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## Response/Action Optional

No Items

## Information Only

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**October 15:** Quarterly Regional Principals Meeting, 9:00 – 11:00 a.m. Region One, View Ridge, Region Two, JHS  
**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

## 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

**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](mailto:cgolden@everettsd.org), 425-385-4100

504 Coordinator – Dave Peters, [dpeters@everettsd.org](mailto:dpeters@everettsd.org), 425-385-4063

Gender-Inclusive Schools Coordinator – Joi Grant, [jgrant@everettsd.org](mailto: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***

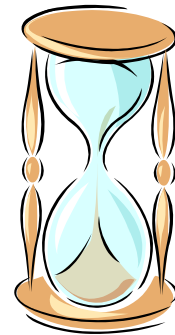
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should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





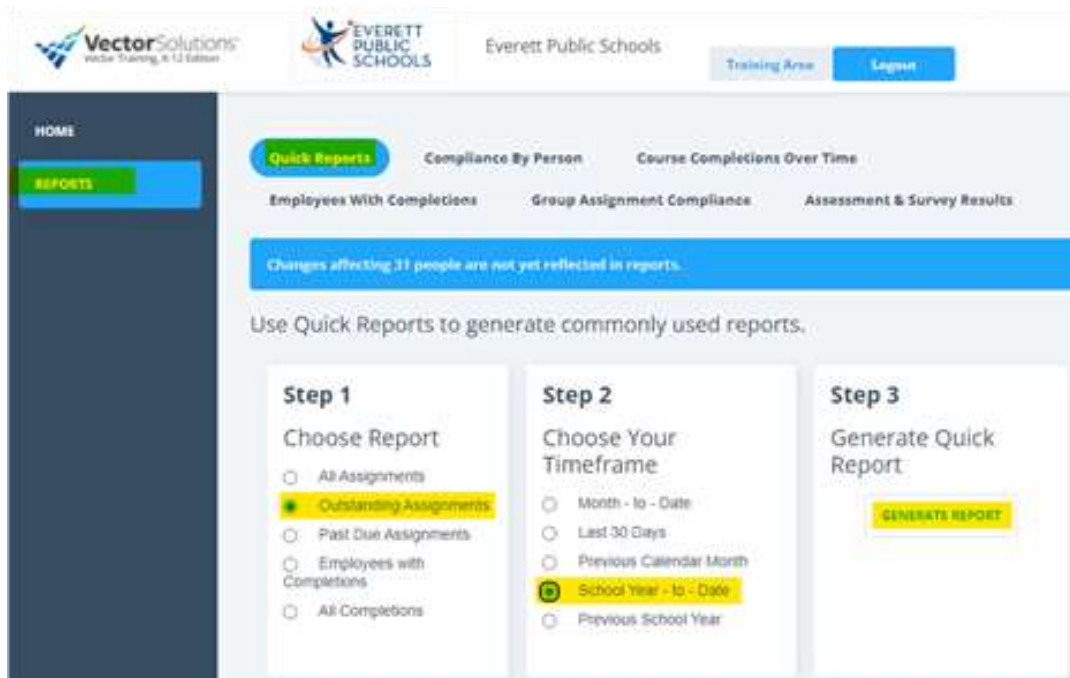
## Response/Action Required

October 11, 2024

To: All Administrators  
From: Chad Golden, Assistant Superintendent, Human Resources  
Regarding: **Vector Training Completion Status Report**

### Required Action:

Vector training due date is fast approaching, and several staff have not completed their training. Please coordinate with your staff to finish up by October 31. Below is a reminder for how to pull completion status for your school or department. If you have access issues or questions, please reach out to Carol Parris [cparris@everettsd.org](mailto:cparris@everettsd.org) x4127.



Approved for Distribution:

  
Chad Golden



## ***Response/Action Required***

October 11, 2024

To: All School Principals  
From: Dr. Brian Beckley, Chief Information Officer  
Karen Hickenbottom, Director of Learning Management Services  
Regarding: **Synergy Teacher Building Leads Selection**

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Due to the difficulty in finding enough substitutes and other ongoing projects, we've had to make some adjustments to the plan to train Synergy Teacher Building Leads this spring.

We've adjusted our dates and had to cut down on the number of building representatives. Here is the information regarding the changes which are highlighted:

The full day training will occur on the workdays below and the LITS department will pay for sub coverage.

High School = 4 trainers

Middle School = 3 trainers

Elementary School = 2 trainers

### **When will building leads be trained?**

- Elementary Trainers either **April 14, 2025, or April 15, 2025** (half the schools on day 1, the other half day 2)
- Middle School Trainers **April 16, 2025**
- High School Trainers **April 17, 2025**

### **What are their responsibilities?**

The training leads will lead the Synergy teacher training for your building in August 2025. They will be provided with the presentations and resources needed to run the training and will have an extra half day of training in mid-August to refresh their skills and prepare.

### **When will all building certificated staff be trained?**

3-4 hours on one of the August 2025 LID days. More details to come.

<b>Required Action:</b>
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If you have not already done so, [please submit the names of your building trainers](#) as soon as possible.

**Approved for Distribution:**

  
Brian Beckley



## ***Response/Action Required***

October 11, 2024

To: Elementary Principals and Office Managers  
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs  
Tami Coffman, P-13 Visual and Performing Arts Facilitator  
Regarding: **Expanded Fifth Grade Strings Program Launches**

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The fifth-grade strings program has expanded this year to provide an opportunity for students at all eighteen elementary schools to receive strings instruction.

