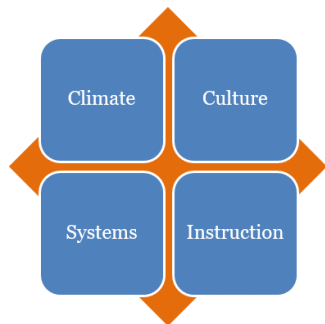


# New Administrator's Guide

Revised: 07/01/2024



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An electronic copy of the New Administrator Guide is available on DocuShare under Everett Public Schools Documents - Departments - Human Resources - Handbooks

## **THE HISTORY OF EVERETT**

Everett is the county seat of and the largest city in Snohomish County, Washington. It is 25 miles north of Seattle and is one of the main cities in the metropolitan area and Puget Sound region. Everett is the seventh-largest city in the state. The city is primarily situated on a peninsula at the mouth of the Snohomish River along Port Gardner Bay, an inlet of Possession Sound, and extends to the south and west.

A consortium of East Coast investors seeking to build a major industrial city acquired land in the area and filed a plat for "Everett", which they named in honor of Everett Colby, the son of investor Charles L. Colby. The city was incorporated in 1893, shortly after the arrival of the Great Northern Railway, and prospered as a major lumber center with several large sawmills.

Everett became the county seat in 1897 after a dispute with Snohomish contested over several elections and a Supreme Court case. The city was the site of labor unrest during the 1910s, which culminated in the Everett massacre in 1916 that killed several members of the Industrial Workers of the World. The area was connected by new interurban railways and highway bridges in the 1920s, transforming it into a major commercial hub, and gained an airport at Paine Field in 1936.

The city's economy transitioned away from lumber and towards aerospace after World War II, with the construction of Boeing's aircraft assembly plant at Paine Field in 1967. Boeing's presence brought additional industrial and commercial development to Everett, as well as new residential neighborhoods to the south and west of the peninsula that was annexed by the city. Boeing remains the city's largest employer, alongside the U.S. Navy, which has operated Naval Station Everett since 1992.

Everett remains a major employment center for Snohomish County, but has also become a bedroom community for Seattle in recent decades. It is connected to Seattle by Interstate 5 and various public transit services at Everett Station, including the Sounder commuter train, Amtrak, and commuter buses. Everett stages several annual festivals and is also home to minor league sports teams, including the Everett Silvertips at Angel of the Winds Arena.

## **THE HISTORY OF MILL CREEK**

The City of Mill Creek began as a planned residential community in the early 1970s located north of the I-405 Tech Corridor and south of Everett. Over the years, however, the area experienced a great deal of growth and quickly became an urbanized community and officially became the City of Mill Creek in 1983. In the early 1990s, the City began planning for a Town Center as a focal point for Mill Creek. After nearly a decade of planning and community involvement the construction of the Mill Creek Town Center began in July of 2002.

This creek that bisects the Town Center was informally named Smokehouse Creek because it flowed behind a business named “Larry’s Smokehouse”, which closed its doors in the 1990’s. In anticipation of the Mill Creek Town Center, former Council Member Jon Pazevic suggested that the creek be officially named Mill Creek, after the name of the city. In December of 2000, the Washington State Board on Geographic Names granted the City of Mill Creek, a Mill Creek, to formalize the City’s geographic identity and relevance in reinforcing the City’s name.



## Human Resources Contact Information

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### **Assistant Superintendent**

Chad Golden  
[cgolden@everettsd.org](mailto:cgolden@everettsd.org) 425/385-4109

### **Executive Assistant**

Jean Hanson  
[jhanson@everettsd.org](mailto:jhanson@everettsd.org) 425/385-4103

### **Director—HR Partner, Schools**

Mary O'Brien  
[Mo'brien@everettsd.org](mailto:Mo'brien@everettsd.org) 425/385-4106

### **Director—HR Partner, Departments**

Mandy Shinn  
[mshinn@everettsd.org](mailto:mshinn@everettsd.org) 425/385-4129

### **Director—Compensation & Benefits**

Gayla Jenner  
[gjenner@everettsd.org](mailto:gjenner@everettsd.org) 425/385-4169

### **Supervisor—Payroll & Benefits**

Carlye Voigtsberger  
[cvoigtsberger@everettsd.org](mailto:cvoigtsberger@everettsd.org)  
425/385-4270

### **Substitute Services**

[subservices@everettsd.org](mailto:subservices@everettsd.org)  
425/385-4111

### **Employment Services**

Trish Chambers  
[tchambers@everettsd.org](mailto:tchambers@everettsd.org)  
425/385-4113

### **HR Specialist**

Jeff Russell  
[jrussell@everettsd.org](mailto:jrussell@everettsd.org)  
425/385-4101

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**EVERETT ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL (EAEOP) 2024-25**

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President:	Sukawt Al-Mansouri	425-385-7001	<a href="mailto:SAIMansouri@everettsd.org">SAIMansouri@everettsd.org</a>
Vice President:	Colleen Denny	425-385-4186	<a href="mailto:CDenny@everettsd.org">CDenny@everettsd.org</a>
PSE Representative:	Nicki Lenssen / PSE	360-393-9040 (cell)	<a href="mailto:nlenssen@pseofwa.org">nlenssen@pseofwa.org</a>
	PO Box 798	253-876-7451	
	Auburn, WA 98071		

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**EVERETT ASSOCIATION OF PARAEDUCATORS (EAP)**

---

President:	Laura Rogers	425-385-5641	<a href="mailto:LRogers@everettsd.org">LRogers@everettsd.org</a>
		425-343-7553 (cell)	
1st Vice President:	Jill Jackson	425-385-6103	<a href="mailto:JJackson@everettsd.org">JJackson@everettsd.org</a>
PSE Representative:	Nicki Lenssen / PSE	360-393-9040	<a href="mailto:Nlenssen@pseofwa.org">Nlenssen@pseofwa.org</a>
	PO Box 798	253-876-7451 (cell)	
	Auburn, WA 98071		

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**EVERETT ASSOCIATION OF SCHOOL ADMINISTRATORS (EASA)**

---

Co-President:	Kelly Bell	425-385-6291	<a href="mailto:kbell@everettsd.org">kbell@everettsd.org</a>
Co-President:	Jacob Ellsworth	425-385-4690	<a href="mailto:jellsworth@everettsd.org">jellsworth@everettsd.org</a>

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**EVERETT COACHES & EXTRACURRICULAR ASSOCIATION (ECEA)**

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President	Joel Vincent (Jackson High)	425-385-7000	<a href="mailto:JVincent@everettsd.org">JVincent@everettsd.org</a>
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**EVERETT EDUCATION ASSOCIATION (EEA)**

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President:	Jared Kink	425-259-0622	<a href="mailto:Jkink@washingtonea.org">Jkink@washingtonea.org</a>
	2710 Grand Ave	206-779-4080 (cell)	
	Everett, WA 98201		

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**PILCHUCK UNISERV COUNCIL (TEACHER'S REPRESENTATIVE - EEA)**

---

Representative:	Adam Goldstein	360-318-3384 (cell)	<a href="mailto:Agoldstein@washingtonea.org">Agoldstein@washingtonea.org</a>
	Arden Watson	425-258-3697 (office)	<a href="mailto:Awatson@washingtonea.org">Awatson@washingtonea.org</a>
	2710 Grand Ave		
	Everett, WA 98201		

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**EVERETT HEALTH & SAFETY ASSOCIATION (EHSA)**

---

President:	Laura Peterson	425-385-5265	<a href="mailto:LPeterson2@everettsd.org">LPeterson2@everettsd.org</a>
Representative:	Adam Goldstein / Pilchuck	360-318-3384 (cell)	<a href="mailto:Agoldstein@washingtonea.org">Agoldstein@washingtonea.org</a>
	Uniserv	425-258-3697 (office)	

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**PACIFIC NW REGIONAL COUNCIL OF CARPENTERS (PNWRCC)**

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Steward:	TBD		<a href="#">TBD</a>
Representative:	Paul Galovin	425-272-3233 (cell)	<a href="mailto:PGalovin@nwcarpenters.org">PGalovin@nwcarpenters.org</a>
	PNWRCC		

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**SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU 925)**

---

President:	Brian Holmes	425-290-2821	<a href="mailto:BHolmes@everettsd.org">BHolmes@everettsd.org</a>
Organizer/Representative:	Grant Engle, SEIU Local 925		<a href="mailto:GEngle@seiu925.org">GEngle@seiu925.org</a>

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**TEAMSTERS (VAN/BUS DRIVERS)**

