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Important Resources

Teaching & Learning Folder

<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-5639>

Administrative Outlook Calendar Instructions

1. Click on the folder icon on the upper left side of the page
2. Click on “Public Folders” arrow
3. Click on “All Public Folders” arrow
4. Click on “Administrative Team” arrow
5. Click on “Administrative Calendar” to open

Substitute Outlook Calendar Instructions

1. Open Outlook in the Calendar view
2. From the “Home” menu bar Select “Open Calendar”
3. Select “Open Shared Calendar” – type in **Calendar Professional Learning**
4. Click OK

This calendar lists all district release professional development that is occurring during the school day. Check this calendar prior to scheduling building workshops that will occur during the school day to make sure they do not conflict with district level trainings targeting the same teachers. All district release substitutes must be approved through Professional Learning.

Accessing Student Emergency Information in Insight

Step One: Go to <https://insight.everettsd.org>

Step Two: Use your district credentials to log in (id/password) Check the Full Browser Version and click save If viewing on a mobile browser

Step Three: Click on the Everett Pinnacle Insight.qvw box

Step Four: Click on the Student Details button

Step Five: Enter the Student Name (partial ok) or ID # in the top-right

Step Six: View Contacts

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
March 26: School Board Meeting, 4:30 p.m., Board room A & B
April 18: 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, 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

Communications to Principals Guidelines

Communications to Principals is a weekly publication designed to consolidate and transmit information from central administration personnel to building principals and classified administrators that would be addressed to “All Administrators”, “All Principals”, “Region Principals”, or “Level Principals”.

1. All items submitted for inclusion in Communications to Principals must have the approval of the originator’s division/department head who is a member of the Superintendent’s Cabinet, e.g., Shelley Boten would approve all items from the Academics Department. Approval will be in the form of an approval line and should be located at the bottom of the first page of the document in Bold Georgia Font.

2.

Example:

Approved for Distribution: _____



Shelley Boten

3. There will be three (3) categories of materials: **Response/Action Required**, **Response/Action Optional**, and **Information Only**. The requested category should be indicated in the upper right portion of the first page in an italic number 16 Bold Georgia Font.

Example: ***Response/Action Required***

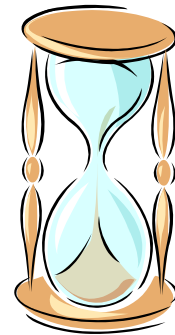
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should be single spaced with one line between paragraphs.

4. Materials to be included in Communications to Principals must be submitted to the Deputy Superintendent’s office, **by 3:00pm on Tuesday** for inclusion in that week’s publication. Materials **must have the electronic signature** of the appropriate division/department head at that time. Please submit materials electronically to Lorie Lambert at llambert@everettsd.org. **Please do NOT send scanned items as we are producing a document that is “live” and in color on DocuShare.**
5. Materials included in Communications to Principals should be free of technical errors (punctuation, grammar, etc.). Submittals should be proofread. Materials which have been returned to the sender for corrections and which are not returned in time to meet the deadlines will be held for the next publication.
6. In order to keep the packet to a manageable size, any attachments corresponding with the document need to be linked in the body.
7. An electronic copy will be uploaded to DocuShare in the Communications folder.
8. If you have any questions regarding the Communications to Principals packet, changes in distribution, or signature templates for the three categories, please call Lorie Lambert at x4017.



RESPONSE/ACTION REQUIRED

Items in this section require immediate attention by the building administrator and an appropriate response or action by the date and time indicated.





Response/Action Required

January 5, 2024

To: All Administrators and Directors
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **Dr. Martin Luther King Jr. Resources and Community Events**

“We believe in learning and working together, the value of diverse views, and the power of collective wisdom.” EPS Core Value

To commemorate the life and life’s work of Dr. Martin Luther King, Jr., our department has compiled various MLK resources from a variety of different organizations in the Social Justice Education world. We hope this collection of resources provides you the opportunity to bring the work of Dr. King to life in your classroom — and any time of the year, as well as community events and activities that our staff and students can engage in.

Visit our department website, using the following [link](#) and see the pictures below to direct staff to the resource page.

DIVERSITY, EQUITY AND INCLUSION

Overview >

Diversity, Equity and Inclusion Newsletter

Land Acknowledgement

Cultural and Religious Calendar

January and February National Celebrations

Student Resources

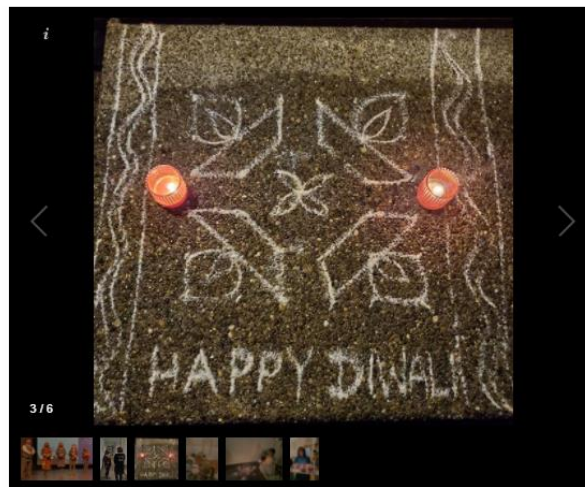
Staff Resources

Parent & Community Resources

Natural Leaders

Racial Equity

Welcome to the Diversity, Equity, and Inclusion Department Website!