### **Program Overview:**

- **Participation:** Open to students from each elementary school, who may be grouped with students from another school and taught by a strings teacher.
- **Schedule:**
  - **Before-School Classes:** Hawthorne (Whittier), Emerson (View Ridge), Madison (Lowell), Jackson (Garfield), Mill Creek (Cedar Wood), Woodside, Silver Firs (Penny Creek), and Jefferson (Silver Lake). Classes meet twice a week; students are dropped off in the morning and will return to their home school afterward if needed.
  - **After-School Classes:** Forest View, Monroe and Tambark Creek and include only students that attend each school. Classes meet twice a week; students are picked up by a parent after class.
- **Start Date:** Classes begin the first week of October and run through the last full week of school in June.
- **Class Size:** Each class will have 15-20 students, with 7-10 students from each school that has a partner school.

### **Registration Details:**

- At schools where there are more students interested than can be accommodated, we will have a waitlist and will notify families if space becomes available.
- If students use school buses, a field trip form must be completed to address any medication or health plans.

### **Required Action:**

- Please share this information and fifth grade strings schedule with appropriate staff and families.
- Contact Tami Coffman 425-385-4084 or [tcoffman@everettsd.org](mailto:tcoffman@everettsd.org) if more information is needed or you have any questions.

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**Shelley Boten**



School	Day of Week	Time	String Teacher	Bus Route
<b>At Hawthorne Elementary</b> -serving Hawthorne & Whittier Students <b>Start: Oct. 7</b>	<b>Monday Wednesday</b>	<b>7:20 – 8:10 a.m.</b> Parents drop off students for strings class. <b>Hawthorne students are dismissed at 8:12 a.m.</b>	<b>Tudi Campbell</b>	<b>Route #16-B. Pick up at Hawthorne Elementary (on 10<sup>th</sup> street at the north side of the building by the portables) at about 8:10 a.m. Transport students to Whittier Elementary</b>
<b>At Emerson Elementary</b> -serving Emerson & View Ridge Students <b>Start: Oct. 8</b>	<b>Tuesday Thursday</b>	<b>7:45 – 8:30 a.m.</b> Parents drop off students for strings class. <b>Tudi will supervise Emerson students until 8:55 when they line up</b>	<b>Tudi Campbell</b>	<b>Route #29-C. Pick up at Emerson Elementary (in the bus loop) at about 8:33 a.m. Transport students to View Ridge Elementary</b>
<b>At Tambark Creek</b> -serving Tambark Creek students <b>Start: Oct 8</b>	<b>Monday Wednesday</b>	<b>3:35 – 4:35 p.m.</b> Parents pick up students after strings class	<b>Tudi Campbell</b>	<b>No bus transportation needed.</b>
<b>At Madison Elementary</b> -serving Madison & Lowell Students <b>Start: Oct. 8</b>	<b>Tuesday Thursday</b>	<b>7:10 – 8:10 a.m.</b> <b>7:52 a.m. for Lowell Bus Riders</b> Parents drop off students for strings class	<b>Emily Cheever</b>	<b>Route #4 -B. Pickup at Madison Elementary (bus loading zone on Pecks) at about 7:52 a.m. Transport students to Lowell Elementary.</b>
<b>At Mill Creek</b> – serving Mill Creek & Cedar Wood students <b>START: Oct 7</b>	<b>Monday Wednesday</b>	<b>7:45 – 8:45 a.m.</b> Parents drop off students for strings class Lilly supervises until 9:00 a.m.	<b>Lilly Kim</b>	<b>Route #150-CMW. Pick up at Mill Creek Elementary at 8:45 a.m. and transport to Cedar Wood Elementary.</b>
<b>At Forest View</b> - serving Forest View students <b>START: OCT 7</b>	<b>Monday Wednesday</b>	<b>3:35 p.m. – 4:35 p.m.</b> Parents pick up students after strings class	<b>Meghan Lefrancois-Hanson</b>	<b>No bus transportation needed.</b>
<b>At Woodside</b> <b>START: Oct 9</b>	<b>Wednesday Friday</b>	<b>7:10 – 8:10 a.m.</b> Parents drop off students for strings	<b>Meghan Lefrancois-Hanson</b>	<b>No bus transportation needed</b>
<b>At Monroe</b> <b>START: Oct. 10</b>	<b>Tuesday Thursday</b>	<b>2:55 – 3:55 p.m.</b>	<b>Meghan Lefrancois-Hanson</b>	<b>No bus transportation needed</b>
<b>At Silver Firs</b> - serving Silver Firs & Penny Creek students <b>START: Oct 8</b>	<b>Tuesday Thursday</b>	<b>7:45 – 8:45 a.m.</b> Parents drop off students for strings class.	<b>Meghan Lefrancois-Hanson</b>	<b>Route #150-CTH. Pick up at Silver Firs Elementary at 8:45 a.m. and transport students to Penny Creek Elementary.</b>
<b>At Jefferson</b> -serving Jefferson & Silver Lake students <b>Start: Oct.7</b>	<b>Tuesday Thursday</b>	<b>7:45 – 8:45 a.m.</b> Parents drop off students for strings class	<b>Marylou Senatore</b>	<b>Route #51-C. Pick up at Jefferson Elementary (front parking lot) at about 8:30 a.m. Transport students to Silver Lake Elementary</b>
<b>At Jackson Elementary</b> - -serving Jackson & Garfield Students <b>Start: Oct. 7</b>	<b>Monday Wednesday</b>	<b>7:45 – 8:50 a.m.</b> Parents drop off students for strings class	<b>Marylou Senatore</b>	<b>Route #204-C. Pick up at Jackson Elementary (back of school, in bus loop) at about 8:34 a.m. Transport students to Garfield Elementary.</b>

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Shelley Boten



## Response/Action Required

October 11, 2024

To: All Principals  
From: Chris Fulford, Director of Categorical Programs  
Regarding: **Family and Community Engagement Advisory Committee**

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As we work towards enhancing family engagement within our schools, we are excited to announce the nomination process for the Family Engagement Advisory Committee (FEAC). Each school is invited to nominate **four parents** to serve on this important committee.

