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Response/Action Optional

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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***

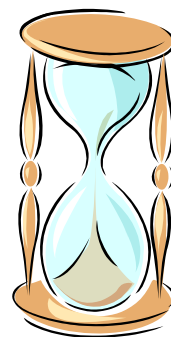
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should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

December 6, 2024

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

TPEP Updates:

- Mimi & Mary will offer two optional drop-in zoom sessions on Thursday, December 12 at 7:00 – 8:00am & 3:45 – 4:45pm. Both sessions will briefly review the most frequently asked TPEP/SGG/Frontline questions and provide time to answer live questions.
- Here is a consolidated checklist to support your TPEP/SGG process: [TPEP Admin Checklist & FAQ.pdf](#) The last two pages include answers to frequently asked questions.

Required Action:

- Accept the TPEP Drop In Zoom Invitation if you plan on attending one of the optional sessions.

Approved for Distribution _____

Peter Scott



Response/Action Required

December 6, 2024

To: Administrators & Supervisors
From: Chad Golden, Assistant Superintendent, Human Resources
Shawn Bryant, Employee Relations & Retention Manager
Regarding: **Staff Wellness Professional Learning Session**

Staff wellness and self-care is a strategic focus and highlighted by Board Policy 5515, workforce secondary traumatic stress. In support of this work, we are facilitating a staff wellness professional learning session designed to empower staff with tools and strategies to enhance their well-being, build resilience, and thrive professionally and personally.

This virtual one-hour course will focus on valuable resources and tools for:

- **Understanding the Burnout Cycle:** Learn how to identify, balance, and combat burnout effectively.
- **Discovering Your Stress Response Patterns:** Utilize the '3Bs' framework (body, behavior, beliefs) to manage stress.
- **Setting Healthy Boundaries:** Explore three types of boundaries and gain practical tips to implement them.
- **Focusing on Holistic Well-Being:** Uncover five major well-being areas and strategies to apply them in daily life.
- **Embracing Gratitude:** Recognize your unique gratitude style and integrate gratitude into your routine.

Please share this information with staff and encourage them to register for the professional learning session on Frontline, course #24112150

Required Action:

Please post the [linked](#) notice in areas frequented by staff.

Approved for Distribution:

Chad Golden



Response/Action Required

December 6, 2024

To: Elementary Administrators, Instructional Coaches, Office Staff
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Anne Fox, P-5 Instructional Facilitator
Regarding: **Mind Tap Online Resources & Reach Into Phonics Teachers Guide**

The elementary reading curriculum, National Geographic's *Reach for Reading*, shifted their online resources from MyNGconnect to the MindTap platform for the 2024-25 school year.

Cengage encountered ongoing technical issues with the integration of Canvas where teachers and students access online resources. That issue is finally resolved and information about navigating the system and setting up Canvas modules will be available to teachers next week.

To mitigate some of the inconvenience and challenge this has created for teachers and students, Cengage is providing all K-5 teachers with hard copy *Reach Into Phonics* Teacher's Guides. Prior to this, the teacher guide was only available digitally for general education teachers.

Beginning this week, The *Reach into Phonics* Teacher's Guides are being forwarded to schools as they arrive at the CRC. They will be sent to the attention of the Instructional Coach and should be distributed by grade level as soon as they arrive.

Required Action:

- Please share this information with instructional coaches and teachers.
- Distribute the appropriate grade level teacher's guide to each general education teacher.
- If you have questions, contact Anne Arnold aarnold@everettsd.org ext. 4089 or Anne Fox afox@everettsd.org ext.4022

Approved for Distribution:

Shelley Boten



Response/Action Required

December 6, 2024

To: All Elementary and Middle School Principals
 From: Michele Waddel, Director of Assessment and Research
 Regarding: **SBA Index Scores**

SBA Index Scores enable you to monitor growth of students who stay at the same level (level 1, level 2, level 3, or level 4) from year to year on the SBA.

