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September 17: E.S. Principals & Assistant Principals Meeting, 4:00 – 6:00 p.m., Port Gardner A
September 18: M.S. Principals & Assistant Principals Meeting, 3:30 – 5:30 p.m., CRC Lunch Room
September 19: H.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Port Gardner 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. Region One, View Ridge, Region Two, TBD
October 17: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B
November 5: E.S. Principals & Assistant Principals Meeting, 4:00 – 6:00 p.m., Port Gardner A

Important Resources

Teaching & Learning Folder

<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collecti on-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

November 6: M.S. Principals & Assistant Principals Meeting, 3:30 – 5:30 p.m., Board Room A
November 7: H.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Board Room A
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
December 10: School Board Meeting, 4:30 p.m., Board room A & B
January 14: School Board Meeting, 4:30 p.m., Board room A & B
January 16: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B
January 22: M.S. Principals & Assistant Principals Meeting, 3:30 – 5:30 p.m., Board Room A

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***

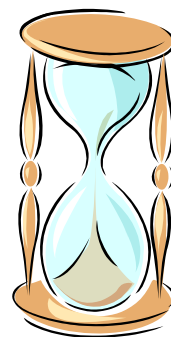
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should 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 13, 2024

To: Administrators & Supervisors
From: Dave Peters, Director of Student Support Services
Mimi Brown, Director of Professional Learning
Regarding: **October 11 Learning Improvement Day Structures & Support**

Social-Emotional Focused LID, October 11 Information

STRUCTURE REVIEW:

- Here is a draft agenda for October 11 to inform you of the structure of the day:
[Oct 2024 LID Planner.docx](#)
- Overview of the Day:

Segment	Topic	Organized by
One	Our Building's SEL Why	Building/Department
Two	RULER Implementation	District
Three	Forefront Suicide Prevention	District
Four	SEL and Student Growth Goals	District
Five	Building's/Department's SEL Next Steps & Action Planning	Building/Department

- In the last column of the LID planner titled “materials,” you will see a note indicating what Student Support Services and the Professional Learning Department *will be* providing next week. These items have the word “(provided)” in blue after them.
- Important Notes:
 - Start and End Times for those scheduled to work on October 11:
 - Secondary Schools | 7:30 am - 3:00 pm
 - Elementary Schools | 8:00 am - 3:30 pm
 - **We need to have set start and end times for two main reasons:**
 - 1.) There are synchronous activities and live presenters involved in the design.
 - 2.) There are developmental differences in the content between elementary and secondary, especially pertaining to the RULER and suicide prevention segments.
 - Please communicate these start-and-end times, and the context, to your staff immediately in your newsletters so staff can plan accordingly.
 - Please accommodate any staff member who may experience difficulty rearranging childcare or other circumstances.
 - For additional details regarding paraeducator schedule, see the LID Participation and Pay Principal Packet Item.

Approved for Distribution

Peter Scott

- It is acknowledged that Suicide Prevention is a sensitive topic for some staff. Professional learning on this topic is required by OSPI and our Board Policy, but it's also empowering for educators when they have strategies that build their self-efficacy to support someone in crisis. We will provide language in next week's Principal Packet to share with your staff, along with a participant agenda.

TIMELINE of Deliverables and Supports:

- Materials indicated as “(provided)” will be linked to the agenda in the Principal Packet for **September 20**.
- Zooms to give an overview of the agenda, Power Point slide deck, and offer an opportunity to ask questions are scheduled for:
 - **Monday, September 23**
 1:00-1:30 (department focus) <https://everettsd.zoom.us/j/95017380844>
 3:00-3:30 (secondary focus) <https://everettsd.zoom.us/j/99774711905>
 4:00-4:30 (elementary focus) <https://everettsd.zoom.us/j/99774711905>
- Admin run through of SGG segment of the agenda on Tuesday, September 24 from 9-10:30 am in Port Gardner A. This is a support provided, attendance is optional.
- A drop-In Zoom to support your LID planning is scheduled for:
 - **Thursday, October 3** from **3-4:30pm** (open to all)
<https://everettsd.zoom.us/j/94806431103>
- At any time, you may reach out to schedule a separate Zoom or phone call.
- **Friday, October 11:** Building/Department-led Learning Improvement Day

Required Action:

Please communicate to your employees whose workday is October 11 that their work schedule has been adjusted so that they have time to make any necessary arrangements.

Secondary Schools | 7:30 am - 3:00 pm
 Elementary Schools | 8:00 am - 3:30 pm

- *We need to have set start and end times for two main reasons:*
 - 1.) There are synchronous activities and live presenters involved in the design.
 - 2.) There are developmental differences in the content between elementary and secondary, especially pertaining to the RULER and suicide prevention segments.
- Please communicate these start-and-end times, and the context, to your staff immediately in your newsletters so staff can plan accordingly.
- Please accommodate any staff member who may experience difficulty rearranging childcare or other circumstances.



Response/Action Required

September 13, 2024

To: Administrators and Supervisors
From: Chad Golden, Executive Director of Human Resources
Mimi Brown, Director of Professional Learning
Dave Peters, Director of Student Support Services
Regarding: **October 11 LID Participation and Pay**

This memo is part two of a series to prepare for the October 11 Learning Improvement Day. The focus is on logistics: participation, pay, clock hours, and general preparation.

