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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

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***

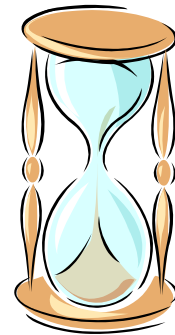
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should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

January 10, 2025

To: All Principals and Assistant Principals
From: Chad Golden, Assistant Superintendent, Human Resources
Mary O'Brien, Director, Human Resources
Regarding: **Semester 1 Observation due January 31, 2025**

Semester 1 observation reminders:

- The first formal observation for certificated staff under contract by October 15, 2024, shall be no later than the end of the first semester.
- Complete and finalize Formal Observation 1 or 90-Day Formal Observation in Frontline by January 31, 2025.

Complete and finalize Formal Observation 1 in Frontline.

Formal Observation 1		1 of 1	Complete	
Element Name	Schedule/Assigned Admin	Status		
Observation Rubric		Complete		

Or, complete and finalize 90-Day Formal Observation.

90 Day Formal Observation		1 of 1	Complete	
Element Name	Schedule/Assigned Admin	Status		
Observation Rubric - 90 Day		Complete		

EEA CBA: Section 10.02.B.2 Observations

2. During each school year each employee (including new employees) shall be formally observed for the purpose of evaluation at least twice in the performance of the employee's assigned duties. For those employees under contract by October 15 of each year, the first formal observation shall be no later than the end of the first semester. Total formal observation time for each employee shall be not less than sixty (60) minutes; at least one (1) observation shall be at least thirty (30) minutes in length. The first formal observation for new employees shall occur within the first ninety (90) calendar days of employment and shall be of at least thirty (30) minutes in length. An employee in the third year of provisional status shall be formally observed at least three (3) times in the performance of the employee's duties and the total formal observation time for the school year shall not be less than ninety (90) minutes. The evaluator shall give at least three (3) workdays prior notice of a required formal observation, such notice to specify the specific time or class period for the formal observation. If possible, the time for the formal observation shall be mutually worked out between the evaluator and employee.

Required Action:

Complete and finalize Formal Observation 1 or 90-Day Formal Observation in Frontline by January 31, 2025.

Approved for Distribution:

Chad Golden



Response/Action Required

January 10, 2025

To: All Principals
From: Michele Waddel, Director of Assessment and Research
Quiana Hennigan, Student Assessment Coordinator
Regarding: **Distribution of Individual Score Reports**

Thank you for your patience while the state organized updated reports. This year, by request, we are sending all of the reports at once with a single set of instructions. Below you will find the instructions and a timeline for the dissemination of all individual student score reports (ISRs) typically distributed in the fall:

- Spring 2024 Smarter Balanced Assessment (SBA)
- Spring 2024 Washington Comprehensive Assessment of Science (WCAS)
- Student Growth Percentile (SGP)

Details:

- Schools are **not** required to retain a copy in cumulative files and file copies were not provided by the state.
- Student Growth Percentiles are only available to students who were tested for two consecutive years in a given subject, meaning that *most* students in current grades 5-9 will have SGP reports. Do not be alarmed that some students will have SBA/WCAS reports, but no SGP reports.
- Grades 5 and 8 transfers to middle and high schools have already been completed to minimize impacts to your staff, but you may still find withdrawn student reports. If you receive a report for a student who is no longer enrolled at your school, please determine their current location and act accordingly:
 - If enrolled at another school in Everett Public Schools, please forward the report to the new school, attention to their office manager, by no later than January 24.
 - If withdrawn from Everett Public Schools entirely:
 - if the cumulative file is still at the school, file the report(s)
 - if the cumulative file is no longer at the school, shred the report(s)
- Schools must develop a family communication to go home with the SBA and WCAS ISRs. [Test Results Letter Templates](#) are available from OSPI in a variety of languages.
 - Parent resources on state testing, common core, and student progress are available on the [Everett Public Schools website](#).

