



Communications to Principals Packet

Relevant Content for Counselors | 2023-24

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

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

April 30: Quarterly Regional Principals Meeting, 9:00 – 11:00 a.m. Region 1: TBD, Region 2: SLE, Region 3: CHS

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

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

June 11: 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

January 19, 2024

To: All Building Administrators
From: Kelley Clevenger, Executive Director, Special Services
Regarding: **IEP Corrective Action PowerPoint**

In October of 2023, a family filed a Community Complaint with OSPI against Everett School District, stating that the family had no involvement with an IEP team decision regarding their child. The student's Least Restrictive Environment was changed, location of services and the amount of service minutes were changed. The IEP was amended with no parent input. OSPI found that we were in violation of IEP compliance protocol. Due to the findings, special services submitted a corrective action plan which was approved by OSPI last week. Among other remedies, part of the plan was to create a PowerPoint outlining IEP compliance and especially parent involvement for Administrators.

Required Action:

By January 28, please review the 8 slide PowerPoint linked here:
[Corrective Action PowerPoint \(002\).pdf](#)

After reviewing the PowerPoint, please click on the below link to sign your name on a form that verifies you saw and understand the PowerPoint material.

<https://docs.google.com/forms/d/1c2p3VFTWVVNgbgt3p-HGxPdfstoustiwB5zu4ZYw-CA/edit>

Please contact your Director of Special Services if you have further questions.

Heather Brown, HBrown2@everettsd.org
Katy Ramon, KRamon@everettsd.org
Beth DeGrace, BDegrace@everettsd.org

Approved for Distribution

Peter Scott



Response/Action Required

January 19, 2024

To: Principals, Directors, and Department Heads
From: Chris Fulford, Director of Categorical Programs
Erika Velasco, Dual Language and ML Facilitator
Regarding: **Dual Language Spanish Immersion Info for Kindergarten 2024-25**

Emerson Elementary School's Dual Language Spanish Immersion Program is excited to announce upcoming kindergarten informational sessions designed to provide parents with comprehensive insights into this enriching educational opportunity.

Date and Time:

- In-Person Session: Tuesday, January 30, 2024, from 5:00 PM to 6:00 PM at Emerson ES
- Online Webinar: Thursday, February 1, 2024, from 5:00 PM to 6:00 PM

Informational Flyers:

Please print and distribute the English and Spanish Informational Flyers within your school community to ensure that all parents are aware of this outstanding educational opportunity. Additionally, kindly display these flyers prominently in your office to maximize visibility and ensure that parents visiting are informed about the upcoming sessions. Your support in promoting the Dual Language Spanish Immersion Program is greatly appreciated.

Thank you for collaborating to make this program known to all interested parents.

[English Informational Flyer](#)
[Spanish Informational Flyer](#)

Required Action:

- Please post flyers prominently in the main office and entrance of the building.
- Please reach out to [Chris Fulford](#) or [Erika Velasco](#), with any questions.

Approved for Distribution:

Shelley Boten



Response/Action Required

January 19, 2024

To: Principals & Assistant Principals
From: Dave Peters, Director of Student Support Services
Regarding: **RULER Roundtable for Spotlights & Next Steps**

This year in Everett Public Schools we have begun introducing the emotional intelligence skills and anchor tools of RULER to students in a variety of ways, both schoolwide and in classrooms. During this roll-out phase, schools have been creative with ideas and approaches.



A round-table session has been planned at each level (elementary and secondary) to bring representatives from teams together to share implementation strategies and resources, and to brainstorm ideas for next steps. This will also allow us to begin creating a collection of district resources that will allow for progressive alignment over the coming years while continuing to foster innovative ideas.

SAVE THE DATE

ELEMENTARY Date: Monday, March 4 , 2024	SECONDARY Date: Monday, April 8 , 2024
Time: 9:00-2:00 Location: CRC Board Rooms A & B	
Who Should Attend? At least 2 representatives from each school who have been instrumental in RULER implementation efforts (e.g. teacher, counselor, administrator, etc.)	
Are Subs Available? Elementary: 1 sub per school Secondary: Up to 2 subs per school	
Schedule: 9:00-11:30 Professional Learning, spotlight examples of schoolwide & classroom RULER implementation, collection of resources for districtwide sharing 11:30-12:30 Lunch (on your own) 12:30-2:00 Problem of practice, needs, next steps & planning for 2024-25	
NOTE: School teams should come prepared to... <ul style="list-style-type: none">• Present spotlight examples of how RULER has been effectively introduced to students schoolwide and within classrooms (5 minutes)• Share resources that you would be willing to provide other schools access to	