Participation/Pay Details:

- Staff work their regularly scheduled contracted workday.
 - Example: certificated teachers, counselors, psychologists, librarians, office professionals, prof techs, and facilitators work their regularly scheduled workday.
 - Example: if a staff member regularly works 4 hours, they are expected to attend the hours they regularly work. They are compensated through their regular contract.
 - *Note: If a supervisor requests attendance for hours over the contracted workday, the building/department budget pays the overage.*
- For paraeducators, the October LID is a required 6-hour contracted professional learning day. Paraeducators will be compensated for the 6 hours.
 - Example: if a paraeducator regularly work 4 hours, they are expected to attend 6 hours and will be compensated for the additional 2 hours above their regular contracted day through district budget.
 - If a paraeducator is contracted for more than 6 hours, they will work their regular scheduled day and be compensated through their contract.
- All other work groups in which employees are working their contracted day, will contact their supervisor for direction.
 - Example: custodians work their regular contracted schedule and get training direction from their supervisor regarding professional learning attendance.
 - Example: this is not a contracted workday for food & nutrition services.
 - Example: office professionals work their regular contracted schedule.
 - *Note: CRC Departments will receive additional information via email with a zoom link for further support.*
- All employees not working their contracted hours need to enter the absence in Frontline.

Approved for Distribution _____

Peter Scott

Required Action:

- Communicate work schedules for October 11 to appropriate staff members. If it is their contracted workday, communicate where they report and when. Contract calendars can be referenced here:
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-614>



Response / Action Required

September 13, 2024

To: All Administrators
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **Equity Cohorts – Equity Team Leads and Equity Champions**

To strengthen and align our partnership, the Diversity, Equity, and Inclusion Department requests that you complete the following [Equity Cohort Check-In form](#) to confirm your building's point of contact for the following equity cohorts and to align with the new contractual language regarding Equity Team Lead compensation.

- *Equity Team Lead (certificated or classified) per building and an identified staff alternate.*
 - *It's recommended that we continue our partnership with your school's previous identified Equity Team Lead(s) and alternate. If the previous lead and alternate is no longer available to fulfill this role, please select an individual who displays a willingness to learn, promote a can-do mindset, and a strong commitment to equitable outcomes and a sense of a belonging for all.*
 - *The \$1,500 Equity Team Lead Stipend is limited to Certificated Staff. If there are multiple identified leads, the stipend will be divided equally.*
 - *Equity Team Leads is not limited to just one individual but can be a shared role.*
- *Equity Champions (2 maximum, classified or certificated)*
- *Natural Leaders Staff Lead (2 maximum, classified or certificated)*
- *Multi-Cultural Clubs and Name of Advisor*

What is the difference between an Equity Team Contact and Champions?

[CLICK HERE](#)

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

Action Required:

Please complete the [Equity Cohort Check-In](#) no later than **Friday, September 27, 2024.**

Approved for Distribution _____

Peter Scott



Response/Action Required

September 13, 2024

To: All Administrators, Office Managers, and Natural Leader Staff Leads
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **Natural Leader's Structure and Information**

Please review the following attachments/information and complete the *Required Actions* below:

- [Natural Leaders Family Engagement Model](#)
- [Staff Lead 101](#)

1. **2024-2025 Natural Leaders Family Engagement Model**

Identify up to two (2) building staff leads maximum and review the Natural Leaders Model for information on:

- District support personnel
- District-level Natural Leader trainers
- Staff Lead responsibilities
- Natural Leader Schools

Staff Lead(s) for each school

Required Action:

- If different than stated, please email Kailani Rands the **updated** Staff Lead name by **Friday, October 4, 2024**.
- Contact Joi Odom Grant x.4137 or Kailani Rands x4286 if you would like to start a Natural Leaders program.

2. **Family & Community Engagement Consultants**

Family & Community Engagement Consultants work with schools, families, and WABS in supporting and expanding the Natural Leader programs.

- **Sandra Mejia** at smejia@everettsd.org supports all Natural Leaders programming at the district level.
- **Diana Martin** at dmartin@everettsd.org supports all Natural Leaders programming at the school level.

If you do not have a Natural Leaders program, please set-up a meeting with our Family and Community Engagement consultant, Diana Martin.

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Peter Scott

3. Natural Leader Staff Lead 101

Required

Please share the attached *Natural Leader's Staff Lead 101* memo with your Office Manager to inform them of new processes for compensation and requests for food, supplies, or interpretation services for Natural Leaders sponsored events.

4. Upcoming Training and Events

Join our department at our upcoming Natural Leaders training and events.

RECOMMENDED: Washington Alliance for Better Schools: Natural Leaders Family Engagement Overview

*****This training is designed for school building leaders or designee. *****

Participants will receive an overview of WABS Natural Leaders Family Engagement programming and explore potential integration into your school-specific yearly goals, SIPS, and district-wide strategic plans.

For more information: [See attached invitation](#)

OPTIONAL: Natural Leaders Kickoff

This event is for prospective and current Natural Leaders families. Families will have the opportunity to learn about the program's goals, benefits, and how they can actively participate in their children's educational journey. Attendees will gain valuable insights into how the program supports student success and fosters family involvement. To ensure that all families can participate, childcare for school-aged children will be provided, while younger children are welcome to stay with their families. Interpretation services will also be available upon request to support non-English-speaking families.

For more information: [See attached invitation](#)



Response/Action Required

September 13, 2024

To: Principals and Assistant Principals
From: Harmony Weinberg, Director of Communications
Regarding: **Updated Pre-Event Slideshow**


The 2024-25 pre-event slide show is now available in OneDrive.

Required Action:

Please add a few school-specific slides at the end and begin using this at upcoming events at your school, including concerts, performances, and other family gatherings where you have access to a projector. The intent is for this PowerPoint to play as attendees gather before events begin or during intermission.

