

Response/Action Required

Elementary School Teacher Assignments for 2025-26.....	1
ParentNotices Translated Documents.....	2
Cultural & Religious Calendar Guide 2025-2026	3

Response/Action Optional

No Items

Information Only

New ES Science Curriculum Frequently Asked Questions	4
Outdoor Schools Washington 2025-2027 Funding	6
Immigration Enforcement Message from OSPI.....	7

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***

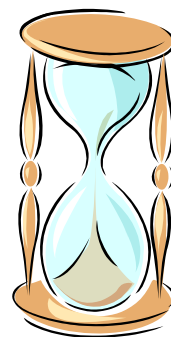
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should 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 20, 2025

To: All Elementary Administrators
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Andrea Cartwright, Director of Science and Engineering
Regarding: **Elementary School Teacher Assignments for 2025-26**

Due to the several scheduling demands the Maintenance Department needs to attend to, to ensure the school year launches successfully, new elementary science curriculum kits will be prepared for distribution to schools in August.

To accomplish this task in collaboration with the Maintenance Department, the Science Resource Center needs to receive the 2025-26 list of your teachers and the grade level they will be teaching.

Required Action:

- Send your school's 2025-26 teaching assignments, including teacher name and grade level, to Bridget Sphung (asphung@everettsd.org) and Andrea Cartwright (acartwright@everettsd.org) by **June 30, 2025**.
- If you have any questions, please email or call:

Andrea Cartwright	Bridget Sphung
acartwright@everettsd.org	asphung@everettsd.org
425-385-4072	425-385-4251

Approved for Distribution:

Shelley Boten



Response/Action Required

June 20, 2025

To: All Administrators, Supervisors, and Office Managers
From: Chris Fulford, Director of Categorical Programs
Regarding: **ParentNotices Translated Documents**

We have recently been notified by OSPI that they will not be renewing the ParentNotices subscription. This resource houses hundreds of translated documents that we have access to, including ESSA, Section 504, health services, signage and more. OSPI is currently developing a centralized platform where we will be able to access translated forms and documents that can be customized. In the meantime, if there are any documents you use, please download them prior to Monday, June 30, when we will no longer have access to this service.

You still have time to create an account and see if there are any resources you would like to access and download. Click this [link](#) to create a ParentNotices account and browse the catalog. Once we have more information about the new OSPI platform containing translated documents, it will be shared out to you. We will also be working to download and save as many ParentNotices as we can and will make them available for you to use.

Required Action:

- Please share this information with staff in need of information related to interpreters and translations for conferences.
- Please contact Megan Rude at extension 4247 or MRude@everettsd.org with any questions.

Approved for Distribution:

Shelley Boten



Response/Action Required

June 20, 2025

To: All Directors and Administrators
From: Joi Odom Grant, Diversity, Equity, and Inclusion Director
Regarding: **Cultural & Religious Calendar Guide 2025-2026**

“We embrace diversity as an essential asset; we are inclusive and treat our differences as a core strength.” EPS Core Value

Cultural & Religious Calendar Guide 2025-2026

Everett Public Schools is a school district that values each one of our community partners' experiences, culture, beliefs, and traditions. To reflect this diversity, we have published our third edition of our formal calendar to provide students, staff, and our community that honors our families' diverse cultural and religious beliefs and practices. This will be a living document that will be revised throughout the school year based on the feedback and input we receive from community partners, families, and staff members. The most up-to-date version of the calendar will always be available on our department website.

What will be included:

- International Observances
- National Observances
- State-Wide Civic Observances
- High Impact Observances that may impact student learning
- Information on why certain cultures fast

Contact Joi Odom Grant with questions and /or thoughts at x4137 or jgrant@everettsd.org.

Required Action:

Please share this information with your teachers and other 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.





June 20, 2025

To: Elementary School Administrators
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Andrea Cartwright, Director of Science and Engineering
Regarding: **New ES Science Curriculum Frequently Asked Questions**

The following is a list of Frequently Asked Questions regarding the new OpenSciEd elementary science curriculum, summer training, and old materials. Please review these questions and answers so you can support your staff. Please share this information with your staff as needed.

1. What is the newly adopted elementary science instructional resource?

- OpenSciEd was formally adopted by the School Board on May 27, following a unanimous decision by the elementary science adoption committee.
- For more information about OpenSciEd, visit www.openscienced.org.

2. Is there initial use training?

- Yes! There are June and August options for each grade level. Select EITHER the June dates OR August dates for your 2025-26 grade level assignment.
- Please register in Frontline.

Grade Level Teaching Assignment for 2025-26	Summer Initial Use Option 1	Summer Initial Use Option 2
Kindergarten	June 23-24, 2025 Cascade HS Frontline: 25050655	August 4-5, 2025 Evergreen MS Frontline: 25050656
First Grade	June 23-24, 2025 Cascade HS Frontline: 25050654	August 4-5, 2025 Evergreen MS Frontline: 25050750
Second Grade	June 23-24, 2025 Cascade HS Frontline: 25050653	August 11-12, 2025 Jefferson ES Frontline: 25050754
Third Grade	June 26-27, 2025 Cascade HS Frontline: 25050652	August 11-12, 2025 Jefferson ES Frontline: 25050753
Fourth Grade	June 26-27, 2025 Cascade HS Frontline: 25050651	August 6-7, 2025 Evergreen MS Frontline: 25050752
Fifth Grade	June 26-27, 2025 Cascade HS Frontline: 25050650	August 6-7, 2025 Evergreen MS Frontline: 25050751

3. Is summer initial use training for pay and clock hours?

- Yes! Certificated staff will receive per diem pay and STEM clock hours.

