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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

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

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

January 23: H.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Port Gardner B

January 28: School Board Meeting, 4:30 p.m., Board room A & B

January 30: E.S. Principals & Assistant Principals Meeting, 4:00 – 6:00 p.m., Port Gardner A

February 11: School Board Meeting, 4:30 p.m., Board room A & B

February 11: Quarterly Regional Principals Meeting, 9:00 – 11:00 a.m. Region One, Everett HS, Region Two, Penny Creek

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***

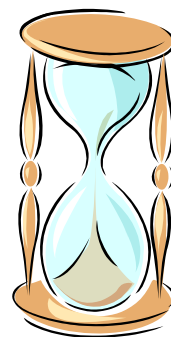
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should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

October 18, 2024

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

A reminder of the new language in the Everett Education Association (EEA) Collective Bargaining Agreement (CBA) regarding elementary and middle school fall conferences. (EEA CBA Section 8.04.A.5)

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.

The type of [elementary] conference shall be within the discretion of the employee. [Middle School ILTs will determine the conference format for their school.] 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.

- Elementary and middle school will have full day conferences (non-student days) on Monday and Tuesday of conference week. Wednesday and Thursday are full days (student days). When scheduling conferences, staff need to schedule their lunch and planning time during their workday.
- Second/Third grade teachers who need to conduct LAP reading proficiency conferences with parents, LAP will pay 15 minutes per diem preparation time for any teachers who have seven or more reading proficiency conferences. Contact Categorical Programs if you have questions.
- During the two days of conferences, schools will schedule 2.5 hours of evening conferences; in the fall, elementary school 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. These are district-designated nights, designed to ensure parents are not faced with an impossible choice.
- The 2.5 hours for evening conferences are not immediately following the school day but scheduled in the evening at a time when working parents can engage with staff.
- The Friday of conference week is a 2.5-hour early release for students. Teachers may leave once their supervisory duties are complete after the students' dismissal. High School teachers, elementary specialists and others who do not have the 2.5 hours after school hours on Monday or Tuesday for conferences need an alternate school activity approved by the administrator which takes place after school hours.
- 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). Friday of that week is a 2.5-hour early release for all students.

Approved for Distribution:

Chad Golden

- If a teacher misses or cannot make the evening conferences, they should work with their administrator to schedule the time (2.5 hours) for another evening activity.

Required Action:

Please share the essential information with staff. Contact your Regional Superintendent with any questions.



Response/Action Required

October 18, 2024

To: Principals & Assistant Principals
From: Dr. Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Certificate Renewal Process**

The Office of the Superintendent of Public Instruction (OSPI) has issued the following announcement regarding the **requirement for educators to apply now to renew their certificates on or before January 1, 2025, for those educators who have a certificate expiring on June 30, 2025.**

Due to a change in renewal processes adopted by the Professional Educator Standards Board, educators **must now apply to renew their certificate six months prior to the expiration date listed on their certificate.** Any application to renew a certificate submitted on January 2 or after, will be considered late.

Applying late will have an impact on the educator as those educators will not be able to start counting clock hours for their next renewal until after their next certificate is issued. With this being the case, the OSPI Certification Department strongly advises all educators to apply to renew on time, if at all possible.

- This process change will allow educators and districts significantly greater time to plan for staffing needs, as well as allowing OSPI's Certification Department more time to work with educators and districts to resolve challenges that occur during an educator's renewal process.
- The goal of this process change is to eliminate the chance that an educator will have a gap in their certificate's validity or that an educator might be in danger of starting the school year without their certificate being renewed.
- Washington State school districts must still verify that educators hold a valid and current Washington State certificate issued by the Superintendent of Public Instruction for positions in which a certificate is needed ([RCW 28A.410.070](#)).
- Certificates will not be issued to any educator who has not applied for a certificate or certificate renewal.

Refunds will not be granted or issued to individuals who submit incorrect applications or who apply when it is not necessary for them to do. Refund information is located in [WAC 392-194-002](#).

