



2024-25 Principals' Final Checklist & Summer Schedule

School: _____

Due Date	Contact	Description	Completed
May 25	K. Clevenger	3rd communication to case managers about transportation forms to transportation for 25-26 school year	☐
May 30	G. Smith	Please only submit urgent or critical work order requests. Work orders should be submitted via Asset Essential work order system.	☐
May 30	A. Perusse	Ensure office managers/records secretaries have reviewed the end of year KIT list with KIT BPPs and have made applicable changes in school plans for fall. Communicate any discrepancies or questions with KIT Office; KIToffice@everettsd.org.	☐
June 1	C. Golden	Finalize annual evaluations for assistant principals and submit via email to evalHR@everettsd.org no later than June 1 for continuing assistant principals and for exiting assistant principals.	☐
June 1	S. Cole	(High Schools Only) Submit all summer facility use requests for athletic activities including field use through FS Direct (School Dude).	☐
June 1	S. Cole	Submit facility use event schedules for LID activities, student orientations and Back-to-School events through FS Direct (School Dude).	☐
June 2	C. Woods P. Misner	(High School Seniors Only) *first check if they are KIT, if so, make sure ASB treasurers have contacted the KIT office for potential assistance. Mail letters or send a Blackboard Connect call to parents of seniors owing fine money, notifying them that transcripts will not be mailed until fines are paid.	☐
June 2	C. Woods P. Misner	Mail letters to parents of students owing fine money. If you prefer--- send out a Blackboard Connect to K-11 parents asking them to check online for any fines/fees, with the option to pay online, by check, or cash.	☐
June 3	S. Yakovleff K. Spear	(High schools only) Run WA Seal of Biliteracy Eligible student list in Cognos and send a copy of the list to Amritha Imandi at the CRC. Verify that medallions are available for eligible students and that the seal is added to student diplomas (at the end of the school year and again in July when AP scores arrive). Also verify the seal is reflected on the final transcript of all eligible students.	☐

Due Date	Contact	Description	Completed
June 3	A. Anderson	Ensure that CTE teaching staff has completed their CTE Equipment Inventory Status (template provided to teachers) and emailed to Jodi Jacobs, Danielle DeLuca and Shama Desarda.	☐
June 3	C. Golden	Finalize in Frontline all evaluations for employees covered by the Everett Education Association by June 3	☐
June 6	N. Brown	All Special Service Transportation and ECEAP forms emailed to Sarah Koehler from Teachers	☐
June 6	C. Golden	Finalize all annual evaluations for employees covered by the Everett Association of Paraeducators (paraeducators, career specialists, speech/language pathology assistants, ECEAP instructors, family specialists, graduation success coordinators, interpreter hearing impaired, and vision assistants) and for employees covered by the Everett Association of Educational Office Personnel (school level office staff). Return completed evaluations as a PDF via email to evalHR@everettsd.org no later than June 6.	☐
June 6	N. Brown	Submit order for all busing needs for summer activities to the transportation department. Out of area KIT students in need of summer transportation needs to go through our KIT office.	☐
June 6	M. Heiss	Turn in procurement cards to the principal/administrator for safekeeping during summer break. NOTE: Procurement cards may be used at the discretion of the principal/administrator during the summer break provided there are trained personnel available to process the resulting paperwork on a weekly basis.	☐
June 6	A. Anderson	(Middle and High Schools) Ensure CTE teachers record student information in the spreadsheets provided by the CTE department on the type of Work-Based Learning experience earned and (where applicable) Industry Recognized Certifications earned in their course(s).	☐
June 9	Q. Hennigan	All final spring state assessments required documentation turned into A&R and electronic forms filled out in EDS - TSA forms 1 and 2 for each trained staff member - State Assessment Training Log - ARMS Site Security Reports - Non-tested spreadsheet	☐
June 9	N. Brown	(High Schools only) Collect all Adult ORCA public transit cards from high school seniors and return them to the transportation department.	☐
June 10	A. Anderson	Please ensure that CTE Equipment Inventory list (sent from Shama Desarda to Office Managers on April 27) is completed and returned to Shama Desarda.	☐