Approved for Distribution:

Shelley Boten

Distribution Timeline

- January 13: Materials are scheduled to be delivered to schools to the attention of the Office Manager:
- Copy of this packet item
 - SGP ISRs
 - SGP Family Guides
 - SBA ISRs
 - WCAS ISRs
- January 13: Communications will notify families that score reports will be coming home soon and to watch for communications from their schools. It will be translated into multiple languages.
- January 24: Complete the in-district transfer of ISRs as applicable.
- January 31: Complete distribution to families of:
- SGP ISRs with Family Guide
 - SBA and WCAS ISRs with school communication to families

Required Action:

- Inform your office manager of the impending deliveries.
- Assign staff to sort reports for distribution and ensure that transfer reports are sent to new schools by January 24.
- Create your SBA/WCAS family communication to coincide with your distribution plan.
- Complete distribution no later than January 31.

Approved for Distribution:



Shelley Boten



Response/Action Required

January 10, 2025

To: All Principals and Administrators
From: Chad Golden, Assistant Superintendent, Human Resources
Regarding: **January 31 / Non-Instructional Workday**

As a reminder, the district and Everett Education Association (EEA), mutually agreed to a non-instructional workday in which EEA members can elect to work offsite as long as grading deadlines and responsibilities are met. See the excerpt from the CBA below:

SECTION 8.04 – LENGTH OF WORK YEAR AND EXTENDED CONTRACTS

A. Length of Work Year

The length of the employee base contract shall be one hundred eighty-five (185) days and the work year shall consist of one hundred eighty (180) instructional days and five (5) non-instructional days. Work year calendars for the duration of this Agreement are included in Appendix 4 and incorporated herein by reference.

1. Employee services provided to the District on two (2) of the non-instructional workdays will be timely to the needs of each employee in the implementation of programs and the employee's classroom instruction as well as the employee's fulfillment of related responsibilities as planned and determined by the individual employee. One (1) of these days shall be worked flexibly whenever an employee chooses and the classroom or workspace is available prior to the first student day to prepare classrooms, workspaces, instruction, and services for students. One (1) of these days shall be on the day between the semesters near the end of January. **On the day between semesters, employees will have the discretion to work offsite with the expectation that grades will be submitted on time.**

Required Action:

Please post this notice in your break room.

Approved for Distribution:

Chad Golden



Response/Action Required

January 10, 2025

To: Administrators, Supervisors and Office Managers
From: Mary O'Brien, Human Resources Director
Regarding: **Everett Association of Paraeducators – Meal and Rest Periods**

Please make sure that each paraeducator has a lunch and break schedule and that it is being followed.

As a reminder,

- Paraeducators working over five (5) hours per day shall be allowed a meal period of at least thirty minutes preferably away from their desks.

Important: Prior approval from the building administrator or department supervisor is needed for a paraeducator to work through their meal period. The employee shall be compensated for the meal period at the employee's regular hourly rate charged to the building or department budget.

- Paraeducators shall be allowed a duty-free rest period of not less than ten (10) minutes for each four hours of continuous working time.

Our paraeducators are hardworking, skilled, and dedicated to the important work we do. We must honor their commitment by promoting a balanced work environment that ensures employees are getting their breaks during the workday.

Required Action:

Review paraeducator break schedules and ensure schedules are being followed.

Approved for Distribution:

Chad Golden



Response/Action Required

January 10, 2025

To: Building Administrators, Department Directors, Office Managers
From: Mandy Shinn, Human Resources Director
Regarding: **Updated First Aid/CPR/AED Certification Requirements**

Upon reviewing the list of staff required to maintain current First Aid/CPR/AED certification, it was determined that Office Managers and General Office Secretaries have not been included on recent lists of required staff and have not received reminders of this requirement. Starting in January, they will be receiving reminders of this requirement.

As a courtesy, employees whose certification is expired or expiring will receive notification thirty days prior to and then the day of expiration. Employees who are missing certification entirely will be sent a reminder of this employment requirement. New employees have thirty days after their hire date to complete the certification. Reminders are sent through Business Plus on the 16th of each month. Employees may enroll in the required certification course(s) in [Frontline Professional Growth](#).

Please follow up with your employees to ensure they renew their certifications.

Contact Carol Parris, HR Administrative Support Specialist for questions or assistance at x4127 or cparris@everettsd.org.