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Steward:	Kim Meacham		<a href="mailto:KMeacham@everettsd.org">KMeacham@everettsd.org</a>
	John Ravetto		<a href="mailto:JRavetto@everettsd.org">JRavetto@everettsd.org</a>
Organizer/Representative:	Tami Brady, Teamsters	425-252-3800 x228	<a href="mailto:tbrady@teamsters38.org">tbrady@teamsters38.org</a>
	Local 38		
	2601 Everett Ave		
	Everett, WA 98258		

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**EVERETT ASSOCIATION OF PROFESSIONAL-TECHNICAL EMPLOYEES (EAPT)**

---

Co-President:	Wendy Snider	425-385-4188	<a href="mailto:WSnider@everettsd.org">WSnider@everettsd.org</a>
Co-President:	Dave Passey	425-385-4205	<a href="mailto:DPassey@everettsd.org">DPassey@everettsd.org</a>

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# Everett School Dist 2

## ARE YOU AWARE OF YOUR 403(b) BENEFIT?

### THE OPPORTUNITY

You have the opportunity to save for retirement by participating in your Employer's 403(b) retirement plan. A 403(b) plan is a retirement plan for certain employees of public schools, tax-exempt organizations and ministries. We recommend that all employees visit our education page which can be found here:

<https://www.omni403b.com/Employees/Education>

### WHY SAVE WITH 403(b)?

1. You do not pay income tax on allowable contributions until you begin making withdrawals from the plan, usually after your retirement.
2. Investment gains in the plan are not taxed until distribution.
3. Generally, retirement assets can be carried from one employer to another.

### Future retirement savings value assuming 6% growth

Monthly Contributions	5 Year	15 Years	20 Years
\$50	\$3,489	\$14,541	\$23,102
\$200	\$13,954	\$58,164	\$92,408
\$500	\$34,885	\$145,409	\$231,020

### HOW CAN I PARTICIPATE?

Prior to contributing you must open an account with an investment provider authorized in the Plan, a list of which is available on the right. You may then complete a Salary Reduction Agreement (SRA) online at:

<https://www.omni403b.com/SRA>

If you are already contributing to your Employer's Plan and you want to change your contribution amount or investment provider, simply complete and submit a new SRA. You can begin or change your contributions as soon as your next payment cycle following our receipt of a completed SRA.

### HOW MUCH CAN I CONTRIBUTE ANNUALLY?

In 2023 you may contribute up to \$22,500 if you are 49 years of age or below and up to \$30,000 if you are 50 years of age and over. You may also be entitled to additional catch-up provisions like the 15 Year Service Catch-up. Please contact OMNI's Customer Care Center at **877.544.6664** for further details

Contribution Limits		15 Yr. Service Catch-up (if eligible)	Maximum Employer Contributions	Combined Limit	
Age 49 & below	Age 50 & above			Age 49 & below	Age 50 & above
\$22,500	\$30,000	\$3,000	\$66,000	\$66,000	\$73,500

### LOOKING FOR HELP?

Click the link below for an investment professional to reach out to you.

<https://www.omni403b.com/PlanDetail>

New accounts may be opened with the following approved service providers.

AMERIPRISE FINANCIAL RIVERSOURCE  
ASPIRE FINANCIAL SERVICES  
COREBRIDGE FINANCIAL FORMERLY AIG VALIC  
EQUITABLE FORMERLY AXA  
FIDUCIARY TRUST CO OF NEW HAMPSHIRE  
GLOBALATLANTIC FINANCIAL GROUP  
HORACE MANN LIFE INS CO  
INDUSTRIAL ALLIANCE SEC BEN  
INVESCO OPPENHEIMERFUND  
LINCOLN INVESTMENT PLANNING  
NY LIFE INS ANNUITY CORP  
PENSERV SMARTSAV FORMERLY FORESTERS  
PLANMEMBER SERVICES CORP  
ROTH ASPIRE  
ROTH COREBRIDGE FINANCIAL FORMERLY AIG VALIC  
ROTH EQUITABLE FORMERLY AXA  
ROTH LINCOLN INVESTMENT  
ROTH PENSERV SMARTSAV FORMERLY FORESTERS  
ROTH SECURITY BENEFIT  
ROTH VANGUARD FIDUCIARY TRUST CO  
SECURITY BENEFIT  
THRIVENT FINANCIAL FOR LUTHERANS  
VANGUARD FIDUCIARY TRUST CO  
VOYA FINANCIAL RELIASTAR



# **BENEFITS DEPARTMENT**

[Benefits@everettsd.org](mailto:Benefits@everettsd.org)

425-385-4115

Komal Batth (last names A-K)

[kbath2@everettsd.org](mailto:kbath2@everettsd.org)

425-385-4128

Linnea Mulvaney (L-Z)

[lmulvaney@everettsd.org](mailto:lmulvaney@everettsd.org)

425-385-4116

The benefits department is your main contact for 3 major areas: Health insurance enrollment, leaves of absence, and Workers Compensation.

## **HEALTH INSURANCE:**

For all school employees in the state of Washington who meet eligibility criteria, health insurance benefits are administered by the Washington State Healthcare Authority / School Employee Benefits Board, or SEBB. First launched on January 1<sup>st</sup>, 2020, SEBB provides school employees with benefits including; Medical insurance, dental insurance, vision insurance, life and accidental death and dismemberment insurance, long term disability insurance, optional life and long-term disability, optional Flexible Spending Arrangement or Health Savings Account. You can read more about plans offered through the SEBB Program and how to enroll in the enrollment guide, here: <https://www.hca.wa.gov/assets/pebb/20-0049-school-employee-enrollment-guide-2024.pdf>

Or visit the school employee's website, here: <https://www.hca.wa.gov/employee-retiree-benefits/school-employees>

## **IMPORTANT NOTES ABOUT SEBB:**

- **DO NOT DELAY!** While enrollment is not necessary challenging, the enrollment process is TIME CONSUMING and may need to be broken up over several days. Begin the process as soon as possible to avoid frustrations.
- Your dependents will need to be verified if you wish to carry them on your coverage. This means you will need to upload various documents to prove your relationship.
- If you are transferring from another Washington State school district and will not have a break in service of greater than a full calendar month, you will have uninterrupted coverage.

## **LEAVES OF ABSENCE:**

Absences that will reach a 6<sup>th</sup> consecutive day need prior approval through the benefits department. The type of leave will determine which forms will be required. Please reach out to us to discuss the type of leave that will best suit your or your employee's needs. More information can be found on our website:

<https://www.everettsd.org/site/default.aspx?PageID=41439>

## **ON-THE-JOB INJURIES:**

Safety and health standards should be incorporated into all aspects of the district's operations. Employee safety is important to us. Employees who are injured at work **must report the incident to a supervisor immediately and are required to call the Nurse Triage Helpline at 1-833-928-6877 whether medical care is sought or not.** Visit our On-The-Job Injuries page for more information: <https://www.everettsd.org/Page/14939>

## **EMPLOYEE ASSISTANCE PROGRAM:**

Everyone needs a little help now and then. Change can create stress. Routine can create stress. Life is full of challenges and surprises, ups and downs, highs and lows. It's natural to feel sometimes like there's just too much to handle. You're not alone. [Magellan Health Services](#) provides confidential EAP services for all employees and their families. Enrollment in a medical plan is not required for this service. **Professional Consultation** Call 1-800-523-5668

The benefits office is here to serve you! Never hesitate to reach out with questions.