It is the employee's responsibility to be aware of their certificate(s) expiration date, take the necessary steps to renew in a timely manner, and forward a copy of their renewed certificate to HRRecords@everettsd.org upon completion with OSPI.

Action Required

Please share this information with your certificated staff.

Approved for Distribution:

Chad Golden



Response/Action Required

October 18, 2024

To: Department Directors, Building Principals, Office Managers
From: Dr. Brian Beckley, Chief Information Officer
Senja Yakovleff, Student Data Systems Supervisor
Regarding: **Synergy Transition and Retirement of Cognos and Insight**

As we prepare for the transition from eSchoolPlus to Synergy, it's important to address the impact this change will have on our reporting tools. Both Cognos and Insight will no longer be available in the Synergy environment.

Cognos is a structured reporting tool, while Insight is primarily used for ad-hoc reporting but can be integrated into essential processes. If your department or school has built processes around the use of Insight, these will need to be documented to facilitate a smooth transition.

We will be using the linked spreadsheet to investigate potential Synergy reports that may meet your reporting needs and as a starting point for discussions with you and your teams.

Completing these steps will ensure a smooth transition to Synergy and minimize reporting disruptions. Undocumented requests may not be prioritized at go-live.

If you have any questions or require assistance, please don't hesitate to contact Senja at syakovleff@everettsd.org.

Required Action:

By November 15, complete the Evaluation below using this spreadsheet ([Synergy Reports Evaluation](#)). If there is no tab for your school or department, then you do not have a Department Folder in Cognos. Please copy the 'Sample' Tab to add a tab for your department. The link should take you to a Table of Contents.

1. **Cognos Evaluation:** Departments and Schools with a designated Cognos Folder should review their reports and categorize them into two groups:
 - **Group A:** Reports in Active Use
 - **Group B:** Reports Not in Use, Please Archive
2. **Insight Process Documentation:** If your department or school has established processes using Insight, please document these processes for reference during the transition.
3. **Prioritization:** For reports in Group A and Insight Processes, prioritize them based on urgency:
 - **Level 1:** Required before the first day of school
 - **Level 2:** Needed within the first two weeks of school
 - **Level 3:** Needed within the first three months of school
 - **Level 4:** Required within the first year of using Synergy

Approved for Distribution: _____


Brian Beckley



Response/Action Required

October 18, 2024

To: Elementary School Administrators
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Andrea Cartwright, Director of Science and Engineering
Regarding: **ES Science Unit Planning Professional Learning Opportunities**

The P-5 Instruction team will once again be hosting ES Science Unit Planning sessions this school year. During these planning sessions, teachers will unpack their unit standards, analyze the WCAS/NGSS-aligned assessment for the unit and engage in lesson-by-lesson analysis to prepare for instruction.

As you know, elementary science units are distributed based on a rotation schedule. The goal is to host planning sessions based on the rotation schedules, to support just-in-time planning for the next unit/kit instruction. Here are the details:

ES Science Unit Planning for Grades 1, 3, and 5 *(kits on trimester rotation)*

Session for Second Rotation

- Date: Monday, November 18, 2024
- Time: 4:15pm-6:15pm
- Location: CRC – Board Rooms A & B
- STEM clock hours

Session for Third Rotation

- Date: Wednesday, February 26, 2025
- Time: 4:15pm-6:15pm
- Location: CRC – Lunchroom
- STEM clock hours

ES Science Unit Planning for Grades K, 2, and 4 *(kits on semester rotation)*

Session for Second Semester Rotation

- Date: Monday, January 27, 2025
- Time: 4:15pm-6:15pm
- Location: CRC – Board Rooms A & B
- STEM clock hours

Required Action:

- Please share the ES Science Unit Planning sessions information above with teachers and encourage participation.
- If teachers or staff have questions regarding this opportunity, please contact either:
 - Andrea Cartwright: acartwright@everettsd.org or ext. 4072
 - Shannon Lacey: slacey@everettsd.org or ext. 4675

Approved for Distribution:

