



Communications to Principals Packet

Relevant Content for Counselors | 2023-24

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

May 3, 2024

To: All Principals
From: Dr. Catherine Matthews, Director of Assessment and Research
Quiana Hennigan, Student Assessment Coordinator
Regarding: **Assessment Outlook for May**

Below, please find important assessment dates for May and June including brief updates and reminders.

May		
Elementary	Middle	High
<ul style="list-style-type: none">Gr. 1-2 i-Ready and ORF window opens 4/29		<ul style="list-style-type: none">AP Testing 5/6-17AP Late Testing 5/22-243-hour late start SBA ELA 5/213-hour late start SBA math 5/23
Coming in June		
<ul style="list-style-type: none">i-Ready Dyslexia and ORF window closes 6/7Early literacy intervention data entry due 6/7SBA/WCAS window closes 6/7SBA/WCAS Final Paperwork due 6/10	<ul style="list-style-type: none">SBA/WCAS window closes 6/7SBA/WCAS Final Paperwork due 6/10	<ul style="list-style-type: none">Seal of Biliteracy request for items due 6/3SBA/WCAS window closes 6/7SBA/WCAS Final Paperwork due 6/10

WA-AIM:

- Per the April 25 email to principals and school coordinators, all WA-AIM paperwork is due **Friday, May 3**.
- School Security Reports* must be completed and signed by principals **by May 3** for all schools with WA-AIM students. [Instructions here](#).

Smarter Balanced Assessment/Washington Comprehensive Assessment of Science:

- Reminder: As indicated in the April 14 item "[Preliminary SBA Scores Release](#)", administrators should not release individual student scores as they arrive in the Smarter Reporting System. Official district preliminary score release information and instructions on accessing the Smarter Reporting System are available in that item.
- Reminder: Scratch paper rules for Computer Adaptive Tests have changed to match PT and WCAS test scratch paper rules.

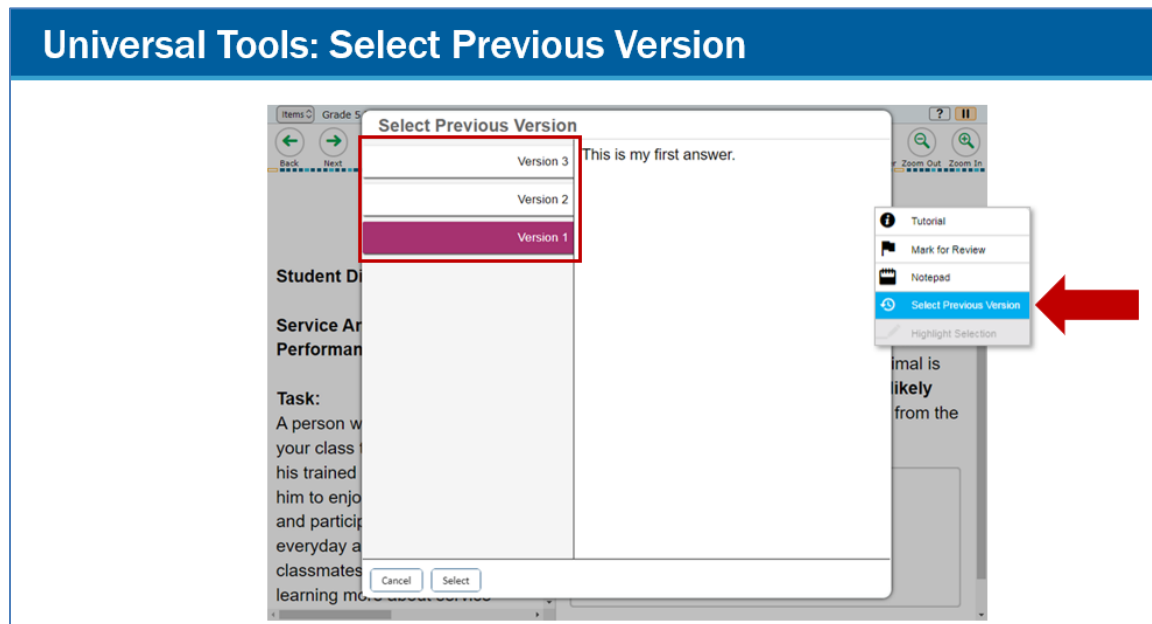
Approved for Distribution: _____

Shelley Boten

- SBA/WCAS Office Hours are available. Consider sharing with coaches, TIDE managers or other staff who are assisting in logistical support of testing.

