

Response/Action Required

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Response/Action Optional

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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

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

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***

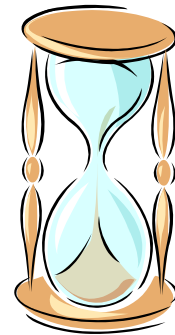
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should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

To: All Staff
From: Karen Hickenbottom, Director of Learning Management Systems
Tavis Miller, Director of Instructional Technology & Learning Services
Regarding: **Synergy Training Step 1: Role Verification and Training Preferences**

Please pass on the following to any of your non-teaching staff who are SIS users and ask them to complete the form by March 21. This would include any current eSchoolPlus users including Office Staff, Counselors, Administrators, OTG Success Coordinators, etc. You can see all the [roles that will need training listed in the SIS users sections listed on this document](#).

Current eSchoolPlus Users:

We need your help to verify your role and the modules you'll need to be trained on in Synergy. For planning purposes, we are also asking for some initial feedback on your preferences for online or in-person learning. We want to make sure we have more than enough sessions to choose from to fit your schedule.

Please click here to see the [most recent Role Definitions and Module descriptions](#) and then [respond in this short form](#) by **March 21**.

Required Action:

Send to your non-teaching staff and have them complete the form by March 21.

Approved for Distribution:


Brian Beckley



Response/Action Required

March 14, 2025

To: All Principals
From: Michele Waddel, Director of Assessment and Research
Quiana Hennigan, Student Assessment Coordinator
Regarding: **WIDA ACCESS Window Closing, Paperwork Due March 21**

WIDA ACCESS and Alternate ACCESS close on March 21. Principals must ensure that all required activities are completed on time.

ELEMENTARY SCHOOLS

Multilingual Learner Facilitators will be collecting the following WIDA ACCESS and Alternate ACCESS materials:

- ✓ Completed testing roster (electronic, saved in 365) and printed first page signed by principal
- ✓ Test Security Staff Assurance Report—Post Testing ([ACCESS TSA side 2](#); [Alternate TSA side 2](#)) from all trained staff
- ✓ All secure materials distributed to the school for testing, organized and ready to submit

By March 21 elementary principals must ensure the above tasks are complete and complete school reporting:

- ☐ Submit any outstanding Incident Reports in [ARMS](#)
 - ☐ Submit any [refusals](#) that have not yet been received, if applicable
 - ☐ Complete ACCESS School Site Security Report in [ARMS](#)
-

MIDDLE AND HIGH SCHOOLS

WIDA Alternate: at test completion (no later than March 21), schools contact [Assessment and Research](#) to schedule pickup of the below:

- ✓ Test Security Staff Assurance Report –Post Testing ([TSA side 2](#)) from all trained staff.
- ✓ Completed roster with proctor and booklet information entered (online or printed)
- ✓ All secure materials distributed to the school for testing, organized and ready to submit.

WIDA ACCESS: ML designees and school coordinators will ensure that the following are collected and submitted by March 21:

- ✓ Completed testing roster (electronic, uploaded 365 and printed first page signed by principal
- ✓ Test Security Staff Assurance Report—Post Testing ([TSA side 2](#)) from all trained staff

By March 21 secondary principals must ensure the above tasks are complete and complete school reporting:

- ☐ Submit any outstanding Incident Reports in [ARMS](#)
- ☐ Submit any [refusals](#) that have not yet been received, if applicable
- ☐ Complete ACCESS School Site Security Report in [ARMS](#)

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Need Help with ARMS Reporting?

[ARMS School Site Administration Security report instructions](#)

[ARMS Incident reporting instructions](#)

Visit Assessment Office Hours: 8 am on Thursday, March 20 [Join on Teams](#)

Required Action:

- Complete the required items above.
- Ensure your staff have completed their required tasks.
- Please share with appropriate staff.

