



Communications to Principals Packet

Relevant Content for Counselors | 2023-24

November 7: E.S. Principals & Assistant Principals Meeting, 4:00 – 6:00 p.m., Port Gardner B

November 8: M.S. Principals & Assistant Principals Meeting, 3:30 – 5:30 p.m., Port Gardner B

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

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 3, 2023

To: Elementary Principals and Office Managers
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Regarding: **Transitional Kindergarten Launching**

Transitional kindergarten (TK) in EPS begins January 26, 2024, with Family Connection meetings scheduled for January 26, 29 and 30. Students will be in classrooms on Wednesday, January 31.

TK provides an equitable start for children who have not had access to high quality early learning experiences. The goal is to close the opportunity gap that we see among students entering kindergarten in our schools. We also strive to create inclusive classrooms to serve all students. Recruitment for Transitional Kindergarten began November 1, 2023, when the webpage went live, and families began submitting a completed interest form.

In 2023 we had six TK classrooms located at Silver Lake, Jefferson, Monroe, View Ridge, Forest View, and Woodside Elementary Schools. The school locations this year will again be determined by space availability and student enrollment. We anticipate six Transitional Kindergarten classrooms this year. Transportation will be provided to the TK classroom/school closest to the students' home address if they are eligible.

This [link](#) provides flyers (in English and Spanish) to share with your staff, current school families as well as community partners. We would especially appreciate you sharing this information with your Title 1 Family Support Advocates, if applicable, and ML coaches so they are aware of the opportunity and share it with families. Announcements in your newsletter, on reader boards and via Blackboard Connect are also great ways to share the news about TK. Once families indicate an interest in the program, the P-5 team conducts a follow up phone call to ensure they meet the basic requirements:

- five years old by August 31, scheduled to attend kindergarten in fall 2024
- living in the boundaries of the Everett Public Schools
- not currently attending an early learning program – we are not able to accept students who are already attending preschool or licensed child care
- demonstrate a social emotional and/or academic need

(Students currently attending kindergarten are not eligible to attend TK even if they “unenroll” from the kindergarten program they are attending.)

Students further qualify through an in-person screening process, required by OSPI. The screenings are scheduled for November – December and are all completed at the CRC.

Furniture, materials, and resources are provided centrally, as is training and ongoing coaching support. Staffing will be managed by the P-5 team in partnership with HR. We will be hiring certificated teachers with early childhood endorsement or experience and paraeducators. If you are aware of interested/eligible candidates, please let us know.

Approved for Distribution: _____

Shelley Boten

Here is the timeline for Transitional Kindergarten:

November 1 – Interest Form is open on www.everettsd.org/transitionalkindergarten

Mid November – schools to be selected/announced

Late November / Early December

- Student screening
- Staff job posting and hiring

Early January

- TK Student rosters available by classroom
- Staff hiring complete

January 19, 22, 23 - Staff Orientation & Induction

January 24 & 25 – TK classroom setup

January 26, 29, 30 – Family Connection Meetings

January 31 – Students in classroom

If you have questions or would like more information, contact [Anne Arnold](#), Ext. 4089.

Required Action:

- Please share the TK program information with staff and families in your newsletter and all school communication tools.
- Please print the [Program Flyer](#) to share with families and community partners who visit the school office.

Approved for Distribution:



Shelley Boten



Response/Action Required

November 3, 2023

To: Elementary Principals and Office Managers
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Jana Sanchez, P-5 Instructional Facilitator
Regarding: **Unit Planning for Illustrative Mathematics, Grades K-5**

To support unit planning for Illustrative Mathematics, the P-5 team is offering planning sessions with grade-alike teachers across the school year.

The sessions will be offered six times over the course of the year for 2 hours each time. Using the unit narratives and storylines as well as end of unit assessments, we will be identifying the learning goals, the conceptual understanding, fluency, and application students will engage in during the unit. In addition, we use the 5 Planning Questions from *Culturally Responsive Education in the Classroom* to identify math practices and routines (warm-ups, MLRs, etc.) and engagement strategies that will be an important part of the mathematics teaching and learning for that unit. A planning template will be provided to capture notes and guide your discussion.

Teachers can attend all sessions or select dates.

All meetings will be in person at the CRC from 4:15 to 6:15 pm. Meeting dates:

- Monday, November 6
- Wednesday, December 6
- Monday, January 8
- Tuesday, February 13
- Tuesday, March 12
- Wednesday, April 17

Registration is on Frontline. Clock hours are offered and meet the new requirement for Equity Based Practices.

Required Action:

Please share this opportunity to attend planning sessions for Illustrative Mathematics with grade level colleagues and the P-5 Instruction staff to support implementation and student learning.

