

***Everett
Association of
School/Central
Administrators***

***ADMINISTRATIVE
HANDBOOK***

PO Box 2098
Everett, WA 98213
www.everettsd.org

07/01/2025 to 06/30/2028



A RESOURCE MANUAL

FOR

ADMINISTRATORS

Everett Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination.

Designated to handle inquiries about nondiscrimination policies are:

- | | | |
|---|------------------------------|--------------|
| • ADA Coordinator | Shawn Bryant | 425-385-4100 |
| • Title IX Coordinator/Civil Rights Coordinator | Shawn Bryant | 425-385-4100 |
| • Section 504 Coordinator | Dave Peters | 425-385-4063 |
| • Gender-Inclusive Schools Coordinator | Joi Grant | 425-385-4137 |

Address: P. O. Box 2098, Everett, WA 98213

| Table of Contents | Page |
|--|----------|
| INTRODUCTION | 1 |
| Definition and Purpose | 1 |
| Membership | 1 |
| Procedures | 1 |
| WORK CALENDAR | 2 |
| Snow Days/School Closure:..... | 2 |
| ANNUAL LEAVE/VACATION BENEFITS | 3 |
| Administrators' Use of Vacation Days | 3 |
| Vacation cash-out upon retirement or separation of employment (see Board Policy 5360) | 3 |
| Annual vacation cash-out eligibility | 4 |
| Bereavement Leave (see Board Policy 5320.1) | 4 |
| Sick Leave (see Board Policy 5320.2) | 4 |
| Attendance Incentive Program (see Board Policy 5340) | 4 |
| Annual Sick Leave Buy Back..... | 4 |
| Sick Leave Cash-out Upon Retirement, Separation or Death | 5 |
| Termination of Attendance Incentive Program (see Board Policy 5340) | 5 |
| VEBA Leave Cash-out Health Reimbursement Plan | 6 |
| Holidays (see Board Policy 5350) | 6 |
| INSURANCE PROGRAMS | 6 |
| EMPLOYEE ASSISTANCE PROGRAM (SEE BOARD POLICY 5520) | 6 |
| MILEAGE REIMBURSEMENT..... | 6 |
| SABBATICAL LEAVE (SEE BOARD POLICY 5320.7) | 7 |
| EVALUATION | 8 |
| School and other Administrator Evaluation Cycle (see Board Policy 5250 and Procedure 5250.2) | 8 |
| Support for Non-tenured Principals | 8 |

| | |
|--|-----------|
| Support for Tenured Principals | 8 |
| CONDITIONS OF EMPLOYMENT..... | 9 |
| Complaint Procedures..... | 9 |
| Program and Staff Reduction – Classified Staff (see Board Policy 5280) | 9 |
| Program and Staff Reduction – Certificated Administrative Staff (see Board Policy 5281).. | 9 |
| Assignment, Reassignment and Transfer (see Board Policy 5210) | 9 |
| COMPENSATION | 11 |
| PROFESSIONAL GROWTH OF EASA MEMBERS | 12 |
| Expectations..... | 12 |
| Conferences/Workshops/Travel/Memberships/Professional Materials..... | 12 |
| Professional Membership Dues..... | 12 |
| National Conference/Out-of-State Training Attendance | 12 |
| Tuition Reimbursement | 12 |
| Mentoring Program..... | 13 |
| GUIDELINES FOR USE OF DISTRICT TECHNOLOGY, PROCUREMENT CARDS, AND BLACKBOARD CONNECT..... | 14 |
| Use of Internet/E-mail | 14 |
| District Cell Phones | 14 |
| Procurement Card..... | 14 |
| Blackboard Connect | 14 |
| EXECUTION - SIGNATURES..... | 15 |

INTRODUCTION

Everett Public Schools and the Everett Association of School Administrators (EASA) have collaborated to produce this handbook for all classified and certificated administrators. EASA is the umbrella organization for all certificated and classified administrators. The EASA represents the collective concerns of the administrative team in discussions with the district about matters of mutual interest.

