



Communications to Principals Packet

Relevant Content for Counselors | 2023-24

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. Region One, LOE, Region Two, SLE, Region Three, CHS
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

April 12, 2024

To: All Principals
From: Dr. Catherine Matthews, Director of Assessment and Research
Quiana Hennigan, Student Assessment Coordinator
Regarding: **SBA & WCAS Supports and Accommodations Loaded**

IEP and 504 supports loaded April 1

Any changes to supports and accommodations that take place on or after April 1 must be manually entered by TIDE managers. Questions about coding TIDE properly should be directed to [Quiana Hennigan](#).

IEP and 504 plan supports and accommodations lists from Special Services did not include transfer students. Case Managers and Counselors should carefully review the updated lists coming from Penny Bravo and request coding for students who do not have Everett Public Schools IEP or 504 plans.

Multilingual Learner (ML) supports loaded during break

Students who qualified for ML services after spring break must be manually entered by TIDE Managers. Questions about coding TIDE properly should be directed to [Quiana Hennigan](#).

[Testing Supports for Multilingual Learners](#) is a document that includes what ML students should have coded, as well as suggestions for other supports that ML students might need. ML coaches and designees should review this document and consider students for additional supports.

Please note, Title III qualified Native American students are not coded centrally, but Title III qualified Native American students should be reviewed as qualifying for Title III may be indicative of a reading barrier.

Required Action:

- Notify relevant staff that they must notify TIDE managers about changes to setting in writing.
- Update all accommodations and supports in TIDE that are added or changed on or after April 1.
- Update all supports in TIDE for ML students entering program on or after April 8.
- Review settings for all transfer students, especially IEP and 504 students.
- Ensure that ML coaches and designees review and use the Testing Supports for Multilingual Learners document to determine if additional supports are needed for ML and recently exited former ML students.

Approved for Distribution:

Shelley Boten



Response/Action Required

April 12, 2024

To: Elementary Principals and Office Staff
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Regarding: **Discontinuation of Early Entrance to Kindergarten & 1st Grade**

To attend kindergarten in the 2024-2025 school year, students must be *no less than five years old* prior to September 1, 2024. This is the Washington State uniform entry age. If a student meets this age requirement, families can enroll their student online or in-person at their neighborhood school.

Early Entrance to Kindergarten: The Early Entrance to Kindergarten process has been discontinued because EPS now has many options for students prior to kindergarten, including ECEAP Preschool, Play and Learn and Transitional Kindergarten. For students who are academically gifted, the Highly Capable Program offers testing and services beginning in kindergarten for LEAP (Learning Enrichment Achievement Program) and referral for testing for the Highly Capable Program is available in first through fourth grades. This process provides for identification and placement in self-contained, highly capable classrooms.

The decision to discontinue the kindergarten early entrance process was approved by the School Board at the March 26, 2024, board meeting. The EPS webpages for kindergarten and enrollment have been updated. The P-5 team is responding to parent inquiries with the information in the above paragraph. There will no longer be screening and testing for either kindergarten or first grade early entrance.

First Grade Enrollment: All students enrolled in first grade must be 6 years old by midnight on August 31 of that school year. This is the state uniform entry age. If a student is born after August 31 and before November 1 of that school year and has successfully completed a state-approved private or out-of-state kindergarten program of 1,000 or more hours, they can be enrolled in first grade following these steps:

Parent/guardian completes top portion of [First Grade Early Entrance Waiver Request form](#)

- Your student's state-approved kindergarten program completes the remainder of the form and sends it with a copy of your child's final progress report to: Community Resource Center – P-5 Early Learning Programs - Attention Jodi Madison, by **June 30**
- Parent/guardian emails proof of age and recent proof of address to Jodi Madison at jmadison2@everettsd.org by **June 30**.
- The placement will be provisional until the thirtieth calendar day following the student's first day of attendance. A final determination of placement will be made at that time.

For a list of approved private schools, visit the Washington State Board of Education website: <https://www.sbe.wa.gov/our-work/private-schools>.

Approved for Distribution: _____

Shelley Boten

Required Action:

Please share this information with your staff, particularly kindergarten and first grade teachers, so they can respond accurately to questions about enrollment age and the former early entrance process.

