



Communications to Principals Packet

Relevant Content for Counselors | 2023-24

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, 4:00 – 6:00 p.m., Port Gardner A
March 13: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B
March 26: School Board Meeting, 5:00 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, 5:00 p.m., Board room A & B

April 30: Quarterly Regional Principals Meeting, 9:00 – 11:00 a.m.
 Locations Vary
May 14: School Board Meeting, 5:00 p.m., Board room A & B
May 28: School Board Meeting, 5:00 p.m., Board room A & B
June 11: School Board Meeting, 5:00 p.m., Board room A & B
June 21: Administrators and Supervisors Meeting, 11:00 – 1:00 p.m., Port Gardner A & B,
June 25: School Board Meeting, 5:00 p.m., Board room A & B

The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, color, national origin, creed, religion, sex, sexual orientation, gender expression, gender identity, veteran or military status, the presence of any physical, sensory or mental disability or the use of a trained dog guide or service animal by a student with a disability.

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

March 1, 2024

To: Elementary Principals and Office Staff
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Regarding: **MathFest 2024 – Volunteers Needed**

Everett Public Schools, in partnership with ZENO, is hosting a MathFest on Saturday, March 23 from 10:00 am to 12:00 noon at Cascade High School (cafeteria)!

Many volunteers are needed to support the event, specifically to facilitate the math stations – help kids and families play a game or start a math activity. All directions and materials are provided, and training will be available before the start of the event on the same day. For information on volunteering (March 23, 8:30 am to 1 pm) and to sign up, please use this link: <https://zenomath.org/get-involved/vol-form-everett/>

All Everett families are welcome to join the free math party for kids 3 to 8 years old and their grown-ups for an exciting two hours of math games, activities, and prizes. Snacks will also be provided.

Required Action:

- Please provide information about volunteering for the MathFest event with your staff, PTSA and Natural Leaders and have them sign up here <https://zenomath.org/get-involved/vol-form-everett/>
- If you have questions or would like more information, contact [Anne Arnold](#), Ext. 4089 or [Rola Bachour](#), Ext. 4290.

Approved for Distribution:

Shelley Boten



Response/Action Required

March 1, 2024

To: High School Principals, Assistant Principals, and Counselors
From: Dr. Shelley Boten, Chief Academic Officer
Kay Fantin, Executive Director of Everett Public Schools Foundation
Regarding: **2024 Superintendent's Scholarship for Excellence Awards**

Thank you for your help in choosing the Superintendent's Scholar finalists for your school. The Foundation is always pleased with the high caliber of students they meet from our district's high schools. Each high school will select three (3) finalists.

The application for the 2024 Superintendent's Scholarship for Excellence Award is an online [fillable application](#).

Principals please:

1. Announce to students that applications are open

- Please print a [Superintendent's Scholarship Award Flyer](#) to display at your school.
- Students may be nominated by a staff member or nominate themselves if they meet the threshold criteria listed on the application. The Foundation would like all eligible students to apply, rather than have the committee select a few qualified candidates.
- All completed applications must be turned in electronically to your school Counselor by **Thursday, March 28 at 4:00 pm**.
- Please inform students that the interview date is **Monday, April 22, at the Community Resource Center (CRC) from 4:30 – 6:30 pm** and they need to be available. (There is no opportunity for another date/time).
- **Submit a video**, no more than 2 minutes long, sharing why you chose your **honored educator or staff, no later than May 1 by 5:00 pm** to [Kay Fantin](#) at the Everett Public Schools Foundation. **Please keep your remarks to two minutes.**
- In addition, students will be notified no later than **May 17**.

Approved for Distribution:

Shelley Boten

2. **Select a committee to assist in screening applications**

- The committee is asked to select three (3) finalists from the pool of applicants.
- Please email the finalists' packets, to [Kay Fantin](#) no later than **Wednesday, April 10**.
- Packets should contain the completed application, an official transcript, and a small photo of the applicant for publicity releases.

3. **Select teachers and an administrator**

- Two (2) teachers who would be willing to serve on the interview committees for the finalists from the other schools on **Monday, April 22, 4:30-6:30 pm at the CRC**.
- One (1) administrator to serve as a greeter on **Monday, April 22, 4:30-6:30 pm at the CRC**.
- The Foundation has scheduled finalists to be interviewed on the early evening of **Monday, April 22, from 4:30 – 6:30 pm at the CRC**.
- The Foundation will contact you, the finalists, and the interviewers with the details by **Monday, April 15**.

