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Response/Action Optional

None.

Information Only

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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:

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***

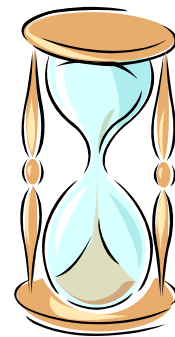
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should 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 23, 2025

To: Secondary Principals and Assistant Principals
From: Kalle Spear, Director of Secondary Instruction
Regarding: **Pre-Calculus Year 1 Curriculum Implementation & WA State History Year 2 Implementation**

As we plan for the 2025-26 school year, the academics team will be supporting the new implementation of the pre-calculus curriculum materials and year-two of the Washington State history project-based learning materials. Training will occur in June and August.

Please submit the following info to the Secondary Instruction team by Friday, May 30:

- Pre-calculus teacher names
- Pre-calculus number of sections (even if this is tentative to give us an idea of numbers for curriculum ordering)
- Washington State teacher names

Required Action:

Email the following info to Kalle Spear (kspear@everettsd.org) by Friday, May 30:

- Pre-calculus teacher names
- Pre-calculus number of sections (even if this is tentative to give us an idea of numbers for curriculum ordering)
- Washington State teacher names

Approved for Distribution:

Shelley Boten



Response/Action Required

May 23, 2025

To: Department and Building Administrators and Office Managers
From: Tavis Miller, Director of Instructional Technology and Learning Services
Regarding: **Save the Date: 2025–26 Annual Office Professionals Meeting**

We're excited to announce our upcoming **Annual Office Professionals Meeting** as we prepare to launch the 2025–26 school year! This event is a valuable opportunity for office professionals to come together, connect, and stay informed with the latest updates, resources, and professional development.

Date: Friday, August 8, 2025

Location: Community Resource Center - Port Gardner Rooms A & B

Time: 8:30 AM – 3:00 PM

Agenda:

Breakfast and Social Time (8:30 AM – 9:00 AM)

Morning Session Agenda (9:00 AM – 11:30 AM)

- The day will start with a welcome from Dr. Ian Saltzman, followed by important updates from Department Directors. This session is tailored for school office managers and CRC department staff to receive beginning of the year updates. **Attendance is expected for all school office managers and key department office staff.** Your support in encouraging their participation is greatly appreciated.

Lunch and Social Time (11:30 AM – 12:00 PM)

- Lunch is available for full-day participants only.

Afternoon PD Sessions Agenda (12:00 PM – 3:00 PM)

- **All office staff** are welcome to attend any of the afternoon sessions at their discretion. These sessions are **optional and voluntary**. Office staff will have the opportunity to personalize their professional development journey by selecting from various engaging courses aimed at enhancing their skills.
- Session 1 ~ 12:00 – 12:50 PM
- Session 2 ~ 1:00 – 1:50 PM
- Session 3 ~ 2:00 – 2:50 PM

For questions or more information, please contact **Tavis Miller** at TMiller@everettsd.org or call **ext. x4274**.

Approved for Distribution:


Brian Beckley

Required Action:

Please forward the attached [Annual Office Professionals \(AOP\) 2025 flyer](#) to your office staff.

This event offers important updates and professional development as we prepare for the upcoming school year.

Thank you for your continued support.



Response/Action Required

May 23, 2025

To: Middle School Principals
From: Anthony Anderson, Director of STEM, CTE, and Choice Programs
Regarding: **Middle School Sex Trafficking Awareness and Prevention**

Washington State legislature has mandated that all school districts are to provide Sex Trafficking Awareness and Preventions on a yearly basis, to begin in the 2025-26 school year. [RCW 28A.320.168](#). While our high schools have already begun including this information, state guidance states that we should ensure each student receives this instruction at least once, as early as grade 7.

It is our hope to implement this as early as state law suggests, allowing for early awareness for our young students. The Health and Fitness team is seeking the feedback and input from Health 7 instructors to support material review and lesson creation. Best practices will include lessons surrounding:

- Safe learning environments
- Age-appropriate content
- Cultural sensitivity and inclusivity
- Interactive and engaging methods
- Empowerment and advocacy

Per OSPI, lessons on sex trafficking prevention should be taught in a respectful, non-judgmental tone. Students should also be made aware of counselors or other staff who can offer support as needed.

Grade 7 Health teachers will receive an invitation from Anthony Anderson next Tuesday, May 27 for materials review and lesson creation support. This will be a Zoom meeting scheduled for Friday, May 30.

