

Response/Action Required

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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

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

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:

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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***

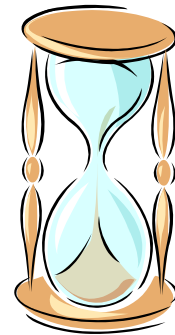
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should 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 18, 2025

To: Elementary School Administrators
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Anne Fox, P-5 Instructional Facilitator
Regarding: **Kindergarten Early Literacy Screening Tasks**

The Spring Early Literacy Screening window opens on Monday, April 28. Kindergarten teachers will be administering five literacy tasks that target accuracy and automaticity with letter naming, letter sounds, word recognition, and word blending. To support teachers with administering these tasks, we are offering an overview session to review kindergarten testing procedures, materials, guidelines, and i-Ready data entry directions.

Please share the date and time of the virtual training opportunity below with your kindergarten teachers:

- **Wednesday, April 23, 2025: 4:00-5:00 pm**
- [Zoom Link](#)
- **Zoom Meeting ID: 906 240 8947**
- **Zoom Passcode: writing**

Participants are welcome to drop in or stay for the full session. Registration is not required.

First and second grade teachers are following the same testing procedures as prior testing windows with oral reading passages for Benchmark 3. If they have questions, they are also welcome to drop into the session or can reach out to the Instructional Coach or Anne Fox.

Required Action:

- Share the above virtual training opportunity information with kindergarten teachers.
- Please contact Anne Arnold, x4089 or Anne Fox, x4022, with any questions or for more information.

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Response/Action Required

April 18, 2025

To: Elementary School Administrators and Office Staff
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Michele Waddel, Director of Assessment and Research
Anne Fox, P-5 Instructional Facilitator/Literacy
Regarding: **2025 Early Literacy Screening Reporting Process**

Below are the action steps needed to meet the state reporting requirements of the Early Literacy Screening process. Your school spreadsheet will arrive via email on Monday, April 21.

1. Review your building spreadsheet of student rosters with tabs by teacher name (grades K-2). Please notify our team if you believe a student has been identified in an incorrect category.

Students will fall into one of four categories:

Screened, not at risk

- These students will need to be entered as *Screened, not at risk* in eSchoolPlus.
- If the student is below grade level in reading, they will require identification of three levels of intervention: district, school, and classroom.
- Students who are on or above grade level will require the code #48 (No Interventions Used).

Screened, at risk

- These students will need to be entered as *Screened, at risk* in eSchoolPlus and will require identification of three levels of intervention: district, school, and classroom.

Multilingual Learner, risk unknown

- These students will need to be entered as *Multilingual Learner, risk unknown* in eSchoolPlus and will require identification of three levels of intervention: district, school, and classroom.

Not screened, exempt

- Exempt students will not be entered in eSchoolPlus.
- Students with Disabilities (SWD) as identified by IEP
- Multilingual Learners (ML) new to the country in the last four months

2. Select the spreadsheet tab for District and School Interventions. The district interventions have been identified. Please select the school level interventions available to your students.

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Options include:

- #1 - 1:1 Tutoring (Intervention Specialist)
- #5 - Group tutoring (Intervention Specialist)
- #11 - Before/after school instruction
- #18 - Professional learning communities
- #38 - Employment of parent and family engagement coordinators
- #39 - Family literacy events
- #43 - School associations (PTA, PTSA, PTSO)

3. Create a shared space and timeline for teachers to access the spreadsheet to add classroom level interventions for all screened students.

Options include:

- #2 - 1:1 Tutoring (Classroom Teacher)
- #3 - 1:1 Tutoring (Paraeducator)
- #4 - 1:1 Tutoring (Volunteer)
- #6 - Group tutoring (Classroom Teacher)
- #7 - Group tutoring (Paraeducator)
- #8 - Group tutoring (Volunteer)
- #25 - Teacher mentor program
- #47 - Other Interventions
- #48 - No Interventions Used

4. Provide the identified data entry para the completed spreadsheet with interventions. Paras with current access to eSchoolPlus will receive detailed data entry directions. Please notify us if you have a para that is new to eSchoolPlus so we can ensure access and an overview training. Up to six hours of paraeducator time will be allotted to support data entry into eSchoolPlus, similar to the LAP reporting process. Paras should submit their timecard no later than June 13 with the outsource code to Categorical and Activity: Early Literacy Data Capture.
5. Data entry in eSchoolPlus must be complete by Friday, June 6.
6. Teachers will need to send the [At Risk Communication letter](#) home to parents whose students are identified as “At Risk”. The letter should be sent prior to the June Progress Reports to inform families of screening results.

