



2023-24 Principals' Final Checklist & Summer Schedule

School: _____

Due Date	Contact	Description	Completed
May 31	G. Smith	Please only submit urgent or critical work order requests. Work orders should be submitted via Asset Essential work order system.	<input type="checkbox"/>
May 31	A. Perusse	Ensure office managers/records secretaries have reviewed the end of year KIT list with KIT BPPs and have made applicable changes in school plans for fall. Communicate any discrepancies or questions with KIT Office; KIToffice@everettsd.org.	<input type="checkbox"/>
June 1	C. Golden	Finalize annual evaluations for assistant principals and submit via email to evalHR@everettsd.org no later than June 1 for continuing assistant principals and for exiting assistant principals.	<input type="checkbox"/>
June 2	M. Gunder	Turn in procurement cards to the principal/administrator for safekeeping during summer break. NOTE: Procurement cards may be used at the discretion of the principal/administrator during the summer break provided there are trained personnel available to process the resulting paperwork on a weekly basis.	<input type="checkbox"/>
June 3	L. Fleckenstein C. Woods P. Misner	(High School Seniors Only) *first check if they are KIT, if so make sure ASB treasurers have contacted the KIT office for potential assistance. Mail letters or send a Blackboard Connect call to parents of seniors owing fine money, notifying them that transcripts will not be mailed until fines are paid.	<input type="checkbox"/>
June 3	L. Fleckenstein C. Woods P. Misner	Mail letters to parents of students owing fine money. If you prefer--- send out a Blackboard Connect to K-11 parents asking them to check online for any fines/fees, with the option to pay online, by check, or cash.	<input type="checkbox"/>
June 3	S. Yakovleff K. Spear	(High schools only) Run WA Seal of Biliteracy Eligible student list in Cognos and send a copy of the list to Bridget Sphung at the CRC. Verify that medallions are available for eligible students and that the seal is added to student diplomas (at the end of the school year and again in July when AP scores arrive). Also verify the seal is reflected on the final transcript of all eligible students.	<input type="checkbox"/>
June 3	N. Brown	Teachers submit special needs transportation requests for the 24/25 school year to the transportation department.	<input type="checkbox"/>
June 3	A. Anderson	Ensure that CTE teaching staff has completed their CTE Equipment Inventory Status (template provided to teachers) and emailed Jodi Jacobs and Shama Desarda.	<input type="checkbox"/>
June 6	C. Golden	Finalize in Frontline all evaluations for employees covered by the Everett Education Association by June 6	<input type="checkbox"/>

Due Date	Contact	Description	Completed
June 6	C. Golden	Finalize all annual evaluations for employees covered by the Everett Association of Paraeducators (paraeducators, career specialists, speech/language pathology assistants, ECEAP instructors, family specialists, graduation success coordinators, interpreter hearing impaired, and vision assistants) and for employees covered by the Everett Association of Educational Office Personnel (school level office staff). Return completed evaluations as a PDF via email to evalHR@everettsd.org no later than June 6.	<input type="checkbox"/>
June 7	K. Reeves	Respond to the summer information email sent by communications on May 15 to confirm school information.	<input type="checkbox"/>
June 8	A. Anderson	Please ensure that CTE Equipment Inventory list (sent from Shama Desarda to Office Managers on April 27) is completed and returned to Shama Desarda.	<input type="checkbox"/>
June 9	A. Anderson	Submit a list of teachers teaching CTE courses to Susan McCoard. She will ensure teachers have proper certification for their 2024-25 assignment. If a non-CTE teacher is assigned to a CTE course, she will check to see if the teacher can be conditionally (emergency) certified.	<input type="checkbox"/>
June 9	A. Anderson	(High Schools only) Submit CTE Dual Credit (formerly known as Tech Prep) grades to appropriate college of course on record and articulation agreement. In addition, ensure CTE Dual Credit staff submit student names to their building registrar so that credits are transcribed on the student's EPS transcript.	<input type="checkbox"/>
June 9	A. Anderson	(High Schools only) Ensure CTE teachers record student information in the space provided under District Assessments in the gradebook on type of industry certifications and work-based learning experiences taken in the course.	<input type="checkbox"/>
June 10	N. Brown	Submit order for all busing needs for summer activities to the transportation department. Out of area KIT students in need of summer transportation needs to go through our KIT office.	<input type="checkbox"/>
June 10	Q. Hennigan	All final spring state assessments required documentation turned into A&R and electronic forms filled out in EDS - TSA forms 1 and 2 for each trained staff member - State Assessment Training Log - ARMS Site Security Reports - Non-tested spreadsheet	<input type="checkbox"/>
June 12	N. Brown	(High Schools only) Collect all Adult ORCA public transit cards from high school seniors and return them to the transportation department. All other students may keep and use their cards through the summer.	<input type="checkbox"/>

