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No Items

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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

**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](mailto:cgolden@everettsd.org), 425-385-4100

504 Coordinator – Dave Peters, [dpeters@everettsd.org](mailto:dpeters@everettsd.org), 425-385-4063

Gender-Inclusive Schools Coordinator – Joi Grant, [jgrant@everettsd.org](mailto: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***

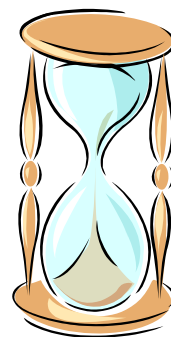
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should 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](mailto: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 25, 2025

To: Principals and Assistant Principals  
From: Harmony Weinberg, Director of Communications  
Regarding: **Let's Connect Community Events**

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We are excited to update you on the communications campaign for our **Let's Connect** community events, which are focused on shaping the future of our schools.

**What has been done so far:**

- April 1: The event details were featured in the district newsletter and posted to all district and school websites.
- Social Media Campaign: Ongoing since April 1, including Facebook events, pinned posts, and flyers via Peachjar.
- Regional Outreach: Event info sent to regional administrators for inclusion in school newsletters.
- Posters: Delivered to all schools during the week of April 7.
- ParentSquare Message #1: Sending districtwide on April 23, promoting the April 30 event at North Middle School, and previewing May 6 at Heatherwood.
- Text Reminder #1: This text will be sent on April 29 to remind families about the April 30 event.

**What is coming up:**

- April 30: First Let's Connect event at North Middle School.
- May 1: Potential follow-up ParentSquare message with photos and invitation to the May 6 event.
- May 5: Reminder text for the Heatherwood event.
- May 6: Let's Connect at Heatherwood Middle School.
- May 7–8: Thank you messages and survey data compilation.

<b>Required Action:</b>
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Thank you for your continued support in helping us engage our families and community. Your encouragement and promotion of these events make a significant difference. Please share this message with your families:

**Email subject:** Let's Connect: Help shape the future of our schools!

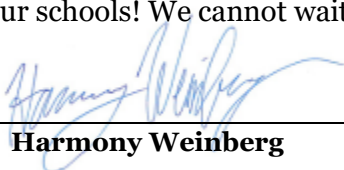
You are invited to attend **Let's Connect**, a community event to share your voice and help shape the future of our schools. There are two options to attend the event.

- **North Middle School** – April 30, 6:00–7:30 p.m.
- **Heatherwood Middle School** – May 6, 6:00–7:30 p.m.

Choose the location and date that work best for your family. These are open-house style events with opportunities to share your feedback, enjoy light snacks, and hear about important school construction bond information.

**Text Message:** Let's Connect! Join us April 30 at North MS or May 6 at Heatherwood MS from 6–7:30 p.m. to help shape the future of our schools! We cannot wait to see you there!

**Approved for Distribution:**

  
Harmony Weinberg



## ***Response/Action Required***

April 25, 2025

To: Hiring Managers  
From: Chad Golden, Assistant Superintendent, Human Resources  
Mary O'Brien, Director, Human Resources  
Regarding: **Transformative Hiring Practices for Certificated Teachers**

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The informal transfer window will open on Tuesday, April 29, 2025, for certificated teacher positions.

- Certificated teacher vacancies will post internally for five days.
- Internal vacancies will post each Tuesday and close on Sunday at 4:00 p.m.
- Employees seeking a voluntary transfer shall submit an internal transfer request in response to an internal posting in Frontline.
- Hiring managers will conduct conversations with each in-district candidate that meets the criteria for the position as determined by Human Resources (HR).
- Hiring managers contact HR to discuss candidate selected for the position.
- HR approves selected candidate, hiring manager offers position and contacts in-district candidates not selected for the position.
- The District may unilaterally decline one voluntary transfer per school.

If the position is not filled by an internal transfer, you may hire externally from the applicant pools:

- 2025-26 Certificated Teacher Pool – Elementary
- 2025-26 Certificated Teacher Pool – Secondary
- 2025-26 Certificated Teacher Pool – Special Education
- 2025-26 Certificated Teacher Pool – Dual Language

As a reminder, all certificated teacher hiring must follow the new transformative hiring process. If you need a refresher or guidance on the new process, please refer to the [Transformative Hiring Practices PowerPoint](#) and/or [Certificated Hiring 2025-26 Toolbox](#) links or contact Mary O'Brien, Dulce Ruiz, or Trish Chambers.

