



Communications to Principals Packet

Relevant Content for Counselors | 2023-24

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 31, 2024

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

Below, please find important assessment dates for June and the summer brief updates and reminders.

June		
Elementary	Middle	High
<ul style="list-style-type: none">• i-Ready Dyslexia and ORF window closes 6/7 (Kindergarten 6/7)• WCAS window closes 6/7• SBA window closes 6/7• SBA/WCAS Final Paperwork due 6/10• WIDA Screener Paperwork due 6/10• Early Literacy Screening Intervention data reporting due 6/7	<ul style="list-style-type: none">• WCAS window closes 6/7• SBA window closes 6/7• SBA/WCAS Final Paperwork due 6/10• WIDA Screener Paperwork due 6/10	<ul style="list-style-type: none">• WCAS window closes 6/7• Seal of Biliteracy request for items due 6/3• SBA window closes 6/7• SBA/WCAS Final Paperwork due 6/10• WIDA Screener Paperwork due 6/10• PSAT Accommodations due 6/21
Summer		
<ul style="list-style-type: none">• i-Ready lessons available for grade K-5 students through 8/15		<ul style="list-style-type: none">• AP test scores released to student College Board accounts beginning 7/8

Smarter Balanced Assessment/Washington Comprehensive Assessment of Science:

- Any emergency medical exemptions that have not been formally approved must be emailed to [Quiana Hennigan](#) as soon as possible.
- SBA and WCAS school paperwork is due June 10. For details, see packet item: [“Spring Assessment Wrap-up”](#).
- Reminder: As indicated in the April 12 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

Approved for Distribution: _____

Shelley Boten

College Board:

- College Board permissions must be updated prior to leaving for break. Make sure at least one administrator at your school who will return in the fall has permissions and knows how to access College Board systems.
- PSAT: remind case managers and counselors that accommodation add/change requests should be submitted by June 14, but no later than the last day of school. PSAT is an online test taken each fall by all students in grade 10 and some in grade 11. Supports that are not submitted prior to summer break will not be approved in time for the test. Manuals and other materials available in [DocuShare](#).
- AP: Return voice recorders and proctor binders to Assessment & Research by June 7.
- AP: Test results will be released in July. Students who earn a 3 or higher on their AP language test are eligible for the Seal of Biliteracy. Registrars will apply student proficiency in eSchoolPlus come the fall.
- AP: Schools are responsible for recruiting retired staff to join their school's AP proctor pool. Retain proctor contact information for future use.

WIDA:

Administrators attending IEP meetings should be sure that ML students who are also qualified for special services have their testing accommodations entered for WIDA testing—even those in grades K-2 and 9.

i-Ready and Early Literacy Screening:

- Reminder, all students who complete the i-Ready diagnostic during the Spring window will have the most updated online learning path to utilize over the summer through August 15. Families who need a reminder on how to access i-Ready at home for their students can use [these directions for assistance](#).
- As indicated in the April 19 communication to principal “[2024 Early Literacy Screening Reporting Process](#),” all intervention reporting is due by June 7.
 - Reminder: data entry paraeducator information was due to Rola Bachour on May 6.

Performance Matters

- After rollover happens at the end of July, remember that you will not see students until students have been enrolled in at least one class in eSchoolPlus.

Minimum Basic Ed

- As indicated in the Principals' Final Checklist, please submit your school bell schedules no later than **June 24** to [Assessment and Research](#).
- See May 31 Packet item [Minimum Basic Education Compliance Reporting](#) for additional information and instructions.
- If you have questions, please contact Catherine Matthews prior to June 14.

Seal of Biliteracy

- The spreadsheet of grade 12 students that have earned the Seal of Biliteracy must be sent to [Amritha Imandi](#) by June 3.
- Please reference the *Communications to Principals* item “[World Language Assessment and Seal of Biliteracy](#)” from May 3 for additional information.

Approved for Distribution: _____



Shelley Boten

i-Ready

- Summer pathways are most accurate when students take the diagnostic near the end of the school year. Those in grade levels/subjects that are not required to take the spring diagnostic, are encouraged to provide the diagnostic so that student lessons are ready for summer.
- Students can access their pathways until August 15, when the system is closed to prepare for next year. If questions arise over the summer, the Assessment and Research office will be open at (425) 385-4051 or assessment@everettsd.org.