Approved for Distribution:

Shelley Boten



Response/Action Required

November 3, 2023

To: Elementary Principals and Office Managers
From: Dr. Catherine Matthews, Director of Assessment and Research
Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Regarding: **LEAP Screener & Highly Capable Referral Deadline and Testing**

LEAP (Learning Enrichment Achievement Program) Screener:

- Reminder: The fifth-grade universal screener will be administered by classroom teachers to all fifth-grade students during the window between November 27 - December 12, with three additional days for make-up (December 13 – 15). If your team has not selected a screener date, please do so this week and send it to [Lindsey de Carteret](#). Fifth grade teachers will receive support materials; a training power point and dates for optional Q & A sessions, the first week in November. Families will also be notified at this time via Black Board Connect. Fifth grade students in highly capable classrooms will not be screened since they have already been identified and are receiving services.
- Kindergarten students can be referred by a parent or guardian to be screened for LEAP by **the December 15 deadline**. The referral form for kindergarten screening is available on the [web page](#). Screening for kindergarten students will take place January 8 - 12, 2024 by proctor, with make-ups available for students who are absent due to illness between January 16 - 18. Families will be notified about the process and deadlines through Black Board Connect the first week in November. Teachers are encouraged to share this information with families during conference week and to have access to referral forms available for parents/guardians to review/complete at that time.

Highly Capable Testing:

Referrals to test students in grades 1, 2, 3 and 4 for the self-contained, Highly Capable Program can be made by a parent, guardian, teacher, or community member. Teachers are encouraged to share this information with families of students they believe would benefit from this program during conference week. Referral forms should be available (or referenced) for parents/guardians to complete at that time. Please note that if a teacher or community member refers a student, rather than a parent, the highly capable team must contact the parent/guardian to get permission to test the student. The referral form is posted on the [web page](#) and **must be submitted by December 15, 2023**. Referrals submitted after that date will not be accepted.

Once a referral is received, administering dates are scheduled and families/teachers are informed when testing will be administered, at the students' school by a proctor. Testing for grades 1-4 will be completed in January and February.

If you have questions about this process, contact [Anne Arnold](#) Ext. 4089 or [Catherine Matthews](#) Ext. 4058.

Approved for Distribution: _____

Shelley Boten

Required Action:

- Share this information with first through fourth grade teachers, counselors, and coaches about testing for the Highly Capable Program and the important **December 15** deadline for referrals.
- Encourage teachers to share this information with families whose students might benefit from this program at the upcoming conferences. Teachers should have referral forms available for parents to review/complete at that time.
- Share the December 15 deadline for kindergarten referrals for LEAP with K teachers so they can let families know about the screening opportunity during conferences and have LEAP referral forms available for interested parents to review/complete at the conference.

Approved for Distribution:**Shelley Boten**



Response/Action Required

November 3, 2023

To: All Administrators and Directors
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **Diversity, Equity, and Inclusion Department Winter Newsletter**

“We embrace diversity as an essential asset; we are inclusive and treat our differences as a core strength.” EPS Core Value

Please see the attached, [Actualizing Equitable Outcomes DEI Winter Newsletter](#)

In this edition, you will find winter National Celebrations and Multi- Faith Observances celebrated in the month of November and December. As well as relevant belonging and inclusion resources. Also, find out about upcoming professional development opportunities or community events, and how we can “spotlight” you and your staff!

Quote of the Month

“The earth is the mother of all people, and all people should have equal rights upon it.”

– Chief Joseph, Nez Perce

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

Require Action:

Please post this newsletter on your Diversity, Equity, and Inclusion bulletin board and share with your building staff or department staff.