Due Date	Contact	Description	Completed
June 10	A. Anderson	(High Schools only) Submit CTE Dual Credit (formerly known as Tech Prep) grades to appropriate college of course on record and articulation agreement. In addition, ensure CTE Dual Credit staff submit student names to their building registrar so that credits are transcript on the student's EPS transcript.	☐
June 10	A. Anderson	Submit a list of teachers teaching CTE courses to Susan McCoard. She will ensure teachers have proper certification for their 2024-25 assignment. If a non-CTE teacher is assigned to a CTE course, she will check to see if the teacher can be conditionally (emergency) certified.	☐
June 12	K. Clevenger	All IEP progress reports due in Special Programs	☐
June 12	C. Ferreira	Record in the Office 365 form all of your required safety drills: (3) Fire, (3) Lockdown with lockdown button activation. (3) Earthquake and (1) Shelter-in-place. Also, please activate RAVE in conjunction with three of these drills. Please hold and record on Office 365 form, a minimum of three site-based safety committee meetings which must be held on or about: October 31, 2024, February 28, 2025, May 30, 2025. Remember to email all safety committee meeting minutes to Anna Jacobsen.	☐
June 13	A. Arnold	Submit the names of your Everett Ready Team (certs, paras, HRA) on provided spreadsheet or send to Rola Bachour	☐
June 13	C. Woods P. Misner	Enter Principal vacation days for the months of June, July, and August in Frontline Absence Management and email regional superintendents.	☐
June 13	A. Tress	Turn into accounting all point of sale "End of Period" reports and bank deposits.	☐
June 13	A. Tress	Send all invoices and reimbursement vouchers to accounting.	☐
June 13	A. Tress	Complete district equipment checkout form for staff taking district equipment home for the summer, per Section 6.06 of the Business Information Manual and District policy 6571. Forward a copy to purchasing.	☐
June 13	A. Tress	Complete all online receiving for goods and services that have been received.	☐
June 13	A. Tress	Turn in all completed travel requests, statement of expenses, and mileage reports to accounting.	☐

Due Date	Contact	Description	Completed
June 13	A. Tress	Receipt and deposit all cash and checks received by the school in the appropriate bank account before leaving for summer break. Do not leave revenue (cash or check) in the building over the summer break.	☐
June 13	A. Tress	Turn in all account code changes and corrections for September through May to accounting.	☐
June 13	A. Tress	Turn in all imprest checkbooks, registers, and other imprest checking account paperwork to accounting.	☐
June 13	A. Arnold	Confirm the number of kindergarten classrooms for 25-26 and notify of any collapsed sections at your school so K kits can be packed /moved to other schools	☐
June 14	H. Weinberg	Have your Webmaster update all the information on and activate the "summer hours and information page" under the Our Schools tab. Then add an announcement to the homepage directing families to that page. Call if you have questions.	☐
June 14	B. Beckley	Staff change password in preparation for summer	☐
June 15	C. Golden	Administrators return completed 3-day supplemental form to Chad Golden, Human Resources.	☐
June 18	A. Arnold	Ensure kindergarten and TK inventories are complete, forms are signed and returned to Rola Bachour	☐
June 18	H. Weinberg	Review your principal message on your school website. Change as necessary and confirm that the message is okay for next school year. (No need to change your school's main phone greeting – those are centrally managed and switch to a summer greeting.)	☐
June 20	K. Spear A. Arnold A. Anderson	CBA reporting requirements submitted to Academics Kalle Spear.	☐
June 20	M. Brown	Ensure all Frontline activities are completed - Attendance is done/accurate and sign-in sheets uploaded into all courses.	☐
June 20	M. Brown	Submit August LID proposal in Frontline. Pre-made templates will be coming soon!	☐
June 20	B. Beckley	Collect, sign in, and secure transitory inventory items from Students (laptops, Chromebooks, tablets, hotspots, etc.)	☐
June 20	S. Yakovleff	Review LMS Access User Spreadsheet-Synergy role assignments	☐

