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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

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., Port Gardner 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

February 13: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B

March 4: E.S. Principals & Assistant Principals Meeting, 4:00 – 6:00 p.m., Port Gardner B

March 5: M.S. Principals & Assistant Principals Meeting, 3:30 – 5:30 p.m., Port Gardner B

March 6: H.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Port Gardner B

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

March 20: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B

The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, color, national origin, creed, religion, sex, sexual orientation, gender expression, gender identity, veteran or military status, the presence of any physical, sensory or mental disability or the use of a trained dog guide or service animal by a student with a disability.

Designated to handle inquiries about nondiscrimination policies are:

Title IX/Civil Rights Compliance Officer & ADA Coordinator – Chad Golden, cgolden@everettsd.org, 425-385-4100

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

Gender-Inclusive Schools Coordinator – Joi Grant, jgrant@everettsd.org, 425-385-4137

Address: PO Box 2098, Everett WA, 98213

Communications to Principals Guidelines

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

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

2.

Example:

Approved for Distribution: _____


Shelley Boten

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

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

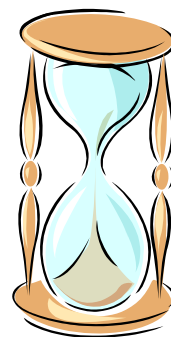
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should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

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



RESPONSE/ACTION REQUIRED

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





Response/Action Required

November 15, 2024

To: High School Principals and Assistant Principals
From: Kalle Spear, Director of Secondary Instruction
Regarding: **Snohomish County Campus Visit**

Our district High Schools have been invited to participate in the Snohomish County Civic Education Day on Thursday, January 30, 2025. Students will have an opportunity to hear from elected officials and representatives from the various County departments and offices about the work they do and the County government's roles and responsibilities. They will also learn about career opportunities in County government.

We can send one teacher and one class (30 students) from each high school. The teacher and class should be currently studying civics and/or government. In years past, teachers have selected students from AP Gov, Ethnic Studies, or Civics courses.

Required Action:

- Please determine a teacher who would like to attend this full-day field trip. Email the information to Kalle Spear at kspear@everettsd.org by **November 22**.
- The secondary instruction team will work with the identified teacher to complete the necessary forms.

Approved for Distribution:

Shelley Boten



Response/Action Required

November 15, 2024

To: Elementary Principals
From: Michele Waddel, Director of Assessment and Research
Regarding: **Monitoring i-Ready Approaching Breaks**

Review Personalized Instruction Ahead of Breaks

As of November 12, district-wide, there were 172 students with domains shut off, 605 students who failed a quiz twice and are in danger of having a domain shut off. When a domain is shut off, the student no longer has available lessons in that domain. They will then get lessons from the next most foundational domain, which will be more challenging. Teachers must monitor domain shut offs and help the student get back on track. Students who do not have access to their learning paths will not be able to use them in class or at home over breaks.

Reading

Grade		
Grade K	7	37
Grade 1	34	90
Grade 2	28	65
Grade 3	30	91
Grade 4	22	77
Grade 5	21	73
Grade 6	0	0

Math

Grade		
Grade K	2	16
Grade 1	10	24
Grade 2	4	20
Grade 3	10	24
Grade 4	2	53
Grade 5	4	41
Grade 6	0	1

Instructions for monitoring and intervening in Personalized Instruction are available in the October 18 *Communication to Principals* item "[Monitoring i-Ready Personalized Instruction Progress](#)".

Encourage Families to Access i-Ready During Breaks

Families may find that giving students access to i-Ready at set times during breaks provides a welcome structure during time at home. [Sample language](#) that could be added to teacher communications home ahead of Thanksgiving and Winter Breaks is available on the [Assessment and Research Portal](#).

Required Action:

- Review your Personalized Instruction Summary Report with a specific goal of identifying classes with domain shut offs and alerts.
- Make sure teachers understand the impact for students when domains are shut off and how to intervene and turn domains back on.
- Provide communication templates to teachers who would like families to access i-Ready during breaks.

