

Response/Action Required

2025-26 Student Enrollment Projections	1
2024-25 PTSA School Board Recognition Invitation	3
Reach for Reading & MindTap Overview	4
World Language Assessment Results Distribution.....	5
Financial/Teacher Education & Student Lesson Development.....	6
Spring Assessment Building Plans Due in March.....	7
Elementary Summer Program Building Plan 2025	9
PSAT Scores and Student Notification	10
Interpreters for Conferences.....	11
i-Ready Projected Proficiency	12
911 Calling.....	13
Improvements to the Frontline Professional Learning Platform	14
Student Grad Walk Days	15
Student Threat Assessment Audit	16

Response/Action Optional

Educator of the Year 2026 – OSPI Nomination Information	17
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Information Only

Summer Programs 2025	18
----------------------------	----

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

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
March 25: School Board Meeting, 4:30 p.m., Board room A & B
April 17: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B
April 22: School Board Meeting, 4:30 p.m., Board room A & B
April 29: Quarterly Regional Principals Meeting, 9:00 – 11:00 a.m. Region One, Lowell, Region Two, Heatherwood
May 13: School Board Meeting, 4:30 p.m., Board room A & B
May 27: School Board Meeting, 4:30 p.m., Board room A & B
June 10: School Board Meeting, 4:30 p.m., Board room A & B
June 20: Administrators and Supervisors Meeting, 9:00 a.m. – 4:00 p.m. Port Gardner A & B, and BBQ at Aqua Sox picnic area
June 24: School Board Meeting, 4:30 p.m., Board room 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***

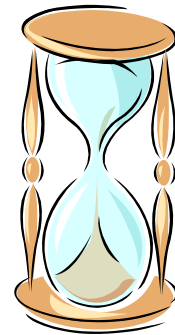
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should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

February 7, 2025

To: All School Principals
From: Andi Tress, Executive Director of Finance
Karen Buchmann, Budget Director
Regarding: **2025-26 Student Enrollment Projections**

Attached is the October 2025 student headcount projection by school and grade. Please review the projection for your school and provide any feedback.

Overall, we are projecting our October 1, 2025 headcount to be 19,821. This is an increase of 98 students over this past October.

If you would like further information, please contact Karen Buchmann

Required Action:

Please provide any feedback you have about your school's projected enrollment to Karen Buchmann by Friday February 14.

Approved for Distribution _____

Andi Tress

2025-26 October Headcount Projections for Staffing & Fiscal Purposes
Includes Special Ed and Highly Capable Students

	Kinder	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
Cedar Wood	93	99	97	125	105	123	642
Emerson	107	105	113	113	112	79	629
Forest View	83	85	89	103	100	101	561
Garfield	55	63	62	67	67	66	380
Hawthorne	50	47	56	54	80	66	353
Jackson	50	59	46	49	57	54	315
Jefferson	85	97	86	97	69	78	512
Lowell	73	76	75	84	89	90	487
Madison	57	57	66	64	61	57	362
Mill Creek	91	115	98	124	120	124	672
Monroe	91	83	100	91	91	80	536
Penny Creek	122	129	116	117	137	115	736
Silver Firs	85	89	109	89	100	96	568
Silver Lake	94	83	74	80	100	70	501
Tambark Creek	101	103	100	124	143	124	695
View Ridge	68	77	85	95	97	78	500
Whittier	62	52	80	77	72	73	416
Woodside	93	101	115	91	87	102	589
Port Gardner	8	8	10	12	10	6	54
Other*	1	2	2	2	2	2	11
Total	1,469	1,530	1,579	1,658	1,699	1,584	9,519

	Grade 6	Grade 7	Grade 8	Total
Eisenhower	283	311	309	903
Evergreen	306	306	311	923
Gateway	373	381	332	1,086
Heatherwood	364	351	358	1,073
North	255	243	240	738
Port Gardner	6	5	5	16
EVA	2	2	2	6
Other*	3	3	4	10
Total	1,592	1,602	1,561	4,755