Approved for Distribution:



Shelley Boten



Response/Action Required

March 14, 2025

To: Middle School and High School Principals
From: Dr. Jeanne Willard, Executive Director of College and Career Readiness & Extended Learning Options
Anthony Anderson, Director of CTE, STEM, and Choice Programs
Regarding: **CTE Course Enrollment – Change in Practice**

As part of the move to Synergy next school year, we have an opportunity to provide up-to-date Career and Technical Education (CTE) reporting directly from Synergy to CEDARS. CTE funding is dependent upon a number of criteria, one of which includes the teacher of record holding appropriate CTE certification. This change in practice will help ensure accuracy.

- **CTE certification renewals:**
 - CTE will begin putting in the CTE conditional certification renewals this month
 - **All CTE Teachers** with certificates needing renewal before September 2025 should complete their renewal processes as soon as possible – **CTE conditional certificates must be renewed by April 1**
- **Continued practice:**
 - Students enrolled in CTE courses will be enrolled in CTE course codes listed in the course catalog, as is our current practice
- **Upcoming change in practice, starting Fall 2025:**
 - Students enrolled in CTE courses **not taught by CTE certified teachers** will be re-enrolled into a new course code (prefix will change to CTX)
 - Should teacher certification status change, CTE will alert registrars/records secretaries of the change and students can be moved back to CTE###
 - Canvas pages will be mapped to both course codes
- **Example of NEW practice:**
 - There are three Economics teachers at one high school, and one does not have their CTE certification
 - All students will pre-register into CTE215
 - Students taking Economics from the non-CTE Certified instructor will be re-enrolled under **CTX215**

Required Action:

- CTE will provide a list of certified teachers with expiration and renewal dates.
- Remind your school's CTE conditionally certified teachers to complete their recertification documentation in OSPI prior to April 1.
- Registrars/records secretaries will be alerted to this change at a later date.

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Response/Action Required

March 14, 2025

To: Elementary Administrators
From: Chris Fulford, Director of Categorical Programs
Regarding: **Professional Learning for Elementary ML Para-educators**

The ML Facilitators will be hosting a professional learning session for the Elementary ML Coaches and ML Para-educators in April. The purpose of this session will be to develop understanding of the Project GLAD Model as it relates to the elementary ML support through the pre-teaching model.

The session will be for Elementary ML Coaches and ML Para-educators: Tuesday, April 1, 2025 from 9:00-11:00am at the CRC. This is a non-student day.

Required Action:

- Please share this information with your Elementary ML Coach and ML Para-educators.
- Contact the ML Facilitators with any questions.
 - Kristine Gooding – kgooding@everettsd.org or Ext. 4098
 - Lindsay Leffelman – lleffelman@everettsd.org or Ext. 4029
 - Alexandra McElwee – amcelwee@everettsd.org or Ext. 4066

Approved for Distribution:

Shelley Boten



Response/Action Required

March 14, 2025

To: Elementary and Middle School Principals
From: Michele Waddel, Director of Assessment and Research
Quiana Hennigan, Student Assessment Coordinator
Regarding: **i-Ready Family Reports for Conferences**