Required Action:

- Share this information with your leadership team and appropriate staff members
- By **February 16**, complete this [brief information form](#) to indicate the names of your school representatives
- Contact [Dave Peters](#) if you have additional questions

Approved for Distribution

Peter Scott



Response/Action Required

January 19, 2024

To: Principals and Assistant Principals Responsible for Attendance
From: Dr. Jeanne Willard, Executive Director of College & Career Readiness and Extended Learning Options
Regarding: **Deadline for Submitting BECCA Petitions for 2023-24**

The deadline for submitting BECCA Petitions has been set for this school year. All petitions need to be completed and **submitted to Rachel Richter by Friday, May 10, 2024.**

Required Action:

- Please share this information with your school's attendance team.
- Please contact Rachel Richter at rrichter@everettsd.org or x4075 with any questions.

Approved for Distribution: _____

Shelley Boten



January 19, 2024

To: All Principals and Assistant Principals
 From: Dave Peters, Director of Student Support Services
 Kari Johnson, Heath Services Supervisor
 Regarding: **Spring School Immunization Reporting & Student Compliance**



Student Immunization Compliance

This is a follow-up to the start-of-the-year student immunization details included in the [Principal Packet memo from September 22](#). With the completion of the Fall immunization process, the Spring timelines are intended for students who have been more recently enrolled in Everett Public Schools or who are otherwise out of compliance.

The timelines below allow families time to gather the necessary documentation and/or immunizations prior to any potential exclusion. These timelines will be shared with RN's and HRA's to establish the work over the coming months.

Immunization Timeline Spring 2024	
February	
All Month	Continue work on getting all immunizations entered eSchools, make new red folders for new students & file. Connect with families for missing documentation.
	Check WA state Database for missing data & or updated dates on students still out of compliance.
	Begin to input K for 24-25
Feb 1	First Connect Ed call out to all students still missing immunization documentation (all grades). This will be a "Soft Call" reminding families to provide documents.
Feb 8	Second Connect Ed call out (all grades) "Soft Call" Missing documentation & Letters coming.
Feb 9	OV Letters mailed (all grades) printed & dated no later than 2/9
Feb 12	Connect Ed call out P-12 with Exclusion date of 3/1/24
Feb 21	
Feb 26	
Feb 29	Last Connect Ed call with exclusion notice
March	
Mar 1	Exclusion

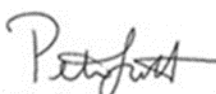
Immunization Reporting

Health Services has completed the 2023-2024 immunization reporting for all EPS buildings.

- Washington State law requires all public and private schools with any students in kindergarten through 12th grades to complete and file an immunization status report of their student immunizations, [RCW 28A.210.110](#).
- In April 2024 we anticipate an email will be sent to all school administrator regarding the annual immunization report for their building. Information about the immunization requirements can be found on the School and Child Care Immunization website <http://www.doh.wa.gov/SCCI>.

If you have questions or would like to review this year's reported data, please reach out to Kari Johnson RN, Health Services Supervisor at KJohnson5@everettsd.org.

Approved for Distribution _____



Peter Scott



Information Only

January 19, 2024

To: Secondary Principals, Assistant Principals and Curriculum Directors
From: Dr. Jeanne Willard, Executive Director of College & Career Readiness and Extended Learning Options
Regarding: **Online Advanced Placement Summer Institute**

Everett Public Schools will be hosting its annual Online Advanced Placement (AP) Summer Institute, August 12 through August 15, 2024, 8:00 AM – 4:00 PM, via Canvas & Zoom.

Please pass along this information to teachers who would benefit from attending the online training. This training is not just for AP teachers! Click [here](#) for additional information about this wonderful professional development opportunity.

Sessions offered at the Everett Public Schools Online AP Summer Institute include:

1. AP Art and Design
2. AP English Language and Composition
3. AP English Literature and Composition
4. AP Environmental Science
5. AP Physics
6. AP Psychology
7. AP Spanish Language and Culture
8. AP US Government and Politics
9. AP US History
10. AP World History

The training is free to all Everett Public Schools staff members. Clock hours will be provided.

If you and/or your teachers would like to attend, please contact apsi@everettsd.org. We will help you with the registration process.

