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## Response/Action Optional

No Items

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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](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***

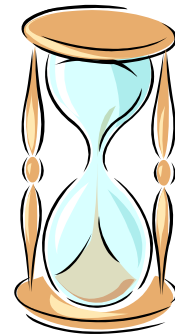
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should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

November 22, 2024

To: All Principals  
From: Michele Waddel, Director of Assessment and Research  
Quiana Hennigan, Student Assessment Coordinator  
Regarding: **Winter Assessment Building Plans Due December 20**

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Please contact [Quiana Hennigan](#) if you have any questions or want to meet about testing logistics at your building.

### **Winter Administrator Training Video and Completion Survey Due December 20**

The Winter Administrator Training Video is posted in the [Assessment and Research Portal](#) along with the slide deck and completion survey. If you need assistance with the video, completion survey or your building plans, there is an optional Q&A Session on December 17, 3:30-4:30 pm. [Registration Link](#)

### **WIDA ACCESS (grades K-12)**

January 27 – March 21

The WIDA ACCESS test is administered annually to students who qualify for English language development services. Results from this test determine which students are eligible to receive these services.

- [Elementary Building Plan](#)
- [Secondary Building Plan](#)

### **WIDA Alternate ACCESS (grades K-12)**

January 27 – March 21

WIDA Alternate ACCESS is the annual assessment of English language proficiency for Multilingual Learners (MLs) with significant cognitive disabilities (as determined by case managers).

- [Building Plan](#)

### **Spring WA-AIM (grades 3-8, 10-12)**

January 27 – April 23

The Washington Access to Instruction & Measurement (WA-AIM) is the alternate assessment for students with significant cognitive disabilities. The WA-AIM will be used for federal and state accountability in grades 3-8 and 10 for ELA and Math and can be used to meet a student's graduation pathway requirement. Science is administered in grades 5, 8, and 11 for federal and state accountability.

- [Building Plan](#)

### **Digital SAT: Grade 11 only**

March 5

SAT, now online, measures student performance against national benchmarks for grade 11 and is commonly used for college admissions and scholarship awards. SAT is a graduation pathway option for ELA and Math. Schools may elect to allow grade 12 students to test for an additional fee, payable by the school or the student.

- [Building Plan](#)

**Approved for Distribution:**

**Shelley Boten**

### **Reminder for Spring Training and Building Plans**

Outlook invitations went out this week for mandatory spring assessment training. Please respond per the instructions in the invitation. Spring building plans will be available in the February 7 *Communications to Principals*.

#### **Required Action:**

- View Winter Administrator Assessment Training and complete the survey indicating that you did so by December 20.
- Review, complete, and return applicable building plans to [Justine Palabrica](#) by December 20.
- Ensure all applicable staff are aware of their responsibilities for each assessment and complete them.
- Accept the Outlook invitation to your spring training date or arrange an alternative with [Justine Palabrica](#).

**Approved for Distribution:**



**Shelley Boten**



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

November 22, 2024

To: Principals and Assistant Principals Responsible for Attendance  
From: Dr. Jeanne Willard, Executive Director of College & Career Readiness and Extended Learning Options  
Regarding: **Winter Break Messaging for Attendance**

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With Winter Break quickly approaching, we want to remind families about the importance of regular student attendance. As long as children are healthy, they should be encouraged to attend class when school is in session. Every day of school is an important opportunity for students to recover from the uncertainties of the last few years – to learn, connect to peers and teachers, and benefit from classroom instruction.

Here is a sample communication to send to families the week of December 16:

- Elementary Schools [Winter Break Letter](#)
- Secondary Schools [Winter Break Letter](#)

We want to express our gratitude to everyone who continues to help keep students safe, healthy, connected and learning!

<b>Required Action:</b>
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- Please send the Winter Break Letter to families the week of December 16.
- Contact Rachel Richter at [rrichter@everettsd.org](mailto:rrichter@everettsd.org) or x4075 with any questions.

**Approved for Distribution:**

**Shelley Boten**



## Response/Action Required

November 22, 2024

To: All Administrators  
From: Dr. Chad Golden, Executive Director of Human Resources  
Regarding: **REMINDER: 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 [AWSWP 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 a conversation with their regional superintendent.

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:

Chad Golden





## Response/Action Required

November 22, 2024

To: All Principals  
 From: Michele Waddel, Director of Assessment and Research  
 Quiana Hennigan, Student Assessment Coordinator  
 Regarding: **Assessment Outlook for December**

Below, please find important assessment dates for December and January, as well as brief updates and reminders.