Approved for Distribution:

Shelley Boten



Response/Action Required

November 15, 2024

To: Principals and Assistant Principals
From: Chad Golden, Assistant Superintendent, Human Resources
Mary O'Brien, Director, Human Resources – Schools
Mandy Shinn, Director, Human Resources - Departments
Regarding: **90-day and First Round Observation Reminders**

As many of you are wrapping up your 90-day and first round observations and are learning of some performance concerns, please remember to work with Mary O'Brien, Mandy Shinn and/or me in human resources, and contact Jared Kink, EEA President. In working together, we can provide the needed support(s) for our teachers. As part of the communication with the Association, please remember to provide in writing to human resources and the Association the support(s) you are providing teachers under Sections 10.07 and 10.08 of the EEA CBA. I am including an excerpt from the CBA for your quick reference below:

Section 10.07, Provisional Employees, provides specific performance language for provisional certificated staff:

- B. Before non-renewing a provisional teacher, the District shall provide one or more of the following resources to support the teacher's professional growth:
1. Assigned a mentor;
 2. Release time to observe other teachers;
 3. Targeted professional development;
 4. Clear ideas and strategies on how to reach Proficient;
 5. Any other support mutually determined by the teacher and evaluator.

Principals: automated 90-day evaluation reminders for new teachers are sent with due dates to your email. Please send the automated message to the appropriate evaluator in your building.

The District shall provide written notice to the Association of teachers provided assistance under this section.

Additionally, Section 10.08, Support for Teachers, provides specific language for experienced certificated staff:

Any teacher with more than five years' experience who receives an overall Basic rating, or any non-provisional teacher who has shown evidence of overall Unsatisfactory performance after two formal observations, shall be offered one or more of the following resources to support the teacher's professional growth:

1. Assigned a mentor;
2. Release time to observe other teachers;
3. Targeted professional development;
4. Clear ideas and strategies on how to reach Proficient;
5. Any other support mutually determined by the teacher and evaluator.

Approved for Distribution:

Chad Golden

The Association will be notified when an evaluator believes an employee may receive an overall Basic rating and the support being offered. The employee will receive specific feedback on how to improve any deficient criteria.

One or more of these supports will also be offered to other teachers at any time that a teacher requests or an evaluator wants to provide specific support for the improvement of the teacher's performance in one or more criteria.

A support form titled [Teacher Performance Support Activities Log](#) is available on docushare in the Evaluation folder.

If you have questions, contact:

Schools - Mary O'Brien, MO'Brien@everettsd.org, x4106
Departments – Mandy Shinn, mshinn@everettsd.org, x4129

Required Action:

Finalize 90-day observations in Frontline.

Evaluating administrators notify human resources and the Association of employees **scoring Basic on 90-day or first round observations.**



Response/Action Required

November 15, 2024

To: School Administrators, Office Managers,
School Attendance, and Enrollment Secretaries
From: Dr. Brian Beckley, Chief Information Officer
Senja Yakovleff, Student Data Systems Supervisor
Regarding: **Withdrawing Students After 20 Days of Nonattendance**

District Practice: Students are withdrawn from school after being absent for 20 consecutive days, regardless of whether the absences are excused, unexcused, or a mixture of both. This practice creates a consistent experience and expectations for families between all levels and all schools.

Extended Long-Term Absences: If a student is expected to be out of the district for an extended period (e.g., family travel or medical leave), *they are also withdrawn*. These students may be withdrawn after they have used all their excused travel and vacation days (5 days), and their intended absence length or return date should be recorded in entry/withdrawal comments. Extended travel outside of the USA is also recorded on an Emigrant Status Form.

Reenrollment: When students return to school, promptly reenroll them. Students may be pre-registered with their intended return date to facilitate easy reenrollment. New student enrollment paperwork or online registration is not required. It may be helpful to communicate to families that we will do our best to place students in the same classes/rooms, if possible, but we cannot hold space for them.

Administrator Review: In alignment with this practice please establish a process for administrators to review individual cases where students may benefit from an exception to the 20-day absence rule. You may consider factors such as rare KIT or Special Services situations that might prevent a student from attending school within the 20-day window. There is no blanket category of students who are exceptions to the practice. Exceptions are intended to be made based on the individual circumstances and to best serve the student in question.

If you have questions about a specific student's eligibility for an exception, please consult with your regional superintendent.

Important Note: Students granted an exception to the 20-day rule cannot be included in FTE or Headcount calculations.

Required Action:

- Share this information with your office staff.
- Develop a process to review potential exceptions to 20-day withdrawals

Approved for Distribution:


Brian Beckley



Response/Action Required

November 15, 2024

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

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

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

Required Action:

Please post this notice in a high-traffic staff area.