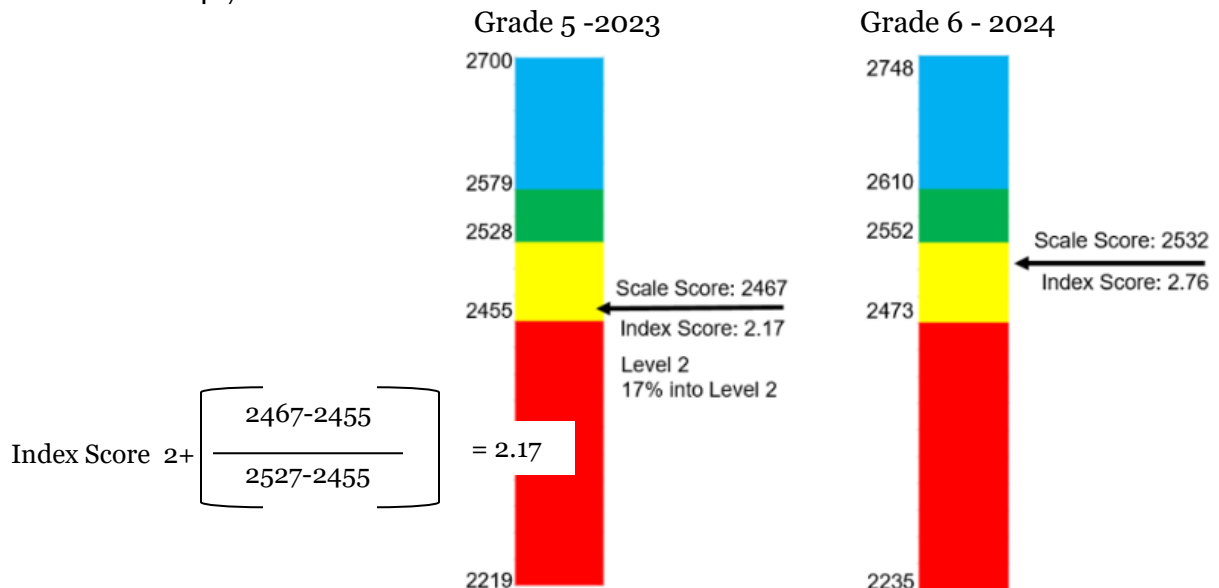
How are Index Scores calculated? Index Scores are calculated by taking the student score, and first determining what level they are at. For example, Level 2 Math Scale is 2455-2527. If a student scores 2467, they fall under level 2.

Next, determine where they fall between level 2 and 3 by taking 2467 and subtracting that from the bottom of the performance level scale (2467-2455=12) and subtracting the bottom of the performance level scale from the top (2527-2455=72). Lastly, divide 12 over 72. This equals 0.17. In turn, your students' Index Score is 2.17.


$$\text{Level} + \left[\frac{\text{Student Scale Score} - \text{Bottom of Performance Level Scale}}{\text{Top of Performance Level Scale} - \text{Bottom of Performance Level}} \right] = \text{X.XX}$$

Example:

Grade 5
 Math Level 2 Scale: 2455-2527
 Student Score: 2467



This student's proficiency grew from fifth grade to sixth grade - Level 2 (2.17 index score) at Grade 5 to Level 2 (2.76 index score) at Grade 6.

Approved for Distribution: 
 Shelley Boten

How can I use SBA Index Scores?

State Test Results

State/Local by Subject

State/Local by Strand

Additional Assessments

CogAT Screener

DRA

Imagine Learning Literacy

Lexile Scores

ML Progressing

Oral Reading Fluency

Rapid Automatized Naming

SBA Fall - ELA

SBA Fall - Math

SBA Interim - ELA

SBA Interim - Math

SBA/WCAS Index Score

Math

2014-2015

2015-2016

2016-2017

2017-2018

2018-2019

2021-2022

2022-2023

2023-2024

8526 Score

9562 Score

ELA

Science

CEI - Panorama Ed

Add Student Filter

Apply swatching

8526 students

Additional Assessments

SBA/WCAS Index Score

Math

2022-2023

Score

1

Additional Assessments

SBA/WCAS Index Score

Math

2023-2024

Score

2


	Student Name	Current Grade		
18	1 Axxxx, Txxxx	8	2.99	2.27
19	1 Axxxx, Exxxxx	12	1.94	
20	1 Axxxx, Nxxxxx	9	1.75	1.51
21	1 Axxxx, Nxxx	7	4.23	3.58
22	1 Axxxx, Nxxxxx	8	3.12	3.97
23	1 Axxxxx, Axxxx	7	2.40	2.46
24	1 Axxxxxxxxxxx, Rxxx	9	4.24	4.23
25	1 Axxxxx, Mxxxxx	12	1.98	
26	1 Axxxx, Axxxx	8	2.42	1.56

Use SBA Index Scores to monitor growth within a performance level to ensure that all students are progressing.

Required Action:

Share SBA Index Scores with Staff to assist in monitoring growth.

Approved for Distribution:


Shelley Boten



Response/Action Required

December 6, 2024

To: All Administrators and Directors
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **Professional Development Opportunities**

The Diversity, Equity, and Inclusion Department is excited to present a resource for EPS staff to stay current on the upcoming events hosted by the department and professional development (PD) offerings aligned to the cultural competency, diversity, equity, and inclusion (CCDEI) standards available locally or in our state. Below you will see a direct link to upcoming events and PD opportunities available. This resource can also be found on our department website under staff resources, but you will need to be signed in to access. This resource is updated automatically, so feel free to bookmark for the future.

For more information click on the linked [presentation](#) and [our department professional development offerings flyer](#). For questions, contact the DEI department.

