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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

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***

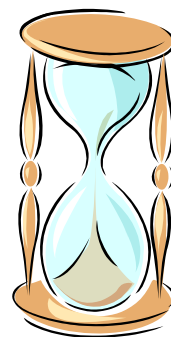
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should 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 14, 2025

To: High School Administrators and High School Office Managers
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **Empower to Lead Student Summit – Field Trip Planning**

We are asking each secondary school to mobilize a group of fifty students to attend the annual Empower to Lead Student Summit on **Wednesday, March 12, 2025 from 8:00 a.m. to 1:15 p.m. (check-in begins at 8 a.m.)** at the Community Resource Center. Participation in this conference is free and lunch is provided.

What is Empower to Lead Student Summit?

The summit is designed to build a space for Everett Public Schools' high school students to engage in a day of learning, exploration, and community. The objective of this event is to inspire students to become transformative leaders in their school communities and beyond, with a shared commitment to advancing our district commitment to equitable outcomes and inclusive belonging for all. The summit encourages students to reflect on their individual and collective potential, motivating them to take positive action that directly impacts their school environment. The summit will also provide students with the opportunity to connect with educators and community leaders while exploring various higher education pathways, further reinforcing their belief that they can shape their futures and the future of those around them.

Who can attend the Empower to Lead Student Summit?

While the target audience is all high school students in Everett Public Schools, our department highly recommends intentional recruitment of students apart of our department's Student Voices, students of color, AVID students, and student leaders.

How do student's register?

Each high school has a designated point of contact and has been emailed the process for student registration and will be provided two optional Microsoft Teams Meetings for any questions or need of additional support.

Optional Registration Support Microsoft Teams Meeting:

Friday, February 14, 2025 and Wednesday, February 19, 2025

8:00 am – 9:00 am & 2:00 pm – 3:00 pm

****If these dates and time frames are not feasible, please email krands@everettsd.org.****

Required Action:

- Please share with your office manager and or field trip office support staff.

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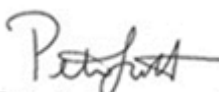
Peter Scott

Field Trip Planning

Please follow the field trip planning steps below. Our department will pay for **one bus** and up to **two substitutes**. If you require more than one bus, please contact Kailani Rands x4286. It is expected that an administrator and/or counselor attend with the students. Additional staff members are invited but reminder that only two substitutes are available.

Step	Deadline By	To Do	Process
1.	Friday, February 14	Complete and Submit Trip Tracker Request	Office Manager/Field Trip Office Staff: <ul style="list-style-type: none">• Complete the Trip Tracker Request. Point of Contacts: <ul style="list-style-type: none">• Complete the remaining fields in the field trip paperwork. Paperwork was sent to the point of contact or your school principal via email. Paperwork is also available via your school specific folder below. Field Trip Packets Per School: <ul style="list-style-type: none">• Cascade High School• Everett High School• Jackson High School• Sequoia High School
2.	Week of February 10 – February 26	Advertise Empower to Lead	Point of Contacts: <ul style="list-style-type: none">• Post posters in highly visible student areas and share ETL permission packets with school counselors, career specialists, and student club advisors to assist you in marketing this opportunity.• Recruit adult chaperones for event and provide names to office manager. **The DEI Department will sponsor up to 2 substitutes to chaperone. **
3.	Friday, February 28	Final Student & Adult Counts Due Student Registration & Lunch Selection Due	Office manager please enter up to 2 <u>substitutes</u> request in SmartFindExpress. Please use the same budget code as received for the Field Trip Request Form. <ul style="list-style-type: none">• Use “District Release”• Enter into administrator notes: “Empower to Lead Chaperone”• Email krands@everettsd.org with job number. Point of Contacts: All student permission packets are due. <ul style="list-style-type: none">• Scan and email all permission packets to krands@everettsd.org.• Assist in ensuring that all students have completed their ETL registration.