Due Date	Contact	Description	Completed
June 14	A. Arnold	Submit the names of your Everett Ready Team (certs, paras, HRA) on provided spreadsheet or send to Rola Bachour	<input type="checkbox"/>
June 14	C. Ferreira	Record in the Office 365 form all of your required safety drills: (3) Fire, (3) Lockdown, (3) Earthquake and (1) Shelter-in-place. Also, please activate RAVE in conjunction with three of these drills. Please hold and record on Office 365 form, a minimum of three site-based safety committee meetings which must be held on or about: October, 31, 2023, February 29, 2024, May 31, 2024. Remember to email all safety committee meeting minutes to Anna Jacobsen.	<input type="checkbox"/>
June 14	K. Reeves	Have your Webmaster add your school's summer hours, including dates, days, and hours your school office is open or will be open, to the announcements section of your school website. Also, under "about" on your webpage, activate the "state of school information" page and update the information. Call if you have questions. Ensure your classroom supply lists are up to date and visible on the "Our School" tab of your school website to help parents prepare for school (and shop the before-school sales).	<input type="checkbox"/>
June 14	L. Fleckenstein C. Woods P. Misner	Enter Principal vacation days for the months of June, July, and August in Frontline Absence Management and email regional superintendents.	<input type="checkbox"/>
June 14	A. Tress	Turn into accounting all point of sale "End of Period" reports and bank deposits.	<input type="checkbox"/>
June 14	A. Tress	Send all invoices and reimbursement vouchers to accounting.	<input type="checkbox"/>
June 14	A. Tress	Complete district equipment checkout form for staff taking district equipment home for the summer, per Section 6.06 of the Business Information Manual and District policy 6571. Forward a copy to purchasing.	<input type="checkbox"/>
June 14	A. Tress	Complete all online receiving for goods and services that have been received.	<input type="checkbox"/>
June 14	A. Tress	Turn in all completed travel requests, statement of expenses, and mileage reports to accounting.	<input type="checkbox"/>
June 14	A. Tress	Receipt and deposit all cash and checks received by the school in the appropriate bank account before leaving for the summer break. Do not leave revenue (cash or check) in the building over the summer break.	<input type="checkbox"/>

Due Date	Contact	Description	Completed
June 14	A. Tress	Turn in all account code changes and corrections for September through May to accounting.	<input type="checkbox"/>
June 14	B. Beckley	Collect, sign in, and secure transitory inventory items from Students (laptops, Chromebooks, tablets etc.)	<input type="checkbox"/>
June 14	A. Tress	Turn in all imprest checkbooks, registers, and other imprest checking account paperwork to accounting.	<input type="checkbox"/>
June 14	A. Arnold	Confirm the number of kindergarten classrooms here and notify of any collapsed sections at your school so K kits can be packed /moved to other schools	<input type="checkbox"/>
June 14	B. Beckley	Staff change password in preparation for summer	<input type="checkbox"/>
June 16	K. Spear A. Arnold A. Anderson	CBA reporting requirements submitted to Academics Kalle Spear.	<input type="checkbox"/>
June 18	A. Arnold	Ensure kindergarten and TK inventories are complete, forms are signed and returned to Rola Bachour	<input type="checkbox"/>
June 18	K. Reeves	Review your principal message on your school website. Change as necessary and confirm that the message is okay for next school year. (No need to change your school's main phone greeting – those are centrally managed and switch to a summer greeting.)	<input type="checkbox"/>
June-24	S. Yakovleff	Review LMS Access User Spreadsheet 1) Indicate administrative users who should be removed or added to your school's access for the 2023-24 school year. 2) Review primaries and backups for key office roles and ensure they are assigned and updated for the 2023-24 school year.	<input type="checkbox"/>
June 20	C. Matthews	Complete preliminary order for Fall PSAT	<input type="checkbox"/>
June 20	K. Clevenger	Submit CollegeBoard assessment accommodations, particularly PSAT accommodations for 9th graders (who will be taking the PSAT early in the Fall of the 24-25 school year). Accommodations not submitted by June 20 will not be approved by CollegeBoard in time for PSAT.	<input type="checkbox"/>