Approved for Distribution:

Shelley Boten



Response/Action Required

April 12, 2024

To: Elementary Principals and Office Staff
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Rola Bachour, Coordinator, P-5 Instruction and Early Learning Programs
Regarding: **Kindergarten Enrollment and Everett Ready Staffing**

The next kindergarten enrollment event is ***Getting Ready for Kindergarten Orientation***. This is each elementary school's opportunity to invite families to tour the campus and learn about their new school and kindergarten programs. This can be a short welcome meeting with only the principal or an extended information session with K teachers, based on the number of families you currently have enrolled.

These sessions are scheduled in the month of May or early June and are posted on the district website. Please also send a Blackboard Connect message or email to all of your enrolled families with a direct invitation to your school's event. Guidelines for School Administrators, Everett Ready flyers, Orientation dates and other forms are uploaded on DocuShare [here](#). If you have ECEAP or TK students coming to your school next fall, please include them in your communication about Getting Ready for Kindergarten Orientation; we'll also have ECEAP and TK teachers and family support specialists communicate the schedule to families.

Kindergarten Kits (resources and materials) to be given to families at Kindergarten Orientation are being sent to schools in April based on current enrollment and past participation.

The next kindergarten event is ***Everett Ready***. The program will run for four days in August, the 19th to the 22nd, for three hours in the morning. Based on your school's current and projected kindergarten enrollment the staffing support is provided below. The positions for certificated teachers, paraeducators and an HRA will be posted the week of April 22nd. Principals or APs will do the hiring for their school. We'll send the job posting numbers as soon as they are available.

The Everett Ready model (as described in the Everett Ready Guide) will be implemented at all elementary schools. Staffing supports this model and will be adjusted only if there is a significant increase (or decrease) in anticipated student numbers. Initially, current staff in your school will be able to apply to work at Everett Ready. If you are unable to fill the positions with current staff, HR will open the opportunities to individuals across the district in late May. Training and team planning for Everett Ready is scheduled for August 15.

If you have questions, please contact Anne Arnold aarnold@everettsd.org Ext. 4089 or Rola Bachour rbachour2@everettsd.org Ext. 4290

Approved for Distribution:

Shelley Boten

School	2024-2025 Projections	Everett Ready Staffing		
		Cert	Class	HRA
CWE	92	2	7	1
EME	120	2	8	1
FVE	86	1	6	1
GAE	57	1	6	1
HAE	58	1	6	1
JAE	45	1	6	1
JFE	83	1	6	1
LOE	77	1	6	1
MAE	62	1	6	1
MCE	88	1	6	1
MOE	90	1	6	1
PCE	121	2	8	1
SFE	87	1	6	1
SLE	97	1	6	1
TCE	106	2	8	1
VRE	67	1	6	1
WHE	72	1	6	1
WOE	99	2	7	1
Total	1507	23	116	18

Required Action:

Principals, please:

- send an announcement about *Getting Ready for Kindergarten Orientation* home to families via your newsletter and send a Blackboard Connect message to families already enrolled for kindergarten
- put a K enrollment announcement and orientation date on the school reader board
- let kindergarten teams—teachers, paraeducators, HRA--know that they can apply for Everett Ready positions beginning the week of April 22.

Approved for Distribution:



Shelley Boten



Response/Action Required

April 12, 2024

To: Principals and Assistant Principals
From: Brian Beckley, Chief Information Officer
Kathy Reeves, Director of Communications
Regarding: **Upcoming Changes in Website, Remind, and BlackBoard Mass Messaging**

We have three technology platform transitions coming up you need to be aware of and ensure you and your staff are appropriately trained. The information for each is provided below.

Website

Our website platform is changing from BlackBoard Connect (BBC) to Finalsity. The public-facing look of the website will be very similar, but the backend functionality and how to make changes is very different and will need some training and practice.

Why: Finalsity bought BBC

When: The current site and the new site will coexist for a couple of months. The content on the current site will migrate July 5 but the current site will remain what people see until the new one is “turned on” right before school starts. This will allow staff to work on the site in August before it goes live. Teacher pages will need to be updated at the end of August.

Training (who): School and department webmasters, administrators, and anyone who makes changes to your website. Teachers will need to do their teacher landing pages.

Training (when): Administrators, teachers, and Office Staff will be trained in August prior to the start of the school year.

Of Note: Our EPS app will be going away and replaced by ParentSquare for communications.