Required Action:

Please share with the appropriate staff.

Approved for Distribution:



Shelley Boten



Response/Action Required

May 31, 2024

To: Hiring Managers (Administrators and Supervisors)
From: Chad Golden, Executive Director of Human Resources
Regarding: **DATE CHANGE - Classified Job Fair, August 19**

As part of our strategic initiative, *F.1.a Recruitment and Retention*, it is our goal to enhance and expand recruitment and retention of a diverse workforce. Over the past several years we have experienced a shortage in our classified workforce.

In an effort to support our hiring managers in filling these positions, Human Resources is hosting a classified job fair at the CRC on **August 19, 3:00 – 7:00 p.m.** The goal of this event is to fill all remaining classified vacancies prior to the first day of school.

Hiring managers will be hiring on the spot to fill their vacancies.

Required Action:

Building administrators and district directors save the date on August 19 - plan on arriving by 2:00 p.m. for set-up and orientation.

Approved for Distribution:

Chad Golden



Response/Action Required

May 31, 2024

To: All Administrators and Directors
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **Diversity, Equity, and Inclusion Department Spring Newsletter**

"We embrace diversity as an essential asset; we are inclusive and treat our differences as a core strength." EPS Core Value

Please see the attached, [Actualizing Equitable Outcomes Newsletter – Spring 2024](#).

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

Quote of the Month

"We are greater than, and greater for, the sum of us."

– Heather McGhee

Author of *The Sum of Us: What Racism Costs Everyone and How We Can Prosper Together*

Contact Joi Odom Grant with questions and /or thoughts at x4137 or jgrant@everettsd.org

Require Action:

Please post this newsletter on your Diversity, Equity, and Inclusion bulletin board and share with your building staff or department staff.

Approved for Distribution

Peter Scott



Response/Action Required

May 31, 2024

To: All Elementary Building Administrators
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Andrea Cartwright, Director of Science and Engineering
Regarding: **2024-25 Elementary Science Adoption Process**

The P-5 Instruction team is excited to share that an elementary science instructional resource adoption process will occur during the 2024-25 school year. Newly adopted instructional resources will be implemented during the 2025-26 school year.

An Elementary Science Adoption Process Committee will form at the start of next year. This committee of elementary staff and stakeholders will meet for several sessions from October 2024 until April 2025 to review instructional resources in accordance with School Board Policy and Procedure 2311/2311P. A formal application for the committee will be available at the start of next school year, which will include specific information about the role of a committee member, meeting dates and tasks/activities, and overall timeline for the process. The committee will be comprised of the following staff and stakeholders:

- Primary Teachers (grades K-2)
- Intermediate Teachers (grades 3-5)
- Resource Teachers
- Achieve Teachers
- STEM/STEAM Specialists
- Port Gardner Teacher
- Elementary Instructional Coaches
- Multilingual Learner Coaches
- Elementary Building Administrators
- P-5 Instruction
- Learning Management Systems
- Special Services
- Multilingual Learner Facilitators
- Diversity, Equity, and Inclusion
- Community Members

Required Action:

- Please share the Elementary Science Adoption Process information with all staff.
- If teachers/staff have questions regarding the Elementary Science Adoption Process, please contact Andrea Cartwright, (acartwright@everettsd.org)
- Teachers/staff that would like to express interest in serving on the Elementary Science Adoption Committee should contact:
 - Andrea Cartwright, (acartwright@everettsd.org)
 - Shannon Lacey, (slacey@everettsd.org)

Approved for Distribution:

Shelley Boten



Response/Action Required

May 31, 2024

To: All Administrators and Directors
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **PRIDE in Everett Public Schools**

June is a time to recognize the diversity within Everett Public Schools. On Friday, May 31, Everett Public Schools will host the third annual PRIDE flag raising as a symbol of our commitment to inclusive belonging for all. We understand that this may be a time where our EPS community may have feelings of discomfort or division and we must remind our community the importance of ensuring that all students, families, and staff have a right to feel safe, supported, and seen. Any hate-driven violence, bigotry, or acts of exclusion will not be tolerated within our communities, especially in our schools.