### **Nomination Process:**

- Please submit the names of your four nominees by October 21, 2024.
- You will directly contact **the top two nominees** to confirm their participation.
- The **remaining two** will be designated as alternates and kept on file to fill any slots if a member needs to step down. Chris Fulford will reach out to these alternates as needed.

### **Commitment:**

- This will be a **two-year commitment** for all members, with a **one-year overlap** to ensure continuity.

### **Representation:**

While members are welcome to serve on other committees, it is essential that they represent the diverse voices of our student population, particularly those that are underrepresented. We encourage you to consider nominees who are also involved with the school's Natural Leaders team or the PTA. This connection will facilitate the flow of information, allowing FEAC members to share insights back to the school and gather valuable feedback from the community.

Thank you for your attention to this important initiative. Together, we can strengthen our family engagement efforts and ensure that all voices are heard.

**Required Action:**

- Contact two representatives and confirm commitment to the FEAC.
- Identify two additional representatives.
- Please email the names of your nominees **by October 21, 2024**, to Chris Fulford.

**Approved for Distribution:** \_\_\_\_\_

**Shelley Boten**





## ***Response/Action Required***

October 11, 2024

To: All Administrators  
From: Dr. Chad Golden, Assistant Superintendent, Human Resources  
Regarding: **2025-26 Administrative Internship Program**

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The application period for the district's administrative internship program (principal and superintendent) is now open – applications and supporting documentation are due in Human Resources by end of business day Monday, January 20, 2025.

Note that principal intern applicants are also required to apply for the 2025-26 State-funded Education Leadership Intern Grant. Information regarding the grant is accessed through the [AWSP Website/Intern Grant Page](#), available the first week of December.

If you have staff who are interested in applying for an administrative internship for the 2025-26 school year, encourage them to submit an application by January 20, 2025. Application materials are available from Jean Hanson in Human Resources [jhanson@everettsd.org](mailto:jhanson@everettsd.org).

Prior to applying to the district's administrative intern program, applicants will need to have their regional superintendent's written permission.

Also, the Human Resources department handbook, *Pathways to Leadership*, is an additional resource tool for those considering a leadership role in Everett Public Schools as a peer coach or instructional team leader in a school, school administrator, or district support. Please share this information with staff who you feel would be a great leadership candidate and/or those who have expressed interest in preparing and seeking a leadership role.

The handbook is located on the district's website under Human Resources and is also located in [docushare](#).

<b>Required Action:</b>
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Please share and post the linked internship [flyer](#) with your staff.

**Approved for Distribution:**

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**Chad Golden**



## ***Response/Action Required***

October 11, 2024

To: Administrators, Supervisors, Office Managers  
From: Gayla Jenner, Director of Compensation & Benefits  
Regarding: **Pre-Retirement Zoom Webinars**

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Washington State School Retirees' Association is sponsoring two pre-retirement zoom [webinars](#):

**Thursday, October 17, 2024 @ 5:00 p.m.**

Department of Retirement Systems and Health Care Authority/PEBB

**Friday, November 1, 2024 @ 5:00 p.m.**

Social Security/Medicare and VEBA

**Certificated and Classified Employees:**

If you are within 1-5 years of retirement, you will want to attend these (no fee) virtual webinars to learn about your retirement plans (Plan 2 or Plan 3), medical/dental options, sick leave buyout (VEBA), Social Security options, and Medicare.

These webinars will feature presentations from the following agencies:

WA State Department of Retirement Systems (Plan 2 and Plan 3, October 17)  
WA State Health Care Authority/PEBB (Medical/Dental/Vision options, October 17)  
Social Security and Medicare (November 01)  
VEBA (Your sick leave buyout options - November 01)

Please visit [www.wssra.org](http://www.wssra.org) and register under the webinars tab.

<b>Required Action:</b>
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Post flyer in areas frequented by staff.

**Approved for Distribution:**

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**Chad Golden**



## Response/Action Required

October 11, 2024

To: Principals, Assistant Principals and Counselors  
From: Cathy Woods, Regional Superintendent  
Regarding: **2024-25 Everett PTSA Council Shoe Fund**

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*On behalf of the Everett PTSA Council...*

Everett PTSA Council Shoe Fund Update –

Are you looking for ways to support the students at your school? Don't forget about the Everett PTSA Council Shoe Fund program! We are proud to report that we have provided assistance to **131 students in 20 schools within our district for the 2023-24 school year**. This achievement would not have been possible without your generous support. Visit the [Everett PTSA Council website](#) to learn the *Historical Distribution of Shoes and Gift Cards*.

We have shoes (for elementary school students) and Famous Footwear gift cards (for middle school and high school students) that we would LOVE to get in the hands of your students who could use a new pair of shoes. We know the need is greater this year than ever before and we're here to support your students.

Please contact Jocelyn at [shoefund@everettptsacouncil.org](mailto:shoefund@everettptsacouncil.org) if you have questions or would like to coordinate a delivery.

Thank you!  
Jocelyn  
Everett PTSA Shoe Fund Coordinator

<b>Required Action:</b>
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Please share this information with your counselor and/or family support specialists. Thank you!



**Approved for Distribution:**

  
Cathy Woods



## ***Response/Action Required***

October 11, 2024

To: Administrators and Supervisors  
From: Dr. Chad Golden, Assistant Superintendent, Human Resources  
Regarding: **Building Interview Team Inclusion**

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As we continue the interview process to fill paraeducator vacancies in our schools, please adhere to the language of the Everett Association of Paraeducators (EAP) collective bargaining agreement (CBA), Section 6.10.