Contact Person: Kathy Reeves

Remind

Our current two-way district communication system “Remind” is being replaced by ParentSquare.

Why: ParentSquare recently acquired Remind. In addition, ParentSquare provides increased reliability and translation features for users.

When: Soft rollout (teachers can choose to trial ParentSquare) May 6 with a District Go Live Date of July 1 (Remind will no longer be available)

Training (who): Administrators, Office Staff, Teachers, Coaches, and any staff member currently using Remind.

Training (when): On Demand training materials will be provided. Training sessions will also be offered in the Spring & Fall by LITS department.

Approved for Distribution:


Brian Beckley


Kathy Reeves

In person and zoom training options:

Day/Time	Location
May 16, 4:15-5:15 PM	CRC
May 16, 2:30-3:30 PM	CRC
June 21, TBD	CRC
August 13, 9:00 AM	CRC
August 13, 6:00 PM	Zoom
EPS Learns: August 19-23, TBD	Evergreen MS
September 5, 8:00 AM	Zoom
September 5, 3:00 PM	Zoom
September 10, 2:30-3:30 PM	CRC
September 10, 4:15-5:15 PM	CRC
September 19, 2:30-3:30 PM	CRC
September 19, 4:15-5:15 PM	CRC

Contact Person: Todd Koren**BlackBoard Mass Messaging System**

We currently use BlackBoard Connect (BBC) for mass messaging to families at both the district and school level. This will also be changing to ParentSquare which has a more robust communication platform.

Why: ParentSquare will be our texting and mass messaging platform. It will also be our new communication app for families. ParentSquare is a very intuitive system which allows two-way communication (if you select that, it can also be one-way), allows for secure document delivery, has automated notices, two-way translation in over 100 languages and targeted messaging. You can also send electronic forms, request items, volunteers, and schedule appointments.

When: It can be tested and used as early as this spring, but we will be keeping BBC through September, so this school year all messages, including attendance messages, will still go through BBC. We will ask everyone to be using ParentSquare in the new school year.

Training (who): Administrators, office managers, department leaders and support staff who may need to send a mass message.

Training (when): On Demand training materials will be provided. Training sessions will also be offered in the Spring & Fall by LITS department, see above.

- **Office staff training:** embedded in LMS kick off trainings in August.
- **Administrators:** August 7

Contact Person: Jennifer Goodhart**Required Action:**

Share this information with your staff and ensure those involved have the training dates for the tools they work with. You should also be trained on all three products.

Approved for Distribution:

Brian Beckley

Kathy Reeves



Response/Action Required

April 12, 2024

To: Administrators and Directors
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **Professional Development Opportunities**

The Diversity, Equity, and Inclusion Department is excited to present a resource for EPS staff to stay current on the upcoming events hosted by the department and professional development (PD). These offerings align with the cultural competency, diversity, equity, and inclusion (CCDEI) standards available locally or in our state. Below you will see a direct link to upcoming events and PD opportunities available. This resource can also be found on our department website under staff resources. You will need to be signed in to access. This resource is updated automatically, so feel free to bookmark for the future.

For more information click on the linked [presentation](#) and [informational flyer](#). For questions, contact the DEI department.

Require Action:

Please share with your building or department staff, promote at your upcoming staff meetings, and post the informational flyer in high-traffic areas for your staff as well as on your school's Diversity, Equity, and Inclusion bulletin board.

Approved for Distribution _____

Peter Scott



Response/Action Optional

April 12, 2024

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

Please Help Nominate for Council Awards!

Each year, Everett PTSA Council recognizes volunteers and educators who have given outstanding, continued, and dedicated service to our children. These deserving recipients go “above and beyond”, and their efforts reach beyond the usual school boundaries. This is your opportunity to participate in the selection of PTSA Council's award recipients by nominating candidates for consideration to our award committee. Nominations can come from PTAs, parents, staff members, students, or community members.

The Everett PTSA Council Awards are presented at the annual council-hosted Award Ceremony in May. Nominations are accepted for all awards, though each award may not be presented annually. The Awards Committee is appointed by the President and typically consists of past recipients. Award recipients will receive a certificate and pin, and a contribution in the name of the recipient is made by the Everett PTSA Council to the Washington State PTA Scholarship Program. From these contributions, WSPTA is able to provide grants to freshman students entering post-secondary education.

