

## Response/Action Required

School Staff Handbook Updates .....	1
Certificated New Hire Orientation .....	2
August 29 Paraeducator Professional Learning Day Schedule and Action Items .....	5
Principal Support Sessions .....	7
August 29-31 Professional Learning Budgets and Frontline Action Items .....	9
2023-24 Safety Committees, Minutes, Drills, & Plans .....	11
Substitute Shortage – Substitute Plans .....	17
Fall Assessment Building Plans Due September 15 .....	18
Kindergarten and First Grade On-Boarding Process Update.....	20
Annual Contractual Reminders .....	21
Teacher Workday Schedule.....	22
Emergency (Red) Telephone List .....	23
Early Learning Updates .....	25
1-Hour LID Day Panel Training.....	27
Smarter Balanced - Notes on ELA Fullwrite Scores .....	28
Policy & Procedure Revisions .....	30

## Response/Action Optional

No Items

## Information Only

K-12 End of Unit Assessment Schedule for 2023-24 .....	31
Instructional Review Overview and Schedule .....	32
K-12 Curricular Materials (Consumable) Deliveries.....	33
Everett Ready Family Meeting 2023 .....	35
Evaluation Timelines.....	37
AP with WE Program 2023-24 Participation Deadline- August 15 .....	38
Back to School Work Order Requests.....	39
Everett Education Association Letters of Agreement Update .....	40

**August 22:** School Board Meeting, 5:00 p.m., Board Room A&B

**September 12:** School Board Meeting, 5:00 p.m., Board Room A & B

**September 19:** H.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Locations Vary

**September 20:** M.S. Principals & Assistant Principals Meeting, 3:30 – 5:30 p.m., Locations Vary

**September 21:** E.S. Principals & Assistant Principals Meeting, 4:00 – 6:00 p.m., Locations Vary

**September 26:** School Board Meeting, 5:00 p.m., Board room A & B

## Important Resources

### **Teaching & Learning Folder**

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

### **Administrative Outlook Calendar Instructions**

1. Click on the ellipses ( . . . ) in the lower left corner of the screen
2. Click on “Folders”
3. Double click on “Public Folders”
4. Double click on “Public Folders”
5. Double click on “All Public Folders”
6. Double click on “Administrative Team”
7. 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 ESC Substitutes**
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 the deputy superintendent’s office.

### **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

**October 5:** Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B

**October 17:** Quarterly Regional Principals Meeting, 9:00 – 11:00 a.m. Locations Vary

**October 10:** School Board Meeting, 5:00 p.m., Board room A & B

**October 24:** School Board Meeting, 5:00 p.m., Board room A & B

**November 2:** H.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Locations Vary

**November 7:** E.S. Principals & Assistant Principals Meeting, 4:00 – 6:00 p.m., Locations Vary

**November 8:** M.S. Principals & Assistant Principals Meeting, 3:30 – 5:30 p.m., Locations Vary

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 – Mary O’Brien, [mobrien@everettsd.org](mailto:mobrien@everettsd.org), 425-385-4106

504 Coordinator – Dave Peters, [dpeters@everettsd.org](mailto:dpeters@everettsd.org), 425-385-4063

ADA Coordinator – Randi Seaberg, [rseaberg@everettsd.org](mailto:rseaberg@everettsd.org), 425-385-4104

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***

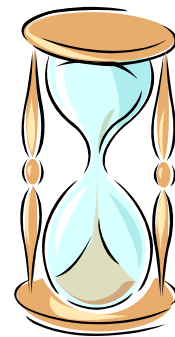
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should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

4. Materials to be included in Communications to Principals must be submitted to Peter Scott, Deputy Superintendent, **by noon on Wednesday** 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](mailto: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. An electronic copy will be uploaded to Docushare in the Communications folder.
7. 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 425-385-4017.



## **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

August 11, 2023

To: School Building Administration  
From: Chad Golden, Executive Director of Human Resources  
Mimi Brown, Director of Professional Learning  
Regarding: **School Staff Handbook Updates**

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Welcome Back! It's time once again to update your school handbook for the upcoming 2023-24 academic year. Please incorporate the linked [District Policies and Procedures](#) section into your school staff handbook. The mandatory **Vector Staff Handbook training will be released on 8/21/23 for all employees.**

Please note the process has changed for updating the school handbook for the 2023-24 academic year. A "Placeholder Document" has been saved in your school's Staff Handbook DocuShare folder. The name of this document should not change year to year. This will enable us to maintain stable links to the documents in Vector Training for years to come.

To ensure a smooth transition, we ask that you follow the instructions below (tip sheet can be found at [School Staff Handbook Update](#)):

1. Log into [DocuShare](#):  
(DOCUSHARE > EVERETT PUBLIC SCHOOLS DOCUMENTS > SCHOOL SPECIFIC DOCUMENTS > YOUR SCHOOL'S NAME)
2. Click on the ellipsis (three dots) on the far right across from the document needing updates.
3. Select "Upload a New Version".
4. Select "Choose File" and upload the document – **do not change the title of the placeholder document.**

By following these instructions, the links in the training document will remain stable, ensuring that all staff can access the handbooks without any issues.

Please upload the updated file by **8/18/23**. Failure to meet the 8/18/23 deadline will lead to staff encountering the placeholder document. Should this happen, the document will instruct them to contact their Administration and/or Office Manager for further guidance.

You can access your documents on [DocuShare](#):  
(DOCUSHARE > EVERETT PUBLIC SCHOOLS DOCUMENTS > SCHOOL SPECIFIC DOCUMENTS > YOUR SCHOOL'S NAME)

If you have any questions or need assistance, please reach out to Michelle Olson, x4127 or email [molson2@everettsd.org](mailto:molson2@everettsd.org).

<b>Required Action:</b>
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Updates to staff handbooks need to be completed by Friday, August 18.

**Approved for Distribution:**

**Chad Golden**



## Response/Action Required

August 11, 2023

To: Building Administrators & Directors of Certificated New Hires  
From: Mimi Brown, Director of Professional Learning  
Regarding: **Certificated New Hire Orientation**

Successfully onboarding our new staff helps them start strong so they can positively serve the students at Everett Public Schools for many years. Your work with our new teachers is extremely important. Here is a synopsis of the New Hire Orientation week:

<b>Tuesday, August 22</b>	<b>Wednesday, August 23</b>	<b>Thursday, August 24</b>	<b>Friday, August 25</b>
Focus: Welcome, Technology, HR Operations	Focus: Curricular Content	Focus: Content & Engagement	Focus: Content & Engagement
<ul style="list-style-type: none"><li>7:30 New Hires may start to arrive at Evergreen Middle School</li><li>8:00 Breakfast with principal/director while listening to: President Pam LeSesne, Dr. Saltzman, Dr. Boten</li><li>8:50 First Tech break-out starts, principals may leave</li></ul>	<ul style="list-style-type: none"><li>Full Day of Sessions at Evergreen Middle School</li></ul>	<ul style="list-style-type: none"><li>Full Day of Sessions at Evergreen Middle School</li></ul>	<ul style="list-style-type: none"><li>New Hires report to their work site</li><li>Sign in at school site</li><li><b>Contractual Requirement:</b> Meet with admin. for onboarding on site <i>See sample agenda below</i></li></ul>

A continental breakfast will be provided for you and your new hire on Tuesday, August 22. Please sit with your new hires and facilitate conversation with other table mates.

Friday, August 25 new hires will spend the day at their building/work site. We will instruct them to sign in at your site. Please reinforce this important step. We will email your administrative assistant the required sign-in for the 25<sup>th</sup> (this is in addition to any building level summer sign in you may have).

Contractually, two hours of this time is for you to communicate your vision and expectations for their work. Your purposeful planning of this time helps launch their career on a positive note. A sample In-Building Orientation agenda is included in this memo. Contractually, all new teachers must have a functioning workstation, furniture, supplies and curriculum materials in their classroom when they arrive. Please notify the technology department if you need help in setting up the classroom's technology. Please communicate with your new certificated staff when your two-hour meeting time will start. Thank you for providing a warm and welcoming experience for all our new teachers!

Approved for Distribution

**Peter Scott**

## **In-Building Orientation Sample Agenda (2 hours required)**

### **Check-In:**

Ensure someone is ready to provide a warm welcome to new teachers. A staff member should be available to:

- Check out keys and provide Sonitrol codes
- Show the new teacher to their room
- Provide a school tour

### **Contractual:**

Confirm the following contractually **required** materials are in each new teacher's classroom:

- Functioning workstation
- Furniture
- Supplies
- Curriculum

### **Principal Overview Suggestions:**

- Mission and vision of the school
- Instructional focus and priorities for the year
- School culture
- PBIS Systems
- Teacher expectations
  - Continuous Improvement
  - Planning, planning, planning!
  - Collaboration and LIF-time expectations
  - Collegial relationships
  - Parent communication
- Supervision and evaluation
- Teacher Supports
  - In-building mentor – Let them know who this is or have the mentor assist with this meeting
  - Elementary building level instructional coaches
  - Social-Emotional
  - Collaborative team
  - Discipline policy

### **Nuts and Bolts:**

These items would be important for new teachers to know about before the start of school. You may cover these in your opening LID days instead of during this time.

