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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

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***

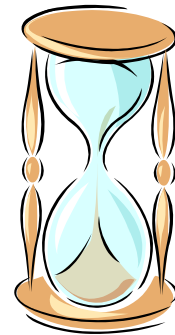
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should 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 17, 2025

To: All School Administrators
From: Andi Tress, Executive Director, Finance and Business Services
Karen Buchmann, Director, Budget
Regarding: **Monthly Student Enrollment Reporting**

Monthly student enrollment reporting must be processed on the first student day October through June. This data is currently processed by the office manager at the elementary schools, the registrar at the middle schools and the student records staff at the high schools. We are asking each school to identify and train at least one additional staff member to perform this task in the event the primary staff is not available.

We recommend the back-up staff share responsibility in processing the monthly reporting to be comfortable with this task and stay current on any changes. If you need support to help train your back-up staff, or how shared responsibility may look at your site, please contact Karen Buchmann.

Required Action:

E-mail Karen Buchmann with the name and title of your identified back-up(s) for monthly student enrollment reporting.

Contact Karen Buchmann (x4154) with any questions.

Approved for Distribution _____

Andi Tress



Response/Action Required

January 17, 2025

To: All Principals
From: Dave Peters, Director of Student Support Services
Regarding: **School Stakeholder Annual Survey**

Everett Public Schools will be conducting its annual survey of students, staff, and families starting February 24. The School Stakeholder Annual Survey is a critical element in our ongoing efforts to engage students, staff, and families in the school improvement planning process.

Students, staff, and families will be surveyed online with the following survey windows:

- **Students | February 24 – March 14**
- **Staff | February 24 – March 14**
- **Families | March 17 – April 4**

Please complete your [building plan](#) by **February 7** and return to [Lindsey de Carteret](#).

Survey for School Staff – (Teachers, Support Staff, Paraeducators, etc.)

- The Communications department will email each school's staff member directly on the date designated in your building plan.
- Sample communication for your staff is available [[CLICK HERE](#)].

Survey for Students – Grades 3-12

- On February 24, the Communications Department will post a link on the homepage of your school's website under QuickLinks.
- Translated student survey communications to send to families are available [[CLICK HERE](#)]

Survey for Families – Grades K-12

- On March 1, your school's webmaster will post family survey links to your school website. Communications will send instructions to your webmaster directly.
- Translated family survey communications are available [[CLICK HERE](#)] and may be customized and distributed via:
 - Parent Square
 - School newsletters

Required Action:

1. Please complete and submit your building plan by February 7 to [Lindsey de Carteret](#).
2. Inform the appropriate staff of the timelines of the School Stakeholder Annual Survey.

Approved for Distribution

Peter Scott



Response/Action Required

January 17, 2025

To: Administrators & Supervisors
From: Mimi Brown, Director of Professional Learning
Regarding: **Frontline Professional Learning Changes**

Frontline is implementing improvements to their Professional Learning Platform. The shifts mainly involve expanding the capabilities to support synchronous and asynchronous learning; as well as attendance.

These changes will go “live” for EPS on the evening of January 29.

Next Friday, January 24, we will host an essential information zoom from 1:30-2:30 pm.

Zoom link: <https://everettsd.zoom.us/j/97405531535>

Please support the attendance of 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).

Required Action:

Ensure the parties that create Frontline Courses can attend this meeting.

Approved for Distribution _____

Peter Scott



Response/Action Required

January 17, 2025

To: Elementary School Administrators and Office Staff
From: Anne Arnold, Director of P-5 Instruction and Early Learning Options
Regarding: **Kindergarten Enrollment & Early Entrance to K and 1st Grade**

To attend kindergarten in the 2025-26 school year, students must be five years old by midnight on August 31, 2025. This is the Washington State uniform entry age. If a student meets this age requirement, families can enroll their student online or in-person at their neighborhood school beginning Monday, March 3, 2025. The annual Kindergarten Webinar is scheduled for February 25, from 6:00 – 7:00 pm. The zoom link and general information will be shared soon.

We have been receiving questions from families about early entrance to kindergarten for students who have a fall or winter birthday that is after the August 31 uniform entry age.

The Early Entrance to Kindergarten process was discontinued in 2024 because our district now has many options for students prior to kindergarten, including ECEAP Preschool, Play and Learn, and Transitional Kindergarten. For students who are academically gifted, the Highly Capable Program offers testing and services beginning in kindergarten for LEAP (Learning Enrichment Achievement Program) and referral for testing for the Highly Capable Program is available in first through fourth grades. This process provides for identification and placement in the self-contained, highly capable classrooms.