Required Action:

Please ensure your grade 7 Health teachers look for a forthcoming email from Anthony Anderson on May 27, regarding the [Sex Trafficking Prevention Instruction](#) and hold May 30 from 1:30-3:00pm for assistance in material review and lesson creation support.

Approved for Distribution:

Shelley Boten



Response/Action Required

May 23, 2025

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

Everett Ready is scheduled for August 18-21 (for three hours in the morning) and is available for all enrolled kindergarten students.

Teacher, paraeducator, and HRA positions are posted and have been opened to external candidates. If your school hasn't hired all members of the Everett Ready team, you now have the option of hiring those who are not currently working in EPS. With an external candidate, you must interview and check references before completing a hiring rec.

Please note that if you have your team in place but HR has not filled in their column (J) with a date acknowledging the hiring process is complete for each individual, there is something missing and that person is not officially hired. Please check the form below and follow up with HR or Rola Bachour if you have questions.

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

There is an optional information session for administrators new to Everett Ready on June 11 from 4:00-4:45 pm. Here is the link to access the Zoom session:

- <https://everettsd.zoom.us/j/97462500624>
- Passcode: Ready25

Outlook invitations will be sent, so the dates are on your calendar.

Reminder of staffing details:

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

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Shelley Boten

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 attach a copy of the Everett Ready Guide.

Required Action:

- Please review the Hiring Staff List to confirm your Everett Ready team is hired and confirmed by HR  [Everett Ready 2025 - Hiring Staff List.xlsx](#)
- If you still have openings on the team, please complete your hiring before the end of May. Positions are open to external candidates
- If you have questions, contact Anne Arnold aarnold@everettsd.org ext. 4089 or Rola Bachour rbachour2@everettsd.org ext. 4290

Approved for Distribution:



Shelley Boten



Response/Action Required

May 23, 2025

To: Administrators & Supervisors
From: Mimi Brown, Director of Professional Learning
Regarding: **EPS Learns Catalog & Registration**

We are excited to share the *EPS Learns* professional learning course offerings.

Register in Frontline with the course numbers in the catalog or search for the event “EPS Learns”.

Date of Event: August 21

Location: Evergreen Middle School

Come for as many sessions as you’d like, earn door prizes, and connect with colleagues!

Check out the course catalog now: https://bit.ly/EPSLearns_CourseCatalog2025



Required Action:

- Please include the information above in your weekly communication with staff.

Approved for Distribution _____

Peter Scott



Response/Action Required

May 23, 2025

To: Principals and Assistant Principals
From: Harmony Weinberg, Director of Communications
Regarding: **New, Redesigned Website Coming Spring 2026**

Everett Public Schools will launch a redesigned website in April 2026. This update will enhance the user experience for families, students, staff, and the community by improving navigation, accessibility, and design. The timeline aligns with the rollout of our new student information system, Synergy, ensuring staff are not overwhelmed with simultaneous training. It also allows the Communications and LITS departments to complete the redesign while reducing the workload for schools and departments.

The Communications and LITS departments are dedicated to delivering a website that meets users' needs while supporting schools and departments throughout the transition.

Required Action:

Please review the Frequently Asked Questions (FAQs) section below for key information.

Frequently Asked Questions (FAQs)

1. When will webmasters be trained on the new Finals site website?

Training sessions will be offered in February and March 2026.

2. How much time will webmasters need for training?

Training will take up to six hours and will be offered in multiple formats, including video tutorials, written directions, and live sessions. This approach will be similar to Synergy training, allowing flexibility and convenience.

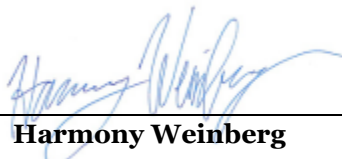
3. What if I forget how to do something after training?

Finals site offers an online help center with step-by-step guides, and the district will maintain an internal support system for ongoing webmaster assistance.

4. Why are we waiting until spring 2026 to launch a new website?

The initial plan was to transition from our current website platform, Blackboard, to Finals site, in the summer of 2024. However, challenges with the process, and not wanting to overwhelm staff with learning ParentSquare at the same time, we paused the project. We are now taking time to redesign the entire website, which will align with current website standards, improve navigation, and reduce workload for schools and departments. The timeline also accommodates Synergy training and implementation, which involves many webmasters.

Approved for Distribution:


Harmony Weinberg

5. What about my current website content? Do I still need to track my changes in another document?

No. The redesign will include restructuring webpages, improving navigation, and enhancing the overall user experience. Webmasters will have the opportunity to update and copy current content during training sessions.