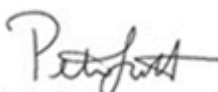
- Safety
  - Safety drill procedures
  - Exit plans
  - Emergency supplies (ex: backpack)
  - Transition movement expectations for students
  - RAVE 911 & Crisis Manager Apps
- Logistics
  - School start and end times
  - Master Schedule (ex: Title/LAP/ML supports)
  - Tour of building and provide map
  - Staff restrooms
  - Entry points and procedures for students
  - Student demographics
  - Voice mail and phone access procedures
  - Staff list with room and phone numbers
  - Hall passes
  - PBIS system

- Discipline referral process
- Technology & Personal Electronic Devices (PEDs) building expectations
- Staff meetings and schedule
- School Improvement Plan (SIP)
- Parent volunteers
- Requesting field trips
- Location of materials and supplies
- Requesting materials and supplies
- Remind principal or office manager about the Everett Public Schools Foundation (EPSF) \$100 grant for first year teachers (given via gift card for 2023-24 school year)

<b>Required Action:</b>
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- Attend New Hire Breakfast on Tuesday, August 22<sup>nd</sup>
- Meet with your New Hires on Friday, August 25<sup>th</sup>

**Approved for Distribution**



**Peter Scott**



## Response/Action Required

August 11, 2023

To: Administrators and Office Managers  
From: Mimi Brown, Director of Professional Learning  
Regarding: **August 29 Paraeducator Professional Learning Day Schedule and Action Items**

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The 2023-24 school year for paraeducators will kick off on August 29 with 7.0 hours of professional learning. Per the [EAP CBA](#) Section 14.8, these hours are mandatory for paraeducators.

All paraeducators will report to their primary work location for a combination of online and in-person professional learning.

- Content will be delivered as a Webinar. The Frontline course description contains the Webinar link.
- A classroom panel (or other overhead district display device) and district devices are required in an area appropriate for learning.
- August 29 courses have been created in Frontline, one for each building or specialty program (e.g. On Time Graduation Success Coordinators)
- Paraeducators will be pre-registered in Frontline on August 22 based upon their building location.
- Administrator / designee will facilitate two in-person collaboration sessions; suggested discussion questions are provided.

Time	BACK TO THE BASICS Schedule
8:00 – 8:10 am	Back to the Basics! Professional Learning: Welcome <a href="https://everettsd.zoom.us/j/91568603997">https://everettsd.zoom.us/j/91568603997</a> ; Passcode: Welcome
8:10 – 9:10 am	P-5 Early Learning: Child Development, Pre-K through Adult
9:10 – 10:10 am	Student Support Services: RULER, Tier 1 Student Support Strategies
10:10 – 10:40 am	General Counsel & Human Resources: Student Boundaries
10:40 – 11:25 am	Team Collaboration – facilitated by administrator / designee (questions provided)
11:25 – 11:55 am	LUNCH (own time)
11:55 – 12:05 pm	Dr. Saltzman
12:05 – 1:35 pm	Special Services: Building an effective Team – Paraeducator & Certificated Teacher Roles
1:35 – 2:35 pm	LITS: Technology in the Classroom
2:35 – 3:30 pm	Team Collaboration – facilitated by administrator / designee (questions provided)

Approved for Distribution \_\_\_\_\_

**Peter Scott**



<b>Required Action:</b>
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**1. Create a welcoming work environment:**

- Unlocked, comfortable, lighted assigned space for the paraeducators to participate as a team.
- Work issued computer devices and panel ready.
- Easy to access sign in / sign out attendance rosters.
- Support for new transfers (e.g. building map, lunchroom access).

**2. Frontline Attendance Rosters – Paras MUST sign in & out:**

- Frontline courses have been created for each building. Print Frontline rosters for sign-in and out.
- Upload attendance rosters into Frontline course Teams space by 9:00 am, August 30.
- Send original attendance rosters to Anne LaRue, CRC/Professional Learning by September 8.

**3. Administrator facilitated team collaboration 10:40 am – 11:25 pm:**

- 15 min break
- 30 min administrator facilitated. Suggested discussion highlights building specific expectations from the morning sessions: Child Development, Tier 1 Support Strategies, Student Boundaries.
  1. How does brain development impact behavior with our student population?
  2. What RULER strategies work best with our student populations and meet our building's expectations and goals? Highlight any building specific plans.
  3. How can staff form positive relationships with students from diverse backgrounds?
  4. How do common de-escalation strategies change depending upon where we work? Highlight any building specific plan.
  5. What do healthy staff and student relationships and boundaries look like in our building?
  6. Q&A

**4. Administrator facilitated team collaboration 2:35 pm – 3:30 pm:**

- 10 min break
- 30 min administrator facilitated. Suggested discussion highlights building specific expectations from the afternoon sessions: Building an effective Team, Panels/Canvas.
  1. What are common expectations for paraeducators in our building? Do our expectations change when a substitute teacher is assigned to the classroom?
  2. How do we build effective paraeducator / teacher teams in special programs AND general education classrooms?
  3. What do good communication practices look like in our building? How can we improve our communication strategies for all staff?
  4. How experienced are the paraeducators in our building with Panels or working with students in Canvas? How could paraeducators improve their classroom technology skills?
  5. Which strategies from today's sessions do paraeducators feel they need the most support? How can the building or district provide the support?
  6. Q&A
- 15 min provided to complete REQUIRED Frontline Evaluations. Due date August 30, 12:00 pm.

August 29, paraeducator and professional learning day questions may be directed to Mimi Brown at x 4061, Mary O'Brien at x 4106, and Anne LaRue at x 4132.

Thank you for your support with the August 29 Paraeducator Professional Learning Day!



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

August 11, 2023

To: All Principals  
From: Dr. Catherine Matthews, Director of Assessment and Research  
Regarding: **Principal Support Sessions**

To provide just-in-time support to principals, Assessment and Research has scheduled Principal Support Drop-in sessions throughout the year. These optional sessions will have a timely focus. However, principal interests and needs for other topics may change the focus of the session. Please bring questions beyond the stated topic. Clock hours will be provided. If you have suggestions for additional topics, please send them to [Dr. Catherine Matthews](#).

To register for a session, please follow the link below. This is not binding; we know that things can arise unexpectedly which may cause you to miss a session you have signed up for. In addition, you are not required to stay for the entire session. Clock hours can be prorated. By registering, you will help us to collect accurate information for clock hours record keeping. After registering, you will get a Teams meeting link.

Date	Day	Time	Click on the topic to register in Teams. (Works best in Edge browser.)
8/21/2023	Monday	8:00 AM	<a href="#">Using Scoreboard to focus an issue</a>
8/28/2023	Monday	8:00 AM	<a href="#">TBD</a>
9/12/2023	Tuesday	2:30 PM	<a href="#">TBD</a>
9/13/2023	Wednesday	3:30 PM	<a href="#">What's the rush? Getting the best learning data from i-Ready</a>
9/27/2023	Wednesday	3:30 PM	<a href="#">i-Ready Historical Reports to bust the summer slide myth</a>
10/3/2023	Tuesday	2:30 PM	<a href="#">Using i-Ready domains in PM to inform High School Support</a>
10/3/2023	Tuesday	3:30 PM	<a href="#">i-Ready Reports to support school, class, and student improvement</a>
10/31/2023	Tuesday	3:30 PM	<a href="#">Conference reports PM &amp; i-Ready</a>
11/28/2023	Tuesday	2:30 PM	<a href="#">Student Item Analysis of EO Unit 1 Common Assessments</a>
11/29/2023	Wednesday	3:30 PM	<a href="#">Student Item Analysis of EO Unit 1 Common Assessments</a>
12/12/2023	Tuesday	3:30 PM	<a href="#">Standards mastery assessments in i-Ready</a>

**Approved for Distribution:**

**Shelley Boten**

Date	Day	Time	Click on the topic to register in Teams. (Works best in Edge browser.)
1/9/2024	Tuesday	2:30 PM	<a href="#">TBD</a>
1/9/2024	Tuesday	3:30 PM	<a href="#">TBD</a>
1/30/2024	Tuesday	2:30 PM	<a href="#">TBD</a>
1/31/2024	Wednesday	3:30 PM	<a href="#">TBD</a>
2/7/2024	Wednesday	3:30 PM	<a href="#">TBD</a>
2/27/2024	Tuesday	2:30 PM	<a href="#">Reports for transition meetings</a>
3/12/2024	Tuesday	2:30 PM	<a href="#">WSIF Scores</a>
3/13/2024	Wednesday	3:30 PM	<a href="#">WSIF Scores</a>
4/9/2024	Tuesday	3:30 PM	<a href="#">Monitoring Assessment Progress in SRS</a>
4/23/2024	Tuesday	2:30 PM	<a href="#">TBD</a>
5/14/2024	Tuesday	3:30 PM	<a href="#">TBD</a>
5/28/2024	Tuesday	2:30 PM	<a href="#">Monitoring Assessment Progress in SRS</a>
6/4/2024	Tuesday	2:30 PM	<a href="#">Target Data and Content Explorer</a>
6/11/2024	Tuesday	3:30 PM	<a href="#">Target Data and Content Explorer</a>

**Required Action:**

- Sign up for office hours or email [Dr. Catherine Matthews](#) with topic ideas that you would like to learn more about.