[2024-25 pre-event slide show](#)

Approved for Distribution:



Harmony Weinberg



Response/Action Required

September 13, 2024

To: All Administrators, Principals and Office Managers
From: Dave Peters, Director of Student Support Services
Kari Johnson RN, Health Service's Supervisor
Regarding: **Vision & Hearing Screening Schedule for 2024-25**

The following are the district vision & hearing screening calendars for the 2024-25 school year. As per [state law](#) and [district policy](#), we must screen students annually in **grades K-3, 5 & 7**.

Vision Screening Schedule 2024-25		
SCHOOL	DAY	DATE
Heatherwood & North MS	Tuesday	October 8
Monroe Elementary	Wednesday	October 9
Jefferson Elementary	Wednesday	October 16
Woodside Elementary	Wednesday	October 23
View Ridge Elementary	Thursday	October 30
Mill Creek Elementary	Wednesday	November 6
Jackson Elementary	Wednesday	November 13
Silver Lake Elementary	Wednesday	November 20
Silver Firs Elementary	Wednesday	December 4
Eisenhower & Evergreen MS	Wednesday	December 11
Gateway MS	Wednesday	January 8
Garfield Elementary	Wednesday	January 15
Tambark Creek Elementary	Wednesday	January 22
Emerson Elementary	Wednesday	January 29
Lowell Elementary	Wednesday	February 5
Forest View Elementary	Wednesday	February 12
Penny Creek Elementary	Wednesday	February 19
Madison Elementary	Wednesday	February 26
Cedar Wood Elementary	Wednesday	March 5
Whittier Elementary	Wednesday	March 12
Hawthorne Elementary	Wednesday	March 19
Port Gardener	Wednesday	April 2

A few weeks prior to your vision screening day, your building nurse will assist in developing a schedule that works for your building. Most of these screenings will take the entire day. Screening will be done classroom-by-classroom by our district registered nurses and, when available, nursing students from Everett Community College.

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Peter Scott

Hearing Screening Schedule 2024-25		
SCHOOL	DAY	DATE
Jackson Elementary	Tuesday	October 1
Whittier Elementary	Thursday	October 3
Lowell Elementary	Tuesday	October 8
Mill Creek Elementary	Thursday	October 10
View Ridge Elementary	Tuesday	October 15
Penny Creek Elementary	Thursday	October 17
Madison Elementary	Tuesday	October 22
Woodside Elementary	Thursday	October 24
Silver Lake Elementary	Tuesday	October 29
Tambark Creek Elementary	Wednesday	October 30
Hawthorne Elementary	Tuesday	November 5
Cedar Wood Elementary	Thursday	November 7
Garfield Elementary	Tuesday	November 12
Forest View Elementary	Thursday	November 14
Emerson Elementary	Tuesday	November 19
Silver Firs Elementary	Thursday	November 21
Jefferson Elementary	Tuesday	December 3
Monroe Elementary	Thursday	December 5
North Middle	Wednesday	January 8
Evergreen Middle	Thursday	January 9
Gateway Middle	Tuesday	January 14
Heatherwood Middle	Thursday	January 16
Eisenhower Middle	Thursday	January 23

A few weeks prior to your hearing screening day, the audiologist will reach out to your HRA & office staff to seek help in finding volunteers for the screening day.

Required Action:

Please add these dates to your building's calendar and reserve a conference room for the nurses or audiologists to prepare and store items for the day of your respective screenings. If there is a conflict with your scheduled day and another larger event already planned in your building, please reach out to [Kari Johnson](#) for **vision** and [Haley Prins-Schneider](#) for **hearing**.



Response/Action Required

September 13, 2024

To: Administrators & Supervisors
From: Mimi Brown, Director of Professional Learning
Regarding: **September Student Growth Goal Module**

The revised Student Growth Goal Professional Learning Plan ensures equitable access of learning for staff and honors our agreement with EEA. All Student Growth Goal modules must be implemented with fidelity at each school site.

The September Student Growth Goal Module contains 12 slides with content to lead an activity that requires participants to dig into a Student Growth Goal Example. It is designed for a 30-minute block of time.

- September SGG Module Planner and Notes:
https://epscloud.sharepoint.com/:w:/s/EPS-ProfessionalLearning/EUXbfY8ojE9JtJUtmhb7mXEB_MJqs3Ri3f6vkVu9vFd-BA?e=r2Y6gE
- Backup copy of power point: https://epscloud.sharepoint.com/:p:/s/EPS-ProfessionalLearning/EcXXK5KlxZ5NkbbFmY98n64B1d5se59tN_SiUxTl_BZcGg?e=7DcvSU

Staff should experience the August SGG LID module and the September SGG Module before the October 11 LID.

Required Action:

- Facilitate the September SGG Module before October 11 LID.
- Ensure your staff has experienced the August **and** September SGG Modules before the October 11 LID.

Approved for Distribution _____

Peter Scott



Response/Action Required

September 13, 2024

To: All Building Administrators & School Counselors
From: Dave Peters, Director of Student Support Services
Regarding: **Mental Health Therapists in Schools**

Occasionally, requests are made for counselors/therapists from outside agencies to meet with students at school during the school day in an unsupervised setting. These arrangements can be permitted if each of the following considerations are in place in advance:

1. Prior to non-EPS counseling sessions with students in an *unsupervised* setting at school during the school day – in person or virtually – an MOU must be signed between the agency/counselor and the school district.
 - a. Click to access the most up-to-date [approved agency MOU list](#).
2. A confidential meeting space must be available, and the school principal (or designee) must give approval.
3. Meeting with the student outside the school day would be prohibitive based on safety, or due to access barriers including (but not limited to) transportation, parent/guardian work schedules, or therapist appointment availability.

