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No Items

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Important Resources

Teaching & Learning Folder

<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-5639>

Administrative Outlook Calendar Instructions

1. Click on the “file folder” icon, upper left. Scroll down
2. Open “Public Folders”
3. Open “All Public Folders”
4. Open “Administrative Team”
5. Click on “Administrative Calendar” to open

Substitute Outlook Calendar Instructions

1. Open Outlook in the Calendar view
2. From the “Home” menu bar Select “Add Calendar”
3. Select “Open Shared Calendar” – type in **Calendar Professional Learning**
4. Click OK

This calendar lists all district release professional development that is occurring during the school day. Check this calendar prior to scheduling building workshops that will occur during the school day to make sure they do not conflict with district level trainings targeting the same teachers. All district release substitutes must be approved through the Professional Learning Department.

Accessing Student Emergency Information in Insight

Step One: Go to <https://insight.everettsd.org>

Step Two: Use your district credentials to log in (id/password) Check the Full Browser Version and click save If viewing on a mobile browser

Step Three: Click on the Everett Pinnacle Insight.qvw box

Step Four: Click on the Student Details button

Step Five: Enter the Student Name (partial ok) or ID # in the top-right

Step Six: View Contacts

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***

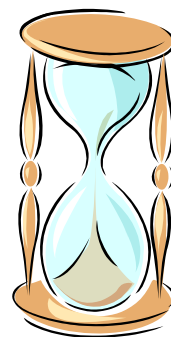
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should 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 13, 2025

To: Administrators & Supervisors
From: Dr. Chad Golden, Assistant Superintendent, Human Resources
Regarding: **REMINDER: Holiday – Juneteenth, Thursday, June 19**

As a reminder, Juneteenth is Thursday, June 19 and is a non-school student day and non-workday for the following staff:

School Term Staff (teachers, paras, food services, campus security, nurses, drivers)
Administrators
EAEOP – elementary general office & MS/CRC office assistants
Professional Technical Staff
SEIU – non-260-day staff

The following will report to work as usual:

EAEOP – all with the exception of elementary general office & MS/CRC OA's
SEIU – 260-day staff
Trades

For reference, all employee calendars can be viewed in [DocuShare](#).

Required Action:

Please post in high-traffic staff areas, publish in communications, newsletters to staff.

Approved for Distribution:

Chad Golden



Response/Action Required

June 13, 2025

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

School bell schedules for Minimum Basic Education Compliance are due to [Assessment and Research](#) no later than **Monday, June 23, 2025**.

Refer to the Principals Communication [Volume 23 Number 36](#) dated May 16.

Required Action:

- Submit your schedules via email to assessment@everettsd.org **no later than Monday, June 23, 2025**.
- Refer to the May 16, 2025 [Communications to Principals](#) packet for detailed directions and sample schedules.
- If you have any questions, please contact [Michele Waddel](#).

Approved for Distribution:

Shelley Boten



Response/Action Required

June 13, 2025

To: Elementary School Administrators and Office Staff
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Tami Coffman, Visual and Performing Arts Facilitator, P-12
Regarding: **Elementary Music Curriculum Implementation**

After a yearlong elementary music curriculum adoption process, the school board approved Quaver Music for P-5 grade music programs. Each music teacher will receive a license that includes teacher login and single sign-on for students. Quaver Music is aligned with Washington state music standards and developed best practices and includes:

- High quality resources
- Integrated SEL sessions
- Diverse and culturally inclusive content
- Kodaly and Orff-based teaching methods
- Comprehensive visual and performance tools
- Assessment and reflection tools
- Regular updates and flexibility

Quaver Music will provide in-person professional learning to all elementary music specialists. Teachers will be compensated and have the choice of two dates:

1. **Monday, June 23 from 8:00 a.m. – 3:00 p.m.** at Jefferson Elementary School. Quaver will present from 9:00 a.m. – 12:00 p.m. The afternoon will be spent on team planning and exploration of resources.
- OR**
2. **Thursday, August 21 from 8:00 a.m. - 11:00 a.m. at Evergreen Middle School** as part of EPS Learns.

Professional learning will continue next year so the music specialists can collaborate on the aligned implementation of Quaver Music.

Music specialists are asked to complete a music supply inventory so we can purchase musical instruments and needed supplies. Here is the link to the survey:

<https://forms.office.com/r/qpuFwjrmQ>

Required Action:

- Please share this adoption information with your staff.
- Have your music specialist complete the instrument survey and sign up in Frontline for one of the professional learning dates.

Approved for Distribution:

Shelley Boten



Response/Action Required

June 13, 2025

To: Secondary Administrators
From: Kelley Clevenger, Executive Director, Special Services
Regarding: **Co-teaching Agreement**

Please remember that all Co-Teaching Agreements for the 2025–2026 school year must be completed, approved, and submitted to Beth DeGrace by the end of this school year. When submitting via email, kindly use the subject line: “Co-Teaching Agreement.”

If new co-teaching partnerships are formed over the summer due to shifts in student needs or class sizes, please ensure that the appropriate agreements are also completed, approved, and submitted prior to the first day of school.

Thank you for your attention to this important step in supporting strong instructional partnerships.

