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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

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
November 14: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner 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 & ADA Coordinator – Chad Golden, cgolden@everettsd.org, 425-385-4100
 504 Coordinator – Dave Peters, dpeters@everettsd.org, 425-385-4063
 Gender-Inclusive Schools Coordinator – Joi Grant, jgrant@everettsd.org, 425-385-4137
 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:

Approved for Distribution:



Shelley Boten

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***

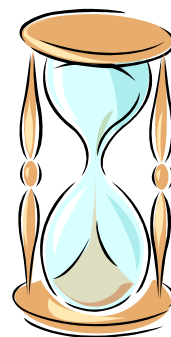
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should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

September 6, 2024

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

Please note the link for the High School Administrator Training Video originally provided in the August 23, 2024 Principals' Packet had issues with the audio not playing. A new link has been provided below.

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 pm; [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 pm; [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

September 6, 2024

To: Elementary Principals and Office Managers
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Anne Fox, P-5 Instructional Facilitator
Regarding: **Early Literacy Screening Information Session for G1-2 Teachers**

The P-5 Instruction and Early Learning Programs team is providing an optional opportunity for first and second grade teachers to learn and review the Early Literacy Screening process on **Tuesday, September 17, 2024 from 4:00 -5:00pm via Zoom**. We will share the requirements, timelines, proctor guidelines, resources and reporting components connected to the assessments.

Clock hours are available. **Teachers should register on Frontline.**

Interested administrators are welcome to join.

Required Action:

- Please share this professional learning opportunity with your first and second grade teachers.
- Teachers should register in Frontline.
- If you have questions or need more information, contact:
 - Anne Arnold aarnold@everettsd.org ext. 4089 or
 - Anne Fox afox@everettsd.org ext. 4022

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Response/Action Required

September 6, 2024

To: All Principals
From: Michele Waddel, Director of Assessment and Research
Regarding: **Monitoring Multilingual Progressing Levels**

Monitoring Multilingual Learner Progressing Levels:

An important Multilingual Learner (ML) metric to monitor is progressing levels. While assessment performance results are valuable information to inform instruction and intervention, progressing data informs program and school improvement. The State Board of Education and OSPI focus on progressing data because ML students will enter at various levels such that there is no meeting standard level for all students. Rather, a student must progress from one level to the next such that they progress out of services within six years if they begin at the Emerging level. Students have less time to transition out of services if they enter at a higher level. For example, a student who enters testing at the Emerging level will have six years to progress out of services. A student entering at the Progressing 2 level will only have four years to transition out. ML progressing is 5% of the Washington School Improvement Framework (WSIF) score for the "All" category of students.

Baseline Year	Year 2	Year 3	Year 4	Year 5	Year 6
Emerging	Progressing 1	Progressing 2	Progressing 3	Progressing 3	Transition
Progressing 1	Progressing 2	Progressing 3	Progressing 3	Transition	
Progressing 2	Progressing 3	Progressing 3	Transition		
Progressing 3	Progressing 3	Transition			

For the 2022 identification year of the WSIF, the baseline for this measure was the 2020-21 ELPA21 score. Since the WIDA replaced ELPA21 in the 2021-22 school year, a crosswalk was created to compare the scores. For example, a student who is Progressing 1 on the ELPA21 test, scored 2 on some of the subtests but had at least one subtest score of 1. A student is Progressing 1 on the WIDA if their overall score is between 2 and 2.9.