Here is a sample timeline to support the Early Literacy Screening reporting process.

- **April 21:** Principals receive site specific spreadsheets
- **Week of April 29:** Principals review student rosters and select school level interventions
- **April 28:** Principals communicate and share the spreadsheet and reporting process with K-2 teachers
- **April 28 – May 16:** K-2 teachers identify classroom level interventions for students within the provided shared spreadsheet
- **Week of May 19:** Teachers send communication letter to parents of “At Risk” Students

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- **May 19 – June 6:** Identified data entry para educators complete all required eSchoolPlus entries from the shared spreadsheet

If you have questions, please contact Anne Arnold aarnold@everettsd.org ext. 4089, Michele Waddel mwaddel@everettsd.org ext. 4058 or Anne Fox afox@everettsd.org ext. 4022.

Required Action:

- Please share this procedure and timeline with your instructional coach and K-2 teachers.
- Please follow the process outlined above to meet the data entry deadline of June 6.
- Provide the name of the data entry para to Rola Bachour rbachour2@everettsd.org ext. 4290 by Monday, May 5, along with indication of current access to eSchoolPlus.

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Response/Action Required

April 18, 2025

To: Elementary Principals and Teacher Librarians
From: Dr. Jeanne Willard, Executive Director, College and Career Readiness and Extended Learning Options
Anne Arnold, Director, P-5 Instruction/Early Learning Programs
Karen Hickenbottom, Director, Learning Management Systems
Regarding: **“Level Up” – Summer Learning for Elementary Students**

This year’s Summer Learning theme is **“Level Up.”** Similar to last year, we will continue our focus on reading, math, and science learning opportunities, all of which will be available to students and families on the [Summer Opportunities website](#) on May 23. In addition, students will be encouraged to access public libraries and participate in their summer programming.



Below is an outline of what to expect for Elementary Summer Learning for this summer:

- **April 18 – May 16** Principals complete [Summer Learning and Fall celebration plans](#): here is a [sample plan](#) for reference
- **May 23** Launch of district [Summer Learning](#) website
- **May 23** Dr. Saltzman launches “Level Up” with a video on the district website
- **June 2** Communications Department launches advertising on social media
- **June 2 – 20** Schools orient students to the district Summer Learning Opportunities website
- **July – August** Students engage in math, reading, writing and science activities available on the Summer Learning website and [track their participation](#)
- **August 27 – September 12** Schools collect student participation data
- **September 15** Principals submit student participation data

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- **August 27 – November 1** Schools will celebrate Summer Learning participation with students. Each elementary school will be provided \$1250 to support Summer Learning, including printing costs, materials, and fall celebrations. Summer Learning Celebrations might include classroom events, assemblies, or purchase of books in the name of students who recommended the books, and other items such as popsicles, bookmarks, and pencils for celebrating.

Please contact [Dr. Jeanne Willard](#), x4078, or [Anne Arnold](#), x4089, with any questions or for more information.

Required Action:

Elementary schools submit [Summer Learning and Fall Celebration plan](#) by May 16.



Response/Action Required

April 18, 2025

To: Secondary Principals and Teacher Librarians
From: Dr. Jeanne Willard, Executive Director, College and Career Readiness and Extended Learning Options
Kalle Spear, Director, 6-12 Instruction
Karen Hickenbottom, Director, Learning Management Systems
Regarding: **“Level Up” – Summer Reading for Secondary Students**

As a reminder, we are hosting [Middle School Summer Academy](#) and [High School Summer Academy](#) at Eisenhower Middle School, July 7-25. Details about Summer Academy can be found by clicking on the links. In addition to Summer Academy, we are promoting Summer Reading for all secondary students.




“Level Up” is the theme for secondary Summer Reading this year. Students will be encouraged to access public libraries and the public library programs during the summer. Links to local libraries and their summer reading suggestions will also be on our website. Schools will have digital bookmarks available on the school websites to collect participation data from students. Schools will celebrate summer reading participation with students in the fall.

