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## Information Only

No Items

## 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 “file folder” icon, upper left. Scroll down
2. Open “Public Folders”
3. Open “All Public Folders”
4. Open “Administrative Team”
5. Click on “Administrative Calendar” to open

### **Substitute Outlook Calendar Instructions**

1. Open Outlook in the Calendar view
2. From the “Home” menu bar Select “Add Calendar”
3. Select “Open Shared Calendar” – type in **Calendar Professional Learning**
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 Professional Learning Department.

### **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 24:** School Board Meeting, 4:30 p.m., Board room A & B  
**TBD:** Administrators and Supervisors Meeting, 9:00 a.m. – 4:00 p.m. Port Gardner A & B, and BBQ at Aqua Sox picnic area

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](mailto:cgolden@everettsd.org), 425-385-4100  
 504 Coordinator – Dave Peters, [dpeters@everettsd.org](mailto:dpeters@everettsd.org), 425-385-4063  
 Gender-Inclusive Schools Coordinator – Joi Grant, [jgrant@everettsd.org](mailto: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***

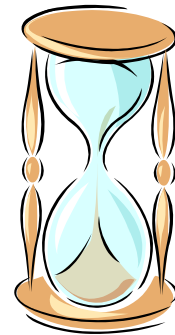
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should 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](mailto: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 28, 2025

To: Elementary Administrators and Office Staff  
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs  
Regarding: **25-26 Kindergarten Enrollment Timeline & Age Requirements**

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**To attend kindergarten in the 2025-26 school year**, students must be *no less than five years old* prior to September 1, 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.

Once a family enrolls an age-eligible student in EPS, a school or teacher should not tell the family that their student is “not ready for kindergarten.” Unenrollment, to attend transitional kindergarten or a preschool program, is not acceptable practice. If a student is enrolled and exhibits unexpected behaviors or raises developmental concerns, best practice is to access resources to identify the necessary supports, not remove the student from school until a later date. We lose the opportunity to adequately support a student if we remove them from school when they are eligible to attend.

**Early Entrance:** Everett Public Schools does not offer Early Entrance to Kindergarten (a student turns five years old after August 31) program. Instead, we offer several high-quality early learning options, including Early Childhood Education & Assistance Program (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.

**Grade Level Placement:** To create system alignment and clarity around kindergarten entry age, the following guidance should be considered when families request to enroll their students in kindergarten at six years old.

- To honor parents as the child’s first teacher, we want to respectfully consider and review a request to delay kindergarten enrollment because they believe, and/or a professional has recommended, that the student would benefit from a later entry age. This request could be based on social emotional development, premature birth, medical concerns, or no early learning experience, as well as other individual needs.
- While grade level placement by chronological age is preferred, in most cases, the situation of summer birthdays, defined as a birthday in June, July or August, is a sufficient reason to request waiting for kindergarten enrollment. We would not, however, support enrolling a student in kindergarten who has a birthday earlier in the year and would turn seven years old in the kindergarten school year.
- If a child hasn’t had kindergarten experience, is being enrolled this year and will be six years old by September 1, 2025, the above considerations along with a summer birthday could be reasons to place the student in kindergarten, not first grade. If a probationary placement is recommended until the final placement decision can be determined, the recommendation is to do so in the lower grade, moving a student up to first grade if the student would benefit from that change rather than placing the student in first grade, then moving them to kindergarten, if needed. As always, retention is not a tenable solution and presents many other issues that are detrimental to student development.

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**Shelley Boten**

### **Kindergarten Enrollment Timeline:**

- **Kindergarten enrollment** for the 2025-26 school year launched with the Kindergarten Kick-Off Webinar on Tuesday, February 25.
- **Kindergarten Enrollment** opens on Monday, March 3, for online and in-person enrollment.

**\*\*Spring enrollment** is especially important this year because of the implementation of the new student information system, Synergy. Enrollment will be interrupted from late June to an undetermined date in July due to the transition to the new system. If students are already enrolled, this presents no challenge but if not, their enrollment could be delayed, affecting participation in Everett Ready, set-up of transportation routes, and other important processes.

