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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

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

April 4, 2025

To: Building Administrators, Department Directors
From: Chad Golden, Human Resources Assistant Superintendent
Mary O'Brien, Human Resources Director
Joi Grant, Diversity, Equity, and Inclusion Director
Regarding: **Affinity Spaces Event, April 23, 2025**

We are excited to announce that we will be cohosting an Affinity Spaces event with the EEA Justice in Education Task Force, and we are asking you to promote this exciting opportunity for your certificated and classified staff. As part of our ongoing commitment to our strategic initiatives, these events play a vital role in promoting a culture of learning and well-being for all employee groups within our district.

This upcoming event will focus on fostering a community of healing and belonging, aligning with our mission to create a supportive and inclusive environment. In response to valuable feedback received from staff at past events, we have tailored this event to better meet the needs and interests of our certificated and classified staff.

This event is open to non-supervisory certificated and classified staff and is designed to support our shared goals of fostering a culture of learning, well-being, and community. Please encourage staff to mark their calendars with the following details:

Date: Wednesday, April 23, 2025
Time: 4:00 pm - 7:00 pm
Location: Community Resource Center
3900 Broadway
Everett, WA, 98201

[Register today](#) to secure your spot, registration will close Monday April 21, 2025.

Dinner will be provided, and we are happy to accommodate a variety of dietary preferences and needs. The following options will be available: vegetarian, gluten-free, nut-free, and dairy-free.

If you have any questions, please contact Dulce Ruiz, druiz@everettsd.org or Kailani Rands, krands@everettsd.org.

Affinity Spaces provides a unique opportunity for all staff to come together, connect, and engage in meaningful discussions in a supportive and inclusive environment. Equity clock hours will be provided, and you will be pre-registered upon completion.

Required Action:

Share the [flyer](#) and details with your staff. Post the Affinity Spaces flyer at your school.

Approved for Distribution:

Chad Golden



Response/Action Required

April 4, 2025

To: Building Principals
From: Anthony Anderson, Director of CTE, Choice Programs, and PE/Health
Regarding: **Sexual Health Education Curriculum Opt-Out Forms**

As a reminder, and per [district procedure 2123P](#), [Sexual Health Education Curriculum Opt-out Form](#) must be emailed to a student's teacher and a physical copy mailed to the building.

A list should be maintained by each building of students who opt-out in the following:

- Grade 5 students
- Grade 6 and 7 Health students
- Grade 9-12 Family Health students
- Grades 10-12 Second Time Sexual Health students

Required Action:

Please send your Sexual Health Opt-out student list directly to [Anthony Anderson](#) by **May 1**.

Approved for Distribution:

Shelley Boten



Response/Action Required

April 4, 2025

To: Administrators & Supervisors
From: Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Evaluation CBA Reminders for Paraeducators**

Evaluation Reminders for the Everett Association of Paraeducators

As we approach the summative evaluation period for paraeducators, here are a few important reminders to ensure that the evaluation process is completed effectively and that we are adhering to the language outlined in the Collective Bargaining Agreement.

To ensure a fair and supportive evaluation process, the following contract language outlines the procedure for addressing performance concerns that may lead to an unsatisfactory rating in any area of the summative evaluation, including the importance of providing adequate time before the evaluation to address these concerns.

Section 11.2.1. Observation of Performance Concerns

All employees shall be evaluated by their appropriate supervising administrator. In the event there is a concern or problem regarding the employee's performance leading to an unsatisfactory rating in any area, the evaluator shall first confer with the employee regarding the concern or problem prior to the evaluation. Concerns or problems should be addressed promptly when identified to permit time for improvement.

The following contract language outlines the procedure to be followed if an employee receives an unsatisfactory performance rating.

Section 11.3. Unsatisfactory Evaluations

If the performance of an employee who has already completed his/her probationary period is rated unsatisfactory, the immediate supervisor shall arrange a conference with the employee. The employee's Association representative may attend said conference and follow-up conferences if so requested by the employee and the employee's immediate supervisor is notified of this in advance. Said conference shall occur within ten (10) workdays of the employee's notification of unsatisfactory performance, but no later than the last day of the employee's annual work calendar, unless mutually agreed otherwise. The immediate supervisor shall discuss and reduce to writing the specific area of concern and the improvement required for a satisfactory evaluation. An overall performance evaluation that is rated unsatisfactory and therefore requiring improvement must be followed by a written performance improvement plan in the area(s) noted. The development and implementation of this plan will be a collaboration of the administrator and the employee.

If you have any questions, please contact your HR partner.

Region 1 & 2 – Mary O'Brien MO'Brien@everettsd.org

Departments – Mandy Shinn mshinn@everettsd.org

Approved for Distribution:

Chad Golden



Response/Action Required

April 4, 2025

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

Highly Capable Testing

Testing for the Highly Capable Program with the Cognitive Abilities Test (CogAT) and the Iowa Assessments in reading and math has been completed. Families have been notified of identification and placement. The Appeals Committee reviewed submitted appeals and decisions will be sent out this week.

