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Information Only

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Important Resources

Teaching & Learning Folder

<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-5639>

Administrative Outlook Calendar Instructions

1. Click on the ellipses (. . .) in the lower left corner of the screen
2. Click on "Folders"
3. Double click on "Public Folders"
4. Double click on "Public Folders"
5. Double click on "All Public Folders"
6. Double click on "Administrative Team"
7. Click on "Administrative Calendar" to open

Substitute Outlook Calendar Instructions

1. Open Outlook in the Calendar view
2. From the "Home" menu bar Select "Open Calendar"
3. Select "Open Shared Calendar" – type in **Calendar ESC Substitutes**
4. Click OK

This calendar lists all district release professional development that is occurring during the school day. Check this calendar prior to scheduling building workshops that will occur during the school day to make sure they do not conflict with district level trainings targeting the same teachers. All district release substitutes must be approved through the deputy superintendent's office.

Accessing Student Emergency Information in Insight

Step One: Go to <https://insight.everettsd.org>

Step Two: Use your district credentials to log in (id/password)

Check the Full Browser Version and click save If viewing on a mobile browser

Step Three: Click on the Everett Pinnacle Insight.qvw box

Step Four: Click on the Student Details button

Step Five: Enter the Student Name (partial ok) or ID # in the top-right

Step Six: View Contacts

August 27: School Board Meeting, 4:30 p.m., Board Room A&B

September 10: School Board Meeting, 4:30 p.m., Board Room A & B

September 17: E.S. Principals & Assistant Principals Meeting, 4:00 – 6:00 p.m., Locations Vary

September 18: M.S. Principals & Assistant Principals Meeting, 3:30 – 5:30 p.m., Locations Vary

September 19: H.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Locations Vary

September 24: School Board Meeting, 4:30 p.m., Board room A & B

October 8: School Board Meeting, 4:30 p.m., Board room A & B

October 15: Quarterly Regional Principals Meeting, 9:00 – 11:00 a.m. Locations Vary

October 17: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B

October 22: School Board Meeting, 4:30 p.m., Board room A & B

November 5: E.S. Principals & Assistant Principals Meeting, 4:00 – 6:00 p.m., Locations Vary

November 6: M.S. Principals & Assistant Principals Meeting, 3:30 – 5:30 p.m., Locations Vary

November 7: H.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Locations Vary

November 12: School Board Meeting, 4:30 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 – Mary O'Brien, mobrien@everettsd.org, 425-385-4106

504 Coordinator – Dave Peters, dpeters@everettsd.org, 425-385-4063

ADA Coordinator – Randi Seaberg, rseaberg@everettsd.org, 425-385-4104

Address: PO Box 2098, Everett WA, 98213

Communications to Principals Guidelines

Communications to Principals is a weekly publication designed to consolidate and transmit information from central administration personnel to building principals and classified administrators that would be addressed to “All Administrators”, “All Principals”, “Region Principals”, or “Level Principals”.

1. All items submitted for inclusion in Communications to Principals must have the approval of the originator’s division/department head who is a member of the Superintendent’s Cabinet, e.g., Shelley Boten would approve all items from the Academics Department. Approval will be in the form of an approval line and should be located at the bottom of the first page of the document in Bold Georgia Font.

2.

Example:

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3. There will be three (3) categories of materials: **Response/Action Required**, **Response/Action Optional**, and **Information Only**. The requested category should be indicated in the upper right portion of the first page in an italic number 16 Bold Georgia Font.

Example: ***Response/Action Required***

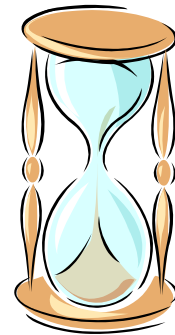
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should be single spaced with one line between paragraphs.

4. Materials to be included in Communications to Principals must be submitted to the Deputy Superintendent’s office, **by 3:00pm on Tuesday** for inclusion in that week’s publication. Materials **must have the electronic signature** of the appropriate division/department head at that time. Please submit materials electronically to Lorie Lambert at llambert@everettsd.org. **Please do NOT send scanned items as we are producing a document that is “live” and in color on DocuShare.**
5. Materials included in Communications to Principals should be free of technical errors (punctuation, grammar, etc.). Submittals should be proofread. Materials which have been returned to the sender for corrections and which are not returned in time to meet the deadlines will be held for the next publication.
6. In order to keep the packet to a manageable size, any attachments corresponding with the document need to be linked in the body.
7. An electronic copy will be uploaded to DocuShare in the Communications folder.
8. If you have any questions regarding the Communications to Principals packet, changes in distribution, or signature templates for the three categories, please call Lorie Lambert at x4017.



RESPONSE/ACTION REQUIRED

Items in this section require immediate attention by the building administrator and an appropriate response or action by the date and time indicated.





Response/Action Required

August 23, 2024

To: Administrators & Supervisors and Office Managers
From: Dr. Chad Golden, Assistant Superintendent, Human Resources
Mimi Brown, Director of Professional Learning
Regarding: **2024-25 Paraeducator Return to Work & Mandatory Professional Learning Dates**

This is a follow up to the June 14 Principal Packet. Note the information below was also sent to principals via email on August 20.

Paraeducator Return to Work Dates


Employee 2024-25 work calendars are in progress. Once approved, paraeducator work calendars will be available in the docushare [EAP Calendar folder](#). Questions regarding paraeducator positions and work calendars may be directed to Janea Carrell at 425-385-4121 or hrrecords@everettsd.org.

Mandatory Professional Learning Dates

Human resources, district leadership, and Everett paraeducators have selected four (4) mandatory paraeducator professional learning dates for the 2024-25 school year:

Date/Time	Staff	Directed by	Minimum # hours
August 27 At CRC: Port Gardner A 7:45-3:45	New Paraeducators only	Professional Learning	7.0
August 28 At work site. Follow building start time.	All Paraeducators	Buildings and Supervisors	4.5
August 29 At work site. Follow building start time.	All Paraeducators	Buildings and Supervisors	4.5
October 11 At work site. Follow building start time.	All Paraeducators	Professional Learning, Buildings and Supervisors	6.0

August 27th: This is different than last year. OSPI & PESB have shifted the requirement of training for new educators; therefore the 27th is now a training day for **only** newly hired

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paraeducators that need the FCS required course of study. There is no requirement for principals or veteran paraeducators on August 27th.

Please communicate this information with your building paraeducators.

Communications will be sending out a ParentSquare to paraeducators as well.

The process for August LID pay for paraeducators will be in a forthcoming email from HR.

Direct paraeducator professional learning questions to ptetrault@everettsd.org.

Required Action:

Communicate the information above with your paraeducator team.



Response/Action Required

August 23, 2024

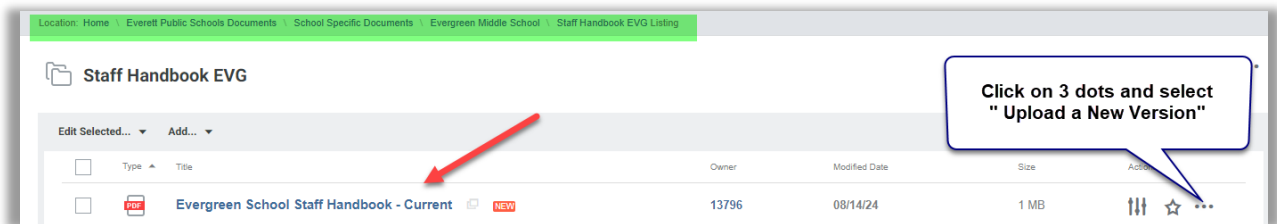
To: School Building Administration
From: Chad Golden, Assistant Superintendent, Human Resources
Mimi Brown, Director of Professional Learning
Regarding: **School Staff Handbook Updates**

Welcome Back! It's time once again to update your school handbook for the upcoming 2024-25 academic year. Please incorporate the linked [District Policies and Procedures](#) section into your school staff handbook. The mandatory **Vector Staff Handbook training will be released on 8/26/24 for all employees.**

A "Placeholder Document" has been saved in your school's Staff Handbook Docushare folder. The name of this document should not change year to year. This will enable us to maintain stable links to the documents in Vector Training for years to come.