- **School-based enrollment supports** are encouraged during already-planned events in April and May. If you have a multi-cultural night or PTA/PTSA event these would be good opportunities to set up an enrollment table with Chromebooks and someone to answer questions about enrollment and provide support to families. This is a school-specific decision. A link to a calendar for event sign-up will be sent out soon. We will provide materials to support your events once we receive the dates.
- **Getting Ready for Kindergarten Orientation** is the school's traditional opportunity to invite families to tour the campus, meet teachers and learn about their new school and kindergarten programs. These sessions should be scheduled in the month of May. We will promote each school's date centrally and provide Kindergarten Kits with a children's book and resources to encourage families to attend. A link to a calendar for event sign-up will be sent out in March.
- **Everett Ready is planned for August 18-21** (in the mornings) and is available for all enrolled kindergarten students. Families can register for Everett Ready when they enroll their student in kindergarten. In addition to the student program, there is a family meeting held at each school during the Everett Ready week.

### **Required Action:**

Please promote kindergarten enrollment in the following ways:

- Select a date in May for your school's *Getting Ready for Kindergarten Orientation Night* and submit it on the calendar which will be sent out in March. The P-5 team will promote it centrally and supply kindergarten kits for all families.
- Send an announcement home to families via your newsletter and/or Parent Square.
- Put yard signs and the enrollment banners around the school or at local churches and locations where your community gathers.
- Put an announcement on the school reader board.
- If you have a preschool program near your school, share kindergarten enrollment information with the families or put signage around the preschool classrooms (ECEAP and DPK students do not need to re-enroll for kindergarten. They will roll-up in the summer.)
- If you have questions, contact Anne Arnold [aarnold@everettsd.org](mailto:aarnold@everettsd.org) Ext. 4089 or Rola Bachour [rbachour2@everettsd.org](mailto:rbachour2@everettsd.org) Ext. 4290.

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## Response/Action Required

February 28, 2025

To: Elementary and Middle School Principals  
From: Anthony Anderson, Director of STEM, CTE, and Choice Programs  
Regarding: **STEM4Good Spring Registration Open – Due by March 13**

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**Washington Alliance for Better Schools (WABS) registration is open** for their spring session of STEM4Good; a once-per-week after-school program for students, empowering them to tackle local challenges while exploring STEM career and education pathways.

Spring sessions begin mid-April;

- 4-week session for students in grades 3-5
- 6-week session for students in grades 6-8

### **Host school responsibilities:**

- Secure approval from school administration
- Assign teacher(s) or staff member(s) to be present during ALL sessions
- Arrange space (classroom, cafeteria, gymnasium, etc.)
- Secure technology needs (projector, screen, audio)
- Confirm programming schedule with WABS
- Recruit students to participate
- Connect and communicate with assigned volunteer(s)
- Provide classroom management & behavior guidance support during sessions
- (*Middle School only*) Facilitate sessions with volunteer support

### **The theme for this Spring is: Right on Target**

- This theme introduces students to designing and delivering aid packages for communities affected by natural disasters.
- The curriculum covers the concept of aid, its necessity, and delivery methods.
- Using Design Process Thinking, students design and operate remote-controlled vehicles to test innovative delivery systems.
- They also learn about the Port of Seattle's role in local and global transportation.
- The program concludes with student presentations showcasing their projects and reflecting on their learning and the real-world impact of their designs.

Please note that all required materials will be provided by WABS. This program is free for students, families, and school districts.