**Approved for Distribution:**



**Shelley Boten**



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

August 11, 2023

To: Administrators and Office Managers  
From: Chad Golden, Executive Director of Human Resources  
Mimi Brown, Director of Professional Learning  
Regarding: **August 29-31 Professional Learning Budgets and Frontline Action Items**

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### **August 29 Paraeducator Professional Learning Day**

August 29 is district directed. All paraeducators are contracted to receive 7.0 hours of professional learning.

See August 11 Principal Packet item [August 29 Paraeducator Professional Learning Day Schedule and Action Items](#) for details, including schedule and administrator facilitated discussion examples.

- August 29 Frontline courses have been created for each building using building abbreviations.
  - Example: CHS Paraeducator Professional Learning – Back to the Basics! August 29
- Paraeducators will be pre-registered in Frontline on August 25 by building location. Manual roster adjustments may be required for new hires and transfers.
- Paraeducators will be compensated by district budget. Accurate attendance rosters and Frontline evaluations are required. Compensation will be processed through Frontline. No timecard online.

### **August 30 and 31 Learning Improvement Day Budgets**

Learning Improvement Day activities are building directed. Paraeducators are contracted to receive a minimum of 4.5 hours of professional learning each day.

- Paraeducators attending 4.5 hours of professional learning each day will be compensated by district budget.
- Paraeducators assigned more than 4.5 hours of professional learning on one or both days, above scheduled workday hours, will be compensated by building budget.
- Paraeducators contracted to work more than 4.5 hours on August 30 and/or August 31 will work their regularly scheduled hours.
  - Example: Employee regularly scheduled for 7.0 hours and attends 4.5 hours professional learning; employee completes an additional 2.5 hours as assigned.
- Other classified staff invited to attend building directed professional learning outside of their regular workday calendar will be compensated by building budget.
- Certificated staff working beyond their partial FTE hours and assigned professional learning improvement activities will be compensated by building budget.

### **Specialized Frontline Templates**

Approved for Distribution: \_\_\_\_\_

**Chad Golden**

Specialized templates have been created to streamline the Frontline LID course proposal process. For each building, four templates have been created to include two Classified and two Certificated courses. Example:

- CHS Certificated Learning Improvement Day – August 30, 2023
- CHS Certificated Learning Improvement Day – August 31, 2023
- CHS Classified Learning Improvement Day – August 30, 2023
- CHS Classified Learning Improvement Day – August 31, 2023

[Course Template Instructions](#) are available to support buildings with purple highlighted, location specific fields. All other non-highlighted course template fields are uniform across locations.

Frontline and LID course template questions may be sent to Michelle Olson at [molson2@everettsd.org](mailto:molson2@everettsd.org) or by calling 425-385-4127.

### **Required Action:**

#### **August 29 specific**

- Buildings accommodate an 8:00 am learning improvement day start time, and provide attendance rosters, room, classroom panel and devices.
- Building administrators review administrator/designee facilitated collaboration schedule and suggested discussion examples.

#### **August 30 and August 31 specific**

- August 30 and August 31 Frontline course proposal templates (certificated and classified courses) completed by Wednesday, August 23.

#### **August 29 – August 31**

- Buildings print Frontline attendance rosters for each course. Require sign in for all employees.
- Buildings confirm all signed in attendees added to the Frontline course roster.
- Buildings upload attendance rosters into Frontline Teams room by 9:00 am following day.
- Provide time at the end of each day to complete the REQUIRED Frontline evaluation. Incomplete evaluations may result in an employee being marked absent, reduced clock hours and incorrect compensation.
- Review [Professional Learning Compensation Chart for Classified Employees](#) as needed for classified calendars and compensation guidelines.

Thank you for your support with our professional learning days!

Paraeducator and professional learning questions may be directed to Mimi Brown at 425-385-4061, Mary O'Brien at 425-385-4106, and Anne LaRue at 425-385-4132.



## Response/Action Required

August 11, 2023

To: Principals, Assistant Principals, and Office Managers  
From: Peter Scott, Deputy Superintendent  
Christopher Ferreira, Safety & Security Coordinator  
Regarding: **2023-24 Safety Committees, Minutes, Drills, & Plans**

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### Safety Committees

All schools are expected to form a Site Safety Committee consisting of employee representatives from each work group. The terms of elected members shall be one (1) year. The committee must meet a minimum of three (3) times annually: **first meeting due October 31, second due February 29, and third due May 31**. Safety Committees are also appropriate groups for monitoring and updating emergency plans and serving as the site's Emergency Operations Planning Team. For more information regarding Site Safety Committees, please see section 7.04 in the [Business Information Manual](#).

### Safety Minutes

The original minutes will be filed and maintained for one (1) year at the school, per the [Records Retention Manual](#). Please record meeting minutes on the: [Safety Meeting Report Fill in Form](#) and **post a copy on site Safety Bulletin Boards** (see [Section 7.05](#)).

<b>Required Action:</b>
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Please record your safety meetings and forward your minutes to Anna Jacobsen.  
Reminder: meetings are due by **October 31, February 29, and May 31**.

### Safety Plans

In compliance with [RCW 28A.320.125 Safe school plans—Requirements—Duties of school districts, schools, and educational service districts—Reports—Drills—Rules](#), schools will have safe school plans and procedures in place. When finalized, your revised safety plan should be uploaded to DocuShare in the Safety Plan and Resources [2023-2024 School Safety Plans](#) folder. Some information from your site safety plan will be migrated into the "Safety Center app" by Safety and Security. This app will allow for key information from your site safety plans (i.e., site maps, staff lists, contact information) to be accessed by law enforcement during an emergency. Please provide any Administrator (including personal cell phone numbers) or site map revisions to Safety and Security prior to the first day of school.

Approved for Distribution \_\_\_\_\_

**Peter Scott**

## Safety Drills

To allow for response to locally identified threats and hazards, safety drills must teach staff and students four functional drill responses. Schools must conduct the following drills whenever students are present:

1. **Shelter-in-place (1)** – used to limit the exposure of students and staff to hazardous materials, such as chemical, biological, or radiological contaminants, released into the environment from the outside. Custodians provide all materials for shelter in place. The expectation is to move to a common area to shelter in place do not stay in individual classrooms. You may use the link below for training purposes:  
<https://youtube.com/clip/UgkxnbXlnmM7GsAqyA99zkXGT4pMeshlYZc3>
2. **Lockdown (3)** – used to isolate students and staff from threats of violence, such as suspicious trespassers that may occur in a school or in the vicinity of a school; and **(1)** drill must include the lockdown button (if installed).
3. **Evacuation (3)** – used to move students and staff away from threats, such as fires, oil train spills, or tsunamis. **\*\*PLEASE DO NOT USE FIRE PULL STATIONS TO INITIATE THESE DRILLS. ACTIVATION SHOULD BE DONE AT THE FIRE PANEL.**
4. **Earthquake drill (3)** – using the state-approved earthquake safety technique “drop, cover, and hold”. An excellent opportunity to practice this technique is to participate in the annual *Great American Shakeout* on **October 19, 2023**. For more information visit:  
<https://www.shakeout.org/washington/>.

<b>Required Action:</b>
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Safety drills must follow these requirements:

1. All schools will also conduct at least one safety-related drill per month, including in July and August if students are attending summer school (see requirement in parenthesis above).
2. The first evacuation drill must be completed within the first ten days of the start of school, on **or before September 20, 2023**. If possible, please do not wait until the last day.
3. The district relies upon the “Rave Panic Button” app to quickly communicate emergencies to staff and Snohomish County 911. As such, schools are required to incorporate use of the app in at least (3) safety-related drills. Use of the app during a drill must be pre-arranged with the on-duty 911 supervisor who can be reached at: 425- 407-3930. **Please only use the “911 Other” button on the main app screen for drills.**
4. Use of the LOCKDOWN button must be pre-arranged with the on duty 911 Supervisor **and** Sonitrol who can be reached at: 425-258-3571.
5. Schools must document the date, time, and type of each drill in the new format Using [Office 365](#). Documentation of these drills must be maintained and accessible in the school office.
6. The [School Safety Drill Plan](#), a form to pre-plan your drills for the school year must be provided to **Anna Jacobsen by September 1**.
7. All required drills must be **completed no later than Friday, June 14, 2024**,

Please contact Christopher Ferreira or Anna Jacobsen at x.5228 if you need assistance.

**For safety related information visit Docushare at:**

Location: [Home](#) » [Everett Public Schools Documents](#) » [Departments](#) » [Safety and Security](#) Listing

<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-17881>

Safety & Security – School Drills & Safety Committee Meetings:

<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-7346>

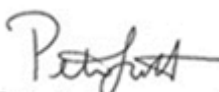
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[School Safety Center](#).

