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No Items

Information Only

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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

April 17: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B

April 22 School Board Meeting, 4:30 p.m., Board room A & B

April 22: Quarterly Regional Principals Meeting, (*Elementary*) 9:00 – 11:00 a.m. Region One, Lowell, Region Two, Tambark

April 24: Quarterly Regional Principals Meeting, (*Secondary*) 9:00 – 11:00 a.m. Region One, North, Region Two, Cascade

May 13: School Board Meeting, 4:30 p.m., Board room A & B

May 27: School Board Meeting, 4:30 p.m., Board room A & B

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***

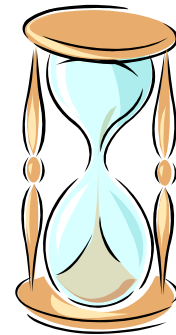
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should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

March 28, 2025

To: Elementary Principals and Assistant Principals
From: Dr. Jeanne Willard, Executive Director of College & Career Readiness and Extended Learning Options
Kalle Spear, Director of Secondary Instruction
Regarding: **P-5 Financial Education Teacher Work Group**

Earlier this year, as part of the EPS strategic plan, we received a financial literacy grant through OSPI and the Financial Education Public-Private Partnership (FEPPP), allowing us the opportunity to provide financial literacy education to teachers as well develop financial literacy lessons for student use. During the 2024-25 school year, we will work with FEPPP representatives to help develop financial literacy lessons for students for pre-school through fifth grade. These lessons will be ready for implementation during the 2025-26 school year.

As part of this process, elementary school teachers will commit to two release days, funded by the FEPPP grant. The first day would be training around financial literacy. The second day would be lesson review and revision to meet our building needs.

Here are the two release dates for the elementary teacher work group:

Date	Time	Location
Monday, May 12	8:30 am - 3:00 pm	CRC – Board Room A
Tuesday, May 20	8:30 am - 3:00 pm	CRC – Port Gardner B

Required Action:

Please email the following information to [Kalle Spear](#) **by Monday, April 21**

- The name of one teacher who would be interested in joining this working group.
- Please tell us if you or a member of your admin team would be interested in joining the group, too.

Approved for Distribution: _____
Shelley Boten



Response/Action Required

March 28, 2025

To: Administrators & Supervisors
From: Peter Scott, Deputy Superintendent
Cathy Woods, Regional Superintendent
Pete Misner, Regional Superintendent
Regarding: **Launch of School 2025**

In September 2024, key dates and Outlook calendar invites for the launch of school were communicated in the principals' packet, with a contingency plan in case of inclement weather. Since we did indeed have snow days and a change to the last day of school, so too did our timeline change for key launch dates. A collaborative team of administrators and supervisors helped shape the content and structure below:

NEW DATE (a calendar invite was sent a few weeks ago to reflect this)

Wednesday, June 25, 2025 – Designed for school-based instructional leaders

- This day is designed as the first day of a three-part segment on school improvement (June 25, August 6, and August 7*)
- We will also continue to parlay the all-Administrators & Supervisors' annual BBQ that same day

SAME DATES

Monday, August 4 to Wednesday, August 6, 2025 - Summer Leadership Institute
(has been calendared since the fall)

- Location: North Middle School
- All Administrators & Supervisors (all school administrators, instructional & operational directors and supervisors, and senior staff)

SAME DATE / NEW FORMAT

Thursday, August 7*, 2025 – Designed for school-based instructional leaders
(has been calendared since the fall)

- This day is historically scheduled the week after the Summer Leadership Institute. Since we have a tighter August timeline this year, we are holding this adjacent to the Institute.
- Based on feedback from the collaborative team of A&S members advising on summer professional learning, this day will largely be a **principal-driven workshop day** with elective / optional supports (e.g., RULER/Second Step, Panorama student success platform/MTSS processes, instructional design consultation, etc.).
 - We will meet together from 9:00-10:30 am at the CRC for policy/procedure/legal updates, then the remainder of the day will be open to principal / administrative team choice (e.g., to return back to school sites or to stay at CRC and use Port Gardner and other conference rooms as breakout collaborative spaces)

Approved for Distribution _____

Peter Scott

Other key dates:

Tuesday, July 1	New administrator induction (only impacts 2025 new-to-A&S members)
Friday, August 8	Office professionals meeting
Monday, August 11	Tentative: TPEP teacher evaluation training for new administrators
August 11-15 window	Instructional Leadership Team meeting scheduled (principal discretion)
Tuesday, August 12	Classified Job Fair
Thursday, August 14	Summer Commencement (high school only)
August 18-22 window	Everett Ready, EPS Learns, New Hire Orientation, New paraeducator training
Tuesday, August 19	Breakfast launch for New Hire Orientation; all principals attend
Friday, August 22	Keep open. This is likely going to be a popular option for teacher non-instructional work day (formerly 8.04.A.1) flexible classroom set up day; Note teachers can expend the workday to set up prior to Aug. 22 as long as their room / building is open.
Monday-Tuesday August 25-26	Administrator-led Learning Improvement Days (formerly 8.04.A.2)
Wednesday, August 27	First Day of School
Monday, September 1	Labor Day Holiday

Required Action:

Please let your regional superintendent or me know directly if you have any questions or concerns. Thank you.



Response/Action Required

March 28, 2025

To: All Elementary School Administrators
From: Anne Arnold, Director of P-5 Instruction and Early Learning Options
Andrea Cartwright, Director of Science and Engineering
Regarding: **ES Science Adoption Process | Virtual Open House**

Our district is currently engaged in a curriculum adoption process for science, grades K-5. The twenty-eight member committee comprised of K-5 teachers, specialists, coaches and building administration, as well as central office facilitators, have utilized all the rigorous steps provided in the Everett Public Schools curriculum adoption [procedure 2311P](#). The committee has reviewed different curricular resources to identify the degree to which lessons and units are designed for the Next Generation Science Standards, as well as bias, usability by a variety of diverse learners and the ability to support blended learning environments. Based on the data from their review process, the committee has identified two finalists, OpenSciEd and Twig Science.

Please help us with our final recommendation. You can access the Virtual Open House resources by visiting the [district website](#) and clicking on the headline (pictured below) under the District Announcements.



Help choose our elementary science curriculum

Our elementary science team is choosing a new K-5 science curriculum and invites you to share your input. Visit our Virtual Open House to review the two finalists—OpenSciEd and Twig Science—and complete a short feedback form by 10 p.m. on April 11. Click the headline to view materials and submit the form.

Required Action:

- Please share this information with all staff, including PTSA, families and community partners and encourage them to review the finalists and complete a feedback form.
- Please contact Andrea Cartwright, Director of Science and Engineering (acartwright@everettsd.org) for more information.

Approved for Distribution: _____

Shelley Boten



Response/Action Required

March 28, 2025

To: All Principals
 From: Michele Waddel, Director of Assessment and Research
 Quiana Hennigan, Student Assessment Coordinator
 Regarding: **Assessment Outlook for April and May**

Below, please find important assessment dates for April and May, as well as brief updates and reminders.

April		
Elementary	Middle	High
<ul style="list-style-type: none"> • SBA/WCAS window 4/14-6/6 • WA-AIM data entry due 4/23 • i-Ready and ORF window opens 4/28 	<ul style="list-style-type: none"> • SBA/WCAS window 4/14-6/6 • WA-AIM data entry due 4/23 • Optional i-Ready window opens 4/28 	<ul style="list-style-type: none"> • WCAS window 4/14-6/6 • WA-AIM data entry due 4/23 • SAT Make-up window closes 4/30
Coming in May		
		<ul style="list-style-type: none"> • AP Testing 5/5-16 • AP Late Testing 5/19-23 • 3-hour late start SBA ELA 5/20 • 3-hour late start SBA math 5/22 • Order Seal of Biliteracy commencement materials by 5/23

Smarter Balanced Assessment/Washington Comprehensive Assessment of Science:

- Your **school staff are locked out of all summative assessments** until the first date of testing *listed on your building plan*. At that time, *all* subjects will be available in the TA Interface.
 - Ensure that staff know how to use the TA Interface to only allow access to the intended assessment. *Anything typed into a response box is a valid answer-even if the proctor offered the assessment in error. Tests will not be reset.*
 - If you need to test a student early (due to travel or transfer) you must email [Assessment](#) to have your window temporarily opened.
 - Notify [Assessment](#) of schedule changes to ensure tests are open and support will be available.

Approved for Distribution: 

 Shelley Boten

- **Final central loading of accommodations and supports to TIDE** will take place during spring break. The load will include supports for Multilingual Learners (ML) who are in program on March 31 and the accommodations and supports in finalized IEP and 504 plans on March 31. Any changes to IEPs or 504s and any supports for newly enrolled ML, IEP, or 504 students after March 31 must be hand entered into TIDE by school TIDE Managers.
- Assessment Office Hours: Thursdays at 8:00 AM: [Join on Teams](#)
 - Notify relevant staff including TIDE Managers.
- Proctor Training materials (including the [Proctor Training Power Point Template](#)) have been updated since the Administrator Trainings—always pull down the newest version of items from the [A&R Portal](#) to use.
- Chromebook updates must be completed prior to testing to ensure that student tools will work properly in the Secure Browser. See item in last week’s *Communications to Principals* entitled, “[Important Chromebook Updates](#)”. [Teacher instructions](#).