	Grade 9	Grade 10	Grade 11	Grade 12	Total
Cascade	412	344	372	433	1,561
Everett	453	415	405	342	1,615
Jackson	577	544	521	500	2,142
Sequoia	12	47	46	60	165
Port Gardner	0	0	0	0	0
EVA	7	13	18	14	52
Other*	2	3	3	4	12
Total	1,463	1,366	1,365	1,353	5,547

*other is NWRLC and OOD SpEd schools

District Total	19,821
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Response/Action Required

February 7, 2025

To: Principals and Assistant Principals
From: Cathy Woods, Regional Superintendent
Regarding: **2024-25 PTSA School Board Recognition Invitation**

I would like to share information regarding the 2024-25 PTSA School Board Recognition honoring your PTSA presidents.

The PTSA School Board Recognition is on:

Date: March 11, 2025
Time: 4:30 p.m.
Location: Community Resource Center – Board Rooms A & B and/or Zoom

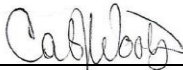
If attending by Zoom, a personal Zoom link will be provided by the Superintendent's office closer to the day of the meeting.

Required Action:

- Please provide the [flyer](#) and personally invite your PTSA presidents.
- Please RSVP by **February 27**, to Cathy Parken at cparken@everettsd.org.
- Please include
 - First and last name
 - Email
 - School
 - Title
 - How attending: in person or Zoom

Thank you for your help spreading the word!

Approved for Distribution:


Cathy Woods



Response/Action Required

February 7, 2025

To: Elementary School Administrator
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Dan Hanson, Director of Digital Resources
Anne Fox, P-5 Instructional Facilitator
Regarding: **Reach for Reading & MindTap Overview**

Cengage (*Reach for Reading*) has completed the digital platform transition from myNGconnect to MindTap. All K-5 teachers can now link *Reach for Reading* products to a Canvas course to access resources. To support teachers, Cengage will be providing an overview of the MindTap online experience to enhance navigation of the new interface. This training is similar to those offered last spring, prior to the transition.

Please share the date and time of the virtual training opportunity:

February 12, 2025: 4:15-5:15 pm

[Zoom Link](#)

Zoom Meeting ID: 958 0063 2143

Zoom Passcode: 373398

Participants are welcome to drop in or stay for the full session. Registration is not required.

Cengage has also provided us with a generic log-in account for universal users or those without a Canvas course. The information has been shared with Instructional Coaches.

Required Action:

- Reach out to [Anne Fox](#) if you would like access to the digital resources for *Reach for Reading*, *Reach into Phonics* or *Reach* (ML) products.
- Please remind staff to link MindTap with Canvas (Homeroom or Reading Course) using the directions on the Digital Portal.
- Share the February 12 MindTap Overview information.
- Contact Anne Arnold, x4089, Dan Hansen, x4212, or Anne Fox, x4022, with any questions or for more information.

Approved for Distribution:

Shelley Boten



Response/Action Required

February 7, 2025

To: All Principals and Registrars
From: Michele Waddel, Director of Assessment and Research
Quiana Hennigan, Student Assessment Coordinator
Regarding: **World Language Assessment Results Distribution**

2024-25 World Language Assessment Scores

World Language Assessment (WLA) scores have been loaded into eSchool. A [score file](#) has been sent to each school's registrar. Registrars must enter the earned credits for students by Thursday, February 20, 2025. The instructions for entering competency credit can be found [here](#). Per [board policy 2415p](#) a parent signed form is no longer required to award credits earned.

Students who have earned all four competency credits or scored a three or higher on a World Language AP exam are eligible for the Seal of Biliteracy. Registrars must transcript proficiency for eligible students by Thursday, February 20. The instructions for entering proficiency can be found [here](#).

Schools will receive two copies of the family score report and transcript letter, one to be sent home with the student and one for the students cum file. These will go out to schools on Thursday, February 6.

Historical WLA Scores

In October, Registrars were given a historical score file for WLA. Registrars must apply scores to those who have not previously been properly awarded credits. Additionally, registrars must run the Cognos report for 'Seal of Biliteracy' to check for those who were previously not marked as proficient. These historical scores must be entered by Thursday, February 20.