December		
Elementary	Middle	High
<ul style="list-style-type: none"> <li>• WIDA ACCESS Building Plan due 12/20</li> <li>• WIDA Alternate ACCESS Building Plan due 12/20</li> <li>• WA-AIM Building Plan due 12/20</li> <li>• CogAT and IOWA testing</li> </ul>	<ul style="list-style-type: none"> <li>• WIDA ACCESS Building Plan due 12/20</li> <li>• WIDA Alternate ACCESS Building Plan due 12/20</li> <li>• WA-AIM Building Plan due 12/20</li> <li>• World Language Assessment window closes 12/20</li> </ul>	<ul style="list-style-type: none"> <li>• WIDA ACCESS Building Plan due 12/20</li> <li>• WIDA Alternate ACCESS Building Plan due 12/20</li> <li>• WA-AIM Building Plan due 12/20</li> <li>• AP and SAT accommodations due 12/20</li> <li>• World Language Assessment window closes 12/20</li> </ul>
Coming in January		
<ul style="list-style-type: none"> <li>• i-Ready Diagnostics and ORF/RAN window opens 1/6</li> <li>• WIDA ACCESS training 1/16</li> <li>• CogAT and IOWA testing closes 1/17</li> <li>• WIDA ACCESS window opens 1/27 – 3/21</li> <li>• TK WaKIDS opens</li> </ul>	<ul style="list-style-type: none"> <li>• Reading and math i-Ready Diagnostic window opens 1/6</li> <li>• WIDA ACCESS training 1/22</li> <li>• WIDA ACCESS window opens 1/27 – 3/21</li> </ul>	<ul style="list-style-type: none"> <li>• WIDA ACCESS training 1/22</li> <li>• WIDA ACCESS window opens 1/27 – 3/21</li> </ul>

### WIDA:

- **WIDA ACCESS training** invitations will be sent from Categorical directly to relevant staff soon.
  - **Elementary** WIDA ACCESS training: January 16 at the CRC
  - **Secondary** WIDA ACCESS training: January 22 at the CRC
- **WIDA Alternate training:** invitations will be sent based on the staff names submitted in building plans (due December 20). Training will be on January 21 or 23 at the CRC.
- **WIDA Alternate student registration** was due to Special Services in November. Any newly identified alternate testers must be registered via email to [Stephanie Luxmore](#) ASAP.
- **WIDA ACCESS** accommodations must be finalized in Special Programs by January 10 to be available to testers prior to the testing window.

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Shelley Boten



### **i-Ready:**

- Elementary Learning Path access over break: diagnostics will not be available, but lessons will. Instructions for preparing students and their accounts for breaks can be found in the November 22 *Communications to Principals* item “[Monitoring i-Ready Approaching Breaks.](#)”
- The winter i-Ready diagnostic window will open on January 6, the day we return from break. Incomplete diagnostics will be reset when school resumes.
  - Principals or a designee with school access will need to release the diagnostics when teachers would like to begin testing. Assessment & Research will not be releasing diagnostics in winter or spring. Once assigned, the students will see the test unless it is hidden. Instructions on these items below:
    - [How to assign a diagnostic instructions](#)
    - [How to hide a diagnostic teacher instructions](#)
- As the window progresses, be sure that you are tracking diagnostic completion and addressing rush flags. [Instructions on monitoring progress.](#)
- **Plory visit** signups are still available on [Plory’s Bookings Calendar](#).

### **Brief Notes and Reminders:**

- **TIDE Manager training** is recorded and available to view on the [Assessment and Research Portal](#). The next live training will be in spring but contact [Quiana Hennigan](#) with any specific needs in the meantime.
- **Winter Assessment Administrator Training and Building Plans (due December 20)** are in a separate item in this week’s *Communications to Principals*. Links to the videos, completion survey, slide deck and more are available on the [Assessment and Research Portal](#).
  - Optional Q&A Session: December 17, 3:30-4:30 pm; [Registration Link](#)
- **WA-AIM** registration changes (IEP updates, new students) should be reported to [Stephanie Luxmore](#) as soon as possible, as teachers may start entering data after winter break.
- **SBA/WCAS accommodated booklet deadline:** Assessment will be reviewing records to ensure that accommodated materials are ordered by the January deadline. Reach out to [Quiana Hennigan](#) as soon as possible about any new students/those who do not have an IEP or 504 in Special Programs, but who will need an accommodated paper test.
- High School **SAT and Advanced Placement (AP) Exam accommodations** are due to [Lindsey de Carteret](#) by December 20. Contact [Quiana Hennigan](#) or [Lindsey de Carteret](#) with questions.
  - [Forms](#) are due to [Lindsey de Carteret](#) by December 20.
  - [College Board accommodations manual](#)
  - [College Board memo on recent accommodations changes](#)

**Required Action:**

Please share with appropriate staff.