Q: Why does an MOU have to be signed in order for a certified mental health therapist to meet 1:1 with our students? Can't we assume this level of trust based on their credentials alone?

A: State law ([RCW 26A.400.303](#)) requires that we ensure a Washington state patrol and national criminal background check prior to allowing *unsupervised* access to children at school. The MOU includes this confirmation by the agencies of the therapists who work with our kids.

Q: What should we do if a therapist shows up at our school to meet with a student, but they're from an agency not listed on the [approved agency MOU list](#)?

A: Inform them that they are not allowed to meet with students in an unsupervised setting at school unless their agency has signed an MOU with the school district. Then contact [Dave Peters](#) x4063 to initiate the approval process between the district and that agency.

Q: Can't an outside agency therapist meet with a student 1:1 at school if the parents have given their permission?

A: Only if the agency has signed an MOU with the school district.

Q: Are staff from a WISE program approved to meet 1:1 with our students?

A: It depends. [WISE](#) (Wraparound with Intensive Services) is an approach rather than an agency. If someone identifies themselves from "WISE," ask them to show you identification from the actual agency they work under. Then check the [approved agency MOU list](#).

Required Action:

Share this information with your front office staff and counselor(s).

Approved for Distribution

Peter Scott



Response/Action Required

September 13, 2024

To: Elementary Principals and Office Managers
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Michele Waddel, Director of Assessment and Research
Regarding: **Highly Capable Program Updates & Testing Information**

Below is information on Highly Capable (HC) program options and the screening/testing schedule for the 2024-25 school year. The testing information is also available on the building plans sent out to all schools by the Assessment and Research Dept. and on the Challenging Options webpage <https://www.everettsd.org/domain/1476>

In elementary schools, there are two placement options for students identified as highly capable:

1. **Learning Enrichment Achievement Program (LEAP)** is a part of general education classrooms, K-5, at all eighteen elementary schools. Teachers are notified of existing LEAP students new to their classes in September, then after the fall screening, the names of newly identified students are provided. Once identified, the LEAP classification continues throughout the students' elementary school years.

The screener used to identify students for placement in LEAP is the CogAT (Cognitive Abilities Test) screener (three subtests from the full CogAT) along with school-based assessments (iReady/WaKIDS). Students can be identified for services in reading, math, or both.

The screener is also used to identify those students who might benefit from further testing and/or to inform counselors and parents of fifth-grade students about accelerated course options for middle school. Below is information about screening for LEAP:

- Parent/guardian must refer a **kindergarten** student for screening by Nov. 1, 2024. Proctors do the screening at all elementary schools from Nov. 6-20, 2024
 - All **first-grade** students are universally screened by classroom teachers from Oct. 14 - 25, 2024. (OSPI requirement). No referral is necessary.
 - All **fifth-grade** students are universally screened by classroom teachers from Oct 21 – Nov. 1, 2024. (OSPI requirement). No referral is necessary.
2. **Self-Contained Highly Capable Classrooms**, for second through fifth grades, are located at seven HC Centers. Identification through the full HC testing process is required, including the complete CogAT and the Iowa Assessments (reading and math). Identified students are offered placement in HC classrooms beginning in the school year following identification.

Approved for Distribution: _____

Shelley Boten

A parent/guardian, teacher or community member can refer a student for testing. We request teachers limit their recommendation to a “referral for testing” not recommend placement in the HC program to parents since that decision is made after testing is complete by reviewing the HC test results, along with school and classroom assessments and teacher feedback. Regardless of who refers the students, the parent/guardian must sign a consent-to-test form.

Below is information and dates about Highly Capable testing. Please note make-up testing is available only for students who are ill on the test date and the parents have informed the HC team, within the required window.

- Referral deadline for HC testing for first grade students is Dec. 1, 2024. The testing window is Dec. 9, 2024 to Jan. 17, 2025. Proctors do the testing at all elementary schools.
- Referral deadline for HC testing for students in second, third and fourth grade is Nov. 1, 2024. The testing window is Nov. 12, 2024 to Jan. 17, 2025. Proctors do the testing at all elementary schools.

Please note: In an effort to get HC qualified students’ names to principals before the next year’s staffing begins, the deadlines are earlier than in previous years.

If you have questions or need more information, contact:

- Anne Arnold aarnold@everettsd.org ext. 4089 or
- Krystal Gil kgil@everettsd.org ext. 4237

Required Action:

- Please share the referral and testing dates with all teachers.
- Please inform parents of the referral and testing dates.
- Please remind staff to **recommend testing** for students who they believe might qualify for HC but **not recommend placement**. Placement is only determined by the HC committee after testing and a review of all data points.

Approved for Distribution:



Shelley Boten



Response/Action Required

September 13, 2024

To: Elementary Principals and Instructional Coaches
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Mimi Brown, Director of Professional Learning
Jana Sanchez, P-5 Instructional Facilitator
Regarding: **Building Thinking Classrooms Professional Learning Event**

The instructional practices of Peter Liljedahl's Building Thinking Classrooms (BTC) support deep implementation of Illustrative Mathematics (IM). There is an opportunity in early October for 1 or 2 days of training in BTC at the NWESD (in Anacortes). The NWESD will host two BTC workshops featuring Dr. April Strom, one of Peter Liljedahl's official BTC team members, on October 2 and 3, 2024. Dr. Strom will facilitate two full-day immersive training experiences on BTC. Educators may attend one or both days based on where they are in implementing the BTC framework.