The Assessment & Research department will be conducting an audit to ensure that scores are entered and that the proficiency credits are coded correctly. This audit will take place on Friday, February 21.

Required Action:

- Please ensure that registrars award all credits and proficiency for World Language Assessment **by Thursday, February 20.**
- Please ensure family score report and transcript letters are sent home and filed in the students cum file **by Thursday, February 20.**

Approved for Distribution:

Shelley Boten



Response/Action Required

February 7, 2025

To: Secondary Principals and Assistant Principals
From: Dr. Jeanne Willard, Director of College and Career Readiness and
Extended Learning Options
Kalle Spear, Director of Secondary Instruction
Regarding: **Financial/Teacher Education & Student Lesson Development**

Earlier this year, as part of the EPS strategic plan, we received a financial literacy grant through OSPI and the Financial Education Public-Private Partnership (FEPPP), allowing us the opportunity to provide financial literacy education to teachers as well as develop financial literacy lessons for student use. During the 2024-25 school year, we will work with FEPPP representatives to help develop financial literacy lessons for students. These lessons will be ready for implementation during advisory (or other identified times by the teacher representatives) during the 2025-26 school year.

As part of this process, teachers will commit to two release days, funded by the FEPPP grant. The first day would be training around financial literacy. The second day would be lesson review and revision to meet our building needs.

Here are the two release dates for secondary:

Date	Time	Location
Monday, March 10	8:00am - 3:30pm	CRC – Board Room A
Tuesday, March 18	8:00am - 3:30pm	CRC – Port Gardner B

Required Action:

Please email the following information to [Kalle Spear](#) **by Monday, February 24**

- *High schools:* the names of two teachers who would be interested in joining this working group
- *Middle schools:* the name of one teacher who would be interested in joining this working group
- Please let us know if you or a member of your admin team would be interested in joining the group, as well

Approved for Distribution: _____


Shelley Boten



Response/Action Required

February 7, 2025

To: All Principals
From: Michele Waddel, Director of Assessment and Research
Quiana Hennigan, Student Assessment Coordinator
Regarding: **Spring Assessment Building Plans Due in March**

Spring Smarter Balanced Assessment (SBA) and Washington Comprehensive Assessment of Science (WCAS) grades 3-8, 10 and 11 *April 14 - June 6*

SBA Math, SBA Reading, and WCAS assessments provide valuable information on student learning in addition to meeting state and federal accountability requirement. Assessment scores can also be used to meet a student's graduation pathway requirement.

Building plans are required by the state and provide an opportunity for school leaders to reflect on important details that impact student assessment performance. **Spring building plans are due on the following dates:**

- [Elementary School Building Plan due March 14](#)
- [Middle School Building Plan due March 14](#)
- [High School Building Plan due March 7](#)

Spring Office Hours Available

Assessment and Research staff are available every week in February to answer questions as you plan your spring assessments. Questions about bell schedules, practice testing, staffing, and proctoring, makeup testing and more can be workshopped with your peers and the assessment team during the office hours below:

- Office Hour #1: 8:00 am; Wednesday, February 5 - [To join the meeting, click here](#)
- Office Hour #2: 12:00 pm; Tuesday, February 11 - [To join the meeting, click here](#)
- Office Hour #3: 3:00 pm; Thursday, February 20 - [To join the meeting, click here](#)
- Office Hour #4: 3:00 pm; Friday, February 28 - [To join the meeting, click here](#)

Mandatory Spring Assessment Training Reminder

All principals and assistant principals must be in attendance. This ensures that a trained administrator is always on-hand to supervise assessment at your school. We will be looking at building plans at the Administrator Assessment Trainings, so please review the plan prior and bring your questions.