Please see attached the 2023-24 School Safety Checklist

**Thank you for all you do to support the safety of staff and students in Everett Public Schools!**

**Approved for Distribution**



**Peter Scott**



## 2023-24 School Safety Checklist

Due Date	Category	Description
August	Safety/Emergency Preparedness	Update
31st	RAVE	<ul style="list-style-type: none"> <li>Add new staff to building profile.</li> <li>Email a list of all staff leaving your site/district to Anna Jacobsen to be reassigned or deleted.</li> <li>Provide RAVE information and training to new staff.</li> </ul>
31st	Sonitrol/Badge Access	<ul style="list-style-type: none"> <li>Contact Anna Jacobsen to request a Sonitrol pin number for staff.</li> <li>Activate badges for new staff that <b>are not</b> located in DNA Fusion. Begin by searching in <b>**NEW STAFF**</b> and other categories before adding new profile. Contact Anna Jacobsen with any questions.</li> <li>Review updated directions on using DNA Fusion.</li> <li>Email Anna Jacobsen updated staff list who have left the district. If leaving your site remove card access and place in <b>**STAFF TRANSFERS**</b>. Anna will delete Sonitrol pin numbers and badge access in DNA Fusion.</li> </ul>
31st	Safety Center App.	<ul style="list-style-type: none"> <li>Safety and Security will manage Safety Center App.</li> <li>Provide personal cell phone numbers for all admin to Anna Jacobsen prior to first school day.</li> </ul>
31st	Emergency Classroom Yellow Backpacks	<ul style="list-style-type: none"> <li>Emergency classroom backpacks should be inspected, restocked, and distributed to classrooms. All supplies are to be purchased through "PrePare Smart".</li> <li>Update red cards with staff names.</li> <li>If classrooms are added to the school, additional backpacks should be assembled and billed to the building budget (to order additional backpacks, contact Anna Jacobsen).</li> </ul>
31st	Blue Go Bags	<ul style="list-style-type: none"> <li>Principal and Safety and Security will conduct an inspection of the bag's contents in August (care should be taken to confirm key count).</li> <li>Completion of inspection must be documented (email will suffice) to the regional superintendent.</li> </ul>

08/03/23

## 2023-24 School Safety Checklist

31st	<b>Emergency Operations Plan (EOP)</b>	<ul style="list-style-type: none"> <li>Update/upload Safety Plan in Docushare, Safety Plan and Resources.</li> <li>Send updated site map to Anna Jacobsen.</li> <li>Review/train all staff.</li> </ul>
31st	<b>Safety Committee Meetings</b>	<ul style="list-style-type: none"> <li>Schedule a minimum of three safety committee meetings for the school year.</li> <li>Identify school safety team members; names/positions.</li> <li>Submit safety minutes to Anna Jacobsen.</li> </ul>
31st	<b>Required Drills</b>	<ul style="list-style-type: none"> <li>Schedule emergency drills for the year and submit to Anna Jacobsen using the school safety drill plan template.</li> </ul>
31st	<b>Incident Command (ICS) Training</b>	<ul style="list-style-type: none"> <li>All Assistant Principals must successfully complete ICS 100 series training.</li> <li>All Principals must successfully complete ICS 100 and 700 series trainings.</li> <li>Certificates not previously submitted must be emailed to Anna Jacobsen per state requirements.</li> </ul>
Due Date	Category	Description
<b>September - May</b>	<b>Safety/Emergency Preparedness</b>	<b>Update</b>
<b>1st Drill due: Sept. 20</b>  <b>Monthly Drills recorded by: 30th of each month</b>	<b>Required Drills</b>	<ul style="list-style-type: none"> <li>Conduct required fire drill <b>within the first 10 days (Sept. 20)</b> of school and record in Office 365 Anna Jacobsen will provide a link at the beginning of each month.</li> <li>Ensure conducted monthly drills are recorded in Office 365.</li> <li>By law, schools must conduct no less than one safety related drill each month that school is in session. Required drills include: 3 evacuation/fire; 3 lockdown; 3 earthquake; 1 shelter-in-place; and 3 drills must include the RAVE application, and 1 drill must include the lockdown button (if installed).</li> <li>Notify <b>Snohomish County 911, non-emergency line (425-407-3930)</b> prior to all drills.</li> <li>Additionally, notify <b>Sonitrol (425-258-3571)</b> of all evacuation/fire drills and anytime the <b>LOCKDOWN</b> button is used.</li> <li>When utilizing RAVE as part of your drills, you must complete the two-step process to generate the proper messaging.</li> </ul>

08/03/23

## 2023-24 School Safety Checklist

<b>Meetings due: October 31 February 29 May 31</b>	<b>Safety Committee Meetings</b>	<ul style="list-style-type: none"> <li>Hold three or more documented safety meetings per school year.</li> <li>Email a copy of the safety minutes to Anna Jacobsen.</li> </ul>
<b>Quarterly Meetings</b>	<b>Campus Security Officer (CSO)</b>	<ul style="list-style-type: none"> <li>Conduct mandatory quarterly meetings or when needed. September 15, November 17, January 5, April 12, and June 7.</li> <li>End of year CSO's turn in district cell phone, first aid kits and tourniquets to their office managers. Safety and Security will collect items and distribute in August.</li> </ul>
<b>Due Date</b>	<b>Category</b>	<b>Description</b>
<b>June</b>	<b>Safety/Emergency Preparedness</b>	<b>Update</b>
<b>Last day of school</b>	<b>Sonitrol/Badges/Radios</b>	<ul style="list-style-type: none"> <li>Follow the new guidelines for DNA Fusion.</li> <li>Update card access for employees who are leaving the building or district.</li> <li>Deactivate or delete as appropriate.</li> <li>Provide Anna with current radio inventory.</li> </ul>
<b>Last day of school</b>	<b>Keys</b>	<ul style="list-style-type: none"> <li>Collect keys of staff members who are leaving.</li> <li>Inventory keys for all staff members and verify in Business Plus.</li> </ul>

08/03/23



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

August 11, 2023

To: All Principals  
From: Chad Golden, Executive Director of Human Resources  
Regarding: **Substitute Shortage – Substitute Plans**

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As you prepare for the start of school, please make sure you have your substitute plans developed and ready for publication prior to the first day of school in the event of a substitute shortage. To assist in creating substitute plans, linked are fillable forms for [elementary](#) and [secondary](#).

Below is an excerpt from the EEA collective bargaining agreement outlining the information to include in your plans as well as timelines:

### **Section 9.01.E – Substitute Shortages**

#### **E. Substitute Shortages**

1. Each school shall develop a fair and equitable plan to cover assignments when a substitute shortage occurs. The plan will be published to all school employees prior to the first student day. The plan will address how to minimize the disproportionate impact on ESAs and specialists. Employees not trained with the District de-escalation strategy (i.e., Right Response training) have the right to refuse substitute coverage in Achieve classrooms unless there is an appropriately trained employee in the classroom.
2. The school plan shall address when employees released for on-site work or District trainings will be directed and/or offered the opportunity to return to their regular assignment when substitutes are unavailable.

On any given day, District-directed pullouts shall be limited to fifty (50) employees and school directed pullouts shall be limited to thirty (30) employees. Employee requested substitutes for assessment scoring shall not be subject to these limits.

<b>Required Action:</b>
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Send a copy or provide a link to your school's substitute plans to Jean Hanson, Human Resources, [jhanson@everettsd.org](mailto:jhanson@everettsd.org). **Plans are due August 31, 2023.**

**Approved for Distribution:**

**Chad Golden**



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

August 11, 2023

To: All Principals  
From: Dr. Catherine Matthews, Director of Assessment and Research  
Quiana Hennigan, Student Assessment Coordinator  
Regarding: **Fall Assessment Building Plans Due September 15**

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**All assessment window dates indicated are draft dates, subject to bargaining. These dates are provided for the purpose of administrator planning and are subject to change.**

### **i-Ready and Early Literacy Assessment (K-5)**

Fall: September -October

Winter: January -February

Spring: March -June

i-Ready Diagnostic (mathematics and reading): identifies gaps, creates custom personal learning path to address gaps.

Dyslexia Screener: i-Ready Reading Diagnostic data (from above) is used with a 1:1 paper Rapid Automatized Naming (RAN) test to identify dyslexia warning signs in students.

Oral Reading Fluency: i-Ready Diagnostic data (from above) is used with a 1:1 paper Oral Reading Fluency test to identify struggling readers.

- [Building Plan](#)

### **WIDA Screener (K-12)**

August-June

English language proficiency test used to determine eligibility for English language development services.

- [Building Plan](#)

### **World Language Assessment (7-12)**

November-December

World language proficiency are elective exams that students may take to earn high school credit and potentially earn the Seal of Biliteracy. Now given once annually by a pool of centrally trained proctors.