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Peter Scott



Response/Action Required

February 14, 2025

To: Elementary School Administrators
From: Dr. Shelley Boten, Chief Academic Officer
Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Regarding: **P-3 Leadership Certificated Program Information**

At the January 16 Administrators and Supervisors meeting, information was shared about an opportunity to participate in the P-3 Leadership Certificate program through the National P-3 Center at the University of Colorado in Denver.

The P-3 Leadership Certificate Program provides elementary and early learning leaders with skills and knowledge to lead cross-system improvements and to implement instructional reforms that benefit our youngest learners, preschool through third grade. This fully online, executive-style program is for working professionals who want to engage in intentional and collaborative learning to deepen their understanding of child development, school leadership, and learning opportunities that dismantle historic inequities. The ten-month program cycles begin in June 2025 and complete the following March 2026.

To learn more about the opportunity please join the information session being provided by the EPS Academics team on **Thursday, February 20, 1:30-2:30 pm**. Use this link to join the zoom session: <https://everettsd.zoom.us/j/95661522193> Passcode: P3

For more information on the P-3 Leadership Certificate Program click on this link: <https://education.ucdenver.edu/continuing-education/certificates/p-3-leadership-certificate>

Required Action:

- Please join the information session if you're interested in more information about the P-3 Leadership Certificate Program at the University of Colorado <https://everettsd.zoom.us/j/95661522193> Passcode: P3
- If you have questions or need more information, contact: Anne Arnold at ext. 4089 or email aarnold@everettsd.org

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Shelley Boten



Response/Action Required

February 14, 2025

To: Secondary Principals and CTE Building Administrators
From: Anthony Anderson, Director of CTE/STEM and Choice Programs
Regarding: **Industry Recognized Certification and WBL Reporting**

Per OSPI, Washington State CTE Program Standards define and require Work Based Learning (WBL) as a component of **all CTE programs**. It prepares students for the world of work by introducing them to workplace competencies and **must be offered in all CTE courses** once per semester for semester long courses; once per year for year-long courses.

[The OSPI list of approved WBL opportunities are linked here.](#)

Also, per OSPI, Washington State CTE Program Standards require all CTE Preparatory courses to offer at least one certificate/credential (once per semester for semester long courses; once per year for yearlong courses), or CTE Dual Credit, College in the High School, or AP credit.

There are several options available, depending on the course(s) you teach.

Some examples include:

- OSHA 10
- First Aid/CPR/AED
- Food Worker Card
- Paraeducator Certification
- WA STARS Child Care Basics
- Microsoft Office User Specialist

[The complete OSPI list of approved IRCs is linked here.](#)

All CTE teachers will be required to complete their reporting no later than June 6 for their second semester / end of year reporting to accommodate for the eSchool rollover to Synergy.

All CTE Administrators will be invited to a Mandatory CTE Administrator Meeting to review Industry Recognized Credentials (IRC) and WBL information so they can be best prepared to support their teachers. The meeting will be:

Wednesday, March 5

2:30-3:30pm

Zoom - <https://everettsd.zoom.us/j/98172067078>

Required Action:

- Communicate with your CTE teachers that all IRC and WBL opportunities must be offered as indicated above.
- Communicate that reporting will be required **no later than June 6**.

Approved for Distribution:

Shelley Boten



Response/Action Required

February 14, 2025

To: All Administrators
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **February National Observances: Black History Month**

“Each of us has a magic inside of us that we can use to make the world a better place.”
—Marley Dias

Each year Black History Month also known as African American Month provides us the opportunity to celebrate the history, achievements, and contributions of African Americans in every area of endeavor throughout our history. Our department has compiled various resources on the [Diversity, Equity, and Inclusion website](#) under “Resources” and section “National Observances & Additional Resources”.

In addition, the organization Learning for Justice in the following articles, [Black History Month: Teaching the Complete History](#) and [Four Black History Month Must—Haves](#) shared the following strategies that could be used in the classroom:

- Teach the History of Liberation Movements
- Honor Black Civic Engagement
- Recognize Intersectional Black Identity
- Celebrate Black Literature
- Begin with student voice and experience
- Educate students about the socio-political context
- Highlight the role other communities of color play in black history
- Introduce the complex descriptions of key figures in history

Each of these strategies can help move classroom discussions from past trauma to enlightenment and empowerment. As well as provide opportunities for our students to learn a more accurate, balanced, and humanizing accounts of Black experiences.

