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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

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***

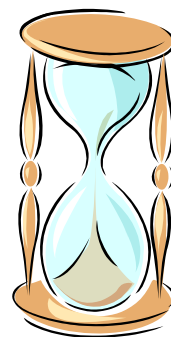
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should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

June 6, 2025

To: Principals & Assistant Principals
From: Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Frontline - Certificated Summative Evaluations**
Electronic - Classified Summative Evaluations

Frontline Certificated Evaluation

Building administrators **do not** need to send in paper copies of Frontline Certificated Summative Evaluations. Human Resources will access Frontline Summative Evaluations on June 9, 2025. Please make sure all certificated employees have acknowledged the summative evaluation in Frontline before completing the form.

By June 6, 2025, please make sure each component is complete for the 2024-25 school year. You should see a green bar with the word "Complete" for each component you used. You will know you are finished when you see the teacher's name with a yellow bar "Awaiting Rollover" under Evaluation Administration – Process View at the top. The example provided demonstrates what "Complete" looks like.

ALLEN, MELISSA	Teacher Comprehensive TPEP	08/01/2024-06/30/2025	7 of 7	Awaiting Rollover	
ALLEN, TRACY	Teacher Focused TPEP	08/01/2024-06/30/2025	6 of 6	Awaiting Rollover	
ALLRED, JAMES	Facilitator PGP	08/01/2024-06/30/2025	5 of 5	Awaiting Rollover	
ALMQUIST, JANAYA	Teacher Focused TPEP	08/01/2024-06/30/2025	6 of 6	Awaiting Rollover	
ALONZO, VIRGINIA	ESA Itinerant	08/01/2024-06/30/2025	2 of 6	In Progress	

Page 1 of 14

ALLEN, MELISSA (ELEM SCH TEACHR Teacher Comprehensive TPEP) Building: EMERSON ELEMENTARY SCHOOL

Manage 0 instance components

Component Name	Progress	Status	
Evaluation Selection	1 of 1	Complete	
Comprehensive Goal Setting	1 of 1	Complete	
90 Day Formal Observation	1 of 1	Complete	
Formal Observation 2	1 of 1	Complete	
Provisional 3 Only Formal Observation	1 of 1	Complete	
Informal Observation (optional)	1 of 1	Complete	
TPEP Comprehensive Summative	1 of 1	Complete	

Classified Evaluation

Send signed PDFs of Classified Summative Evaluation to evalhr@everettsd.org. Building administrators/directors **do not** need to send HR paper copies.

If you have questions regarding certificated or classified evaluations, contact Mary O'Brien, MO'Brien@everettsd.org or x4106.

Approved for Distribution:

Chad Golden

Required Action:

Finalize certificated evaluations in Frontline by June 6, 2025. Submit all PDF classified evaluations to evalhr@everettsd.org June 6, 2025.



Response/Action Required

June 6, 2025

To: All Principals, Assistant Principals & Director 4
From: Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Supplemental Days Form**

Reminder:

The three supplemental days activity form is due to Human Resources by June 15, 2025:

**Region 1 – Kylie Droullard, kdroullard@everettsd.org
Emerson, Garfield, Hawthorne, Jackson Elem, Lowell, Madison**

**Region 1, 2 – Terri Odell, todell@everettsd.org
Jefferson, Monroe, Penny Creek, Silver Lake, View Ridge, Whittier,
Evergreen, North, Everett, Sequoia**

**Region 2 – Stephanie North, snorth@everettsd.org
Cedar Wood, Forest View, Mill Creek, Silver Firs, Tambark Creek, Woodside,
Eisenhower, Gateway, Heatherwood, Cascade, Jackson High**

The [fillable](#) form is available on Docushare.

Required Action:

Return the 3 supplemental days activity form to human resources **by June 15, 2025.**

Approved for Distribution:

Chad Golden



Response/Action Required

June 6, 2025

To: Secondary Principals and Assistant Principals
From: Kalle Spear, Director of Secondary Instruction
Regarding: **Illustrative Mathematics and Springboard Student Workbooks**

As we move into the end of the school year, we are beginning to place our curriculum orders for the 2025-26 school year. We will need to collect the number of Illustrative Mathematics workbooks (consumables), Springboard consumable workbooks, and online licenses needed for the 2025-26 school year **by Friday, June 20**.