Event Details:

Day 1 ([Event #171455](#)) – Ideal for educators who have just begun, or are interested in, learning how to implement the thinking classroom framework.

Day 2 ([Event #171693](#)) – Designed for those educators who are already using BTC and are ready to deepen their practice with advanced strategies.

Funding for participation will be at the building level.

Required Action:

Please share this information with classroom teachers and instructional coaches, if appropriate.

Approved for Distribution:

Shelley Boten



Response/Action Required

September 13, 2024

To: Principals, Assistant Principals and Counselors at **H.M. Jackson HS, Gateway and Heatherwood MS, and Cedar Wood, Forest View, Mill Creek, Silver Firs, and Tambark Creek ES**

From: Adam Pazder, Director Food & Nutrition
Dave Peters, Director Student Support Services

Regarding: **Hunger-Free Students' Bill of Rights & Counselor Engagement**

Washington State requires school districts to proactively engage with families before ongoing meal debt becomes a significant burden to overcome. *The Hunger-Free Students' Bill of Rights* explicitly enrolls school Principals, Assistant Principals, and School Counselors to assist Food & Nutrition in connecting with families who may need additional assistance and support in completing Free & Reduced (F/R) Meals paperwork.

Students who do not yet have an approved F/R Meals on file are required to pay for meals when eating in the cafeteria. Families may apply for meal benefits throughout the year, and anytime household income changes. However, families are required to pay any meal debt incurred prior to submitting an approved F/R Meal application.

Identifying families who may benefit from meal assistance early is a reliable way to keep meal debt low. The Food & Nutrition Department (F&N) has implemented several notification systems to engage with families as meal balances approach zero, and into negative values. When a family exceeds the maximum negative value on their student's meal account, community donations are used to cover the cost of meals until the family can repay their debts. However, donations are in short supply.

The F&N Department will send out notifications to families as follows:

Family Notification Timeline (avg duration – about 4 weeks):

1. Low Account Balances: > \$5.00 – Families are encouraged to establish alerts on their account.
2. Negative Balances: < \$-3.00 – Email/Text/Call twice a week via ParentSquare (T/Th).
3. First Letter: Mailed to families after donations have been used for 3 meals.
4. Second Letter: Mailed to families if no response to the *first letter* has been received after 10 days.

School Counselor: Notified by F&N when the *second letter* is mailed to families.

To comply with the *Hunger-Free Students' Bill of Rights*, **Student Counselors** at the identified schools **are asked to connect with families who have not addressed meal debts after several unsuccessful attempts** (outlined above). F&N will provide counselors with a list of students at their schools who have not responded to at least four notifications.

The purpose of this contact is to:

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Andi Tress

- Offer assistance with completing an application to determine the student's eligibility for meal benefits
- Assist in determining whether there are any household issues that may prevent the student from having sufficient funds for school meals
- Assist in connecting the student/family with other needed resources

Required Action:

- Please share this information and rationale with your school counselor.
- *An optional Q&A Zoom session for Counselors will be available:*
Tuesday, September 17, 10:00am – 10:30am
<https://everettsd.zoom.us/j/96672695745> | Passcode: **EPSKids**

References:

[6700P Nutrition](#)

[HB2610 The Hunger-Free Students' Bill of Rights Act](#)



Response/Action Required

September 13, 2024

To: Elementary Principals and Office Managers
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Regarding: **Kindergarten Guidance on Plan-Do-Reflect and Assessment**

As Kindergarten master block schedules are finalized, please reference the guidance found in [Everett Public Schools 21st Century Kindergarten Guide](#) on the EPS K portal and the [Washington State Full-Day Kindergarten Guide](#) (pg. 33)

- *The “Plan-Do-Reflect” model is a 60-minute uninterrupted component of the day. It is a time when the teacher is intentionally engaged with children, working alongside them, extending their thinking, coaching them through both social and academic scenarios, and modeling the highest level of learning and engagement. In thinking about the process, many essential elements of development are foundational. (Everett Public Schools Kindergarten Guide, pg. 28)*
- *Best Practice for implementing the Plan-Do-reflect Model (Everett Public Schools Kindergarten Guide, pg. 29)*

WaKIDS is a transition-into-kindergarten process required by OSPI that helps to ensure a successful start to the K-12 experience. There are three components:

1. **Family Connection Meetings:** completed September 6-8 with all kindergarten families to establish a positive relationship with the teacher and build connections with the student and family.
2. **Whole Child Observational Assessment:** the assessment window is open September 6- November 15 (9pm). Please note this window has been extended from last year. The suggested [WaKIDS assessment pacing guide](#) complete with linked resources to support the observational assessment across objectives has been updated to reflect the [2024 assessment window](#). Every teacher with rostered kindergarten students is required to participate in WaKIDS 101 training to complete the state required Whole Child Observational Assessment. This includes teachers from general education kindergarten, dual language kindergarten, developmental kindergarten, Life Skills and Achieve.
3. **Early Learning Collaboration:** opportunities to connect and collaborate with the early learning community through Preschool to Kindergarten Connections, a professional learning opportunity offered five times during the school year, to promote alignment and collaboration P-3.