Shelley Boten



Response/Action Required

October 18, 2024

To: Building Administrators & Directors of Certificated New Hires
From: Mimi Brown, Director of Professional Learning
Mary O'Brien, Human Resources Director
Regarding: **TPEP Reminders & Updates**

TPEP Reminders and Updates:

- **All** certificated staff are evaluated with the old (2011) Danielson Framework. The monthly TPEP sessions for new hires are utilizing the revised (2022) version to ensure they are prepared for next year. They are prepared to speak to either rubric. New hires are reminded of this during sessions.
- In response to the request to have a system to track when the Student Growth Goal unit is being implemented, a **new** field has been added to Frontline. For example, if a teacher is carrying out their SGG unit in February, you would enter 2/25 in the field below:

Classroom Teachers

SGG Unit Implementation Date:

As per our conversation, you are on the following evaluation format:

☐ Teacher-Principal Evaluation Process (TPEP) - Comprehensive

☐ Teacher-Principal Evaluation Process (TPEP) - Focused

Focused Criterion:

Student Growth Goal:

- **Important note: This is an optional field to support you in tracking information. You do not have to use the new “SGG Unit Implementation Date” field for the 2024-25 school year.**
- If you have any *extra* Student Growth Goal Templates left over from your Oct. 11 LID, please send them back to the Professional Learning Department. We'd love to save costs and use them for future TPEP trainings.

Required Action:

- Complete all Evaluation Selection and Student Growth Goal Unit Timeline Determination Meetings by October 15. The actual goal is **NOT** due by October 15.
- Evaluate all staff with the old (2011) Danielson Framework.

Approved for Distribution

Peter Scott



Response/Action Required

October 18, 2024

To: Administrators and Supervisors
From: Dr. Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Title IX Compliance Vector Training for All Administrators & Supervisors**

On August 1, 2024, new U.S. Department of Education rules implementing Title IX of the Education Amendments of 1972 (Title IX) went into effect. The new Title IX rules outline prohibitions on sex-based harassment and specific requirements for school districts to respond to complaints of sex-based discrimination. These rules represent a shift in federal standards for how schools must respond to sexual harassment and a realignment with existing Washington sexual harassment guidelines.

The Title IX rules specify the obligations of K-12 public schools to provide an educational environment free from discrimination on the basis of sex and to respond to notice of sex-based discrimination that schools must prevent and respond to. This includes a broadened scope of what constitutes sex discrimination, such as clarifying schools' obligation not to discriminate based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identify.

Some of the actions required to implement the new Title IX rules include:

- Revise policies and procedures related to sex-based discrimination (updated)
 - Board Policy [3205](#) and Procedures [3205P.1](#) and [3205P.2](#)
- Implement Title IX training
 - All administrators & Supervisors need to complete the Vector training "Title IX Compliance Overview: 2024 Full Course" by October 31, 2024.
- Update handbooks, web notices, and nondiscrimination statements (updated)

Required Action:

All administrators and supervisors must complete the "Title IX Compliance Overview: 2024 Full Course" Vector training by October 31, 2024.

Approved for Distribution:

Chad Golden



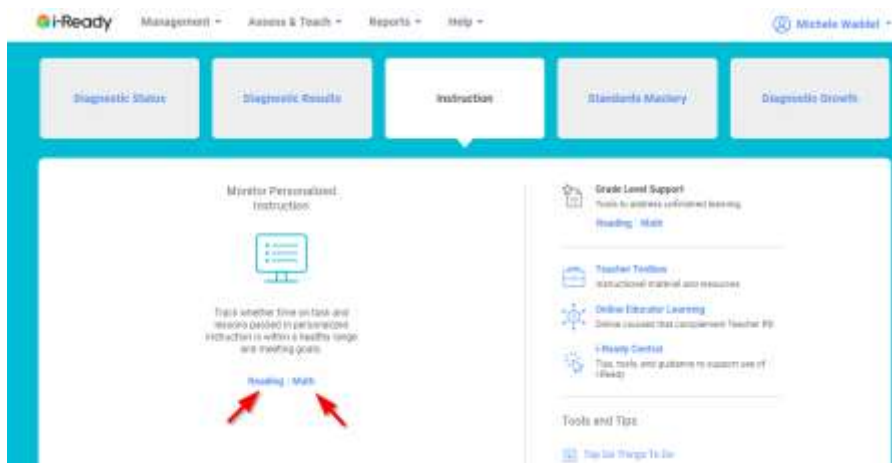
Response/Action Required

October 18, 2024

To: Elementary School Principals
From: Michele Waddel, Director of Assessment and Research
Regarding: **Monitoring i-Ready Personalized Instruction Progress**

Monitoring Personalized Instruction for Administrators and Coaches

Administrators must monitor student progress in i-Ready to support the work and goals of the teachers and students (see teacher section below). To monitor student progress, click on reading or math in the Monitor Personalized Instruction section of the main screen.



This will take you to the i-Ready Personalized Instruction Summary (School) ([instructions](#); [administrator guidance worksheet](#)) where you can see:

- Lesson Time on Task for school and for each grade or class
- Lessons Passed for the school and for each grade or class
- How many students are accessing instruction and completing lessons by grade or class
- Active alerts by grade or class



Plory is coming to Visit Everett Public Schools!

Optional: Administrators can schedule Plory's visit to their individual school site in early 2025.

If you want this optional opportunity, take a look at [Plory's Bookings Calendar](#) and schedule a time TODAY!

How do the visits work?

The Assessment and Research Department will deliver Plory to the school site, the morning of Plory's Visit. The school site will determine Plory's activities for the day including their escort. A school representative will escort Plory back to the CRC to the Assessment and Research Department at the end of the day.

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Shelley Boten

Monitoring Personalized Instruction in i-Ready for Teachers

What are teachers looking for?

Teachers must monitor student progress in i-Ready to ensure that interventions are not required. Teachers should intervene if:

- Students are not meeting school i-Ready minute or lesson goals
- Alerts appear (Domain Shutoff or Student Support Alerts), or students are struggling to pass lessons or taking a long time to complete lessons ([instructions](#) on how to intervene and turn domains back on)
- Students are working above grade level ([instructions](#) on how to turn off a domain to prevent a student from accessing above grade level content)

Teachers, especially those new to i-Ready, may find the [i-Ready Personalized Instruction Monitoring Guidance](#) worksheet provides helpful structure.

Ways to monitor: Personalized Instruction Summary by Class ([instructions](#); [video](#))

In this summary you can see:

- Lesson Time on Task for the class and for each student individually
- Lessons Passed for the class and for each student individually
- Active alerts for any students

From this report you can click on a student name to access the Personalized Instruction Summary by Student (see below).

Ways to monitor: Personalized Instruction Summary by Student ([instructions](#); [video](#))

Navigate directly to this report or click on a student's name in the class summary. The student summary provides the class summary information as well as:

- Current, past & upcoming lesson information (including average duration, duration this student actually spent, percent passed, and access for you to view the lessons and quiz)
- Progress across the grade bands by domain (and the ability to turn off a domain if needed)
- Alerts by lesson that indicate a need for interventions ([instructions](#))

Required Action:

- Explore these reports.
- Share reports and instructions with staff.
- Contact [Michele Waddel](#) if you need assistance with these reports.

Approved for Distribution: _____


Shelley Boten



INFORMATION ONLY

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





October 18, 2024

To: Principals and Assistant Principals
From: Dave Peters, Director of Student Support Services
Kari Johnson RN, Health Service's Supervisor
Regarding: **School Immunization Reporting & Student Immunization Compliance for 2024-2025**



Student Immunization Compliance

Each school year, the attendance of every child at every public school in the state of Washington shall be conditioned upon the presentation before or on each child's first day of attendance at a particular school or center, of proof of either (a) full immunization, (b) the initiation of and compliance with a schedule of immunization, as required by rules of the state board of health, or (c) a certificate of exemption as provided for in RCW 28A.210.090. Parents, foster parents, and guardians are responsible for their child meeting immunization requirements. They must submit a complete and medically verified Certificate of Immunization Status (CIS) to their child's school before the child can attend ([WAC 246-105-050](#)).