Due Date	Contact	Description	Completed
June 20	K. Reeves	Post a message on your social accounts to have a great summer and indicate the account will not be monitored over the break.	<input type="checkbox"/>
June 20	B. Beckley	Ensure all room technology equipment is present and remains connected in the classroom. *Juno sound system is unplugged and the teacher/student microphone are in a secure location-ELEMENTARY ONLY *Laptop, Chromebooks, or iPads not in a cart are stored in a secure location *Nano/Doc Camera/Speakers/Mouse remain present and connected including secondary projectors *Interactive flat panel is unplugged from wall and power switch is set to "off" on the bottom of panel. Panel cables wrapped and hung on stand. *Interactive flat panel remote control and pens stored securely.	<input type="checkbox"/>
June 20	B. Beckley	Collect technology from all employees who are leaving the district. Create a Help Desk Work Order identifying location where item(s) are to be picked up.	<input type="checkbox"/>
June 20	B. Beckley	Ensure that all telephones remain plugged in and active in all areas of the building for the duration of summer. Telephones should not be moved from one location to another. If that is needed, submit a HelpDesk Work Order.	<input type="checkbox"/>
June 20	B. Beckley	Ensure all campus network communications rooms (MDF/IDF) are cleared of all building storage items for summer access and projects.	<input type="checkbox"/>
June 20	D. Peters K. Johnson	Secure the health services office. Ensure all medications have been sent home or prepared for disposal, all records are boxed and ready for transfer to long term storage, and sharps containers have been disposed of by maintenance.	<input type="checkbox"/>
June 21	A. Tress	If planning a personal absence of three or more consecutive days, please be sure you have a trained designated back up to facilitate any electronic approvals such as timecards, reimbursements, purchases, contracts, or other critical business needs.	<input type="checkbox"/>
June 21	S. Yakovleff	(High Schools only) Submit ticket with Signed Graduate Review List, and list of Associates Degrees for Graduates ("GM" and "GA" grads), to LMS for Mass Graduation in eSchoolPlus.	<input type="checkbox"/>
June 21	C. Ferreira	Collect and inventory all portable radios and ensure they are turned off and placed on their charger.	<input type="checkbox"/>
June 21	C. Ferreira	For those sites that have the badge access, please collect and inventory all elevator, portable, and bathroom badges. Please collect and return all Long-Term Substitute and Special Services Contractor badges to Christopher Ferreira and/or Anna Jacobsen.	<input type="checkbox"/>

Due Date	Contact	Description	Completed
June 21	P. Scott	All Restraint & Isolation information in eSchoolPlus. Email a copy of Restraint & Isolation form to Regional Executive Assistant, Linda York for Special Ed., Lindsey De Carteret for 504's. Originals retained by schools.	<input type="checkbox"/>
June 21	L. Fleckenstein P. Misner C. Woods G. Smith C. Ferreira K. Spear	Teacher/classroom check out: Emergency backpacks and clipboards turned into school designated space and accounted for. Any inventory discrepancies should be reported to the site Admin. Textbook inventory lists completed and turned in Library books need to be turned in to the library Classroom repairs need to be noted on Classroom Checkout Procedures form White boards must be clear/empty and have tape removed Student desks are empty, writing and tape are removed from surface (custodians will move furniture for floor cleaning) Teacher's desk and counters are clear Room needs to be orderly and clutter-free so custodians can clean surfaces Appliances (microwaves, refrigerators, etc.) removed Personal effects taken home Personal lamps, decorative lighting, window coverings removed Teachers Editions returned or checked out for summer	<input type="checkbox"/>
June 21	C. Ferreira	As a reminder, yellow backpacks in portables are assigned to them. Therefore, when a portable is moved, the backpack must travel with it to the new location.	<input type="checkbox"/>
June 21	G. Smith	Submit work order(s) to Maintenance via Asset Essentials for staff members leaving your building to have their supplies moved. Submit one work order per teacher/staff member please. The work order must include school and room number to be picked up from and school and room number to be delivered to. Please include the number of boxes to be moved on each work order request. Note: Up to 20 boxes per teacher/staff member (staff are responsible for moving personal items).	<input type="checkbox"/>
June 21	B. Beckley S. Yakovleff	Report cards, 100-Year Reports, and transcripts printed for students' files.	<input type="checkbox"/>
June 23	C. Matthews	Submit all required detailed bell schedules needed to complete the Minimum Basic Education Compliance (MBEC) report as explained in the Communication to Principals.	<input type="checkbox"/>
June 24	K. Spear	Submit names/subjects of teachers who need new teacher's editions for the 24-25 school year. This would include any veteran teacher or new hire teaching a new subject area or grade level where we do not have teacher's editions available.	<input type="checkbox"/>
June 25	C. Golden	Turn in paper timesheets for the payroll period of June 2 through June 20 to payroll. Online timesheet approval must be in process for approval completion this week.	<input type="checkbox"/>