- Building plans are due one week after your grade-band training.
- The required Administrator Assessment Trainings are:

Elementary North: Thursday, February 27, 2025
4:00 – 5:00 pm @ CRC Board Rooms A & B

Elementary South: Wednesday, March 5, 2025
4:00 – 5:00 pm @ Woodside ES Library

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Shelley Boten

Middle School: Tuesday, March 4, 2025
3:30 – 4:30 pm @ Eisenhower MS Library

High School: Wednesday, February 26, 2025
3:00 – 4:00 pm @ CRC Port Gardner Room

Required Action:

- Review building plans prior to Administrator training and bring questions.
- Complete and return applicable building plans to [Justine Palabrica](#) by the due date for your grade-band.
- Ensure all applicable staff are aware of their responsibilities for each assessment and attend training.

Approved for Distribution:



Shelley Boten



Response/Action Required

February 7, 2025

To: Elementary Principals
From: Dr. Jeanne Willard, Executive Director of College & Career Readiness and Extended Learning Options
Regarding: **Elementary Summer Program Building Plan 2025**

Elementary schools may be planning to host their own summer programs. In an effort to coordinate support for programs developed by individual schools, we are gathering information from each elementary school by having each elementary school submit an [Elementary Summer Program Building Plan 2025](#).

If you need support or a “thought partner” in developing a summer program at your elementary school, please reach out to [Jeanne Willard](#). If you are considering the use of categorical funds to pay for summer programming, please contact [Chris Fulford](#).

Required Action:

By Monday, March 3, please submit the [Elementary Summer Program Building Plan 2025](#) to [Jeanne Willard](#).

Approved for Distribution:

Shelley Boten



Response/Action Required

February 7, 2025

To: All Principals
From: Michele Waddel, Director of Assessment and Research
Regarding: **PSAT Scores and Student Notification**

Student Level PSAT score files are available in [OneDrive](#). This file contains both eleventh and tenth grade students. National percentile rankings can be found in columns L, M, and N. Students with a Total PSAT in the 90 percentile and above should take the PSAT again in the fall of their eleventh grade year to qualify for the **National Merit Scholarship Program**. You should also look at students who were above the 90 percentile in one area, Evidence-Based Reading and Writing, or Mathematics. It is possible with a little work, they could increase the lower score and qualify next year. Share with students how to access preparation tools through Khan Academy, Practice Tests, and Practice with Bluebook (<https://satsuite.collegeboard.org/psat-nmsqt/preparing>).

Notify tenth grade students who are in the 90 percentile and above that they should strongly consider sitting for the PSAT next fall to qualify for scholarship opportunities, like National Merit. Sample language that you can adapt for your own use:

Congratulations on your strong performance on the PSAT! Did you know that PSAT scores are used by scholarship granting agencies like National Merit to qualify students? To be entered into consideration for scholarships, including National Merit Scholarships, you must take the PSAT in the fall of your Junior year. Click here to learn more about the [National Merit Scholarship Program](#).

Column O through column AL contains information about AP Potential. Students are rated as having potential (P) or some potential (S) in specific course areas. Using the PSAT data, the College Board can determine which courses students have a high probability of success in. Share this information and encourage students to take an AP class.

Required Action:

- Pull down the file of student scores.
- Notify tenth grade students in the 90 percentile about the opportunities available for them if they retest in the fall.
- Share tools for PSAT preparation.
- Encourage students to take AP courses based on their AP Potential information.

Approved for Distribution:

Shelley Boten



Response/Action Required

February 7, 2025

To: Elementary Principals, Assistant Principals, and Office Managers
From: Chris Fulford, Director of Categorical Programs
Regarding: **Interpreters for Conferences**

With the new format for parent teacher conferences being only two days, we would like to encourage you to determine the need for interpreters at your school and put in the requests as soon as you can. Please group conferences in the same language back-to-back so you can utilize your interpreters as much as possible. We do pay for the entire time they are on site, not just the time spent interpreting.

Schedule in person and video interpreters through the [Linguist Link](#) platform with our 3 main vendors only (RISNW, Prisma, and ULS), and the one vendor that does video only (MindLink).

In the event there is a shortage of in person interpreters in any language, please consider using the alternatives below:

-3-way phone services (LionBridge or LanguageLink)

-ILA device, if you need an additional device, we do have some to loan out, please email Interpreter@everettsd.org with your request.