Approved for Distribution:

Chad Golden



INFORMATION ONLY

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





Information Only

November 15, 2024

To: High School Principals
From: Anthony Anderson, Director of CTE, Choice Programs, and PE/Health
Regarding: **CTE Signature STEM Program Student Survey**

On November 29, 2024, the CTE Department will send a survey to all students in the CTE Signature STEM programs. The survey is designed to give us a quick measure of student thoughts on their current program and transportation, which will help us in our planning for next year.

You can view a copy of the survey here:

<https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-142803/CTE%20Signature%20STEM%20Survey.pdf>

Approved for Distribution:

Shelley Boten



Information Only

November 15, 2024

To: All Administrators
From: Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Administrator Certificate Renewal Requirement**

OSPI is in the process of scheduling December 13 and January 20 training for the government to government required training. Both will be available synchronous hybrid and registration will be in [pdEnroller](#) when the site contracts are completed with links from the OSPI Tribal Consultation [page](#).

In addition, the online video-based asynchronous modules are undergoing a new registration process and will be released with coupon/password for those requiring certification for this current year before winter break.

Approved for Distribution:

Chad Golden



November 15, 2024

To: All Staff
From: Dr. Brian Beckley, Chief Information Officer
Karen Hickenbottom, Director of Learning Management Services
Regarding: **AI Pilot Update**

An AI Pilot Committee, made up of teachers and admins, met in September to begin thinking about how we can implement AI district wide for students in ethically responsible and safe ways.

One of the suggestions that came out of the committee was that they needed to pilot some AI tools with students so they could work through the bugs and be better able to identify best practices, obstacles, and pitfalls before being able to help us design professional development and systems for everyone.

Forty teachers volunteered through the committee members to take part in the pilot. They will be evaluating two AI tools for student use: [Magic School](#) and [School AI](#). Their students will have access to the tools as part of the pilot. Both tools have signed agreements with us to protect student data and not send student input out to train other AI models.

In January we'll be collecting feedback from both participating staff and students in the pilot to better inform our decision making.

The AI Committee meets again February 26 to discuss the feedback and begin developing longer term implementation plans.

The free versions of both Magic School and School AI are currently available to teachers but are still blocked for students outside the pilot group.

Approved for Distribution:


Brian Beckley



November 12, 2024

To: Principals, Assistant Principals, and Office Managers
From: Christopher Ferreira, Director of Safety & Security
Regarding: **Conducting Drills with the Rave Panic Button**

As a reminder, Everett Public Schools uses the Rave Panic Button mass communication app during emergencies and school drills to facilitate timely communications.

When conducting your required school drill using the Rave Panic Button, please remember to press and hold the applicable button (**“911 Other” for drills**). In addition, you must call the **Snohomish County 911 shift supervisor at 425-407-3930** before activating the Rave Panic Button app for a drill.



Please contact Christopher Ferreria or Anna Jacobsen at x. 5228 if you need additional information.

Approved for Distribution

Peter Scott



November 15, 2024

To: High School Principals
From: Anthony Anderson, Director of CTE, Choice Programs, and PE/Health
Regarding: **Career and Technical Education (CTE) Conditional Certificates**

Per OSPI, all Career and Technical Education (CTE) courses must be taught by a CTE certificated instructor. If no CTE instructor is available regularly, then a CTE conditional certificate must be requested by the CTE Department on behalf of the instructor. ([WAC 181-77-014](#)) This has major implications on funding and the CTE Graduation Pathway qualifications for students.

As a reminder, all CTE instructors with a CTE conditional certificate are required by OSPI to complete a written training plan and review the training plan with their building CTE Administrator.

- The CTE Department has updated the training plan and has moved it to a digital format. You can review the contents of the [training plan here](#).
- On November 15, 2024, the CTE Department will send the training plan to CTE conditionally certified instructors in your building with new or renewed conditional certificates.
- CTE Written Training Plans will be due by January 10, 2025
 - CTE will send completed training plans to instructors and CTE administrators
 - Before the end of the 2-year CTE conditional certificate validity window, CTE will meet with instructors and CTE administrators to verify completion of their training plan prior to renewal, if necessary

Approved for Distribution:

Shelley Boten