Below is an outline of what to expect:

- **April 18 – May 16** Principals complete [Summer Reading and Celebration plans](#); here is a [sample plan](#) for reference
- **May 23** Launch of district [Summer Learning](#) website
- **May 23** Dr. Saltzman launches “Level Up” with a video on the district website
- **June 2** Communications Department launches advertising on social media
- **June 2 – 20** Schools orient students to the summer reading information on their school’s district Summer Learning section of the Summer Opportunities website
- **June 20** Communications Department sends Smore newsletter to all families
- **July – August** Students track participation

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- **August 27 – September 12** Schools collect student participation data
- **September 15** Principals submit student participation data
- **August 27 – November 1** Schools will celebrate summer reading participation with students. Each secondary school will be provided \$750 to support Summer Reading, including printing costs, materials, and fall celebrations. Summer Reading Celebrations might include classroom events, assemblies, or purchase of books in the name of students who recommended the books, and other items such as popsicles, bookmarks, and pencils for celebrating.

Please contact [Dr. Jeanne Willard](#), x4078, or [Kalle Spear](#), x4064, with any questions or for more information.

Required Action:

Secondary schools submit [Summer Reading and Celebration plan](#) by May 16.



Response/Action Required

April 18, 2025

To: Elementary, Middle, and High School Principals and Teacher Librarians
From: Dr. Jeanne Willard, Executive Director of College & Career Readiness and Extended Learning Options
Regarding: **Summer Open Library**

Summer Open Library allows schools to be able to open up their school library for up to three hours per week for up to nine weeks during the summer break, for the weeks of June 23 – August 22. Funding for Open Library is available to elementary and secondary schools to pay for staff to host their school's Open Library program. To be able to access the funding and to pay staff, each school will need to complete an [Open Library Planning Form](#) and submit the form by May 2.

In your school's plan, you will need to identify up to one certificated and one classified staff member who will prep and host the Open Library program at your school. In addition, a tentative schedule for your school's Open Library program will need to be provided. Schools are responsible for entering a facility request for the use of their school library during the summer.

Required Action:

- Each school submits an [Open Library Planning Form](#) by May 2.
- Schools are responsible for entering a facility request through FS Direct (School Dude) no later than May 16 for the use of their school library during the summer.
- Please contact Dr. Jeanne Willard, x4078, jwillard@everettsd.org or Tami Koenen, x4035, tkoenen@everettsd.org with any questions or for more information.

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Response/Action Required

April 18, 2025

To: Elementary Administrators and Office Staff
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Regarding: **2025 Everett Ready Staffing**

Everett Ready is scheduled for August 18-21 (for three hours in the morning) and is available for all enrolled kindergarten students. The model for Everett Ready is the same as last year with both certificated and classified staff at each school.

Teacher, paraeducator and HRA positions are posted. Staffing allotments, based on projected enrollment, have been sent to all principals (link below). Principals or Assistant Principals will do the hiring for these positions at all elementary schools.

Hours per day by position, August 18-21:

- Certificated staff: 3.5 hours/day
- Paraeducators: 4 hours/day (responsible for taking students to and from buses and/or cars before and after school)
- HRAs: 3.5 hours/day

Training and Planning sessions on Thursday, August 14:

- Certs and Paras, 9:00 to 10:00 am, onsite zoom session, followed by two hours of team planning and set-up
- HRAs, 10:00 am to 12:00 pm, at the CRC followed by two hours of planning onsite in the afternoon
- General Office Secretaries, 11:00 am to 1:30 pm, zoom session

Link to the hiring spreadsheet:  [Everett Ready 2025 - Hiring Staff List.xlsx](#)

Once a school's team is hired, Rola will email all members cc'ing school administrators, office manager, and general office secretary all Everett Ready information: including date, hours, zoom details, links, and will also attach a copy of the Everett Ready Guide.

Required Action:

- Please share the Everett Ready staffing information with your kindergarten teams and your classified staff who might be interested in supporting this program.
- If you have questions, contact Anne Arnold aarnold@everettsd.org Ext. 4089 or Rola Bachour rbachour2@everettsd.org Ext. 4290.

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Response/Action Required

April 18, 2025

To: High School Principals and Academics Directors
From: Dr. Jeanne Willard, Executive Director of College & Career Readiness and Extended Learning Options
Regarding: **Application for New CiHS Teachers & Courses for 2025-26**

Everett Public Schools has established interlocal agreements with local and state colleges to offer College in the High School (CiHS) for some courses taught by qualified high school teaching staff.

