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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

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

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

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***

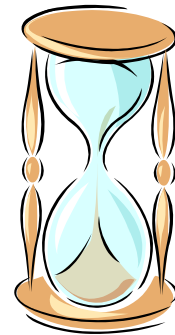
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should 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 20, 2024

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

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

January		
Elementary	Middle	High
<ul style="list-style-type: none"> i-Ready Diagnostics and ORF/RAN window opens 1/6 WIDA ACCESS training 1/16 WIDA ACCESS window opens 1/27 – 3/21 TK WaKIDS opens 	<ul style="list-style-type: none"> Reading and math i-Ready Diagnostic window opens 1/6 WIDA ACCESS training 1/22 WIDA ACCESS window opens 1/27 – 3/21 	<ul style="list-style-type: none"> WIDA ACCESS training 1/22 WIDA ACCESS window opens 1/27 – 3/21
Coming in February		
<ul style="list-style-type: none"> Math i-Ready Diagnostic closes 2/7 Reading i-Ready Diagnostic and ORF/RAN window closes 2/14 North Administrator Training 2/27 	<ul style="list-style-type: none"> Reading and Math i-Ready Diagnostic closes 2/7 	<ul style="list-style-type: none"> Administrator Training 2/26

WIDA

- WIDA ACCESS training** invitations were sent from Categorical directly to relevant staff.
 - Elementary** WIDA ACCESS training: Thursday, January 16 at the CRC
 - Secondary** WIDA ACCESS training: Wednesday, January 22 at the CRC
- WIDA Alternate training:** invitations will be sent based on the staff names submitted in building plans. Training will be on January 21 or 23 at the CRC.
- WIDA Alternate** [student lists are available here](#). 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 uploaded prior to testing. Any changes/additions to WIDA accommodations made *after* January 10 must be sent to [Nicole Leise](#) and your school ML coach or designee for manual coding.

Approved for Distribution: _____

Shelley Boten

i-Ready Winter Diagnostic (1/6-2/14)

- The winter i-Ready diagnostic window will open on Monday, 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](#).

College Board Assessments

- High School **SAT and Advanced Placement (AP) Exam accommodations** were due in December, but if you missed the due date or have changes, please submit [forms](#) to [Lindsey de Carteret](#) as soon as possible. Note that College Board may not approve the accommodation in time. Contact [Quiana Hennigan](#) or [Lindsey de Carteret](#) with questions.
 - [College Board accommodations manual](#)
 - [College Board memo on recent accommodations changes](#)
- **Spring SAT** coordinator materials have not yet been released by College Board. Links to materials and deadlines will be posted to the [Assessment & Research Portal](#) and emailed to school coordinators as they become available.
- **Advanced Placement (AP) Exam** coordinator materials are expected to become available from College Board in January and links will be posted to the [Assessment & Research Portal](#) and emailed to school coordinators as they become available.

Brief Notes and Reminders

- **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 booklets:** Any students who require an accommodated booklet and their IEP is *not* in Special Programs (transfer students who have not yet had an IEP in Everett) must have one manually ordered. Email [Quiana Hennigan](#) right away to order these materials (large print, braille, paper/pencil).
- **Spring Administrator Trainings**
 - All principals and assistant principals must attend an in-person administrator training. Invitations were sent in November, if you cannot attend your scheduled training, contact [Justine Palabrica](#) to switch to another training or schedule a make-up training.
 - Elementary North: February 27, 4:00–5:00 pm, CRC Board Room A & B
 - Elementary South: March 5, 4:00–5:00 pm, Woodside ES Library
 - Middle School: March 4, 3:30–4:30 pm, Eisenhower MS Library
 - High School: February 26, 3:00–4:00 pm, CRC Port Gardner Room B
 - Schools may bring additional staff for training at their own expense.

Required Action:

Please share with appropriate staff.

Approved for Distribution:



Shelley Boten



Response/Action Required

December 20, 2024

To: Administrators & Supervisors
From: Greg Smith, Director of Maintenance & Operations
Regarding: **New Access Locks on School Grounds**

Effective February 3, 2025 new gate access locks will be installed at all schools and school district properties. The new locks will allow easier access for our staff and community user groups as they can be unlocked by a combination or a key. Keys will be issued on a limited basis to the administrators and custodians at each school. The initial combination for these locks will be set to **5200**. Please only share this combination with staff who are responsible for the opening or closing of a gate before and after regular hours. This should be limited and only given to essential staff. Do not share combinations with students or the general public at any time for any reason. User groups will be issued the combo on an as-needed basis for facility use purposes. Lock combinations will be changed periodically. Administrators, supervisors, and custodians will receive prior notice of the combination change and its date of implementation in advance.

This change is necessary because we have multiple user groups that use our facilities. Currently, they use a daisy chaining method with their locks to ours to gain access. We also have different locks in use throughout the district: primarily a Master lock and a Cat15 lock. These locks will be replaced with the new combination/key lock.

Please direct any inquiries to maintenance@everettsd.org or 425-385-5200.

Required Action:

Please only share the combination to essential staff members who use your site's gate locks.

Approved for Distribution


Larry C. Fleckenstein



Response/Action Required

December 20, 2024

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

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 facilitated 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. The session was recorded and is posted on the district's [wellness website](#). Staff need to be signed into the district website to access the [wellness webpage](#).

The session focused 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.

Schools and departments have an opportunity to apply for a **staff wellness mini grant**, up to \$500, to purchase resources specific to staff wellness and self-care. The mini grant form provides details, timelines, and information regarding resources and items to cultivate staff wellness.

Access the [staff wellness mini grant form](#) to apply for funds.

The deadline for staff wellness mini grants is January 24, 2025. Grant awards will be announced by February 7, 2025.

Required Action:

Share the staff wellness resources and mini grant opportunity with your staff.

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

December 20, 2024

To: All Secondary Principals and Assistant Principals
From: Anthony Anderson, Director of STEM Partnerships, CTE, Health & PE and Choice Programs
Kalle Spear, Director of Secondary Instruction
Regarding: **Optional Hearing Assessment for Music and CTE Teachers**

In partnership with the Puget Sound Workers' Compensation Trust, Everett Public Schools is offering an onsite audiogram assessment for all secondary music and CTE teachers. The assessment will take approximately 10-15 minutes. This is an optional audiogram assessment for teachers who would like to have their hearing tested.

Here is the general information

Date: Friday, January 31 (non-student, teacher workday)

Location: Evergreen Middle School

Time: 6:30-8:30 am (Sign-ups will come in January)

Teachers: Secondary music and CTE teachers

Teachers will be notified in January along with a sign-up for specific time slots.

Please reach out to [Kalle Spear](#) or [Anthony Anderson](#) with questions.

Approved for Distribution: _____

Shelley Boten