Loose Topics	Date and Time	Zoom Information
Organizing Make-Up Sessions	May 7 @ 8:30am	https://everettsd.zoom.us/j/94384956538 Meeting ID: 943 8495 6538 Password: Smarter
Monitoring Progress High School Last Checks	May 9 @ 3:00pm	
	May 16 @ 3:00pm	
ARMS	June 7 @ 3:00pm	
	June 10 @ 3:00pm	

- If you would like additional training at your school on other assessment topics, please email [Quiana Hennigan](mailto:Quiana.Hennigan) to schedule a time.
- New in Secure Browser text entry boxes: Select Previous Version. Found in the three-line menu of large text boxes, students can click to look at older auto-saved versions of what they had typed. This is useful for students who accidentally overwrite or delete writing and want it back.



Required Action:

Please share with the appropriate staff.

Approved for Distribution:


Shelley Boten



Response/Action Required

May 3, 2024

To: High School Principals and CTE Building Admin
From: Anthony Anderson, Director of CTE, Choice Programs, Health & Fitness
Regarding: **CTE Teacher Drop-In Support**

Beginning next week, CTE will begin inputting CTE Conditional Certificate renewals for applicable teachers. To best help your teachers through the process or answer any questions they might have, our CTE Program Coordinator has set up a drop-in office hours schedule.

Below are the available windows. Please [use this link](#) to choose a day that works best for building. Susan will coordinate with your office manager to find the best location to work in your building and let your teachers know when she will be in your building.

Tuesday, May 7, 2024	12pm - 3:30
Wednesday, May 8, 2024	12pm - 3:30
Thursday, May 9, 2024	8:00-11:30
Thursday, May 9, 2024	12:30-4:00
Tuesday, May 14, 2024	7:30-11:00
Tuesday, May 14, 2024	12pm - 3:30
Wednesday, May 15, 2024	8:00-11:30
Wednesday, May 15, 2024	12:30-4:00
Monday, May 20, 2024	7:30-11:00
Monday, May 20, 2024	12pm - 3:30
Tuesday, May 21, 2024	7:30-11:00
Tuesday, May 21, 2024	12pm - 3:30

The intention will be to support teachers with minimal disruption to your building schedule. If you have questions or concerns about this process, please contact cte@everettsd.org.

Required Action:

Use this link to choose a date and time slot for Susan McCoard to hold drop-in office hours in your building for CTE Conditional Certificate support. [CTE Support Sign Up Sheet.xlsx](#)

Approved for Distribution:

Shelley Boten



Response/Action Required

May 3, 2024

To: All Building Administrators
From: Dave Peters, Director of Student Support Services
Regarding: **Mental Health Awareness Month Resources**

May is **Mental Health Awareness Month**. The Crisis Text Line (<https://www.crisistextline.org>) has created free downloadable toolkits for teachers, counselors, and other staff to help promote self-care practices for students while destigmatizing and fostering a safe environment for open dialogue about mental health.



[Download](#)



[Download](#)



[Download](#)

A focus on [empathy](#) is encouraged during this time of the school year, and schools may consider opportunities to revisit Second Step and/or RULER lessons that reinforce the importance of empathy in our interactions and relationships with others.

Second Step | Elementary – [all grade levels](#)

Unit 3: Empathy & Kindness

RULER | Middle School – [6th](#) | [7th](#) | [8th](#)

Unit 5: Empathy, Perspective-Taking, and Community Restoration

RULER | High School

Year 1, Unit 5, Lesson 17: [Exploring Empathy](#)

Required Action:

- Share this information with your teachers, counselor(s), and other student support staff.

Approved for Distribution _____

Peter Scott



Information Only

May 3, 2024

To: All Building Administrators
From: Dave Peters, Director of Student Support Services
Kari Johnson, Health Services Supervisor
Regarding: **National School Nurse Appreciation Day**

The National Association of School Nurses (NASN) has designated May 8th as National School Nurse Day. This day of recognition highlights the tremendous impact school nurses have in helping students achieve health and academic success by bridging health care and education.

Shortly, you will receive **Nurse Appreciation certificate(s)** through the inter-district mail. Please present this to your school Registered Nurse(s) in conjunction with your school-based recognition.