Please note, the 2025-26 school year will be the last year for Springboard materials, so please do not over-order workbooks. In the Fall of 2026, we will surplus any extra Springboard materials.

Complete the following forms with the appropriate information for 2025-26. Also consider special scheduling implications such as co-teaching models, inclusionary practices, MLL support classes, etc.

- [Illustrative Mathematics Order](#)
- [Springboard Order](#)

This year, we are also asking for additional information regarding ordering of teacher editions. We know there are master schedule changes for 2025-26 and want to make sure we have the appropriate teacher materials.

Required Action:

- Please fill out the above form **by Friday, June 20**.
- Reach out to Kalle Spear kspear@everettsd.org with any questions.

Approved for Distribution:

Shelley Boten



Response/Action Required

June 6, 2025

To: All School Principals
From: Becky Thomas, Accounting Director
Regarding: **Bank Deposit Changes**

This is to inform you that the Accounting Department will be transitioning the district's banking services from Bank of America to Coastal Community Bank, effective the end of June 2025.

All district bank deposits should be taken to Coastal Community Bank beginning Tuesday, July 1.

Key Dates and Details:

- **June 30, 2025** Last day to make deposits to Bank of America accounts.
- **Beginning July 1**, all deposits and banking transactions should be directed to Coastal Community Bank. The list of locations with the closest branch for each school is included below.

Why the Change?

This decision was made after careful consideration of our banking needs. We found:

- High banking costs with Bank of America
- Inconsistent customer service, and
- A stronger alignment with our service and cost expectations at Coastal Community Bank

The Accounting team will distribute new banking supplies and assist with the transition to ensure minimal disruption.

If you have any questions, please reach out to Matt Brockett mbrockett@everettsd.org / x4176 or Becky Thomas bthomas@everettsd.org / x4179 in the Accounting Department.

Required Action:

Principals & Assistant Principals - please share this information with your office manager, ASB Treasurer, and any other office staff who handles bank deposits.

Approved for Distribution _____

Andi Tress

See table of Coastal Community Bank locations below

COASTAL COMMUNITY BANK LOCATIONS

Coastal Community Bank Location	Recommended Elementary Schools	Recommended Middle & High Schools
Coastal Community Bank North Everett 2817 Colby Ave Everett, WA 98201	<ul style="list-style-type: none"> • Garfield • Hawthorne • Jackson • View Ridge • Whittier 	<ul style="list-style-type: none"> • North MS • Everett HS • Sequoia HS • CRC / Athletics
Coastal Community Bank Evergreen Way 5415 Evergreen Way Everett, WA 98203	<ul style="list-style-type: none"> • Emerson • Lowell • Madison 	<ul style="list-style-type: none"> • Evergreen MS • Cascade HS
Coastal Community Bank Silver Lake 10520 19 th Ave SE Everett, WA 98208	<ul style="list-style-type: none"> • Jefferson • Monroe • Woodside • Silver Lake • Cedar Wood • Mill Creek • Silver Firs • Penny Creek • Forest View • Tambark Creek 	<ul style="list-style-type: none"> • Heatherwood MS • Eisenhower MS • Gateway MS • HM Jackson HS



Response/Action Required

June 6, 2025

To: Elementary Principals
From: Todd Koren, Director, Customer & Technology Services
Regarding: **Interactive Panel End-of-Year Checkout**

Interactive Panel End-of-Year Checkout: To keep interactive panels in good condition, please follow the instructions below as part of the end-of year checkout.

Files: Delete any unnecessary files on the panel to clear storage space for the next school year. For directions on how to delete files, please see the document [Deleting files from the panel](#) in the [Instructional Hardware Portal](#).

Remote & Stylus: Each panel came with one remote and two styluses. Please secure these so they don't get lost as panels are moved during summer cleaning. We suggest putting them in a manila envelope taped to the back of the panel or in a desk drawer.