Required Action:

Please share with your building or department staff, promote at your upcoming staff meetings, and post the informational flyer in high-traffic areas for your staff as well as on your school's Diversity, Equity, and Inclusion bulletin board.

Approved for Distribution _____

Peter Scott



Response/Action Required

December 6, 2024

To: Principals & Assistant Principals
From: Kelley Clevenger, Executive Director, Special Services
Regarding: **Restraint & Isolation Reporting**

Although this memo is issued by Special Services, it is important to note that Restraint and Isolation incidents can occur for any student who presents a substantial risk of inflicting physical harm to themselves or others. These incidents are a significant concern for our legislators and are tracked with detail. As such, it is crucial that we report accurate data each year.

Reminder: Definitions of Isolation, Restraint, and Serious Harm

- **Restraint:** The use of physical intervention or force to control a student (including the use of a restraint device) to restrict their freedom of movement.
- **Isolation:** The practice of confining a student alone in a room or any other enclosure from which they cannot leave.
- **Likelihood of Serious Harm:** A substantial risk that physical harm could be inflicted by a person upon themselves or others.

Important Reminder:

Last year, 10 schools did not enter their Isolation/Restraint forms into eSchools, despite submitting the forms to special services. Your special services director will be addressing this issue directly with the administrators of those schools to ensure we do this moving forward.

Please be diligent in submitting your data accurately and on time. Thank you for your attention to this critical matter.

Instructions on Restraint & Isolation Entry:

<https://everettsd.instructure.com/courses/3434135/files/15852078?wrap=1>

Required Action:

Please click on the link below and return the completed form to Kelley Clevenger by December 13. This form will help decide who will be entering Isolation and Restraints forms in eSchools.

https://docs.google.com/forms/d/e/1FAIpQLSd9o_dPzDRcdKwma97w8UNtMsnWCrwMGNGCxP8wGTaj6e-mvA/viewform?usp=pp_url

Approved for Distribution

Peter Scott



Response/Action Required

December 6, 2024

To: All Administrators and Directors
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **Natural Leaders Fall Newsletter**

Please see the attached, [Natural Leaders Fall 2024 Newsletter](#)

In this newsletter, you will learn about the various fall family engagement events hosted by our Natural Leaders programs throughout the district, staff lead directory for collaboration, and other local or state family engagement events that may be of interest for your school's families.

If you have questions or need additional support for your Natural Leaders program, please email naturalleaders@everettsd.org.

Required Action:

Please post this newsletter on your Diversity, Equity, and Inclusion bulletin board and share it with your building staff or department staff.

Approved for Distribution _____

Peter Scott



Response/Action Required

December 6, 2024

To: Secondary Administrators, School Counselors, and Club Advisors
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **Trevor Project 2024 National Mental Health of LGBTQIA+ Young People Survey**

The Diversity, Equity, and Inclusion Department would like to share the findings from the Trevor Project's 2024 U.S. National Survey on the Mental Health of LGBTQIA+ Young People. This survey is entirely anonymous, voluntary, and not a part of the school's educational programming.

About the Survey

The survey amplifies the experiences of more than 18,000 LGBTQIA+ young people ages 13 to 24 years old across the United States. For the sixth year, the U.S. National survey uncovers the reality that there is a significant association between anti-LGBTQIA+ victimization and disproportionately high rates of suicide – and that far too many young people struggle to access the mental health care they need. The survey critically provides data-driven ways we can all show support and acceptance for the LGBTQIA+ young people in our lives, based on their responses – as well as the potentially life-saving benefits of creating affirming spaces and communities. – The Trevor Project

Who could take the survey?

LGBTQIA2S+ youth who are 13 years to 24 years old.

For detailed survey findings: [CLICK HERE](#)

Required Action:

Please share this information with your staff and LGBTQIA+ club advisors.