In 1988 the EASA membership and the district elected to implement the Meet and Confer process in the belief that increased communication and dialogue would result in improved understanding and resolution of the common issues facing us. It also allowed for discussion of a greater range of issues than the negotiations format previously used.

The contents of this handbook include references to board policy or have been mutually agreed upon through the Meet and Confer process. In the event of a conflict between the handbook and board policy, board policy shall control.

Definition and Purpose

Meet and Confer is a forum for Everett Public Schools certificated administrators, classified administrators, and the superintendent to formally address and make agreements regarding issues of mutual concern, including compensation and working conditions.

The purpose of Meet and Confer is to promote an ongoing, open dialogue and provide for regular reflection upon recognition, compensation, conflicts, job roles and responsibilities, climate and communications.

Membership

Membership in EASA includes all certificated and classified administrators with the exception of the superintendent and any administrator placed on Everett Public Schools Schedule 1 of the Administrative Salary Schedule, the Director of Communications and the Employee Relations & Retention Manager.

Procedures

1. The Meet and Confer team will include the superintendent and/or designees, the EASA president and representatives of the Meet and Confer group.
2. There will be continuity of representatives from one year to the next.
3. Meetings will be scheduled as needed. An organizational meeting will be held in August to set a calendar. Additional meetings may be scheduled as appropriate.
4. Leadership of the meetings will alternate, and records of meetings will be maintained.
5. The agenda will be developed during the preceding meeting. Items may be added in the interim. The recorder will distribute the minutes and agenda for the following meeting.
6. Operating norms will be adopted by the Meet and Confer team.

Please feel free to voice your concerns, questions or ideas to the members of the EASA Board or Meet and Confer team, as this process works best when true dialogue is encouraged, and all parties participate fully.

WORK CALENDAR

- Members of the EASA Meet and Confer group have a full contract year of 260 days; of these 260 days 29 days are allocated annually as vacation days and 13 days are allocated as holidays.
- Vacation days are normally taken on non-student days. (See Administrators' Use of Vacation Days)
- The administrator is responsible for entering their absence into the Absence Reporting System.
- If an absence is not reported or if an adjustment to a reported absence is necessary, a Payroll [Absence Verification Form](#) must be completed immediately following the absence, forwarded to the administrator's supervisor for signature, then sent to Payroll.
- It is acknowledged that some EASA members work outside of regular hours and are present and supervise school and district-related events and activities. The District will allow EASA members, with the approval of their supervisor, to adjust their work schedule to account for some of the hours worked outside of their regular schedule. This time is to be logged using [EASA Employee Work Log](#) and submitted to your supervisor for their records. School-related student and/or family events and activities that are part of the normal school year and normal schedules are within the duties of an EASA member and are compensated as part of their annual salary.
- EASA members will work with their supervisor to develop a regular schedule to ensure there are clear expectations and coordination.
 - School-related student and/or family events and activities that are part of the normal school year and normal schedules are within the duties of an EASA member and are compensated as part of their annual salary.
 - Before the start of the year, building administrator teams will work together in the development of a coverage schedule for supervision of extended day programs, clubs/athletics, schoolwide events, and meetings with parent/community organizations. This coverage schedule will be revisited frequently by administrative teams and adjusted as necessary.
 - All administrators will work with their supervisor to develop a coordinated schedule to ensure there are clear expectations and to ensure safety and security at school events.
- It is acknowledged that at times school administrators may have increased responsibilities on nonwork days, such as weekends and holidays. A school administrator, Director III and Director IV administrators will be paid for up to three (3) additional days at their per diem rate of pay on nonwork days, provided that the school administrator submits a [EASA Employee Supplemental Days Form](#) to Human Resources by June 15 documenting days worked and the duties performed.

District Bargaining Teams

An EASA member shall be included in CBA bargaining teams. Human Resources will work with EASA leadership to determine representation.

Snow Days/School Closure

In the case of inclement weather or school closure, EASA members are expected to report to their work sites. If unable to get to your work site, contact your supervisor and report emergency leave per Board Policy #5320.2 or with the approval of their supervisor, EASA members may work remotely in place of reporting emergency leave.