Power: Turn off panel using toggle switch located on underside left of panel. Unplug panel from the wall. The power cord should remain connected to the panel and looped through handle on back of panel, so it is not hanging down.

Placement: Panels are assigned to the room, not the teacher. They will stay in classrooms over the summer. Custodians will move them as needed for cleaning. They should remain away from water or chance of overspray during cleaning. If you have something cloth you can cover it with, please do so.

Required Action:

Please include the above items in your end of year checkout for teachers.

Approved for Distribution:


Brian Beckley



Response/Action Required

June 6, 2025

To: All Principals and Assistant Principals
From: Kalle Spear, Director of Secondary Instruction
Regarding: **Social Studies & Arts Classroom Based Assessments Reporting**

For the 2024-25 school year, OSPI does not require district reporting on Classroom Based Assessments (CBA) in Social Studies or the Arts.

We currently do not know if OSPI will require reporting or attestation in the future but are still encouraging the use of the CBA materials in Social Studies and the Arts.

Required Action:

Please share with department heads or teacher leaders who have collected CBA information in the past.

Approved for Distribution:

Shelley Boten



Response/Action Required

June 6, 2025

To: Principals, Assistant Principals, Office Managers
From: Cathy Woods, Regional Superintendent
Pete Misner, Regional Superintendent
Regarding: **School Improvement Planning Session on June 25, 2025**

June 25 will include school improvement planning time (and the large, printed calendars).

In an effort to make it easier to coordinate our plans, please review the last pages of this [planning tool](#) to support your school-based scheduling, event coordination, and system alignment throughout the year. Please use this calendaring tool to proactively:

- **Coordinate building-level events** using your level's designated school event nights.
- **Avoid conflicts** with scheduled School Board meeting nights, religious observances, and major district events such as "Let's Connect" nights, art shows, and district award ceremonies.
- **Plan and schedule required trainings**, including the Run-Hide-Fight/Reunification modules and levy/bond staff meeting between October 7 and November 13.
- **Avoid scheduling on blackout dates**, including Rosh Hashanah, Yom Kippur, and key district-level recognition events.
- **Submit key dates**, such as 5th grade camp for elementary schools, as soon as possible to support districtwide coordination.

Required Action:

This calendar is intended to serve as your **year-at-a-glance guide**. Please keep it accessible and reference it when planning school events or responding to scheduling requests from feeder/receiving schools. Please share with key staff such as your office manager or other staff who need to plan around key dates.

Thank you for your thoughtful planning and coordination.

Approved for Distribution:

Cathy Woods

Pete Misner



Response/Action Required

June 6, 2025

To: All Principals
From: Michele Waddel, Director of Assessment and Research
Regarding: **Data Analytics Access**

Performance Matters will be sunsetting and will no longer be available after June 26, 2025.

What data will be available during the transition into Synergy?

In preparation for the 2025-26 school year, we are committed to ensuring you have the necessary resources for instructional planning. A comprehensive list of accessible data and instructions will be made available to you on June 25, 2025, at the School Improvement Planning Meeting.

What can I do to prepare for data analytics system changes?

You are welcome to pull down any familiar reports from Performance Matters that you would like to use for summer planning prior to June 26. [Instructions for accessing and saving reports to Excel are available on the Assessment and Research website \(login required\).](#)

Additionally, the state's Centralized Reporting System (CRS) system will continue to be accessible through the downtime. To ensure the most accurate data in CRS, Assessment and Research staff will be deleting and replacing rosters in TIDE with rosters newly populated from eSchool the week of June 9. After June 13, schools can edit or add rosters in TIDE for the purpose of seeing students in that grouping in CRS if they wish. Schools can continue to update rosters and add users for TIDE/CRS access through June 30, 2025.