### **Required Action:**

- [Please view this flyer for more information](#)
- If interested in hosting at your building, register by April 13: <https://bit.ly/S4Gspring>
- Questions? Contact Mal at [mal@wabsalliance.org](mailto:mal@wabsalliance.org)

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**Shelley Boten**





## ***Response/Action Required***

February 28, 2025

To: Elementary School Administrators and Office Staff  
From: Anne Arnold, Director of P-5 Instruction and Early Learning Options  
Regarding: **MathFest 2025 – Volunteers Needed**

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Everett Public Schools, in partnership with ZENO, is hosting a MathFest on Saturday, March 29 from 10:00 am to 12:00 pm at Cascade High School (cafeteria)!

Many volunteers are needed to support the event, specifically to facilitate the math stations – help kids and families play a game or start a math activity. All directions and materials are provided, and training will be available before the start of the event on the same day. For information on volunteering (March 29, 9:00 am to 12:30 pm) and to sign up, please click the link here: <https://zenomath.org/get-involved/vol-form-everett/>.

All Everett families are welcome to join the free math party for kids 3 to 8 years old and their grown-ups for an exciting two hours of math games, activities, and prizes. Snacks will be provided, too.

### **Required Action:**

- Please share information about volunteering for the MathFest event with your staff, PTSA and Natural Leaders, and have them sign up using the link provided above.
- If you have questions or would like more information, please contact either
  - Anne Arnold, ext. 4089 [AArnold@everettsd.org](mailto:AArnold@everettsd.org) or
  - Rola Bachour, ext. 4290 [RBachour2@everettsd.org](mailto:RBachour2@everettsd.org)

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**Shelley Boten**



## ***Response/Action Required***

February 28, 2025

To: Secondary Administrators  
From: Anthony Anderson, Director of STEM, CTE, and Choice Programs  
Jodi Jacobs, CTE Facilitator  
Regarding: **Girls Explore STEM Event**

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The **Girls Explore STEM** event, organized in collaboration with **Fluke, Snohomish STEM, and WSU Everett**, welcomes students in **grades 6-12** from all backgrounds to attend this event on Saturday, March 29 from 10:00am – 4:00pm.

This event aims to reduce gender disparity in STEM education and career pathways by providing hands-on experiences, mentorship, and opportunities for exploration. Through interactive activities and industry connections, participants will gain valuable insights into STEM fields and future career possibilities.

Please share this informational flyer accordingly: [Girls Explore STEM](#)

<b>Required Action:</b>
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Please share this informational flyer with counselors, STEM teachers, success coordinators, and ask them to connect with students who may be interested in this opportunity: [Girls Explore STEM](#)

**Approved for Distribution:**

**Shelley Boten**





## ***Response/Action Required***

February 28, 2025

To: All Directors and Administrators  
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director  
Regarding: **March National Observances: Ramadan and Women's History Month**

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"Too often the women were unsung and sometimes their contributions went unnoticed. But the achievements, leadership, courage, strength, and love of the women who built America was as vital that of the men whose names we know so well." – President Jimmy Carter.

As we approach March, we are reminded of the importance of recognizing women's contributions throughout our history. We encourage you to incorporate women's voices, stories, and perspectives into your classrooms as a regular practice, ensuring that students gain a more comprehensive and inclusive understanding of our shared history.

We are also reminded to support our Muslim community and students in their celebrations and honoring of Ramadan this month. We provided you with an offer of a comprehensive understanding of the religious practices for the month, as well as ways you can support Muslim students and colleagues for this time.

To support this effort, our DEI website offers resources designed to raise awareness and provide practical tools for classroom integration. Educators can find materials under National Observances and Additional Resources, including lesson plans, book lists featuring women authors, and strategies for creating gender-inclusive learning environments, along with documents on how we can support Muslim students and colleagues during Ramadan. Below is a sample of the resources highlighted:

[March is National Women's History Month](#) by ReadWriteThink, their mission is to provide educators, parents, and afterschool professionals with access to the highest quality practices in reading and language arts instruction by offering the very best in free materials.

[Women's History is American History](#) by the Smithsonian American Women's History Museum. Their museum passionately believes that we will all benefit from a deeper historical understanding of our nation. Their museum expands the story of America through the often-untold accounts and accomplishments of women—individually and collectively—to better understand our past and inspire our future.