## Hiring Quick Guide – Start to Finish

Employment Services

Documents Needed	External Certificated	External Classified	Internal Certificated	Internal Classified
<a href="#">Personnel Action Form (PAF)</a>	(1) HR approved PAF required for each open position	(1) HR approved PAF required for each open position	(1) HR approved PAF required for each open position	(1) HR approved PAF required for each open position
<a href="#">Date Stamped Candidate List for Screening</a>	<b>1 (Upload Portal: 2-C)</b>	<b>1 (Upload Portal: 2-C)</b>	---	<b>1 (Upload Portal: 2-C)</b>
<a href="#">Rubric for Classified Applicants</a>	---	(1) Rubric for every applicant that will be interviewed <b>(Form 1-B)</b>	---	(1) Rubric for every applicant that will be interviewed <b>(Form 1-B)</b>
<a href="#">Classified Screening Tally Sheet</a>	*See Interview Tally Sheet	<b>1 (Form 2-A)</b>	---	<b>1 (Form 2-A)</b>
<a href="#">Interview Questions &amp; Uploading Interview Materials</a>	All interview questions or testing materials for every interviewed candidate must be uploaded <b>(1 Upload Portal: 2-C)</b>	All interview questions or testing materials for every interviewed candidate must be uploaded <b>1 (Upload Portal: 2-C)</b>	*Must complete conversation(s) with all internal applicant(s)	All interview questions or testing materials for every interviewed candidate must be uploaded <b>1 (Upload Portal: 2-C)</b>
<a href="#">Confidentiality and Ethics Form</a>	(1) for each interviewer completed for school year <b>(Form 2-E)</b>	(1) for each interviewer completed for school year <b>(Form 2-E)</b>	---	(1) for each interviewer completed for school year <b>(Form 2-E)</b>
<a href="#">Telephone Reference Checks</a>	(2) total reference checks. Both within the last 3 months and 1 of the 2 must be from a recent supervisor. <b>(Form 3-A)</b>	(2) total reference checks. Both within the last 3 months and 1 of the 2 must be from a recent supervisor. <b>(Form 3-A)</b>	---	(1) if transferring to a new building/supervisor, none if staying under the same supervisor. <b>(Form 3-B or 3-D)</b>
<a href="#">Interview Tally Sheet</a>	<b>1 (Form 2-B)</b>	<b>1 (Form 2-B)</b>	---	<b>1 (Form 2-B)</b>
<a href="#">Hiring Recommendation Form</a>	Depending on position <b>(Forms 4-A or 4-B)</b>	Depending on Position <b>(Forms 4-C, 4-D, 4-E, 4-F, 4-G, or 4-N)</b>	---	Depending on Position <b>(Forms 4-C, 4-D, 4-E, 4-F, 4-G, or 4-N)</b>

The [Supervision & Evaluation Manual](#) is located in DocuShare. You must log in to DocuShare to see the evaluations folder. Use the following path in DocuShare or the following link to navigate to the Supervision & Evaluation Manual.

DocuShare path: Everett Public Schools Documents – Departments – Human Resources – Evaluations

Link: <https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-127540/Supervision%20Manual%20Table%20of%20Contents.pdf>



## SUPERVISION AND EVALUATION

### [Annual Performance Evaluation Timelines](#)

#### **Certificated Employee Evaluation Process**

##### [Evaluation Selection Form](#)

Which form do I use outlines which staff is to be evaluated by which Frontline process.

##### [Certificated Non-Supervisory Employee Evaluation](#)

###### Annual Performance Timelines

- Summative Evaluation due dates for all employee groups
- [RCW 28A.405.100](#) Minimum criteria for the evaluation of certificated employees

###### TPEP Evaluation Resources

- TPEP Handbook
- Evaluation Selection step by step for TPEP
- TPEP Year at a Glance for Evaluators – Comprehensive
- TPEP Year at a Glance for Evaluators – Focused
- Teacher Student Growth Goals step by step
- Focused Goal Setting Cheat Sheet
- Danielson Framework for Teaching Rubrics by WA State
- Student Growth Goal Pilot

###### ESA Librarians, Instructional Coaches, and CRC Facilitators Resources

- LTCEP Professional Growth Plan step-by-step guide
- ESA Librarian Framework
- ESA Instructional Coaches and CRC Facilitator Framework

###### ESA Counselors/Social Workers, and Itinerant (SPED) Evaluation Resources

- ESA Year at a Glance for Evaluators – Regular
- SLP Pilot Rubric
- OT/PT Pilot Rubric

###### Athletic Coordinators (HS Only)

- AC Evaluation Selection Form
- AC Professional Growth Plan

###### Frontline Quick Guides: "Cheat Sheets" evaluators using the Frontline Professional Growth tool

- Acknowledging a Form – Frontline Professional Growth
- Adding Rubric Codes for the Evidence Collection Tool
- Alternative Ways to Access Frontline
- Evidence Tool Collection – Entering Evidence

# HRIS:

## HR Information System overview for NEW EMPLOYEES

PO Box 2098  
Everett, WA 98213  
[www.everettsd.org](http://www.everettsd.org)  
*Revised 06.27.2024*



# Welcome to Everett Public Schools!

We have several information systems within Human Resources that are integral to your employment at Everett Public Schools. Within this document are training briefs for these systems.

## **Frontline - Absence Management** – absence substitute management system

- How to create an absence
- Managing your personal information
- Accessing absence management on the phone

## **Frontline - Professional Growth** – Professional Development system

- Setting up your account
- Registering for professional development activities

## **Frontline – Recruiting & Hiring** – employment system

- Hiring guides linked in the Supervision Manual (see page 12)

## **Vector Training (formerly SafeSchools)** - Online mandatory safety training

- How to log into your account
- Taking your mandatory trainings

## ABSENCE REPORTING

- All staff members are required to report their absence no later than the day of the absence via the Frontline absence management system even if a substitute is not required.
- Office staff cannot create your absence on your behalf.
- If not reported on the day of the absence, an [absence verification form](#) is required.

## REASON CODES FOR ABSENCES

- |  |  |
|--|--|
| 1. Illness   | required)  |
| 2. Serious Family Illness<br>(Verification form required)    | 10. Religious Holiday                                      |
| 3. Personal Day (EEA)  | 11. Military Leave   |
| 4. Vacation (prior approval required)<br>(EAEOP/SEIU/TRADES) | 12. Association/Union (Prior<br>approval required)         |
| 5. Subpoena/Court  | 13. L&I Disability   |
| 6. Jury Duty (Verification form required)                    | 14. Birth/Adoption   |
| 7. Emergency (Verification form required)                    | 19. Washington PFML  |
| 8. Unpaid Leave (Prior approval required)                    | 27. Witness/District Court<br>(Verification form required) |
| 9. Bereavement (Verification form                            | 32. Personal Day (Classified) (Prior<br>approval required) |

## UNPAID LEAVE

Any unpaid leave must be pre-approved by the immediate supervisor prior to the leave being taken. Additionally, unpaid time will receive review by the Human Resources department.

## LONG-TERM LEAVE & WORK RESTRICTIONS

When an employee is on a long-term leave (medical, personal, childcare, etc.) they **may not** work for the District or anywhere else for the duration of their leave, without prior approval from the Benefits office. They may not attend classes offered by the district, attend LID, in-service or other professional development days, nor may they work as a substitute in any capacity.

Questions about leave of absence requests please contact Benefits.

- Benefits Coordinators:
  - Linnea Mulvaney 425-385-4116
  - Komal Batth 425-385-4128
  - [benefits@everettsd.org](mailto:benefits@everettsd.org) 425-385-4115

Questions about absence reporting contact Substitute Services.

- Substitute Coordinators:
  - Shelly Gross 425-385-4289
  - Catherine Adams 425-385-4124
  - [subservices@everettsd.org](mailto:subservices@everettsd.org) 425-385-4111

## **ADDITIONAL ABSENCE REPORTING TIPS**

- Confirm your work schedule and location every year. You can do this by clicking on "Create an Absence". Request changes with your building office manager or contact [subservices@everettsd.org](mailto:subservices@everettsd.org) 425-385-4111.
- Schedules with multiple locations or classifications must enter an absence for each schedule, select alternate schedule in the drop down menu.
- Ensure the absence times are correct for both the employee and the substitute, even though certificated subs are paid in full and half days increments, the times need to reflect the actual time absent for the employee and hours worked for the substitute.
- Receive email confirmations of absences and cancellations by updating your e-mail address in your Frontline profile.
- When creating an absence, create a variation for multiple absence reasons, within the same absence.
- Update your 'Preferred Substitute List' and 'Five Favorite Substitutes List' in Frontline via your preferences.
- Within your Frontline profile, you can review or cancel absences and review the assigned substitute.
- Add relevant files to your Frontline profile, which will be available to every absence created automatically (Seating Charts, Classroom expectations, etc.)
- Refer to your school/department office manager for school schedules when reporting less than a full day absence.
- Certificated long-term subs (21+ days) must be approved by Human Resources prior to placement.

## **Contact Information**

Substitute Services Human Resources  
6:30am – 4:30pm  
425-385-4111  
[Subservices@everettsd.org](mailto:Subservices@everettsd.org)

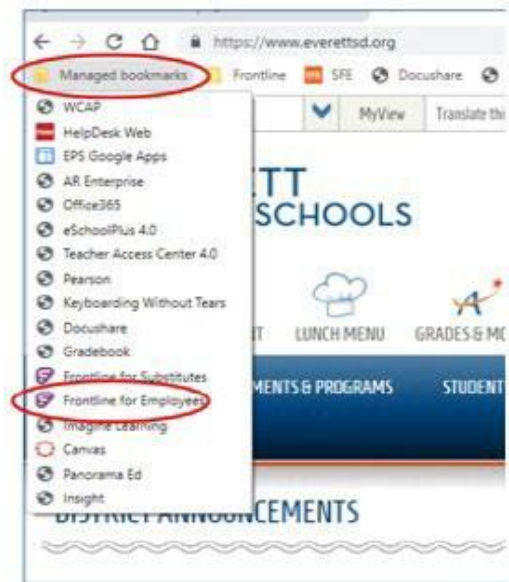
**All staff members are required to report their absence via the Frontline absence management system even if a substitute is not required**

## LOGGING IN ON THE WEB

**Frontline for Employees** (Managed Bookmarks in Google Chrome)

<https://login.frontlineeducation.com/sso/everettsd>

If you have not yet logged into Frontline with the new link, please do so. No login credentials will be required within the district network.