Important Dates:

March 28	All completed applications turned in online at schools.
March 29 – April 10	Review committee to meet and screen applications to choose three (3) nominees.
April 10	Schools provide completed nominee applications to the Foundation.
April 15	The Foundation contacts schools, finalists, and interviewers.
April 22	Finalist interviews conducted at the CRC.
May 17	Superintendent's Scholar Award recipients surprised.

Thank you for your contribution to this wonderful program.

Required Action:

- Principals, please complete the tasks listed above.
- Please share this information with your counselors and teaching staff.
- Print and display the Superintendent's Scholarship Award Flyer at your school.
- If you have any questions, please call the Foundation office at 425-385-4693.

Approved for Distribution:



Shelley Boten



Response/Action Required

March 1, 2024

To: All Principals
From: Dr. Catherine Matthews, Director of Assessment and Research
Regarding: **Assessment Outlook for March**

Below, please find important assessment dates for March and April, as well as brief updates and reminders.

March		
Elementary	Middle	High
<ul style="list-style-type: none">• SBA/WCAS Building Plan due 3/1• WIDA ACCESS/Alternate ACCESS window closes 3/22• School Stakeholder Annual Survey (SSAS) for students and family closes 3/29• TK WaKIDS data entry due 3/29	<ul style="list-style-type: none">• SBA/WCAS Building Plan due 3/7• WIDA ACCESS/Alternate ACCESS window closes 3/22• School Stakeholder Annual Survey (SSAS) for students and family closes 3/29	<ul style="list-style-type: none">• SBA/WCAS Building Plan due 3/6• SAT 3/13• WIDA ACCESS/Alternate ACCESS window closes 3/22• School Stakeholder Annual Survey (SSAS) for students and family closes 3/29
Coming in April		
<ul style="list-style-type: none">• SBA/WCAS summative test window opens 4/8• WA-AIM data entry due 4/24	<ul style="list-style-type: none">• SBA/WCAS summative test window opens 4/8• WA-AIM data entry due 4/24	<ul style="list-style-type: none">• WA-AIM data entry due 4/24

College Board:

- **PSAT accommodations for current grade 9 students:** Accommodations for fall PSAT are due before the last day of school. Accommodation requests received late will almost certainly not be approved in time for testing.
- **AP proctors:** Schools must be on the lookout for possible AP proctors and recruit reliable staff to ensure there is an adequate proctor supply for each school. If you know of a retired teacher/counselor with interest in proctoring, please tell your school's AP coordinator.

Approved for Distribution: _____

Shelley Boten

Smarter Balance Assessment (SBA):

- **Spring assessment office hours:** Please forward this schedule to your TIDE managers so they will be aware of office hours.

Drop-In Session Loose Topics	Date and Time	Zoom Information
Building Plans	February 27 @ 8:30am	<div>Zoom Link: https://everettsd.zoom.us/j/94384956538</div> <div>Meeting ID: 943 8495 6538</div> <div>Password: Smarter</div>
	March 7 @ 3:00pm	
TIDE & Accommodations	March 12 @ 8:30am	
Getting Ready for SBA	March 20 @ 8:30am	
	April 9 @ 8:30am	
Monitoring Progress	April 16 @ 3:00pm	
	April 18 @ 8:30am	
Organizing Make-Up Sessions	April 25 @ 3:00pm	
	April 30 @ 3:00pm	
	May 7 @ 8:30am	
High School Last Checks	May 9 @ 3:00pm	
	May 16 @ 3:00pm	
ARMS	June 7 @ 3:00pm	
	June 10 @ 3:00pm	

- **Smarter Balance building plans due soon:**
 - Elementary: March 1
 - Middle school: March 7
 - High school: March 6
- **Building plan template:**
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-18303>

WIDA ACCESS for MLs:

- **The WIDA ACCESS/Alternate ACCESS closes 3/22.**
 - All forms are due at pickup (including ARMS reports):
 - WIDA ACCESS: collected by Multilingual Learner facilitators close to 3/22.
 - Elementary WIDA Alternate: collected with WIDA ACCESS.
 - Secondary WIDA Alternate: email [Quiana Hennigan](#) to request collection by no later than 3/22.
- Administrators must prioritize WIDA testing and ensure that appropriate spaces, staffing, etc. are made available to ensure that this mandatory accountability assessment is completed properly and on time. ML coaches should not be pulled to sub until WIDA is completed at your school.

