



# Communications to Principals Packet

Relevant Content for Counselors | 2023-24

**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 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

**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

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

**March 21:** Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner 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](mailto:cgolden@everettsd.org), 425-385-4109  
504 Coordinator – Dave Peters, [dpeters@everettsd.org](mailto:dpeters@everettsd.org), 425-385-4063  
ADA Coordinator – Chad Golden, [cgolden@everettsd.org](mailto:cgolden@everettsd.org), 425-385-4109  
Address: PO Box 2098, Everett WA, 98213



## ***Response/Action Required***

December 8, 2023

To: Elementary Principals, Assistant 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 Screening and Highly Capable Testing Updates**

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### **LEAP (Learning Enrichment Achievement Program) Screener:**

- Reminder: The fifth grade universal CogAT (Cognitive Abilities Test) screener is being administered by classroom teachers to all fifth-grade students (except those in highly capable classrooms) during the window from November 27 - December 12, with make-up days on December 13, 14 and 15. Fifth grade teachers have received support materials and families were notified of the screening process via Blackboard Connect.
- 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 by proctor, with make-ups available for students who are absent due to illness on January 16, 17, 18. Families were notified of the process and deadlines through Blackboard Connect the first week in November. If your school community refers a large number of kindergarten students for the CogAT screening process, please reserve a space that would allow us to screen up to 20 students at a time in order to complete the process in one day.

If there are any questions regarding the CogAT screening process and procedure, please contact Lindsey de Carteret [ldcarteret@everettsd.org](mailto:ldcarteret@everettsd.org) Ext. 4134.

### **Highly Capable Testing:**

The highly capable test includes the full Cognitive Abilities Test (CogAT) and the Iowa Test of Basic Skills (ITBS). It is an all-day testing process for students. 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 the families of students they believe would benefit from this program or to refer the students themselves. The referral form is posted on the [web page](#) and **must be submitted by midnight on December 15, 2023**.

Once a referral is made, testing dates are scheduled and families/teachers are informed when the test will be administered, at the students' school by proctors. Testing for grades 1-4 will be completed in January and February 2024.

If your school community refers a large number of students for highly capable testing, please reserve a space that would allow us to test up to 25 students at a time in order to complete the process in a reasonable period of time. It has, in some cases, taken more than two weeks to test the students at one school when the space can only accommodate 5-6 students (like a small conference room). **Here are some creative options to consider:**

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**Shelley Boten**

- If many students in one classroom are being tested, you could move the students not being tested to another space and use the classroom for testing.
- If one grade level has a large number of students testing, consider combining those students in one or two classrooms (we can provide multiple proctors) and using the other classroom for students not being tested.
- If a specialist, librarian, or art, could put materials on a cart and push them into classrooms for a couple of days, the library or art classroom would be a good space to test a larger number of students. Remember, we can provide multiple proctors to support a larger number of students if the space will accommodate them.

Call us to discuss options if you have some thoughts about new ways to support the testing process. Lindsey de Carteret has a lot of experience with proctoring and is glad to be a thought partner with you or your team. [ldcarteret@everettsd.org](mailto:ldcarteret@everettsd.org) Ext. 4134.

### Required Action:

- Share the information with first to 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 or to make a referral themselves.
- Share the **December 15 deadline** for kindergarten referrals for LEAP with K teachers and families.

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Shelley Boten



## ***Response/Action Required***

December 8, 2023

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

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Transitional Kindergarten (TK) recruitment and screening will be completed next week. The deadline for submitting interest forms is **Tuesday, December 12** so the required screening can be completed by Friday, December 15. Please encourage your families to submit an interest form if they have a child who will be attending kindergarten in September 2024, and they are not currently in an early learning program.

We have met with facilities regarding available space and based on enrollment have confirmed school locations at: **Jefferson, Madison, Silver Lake, and Woodside Elementary Schools**. The program is available to students across the district so please share information about it even if there will not be a classroom at your school.

In order to serve all qualified students, we need at least one more classroom location in the south end of the district. We are working with facilities on identifying space now.

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.

This [link](#) provides TK Program 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 childcare
- demonstrate a social emotional and/or academic need

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

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**Shelley Boten**

**Required Action:**

If you have questions or would like additional information, contact Anne Arnold, Ext. 4089 or [AArnold@everettsd.org](mailto:AArnold@everettsd.org)

Principals:

- Please share the TK program information with staff and families in your newsletter and all school communication tools.