## CREATING AN ABSENCE


You can enter a new absence from your Absence Management home page under the Create Absence tab. Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click **Create Absence**. Use the 'Advanced Mode' button to create a variation (i.e. [multiple absence reasons](#) or locations in the same absence series.)

A screenshot of the 'Create Absence' form in the Frontline system. The form is divided into several sections. At the top, there are tabs for 'Create Absence', '3 Scheduled Absences', '1 Past Absences', and '0 Denied Absences'. The 'Create Absence' tab is active. Below the tabs, there is a calendar for April 2018 with the 27th selected. To the right of the calendar, there are fields for 'Substitute Required' (set to 'Yes'), 'Absence Reason' (a dropdown menu), 'Time' (set to 'Full Day' with a time range of 07:00 AM to 03:00 PM), 'Notes to Administrator' (not viewable by Substitute), and 'Notes to Substitute'. There is also a 'FILE ATTACHMENTS' section with a 'DRAG AND DROP FILES HERE' area and a 'Choose File' button. At the bottom right, there are 'Cancel' and 'Create Absence' buttons.



## CREATING AN ABSENCE

Using the “Account” option, you can manage your personal information, change your PIN number, [upload shared attachments](#) (lesson plans, classroom rules, etc.), manage your [preferred substitutes](#), and more.



The screenshot shows a web interface for 'Personal Info'. On the left is a sidebar with links: 'Personal Info' (selected), 'Change Phone Pin', 'Shared Attachments', 'Preferred Substitutes', 'Excluded Substitutes', and 'Absence Reason Balances'. The main content area is titled 'Personal Info' and contains a 'General Information' section with the following fields: 'Name: Amy Pond', 'Phone: 8105553747', 'Email Address: Apond@education.com', 'Title:', and 'Room Number: Main Office'. Below this is a 'Language' field set to 'English' with a note: 'Your language preference can be changed in your Account Settings.' At the bottom is an 'Address' section.



## GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click **Help Resources** and select Frontline Support. This opens a knowledge base of help and training materials. You may also contact Substitute Services at ext. 4111.

## ABSENCE MANAGEMENT VIA THE PHONE

In addition to web-based, system accessibility, you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call the Absence Management system, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign) and then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – Press 1
- Review upcoming absences – Press 3
- Review a specific absence – Press 4
- Review or change your personal information – Press 5

If you create an absence over the phone, please note the confirmation number that the system assigns the new absence, for future reference.



## Frontline: Professional Growth

### Navigating Your Info and Learning Plan

When logging into Frontline: Professional Growth, you will see options to view **My Info** and **Learning Plan** on the Navigation Bar.

**NAVIGATION**

Insights

**My Info**

Learning Plan

Activity Catalogs

Activities

Forms

Administration

**MY INFORMATION**

My Evaluations

My File Library

My User Profile

**PORTFOLIO**

My Portfolio

View All

View By Goal

View By Purpose (Current)

View Current Year

View Denied Requests

View In Progress

View My Activities

**TRANSCRIPT**

Download Transcript

Print Transcript

**My Info**, you will be able to:

- Update your profile information, view your **User Profile**. This includes your notification settings, your email address, your assignment location, department (where applicable) and subject area
- View **My Portfolio** to see classes you've taken.
- Click on completed activity to complete required course evaluation.

▼ 2 Meeting(s)

#	Date	Time	Locat
1.	Tue Jul 10, 2018	9:00 am to 12:00 pm	here
2.	Mon Jul 23, 2018	9:00 am to 12:00 pm	there

test

Evaluation Required

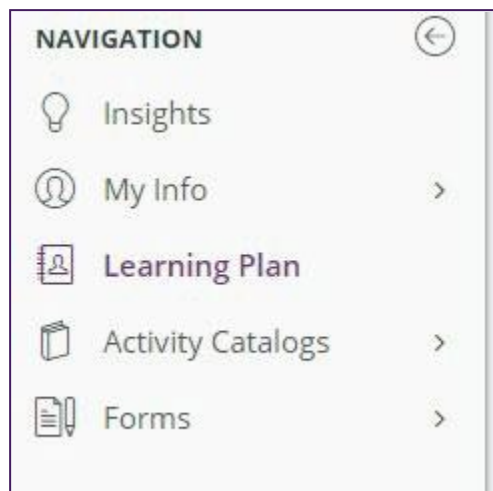
▼ Ap,



## Frontline: Professional Growth

### Navigating Your Info and Learning Plan

To find additional professional development information, select **Learning Plan** from your navigation menu.



From Learning Plan tab, you will find:

- **Wait List**- if you have signed up for an activity, but the class list was full, you will automatically be added to the wait list.
- **Pending Prior Approval** – sometimes an instructor may want to restrict who can take an activity. If the instructor is still monitoring, your name will be here until approved or denied.
- **Approved and/or In-Progress** – all upcoming and in- progress activities will be listed here.
- **Instructor has Confirmed or Awaiting Final Credit** this is for sessions awaiting attendance. If these are empty, it means you've been marked as attended.
- **Recently Completed** is where you will find activities that have recently ended.
- The clipboard icon identifies an evaluation is required. Select **Manage** next to the activity and then select the evaluation to complete it.

My Requests - Dean Sample - TEST ACCOUNT

Actions	Activity Title	Start Date	End Date
Save as Draft (0 Record(s))			
-- no records --			
Wait List (0 Record(s))			
-- no records --			
Pending Prior Approval (0 Record(s))			
-- no records --			
Approved and/or In-Progress (0 Record(s))			
-- no records --			
Instructor Has Confirmed Attendance (0 Record(s))			
-- no records --			
Awaiting Final Credit (0 Record(s))			
-- no records --			
Denied (0 Record(s))			
-- no records --			
Recently Completed (2 Record(s))			
Manage	test test 18073199	07/10/2018	07/23/2018
Manage	Test course 06/01/2018	06/01/2018	06/01/2018

View My Portfolio for full list

Details

18073199

Owner/Manager: SUSAN MCCOARD - SMccoard@everettsd.org

Requester(s): SUSAN MCCOARD

Requesting(s)

Date	Time	Location
Tue Jul 10, 2018	9:00 am to 12:00 pm	here
Mon Jul 23, 2018	9:00 am to 12:00 pm	there

Final Status

Administrator	Approval Type	Comments
	Final Approval	

If you have any questions regarding the approval of this request, please contact the administrator.

Team Room Summary

Recent Discussion

No discussion topics have been added to the Team Room.

Recent File

No files have been added to the Team Room.

View/Print Form

Team Room

2 - CLASSIFIED COURSE EVALUATION (Anonymous)

NAVIGATION

My Info

Learning Plan

Activity Catalogs

Activities

Forms

CATALOGS

District Catalog

Calendar

In the Navigation pane, select **Activity Catalog**, find the **District Catalog** to search for professional development offerings or use the Calendar option to browse by date.

Catalog: Everett Public Schools

Search Options

Search Term(s)

Search

All Events

All Programs

Between:

05/30/2018

and

04/30/2019

Advanced Search Options

Purpose:

All

Goal:

All

You can search by date, content area, purpose, etc. Be sure to select **search**. After you search for a specific activity, click on the title for more details. To sign up, click on **Sign Up Now**.

Catalog: Everett Public Schools

Search Options

first aid

Search

All Events

All P

Between:

07/05/2018

and

06/30/2019

Advanced Search Options

Search Results (1 - 20 of 20)

1. Coaches Only First Aid/CPR/AED Certification 18061803

Program: District Catalog

Activity Owner/Manager: SARAH SUNDSTROM - ssundstrom@everettsd.org

Dates: 8/14/2018

\*\*\*Coaches Only\*\*\* Provide coaches with the mandatory First Aid, CPR and AED c

2. First Aid / CPR 18062002

Program: District Catalog

Activity Owner/Manager: SUSAN MCCOARD - SMccoard@everettsd.org

Dates: 9/3/2018

First Aid

First Aid/CPR is a required course for positions considered high risk. We regret tha seating. If your position is not required to have First Aid/CPR certification you will b Rescuer duties; understanding privacy issues; rescuer and victim safety; gloves ins breathing problems; adult/child choking; bad allergic reactions; epinephrine pen pri stroke, seizures, shock; bleeding you can see practice sessions; wounds; adult/chi \*Sessions are held twice per month on Mondays, except on Holidays.