In alignment with the MOU regarding new co-teaching partnerships, we are offering two 4-hour training session options to help lay a strong foundation for collaboration:

- **June 24 | 8:30 AM – 12:30 PM - Evergreen Middle School**
- **August 18 | 8:30 AM – 12:30 PM - Board Room A & B**

These sessions are designed to support the development of effective co-teaching relationships and set teams up for a successful start to the school year.

We appreciate your commitment to creating cohesive, student-centered learning environments.

Required Action:

The agreement form can be found below and must be completed and signed by both the General Education and Special Education teachers, as well as the School Administrator and finally sent to the Special Services Director (Beth DeGrace).

 [Certificated Co-teaching Agreement.docx](#)

If you have questions or need support with the process, please contact your designated Director of Special Services.

Approved for Distribution

Peter Scott



Response/Action Required

June 13, 2025

To: Elementary School Administrators and Office Staff
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Regarding: **Summer Delivery of Curricular Materials**

Summer delivery of curricular materials is scheduled to begin the week of August 4, 2025. It is important to identify a location for these materials to be stored until staff arrives and distribution can be made to classrooms.

Here is the process for receipt of new resources:

- Identify a location in your school where the custodial staff will store these boxes and indicate the location on this spreadsheet [Elementary – Summer Delivery Storage](#)
- Before distributing materials/boxes to classrooms or teaching staff, open boxes and inventory the contents by comparing the packing slip (should be in each box or taped to the outside) to the contents of the boxes.
- Send a scanned copy of the packing slip with a note of any irregularities to Amritha Imandi aimandi@everettsd.org.

Required Action:

- Please identify a storage location for curricular materials and indicate it on the spreadsheet [Elementary – Summer Delivery Storage](#).
- Send a scanned copy of the packing slip with a note of any irregularities to Amritha Imandi aimandi@everettsd.org.
- Inform office and custodial staff of the identified location.
- If you have questions, contact Amritha Imandi aimandi@everettsd.org or ext. 4024.

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 13, 2025

To: Administrators and Supervisors
From: Peter Scott, Deputy Superintendent
Regarding: **Proposed Federal Cuts to K-12 Education & Federal Announcements**

From the Office of the Superintendent of Public Instruction (OSPI)

The Trump Administration's FY 2026 budget proposes major cuts to K-12 education, pending congressional approval.

Preserved Funding: Title I (A, B, D), IDEA, and Titles V-VII (rural, Native, and impact aid) remain mostly intact.

Significant Cuts:

- *Title I, Part C* (Migrant education) is eliminated.
- *Titles II (Professional learning,) III (English Language Learners), IV (After school and other "equity" programs),* and programs for school safety, at-risk youth, and homeless students face 70% cuts via consolidation.
- Some reductions to school meal funding (CEP) under USDA, with limited details.

In the May 16, 2025, Principals' Packet, we shared that 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. These announcements are typically updated every other week.

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

Here is this week's [06-10-2025 Tracker of Federal Announcements](#).

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



June 13, 2025

To: Elementary School Administrators and Office Staff
From: Anne Arnold, Director, P-5 Instruction and Early Learning Programs
Tami Coffman, Visual and Performing Arts Facilitator
Regarding: **Fifth Grade Strings Program for 2025-2026 School Year**

Registration for the Fifth Grade Strings program began this week at all elementary schools.

Each of our elementary schools offers access to this music program for fifth grade students interested in learning to play the violin, in anticipation of the middle school orchestra opportunity.

Depending on the school, strings classes may be held before or after school. Some schools offer the program only for their students, while others partner with one or more neighboring schools to provide instruction. Students from all 18 elementary schools and Port Gardner have access to the program.

Elementary music teachers are currently talking with fourth grade students to share information about the program, answer questions, and assist students with the registration process. They are also helping to collect and return completed registration forms.

This year, registration involves a single, unified form available both on paper and online. Paper forms have been distributed to all schools and the link to online registration is being shared by music teachers.

The goal is to notify families of their child's program placement before the end of the school year.

Contact Tami Coffman if you have questions about Fifth Grade Strings for 2025-2026
TCoffman@everettsd.org

Approved for Distribution:

Shelley Boten



Information Only

June 13, 2025

To: School Administrators
From: Kelley Clevenger, Executive Director, Special Services
Regarding: **Developmental Preschool Start Date for 2025-26 School Year**

Please note that beginning with the 2025-2026 school year, Developmental Preschool will start on the same day as kindergarten, which is September 2, 2025.

This change applies only to our Developmental Preschool programs. It does not impact any ECEAP programs, including inclusive ECEAP; those programs will continue to follow their established start dates.

Please share this update with your teams as needed, and do not hesitate to reach out if you have any questions. Contact Heather Brown, Director Special Services, hbrown2@everettsd.org or 425-385-5253.

Thank you for your attention to this update.

Approved for Distribution _____

Peter Scott



June 13, 2025

To: School Administrators
From: Kelley Clevenger, Executive Director, Special Services
Regarding: **Special Services Newsletter**

As we wrap up another incredible school year, this marks the final special services newsletter of the 2024–2025 school year.

Newsletter

A heartfelt thank you to everyone who submitted content and contributed to making this a meaningful and effective way to keep our department informed and connected. This newsletter has proven to be a successful mode of communication—thanks to your engagement and input.

As we head into summer, we hope you find time for rest, rejuvenation, and a whole lot of fun. You’ve earned it, and we are so grateful for all that you do.

Wishing you a wonderful summer!

Approved for Distribution _____

Peter Scott