6. How much time will it take to update my webpage with new content once the website is live?

Webmasters will receive training on Finals site and will be able to update their pages during the training sessions.

7. What should I do if I encounter issues during or after the transition?

Support will be available from the Communications and LITS departments during and after the launch.

8. How will families and community members be informed about the new website?

The Communications department will share information about the new website through district newsletters, social media channels, and direct communications to families and community members as the launch date approaches.

9. Who should I contact if I have questions about the redesign or training?

For assistance, please contact the [Communications department](#).



Response/Action Required

May 23, 2025

To: Secondary Principals and Assistant Principals
From: Chris Fulford, Director of Categorical Programs
Regarding: **Middle and High School ML Course Placement Guidelines**

In spring 2023, the ML department collaborated with middle and high school ML teachers to develop course placement guidance specific to students in the multilingual learner program for English Language Development (ELD) and English Language Arts (ELA) courses. This guidance provides recommendations and rationale for placement in each ELD course level.

This spring the guidance was reviewed with the ML teachers. Revised version is linked below.

- [Middle School ML Course Placement Guidance](#)
- [High School ML Course Placement Guidance](#)

Required Action:

- Please share this information with ML staff and counselors
- Please contact Kristine Gooding, KGooding@everettsd.org and Alexandra McElwee, AMcElwee@everettsd.org, with any questions

Approved for Distribution:

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.





May 23, 2025

To: High School Administrators
From: Anthony Anderson, Director of STEM, CTE, and Choice Programs
Jodi Jacobs, CTE Instructional Facilitator
Regarding: **2025-26 CTSO/CTE Club Conference and Competition Dates**

Please see below the 2025–26 conference and competition dates for our CTSO and CTE Clubs. This information will be shared with CTSO/CTE Club Advisors as a reminder and provided to field trip coordinators to assist with planning and logistics. Please note that this is not a comprehensive list, and additional conferences and competitions may be added. Please contact Jodi Jacobs jjacobs@everettsd.org if you would like a calendar invite.

DECA

- State Conference: February 26–28, 2026 | Bellevue, WA
- National Conference: April 25–28, 2026 | Atlanta, GA

FBLA

- Fall Leadership: October 11, 2025 | Stanwood HS
- Regional Competition: January 24, 2026 | Stanwood HS
- State Conference: April 21–24, 2026 | Spokane, WA
- National Conference: June 29–July 2, 2026 | San Antonio, TX

FCCLA

- State Conference: March 10–13, 2026 | Spokane, WA
- National Conference: July 6–10, 2026 | Washington, DC

FFA

- National Convention: October 28–November 1, 2025 | Indianapolis, IN
- State Convention: May 14–16, 2026 | Pullman, WA

HOSA

- State Conference: March 2–4, 2026 | Spokane, WA
- National Conference: June 17–20, 2026 | Indianapolis, IN

SkillsUSA

- State Conference: April 16–18, 2026 | Tacoma, WA
- National Conference: June 1–5, 2026 | Atlanta, GA

WCTSMA

- State Competition: April 16–18, 2026 | Tacoma, WA

TSA

- State Conference: April 15–18, 2026 | Spokane, WA
- National Conference: June 22–26, 2026 | Washington, DC

Thank you for your continued support of our CTSO and CTE Club programs. If you have any questions or need further information, please feel free to reach out.

Approved for Distribution:

Shelley Boten



May 23, 2025

To: High School Administrators
From: Anthony Anderson, Director of STEM, CTE, and Choice Programs
Jodi Jacobs, CTE Instructional Facilitator
Regarding: **2025-26 CTE Dual Credit Process**

In the 2025-26 school year, CTE Facilitators will be supporting CTE teaching staff to support students' registration in Dual Credit for CTE. During the week of September 8–12, Jodi Jacobs will be visiting CTE programs in schools to promote CTE Dual Credit. All CTE Dual Credit instructors will be contacted in late August for scheduling purposes. If there are CTE staff who are interested in a classroom visit (approximately 15 minutes), we encourage CTE teachers to sign-up in the invitation.

There will be an all CTE Dual Credit Training prior to the initial presentations in September.

Details:

- Wednesday, September 3, 2025
- Community Resource Center, Port Gardner Room A
- 3:00 – 5:00 pm
- Clock hours and compensation will be provided
- Initial save the dates will be sent at the end of May and official invites will be sent in late August

The tentative schedule for the initial CTE Dual Credit information is as follows:

- **Cascade:** September 8
- **HM Jackson:** September 9
- **Everett:** September 11
- **Sequoia:** September 12

During this initial presentation, information will be provided to explain what CTE Dual Credit is and how it benefits students.