First Aid / CPR 18062002

Program: District Catalog

Activity Owner/Manager: SUSAN MCCOARD - SMccoard@everettsd.org

Dates: 9/3/2018

First Aid

1 Meeting(s)

#	Date	Time
1.	Mon Sep 3, 2018	4:30 pm to 7:30 pm

First Aid/CPR is a required course for positions considered high risk. We regr seating. If your position is not required to have First Aid/CPR certification you Rescuer duties; understanding privacy issues; rescuer and victim safety; glove breathing problems; adult/child choking; bad allergic reactions; epinephrine p stroke, seizures, shock; bleeding you can see practice sessions; wounds; adu \*Sessions are held twice per month on Mondays, except on Holidays.

Purposes

CLOCK HOURS

Categories

Human Resources HMR

Goals

5. Current or anticipated assignme

Buildings

All

Departments

All

Grades

All

Groups

All

Instructors

SUSAN MCCOARD (SMccoard@ INGRID STAFFORD (iStafford@ MYRNA WEISS (JWeiss@everett Joan Weiss

Registration Options

Sign Up Now

19

To review your schedule, click on Learning Plan from the Navigation bar.

NAVIGATION

My Info

Learning Plan

Activity Catalogs

Activities

Forms

All activities for which you have signed up will appear under Approved and/or In-Progress

Approved and/or In-Progress (3 Record(s))

Manage	Updating Your Classroom Website LITS 18052501	07/24/2018	07/24/2018		In-District PD Request Form
Manage	test 05/15/2018	05/16/2018	05/17/2018		
Manage	HMR - Sample Activity TEST - 18052199	05/01/2018	05/03/2018		In-District PD Request Form

Instructor Has Confirmed Attendance (0 Record(s))

You can also use the Calendar view to find an Activity.

NAVIGATION

Insights

My Info

Learning Plan

Activity Catalogs

Activities

CATALOGS

District Catalog

Calendar

While you can search by day or month, we find that the **LIST** view is the most user friendly (shown below). Selecte **Blended Activity**, **District Catalog** and **EPS Online Catalog** to see all of Everett’s courses

Professional Development

Personal Calendar

My Calendar

[+] Add Event

District Catalog

Blended Activity

District Catalog

EPS Online Catalog

Online Courses

Calendar - Everett Public Schools

<< Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar >>

Add Event | Search | Print

June 2022

DAY MONTH [LIST]

Wednesday, June 1, 2022

7:30a-8:30a SLE ILT September - June 2021-22 21111902 [10]
3:30p-5:30p MS/ HS EL Meeting 21102002 [2]
8:25a-9:25a TCE Staff Meeting 2021-2022 21102022 [8] ***Wait List Only***
3p-4:30p WOE Extended Staff Meetings 21111001 [8]
8:25a-8:55a EME EQUITY STAFF MEETING 22011412 [5]
3p-4p NMS Staff Meetings Mar - June NMS Staff Meetings Dec-Feb 21111903 [4]
8a-9a PCE Instructional Leadership Team 21121606 [3]
2:10p-3:30p EVG MTSS - 4/2022 - 7/2022 21092612 [3]

# Frontline Professional Growth

## Catalog Manager

**Frontline Professional Growth** manages all of EPS professional development learning activities. FLPG organizes registrations, evaluations, transcripts, workshop payroll timesheets, and employee evaluations. It makes it easy to track the learning activities of your staff and self.

### ***At A Glance***

- FLPG = Frontline Professional Growth
- URL: <https://login.frontlineeducation.com/sso/everettsd>
- PD = Professional development
- Training manual in [Docushare](#)
  - Activity proposal
  - Pre-registration
  - Attendance

### **Clock hours & OSPI**

Everett Public Schools is approved by OSPI as an in-service education agency to provide clock hours for professional development.

- OSPI requirements for sessions offering clock hours:
  - Prior approval required
  - 1-hour minimum meeting, then in 30-minute increments
  - Agenda
  - Objective, intended outcome, and Washington State standards listed
  - Participant completed course evaluation

### ***FAQs***

#### **Course Proposal Detail**

1. What is a CHIP? Clock Hour Instructor Planning is a session proposed in FLPG
2. When is a CHIP proposal required? Any course offering clock hours must be in FLPG.
3. Can I propose a session that has already occurred? [Prior](#) approval is required for a session offering clock hours. Request approval for a course in the past from the Director of Professional Development in Academics office.
4. Can participants get paid extra time if the session is after school and/or not during the workday? Yes, FLPG can pay additional hours through the *Credits* field in FLPG. *Hours* are for PD Hours.
  - a. FLPG Value for Hours vs. Credits

**H**ours = Professional development **H**ours

**C**redits = Paid hours (**C**ash)

# Professional Growth

## EPS Professional Development System

<https://login.frontlineeducation.com/sso/everettsd>

### Attendance

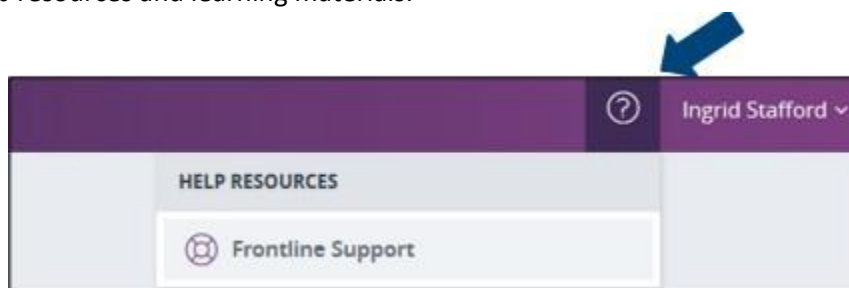
1. Course attendance is required within 2 business days of each session and on final attendance.
2. If the roster needs changes after attendance is complete and the course has been archived? Contact [pd@everettsd.org](mailto:pd@everettsd.org) before making any changes to an archived course. Courses are archived when completed and Frontline records are in Employee Online. HR updates EO records monthly. Adding a participant to a roster or changing attendance status after a course is archived may result in missed pay or clock hour errors to the participants records.

### General information

1. What if someone missed registering in FPLG and wants clock hours?
2. Participant completes the [Registration Correction Request](#) FPLG Forms. The instructor approves and updates the course attendance.
3. Do I need to print the sign in sheet always? For all in-person meetings the sign in sheet from Frontline Professional Growth should be used. It includes important session details for record keeping and verifies PG registration.
4. What do I do with the sign in sheet after class? Use it to verify attendance, then upload to the [Team Room](#) along with the agenda.
5. Do we need an agenda for every session? Yes. The agenda is an OSPI requirement if offering clock hours. This agenda [template](#) may be helpful if your course agenda isn't final.
6. Do all professional development offerings need to be in FPLG? Yes, if offering clock hours or workshop pay.
7. Can the instructor add participants to the roster or change attendance details after attendance is completed? No, it's likely the session details have been exported to Employee Online, any changes made will not be exported again, resulting in missed credits. The participant can submit the [Registration Correction Request](#) form to request the correction be made.

### Frontline Support Resources

Log into Frontline Professional Growth, click the ? to open the Learning Center in a new browser tab where you can review help resources and learning materials.



Questions: Email [pd@everettsd.org](mailto:pd@everettsd.org)

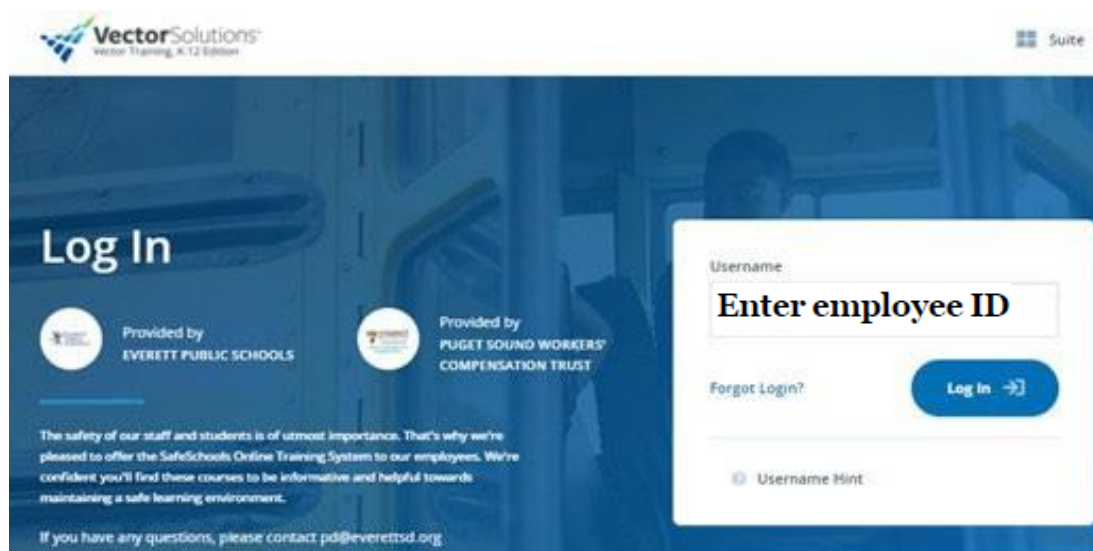


The district requires all employees be trained on the following topics through *Vector Training*. These trainings are a condition of employment and should be completed during the scheduled workday for non-exempt employees (e.g., paraeducators, office personnel, custodians, food and nutrition, trades, nurses, etc.). If they are unable to complete the training during their regular workday, it is up to the supervisor to allocate additional time.

