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Important Resources

Teaching & Learning Folder

<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-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 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 22: Quarterly Regional Principals Meeting, (*Elementary*)
9:00 – 11:00 a.m. Region One, Lowell, Region Two, Tambark

April 24: Quarterly Regional Principals Meeting, (*Secondary*)
9:00 – 11:00 a.m. Region One, North, Region Two, Cascade

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

June 25: 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, 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***

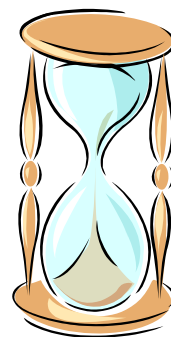
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should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

March 7, 2025

To: Building Administrators & Directors
From: Mimi Brown, Director of Professional Learning
Regarding: **Paraeducator OSPI E-Certification Training**

We are pleased to announce an *optional paraeducator training opportunity* in collaboration with the Office of Superintendent of Public Instruction (OSPI). This virtual training session will be held via Zoom on **April 18, 2025 from 2:45 pm to 4:00 pm**. Registration for this training will be through Frontline.

During this session, the following topics will be covered:

- Paraeducator certificate requirements
- How to create or claim an EDS account and activate/navigate to E-Certification
- How to log clock hours and clock hour equivalents in E-Certification
- How to apply for a paraeducator certificate through E-Certification

We encourage all paraeducators to attend this informative session to stay updated on certification processes and requirements.

Date: April 18, 2025

Time: 2:45 pm - 4:00 pm

The zoom link will be emailed to those who register in Frontline.

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| Required Action: |
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Please share this with your paraeducators in writing and at any in person meetings.

Approved for Distribution

Peter Scott



Response/Action Required

March 7, 2025

To: Principals, Assistant Principals, and Office Managers
From: Dan Hansen, Director of Digital Resources
Tavis Miller, Director of Learning and Instructional Technology Resources
Regarding: **Requests to update contact information via ParentSquare**

ParentSquare accepts requests from users to update their contact information. These requests are viewable to those with the School Admin role (Office Managers, and other staff as requested by principal) and Principal role on the **Contact Verifications Report**. To access this report, follow the path below.

From the ParentSquare homepage, Admin>Data Integration>Contact Verifications.

[Use this link](#) for help navigating the report. You must be logged in to ParentSquare to access.

Staff requests

Advise them to update their contact information in Employee Online. The following link takes staff to instructions regarding this process. [These instructions](#) were originally shared with staff in November following the power outages and late start.

Student requests

Dismiss request. All necessary student information is SIS-synced.

Parent requests

Office managers or designated staff can make requested updates in eSchoolPlus.

Note: at this time, ParentSquare does not inform users that their information has been updated. If a user's email/phone number is updated and they attempt to use their previous contact information to log in, they'll receive an invalid login message. It will be necessary to inform such users that updates have been made to their contact (and, therefore, login) information.

Thank you for your attention to helping our communities stay informed.

For ParentSquare support, contact Dan Hansen at x4212 or dhansen@everettsd.org.

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| Required Action: |
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Please make updates to parent contact information in eSchoolPlus as described above.

Approved for Distribution:


Brian Beckley



Response/Action Required

March 7, 2025

To: All Staff
From: Dr. Brian Beckley, Chief Information Officer
Karen Hickenbottom, Director of Learning management Systems
Regarding: **Canva Single Sign On Access**

Exciting news – **Canva for Education is now live across your school!** That means every teacher, student, and staff member has full premium access to Canva, the ultimate visual communication platform – 100% free!

Whatever you're looking to create—presentations, lessons, videos, stickers, digital whiteboards, newsletters—you can now do it all in Canva. Easily share classwork with other teachers or students and collaborate seamlessly in the classroom.

What's next?

- Log in with your **@everettsd.org email and district password** at www.canva.com and explore all the magic Canva for Education has to offer!
- If you are already a Canva user, the next time you log out and log back in, you'll be added to your school team. If you aren't primarily assigned to a school, you were automatically put in a Staff & Admin Team.
If you don't see your designs – DON'T Panic! Just click on your account icon in the top right to [switch between your personal and district account](#) to access any of your old designs; you can also copy designs to your new school team by [following these steps](#). Click here to [log out](#) of Canva and get started!

Just for teachers!