If you need Frontline support, contact Trish Chambers x4113, [tchambers@everettsd.org](mailto:tchambers@everettsd.org).

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

Region 1 & 2 – Mary O'Brien [MO'Brien@everettsd.org](mailto:MO'Brien@everettsd.org)  
Departments – Mandy Shinn [mshinn@everettsd.org](mailto:mshinn@everettsd.org)

<b>Required Action:</b>
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All certificated teacher hiring must follow the new transformative hiring process.

**Approved for Distribution:**

**Chad Golden**



## ***Response/Action Required***

April 25, 2025

To: High School Principals and Career Specialists  
From: Anthony Anderson, Director of STEM, CTE, and Choice Programs  
Regarding: **CTE Ambassadors Applications Opening for 2025-26**

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The CTE Department is preparing for the 2025-26 class of CTE Ambassadors and are currently accepting applications. This program is intended to help students learn from current (or past) CTE scholars about our programs, courses, and student leadership opportunities.

### **What Ambassadors do:**

- Join our team at various events to help promote CTE programs to other students, such as:
  - High School and Beyond nights
  - Eighth grade high school info nights
  - Fifth grade middle school info nights
  - CTE Fair
- CTE Ambassadors will join our CTE General Advisory Council as active student members
- Students will also help with making promotional items in our buildings prior to registration to encourage students to participate in CTE classes or apply for any of the CTE Signature STEM Program
- Ambassadors will earn volunteer hours and seniors may earn graduation cords

### **Student qualifications:**

- Grade 10-12 only
- Minimum 2.5 GPA
- Reliable transportation
- Letter of recommendation from a previous CTE teacher

### **What's next:**

- **On May 2**
  - Students entering grades 10-12 will be invited via Parent Square
  - Current ambassadors will hang posters in their buildings to advertise
- CTE Ambassador applications should be completed and submitted **by May 19**
- The CTE team and current ambassadors will evaluate applications and send invitations to accepted students in June

**Required Action:**

Please share this information with CTE teachers and career specialists and have them encourage students (entering 10-12 grades) to **apply by May 19**.

**Approved for Distribution:**

**Shelley Boten**



## Response/Action Required

April 25, 2025

To: Principals and Assistant Principals  
From: Harmony Weinberg, Director of Communications  
Regarding: **May Core Value Champion Submissions**

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

May's Core Value is Collaboration. Please nominate your student by Tuesday, May 27. [Nominate May via this link](#).

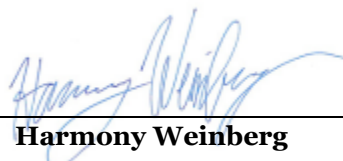
### Board Meeting Recognitions Schedule:

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 Tuesday, May 27. The May Core Value is Collaboration. Please use [this form](#).

Approved for Distribution:

  
Harmony Weinberg





## Response/Action Required

April 25, 2025

To: Secondary Principals  
From: Kalle Spear, Director of Secondary Instruction  
Quiana Hennigan, Student Assessment Coordinator  
Regarding: **World Language Assessment and the Seal of Biliteracy**

Earlier this year you received the World Language Assessment (WLA) results packets via district mail. School coordinators should have received:

- Family score report and transcript letter
- File copy of score report and transcript letter

School office staff should have completed the proficiency transcription using these [instructions](#).

### **High School Seal of Biliteracy Process**

#### *Transcribing Seal of Biliteracy*

When LMS updates and finalizes transcripts in the spring, they will run the process to include the Seal of Biliteracy on transcripts for those transcripts which indicate World Language Proficiency in one or more languages.

#### *Providing Seals, Letters, and Medals*

[Amritha Imandi](#) tracks materials and replenishes school supplies of seals and medals in April. These are sent to the attention of office managers and schools are billed for the cost of the materials at that time.

Schools can use the Cognos report “Seal of Biliteracy Eligible Students” to determine which graduating seniors are proficient in a World Language and distribute medals and adhere seals accordingly.