Employee Type Requiring First Aid/CPR/AED Certification:

Administrative: Principal Assistant Principal	Coaches: Athletics Club Advisor ASB	Maintenance: Custodian Grounds Mechanic	Transportation: Drivers	Nurse: RN LPN
Teacher: Art Auto Mechanics CTE Family Consumer Horticulture	ROTC Science Special Education Sports Medicine Physical Education	Paraeducators: All	School Office: Office Managers Gen Office Secretaries	Other: HRA Backup HRA Subs

Required Action:

Please follow up with your employees to ensure they renew their certifications.

Approved for Distribution:

Chad Golden



Response/Action Required

January 10, 2025

To: School Administrators, and Office Managers
From: Dave Peters, Director of Student Support Services
Regarding: **Sexual Assault & Abuse Resources to Post**

A list of resources for sexual assault and abuse support has been recently created with the help of Dawson Place and the Providence Intervention Center for Assault and Abuse. The most current version will always be accessible by scanning the following QR code:

IF YOU OR SOMEONE YOU KNOW IS A VICTIM OF SEXUAL ABUSE OR ASSAULT

Scan QR code for reporting information, support, and resources

RESOURCES FOR SEXUAL ASSAULT & ABUSE SUPPORT

EMERGENCIES
If you are a victim of a crime or are encountering an emergency
• Call 911

REPORTING SEXUAL ASSAULT/ABUSE School Related
Occurred at school or during a school-related activity:
• Notify your school administrator, school counselor, or other trusted staff member.
• Sexual Harassment of Students: [Policy 3205](#) | [Procedure 3205P](#)

Non-School Related
Experienced by you, reported to you by another, or suspected, call:
• Dawson Place front office
M-F, 8 a.m. - 4:30 p.m. | 425-789-3000
• Providence Intervention Center for Assault & Abuse | 24 hr | 425-252-4800

To report sexual abuse by a parent or caregiver, call:
• Department of Children, Youth, and Families | 866-363-4276

TALK TO AN ADVOCATE
To talk to an advocate, ask questions and get assistance in reporting:
• Providence Intervention Center for Assault & Abuse Advocacy Line | 24 hr | 425-297-5771
• National Sexual Assault Hotline | 24 hr | 800-656-4673 | [ONLINE HOTLINE](#)

VICTIMS OF HUMAN OR SEX TRAFFICKING
• National Hotline | 24 hr | 888-373-7888
• WA Victim Assistance Line | 206-245-0782

TECHNOLOGY RESOURCES
• [Heart Mob](#) - resource for stopping online harassment
• [Clinic to End Tech Abuse](#)
• [Revenge Porn](#)
• [Survivor chat rooms and message boards](#)

ADDITIONAL WAYS TO REPORT
Report it!
3 easy ways
Text or call
855-637-2095
1350@alert1.us
<http://1350.alert1.us>

**BULLYING
INTIMIDATION
HARRASSMENT
WEAPONS
DRUGS
OTHER**

It's never too late to find help. If harm is happening, don't wait any longer!

A poster/flyer was created in previous years for classrooms and other high-visibility areas at school. The QR code is the same and is still active, and the linked resource page has been recently updated.

- [Sexual Assault & Abuse Poster](#)
- [Sexual Assault & Abuse Resource List](#)

Required Action:

Please post the QR code poster/flyer on your school website, in classrooms, and in other appropriate areas of your school.

Approved for Distribution

Communications to Principals (01/10/2025)

Peter Scott



Response/Action Required

January 10, 2025

To: Middle School Principals and Assistant Principals
From: Kalle Spear, Director of Secondary Instruction
Tami Coffman, Visual and Performing Arts Facilitator, P-12
Regarding: **MS Student Art Show 2025 Information**

Everett Public Schools 27th Annual Art Shows for 2024–25

This year, we will have three art shows to showcase student work at each level, including an elementary, high school and middle school art show. Artwork will be displayed for public viewing during each show. Students and their families are invited to view the artwork during public viewing times, 7:30 am-4:30 pm Monday through Friday at the Community Resource Center (CRC) 3900 Broadway. We will also have an evening opportunity for families to view artwork for each show. Entry Forms and directions for each show can be found on our district website here: [Student Art Shows](#)

Timeline and details about submission

Middle School Art Show May 5 - May 29

- Artwork & Forms Due April 18
- Art Show Award Reception – May 29, 2025, 6:00 – 7:30 pm

Middle School Art Show

All Everett Public Schools middle school students are invited to participate in the **27th Annual Middle School Art Show**. Art will be displayed for public viewing from **May 5 – 29, at the CRC**. Please find directions, and forms on our district website [Student Art Shows](#).

