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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***

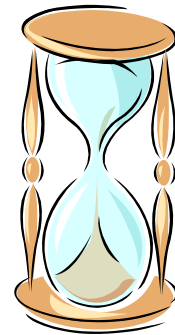
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should 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 30, 2025

To: All Principals
From: Michele Waddel, Director of Assessment and Research
Quiana Hennigan, Student Assessment Coordinator
Regarding: **Spring Assessment Wrap Up – Paperwork Due June 9**

Schools are to submit all required testing paperwork as soon as testing is complete. School Coordinators received individual messages with some useful tools and instructions on how to start their paperwork.

All state testing paperwork must be received in the Assessment and Research office no later than June 9. If you plan to place the binder in district mail, it must be in the mail for Friday's pickup or it will be late. **Paperwork must be complete, orderly, and submitted as instructed or the binder will be returned to you for correction.**

SBA & WCAS Checklist:

- ☐ SBA/WCAS Binders with tabs intact and the following inside:
 - ☐ Your school's SBA/WCAS Training PowerPoint and any other training documents
 - ☐ SBA/WCAS [Training Logs](#)
 - ☐ SBA/WCAS Test Security Assurance Forms (1 and 2)
 - In training log order, stapled (or two-sided)
- Reviewed and processed TSA Forms will have:
- Explanations for any "No or N/A" in the indicated text box
 - Incident numbers added to text boxes with incident Application IDs
- incidents you have reported. See image below for location of Application ID

Assessment Reporting Management System

Test Incident Report

Return to Forms

Application ID:	49368
District:	Everett School District

- ☐ [Parent Refusal Forms](#)
- ☐ SBA/WCAS Not Tested Roster ([download template](#)) ok to submit electronically
- ☐ Completed ARMS Incident Reports ([instructions](#))
- ☐ Completed ARMS SBA/WCAS School Site Security Report ([instructions](#))

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WIDA Screener Checklist:

- ☐ WIDA Screener Test Security Assurance Form ([DOWNLOAD ONLY](#)) [Side Twos](#) for staff who trained last fall, as indicated in your binder in the WIDA tab
- ☐ Completed ARMS WIDA Screener Incident Reports ([instructions](#))
- ☐ Completed ARMS WIDA Screener School Site Security Report ([instructions](#))

Required Action:

Collect, organize, and submit all the materials above **no later than Monday, June 9.**

Approved for Distribution:



Shelley Boten



Response/Action Required

May 30, 2025

To: All Principals
From: Michele Waddel, Director of Assessment and Research
Quiana Hennigan, Student Assessment Coordinator
Regarding: **Assessment Outlook for June**

Below, please find important assessment dates for June and the summer brief updates and reminders.

June		
Elementary	Middle	High
<ul style="list-style-type: none">• i-Ready and ORF window closes 6/6• SBA/WCAS window closes 6/6• SBA/WCAS/WIDA Screener Final Paperwork due 6/9• Early literacy intervention data entry due 6/6• Schedules due 6/23	<ul style="list-style-type: none">• Optional i-Ready window closes 6/6• SBA/WCAS window closes 6/6• SBA/WCAS/ WIDA Screener Final Paperwork due 6/9• Schedules due 6/23	<ul style="list-style-type: none">• SBA/WCAS window closes 6/6• SBA/WCAS/WIDA Screener Final Paperwork due 6/9• PSAT Accommodations due 6/21• Schedules due 6/23
Summer		
<ul style="list-style-type: none">• i-Ready lessons available for grade K-5 students through 8/15		

Important:

- **Performance Matters is sunseting** at the end of this year as we transition to Synergy.
- **Seal of Biliteracy commencement materials** orders were due last week. Contact [Amritha Imandi](#) for summer commencement or to see about late materials.
- **WIDA ACCESS Preliminary Scores:** as indicated in the email containing the file and in last week's packet item "[Preliminary WIDA Information for Scheduling](#)" WIDA ACCESS preliminary scores are not for aggregation or release and are for internal planning purposes only. These scores are extremely changeable.
- **WIDA Screener Paperwork is due June 9.** For details, see this week's packet item: "*Spring Assessment Wrap-up.*"