- [School Coordinator Checklist](#)
- [Building Plan](#)

**Approved for Distribution:**

**Shelley Boten**

### **PSAT: Grade 10 (grade 11; student choice)**

October 25

Measures Evidence-Based Reading and Writing (EBRW) and mathematics for college preparation, eligibility for scholarship opportunities, Advanced Placement potential, and measurement against national grade level benchmarks. In addition to all grade 10 students, grade 11 students may register to participate at their own expense for National Merit Scholarship Program participation purposes.

*\*PSAT Manuals and other materials have been delayed by College Board. The building plan below reflects our assumption of what tasks will need to be completed. When the manual comes out, critical information, including updated checklists, will be emailed directly to the PSAT coordinator listed on the building plan.*

- [Building Plan](#)

### **Advanced Placement Exams (high school)**

May 6-17, Late Testing May 22-24

AP Exams are designed to measure how well students have mastered the content and skills of a specific AP course. Most AP tests are a paper pencil exam, but some are portfolios or online language tests. While the exams do not take place until spring, most of the work takes place throughout the year.

- [AP Coordinator's Manual Part 1](#)
- [Building Plan](#)

### **Fall WA-AIM (grade 12)**

September 25 – November 21

Alternate accountability assessment for students with significant cognitive disabilities, also satisfies the ELA and math Graduation Pathways at the high school level. Fall administration is solely for seniors who must take WA-AIM for use as a Graduation Pathway. Fall WA-AIM building plans are only required at high schools who have at least one eligible student who they plan to test in fall.

- [Building Plan](#)

#### **Required Action:**

1. Review school assessment coordinator checklist and forward to applicable school assessment coordinator.
2. Review, complete, and return applicable building plans to [Quiana Hennigan](#) by **September 15**.
3. Ensure all applicable staff are aware of their responsibilities for each assessment.

**Approved for Distribution:**



**Shelley Boten**



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

August 11, 2023

To: Elementary School Administrators and Office Managers  
From: Nancy Brown, Transportation Supervisor  
Regarding: **Kindergarten and First Grade On-Boarding Process Update**

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The current elementary school student onboarding process requires that color-coded bus badge labels be printed for all new bus-riding kindergartners and first graders for **five school days** after their first day of enrollment at your school (including mid-year enrollment). Also, the **first day a student rides the bus at any point in the year for all elementary students** (e.g. parent has been dropping off and now wants a student to ride the bus).

First grade students are required to have bus labels from September 6 through September 15.

Kindergarten students are required to have bus labels from September 11 through September 15.

Transportation will send the bus labels to schools on Monday, August 28<sup>th</sup>.

We also recommend that all kindergarten and first grade students be placed at the front of the bus line to enter the bus first.

The updated version of the packet can be found: [Elementary Transportation Onboarding Process](#).

Please contact Transportation at x4144 if you have any questions.

<b>Required Action:</b>
-------------------------

Please communicate this updated onboarding process with all office staff and paraeducators involved with the onboarding students on buses.

**Approved for Distribution**

**Peter Scott**



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

August 11, 2023

To: All Administrators  
From: Chad Golden, Executive Director of Human Resources  
Regarding: **Annual Contractual Reminders**

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As you prepare for the start of school, please remember contractual obligations. To assist in planning, use the [linked](#) form with annual reminders to document your compliance with each of the items. In addition, the form indicates a point of contact for each item if you have additional questions.

<b>Required Action:</b>
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Form due to Regional Superintendent by September 30, 2023.

**Approved for Distribution:**

**Chad Golden**





## Response/Action Required

August 11, 2023

To: All Building Administrators  
 From: Chad Golden, Executive Director of Human Resources  
 Regarding: **Teacher Workday Schedule**

**In accordance with Article 9.01.A.4, post the teacher workday schedule in a common area.**

### Everett Public Schools / 2023-24 Teacher Workday

Schools	Student Time	Teacher Time
<b>High School</b>		
Cascade	7:30 – 2:05	7:00 a.m. – 2:30 p.m.
Everett	7:30 – 2:05	7:00 a.m. – 2:30 p.m.
HM Jackson	7:30 – 2:05	7:00 a.m. – 2:30 p.m.
Sequoia	8:20 – 2:55	7:50 a.m. – 3:20 p.m.
Online High School	Asynchronous	7:30 a.m. – 3:00 p.m.
Port Gardner (A.M.)	9:15 – 11:30	8:00 a.m. – 3:30 p.m.
Port Gardner (P.M.)	12:15 – 2:30	
<b>Middle School</b>		
Eisenhower	8:15 – 2:50	7:45 a.m. – 3:15 p.m.
Evergreen	7:30 – 2:05	7:00 a.m. – 2:30 p.m.
Gateway	8:10 – 2:45	7:40 a.m. – 3:10 p.m.
Heatherwood	8:15 – 2:50	7:45 a.m. – 3:15 p.m.
North	8:15 – 2:50	7:45 a.m. – 3:15 p.m.
Port Gardner (A.M.)	9:15 – 11:30	8:00 a.m. – 3:30 p.m.
Port Gardner (P.M.)	12:15 – 2:30	
<b>Elementary</b>		
Cedar Wood	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
Emerson	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
Forest View	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
Garfield	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
Hawthorne	8:35 – 2:50	8:00 a.m. – 3:30 p.m.
Jackson	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
Jefferson	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
Lowell	8:35 – 2:50	8:00 a.m. – 3:30 p.m.
Madison	8:35 – 2:50	8:00 a.m. – 3:30 p.m.
Mill Creek	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
James Monroe	8:35 – 2:50	8:00 a.m. – 3:30 p.m.
Penny Creek	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
Port Gardner (A.M.)	9:15 – 11:15	8:00 a.m. – 3:30 p.m.
Port Gardner (P.M.)	12:15 – 2:15	
Silver Firs	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
Silver Lake	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
Tambark Creek	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
View Ridge	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
Whittier	8:35 – 2:50	8:00 a.m. – 3:30 p.m.
Woodside	8:35 – 2:50	8:00 a.m. – 3:30 p.m.

Approved for Distribution:

Principals Packet (08/11/2023)

*Chad Golden*  
 22  
 Chad Golden



## Response/Action Required

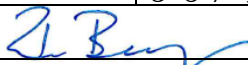
August 11, 2023

To: School Principals & Office Managers  
 From: Brian Beckley, Chief Information Officer  
 Ken Toyn, Director – Information and Network Services  
 Regarding: **Emergency (Red) Telephone List**

### SCHOOL EMERGENCY TELEPHONE LIST (Emergency/Power Failure Lines) 2023-24

School/Site	Administrator	Main Phone #	Emergency Phone
Athletics	Dani Mundell	385-4269	(425) 252-1694
Cedar Wood	Bruce Rhodes	385-7790/7701	(425) 402-0324
Superintendent	Dr. Ian Saltzman	385-4018/4019	(425) 493-5608
CHS	Michael Takayoshi	385-6090/6001	(425) 355-0703
EHS	Kelly Shepherd	385-4490/4401	(425) 259-4614
Eisenhower	Wilnic Gideon	385-7590/7501	(425) 316-3903
Emerson	Blythe Young	385-6290/6201	(425) 513-0523
Evergreen	Sara Idle	385-5790/5701	(425) 513-1429
Forest View	Monique Beane	385-7990/7901	(425) 338-0190
Garfield	Kathleen Stilwell	385-4790/4701	(425) 339-3629
Gateway	Matthew Bennett	385-6690/6601	(425) 338-2537
Hawthorne	Jacob Ellsworth	385-4690/4601	(425) 259-2673
Heatherwood	Laura Wellington	385-6390/6301	(425) 338-1690
Jackson ES	Darren Larama	385-5690/5601	(425) 258-3872
Jefferson	Steve Hopkins	385-7490/7401	(425) 357-9281
JHS	Lance Balla	385-7090/7001	(425) 338-1972
CRC	Brian Beckley	385-4204/4200	(425) 791-3255
Lowell	Elizabeth Kelley	385-5390/5301	(425) 258-2994
Madison	Jessica Corneille	385-5990/5901	(425) 513-0840
Maintenance	Greg Smith	385-5200	(425) 252-7682
Mill Creek	Cindy Foster	385-6890/6801	(425) 316-3810
Monroe	Rich Middaugh	385-7390/7301	(425) 337/1360
North	Tyler Ream	385-4890/4801	(425) 259-1499
Penny Creek	Marti Shefveland	385-7290/7201	(425) 357-0735
Sequoia Alternative	Belinda Mountjoy	385-5190/5101	(425) 339-8090
Silver Firs	Aleta Smoot	385-6590/6501	(425) 338-1548
Silver Lake	Theresa Campbell	385-6990/6901	(425) 338-1337
Tambark Creek	Celia O'Connor-Weaver	302-9290/9201	(425) 485-2962
Transportation	Nancy Brown	385-4141	(425) 374-5075
View Ridge	Tina Wood	385-5490/5401	(425) 293-0335
Whittier	Tony Wentworth	385-4390/4301	(425) 258-3524
Woodside	Betty Cobbs	385-7890/7801	(425) 481-2723

Approved for Distribution:

  
 Brian Beckley

**Required Action:**

Please add this list of site emergency phone numbers to your site safety plan & post the list by the site red emergency phone.