The decision to discontinue the Early Entrance to Kindergarten process was approved by the EPS School Board at the March 26, 2024, board meeting. The P-5 team is responding to parent inquiries with the information in the above paragraph. There will be no screening and testing for either kindergarten or first grade early entrance.

First Grade Enrollment: All students enrolled in first grade must be six years old by midnight on August 31 of that school year. This is the state uniform entry age. If a student is born after August 31 and before November 1 of that school year and has successfully completed a state-approved private or out-of-state kindergarten program of 1,000 or more hours, they can be enrolled in first grade following these steps:

Parent/guardian completes top portion of [First Grade Early Entrance Waiver Request form](#).

- Your student's state-approved kindergarten program completes the remainder of the form and sends it with a copy of your child's final progress report by **June 30** to:
EPS Community Resource Center
P-5 Early Learning Programs - Attention Jodi Madison
- Parent/guardian emails proof of age and recent proof of address to Jodi Madison at jmadison2@everettsd.org by **June 30**.
- The placement will be provisional until the thirteenth calendar day following the student's first day of attendance. A final determination of placement will be made at that time.

Approved for Distribution:

Shelley Boten

For a list of approved private schools, visit the Washington State Board of Education website: <https://www.sbe.wa.gov/our-work/private-schools>.

Required Action:

- Please share this information with your staff, particularly kindergarten and first grade teachers, so they can respond accurately to questions about enrollment age and the discontinuation of the former early entrance process.
- Please have office staff contact Jodi Madison jmadison2@everettsd.org if they have questions or need more information about the kindergarten/first grade enrollment process.

Approved for Distribution:



Shelley Boten



Response/Action Required

January 17, 2025

To: Elementary School Leaders and Office Managers
From: Anne Arnold, Director of P-5 Instruction and Early Learning Options
Regarding: **LEAP and Highly Capable Updates**

Learning Enrichment Achievement Program (LEAP) screening has been completed for kindergarten, first and fifth grade students. Families have been informed of their students' test results with recommendations for participation in LEAP, when appropriate.

The list of newly identified students in kindergarten, first and fifth grade, by classroom, has been sent to teachers and principals this week. The identified fifth grade students will also be shared with school counselors so they can support class selection for middle school. Once identified, the LEAP classification continues throughout the student's school years.

Communication will go out to teachers next week with guidance about providing enrichment and acceleration opportunities for newly identified LEAP students in the general education curriculum. This support should begin in the second semester. Principals will also receive this guidance, for reference.

Highly Capable (HC) Testing for referred students in grades 1-4 will be completed by January 30, 2025. We will have tested over 1,000 students this year.

The HC Committee meets in early February. After that meeting, scores for the CogAT and Iowa assessments will be sent to families with recommendations for placement in the 2025-26 school year, either a self-contained HC classroom or continued placement in the general education classroom. Principals at HC centers will be informed of the number of newly identified HC students who will be attending their schools, as early as possible, to support staffing for the next school year.

Required Action:

- Please share the LEAP and Highly Capable process and timeline with staff.
- If you have questions or need more information, contact:
Anne Arnold aarnold@everettsd.org ext. 4089 or
Krystal Gil kgil@everettsd.org ext. 4237

Approved for Distribution:

Shelley Boten



Response/Action Required

January 17, 2025

To: Secondary Principals and Office Manager
From: Chad Golden, Assistant Superintendent, Human Resources
Mary O'Brien, Director, Human Resources
Regarding: **EEA Collective Bargaining Agreement – Section 9.01.B.3**

REMINDER:

When **secondary** principals receive an absence request for **Section 9.01.B.3**, a review and approval is required in order to generate a timely sub request. Frontline is set-up to send out a request **after** the absence has been approved by the principal.

Section 9.01.B.3:

“All secondary schools shall be provided a resource of one (1) release day per employee FTE assigned to that building (based on October 1 assignments) for use that year to support collaborative assessment, grading, and planning; visiting other teachers/schools; and professional development. Each general education classroom teacher will be given an opportunity to use at least one of these days each year, provided the employee’s request aligns with the purposes above and the timing can be accommodated by the building administrator. Unless otherwise agreed to by an administrator, these days shall be worked at a district work site.”

