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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 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***

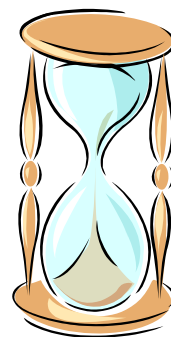
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should 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 21, 2025

To: Administrators & Supervisors
From: Mimi Brown, Director of Professional Learning
Regarding: **Frontline Professional Learning Changes Going Live**

Frontline launched the improvements to their Professional Learning Platform **this Wednesday evening, March 19**. The shifts mainly involve expanding the capabilities to support synchronous and asynchronous learning; as well as attendance.

The video from our January Information Zoom, discussing these improvements, is linked in the Frontline Canvas Page.

Here is a link to the Canvas page: <https://everettsd.instructure.com/enroll/R99BLH>

Communication Plan:

- Monday, March 17: Send this information to update all Frontline Activity Owners & Instructors
- Thursday, March 20: Email all EPS staff
- Thursday, March 20: Current information will be communicated in this week's Principal Packet
- Friday, March 21: We will hold a Drop In Q&A Zoom for Activity Owners & Instructors if you have any questions

Zoom Information:

Topic: Frontline Professional Growth Zoom

Time: Mar 21, 2025 01:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://everettsd.zoom.us/j/94304738386>

Meeting ID: 943 0473 8386

No password required as there will be a waiting room

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

We appreciate your partnership in all things professional learning & Frontline.

Required Action:

- Ensure the parties that create Frontline Courses can attend the optional zoom meeting if they have questions.

Approved for Distribution

Peter Scott



Response/Action Required

March 21, 2025

To: School Administrators
From: Harmony Weinberg, Director of Communications
Regarding: **April Core Value Champion Submissions**

Thank you for submitting your March Core Value Champions nomination for Diversity, which is due by March 25– [March's link](#).

April's Core Value is Learning. Please nominate your student by Friday, April 25. [Nominate April via this link](#).


Board Meeting Recognitions Schedule:

Month	Core Value	Board meeting recognition	Schools assigned to this meeting
September	Respect	October 8, 2024	Lowell, Garfield, North
October	Learning	November 12, 2024	Penny Creek, Hawthorne, Heatherwood
November	Equity	December 10, 2024	Jackson Elem, Eisenhower, Silver Lake
December	Collaboration	January 28, 2025	Tambark Creek, Port Gardner, Gateway
January	Passion	March 11, 2025	Mill Creek, Jackson High, Silver Firs
February	Integrity	March 25, 2025	Everett, Cedar Wood, Sequoia, Woodside
March	Diversity	April 22, 2025	Madison, Evergreen, Monroe
April	Learning	May 27, 2025	Emerson, Cascade, View Ridge
May	Collaboration	June 10, 2025	Jefferson, Whittier, Forest View

Required Action:

Nominate one student from your school every month. All nominations are due by Friday, April 25. The April Core Value is Learning. [Please use this form](#).

Approved for Distribution:


Harmony Weinberg



Response/Action Required

March 21, 2025

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

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)**.

Families are welcome to join the free math party for an exciting two hours of math games, activities, and prizes. Snacks will be provided, too. Registration is open for families with children 3-8 years old and their grown-ups. Here is the link to register:

<https://secure.qgiv.com/for/everettmathfest2025/event/everettmathfest/>

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 on the same day before the event starts. For information on volunteering (Saturday, March 29 from 9:00 am to 12:30 pm) and to sign up, please click this link: <https://zenomath.org/get-involved/vol-form-everett/>.

If you have questions or would like more information, contact Anne Arnold, ext. 4089 AArnold@everettsd.org or Rola Bachour, ext. 4290 or RBachour2@everettsd.org

Required Action:

- Please provide information about MathFest to your families and staff. Here is the link to register: <https://secure.qgiv.com/for/everettmathfest2025/event/everettmathfest/>
- Please share the information provided about volunteering for the MathFest event with your staff, PTSA and Natural Leaders. Have them use this link to sign up: <https://zenomath.org/get-involved/vol-form-everett/>

Approved for Distribution:

Shelley Boten



Response/Action Required

March 21, 2025

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

Extended School Year (ESY) is a service provision offered to students with disabilities who demonstrate a need for services in excess of 180 days to meet their basic educational needs and is a part of the district's offer of a Free Appropriate Public Education.

The IEP team's decision for ESY must be based upon data indicating that the student's regression of skills and time required to recoup those skills are substantially greater than those of their typical peers. The decision can also be based upon the professional judgment of the IEP team and consideration of the nature and severity of the student's disability, rate of progress, and emerging skills, with evidence to support that need. The purpose of ESY services is for the student to maintain skills or behavior, not to teach new skills or behaviors.