Here is a link to the [NASN School Nurse Day Tool Kit](#). It contains images and photo frames that you may use in any related communications highlighting the day.

Thank you for letting our nurses know the difference they make every day!!



Approved for Distribution _____

Peter Scott



May 3, 2024

To: All Building Administrators
From: Kelley Clevenger, Executive Director, Special Services
Regarding: **IEP/Evaluation Paperwork Paperless Project**

Starting Monday, May 6, 2024 Special Education staff will be able to go paperless with IEP compliance paperwork, which includes IEPs, evaluations, and other relevant documents, including signature pages.

During IEP meetings, staff will still gather signatures. Afterwards, they will upload the signed signature page to Special Programs.

Going paperless will be a significant benefit to our system overall, as it will reduce paper usage and the space required for files, while also providing staff continuous access to the students' special education records. This paperless system will also save time for staff by eliminating the need to drive documents to the CRC to meet compliance deadlines.

Special Education staff will receive step-by-step instructions on how to opt-in and accurately rename signature pages for accurate record-keeping in Special Programs.

We encourage staff to opt-in for the remainder of this year to enable us to roll out this system across all buildings, programs, and staff in the fall. Please connect with your staff, teachers, speech therapists, motor therapists, and school psychologists to encourage them to opt-in for the remainder of the year.

It is important to note that paperless will not be optional for the fall of 2024, and all staff must participate by uploading signature pages and other additions to special education documents.

Please reach out to your Special Services Director if you have questions.

Kelley Clevenger (KClevenger@everettsd.org)
Heather Brown (HBrown2@everettsd.org)
Beth Degrace (BDegrace@everettsd.org)
Katy Ramon (KRamon@everettsd.org)

Approved for Distribution

Peter Scott



May 3, 2024

To: Administrators and Office Staff
From: Dr. Chad Golden, Executive Director of Human Resources
Regarding: **Summer Hours for School Buildings & Administrative Offices**

School building office hours:

Elementary and Middle School Offices

- July 2 – August 2: closed
- August 5-9: closed to public (Elem & MS office staff return to work)
- August 9, Annual office personnel workshop
 - *Schools are closed to the public this day*

High Schools offices are open one-day a week throughout the summer

- The district website will list all summer building hours
- Each school should post office hours outside the main entrance door

Administrative Offices – Community Resource Center, Athletics, Maintenance, Transportation & Science Resource Center

Regular business hours through June 21, 2024

Summer hours –

Closed- Thursday, July 4 & closed to the public on Friday, July 5, 2024

Athletics & Activities office hours from June 24 to July 26, 2024:

- 7:30 am–4:00 pm, Monday through Friday

Community Resource Center office hours from June 24 to July 26, 2024:

- 7:30 am–4:00 pm, Monday through Friday

Employee work hours:

8 Hour Employees	7.5 Hour Employees
7:30 a.m. - 4:00 p.m.	8:00 a.m. – 4:00 p.m.
½ hour lunch	½ hour lunch

Maintenance office hours from June 24 to July 26, 2024:

- 7:30 am–4:00 pm, Monday through Friday

Science Resource Center office hours from June 24 to July 26, 2024:

- 7:30 am–4:00 pm, Monday through Friday

Transportation office hours from June 24 to July 26, 2024:

- 6:00 am–4:00 pm, Monday through Friday

Approved for Distribution:

Chad Golden



Information Only

May 3, 2024

To: All Principals and Administrators
From: Chris Fulford, Director of Categorical Programs
Regarding: **Language Access Resources**

Language access resources are available to all staff. You can find information in both [Docushare](#) and on the [Staff Language Access page](#) (sign in required). We have created a [Powerpoint](#) that includes links and a presentation video to help familiarize you with resources.

We have four vendors available to help with interpretations:

1. RISNW provides in-person interpreters for meetings and can make calls.
2. B & L provides in-person, virtual interpretation, and phone calls.
3. Language Link is a live phone interpretation service and has access to over 40 languages.
4. LionBridge is a live phone interpretation service and has access to 380 languages.

You can find available languages in Docushare and view the instructions to request services on the [accessing interpreters](#) page.

Please contact Megan Rude, Language Access Coordinator with any questions at ext. 4247 or email at mrude@everettsd.org.

Approved for Distribution:

Shelley Boten