**Section 6.10. Building Interview Team Inclusion.**

The District will notify a building / site rep of all scheduled interviews for paraeducators taking place in that building or on that site. Information will include date, time, location, and job category of the interview. All reasonable attempts will be made to invite an EAP employee to participate in the interview processes for bargaining unit positions in the building.

We appreciate the hard work you have put into filling our paraeducator vacancies. Thank you for your continued commitment to this effort!

<b>Required Action:</b>
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Follow EAP CBA language for paraeducator interviews.

**Approved for Distribution:**

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**Chad Golden**



## ***Response/Action Required***

October 11, 2024

To: All Principals  
From: Kalle Spear, Director of Secondary Instruction  
Regarding: **Required Observance: Veteran's Day, Temperance and Good Citizenship Day**

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### **Veteran's Day:**

The law requires that all Washington public schools observe Veteran's Day by providing educational activities during the school week preceding the eleventh day of November of each year. The responsibility for preparing and presenting the activities will be with the principal or designated teacher/representative from each school building. The law dictates that activities be at least sixty minutes total throughout the week and will embrace topics tending to instill a loyalty and devotion to the institutions and laws of this state and nation ([RCW 28A.230.160: Educational activities in observance of Veterans' Day. \(wa.gov\)](#))

### **Temperance and Good Citizenship Day:**

On January 16 of each year (or the preceding Friday when January 16 falls on a non-school day), by law each public school will observe Temperance and Good Citizenship Day ([RCW 28A.230.150](#)) Social studies teachers of high school seniors must help coordinate elements of the future voters registration event and provide an opportunity for students to register to vote in class via paper or online.


Teachers can recognize Temperance and Good Citizenship Day by engaging in learning connected to the Civics Standards in the [2019 Washington State Social Studies Learning Standards](#). Specifically, teachers could focus on the components, questions, and enduring understandings (EU) for Civics standard 2 (EU: Recognized that one has rights and responsibilities as a citizen in one's own community) and for Civics standard 4 (EU: Understanding that when one shows concern for the well-being of one's classroom, school, and community, one is being "civic minded"). OSPI has created a resource to help support teachers: [Timeline](#).

In addition, teachers can teach and embed the Everett Public Schools 21<sup>st</sup> century skill of Citizenship in a variety of learning activities including those related to digital citizenship. By helping students learn about the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world, teachers will also be teaching the digital citizenship standards in the [K-12 Washington State Educational Technology Standards](#).

### **Required Action:**

- Please send this information to your social studies teachers and/or other interested parties.
- Please forward the required Veteran's Day information to those responsible for planning these activities.
- If paper copies of voter registration are needed, please contact Kalle Spear ([kspear@everettsd.org](mailto:kspear@everettsd.org))
- For more information on Civic Observation requirements, click here: [Washington State Civic Observances | OSPI \(www.k12.wa.us\)](#)

**Approved for Distribution:** \_\_\_\_\_

  
**Shelley Boten**



## ***Response/Action Required***

October 11, 2024

To: Administrators, Supervisors and Office Managers  
From: Gayla Jenner, Director of Compensation & Benefits  
Regarding: **Accident Prevention Program**

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Everett Public Schools' policy is to promote and provide safe, healthful working conditions and practices for all district employees. Safety and health are among our principal responsibilities. To fulfill the conditions of this policy, and in cooperation with the Puget Sound Workers Compensation Trust, please review the district's [Accident Prevention Program](#) document which has been recently updated. A QR code has been created to quickly access this document on the district network.

This [Accident Prevention Program](#) was developed to implement the district's safety and health policy fully. The program elements cover a broad spectrum of areas and are designed to prevent accidents and injuries. Taken individually, the program elements have minimal effect. As an integrated program and with the support of employees at all levels, the Accident Prevention Program can reduce the number and severity of job-related injuries to district employees.

<b>Required Action:</b>
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The [linked](#) flyer with the QR code applies to all buildings and safety committees and should be posted on all building Safety Bulletin Boards, reviewed at a safety meeting, and the review documented in meeting minutes.

**Approved for Distribution:**

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**Chad Golden**





## ***Response/Action Required***

October 11, 2024

To: Administrators, Supervisors & Office Managers  
From: Chad Golden, Assistant Superintendent, Human Resources  
Regarding: **Employee Assistance Program**

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The [Employee Assistant Program](#), offered through Magellan Healthcare, is a free district benefit and offers a wide variety of confidential support and resources for staff and family members to utilize at any time, any day.

Recent conflicts abroad, including those here at home influence us all and may result in heightened stress levels. Encourage co-workers and their family members to reach out to this invaluable program.

In addition to counseling, the program also offers coaching, view online programs, Wellness resources, resiliency and, most importantly – peace of mind.

<b>Required Action:</b>
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Please post this information in areas frequented by staff and include it in your building's staff communications.

**Approved for Distribution:**

---

**Chad Golden**



## ***Response/Action Required***

October 11, 2024

To: Principals & Office Managers  
From: Mary O'Brien, Human Resources Director, Substitute Services  
Regarding: **LIF Days for Certificated Substitutes Clarification**

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Article 12, Section 12.04.A contains new language regarding certificated substitutes on LIF days. Please see the new language below.

*On LIF days, substitutes will work a full day, unless there are no additional certificated duties in the classroom and the substitute checks in at the office regarding any additional certificated duties. If there are no additional certificated duties, the substitute shall be released after student responsibilities have concluded.*

<b>Action Required</b>
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Please share this information with your office staff.

**Approved for Distribution:**

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**Chad Golden**



## ***Response/Action Required***

October 11, 2024

To: Administrators and Supervisors  
From: Mary O'Brien and Mandy Shinn, Human Resources Directors  
Regarding: **Clarification Regarding Classified Staff Overtime & Comp Time**

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This is clarification regarding overtime and comp time for classified staff. It is critical that supervisors remember that hourly employees must be compensated for all the work they do on behalf of the district.