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

August 11, 2023

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

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### **Kindergarten Enrollment**

- Online enrollment has been processed at the CRC all summer. Further Kindergarten enrollments or completion of pending enrollments were turned over to elementary schools as of Tuesday, August 8. Please process new and pending Kindergarten enrollments as soon as possible to give students access to transportation to Everett Ready (ER). The final date to access ER bus transportation is August 14. After that date, families will need to self-transport.
- Students whose enrollment was completed this summer are listed in the Enrollment Master Tracker (excel spreadsheet) for your information. Ailene Diaz has provided access to the Master Tracker for all OMs.
- Pending Kindergarten enrollments are in Power Schools Enrollment. Our team has followed up with families using the school registrar ID. Please continue to follow up with families to ensure the enrollment is completed. If you have questions about pending enrollments, please contact Amritha Imandi [aimandi@everettsd.org](mailto:aimandi@everettsd.org).
- Any paper enrollments submitted at schools also need to be processed to provide students access to ER. Please be sure to scan any new ER registrations from paper enrollment packets and email to Rola Bachour [rbachour2@everettsd.org](mailto:rbachour2@everettsd.org).
- If a student is enrolled with the paper process and the family indicates they want their student to attend ER and have something listed on the Annual Health History form, please scan the form to Kari Johnson (district nurse) so she can contact the family to determine if a health plan is required [kjohnson5@everettsd.org](mailto:kjohnson5@everettsd.org).
- Please review and confirm current enrollment numbers and information [2023-2024 K Classrooms](#). If there are any changes requiring additional Kindergarten resource/furniture kit or resulting in an extra kit, please advise Rola Bachour [rbachour2@everettsd.org](mailto:rbachour2@everettsd.org) and she will make arrangements to deliver or pick-up, as needed.

### **Everett Ready**

- A district-wide message will be sent to all Everett Ready families the week of August 14 with information that is common to all schools. Please send a Direct Connect message to your Everett Ready (ER) families with a welcome and the family meeting date, time, and location for your school, as well as your school's start and end time for ER. If your students wear uniforms, let families know they are optional for ER. Any other school specific information should be included in your Direct Connect message.
- Students are welcome at ER even if they cannot attend the entire four days.
- Immunization records need to be current to attend ER. Please upload them as soon as received.

**Approved for Distribution:** \_\_\_\_\_

**Shelley Boten**

- Training for the ER team (teachers, paras) occurs on Thursday, August 17 from 9:00 - 10:00 am. The team needs access to individual Chrome books or laptops to view the training for their specific rotation/center. They should participate in the Kindergarten classrooms on individual computers. From 10:00 am - 12:00 pm, the team is compensated for up to two hours of planning and set-up. Office assistants will participate in a virtual training on August 17, 10:30 am - 12:00 pm. Training for HRA's will be held in person on the August 17 at the CRC from 10:00 am - 12:00 pm, followed by two hours of planning and set-up at their school site, the same day.

#### **ECEAP Preschool (CWE, HAE, JAE, LOE, MAE, SLE)**

- To support transportation routing for ECEAP students, please ensure all ECEAP students are enrolled in eSchools and assigned to their class session by end-of-day Friday, August 11. Class sessions (AM/PM, School Day, or which teacher they're assigned) should have been communicated by the family support staff upon student enrollment. If you need information on class sessions or assignments, please contact Meghann Miles Smith [mmsmith@everettsd.org](mailto:mmsmith@everettsd.org) or Monica Kachmarik [mkachmarik@everettsd.org](mailto:mkachmarik@everettsd.org)

#### **Required Action:**

- Confirm transfer of Kindergarten enrollment process to your school's office staff.
- Review the current Kindergarten enrollment data and report any changes to [Rola Bachour](#).
- Send a Direct Connect message to incoming Kindergarten families with information about the Family Engagement meeting during ER week, as well as school specific information like start and end times, etc.
- Make a Chrome book cart available to ER teacher(s) and para educators for the August 17, 9:00 – 10:00 am training at your school site.

**Approved for Distribution:**



**Shelley Boten**



## Response/Action Required

August 11, 2023

To: High School and Elementary School Administrators  
 From: Brian Beckley, Chief Information Office  
 Michele Waddel, Director of Instructional Technology & Learning Services  
 Regarding: **1-Hour LID Day Panel Training**

As referenced in the master calendar provided in June, the LITS department will be partnering with High School and Elementary School leaders for a 1-hour Panel Training during a LID Day. The purpose of the training is to have teachers walk through the students' experience with connecting to the panel (which looks different than the staff devices). Staff will be provided with recommended management strategies along with engagement strategies to move up the SAMR Ladder of technology integration.

Middle Schools will experience the training later in the year during a LIF and/or and Extended Staff meeting, more information to come later.

Please sign-up your school for the time slot: [2023 LID Day Panel Training Sign-Ups](#)

TO DO: Sign-up your building for one of the time slots below.			
Connecting Student Devices to the Panels and SAMR Transformative Instruction			
<b>What:</b> LID Day Panel Training <b>Purpose:</b> <ul style="list-style-type: none"> <li>Walking staff through connecting student devices to the panel</li> <li>Model management and engagement strategies to enhance the student experience.</li> <li>SAMR in action</li> </ul> <b>Who:</b> Building Admin and the LITS Team (Elementary & High Schools only) Middle Schools will have training later in the year either during LIF and/or an Extended Staff meeting, more information coming soon.			
LID Day 1	Wednesday, August 30, 2023		
8:00 - 9:00 am	HIGH SCHOOL Sign-up here (Enter your school name)	HIGH SCHOOL Sign-up here (Enter your school name)	
9:35 - 10:35 am	Elementary School Sign-up here (Enter your school name)	Elementary School Sign-up here (Enter your school name)	Elementary School Sign-up here (Enter your school name)
12:05 - 1:05 pm	Elementary School Sign-up here (Enter your school name)	Elementary School Sign-up here (Enter your school name)	Elementary School Sign-up here (Enter your school name)
2:05 - 3:05 pm	Elementary School Sign-up here (Enter your school name)	Elementary School Sign-up here (Enter your school name)	Elementary School Sign-up here (Enter your school name)
LID Day 2	Wednesday, August 30, 2023		
8:00 - 9:00 am	HIGH SCHOOL Sign-up here (Enter your school name)	HIGH SCHOOL Sign-up here (Enter your school name)	
9:35-10:35 am	Elementary School Sign-up here (Enter your school name)	Elementary School Sign-up here (Enter your school name)	Elementary School Sign-up here (Enter your school name)
12:05 - 1:05 pm	Whittier Elementary School	Elementary School Sign-up here (Enter your school name)	Elementary School Sign-up here (Enter your school name)
2:05 - 3:05 pm	Elementary School Sign-up here (Enter your school name)	Elementary School Sign-up here (Enter your school name)	Elementary School Sign-up here (Enter your school name)
Please be respectful of your colleagues and do not delete another school's name from a cell. Thank you so much.			

### Required Action:

High School and Elementary School leaders reserve your training time slot.

Approved for Distribution:

  
 Brian Beckley



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

August 11, 2023

To: All Principals  
From: Dr. Catherine Matthews, Director of Assessment and Research  
Regarding: **Smarter Balanced - Notes on ELA Fullwrite Scores**

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As you analyze your Smarter Balanced Assessment English Language Arts scores, you may have questions about the fullwrite scores and how they are incorporated in the overall score. Please review the information below from OSPI and share it with staff as appropriate.

### **Smarter Balanced: Notes on English Language Arts (ELA) Fullwrite Scores**

As summative test scores populate Smarter Reporting System (SRS), it's a perfect time to share information that can help educators interpret writing trait scores for the ELA fullwrite.

#### *My student got zeros on the fullwrite but a level 3 (or even level 4) overall. Is this possible?*

Yes, it is possible. The fullwrite is just one of 22-24 items on the CAT and PT combined. While it is our understanding that the fullwrite is weighted more than any other individual item, it's impossible to make a blanket statement about how much a student's performance on the fullwrite affects their overall score.

This partly results from the test's adaptive nature. The adaptive algorithm distributes items of different difficulty to different students based on their performance throughout the test. Since more difficult items have more of an effect on the overall score than easier items, each student's performance on the fullwrite will affect their overall score differently.

While fullwrite scores are represented in SRS as equaling six points, this is just a representation in SRS. These writing trait scores don't mean that the fullwrite is weighted six times more than any other item.

#### *What do zeros on the writing trait scores mean?*

Zeros for the following rubrics do **not** indicate poor performance:

- Evidence/Elaboration
- Development/Elaboration
- Organization/Purpose

The lowest possible score on these rubrics is actually a one, so a zero on these rubrics indicate that the student has been assigned a condition code. Condition codes do not indicate poor performance. Instead, condition codes indicate that there isn't enough evidence in the student response for the evaluator to make a judgment.