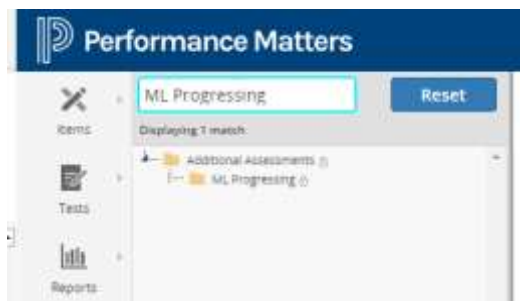
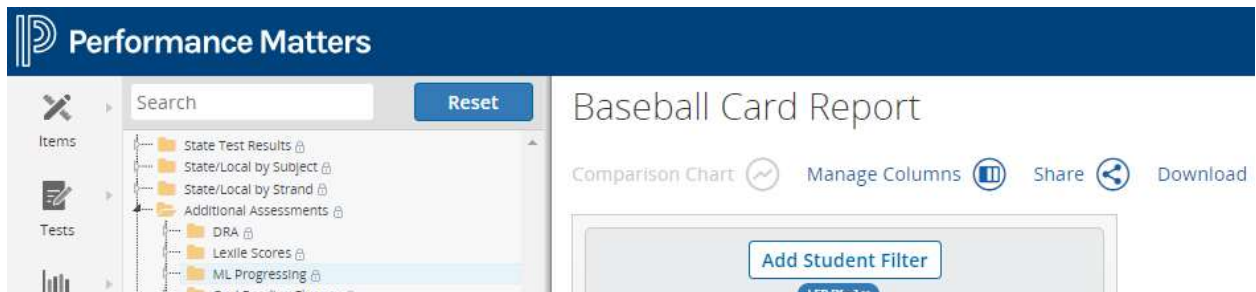
Growth Category	ELPA21 Assessment	WIDA Assessment
Emerging	No subtest levels above 2	Overall Level 1 through 1.9
Progressing 1	Some subtests above 2 but at least one subtest at 1	Overall Level 2 through 2.9
Progressing 2	Some subtests above 2 but at least one subtest at 2 and none are lower than 2	Overall Level 3 through 3.9
Progressing 3	No subtests below 3 but some can be higher	Overall Level 4 through 4.9
Transition	All subtests 4 or higher	Overall Level 5 or 6

One way to analyze the progression of MLs in your school is to compare their performance year to year in Performance Matters. In addition to premade ML reports which can be accessed in the Shared Reports tab of Performance Matters, below is a step-by-step guide to analyzing this data in Baseball Card.

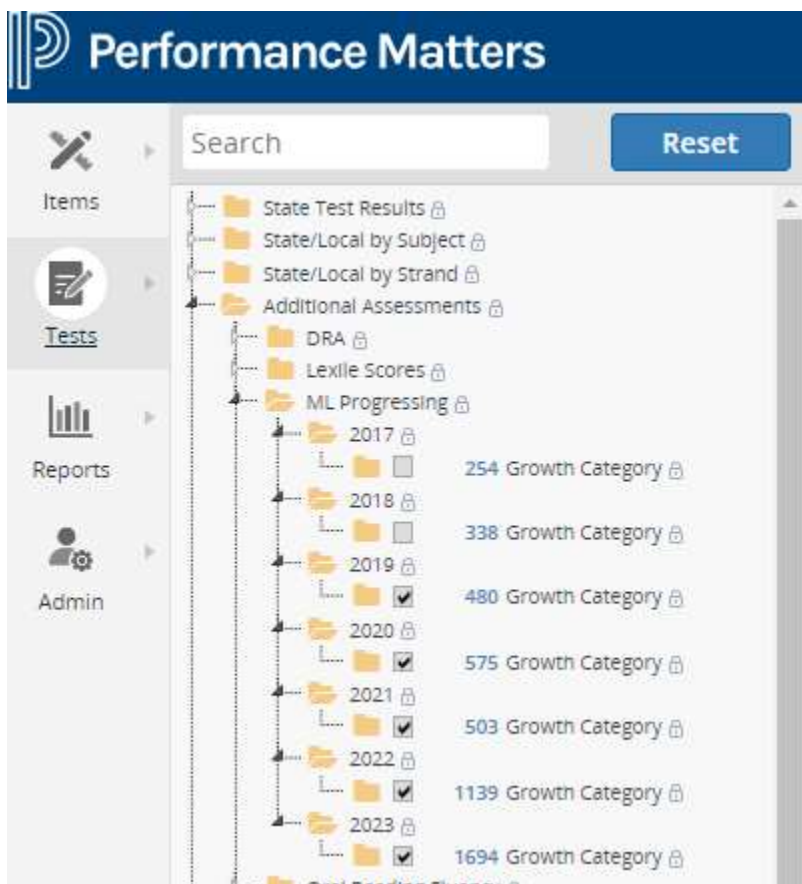
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In Baseball Card, the folder ML Progressing can be found under Additional Assessments in the folder list. You can also type “ML Progressing” in the search bar:



Depending on your students' grade levels, you can choose the year of the assessments. I am including 2019 through 2023:



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You may also want to add current grade from the Manage Columns icon and add US Enrollment Date and Native and Home Language, which are found in the WIDA folder in Additional Assessments, for context. A student who has been enrolled in US schools and served in the program for five years, should look different than a student who enrolled in a US school one or two years before with a baseline progressing level of Emerging.

Once you have chosen your data and demographic columns, sort from A to Z on the earliest year of data, which is the 2019 column in this example. Right away, I can see that I have a fifth-grade student who has been in school in the US since 2018 who was stuck in P1 for three years but progressed last year. I also have a student who is vacillating between E and P1 who may need additional support.