LEAVE/VACATION BENEFITS

Administrators' Use of Vacation Days

The district encourages administrators to use their vacation days. Administrators receive twenty-nine (29) vacation days per year. Up to twenty (20) unused vacation days can be accumulated annually to a maximum of forty (40) days. Such accumulated vacation may be taken in a subsequent year, provided that no more than six (6) weeks of continuous vacation may be permitted regardless of accumulations. Administrators with vacation days in excess of the forty (40) day maximum carry over will have the days automatically deducted on their July pay warrant. For annual vacation cash-out eligibility, see Annual vacation cash-out eligibility.

Due to the nature of a school administrator's job, it is important to be at work during the time students are in school. Generally, school administrators are expected to take vacation during the normal school breaks, such as winter, mid-winter, spring and summer breaks. There are situations, however, that warrant an administrator taking vacation during the time students are in school. A total of five (5) vacation days may be taken during the student school year. The employee must request the days at least two (2) working days in advance. School administrators will be responsible for identifying a staff member to be in charge of the operation of the school during the time of the absence. In case of unusual circumstances, any exceptions to the above must be approved in advance by the superintendent or designee.

Vacation days for school and department administrators are approved by the administrator's supervisor. Plans for vacation days need to be shared with their supervisor before summer, winter and spring breaks. Report vacation days taken using the Absence Reporting System in half day or full day increments.

Administrators who must be absent from the worksite more than a half day to participate in an advanced degree program must report vacation leave in half day or full day increments, unless otherwise approved by the superintendent.

Vacation cash-out upon retirement or separation of employment (see [Board Policy 5360](#))

Upon retirement or separation of employment, the employee shall be paid up to a maximum of thirty (30) days or such lesser amount as may be necessary so that the district avoids any attendant financial penalty or other legal constraint. For vacation cash-out, the per diem rate shall be calculated by dividing the employee's annual salary plus the degree stipend by the number of workdays (260 workdays less vacation days and district holidays). Every employee should make arrangements to use excess accumulated vacation leave before the employee's retirement or separation date.

Annual vacation cash-out eligibility

Annually, if an employee has used ten (10) vacation days (in the prior year), employees may cash-out up to thirteen (13) days of unused vacation leave based on their June 30 balance of any calendar year. The annual vacation cash-out will be paid at the employee's per diem rate of pay, which is calculated by dividing the employee's annual salary plus the degree stipend by the number of workdays (260 days less vacation days and district holidays). To receive the annual vacation cash-out payment, complete and return the electronic Application for Annual Vacation Cash-Out form to payroll by June 30. Payroll will process the cash-out payment to be included on the July pay warrant. EASA members planning to retire or separate, see vacation cash-out rules for retirement or separation in the preceding paragraph.

Bereavement Leave (see [Board Policy 5320.1](#))

Sick Leave (see [Board Policy 5320.2](#))

In addition to Board Policy 5320.2, employees may utilize one (1) of the six (6) days of illness, injury and illness leave allowed for use in an emergency per year for personal reasons without stating a reason for taking the leave. The employee must request the day at least two (2) working days in advance and it may not be used to extend a holiday or vacation. Employees shall not use this day during their first calendar year of service.

Absence Reporting

Each employee is responsible for promptly entering his or her own absence into the absence reporting system, prior to, or on the day of, the absence in half day or full day increments. The absence can be entered into the absence reporting system by calling 800-942-3767, or online at: <https://login.frontlineeducation.com/sso/everettsd>

If the absence is not called in or reported online, or if an adjustment to a reported absence is necessary, a [Payroll Absence Verification Form](#) must be completed immediately following the absence, forwarded to the administrator's supervisor for signature, then sent to payroll.

The [Leave of Absence](#) (LOA) request form is to be used if an absence extends beyond five (5) consecutive days or the absence was not reported in the absence reporting system. The sooner the LOA form is submitted prior to the absence; the more time is available to coordinate all available benefits. Call a benefits technician in human resources, if there are any questions.