- If classified employees have difficulty completing all their work during their scheduled day, employees need to talk with their supervisor to determine priorities. If you, as the supervisor, feel it necessary for a classified staff member to work beyond their scheduled day in order to complete the necessary work, you may approve overtime hours which will be paid from your school or department's budget. Please be specific as to exactly how much time you are approving and keep a log of the overtime and whether the employee will be compensated with pay or comp time. If the staff member chooses comp time, record when they take the time. Refer to the employee's collective bargaining agreement ([CBA](#)) for guidance.
- If the supervisor and the employee agree, a classified employee may receive compensatory time in lieu of overtime compensation. Either way, if the accumulated hours are over 40 hours a week, the time is to be paid at time and one-half. For example, if the employee chooses to take the additional 1.0 hour worked in comp time rather than by time sheet and the employee then works 41 hours, the employee has earned 1.5 hours of comp time. If it is submitted on a timesheet, it will be charged to your building's budget. Again, refer to the employee's [CBA](#) for guidance.
- Compensatory time should be used within a reasonable time but cannot carryover year to year.
- When working with SEIU members (custodians, grounds, food services, field techs, etc) refer to the CBA for specific language regarding the use of overtime and flex time (no comp time). Any agreed upon flex time must be used within the week it was earned.
- Employees cannot "volunteer" their time to perform work that is similar to the work they perform in their compensated position.

If you outline your expectations as they relate to the above and an employee refuses to comply, please contact your HR Partner to discuss next steps – schools, [Mary O'Brien](#); departments, [Mandy Shinn](#).

Our classified employees are hardworking, skilled, and dedicated to the important work we do. It is critical that we honor their commitment by setting clear expectations, assisting them with prioritizing the work, and compensating them when they work beyond their regular work schedule.

<b>Required Action:</b>
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Share this reminder with your administrative and classified staff.

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**Chad Golden**



## Response/Action Required

October 11, 2024

To: Administrators and Supervisors  
From: Kelly Clevenger, Executive Director of Special Services  
Dr. Chad Golden, Assistant Superintendent of Human Resources  
Dr. Peter Scott, Deputy Superintendent  
Regarding: **Right Response Training**

Right Response training dates are set for the 2024-25 school year. Please make certain staff who need to attend trainings are signed up and attend training. All courses are in Frontline.

In addition, review the "Use of Physical Restraint and Isolation with Students" [Policy](#) and [Procedure](#). Make certain staff know the process and follow through with documentation and communication when incidents occur.

### Initial certification

Session Dates	Times	Location
8/12, 8/14	8-3:30	12 <sup>th</sup> PG A & B, 14 <sup>th</sup> BR A & B
9/14, 9/21 (Saturdays)	8-3:30	PG A & B
10/12, 10/19 (Saturdays)	8-3:30	PG A & B
11/9, 11/16 (Saturdays)	8-3:30	PG A & B
1/11, 1/18 (Saturdays)	8-3:30	PG A & B
3/8, 3/15 (Saturdays)	8-3:00	PG A & B

### Recertification

Session Dates	Times	Location
8/8	8:00-12:00	BR A & B
8/15	1:00-5:00	BR A & B
9/18, 9/19	4:30-6:30	BR A & B
11/12, 11/13	4:30-6:30	12 <sup>th</sup> PG A & B, 13 <sup>th</sup> BR A & B
1/8, 1/9	4:30-6:30	BR A & B
2/19, 2/20	4:30-6:30	19 <sup>th</sup> PG A & B, 20 <sup>th</sup> BR A & B
4/15, 4/16	4:30-6:30	15 <sup>th</sup> BR A & B, 16 <sup>th</sup> PG A & B

### Required Action:

Please share this information with anyone in your building that needs this certification and have them sign up in Frontline as soon as possible. In addition, review Board [Policy](#) and [Procedure](#) 3319 and make certain documentation and communication happens when incidents occur.

Approved for Distribution:

Chad Golden



## ***Response/Action Required***

October 11, 2024

To: All Principals and Assistant Principals  
From: Chris Fulford, Director of Categorical Programs  
Regarding: **Best Practices for the Use of Translation in the Classroom**

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### **Best Practices for Multilingual Learners: Translation as a Support *NOT* a Solution**

In Everett Public Schools, we believe that linguistically and culturally diverse students bring unique assets to our classrooms that can benefit the whole community. As stated by - Jim Cummins, “...students’ Language 1 (L1) is not the enemy in promoting high levels of Language 2 (L2) proficiency; rather, when students’ L1 is invoked as a cognitive and linguistic resource through bilingual instructional strategies, it can function as a steppingstone to scaffold more accomplished performance in the L2.”

#### **Translation Devices:**

Use of a device for translation can support in cases when immediate translation is needed to communicate urgent information. Use of a digital tool, may be helpful when:

- Immediate communication with a student for better understanding.
- There is a safety concern.
- Clarification of key vocabulary and/or instructions to improve student understanding. Use this with discretion to avoid delaying English language development.
- A newcomer student is being introduced to school locations, routines, and expectations.

#### **Alternatives to Translation for Instructional Purposes:**

- Allow students to use their full linguistic repertoire to engage with content by providing a classroom environment where all languages are encouraged to be used.
- Use like-language partnerships to allow for discussions in L1 and L2.
- Label/ provide key lesson components in multiple languages.
- Learn about your students’ previous school experience to effectively leverage L1 as a scaffold.
  - Did the student have the opportunity to acquire academic vocabulary in another language?
    - If yes, provide translation of key vocabulary.
    - If no, translation will not be a supportive scaffold.
  - Did the student have the opportunity to gain literacy in another language?
    - If yes, consider the transfer of literacy skills from L1 to L2.
    - If no, written translation will not be a supportive scaffold.
- Consider cognates, (a word that comes from the same origin as a word from a different language):
  - Present content vocabulary and ask students if there are any words that sound similar in their home language.
  - Model identifying cognates in text while reading.
  - Warn students about false cognates that can be misleading.