**Approved for Distribution:**



**Shelley Boten**



## Response/Action Required

November 22, 2024

To: Principals and Assistant Principals  
From: Harmony Weinberg, Director of Communications  
Regarding: **December Core Value Champions**

Thank you for your monthly nomination of the November Core Value Champions.

December's Core Value is Collaboration. Please nominate your student by December 20 (you must submit your student before leaving for winter break).

[Nominate via this link.](#)

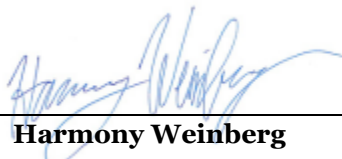
### Board Meeting Recognitions Schedule:

Month	Core Value	Board meeting recognition	Schools assigned to this meeting
September	Respect	October 8, 2024	Lowell, Garfield, North
October	Learning	November 12, 2024	Penny Creek, Hawthorne, Heatherwood
November	Equity	December 10, 2024	Jackson Elem, Eisenhower, Silver Lake
December	Collaboration	January 28, 2025	Tambark Creek, Port Gardner, Gateway
January	Passion	March 11, 2025	Mill Creek, Jackson High, Silver Firs
February	Integrity	March 25, 2025	Everett, Cedar Wood, Sequoia, Woodside
March	Diversity	April 22, 2025	Madison, Evergreen, Monroe
April	Learning	May 27, 2025	Emerson, Cascade, View Ridge
May	Collaboration	June 10, 2025	Jefferson, Whittier, Forest View

### Required Action:

Nominate one student from your school every month. All nominations are due before winter break, no later than December 20. The December Core Value is Collaboration. [Please use this form.](#)

Approved for Distribution:

  
Harmony Weinberg



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

November 22, 2024

To: Middle and High School Principals and Office Managers  
From: Anthony Anderson, Director of CTE, Choice Programs and PE/Health  
Regarding: **Sexual Health Curriculum Planning**

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### **Sexual Health Curriculum Planning Guide**

Per the [RCW 28A.300.475](#) and the WA State Healthy Youth Act, and [district policy 2123](#), “health, family life, AIDS, and sex education, including information about human anatomy, reproduction and related topics, shall be included in the instructional program as appropriate to the grade level and course of study.”

For our high school students, this includes:

- a late fall window in Semester 1
- a late spring window in Semester 2

Please complete the [Sexual Health Curriculum Planning Guide](#) and return it to [Anthony Anderson](#) by **December 6**.

Your building plan will include:

- Semester 1 curriculum dates
- Semester 2 curriculum dates
- When you will modify and send a family notification letter
- When you have scheduled your curriculum presentation and who will lead it
- Who will maintain opt-out forms from families for your school

### **Second Time Sexual Health**

Per the [RCW 28A.300.475](#) comprehensive sexual health education to public school students must be provided TWICE to students in grades 9-12.

- For our high school students, CSHE is provided at least once in Family Health
- For the second time, we are providing a self-paced CSHE course
- To prepare for this year’s roll out, we will be scheduling a meeting with your administrator – please watch for a meeting invite

<b>Required Action:</b>
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- Complete the Sexual Health Curriculum Planning guide and submit it to [Anthony Anderson](#) by **December 6**.
- Provide written notice to parents/guardians of the planned instruction at least one (1) month prior to teaching ([per district policy 2123](#)).
- Notify parents/guardians that all instructional materials are available for inspection on the district website. Notice must include, or provide a means for electronic access to, all course materials, by grade, that will be used at the school during the instruction ([per district policy 2123](#)).
- Contact [Anthony Anderson](#) with any questions.

**Approved for Distribution:**

**Shelley Boten**



## Response/Action Required

November 22, 2024

To: All Principals and Assistant Principals  
From: Dave Peters, Director of Student Support Services  
Regarding: **Fall Panorama SEL Survey | Enhanced Student Reporting**

The fall Panorama Student SEL survey results will be available for viewing on **Friday, November 22**.



*The following is an important update from Panorama that will explain some changes you will see in the way you view your school's results from the fall SEL survey.*

### **SUBJECT: Panorama Survey Data and Recent Updates**

Dear EPS Administrators,

As you prepare to review the results of our latest Panorama student survey results, we'd like to share an important update to support your work. Panorama simplified some survey questions to ensure they can be understood by students of all reading levels, with the goal of capturing students' true perspectives. To see a crosswalk of previous to updated questions, [click here](#).