Approved for Distribution: 
Shelley Boten

4. What should I do if I'm a split teacher (either HC or regular)?

- We are currently recommending that split classroom teachers should attend the training of their lowest grade level assignment; those are the units you will implement for 2025-26. For highly capable teachers, there are opportunities for extensions within lessons and the unit.

5. What do I teach if I'm a highly capable teacher?

- Highly capable teachers should implement the OpenSciEd units for their assigned grade level. For example, if you are a Grade 5 HC teacher, you will teach OpenSciEd Grade 5 units. There are opportunities for extensions within lessons and the unit.

6. Are we teaching any of the old science units next year?

- No. Teachers will ONLY teach OpenSciEd units next year.
- For the 2025-26 school year, teachers will implement OpenSciEd unit 1 during first semester and OpenSciEd unit 2 during second semester.
- For the 2026-27 school year, two more OpenSciEd units will be implemented (units 1 and 2 during first semester; units 3 and 4 during second semester).

7. What should I do with the old science unit teacher manuals in my classroom?

- Please hold onto those for now. In the Fall, the central office science team will send more information on how those manuals will be surplus.

8. Can I still teach any of the old science units if I want to?

- The Science Resource Center is dismantling old units and repurposing the hands-on materials and crates for the new OpenSciEd units. Teachers will be supplied hands-on material kits for the OpenSciEd units only next year.

9. What is the rotation schedule?

- All teachers, at each grade level, will teach the same unit at the same time!
- The Maintenance Department will deliver unit 1 kits before the start of the school year. Teachers will have those for all of semester 1.
- The maintenance department will deliver unit 2 kits prior to the start of second semester. Teachers will have those for all of semester 2.
- The maintenance department will pick up unit 1 materials for refurbishment during second semester and unit 2 towards the end of the year. More information on actual delivery and pick-up dates will be supplied in August.

10. What if I cannot make the June or August initial use trainings?

- Limited makeup initial use sessions will be available in September. More information will be provided in August.

11. Will there be on-going training?

- Yes! A variety of training and support options will be provided throughout the year. More information will be provided in August.

Please contact Andrea Cartwright (acartwright@everettsd.org) for more information and/or questions.



June 20, 2025

To: Elementary Principals
From: Karen Buchmann, Budget Director
Regarding: **Outdoor Schools Washington 2025-2027 Funding**

Many of you have already been contacted by Outdoor Schools Washington regarding the loss of new state funding for the 2025-27 biennium that supports outdoor education, specifically 5th grade camps.

We have since learned that Outdoor Schools has identified a small pool of remaining funds from this year, and they have prioritized support for schools identified as having the highest needs. District schools that will receive a portion of these remaining funds have been notified.

Outdoor Schools Washington's commitment to legislative advocacy to connect students with the outdoors continues. Please see the information below for some actionable items you may consider.

Please contact Karen Buchmann with any questions.

Message from Outdoor Schools - WA

What Comes Next

While we won't have state grant funding to rely on for the next two years, outdoor school is not canceled - and your creativity, partnership, and resilience can and will keep opportunities alive for students.

Here are some immediate paths forward:

- Call your Outdoor School provider: Be sure to let the site know your plans. Work with them on possible solutions: day program, coming to your school, other ideas.
- District Funding: Engage with your district leadership about allocating local levy funds, basic education funds, or Title program resources (especially Title IV and Title I) to support outdoor experiences.
- Community Partnerships: Reconnect with local foundations, PTAs, service organizations, and Tribal partners who have supported outdoor learning in the past.
- Sliding Scale/Partial Payment Models: Implement partial family contributions supplemented with targeted fundraising to reduce cost barriers for students.
- Alternative Grants: Stay alert for other grant opportunities, including smaller environmental education and community grants.
- Advocacy for 2026 and Beyond: Legislative advocacy efforts will continue. Student voices, family stories, and educator leadership will be essential in shaping future policy.

Approved for Distribution _____

Andi Tress



June 20, 2025

To: Administrators and Supervisors
From: Peter Scott, Deputy Superintendent
Regarding: **Immigration Enforcement Message from OSPI**

From the Office of Superintendent of Public Instruction (OSPI)

On Sunday, June 15, Superintendent Reykdal sent all districts an email regarding rumors of Immigration Customs Enforcement (ICE) activity at schools. For your awareness, please see below for some key points from this communication.

With increased activity in our state by ICE officials, we are tracking down rumors about ICE contacts and detainments on school grounds. We track these rumors down immediately. To date, there have been no ICE contacts with students at schools, and there have been no detainments on school grounds. Below is our process and a link to a guidance document that we have sent on at least two occasions to all districts.

- 1. We have asked all school leaders to contact OSPI or their ESD immediately if they believe a student is being sought by ICE officials.*
- 2. Whether OSPI gets this information directly from a school official or even if a rumor is circulating, we make contact with the District Superintendent to gather facts for next steps.*
- 3. If there is any ICE activity that involves student detainment on one of our school campuses, we will contact the Office of the Attorney General and the Governor's Office, we will notify lawmakers, and we will issue a statement immediately so that the facts are presented as we know them for the media.*

The following link is a guidance document that has been sent to school districts a few times since January 2025 that guides their actions locally as it relates to immigration enforcement dos and don'ts, as well as informs districts of their legal responsibilities to protect student data and privacy.

- [Protections for Immigrant Students in Washington's K-12 Public Schools](#) (published January 2025)*

To date, there have been no enforcement activities on school grounds in Washington state.

Approved for Distribution

Peter Scott