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**Shelley Boten**

For more information, please review the resources available in the Multilingual Learner Portal (self-enroll using this link: <https://everettsd.instructure.com/enroll/LPNLCN>)

**Required Action:**

- Please share this information with staff in need of information related to best practices for the use of translation in the classroom
- Please contact your ML Facilitator, Kristie Gooding, <mailto:kgooding@everettsd.org> or Ali McElwee, [amcelwee@everettsd.org](mailto:amcelwee@everettsd.org) with questions

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## Response/Action Required

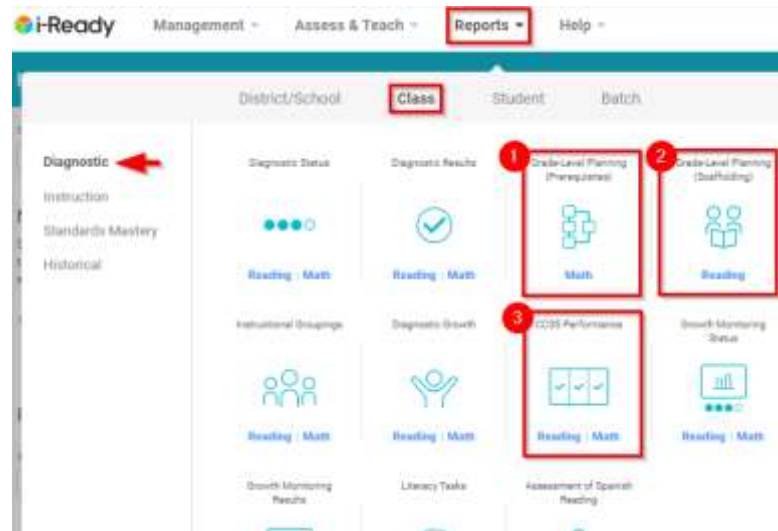
October 11, 2024

To: Elementary and Middle School Principals  
From: Michele Waddel, Director of Assessment and Research  
Regarding: **Using i-Ready Diagnostic Results to Inform Instruction**

Staff can view their class and individual student results in i-Ready. Check out, [How To: View Class and Student Diagnostic Results](#) video. In addition to the Diagnostic Results report, i-Ready provides three additional reports which can be found in the Reports tab under Class, to inform instruction and, if needed, interventions:

1. [Grade Level Planning Prerequisite Report](#)

- This report is based on students' results on the Math Diagnostic and helps you use that data to make instructional decisions about upcoming grade-level mathematics content.
- Informs unit/lesson planning by identifying essential prerequisite skills, potential student groupings, supports for whole class instruction, and recommended resources to be used during classroom instruction.



2. [Grade Level Planning Scaffolding Report](#)

- The Grade-Level Scaffolding report is based on students' results on the Reading Diagnostic and helps teachers provide students in Grades 3–8 access to grade-level texts.
- Understand students' learning needs around grade level skills and identify resources to prepare them for grade-level Reading Comprehension instruction.
- Support students in accessing grade-level texts by identifying recommended reading pairs.

3. [CCSS Standards Performance Report](#)

Gain additional understanding of the strengths and needs of students in your class and to inform teacher-led instruction related to specific standards after analyzing Diagnostic results.

**Required Action:**

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

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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 11, 2024

To: Secondary Principals  
From: Chris Fulford, Director of Categorical Programs  
Regarding: **Sheltered Instruction Observation Protocol Cohort Dates**

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In June 2024, the Secondary Sheltered Instruction Observation Protocol (SIOP) Cohort was launched. The purpose of this cohort is to build the capacity of general education teachers to provide access to core grade level content for multilingual learners using the SIOP Model. This is one of the instructional models to support multilingual learners recommended by OSPI.

The meeting dates for this year are:

<b><i>SIOP Cohort Session Dates 2024-2025</i></b>	
<b><i>October 2024</i></b> 10/8 Zoom Session, 3:00-3:30 10/16 Session #2, 8:00-3:30, CRC Board Room A	<b><i>March 2025</i></b> 3/12 Zoom Session, 3:00-3:30 3/19 Session #6, 8:00-3:30, CRC Port Gardner B
<b><i>November 2024</i></b> 11/12 Zoom Session, 3:00-3:30 11/20 Session #3, 8:00-3:30, CRC Port Gardner B	<b><i>April 2025</i></b> 4/22 Zoom Session, 3:00-3:30 4/30 Session #7, 8:00-3:30, CRC Port Gardner B
<b><i>January 2025</i></b> 1/8 Zoom Session, 3:00-3:30 1/15 Session #4, 8:00-3:30, CRC Port Gardner B	<b><i>May 2025</i></b> 5/14 Zoom Session, 3:00-3:30 5/21 Session #8, 8:00-3:30, CRC Port Gardner B
<b><i>February 2025</i></b> 2/19 Zoom Session, 3:00-3:30 2/27 Session #5, 8:00-3:30, CRC Port Gardner B	

Teachers participating in the cohort have been informed of these meeting dates.

If you have questions, please contact Chris Fulford [CFulford@everettsd.org](mailto:CFulford@everettsd.org) ext. 4030; Alexandra McElwee, [AMcElwee@everettsd.org](mailto:AMcElwee@everettsd.org) ext.4066 or Kristine Gooding [KGooding@everettsd.org](mailto:KGooding@everettsd.org) ext. 4098.