Office Managers:

- 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***

December 8, 2023

To: High School Administrators  
From: Kalle Spear, Director of Secondary Instruction  
Regarding: **Required Observance: Temperance and Good Citizenship Day**

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On January 16 of each year (or the preceding Friday when January 16 falls on a non-school day), by law each public school will observe Temperance and Good Citizenship Day ([RCW 28A.230.150](#)) Social studies teachers of high school seniors must help coordinate elements of the future voters registration event and provide an opportunity for students to register to vote in class via paper or online. Social studies teachers of high school juniors may consider preregistering students. Information on that process can be found here: [Future Voter Program | WA Secretary of State](#).

Teachers can recognize Temperance and Good Citizenship Day by engaging in learning connected to the Civics Standards in the 2019 [Washington State Social Studies Learning Standards](#). Specifically, teachers could focus on the components, questions, and enduring understandings (EU) for Civics standard 2 (EU: Recognized that one has rights and responsibilities as a citizen in one's own community) and for Civics standard 4 (EU: Understanding that when one shows concern for the well-being of one's classroom, school, and community, one is being "civic minded"). OSPI has created a resource to help support teachers: [Timeline](#).

In addition, teachers can teach and embed the Everett Public Schools 21st century skill of Citizenship in a variety of learning activities including those related to digital citizenship. By helping students learn about the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world, teachers will also be teaching the digital citizenship standards in the [K-12 Washington State Educational Technology Standards](#).

### **Required Action:**

- Please send this information to your social studies teachers and/or other interested parties.
- If paper copies of voter registration are needed, please contact Kalle Spear ([kspear@everettsd.org](mailto:kspear@everettsd.org))
- For more information on the Temperance and Good Citizenship Day requirements, click here: [Washington State Civic Observances](#) | OSPI ([www.k12.wa.us](http://www.k12.wa.us))

**Approved for Distribution:**

**Shelley Boten**



## Response/Action Required

December 8, 2023

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

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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 [AWSP 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](mailto: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](#).

<b>Required Action:</b>
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Please share and post the linked internship [flyer](#) with your staff.

**Approved for Distribution:**

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**Chad Golden**



## ***Response/Action Required***

December 8, 2023

To: All Elementary and Middle School Principals  
From: Dr. Catherine Matthews, Director of Assessment and Research  
Regarding: **Family Report on the i-Ready Student Dashboard**

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The Family Report on the i-Ready Student Dashboard is a new feature which will be enabled at the start of second semester on February 5, 2024. Engaging families and fostering a collaborative approach by sharing Diagnostic results in a timely manner can significantly enhance a student's learning. The i-Ready For Families report provides each family with important information about their student's overall performance and suggestions to support their learning at home. This report has been only available in print in the past, but families can now view it digitally on the student dashboard.

We have prepared a template family communication in DocuShare under, [i-Ready Support Documents for Administrators and Staff](#) labeled *i-Ready Diagnostic For Families Report letter template 23-24*, for you to customize and send home through normal channels once most students have completed the diagnostic. This letter contains the district code that family members will need to access the report. The code will not work until February 5. Translated copies are in progress and will be available after winter break.

### **Required Action:**

- Share with teachers the timeline and process for families accessing the report on the student dashboard.
- Customize family communication for your school.
- Schedule communication to families prior to February 5, 2024, when the report will be live.

**Approved for Distribution:**

**Shelley Boten**





## Response/Action Required

December 8, 2023

To: High School Administrators, High School Office Managers, School Counselors, and School Advisors  
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director  
Regarding: **Save the Date – Empower to Lead Student Summit**

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This is an exciting time in the Diversity, Equity, and Inclusion department! Our department will be hosting Everett Public School's annual ***Empower to Lead Student Summit on Friday, February 23<sup>rd</sup>, 2023***. Please share the attached [flyer](#) and brief information below.

### Who can attend?

This event is designed for Everett Public Schools high school students.

### Purpose?

Our objective of this event is to increase awareness, networking, and inclusion around issues of social justice to enhance students' sense of belonging and empowerment that leads to positive action and to impact their school community. We want students to leave with a sense of inclusion and belonging and to feel empowered to act by working with their school teams to develop an action plan to make a difference in their peer group, school, community.

### Where and When?

Friday, February 23, 2023  
Community Resource Center  
3900 Broadway, Everett, WA

*Lunch and District transportation will be provided.*

*This will be an excused absence for all students who attend.*

More detailed information will be coming in the following weeks. If you have any questions in the meantime, please don't hesitate to contact Joi Odom Grant at [jgrant@everettsd.org](mailto:jgrant@everettsd.org) or 425-385-4137.