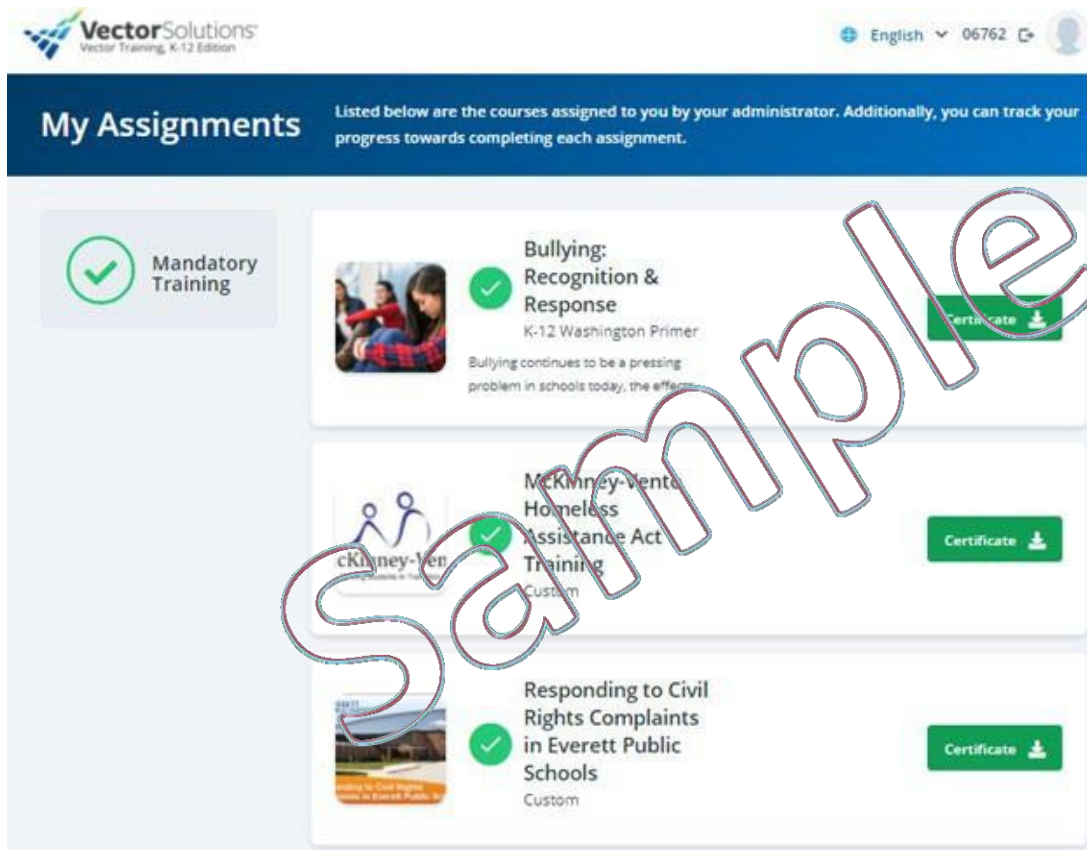
<https://everett-wa.safeschools.com/training/home>

- Every year, the law requires each staff member to receive training in:
  - ***Bullying: Recognition & Response*** (25 minutes) [RCW 28A.300.285](#)
  - ***Health Emergencies Overview*** (25 minutes) [RCW 28A.210](#)
  - ***Staff Handbooks & District Policies and Procedures*** (15 min)
  - ***McKinney-Vento Homeless Assistance Act*** (10 min)
  - ***Bloodborne Pathogen Exposure Prevention (High-risk)*** (21 min)
  - ***Staff Handbooks & District Policies and Procedures*** (15 min)
- Every three years, which included the 2020-21 school year, the law requires each staff member to receive training in:
  - ***Boundary Invasion Training*** (25 minutes) [WAC 392-190](#)
  - ***What Every Coach Must Be Told*** (45 min – coaches only)
- Upon new employment to the district, in addition to the trainings listed above, it is required each new staff member receive training in the following:
  - ***What Every Employee Must Be Told*** (66 min) [WAC 181-87](#) [RCW 28a.400](#) [RCW 26.44.030](#) [RCW 28A.400.317](#) [RCW 42.41](#) [RCW 9A.36.078](#)
  - ***What Every Coach Must Be Told*** (45 min - coaches only)
  - ***Back Injury and Lifting*** (20 min) [RCW 28A.320.125](#)
  - ***Bloodborne pathogen Exposure Prevention*** (21 min) [OSHA 1910.1030](#)
  - ***District Employee Handbook*** (15 min)

Log into [Vector Training](#) using Chrome, Firefox, or Safari <https://everett-wa.safeschools.com/login>



A list of mandatory trainings are assigned to you according to your hire status and assignment. Click on a course title to begin the training. You must finish each section of the course to complete it, including the quiz. To avoid past due notices, complete all trainings assigned by the due date.



Note: When reviewing the staff and/or district handbooks it is important to FOLLOW ALL steps through completion.

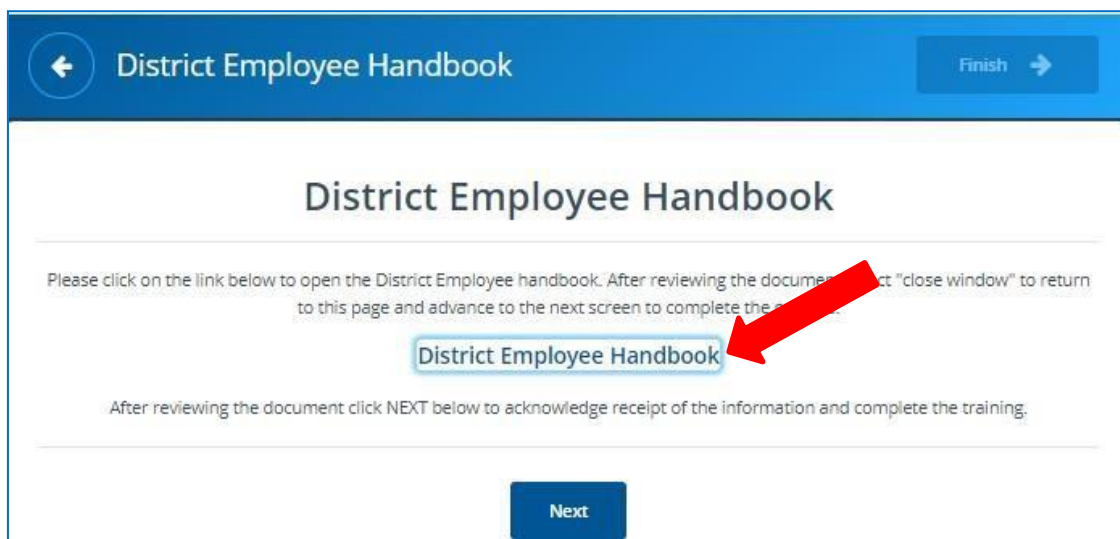
1. Click the title (is a link) to review the training document
2. After reviewing the document select "close window" to return to this page and advance to the next screen to complete the process.
3. After you "close window" click NEXT to acknowledge receipt of the information and complete the training.
4. Read acknowledgment and place a check in the space to agree