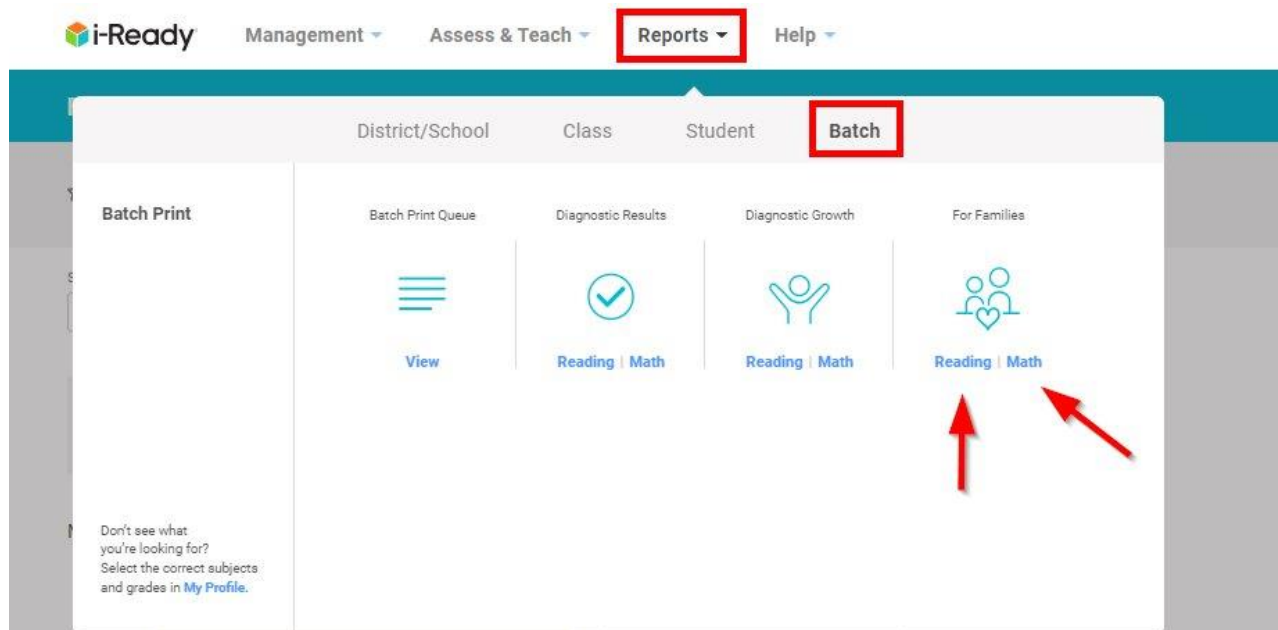
Resources for Conferences:

1. Family Friendly Reports for each Student

- Overall performance
- Performance by domain
- What students can do
- How parents can support student learning

2. Batch Printing Available in English & Spanish

- [Elementary sample report](#)
- [Middle school sample report](#)
- These are also available in the [Assessment and Research Portal](#) under *i-Ready Resources for Families*.



3. Ready To-go PowerPoint for Administrators

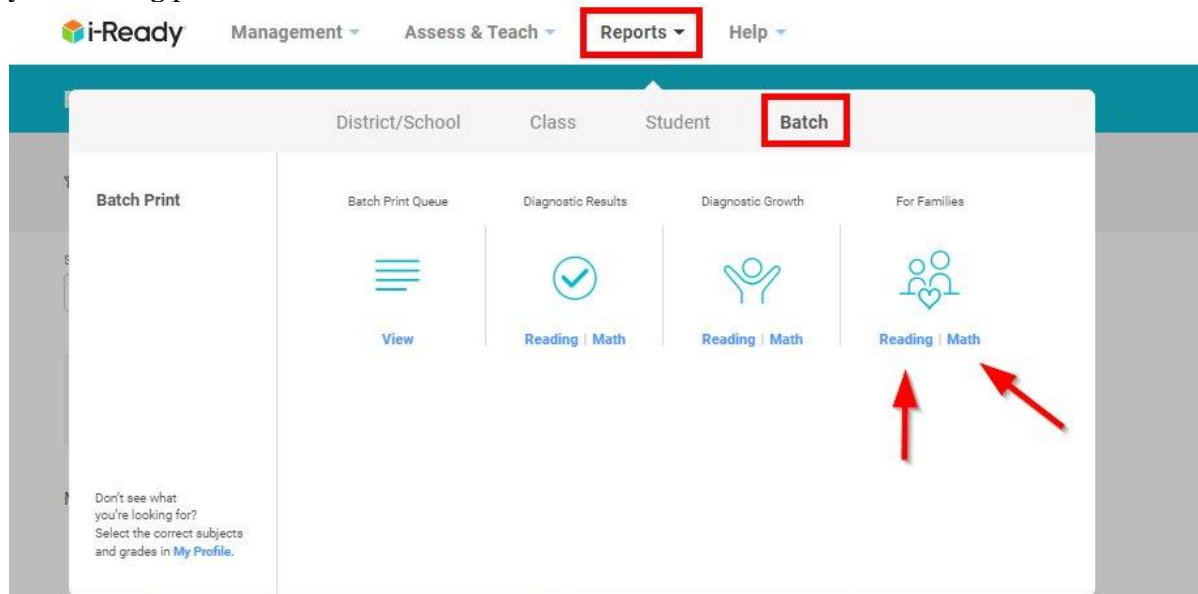
- Select, [slide deck](#), to review PowerPoint with Staff