-Pocket talk devices

Here's the link to the [Accessing interpreter and translators](#) page in Docushare with the links and information you will need to request interpreters.

Required Action:

- Please share this information with staff in need of information related to interpreters and translations for conferences.
- If you have any questions, please contact Megan Rude at ext. 4247 or email to MRude@everettsd.org.

Approved for Distribution:

Shelley Boten



Response/Action Required

February 7, 2025

To: Elementary and Middle School Principals
 From: Michele Waddel, Director of Assessment and Research
 Regarding: **i-Ready Projected Proficiency**

The i-Ready Projected Proficiency report can provide important information about student potential performance on the Smarter Balanced Assessment in English Language Arts and Mathematics. Determined through a linking study that Curriculum Associates conducted with state assessments across the country, the report takes into consideration proficiency based on the amount of growth that the student has made:

- makes no growth on the diagnostic
- meets the Typical Growth goal on the diagnostic
- meets the Stretch Growth goal on the diagnostic

To view your data:



As a reminder, growth on the diagnostic relies on grade level learning in the classroom as well as filling in any gaps in learning that might impact whether the student can have access on grade level standards.

- **Typical Growth** represents the growth of the typical student performing at a specific level on the diagnostic growth in a year.
- The **Stretch Growth Goal** is the amount of growth needed for students to meet standard in one or more years. This growth goal is dependent upon how far a student is behind.

Grade 4	Proficiency: No Additional Growth		58%	35%	23%	16%	26%	1,297/1,601
	Projection: Typical Growth Achieved		64%	41%	23%	16%	21%	1,297/1,601
	Projection: Stretch Growth Achieved		69%	47%	22%	13%	17%	1,297/1,601

Required Action:

- Review the Projected Proficiency report for your school.
- Contact [Michele Waddel](#) with any questions.

Approved for Distribution:

Shelley Boten



Response/Action Required

February 7, 2025

To: Building Administrators, Department Directors
From: Dr. Brian Beckley, Chief Information Officer
Christopher Ferreira, Director, Safety & Security
Will Gendron, Telecommunication Systems Coordinator
Regarding: **911 Calling**

In the event you need to call 911 from any district building, go to the nearest phone and dial **9 1 1**. *There is no need to dial 9 or 1 before dialing 911 from a district phone.*

Inform the dispatcher of the emergency, clearly stating the nature of the crisis, such as a medical emergency, fire, or active threat; always prioritize calling 911 in a serious situation and follow the dispatcher's instructions. If you dialed by accident, stay on the line and advise them.

When to call 911 from school:

- Serious medical emergencies like severe injuries, seizures, or loss of consciousness
- Active shooter situations or other violent threats
- Fires or significant smoke
- Major accidents or injuries

Key points to remember when calling 911

- **Be clear and concise:**

State the emergency clearly, including the location (school name and address).

- **Identify yourself:**

Provide your name and role (student, teacher, staff member) if asked.

- **Stay calm:**

Even if you are panicked, try to speak calmly and clearly to the dispatcher.

- **Follow instructions:**

Listen carefully to the dispatcher's instructions and follow them precisely.

Please use 911 responsibly. Call only if you need an emergency response from police, fire, or medics.

For non-emergencies, call the local police or fire department, or another appropriate agency.

Required Action:

Please share this information with staff.

Approved for Distribution:


Brian Beckley



Response/Action Required

February 7, 2025

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

We have been preparing for the updates to the Frontline Professional Learning platform which were scheduled to go live on January 30. Frontline has paused the updates to ensure a smooth transition. We are projected to shift to the new platform in March or April.

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

Required Action:

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

Approved for Distribution _____

Peter Scott



Response/Action Required

February 7, 2025

To: Elementary & Middle School Principals
From: Cathy Woods, Regional Superintendent
Pete Misner, Regional Superintendent
Regarding: **Student Grad Walk Days**

In collecting feedback regarding a common grad walk day, the following days have been assigned for middle and elementary schools:

- June 11 for middle schools
- June 12 for elementary schools

Required Action:

Principals, please determine a time for your schools' grad walk and post it in the appropriate 2024-25 regional event spreadsheet.