It is recommended that congratulatory letters be distributed to students at diploma pickup. To receive the signed congratulatory letters, schools must send [Amritha Imandi](#) a spreadsheet of graduating students at least two weeks in advance of when they require the letters, but **no later than Friday, May 23**. Spreadsheets should be formatted as seen below.

	A	B	C
1	First Name	Last Name	School Name (do not include High School)
2			
3			

### **Required Action:**

Select a staff person responsible for sending a list of seal-eligible students to [Amritha Imandi](#) at least two weeks prior to needing congratulatory letters at your building, but **no later than Friday, May 23**.

**Approved for Distribution:**

**Shelley Boten**





## ***Response/Action Required***

April 25, 2025

To: Secondary Principals and Academics Directors  
From: Dr. Jeanne Willard, Executive Director of College & Career Readiness and Extended Learning Options  
Regarding: **2026-27 School Year Course Proposal Forms Now Available**

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In preparation for the [high school](#) and [middle school](#) course catalogs for the 2026-27 school year, [course proposal forms](#) are now available.

Each form requires a set of supporting documents and signatures in place before they are submitted. Completed proposal packets can be emailed to the [College & Career Readiness Department](#).

The upcoming deadline for proposals is as follows:

- **October 1, 2025, deadline:**
  - [High School and Middle School Course Proposal Approval Form for New CTE Courses 2026-27](#)
  - [High School Course Proposal for New Course Equivalency 2026-27](#)
- **December 1, 2025, deadline:**
  - [High School Course Approval Form for New Courses 2026-27](#)
  - [Middle School Course Proposal Form for New Courses 2026-27](#)
  - [High School and Middle School Course Revision Form 2026-27](#)
  - [High School and Middle School Course Removal Form 2026-27](#)

<b>Required Action:</b>
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- Please share this information with staff considering the development of new courses or revisions to current courses for the 2026-27 school year.
- Please also remind staff that a course application often takes many months to complete as it requires advanced planning, curriculum and budget approval, and coordination between schools and departments.
- Early planning is highly recommended.
- For more information, please contact [Dr. Jeanne Willard](#).

**Approved for Distribution:**

**Shelley Boten**



## ***Response/Action Required***

April 25, 2025

To: All Principals  
From: Adam Pazder, Director Food & Nutrition  
Regarding: **Washington State SUN Bucks Summer Food Program**

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SUN Bucks, also known as Summer EBT, is a DSHS program that helps families buy food for their school-aged children during summer months when schools are on summer break. Qualified families will receive a one-time \$120 benefit per year for each eligible school-aged child. Benefits are issued on individual EBT cards that families can use to purchase nutritious food during the summer.

### **Some Families are Automatically Enrolled:**

Children receiving meal benefits through the Direct Certification process or via a completed Free/Reduced Meal Application are automatically enrolled to receive Sun Bucks benefits.

### **Families with Children at CEP Schools must Apply for Benefits:**

Students receiving meals at no cost while attending a school operating on the Community Eligibility Provision (CEP) are not automatically enrolled in the Sun Bucks program. To enroll, families must either:

- ✓ Complete a Child Nutrition Education & Eligibility Benefit (CNEEB) application on the [F&N website](#) by Friday, May 30, 2025; or
- ✓ Apply for benefits directly from [Washington State DSHS](#). Applications are accepted all year long, and additional program information is available via this link.

**Required Action:**

Use the SUN Bucks media toolkit from Communications (link below) and the application links above (F&N and WA DSHS) to communicate the SUN Bucks Summer Food Program and application requirements to families at your school. Contact the Food & Nutrition department with any questions.

☐ [Sun Buck media toolkit for schools](#)

**Approved for Distribution** \_\_\_\_\_

**Andi Tress**



## ***Response/Action Required***

April 25, 2025

To: Elementary School Administrators and Office Staff  
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs  
Regarding: **Kindergarten Classrooms for 2025-26 School Year**

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Kindergarten kits, including furniture, learning materials and curricular resources will be moved between schools to accommodate changes in kindergarten enrollment for the 2025-26 school year.