To ensure a smooth transition, we ask that you follow the instructions below.

1. Log into [Docushare](#):
(DOCUSHARE > EVERETT PUBLIC SCHOOLS DOCUMENTS > SCHOOL SPECIFIC DOCUMENTS > YOUR SCHOOL'S NAME > STAFF HANDBOOK > "SCHOOL NAME" SCHOOL STAFF HANDBOOK - CURRENT)



2. Click on the ellipsis (three dots) on the far right across from the document needing updates.
3. Select "Upload a New Version".
4. Select "Choose File" and upload the document – **do not change the title of the placeholder document.**

By following these instructions, the links in the training document will remain stable, ensuring that all staff can access the handbooks without any issues.

Please upload the updated file by **8/23/24**. Failure to meet the 8/23/24 deadline will lead to staff encountering the placeholder document. Should this happen, the document will instruct them to contact their Administration and/or Office Manager for further guidance.

You can access your documents on [Docushare](#):
(DOCUSHARE > EVERETT PUBLIC SCHOOLS DOCUMENTS > SCHOOL SPECIFIC DOCUMENTS > YOUR SCHOOL'S NAME)

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If you have any questions or need assistance, please reach out to Carol Parris, x4127 or email cparris@everettsd.org.

Required Action:

Updates to staff handbooks need to be completed by Friday, August 23.

***Please note regarding sexual harassment policy/procedure:**

Revisions were received on August 6, 2024 from the Washington State School Directors' Association (WSSDA) related to the district's sexual harassment policy/procedure. These revisions are the result of a change to the federal law that prohibits discrimination on the basis of sex in education programs or activities receiving federal financial assistance. As of the publication of this handbook, the district is in the process of reviewing and approving those revisions and will provide an update to this handbook as soon as possible.



Response/Action Required

August 23, 2024

To: All Principals
From: Dr. Shelley Boten, Chief Academic Officer
Michele Waddel, Director of Assessment and Research
Regarding: **Mandatory Administrator Training for 2024-25 School Year**

Fall Administrator Assessment Training due September 13

Fall administrator assessment training will be provided by a recorded webinar. All administrators must view the video and are responsible for all information shared in the webinar. [Confirmation of completion](#) must be submitted by September 13.

- Video Links:
 - [Elementary School](#)
 - [Middle School](#)
 - [High School](#)
- [Mandatory Verification of Completion Survey Link](#)
- Optional Fall Q&A Session: September 11, 3:30-4:30; [Registration Link](#)

Elementary	Middle School	High School
<ul style="list-style-type: none">• Assessment Overview• i-Ready• CogAT (Highly Capable)• ORF/RAN• WIDA Screener• WA-AIM• WaKIDS	<ul style="list-style-type: none">• Assessment Overview• World Language Assessment• i-Ready• WIDA Screener	<ul style="list-style-type: none">• Assessment Overview• World Language Assessment• PSAT• WIDA Screener• WA-AIM• Advanced Placement (AP)

Winter Administrator Assessment Training Available November 22, due December 20

Winter administrator assessment training will be provided by a recorded webinar. All administrators must view the video and are responsible for all information shared in the webinar. Confirmation of completion must be submitted by December 20.

- Optional Winter Q&A Session: December 17, 3:30-4:30; [Registration Link](#)

Elementary	Middle School	High School
<ul style="list-style-type: none">• i-Ready• WIDA ACCESS• WIDA Alt	<ul style="list-style-type: none">• i-Ready• WIDA ACCESS• WIDA Alt	<ul style="list-style-type: none">• WIDA ACCESS• WIDA Alt

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Spring Administrator Assessment Training

Spring administrator assessment training will be in person according to the schedule below:

Elementary	Middle School	High School
Option 1: February 27, 2025 4:00 pm CRC – Board Room A & Board Room B Option 2: March 5, 2025 4:00 pm Woodside Elementary Library	March 4, 2025 3:30 pm Eisenhower Library	February 26, 2025 3:00 pm CRC – Port Gardner Room B
<ul style="list-style-type: none">• SBA• WCAS• Proctor Training	<ul style="list-style-type: none">• SBA• WCAS• Proctor Training	<ul style="list-style-type: none">• SBA• WCAS• Proctor Training

Required Action:

- Watch the fall and winter webinars.
- Attend office hours after the fall and winter webinars if you have questions.
- Accept calendar invitation for Spring Administrator Assessment Training. If you are unable to attend your training, contact [Justine Palabrica](#) to attend an alternate training.
- Attend in person training in the spring in preparation for state assessments.

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Response/Action Required

August 23, 2024

To: Secondary Principals
From: Michele Waddel, Director of Assessment and Research
Quiana Hennigan, Student Assessment Coordinator
Regarding: **World Language Assessment Registration**

Timeline

World Language Assessment will continue to be offered in a single winter window. Schools have had two test dates scheduled (see chart below). If a school does not have enough testers to justify two testing dates, all registered students will test on the first date.

School	Test Date 1	Test Date 2
Eisenhower	Thursday, December 5	Tuesday, December 10
Evergreen	Tuesday, November 19	Wednesday, December 4
Gateway	Thursday, December 5	Tuesday, December 10
Heatherwood	Wednesday, November 20	Thursday, December 12
North	Tuesday, December 3	Wednesday, December 11
Cascade	Tuesday, November 19	Wednesday, December 4
Everett	Thursday, November 21	Wednesday, December 11
Jackson	Wednesday, November 20	Tuesday, December 3
Sequoia	Tuesday, December 3	

Student registration opens on September 3 and closes on October 25.

Building Plan

Building Plans were made available in the August 16 Communications to Principals item “[Fall Assessment Building Plans Due September 13](#)” and are due to [Justine Palabrica](#) in Assessment and Research by September 13. Invitations to the November 4 training will be sent via Outlook to school coordinators and school proctor leads as indicated in building plans.

Family Communications Begin September 3

The district World Language Assessment webpage has been updated for this year.

Communications sent out a newsletter item to run in September newsletters. Website and social media campaigns for WLA will start September 3 with several subsequent reminders

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Office Manager and Treasurer Communication on August 26

Instructions about how to register students using the InTouch Point of Sale system will be sent to high school treasurers and middle school office managers on August 26.

Teacher and Counselor Communications Begin September 3

Multilingual staff, counselors, and world language teachers will receive an informational email about registration from each of their subject area departments at the Community Research Center on or after September 3. [Text of the informational email that will be sent to counselors, ML teachers, and world language teachers.](#)

You may access flyers and FAQ documents in Arabic, English, Marshallese, Russian, Spanish, Ukrainian, and Vietnamese in [DocuShare](#).

Required Action:

- Ensure staff speak to students about the World Language Assessment and encourage eligible students to register during the registration window.
- Ensure office staff send completed student agreement forms to Assessment each Friday.
- Complete Building Plan and submit to [Justine Palabrica](#) **by September 13.**

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Response/Action Required

August 23, 2024

To: High School Principals and Career Specialists
From: Anthony Anderson, Director of STEM, CTE and Choice Programs
Regarding: **CTE Ambassadors**

The CTE Department is rolling out our new CTE Ambassador program for the 2024-25 school year. This program is intended to help students learn from students about our CTE programs, courses and student leadership opportunities.

Student qualifications will be:

- Grade 10-12 only
- Minimum 2.5 GPA
- Reliable transportation
- Letter of recommendation from a previous CTE teacher

What's next:

- On September 9
 - Notice will go to students and families via ParentSquare
 - Notice will also be posted on social media and school websites
 - Notice will also go to CTE Teachers
- CTE will evaluate applications by September 26
- Student acceptance letters will go out September 27

What will Ambassadors do?