[Region 1 Events Spreadsheet](#)

[Region 2 Events Spreadsheet](#)

Approved for Distribution:

Cathy Woods

Pete Misner



Response/Action Required

February 7, 2025

To: School Administrators
From: Christopher Ferreira, Director of Safety & Security
Regarding: **Student Threat Assessment Audit**

The Washington Office of Superintendent of Public Instruction requires that we conduct an audit of completed student threat assessments twice per year (January and June). Please click on this [link](#) and review the document against the completed student threat assessments you have on hand for the 2024-25 school year. Please scan and email Christopher Ferreira any that you have that are not listed.

As a reminder, the best practice is to interview the Student and Parent as soon after the incident as practical using the appropriate questionnaires. Before convening the Building Level Team, Staff questionnaires should be disbursed and collected by the Building Level Team Facilitator. Additionally, please ensure that the Building Level Team members are documented on the Building Level Team form (Page 14). Finally, the current process guide and forms can be found [here](#).

Thank you for your attention.

Required Action:

Please discard and discontinue the use of any other forms you currently have on hand.

Approved for Distribution

Peter Scott



RESPONSE/ACTION OPTIONAL

Items in this section are requested but not required.

Participation is usually valuable, and building administrators are strongly encouraged to consider each item individually.





Response/Action Optional

February 7, 2025

To: All Principals
From: Chad Golden, Executive Director of Human Resources
Regarding: **Educator of the Year 2026 – OSPI Nomination Information**

Washington State's Educator of the Year program recognizes a cohort of regional finalists nominated through educational service districts (Everett's is [NWESD 189](#)) and selects one state Teacher of the Year annually and one Classified School Employee of the Year annually. The state Teacher of the Year is Washington's nominee for the National Teacher of the Year. The state Classified School Employee of the Year is Washington's nominee for the US Department of Education's national Recognizing Inspiring School Employees (RISE) award. Washington's educational service districts and tribal schools each select regional finalists for each category. The state selection committee chooses a regional finalist as Teacher of the Year and a regional finalist for Classified School Employee of the year. The committee reviews a written application and interviews each finalist when making its decision. He/she is selected in mid-September.

The nomination [form](#) requires the person nominating an educator to provide the following:

- Name of nominee, email address, and basic information about their current position, supervisor, school, district and educational service district
- Your name, contact information, and relationship to the nominee
- A statement of nomination

☐ **Deadline to nominate is: *March 2, 2025***

☐ **Nominate an Educator of the Year [here](#)**

Now, perhaps more than ever it's important to recognize the positive influence of an educator in your life or at your school. Nominate them today!

☐ **If you nominate an outstanding educator**, please notify Chad Golden cgolden@everettsd.org or Jean Hanson jhanson@everettsd.org

☐ **For more information please visit:** OSPI Educator of the Year [website](#)

The teacher nominated and selected represents our many impressive teachers dedicated to serving students in Everett Public Schools. Past honorees have included:

- | | | | |
|--|---|---|--|
| <ul style="list-style-type: none">• Gregg Elder• Lynn Watson• Wanda Hill• Barb Lark• Dianne Lundberg | <ul style="list-style-type: none">• Cynthia McIntyre• Nancy Olson• Bev Robertson• Joanne Buiteweg• Joan Litzkow | <ul style="list-style-type: none">• Commander Rick Gile• Lois Craig• Barney Peterson• Andrea Meuret• Stacy Stephens | <ul style="list-style-type: none">• Becky Kitzman• Margaret Ames• Mary Elizabeth Branch• Alina Houser• Sarah Manus |
|--|---|---|--|

Regional finalists are honored, and the state winner is announced at a fall awards ceremony. Regional finalists and the state winner receive awards from program sponsors, attends a leadership retreat, and other professional development opportunities.

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.