Data Access Reminders

- SBA and WCAS scores will not be available via Home Access Center for parents. Please ensure that families are notified that preliminary scores will not be available until ParentVUE goes live.
 - As stated in the May 9, 2025, Principal Packet, "[SBA Preliminary Scores](#)," Preliminary scores will be available for administrative teams and grade level teachers as CRS populates. These are only to be used for instructional planning purposes and not to be shared out to families until after final review.
- **i-Ready access Certificated Staff** = Access through July 31, 2025
- **i-Ready access Students** = Access through July 31, 2025
- **i-Ready access Building Administrators** = Access through August 14, 2025
**If you are moving to a new building, contact [Justine Palabrica](#) for access.*

Required Action:

- Inform staff of relevant information.
- Update rosters in TIDE if needed for data viewing purposes *no earlier than* June 13.
- Contact [Michele Waddel](#) if you have any questions.

Approved for Distribution: _____


Shelley Boten



Response/Action Required

June 6, 2025

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

To be ready for students in August we need to get work orders in to have the kindergarten kits picked up and stored if you have a decline in kindergarten classrooms or delivered to your school if you have an increase in kindergarten students for the 2025-26 school year. Indicate in the notes section of the below linked spreadsheet if you are waiting to confirm staffing, still in the process of hiring, or collapsing a classroom.

[Kindergarten Classrooms 2025-26](#)

Please also update on the spreadsheet the names of all kindergarten teachers at your school in the 2025-26 column (including DL teachers), so we can confirm they have been trained for WaKIDS or schedule them before the start of the school year. **This is a state requirement.**

Required Action:

- 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.
- If a kindergarten classroom is collapsing, teachers must inventory, pack, and label all items before they leave on June 20. Teachers have been informed of this process.
- If you have questions, contact Rola Bachour rbachour2@everettsd.org.

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.





June 6, 2025

To: All School Principals
From: Becky Thomas, Accounting Director
Karen Buchmann, Budget Director
Carlye Voigtsberger, Payroll Supervisor
Megan Heiss, Procurement Supervisor
Regarding: **2024-25 Year-End Reminders and Deadlines**

As we get closer to year-end, we want to remind you of accounting and payroll deadlines that will help us close out the year in a timely manner.

ACCOUNTING DEADLINES

June 27, 2025: Submit your imprest bank account statements, cancelled checks, reconciliations and your final reimbursement request to Ebbeni Moen in Accounting.

September 9, 2025: Schools and departments turn in paperwork to Accounting for the 2024-25 fiscal year. This includes employee reimbursement requests, account code changes, interfund transfers, debit/credit transfers and ASB transfers.

Services before August 31, 2025 are included as part of the 2024-25 fiscal year. If the service is done after 9/1/25 it will be included in the 2025-26 fiscal year.

Supplies, books, textbooks, and other miscellaneous items received and utilized prior to August 31, 2025 will be posted to 2024-25. If the items are received after 9/1/25 they will be posted to 2025-26. For example, folders provided to students the first three days of school would be expended in the 2024-25 fiscal year. However, large paper orders received in August would be expended in the 2025-26 fiscal year.

BUDGET DEADLINES

July 27, 2025 (or before school Office Managers leave on break): Submit account code change vouchers to move expenditures and/or revenues to the correct account code(s).

August 31, 2025: Resolve school special purpose deficit account balances, unless arrangements have been made with the Budget office.

PAYROLL DEADLINES

September 9, 2025: Schools and departments submit all timesheets for 2024-25 to Payroll. Timecard Online for the accrual payroll will close on September 5, 2025.

Approved for Distribution _____

Andi Tress

PROCUREMENT DEADLINES

June 6, 2025: School and department staff turn in all procurement cards to the principal or administrator for safekeeping over the summer.

Note: Procurement card use during the summer is permitted at the discretion of the principal/administrator, provided that trained staff are available to process associated paperwork (Pcard reports) on a weekly basis. Please make sure that staff are noting “this year” or “next year” on summer purchases appropriately.

June 27, 2025: Complete and submit all Procurement Card reports to the Procurement Department for reconciliation prior to departure for the summer.

June 27, 2025: Return annual inventory list back to the Procurement department. Procurement will send out the annual inventory list by June 6, 2025. Please make sure that your inventory is accounted for and return the form by June 27.

For staff terminating employment: Employees leaving the district must factory reset any district-issued cell phones and return them to the Procurement Department.

For questions, please contact the appropriate department, or you may call Finance and Business Services at ext. 4150.