Attendance Incentive Program (see [Board Policy 5340](#))

Annual Sick Leave Buy Back

The district provides an attendance incentive program as permitted by law for eligible employees. The attendance incentive program allows eligible employees to convert sick leave days into monetary compensation. Some of the features of this program are:

1. An eligible employee is any certificated or classified employee who at the end of the previous calendar year accumulated in excess of 60 days of unused sick leave.
2. Each year, eligible employees may buy back a maximum of 12 unused sick leave days, less days taken during the previous year, provided that the employee's sick leave balance remains at no less than 60 days after the buy back is processed.

Note: Please be aware that there is a 90-calendar day waiting period for long term disability.
EASA Administrative Handbook

3. The conversion will be on the basis of one (1) day paid for each four (4) days of sick leave cashed out. Annual sick leave buy back is excluded from reportable compensation to the Department of Retirement Systems.
4. Sick leave balances are displayed on employee payroll stubs each month. The sick leave balance is displayed in hours, not days. To convert hours into days, simply divide your current sick leave balance by the number of assigned hours you work each day.
5. The rate of pay used to calculate the annual sick leave buy back is at the employee's per diem rate of pay, which is calculated by dividing the employee's annual salary plus the degree stipend by the number of work days (260 days less vacation days and district holidays).
6. The Application for Annual Buyback of Accumulated Sick Leave form is sent to all employees as an e-mail along with an explanation of this benefit. Forms are due in payroll by January 31.
7. This form is also available by visiting the payroll office.

Payment will be included in the February payroll warrant.

Sick Leave Cash-out Upon Retirement, Separation or Death

If an employee has notified human resources in writing of their intention to retire, payroll will convert accumulated unused sick leave days to monetary compensation. The conversion will be on the basis of one (1) day paid for each four (4) days of sick leave cashed out, not to exceed 180 days. The rate of pay used to calculate the sick leave cash-out upon retirement, separation or death is based on 25 percent of the employee's per diem rate of pay, which is calculated by dividing the employee's annual salary plus the degree stipend by the number of work days (260 days less vacation days and district holidays).

If an employee passes away while employed by the district, the personal representative will be contacted regarding the conversion of unused accumulated sick leave to monetary compensation. The conversion will be on the basis of one (1) day paid for each four (4) days of sick leave cashed out.

If an employee separates from employment with the district, the employee may elect to cash-out accumulated sick leave if the employee is:

1. At least age 55 and has fifteen years of service in the Teachers Retirement System Plan 2 or fifteen years of service in the School Employees Retirement System Plan 2.
2. At least age 55 and has ten years of service in the Teachers Retirement System Plan 3 or ten years of service in the School Employees Retirement System Plan 3.

Any such conversion of sick leave upon retirement, separation or death shall be subject to the terms and limitations of applicable state regulations. A maximum of 180 days is eligible for cash-out upon retirement, separation, or death. Sick leave cash-out upon retirement, separation or death is excluded from reportable compensation to the Department of Retirement Systems. Contact the payroll office for assistance.

Termination of Attendance Incentive Program (see [Board Policy 5340](#))

VEBA Leave Cash-out Health Reimbursement Plan

The District has adopted a VEBA health reimbursement arrangement pursuant to RCW 28A.400.210 and the District agrees to make contributions to VEBA on behalf of all employees in the bargaining unit who are eligible to participate in the arrangement. Eligibility is limited to (1) employees who have accumulated 180 days or more of unused sick leave and have an annual right to cash-out sick leave; (2) employees who retire with sick leave cash-out rights during the term of this agreement; and (3) employees who retire with vacation leave cash-out rights during the term of this agreement. All eligible employees will be required to open a VEBA account and complete a hold harmless agreement complying with RCW 28A.400.210. If an eligible employee fails to complete such agreement, the District will not make sick leave or vacation cash-out contributions to the plan on behalf of that employee at any time during the term of this agreement, and any and all excess sick leave and vacation which, in the absence of this agreement, would accrue to such employee during the term of this Agreement shall be forfeited together with all cash rights that pertain to such excess sick leave and vacation.

The following will be used for VEBA:

- annual sick leave buy-back
- sick leave cash out at retirement
- vacation cash out at retirement

The following will not be used for VEBA:

- sick leave cash out at separation
- annual vacation buy-back
- vacation cash out at separation

Holidays (see [Board Policy 5350](#))

It is not necessary to report absences for holidays in the absence reporting system.