Approved for Distribution

Peter Scott



INFORMATION ONLY

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

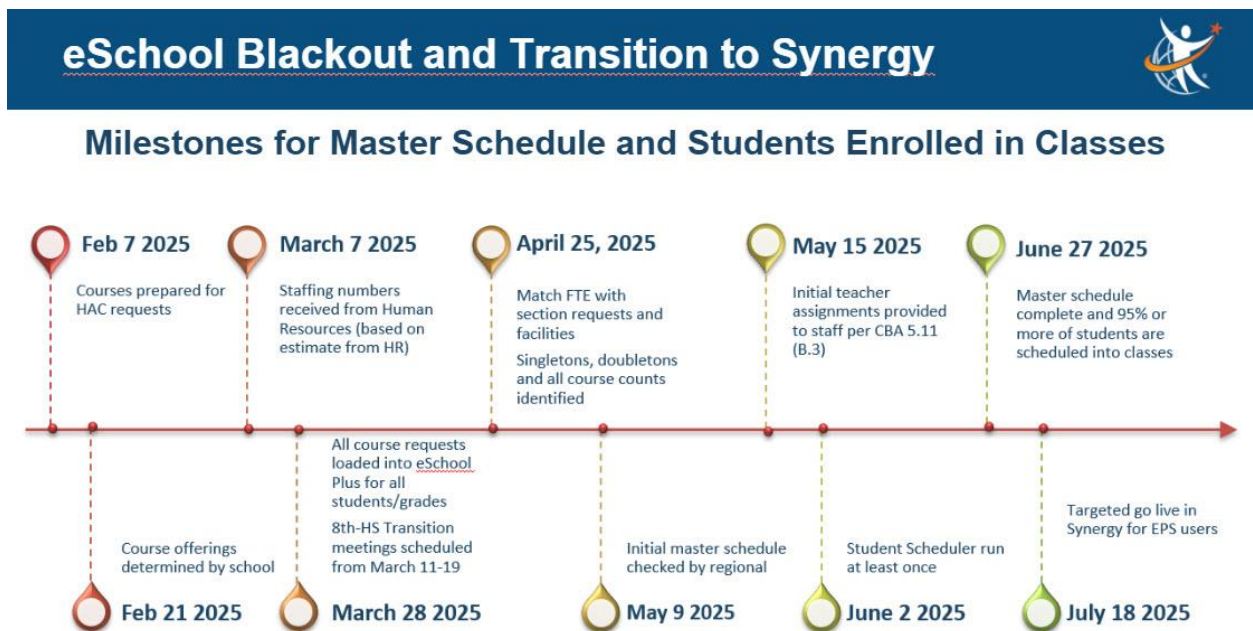


December 6, 2024

To: All Building Administration and Office Staff
 From: Dr. Brian Beckley, Chief Information Officer
 Tavis Miller, Instructional Technology and Learning Services
 Regarding: **eSchool Go Dark Schedule**

*As the district transitions from eSchoolPlus to Synergy, the last day that eSchoolPlus will be available for use will be **June 27, 2025**. All **master schedules** and **student schedules** need to be completed before the June 27 deadline.*

Please see the below timeline for targeted milestones to support the completion of master schedules and student enrollments for the 25-26 school year.



Approved for Distribution:


Brian Beckley



December 6, 2024

To: Administrators
From: Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Administrator Absence Reporting**

Please remember it is expected that administrators use the district's absence-reporting system, Frontline Absence Management, to report personal absences. On an occasional basis, if you forget to enter your absence, you should submit an absence-verification form to payroll.

- Absences can be reported by phone **800-942-3767** or online <https://login.frontlineeducation.com/sso/everettsd> up to 30 hours after the start of your scheduled workday on the day of the absence.

Note: Phoning in your absence requires a 10-digit phone number and phone PIN. To verify/recall your phone number and PIN - log into [Frontline](#), select Absence Management, select your name (upper right corner), select Account, select Phone Credentials to view and/or change Phone (log in ID) and Phone PIN.

- As exempt employees, administrators and supervisors must report all sick leave for illness or medical appointments in the absence-reporting system in half-day (four hours) increments. For example, if you are away from work for four hours, you should report your absence as a half-day (four hours) absence. If you are away for an hour or so, no reporting is necessary.
- Again, as an exempt employee, all vacation time of four hours or more, including time you take during school breaks and summer or for personal appointments, are to be reported in the absence-reporting system.
- You must also contact your regional superintendent/supervisor to report your absence as soon as you are aware.
- If you need a refresher on how to report your absence, please contact Shelly Gross or Catherine Adams in Sub Services on x4111.
- Annual vacation cash out eligibility requires a minimum of 10 vacation days used and recorded during the school year.
- Reporting absences for non-exempt classified staff (paras, office support, custodians, non-supervisory prof-tech, etc.) are to be recorded on an hourly basis. Certificated non-supervisory (teachers, counselors, etc.) must report absences in half or full-day increments.

Approved for Distribution:

Chad Golden



Information Only

December 6, 2024

To: Administrators & Supervisors
From: Mimi Brown, Director of Professional Learning
Regarding: **Improvements to the Frontline Professional Learning Platform**

Frontline is in the process of improving their Professional Learning Platform. The shifts mainly involve expanding the capabilities to support synchronous and asynchronous learning.

Frontline is currently in the piloting phase. EPS is not a pilot school district. They expect to make the changes visible in the new year (2025).

When we know when the updates will go “live” for Everett, we will schedule zoom meetings for those who enter courses in Frontline to give you advance notice and walk you through the changes.

Please share this information with your office manager and anyone who enters courses in Frontline.

If you have any questions, please reach out to Mimi Brown ext. 4061 or Renee Melton ext. 4296.

Approved for Distribution _____

Peter Scott