Due Date	Contact	Description	Completed
June 28	M. Gunder	All Procurement Card reports must be submitted to Procurement for reconciliation	<input type="checkbox"/>
June 28	J. Willard	(High Schools only) Verify all grads are coded with a withdraw code of “Go”, “GM”, “GA” or “GI” and non-grads are active students in preparation for P210 Reporting.	<input type="checkbox"/>
June 28	M. Gunder	Persons with district issued cell phones who are terminating their employment should factory reset their cell phone and return to Procurement.	<input type="checkbox"/>
June 28	L. Fleckenstein C. Woods P. Misner	Turn in June mileage claims for Principals to the respective regional superintendent’s office.	<input type="checkbox"/>
June 28	G. Smith	Collect building keys from persons terminating district employment or leaving your building. Update or return keys in BusinessPlus that have been collected. Keys staff hold should be documented in BusinessPlus and a signed key checkout form on file in the office.	<input type="checkbox"/>
June 28	C. Ferreira	Deactivate the badge access level for your site in DNA Fusion and move the tenant to the "staff transfer tab" to await activation for their new location. Collect/Shred/Destroy badges from any staff who are ending their employment with the district. Notify Anna Jacobsen in Safety through email of all terminations, site moves for deletion of badges and Sonitrol pins. For questions or assistance email or call Anna Jacobsen at 425-385-5228.	<input type="checkbox"/>
June 28	C. Ferreira	Please notify Safey (Christopher Ferreira and /or Anna Jacobsen of any Rave Changes as Safety will be responsible for Rave system changes.	<input type="checkbox"/>
July 3	P. Scott S. Yakovleff	Resolve any outstanding errors regarding Discipline, Attendance, and CEDARS in Certify reports. Verify with Senja that all errors in CEDARS reporting are resolved. Data is reported to OPSI before eSchoolPlus rollover.	<input type="checkbox"/>
July 3	L. Fleckenstein C Woods P. Misner	Report any absences for staff and administrators for the payroll period of June 24 through June 28 via phone or into Frontline Absence Management. Absences not reported via phone or internet must be submitted to your regional superintendent’s office on a payroll absence verification form by July 3.	<input type="checkbox"/>
July 16-18	B. Beckley	eSchool Plus system down for annual rollover.	<input type="checkbox"/>
August 1	C. Golden	Turn in the supplemental days/extended work year verification form submitted by teachers to Chad Golden, Human Resources.	<input type="checkbox"/>
August 5	N. Brown	Submit transportation change requests for the 2024-25 school year to the transportation department.	<input type="checkbox"/>

Due Date	Contact	Description	Completed
August 5	L. Fleckenstein C. Woods P. Misner	Report any absences for the payroll period of July 1 through August 2 via phone or into Frontline Absence Management. Absences not reported via phone or internet must be submitted to your appropriate regional/deputy superintendent's office on a payroll absence verification form by August 5.	<input type="checkbox"/>
August 6	C. Golden	Turn in paper timesheets for pay period of June 21 through August 3 to payroll. Online timesheet approval must be in process for approval completion this week.	<input type="checkbox"/>
August 16	K. Reeves	Send names to Linda Carbajal if you want anyone other than the office manager and principal to have PEACHJAR accounts. Also, send her updated information if there are changes to district social media accounts or webmasters.	<input type="checkbox"/>
August 16	K. Reeves	Send to Jennifer Goodhart the name of the person(s) at your school who should be contacted when a parent's contact information needs to be changed or deleted in eSchool and/or Blackboard Connect. Also, please send names of any new employees who need school administrator access to Blackboard.	<input type="checkbox"/>
August 19	M. Shinn	Send an update as to who your volunteer coordinator will be to Carol Parris cparris@everettsd.org in Human Resources.	<input type="checkbox"/>
August 24	D. Peters	Identify the location of the nurse's office, and send this information to Kari Johnson (kjohnson5@everettsd.org)	<input type="checkbox"/>
August 24	K. Spear	Submit additional names/subjects of teachers who need new teacher's editions for the 24-25 school year. This would include any veteran teacher or new hire teaching a new subject area or grade level where we do not have teacher's editions available.	<input type="checkbox"/>
August 24	J. Willard	(High Schools only) Notify Senja Yakovleff, Chris Kummerle, and Jeanne Willard of summer graduates.	<input type="checkbox"/>
August 30	S. Cole	Submit all facility requests for the 2024-25 school year through FS Direct (School Dude). Elementary schools may schedule their designated school event nights each month for anticipated school needs, in addition to any pre-scheduled events. Community Services will activate and confirm by September 20, 2024.	<input type="checkbox"/>

Return this document to your regional superintendent by September 6, 2024

Principal Signature	Date
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