- Join our team at various events to help promote CTE programs to other students, such as:
 - High School and Beyond nights
 - Eighth grade high school info nights
 - Fifth grade middle school info nights
 - CTE Career Con
- CTE Ambassadors will join our CTE General Advisory Council as active student members
- Students will also help us make promotional items in our buildings prior to registration to encourage students to take CTE classes or apply for the CTE Signature STEM Program
- Ambassadors will earn volunteer hours and seniors may earn graduation cords

Support from schools:

- Please share in your morning announcements, if possible
 - CTE Ambassador Video link: <https://bit.ly/EPS-CTEAmbassador-Video>
 - CTE Ambassador Application link: <https://bit.ly/EPS-CTEAmbassador>

Required Action:

Ensure links are shared in morning announcements the week of September 9

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Response/Action Required

August 23, 2024

To: Elementary Principals and Teacher Librarians
From: Dr. Jeanne Willard, Executive Director of College & Career Readiness and Extended Learning Options
Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Regarding: **Elementary “Summer’s Greatest Hits” Submit Summer Participation Data**

“**Summer’s Greatest Hits**” was the theme for Summer Learning this year, with an emphasis on reading, math, and science. Learning activities were available on the district website, with new activities released each week. Additionally, students were encouraged to access public libraries and the public library programs during the summer. Schools will celebrate Summer Learning participation with students in the fall.

Below is an outline of what to expect next:

- **August:** Students engage in math, reading, writing and science activities available on the Summer Learning website and [track their participation](#)
- **September 4-13:** Schools collect student participation data
- **September 18:** Principals submit student participation data to [Amritha Imandi](#)
- **September 4 - October 18:** Schools will celebrate Summer Learning participation with students. Each elementary school will be provided \$1250 to support Summer Learning, including printing costs, materials, and fall celebrations. Summer Learning Celebrations might include classroom events, assemblies, or purchase of books in the name of students who recommended the books, and other items such as popsicles, bookmarks, and pencils for celebrating. To access the available budget, please contact Dr. Willard.

Please contact Dr. Jeanne Willard, x4078, jwillard@everettsd.org or Anne Arnold, x4089, aarnold@everettsd.org with any questions or for more information.

Required Action:

Please submit Summer Learning participation data to [Amritha Imandi](#) by September 18. Please be sure to provide the number of students who participated **by grade level**.

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Response/Action Required

August 23, 2024

To: All Principals
From: Michele Waddel, Director of Assessment and Research
Quiana Hennigan, Student Assessment Coordinator
Regarding: **Assessment Outlook for September**

Below, please find important assessment dates for September and October, as well as brief updates and reminders.

**All dates are tentative pending bargaining*

September		
Elementary	Middle	High
<ul style="list-style-type: none">• WIDA Screener Training 9/3• i-Ready Diagnostic (9/9-10/4)• Oral Reading Fluency (9/9-10/11)• WaKIDS (9/6-11/15)• Building plans due 9/13	<ul style="list-style-type: none">• WIDA Screener Training 9/3• Building plans due 9/13• i-Ready Diagnostic (9/9-10/4)	<ul style="list-style-type: none">• Building plans due 9/13• PSAT order deadline 9/18• PSAT Registration File deadline 9/25
Coming in October		
<ul style="list-style-type: none">• WA-AIM Training 10/4 or 10/11• i-Ready Diagnostic (9/9-10/4)• Oral Reading Fluency (9/9-10/11)• WaKIDS (9/6-11/15)	<ul style="list-style-type: none">• WA-AIM Training 10/4 or 10/11• i-Ready Diagnostic (9/9-10/4)	<ul style="list-style-type: none">• WA-AIM Training 10/4 or 10/11• School-led PSAT trainings• PSAT: 10/9

Brief Notes and Reminders:

- **Performance Matters** assessments will be available for use in fall. Ensure that your staff are completing accommodation selection.
 - Instructional video available: sign into the district website and click this [link](#) to access Performance Matters Resources. Select “How do I assign accommodations for a student on an assessment in Performance Matters?”
- **Fall Building Plans** are due September 13. See August 16 packet item “[Fall Assessment Building Plans Due September 13](#)”.
 - Optional Fall Building Plan Q&A: September 11, 3:30pm ([Teams registration](#))
- **WA-AIM Workshop** attendance is required for all case managers administering WA-AIM during 2024-25. Teachers will attend one full day session, either October 4 or October 11. Schools are encouraged to split attendance between the two options to avoid having all case managers out of the school simultaneously if possible. Invitations and registration information will go to case managers directly from Special Services.

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- **WaKIDS:** Teaching Strategies administrator credentials have been updated. New administrators should have received a system message indicating account creation. Contact [Quiana Hennigan](#) if you have any trouble accessing your account. For more principal information on WaKIDS see the [EPS Principal's Guide to WaKIDS](#).
- **Registration in eSchool:** access to i-Ready, WaKIDS, WIDA, WA-AIM, and Performance Matters all require student registration to be complete and timely. Ensure office staff are adding students to classes in eSchool and that SSID issuance is being completed as quickly as possible. Registration instructions for office staff are available on the [LMS SIS Portal](#).
- The **[Draft Assessment Calendar \(blue calendar\)](#)** is available for preview. The final 2025 Assessment Calendar will be released in a separate communication, pending completion of bargaining.

Reminder: User Management Spreadsheet due August 30

To ensure the security of student data, you must review the list of staff members who have access to your school-wide data systems (i-Ready, Performance Matters, Test Information Distribution Engine (TIDE), Panorama): [User Management.xlsx](#)

Smarter Balanced Assessment & Washington Comprehensive Assessment of Science

- The **Smarter Reporting System (SRS)** closed permanently on August 15. The **Centralized Reporting System (CRS)** is expected to debut in late August. Training materials and a notification email will be sent to administrators as soon as the CRS is up and running.

Optional Centralized Reporting System (CRS) Training for Admin		
Choose the day and time that works best for you. If none of these options work, please reach out to jpalabrica@everettsd.org		
August 26, 2024	11:00 am – 12:00 pm	Join the meeting now
August 27, 2024	3:00 pm – 4:00 pm	Join the meeting now
	4:00 pm – 5:00 pm	Join the meeting now
September 9, 2024	7:30 am – 8:30 am	Join the meeting now
	3:00 pm – 4:00 pm	Join the meeting now
	4:00 pm – 5:00 pm	Join the meeting now

- **TIDE Users:** all certificated staff will be loaded to TIDE on August 23, presuming the system reopens as planned. Principals and Assistant Principals will be loaded as School Coordinators, all others as Test Administrators.
 - Schools are responsible for adding any classified staff and adding and removing staff permissions as needed.
 - **TIDE Training:** the first training session for new administrators and TIDE Managers is available for registration in Teams: [register for October 8 at 9:45am](#).
- **Final scores** are expected to arrive in eSchool and other district systems in September. Paper score reports are expected in October. More information to come.

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WIDA Screener:

- Ensure that sufficient and appropriate staff attend WIDA Screener Training:
 - High School on August 15; ML Success Coordinators
 - Elementary on September 5 from 9:00am-12:00pm; ML Designees and ML Para-educators
 - Middle School on September 5 from 1:00-3:00pm; ML Para-educators
 - Invitations will come directly from the Multilingual Learning Admin Assistants.
 - Contact [Kristie Gooding](#) with questions about training attendance.
- Principals must prioritize timely WIDA Screening by ensuring that ML designees have ample access to trained proctors and appropriate testing spaces.

Middle School i-Ready Diagnostics

For more information about the below administrator activities, please see [Middle School i-Ready Quick Tips](#).