PRIDE, Learning, and Collaboration

PRIDE, LEARNING

Equity is ensuring that each student and staff member has access to resources in order for staff to support students to reach their dreams and

QUICK LINKS

Policy 0010, Diversity, Equity, Inclusion, and Belonging

Our Commitment to Condemning Racism and Supporting Peaceful Protest

Our Commitment to Safe and Inclusive Schools for Each Student

Equity & Access Advisory Council

Equity Plan 2020-21

Special Services

Approved for Distribution

Peter Scott

DIVERSITY, EQUITY AND INCLUSION

Overview

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January and February National Celebrations



Martin Luther King, Jr. Day

"As Dr. Martin Luther King Jr. Day approaches, many teachers may be making plans to teach about him and his legacy. It's important to seize the opportunity to teach about his activism and students' own capacity to be change agents. Too often, however, lesson plans fail to move beyond "I Have a Dream," to examine King's status as a "hero" or to acknowledge the depth and complexity of the movement he helped to lead. Instead of doing the "same old, same old," consider a wider range of approaches to teaching about King that will deepen your students' understanding of his legacy and his role in a broad, dynamic movement that involved many people, organizations, strategies and events." - Learning for Justice

Click the image to the left and explore the different resources!



Black History Month

"In February we observe African American History Month also referred to as Black History Month. This national observance started in 1915, in response to the lack of information on the accomplishments of Black people available to the public. In 1926 Carter G. Woodson, known as the "Father of Black History Month", declared the second week of February as Black History Week. The week-long event became Black History Month in 1976 when president Gerald Ford extended the recognition to honor African Americans in every area of endeavor throughout our history." -National Geographic

Click the image to the left and explore the different resources!

Local Events and Activities:

1. **2024 Rev. Dr. Martin Luther King Greater Everett Community Celebrations** hosted by the Snohomish County Black Heritage Committee.
 - January 15, 2024

For more information, please visit the following website using the following [link](#).

2. **YMCA Dr. Martin Luther King, Jr. Inspirational Weekend**
 - January 12-15, 2024

For more information, please visit the YMCA website using the following [link](#).

Require Action:

Please post on your school's DEI bulletin board and share with your building staff.



Response/Action Required

January 5, 2024

To: Middle and High School Administrators
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **EVCC Students of Color Career Conference**

We are asking each secondary school to mobilize a group of students to attend the 19th Annual Students of Color Career Conference (SO3C's). It is scheduled at Everett Community College (EVCC) on **Thursday, March 21, 2024, from 8:30 a.m. to 1:30 p.m. (check-in begins at 8 a.m.)** in the EVCC Walter Price Fitness Center (gym). Participation in this conference is free and lunch is provided. We are not limited to how many students can attend. While the target audience is students of color, all secondary students in Snohomish County are invited. Consider inviting students who are AVID, GEAR UP or College Bound Scholars.

What is SO3C's?

A one-of-a-kind conference that brings 2,500 youth together in one space to network with professionals of color in conversations around college and career readiness. Facilitated panel discussions, cultural sharing, and a dynamic keynote address provide students with multiple opportunities to reflect and explore a diverse range of career opportunities.

Why is SO3C's important?

This conference informs, inspires, and encourages students of color in Snohomish County to think about the variety of careers available to them and to imagine themselves in those roles. SO3C's provides our students with information about continuing their education by completing high school, and enrolling in, as well as paying for, college. Our district's core values of equity, diversity, and learning intersect the spirit of this event in multiple ways. Additionally, EVCC is a strategic partner in many phases of our work.

Important Information:

- EVCC has come close to capacity in previous years, so we strongly encourage you to register early to ensure our students are able to attend. When registration is full – No exceptions will be made for entry.

For more information visit the event [website](#).

Require Action:

Please access the following resources in planning for the SO3C's using the link above. **All registrations and entries are completed ON-LINE.**

Registration Link: [CLICK HERE](#)

Approved for Distribution _____

Peter Scott

Field Trip Planning

Please also follow the field trip planning steps below. Our department will pay for **one bus** and **one substitute**. If you require more than one bus, please contact Kailani Tibayan x4286. It is expected that an administrator and/or counselor attend with the students.

Step	Deadline By	To Do	Process
1.	ASAP	Register School & Field Trip Request	<p>Principal or school counselors register your school with an estimated student count.</p> <ul style="list-style-type: none"> • Complete the Field Trip Request. • Email Kailani Tibayan for budget code. • Scan the Field Trip Request to both transportation and Kailani Tibayan at ktibayan@everettsd.org. <p>Field Trip Links: 2320P Field Trips</p> <ul style="list-style-type: none"> • Field Trip Request Form • Student Consent Form • Adult Consent Form
2.	Wednesday, January 31	Student Registration	<p>Field Trip Point of Contact:</p> <ul style="list-style-type: none"> • Download student registration spreadsheet and register all students • Email spreadsheet to diversity@everettcc.edu
3.	Friday, February 16	Substitute	<p>Office manager please enter 1 substitute request in SmartFindExpress. Please use the same budget code as received for the Field Trip Request Form.</p> <ul style="list-style-type: none"> • Use “District Release” • Enter into administrator notes: “SOCCC”. • Email ktibayan@everettsd.org with job number.
4.	Friday, February 16	Final Student & Adult Counts	<p>Field Trip Point of Contact:</p> <ul style="list-style-type: none"> • Download chaperone spreadsheet and register all chaperones. • Email spreadsheet to diversity@everettcc.edu. • Email ktibayan@everettsd.org the final number of students and adults who will be attending the conference from your school.