ESY decisions and paperwork need to be completed by April 4. Data from summer and winter break should be used to inform the decision.

The April 4 timeline is essential for the following reasons.

- Allows parent the ability to exercise their right to dispute the IEP Team decision.
- Allows reasonable time for planning of the ESY program (transportation, staffing, etc.). For example, if decisions and paperwork are not completed by April 4, it is uncertain whether or not transportation would be able to be provided for a student.

Required Action:

Please reach out to the Special Education Case Managers to remind them of the upcoming deadline for ESY decisions and paperwork, which is April 4.

Contact your Director of Special Services if you have further questions.

Heather Brown, HBrown2@everettsd.org

Katy Ramon, KRamon@everettsd.org

Beth DeGrace, BDegrace@everettsd.org

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Peter Scott



Response/Action Required

March 21, 2025

To: Elementary and Middle School Principals
From: Dr. Brian Beckley, Chief Information Officer
Michele Waddel, Director of Assessment & Research
Todd Koren, Director Customer & Technology Services
Regarding: **Important Chromebook Updates**

To ensure that our student devices are up-to-date and compatible with our SBA assessment platforms, the LITS department is pushing out an automatic update for all Chromebooks. This update will bring the operating system up to the current version 132.

For the Chromebooks to install the updates, they need to restart. Please note, just opening and closing the device does not restart a Chromebook. Students must either click the Wi-Fi/battery icon in the lower right corner of the screen and then click the power icon or hold in the physical power button on the machine to shut down.

To check what version of ChromeOS is on a device, teachers can follow these steps:

1. Open a Chrome Browser window on the Chromebook and click the three vertical dots in the top right corner.
2. Hover over "Help" at the bottom of the menu and click "About Google Chrome."
3. This will show the OS version. If the update command is available, students or teachers can click the Check for Updates button to update.

Required Action:

Please share this information with your teachers & classroom support. Ask them to have students shut down and then restart their devices.

Approved for Distribution:


Brian Beckley



Response/Action Required

March 21, 2025

To: Elementary Principals and Assistant Principals
From: Chris Fulford, Director of Categorical Programs
Regarding: **Multilingual Learner Staff Roles & Responsibilities During SBA**

This memo is intended to review and clarify the Multilingual Learner (ML) staff roles and responsibilities at the elementary level during SBA testing. With WIDA ACCESS for ELLs for annual testing, the supports for multilingual learners have been interrupted for 6-8 weeks. Therefore, multilingual learner staff need to prioritize providing direct, consistent, support to multilingual learners through June.

Elementary ML Coach Responsibilities:

- Program administration
- Coordinating, overseeing, and administering the WIDA assessments (WIDA Screener, WIDA ACCESS for ELLs, and WIDA ACCESS for Kindergarten)
- Supporting and assessing Newcomers
- Supporting instruction for Experienced Multilingual Learners
- Instructional coaching/supporting classroom teachers
- Collaborating with the MTSS team when ML students are being discussed

Elementary ML Para-educator Responsibilities:

- Pre-teaching of academic vocabulary
- Supporting and assessing Newcomers
- Supporting Imagine Language & Literacy
- Administration of the WIDA assessments (WIDA Screener, WIDA ACCESS for ELLs, WIDA ACCESS for Kindergarten)
- Providing support for ML files and paperwork

Required Action:

Review your SBA testing schedule to ensure ML staff will be able to provide direct, consistent, support to multilingual learners through June.

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Shelley Boten



Response/Action Required

March 21, 2025

To: Elementary Principals and Office Staff
From: Chris Fulford, Director of Categorical Programs
Erika Velasco, Facilitator of Dual Language & ML
Regarding: **Kindergarten Dual Language Spanish Immersion Info for 25-26**

Emerson Elementary and Silver Lake Elementary Schools' Dual Language Spanish Immersion Program provides an exceptional educational opportunity for our students. Research consistently shows that dual language education is the most effective program for supporting Spanish-speaking Multilingual Learners (MLs) while also benefiting native English speakers by fostering bilingualism, biliteracy, sociocultural competence, and academic success.

Informational Brochures and Flyers

This week you will receive in the district mail a packet with English and Spanish informational brochures and flyers. Please distribute them within your school community to ensure all parents are aware of this outstanding opportunity. Additionally, we kindly ask that you prominently display these flyers in your office as well as school-wide events this spring (concerts, PTA meetings, multicultural nights, etc.) to maximize visibility for visiting families. Your support in promoting the Dual Language Program is greatly appreciated.