Early in the school year Principals were sent a list of general education and CTE FTE for their building in order to monitor usage of the allocated days. A new account code has been created: 11-01-27-LLL-082006 (select “Section 9.01.B3” in the Frontline Absence Management account code drop-down) for these release days. This account code is categorized as special purpose so is excluded from discretionary budgets.

To schedule the release day, use **Section 9.01.B.3 Secondary Release** as the absence reason. **Principals are responsible for approving the day.**

Required Action:

Please share this information with office staff and ensure the account code above is used for the specified work in the new CBA.

Mary O'Brien (x4106) with any questions.

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.





January 17, 2025

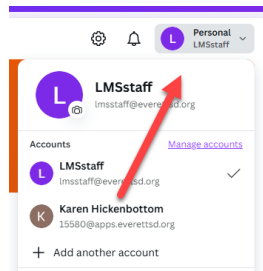
To: All Staff
From: Dr. Brian Beckley, Chief Information Officer
Karen Hickenbottom, Director of Learning Management Services
Regarding: **Canva for Education District Access**

Technology can be a useful tool for being productive and efficient but one of its superpowers is to allow us to create and innovate. Canva is a powerful graphic design tool that has made it easy for anyone to create professional-looking presentations, graphics, flyers, images, logos and more. Visuals are an important way to engage students, staff, and community members in your message.



To support student and staff creativity and productivity, we are going to be making the full Canva for Education tool accessible for all staff and students over the next few weeks. **This version is the same as the Pro version but it's free for education.** You will not need to renew any Pro licenses in the future if you switch to using the Canva for Education version.

When we make the switch, current Canva users will be able to move between their current account and their new district account by clicking on their profile and switching between them on the drop down.



Admin, teachers, and students will be put in teams by school. Any paras or staff not assigned to schools will be in a Staff & Admin team. Being in a team allows you to share designs with others or to collaborate. We'll also be setting up the integration with Canvas so you can assign Canva projects directly from your Canvas course.

You will still have access to Adobe Spark and other Adobe Creativity tools but adding Canva will provide some choice. Canva is also being integrated into tools like Parent Square, Book Creator and more so look for it to show up in more places.

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Brian Beckley



January 17, 2025

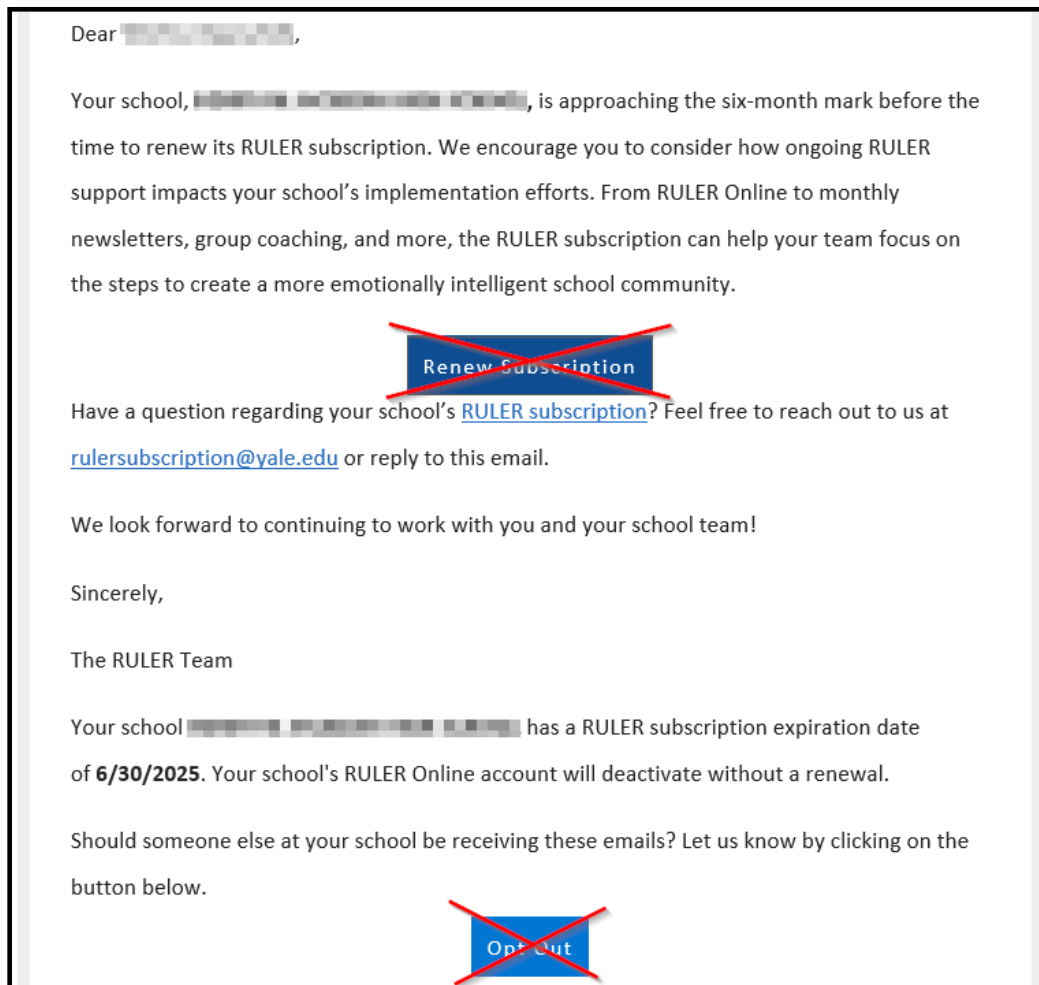
To: All Principals and Assistant Principals
From: Dave Peters, Director of Student Support Services
Regarding: **RULER Online Subscription Notification**