- **Canva is integrated into Canvas and you can easily create and embed Canva assignments into your Canvas course.** Check these resources: [Creating an Assignment \(Teachers\)](#) and [Completing an Assignment \(Students\)](#).
- Don't forget to check out the [Canva teacher's guide](#)! Even if you've used Canva before, this guide has some handy tips for navigating your new school account, which comes with a few added features.
- Become Canva certified with their [Teacher Essentials course](#) — a free, self-paced online course with everything you need to create dynamic and engaging learning experiences with Canva.

Want more classroom tips and tricks? Head over to the [Canva Design School](#) and get inspiration for your classroom or explore their [Teacher Resources page](#) for teaching materials tailored to K-12 education.

Required Action:

Please share with staff by Monday, March 10.

Approved for Distribution:


Brian Beckley



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

March 7, 2025

To: Principals and Office Managers
From: Adam Pazder, Director of Food and Nutrition Services
Regarding: **Ramadan Lunch Accommodations**

Everett Public Schools will support the nutrition needs of students who do not receive a school lunch during the day due to participating in traditional Ramadan fasting. OSPI has received a waiver from the USDA to allow accommodations for meals during Ramadan.

From Friday, February 28 through Friday, March 28, students who are not able to eat lunch are eligible to receive a meal that can be taken home and eaten after sundown.

Offered meals will be vegetarian and comply with Halal dietary guidelines. Students who are eligible for free meals may request a take home lunch at no cost. Students who are not eligible for free meals, and other students who receive a second lunch, will be charged \$3.90.

For families celebrating Ramadan this season who would like to request a meal be available for their student, please ask them to fill out a short interest survey by clicking the link below:

Family Interest Survey:

<https://form.jotform.com/250495692604160>

We are not expecting many families to request accommodations for lunches to be brought home. If a student at your school requests a meal accommodation, the Kitchen Manager will reach out to the office team to coordinate meal distribution. To keep meals safe, all reserved meals will be held safely under refrigeration until the end of day, when they are distributed to students. A designee of the school will be responsible for recording when meals are provided to students and returning any unclaimed meals to the kitchen prior to the end of day.

Approved for Distribution:

Andi Tress



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

March 7, 2025

To: Principals, Assistant Principals, and Office Managers
From: Tavis Miller, Director of Learning and Instructional Technology
Dan Hansen, Director of Digital Resources
Regarding: **ParentSquare Professional Development Offering**

The LITS PD Team is available to conduct ParentSquare trainings for your staff. We can attend staff meetings or ALIF times for whole and small group trainings. We are also available to coordinate time during the school day for smaller groups of users.

Topics available to cover:

- How to send Posts (whole group/class communication)
- How to send Messages (individual or small group conversations)
- How to schedule appointments
- How to set up groups
- Recent updates to the platform

If you would like to request a ParentSquare training for your staff, please contact Dan Hansen, x4212 or dhansen@everettsd.org

Thank you for supporting family engagement through the use of ParentSquare!

Approved for Distribution: _____


Brian Beckley



March 7, 2025

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

This training information timeline is to give you the heads up about when Training Information will be coming your way that will need to be passed along to your **non-teaching staff**.

Student Information System (SIS) Users (everyone EXCEPT teaching staff):

March 14 – Training Communication Part 1: Role Identification Survey

- Updated description of roles and required training
- Description and objectives for each module
- Survey link to self-identify the role that most closely matches your individual staff members job description. If you want any of your staff to cross train on different area, here is your chance to work with them to choose the right learning path.
- **Role Identification Survey deadline March 21**

April 14 – Training Communication Part 2: Schedule & In-Person Session Registration

- Early access to Orientation and Synergy Basic Navigation online modules
- Introduction to Badge Pathways to track your training requirements
- Directions on how to sign up for in-person training
- The training schedule linked to Frontline
- **Deadline to choose in-person courses is May 1**

May 27 – Training Begins: Online and In-Person Options

- Live courses begin – available May 27 – June 18
- Online courses open for additional modules
- The schedule will include open office hours for staff to get help with any training modules they need more support on.

Summer – Training: Refreshers

- Refresher training offered as close to the contract start dates of each group as possible. These will be scenario or job-based refreshers and will be hands on based on the work that needs done before the start of school.
- Open Office Hours will be available throughout the last few weeks of August and the first two weeks of Fall.

For Teachers, Specialists, Special Ed Teachers

- 4 Hour training for Teacher users on LID Day
- Additional 2 hours for Special Ed teachers in August

Approved for Distribution: _____


Brian Beckley