Referrals & Family Support

- Families in **Region 1** schools, please refer them to Emerson Elementary School
- Families in **Region 2** schools, please refer them to Silver Lake Elementary School

Please ensure that your office managers and office assistants are informed about these programs so they can provide this information to Spanish-speaking families during registration. Transportation is provided for this program.

If you have any questions or need additional information, please contact:

- Chris Fulford cfulford@everettsd.org ext. 4090
- Erika Velasco velasco@everettsd.org ext. 4283

Thank you for your collaboration in making this highly effective program accessible to all interested families.

Required Action:

- Distribute bilingual brochures
- Refer families to the appropriate elementary schools (Emerson for Region 1, Silver Lake for Region 2)
- Inform office staff about the Dual Language Program
- Promote the program within the school and community

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Shelley Boten



Response/Action Required

March 21, 2025

To: School Administrators
From: Christopher Ferreira, Safety & Security Coordinator
Regarding: **District Trespass Notice Reminder**

Situations arise in our district that necessitate our sites to prohibit individuals from accessing our facilities. There is a requirement that the individual be served in writing to notify them of such prohibitions. To assist you with the process, the district has created templates for students and adults in various languages to comply with this provision.

We are providing the following additional guidance to assist building administrators with the trespass notice process:

- Whenever possible, best practice is to serve notices in person.
- Notices can only be served to positively identified individuals.
- Notices must contain the individual's full name, date of birth and last known address.
- If you are trespassing more than one individual after an incident, they must be issued separate notices (notices should list only one individual).
- For students of our district, the notice should be completed by the affected site and served by their home school in person.
- For students of other districts, the notice should be completed by the affected site and sent either to the individual's home school or the district's central office.
- Generally, trespass notices are issued for the site of the incident, however, district-wide notices can also be issued when circumstances dictate (i.e., involved criminal activity, the severity of the incident, etc.).
- If the individual is an adult, request the assistance of a School Resource Officer to assist in serving the notice in person.
- If you are unable to serve the individual in person, the notice should be sent to their last known address by certified mail.

Current templates and an archive of previously issued trespass notices can be found [here](#).

Required Action:

Please send a copy via email of all served trespass notices to the Director of Safety and Security.

Thank you for your attention.

Approved for Distribution

Peter Scott



RESPONSE/ACTION OPTIONAL

Items in this section are requested but not required.

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





Response/Action Optional

March 21, 2025

To: School Administrators
From: Mary O'Brien, Director of Human Resources
Regarding: **Certificated Shared Contracts**

Language in the 2024-26 EEA CBA allows for shared contracts for 1.0 FTE elementary general classroom positions for two teachers assigned to one position according to Section 5.11.I:

I. Shared Contracts

1. Shared contracts are defined as 1.0 FTE elementary general education classroom positions with two teachers assigned to one position. Shared contracts may occur either as a result of District staffing or when a written staff proposal has been approved by the supervising administrator. The terms and responsibilities of a shared contract assignment (including but not limited to the individuals involved, workdays, meetings, involvement in professional development, overload pay) shall be divided according to an annual plan developed by employees and approved by Human Resources.
2. Certificated employees sharing a full-time contracted position shall share pro rata in one (1) leave and insurance benefit package as provided in the Collective Bargaining Agreement. Certificated employees sharing one (1) full-time contracted position may choose to each access a pro-rated portion of a health care allocation, as determined by their individual FTE (e.g., 0.5 FTE employee to receive 50% of the allocation). This Section I will reopen upon the request of the District or Association if the transition to the State Employee Benefits Board (SEBB) requires the funding of more than a 1.0 FTE benefits package for employees sharing one contracted position.
3. Shared contract employees may substitute for one another at the substitute rate of pay.
4. Employees proposing a shared contract assignment must have a plan in place no later than June 1 of the preceding school year. In the event that an employee proposed plan is not in place by June 1, the existing shared contract employee must decide to (a) work full-time if the employee holds a 1.0 entitlement, (b) take leave, (c) accept partial or full reassignment, or (d) resign from employment. In the event one shared contract partner is released from contract after July 1, the remaining partner will have ten (10) calendar days, but no later than August 10, to find a new acceptable shared contract partner before the existing shared contract employee must choose one of the four (4) options above.

Information for building administrators is attached as well as the job share application to be completed by certificated employees interested in applying for job share. Upon initial request from employees, building administrators will provide the job share application form or direct employees to the form on the HR [website](#) to any general classroom teachers interested in applying for job share. Job share application updated [templates](#) are located in docushare in the 2025-26 Annual Staffing folder.