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4. Diagnostic Results by Student Domain Developmental Analysis

If teachers prefer, they can use a more familiar tool, the Domain Developmental Analysis, from the regular Student Diagnostic Results report. To see the Domain Developmental Analysis, first navigate to a Student Diagnostic Results report then scroll down to Placement by Domain. Click on the domain to see the relevant information that you can use to develop your talking points with families.



Overall placement statement

Placement by Domain

Test results indicate that Aadvik has strong math skills in all the tested domains. Aadvik would benefit from opportunities to develop these strengths through assignments that promote connecting concepts across domains to solve challenging non-routine problems. This recommendation places Aadvik in Instructional Grouping Profile 5.

Number and Operations	Algebra and Algebraic Thinking	Measurement and Data	Geometry
Grade 4 524	Grade 5 554	Grade 3 514	Mid 2 470

Developmental Analysis

At placement levels 3-5 this domain addresses four operations with whole numbers with an emphasis on multiplication and division, as well as understanding of and computation with decimals and fractions. Test results indicate that Aadvik understands whole number operations as well as foundational fraction concepts. Aadvik may be ready to develop fluency with fraction computation and decimal addition and subtraction.

Can Do

Base Ten

Read and write whole numbers through hundred millions in expanded form and standard form and identify the value of the digits.

[Standards](#)

Add multi-digit numbers.

[Standards](#)

Subtract multi-digit numbers.

[Standards](#)

Divide up to four-digit whole numbers by one-digit whole numbers.

[Standards](#)

Next Steps & Resources for Instruction

Base Ten

+ Add and subtract decimals through hundredths.

+ Multiply two-digit whole numbers by two-digit whole numbers.

Fractions

+ Understand a fraction $\frac{a}{b}$ as a sum of unit fractions $\frac{1}{b}$.

+ Add and subtract mixed numbers with like denominators.

Descriptions of what the student can do and the related standards

Concepts that the student should work on next and some resources to help.

Required Action:

- Share with relevant staff.
- Contact [Michele Waddel](#) with questions.

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Response/Action Required

March 14, 2025

To: Elementary Administrators and Office Managers
From: Anne Arnold, Director of P-5 Instruction and Early Learning Options
Mimi Brown, Director of Professional Learning
Regarding: **Professional Learning for Instructional Para-educators, K-5**

To support instructional paraeducators in the work they do with students in reading and math, the P-5 team is, again, offering professional learning during the March 31 conference day. The opportunity is on **Monday, March 31, 8:30 am to 11:45 am, at the Community Resource Center in Port Gardner A.** These are similar sessions to those held during the November conference days. Because of space constraints we were unable to accept all of the registrations so are offering the professional learning opportunity again.

Part 1 8:30 – 10:00 am: The content will focus on foundational reading routines around phonological awareness, blending, spelling, and fluency, as well as multi-sensory strategies to support all students.

Part 2 10:15 – 11:45 am: The content will focus on fractions in grades 3 - 5.

Clock hours offered. Sign up on Frontline. Paraeducators can choose to attend one or both sessions.

Required Action:

- Please share the information about this professional learning opportunity with the instructional para-educators in your school. Registration is on Frontline.
- Please contact Anne Arnold aarnold@everettsd.org #4089 if you have questions.

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Response/Action Required

March 14, 2025

To: Elementary, Middle, and High School Administrators
From: Anne Arnold, Director of P-5 Instruction and Early Learning Options
Kalle Spear, Director of 6-12 Instruction
Regarding: **Library and Instructional Materials Spring Surplus Due Date**

The due date for the Spring Surplus of Library and Instructional Materials Book Disposal is **April 18, 2025**. Please email the signed Surplus Book Inventory forms (link below) to Amritha Imandi in P-12 Instruction.