### **Background on Survey Question Updates**

In response to feedback and thorough testing, Panorama piloted these updates in Spring 2024, involving over 146,000 students from nearly 100 districts. This pilot incorporated feedback from district leaders, educators, content experts, and student interviews, all of which guided the survey content updates. The updates enhance Panorama's longstanding commitment to survey accuracy and accessibility.

### **Score Interpretation and Adjustments**

Due to the readability improvements, some survey topics show score shifts. The shifts help reflect a clearer understanding of questions rather than fundamental changes in student perspectives. Nationally, several topics on the Panorama survey saw scoring changes due to content updates. Due to the national trends, Panorama has developed an adjusted scoring methodology, and you will see your adjusted score per topic directly in the platform.

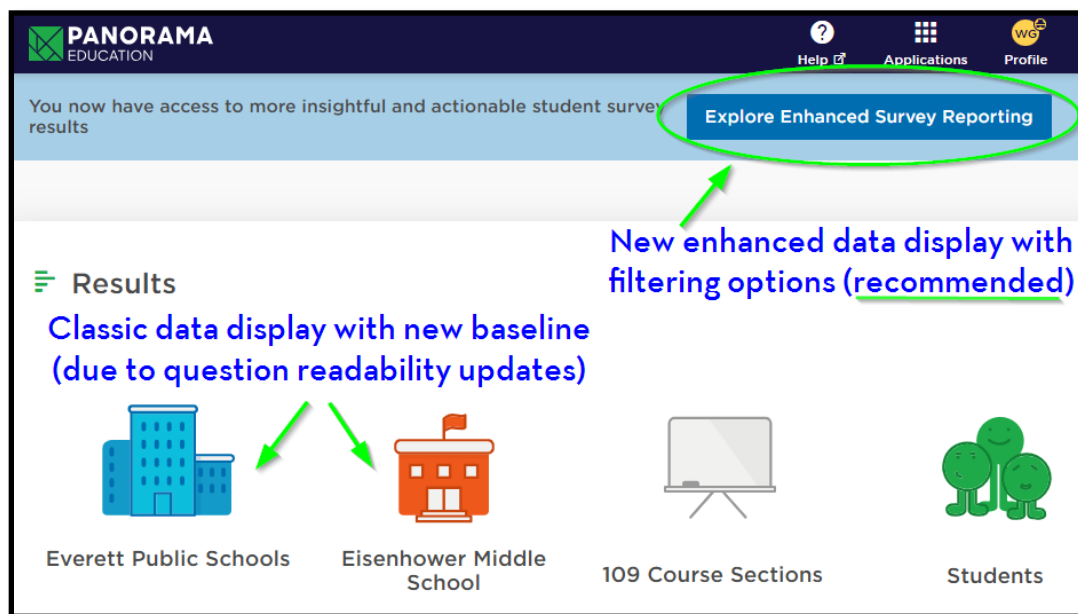
### **New Platform Features to Support Data Interpretation**

**Enhanced Survey Reporting:** This new reporting feature helps make survey data more actionable and contextual. It is accessed from both the banner on the main survey page or in the Student Success Platform under SEL & Surveys. It includes normed national scoring benchmarks and new filters to better support group-specific insights. Learn more about Enhanced Survey Reporting by [clicking here](#).

Approved for Distribution

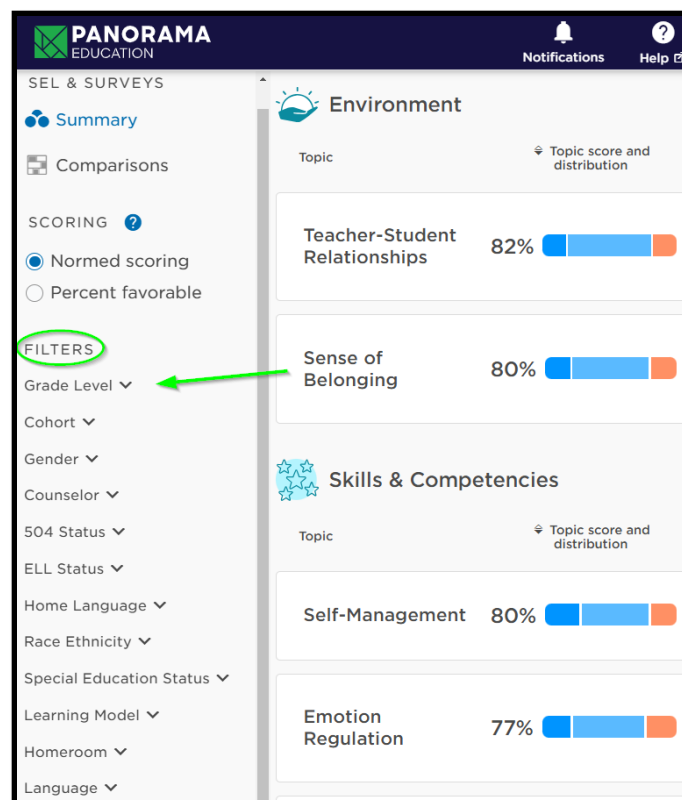
**Peter Scott**

## Recommendations for Reviewing Results



As you explore this data, we recommend the following approach:

1. **The changes are setting a new baseline for EPS:** Small phrasing adjustments have impacted scores that you've been used to seeing in the classic data display due to improved clarity rather than shifts in sentiment. For clarity, we are resetting our district baseline and have removed information related to Change Over Time in the Panorama platform.
2. **Explore the new [Enhanced Survey Reporting](#):** This new normed scoring approach and filterable data will help recontextualize your data.
3. **Reflect on goals and trends:** Consider how your team's progress aligns with the goals you have set, using the data insights as a new baseline.



### Required Action:

- Share this information with your leadership teams.
- Consider how your team's progress aligns with the goals you have set, using the data insights as a new baseline.
- Make adjustments to your schoolwide goals based on new opportunities using the new normed scoring approach and expanded filtering options.

Approved for Distribution

*Peter Scott*

Peter Scott



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

November 22, 2024

To: Elementary and Middle School Administrators  
From: Dr. Jeanne Willard, Executive Director of College & Career Readiness and Extended Learning Options  
Regarding: **Girls on the Run Program**

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Girls on the Run (GOTR) is an afterschool youth development program for girls and gender-expansive youth in third – eighth grade. GOTR's mission is to inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates movement. Through thought-provoking discussion and fun activities, GOTR uplifts and empowers girls in our community and prepares them to become the leaders of tomorrow.

GOTR provides extensive financial aid so all students can participate without financial burden. Financial assistance is available to any family who needs it, they simply request a reduction in the program fee during the registration process. There is no proof of income or other paperwork required. Girls receiving the maximum financial aid also receive a free pair of running shoes. Last spring, 27% of girls in the program through Everett Public Schools' sites received the maximum financial assistance and free running shoes!

Girls on the Run programs:

- Unlock life skills through curricula that inspires confidence
- Weave physical activity — that is accessible to all girls — into thought-provoking lessons
- Offer girls a tangible sense of achievement by helping them set goals for the end-of-season 5K
- Get girls involved in hands-on community impact projects

GOTR of Snohomish County is currently identifying sites that can host a GOTR team during their Spring 2025 season so that girls can learn critical social-emotional skills.

At an age when they need it most, GOTR programming empowers girls to:

- Stand up for themselves and others
- Make an impact in their community
- Practice empathy, inclusion, and acceptance

Now more than ever, girls need opportunities to develop skills in cooperation and collaboration. They need to feel supported in identifying and expressing their emotions. They need to be equipped with the ability to create and foster strong, healthy relationships with their peers.

### **Required Action:**

- GOTR would love to serve more girls in the district. Learn more about hosting a team at your school here: [www.girlsontherunsnoco.org/start-team](http://www.girlsontherunsnoco.org/start-team).
- To schedule a meeting with GOTR staff, please email the Program Director, Leah Bernstein at [leah.bernstein@girlsontherun.org](mailto:leah.bernstein@girlsontherun.org) or reach out to Jeanne Willard at [jwillard@everettsd.org](mailto:jwillard@everettsd.org) for more information.

**Approved for Distribution:**

**Shelley Boten**





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

November 22, 2024

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

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Below is an update on the LEAP screening and Highly Capable testing process for the 2024-25 school year.

**Learning Enrichment Achievement Program (LEAP) Screening** has been completed for all first and fifth grade students (more than 3,000) and families have been informed of their students' test results.

Kindergartners who were referred by a parent, guardian, teacher, or community member (350 students) are currently being screened. The kindergarten committee will meet in December to review student data and make identification and placement decisions. Letters informing families of their student's test results will go out in January.

We have received requests to screen kindergarten students outside of the published window from families who are traveling for extended periods. We are unable to accommodate those requests because the process involves multiple steps and has been scheduled and communicated since the first week in September. When we extended the referral window to include the two days of parent-teacher conferences, as requested by principals and teachers, we received hundreds of additional referrals that have been added to the testing schedules.

Newly qualified LEAP student names (from kindergarten, first and fifth grade) will be sent to their classroom teachers in January for services to begin in the second semester of this school year. Once identified, the LEAP classification continues throughout the students' school years.

**Highly Capable Testing for referred students in grades 2-4 (883 students)** is in process and will continue at every elementary school through January 17, 2025.