Response/Action Required

January 5, 2024

To: High School Administrators and High School Office Managers
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **Empower to Lead – Field Trip Planning**

Empower to Lead Student Summit on Friday, February 23, 2024, from 8:00 am to 12:00 pm. Please share the attached event [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.

How do Student's Register?

Each high school has a designated point of contact and will be emailed the process for student registration and will be provided a Microsoft Teams Meeting to walk through the registration process.

Registration Support Microsoft Teams Meeting:

Tuesday, January 9th, 9:00 am – 10:00 am & 2:00 pm – 3:00 pm

****If this date and time frames are not feasible, please email ktibayan@everettsd.org.****

Require Action:

Please share with your office manager and your school's Empower to Lead point of contact.

Field Trip Planning

Approved for Distribution _____

Peter Scott

Please follow the field trip planning steps below. Our department will pay for **one bus** and up to **two substitutes**. If you require more than one bus, please contact Kailani Tibayan x4286. It is expected that an administrator and/or counselor attend with the students. Additional staff members are invited but reminder that only two substitutes are available.

Step	Deadline By	To Do	Process
1.	Friday, January 5th	Submit Field Trip Request	Office manager: <ul style="list-style-type: none"> • Complete the Field Trip Request • Scan the Field Trip Request to both transportation and Kailani Tibayan at ktibayan@everettsd.org Field Trip Links: 2320P Field Trips <ul style="list-style-type: none"> • Field Trip Request Form • Student Consent Form • Adult Consent Form
2.	Week of January 8-12	Advertise Empower to Lead	Point of Contacts: <ul style="list-style-type: none"> • Post posters in highly visible student areas and share ETL permission packets with school counselors and career specialists to assist you in marketing this opportunity. • Recruit adult chaperones for event and provide names to office manager. <p>**The DEI Department will sponsor up to 2 substitutes to chaperone. **</p>
3.	Friday, January 26	Final Student & Adult Counts Due	Office manager please enter up to 2 <u>substitutes</u> request in SmartFindExpress. Please use the same budget code as received for the Field Trip Request Form. <ul style="list-style-type: none"> • Use “District Release” • Enter into administrator notes: “Empower to Lead Chaperone” • Email ktibayan@everettsd.org with job number Point of Contacts: All student permission packets are due. <ul style="list-style-type: none"> • Scan and email all permission packets to ktibayan@everettsd.org.
4.	Friday, February 9th	Student Registration & Boxed Lunch Selection Due	Point of Contacts: <ul style="list-style-type: none"> • Assist in ensuring that all students have completed their ETL registration.



Response/Action Required

January 5, 2024

To: Superintendents, Principals, Assistant Principals, Directors, Managers, and Supervisors
 From: Mary O'Brien, Human Resources Director
 Regarding: **Everett Association of Paraeducators Leadership Restructure**


Below, please see the new Everett Association of Paraeducators leadership structure:

New EAP Leadership Structure			
Laura Rogers- President eap.president11@gmail.com	Jill Jackson- Vice President eap.1stvp11@gmail.com	Jaci Barbano- Treasurer eap.treasurer11@gmail.com	Sharla Georgis- Secretary eap.secretary11@gmail.com
District Ph#: 5669	District Ph #: 6103	District Ph #: 4071	District Ph#: 7315
Cell: (425) 343-7553	Cell: (425) 418-9180	Cell: (425) 218-7883	Cell: (425) 220-8908
Location: Jackson Elementary	Location: Cascade High School	Location: CRC	Location: Monroe Elementary
Responsibilities	Responsibilities	Responsibilities	Responsibilities
North Region Elementary	South Region Middle /High School	North Region Middle/High School	South Region Elementary
Professional Development	Membership	Finances & Promotional	Communications & Social Media
Whittier	Eisenhower	Evergreen	Monroe
Hawthorne	Gateway	North	Penny Creek
Garfield	Heatherwood	Everett	Silverlake
Jackson	Cascade	Sequoia	Cedarwood
Lowell	HM Jackson	CRC	Forest View
Madison		GOAL	Mill Creek
Emerson			Silver Firs
View Ridge			Tambark
Jefferson			Woodside
PSE Rep-Nicki Lenssen, nlenssen@pseofwa.org (360) 256-2159			

Required Action:

Please review the new EAP leadership structure and identify the EAP board member assigned to your school or department. Please contact your assigned board member for employee issues.

If you have any questions regarding the new EAP leadership structure, please contact Mary O'Brien mo'brien@everettsd.org in Human Resources.

Approved for Distribution: 
Chad Golden



Response/Action Required

January 5, 2024

To: Principals and Assistant Principals
From: Kathy Reeves, Director of Communications
Regarding: **January Core Value Champion – Passion**

Thank you for your monthly nomination of the Core Value Champions.

January Core Value is Passion. Please nominate your student by **January 25**.

[Nominate via this link.](#)

Board Meeting Recognitions

January 9 Meeting, Recognizing December Core Value of Collaboration:

- Lowell, Eisenhower, Sequoia

February 13 Board Meeting, Recognizing January Core Value of Passion:

- Garfield, Tambark Creek, Whittier, Cascade

Required Action:

Nominate your January core value student for Passion by January 25. [Nominate via this link.](#)

Be prepared to attend the board meeting you and your student are assigned to, arriving by 4:15 p.m.