- Probable fall window (pending bargaining): September 9-October 4
- Fall tasks:
 - Ensure:
 - you create a test schedule and communicate it to staff
 - teachers test during scheduled times
 - students do not access other programs, websites or cell phones
 - students have access to accommodations as indicated in IEP/504 plans
 - students do their best work
 - Review student progress:
 - for completion
 - for red flags

PSAT

- Deadline for PSAT orders: September 3
- Deadline to submit initial registration file: September 16
- Accommodations:
 - If paper pencil tests were requested, SCs must notify office staff that secure PSAT materials must be immediately secured in the pre-identified storage location.
 - Late PSAT accommodations changes or requests must be sent immediately to [Lindsey de Carteret](#) (504). These are overdue and may not be approved by College Board in time for PSAT.
- New for Fall 2024 PSAT: School Day PSAT will now allow for multilingual learner supports exactly as we have used them in School Day SAT in the past. Your ML Success Coordinators will manage these supports with the Categorical Department's guidance. Learn more about changes to [PSAT in the SAT Suite Educator Experience site](#).

Required Action:

- Ensure that all timelines are met.
- Please share with appropriate staff.

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Response/Action Required

August 23, 2024

To: Secondary Principals and Teacher Librarians
From: Dr. Jeanne Willard, Executive Director of College & Career Readiness and Extended Learning Options
Kalle Spear, Director of Secondary Instruction
Regarding: **Secondary “Summer’s Greatest Hits” Submit Summer Participation Data**

“**Summer’s Greatest Hits**” was the theme for Summer Reading this year. Students were encouraged to access public libraries and the public library programs during the summer. Students tracked their reading through the school library website. Schools will celebrate Summer Reading participation with students in the fall.

Below is an outline of what to expect next:

- **August:** Students continue to track their summer reading
- **September 4-13:** Schools collect student participation data
- **September 18:** Principals submit student participation data to [Amritha Imandi](#)
- **September 4 - October 18:** Schools will celebrate Summer Reading participation with students. Each secondary school will be provided \$750 to support Summer Reading, including printing costs, materials, and fall celebrations. Summer Reading Celebrations might include classroom events, assemblies, or purchase of books in the name of students who recommended the books, and other items such as popsicles, bookmarks, and pencils for celebrating. To access the available budget, please contact Dr. Willard.

Please contact Dr. Jeanne Willard, x4078, jwillard@everettsd.org or Kalle Spear, x4064, kspear@everettsd.org with any questions or for more information.

Required Action:

Please submit Summer Reading participation data to [Amritha Imandi](#) by September 18. Please be sure to provide the number of students who participated **by grade level**.

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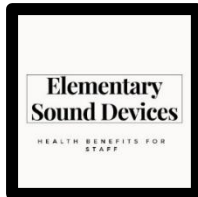
Response/Action Required

August 23, 2024

To: Elementary Principals
From: Brian Beckley, Chief Information Officer
Tavis Miller, Director of Instructional Technology & Student Learning
Regarding: **Elementary Sound Amplification Devices**

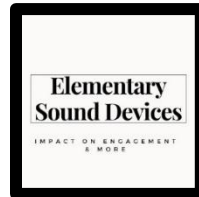
As part of the district elementary classroom technology kit, teachers have been provided a Juno sound enhancement system. This supports both staff and students by projecting teacher voice for all students to hear without compromising teacher vocal cords. This also ensures that students can hear the full lesson to engage in the learning.

Check out the videos of Everett Public School Educators sharing with their peers, the benefits behind using the sound amplification devices in their classroom. Tips and tricks are provided to assist with implementation.



Health Benefits:

<https://youtu.be/zd34xs-5Xgk>



Impact on Engagement:

<https://youtu.be/MgEmGDHb9-g>

For Additional Resources and how to guides visit our [Instructional Hardware](#) Portal.

Required Action:

Share videos and encourage usage of sound amplification devices in your building. It benefits all staff and students.

Approved for Distribution:


Brian Beckley



Response/Action Required

August 23, 2024

To: Gateway MS, Heatherwood MS, and Elementary School Principals
From: Anthony Anderson, Director of STEM, CTE and Choice Programs
Regarding: **First Lego League Robotics**

On Tuesday, August 13, the FLL coaches had their summer meeting to discuss changes to the 2024-25 school year. Please note the following:

- CTE supports all First Lego League (FLL) teams in Everett Public Schools for the Fall/Winter season only
- There is no second spring season
- CTE will support teams who progress after the Winter Qualifiers on December 14 and 15

At this time, we have received confirmation from all participating coaches on their team status for the year **except** for the following:

- Garfield (no 2024SY team)
- Jefferson Elementary
- Madison Elementary
- Silver Firs Elementary
- Tambark Creek Elementary
- View Ridge Elementary
- Heatherwood Middle School
- Port Gardner School

Required Action:

If your school is listed above, please email Susan McCoard (smccoard@everettsd.org) to confirm your coaches for the 2024-25 school year and advise who your new coaches will be.

Approved for Distribution:

Shelley Boten

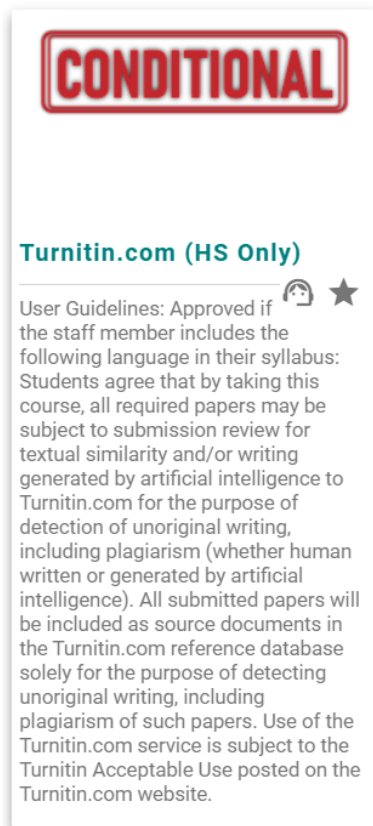


Response/Action Required

August 23, 2024

To: High School Administrators
From: Kalle Spear, Director of Secondary Instruction
Tavis Miller, Director of Instructional Technology and Learning
Regarding: **Turnitin.com Syllabi Requirements**

Turnitin.com is a digital tool that is licensed at each high school. Please review the new language that teachers should add to their syllabi, if they use Turnitin.com with students:



More information can be found on the digital tools portal in canvas: [Software Approval Status: EPS Digital Tools Portal \(instructure.com\)](#)

Required Action:

Please share this information with teachers who use Turnitin.com and ensure they put the language in their syllabi.

Approved for Distribution:

Shelley Boten



Response/Action Required

August 23, 2024

To: Elementary School Leaders, Resource Room Teachers and Instructional Coaches
From: Anne Arnold, Director of P-5 Instruction/Early Learning Programs
Jana Sanchez, P-5 Instructional Facilitator
Shelly Bratton, BEST Instructional Facilitator
Kat Gomez, Special Services Facilitator
Regarding: **Resource Room Collaborative Unit Planning for IM**

In the Spring of 2024, a cross-department team of facilitators led collaborative planning sessions with elementary resource room teachers and instructional coaches to increase access to the Illustrative Math (IM) curriculum, for all students. This work will continue throughout the 2024-25 school year.

The team leveraged backwards planning to create modified units for IM to increase access for all students. Typically, students are in Resource Room classes for approximately 30 minutes, four to five days per week. By prioritizing and narrowing down the lessons within a unit, students are given the best access to grade-level curriculum. After prioritizing standards, the team highlighted warm-ups, activities, practice problems, and/or centers that can be pre-taught in the timeframe for students to support their mathematics learning in the general education classrooms. Also included were formative assessment items to support student learning.

In addition, teachers and coaches unpacked the end of unit assessments and considered accommodations for students. For example, if the problem asks students to solve five different computation problems and a student is stuck a “back pocket” accommodation would be to ask them to solve three instead of all five. This would only be used as an accommodation if it were deemed necessary by the teacher.

In some cases, end of unit assessments were revised for all students. For example, a diagram may have been added to a problem, the language of an item may have been altered, or an entire item may have been changed to support students understanding of the context in which they are asked to do the math. This information will be directly communicated to teachers and instructional coaches.