Employees applying for job share need to complete the application and submit it to their building administrator for approval. If approved by the building administrator, the application is sent to HR for final approval. If the job share application is approved by human resources;

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Chad Golden

the employees, administrator, and EEA president will receive notification confirming the job share FTE, location, and effective school year from the director of human resources with an enclosed copy of the job share application. All approved job share employees must have an approved job share plan in place by June 1 for the following [school year](#).

If building administrators have any questions regarding job sharing, please contact Mary O'Brien, x4106 mobrien@everettsd.org.



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 21, 2025

To: All Principals and Assistant Principals
From: Chris Fulford, Director of Categorical Programs
Regarding: **Kids in Transition Building Point People Spring Training**

On behalf of the Kids in Transition (KIT) team, I am asking for your support encouraging your KIT Building Point Person (BPP) to attend one of the two opportunities for upcoming Spring training.

- **Tuesday, April 1 at 1:00 pm via zoom or**
- **Wednesday April 2 from 8:30-11:30 am, at the CRC in Boardroom B**

While I understand many of your staff perform other duties, such as providing coverage and supervisory time, I am hopeful that you are able to provide accommodations to excuse these staff members for this important training. If allowing your staff to leave your buildings presents a true hardship, please contact the KIT office at 425-385-4235 or KIToffice@everettsd.org, as we may be able to support the use of funds to allow your staff to cover their position with a substitute.

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Shelley Boten



Information Only

March 21, 2025

To: School Administration and Office Staff
From: Tavis Miller, Director Instructional Technology & Learning Services
Regarding: **Summer Transcript Access**

We will be completing the final steps in the transition from eSchool to Synergy in late June. After the final data export from eSchool on June 27, we will no longer have access to the eSchool environment.

The LITS team has partnered with OTG and building office staff to develop a system that will allow office staff to update transcripts during the eSchool blackout to support the college admissions process.

It is also important for our students and families to have access to their transcripts during the blackout window. Current students and recent graduates can access their transcripts using Naviance.

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Brian Beckley



Information Only

March 21, 2025

To: Administrators & Supervisors
From: Dr. Peter Scott, Deputy Superintendent
Dr. Chad Golden, Assistant Superintendent, Human Resources
Regarding: **District-wide Retirement Celebration – June 3**

Please check your Outlook calendars to ensure / confirm you have Tuesday, June 3 from 4:00-6:00 pm dedicated to the Everett Public Schools Retirement Celebration. It is important that all leaders attend. Thank you.

Invitations will be sent to all retiring employees from Human Resources.

Approved for Distribution _____

Peter Scott



March 21, 2025

To: School Administrators
From: Peter Scott, Deputy Superintendent
Christopher Ferreira, Safety & Security Coordinator
Regarding: **REMINDER: First Amendment Auditor Group**

This information was in January 5, 2024 Principals' Packet

"First Amendment Auditors" profess to monitor the government's adherence to First Amendment protections by photographing and/or filming their interactions with them. Initially, these groups focused on governmental entities such as law enforcement but have now taken to visiting school districts including the Tacoma and Renton School Districts, and were in Snohomish County last week. This group has been requesting access to schools and in some cases accessing secure areas without authorization. Additionally, they have been surreptitiously recording staff members without their consent using cellphones and/or GoPro devices. They have also requested internal documents claiming they are a member of the press although they refuse to provide credentials. They have a YouTube site on which they post these interactions and solicit donations. They have taken considerable effort to be anonymous, including parking some distance from the site. This group is registered in the State of Wyoming to an organization that does not provide client information.

We are providing the following guidance should they visit your site:

- Requests for public records should be referred to our district's public record request analyst, Wendy Snider and/or publicrecords@everettsd.org. See district policy and procedure 4130/4130P for further information.
- If they are filming, anyone they speak to should acknowledge that they appear to be filming and state that they do not consent to being filmed; however, they are allowed to film "public" conversations in public spaces, so staff should be reminded not to have confidential conversations while in a public space.
- If they want to sit in a public lobby and try to talk to people, but aren't being particularly disruptive, they can sit in the public lobby during normal business hours and film. District staff are free to ignore them.
- If they attempt to access secure parts of the site or generally roam around, or once they become disruptive, an administrator can ask them to leave for causing a disruption; WA state **RCW 28A.635.030 Disturbing School** addresses this kind of conduct and makes it a misdemeanor crime to refuse to follow an administrator's directive to leave the premises. If he refuses to leave, and continues to be disruptive, don't further engage, call the police. Our law enforcement partners are aware of this group and our district's prescribed response.

Thank you for your attention.

Approved for Distribution

Peter Scott