Approved for Distribution: _____

Shelley Boten

Smarter Balanced Assessment/Washington Comprehensive Assessment of Science:

- Any **emergency medical exemptions** that have not been submitted must be emailed to [Quiana Hennigan](#) as soon as possible.
- **SBA and WCAS school paperwork is due June 9.** For details, see this week's packet item: "Spring Assessment Wrap-up."
- Reminder: As indicated in the May 9 packet item "[Preliminary SBA Scores Release](#)", administrators must not release any preliminary scores as they arrive in the Centralized Reporting System (CRS). Instructions on official score release and accessing CRS are available in that item.
- Assessment Office Hours: Thursday's at 8:00 am: [Join on Teams](#).

Minimum Basic Education Compliance:

- As indicated in the May 16 packet item "[Minimum Basic Education Compliance Reporting](#)", school bell schedules are due by **June 23** to [Assessment and Research](#).
- Need help? Instructions and samples are in the [packet item](#) and optional Teams office hours are available [Minimum Basic Education Compliance with Michele Waddel](#): Thursday May 29, 2025 at 10:00–11:00 am or 3:00–4:00 pm.

i-Ready and Early Literacy Screening:

- The spring diagnostic window is closing June 6.
 - [Instructions on assigning diagnostics.](#)
 - [Teacher Instructions: how to hide a diagnostic.](#)
 - [Instructions on monitoring progress.](#)
 - Teacher ORF instructions are available on the [ELA Portal](#) by grade.
 - Students who complete the spring diagnostic will have the most up-to-date information for their personal learning paths for summer use.
- **Early Literacy Intervention data entry is due June 6.** Principals should use the instructions provided in the April 18 packet item, "[2025 Early Literacy Screening Reporting Process](#)" to ensure that data entry is completed on time. Contact [Anne Fox](#) with questions.

College Board:

- **PSAT accommodations due now:** remind case managers and counselors that accommodation add/change requests must be submitted to [Lindsey de Carteret](#) ASAP, but no later than the last day of school.
 - PSAT is an online test taken each fall by all students in grade 10 and some in grade 11.
 - Supports submitted next year will not be available for PSAT.
- **Advanced Placement Test Reminders:**
 - Return voice recorders to Assessment & Research by **June 2**.
 - Ask suitable retiring teachers to join your school's AP proctoring pool before they depart. Provide proctor contact information to your AP Coordinator and copy Quiana Hennigan to store for next year. Every high school is in dire need of additional AP proctors

Required Action:

Please share with the appropriate staff.

Approved for Distribution:



Shelley Boten



Response/Action Required

May 30, 2025

To: Hiring Managers (Administrators and Supervisors)
From: Chad Golden, Executive Director of Human Resources
Regarding: **Save the Date - Classified Job Fair, August 12**

As part of our strategic initiative, *F.1.a Recruitment and Retention*, it is our goal to enhance and expand recruitment and retention of a diverse workforce. Over the past several years we have experienced a shortage in our classified workforce.

In an effort to support our hiring managers in filling these positions, Human Resources is hosting a [classified job fair](#) at the CRC on **August 12, 3:00 – 7:00 p.m.** The goal of this event is to fill all remaining classified vacancies prior to the first day of school.

Hiring managers will be hiring on the spot to fill their vacancies.

Required Action:

Building administrators and district directors save the date on August 12 - plan on arriving by 2:00 p.m. for set-up and orientation.

Approved for Distribution:

Chad Golden



RESPONSE/ACTION OPTIONAL

Items in this section are requested but not required.

Participation is usually valuable, and building administrators are strongly encouraged to consider each item individually.