Approved for Distribution:

Shelley Boten



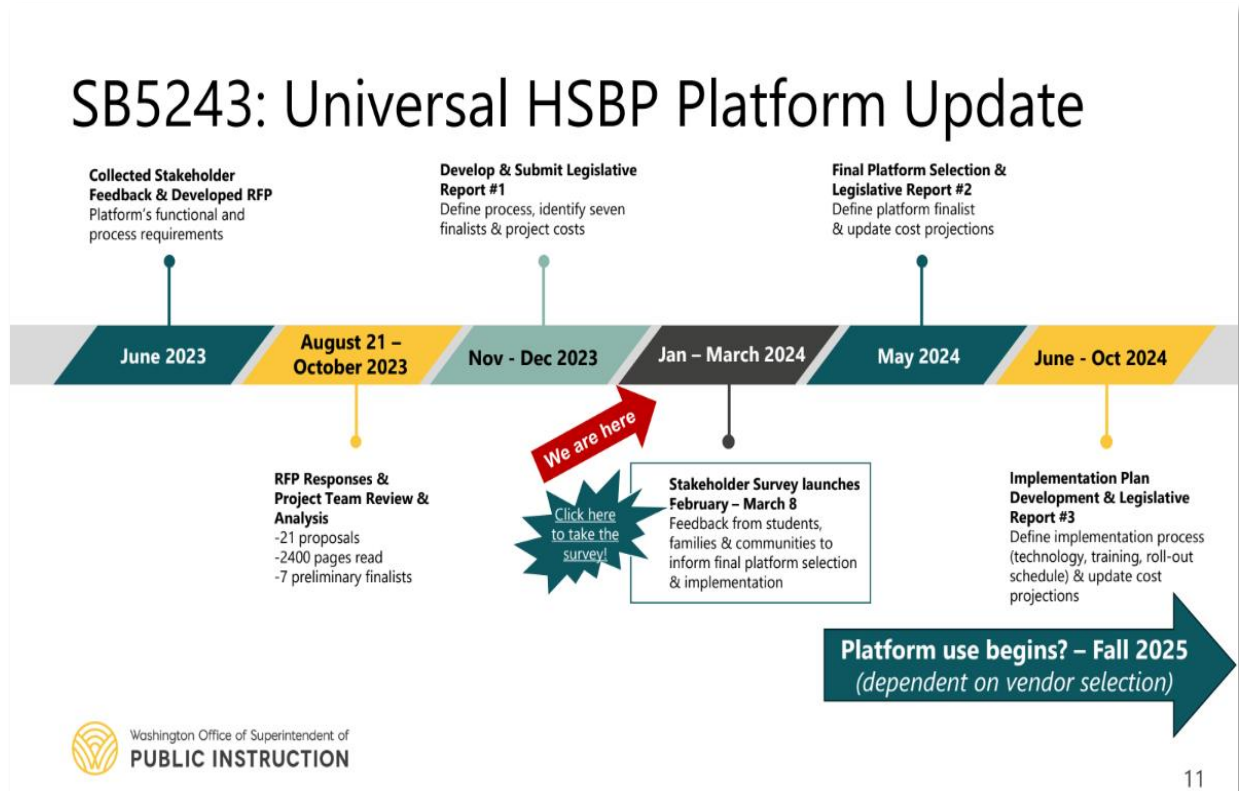
January 19, 2024

To: Secondary Principals and Assistant Principals, Counselors, Career Specialists, Registrars, College and Career Readiness Seminar and Equivalency Teachers, and Curriculum Directors

From: Dr. Jeanne Willard, Executive Director of College & Career Readiness and Extended Learning Options

Regarding: **Selection Update of Statewide HS & Beyond Plan Platform**

OSPI has announced the selection of seven finalists for the statewide or “universal” [High School and Beyond Plan \(HSBP\) platform](#), which is tentatively scheduled to be rolled out fall 2025. PowerSchool’s Naviance platform, which has been the district’s HSBP platform for the past nine years, will be phased out as the new statewide tool is rolled out. A description of the OSPI timeline is below. The implementation of the statewide tool will be dependent on the selected vendor and the state’s continued funding for implementation.



Approved for Distribution:

Shelley Boten

The finalists for the statewide HSBP platform are:

1. Kuder, Inc.
2. MaiaLearning, Inc.
3. MIDAS Education
4. School Data Solutions
5. SchoolLinks, Inc.
6. Xello
7. YouScience

The OSPI report to the legislature describing the statewide HSBP platform selection process can be found [here](#).