**Approved for Distribution:**

**Shelley Boten**



Zeros on the Conventions rubric are trickier to interpret because they have two possible meanings. The scale on the Conventions rubric is 0-2, so some zeros for Convention may indicate poor performance. However, some zeros for Conventions indicate a condition code, and don't indicate poor performance. To know the difference between a "true zero" for Conventions and a zero that indicates a condition code, educators can check the student's scores on the other rubrics. If the student scored from 1-4 on the other rubrics, the zero for Conventions indicates poor performance. If the student scored a zero on the other rubrics, this means that a condition code has been assigned and the zero on the Conventions code does not indicate poor performance.

There is one further exception and complication. Starting this year, Smarter Balanced (SB) is allowing fullwrites that receive an Off-Purpose (M) condition code to be scored for Conventions. Therefore, a student may score a condition code of Off Purpose (M) and still receive a zero on Conventions that indicates poor performance, since that particular condition code allows the evaluator to make a judgment for Conventions.

We are working to differentiate condition code zeros from "true zeros" on the Conventions rubric in SRS for next year. In the meantime, it takes a bit of cross-referencing to accurately interpret the meaning of zeros on the Conventions rubric.

*Why is the Evidence/Elaboration rubric displaying in SRS for narrative fullwrites? Doesn't the narrative fullwrite use a Development/Elaboration rubric instead?*

The Evidence/Elaboration rubric is incorrectly displaying in SRS for the narrative fullwrite; writing trait scores for the narrative fullwrite should display the Development/Elaboration rubric instead of the Evidence/Elaboration rubric. Unlike explanatory, informational, opinion, or argumentative writing, narratives don't use evidence. Instead, narrative writing 'develops.' This is a display error in SRS only; all student responses were scored using the correct rubrics. This problem will be fixed for next year. In the meantime, educators can use the Development/Elaboration rubric on page 2 of the [Narrative Performance Task Writing Rubrics](#) to find the correct descriptors.

### **Required Action:**

- Review and incorporate into SBA English Language Arts data analysis. Share with appropriate staff.
- Please contact [asi@k12.wa.us](mailto:asi@k12.wa.us) with any questions.

**Approved for Distribution:**



**Shelley Boten**





## Response/Action Required

August 11, 2023

To: All Principals  
From: Larry Fleckenstein, Regional Superintendent  
Regarding: **Policy & Procedure Revisions**

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Below, for your information, are recent policy and procedure revisions. Please contact Kellee McManus or myself with any questions.

Effective July 23, 2023, [House Bill \(HB\) 1207](#)--*Preventing and Responding to Harassment, Intimidation, Bullying, and Discrimination in Schools*, prompted revisions to several district policies and procedures. HB 1207 is about preventing harassment, intimidation, bullying, and discrimination, which is foundational to an environment where students can learn. The legislature's intent is that the previous term, "emergency expulsion," was prejudicial and could tarnish a student's reputation. In contrast, the term "emergency removal" is a more accurate description of a school district's authority. In addition, HB 1207 stipulates students with records from September 1, 2019 to the present, indicating they were emergency expelled, may request school districts revise the term on the student's records. **NOTE:** eSchools automatically made this change to student's records when the terminology was revised in the system.

The following policies/procedures have been revised to reflect the statutorily mandated change of terminology.

- [Procedure 2211P](#) Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973
- [Procedure 3122P](#) Attendance
- [Procedure 3131P](#) Intradistrict Transfers and School Attendance Area Changes
- [Procedure 3141P](#) Nonresident Students
- [Procedure 3205P](#) Sexual Harassment of Students
- [Policy 3225](#) School-Based Threat Assessment
- [Procedure 3300P](#) Student Discipline
- [Policy 3318](#) Discipline of Special Education Students

<b>Required Action:</b>
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Discontinue using the term "emergency expulsion" and only use the term "emergency removal" when communicating with students and parents. Please also communicate this change with your staff.

Approved for Distribution:

Larry Fleckenstein



## **INFORMATION ONLY**

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





## *Information Only*

August 11, 2023

To: All Principals and Office Staff  
From: Dr. Catherine Matthews, Director of Assessment and Research  
Anne Arnold, Director of P-5 Instruction/Early Learning Programs  
Kalle Spear, Director of 6-12 Instruction  
Andrea Cartwright, Director of K-12 Science and Engineering  
Regarding: **K-12 End of Unit Assessment Schedule for 2023-24**

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Please review the below link to the 2023-24 K-12 End of Unit Assessment Schedule.

[k-12 EOU Assessment Schedule 2023-24](#)

Contact any of the directors below with questions.

- **Catherine Matthews** [cmatthews@everettsd.org](mailto:cmatthews@everettsd.org) ext. 4058
- **Kalle Spear** [kspear@everettsd.org](mailto:kspear@everettsd.org) ext. 4064
- **Anne Arnold** [aarnold@everettsd.org](mailto:aarnold@everettsd.org) ext. 4089
- **Andrea Cartwright** [acartwright@everettsd.org](mailto:acartwright@everettsd.org) ext. 4072

**Approved for Distribution:**

**Shelley Boten**



## *Information Only*

August 11, 2023

To: Principals and Assistant Principals  
From: Peter Scott, Deputy Superintendent  
Regarding: **Instructional Review Overview and Schedule**

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Here is the overview and schedule for this year's [Instructional Reviews](#). We are looking forward to learning alongside you and your team.

Approved for Distribution

**Peter Scott**



## Information Only

August 11, 2023

To: All Principals and Office Managers  
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs  
Kalle Spear, Director of 6-12 Instruction  
Andrea Cartwright, Director of K-12 Science and Engineering  
Regarding: **K-12 Curricular Materials (Consumable) Deliveries**

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The Academics team ordered curricular materials based on student numbers provided in June of 2023. These orders will be coming to schools starting the week of August 14.

Please be prepared to help support the Academics team and your teachers by completing the following:

- When curricular materials are delivered, please open the boxes, and collect the packing slips
- Packing slips should be sent directly to Amritha Imandi at CRC – P-5 Instruction Office via district mail
- Depending on your building processes please complete the following:
  - Place the materials in a location that best serves your building, i.e.:
    - In teachers' classrooms
    - In the library
    - On the stage
    - Curriculum storage location
  - If the boxes are in a public area or area that is highly trafficked (i.e., hallway, etc.) please put a note stating "DO NOT MOVE" on the boxes.
    - We find that boxes often get moved to locations accidentally and we "lose" those resources

**The Academics team will:**

- when received, confirm the packing slips align directly with what was ordered
- review discrepancies, and will work with the vendor to get the appropriate materials delivered ASAP

**Art Supplies Only:**

- Each building will receive their art supply order from KCDA, Amazon, and Seattle Pottery
- The delivery slip will state the school and teacher last name
- Please deliver these boxes directly to the art rooms
- Art teachers will review the packing slip and send these directly to Amritha Imandi
- Art teachers will receive this same information via email

**Science Deliveries:**

- Science deliveries will follow past practices and will be communicated via the Science Resource Center

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**Shelley Boten**

**Online licenses and additional textbooks for Secondary:**

- Once master schedules have been completed, we will place orders for online licenses with all vendors
- The Academics team will also monitor course enrollment to ensure there are enough physical textbooks for each course. We will work with librarians for transfers and will include them in any ordering.

In the spring, the Academics team worked with Office Managers to determine delivery locations. This can be found on this spreadsheet:

[Elementary Schools - Summer Deliveries Storage.xlsx](#)

[Consumables Delivery Locations - secondary.xlsx](#)

Delivery date ranges can be found here:

[2023-24 P-12 Consumables Order Status.xlsx](#)

Please contact any of us with any question:

- Kalle Spear [kspear@everettsd.org](mailto:kspear@everettsd.org) ext. 4064
- Anne Arnold [aarnold@everettsd.org](mailto:aarnold@everettsd.org) ext. 4089
- Andrea Cartwright [acartwright@everettsd.org](mailto:acartwright@everettsd.org) ext. 4072
- Amritha Imandi [aimandi@everettsd.org](mailto:aimandi@everettsd.org) ext. 4083
- Bridget Sphung [asphung@everettsd.org](mailto:asphung@everettsd.org) ext. 4251



August 11, 2023

To: Elementary Principals and Office Staff  
From: Anne Arnold, Director of P-5 Instructional/Early Learning Programs  
Regarding: **Everett Ready Family Meeting 2023**

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Below is information about the Everett Ready (ER) family meeting designed to support families in learning about their new school and meet other Kindergarten families. It is recommended the meeting be scheduled on the first day of ER, either in the morning while students are in classrooms or in the evening so working families can attend. A second, optional, meeting can be held on the last day of ER to share classroom/teacher assignments and schedule WaKIDS Family Connection meetings on Sept. 6, 7, 8.