All participating student artists and their family members and friends are invited to attend the Middle School Art Show reception on **May 29, 6:00 – 7:30 pm** at the CRC. Awards will be announced at this reception. Both two-dimensional and three-dimensional work will be accepted. Entries will be judged on the following categories: Ceramics/Pottery, Drawing, Graphic Design & Digital Art, Mixed Media, Painting, Photography, Printmaking, and Sculpture. All participants will receive a Certificate of Participation. Awards will be given for Best in Show, 1st, 2nd, and 3rd place, and Honorable Mention in each category, and these awards will be presented at the reception.

Middle School Art Show Entry Instructions and Due Date

All student entry forms [MS Art Show Release Form](#) or online Middle School [Online MS Art Show Release Form](#) and artworks are due at the CRC on **April 18**. Please deliver or send them to **Tami Coffman** (425-385-4084) in the Secondary Instruction Office.

Entries will be accepted by all Everett Public Schools middle school students. Most students coordinate with their art teacher to select their best entries for the show. To enter artwork for the show, students must:

- Limit their entries to **two artworks per student**, regardless of the number of art courses the students are taking.
- **No more than 100 art pieces from each school will be accepted.**

Approved for Distribution: _____

Shelley Boten

- Please coordinate with teachers at your school to determine which student work will be accepted.
- Submit a completed entry form (including permission to display form).
- Attach [Art Label Form](#) to the back of each artwork.
- Prepare the artwork to hang or for display before submitting the artwork.
- Artwork should be mounted on construction paper, or matboard so that it is sturdy enough to hang well at the CRC.
- **Please do not submit work larger than 24 x 36 inches.**
- Please indicate which way is up, so that artwork is displayed correctly.
- Submit the artwork matted or without a mat. Framed artwork cannot be accepted due to size and weight restrictions.

Required Action:

- Please share this information about the middle school art show with teachers, specialists, and families.
- Please print and display the Art Show Flyer: [2024-25 Student Art Show Flyer](#)
- If you have questions, contact Tami Coffman, tcoffman@everettsd.org Ext. 4084



Response/Action Required

January 10, 2025

To: High School Principals and Assistant Principals
From: Kalle Spear, Director of Secondary Instruction
Tami Coffman, Visual and Performing Art Facilitator, P-12
Regarding: **HS Student Art Show 2025 Information**

Everett Public Schools 27th Annual Art Shows for 2024–25

This year, we will have three art shows to showcase student work at each level, including an elementary, high school and middle school art show. Artwork will be displayed for public viewing during each show. Students and their families are invited to view the artwork during public viewing times, 7:30 am-4:30 pm Monday through Friday at the Community Resource Center (CRC) 3900 Broadway. We will also have an evening opportunity for families to view artwork for each show. Entry Forms and directions for each show can be found on our district website here: [Student Art Shows](#)

Timeline and details about submission

High School Art Show - April 14 – May 1

- Artwork & Forms Due March 7
- Art Show Award Reception – May 1, 2025, 6:00 -7:30 pm

High School Art Show

All high schools are invited to submit artwork for the **27th Annual High School Art Show** at the CRC. Artwork will be displayed for public viewing from April 14, 2025, through May 1, 2025. This show is an opportunity for schools to recognize students who have displayed their special art talents through hard work and attention to craftsmanship and creativity. Two-dimensional and three-dimensional work will be accepted. Entries will be judged on the following categories: Ceramics/Pottery, Drawing, Graphic Design & Digital Art, Mixed Media, Painting, Photography, Printmaking, and Sculpture. Awards will be given for Best in Show and 1st, 2nd, and 3rd place in each category and level and these awards will be presented at the **Art Show Award Reception on May 1, 2025, from 6:00 - 7:30 pm at the Community Resource Center**. Every student will receive a Certificate of Participation. Please find directions and forms on our district website [Student Art Shows](#).

Superintendent's Purchase Award

The Superintendent will choose one artwork from the High school art Show to receive the Superintendent's Award. At the end of the Art Show, this piece will be purchased for permanent display at the Everett Public Schools CRC. All Entries will be considered for this award, regardless of category or level.