#### Hints:

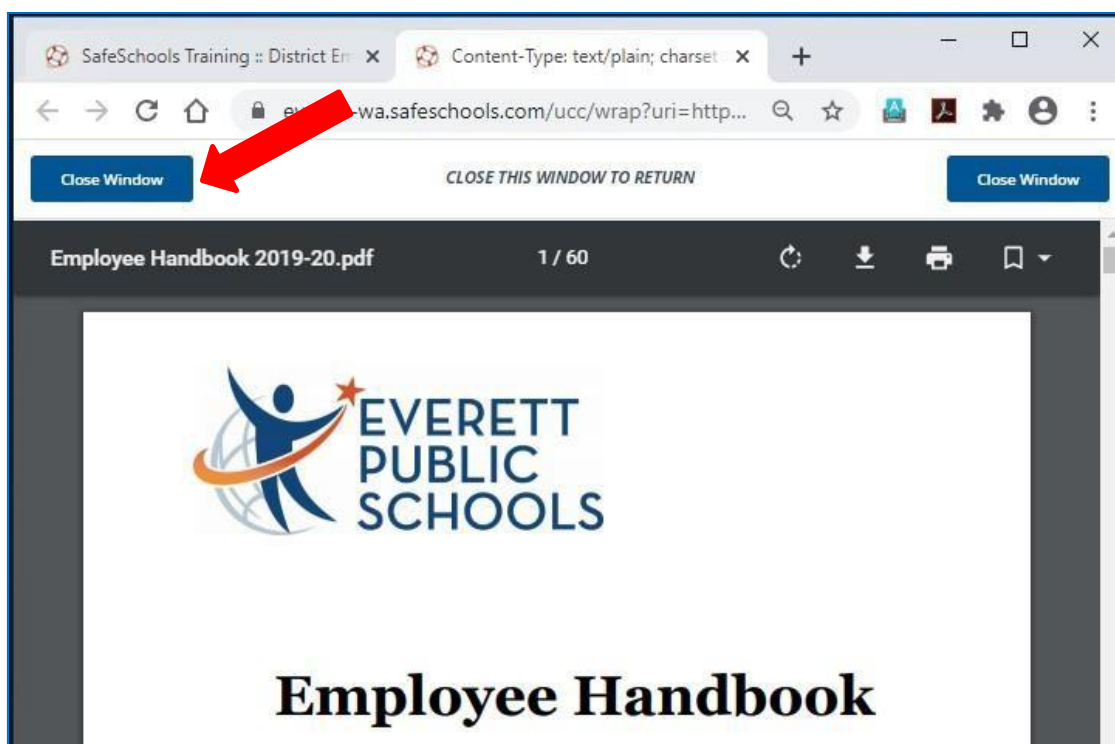
- Use volume as videos have sound
- Use Google Chrome, Firefox or Safari (not Internet Explorer)
- It is not necessary to notify Human Resources regarding completions

Note: When reviewing any EPS custom trainings, including staff or district handbooks it is important to FOLLOW ALL steps below through completion.

1. Click the title link to review the training document



2. After reviewing the document select "close window" to return to this page and advance to the next screen to complete the process.



3. After you "Close Window" click NEXT to acknowledge receipt of the information and complete the training.

District Employee Handbook

Finish →

## District Employee Handbook

Please click on the link below to open the District Employee handbook. After reviewing the document select "close window" to return to this page and advance to the next screen to complete the process.

District Employee Handbook

After reviewing the document click NEXT below to acknowledge receipt of the information and complete the training.

Next

#### Helpful hints

- Use volume as videos have sound
- Use Google Chrome, Firefox or Safari (not Internet Explorer)
- It is not necessary to notify Human Resources regarding completions

Vector Solutions  
Vector Training, K-12 Edition

06762

District Employee Handbook

Finish →

Previous

I acknowledge receipt of the information provided in the district employee handbook. I understand it is my responsibility, as well as the expectation of the district, that I have read and understand the content. This includes the technology policy and procedures outlining acceptable use of district technology.

☒ I agree to abide by all district policies and procedures.

Professional Development

[pd@everettsd.org](mailto:pd@everettsd.org)

425-385-4127



## Administrator Access for reporting

<https://everett-wa.safeschools.com/login> to access Vector Training

Select **Reports** in left navigation menu. Recommended “Compliance by Person”. The report provided will show all past due trainings. You will receive a monthly email as well.



## HR Information Systems (HRIS) Overview

### Frontline Education Systems

Login: Single Sign On

#### **Frontline Absence Management** Questions? Contact Substitute Services at ext. 4111

Ensure qualified substitutes cover every absence, accurately compensate each employee for their time, stay compliant with labor laws and know where all your employees are during a drill or emergency.

FLAM can effectively manage employee attendance.

- Save time reporting on absence trends
- Reduce paperwork and manual data entry
- Track employee schedules
- Ensure there's a qualified substitute when needed

[Docushare training guides](#)

#### **Frontline Professional Growth** Questions call ext. 4114 or 4127

Addresses all our unique professional growth needs including planning, managing and track every aspect of the professional learning process to impact student learning. FLPG provides a catalog of goal-aligned learning opportunities as well as the evaluation tools that identify relevant professional learning.

- Online Course Registration
- Provides custom transcripts
- Automatically assigned absences in Frontline Absence for approved out-of-classroom PD
- Track progress toward state and district requirements

[Docushare training guides](#)

#### **Frontline Recruit & Hire** Questions call Employment Services ext. 4112 or 4113

Manages the entire hiring process online so we can focus on higher priorities: attracting and identifying the best candidates, and quickly bringing them on board. Instead of spending time digging through paperwork and wrestling with complex processes, we get the time and insights needed to make actionable decisions.

- Proactively recruit more applicants
- Identify and quickly hire the best candidates
- Quickly get applicants screened, interviewed and hired

[Docushare training guides](#)

### Vector Training Questions call ext. 4127 or 4114

Login: Employee ID

Questions call ext. 4114 or 4127

[Docushare Guides](#)

### Employee Online (Payroll/HR System)

Login: Employee ID / Password: Same as network login

Questions call ext. 4160

### HR Systems Information for the New Employee includes basic new employee training

- Absence reporting
- Leave of absence information
- Vector Training safety training
- Professional Development course registration in Frontline Professional Growth
- HR contacts

# HR Contact

## **Absence Management**

	425-385-4111
Shelly Gross—Substitute Coordinator	425-385-4289
Catherine Adams - Substitute Coordinator	425-385-4214

## **Professional Growth**

[PD@everettsd.org](mailto:PD@everettsd.org)

Renee Melton – Admin Assistant	425-385-4296
Patty Tetrault – PD Coordinator	425-385-4132

## **Vector Training Online**

Carol Parris — Admin Assistant	425-385-4127
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## **Employment Services**

Trish Chambers—Admin Assistant	425-385-4113
--------------------------------	--------------

## **Benefits**

Linnea Mulvaney— Benefits Coordinator	425-385-4116
Komal Batth —Benefits Coordinator	425-385-4128

## **Help Desk**

425-385-4357



- 0000 Strategic Planning  
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-190>
- 1000 Board of Directors  
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-193>
- 2000 Instruction  
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-196>
- 3000 Students  
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-197>
- 4000 Community Relations  
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-198>
- 5000 Human Resources  
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-199>
- 6000 Management Support  
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-200>

**COMMUNITY RESOURCE CENTER  
CATERING OPTIONS**

**Ingallina's**

[www.ingallina.net](http://www.ingallina.net)

Sandwich Box Lunches

\$12.45 Salad Box Lunches

\$12.95 Various Party

Platters

Gluten Free Box Lunches also available

They are located in Seattle, but are happy to deliver to the CRC.

**The Catering  
Company**

[www.ordercatering.com](http://www.ordercatering.com)

(425)825-7230

Large menu including buffets, platters and box lunches

Sandwich box lunches \$12.00

Salad Box Lunches \$12.00

GF Available - They will deliver

**Panera Bakery**

[www.panerabread.com](http://www.panerabread.com)

Breakfast and Lunch

Items Sandwich Platters

Box Lunches (Salad or Sandwich)

\$10.99 Will deliver

**Avocado's**

10822 Evergreen Way

425-322-5690

[www.avocadosmexican.com](http://www.avocadosmexican.com)

Provides wonderful buffet

meals. Delivery and set up

**Taco Del Mar**

[www.tacodelmar.com](http://www.tacodelmar.com)

Everett Location (425)303-0300

Burrito Box Lunches \$9.95

Taco Bar \$8.00 pp

**Delite Bakery**

**3713 Broadway**

425-249-2295

Will do orders of breakfast pastries, donuts, croissants

Call Melissa or email her for large quantities

[melissadespi@hotmail.com](mailto:melissadespi@hotmail.com)

**Subway**

1-877-360-2283

[www.subway.com](http://www.subway.com)

Box Lunches

Sandwich Platters

**Lombardi's**

Josh Pederson (425)252-1886

[evt@lombardisitalian.com](mailto:evt@lombardisitalian.com)

Box Lunch \$11.50

Also will do buffet style catering

**Red Rock Subs**

[www.redrocksubs.com](http://www.redrocksubs.com)

(425)252-2786

Sandwich Platters

**Amante Pizza & Pasta**

[www.amantepizzaandpasta.com](http://www.amantepizzaandpasta.com)

(425)512-8803

Lunch and dinner will deliver

**JOA Teriyaki Grill**

[www.joateriyaki.com](http://www.joateriyaki.com)

**Kindred Kitchen**

425-409-2696

[www.kindredkitchen.com](http://www.kindredkitchen.com)

Box Lunches

**Karl's Bakery**

425-252-1774

[www.karls-bakery.com](http://www.karls-bakery.com) Cold and hot breakfasts  
Box Lunches, sandwich & fruit  
trays and hot meals

**Shawn O'Donnells**

(425)293-6039

[www.shawnodonnells.com](http://www.shawnodonnells.com)

Can cater any event of any size, has diverse buffet  
style menus offering breakfast, lunch, dinner, hors  
d'oeuvres, can customize menus. Pricing ranges  
from \$10 up to \$30 per person.