INSURANCE PROGRAMS

Administrators may enroll in a variety of medical, dental and other benefit programs. Detailed information and forms are available on the district website, www.everettsd.org; after signing in, select the Staff tab, New Employee, Human Resources, Benefit Information.

EMPLOYEE ASSISTANCE PROGRAM (see [Board Policy 5520](#))

MILEAGE REIMBURSEMENT

EASA members are eligible for mileage reimbursement at the IRS rate for necessary in-district travel using the employee's personal vehicle. Administrative employees should complete the reimbursement form through employee online within the month of travel. EASA members are eligible for reimbursement for mileage when traveling from their job site to another site for meetings, visiting schools as part of their job duties, professional development, or traveling for

supervision purposes within or outside the school district. Mileage is reimbursed from the administrator's school or department budget.

SABBATICAL LEAVE (see [Board Policy 5320.7](#))

1. Administrators should understand sabbaticals are expensive and granted under exceptional and unique circumstances.
2. The administrator is encouraged to discuss the proposal with his or her supervisor.
3. The request for sabbatical should address the benefit to the district and be in line with the direction of the district.
4. The administrator should send the request for sabbatical to human resources, which will coordinate a process for forwarding the request to the superintendent.
5. Notification of action on the request will be sent to the administrator in writing, including rationale, with an opportunity to meet with the superintendent or designee.

EVALUATION

School and other Administrator Evaluation Cycle (see [Board Policy 5250](#) and [Procedure 5250.2](#))

Support for Non-tenured Principals

Before non-renewing a non-tenured principal, the district shall provide one or more of the following resources to support the principal's professional growth:

1. An assigned mentor;
2. Release time to observe other principals;
3. Targeted professional development;
4. Clear ideas and strategies on how to reach a proficient rating; or
5. Any other support mutually determined by the principal and evaluator.

The district shall provide written notice to the EASA president or co-president identifying principals who will be provided assistance under this section.

Support for Tenured Principals

Principals will be notified of the potential of an overall basic rating. Any principal with more than five years' experience who receives an overall Basic ("2") rating shall be offered one or more of the following resources to support the principal's professional growth:

1. An assigned mentor;
2. Release time to observe other principals;
3. Targeted professional development;
4. Clear ideas and strategies on how to reach a proficient rating; or
5. Any other support mutually determined by the principal and evaluator.

One or more of these supports will also be offered to other principals at any time that a principal requests such resources or an evaluator wants to provide specific support for the improvement of the principal's performance in one or more criteria.

The EASA president or co-president will be notified of any principal who receives an overall Basic ("2") rating and the support that was offered.

General Provisions

- A. Representative. A principal shall be entitled upon request to have present an EASA representative during any meeting related to matters concerning his or her evaluation provided the meeting is not delayed more than three working days.
- B. Evaluator. No principal shall be evaluated by an evaluator who has not been trained in evaluation and the use of the AWSF Leadership Framework. The district will provide the EASA with evidence of an evaluator's training upon request.

CONDITIONS OF EMPLOYMENT

Complaint Procedures

In the event of a complaint expressed orally or in writing, refer to [Board Policy 4312](#), Complaints to Board Members Concerning Staff, and [Board Policy 5240](#), Grievance Resolution.

Program and Staff Reduction – Classified Staff (see [Board Policy 5280](#))

Program and Staff Reduction – Certificated Administrative Staff (see [Board Policy 5281](#))

Professional Attire

- When employees present a professional appearance, it creates a professional image of themselves and reinforces the importance of the work of the district. It shows that we care.
- Appropriate attire generally means looking professional and relaxed yet neat and pulled together, also known as **business casual** or smart casual
- Staff may wear school spirit wear, outfits that fit into a schoolwide event, and dress appropriately for weather at outdoor events
- When EASA members are participating or presenting in formal hearings, events or board meetings they should dress **business formal**.

Assignment, Reassignment and Transfer (see [Board Policy 5210](#))

By April 1 of each year, the human resources department will request all administrators to indicate their intentions for future employment with Everett Public Schools. At other times during the year, administrators may request transfer of assignment by submitting a letter to the human resources department, explaining the specific circumstances for the request. Human resources will notify employees of the disposition of such request.