High School Art Show Entry Instructions and Due Date

- All student entry forms, and artworks are due to the CRC on **March 7, 2025**. Please deliver or send them to Tami Coffman (425-385-4084) in the Secondary Instruction Office.

Approved for Distribution:

Communications to Principals (01/10/2025)

Shelley Boten

- Entries will be accepted from all Everett Public Schools high school students. Most students coordinate with their art teacher(s) to select their best entries for the show. To enter artwork for the show, students must:
- Limit their entries to **two art works per student**, regardless of the number of art courses the students are taking.
- Submit a completed [High School Art Show Release Form](#) or [Online High School Art Show Release Form](#) (including permission to display form).
- Prepare the artwork to hang or for display before submitting the artwork.
- Please complete and attach [Art Label Form](#) to the back of each artwork.
- Artwork should be mounted on construction paper, or matboard so that it is sturdy enough to hang well at the CRC.
- **Please do not submit work larger than 24 x 36 inches.**
- Make sure to specify which way is up, so that artwork is displayed correctly.
- Submit the artwork matted or without a mat. Framed artwork cannot be accepted due to size and weight restrictions.

Required Action:

- Please share this information about the high school art show with teachers, specialists, and families.
- Please print and display the Art Show Flyer: [2024-25 Student Art Show Flyer](#)
- If you have questions, contact Tami Coffman, tcoffman@everettsd.org Ext. 4084



Response/Action Required

January 10, 2024

To: Elementary Administrators and Office Staff
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Tami Coffman, Visual and Performing Art Facilitator, P-12
Regarding: **ES Student Art Show 2025**

Everett Public Schools 27th Annual Art Shows for 2024–25

The 27th Annual Elementary Art Show is scheduled for February 24 - March 26. Artwork will be displayed for public viewing during the show. Students and their families are invited to view the artwork during public viewing times, 7:30 am - 4:30 pm Monday through Friday at the Community Resource Center (CRC) 3900 Broadway. We will also have an evening opportunity for families to view artworks for elementary students.

Entry Forms and directions for mounting and presentation can be found on our district website here: [Student Art Shows](#)

Timeline and details about submission

Elementary Art Show: February 24 - March 26

- Artwork & Forms Due February 7
- Art Show Open House: February 27, 2025, 6:00 - 7:00 pm

Elementary School Art Show

For the Elementary Art Show, we are asking that the art specialist, STEAM teacher, art coordinator, or art docent at each elementary school choose **no more than thirty pieces of artwork to submit**. Artwork should be original work created by a student or group of students. Artwork may be collaborative. All two-dimensional artworks should be mounted on construction paper for it to hang well at the CRC. Photography, collage, paintings, drawings, prints, digital art, mixed media artwork and three-dimensional artwork are accepted. Please find directions, and forms on our district website [Student Art Shows](#).

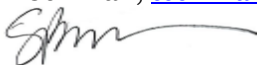
Families will need to fill out the [Elementary Art Show Release Form](#) or the [Online Elementary Art Show Release Form](#) for Art Submissions 2024-25 and attach an [Elementary Art Label](#) to the back of the artwork for student artwork to be included in the art show. Both digital and paper copies are available.

All participating students and their families are invited to the Elementary Art Show Open House at the CRC on February 27, 2025, from 6:00 – 7:00 pm. All students will receive a certificate of participation.

Required Action:

- Please share this information about the elementary art show with teachers, specialists, and families.
- Please print and display the Art Show Flyer: [2024-25 Student Art Show Flyer](#)
- If you have questions, contact Tami Coffman, tcoffman@everettsd.org Ext. 4084

Approved for Distribution: _____


Shelley Boten



Response/Action Required

January 10, 2025

To: High School Administrators, Office Managers, Counselors, and Advisors
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **Empower to Lead Student Summit – Save the Date**

This is an exciting time in the Diversity, Equity, and Inclusion department! Our department will be hosting Everett Public School's annual ***Empower to Lead Student Summit on Wednesday, March 5, 2025.***

Who can attend?

This event is designed for Everett Public Schools high school students.

Purpose?