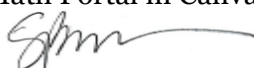
These Resource Room Unit Plans will be housed on the Math Portal in Canvas. Currently, Unit 1 for grades 4 and 5 are in Canvas. Unit 2 for both grades will be uploaded by the first week of school. The intention is to complete these plans for grades 3 – 5 this year; similar work will be completed for grades K – 2 in future years.

These modified IM units are a good starting place for Resource Room, Extended Resource Room and Achieve programs.

Required Action:

Please share this information with resource room teachers/coaches and direct them to find these Resource Room Unit Plans on the Math Portal in Canvas.

Approved for Distribution:


Shelley Boten



Response/Action Required

August 23, 2024

To: All Principals, Assistant Principals, and Office Managers
From: Chris Fulford, Director of Categorical Programs
Regarding: **Language Access Services**

We have some new updates to our Language Access services for the 2024-25 school year.

Interpreters:

- All staff members can request an interpreter, please do not rely only on your ML coach or para for this. New this year, we will be using the [LinguistLink](#) platform (can be found in your managed bookmarks) to request in person and virtual interpreters. This will help with tracking and adhering to OSPI guidelines for reporting. Staff members can create an account through this [link](#). Some training videos will be available as training sessions for those that will be using this platform. You can also access a [training guide](#) in Docushare.
- There are two phone service options: [LionBridge](#) and [Language Link](#). Anyone can use these services for quick phone calls to connect with families. You must fill out the Outlook form for each service prior to making a call, this helps with tracking and billing.
- Surveys will be sent out to families following meetings to ask for feedback. This is an OSPI reporting requirement.
- You can pull a [report](#) in Eschools that will tell you which families have requested interpreters for meetings.
- District level departments will pay for interpreters for required meetings or events, including attendance, behavior, parent conferences, IEP meetings, ECEAP, etc. As well as for larger required events such as Curriculum night for the languages approved for your school (this list can be found in Docushare and will be updated for 24-25 in mid-September). Although the ILA devices are also great for large meetings because they allow any family to choose their language to have the meeting interpreted into.

Written Translations:

- Translation requests must go through the Language Access Coordinator. We will be using the [LinguistLink](#) platform to submit these requests. Many documents may be translated already and can be found in Docushare. Vital district documents will be translated into the top five languages spoken in our district (Spanish, Russian, Ukrainian, Arabic, and Vietnamese).
- OSPI has contracted with TransAct to translate many state and federal documents. Everything they translate will be available in the top ten languages spoken in Washington, and many in the top 20! TransAct is continuing to update the site and add more documents. Everyone will have access to this site and the documents. To sign up for an account:
 - Go to the ParentNotices [Self-Onboarding link](#)
 - Enter your school district email address and click the green “Validate” button
 - Enter your first and last name, name of school, and ‘Title’ – you should ignore other fields at this time

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Shelley Boten

- Click submit, and your account is created
- You will receive an email asking you to create and confirm a password
- Once you do this, you can log in to ParentNotices and start exploring
- Click on a form, then hit the blue "fill and print" button, click the orange "Select languages" button, a box will open with all the languages that document is available in. Choose the languages and download or print
- Smore is a great way to create newsletters and gives families the option to select their language and Smore will translate the document for them.
- ParentSquare will translate messages into the language families have chosen for communications in Eschools.

ILA devices:

- ILA devices can now be checked out, either for one-on-one meetings or for larger meetings (including the use of RODE microphones if needed). Instructions for using the ILA devices can be found in [Docushare](#).
- Download the calendar for Interpreter@everettsd.org Send a calendar invite and in the body of the invite include:
 - Your name and extension
 - School
 - Type of meeting and if it requires the RODE microphone
- If the request is made three days in advance, the ILA can be sent to you through District mail. If not, you will need to pick it up at the CRC.
- ILA devices must be returned within 24 hours of your meeting through District mail.

You can find Language Access resources in [Docushare](#) and on the [staff Language Access](#) webpage (sign in to view this page). The [Accessing interpreters and translation](#) reference page has more information about how to make these requests.

Required Action:

- Please share this information with all staff in need of information related to interpreters and translations.
- Please contact Megan Rude at ext. 4247 or MRude@everettsd.org with any questions.

Approved for Distribution:



Shelley Boten



Response/Action Required

August 23, 2024

To: Principals and Assistant Principals
From: Harmony Weinberg, Director of Communications
Regarding: **New Monthly Newsletter Processes and Practices**

With the launch of our new district and school communication platform, ParentSquare, we are committed to providing consistent and timely communication to our families and staff. We want to share upcoming changes and clarifications for monthly newsletters.

NEW! Everett Public Schools Newsletter: First Tuesday of the month

- Starting this school year, we are excited to launch a monthly Everett Public Schools Newsletter to all families that will be sent on the first Tuesday of each month. This is a new focus to streamline our communications. This replaces the information previously sent to schools on the 20th of each month for inclusion in your newsletters. The Communications Department will now share that information directly with all families.
- In addition to families, all staff and secondary students will also receive the monthly newsletter on the first Tuesday of the month.

School Newsletters: First Wednesday of the month

- On the first Wednesday of each month, schools will send out their own newsletters. You may choose to reiterate information from the district, but please note families will have just received this information the day before. This streamlined approach will reduce the redundancy for families with students in multiple schools and help ensure they receive the most relevant updates from your school.
- This new schedule also sets the expectation for families that they will receive information from all their children's schools on this specific day each month.

Staff NewsLinks: First Thursday of the month

- On the first Thursday of the month, all staff will receive the Staff NewsLinks, which will include information specifically for our staff members.

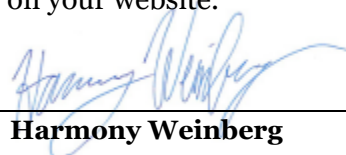
Sharing your newsletter on your school website

- After sharing your school newsletters through ParentSquare, please ensure they are posted on your school's website.

Important change: Schools will no longer post PDF versions of newsletters on school websites or share them as attachments

- Please be aware schools and the district will no longer be sharing newsletters in PDF format starting this school year. PDFs are not accessible and do not support automated translations, which are crucial for communicating with all our families. ParentSquare's features offer quick translations, helping us reach families whose home language is other than English.
- See instructions below for how to create a url link for your ParentSquare posts, which is how you will share your newsletters. We also have instructions for creating your SMORE url from that platform to share on your website.

Approved for Distribution:

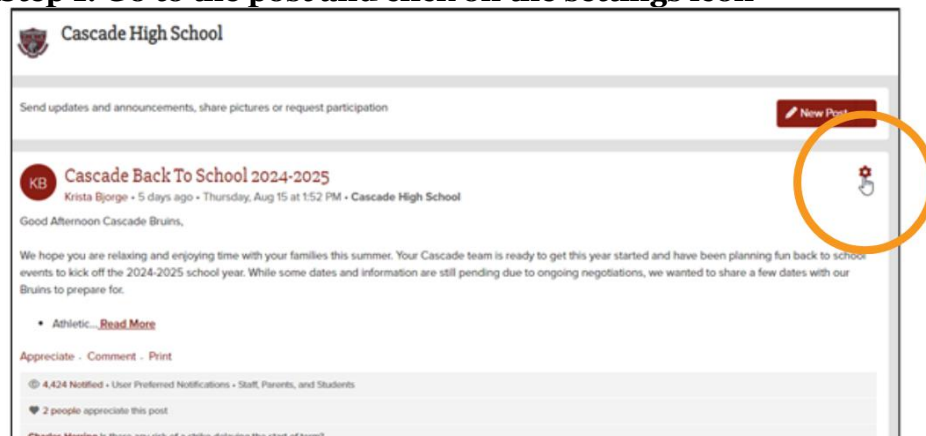

Harmony Weinberg

How to create a shareable ParentSquare link on your website

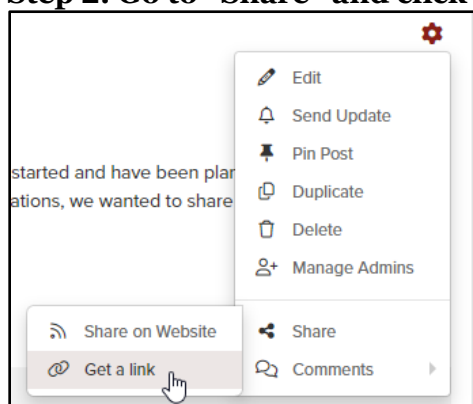
If you are using ParentSquare Studio Editor or want to share any school “post” on your website, you will want to create a url to copy and share easily.