Baseball Card Report

Comprehensive View Manage Columns Share Download

Add Student Filter		Additional Assessments WIDA 2022-2023 U.S. Enrollment Date	Additional Assessments WIDA 2022-2023 Home Language	Additional Assessments WIDA 2019 Speech Category	Additional Assessments WIDA 2020 Speech Category	Additional Assessments WIDA 2021 Speech Category	Additional Assessments WIDA 2022 Speech Category	Additional Assessments WIDA 2023 Speech Category
Student Name	Current Grade							
1. Jackson, David	5	9/10/2019	Spanish	P1	P1	P1	P1	P1
2. Smith, John	5	8/10/2018	Spanish	P1	P1	P1	P1	P1
3. Davis, John	5	9/10/2019	Spanish	P1	P1	P1	P1	P1
4. Martinez, Maria	5	8/10/2017	Spanish	P1	P1	P1	P1	P1
5. Martinez, Maria	5	12/10/2017	Spanish	P1	P1	P1	P1	P1
6. Garcia, Maria	5	9/10/2018	Spanish	P1	P1	P1	P1	P1
7. Garcia, John	5	8/10/2017	Spanish	P1	P1	P1	P1	P1

Another step you can take is to swatch the students who have transitioned out in 2023, and sort the 2023 column A to Z. This will bring students who are scoring in lower levels to the top and you can look backward to see their progression. What might be preventing students from making progress? Are there other factors that may be influencing this data that could be improved such as testing time or conditions?

Baseball Card Report

Comprehensive View Manage Columns Share Download

Add Student Filter		Additional Assessments WIDA 2022-2023 U.S. Enrollment Date	Additional Assessments WIDA 2022-2023 Home Language	Additional Assessments WIDA 2019 Speech Category	Additional Assessments WIDA 2020 Speech Category	Additional Assessments WIDA 2021 Speech Category	Additional Assessments WIDA 2022 Speech Category	Additional Assessments WIDA 2023 Speech Category
Student Name	Current Grade							
1. Garcia, John	5	9/10/2019	Spanish	P1	P1	P1	P1	P1
2. Jackson, David	5	9/10/2019	Spanish	P1	P1	P1	P1	P1
3. Martinez, Maria	5	8/10/2017	Spanish	P1	P1	P1	P1	P1
4. Martinez, Maria	5	12/10/2017	Spanish	P1	P1	P1	P1	P1
5. Garcia, Maria	5	9/10/2018	Spanish	P1	P1	P1	P1	P1
6. Garcia, John	5	8/10/2017	Spanish	P1	P1	P1	P1	P1
7. Davis, John	5	9/10/2019	Spanish	P1	P1	P1	P1	P1
8. Smith, John	5	8/10/2018	Spanish	P1	P1	P1	P1	P1
9. Jackson, David	5	9/10/2019	Spanish	P1	P1	P1	P1	P1
10. Garcia, Maria	5	9/10/2018	Spanish	P1	P1	P1	P1	P1
11. Garcia, John	5	8/10/2017	Spanish	P1	P1	P1	P1	P1
12. Martinez, Maria	5	12/10/2017	Spanish	P1	P1	P1	P1	P1

Sort the data Z to A and see who is making progress. What might be different for these students?

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Shelley Boten

Baseball Card Report

Comparison Chart Manage Columns Share Download

Add Student Filter or search		Assessment 1 100% 100% 100% 100%		Assessment 2 100% 100% 100% 100%		Assessment 3 100% 100% 100% 100%		Assessment 4 100% 100% 100% 100%		Assessment 5 100% 100% 100% 100%		Assessment 6 100% 100% 100% 100%		Assessment 7 100% 100% 100% 100%		Assessment 8 100% 100% 100% 100%	
Student Name	Current Score	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1. Student Name	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
2. Student Name	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
3. Student Name	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
4. Student Name	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
5. Student Name	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
6. Student Name	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
7. Student Name	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
8. Student Name	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
9. Student Name	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
10. Student Name	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
11. Student Name	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
12. Student Name	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
13. Student Name	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
14. Student Name	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
15. Student Name	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
16. Student Name	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
17. Student Name	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
18. Student Name	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Here is a link to the report I created in this example:

https://unify.performancematters.com/core/report/bbcard/bbcard.jsp?idp=wa_Everett_adfs&report=vJJwnF

If you would like to review this with me or need help creating this report, please email me to schedule a time.