Due Date	Contact	Description	Completed
June 20	K. Clevenger	Secondary Principals submit list of co-teachers and courses to Special Services with co-teaching agreements	☐
June 20	K. Clevenger	Submit CollegeBoard assessment accommodations, particularly PSAT accommodations for 9th graders (who will be taking the PSAT early in the Fall of the 25-26 school year). Accommodations not submitted by June 20 will not be approved by CollegeBoard in time for PSAT.	☐
June 20	H. Weinberg	Post a message on your social accounts to have a great summer and indicate the account will not be monitored over the break.	☐
June 20	B. Beckley	Ensure all room technology equipment is present and remains connected in the classroom. *Juno sound system is unplugged and the teacher/student microphone are in a secure location-ELEMENTARY ONLY *Laptop, Chromebooks, or iPads not in a cart are stored in a secure location *Neo/Doc Camera/Speakers/Mouse remain present and connected including secondary projectors *Interactive flat panel is unplugged from wall and power switch is set to "off" on the bottom of panel. Panel cables wrapped and hung on stand. *Interactive flat panel remote control and pens stored securely.	☐
June 20	B. Beckley	Collect technology from all employees who are leaving the district. Create a Help Desk Work Order identifying location where item(s) are to be picked up.	☐
June 20	B. Beckley	Ensure that all telephones remain plugged in and active in all areas of the building for the duration of summer. Telephones should not be moved from one location to another. If that is needed, submit a HelpDesk Work Order.	☐
June 20	B. Beckley	Ensure all campus network communications rooms (MDF/IDF) are cleared of all building storage items for summer access and projects.	☐
June 20	D. Peters K. Johnson	Secure the health services office. Ensure all medications have been sent home or prepared for disposal, all records are boxed and ready for transfer to long term storage, and sharps containers have been disposed of by maintenance.	☐
June 20	A. Tress	If planning a personal absence of three or more consecutive days, please be sure you have a trained designated back up to facilitate any electronic approvals such as timecards, reimbursements, purchases, contracts, or other critical business needs.	☐
June 20	C. Ferreira	Collect and inventory all portable radios and ensure they are turned off and placed on their charger. Leave one administrator's radio at the office manager's desk.	☐
June 20	P. Misner C. Woods G. Smith	Teacher/classroom check out: Emergency backpacks and clipboards turned into school designated space and accounted for. Any inventory discrepancies should be reported to the site Admin.	☐

Due Date	Contact	Description	Completed
	C. Ferreira K. Spear	Textbook inventory lists completed and turned in Library books need to be turned in to the library Classroom repairs need to be noted on Classroom Checkout Procedures form White boards must be clear/empty and have tape removed Student desks are empty, writing and tape are removed from surface (custodians will move furniture for floor cleaning) Teacher's desk and counters are clear Room needs to be orderly and clutter-free so custodians can clean surfaces Appliances (microwaves, refrigerators, etc.) removed Personal effects taken home Personal lamps, decorative lighting, window coverings removed Teachers Editions returned or checked out for summer <i>Please also note the collective bargaining agreement prohibits any staff being required to stay after the end of the workday in order to complete a check-out procedure, so please plan accordingly.</i>	
June 20	C. Ferreira	As a reminder, yellow backpacks in portables are assigned to them. Therefore, when a portable is moved, the backpack must travel with it to the new location.	☐
June 20	G. Smith	Collect building keys from persons terminating district employment or leaving your building. Update or return keys in BusinessPlus that have been collected. Keys staff hold should be documented in BusinessPlus and a signed key check out form on file in the office.	☐
June 20	G. Smith	Submit work order(s) to Maintenance via Asset Essentials for staff members leaving your building to have their supplies moved. Submit one work order per teacher/staff member please. Work order must include school and room number to be picked up from and school and room number to be delivered to. Please include number of boxes to be moved on each work order request. Note: Up to 20 boxes per teacher/staff member (staff are responsible for moving personal items).	☐
June 23	B. Beckley S. Yakovleff	Report cards, 100-Year Reports, and transcripts printed for students' files.	☐
June 23	M. Waddel	Submit all required detailed bell schedules needed to complete the Minimum Basic Education Compliance (MBEC) report as explained in the Communication to Principals.	☐
June 23	C. Woods P. Misner	Report any absences for staff and administrators for the payroll period June 1 - June 21 via phone or into Frontline Absence Management. Absences not reported via phone or internet must be submitted to your regional superintendent's office on a payroll absence verification form by June 23.	☐
June-23	S. Yakovleff	(High Schools only) Submit ticket with Signed Graduate Review List, and list of Associates Degrees for Graduates ("GM" and "GA" grads), to LMS for Mass Graduation in eSchoolPlus.	☐