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## Information Only

October 11, 2024

To: Secondary Principals  
 From: Chris Fulford, Director of Categorical Programs  
 Regarding: **Professional Learning for Secondary ML Teachers**

Below are the dates for secondary ML teacher professional learning for the 2024-25 school year.

Required ELD Adoption Trainings		
Session Date	Session Audience	Session Location
• <b>October 1</b>	• <b>Middle and High School</b>	CRC Port Gardner A
• November 7	• High School Only	CRC Board Room A
• November 19	• Middle School Only	CRC Port Gardner B
• <b>January 7</b>	• <b>Middle and High School</b>	CRC Port Gardner A
• March 11	• Middle School Only	CRC Port Gardner B
• March 13	• High School Only	CRC Port Gardner B
• April 22	• Middle School Only	CRC Port Gardner B
• April 24	• High School Only	CRC Port Gardner B
• <b>May 13</b>	• <b>Middle and High School</b>	CRC Port Gardner A

Additional Secondary ML Trainings			
Session Date and Time	Session Topic	Session Location	Session Notes
October 28 3:15-5:15	ML 4-Step Process Overview for ML Teachers	CRC Port Gardner A	Optional Clock hours and per-diem
January 22 7:30-10:00	WIDA ACCESS Training for High School and Evergreen	CRC Board Room B	Required Half-day substitutes arranged through ML Clock hours
January 22 12:30-3:00	WIDA ACCESS Training for Middle School	CRC Board Room B	Required Half-day substitutes Clock hours
November 14 December 5 January 16 February 6	Book Study: Long-Term Success for Experienced Multilingual Learners	Zoom	Optional All sessions~ 3:00-4:00 Books will be provided Clock hours for sessions and independent work

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Session Date and Time	Session Topic	Session Location	Session Notes
TBD	ELD Adoption Lesson Study	TBD	Optional Dates and times will be determined with participants Clock hours
TBD	Supporting/ Coaching General Education Teachers	TBD	Optional Dates and times will be determined with participants Clock hours
TBD	Canvas 101	TBD	Optional Dates and times will be determined with participants Clock hours

Please contact the ML Facilitators, Alexandra McElwee, [AMcElwee@everettsd.org](mailto:AMcElwee@everettsd.org) ext.4066 or Kristine Gooding [KGooding@everettsd.org](mailto:KGooding@everettsd.org) ext. 4098 with questions.



## *Information Only*

October 11, 2024

To: Secondary Principals and Career Specialists  
From: Anthony Anderson, Director of STEM, CTE, and Choice Programs  
Regarding: **CTE Administrator Meetings**

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The CTE Department is preparing for our annual CTE Administrator meetings.

The topics will be:

- CTE Department support
- Principal Portal Review
- CTE Certifications
- Two-way stakeholder communication
- Course revisions
- PAC/PLC planning for the year
- Signature STEM program and recruitment
- Upcoming projects and partnerships
- Program campus visit schedule

If you have not yet confirmed who your CTE Building Administrator is, please email [cte@everettsd.org](mailto:cte@everettsd.org) to confirm who that individual is for scheduling.

We will contact you in the next few days to schedule these meetings.

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## *Information Only*

October 11, 2024

To: All Principals and Office Staff  
From: Michele Waddel, Director of Assessment and Research  
Anne Arnold, Director of P-5 Instruction and Early Learning Programs  
Kalle Spear, Director of 6-12 Instruction  
Andrea Cartwright, Director of K-12 Science and Engineering  
Regarding: **K-12 End of Unit Assessment Schedule for 2024-25**

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Please review the below link to the 2024-25 K-12 End of Unit Assessment Schedule.

[K-12 Assessment Schedule 2024-2025.xlsx](#)

Contact any of the directors below with questions.

- **Michele Waddel** [mwaddel@everettsd.org](mailto:mwaddel@everettsd.org) ext. 4058
- **Kalle Spear** [kspear@everettsd.org](mailto:kspear@everettsd.org) ext. 4064
- **Anne Arnold** [aarnold@everettsd.org](mailto:aarnold@everettsd.org) ext. 4089
- **Andrea Cartwright** [acartwright@everettsd.org](mailto:acartwright@everettsd.org) ext. 4072

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October 11, 2024

To: Administrators & Supervisors  
From: Dr. Chad Golden, Assistant Superintendent, Human Resources  
Regarding: **Inclement Weather**

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The following information is provided as a reminder on policies and procedures in the likelihood of inclement weather.

Summarized below are the leave options for each employee group. Remember to electronically record your absence when you are unable to report to work due to inclement weather.

**Administrators – Certificated and Classified**

In the case of inclement weather or school closure, EASA members are expected to report to their work sites. If unable to get to your work site, contact your supervisor and report emergency leave per Board Policy #5320.2 or with the approval of their supervisor, EASA members may work remotely in place of reporting emergency leave. This time will be logged and submitted to your supervisor for their records.

**Prof Tech**

On snow or school closure days, full-year professional-technical staff are expected to report to their work sites. If unable to report to work, contact your supervisor and report emergency leave per Board Policy #5320.2. Professional-technical staff with work calendars of less than 260 days whose work site is closed, will have a calendar adjustment.

With approval from their supervisor, professional-technical staff members, may work remotely in place of reporting emergency leave. The time worked remotely will be logged and submitted to the supervisor for their records.

**Everett Association of Paraeducators and Paraeducator/Specialists**

In the event school(s) are closed due to inclement weather, employees assigned fewer than 260 days will not report to school and will make-up the day later in the school year.

In the event school(s) have a late start time due to weather conditions, employees with an annual assignment of **fewer than 260 days** will be expected to arrive at school as close to the regular workday start time as is safe. These employees must use personal leave or leave without pay if they do not report to work or work fewer than their scheduled hours because of inclement weather. Employees may use compensatory time in accordance with normal district policies and procedures.