Involuntary transfers will be made based on the needs of the district and the skills of the employee. These assignments will be made and verified by written notice.

Transfer Opportunities: When an opening is identified or created for which EASA members may be qualified to fill (excluding executive cabinet level positions as defined under membership in this handbook):

- EASA members will be notified of the opening and given five days ~~a week~~ to consider the position. The notice to EASA members will be concurrent with an outside posting. EASA members' interest will be considered prior to consideration of outside candidates.
- Interested and qualified EASA members must submit a letter of interest in the open position and an updated resume to the human resources director.
- EASA members who are not currently in the same role as the open position (e.g. assistant principal interested in a principal position), must complete an online application in addition to submitting a letter of interest and updated resume.
- The district will make every reasonable effort to identify position qualifications prior to the internal posting and selection process.
- The district will determine the interest and consider the qualifications of EASA members prior to outside consideration.

COMPENSATION

In years where there is no market adjustment or additional percentage increase, the salaries on the schedules will be increased by (a) the state's inflationary adjustment index for certificated administrative staff funding formulas in the current year state appropriations (currently the implicit price deflator), provided the inflationary adjustment is funded by the Legislature, or (b) 2%, whichever is higher. This inflationary adjustment will take effective automatically, without further Board action, when the current year appropriations act is enacted, but in no event later than July 1.

Administrators shall be placed on the appropriate step of the salary schedule in accordance with state statutes, their administrative experience, educational preparation, and specialized preparation for the appointment. Current EASA members will progress by step on an annual basis until they reach the highest step in their assigned position on the salary schedule.

The district is committed to maintaining competitive administrative compensation to support retention and recruitment of high-quality administrators. To this end, the district will conduct regular compensation market analysis of region 189 districts.

PROFESSIONAL GROWTH OF EASA MEMBERS

Expectations

It is the district's expectation that EASA members participate in district and out-of-district professional development activities directly related to the performance of their duties with sensitivity toward when and for how long it is reasonable to be away from the work site.

Principals receiving their Administrative Credential since 8/31/87 are required to take 150 hours every five years to maintain their Administrative Credential.

All certificated administrators must maintain appropriate certification while under contract with the District. It is the administrator's responsibility to keep the District updated on any changes in certification, including renewals.

Conferences/Workshops/Travel/Memberships/Professional Materials

EASA and the leadership team mutually recognize the value and importance of ongoing professional development. As such, supplemental funding (\$750 per year) for certificated and classified EASA members to use for travel, workshop pay, additional professional memberships, and professional materials is maintained by human resources. This professional development should be designed to enhance professional knowledge and skills, support the district strategic plan, and school and district improvement plans. EASA members must annually submit a [Professional Growth Fund Verification Form](#) of expenditures for professional materials and memberships no later than **June 15** to human resources. Members are required to follow district travel procedures for conferences, workshops, and travel per [Board Policy 6213](#). EASA members may share their allotment with one another.

An employee who is participating in pre-approved graduate-level work pertaining to their field of professional responsibility may use their annual \$750 professional development funds through reimbursement to assist with the cost of tuition, books, or other fees. Appropriate documentation (i.e. receipt, etc.) must be submitted to request the reimbursement.

Professional Membership Dues

The district pays dues for one professional organization per year for EASA members. Institutional membership in Washington State ASCD is also paid by the district for certificated administrators, upon request. Contact human resources for information.

National Conference/Out-of-State Training Attendance

The district supports the cost of certificated administrators each year to attend national conferences or out-of-state training with a maximum allowable of \$2,500 [National Travel Request Form](#). A rotation list has been established so that principals and assistant principals have the opportunity to attend every three years. New principals or assistant principals will not be eligible in their first year of employment. The current rotation schedule is included as [National Travel Rotation List](#). Travel requests should be submitted to the executive director of human resources for coding and prior approval.