Due Date	Contact	Description	Completed
June 23	P. Scott S. Yakovleff	All Restraint & Isolation information in eSchoolPlus. Email a copy of Restraint & Isolation form to Regional Executive Assistant, Linda York for Special Ed., Lindsey De Carteret for 504's. Originals retained by schools.	☐
June 24	K. Spear	Submit names/subjects of teachers who need new teacher's editions for the 24-25 school year. This would include any veteran teacher or new hire teaching a new subject area or grade level where we do not have teacher's editions available.	☐
June 24	C. Ferreira	For those sites that have the badge access, please collect and inventory all elevator, portable, and bathroom badges. Please collect and return all Long-Term Substitute and Special Services Contractor badges to Safety and Security.	☐
June 24	C. Golden	Turn in paper timesheets for the payroll period of June 1 through June 21 to payroll. Online timesheet approval must be in process for approval completion this week.	☐
June 25	C. Ferreira	Collect/Shred/Destroy badges from any staff who are ending their employment with the district. Deactivate badge access levels for staff leaving your site. For questions or assistance email or call Anna Jacobsen at 425-385-5228.	☐
June-25	N. Brown	Submit transportation change requests for the 2025-26 school year to the transportation department.	☐
June 27	M. Heiss	All Procurement Card reports must be submitted to Procurement for reconciliation prior to leaving for the summer.	☐
June 27	J. Willard	(High Schools only) Verify all grads are coded with a withdraw code of “Go”, “GM”, “GA” or “GI” and non-grads are active students in preparation for P210 Reporting.	☐
June 27	M. Heiss	Persons with district issued cell phones who are terminating their employment should factory reset their cell phone and return to Procurement.	☐
June 27	C. Woods P. Misner	Turn in June mileage claims for Principals to the respective regional superintendent's office.	☐
June 27	P. Scott S. Yakovleff	Resolve any outstanding errors regarding Discipline, Attendance, and CEDARS in Certify reports. Verify with Senja that all errors in CEDARS reporting are resolved. Data is reported to OPSI before eSchoolPlus rollover.	☐
June 27	B. Beckley S. Yakovleff	Last day of eSchoolPLUS - No access after this date. Ensure all Certify Errors resolved, and any processes dependent on eSchoolPlus are complete. save copies of any Cognos reports needed for reference to a shared network storage location.	☐

Due Date	Contact	Description	Completed
June 28-30	B. Beckley S. Yakovleff	eSchoolPLus offline for Rollover	☐
Week of July 21	B. Beckley S. Yakovleff	First day Synergy SIS available	☐
August 1	D. Peters K. Johnson	Identify the location of the nurse's office, and send this information to Kari Johnson (kjohnson5@everettsd.org)	☐
August 4	C. Woods P. Misner	Report any absences for the payroll period of June 22 - August 2 via phone or into Frontline Absence Management. Absences not reported via phone or internet must be submitted to your appropriate regional/deputy superintendent's office on a payroll absence verification form by August 4.	☐
August 5	C. Golden	Turn in paper timesheets for pay period of June 22 through August 2 to payroll. Online timesheet approval must be in process for approval completion this week.	☐
August 15-20	K. Fantin	The Everett Public Schools Foundation's annual Stuff the Bus for Kids: Help collect school supply donations August 15-17, at Fred Meyers 12906 Bothell-Everett Hwy, Everett or QFC Claremont Village 4919 Evergreen Way, Everett. Stuff backpacks and load deliveries to our schools August 18-20 at Monroe Elementary. Information regarding sign-ups will be coming in June.	☐
August 16	H. Weinberg	Send names to Linda Carbajal if you want anyone other than the office manager and principal to have PEACHJAR accounts . Also, send her updated information if there are changes to district social media accounts or webmasters .	☐
August 18	C. Golden	Send an update as to who your volunteer coordinator will be to Brenna Hanson bhanson@everettsd.org in Human Resources.	☐
August 24	K. Spear	Submit additional names/subjects of teachers who need new teacher's editions for the 25-26 school year. This would include any veteran teacher or new hire teaching a new subject area or grade level where we do not have teacher's editions available.	☐
August 24	J. Willard	(High Schools only) Notify Senja Yakovleff, Jaci Barbano, and Jeanne Willard of summer graduates.	☐
August 29	S. Cole	Submit all facility requests for the 2025-26 school year through FS Direct (School Dude). Elementary schools may schedule their designated school event nights each month for anticipated school needs, in addition to any pre-scheduled events. Community Services will activate and confirm by September 19, 2025.	☐

Return this document to your regional superintendent by September 6, 2024

Principal Signature

Date