**Barry's Catering**

Kris Barry (425)252-5036

[www.barryscatering.com](http://www.barryscatering.com)

Box Lunch \$11.00

Also will do buffet style catering

**Celebrations Catering**

[www.celebrationscs.com](http://www.celebrationscs.com)

Kristan Sanchez

**Firehouse Subs**

Sub Platters, Salad Platters, Box  
Lunches, Dessert Platters. Will do  
catering delivery and on-site set up

[www.FirehouseSubs.com](http://www.FirehouseSubs.com)

**Jimmy Johns**

[www.jimmyjohnson.com](http://www.jimmyjohnson.com)

425-258-6132 Broadway

Location 425-423-7600 Everett

Mall Location Party Platters

Box Lunches

**Taco Time**

Order Online

<https://tacotimenw.com/catering/>

Taco bars and box lunches for orders  
of 20 or more

Soups and salads for orders of 10 or more

**Georgio's Subs**

425-290-3450

Sandwich Platters, Box Lunches, Salad Bowls,  
Soup, Cookie Platters

**QFC**

(425)259-6061

**Safeway**

(425)252-1911

Angel of the Winds Arena at Everett Public Facilities District (Office) 2000 Hewitt Ave, Suite 200	Angelofthewindsarena.com 425-322-2645 1-866-332-8499
Assistance League of Everett Thrift Store Operation School Bell (Clothing Bank) 5107 Evergreen Way, Everett, WA 98203	425-252-3011 x102 425-252-3011 x105 or 425-252-8671
Boys and Girls Club Extended Care Program North Everett Branch South Everett Branch Cascade Branch	425-258-2436 425-259-5147 425-267-9526 425-239-7488
City of Everett	425-257-8700
City of Mill Creek	425-745-1891
Compass Health – (Youth Mental Health)	425-349-7300
Durham School Services (Bus transportation) 1304 80th St SW, Everett 98203	425-258-9251 FAX 425-258-3133
Early Childhood Ed & Assistance Program (ECEAP) Garfield Hawthorne Lowell Madison Silver Lake	425-385-4068 or 4628 425-385-4730 425-385-4650 425-385-5320 425-385-5958 425-385-6960
Employee Assistance Program – (EAP) Magellan Health Services	1-800-523-5668 www.MagellanHealth.com
Everett Education Association / Pilchuck UniServ 2710 Grand Ave., Everett, WA 98201	425-259-0622 FAX 425-339-2147
Everett Public Schools Foundation P. O. Box 3112, Everett, WA 98213-1112	Kay Fantin, Executive Director 425-385-4693
Opportunity Council, Child Care Aware, and Early Achievers	425-385-4139, 425-385-4126
PTSA Council Office 3900 Broadway, Everett, WA 98201	425-385-4122
YMCA Extended Care Program	425-258-9211 x161
Translations for messages in five languages	425-385-4011
(CRC) Community Resource Center 3900 Broadway, Everett 98201 PO Box 2098, Everett 98213	425-385-4100

### **Everett Community College**

<https://www.everettcc.edu/>

Entry Advising Center 425-388-9339 Rainier Hall, Room 108

Satellite Offerings:

- Washington State University
- Western Washington University
- Eastern Washington University

### **Edmonds Community College**

<https://www.edcc.edu/default.html>

Advising 425-640-1458; Lynnwood Hall, First Floor

[advising@edcc.edu](mailto:advising@edcc.edu)

Satellite Offerings:

- Central Washington University

### **University of Washington Bothell Campus**

<https://www.uwb.edu/>

425-352-5000

[uwbinfo@uw.edu](mailto:uwbinfo@uw.edu)

### **Skagit Community College**

<https://www.skagit.edu/>

Advising (360) 416-7654; Lewis Hall, L-113

[counselingandadvising@skagit.edu](mailto:counselingandadvising@skagit.edu)

### **Columbia College**

<https://www.ccis.edu/nationwide/marysville/about/contact.aspx>

425-259-4481

### **University of Washington Seattle Campus**

<https://www.washington.edu/>

206-543-2100

## **Community Resources**

- City of Everett Information  
<https://everettwa.gov/>
- Everett Tourism  
<https://www.thisiseverett.com/>
- Mill Creek Chamber of Commerce  
<https://millcreekchamber.com/>
- Mill Creek Town Center Business Association  
<https://millcreektowncenter.biz/>
- City of Mill Creek Community Events  
[https://millcreektourism.com/events/city\\_events](https://millcreektourism.com/events/city_events)
- City of Mill Creek Parks and Trail Map  
<https://cityofmillcreek.com/parks>
- Service Club Contacts  
Rotary: <https://www.millcreekrotary.org/>  
Kiwanis: <https://www.facebook.com/Kiwanisofmillcreek/>  
Lions Club: <https://www.millcreeklions.org/>

## **Faith Based Organizations**

- Church Finder  
<https://www.churchfinder.com/>
- Jubilee  
<https://jubilee-cogic.org/>
- Temple Beth Ore  
<https://templebethor.org/>
- New Life Church  
<https://newlifeeverett.org/>

## **Personal Wellness**

- Roots Salon  
<https://www.rootssalon.net/contact-us>
- Salon Tagua  
<http://salontagua.com/>
- Invante Hair Salon  
<http://invantehairsalon.com/>
- Bella Dolce Salon and Spa  
<https://www.belladolchesalon.com/>
- Studio Donna Salon Spa  
<http://studiodonna.com/>
- Zebedee's Barber  
425-355-6550
- Weldon Barber  
<https://weldonbarber.com/mill-creek/>
- Columbia Athletic Clubs  
<https://www.columbiaathletic.com/>
- Everett Family Branch – YMCA  
<https://ymca-snoco.org/our-locations/everett-ymca/>
- Mill Creek Family Branch – YMCA  
<https://ymca-snoco.org/our-locations/mill-creek-ymca/>
- Orange Theory  
<https://www.orangetheory.com/en-us/locations/washington/everett/12902-bothell-everett-highway/>
- LA Fitness  
<https://www.lafitness.com/Pages/clubhome.aspx?clubid=286&Mill+Creek-Washington+GYM>



## **Additional Resources**

- **Bella Cleaners**  
4925 Evergreen Way  
Everett  
425 / 252-9354
- **Emmanuel Shoe Repair**  
7606 Beverly Blvd  
Everett  
425 / 353-8030
- **Department of Licensing / Washington State**  
<https://www.dol.wa.gov/>
- **Department of Motor Vehicles / Washington State**  
<https://www.dol.wa.gov/vehicleregistration/>
- **Department of Transportation / Washington State**  
<https://wsdot.wa.gov/>

## **Local Sports Teams**

- **Everett Aqua Sox Baseball**  
<https://www.milb.com/everett>
- **Everett Silvertips Hockey**  
<https://everettsilvertips.com/>

## **Realtors**

- ReMax  
<https://www.remax.com/real-estate-agents/everett-wa>
- Windermere  
<https://windermereeverett.com/>
- Century 21  
<https://www.century21northhomes.com/>

## **Financial Institutions**

- Bank of America  
<https://locators.bankofamerica.com/wa/everett/financial-centers-everett-7705.html>
- BECU (Boeing Employee Credit Union)  
<https://www.becu.org/locations/EFC>
- Coastal Community Bank  
<https://www.coastalbank.com/>
- Inspirus/Gesa Credit Union  
<https://www.inspiruscu.org/>

*\*These are only suggested resources for your convenience. This list is not exhaustive and is only intended to get you started with your transition to Everett.*