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Teacher Supports

- Tech Support sessions are available for the Observational Assessment in Frontline
 - *New K teachers will receive up to 4 hours paid and clock hours. All other kindergarten teachers are welcome to attend and will receive clock hours ONLY.
 - Tuesday September 24, 2024, 4:00-6:00 pm- Port Gardner B
- Office Hour Support- October
 - In addition to the formal meeting opportunities, the P-5 team will host optional zoom office hours for questions and support
 - Days and times TBD

If you have questions, please contact:

- [Anne Arnold](#), Ext. 4089 or
- [Greta Fleckenstein](#), Ext. 4025

Required Action:

- Review kindergarten master block schedules to ensure alignment with state guidance for Kindergarten Programs – Plan Do Reflect
- Monitor completion of the WaKIDs Whole Child Assessment to meet the November 15 deadline for all kindergarten students.
- Communicate changes to your kindergarten staffing to [Rola Bachour](#) to ensure communication and support from P-5/ Early Learning are provided.

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Shelley Boten



Response/Action Required

September 13, 2024

To: All Principals
From: Michele Waddel, Director of Assessment and Research
Quiana Hennigan, Student Assessment Coordinator
Regarding: **2024-25 Assessment Calendar**

Attached is the calendar of District, State, and National Assessments for the 2024-25 school year. It is divided in sections by grade level to allow for quick reference to assessments across the year.

[2024-25 District, State, and National Assessments Calendar](#)

Required Action:

Please update your building calendars and notify appropriate staff.

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Response/Action Required

September 13, 2024

To: Elementary Principals and Instructional Coaches
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Jana Sanchez, P-5 Instructional Facilitator
Regarding: **Update on Elementary Math Resource – Math Fact Lab**

During the 2021-22 school year we approved Math Fact Lab as a supplemental resource to support students in developing their math fact fluency. At that time, Illustrative Mathematics (IM) was new to elementary, and Math Fact Lab was free of charge.

Math Fact Lab is now charging for subscriptions. IM does build fluency and has opportunities for additional practice through their centers. If classrooms/buildings choose to use Math Fact Lab, it will need to be paid for at the building level.

Required Action:

Please share this information with classroom teachers and instructional coaches.

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Response/Action Required

September 13, 2024

To: All Principals
From: Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Reminder: Substitute Shortage Plans**

In the event of a certificated substitute shortage, please make sure your substitute plans are developed and ready for publication. To assist in creating substitute plans, linked are fillable forms for [elementary](#) and [secondary](#).

Below is an excerpt from the EEA collective bargaining agreement outlining the information to include in your plans as well as timelines:

Section 9.01.E – Substitute Shortages

E. Substitute Shortages

1. Each school shall develop a fair and equitable plan to cover assignments when a substitute shortage occurs. The plan will be published to all school employees prior to the first student day. The plan will address how to minimize the disproportionate impact on ESAs and specialists. Employees not trained with the District de-escalation strategy (i.e., Right Response training) have the right to refuse substitute coverage in Achieve classrooms unless there is an appropriately trained employee in the classroom.
2. The school plan shall address when employees released for on-site work or District trainings will be directed and/or offered the opportunity to return to their regular assignment when substitutes are unavailable.

On any given day, District-directed pullouts shall be limited to fifty (50) employees and school directed pullouts shall be limited to thirty (30) employees. Employee requested substitutes for assessment scoring shall not be subject to these limits.

Required Action:

Send a copy or provide a link to your school's substitute plans to Jean Hanson, Human Resources, jhanson@everettsd.org. **Plans are due as soon as possible.**

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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 13, 2024

To: Building Administrators, Office Managers
From: Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Long-Term Certificated Subs and LID Trainings**

Beginning in the 2024-25 school year, long-term certificated subs will be able to attend LID trainings using the following formula:

Long-Term Certificated Substitutes:

90 plus days – covered by contract

21 – 90 days – contact the Substitute Desk for budget code

0-20 days – building expense

Office Managers - for 'absence reason' contact the [Substitute Desk](#) or x4111.

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Response/Action Optional

September 13, 2024

To: All School Principals
From: Dr. Shelley Boten, Chief Academic Officer
Kay Fantin, Executive Director of Everett Public Schools Foundation
Regarding: **EPSF Classroom Grant Information for 2024-25**

The Everett Public Schools Foundation's classroom grant opportunity is designed to amplify the district's core curriculum by funding innovative, engaging, and transformative projects that inspires learning that makes a difference for your students. Our classroom grants prioritize student excitement to learn through real world experiences. These include learning and attention tools, field trips, hands-on activities that offer students practice in creativity and critical thinking skills, encourages fitness, and celebrates music and arts.

The Foundation will make every effort to fund at least one grant per school given that an application has been submitted and aligns with the district's curriculum and LITS standards. Our goal is to spread the grants throughout the district. Our team of community volunteers review and score each grant application. The total scores are ranked, and the number of grants awarded are based on Foundation dollars brought in each year.

The application is online. [2024 EPSF Classroom Grant](#) The online form is intended to make it more accessible and easier to apply.

Plan Ahead

- Applicant is responsible to **get prior approval from the principal** to confirm that it aligns with the curriculum guidelines before submitting grant.
- Applicant is responsible to **get approval** from LITS if necessary. If the grant requires a digital tools review, it must be submitted and/or approved through the LITS process located on the district website under technology equipment standards.
- Application will open on Monday, September 16 and will close on Tuesday, October 22 at 11:59 pm.
- Grants will be awarded mid-November.