**The deadline for first grade referral is Dec. 2.** Once those student referrals are in, first grade testing will also begin, with the same January 17 deadline.

It was requested that highly capable enrollment numbers for the 2025-26 school year be made available to principals and district leadership in time for staffing conversations beginning in February. To meet that request, dates and schedules started earlier than in past years. Every effort has been made to communicate the change in deadlines on the website, through Parent Square and via school communications.

If you have questions or need more information, please contact:  
Anne Arnold [aarnold@everettsd.org](mailto:aarnold@everettsd.org) ext. 4089 or  
Krystal Gil [kgil@everettsd.org](mailto:kgil@everettsd.org) ext. 4237

**Approved for Distribution:**

**Shelley Boten**



**Required Action:**

- Please share this information with staff, including the Dec. 2 referral deadline for first grade students.
- Please inform first grade parents of the referral deadline of Dec. 2.
- Please remind staff to **recommend testing** for students who they believe might qualify for HC but **not recommend placement**. Placement is only determined by the Highly Capable committee after testing and a review of all data points.

**Approved for Distribution:**



**Shelley Boten**



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

November 22, 2024

To: Elementary School Administrators and Office Staff  
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs  
Anne Fox, P-5 Instructional Facilitator  
Regarding: **Tribal Sovereignty in WA State Curriculum Resources**

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In support of the *John McCoy (lulilaš) Since Time Immemorial: Tribal Sovereignty in Washington State* curriculum, trade books have been purchased for grade specific lessons as well as a resource for all staff to learn more about Pacific Northwest Native American history.

Schools may choose to have the resources housed in the Library, Instructional Coach office space or with an Instructional Leadership Team member at each grade level for teacher check out. Please work with your staff to determine the best place to store these shared resources at your site.

Below is a list of resources that will be delivered to your building at the attention of the instructional coach:

Kindergarten & Third Grade (shared text utilized at both grade levels)

- *P'esk'a and the First Salmon Ceremony* by Scot Ritchie

Third Grade

- *Salmon Summer* by Bruce McMillian

Building Resource

- *The People of Cascadia: Pacific Northwest Native American History* by Heidi Bohan

<b>Required Action:</b>
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Share this information with K-5 teachers, Instructional Coaches and Librarians

**Approved for Distribution:**

**Shelley Boten**



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

November 22, 2024

To: Elementary School Administrators and Office Managers  
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs  
Regarding: **Transitional Kindergarten for 2025**

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Recruitment and screening for Transitional Kindergarten (TK) has begun. The interest form is live on the website and screening appointments are being scheduled with families.

Please share information about the program with your staff and families. We would especially appreciate you sharing this information with your Title 1 Family Support Advocates, if applicable, and ML coaches so they are aware of the opportunity and share it with families. Announcements in your newsletter, on reader boards, and via Parent Square are also great ways to share the news about TK. Here are the [English and Spanish flyers](#).

To qualify for TK, students must be:

- five years old by August 31, scheduled to attend kindergarten in fall 2025
- living in the boundaries of the Everett Public Schools
- not currently attending an early learning program – we are not able to accept students who are already attending preschool or licensed childcare
- demonstrate a social emotional and/or academic need

**Please note:** TK is offered to all eligible EPS students regardless of where they will attend kindergarten. TK does not have to be offered at the students' neighborhood school in order to attend the program. Transportation is provided to the TK classroom/school closest to the students' home address if they are eligible.

For the program beginning in January 2025, facilities identified available classrooms at five elementary schools – Monroe, View Ridge, Tambark Creek, Woodside, Silver Lake. Once enrollment numbers are final, we will confirm the TK locations with principals.

If you have questions or would like more information, contact Anne Arnold, Ext. 4089 or [AArnold@everettsd.org](mailto:AArnold@everettsd.org)

<b>Required Action:</b>
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Principals:

- Please share the TK program information with staff and families in your newsletter and all school communication tools.

Office Managers:

- Please print the program flyer (and program invitation) to share with families and community partners who visit the school office and let them know that transportation is available if there is not a TK classroom at your school.

**Approved for Distribution:**

**Shelley Boten**



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

November 22, 2024

To: All Principals  
From: Michele Waddel, Director of Assessment and Research  
Quiana Hennigan, Student Assessment Coordinator  
Regarding: **Aggregate Student Growth Percentiles**

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Aggregate median School Student Growth Percentiles are now available and individual student reports are expected in schools in the next few weeks.