Required Action:

- Monitor Multilingual Learner progression
- Share with staff as appropriate
- Contact [Michele Waddel](#) for questions and assistance

Approved for Distribution:



Shelley Boten



Response/Action Required

September 6, 2024

To: High School & Middle School Principals and Assistant Principals
From: Dave Peters, Director of Student Support Services
Regarding: **8th Grade - HS Transition Meeting Schedule**



The 2024-25 High School Transition Meeting schedule has been created to serve our current 8th-grade students. Of course pre-registering students with course requests can be done in less involved ways. But in EPS, our process provides a personalized approach and helps to frontload a welcoming and supportive atmosphere for our 8th grade students as they make the milestone transition to high school. Please plan your other school-related PD around these dates to help minimize a shortage of subs for the hosting school and their feeder school.



The schedule was designed with the following in mind:

1. Minimizing the number of days per week counselors and administrators are pulled from direct access to their schools
2. Avoiding Mondays and Fridays when subs are in greatest demand
3. Providing at least 1 day gap between transition meeting dates for each high school team
4. Completing the "split" middle schools on the same day

Tuesday, March 11, 2025	CHS @ Evergreen MS EHS @ Evergreen MS
Wednesday, March 12, 2025	JHS @ Heatherwood MS
Thursday, March 13, 2025	CHS @ Eisenhower MS EHS @ Eisenhower MS
Tuesday, March 18, 2025	CHS @ Gateway MS JHS @ Gateway MS
Wednesday, March 19, 2025	EHS @ North MS

Required Action:

Please add these dates to your calendar and inform appropriate staff.

Approved for Distribution

Peter Scott



Response/Action Required

September 6, 2024

To: Administrators & Supervisors
From: Peter Scott, Deputy Superintendent
Cathy Woods, Regional Superintendent
Pete Misner, Regional Superintendent
Regarding: **Launch of School 2025 – SAVE THE DATES**

Required Action:

Please save these Key Dates for Launch of School | Summer Leadership Institute 2025.
Outlook invites are forthcoming.

Friday, June 20, 2025 – Designed for school-based instructional leaders

- *This day is designed as the first day of a three-part segment on school improvement (June 20, Aug. 6, and Aug. 7)*
- We will also parlay the all-Administrators & Supervisors' annual BBQ that same day
- Please keep in mind that inclement weather contingencies (make-up snow days) may affect the placement of this meeting. If we have make-up snow days, we may be looking at an alternative date between June 23-25.

Monday, August 4 to Wednesday, August 6, 2025 - Summer Leadership Institute

- Location likely at Evergreen or North Middle School
- All Administrators & Supervisors (all school administrators, instructional & operational directors and supervisors, and cabinet members)

Thursday, August 7, 2025 – Designed for school-based instructional leaders

- This day is historically scheduled the week after the Summer Leadership Institute. Since we have a tighter August timeline this year, we are proposing holding this meeting adjacent to the Institute, and merging in topics on safety, SEL, and policy updates so as not to schedule another standalone meeting in the following week.

Other key dates (tentative):

Tuesday, July 1	New administrator induction (only impacts 2025 new-to-A&S members)
Friday, August 8	Office professionals meeting
August 11-15 window	Instructional Leadership Team meeting scheduled (principal discretion)
Tuesday, August 12	Classified Job Fair

Approved for Distribution

Peter Scott

August 18-22 window	Everett Ready, EPS Learns (including DEI launch), New Hire Orientation, New paraeducator training
Tuesday, August 19	Breakfast launch for New Hire Orientation; all principals attend
Friday, August 22	Keep open. This is likely going to be a popular option for teacher non-instructional work day (formerly 8.04.A.1) flexible classroom set up day; note teachers can expend the workday to set up prior to Aug. 22 as long as their room / building is open.
Monday-Tuesday August 25-26	Administrator-led Learning Improvement Days (formerly 8.04.A.2)
Wednesday, August 27	First Day of School
Monday, September 1	Labor Day Holiday

Please let your regional superintendent or me know directly if you have any questions or concerns. Thank you.



RESPONSE/ACTION OPTIONAL

Items in this section are requested but not required.

Participation is usually valuable, and building administrators are strongly encouraged to consider each item individually.





Response/Action Optional

September 6, 2024

To: School Administrators and Office Managers
From: Nancy Brown, Transportation Director
Regarding: **Lap Shoulder Belts on School Buses**

Durham School Services will be operating 25 large capacity propane buses this school year equipped with lap shoulder belts. Schools who will be utilizing buses with lap shoulder belts have already been notified by our transportation department. In accordance with National Highway Traffic Safety Administration's (NHTSA) 2022 safety recommendation, our district is committed to purchasing future replacement school buses equipped with lap shoulder belts.