Our objective for this event is to increase awareness, networking, and inclusion around issues of social justice to enhance students' sense of belonging and empowerment that leads to positive action and to impact their school community. We want students to leave with a sense of inclusion and belonging and to feel empowered to act by working with their school teams to develop an action plan to make a difference in their peer group, school, community.

Where and When?

Wednesday, March 5, 2025
Community Resource Center
3900 Broadway, Everett, WA

Lunch and District transportation will be provided.

This will be an excused absence for all students who attend.

More detailed information will be coming next week. If you have any questions in the meantime, please don't hesitate to contact Kailani Rands at krands@everettsd.org or Joi Grant at jgrant@everettsd.org.

Action Required:

- Please email Kailani Rands krands@everettsd.org with your school's identified point of contact by **Wednesday, January 15, 2025.**
- Please share the following [Save the Date information](#) via your school's communication outlets (ie: Parent Square, social media, and etc.).

Approved for Distribution

Peter Scott



Response/Action Required

January 10, 2025

To: All Directors and Administrators
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **January National Observances: Chinese American/American of Chinese Descent History Month**

As we approach the first Chinese American/American of Chinese Descent History Month, we are reminded of the importance of recognizing the contributions of Chinese Americans and Americans of Chinese descent to the history and heritage of Washington state. To support this effort, our DEI website offers resources designed to raise personal awareness of our communities and classroom integration resources teachers may consider as they plan to engage students in meaningful learning experiences. Resources can be found under National Observances and Additional Resources. Below is a sample of the resources highlighted:

Fun Fact: Washington is the only state with a month-long recognition of its Chinese community.

[Educate Yourself](#)

Learn more about this new state-wide heritage month by exploring Senate Bill 5000 and new RCW.43.117.130 regarding Chinese American/American of Chinese Descent.

[Chinese American Museum](#)

Learn about the Chinese American Museum (CAM) is to foster a deeper understanding of, and appreciation for, America's diverse heritage by researching, preserving, and sharing the history, rich cultural legacy, and continued contributions of Chinese Americans.

To authentically integrate national observances into our daily practices, please keep the following tips in mind.

1. Be accurate and sensitive – This is an excellent opportunity to incorporate the culture, religion, and the historical importance of the identified national observance(s) of the month.
2. Be inclusive and expand national observances to reflect the demographics of your classroom.
3. Collaborate and get feedback - Examine what you are doing and ask others to help you critique your practices to work out imbalances and to effectively present national observances equally.

Approved for Distribution _____

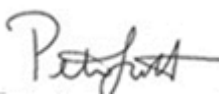
Peter Scott

We hope these resources help you honor and teach the truth about Chinese American, and American of Chinese descent peoples.

Required Action:

Please share this information with your teachers and other staff.

Approved for Distribution



Peter Scott



Response/Action Required

January 10, 2025

To: All Administrators & Directors
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **January National Observances – Martin Luther King Jr.**

As we approach Martin Luther King Jr. Day, we are reminded of the importance of his legacy and his call to action to build more equitable communities. Coretta Scott King shared, “The greatest birthday gift my husband could receive is if people of all racial and ethnic backgrounds celebrated the holiday by performing individual acts of kindness through service to others.”

To support this effort, our DEI website highlights upcoming community events and resources to raise awareness and help educators plan meaningful learning experiences. These resources can be found under the *Resource* section of our department website in the *National Observances and Additional Resources* tab. Below are a few highlighted resources:

Fun Fact: This is the only federal holiday designated as a National Day of Service to encourage all Americans to volunteer to improve their communities.

[MLK Resources K-12](#) by National Education Association

Various lessons and activities below will help students put in perspective Martin Luther King, Jr.’s life, his impact on the Civil Rights Movement, and his significance to American culture and history.

[Do’s and Don’ts of Celebrating MLK Day](#) by Learning for Justice

Various lessons and activities below will help students put in perspective Martin Luther King, Jr.’s life, his impact on the Civil Rights Movement, and his significance to American culture and history.

[The Diversity, Equity, and Inclusion Department’s Diverse Literature Initiative](#)

In the 2021-2022 school year, the Diversity, Equity, and Inclusion (DEI) department launched the diverse literature initiative to provide our district with a vetted list of literature that was representative of the diversity of our community. In 2023-2024 school year, the DEI department sponsored a new diverse title that complimented the national observances identified in our Cultural and Religious Calendar Guide.