While exclusion for immunization non-compliance is intended to happen immediately, we are providing our families time to prepare and provide us with the necessary documentation. We know that during and after the pandemic, many students have missed medical visits where they would normally receive the required vaccines.

The timelines below allow families time to gather the necessary documentation and/or immunizations prior to any potential exclusion. These timelines will be shared with RN's and HRA's to establish the work over the coming months.

2024-25 Immunization Fall Timeline	
September	
All Month	Continue work on getting all immunizations entered into eSchools, make new red folders & file. Connect with families for missing documentation.
	Check WA State Immunization Database for missing immunization data.
Sept 4	First Day of School 1-12
Sept 9	First Day of School K, Developmental K, GOAL, and Strive
Sept 16	First Day of School ECEAP
Sept 30	First Parent Square communication to all students still missing immunization documentation (all grades). This will be a "Soft Call" reminding families to provide documents.

Approved for Distribution _____

Peter Scott

October	
All Month	Continue to check WA State Immunization Database for missing data & or updated dates.
	Continue to enter, make new red folders & file all immunizations records received.
Oct 4	Overdue Letters mailed (all grades) printed & dated no later than 10/4
By Oct 7	Second Parent Square communication (all grades) "Soft Call" Missing documentation.
Oct 14	Third Parent Square communication (all grades) with exclusion date of 10/31.
Oct 21	Fourth Parent Square communication (all grades) with exclusion date of 10/31.
Oct 30	Last Parent Square communication with exclusion notice for the following day.
Oct 31	Exclusion
November	
Nov 1	District Immunization Report due to DOH

Immunization Reporting

Health Services will complete the 2024-2025 immunization reporting for all EPS buildings.

- Washington State law requires all public and private schools with any students in kindergarten through 12th grades to complete and file an immunization status report of their student immunizations, [RCW 28A.210.110](#).
- In April 2025 we anticipate an email will be sent to all school administrators regarding the annual immunization report for their building. Information about the immunization requirements can be found on the School and Childcare Immunization website <http://www.doh.wa.gov/SCCI>.

If you have questions or would like to review this year's reported data, please reach out to Kari Johnson RN, Health Services Supervisor at KJohnson5@everettsd.org.



Information Only

October 18, 2024

To: All Principals
From: Dr. Shelley Boten, Chief Academic Officer
Kay Fantin, Executive Director of Everett Public Schools Foundation
Regarding: **Classroom Grant Application Reminder**

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, inspiring learning that makes a difference for your students. Our classroom grants prioritize student excitement to learn through real-world experiences. These include learning about how diversity and equity relate to our students, schools, and community. These grants teach our students new skill sets including hands-on activities, practice in creative and critical thinking as well as fitness, music, the arts, and exploratory field trips.

To date, the Everett Public Schools Foundation (EPSF) has received twenty-nine grants from fourteen schools.

Don't miss out on this great funding opportunity! Get your classroom grant application in before they close on October 22!

Here is the link to the [EPSF Classroom Grant Application](#).

Incomplete applications or those that do not align with the district's strategic plan and the Foundation's mission will not be considered.

Please contact Kay Fantin at kfantin@everettsd.org or ext.4693 with any questions.

Approved for Distribution:

Shelley Boten



October 18, 2024

To: Administrators
From: Chris Fulford, Director, Categorical Programs
Dr. Chad Golden, Assistant Superintendent, Human Resources
Regarding: **School Leadership Stipends**

Here are a couple reminders regarding your school-based leadership team meetings.

First, it is important to remember EEA CBA language specific to school leadership stipends (EEA CBA Section 8.11.A).