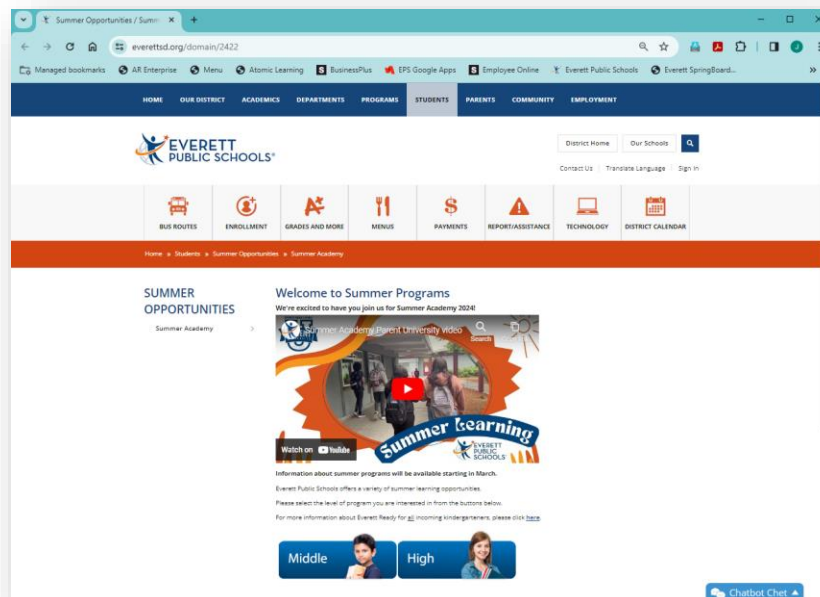


February 7, 2025

To: Administrators, District Program Administrators, Counselors, Coaches, and Facilitators
From: Dr. Jeanne Willard, Executive Director of College & Career Readiness and Extended Learning Programs
Regarding: **Summer Programs 2025**

Summer Opportunities Website

Starting the week of March 10, the [Summer Opportunities](#) website will go live with information about **Middle School and High School Summer Academy**. For the most current information about summer programming, please visit and encourage staff, students, and families to visit the website for more information.



Brochures

The following brochures describe Middle School and High School Summer Academy:

- [Middle School Summer Academy](#)
- [High School Summer Academy](#)

Staff Hiring

- All Middle School and High School Summer Academy positions and Elementary Extended School Year (ESY) positions will be posted in Frontline on February 25.
- Directions for completing the Summer Academy Application Process are described in this [handout](#).

Approved for Distribution:

Shelley Boten

Summer Program Overview

Program	Grades	Who	When & Where
Elementary School Extended School Year (ESY)	Current K – 4th grade	Students with IEPs who have been identified for extended school year services in Life Skills or Extended Resource Room programs	July 7 – July 25 8:15 am – 12:15 pm Monday – Friday @ View Ridge Elementary School
Middle School Summer Academy (Math & English Language Arts)	Current 5th – 7th grades	Students who are interested in strengthening their grade level math and English Language Arts skills	July 7 – July 25 8:15 am – 12:15 pm Monday – Friday @ Eisenhower Middle School
Middle School Bridge to Accelerated Math		Students who are interested in moving from the regular math pathway to accelerated math	
Middle School Multilingual Learners		Multilingual Learner (ML) students by eligibility criteria	
Middle School Extended School Year (ESY)		Students with IEPs who have been identified for extended school year services in Life Skills or Extended Resource Room programs	
High School Summer Online High School (Credit Advancement)	Current 8th – 12th grades	Students who would like to earn additional credits to open up future class opportunities; tuition is \$350 per 0.5 credit for in-district students and \$450 per 0.5 credit for out-of-district students; scholarships available	June 23 – July 31 Monday – Friday No school July 4 @ Online High School Summer Academy
High School Summer Academy (Credit Recovery)		Students who need credit recovery opportunities to graduate on-time	July 7 – July 25 7:30 am – 1:30 pm Monday – Friday @ Eisenhower Middle School
High School Multilingual Learners		Specific courses for ML students, including WA State History, Intro to English, Comp Lit, and Language Acquisition	
High School Extended School Year (ESY)		Students with IEPs who have been identified for extended school year services in Life Skills or Extended Resource Room programs	

Contact

If you have any questions or require additional information, please contact [Jeanne Willard](#), x4078.