### **School and District Student Growth Percentiles and Median Student Growth Percentiles**

Student Growth Percentiles (SGPs) represent the amount of growth a student made over the last year in comparison to a cohort of their academic peers across the state, based on their previous Smarter Balanced Assessment scores in ELA and Math. School and district median SGPs are determined by ordering all individual growth percentiles and identifying the middle SGPs. If a school has a median growth percentile of 72, then half of their students' individual SGPs are higher than 72 and half are lower than 72.

The median SGPs will be displayed on OSPI Report Card for students in grades 4 through 8. They are calculated for all students, each grade, and each student subgroup. Some subgroups data are suppressed if the population size is small.

Median School Student Percentile data is included in school targets on the [Assessment & Research Washington School Improvement Framework Targets webpage](#). SGPs data will be available to the public on the [Washington State Report Card](#) in the immediate future. Median School SGPs make up 50% of the WSIF score for elementary and middle schools.

To learn more about SGPs and Median School SGPs, attend one of the drop-in sessions with Michele Waddel. Email [Justine Palabrica](#) to be added to the invitation to join one or more sessions. You will be sent a Teams link to the session.

- Tuesday, December 3; 3:00-3:30 pm
- Monday, December 9; 3:30-4:00 pm

#### **Required Action:**

- Familiarize yourself with SGPs and Median SGPs.
- Attend a session with Michele Waddel to learn about SGPs and Median School SGPs, if needed.
- Share information with staff about how SGPs and Median School SGPs are calculated and used to evaluate school performance.

**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.





## *Information Only*

November 22, 2024

To: Administrators & Supervisors  
From: Dr. Chad Golden, Assistant Superintendent, Human Resources  
Regarding: **Clarification Regarding Wednesday, November 27**

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The day before Thanksgiving is a non-workday for all employees **except** for the following 260-day employees: Office Professionals, SEIU, and Trades. Those 260-day employees (office, SEIU, and Trades) not planning to work on Wednesday, November 27, will need to report approved leave in Frontline. As a reminder, remote work is not authorized. If for any reason, inclement weather is a factor, refer to the employee's CBA.

Note that schools and district buildings, including the CRC, will be closed to the public on Wednesday, November 27.

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**Chad Golden**



November 22, 2024

To: Secondary Administrators and Office Managers  
From: Andi Tress, Executive Director, Finance and Business Services  
Karen Buchmann, Director, Budget  
Mary O'Brien, Director, Human Resources  
Regarding: **Secondary Non-Athletic Stipend Allocations**

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To ensure non-athletic ECEA (Everett Coaches/Extracurricular Association) club and EEA extracurricular stipends can be applied in a consistent, equitable, and streamlined allocation model, we have aligned the allocations across the secondary schools. These changes will be implemented this year as follows:

**Middle School**

Previously, schools were responsible for most non-athletic stipends, and schools were provided with discretionary funding to support these costs. Under the new allocation model, schools will only be responsible for Level A-D ECEA club stipends. The table below details the new allocation model.

<b>Middle School Non-Athletic Stipend Allocations</b>		
<b>School paid:</b>		<b># of stipends</b>
ECEA	LEVEL A CLUB	determined by each school
ECEA	LEVEL B CLUB	
ECEA	LEVEL C CLUB	
ECEA	LEVEL D CLUB	
<b>District paid:</b>		
ECEA	SOCCER CLUB	refer to the ECEA CBA
ECEA	1ST ROBO ASST	refer to the Robotics Coaches Guide
ECEA	1ST ROBO COMP	
EEA	DRAMA	one each (may be split, refer to CBA)
EEA	ANNUAL	
EEA	BAND	
EEA	HONOR SOC	
EEA	JAZZ BAND	
EEA	VOCAL	
EEA	VOCAL JAZZ	
EEA	ORCHESTRA	
EEA	WL (Spanish)	

*Due to the large shift in fiscal responsibility, school discretionary budgets will be reduced by the amount being shifted for an overall net sum zero impact to the district budget.*

**High School**

Previously, schools were responsible for very few non-athletic stipends, however the allocation model varied widely from school to school due to historic decisions. The new allocation will be similar to the middle schools; high schools will be responsible for Level A-D ECEA club stipends. The table below details the new allocation model.