*We encourage applicants to print out questions to prepare their answers before submitting online. **Data will not be saved if you exit before submitting the grant.** Application will go live on Monday, September 16 and can be found on the EPSF website www.epsfoundation.org

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Response/Action Optional

September 13, 2024

To: High School Principals
From: Dr. Shelley Boten, Chief Academic Officer
Kay Fantin, Executive Director of Everett Public Schools Foundation
Regarding: **EPSF DEI Student Grant Information for 2024-25**

The Everett Public Schools Foundation's Student Diversity, Equity, and Inclusion 2024 grant application is designed to support students' work within their school. This grant is available for a high school student, club, or a class to offer training, create awareness or celebrate differences in our community.

The application will open on Monday, September 16 and will close on Tuesday, October 22 at 11:59 pm.

The grant application must have a district staff sponsor and be signed off by you before it can be submitted.

The Foundation will make every effort to fund at least one grant per school. Our team of community volunteers and student board members review and score each grant application. The total scores are ranked, and the number of grants awarded are based on Foundation dollars brought in each year.

The application is online. [EPSF Student DEI Grant Application](#) . The online form is intended to make it more accessible and easier to apply.

Plan Ahead

- Applicant is responsible for getting their principal's approval before submitting the grant.
- Applications are due **Tuesday, October 22 at 11:59 pm.**
- Grants will be awarded mid-November.

We encourage applicants to print out questions to prepare their answers before submitting online. **Data will not be saved if you exit before submitting the grant.** List of questions can be located on the EPSF website www.epsfoundation.org.

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Response/Action Optional

September 13, 2024

To: All Administrators
From: Kelley Clevenger, Executive Director of Special Services
Regarding: **Administrative Designee Training Dates**

As the year launches and IEP meetings are in effect, the special services department wants to equip building leaders and designees with the information needed to be in the role of LEA/admin designee at an IEP meeting. The LEA/admin designee is a required member of the IEP team and has the authority to commit agency resources and must be able to ensure that special education services described in the IEP will be provided as written.

Below, please find the scheduled dates for the Administrative Designee Trainings. We ask that all administrators new to the district participate in this training to ensure uniformity of processes and expectations while participating in IEP team meetings in the administrative designee role.

We understand that the number of IEP meetings requiring administrative designees can be significant. In response, we ask each building administrative team to identify and invite 1 certificated staff member to a training in support of distributing the load. The certificated staff member should have knowledge regarding special education process and compliance, such as a related service provider (ie: SLP, OT/PT).

- September 17, 2024, 4:00-5:00 PM
- September 19, 2024, 12:00-1:00 PM
- September 20, 2024, 7:00-8:00 AM
- September 23, 2024, 3:30-4:30 PM

*The certificated staff member will timecard any hours outside of contract.

All trainings will take place virtually. Please email Linda York at lyork@everettsd.org to register for your preferred date. The Teams invitation will be made available after your registration.

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Peter Scott



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 13, 2024

To: Secondary Principals and 7 & 9 Grade Health Teachers
From: Dave Peters, Director, Student Support Services
Anthony Anderson, Director, STEM Partnerships, Physical Education,
Health, CTE & Choice Programs
Regarding: **LEARN Suicide Prevention Training for Health Teachers**

Everett Public Schools has been a part of a cohort with the University of Washington's Forefront in the Schools suicide prevention program since coming out of the pandemic several years ago. The program is a solid research-based approach that we have adopted in our district as a consistent and aligned model under our school board policy & procedure [2145](#) & [2145P](#). It has been beneficial for the development of our infrastructure, creating forms and processes for counselors, and building systems for students/schools around prevention, intervention, re-entry, and postvention.



NEXT STEPS

As we expand the transition to Forefront's LEARN model of suicide prevention, a natural next step is to teach this model in our 7 and 9 grade health classes – in place of the Signs of Suicide curriculum we've used previously.

A **training** to equip 7 & 9 grade Health teachers on the LEARN model curriculum will take place at the Community Resource Center on the following dates:

- 9 Grade Health Teachers | **Monday, October 7, from 8:00-11:00**
- 7 Grade Health Teachers | **Tuesday, October 8, from 8:00-11:00**

The teachers will be contacted directly by Student Support Services. Subs will be provided.

Please reach out to Dave Peters dpeters@everettsd.org or x4063 with any questions.

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Peter Scott



Information Only

September 13, 2024

To: Principals and Assistant Principals Responsible for Attendance
From: Dr. Jeanne Willard, Executive Director of College & Career Readiness and Extended Learning Options
Rachel Richter, District Success Coordinator for BECCA/Tuancy
Regarding: **Upcoming Community Engagement Board Trainings**

Would you like to learn more about Community Engagement Board (CEB) meetings? We have an expert from Denney Juvenile Justice Center who will be hosting two Zoom sessions in the upcoming weeks for attendance intervention teams to successfully implement a CEB at their school. The court requires that CEB members be trained every 2 years. Each session is the same and a slide deck will be available afterwards under Staff Tools, BECCA Resources.

Friday, October 18, 2024, at 10:00-11:00am

<https://uso2web.zoom.us/j/89209802011>

Meeting ID: 892 0980 2011

Friday, October 25, 2024, at 9:30-10:30am

<https://uso2web.zoom.us/j/86270814125>

Meeting ID: 862 7081 4125

Who should attend the training?

- Principals or assistant principals responsible for attendance
- School counselors
- Student support advocates
- Success coordinators
- Family support specialists
- Community members

The goal of this training is to help school staff develop effective strategies for implementing Community Engagement Boards. Topics will include:

- Basics of truancy
- Board member selection
- Communication strategies
- Common traps to avoid
- Impacts of trauma
- Culture and race

For more information or to receive a calendar invite, please contact Rachel Richter at richter@everettsd.org, x4075.