Approved for Distribution:


Kathy Reeves



Response/Action Required

January 5, 2024

To: Superintendents, Principals, Assistant Principals, Directors, Managers, and Supervisors
From: Mary O'Brien and Mandy Shinn, Human Resources Directors
Regarding: **Everett Association of Paraeducators – Meal and Rest Periods**

Please make sure that each paraeducator has a lunch and break schedule and that it is being followed.

As a reminder,

- Paraeducators working over five (5) hours per day shall be allowed a meal period of at least thirty minutes, preferably away from their desks.

Important: Prior approval from the building administrator or department supervisor is needed for a paraeducator to work through their meal period. The employee shall be compensated for the meal period at the employee's regular hourly rate charged to the building or department budget.

- Paraeducators shall be allowed a duty-free rest period of not less than ten (10) minutes for each four hours of continuous working time.

Our paraeducators are hardworking, skilled, and dedicated to the important work we do. We must honor their commitment by promoting a balanced work environment that ensures employees are getting their breaks during the workday.

Required Action:

Review paraeducator break schedules and ensure schedules are being followed.

Approved for Distribution:

Chad Golden



Response/Action Required

January 5, 2024

To: All Principals and Assistant Principals
From: Larry Fleckenstein, Regional Superintendent
Cathy Woods, Regional Superintendent
Pete Misner, Regional Superintendent
Regarding: **Focusing on Attendance**

Schools continue to invest in systems of support to improve attendance patterns. Below are a few resources meant to support your ongoing efforts to improve attendance at your school. Levels meetings in January will include time to continue our development of strong systems to improve attendance.

Brief Research Summary

Research informs us that there tends to be a correlation between engagement, student sense of belonging, and student-teacher relationships. When students feel engaged in their learning, have a strong sense of belonging within their school community, and develop positive relationships with their teachers, they are more likely to experience academic success and overall well-being. Engaged students are actively involved in their education, motivated to learn, and demonstrate higher levels of achievement. A sense of belonging fosters a supportive and inclusive environment where students feel valued and connected, leading to increased motivation and positive attitudes towards learning. Likewise, positive student-teacher relationships characterized by trust, respect, and effective communication contribute to a supportive learning environment and enhance student engagement and sense of belonging.

How A Welcoming Classroom Can Help Decrease Absenteeism


(<https://www.edutopia.org/article/welcoming-classroom-can-decrease-absenteeism>)

A Tiered Approach at Penny Creek Elementary

Penny Creek has made significant improvements in attendance rates this school year with a tiered approach.

- *A tier 1 focus was introduced at a LID day with staff.*
- *The goal was to increase excitement and energy about attending school while not pushing students to attend school when they shouldn't (i.e., illness).*
 - o *Strategies included:*
 - *Collective, schoolwide, attendance incentives for total days of student attendance (average of 175 days per student). This goal allows for some absences based on need. The incentives are schoolwide experiences when collectively students are making progress toward the attendance goal.*
 - *Schoolwide celebrations and messages.*
 - *Monthly message about attendance in parent newsletter, including goal.*
 - *Weekly announcements to students.*
 - *Visual tracking of the goal in the cafeteria.*
 - *Quarterly video announcements and celebrations.*
 - *[Attendance Works](#) Campaign and materials are helpful.*

Approved for Distribution:


Cathy Woods


Pete Misner


Larry Fleckenstein

Tier 2 supports:

- Use the required letters for increased communication with parents.
- To better identify needs, excuse the 5+ absence meeting if absences are the result of a known illness, etc.
- Weekly email (Cognos generated) to parents of students with NC absences so they can just email back and excuse.
- Identify students of concern, especially if parents don't attend meeting.
- Counselor reaches out via email with link to video.
- Counselor "breakfast club," wake-up calls for identified students.
- Individual connections: office secretary knows students and families and alerts counselor when attendance is becoming a problem, counselor connects.
- Use of [Attendance Works PowerPoint](#) and other materials.
- 1:1 connection and relationships is most powerful – finding ways to support and connect: individual incentive plan, join robotics, etc.

Tier 3 supports:

- Community Engagement Boards
- WARNS survey
- Connection with social worker, etc.
- Continuing issues: Balancing "Stay home when sick" with "Attendance Matters;" immigrant families taking long trips out of country; supporting highly mobile families or those with other needs.
- OSPI also has great resources:
<https://content.govdelivery.com/accounts/WAOSPI/bulletins/379e65a>

Using Tools, Panorama Success Platform with a Tier 2 Focus

Panorama's Student Success Platform is an excellent tool for PBIS teams to track interventions for Tier 2 attendance needs. The Success Platform provides an intervention library for various student needs including attendance. Interventions can be quickly created for individual students or groups of students and the progress monitoring for those interventions is built into the platform and creates visual tools for teams to effectively use intervention data to make decisions. Attendance data can be analyzed alongside other factors, including discipline, academic achievement, and social-emotional learning data. This cross-referencing allows for an easier identification of barriers to be removed or alleviated.

Examples of pre-built interventions for attendance include: an attendance incentive plan, a parent/guardian meeting, home visits, lunch bunch, nudge letter, and phone calls home. These default interventions help teams to generate next steps quickly so they can focus on implementing the interventions instead of the time it takes for teams to create the interventions. That platform also helps teams to efficiently track the implementation of the interventions.