At this point, you have likely already received an email from the Yale Center for Emotional Intelligence (YCEI) with a “Renew Subscription” request.



Because Everett Public Schools centrally coordinates the annual subscription of the RULER Online dashboard for each school, please simply **disregard these emails**.

Also, please **do not** choose the “Opt Out” option as it will remove you from all RULER notifications including helpful information and resources.



Approved for Distribution _____

Peter Scott

January 17, 2025

To: Principals, Assistant Principals, and Office Managers
From: Christopher Ferreira, Safety and Security Director
Regarding: **Update to Hytera Two-Way Radios**

Safety and Security was recently notified by our radio vendor Triton Technical, that our current issue two-way radios (Hytera PD 502 and PD 562(i)) have been discontinued.

The current Hytera PD radio series is being replaced by the HP602 and HP682 below.



HP602 (.91" OLED display)



HP682 (1.8" LCD display)

Any radio orders placed from this point forward will be fulfilled with the HP series. Some items to be aware of:

- HP series are on average \$100 more than the PD series.
- PD series accessories (i.e., earpieces, batteries, and battery chargers) are not compatible with the HP Series.
- To ensure operability, include the radio model when ordering batteries or accessories.

Our supplier is recommending that we exclusively purchase the HP602 to reduce the costs to our district. They claim that, unlike the PD series, the HP series models share the same features except for the larger display screen. So that we can provide you with the best information, Safety and Security has ordered one of each model for field testing to confirm this information. In the interim, we would recommend that schools ordering replacements for the PD562(i) radios delay if possible until we can test the radios. However, orders for PD502 replacements are not impacted and can continue unimpeded.

To access the operational directions for the HP series, please make sure you are signed into DocuShare and use this link. [Hytera HP Reference Guide](#)

If you have any questions, please contact Christopher Ferreira or Anna Jacobsen x5228.

Approved for Distribution


Peter Scott



January 17, 2025

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

Transitional Kindergarten (TK) recruitment and screening is complete. We will be serving 97 students at five elementary schools: Monroe, Silver Lake, Tambark Creek, View Ridge, and Woodside. Specials thanks to these schools and their leaders for welcoming our young learners to their sites. Everyone will benefit in the fall when TK students come to school after a high-quality early learning experience.

Below is a table that shows how many students are coming to TK from the elementary school service areas.

Home School <input checked="" type="checkbox"/>	Total Students per Home School	Total Students per TK School
CWE	2	
EME	5	
FVE	8	
GAE	1	
JAE	4	
JFE	4	
LOE	8	
MAE	4	
MCE	6	
MOE	7	19
PCE	9	
SFE	4	
SLE	7	18
TCE	18	20
VRE	2	19
WHE	1	
WOE	7	21
Total	97	97

TK helps close the opportunity gap we see among students entering kindergarten in the fall.

Approved for Distribution:

Shelley Boten

We also strive to create inclusive classrooms to serve all students, so have partnered with special services to identify students who have IEPs and would benefit from this program because they will be attending general education kindergarten in the fall.

TK begins with Family Connection meetings scheduled for January 24, 27 and 28. Students will be in classrooms on Wednesday, January 29.

If you have questions or would like more information, contact Anne Arnold, ext. 4089 or AArnold@everettsd.org