For the 2025-26 school year, all new CiHS teachers must apply using the [Everett Public Schools CiHS Application](#). The window for applications varies based on the postsecondary institution as listed below.

Application windows:

- [Edmonds College](#) CiHS application window open through May 30
- [Everett Community College](#) CiHS application window through May 30
- **NEW!** [Central Washington University](#) and [Eastern Washington University](#) CiHS programs will also be available for the 2025-26 school year; application windows are open through May 15

To review teachers and courses already approved for CiHS, please review the [CiHS Approved Teacher List](#). A teacher must be approved for each CiHS course. Currently approved teachers and courses do not need to be re-approved for the upcoming school year unless the postsecondary institution has a renewal process. When in doubt about CiHS status, please contact cihs@everettsd.org.

Required Action:

- Please share this information with staff who would like to apply to teach CiHS for the 2025-26 school year.
- For more information, please contact cihs@everettsd.org.

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Response/Action Required

April 18, 2025

To: Administrators & Supervisors
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **April National Observances: Arab American Heritage Month**

“Things need to change—but they won’t if we remain undercounted. How can we advocate for the issues that matter to us if we are not visible?” – Suher Adi

As we approach National Arab American Heritage Month, we are reminded of the importance of recognizing and celebrating the contributions of Arab Americans throughout the year. This month is an opportunity to learn about the rich cultural heritage, history, and achievements of the Arab American community. From advancements in science and literature to contributions in arts and activism, Arab Americans have played a vital role in shaping our society.

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 Arab American authors, and strategies for creating culturally responsive learning environments. Below is a sample of the resources highlighted:

[Arab American National Museum Virtual Tour](#) by the Arab American National Museum offers high-quality educational and culturally enriching guided tours of their exhibits, both in-person and virtually. The AANM sees itself as a resource for enhancing the understanding of Arab American history, arts, culture, and contributions.

[Virtual Bookshelf: Arab American Heritage Month](#) by the National Endowment for the Humanities has funded many projects based on Arab American culture. This bookshelf includes reading programs, seminars, exhibitions and scholarship, films, and recently, an opera.

[Celebrate Arab American Heritage Month](#) by PBS is a collection of documentaries and programs that celebrate the diversity and history of Arab American communities.

[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 Arab American Heritage Month!

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

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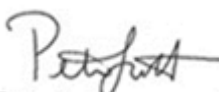
1. Be accurate and sensitive – This is an excellent opportunity to incorporate the culture, religion, and the historical importance of the identified national observance(s) of the month.
2. Be inclusive and expand national observances to reflect the demographics of your classroom.
3. Collaborate and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

Let's take this opportunity to celebrate the resilience, contributions, and achievements of Arab Americans—this month and every month.

Required Action:

Please share this information with your teachers and other staff.

Approved for Distribution



Peter Scott



Response/Action Required

April 18, 2025

To: Secondary Administrators
From: Kelley Clevenger, Executive Director of Special Services
Regarding: **Co-teaching Agreement**

Please be reminded that the Co-teaching Agreement for the 2025-26 school year must be completed, approved, and submitted to Special Services before the end of this school year.

If new partnerships develop based on student needs and class numbers, please ensure that the necessary agreements are completed, approved, and submitted to Special Services prior to the first day of school.

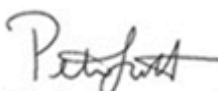
Required Action:

The agreement form can be found below and must be completed and signed by both the General Education and Special Education teachers, as well as the School Administrator and finally sent to the Special Services Director (Beth DeGrace).

 [Certificated Co-teaching Agreement.docx](#)

If you have questions or need support with the process, please contact your designated Director of Special Services.

Approved for Distribution



Peter Scott



Response/Action Required

April 18, 2025

To: All Principals
From: Anthony Anderson, Director of CTE, Choice Programs, and PE/Health
Regarding: **Sexual Health Curriculum Updates**

Comprehensive Sexual Health Education (CHSE)

Per the [RCW 28A.300.475](#) and the WA State Healthy Youth Act, and [district policy 2123](#), “health, family life, AIDS, and sex education, including information about human anatomy, reproduction and related topics, shall be included in the instructional program as appropriate to the grade level and course of study.”

For our **elementary school students**, this includes lessons in the spring.