Response/Action Optional

May 30, 2025

To: All Principals
From: Adam Pazder, Director of Food & Nutrition Services
Regarding: **Summer Meals 2025**

Summer Meals 2025 – Program Information & Outreach Plan

In July and August, Food & Nutrition will be serving meals in our communities to support students who lack access to food when school is out. Your help is needed to promote this program. The push to raise awareness for summer meals begins Monday, June 2.

The table below provides summer meal site location, and suggested actions to promote the program are included below.

Planned Summer Meal Site List – (days and serving times may vary)

• Axis Apartments*	• Four Corners Apts.*	• Madrona Square Apts.
• Cascade B&G Club	• Garfield ES	• Mill Pointe Apartments
• Eagles Landing Apts.	• Grandview Apts.*	• Riverview Apartments
• Eisenhower MS	• Hawthorne ES	• Sage Apartments
• Everett B&G Club	• Heatherwood Apts.*	• Silver Lake ES*
• Everett Public Library	• Imagine Museum *^	• View Ridge ES
• Forest Park	• Madison ES*	

* New Locations 2025

^Imagine Children's Museum for enrolled Summer Camps only

Suggested Actions & Outreach:

ONLINE

- **Review** Communication Department's Social Media Plan for ready-to-use media.
- **Update** your school website with the nearest Summer Meals location; include summer meals information in close proximity to enrollment information.
- **Like and share** F&N Social Media posts to extend our reach into your local community.

SCHOOLWIDE

- **Include Summer Meals information** in June Newsletters, Flyers, Parent Squares, and at in-person events.
- **Engage with** school counselors, student support advocates, and student liaisons to spread the word.
- **Include a "Summer Meals Near You" flyer** at student sign-in/sign-out areas.
- **Summer Meals Bookmarks & Stickers are available** *by request* - perfect for take home folders and to pair with Summer Reading events & challenges.

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Andi Tress

OUTSIDE

- **Summer Meals Yard Signs** are available *by request* – perfect for long parent drop off lines and walking paths.
- **Update school Reader Boards**, if available, with Summer Lunch information.

Information & Links -

[Social Media Plan & Media Templates](#)

[F&N Summer Webpage \(with Summer Sites & Times\)](#)

[F&N Facebook](#) – [F&N Instagram](#)





Response/Action Optional

May 30, 2025

To: School Administrators
From: Dr. Peter Scott, Deputy Superintendent
Regarding: **Free Civics and Government Courses**

Harvard University is offering free online [Civics and Government](#) courses.

Below are the links to the individual courses.

- [American Government: Constitutional Foundations](#)
- [U.S. Public Policy: Social, Economic, and Foreign Policies](#)
- [Citizen Politics in America: Public Opinion, Elections, Interest Groups, and the Media](#)
- [Justice](#)
- [We the People: Civic Engagement in a Constitutional Democracy](#)

Please share this opportunity with your staff.

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 30, 2025

To: Elementary School Administrators
From: Dr. Chad Golden, Assistant Superintendent, Human Resources
Regarding: **School-Based Staff Workday on 2.5-hour Early Release**

Friday, June 6 is a regular workday for all staff. However, it is a 2.5-hour early release for students. All staff should be working their regular schedule on June 6. If a staff member needs to be out or leave early, they need to submit the appropriate leave.

There are agreements in place for teachers, paraeducators, and office staff who are school-based staff, who can leave as soon as their staff responsibilities are complete on other specific 2.5-hour early release days. Details for each association are available in the [Collective Bargaining Agreement](#) section of the website.

Please contact Human Resources if you have questions.

Approved for Distribution:

Chad Golden



Information Only

May 30, 2025

To: Administrators and Supervisors
From: Peter Scott, Deputy Superintendent
Regarding: **2025-26 District Leadership Meeting Schedule and Designated School Event Nights**

Please review the linked schedule for the [2025-26 District Leadership meetings](#). Calendar invites will be sent by the appropriate departments.

Additionally, please refer to the [“Designated School Event Nights”](#) guideline when planning events for your school during the 2025–26 school year. To avoid scheduling conflicts, we encourage ongoing communication with other schools in your feeder pattern.

