Communications to Principals

Volume 23, Number 36
For the Week Ending May 16, 2025

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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 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.

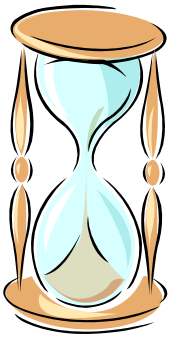
6. In order to keep the packet to a manageable size, any attachments corresponding with the document need to be linked in the body.

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

May 16, 2025

To: Elementary School Administrators and Office Staff
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Mimi Brown, Director of Professional Learning
Regarding: **LETRS Training for First Grade Teachers**

As we work to support the EPS priority student outcome of ensuring third grade literacy, we are building our understanding around the Science of Reading research by continuing the LETRS (Language Essentials for Teachers of Reading and Spelling) professional learning.

LETRS is not a literacy curriculum. Instead, it provides knowledge, best practice instructional strategies, and tools that teachers can integrate with any high-quality literacy curriculum including *Reach for Reading*.

Beginning in June 2024, instructional coaches and facilitators launched the first cohort of LETRS Volume 1: *Focus on Word Recognition*. This layered and expanded on our previous learning around foundational skills instruction. The course was asynchronous and self-paced and opportunities to work collectively at the CRC were offered during the school day to all coaches. Instructional coaches and facilitators began Volume 2: *Focus on Language Comprehension* in March with four in-person learning days.

The second cohort of LETRS training will have two parts:

- teams of K-2 and resource room teachers from a small number of schools and
- an opt-in opportunity for first grade teachers from all elementary schools.

We can have up to forty teachers in each of these cohorts. LETRS training is funded by the Academics Dept. and includes access to the print and online resources as well as four in-person training dates. Teachers will be accepted on a first come, first served basis. They will be asked to agree, in writing, to participate in the model, described below.

LETRS Training Model:
LETRS Volume 1 has four units that require 1-2 hours of asynchronous learning per week. The online license and books are provided to each teacher for the year-long training. For each unit there will be:

- A one-day launch with LETRS consultants (June 25 for Unit 1). Teachers will be compensated. The three launch days for units 2-4 will be scheduled during the school day (2025-26 school year) with release time.
- *Optional* half-days scheduled at the CRC for work time and support during each unit, release time provided.
- A two-hour after-school meeting upon completion of each unit to make curricular connections and provide implementation supports, a total of four meetings in the 25-26 school year. Compensation provided.

Teachers have a year to complete the Volume 1 training with a pacing guide to keep them on track and aligned.

Approved for Distribution: _____
Shelley Boten

To learn more about the LETRS training opportunity, **we will provide a short zoom meeting on Monday, May 19 at 3:45 pm https://everettsd.zoom.us/j/98766351504 Passcode: LETRS.**

This meeting will provide more information, inspiration, and answer questions teachers might have. We have previously emailed teachers directly about this session and provided the zoom link. If your teachers are unable to attend or have additional questions, please have them reach out to Anne Arnold or Mimi Brown, so we can provide support.

The data from states and districts that have trained teachers in LETRS is compelling, especially in places where a "critical mass" was built. To that end, we would like to get as many first-grade teachers from your schools to join the LETRS cohort, as possible. Please encourage anyone you think might be interested to attend the informational zoom on Monday, May 19 at 3:45 pm.

Required Action:

- Please share the information about LETRS training and important dates with your first-grade teachers.
- Send the names of first grade teachers who would like to participate in the year-long training to Anne Fox afox@everettsd.org by June 2, 2025.
- If teachers/staff have questions about the LETRS opportunity, please contact Anne Arnold aarnnold@everettsd.org or Mimi Brown mbrown@everettsbd.org.

Approved for Distribution: _____
Shelley Boten

Response/Action Required

May 16, 2025

To: High School Principals and Assistant Principals
From: Kalle Spear, Director of Secondary Instruction
Regarding: **High School English Language Arts Working Group**

Last year, we learned that the *Springboard* curricular resource will sunset in the Spring of 2026. Throughout the 2025-26 school year, we will engage with multiple groups of teachers to develop a vertically aligned scope and sequence for high school ELA courses. Please note, we will continue to use *Springboard* for the 2025-26 school year. We will also continue to use the Pre-AP 1 and Pre-AP 2 course materials after *Springboard* sunsets as CollegeBoard continues to support and update these resources.