Here is the required process:

1. Staff will box up the materials and resources, a blue (recyclable) or pink (non-recyclable) label should be attached to every box (link to labels is below).
2. All spring surplus textbook materials should be collected in one area of the school, easily accessible by Maintenance. Let Amritha know the location of the boxes (room #'s) by May 2, 2025 as we need to give Maintenance a list of where the boxes are located in each school.
3. The pick-up of the surplus materials will begin in July 2025.

Use this link to the Inventory Forms and Labels: [Surplus Book Disposal Procedures](#)

Required Action:

- Please share with appropriate staff, the:
 - surplus process
 - link to inventory forms and labels and
 - spring due dates
- If you have any questions, please contact Amritha Imandi aimandi@everettsd.org Ext.4024

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INFORMATION ONLY

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



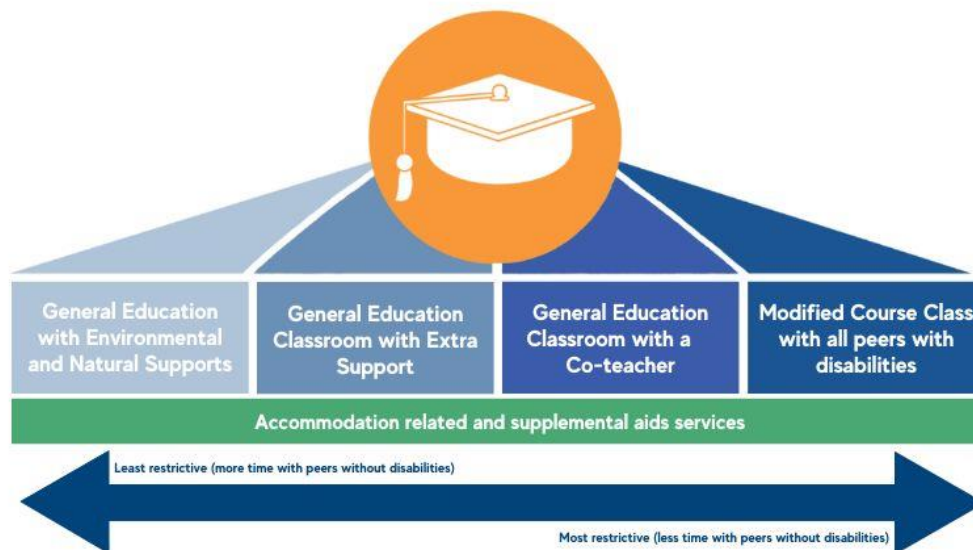
March 14, 2025

To: School Administrators
 From: Kelley Clevenger, Executive Director, Special Services
 Regarding: **Continuum of Services**

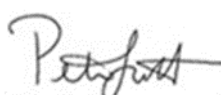
The image below serves as a reminder of our Continuum of Services for students who qualify for special education services. As we are in the "Riser" season, we want to provide guidance to staff as teams discuss the Least Restrictive Environment (LRE) for students in their qualifying areas.

While this document was initially intended as guidance for the Riser teams, it should be utilized across all secondary grade levels. Shared with all case managers the week of March 3, this draft guidance is designed to help middle school and high school teams identify the most appropriate educational setting for students with IEPs, considering their individual needs across the continuum of services.

Please click this [LINK](#) to review the full Continuum of Service Riser Guidance



Please contact your Special Services Director or Facilitator if you have any questions.

Approved for Distribution 
Peter Scott



Information Only

March 14, 2025

To: School Administrators
From: Kelley Clevenger, Executive Director, Special Services
Regarding: **Special Services Newsletter**

As we head into spring, we have some important updates to share with you in our March newsletter. This edition includes time-sensitive information that you won't want to miss, particularly regarding transportation services and Extended School Year (ESY) programs.

Thank you for your continued support!

[Link to March Newsletter](#)

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Peter Scott