- [Resource: List of success platform's default interventions.](#)
- [Quick video to create and monitor interventions.](#)
- [Link to quick survey to identify what kinds of support to use panorama at your building.](#)

Required Action:

Please share this information with your staff as appropriate. Contact your regional superintendent with any questions.



Response/Action Required

January 5, 2024

To: Principals, Assistant Principals and Counselors
From: Cathy Woods, Regional Superintendent
Regarding: **2023-24 Everett PTSA Council Reflections Celebration**

On behalf of the Everett PTSA Council...

I would like to share information regarding the 2023-24 Everett PTSA Council Reflections Celebration. The theme this year is *I am Hopeful Because....* This program celebrates our talented writers, artists, photographers, dancers, musicians, and filmmakers.

The Everett PTSA Reflections Celebration is **Wednesday, January 10, 2024**, at the **Community Resource Center**.

Like last year, there will be two identical sessions for all reflection's participants, families, and community members to join in the celebration:

1. Session 1 6-7 p.m.
2. Session 2 7:15-8:15 p.m.

Please reserve your spot below that works best for your family.

To RSVP click [HERE](#)

To view the flyer click [HERE](#)

For more information, visit the Everett PTSA [website](#)

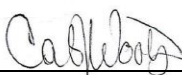
Questions? Contact Cam-Tu Vo reflections@everettptsacouncil.org

Required Action:

Please share this information with your staff. Please print and post the [flyer](#) in your staff lounge. Thank you for your help spreading the word!



Approved for Distribution:


Cathy Woods



Response/Action Required

January 5, 2024

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



Response/Action Required

January 5, 2024

To: Administrators & Supervisors
From: Peter Scott, Deputy Superintendent
Cathy Woods, Regional Superintendent
Pete Misner, Regional Superintendent
Larry Fleckenstein, Regional Superintendent
Regarding: **Launch of School 2024 – SAVE THE DATES**

Required Action:

In the August 25, 2023 Principals' Packet, we in error stated the final day of the three-part school improvement segment would be August 12. It should have reflected Wednesday, August 14 instead.

Please note below the Key Dates for Launch of School | Summer Leadership Institute 2024. Outlook calendar invites will be sent by tomorrow, January 5.

Wednesday, June 26, 2024 – Designed for instructional leaders

- *This day will be designed as a three-part segment on school improvement (June 26, Aug.7, and **Aug. 14**)*

Monday, August 5 to Wednesday, August 7, 2024

- **Summer Leadership Institute – Location TBD**
 - Administrators & Supervisors (A&S team: all school administrators, instructional & operational directors, and cabinet members)

Wednesday, **August 14, 2024 – Designed for instructional leaders**

- *This day will be designed as a three-part segment on school improvement (June 26, Aug.7, and **Aug. 14**)*

Please let your regional superintendent or me know directly if you have any questions or concerns. Thank you.

Approved for Distribution _____

Peter Scott



INFORMATION ONLY

Materials in this section, while they do not require building response, contain valuable information for district programs, projects, and building operations.





January 5, 2024

To: School Administrators
From: Peter Scott, Deputy Superintendent
Christopher Ferreira, Safety & Security Coordinator
Regarding: **First Amendment Auditor Group**

“First Amendment Auditors” profess to monitor the government’s adherence to First Amendment protections by photographing and/or filming their interactions with them. Initially, these groups focused on governmental entities such as law enforcement but have now taken to visiting school districts including the Tacoma and Renton School Districts. This group has been requesting access to schools and in some cases accessing secure areas without authorization. Additionally, they have been surreptitiously recording staff members without their consent using cellphones and/or GoPro devices. They have also requested internal documents claiming they are a member of the press although they refuse to provide credentials. They have a YouTube site on which they post these interactions and solicit donations. They have taken considerable effort to be anonymous, including parking some distance from the site. This group is registered in the State of Wyoming to an organization that does not provide client information.

We are providing the following guidance should they visit your site:

- Requests for public records should be referred to our district’s public record request analyst, Wendy Snider and/or publicrecords@everettsd.org. See district policy and procedure 4130/4130P for further information.
- If they are filming, anyone they speak to should acknowledge that they appear to be filming and state that they do not consent to being filmed; however, they are allowed to film “public” conversations in public spaces, so staff should be reminded not to have confidential conversations while in a public space.
- If they want to sit in a public lobby and try to talk to people, but aren’t being particularly disruptive, they can sit in the public lobby during normal business hours and film. District staff are free to ignore them.
- If they attempt to access secure parts of the site or generally roam around, or once they become disruptive, an administrator can ask them to leave for causing a disruption; WA state **RCW 28A.635.030 Disturbing School** addresses this kind of conduct and makes it a misdemeanor crime to refuse to follow an administrator’s directive to leave the premises. If he refuses to leave, and continues to be disruptive, don’t further engage, call the police. Our law enforcement partners are aware of this group and our district’s prescribed response.

Thank you for your attention.