This process will begin in June of 2025, where a working group will develop an overarching plan for the 2025-26 school year. This working group will continue to meet to review progress towards the developed outcomes and goals.

We are seeking applications for a representative group of high school teachers to help us with this initial work. Please click below to learn more about the adoption team and application process:

- High School ELA Working Group Information and Application

Required Action:

- Please forward to your ELA teachers across grade levels and programs. An email will also be sent to your teachers.
- Adoption team applications are due by Friday, May 23.

Approved for Distribution: _____
Shelley Boten

Response/Action Required

May 16, 2025

To: Middle School Principals and Assistant Principals
From: Kalle Spear, Director of Secondary Instruction
Regarding: **Middle School English Language Arts Curriculum Adoption**

Last year, we learned the *Springboard* curricular resource will sunset in the Spring of 2026. Throughout the 2025-26 school year, we will engage in the curriculum adoption process, guided by district policy 2311 and procedure 2311P, for a new middle school ELA adoption (grades 6-8). Please note, we will continue to use *Springboard* for the 2025-26 school year.

Throughout this process, we will review resources for use in our sixth-eighth grade ELA courses including ML (ELA courses attached to ELD courses), resource room and achieve programs.

We are seeking applications for a representative group of middle school teachers to help us vet, review and recommend English Language Arts curricular resources. Please click below to learn more about the adoption team and application process:

- MS ELA Adoption Team Information.pdf

Required Action:

- Please forward to your ELA teachers across grade levels and programs. An email will also be sent to your teachers.
- Applications for the adoption team are due by Friday, May 23.

Approved for Distribution: _____
Shelley Boten

Response/Action Required

May 16, 2025

To: Elementary Principals and Office Staff
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Anne Fox, P-5 Instructional Facilitator, Literacy
Jana Sanchez, P-5 Instructional Facilitator, Mathematics
Regarding: **Year End Updates**

Inventory
Math and ELA Inventories have been shared with Instructional Coaches. This inventory includes resources for IM, Reach for Reading, CIA, and Junior Great Books (HC classrooms).

The inventory is used for school purposes and does not need to be turned in at the district level. IM and ELA materials that are missing are replaced through building budgets.

A 2025–26 Reach and IM Needs and Extras form and IM Student Workbook form was shared with Instructional Coaches to help us prepare for possible grade level kit shifts and assignments. The form should be completed by Wednesday, June 4, to support materials ordering for next year.

Early Literacy Screening Reporting and Spring Window
As a reminder, Early Literacy Screening reporting needs to be completed in eSchools by Friday, June 6. Please connect with your data entry designee to make sure they are on track and have received updated directions from Rola Bachour. If they have questions, please email Rola rbachour2@everettsd.org, so our team can provide support.

Please check with your K-2 teachers that they have scheduled time to complete the Spring i-Ready Diagnostic and all off-line ORF tasks required for their grade level. All data must be entered in i-Ready when the Spring window closes on Friday, June 6. Please email Anne Fox afox@everettsd.org if you have questions or need support.

Required Action:

- Share this information with Instructional Coaches and K-5 teachers.
- Confirm the ELA & IM Inventory Needs and Extra form and IM Student Workbook form has been completed by Wednesday, June 4.
- Early Literacy Screening reporting needs to be completed in eSchools by Friday, June 6.
- All K-2 data must be entered in i-Ready when the Spring window closes on Friday, June 6.

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Shelley Boten

Response/Action Required

May 16, 2025

To: Elementary School Administrators and Office Staff
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Anne Fox, P-5 Literacy Instructional Facilitator
Regarding: **Early Literacy Screening Process Data Entry**

Action steps to meet the state reporting requirements of the Early Literacy Screening process were communicated and outlined in the April 18 Principal Packet.

Please provide the name of the data entry para to Rola Bachour with an indication of current access to eSchoolPlus. 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. Paras will enter all required eSchoolPlus entries from the shared spreadsheet May 19 – June 6.

Up to six hours of paraeducator time will be allotted to support data entry into eSchoolPlus. Paras should submit their timecard no later than Friday, June 13 with the outsource code to Categorical and Activity: Early Literacy Data Capture.