Required Action:

Please share this information with your teachers and other staff.

Approved for Distribution

Peter Scott



Response/Action Required

February 14, 2025

To: High School Principals and Academic Directors
From: Dr. Jeanne Willard, Executive Director of College & Career Readiness and Extended Learning Options
Regarding: **New CIHS Teachers Application and Courses for 2025-26**

Everett Public Schools has established interlocal agreements with local and state colleges to offer College in the High School (CiHS) for some courses taught by qualified high school teaching staff.

For the 2025-26 school year, all new CiHS teachers must apply using the [Everett Public Schools CiHS Application](#). The window for applications varies based on the postsecondary institution as listed below.

Application windows:

- [Edmonds College](#) CiHS application window open through May 30
- [Everett Community College](#) CiHS application window through May 30
- **NEW!** [Central Washington University](#) and [Eastern Washington University](#) CiHS programs will also be available for the 2025-26 school year; application windows are open through May 15

To review teachers and courses already approved for CiHS, please review the [CiHS Approved Teacher List](#). A teacher must be approved for each CiHS course. Currently approved teachers and courses do not need to be re-approved for the upcoming school year unless the postsecondary institution has a renewal process. When in doubt about CiHS status, please contact cihs@everettsd.org.

For more information, please contact cihs@everettsd.org.

Required Action:

Please share this information with staff who would like to apply to teach CiHS for the 2025-26 school year.

Approved for Distribution:

Shelley Boten



Response/Action Required

February 14, 2025

To: All Elementary Principals
From: Michele Waddel, Director of Assessment and Research
Regarding: **i-Ready Stretch Growth**

Stretch Growth in Two Consecutive Years Leads to Proficiency

i-Ready is continuing their research and resource development around student learning growth. Their research shows that reaching or exceeding Stretch Growth places students on a pathway to proficiency and that when meeting/exceeding Stretch Growth in 2 consecutive years, a very high percentage of students are on grade level proficiency.



Stretch growth research:

- [Variation in Attainment of i-Ready Stretch Growth in Reading and Mathematics: What Can We Learn from Students' Usage of i-Ready Personalized Instruction?](#)
- [Pathways to Success: How Stretch Growth Goals Support Learning Recovery](#)
- [Variation in i-Ready Growth: Is Typical Growth Enough for Students Who Have Fallen Behind?](#)

Monitor the Stretch Growth Student Groups (Available Now)

- Updated Report Groups
 - Met or exceeded Stretch Growth 24-25
 - Diagnostic placement of below grade level

To track and support the use of Personalized Instruction for these students, use the instructions provided in the October 18 *Communication to Principals* item "[Monitoring i-Ready Personalized Instruction Progress](#)".

Personalized Instruction Summary

Vocabulary 6-8 lessons are now in an integrated path on these lessons will appear in the Comprehension integrated domains at 6-8, click [here](#).

Subject: Reading School: All Teachers Teacher: All Teachers Class/Report Group: Select One

Date Range: Last Month

REAS00.858254 - 11.858254.IRY

REAS00.858255 - 11.858255.IRY

REAS00.858256 - 11.858256.IRY

ELEMENTARY SCHOOL - Stretch Growth Met 2023-2024, Reading

ELEMENTARY SCHOOL - Stretch Growth Met 2023-2024, Reading

To find the report group from Class View, scroll to the bottom of the classes.