MLK Booklists by Colorful Pages

Teacher and social justice advocated, Kaitlin Kamalei Brandon, the brains behind Colorful pages created two booklists of various books to introduce Dr. Martin Luther King Jr.’s legacy and contributions.

[Elementary Booklist](#) & [Middle and High School Booklist](#)

Approved for Distribution _____

Peter Scott

Local & Virtual Community Events:

[Mission Possible: Working Together to Achieve the Dream March & Rally](#) by Snohomish County Black Heritage Committee

Join the Snohomish County Black Heritage Committee and our community for their annual march and rally in honor of Dr. Martin Luther King Jr. on Monday, January 20, 2025 at 11 am. The march will begin at the Everett Stadium.

[King Day](#) by National Civil Rights Museum

Join an all day in-person and hybrid presentation hosted by the National Civil Rights Museum King Day – Community Over Chaos. Registration required.

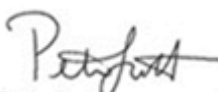
To authentically integrate national observances into our daily practices, please keep the following tips in mind.

1. Be accurate and sensitive – This is an excellent opportunity to incorporate the culture, religion, and the historical importance of the identified national observance(s) of the month.
2. Be inclusive and expand national observances to reflect the demographics of your classroom.
3. Collaborate and get feedback - Examine what you are doing and ask others to help you critique your practices to work out imbalances and to effectively present national observances equally.

Required Action:

Please share this information with your teachers and other staff.

Approved for Distribution _____



Peter Scott



Response/Action Required

January 10, 2025

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



Response/Action Required

January 10, 2025

To: High School Administrators, Office Managers, Counselors, and Advisors
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **EVCC Students of Color Career Conference**

We are asking each high school to mobilize a group of students to attend the 20th Annual Students of Color Career Conference (SO3C's). It is scheduled at Everett Community College (EVCC) on **Thursday, March 27, 2025, from 8:30 a.m. to 1:30 p.m. (check-in begins at 8 a.m.)** in the EVCC Walter Price Fitness Center (gym). Participation in this conference is free and lunch is provided. We are not limited to how many students can attend. While the target audience is students of color, consider inviting students who are AVID, GEAR UP or College Bound Scholars.

What is SO3C's?

For the 20th annual conference, EVCC has taken a refreshed approach to this year's conference prioritizing only local high school students and no longer open to middle schools. EVCC's Annual Students of Color Career Conference offers high school students of color in north Snohomish County a chance to learn about college and career possibilities from prominent local professionals of color. Through keynote speakers, cultural sharing, and panel sessions, students discuss and reflect on their own future educational journeys and career aspirations.

Required Action:

- Please email Kailani Rands krands@everettsd.org with your school's identified point of contact **by Wednesday, January 15, 2025.**
- Please share the following registration link and field trip planning information with your office manager and school's identified point of contact.

Registration Link: [CLICK HERE](#)

Approved for Distribution _____

Peter Scott

Field Trip Planning

Please follow the field trip planning steps below and adhere to all deadlines. Our department will sponsor **one bus** for each high school. However, we will not be able to provide sponsorship for chaperones this year. It is expected that an administrator and/or counselor attend with the students.

Step	Deadline By	To Do	Process
1.	Friday, January 17	Register school if you have not already & complete Field Trip Request	Principal or school counselors register your school with an estimated student count. <ul style="list-style-type: none"> • Complete the Field Trip Request. • Email Kailani Rands for budget code. Field Trip Links: 2320P Field Trips <ul style="list-style-type: none"> • Field Trip Request Form • Student Consent Form • Adult Consent Form
2.	Friday, January 31	Student Registration	Field Trip Point of Contact: <ul style="list-style-type: none"> • Download student registration spreadsheet (open #3) and register all students • Email spreadsheet to soccc@everettcc.edu.
3.	Friday, February 18	Chaperone Registration	Field Trip Point of Contact: <ul style="list-style-type: none"> • Download chaperone spreadsheet (open #4) and register all chaperones. • Email spreadsheet to soccc@everettcc.edu.
4.	Friday, February 28	Final Student & Adult Counts	Field Trip Point of Contact: <ul style="list-style-type: none"> • Email dei@everettsd.org the final number of students and adults who will be attending the conference from your school.