Required Action:

- Please provide the name of the data entry para to Rola Bachour rbachour2@everettsd.org ext. 4290, with an indication of current access to eSchoolPlus.
- Paras should submit their timecard no later than Friday, June 13.

Approved for Distribution: _____
Shelley Boten

Response/Action Required

May 16, 2025

To: All Principals
From: Michele Waddel, Director of Assessment and Research
Regarding: **Minimum Basic Education Compliance Reporting**

Below are the annual guidelines for submission of your school bell schedules for Minimum Basic Education Compliance. Due to the change in the state reporting timeline, these are due to Assessment and Research **no later than Monday, June 23, 2025.** Please contact Michele Waddel if you have any questions or concerns, or attend the O*ptional Virtual office hours* provided on Thursday, May 29, 2025 from 10:00-11:00 am or 3:00-4:00 pm: Meeting Link

Minimum Basic Educational Compliance Reporting 2025 - 26

All schools will submit daily detailed bell schedules for each grade in your building for:

- **regular school days**
- **2.5-hour early release days**
- **75-minute LIF release days**

Elementary and middle schools must submit schedules for fall and spring parent-teacher conferences:

- Conference schedules should indicate two days (Monday & Tuesday) with start and end times for each day

High schools must also submit schedules for the approved 3 hour late start days for testing:

- **PSAT**
- **SAT**
- **SBA**

ALL schedules must include the following:

- Start and end times for student day
- Start and end times of each passing period during the school day
- Start and end times of each student lunch period **(do not combine recess and lunch)**:
  - HS and MS: 30-minute lunch with 5-minute passing periods on either side
  - Elementary: 20-minute lunch with 20-minute recess
- Start and end times of each recess **(do not combine recess and lunch)**
- Start and end times of each class period

Link to sample schedules: elementary, middle, and high school**.**

Schedules must be turned in by June 23, 2025

Approved for Distribution: _____
Shelley Boten

Start and End Times for Daily Schedules

Elementary All-Day Kindergarten and Grades 1-5:

- Early Start Schools: HAE, LOE, MAE, MOE, WHE, WOE
  - Regular Day: 8:35 – 2:50
  - LIF: 8:35 – 1:35
  - Half-Day (2.5 hr. Early Release): 8:35 – 12:20

- Late Start Schools: CWE, EME, FVE, GAE, JAE, JFE, MCE, PCE, SFE, SLE, TCE, VRE, PGES
  - Regular Day: 9:15 – 3:30
  - LIF: 9:15 – 2:15
  - Half-Day (2.5 hr. Early Release): 9:15 – 1:00

Middle School:

- EVG
  - Regular Day: 7:30 – 2:05
  - LIF: 7:30 – 12:50
  - Half-Day (2.5 hr. Early Release): 7:30 – 11:35

- GMS
  - Regular Day: 8:10 – 2:45
  - LIF: 8:10 – 1:30
  - Half-Day (2.5 hr. Early Release): 8:10 – 12:15

- EIS, HMS, NMS, PGMS
  - Regular Day: 8:15 – 2:50
  - LIF: 8:15 – 1:35
  - Half-Day (2.5 hr. Early Release): 8:15 – 12:20

High School:

- CHS, EHS, JHS
  - Regular Day: 7:30 – 2:05
  - LIF: 7:30 – 12:50
  - Half-Day (2.5 hr. Early Release): 7:30 – 11:35
  - Late Start Testing Days (Fall and Spring):
    - 3.0 hour late start PSAT – non-testers start 11:00
    - 3.0 hour late start SBA – non-testers start 11:00
    - 3.0 hour late start SAT – non-testers start 11:00
- SHS
  - Regular Day: 8:20 – 2:55
  - LIF: 8:20 – 1:40
  - Half-Day (2.5 hr. Early Release): 8:20 – 12:25

Optional Virtual Office Hours: Thursday, May 29 from 10:00-11:00 am or 3:00-4:00 pm: Meeting Link

Required Action:

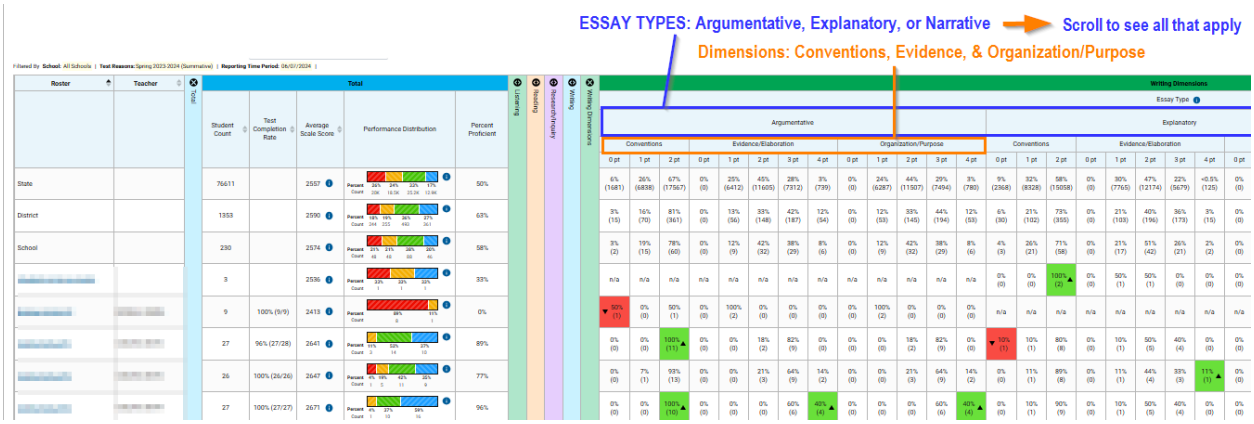
- Submit your schedules via email to Assessment and Research **no later than Monday, June 23, 2025.**
- If you have any questions, contact Michele Waddel or attend the *Optional Virtual office hours*. Meeting Link

Response/Action Required

May 16, 2025

To: All Principals
From: Michele Waddel, Director of Assessment and Research
Quiana Hennigan, Student Assessment Coordinator
Regarding: **Understanding Smarter Balanced English Language Arts Scores**

Understanding Writing Dimensions in the Centralized Reporting System (CRS)
As ELA Smarter Balanced Scores appear in CRS, teachers may have questions about Writing Dimensions. Writing Dimensions contain score information for school staff, scroll to see essay types and scores. *Learn more about Writing Dimensions in the [WCAP Interpretive Guide](#)*.



What if a student has "n/a"?
This means they did not participate in that type of writing task.

What if a student has "-1"?
Each year, a small number of students participate in an ELA Performance Task that is being filed tested (FTPT). A score of "-1" is a symbol representing any student who participated in the FTPT. After the FTPT gets hand-scored by expert human-raters, the scores will be updated in CRS.

Find more information on how to use CRS in the [EPS CRS Administrator's Basic Guide](#). For more help attend [Assessment Office Hours on Teams](#) (Thursday's at 8:00 am), or contact [Michele Waddel](#).

Required Action:

- Share with relevant staff.
- Remind staff that scores are unofficial/preliminary and that they are not to share them until they are officially released.

Approved for Distribution: _____
Shelley Boten

Response/Action Required

May 16, 2024

To: Administrators & Supervisors
From: Peter Scott, Deputy Superintendent
Topher Ferreira, Director, Safety & Security
Regarding: **Safety & Security Reminders – Building Access**

First, thank you for your daily diligence in keeping your schools and district buildings safe and secure. We recognize your prioritization, attention paid, and problems already solved for areas that present security challenges in your schools and district buildings.

Required Action:

As you reflect on the security and safety in and around your campuses and buildings, please continue to prioritize:

1. Ensuring all staff **wear identification badges** that are clearly visible

2. Reminding all employees in your building that we all must **approach adults who are not wearing a badge.**
    - Please re-equip / re-empower your staff to ask any adult without a badge their purpose in being on campus and redirect / escort to the front office.