For students who are new to EPS and joined the district after the referral deadlines, there is a summer testing option in August for identification and placement for the 2025-26 school year. This is usually a small number of students, and we will inform the principals and office managers of any additions to your HC classrooms as soon as testing and selection process is complete. Proof of enrollment after the referral deadlines is required and verified through eSchools. If you have new families who are interested in summer testing, have them contact highlycapable@everettsd.org.

LEAP (Learning Enrichment Achievement Program)

The names of newly identified LEAP students have been sent to teachers and principals. They are also now posted on Performance Matters.

Here are the links for teachers to access that information:

2025 SY Newly Qualified LEAP:

https://unify.performancematters.com/core/report/bbcard/bbcard.jsp?idp=wa_Everett_adfs&report=bu09jY

Required Action:

- Please share the Highly Capable summer testing information for students new to EPS with teachers and families.
- Please provide teachers the links to Performance Matters where this year's LEAP information is posted.
- If you have questions or need more information, contact:
- Anne Arnold aarnold@everettsd.org ext. 4089 or Michele Waddel mwaddel@everettsd.org ext. 4058.

Approved for Distribution:

Shelley Boten



Response/Action Required

April 4, 2025

To: Elementary Administrators and Office Staff
From: Anne Arnold, Director of P-5 Instruction and Early Learning Options
Regarding: **Kindergarten Enrollment Supports and Everett Ready**

Kindergarten enrollment continues but our numbers are lower than last year, at this time. Please communicate through all your vehicles—newsletters, Parent Square, reader boards, signs, banners, that now is the time to enroll kindergartners for next fall. Share the information with your Natural Leaders, PTA and PTSA groups. We will continue to promote kindergarten enrollment centrally, as well.

All elementary schools have submitted their **Getting Ready for Kindergarten** orientation night dates. The complete schedule, PowerPoint, Guidelines, and other related documentation can be found by clicking this [link](#). Please note that the PPT is a template that outlines EPS kindergarten programs and provides a variety of slides with general information. Principals can edit the PPT to meet your school's needs. For example, slide twenty-nine outlines school supplies that students can bring with them on the first day of school. Please customize that slide for your school.

Kindergarten Kits will be sent out to all schools after spring break. These are for distribution at your Getting Ready for Kindergarten orientation night.

The dates and times for Getting Ready for Kindergarten Orientation will be posted on the district website www.everettsd.org/kindergarten. Please be sure to also communicate to your kindergarten families about the date and time. It's a terrific way to welcome families to your school!

Everett Ready is scheduled for August 18-21 (in the mornings) and is available for all enrolled kindergarten students. Certificated and classified positions for Everett Ready will be posted soon. Please let your kindergarten staff and paraeducators know that they can apply right after spring break. In addition to the students' sessions on August 18-21, there will be a training and planning session on August 14 from 9:00am – 12:00pm. One hour of training and two hours will be spent in the classroom for set up and planning.

Required Action:

- Send a kindergarten enrollment 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.
- Share the Getting Ready for Kindergarten dates and times with your enrolled families.
- If you have questions, contact Anne Arnold aarnold@everettsd.org Ext. 4089 or Rola Bachour rbachour2@everettsd.org Ext. 4290.

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

April 4, 2025

To: Principals, Assistant Principals
From: Christopher Ferreira, Director of Safety and Security
Regarding: **Administrator's Safety Training**

As part of our ongoing efforts to improve our training programs, we will be conducting a short survey to gather feedback from all participants regarding the Administrator's Safety Training that will be held during the Summer Leadership training in August. Your input is vital to ensure that we continue to offer valuable and effective training experiences that meet your needs.

Survey Details:

- **Purpose:** To collect feedback on the training content.
- **Deadline:** Please complete the survey by April 18, 2025.
- **Survey Link:** [Administrator's Safety Training](#)

The survey should take no more than a few minutes to complete. Your responses will be kept confidential and will be used solely for the purpose of improving our training.

Approved for Distribution _____

Peter Scott



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

April 4, 2025

To: Elementary and Middle School Administrators
From: Dani Mundell, Director of Athletics and Activities
Regarding: **Graduation Invitation**

Graduation is June 14, 2025

We would like to invite administrators from our middle and elementary schools to attend the graduation ceremonies, especially in your feeder pattern. You are an important part of graduates' academic and social journeys, so please consider joining us.

If you'd like to attend a ceremony, please fill out [this form](#).

Please select which graduation(s) you would like to attend. We'd like you to fill out the regalia information as we work on plans for seating arrangements.

Space depending, administrators will be seated on the stage and will be in full regalia (gown with a hood). We have also had school-based and central office administrators seated in a row on the arena floor along the sides of the graduates, in which case we will ask you to wear the gown only (no hood).

*If you do not plan on attending the ceremony, you do not need to fill out this form.

Questions? Contact Dani Mundell, dmundell2@everettsd.org

Approved for Distribution _____

Peter Scott