Please follow these simple directions for creating a public url to share your newsletters and other “posts” you would like on your school website:

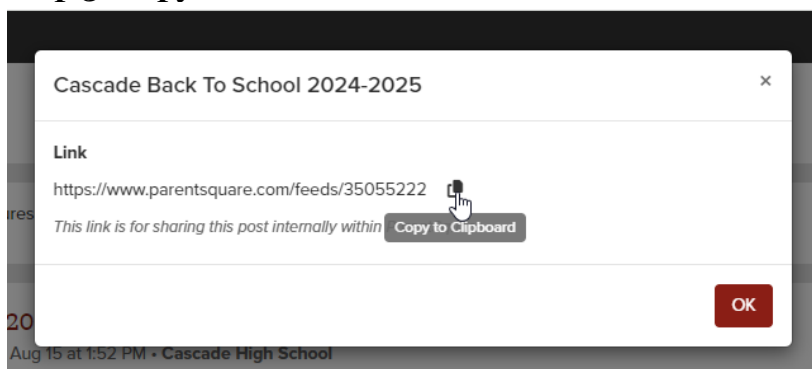
Step 1: Go to the post and click on the settings icon



Step 2: Go to “Share” and click on “Get a link”




Step 3: Copy the link

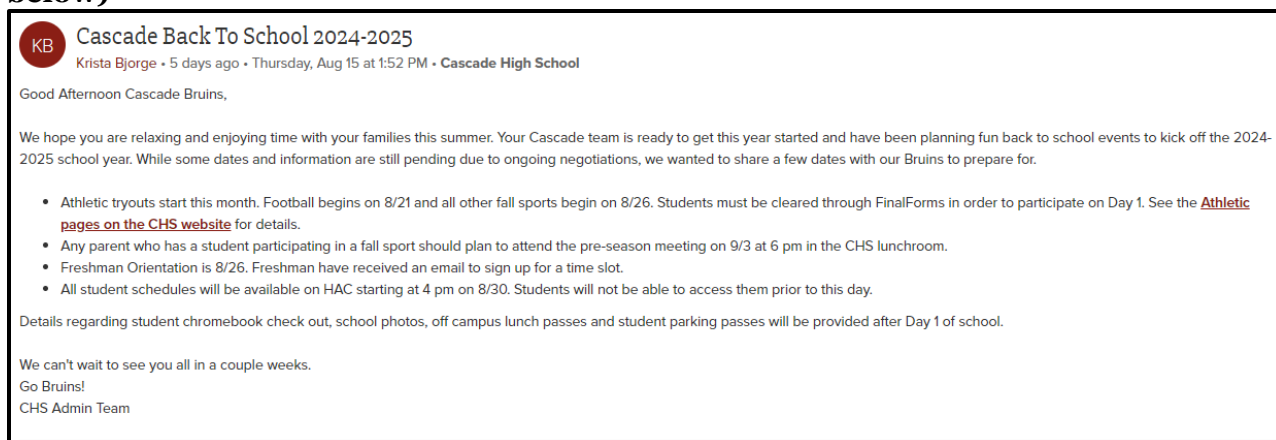


Step 4: Paste the link in the correct area of your school website where you want to share a link to your newsletter

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Harmony Weinberg

Step 5: View the link to your newsletter (see a sample of what it will look like below)



How to create a shareable SMORE link on your website

If you use SMORE for your newsletter, you will want to copy the link directly from your Smore account, not ParentSquare, to share directly on your school website. SMORE has directions on that process, or you can contact communications@everettsd.org for support.

How to co-create your newsletter in ParentSquare

Many of you have asked how you can start a newsletter in ParentSquare and then allow another team member, such as your AP or OM to also work on it. There is a way!

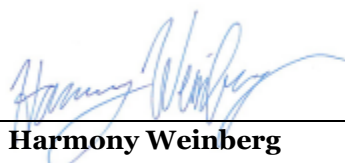
1. Start the Post or Studio Editor newsletter.
2. When you are ready for someone else to work on it, schedule it (DON'T SEND IT) for a date a few weeks out.
3. Click on Manage Admins (right nav menu) to add your AP, OM, etc.
4. Click Share (also on the right nav menu) to get a link
5. Share the link with your collaborator (s) and let them know they can now work on the post.
6. When the newsletter or post is all ready to go, the post can be scheduled to the correct date and time needed.

ParentSquare also provided a [quick tutorial video](#).

Required Action:

Implement the new monthly newsletter practices starting September 2024. If you need additional training or assistance with ParentSquare, don't hesitate to contact the Communications Department at communications@everettsd.org. We are more than happy to help you in this transition.

Approved for Distribution:


Harmony Weinberg



Response/Action Required

August 23, 2024

To: Principals and Assistant Principals
From: Harmony Weinberg, Director of Communications
Regarding: **Monthly Core Values List for Core Value Champions**

This year, we will continue to recognize students who embody the district's core values every month.

It will be your job to:

- Submit one student every month via [a monthly form](#) (September's form).
- In three sentences or less, state why they are nominated.
- Nominations are due by the 25th of the month.

You will receive reminders in the principal packet.

Students will be recognized in various ways, including social media, press releases, board acknowledgments, etc.

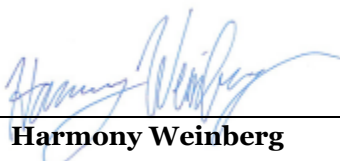
The schedule for School Board recognitions is below:

Month	Core Value	Board meeting recognition	Schools assigned to this meeting
September	Respect	October 8, 2024	Lowell, Garfield, North
October	Learning	November 12, 2024	Penny Creek, Hawthorne, Heatherwood
November	Equity	December 10, 2024	Jackson Elem, Eisenhower, View Ridge
December	Collaboration	January 28, 2025	Tambark Creek, Port Gardner, Gateway
January	Passion	February 25, 2025	Mill Creek, Jackson High, Silver Firs
February	Integrity	March 25, 2025	Everett, Cedar Wood, Sequoia, Woodside
March	Diversity	April 22, 2025	Madison, Evergreen, Monroe, Silver Lake
April	Learning	May 27, 2025	Emerson, Cascade, Penny Creek
May	Collaboration	June 10, 2025	Jefferson, Whittier, Forest View

Required Action:

Nominate one student from your school every month. All nominations are due by the 25th of each month. The September Core Value is Respect. For September, please use this [form](#).