3. Analyzing the current **assignment of staff who supervise** entry, exit, and common areas
    - and, in analyzing, consider whether redistribution of assignments would strengthen visibility and monitoring
    - Talk with your supervisor about any logistic challenges of assigning alternative supervisory support in those areas

4. **Hallway visibility**
    - For middle and high school buildings specifically: The EPS-EEA collective bargaining agreement prioritizes visibility in the hallways as critical to **expanding the supervision effect** beyond administrators and classified staff.
    - Sec. 9.01.A.5: *Secondary employees will regularly maintain visibility in hallways around their classrooms when students arrive or depart from school and in between classes.*
        - Please ensure secondary certificated staff are adhering to the expectation to regularly maintain visibility in the hallways around their classrooms when students arrive or depart from school and between classes.

Please incorporate the above tenets into your building plans, professional learning, and other venues where operational protocols are being communicated and enhanced.

Approved for Distribution_____
Peter Scott

Response/Action Required

May 16, 2024

To: All School Administrators and Office Managers
From: Peter Scott, Deputy Superintendent
Regarding: **2024-25 Principals' Final Checklist & Summer Schedule**

In order to help make it easier to keep end of the year deadlines, and know what those are, here is the link to the Principals' Final Checklist & Summer Schedule.

This checklist gives you a description of the items needing your attention, who the contact person (s) is/are, as well as the due date for each. This checklist will need to be signed by a school administrator once completed at the end of August and sent to your regional superintendent by **Friday**, **September 6**.

Please do not hesitate to reach out to the appropriate contact person if you have any questions.

Required Action:

Please send the signed checklist to your regional superintendent by Friday, September 6.

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

May 16, 2026

To: Administrators and Office Staff
From: Dr. Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Summer Hours for School Buildings & Administrative Offices**

School building office hours:
Elementary and Middle School Offices

- July 1 – August 1: closed
- August 4-8: closed to public (Elem & MS office staff return to work)
- August 8, Annual office personnel workshop
    - *Schools are closed to the public this day*

High Schools offices are open one-day a week throughout the summer

- The district website will list all summer building hours
- Each school should post office hours outside the main entrance door

Administrative Offices – Community Resource Center, Athletics, Maintenance, Transportation & Science Resource Center

Regular business hours through June 20, 2025

Summer hours –
Closed- Friday, July 4

Athletics & Activities office hours from June 23 to August 1, 2025:

- 7:30 am–4:00 pm, Monday through Friday

Community Resource Center office hours from June 23 to August 1, 2025:

- 7:30 am–4:00 pm, Monday through Friday

Employee work hours:

8 Hour Employees	7.5 Hour Employees
7:30 a.m. - 4:00 p.m.	8:00 a.m. – 4:00 p.m.
½ hour lunch	½ hour lunch

Maintenance office hours from June 23 to August 1, 2025:

- 7:30 am–4:00 pm, Monday through Friday

Science Resource Center office hours from June 23 to August 1, 2025:

- 7:30 am–4:00 pm, Monday through Friday

Transportation office hours from June 23 to August 1, 2025:

- 6:00 am–4:00 pm, Monday through Friday

Approved for Distribution: Chad Golden
Chad Golden

Information Only

May 16, 2025

To: Administrators & Supervisors
From: Peter Scott, Deputy Superintendent
Regarding: **Summer Leadership Institute & Key Summer/Fall Dates**

The **Summer Leadership Institute** agenda with associated key dates for the launch of the 2025-26 school year is linked below.

Like last year, there is an **Institute t-shirt** being designed and manufactured by CTE students and staff. Additionally linked below is a brief questionnaire asking for your t-shirt specifications.

- 2025 Summer Leadership Institute agenda & key summer/fall dates
  - Please consider bookmarking this agenda as content may change

- Institute t-shirt specifications (please respond by May 23)

Approved for Distribution_____
Peter Scott

Information Only

May 16, 2025

To: Administrators & Supervisors
From: Peter Scott, Deputy Superintendent
Regarding: **OSPI Tracker – Federal Announcements**

The Office of the Superintendent of Public Instruction (OSPI) has created a **tracking document** to collate summaries of executive orders, United States Department of Education updates, and other newsworthy announcements from the federal government.

Included in this tracker, as applicable, is OSPI's guidance for each of the federal actions.

We will include this tracking document in the principals' packet every time it is updated by OSPI, which is typically every other week.

Please be on the lookout for Sarah Mack's *SmackTalk* periodic newsletter for further legal analysis and implications associated with these federal announcements.

Approved for Distribution_____
Peter Scott