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**Andi Tress**



<b>High School Non-Athletic Stipend Allocations</b>	
<b>School paid:</b>	<b># of stipends</b>
ECEA LEVEL A CLUB	determined by each school
ECEA LEVEL B CLUB	
ECEA LEVEL C CLUB	
ECEA LEVEL D CLUB	
<b>District paid:</b>	
ECEA CHEER	one each (may be split, refer to CBA)
ECEA ASSIST CHEER	
ECEA STRENGTH AND CONDITIONING	
ECEA STRENGTH AND COND SUMMER	
ECEA DRILL/FLAG/DANCE TEAM	
ECEA GRADE 9-11 ACT COORD	
ECEA MARCHING BAND ASSIST	two (may be split, refer to CBA)
ECEA 1ST ROBO ASST	refer to the Robotics Coaches Guide
ECEA 1ST ROBO COMP	
EEA DRAMA	one each (may be split, refer to CBA)
EEA BAND	
EEA JAZZ BAND	
EEA MARCHING BAND	
EEA CHOIR	
EEA JAZZ CHOIR	
EEA ORCHESTRA	
EEA SCHOOL PAPER	
EEA ANNUAL	
EEA HONOR SOCIETY	
EEA SENIOR CLASS ADVISOR	
EEA JUNIOR CLASS ADVISOR	
EEA SOPHOMORE CLASS ADVISOR	
EEA FRESHMAN CLASS ADVISOR	
EEA SPECIAL OLYMPICS	
EEA MATH CLUB	
EEA WL (Spanish)	
EEA WL (French)	
EEA WL (German)	
EEA WL (Chinese)	
EEA STUDENT ADVISOR	

These changes are only intended to give guidance and clarity to secondary administrators regarding what their school discretionary budgets will support, and what the district will support.

A district committee has been established and charged with defining duties and expectations for EEA High School Non-Athletic Assignment stipends.

For questions regarding the above stipend changes, please contact Karen Buchmann at x4154. Questions regarding CBA language should be directed to Mary O'Brien at x4106.



## *Information Only*

November 22, 2024

To: All School Administrators  
From: Kelley Clevenger, Executive Director, Special Services  
Regarding: **EAP Contract Training**

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During negotiations with the district and the EAP union, an agreement was made to support classroom paras through professional development.

Classroom paras in the **Achieve** and **Life Skills** classrooms are being offered a 40-hour, online training specifically for employees interested in learning more about working with students who have autism and behavior challenges. While the training is voluntary and will be completed outside of regular work hours, paras will not be paid for the time spent taking the training.

Once a para completes the training, they need to submit a certificate of completion to Special Services. After the training is verified, the para will be eligible for a **\$0.25/hour raise**, which will be awarded as long as the employee continues working in the Life Skills or Achieve classroom paraeducator position. After receiving the certificate, the Special Services Director will validate it and send it to the payroll department for processing.

Communication will be sent out on Monday, November 25 to the Life Skills and Achieve Teams.

Please reach out to a Kelley Clevenger if you have any questions at [KClevenger@everettsd.org](mailto:KClevenger@everettsd.org) or 425-385-5259.

Approved for Distribution \_\_\_\_\_

**Peter Scott**



## *Information Only*

November 22, 2024

To: All School Administrators  
From: Kelley Clevenger, Executive Director, Special Services  
Regarding: **SLP ASHA Conference Dates**

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Please be advised that some Speech-Language Pathologists (SLPs) will attend the upcoming American Speech-Language-Hearing Association (ASHA) Convention in Seattle on December 5 -6, 2024. As a result, the SLP team will be absent from their buildings during this time.

This convention is a unique opportunity for professional development in speech-language pathology. It offers valuable insights, networking opportunities, and workshops to help stay current with the latest research and best practices in speech-language pathology. The event won't be held in Seattle again until after 2037, making it an infrequent occasion for our team to participate in this level of learning.

All attending SLPs should complete a travel request form. They have been given directions on how to access the form in employee online.

If you have any questions or concerns, please contact Heather Brown directly:  
[hbrown2@everettsd.org](mailto:hbrown2@everettsd.org) or 425-385-5253

Approved for Distribution \_\_\_\_\_

**Peter Scott**



November 22, 2024

To: All School Administrators and Office Managers  
From: Kelley Clevenger, Executive Director, Special Services  
Regarding: **Agency Staff**

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The Special Services Department is currently collaborating with several agencies that provide essential 1:1 support staff, nurses and interpreters, for our students. We are grateful for the strong partnerships we have built over time. Our partner agencies are dedicated to customer service excellence and have established quality assurance practices to ensure their staff deliver exceptional support to students in Everett Public Schools.

As part of their onboarding process, agency recruiters may accompany new staff on their first day to assist with their integration into the school team. This brief visit is intended to support both the staff member and our school community. While advance notice for these visits is ideal, it may not always be possible.

To maintain high standards, agencies may also schedule occasional, supervised observations of their staff to confirm the quality of service provided. These observations are coordinated between the agency and the school to ensure a supportive and professional experience for all involved.

Please reach out to a Special Services Director with any questions.

**Approved for Distribution**

**Peter Scott**