Tough Truths – Why do we recognize PRIDE Month in Everett Public Schools?

The LGBTQIA+ community is integral part of the diversity within our district. Most importantly, national organizations including the Gay, Lesbian, and Straight Education Network (GLSEN) and The Trevor Project have conducted extensive [school climate](#) and [mental health](#) surveys have revealed the challenges that LGBTQIA+ youth face that directly impact their educational outcomes and wellbeing. For example, statistics have shown a significant association between anti-LGBTQIA+ victimization and disproportionately high rates of suicide risk within our LGBTQIA+ youth.

How does Washington and EPS support our LGBTQIA+ communities?

The School Board adopted the [Gender Inclusive Policy 3213](#) and Procedure [3213P](#) in June of 2016. This policy along with our [Equity Policy 0010](#) serves as the foundation to ensure a safe and inclusive environment for all students, staff, and families. Additionally, on June 1, 2022 our district hosted our first annual [PRIDE Day](#) within our district in which we raised the PRIDE flag in support of our LGBTQIA+ students, staff, and families. As well as presented the first [District PRIDE Statement](#).

Additional Supports:

- [Senate Bill 5462](#)
Requires inclusive learning standards and instructional materials in public schools.
- [OSPI Gender Inclusive Schools](#)
- District Policies
 - HIB Policy [3204](#) and Procedure [3204P](#)
 - [PRIDE Statement](#)
- School Clubs – Gay Straight Alliance Clubs present throughout our district
- Integration of Gender-Neutral Bathrooms

Approved for Distribution _____

Peter Scott

Upcoming District Recognition Events of 2024

1. [PRIDE Day at the CRC - Friday, May 31, 2024](#)
Everett Public Schools will host the third annual PRIDE Day at the CRC where we will raise the flag for the entire month of June as a symbol of our district commitment to inclusive belonging for all.
2. [PRIDE Night at the Ballpark - Friday, June 7, 2024](#)
Join the Diversity, Equity, and Inclusion Department for the first PRIDE Night at the Ballpark in partnership with the Everett AquaSox. \$2 from every ticket will be donated to the Everett Public Schools Foundation.

With this commitment at the forefront, the Diversity, Equity, and Inclusion Department has compiled a variety of different resources to:

- Expand our collective knowledge of the history, contributions, and experiences of the LGBTQIA+ community
- Expand our knowledge and understanding of key terms
- Share strategies and recommendations to enhance the experiences of LGBTQIA+ students in our community
- Provide books for students in grades K-12 that highlight the experiences of LGBTQIA+ children, adults, and families in authentic ways

These resources are not designed to teach LGBTQIA+ topics, but rather to deepen our knowledge, allow authentic opportunities for students to see themselves (serving as mirrors), and to gain some insight into the experiences of their classmates, neighbors, and friends (serving as windows).

[Celebrate LGBTQ PRIDE Month](#) by Learning for Justice

[Gay, Lesbian, and Straight Education Network](#)

[The Trevor Project Resource Center](#)

[Gender Diversity](#)

Additional resources that teachers may consider will be available on the [Diversity, Equity, and Inclusion](#) website under *National Observances & Additional Resources*.

Require Action:

Please post this on your Diversity, Equity, and Inclusion bulletin board and share with your building staff or department staff.



Response/Action Required

May 31, 2024

To: Administrators, Supervisors & Office Managers
From: Chad Golden, Human Resources Executive Director
Regarding: **Holiday - Juneteenth, Wednesday June 19**

As a reminder, Juneteenth is on Wednesday, June 19 and is a non-school student day and non-workday for the following staff:

School Term Staff (teachers, paras, office staff, food services, nurses, drivers)
Administrators
Office Staff
Professional Technical Staff
SEIU – non-260-day staff

The following will report to work as usual:

SEIU – 260-day staff
Trades

Required Action:

Please post in high-traffic staff areas, publish in communications, newsletters to staff.

Approved for Distribution:

Chad Golden