Approved for Distribution:


Harmony Weinberg



Response/Action Required

August 23, 2024

To: Building Administrators & Directors
From: Mimi Brown, Director of Professional Learning
Regarding: **Clock Hour Submissions**

2024-25 Checklist for Clock Hours

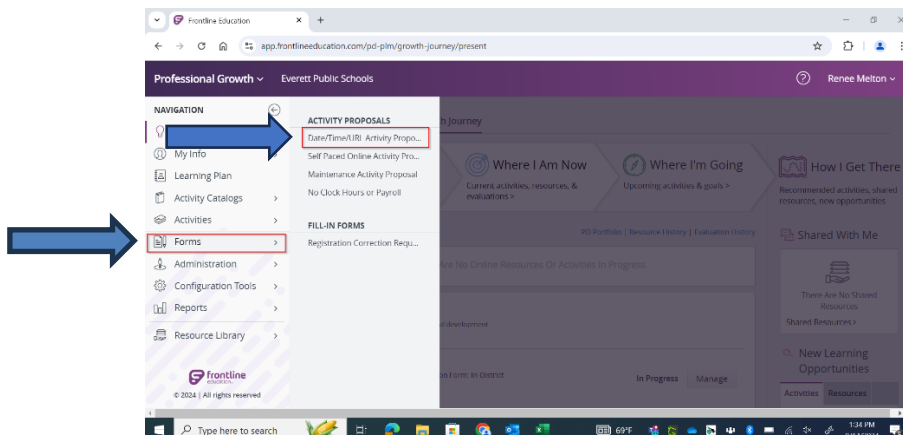
Guidelines:

- Clock hours are offered for courses/meetings that ***learning & planning for students is occurring***. From OSPI & PESB:

CLOCK HOURS MAY NOT BE OFFERED FOR

- Individuals **serving as the instructor** for a course for which that individual is the only participant.
- Routine staff meetings to discuss or explain operational policies or administrative practices
- Business meetings of professional associations to discuss operational policies or practices
- Social hours or actual meal time.

- All courses **MUST** be submitted at minimum of one week BEFORE the first class to allow time for processing (*see note below*)
- There is **NO** requirement to chunk classes by trimesters. You may submit a yearlong class, just ensure that tracking the attendance is feasible. You may submit the course in chunks if it increases accuracy and ease of attendance taking.
- There are templates in Frontline to increase efficiency with the most common courses submitted.



Choose the template you need from the drop-down menu:

Approved for Distribution _____

Peter Scott

- Check to see if you offer any of the courses below and submit an Activity Proposal at least a week before the first session. ***Now is the time to submit for yearlong courses.***

Templates Available: <i>**Only submit for courses/meeting that are focused on learning not operational/logistic items</i>
August LID days
Building Leadership Team Meetings
Equity Team Meetings
ALIFs
PBIS Team
Staff Meeting...if there's learning on the agenda
October LID

Note:

OSPI and Washington State Professional Educator Standards Board requirements:

Clock hours may not be issued retroactively.



- *Approval by the clock hour committee must happen prior to the course. (181-85-045)*
- *Participants must register prior to taking courses. Providers must keep records of this. (181-85-205)*

Issuing clock hours retroactively places the district in jeopardy of losing their ability to provide clock hours in the future. Please fill out the information below to determine if we can grant a one-time exception.

Required Action:

- Submit any fall or yearlong courses for clock hours now.



Response/Action Required

August 23, 2024

To: Administrators & Supervisors
From: Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Fragrance* Sensitivity**

Please be aware that some staff have chemical sensitivity. While many staff choose to wear fragrances to work, fragrances should be worn in moderation so as not to distract, disrupt, or offend others. In addition, some members of the district staff have health conditions that are negatively affected by fragrances worn by others. In those circumstances, staff will be asked to refrain from wearing fragrances to work.

*Fragrance: perfume, cologne, lotion, aftershave, balm, flowers (some lilies have an especially strong fragrance), essential oils, etc.

Required Action:

Please post the linked [poster](#) and notice in high-traffic staff areas.

Approved for Distribution: _____

Chad Golden



INFORMATION ONLY

Materials in this section, while they do not require building response, contain valuable information for district programs, projects, and building operations.





August 23, 2024

To: School Administrators
From: Greg Smith, Director Maintenance & Operations
Adam Pazder, Director Food & Nutrition Services
Regarding: **EPS Composting Program & Student Implications**

As presented during our meeting on August 14, the state legislature passed organic management laws aimed to divert organic materials away from landfills. I am excited to remind you that our district will be rolling out a composting program in the 2024-25 school year to comply with these laws. This initiative is a great opportunity for us to promote sustainability and environmental awareness among our students and staff. Please recall that only elementary schools will be composting at the start of the 2024-25 school year. Secondary schools will begin composting in January upon return from winter break. To support this upcoming initiative, below are links to our district's composting resources:

[Instructional Video for Setting up Waste Stations](#) (custodian and para training)
[Waste Station Signage.pdf](#)
[Instructional video for students](#)

These resources are designed to assist in the successful implementation of our composting program. Please review them with your pertinent staff and students. Should you have questions or need further clarification, please reach out to Wes Erdahl (Region 1) or Trevor Bell (Region 2) at 425-385-5200.

Thank you for your support and participation in this important initiative!

Additional information from Food & Nutrition

It is vital for student wellness and academic readiness that sufficient seated time be preserved at mealtimes. Administrators need to be aware that additional steps at the waste station have the potential to slow down clean-up efforts at the end of breakfast and lunch. It is recommended that additional cafeteria supervision be available for the first 30-days of school to assist students in learning how to engage with the waste station efficiently. It is not advised to initiate the student cleanup process early to mitigate this potential disruption, as that may inadvertently reduce seated time necessary for eating.

Additionally, please be advised Food & Nutrition is transitioning to new POS software for the cash registers at all school sites beginning in September. Students may experience slight delays as both staff and students adapt to new processes and workflows. Food & Nutrition leaders are confident any potential slowdown in kitchen serving lines will be resolved within the first two weeks of school.

Thank you for your support during this transition. Please reach out to Food & Nutrition if you have any questions at 425-385-4380.

Approved for Distribution: L. C. Fleckman



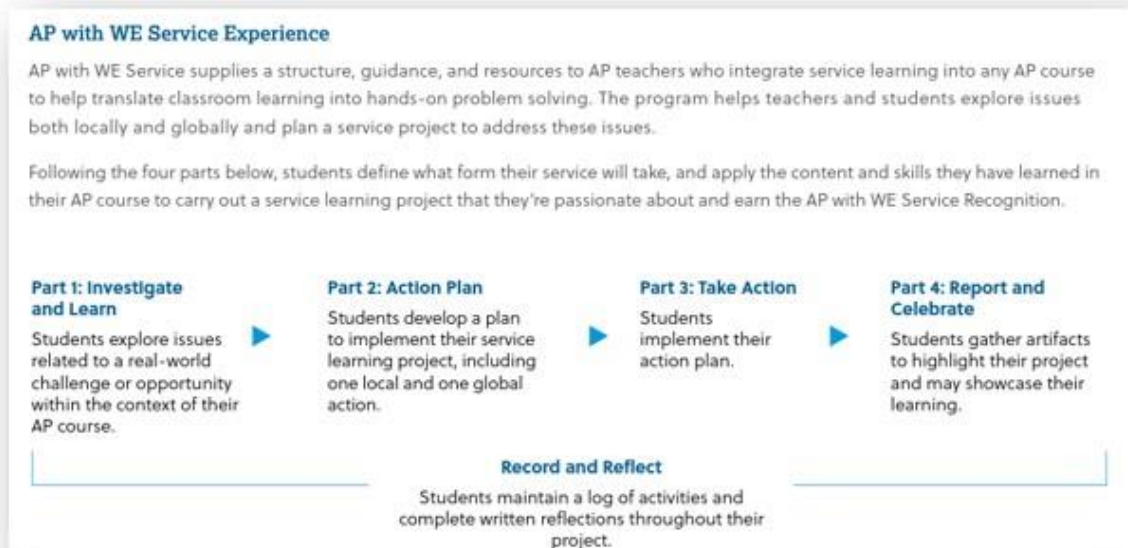
Information Only

August 23, 2024

To: High School Principals & Advanced Placement Teachers
From: Dr. Jeanne Willard, Executive Director of College & Career Readiness and Extended Learning Options
Regarding: **AP with WE Program 2024-25 Participation Deadline**

Through the [AP with WE Service](#) program, students engage in **service learning activities** to strengthen their understanding of Advanced Placement (AP) course content and skills, using what they're learning to tackle real-life social issues. The AP with WE Service Program incorporates projects and activities into any AP course. Some AP courses have course-specific modules available through [AP Central](#). An overview of the program is available through this [video](#).