Approved for Distribution _____

Peter Scott



May 30, 2025

To: Elementary School Administrators
From: Anne Arnold, Director of P-5 Instruction and Early Learning Options
Andrea Cartwright, Director of Science and Engineering
Regarding: **Science Curriculum Adoption / Resource Introduction**

Elementary School Science Referral Process Communication

On April 21, 2025, the Elementary Science Curriculum Adoption Committee met for their final meeting in preparation of a science adoption referral presentation to the Instructional Materials Committee (IMC) on April 23.

The Curriculum Adoption Committee was made of and sought input from teachers, instructional facilitators and representatives from Special Services, Multi-lingual Learners, Professional Learning, Diversity, Equity and Inclusion, and Technology departments. The committee met for over 50 hours since October 2024 and vetted materials for alignment to content standards as well as, bias, accessibility, and overall comprehensiveness. Their work included analyzing feedback from field testing and a virtual open house.

The IMC is an independent, representative body established per Policy and Procedure 2311/2311P made up of a diverse cross-section of teachers, administrators, building staff and parents. The IMC is tasked with ensuring the curriculum review process followed the procedure. After reviewing the recommendation, the superintendent introduced the referral to the board for first reading during their May 13, 2025, regular meeting.

On May 27, 2025, the School Board approved the committee's recommendation and formally adopted OpenSciEd for elementary science instructional materials.

Please click on the following link to learn more about the OpenSciEd instructional materials:

- [Elementary School Science OpenSciEd](#)

Please contact Andrea Cartwright acartwright@everettsd.org with any questions. More information, regarding summer initial use, will be provided in next week's Principal Packet.

Approved for Distribution:

Shelley Boten



May 30, 2025

To: Building Administrators & Office Managers
From: Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Building Moves / Certificated Staff**

Reminder: The district funds expenses associated with district-directed certificated staff moves. If a building administrator relocates certificated staff within their building between school years, expenses incurred are the responsibility of the building. Language specific to staff moves is located in the 2024-26 EEA CBA, section 5.11.G.1-5 – Assistance in Moving (below and [linked](#)).

G. Assistance in Moving Materials and Preparing for New Assignments

1. Upon request, all transferred employees and employees directed to change teaching locations within a school will receive assistance from the District in moving instructional materials. Employees will be provided sufficient boxes to pack all District-owned materials utilized in the instruction of students. Additionally, District-owned furniture will be moved for employees changing instructional location within a school. However, all personal items, including furniture and major appliances are the employee's personal responsibility to move and will not be moved by District moving crews. The move will be accomplished so that such materials are available at the new assignment location at least one (1) full working day prior to the new assignment.
2. All employees transferred to a different school during a school year shall be offered at least two (2) release days to prepare for the new assignment. At employee discretion, these days can be taken as paid days at the substitute rate of pay.
3. All employees transferred to a different school between school years shall be offered at least one (1) day at per diem pay to prepare for the new assignment.
4. All employees reassigned at least .5 FTE of their assignment or to a new instructional location within a school during the work year shall be offered at least one (1) released day to prepare for the new assignment or location. At employee discretion, this day can be taken as a paid day at the substitute rate of pay.
5. All employees reassigned to a new instructional location within a school between work years shall be offered at least one (1) released day to prepare for the new instructional location. At employee discretion, this day can be taken as a paid day at the substitute rate of pay.

Approved for Distribution:

Chad Golden



Information Only

May 28, 2025

To: All Principals
From: Larry Fleckenstein, Chief Operating Officer
Regarding: **Policy & Procedure Revisions**

Below, for your information, are recent policy and procedure revisions. Please contact Kellee Newcomb or myself with any questions.

Policy 2410 and Procedure 2410P High School Graduation Requirements

Revisions include revising graduation year dates in anticipation of the next group of ninth graders starting high school in the 2025-26 school year.

Approved for Distribution _____

Larry Fleckenstein