**Agenda items and optional topics to share:**

- Welcome/Introductions –Principal, AP, Office Manager, Kindergarten teacher (if available)
- Community-building questions (or game like Bingo –find someone who meets these descriptions)
  - Who has an older child at our school?
  - Who has a child at another school?
  - For whom is this your first child to attend EPS?
  - If your child is coming to school on a bus, raise your hand
  - If your child is a walker or self-transported, raise two hands
- School information
  - Mascot
  - Vision/EPS Priority Student Outcomes
  - Special programs
  - How many students?
  - How many Kindergarten classrooms
  - Start and End Times
  - Importance of attendance
- What the start of the school year will look like for kindergartners
  - Transportation
  - Schedule
  - Specialists
  - Breakfast/lunch
  - After school care/programs
- Introduction to available support staff that families will have contact with (what is their role?)
  - PTA president (if available)
  - Office Manager
  - Office Assistant

**Approved for Distribution:**   
**Shelley Boten**

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- Description of how the school will communicate with families
  - Blackboard Connect
  - Attendance—how to report an absence
  - Schedule for LIF
- How to best communicate with the school
  - Email
  - Important phone numbers
  - Clarity around what access is available to school & main office for families, volunteers, etc.
- WaKIDS: Washington Kindergarten Inventory of Developing Skills
  - Family Connection Meetings, Sept. 6,7,8
    - Opportunity to meet your student's teacher, share information about your child, ask questions, etc.
  - Whole Child Assessment implemented in September and October—observational data collection to get to know your child's strengths and needs to inform instruction
- First day of school for Kindergartners is Monday, Sept. 11
- Tour of school
- Q & A

### **Information about the Thursday Family meeting (optional)**

The purpose of the Friday family meeting is to:

- share information about class placement and
- schedule the Family Connection Meetings on Sept. 6, 7, 8 saving time required for the many phone calls that will be necessary to schedule the meetings for families before school starts.

School leaders can also use this time to talk about curriculum and instruction or any of the other topics that were not covered at the Monday meeting.

We recommend that Kindergarten teachers meet with their school leader(s) on **Wednesday** after ER. Time can be compensated with WaKIDS planning time (up to 4 hours for Family Connection meeting planning and scheduling). Based on knowledge of students and experience during the ER week, class placements can be completed for those students who attended ER. Once class placement is complete, families can sign up for their Family Connection meeting on Sept.6,7 or 8.

**\*\*Be sure to provide something for families to write their Family Connection Meeting date and time on and take with them so they don't need to call the office to confirm (index cards, a Family Connection template, sticky notes, etc.).**

If you have questions, please contact Anne Arnold x 4089 [aarnold@everettsd.org](mailto:aarnold@everettsd.org) or Rola Bachour x 4024 [rbachour2@everettsd.org](mailto:rbachour2@everettsd.org)





August 11, 2023

To: All Administrators & Supervisors  
From: Chad Golden, Executive Director of Human Resources  
Regarding: **Evaluation Timelines**

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**Annual Performance Evaluation Timelines**

The timelines for 2023-24 staff evaluations are listed on the linked document, which is also available in DocuShare: Human Resources folder, Evaluations, [2023-24 Evaluation Timelines](#).

\*Per OSPI beginning in the 2023-24 school year, school building administrators' evaluations are due June 1, 2024.

The observation and evaluation timelines for both certificated and classified staff must be followed. If you have questions, please contact your Human Resources partner below:

Region 1, 2 & 3 – Mary O'Brien [MO'Brien@everettsd.org](mailto:MO'Brien@everettsd.org)  
Departments – Mandy Shinn [mshinn@everettsd.org](mailto:mshinn@everettsd.org)

**Approved for Distribution:**

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**Chad Golden**



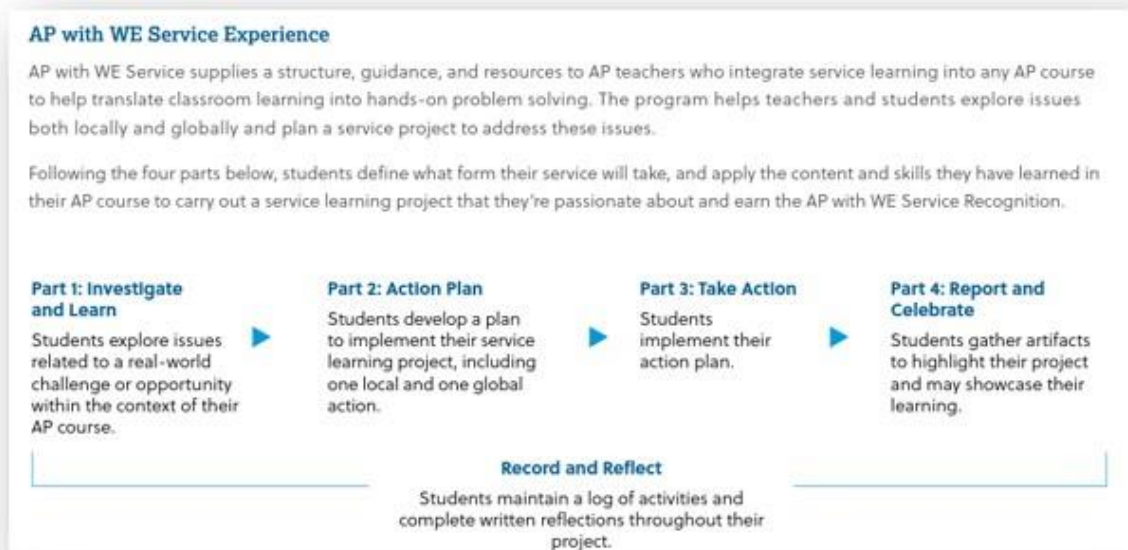
August 11, 2023

To: High School Principals & Advanced Placement Teachers  
From: Dr. Jeanne Willard, Executive Director of College & Career Readiness and Extended Learning Options  
Regarding: **AP with WE Program 2023-24 Participation Deadline-August 15**

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Through the [AP with WE Service](#) program, students engage in **service learning activities** to strengthen their understanding of AP course content and skills, using what they're learning to tackle real-life social issues. The AP with WE Service program incorporates projects and activities into any AP course. Some AP courses have course-specific modules available through [AP Central](#). An overview of the program is available through this [video](#).

In addition to the powerful experiences' students have by participating in service learning activities, students who complete the AP with WE Service activities can receive the **AP with WE designation on their transcript**.



This is the time of the year for AP teachers to consider incorporating AP with WE in their AP classroom for the 2023-24 school year. Please share this information with teachers who will teach AP classes for the 2023-24 school year. **The deadline for AP teachers to commit for the 2023-24 school year is August 15, 2023.**

Please have AP teachers email Dr. Jeanne Willard at [jwillard@everettsd.org](mailto:jwillard@everettsd.org) if they would like to participate or if there are questions.

**Approved for Distribution:**

**Shelley Boten**




## *Information Only*

August 11, 2023

To: Administrators  
From: Greg Smith, Director of Maintenance & Operations  
Regarding: **Back to School Work Order Requests**

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We deeply value your patience and understanding during this busy month of August, which is dedicated to essential maintenance tasks. Our team is diligently conducting comprehensive tests and maintenance procedures on a range of critical systems, as mandated by external regulatory bodies in preparation for the upcoming school term. These ongoing efforts encompass a variety of tasks such as backflow, fire alarm systems, and fire sprinkler testing, alongside crucial activities like fire lane striping, boiler cleaning and inspections. Kindly bear in mind that any new work requests will be prioritized based on their urgency, as our primary focus remains on ensuring successful completion of mandatory testing and inspections. Your cooperation and understanding are greatly appreciated.

  
39



August 11, 2023

To: Administrators & Supervisors  
From: Chad Golden, Executive Director of Human Resources  
Regarding: **Everett Education Association Letters of Agreement Update**

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The EEA (Everett Education Association) and the District have agreed to the following Letters of Agreement (LOA). All Collective Bargaining Agreements (CBA) and LOA's can be found on the District website. Go to the Departments tab, click on Human Resources, and you will find [Collective Bargaining Agreements](#) on the left side of the screen. Each Association has their own folder. Reach out to your HR Partner if you have questions.

Here are the latest LOA's. For a complete list of LOA's or the CBA follow the above path.

1. [Athletic Coordinator \(Teaching\)](#)
  - Addresses working conditions (job description, workday, etc.)
2. [Co-Teaching Pilot](#)
  - Continues a co-teaching model at secondary schools which offer concentrated and collaborative instructional support for students with disabilities in order to support students learning in their least restrictive environment and affording access to grade-level standards.
3. [Dual Language Program](#)
  - Addresses the implementation of a Spanish dual language program at Emerson to lay the groundwork for the continued development of a K-12 pathway.
4. [Sheltered Multilingual Learner \(ML\) Classes](#)
  - Continues a sheltered ML LOA that has been in place for a few years.
5. [Spokane Virtual Academy](#)
  - Continues the Spokane Virtual Academy LOA from last year which provides additional course options for online students.
6. [Supplemental ML Program](#)
  - Continues supplemental supports for the ML program.
7. [Extension and Callback Language Revision](#)
  - Language revised to allow for up to three times a month and provides language for the school's leadership team to revise dates of callbacks after October 10 with at least two-weeks notice.

The following are still being finalized:

- Appendix 7
- Student Growth Goal Pilot

**Approved for Distribution:**

  
**Chad Golden**