The 2023-24 Everett PTSA Council Awards available nominations are: Golden Acorn, Outstanding Educator, Outstanding Advocate, Outstanding Student Advocate, and Honorary Life Membership.

The Everett PTSA Council Awards Celebration is:

DATE: Wednesday, 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


NOMINATE TODAY! – Nominations Due April 26, 2024
[Everett Council PTSA Award Nomination Form 2023-2024](#)

For any questions, please email awards@everettptsacouncil.org

Action Requested:

Please share with staff. Thank you!

Approved for Distribution:


Cathy Woods



Response/Action Optional

April 12, 2024

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

I would like to share information on behalf of the Everett PTSA Council...

Thank you to the 13 schools, plus Everett Special Education PTSA, who participated in this year's Reflections program. We had 168 entries submitted.

Deadline for state submission was January 18, 2024. Congratulations to the thirty-six entries that advanced to state! Their names were announced at the Reflections Celebration on January 10, 2024. Check out the [Reflections Program](#) and [Pictures from the Celebration](#)!

Reflections State winners

Congratulations to the following students from Mill Creek Elementary for winning state level awards (click [here](#) to see all the state winners):

Pehal Thacker – Dance Choreography

Donya Wixom – Music Composition

Washington State Reflections in-person celebration will be on April 20, 2024 at 3:30 p.m. at Juanita HS Performing Arts Center (10601 NE 132nd St., Kirkland, WA 98034) This is an invitation only event. Seating will first go to students and families of those advancing to national.

Start thinking about next year's entries! The **2024-2025** theme is: ***Accepting Imperfection.***

Whether or not you will continue to chair for Reflections next year, please encourage students at your school to think about creating their artwork over the summer break and submitting them in the Fall.

Important Dates and Announcements:

Theme Search Contest

Students may enter their theme idea for **2026-2027** by submitting Theme Search entry form to ptaprogrdir@wastatepta.org by **November 1, 2024**. For more information and entry form visit: [Reflections Art Program](#).

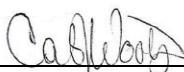
Prepping for 2024-2025

Tentative dates:

- November 27, 2024, by 11:59 p.m.: deadline for submitting all entries to council.
- December 4, 2024: Reflections hanging art party, tentative time 10 a.m.-8:30 p.m.
- December 9, 2024 – January 8, 2025: artwork will be displayed at CRC.
- January 8, 2025: Council Reflections Celebration at 6-7 p.m. and 7:15-8:15 p.m.

Thank you for sharing this information with staff.

Approved for Distribution:


Cathy Woods



Information Only

April 12, 2024

To: Building Administrators
From: Kelley Clevenger, Executive Director, Special Services
Regarding: **Family Information Fair**

The Special Education Advisory Council, Special Education PTSA and the Special Services Department are hosting a Family Information Fair on April 27, 2024 from 10:00am-2:00pm at the Community Resource Center.

Please click on the link below for more information and please share with your staff!

[Family Information Fair](#)

Approved for Distribution _____

Peter Scott



April 12, 2024

To: Administrators
From: Chad Golden, Executive Director of Human Resources
Regarding: **Staff Awareness Days/Weeks**

Throughout the school year key days/weeks are dedicated to generating awareness and recognizing public school staff for their support of students, staff, buildings, and contributions to the community.

Awareness days/weeks for specific staff groups are noted below. Please take time to acknowledge the work that they do in support of a welcoming learning environment:

Awareness Days/Weeks:

April 22-26 – School Volunteers
May 6-10 – Teacher Appreciation
May 8 – School Nurses Day
May 13-17 – National Educational Bosses' Week

Approved for Distribution:

Chad Golden



Information Only

April 12, 2024

To: Principals & Assistant Principals
From: Mandy Shinn, Human Resources Director
Dave Peters, Director of Student Support Services
Kari Johnson, Health Services Supervisor
Regarding: **Washington State Department of Labor & Industries Updated COVID-19 Guidance**

On March 29, 2024 the Washington State Department of Labor & Industries (L&I) released updated guidance, [Basic COVID-19 Guidance for All Workplaces](#), for employers. This update is a reflection of the guidance from the [Centers for Disease Control and Prevention](#) and the [Washington State Department of Health](#), released in March 2024.

Approved for Distribution _____

Peter Scott