Approved for Distribution

Peter Scott



January 5, 2024

To: Elementary School Principals and Assistant Principals
From: Anne Arnold, Director of P-5 Instruction and Early Learning Options
Regarding: **EPS Elementary School Art Show 2024 Information**

Everett Public Schools 26th Annual Art Shows for 2023–24

We are excited when our students share their artwork for display in our Everett Public School Community Resource Center. This year, we will have three art shows to showcase student work at each level, including an elementary, high school and middle school art show. Artwork will be displayed for public viewing during each show. Students and their families are invited to view the artwork during public viewing times. 7:30 a.m. - 4:30 p.m. Monday through Friday at the Community Resource Center. We will also have an evening opportunity for families to view artworks for each show. Entry Forms and directions for each show can be found on our district website here: [Student Art Shows](#)

Elementary Art Show - February 9 - March 28

- Artwork & Forms Due February 1
- Art show Open House- February 29, 2024, 6:00 - 7:00 p.m.

High School Art Show - April 11 – May 2

- Artwork & Forms Due March 8
- Art Show Award Reception – May 2, 2024, 6:00 -7:30 p.m.

Middle School Art Show May 9 - May 30

- Artwork & Forms Due April 12
- Art Show Award Reception – May 30, 2024, 6:00 – 7:30 p.m.

Elementary School Art Show:

For the **26th Annual Elementary Art Show**, we are asking the art specialist, STEAM teacher or art coordinator at each elementary school choose **no more than thirty pieces of artwork to submit**. Artwork will be displayed for public viewing from February 9, 2024, through March 28, 2024, at the Community Resource Center. Artwork should be original work created by a student or group of students. Artwork may be collaborative. All two-dimensional artworks should be mounted on construction paper for it to hang well at the CRC. Photography, collage, paintings, drawings, prints, digital art, mixed media artwork and three-dimensional artwork are accepted. Please find directions, and forms on our district website [Student Art Shows](#). Families will need to fill out the [Elementary Art Show Release Form](#) or the [Online Elementary Art Show Release Form](#) and attach an [Art Label Form](#) to the back of the artwork for student artwork to be included in the art show. Both digital and paper copies are available. **All participating students and their families are invited to the Elementary Art Show Open House at the Community Resource Center (3900 Broadway) on February 29, 2024, from 6:00 – 7:00 p.m.** All students will receive a certificate of participation.

Please contact Tami Coffman at tcoffman@everettsd.org or 425-385-4084 with any questions. Thank you!

Approved for Distribution: _____

Shelley Boten



January 5, 2024

To: Middle School Principals and Assistant Principals
From: Kalle Spear, Director of Secondary Instruction
Regarding: **EPS Middle School Art Show 2024 Information**

Everett Public Schools 26th Annual Art Shows for 2023–24

We are excited when our students share their artwork for display in our Everett Public School Community Resource Center. This year, we will have three art shows to showcase student work at each level, including an elementary, high school and middle school art show. Artwork will be displayed for public viewing during each show. Students and their families are invited to view the artwork during public viewing times. 7:30 a.m. - 4:30 p.m. Monday through Friday at the Community Resource Center. We will also have an evening opportunity for families to view artworks for each show. Entry Forms and directions for each show can be found on our district website here: [Student Art Shows](#)

Elementary Art Show - February 9 - March 28

- Artwork & Forms Due February 1
- Art show Open House- February 29, 2024, 6:00 - 7:00 p.m.

High School Art Show - April 11 – May 2

- Artwork & Forms Due March 8
- Art Show Award Reception – May 2, 2024, 6:00 -7:30 p.m.

Middle School Art Show May 9 - May 30

- Artwork & Forms Due April 12
- Art Show Award Reception – May 30, 2024, 6:00 – 7:30 p.m.

Middle School Art Show:

All Everett Public Schools middle school students are invited to participate in the **26th Annual Middle School Art Show**. Art will be displayed for public viewing from May 9, 2024, through May 30, 2024, at the Community Resource Center. Please find directions, and forms on our district website [Student Art Shows](#).

All participating student artists and their family members and friends are invited to attend the Middle School Art Show reception on **May 30, 2024, from 6:00 – 7:30 p.m.** at the Community Resource Center (3900 Broadway). Awards will be announced at this reception. Both two-dimensional and three-dimensional work will be accepted. Entries will be judged on the following categories: Ceramics/Pottery, Drawing, Graphic Design & Digital Art, Mixed Media, Painting, Photography, Printmaking, and Sculpture. All participants will receive a Certificate of Participation. Awards will be given for Best in Show, 1st, 2nd, and 3rd place, and Honorable Mention in each category, and these awards will be presented at the reception.

Approved for Distribution:

Shelley Boten

Middle School Art Show Entry Instructions and Due Date:

All student entry forms [MS Art Show Release Form](#) or online Middle School [Online MS Art Show Release Form](#) and artworks are due at the Community Resource Center on **April 12**. Please deliver or send them to **Tami Coffman** (425-385-4084) in the Secondary Instruction Office.

Entries will be accepted by all Everett Public Schools middle school students. Most students coordinate with their art teacher to select their best entries for the show. To enter artwork for the show, students must:

- Limit their entries to **two artworks per student**, regardless of the number of art courses the students are taking.
- **No more than 100 art pieces from each school will be accepted.**
- Please coordinate with teachers at your school to determine which student work will be accepted.
- Submit a completed entry form (including permission to display form).
- Attach [Art Label Form](#) to the back of each artwork.
- Prepare the artwork to hang or for display before submitting the artwork.
- Artwork should be mounted on construction paper, or matboard so that it is sturdy enough to hang well at the CRC.
- **Please do not submit work larger than 24 x 36 inches.**
- Please indicate which way is up, so that artwork is displayed correctly.
- Submit the artwork matted or without a mat. Framed artwork cannot be accepted due to size and weight restrictions.