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Required Action:

- Review the report group and encourage these students to continue to use i-Ready Personalized Instruction with support and intervention as needed by staff.
- Contact Michele Waddel at mwaddel@everettsd.org or ext. 4055 if you have questions.
- *Monitor, encourage, and support today.*

Approved for Distribution:**Shelley Boten**



Response/Action Required

February 14, 2025

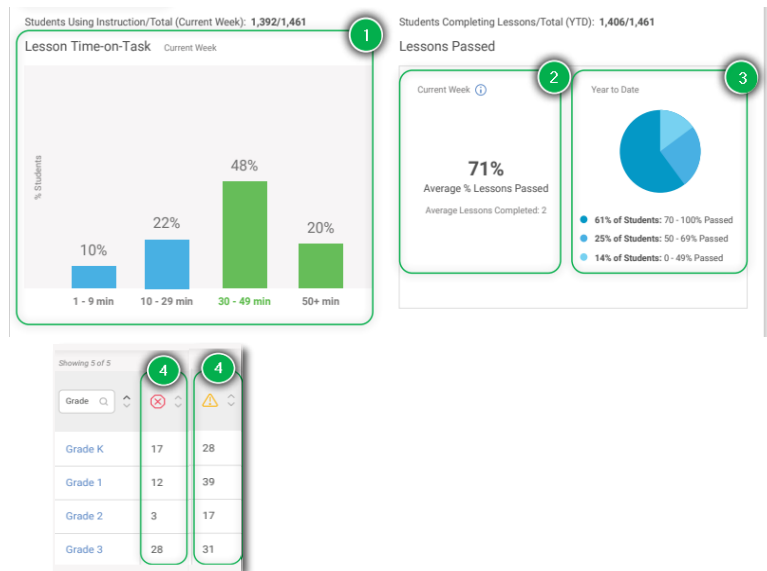
To: Elementary School Principals
 From: Michele Waddel, Director of Assessment and Research
 Regarding: **Monitoring i-Ready Personalized Instruction Progress**

Monitoring Personalized Instruction for Administrators and Coaches

To monitor student progress, click on reading or math in the Monitor Personalized Instruction section of the main screen.

This will take you to the i-Ready Personalized Instruction Summary (School) ([instructions](#); [administrator guidance worksheet](#)) where you can see:

1. Lesson Time on Task for school
2. Lessons Passed
3. How many students are accessing instruction and completing lessons
4. Active alerts



Monitoring Personalized Instruction in i-Ready for Teachers

Ways to monitor: *Personalized Instruction*

by Class

- Lesson Time on Task for the class and for each student individually
- Lessons Passed for the class and for each student individually
- Active alerts for any students



([instructions](#); [video](#))

by Student

- Current, past & upcoming lesson information (including average duration, duration this student actually spent, percent passed, and access for you to view the lessons and quiz)
- Progress across the grade bands by domain (and the ability to turn off a domain if needed)
- Alerts by lesson that indicate a need for interventions ([instructions](#))



([instructions](#); [video](#))

Specific Guidance: Monitor|Observe and Reflect|Take Action

[Worksheet](#)

Approved for Distribution:

Shelley Boten

Monitoring Personalized Instruction in i-Ready for Teachers

Teachers should intervene if:

- Students are not meeting school i-Ready minutes or lesson goals
- Alerts appear (Domain Shutoff or Student Support Alerts), or students are struggling to pass lessons or taking a long time to complete lessons ([instructions](#) on how to intervene and turn domains back on)
- Students are working above grade level ([instructions](#) on how to turn off a domain to prevent a student from accessing above grade level content)



Plory is coming to Visit Everett Public Schools!

Optional: It is not too late! Administrators can still schedule Plory's visit to their individual school site in February 2025.

If you want this optional opportunity, take a look at [Plory's Bookings Calendar](#) and schedule a time TODAY!

How do the visits work?

The Assessment and Research Department will deliver Plory to the school site, the morning of Plory's Visit. The school site will determine Plory's activities for the day including their escort. A school representative will escort Plory back to the CRC to the Assessment and Research Department at the end of the day.

Required Action:

- Explore these reports.
- Share reports and instructions with staff.
- Contact [Michele Waddel](#) if you need assistance with these reports.