- Messaging will be sent to families to let them review the curriculum ahead of time via ParentSquare on Monday, May 21
- Elementary teachers can begin their Sexual Health Curriculum as soon as May 19

For our **middle/high school students**, this includes a window in Semester 1 and a late spring window in Semester 2

- Please determine your timeline for your building to:
 - Review available resources in [DocuShare](#)
 - Modify and send a family notification letter
 - When you have scheduled your curriculum presentation and who will lead it
 - Who will maintain a record of opt-out forms from families for your school

Required Action:

Elementary Schools:

- Communicate with your fifth-grade teachers that messaging will go out to via ParentSquare
- Communication includes links to review the curriculum and opt-out process
- Remind fifth grade teachers that families will email opt-out forms directly to them
- Alert your office managers that hard copies of opt-out forms should be included in student cumulative files

Middle & High Schools:

- Communicate with your Health teachers when you have updated the family letters and how you plan to send notifications to families with links to the curriculum review request
- Communicate with your Health teachers when they can begin their Sexual Health curriculum – note that families must have 30 days to review curriculum before curriculum for second semester begins
- Remind Health teachers that families will email opt-out forms directly to them
- Alert your office managers that hard copies of opt-out forms should be included in student cumulative files

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Shelley Boten



INFORMATION ONLY

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





April 18, 2025

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

Annual Performance Evaluation Timelines

The timelines for 2024-25 staff evaluations are listed on the linked document, which is also available in DocuShare: Human Resources folder, Evaluations, [2024-25 Evaluation Timelines](#).

Per OSPI, school building administrators' evaluations are due June 1, 2025.

The observation and evaluation timelines for both certificated and classified staff must be followed. If you have questions, please contact your Human Resources partner below:

Region 1, 2 & 3 – Mary O'Brien MO'Brien@everettsd.org
Departments – Mandy Shinn mshinn@everettsd.org

Staff on Leave

Prior to a staff member starting a **known leave of absence or when a staff member returns from a leave of absence during the school year**, the building administrator or supervisor must complete an evaluation and send it to Human Resources. If the **leave of absence is unplanned**, the building administrator or supervisor must do his/her best to complete the evaluation within 30 days of the staff member's start date of the leave of absence.

Staff Transferring to Another Building

Whenever a staff member transfers from one building to another (at any time of the year), it is the **responsibility of the building administrator or supervisor who is losing the staff member** to complete an evaluation and send it to Human Resources within 30 days of the staff member's leaving or coordinate with the receiving administrator or supervisor as to who will be responsible for completing the evaluation.

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Chad Golden



Information Only

April 18, 2025

To: Administrators
From: Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Performance Evaluation of Administrators / [Policy 5250.2P](#)**

Evaluation of Principals and Assistant Principals

The performance of principals and assistant principals will be evaluated at least once per year in accordance with the requirements of state law.

All principals and assistant principals who supervise the operation and management of a school will be assessed through the most recent version of the Association of Washington School Principals (AWSP) leadership framework and receive a performance rating. The four levels of performance are unsatisfactory, basic, proficient, and distinguished. Two formats for evaluation, comprehensive and focused, will be used as defined by statute. Principals in their first three years in the position; principals in their first year in the district previously employed a minimum of three consecutive years as a principal in another school district in the state of Washington; and any principal who received a comprehensive summative evaluation performance rating of unsatisfactory or basic in the previous school year, or any principal for whom their supervisor has determined the comprehensive evaluation warranted will be evaluated using the comprehensive format.

Evaluation of Director Administrative Staff

The performance of administrative staff other than principals, assistant principals, and cabinet members will be evaluated at least once per year. These administrative staff include directors.

Administrative directors will be assessed through a leadership rubric and receive a performance rating. The four levels of performance are unsatisfactory, basic, proficient, and distinguished. Two formats for evaluation, comprehensive or focused, may be used. The evaluation will result in a comprehensive summative performance rating.

Submit evaluations via email to evalHR@everettsd.org.

Approved for Distribution:

Chad Golden



Information Only

April 18, 2025

To: Administrators and Supervisors
From: Dr. Peter Scott, Deputy Superintendent
Regarding: **U.S. Department of Homeland Security Notices**

The following came from the Office of Superintendent of Public Instruction this week. We are including it here for your information.