Please contact Tami Coffman at tcoffman@everettsd.org or 425-385-4084 with any questions. Thank you!



January 5, 2024

To: High School Principals and Assistant Principals
From: Kalle Spear, Director of Secondary Instruction
Regarding: **EPS High School Student Art Show 2024 Information**

Everett Public Schools 26th Annual Art Shows for 2023–24

We are excited when our students share their artwork for display in our Everett Public School Community Resource Center. This year, we will have three art shows to showcase student work at each level, including an elementary, high school and middle school art show. Artwork will be displayed for public viewing during each show. Students and their families are invited to view the artwork during public viewing times. 7:30 a.m. - 4:30 p.m. Monday through Friday at the Community Resource Center. We will also have an evening opportunity for families to view artworks for each show. Entry Forms and directions for each show can be found on our district website here: [Student Art Shows](#)

Elementary Art Show - February 9 - March 28

- Artwork & Forms Due February 1
- Art show Open House- February 29, 2024, 6:00 - 7:00 p.m.

High School Art Show - April 11 – May 2

- Artwork & Forms Due March 8
- Art Show Award Reception – May 2, 2024, 6:00 -7:30 p.m.

Middle School Art Show May 9 - May 30

- Artwork & Forms Due April 12
- Art Show Award Reception – May 30, 2024, 6:00 – 7:30 p.m.

High School Art Show:

All Everett Public Schools high school students are invited to submit artwork for the **26th Annual High School Art Show** at the Community Resource Center. Artwork will be displayed for public viewing from April 11, 2024, through May 2, 2024. This show is an opportunity for schools to recognize students who have displayed their special art talents through hard work and attention to craftsmanship and creativity. Two-dimensional and three-dimensional work will be accepted. Entries will be judged on the following categories: Ceramics/Pottery, Drawing, Graphic Design & Digital Art, Mixed Media, Painting, Photography, Printmaking, and Sculpture. Awards will be given for Best in Show and 1st, 2nd, and 3rd place in each category and level. These awards will be presented at the **Art Show Award Reception on May 2, 2024, from 6:00 - 7:30 p.m. at the Community Resource Center** (3900 Broadway). Every student will receive a Certificate of Participation. Please find directions, and forms on our district website [Student Art Shows](#).

Superintendent's Purchase Award: The Superintendent will choose one artwork from the High school Art Show to receive the Superintendent's Award. At the end of the Art Show, this piece will be purchased for permanent display at the Everett Public Schools Community Resource Center. All Entries will be considered for this award, regardless of category or level.

Approved for Distribution: _____

Shelley Boten

High School Art Show Entry Instructions and Due Date:

- All student entry forms, and artworks are due to the Community Resource Center on **March 8, 2024**. Please deliver or send them to Tami Coffman (425-385-4084) in the Secondary Instruction Office.
- Entries will be accepted from all Everett Public Schools high school students. Most students coordinate with their art teacher(s) to select their best entries for the show. To enter artwork for the show, students must:
 - Limit their entries to **two art works per student**, regardless of the number of art courses the students are taking.
 - Submit a completed [High School Art Show Release Form](#) or [Online High School Art Show Release Form](#) (including permission to display form).
 - Prepare the artwork to hang or for display before submitting the artwork.
 - Please complete and attach [Art Label Form](#) to the back of each artwork.
 - Artwork should be mounted on construction paper, or matboard so that it is sturdy enough to hang well at the CRC.
 - **Please do not submit work larger than 24 x 36 inches.**
 - Make sure to specify which way is up, so that artwork is displayed correctly.
 - Submit the artwork matted or without a mat. Framed artwork cannot be accepted due to size and weight restrictions.

Please contact Tami Coffman at tcoffman@everettsd.org or 425-385-4084 with any questions. Thank you!



January 5, 2024

To: Administrators & Supervisors
From: Peter Scott, Deputy Superintendent
Regarding: **Inclement Weather Reminder**

The following information was provided in the December 1 principals' packet as a reminder on policies and procedures in the likelihood of inclement weather. It is being published again.

- 1) to ensure that members of all labor groups understand what to do in the event of school closures and late starts, and
- 2) to help administrators and supervisors support the unique language on inclement weather procedures in their respective bargaining agreements.

Summarized below are the leave options for each employee group. It is important that we follow the agreement-based leave options per labor group, and refer staff back to their respective agreements when questions arise. Remember also to electronically record your absence when you are unable to report to work due to inclement weather.

Administrators – Certificated and Classified

In the case of inclement weather or school closure, EASA members are expected to report to their work sites. If unable to get to your work site, contact your supervisor and report emergency leave per Board Policy #5320.2 or with the approval of their supervisor, EASA members may work remotely in place of reporting emergency leave. This time will be logged and submitted to your supervisor for their records.

Prof Tech

On snow or school closure days, full-year professional-technical staff are expected to report to their work sites. If unable to report to work, contact your supervisor and report emergency leave per Board Policy #5320.2. Professional-technical staff with work calendars of less than 260 days whose work site is closed, will have a calendar adjustment.

With approval from their supervisor, professional-technical staff members may work remotely in place of reporting emergency leave. The time worked remotely will be logged and submitted to the supervisor for their records.