INFORMATION ONLY

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





January 10, 2025

To: Principals, Directors, and Department Heads
From: Chris Fulford, Director of Categorical Programs
Erika Velasco, Dual Language Facilitator
Regarding: **Dual Language Spanish Immersion Info for 24-25 Kindergarten**

Emerson Elementary and Silver Lake Elementary Schools' Dual Language Programs are excited to announce upcoming kindergarten informational sessions. These sessions are designed to provide parents with detailed information about these enriching educational opportunities.

Dates and Times

- **Silver Lake Elementary** (In-Person): Wednesday, January 22, 2025, 5:00 – 6:00 PM
- **Emerson Elementary** (In-Person): Thursday, January 23, 2025, 5:00 – 6:00 PM
- **Online Zoom Webinar:** Wednesday, February 26, 2025, 5:00 – 6:00 PM

We look forward to seeing you at one of these sessions!

Informational Flyers

Please print and distribute the English and Spanish Informational Flyers within your school community to ensure that all parents are aware of this outstanding educational opportunity. Additionally, kindly display these flyers prominently in your office to maximize visibility and ensure that parents visiting are informed about the upcoming sessions.

Your support in promoting the Dual Language Spanish Immersion Program is greatly appreciated. Thank you for collaborating to make this program known to all interested parents.

[English Informational Flyer](#)
[Spanish Informational Flyer](#)
[English DL Brochure](#)
[Spanish DL Brochure](#)

If you have any questions, please contact either

- Chris Fulford at ext. 4030 or email cfulford@everettsd.org
- Erika Velasco at ext. 4283 or email velasco@everettsd.org

Approved for Distribution:

Shelley Boten



January 10, 2025

To: All Administrators and Directors
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **NAACP Mental Health Symposium: Racism & Trauma Youth of Color**

The Diversity, Equity, and Inclusion Department would like to share the following opportunity, [Mental Health Symposium: Racism & Trauma Youth of Color](#), sponsored by the National Association for the Advancement of Colored People (NAACP) Snohomish County and the Volunteers of America Western Washington Behavioral Health Program.

Event Information:

- **Date:** January 14, from 6 pm – 8 pm
- **Location:** Carl Gibson Center at 3025 Lombard Ave., Everett, WA, 98201. (425) 818-2784.
- **Additional Information:** The event is free, but reservations are strongly suggested.

Background from the NAACP of Snohomish County:

Over the last several years, parents, educators, and teens have reported there have been an increase in the number of race-based altercations and incidents in middle and high schools in Snohomish County. Teachers and administrators face the challenge of addressing these acts of aggression and the frustrations of residents and families who come from racially diverse backgrounds in the area. This program is designed to add insight into the causes of the problems, suggest courses of action, and provide resources for the community.

The keynote speaker for the event is Dr. Kurt Hatch, Ed.D., Faculty Director of the Educational Administration Program & Professor of Practice at the University of Washington Tacoma. Dr. Hatch has taught and delivered presentations in local, state-wide, and international settings. His work includes policy analysis, advocacy, and facilitating professional learning on many topics, including “Equity, Bias, and Race.” A former high school principal, Dr. Hatch, will focus on the significant effects of racism and bias on youth of color in a school setting. This subject includes discussing disturbing disparities and higher suspension rates when it comes to school discipline involving youth of color. **A panel of teens will also be featured, sharing their experiences and expressing their personal feelings and perspectives.**

For more information and reservations, please contact Kevin P. Henry at, 425 583-1476 or khenry@voaww.org.

Approved for Distribution _____

Peter Scott



Information Only

January 10, 2025

To: All Building Administrators
From: Kelley Clevenger, Executive Director, Special Services
Regarding: **Transfer Window**

During the first week of January, a survey was sent to all certified special educators about their desires, wishes, and thoughts for next year. In the EEA contract, section 5.11B item 6, addresses the early transfer window specifically for special educators. This aligns with Section D.4 for other certified staff.

We will collaborate with building principals to assist with any new positions or vacancies created by retirements or resignations.

If you have any questions or concerns, please don't hesitate to reach out to your special services director or to me directly.

Thank you for your dedication and continued support!

Approved for Distribution _____

Peter Scott