Required Action:

Please share with appropriate staff.

Approved for Distribution:



Shelley Boten



Response/Action Required

March 1, 2024

To: All building Administration and Office Staff
From: Brian Beckley, Chief Information Officer
Michele Waddel, Director – Instructional Technology & Learning Services
Regarding: **Microsoft Stream (Classic) Deprecation**

Microsoft Stream (Classic) is being replaced by Stream (on SharePoint). Microsoft Stream (Classic) will be fully retired and automatically disabled on April 15, 2024. Users and admin will no longer be able to access or use Stream (Classic). Any content in Stream that isn't migrated will be deleted. Anyone who has saved video content in Stream (Classic) will need to move the content to a OneDrive or Teams space before the April 15 deadline.

Step by step directions are outlined for how to move content from Stream (Classic) to OneDrive or Teams here [Stream Classic Migration.docx](#)

Required Action:

Please forward this information and timeline to your staff regarding the upcoming changes to Microsoft Stream.

Approved for Distribution:


Brian Beckley



Response/Action Required

March 1, 2024

To: Elementary & Secondary Principals, Counselors, & 5th Grade Teachers
From: Brian Beckley, Chief Information Officer
Michele Waddel, Director Instructional Technology & Learning Services
Regarding: **Middle School Registration Materials**

To provide a smooth, warm, and welcoming transition to middle school for all of our 5th graders the following resource guide has been created.

[Middle School Registration Step By Step Resource Guide](#)

Elementary school counselors will partner with their 5th grade teachers and their feeder middle school counselors to help our students enter course requests into the Home Access Center.

How to videos, PowerPoints, and optional parent communication resources are included in the Resource Guide above.

If you have any questions, please reach out to your middle school counselors, or contact Dave Peters, or Michele Waddel.

Please reach out to Jeanne Willard, with any course catalog questions.

Required Action:

Share these resources with your counselors and 5th Grade Teachers. Encourage 5th grade teachers to take advantage of the optional training.

Approved for Distribution:


Brian Beckley



Response/Action Required

March 1, 2024

To: All Administrators and Directors
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **Diversity, Equity, and Inclusion Department Spring 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 Newsletter – Early Spring 2024](#).

In this edition, you will find Spring National Celebrations and Multi-Faith Observances celebrated in the months of March and April. As well as relevant belonging and inclusion resources. Also, find out about various upcoming events and professional development opportunities and how we can "spotlight" you and your staff!

Quote of the Month

"When I dare to be powerful, to use my strength in the service of my vision, then it becomes less important whether or not I am unafraid."

– Audre Lorde, Writer and Activist

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



Response/Action Optional

March 1, 2024

To: Principals and Assistant Principals
From: Cathy Woods, Regional Superintendent
Regarding: **2023-24 Everett PTSA Council Awards Celebration – SAVE THE DATE!**

SAVE THE DATE!

I would like to share information regarding the 2023-24 Everett PTSA Council Awards Celebration, honoring Golden Acorn, Outstanding Educator, Outstanding Advocate, Outstanding Student Advocate, and Honorary Life Membership Award recipients.

The Everett PTSA Council will be hosting an in-person Awards Celebration event to celebrate the local 2023-24 PTA and Council award recipients.

DATE: Thursday, May 29, 2024

TIME: 6:00 p.m. – Social time
6:30 p.m. – Celebration begins

LOCATION: Jackson High School, 1508 136th Street SE, Everett 98012

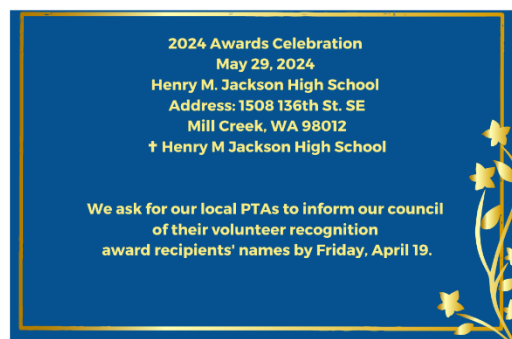
Arrive early and participate in the Raffle to benefit Everett PTSA Council programs.
Cash/check only

Local PTAs to inform the council of their volunteer recognition award recipients' names by Friday, April 19.


An update will be provided with the registration link when available.

Action Requested:

Please mark this celebration on your calendar and share with staff. Thank you for your help spreading the word!



Approved for Distribution:


Cathy Woods