Tuition Reimbursement

All EASA members may seek reimbursement for credit or clock hour classes in a discipline related to their duties. The [Tuition Request form](#) must be completed and submitted to human resources by EASA Administrative Handbook

June 30 for the following year. Once all tuition requests are received, a determination will be made as to reimbursement amounts up to a maximum of \$5,000 per request or based on the available budget.

Note: Tuition reimbursement may be considered taxable income by the IRS. Tuition reimbursement is budgeted year-to-year depending on available funding.

First consideration for reimbursement will be given to those EASA members required to complete a certification program. Other EASA members pursuing their first advanced degree in a discipline related to their duties for which they are seeking reimbursement will be given next consideration.

Approved tuition reimbursement for an advanced degree requires the EASA member to remain employed with Everett Public Schools for at least one year following the conferral of the degree. The EASA member may opt to repay the total amount of the tuition reimbursed should they choose to leave the district before the one-year requirement has elapsed or he or she terminates employment prior to degree conferral. The district reserves the right to release the EASA member prior to end of the one-year period.

Mentoring Program

New EASA members are mentored by another EASA member during the first year of their employment with Everett Public Schools. Mentors provide ongoing support to new members by explaining the district philosophy and procedures and answering questions as they arise. The purpose of the mentor program is to ensure that all members have direct access to support and information. Mentors are selected based on the compatibility of job assignments and personal attributes. Expectations for peer mentors are:

1. One-day opportunity for new administrator to shadow his/her mentor at his/her building
2. Guidance to navigate the district expectations for professional responsibilities
3. Implementation of the district-adopted instructional materials
4. Attend two New Administrator Network meetings
5. "On-the-job" support in the new administrator's building, topics should include, but not limited to:
 - a. Professional development planning
 - b. TPEP
 - c. General operations
 - d. Evaluation tool support
6. Conduct courageous conversations, and
7. Formally scheduled meetings throughout the year, but no less than three

A \$1,500 stipend will be provided for each mentor. The stipend will be paid in one lump sum in June of each year. Mentors will complete [Administrator Mentor/Mentee Activities Form](#) and submit to Human Resources no later than **June 15**. Prior to June 30 of each year, EASA and district leaders shall meet and confer to determine whether to continue with mentor stipends in subsequent years.

The new employee's supervisor selects the mentor after asking the EASA member if he/she is interested. All mentor assignments and stipends must be approved by the superintendent prior to implementation.

GUIDELINES FOR USE OF DISTRICT TECHNOLOGY, PROCUREMENT CARDS, AND BLACKBOARD CONNECT

Use of Internet/E-mail

Use of district internet and e-mail systems must be in support of education and Everett Public Schools' operations and consistent with the mission of the district. Neither system may be used to conduct commercial or political activities. Occasional personal use is permitted. This assumes, however, that occasional personal use will help staff become more proficient with internet technologies, and that this, in turn, will indirectly assist with district-related uses of the internet. All use of internet technologies must be in conformity with state and federal law, network provider policies, licenses, and district policy. (see [Board Policy 5225](#) and [Procedure 5225P](#))

District Cell Phones

District-paid cellular phones and service plans are strictly for business use. No personal use of district-paid service plans is allowed. (see [Board Policy 6250](#))

School administrators, Director IVs, and designated Director IIIs will receive a district cellular phone for business use. (see [Board Policy 5225](#) and [Procedure 5225P](#))

Procurement Card

District issued procurement cards may only be used on district business for purchasing materials and supplies and for the payment of travel expenses, excluding meals. All charges made must be properly documented and accounted for in a timely manner. (see [Procurement Card Use](#), section 2.04)

Parent Square

The district has specific guidelines regarding the use of the Parent Square communications system. These guidelines may change from year to year. Please review the Parent Square communications system guidelines which are distributed to school administrators and staff who are trained to use the system.

Execution - Signatures

Executed this 1st day of July, 2025, at Everett, Washington, by the undersigned by the authority of and on behalf of Everett Public Schools and the Everett Association of School Administrators.

FOR THE ASSOCIATION



Kevin Allen
Co-President, EASA



Theresa Campbell
Co-President, EASA

FOR THE DISTRICT



Dr. Ian B. Saltzman
Superintendent