelly Bratton, Kat Gomez, or LaRae Marks.

We look forward to compiling the results and determining next steps for our team by the end of November.

Required Action:

- Schedule a meeting with the MTSS Initiative member who has emailed you.

Approved for Distribution

Peter Scott



Response/Action Required

November 10, 2023

To: All Administrators and Directors
From: Joi Odom Grant, Director of Diversity, Equity, and Inclusion
Regarding: **2023 Dr. MLK Prodigies for Peace Essay & Art Contest**

Prodigies for Peace Essay & Art Contest.

The Snohomish County Black Heritage Committee is proud to announce the 23 annual ***Prodigies for Peace*** Writing Contest for the Snohomish County Dr. Martin Luther King Jr. Community Celebration in January 2024.

The ***Prodigies for Peace*** Writing Contest helps students draw connections between the people and the events that shaped the civil rights movement and the social issues that influence their lives today. Participation in this contest helps our local community remember and celebrate the life of Dr. Martin Luther King, Jr.!

There are five separate contest categories:

- Grades 3-5
- Grades 6-8
- Grades 9-12
- Grades K-12 Art Contest

See the attached [link](#) for contest writing assignments and art contest.

Essay and Art entries are to be *scanned* and *emailed* to bethannlucas@hotmail.com by **December 15, 2023** or mailed to Beth Lucas, SCB NAACP, 2315 W Mukilteo Blvd, Everett WA 98203-1515, **post marked no later than December 20, 2023.**

Awards for Students:

- 1st, 2nd & 3rd place essay winners for each grade writing category will be recognized at the Black Heritage Committee's MLK Community Celebration on Sunday, January 14, 2024.
- 1st, 2nd & 3rd place art winners for grade group will be recognized at the Black Heritage Committee's MLK Community Celebration on Sunday, January 14, 2024.
- All winning art entries will be displayed at the event celebration.
- Award Winners will be posted in The Everett Herald and Snohomish Tribune.

Questions? Please call Beth Lucas at 425-876-2530 or e-mail: bethannlucas@hotmail.com

Action Required:

Please share this information with your staff, students, and families.

Approved for Distribution

Peter Scott



Response/Action Required

November 10, 2023

To: All Administrators and Office Managers
From: Joi Odom Grant, Director of Diversity, Equity, and Inclusion
Regarding: **Equity Team Meeting Frontline Requests**

To strengthen the development of Equity Teams, Equity Team members will be awarded clock hours for their participation. The Diversity, Equity, and Inclusion Department collaborated with the Frontline Support Staff to create a *Frontline Course Template and Tutorial Video*.

Tutorial Video: [CLICK HERE](#)

Contact Joi Odom Grant with questions and /or thoughts at x4137 or jgrant@everettsd.org

Require Action:

Please share with your office managers.

Office managers work with your Equity Team Contact to create a Frontline Request for your school's Equity Team meetings.

Approved for Distribution

Peter Scott



Response/Action Required

November 10, 2023

To: Administrators & Supervisors
From: Chad Golden, Executive Director of Human Resources
Regarding: **REMINDER: Fragrance Sensitivity**

Please be aware that some staff have chemical sensitivity. While many staff choose to wear fragrances to work, fragrances should be worn in moderation so as not to distract, disrupt, or offend others. In addition, some members of the district staff have health conditions that are negatively affected by fragrances worn by others. In those circumstances, staff will be asked to refrain from wearing fragrances to work.

Required Action:

Please post this notice in a high-traffic staff area.

Approved for Distribution:

Chad Golden



November 10, 2023

To: All Administrators, Principals and Office Managers
From: Dave Peters, Director of Student Support Services
Kari Johnson RN, Health Service's Supervisor
Regarding: **American Heart Association: Kids Heart Challenge & American Heart Challenge**

For nearly 45 years, the AHA has been partnering with educators in elementary, middle, and high schools across the nation to help educate students about healthy living. We are excited to share that the American Heart Association (AHA) will again be offering the [Kids Heart Challenge & the American Heart Challenge Programs](#) to all our schools during the 2023-24 school year. This program is completely voluntary and has been found to be a fun learning experience for both students and staff, while also allowing the schools to earn heart-healthy PE and recess equipment for all students.

The Kids Heart Challenge and American Heart Challenge school programs are service-learning-based fundraising programs that give students the opportunity to feel good while doing good. It's a way for students to improve their lives—all while making a positive impact on someone else's.

Benefits of the programs include:

- Educational resources on topics like teamwork, kindness, anti-vaping, positive thinking, sleep, STEM, and physical activity for students and staff.
- Students will take on heart-healthy challenges, earn volunteer hours, receive thank-you gifts, and have the opportunity to apply for scholarships.
- Schools have the ability to earn grant funding, wellness resources and equipment, direct contributions, and educator professional development.
- Staff, students, and families will learn how to make healthy lifestyle choices to improve their mental and physical well-being.
- Creates campus engagement by bringing together your staff and students through a shared vision of building a community of lifesavers by learning Hands-Only CPR.
- A turnkey and flexible program that can be completed in 2-3 weeks.

All participating schools will receive FREE resources, including jump ropes, playground balls, supplemental lesson plans, posters, parent newsletters, an online app/website, student incentives, the opportunity for their school to earn a direct contribution check from AHA, and gift certificates for PE equipment!

Best of all, these programs are FREE. You can find additional information about these programs [here](#). If you are ready to join, please contact [Kari Johnson](#), Health Services Supervisor. She will be able to connect you with Victoria Do from the AHA.