Approved for Distribution:

Shelley Boten



INFORMATION ONLY

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





Information Only

February 14, 2025

To: All Staff
From: Dr. Brian Beckley, Chief Information Officer
Karen Hickenbottom, Director of Learning Management Services
Tavis Miller, Director of Instructional Technology
Regarding: **Canva Implementation**

This week emails were sent out to staff who have designs built in Canva in two different accounts: @everettsd.org and @apps.everettsd.org

We are going to give those folks until Feb 21 to move any designs they want to save to the correct account.

If you did not get an email but have a Canva account you do not need to do anything at this time! That just means that you have only ever had one account and Canva will be able to move you to a district account without any additional steps on your part.

If you are currently paying for a Canva Pro account, do not renew! The Pro version and the Education version are the same.

Here are the directions you can follow to cancel a paid account: [instructions for canceling a Canva plan](#).

Approved for Distribution: _____


Brian Beckley



February 14, 2025

To: All Administrators
From: Chris Fulford, Director of Categorical Programs
Regarding: **Language Access Services and Tools**

As the need to communicate with students, parents and families in their chosen language is increasing, we are always looking for ways to open the lines of communication. When an interpreter or translator is not available, we have found some devices and web-based platforms that may help.

All schools now have an ILA device to keep in the office to support quick conversations with families or to use for meetings or presentations. There are also some ILA devices along with RODE microphones available from the CRC that can be checked out to use for gatherings or presentations. Please consider using these devices in Broadcast mode for your spring or end of year events, including graduations, conferences, celebrations, and transition events to help support family's needs. A QR code can be generated for your ILA device that you can post for families to scan with their personal phones to connect in the language they select. You can find instructions for this in [Docushare](#), or reach out to your field techs for support or the Language Access coordinator, Megan Rude.

Many schools also have pocket talk devices. These small devices are very helpful in school offices, recess or in the lunchroom for simple, quick conversations with students or families.

All staff members can create a TransAct/ParentNotices [account](#). OSPI has paid for many state and federal documents to be translated in the top ten languages spoken in Washington State, and many are in the top twenty. This platform has health forms, signage, sample letters, attendance information and much more!

Google translate is also a great tool you can access for a simple AI generated written translation.

None of these tools should replace in person, virtual or phone interpreters, but they are just another support tool for you to use. We have a district approved statement that has been translated into our top five languages you can use along with these tools, you can find the link in [Docushare](#).

Each school will be receiving two posters in Inter-district mail that can be placed in the office or entryway. The poster informs families in multiple languages that interpreters can be made available at their request.

You can find Language Access resources and information in [Canvas](#), [Docushare](#) or on the staff Language Access page. If you have time and would like to give optional feedback on the language access tools available and any needs, please feel free to fill out this [survey](#).

Please contact Megan Rude, Language Access Coordinator with any questions at ext. 4247 or MRude@everettsd.org

Approved for Distribution:

Shelley Boten



February 14, 2025

To: All Staff
From: Dr. Brian Beckley, Chief Information Officer
Karen Hickenbottom, Director of Learning Management Services
Tavis Miller, Director of Instructional Technology
Regarding: **Synergy Training Update**

Training Dates

We have been working hard to put together a training plan that will provide all SIS Users with some choice and flexibility in how and when they will get their training this Spring.

The **training window for SIS users** (those that currently use the eSchoolPlus for much of their work) will be **May 27 – June 18**. Within that time frame you'll have multiple choices about how and when you'll be able to schedule your training. You will have choices for both online and in-person classes for all the available modules for your role.

The **training window for teachers** will be on **one of the LID Days in August**. We are still working out details specifically about which dates and times.

The goal is to roll out the schedule and allow staff to register for dates on April 14.

Scribe Extension

We are using a tool called Scribe to build our training materials. For those wishing to get ahead and set up their Scribe account early you should see it on Friday in your Extensions list.

SCRIBE ACTIVATION

Access it by clicking the puzzle piece icon in your extension bar of Google Chrome.

Click the push pin icon.

Next, click the Scribe icon, now found in your Google Chrome Extension Bar:

Next, click the **Sign in to Scribe** button.

Use your district Google sign-in to create and sign into Scribe.

Approved for Distribution:

Brian Beckley