[Women's History Month](#) by the National Women's History Museum is an innovative virtual-first museum dedicated to uncovering, interpreting, and celebrating women's diverse contributions to society.

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**Peter Scott**

[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. Check out the available titles for Ramadan and Women's History Month!

[Supporting Muslim Students During Ramadan](#) by Sobia Sheikh, an educator and member of the community, is a PDF document with an overview of Ramadan, along with different practices and initiatives to implement to support Muslim students during this month.

[Supporting Muslim Colleagues During Ramadan](#) by Sobia Sheikh, an educator and member of the community, is a PDF document with an overview of Ramadan, along with different practices and initiatives to implement to support Muslim colleagues during this month.

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

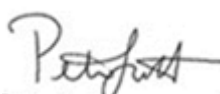
1. Be accurate and sensitive – This is an excellent opportunity to incorporate the culture, religion, and the historical importance of the identified national observance(s) of the month.
2. Be inclusive and expand national observances to reflect the demographics of your classroom.
3. Collaborate and 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.

We hope these resources help you celebrate Women's Histories along with creating a deeper understanding of Ramadan and how we can support our students, ensuring that learning about both observances are seen and celebrated.

**Required Action:**

Please share this information with your teachers and other staff.

**Approved for Distribution**



**Peter Scott**



## Response/Action Required

February 28, 2025

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

Below, please find important assessment dates for March and April, as well as brief updates and reminders.

March		
Elementary	Middle	High
<ul style="list-style-type: none"> <li>• SBA/WCAS Building Plan due 3/14</li> <li>• WIDA ACCESS/Alternate ACCESS window closes 3/21</li> <li>• TK WaKIDS checkpoint 1 data entry due 3/15</li> </ul>	<ul style="list-style-type: none"> <li>• SBA/WCAS Building Plan due 3/14</li> <li>• WIDA ACCESS/Alternate ACCESS window closes 3/21</li> </ul>	<ul style="list-style-type: none"> <li>• SAT 3/5</li> <li>• SBA/WCAS Building Plan due 3/7</li> <li>• WIDA ACCESS/Alternate ACCESS window closes 3/21</li> </ul>
Coming in April		
<ul style="list-style-type: none"> <li>• SBA/WCAS summative test window opens 4/14</li> <li>• WA-AIM data entry due 4/23</li> </ul>	<ul style="list-style-type: none"> <li>• SBA/WCAS summative test window opens 4/14</li> <li>• WA-AIM data entry due 4/23</li> </ul>	<ul style="list-style-type: none"> <li>• WCAS window opens 4/14</li> <li>• WA-AIM data entry due 4/23</li> </ul>

### College Board:

- **PSAT accommodations for current grade 9 students:** Accommodations for fall PSAT are due before the last day of school. Accommodation requests received late will almost certainly not be approved in time for testing.
- **AP proctors:** Schools must be on the lookout for possible AP proctors and recruit reliable staff to ensure that there is an adequate proctor supply for each school. If you know of a retired teacher/counselor with an interest in proctoring, please tell your school's AP coordinator.

### Smarter Balance Assessment (SBA):

- **Spring assessment office hours:** Thursdays at 8:00 am, now through June 5
  - [Join on Teams](#)
  - Forward information to your TIDE managers and relevant staff
  - Topics include TIDE management; accommodations; tracking completion; using Excel to simplify makeup testing, paperwork for office staff, wrapping up paperwork.

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Shelley Boten

- **Spring building plans due the week after Mandatory Spring Assessment Trainings.** See February 7 item “Spring Assessment Building Plans Due in March”
  - Elementary School Building Plans ([template](#)) due March 14
  - Middle School Building Plans ([template](#)) due March 14
  - High School Building Plans ([template](#)) due March 7
- **TIDE Uploads**
  - Accommodations and supports as indicated in IEP and 504 plans were uploaded to TIDE in February. Centrally coded ML supports were last uploaded in January.
  - The final central accommodations and supports uploads of the year will be completed during spring break and will be for ML students enrolled in program by March 31, and IEP and 504 plans finalized by March 31.
  - Rosters were loaded in TIDE on Tuesday, February 18 and will not be centrally loaded again. Any updates must be made manually at your building.