<b>Action Required:</b>
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Please share this information with your office manager and email Kailani Tibayan, [ktibayan@everettsd.org](mailto:ktibayan@everettsd.org) with your school's identified point of contact.

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**Peter Scott**



## Response/Action Required

December 8, 2023

To: All Principals  
From: Dr. Catherine Matthews, Director of Assessment and Research  
Regarding: **PSAT Scores and Student Notification**

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Student Level PSAT score files are available in [DocuShare](#). This file contains both tenth and eleventh grade students. National percentile rankings can be found in columns M, N, and O. Students with a total PSAT in the 90<sup>th</sup> percentile and above should take the PSAT again in the fall of their eleventh grade year to qualify for the National Merit Scholarship Program. You should also look at students who were above the 90<sup>th</sup> percentile in just one area, either Evidence-Based Reading and Writing, or Mathematics. It is possible with a little work, they could increase the lower score and qualify next year. Share with students how to access preparation tools through Khan Academy, Practice Tests, and Practice with Bluebook (<https://satsuite.collegeboard.org/psat-nmsqt/preparing>).

Notify tenth grade students who are in the 90<sup>th</sup> percentile and above that they should strongly consider sitting for the PSAT next fall to qualify for scholarship opportunities, like National Merit. Sample language that you can adapt for your own use:

*Congratulations on your strong performance on the PSAT! Did you know that PSAT scores are used by scholarship granting agencies like National Merit to qualify students? To be entered into consideration for scholarships, including National Merit Scholarships, you must take the PSAT in the fall of your Junior year. Click here to learn more about the [National Merit Scholarship Program](#).*

Column R through column AP contain information about AP Potential. Students are rated as having potential (P) or some potential (S) in specific course areas. Using the PSAT data, College Board can determine which courses students have a high probability of success in. Share this information and encourage students to take an AP class.

### Required Action:

- Pull down the file of student scores.
- Notify tenth grade students in the 90<sup>th</sup> percentile about the opportunities available for them if they retest in the fall.
- Share tools for PSAT preparation.
- Encourage students to take AP courses based on their AP Potential information.

Approved for Distribution:

Shelley Boten



## ***Response/Action Required***

December 8, 2023

To: All Administrators  
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director  
Regarding: **December Winter Festivities**

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December is a festive time of the year to focus on and celebrate a range of different holidays celebrated by people of different religions, cultures, and races. However, this can be a time of the year – especially in schools where some students may feel uncomfortable, excluded, insulted, or marginalized.

The resources listed below provide more insights into activities teachers may consider as they plan to engage students in meaningful learning experiences regarding winter holidays:

[Rethinking Winter Holidays](#) by Learning for Justice

[Avoiding the Holiday ‘Balance Traps’](#) by Learning for Justice

[Rethinking Poverty and Casual Conversations](#) by Learning for Justice

[The December Dilemma](#) by Learning for Justice

[Winter Holidays](#) by Responsive Classroom

Additional resources that teachers may consider will be available on the [Diversity, Equity, and Inclusion](#) website under November and December National Celebrations. In addition, the organization ADL in a Article, [Winter Holidays: December Dilemma or Teaching Opportunity](#) shared the following strategies that could be used in the classroom:

1. Be accurate and sensitive – This is an excellent opportunity to incorporate the culture, religion, and the historical importance of cultural holidays celebrated by your students.

**Examples:** Hannukah, Winter Solstice, Christmas, Kwanzaa, Ramadan

2. Be inclusive and focus on more than one holiday – Survey your families to learn what winter holidays they celebrate to allow a breadth of winter holidays to not endorse one religion or holiday over another. Consider the questions below when creating or finding a survey:
  - What winter holidays does your family celebrate?
  - Are you comfortable with your child participating in classroom activities related to holidays from several different cultures?

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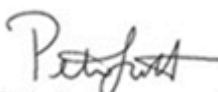
**Peter Scott**

- Is there anything holiday-related that you would prefer was not discussed in the classroom?
  - Does your family have any special holiday traditions that you would be willing to share with the class?
3. Provide the opportunity for students to have the option to engage in activities because some religions teach that celebrating holidays and birthdays is unacceptable.
  4. Do not make assumptions.
  5. Collaborate and get feedback - Examine what you are doing and ask others to help you critique your practices to work out imbalances and to effectively present holidays equally.

<b>Require Action:</b>
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Please share this information with your teachers and other staff.

**Approved for Distribution**



**Peter Scott**