Everett Association of Paraeducators and Paraeducator/Specialists

In the event school(s) are closed due to inclement weather, employees assigned fewer than 260 days will not report to school and will make-up the day later in the school year.

In the event school(s) have a late start time due to weather conditions, employees with an annual assignment of **fewer than 260 days** will be expected to arrive at school as close to the regular workday start time as is safe. These employees must use personal leave or leave without pay if they do not report to work or work fewer than their scheduled hours because of inclement weather. Employees may use compensatory time in accordance with normal district policies and procedures.

Approved for Distribution _____

Peter Scott

Everett Association of Educational Office Personnel (Office Professionals)

260-Day Employees:

In the event school(s) are closed or have a late start time due to weather conditions, employees with an **annual assignment of 260 days** will be expected to arrive at a worksite as close to the regular workday start time as is safe. Such employees may use vacation days, personal leave or leave without pay if they do not report to work or work fewer than their scheduled hours because of inclement weather. If the CRC is closed, twelve-month employees may additionally use emergency leave under Section 6.3(D). Employees may use compensatory time in accordance with normal district policies and procedures.

If unable to report to work, contact your supervisor and report leave. With supervisor approval, two hundred sixty (260) day employees may, on worksite closure days, work remotely in place of reporting leave. The time worked remotely will be logged and submitted to the supervisor and Human Resources for their records.

Fewer than 260 Day Employees:

In the event school(s) are closed due to inclement weather, employees assigned **fewer than 260 days** shall not report to school/worksite and shall make-up the day later in the school year. In the event school(s) have a late start time due to weather conditions, employees with an annual assignment of **fewer than 260 days** will be expected to arrive at school/worksite as close to the regular workday start time as is safe. Such employees may use personal leave or leave without pay if they do not report to work or work less than their scheduled hours because of inclement weather. Employees also may use compensatory time in accordance with normal District policies and procedures.

Everett Education Association (Teachers, Counselors, OT/PT, etc.)

If school(s) are open, employees who do not report to work or work fewer than scheduled hours because of inclement weather must use emergency leave or leave without pay. Absences must be taken in half-day or full-day increments.

Additionally, in the event school(s) have a late start time due to weather conditions or other emergency closure circumstance, employees will be expected to arrive at school as close to the regular workday start time as is safe. Employees will not need to use Emergency Leave unless they arrive after the start of the student day.

In the event school(s) have an early student dismissal due to weather conditions or other emergency closure circumstance, employees will be expected to remain on site until the supervisory and safety concerns of students have been met. In such situations, there will be no reduction of the employee's pay or deduction of leave benefits.

Everett Licensed Nurses' Association (RNs & LPNs)

If school(s) are open, employees who do not report to work or work fewer than scheduled hours because of inclement weather must report the absence as personal leave, leave without pay, or discuss how to make up the missing time with the nurse supervisor.

Emergency leave may only be used to address weather conditions when students are not present. In the event school(s) have a late start time due to weather conditions or other emergency closure circumstance, employees will be expected to arrive at school as close to the regular workday start time as is safe. In the event school(s) have any early student dismissal due to weather conditions or other emergency closure circumstance, employees will be expected to remain on-site until the supervisory and safety concerns of students have been met.

Service Employees International Union

Employees who are assigned to work **fewer than 260 days** will not report to school and will make-up the day later in the school year.

Employees who work a full year **(260 days)** who do not report to work or work fewer than scheduled hours because of inclement weather must use vacation days or leave without pay.

In the event school(s) have a late start time due to weather conditions, employees with an annual assignment of **fewer than 260 days** will be expected to arrive at school as close to the regular workday start time as is safe. These employees must use personal leave or leave without pay if they do not report to work or work fewer than their scheduled hours because of inclement weather. Employees also may use compensatory time in accordance with normal district policies and procedures.

Custodians: Because of the importance of having a custodian onsite during inclement weather, it is expected that custodians will make every attempt to report to work as close to the regular workday start time as is safe. If a custodian is unable to report, they will use one of the above options as appropriate.

Food and Nutrition: In the event school(s) are closed due to inclement weather, employees assigned fewer than 260 days will not report to school and will make-up the day later in the school year.

Technicians: Technicians assigned to work **fewer than 260 days** may work or exchange the day for another non-workday in their calendar.

Full year (260 day) technicians who do not report to work or work fewer than scheduled hours because of inclement weather must use vacation days, personal leave or leave without pay. Employees may also use compensatory time in accordance with normal district policies and procedures.

Pacific Northwest Regional Council of Carpenters

Employees who do not report to work or work fewer than scheduled hours because of inclement weather must use vacation days or leave without pay.

Teamsters

In the event school(s) are closed due to inclement weather, employees will not report to school, and will make-up the day later in the school year.

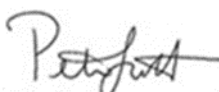
Unrepresented Employees

Employees assigned to work fewer than 260 days who do not report to work or work fewer than their scheduled hours because of inclement weather will report the absence as leave without pay.

Full year (260 day) employees who do not report to work or work fewer than scheduled hours because of inclement weather must use vacation days or leave without pay. Employees also may use compensatory time in accordance with normal district policies and procedures.

Should you have any questions, please contact your HR Partner – schools, [Mary O'Brien](#); departments, [Mandy Shinn](#).

Approved for Distribution _____



Peter Scott