#### **WIDA ACCESS and Alternate ACCESS**

- **The WIDA ACCESS and Alternate ACCESS window closes March 21.**
  - All forms are due at pickup (including ARMS reports):
    - WIDA ACCESS: collected by Multilingual Learner facilitators close to March 21.
    - Elementary WIDA Alternate: collected with WIDA ACCESS.
    - Secondary WIDA Alternate: email [Quiana Hennigan](#) to request collection by no later than March 21.
- Administrators must prioritize WIDA testing and ensure that appropriate spaces, staffing, etc. are made available to ensure that this mandatory accountability assessment is completed properly and on time. ML coaches should not be pulled to sub until WIDA is completed at your school.

**Required Action:**

Please share with appropriate staff.

**Approved for Distribution:**



**Shelley Boten**



## ***Response/Action Required***

February 28, 2025

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

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### **Highly Capable Testing:**

Testing for the highly capable program with the Cognitive Abilities Test (CogAT) and the Iowa Assessments in reading and math have been completed. This year over 1,000 students in first through fourth grades were tested across all elementary schools. The multi-disciplinary highly capable committee has met to review student data and letters are going out to families next week informing them of their students' scores and placement decisions. Identified students will be offered placement in self-contained classrooms beginning in the 2025-26 school year or continued placement in the general education classroom.

To support 2025-26 staffing decisions, the list of all students (current and new) identified for the highly capable classrooms at elementary schools were sent out last week. This student information should not be shared with families or teachers until families have received notification via USPS, expected by March 7. We will notify principals when that process is complete so you can share enrollment numbers with staff.

### **Learning Enrichment Achievement Program (LEAP):**

Also identified is a small number of students who were not identified for the self-contained highly capable classrooms but whose tests scores identified them for LEAP services. Letters to families will inform them of this designation. Teachers will be notified of these students and their LEAP identification in March along with suggestions for classroom supports to offer acceleration, enrichment and differentiation. Services should begin during this school year and information about the LEAP services should be shared with families during the March conferences.

CogAT scores for all LEAP identified students are being posted on Performance Matters. Links will be sent out to principals and teachers as soon as the process is complete. Regardless of whether a student was identified for LEAP, the information on CogAT scores can support differentiation and instructional support for all students.

If you have questions or need more information, contact:  
Anne Arnold [aarnold@everettsd.org](mailto:aarnold@everettsd.org) ext. 4089 or Michele Waddel [mwaddel@everettsd.org](mailto:mwaddel@everettsd.org) ext. 4058.

**Required Action:**

Please share the LEAP and Highly Capable process and timeline with staff.

**Approved for Distribution:**

**Shelley Boten**



## **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 28, 2025

To: School Administrators and Office Managers  
From: Nancy Brown, Transportation Director  
Regarding: **Safe Walk Routes to School Plan**

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Pursuant to [WAC 392-151-025](#), and [District Policy 6605](#), all elementary schools that have students who walk to and from school are required to develop a suggested safe walking route plan. Once approved, safe walking route maps are updated and posted on our district and school websites. Our current safe walking route maps were last updated in 2020.

Transportation will set up a meeting with school administrators in March to review the current safe walking route maps and gather any feedback about changes to your school's walking routes for the 2025-26 school year. Each principal will receive an Outlook meeting invite and copies of their safe walking route map beforehand. Principals may forward the Outlook appointment to any other staff that assist in their school's safe walking route plan to attend the meeting.

The safe walk route maps can be found here: <https://www.everettsd.org/Page/37945>.

Please contact transportation at x4144 if you have any questions.

Approved for Distribution \_\_\_\_\_

  
Larry C. Fleckenstein