In addition to the powerful experiences students have by participating in service-learning activities, students who complete the AP with WE Service activities can receive the **AP with WE designation on their transcript**.



This is the time of the year for AP teachers to consider incorporating AP with WE in their AP classroom for the 2024-25 school year. Please share this information with teachers who will teach AP classes for the 2024-25 school year. **The deadline for AP teachers to commit for the 2024-25 school year is September 18, 2024.**

Please have AP teachers email [Jeanne Willard](#) if they would like to participate or if there are questions.

Approved for Distribution: _____


Shelley Boten



August 23, 2024

To: All Elementary and Middle School Principals and Assistant Principals
From: Chris Fulford, Director of Categorical Programs
Michele Waddel, Director of Assessment and Research
Regarding: **WIDA Screener Training**

The WIDA Screener is used to determine if potential multilingual learners are eligible for support through the multilingual learner program. Staff that will administer the assessment are required to be trained annually and pass the associated quizzes. Calendar invitations will be sent to designated staff by Nicole Leise, ML Program Coordinator on Monday, August 26.

The details for the trainings for elementary and middle school staff are below:

Elementary WIDA Screener Training:

- ML Coaches and ML Para-educators must be trained.
 - Non-ML staff are welcome to attend if they will be supporting testing.
- Tuesday, September 3
- 9:00 a.m. - 12:00 p.m.
- CRC in the Port Gardner Rooms

Middle School WIDA Screener Training:

- ML Para-educators must attend.
 - ML teachers are welcome to attend.
- Tuesday, September 3
- 1:00 p.m. - 3:00 p.m.
- CRC in the Port Gardner Room B

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Shelley Boten



Information Only

August 23, 2024

To: Secondary Principals and Academics Directors
From: Dr. Jeanne Willard, Executive Director of College & Career Readiness and Extended Learning Options
Regarding: **2025-26 School Year Course Proposal Forms - Now Available**

In preparation for the [high school](#) and [middle school](#) course catalogs for the 2025-26 school year, [course proposal forms](#) are now available.

Each form requires a set of supporting documents and signatures in place before they are submitted. Completed proposal packets can be emailed to the [College & Career Readiness Department](#).

Deadlines for proposals are as follows:

- **October 1, 2024 deadline:**
 - [High School and Middle School Course Proposal Approval Form for New CTE Courses 2025-26](#)
 - [High School Course Proposal for New Course Equivalency 2025-26](#)
- **December 2, 2024 deadline:**
 - [High School Course Approval Form for New Courses 2025-26](#)
 - [Middle School Course Proposal Form for New Courses 2025-26](#)
 - [High School and Middle School Course Revision Form 2025-26](#)

Please share this information with staff considering the development of new courses or revisions to current courses for the 2025-26 school year. Please also remind staff that a course application often takes many months to complete as it requires advanced planning, curriculum and budget approval, and coordination between schools and departments. Early planning is highly recommended.

For more information, please contact [Dr. Jeanne Willard](#).

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Shelley Boten



Information Only

August 23, 2024

To: Principal and Assistant Principal Teams
 From: Kelley Clevenger, Executive Director, Special Services
 Regarding: **Special Services School Responsibilities & Contacts 2024-25**

24-25 Special Services School Responsibilities and Contacts

Director	Beth Degrace - 5272	Katy Ramon - 5256	Heather Brown - 5253
	OT/PTs	Psychologists	SLPs
	Agencies	Cedar Wood	Emerson
	Early Learning	Forest View	Silver Lake
	CTE/OTG/CCR	Mill Creek	Garfield
	Transportation	Monroe	Madison
	DHH/Vison/Audiology/AT	Penny Creek	Hawthorne
	Best Team	Woodside	View Ridge
	Assessment	Silver Firs	Jackson EL
	Private schools	Tambark Creek	Whittier
	Contract Schools	Eisenhower	Jefferson
	ESY/Everett Ready	Gateway	Lowell
	Tutors	Heatherwood	Evergreen
	Achieve	Cascade	North
	Safety Net	Henry M. Jackson	Everett
	Staffing and Hiring (HR)	Transition (Goal and Strive)	Sequoia/Port Gardner/Online HS



Facilitator	Lindsay Armstrong - 5263	Bevin Storla - 5264	Kat Gomez - 5248
	Michelle Ulke - 5269		Pam Stever - 5270
	Breanna Duffy - 5266		
BCBA		Aneesha Shaikh - 5258	Sean Williams - 5275

Support Staff	Executive Assistant/Office Manager	System Analyst
	Linda York - 5257	Penny Bravo - 5262 Stephanie Luxmore - 5260

Approved for Distribution _____

Peter Scott

Records Secretary School Responsibilities		
Jodie Moyer – 5261	Vanessa Coile - 5277	Michelle Ferguson - 5254
Emerson	Cedarwood	Garfield
Hawthorne	Forest View	Jackson
Lowell	Mill Creek	Jefferson
Silver Firs	Monroe	Madison
Tambark Creek	Penny Creek	Port Gardner
Private School	Woodside	Silver Lake
	Eisenhower	View Ridge
	Gateway	Whittier
	Heatherwood	Evergreen
	Cascade High	North
	HM Jackson High	Everett High
	Contract Schools	Sequoia
	Transition (Goal and Strive)	Everett Reengagement/Grad Alliance



August 23, 2024

To: Building Administrators & Office Managers
From: Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Accommodations for Lactating Staff Members**

Reminder:

Accommodations must be made for employees who request breaks to pump and express breastmilk. Employees for this definition include substitute employees.

Returning to Work and Lactation Accommodations

Employee rights to pump and express milk are legally protected. The Revised Code of Washington 43.10.005 & Federal Fair Labor Standards Act Section 7 requires that employers provide breastfeeding employees:

- A flexible schedule to pump, attend medical appointments, and have reasonable accommodations
- A convenient private location to express milk that's not a bathroom and a space to safely store milk (this can be a refrigerator in the staff room)
- Federal law entitles an employee to take breaks more frequently or longer than otherwise scheduled, within reason
- Washington law lengthens the amount of time that employers must provide a reasonable accommodation to two years

How much time do employees need to pump?

Employees will need flexible accommodations for pumping because medical accommodations aren't a one size fits all situation. Consider the following factors for time: the average time it takes to pump is between 15-20 minutes. Time for travel, setup and cleanup also needs to be factored in, per the law. This may make an entire pump break 30-40 minutes, assuming the location for pumping is conveniently located. A person who is nursing will need to express milk as frequently as their own baby eats, which may be every 2-3 hours during the workday.

Employers are not required to pay employees for additional time outside the mandatory 10-minute paid breaks, but employers are required to give a flexible schedule to accommodate their medical needs.

Some schools have set up a conference room with a locking door and sign-up schedule, a vacant office or other small space for lactating parents to pump in private.

Please work with your employees when they request breaks to pump. Finding time and a private space for employees to conduct this protected action supports them and their needs.

Approved for Distribution:

Chad Golden



Information Only

August 23, 2024

To: Building Principals
From: Brian Beckley, Chief Information Officer
Tavis Miller, Director Instructional Technology & Learning Services
Regarding: **ParentSquare Resource for Staff Training**

As we launch ParentSquare for the 2024-2025 school year, school admin permissions have only been granted to building administrators and office managers. Building principals who would like a certain staff member to have increased ParentSquare access may submit a HelpDesk ticket detailing the request. The LMS team will work with you and your staff member(s) to arrange training around the additional features and modify their ParentSquare access accordingly.

A new ParentSquare resource has been added to the Day 3 folder of Summer Leadership Institute resources. A PowerPoint with voice narration is now available for principals to use as needed, including asynchronous learning for teachers. The presentation is titled: "Voice narration for ParentSquare – Teachers" and is also [linked here](#).

If you have any questions, please reach out to Dan Hansen, Director of Digital Resources: dhansen@everettsd.org or 425-385-4212.

Approved for Distribution: _____


Brian Beckley