Section 8.11 – School Leadership

- A. Employees will be nominated by themselves, their respective departments or grade-levels and selected by the school's or Special Services Department's administration to serve on their school's or the Special Education leadership team. Each secondary school shall receive three hundred twenty-five (\$325) per full-time equivalent (FTE) employee for school leadership. Each elementary school will receive ten (10) stipends of \$1,250 each for school leadership. The Special Education program will have a leadership team with a minimum of ten (10) stipends at \$1,250 each for program shared leadership. Stipends above include compensation for any summer leadership retreat work.

Next, it is important to remember the EAP CBA language specific to school leadership representation. (EAP CBA Section 8.3.4)

Section 8.3.4 – Leadership Team

One (1) Paraeducator per building will be afforded representation on each building's leadership team. Employees will be nominated by their respective departments, grade levels or by themselves and will be selected by the school's administration to serve on their school's Leadership Team. Employees will be compensated at their regular hourly rate of pay for attendance at the Leadership Team meetings or, with supervisor approval, flex their hours within the workweek to attend the meetings.

The EEA leadership stipend is paid to employees once the school principal sends the stipend form to Compensation & Certification. Paras on the leadership team need to submit a timesheet or flex their time within the week. If the para submits a timesheet, building budgets (basic education funds) pay for paras time on the school leadership team. Categorical funds cannot be used for school leadership pay.

Reach out to Categorical Programs if you have questions regarding your Categorical School Plan and reach out to Human Resources if you have questions regarding the collective bargaining agreements.

Approved for Distribution:

Chad Golden



October 18, 2024

To: All Administrators, Principals and Office Managers
From: Dave Peters, Director of Student Support Services
Kari Johnson RN, Health Service's Supervisor
Regarding: **American Heart Association | Kids Heart Challenge & American Heart Challenge**

For nearly 45 years, the AHA has been partnering with educators in elementary, middle, and high schools across the nation to help educate students about healthy living. We are excited to share that the American Heart Association (AHA) will again be offering the [Kids Heart Challenge & the American Heart Challenge Programs](#) to all our schools during the 2024-25 school year. This program is completely voluntary and has been found to be a fun learning experience for both students and staff, while also allowing the schools to earn heart-healthy PE and recess equipment for all students.

The Kids Heart Challenge and American Heart Challenge school programs are service-learning-based fundraising programs that give students the opportunity to feel good while doing good. It's a way for students to improve their lives—all while making a positive impact on someone else's.

Benefits of the programs include:

- Educational resources on topics like teamwork, kindness, anti-vaping, positive thinking, sleep, STEM, and physical activity for students and staff.
- Students will take on heart-healthy challenges, earn volunteer hours, receive thank-you gifts, and have the opportunity to apply for scholarships.
- Schools have the ability to earn grant funding, wellness resources and equipment, direct contributions, and educator professional development.
- Staff, students, and families will learn how to make healthy lifestyle choices to improve their mental and physical well-being.
- Creates campus engagement by bringing together your staff and students through a shared vision of building a community of lifesavers by learning Hands-Only CPR.
- A turnkey and flexible program that can be completed in 2-3 weeks.

All participating schools will receive FREE resources, including jump ropes, playground balls, supplemental lesson plans, posters, parent newsletters, an online app/website, student incentives, the opportunity for their school to earn a direct contribution check from AHA, and gift certificates for PE equipment!

Best of all, these programs are FREE. You can find additional information about these programs [here](#). If you are ready to join, please contact [Kari Johnson](#), Health Services Supervisor. She will be able to connect you with Victoria Do from the AHA.

Approved for Distribution _____

Peter Scott



Information Only

October 18, 2024

To: Administrators & Supervisors
From: Dr. Chad Golden, Assistant Superintendent, Human Resources
Mary O'Brien, Director, Human Resources
Regarding: **Frontline Access Request Form Instructions**

The Frontline Access Request form allows a supervisor to request Human Resources provide staff access to Frontline Central, Frontline Absence Management, and Frontline Recruiting and Hiring. Follow instructions in the linked [form](#) to request access.

If you have questions about the instructions or other Frontline Central forms, please contact Jeff Russell in Human Resources jrussell@everettsd.org x4101.

Approved for Distribution:

Chad Golden