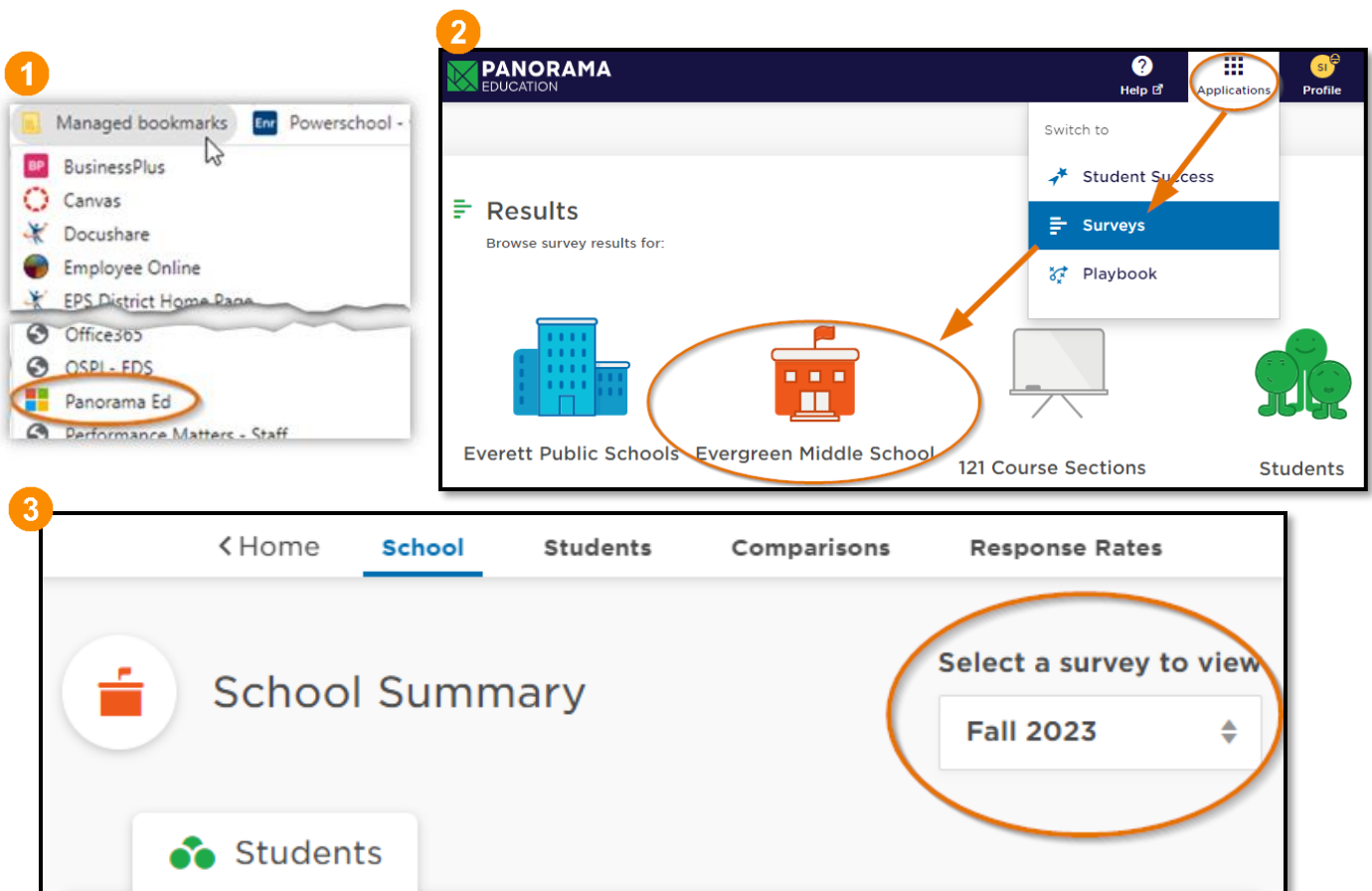
Approved for Distribution

Peter Scott

November 3, 2023

To: All Building Administrators
 From: Dave Peters, Director of Student Support Services
 Regarding: **Panorama SEL Survey Results**

The results from the fall Panorama student SEL survey are now available. You may access them from your Panorama dashboard as follows:



1 Managed bookmarks
 BusinessPlus
 Canvas
 Docushare
 Employee Online
 EPS District Home Page
 Office365
 OSPI - FDS
Panorama Ed
 Performance Matters - Staff

2 PANORAMA EDUCATION
 Help Applications Profile
 Switch to
 Student Success
Surveys
 Playbook
 Results
 Browse survey results for:
 Everett Public Schools - **Evergreen Middle School**
 121 Course Sections
 Students

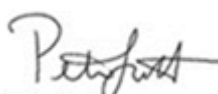
3 < Home **School** Students Comparisons Response Rates
 School Summary
 Students
 Select a survey to view
 Fall 2023

To view your school's final **participation rate** for this survey, [click here](#).

If you are interested in learning more about a variety of ways to view/analyze your school's survey results, you may attend an **optional** drop-in Zoom session or contact [Dave Peters](#) for additional options.

- Wednesday, November 8 | 9-9:30 am | <https://everettsd.zoom.us/j/94474679398>
- Wednesday, November 15 | 4-4:30 pm | <https://everettsd.zoom.us/j/94801575365>

Approved for Distribution



Peter Scott



November 3, 2023

To: All Secondary Principals and Assistant Principals
From: Kalle Spear, Director of Secondary Instruction
Regarding: **Springboard Curricular Materials Update**

We recently received updated information from CollegeBoard regarding the Springboard curricular materials used in our secondary ELA classes. While this information might change and evolve, we wanted to ensure that you have the most recent information.

- The “Sunsetting” message will now appear on the Springboard digital platform in early November
- The “Sunset” date is currently planned for Spring of 2025
- We will have access to the Springboard digital platform for the 2024-25 school year
- We will be able to order student consumable workbooks or print our own workbooks for the 2024-25 school year

With having an additional year with access to all Springboard materials, we will convene a working group in Spring of 2024 to begin planning for the 2025-26 school year. Most of the work will take place during the 2024-25 school year, so we are prepared for the fall of 2025. This conversation will involve teachers, administrators, and district level staff as part of the decision-making process.

Approved for Distribution: _____

Shelley Boten