To inform families and students of this new bus safety feature, we have created a [flyer](#) for all schools to have available in the main office. We recommend elementary schools who will utilize buses with lap shoulder belts show this [video](#) to their students in early September (at a time/place of their choosing) to encourage the importance of wearing the lap shoulder belts while riding the school bus.

For your knowledge, we have established these expectations with Durham School Services:

Middle and High School Routes

- Driver instructs: "As required by law and for your safety, please wear your seatbelt while riding the bus." For the first few days of the school year, the driver will make the same announcement upon arrival to the school. Driver confirms the expectation of wearing the seat belt daily before leaving the school.

Elementary School Routes

- Driver instructs: "As required by law and for your safety, please wear your seatbelts while riding the bus." For the first few days of the school year, the driver will ask the students at every stop to "be seated quickly and buckle up," and upon arrival to school, repeats the announcement "as required by law and for your safety please wear your seatbelt while riding the bus." Driver confirms the expectation of wearing the seat belt daily before leaving the school.
- Driver will instruct on proper use of seatbelts and assist with buckling if student is unable for the first few weeks, and older siblings will be asked to assist.
- If an elementary student continually refuses to wear the seat belt, an incident report will be written so the school staff can talk to the student about the importance of wearing the seatbelt while riding the bus. Do not delay the bus for this.

Action:

Please make these flyers accessible for families and share this information with your staff.

Please contact transportation at x4144 if you have any questions.

Approved for Distribution


Larry C. Fleckenstein



INFORMATION ONLY

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





Information Only

September 6, 2024

To: Principals and Assistant Principals
From: Dave Peters, Director, Student Support Services
Jeanne Willard, Executive Director, College & Career Readiness and Extended Learning Options
Regarding: **District Counselor, Success Coordinator, and Career Specialist Meeting Schedule 2024-25**

By request, this is an update to the September 8 memo that also includes the **times** of the meetings listed below:

District Counselor Meetings | 2024-25

DATES	LEVELS	TIMES
September 26 October 31 December 5 January 16 February 13* April 17** May 29**	Middle & High ALL Counselors Elementary	8:00 - 9:00 9:15 - 11:15 11:30 - 12:30
* Times will be adjusted to accommodate Transition Meeting Trainings ** Overall length of meetings will likely be increased to accommodate Synergy training		

Success Coordinators

DATES	TIMES
September 19 October 17 November 14 January 16 February 27 April 15 May 29 June 24	9:00-11:00

Career Specialists

DATES	TIMES
September 23* November 4 February 10 April 28	8:30 – 9:30
* This meeting will end at 10:00	

The purpose of these required meetings is to grow our professional practice together. If there are any questions, please feel free to reach out to [Dave Peters](#) (counselors) or [Jeanne Willard](#) (success coordinators and career specialists).

Approved for Distribution _____


Peter Scott



Information Only

September 6, 2024

To: High School Principals and Office Managers
From: Dave Peters, Director, Student Support Services
Jeanne Willard, Executive Director, College & Career Readiness and Extended Learning Options
Regarding: **High School & Beyond Event Information**

In an effort to increase access to each unique school community, the three comprehensive high schools have collaborated to provide a customized format on three specific dates in October.

★ **Cascade HS** | October 2, 2024

- The college and career fair will take place during the curriculum night event

★ **Jackson HS** | October 9, 2024

- The college and career fair will be a stand-alone evening event with several break-out session options

★ **Everett HS** | October 22, 2024

- The college and career fair will take place during the school day

Each year, the Everett Public Schools Foundation has generously donated funds to help cover the costs of these events for our schools. This year, **each high school will be reimbursed for up to \$3,000** for related expenses that may include the purchase of food, printing, postage, table/chair rentals, additional custodial or other staffing costs.

To be reimbursed using the Foundation funds,

1. Contact Lindsey de Carteret (ldecarteret@everettsd.org / x4134) for an account code for purchases to be charged with a procurement card
2. To receive reimbursement with Foundation funds, all receipts must be submitted to Lindsey de Carteret (ldecarteret@everettsd.org) **no later than January 31, 2025**
3. To reimburse for staffing costs, submit a) original **paper** timesheets to Lindsey by **November 4, 2024** or b) **online** timecards by **November 8, 2025**
4. Sequoia HS: Transportation costs to be submitted **no later than January 31, 2025**

NOTE: If a school chooses to spend more than \$3,000, the balance will need to be paid with building funds.



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Peter Scott