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September 13, 2024

To: All Administrators & Supervisors
From: Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Evaluation Timelines & Reminders**

Annual Performance Evaluation Timelines

The timelines for 2024-25 staff evaluations are listed on the linked document, which is also available in DocuShare: Human Resources folder, Evaluations, [2024-25 Evaluation Timelines](#).

The observation and evaluation timelines for both certificated and classified staff must be followed. If you have questions, please contact your Human Resources partner below:

Region 1 & 2 – Mary O’Brien MO'Brien@everettsd.org
Departments – Mandy Shinn mshinn@everettsd.org

Staff on Leave

Prior to a staff member starting a **known leave of absence or when a staff member returns from a leave of absence during the school year**, the building administrator or supervisor must complete an evaluation and send it to Human Resources. If the **leave of absence is unplanned**, the building administrator or supervisor must do his/her best to complete the evaluation within 30 days of the staff member’s start date of the leave of absence.

Staff Transferring to Another Building

Whenever a staff member transfers from one building to another (at any time of the year), it is the **responsibility of the building administrator or supervisor who is losing the staff member** to complete an evaluation and send it to Human Resources within 30 days of the staff member’s leaving or coordinate with the receiving administrator or supervisor as to who will be responsible for completing the evaluation.

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Chad Golden



Information Only

September 13, 2024

To: All Principals and Assistant Principals
From: Peter Scott, Deputy Superintendent
Regarding: **Reminder: Designated School Event Nights for 2024-25**

Here is the [“Designated School Event Nights”](#) guideline. Please adhere to this guideline when scheduling events for your school during the 2024-25 school year. Please communicate frequently with the schools in your specific feeder pattern to avoid conflicts.

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Peter Scott



Information Only

September 13, 2024

To: Administrators
From: Dr. Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Employee Relations & Retention Manager**

We are excited to introduce Shawn Bryant, who is joining Everett Public Schools as our Employee Relations & Retention [Manager](#). Shawn's work will focus on Title IX, Civil Rights, Affirmative Action, employee misconduct support, ADA, and staff wellness.

Shawn can be reached at extension 4117 or by email at sbyrant@everettsd.org

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September 13, 2024

To: Administrators
From: Dr. Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Parent Teacher Conferences**

The structure of Parent Teacher Conferences are adjusting this school year. The new language is outlined below.

Elementary/Middle School Fall Conference Days shall be full days the Monday and Tuesday of the first full week of November and 2.5 hours after the workday on either Monday or Tuesday of that week (rotating for elementary and middle school each year). In lieu of conferencing, high school employees shall work an open house after the school day in the fall. All employees shall be released from all duties 2.5 hours early on the Friday during the fall conference week.

Elementary Spring Conference Days shall be full days the Monday and Tuesday in the week prior to Spring Break and 2.5 hours after the workday on either Monday or Tuesday of that week (determined at the school level). In lieu of conferencing, middle school and high school employees shall work a commencement, culminating event, or other school activity approved by the administrator after school hours in the spring. The list of activities shall be provided to employees by end of the first semester. All employees shall be released from all duties 2.5 hours early on the Friday during the spring conference week.

The type of conference shall be within the discretion of the employee. Conference preparation shall be held on the Learning Improvement Friday prior to conferences. No teacher shall be expected to conference for an amount of time exceeding a typical work week (37.5 hours less 40-minute daily lunch) during conferences.

Items to draw your attention to:

- In the Fall, elementary and middle school will have full day conferences (non-student days) on Monday and Tuesday of conference week. Wednesday and Thursday are full day (student days).
- In the Spring, only elementary will have full day conferences (non-student days) on Monday and Tuesday of conference week. Wednesday and Thursday are full day (student days).
- During the two days of conferences, schools will schedule 2.5 hours of evening conferences; in the Fall, elementary on one day and middle school on the other day (rotating for elementary and middle school each year); during the 2024-25 school year, elementary evening conferences will be Monday evening and middle school on Tuesday.
- The 2.5 hours for evening conferences are not immediately following the school day, but scheduled in the evening at a time working parents can engage with staff.
- Teachers who work the 2.5 hours for evening conferences may leave on the Friday of that week once their supervisory duties are complete after the student's dismissal. Teachers who do not work the evening conferences will work their full workday on that Friday.
- High school (in the Fall) and high school and middle school (in the spring) will have full school days with the students on the two conference days (Monday and Tuesday). The Friday of that week is a 2.5-hour early release for all students.

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Chad Golden



September 13, 2024

To: Administrators and Office Staff
From: Dr. Chad Golden, Assistant Superintendent, Human Resources
Mimi Brown, Director of Professional Learning
Regarding: **Professional Learning Absence Reason Daily Limits**

Throughout the school year, schools coordinate or assist staff with absence reasons. Here is an overview to provide clarity regarding professional learning absence reasons, who may use/enter the reason, and daily limits for each. Daily limits are included with the (parenthesis).

Certificated District Release (15) – district directed professional learning; district budget entered by district department

Classified District Release (15) - district directed professional learning; district budget entered by district department

First Year Teacher (6) – district directed professional learning; district budget entered by district department

iReady Reading Diagnostic (IRRD) (30) – [EEA CBA language](#) (section 9.16) - release day for oral readers fluency task

Certificated Job Related (20) – school directed; school budget entered by school

Classified Job Related (20) - school directed; school budget entered by school

Certificated Temp/Extra Help (3)

Classified Temp/Extra Help (5)

If you have questions, please reach out to Substitute Services subservices@everettsd.org or Professional Learning pd@everettsd.org.

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