**Everett Association of Educational Office Personnel (Office Professionals)**

**260-Day Employees:**

In the event school(s) are closed or have a late start time due to weather conditions, employees with an **annual assignment of 260 days** will be expected to arrive at a worksite as close to the regular workday start time as is safe. Such employees may use vacation days, personal leave or leave without pay if they do not report to work or work fewer than their scheduled hours

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because of inclement weather. If the CRC is closed, twelve-month employees may additionally use emergency leave under Section 6.3(D). Employees may use compensatory time in accordance with normal district policies and procedures.

If unable to report to work, contact your supervisor and report leave. With supervisor approval, two hundred sixty (260) day employees may, on worksite closure days, work remotely in place of reporting leave. The time worked remotely will be logged and submitted to the supervisor and Human Resources for their records.

**Fewer than 260 Day Employees:**

In the event school(s) are closed due to inclement weather, employees assigned **fewer than 260 days** shall not report to school/worksite and shall make-up the day later in the school year. In the event school(s) have a late start time due to weather conditions, employees with an annual assignment of **fewer than 260 days** will be expected to arrive at school/worksite as close to the regular workday start time as is safe. Such employees may use personal leave or leave without pay if they do not report to work or work less than their scheduled hours because of inclement weather. Employees also may use compensatory time in accordance with normal District policies and procedures.

**Everett Education Association (Teachers, Counselors, OT/PT, etc.)**

If school(s) are open, employees who do not report to work or work fewer than scheduled hours because of inclement weather must use emergency leave or leave without pay. Absences must be taken in half-day or full-day increments.

Additionally, in the event school(s) have a late start time due to weather conditions or other emergency closure circumstance, employees will be expected to arrive at school as close to the regular workday start time as is safe. Employees will not need to use Emergency Leave unless they arrive after the start of the student day.

In the event school(s) have an early student dismissal due to weather conditions or other emergency closure circumstance, employees will be expected to remain on site until the supervisory and safety concerns of students have been met. In such situations, there will be no reduction of the employee's pay or deduction of leave benefits.

**Everett Licensed Nurses' Association (RNs & LPNs)**

If school(s) are open, employees who do not report to work or work fewer than scheduled hours because of inclement weather must report the absence as personal leave, leave without pay, or discuss how to make up the missing time with the nurse supervisor.

Emergency leave may only be used to address weather conditions when students are not present. In the event school(s) have a late start time due to weather conditions or other emergency closure circumstance, employees will be expected to arrive at school as close to the regular workday start time as is safe. In the event school(s) have any early student dismissal due to weather conditions or other emergency closure circumstance, employees will be expected to remain on-site until the supervisory and safety concerns of students have been met.

**Service Employees International Union**

Employees who are assigned to work **fewer than 260 days** will not report to school and will make-up the day later in the school year.

Employees who work a full year (**260 days**) who do not report to work or work fewer than scheduled hours because of inclement weather must use vacation days or leave without pay.

In the event school(s) have a late start time due to weather conditions, employees with an annual assignment of **fewer than 260 days** will be expected to arrive at school as close to the regular workday start time as is safe. These employees must use personal leave or leave without pay if they do not report to work or work fewer than their scheduled hours because of inclement

weather. Employees also may use compensatory time in accordance with normal district policies and procedures.

**Custodians:** Because of the importance of having a custodian onsite during inclement weather, it is expected that custodians will make every attempt to report to work as close to the regular workday start time as is safe. If a custodian is unable to report, they will use one of the above options as appropriate.

**Food and Nutrition:** In the event school(s) are closed due to inclement weather, employees assigned fewer than 260 days will not report to school and will make-up the day later in the school year.

**Technicians:** Technicians assigned to work **fewer than 260 days** may work or exchange the day for another non-workday in their calendar.

***Full year (260 day)*** technicians who do not report to work or work fewer than scheduled hours because of inclement weather must use vacation days, personal leave or leave without pay. Employees may also use compensatory time in accordance with normal district policies and procedures.

**Pacific Northwest Regional Council of Carpenters**

Employees who do not report to work or work fewer than scheduled hours because of inclement weather must use vacation days or leave without pay.

**Teamsters**

In the event school(s) are closed due to inclement weather, employees will not report to school and will make-up the day later in the school year.

**Unrepresented Employees**

Employees assigned to work fewer than 260 days who do not report to work or work fewer than their scheduled hours because of inclement weather will report the absence as leave without pay.

***Full year (260 day)*** employees who do not report to work or work fewer than scheduled hours because of inclement weather must use vacation days or leave without pay. Employees also may use compensatory time in accordance with normal district policies and procedures.

Should you have any questions, please contact your HR Partner – Regions 1, 2 & 3, [Mary O'Brien](#); Departments, [Mandy Shinn](#).



## *Information Only*

October 11, 2024

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

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

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

The upcoming deadline for proposals is as follows:

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

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

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

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**Shelley Boten**



October 11, 2024

To: All Middle School Principals and Assistant Principals  
From: Kalle Spear, Director of Secondary Instruction  
Regarding: **Elective Course Information for Fifth to Sixth Grade Transitions**

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To help support our visual and performing arts programs at the middle school level, we will be working with band, choir, orchestra, exploring graphic arts and yearbook teachers to create short informational videos to share with students/families. These videos, along with existing videos from the CTE program and AVID specific recruiting processes, will be shared with counselors, families, and students throughout the registration process.

Tami Coffman will work directly with the content area teachers to create these videos. She will reach out directly to teachers in late October. Any additional recruiting ideas/plans should be organized and funded at the building level. When working with teachers on additional recruiting practices, please ensure equitable access to all content areas. In the past, we have seen issues with one elective content area going to elementary schools and other elective content areas not having the same type of access.

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