EvCC ONLY: A follow-up visit will take place the week of September 22–26 to assist students interested in registering for EvCC to earn college credit.

- For CCRS classes, the entire class will participate in this registration process, as applying to college is part of the course curriculum.
- For non-CCRS courses, time will be spent in the Career Center, allowing instructors to send students individually for assistance with their EvCC applications. Invitations for these sessions will be sent out along with the initial invites in August.
 - The tentative schedule for non-CCRS students is as follows (Career Centers reserved):
 - **Cascade:** Monday, September 22
 - **Everett:** Tuesday, September 23
 - **HM Jackson:** Wednesday, September 24
 - **Sequoia:** Thursday, September 25 (pending)

Approved for Distribution:

Shelley Boten

In January, a return visit to the Career Center is planned to assist students with registering in SERS, requesting transcripts, and finalizing their college credit. Invitations for these sessions will be sent out along with the initial invites in August.

The tentative schedule for SERS registration is as follows (Career Centers reserved):

- **Cascade:** January 12
- **Everett:** January 13
- **HM Jackson:** January 15
- **Sequoia:** January 16

Approved for Distribution: _____


Shelley Boten



May 23, 2025

To: High School Administrators
From: Anthony Anderson, Director of STEM, CTE, and Choice Programs
Jodi Jacobs, CTE Instructional Facilitator
Regarding: **2025-26 CTSO/CTE Club Advisor Training**

CTE will be hosting an upcoming **CTSO/CTE Club Advisor Training** for all Advisors involved in Career and Technical Student Organizations (CTSOs) and CTE clubs. This training is designed to provide essential information, updates, and resources to ensure advisors are well-prepared for the 2025–26 school year.

Details:

- Thursday, September 18, 2025
- Community Resource Center, Board Room A
- 3:00 – 5:00 pm
- Clock hours and compensation will be provided
- Initial save the dates will be sent at the end of May and official invites will be sent in late August

Who Should Attend:

All current CTSO and CTE Club Advisors

Purpose of the Training:

- Review updates and revisions to the **2025–26 CTSO/CTE Club Advisor Guide**
- Provide clear expectations and procedures for CTSO/CTE Club operations
- Ensure compliance with district and state guidelines for CTSO/CTE Clubs

Key Topics Include:

- Guidance on managing common challenges in student organizations
- Detailed review of the **Program of Work** process
- Practical ideas for running effective and inclusive club activities
- Step-by-step walkthrough of **Field Trip forms** and approval procedures
- Collaboration and networking with fellow advisors to share best practices

Approved for Distribution: _____

Shelley Boten



May 23, 2025

To: Elementary School Administrators
From: Dr. Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Clarification: EEA CBA 9.02.B.9 Elementary Specialists - Librarians**

EEA CBA 9.02.B.9 - Elementary Specialists states "... All libraries shall receive a minimum of 1-hour clerical or paraeducator assistant time per day. A librarian assigned more than 600 students will receive an additional 1-hour clerical or paraeducator assistant time per day."

Each year during staffing, the clerical or paraeducator time at elementary needs to be scheduled for the following year.

During the school year, if a paraeducator who is assigned to assist in the library is reassigned, the hour(s) should be made up during the week. If for any reason the make-up within the week is not feasible, find time in the foreseeable future.

Please contact Human Resources if you have questions.

Approved for Distribution:

Chad Golden



Information Only

May 23, 2025

To: All Principals
From: Chris Fulford, Director of Categorical Programs
Michele Waddel, Director of Assessment and Research
Regarding: **Preliminary WIDA Information for Scheduling**

Earlier this week, the ML department provided WIDA data to assist teams with student placement and scheduling. This data is *very* preliminary and still has additional rounds of validation to be completed. Because of this, the **data is not to be used to calculate any aggregate data**. These preliminary reports are sent out to ML Coaches, ML teachers and the WIDA Assessment Coordinators to **assist teams with student placement and scheduling only**. In the past, school teams have asked for the raw data to inform decisions about equitable distribution of students and/or tentative ELD class building as master schedules are developed.

We anticipate that the second round of data validation will be completed in the first week of June, however the final official round of data release will likely be in August when the SBA results are finalized. As you may remember, a qualifying ML student potentially can exit (make proficiency) by meeting standard on the SBA.

As a reminder preliminary data can be shared internally only. Please do not share the data with students or families until it is final to ensure that we do not have to make a retraction if corrected.

Approved for Distribution: _____

Shelley Boten