Last week, the U.S. Department of Homeland Security (DHS) issued notices to migrants who entered the U.S. using the CBP One app, directing them to leave the country immediately. The app was created in January of 2023 to allow a temporary legal pathway to enter the country under a legal authority known as humanitarian parole.

Some have raised questions and concerns about the potential impact of the notice on students' families. We encourage you to continue following our guidance, [Protections for Immigrant Students in Washington's K-12 Public Schools](#) (also available in [Spanish](#), [Ukrainian](#), and [Russian](#)) for supporting students. At the end of the guidance, we've compiled a list of additional resources, including links to community organizations who support immigrant and migrant individuals and families in Washington. You may wish to share some of those resources with families who come to you for support.

Approved for Distribution _____

Peter Scott



April 18, 2025

To: School Administrators
From: Kelley Clevenger, Executive Director, Special Services
Regarding: **Special Services New Programs SY 2025-26**

As we plan for the 2025–26 school year, we have carefully reviewed several key factors—including the new legislation stating students receive services through their 22nd year of age, updated contract ratio language (for Strive and Elementary Life Skills), current student enrollment numbers, and the geographic alignment of programs with where students reside.

Based on this analysis, we will be implementing updates to program locations to best support student needs. These changes include the establishment of new programs and the relocation of some existing programs to better align with student demographics.

Please see the below summary outlining the changes to program locations.

School	Program Shift	New Program
Monroe Elementary	DK to DPK	
Whittier Elementary		Life Skills (1 additional)
Forest View Elementary		Life Skills (1 additional)
Jefferson Elementary		Life Skills (1 additional)
Tambark Creek Elementary		DK (coming from Monroe)
Cascade High School		Strive (1 additional)
Jackson High School		Strive
North Middle School		Life Skills

Approved for Distribution _____

Peter Scott



April 18, 2025

To: School Administrators
From: Dave Peters, Director of Student Support Services
Kari Johnson, Health Services Supervisor
Regarding: **Infectious Disease Response Protocols**

Our Health Services team, including building Registered Nurses (RNs) and the Health Services Supervisor, is prepared to support your school in managing infectious diseases. As these types of cases arise, it's important to know the appropriate steps to take.

Key Resources

- [Infectious Disease Control Guide for School Staff](#) (DOH/OSPI): Outlines prevention, cleaning, respiratory protection, and outbreak monitoring for common school-related diseases.
- [EPS Board Policy 3414](#): Aligns with state guidance on managing infectious diseases.
- [WAC 246-110](#): Requires schools to report [notifiable diseases](#) to local health authorities.

What To Do If an Infectious Disease is Suspected or Reported in Your School

1. Report Immediately

Notify your building RN. If unavailable, contact [Kari Johnson](#), Health Services Supervisor. Maintain confidentiality.

2. RN Investigation

The RN determines if the report is valid and if next steps are necessary. Many reports are found to be false alarms. Confirmed or highly suspected cases will move forward.

3. Notification

Confirmed or suspected cases are reported to the building administrator and Health Services Supervisor (Kari Johnson). Additional district leadership will be informed as needed.

4. Reporting to Health Department

If the disease is on the notifiable list, the RN contacts the Snohomish County Health Department's Communicable Disease Team.

5. Next Steps

The RN refers to the Infectious Disease Control Guide and works with Kari Johnson and administrator to determine response actions. Details may be limited to protect privacy.

6. Health Department Response

The local health officer provides guidance or mandates action. Written orders are required for school closures or exclusions. If guidance is recommended but not required, the district will determine next steps.

Need Help? You're Not Alone.

If you're unsure, pause and reach out. Kari Johnson, RN | Health Services Supervisor
kjohnson5@everettsd.org | x5273 | 425- 626-5093 (district cell)

Approved for Distribution _____

Peter Scott



Information Only

April 18, 2025

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

From a central office perspective, we've been working on many important initiatives to support our teams across the system. These initiatives encompass co-teaching trainings, elementary inclusionary practices focus groups, and the development of new Achieve tenets to be shared across the system. Special Services has been focused on building processes such as the 1:1 process, updating the Isolation and Restraint procedures, finalizing the procedure manual, and planning for the 2025-2026 school year, among other critical tasks.

The [April Newsletter](#) is published and ready for your viewing. **There is important time sensitive information included in this edition.** Please take the time to view.

Thank you all for your continued dedication and support!

Approved for Distribution _____

Peter Scott