Please review and complete the information for your school on this spreadsheet. Use this link, [Kindergarten Classrooms 2025-26](#) to get work orders in to ensure that classrooms are ready for set-up in August. Or, if you expect to have a decline in kindergarten classrooms for the 2025-26 school year, please indicate that you would like to have the kindergarten kit picked up and stored.

If you have no changes in the number of kindergarten classrooms, please confirm the teachers' names in the 2025-26 column so we know who is on your 2025-26 kindergarten team.

<b>Required Action:</b>
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- Please indicate on the spread sheet the changes in the number of kindergarten classrooms at your school next year. If there are no changes, confirm the kindergarten teachers' names in the 2025-26 column [Kindergarten Classrooms 2025-26](#)
- If you have questions, please contact Rola Bachour [rbachour2@everettsd.org](mailto:rbachour2@everettsd.org)

**Approved for Distribution:**

**Shelley Boten**



## Response/Action Required

April 25, 2025

To: All School Administration  
From: Tavis Miller, Director Instruction Technology & Learning Services  
Regarding: **Amended Grading Timeline**

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**Amended Date and Time in Red**  
**SHARE WITH ALL STAFF**

### Grade Report Timelines 2024-25

Semester grading timelines within the contract have been reviewed and the following schedule has been determined for all school levels. Buildings are asked to adhere to these shared timeframes for consistency in semester reporting. If the timeline presents challenges for the building, the principal is asked to contact Tavis Miller, Director of Instructional Technology and Learning Services.

All dates are set to the current school calendar. Dates will be reviewed if the weather changes the school calendar.

**Elementary Schools** – dates for publication are subject to adjustment based on gradebook-generated progress report process.

Level	End of Term	Progress Report scores finalized end of workday	Distributed by
ES	Thursday January 30, 2025	Monday February 10, 2025	Wednesday February 19, 2025
ES	<b>Friday June 20, 2025</b>	<b>Friday June 13, 2025</b>	<b>Wednesday, June 18 &amp; Friday, June 20, 2025</b>

Approved for Distribution:

  
Brian Beckley

## Middle and High Schools

	End of Term	Senior grades due in Gradebook	Send Date from Gradebook to eSchoolPlus	TAC Proof Deadline	Send PDF to Printer by end of workday & date posted online	Mailed by
Semester 2	Friday June 20	Friday June 13	Wednesday June 18	Friday June 20	Thursday June 26	Tuesday July 1

### Required Action:

Please share with all staff.



## ***Response/Action Required***

April 25, 2025

To: Administrators & Supervisors  
From: Chad Golden, Assistant Superintendent, Human Resources  
Regarding: **REMINDER: Fragrance\* Sensitivity**

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Please be aware that some staff have chemical sensitivity. While many staff choose to wear fragrances to work, fragrances should be worn in moderation so as not to distract, disrupt, or offend others. In addition, some members of the district staff have health conditions that are negatively affected by fragrances worn by others. In those circumstances, staff will be asked to refrain from wearing fragrances to work.

\*Fragrance: perfume, cologne, lotion, aftershave, balm, flowers (some lilies have an especially strong fragrance), essential oils, etc.

<b>Required Action:</b>
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Please post this notice in high-traffic staff areas, staff newsletter, and visitor area.

**Approved for Distribution:**

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**Chad Golden**



## **INFORMATION ONLY**

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







April 25, 2025

To: Administrators & Supervisors  
From: Kelley Clevenger, Executive Director, Special Services  
Regarding: **Bold Leadership Letter**

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Remember back in August at the Summer Leadership Institute, you wrote yourself a letter about “Bold Leadership”? You will be receiving your “Bold Leadership” letter through interdistrict mail soon! If you remember we discussed:

*Dare To Lead*: Which are you wanting to focus on this year?

- Rumbling with Vulnerability
- Living into your Values
- Braving Trust
- Learning to Rise

We also worked on identifying the *Four Frames of Leadership*, and where you have the most skill and the skill you would like to strengthen.

- Structural
- Human Resources
- Political
- Symbolic

The last item on the letter was to identify what you would like to

- Launch
- Refine
- Continue

Hope you enjoy reviewing your **Bold Letter**!

Approved for Distribution \_\_\_\_\_

**Peter Scott**