College Board:

- AP Reminder: Retiring teachers should be invited to join the AP Proctor Pool if you think they would be a good proctor. If interested, send their contact information to your school’s AP Coordinator right away. Without increased effort we will continue to fall behind on meeting the demand for proctors.
- AP Reminder: Students must complete updates and restart their devices regularly to prevent test interruptions. Ensure student devices are updated ahead of AP and state testing. [Instructions](#).
- PSAT Accommodations are due to [Lindsey de Carteret](#) preferably by June 2, but absolutely before the end of school for current students in grade 9. More information is available on the [A&R Portal](#).

WA-AIM:

- Teacher deadline: April 23
 - [Test Security Assurance Form side 2](#)
 - Data Entry for all WA-AIM students
- School Coordinators will receive an email by April 25 with completion status for your staff and instructions on how to complete school reporting (due May 2).

i-Ready and Early Literacy:

- Spring diagnostic window: April 28-June 6
 - [Instructions on assigning diagnostics](#)
 - [Teacher Instructions: how to hide a diagnostic](#)
 - [Instructions on monitoring progress](#)
 - Teacher ORF instructions are available on the [ELA Portal](#) by grade.
- i-Ready Personal Learning Paths will be available to elementary students through August 14. Look for additional guidance and support materials in May.
- Early Literacy Screening Reporting information will be made available in April, look for an item in *Communications to Principals* in the next two weeks.

<p>Required Action:</p>

Please share with appropriate staff.



INFORMATION ONLY

Materials in this section, while they do not require building response, contain valuable information for district programs, projects, and building operations.





March 28, 2025

To: Elementary School Administrators
From: Dr. Chad Golden, Assistant Superintendent, Human Resources
Regarding: **EEA CBA 9.02.B.9 Elementary Specialists - Librarians**

EEA CBA 9.02.B.9 - Elementary Specialists states "... All libraries shall receive a minimum of 1-hour clerical or paraeducator assistant time per day. A librarian assigned more than 600 students will receive an additional 1-hour clerical or paraeducator assistant time per day."

The time for this position is included in each school's para staffing. When the position is assigned, a librarian should not be getting paid if the para is out for the day.

Please contact Human Resources if you have questions.

Approved for Distribution:

Chad Golden



March 28, 2025

To: All Principals
From: Larry Fleckenstein, Chief Operating Officer
Regarding: **Policy & Procedure Revisions**

Below, for your information, are recent policy and procedure revisions. Please contact Kellee Newcomb or myself with any questions.

Policy 3205 Sexual Harassment of Students

Revisions reflect the recent reversal of 2024 Title IX regulations and a Statewide Civil Rights Review by OSPI. To comply with current law, all school districts should revert to their prior 2020 Title IX policies and procedures that were in effect until the start of the current school year. The title has changed from “Sex Discrimination and Sex-Based Harassment of Students Prohibited” back to “Sexual Harassment of Students.”

Procedure 3205P.1 Sex Discrimination and Sex-Based Harassment of Students Prohibited—Grievance Procedure

To comply with Title IX changes and current law, Procedure 3205P.1 has been retired.

Procedure 3205P.2 Sex Discrimination and Sex-Based Harassment of Students Prohibited—Implementation Procedure

To comply with Title IX changes and current law, Procedure 3205P.2 has been retired and **Procedure 3205P** has been reinstated. The title has changed back to “Sexual Harassment of Students.”

Policy 3210 and Procedure 3210P Nondiscrimination


Revisions are to better align with [Chapter 392-190 WAC](#) (Equal Educational Opportunity—Unlawful Discrimination) and OSPI’s publication—[Prohibiting Discrimination in Washington Public Schools](#). Language has been added regarding a school district’s obligation to adopt the model student handbook language required by [RCW 28A.300.286](#), and language has been reorganized to help employees, parents, and students better understand the complaint process.

Policy 3211 Pregnant and Parenting Students

Revisions reflect the recent reversal of 2024 Title IX regulations and a Statewide Civil Rights Review by OSPI. To comply with current law, all school districts should revert to their prior 2020 Title IX policies and procedures that were in effect until the start of the current school year. The title has changed to “Pregnant Students.”

Procedure 3211P Pregnant and Parenting Students

To comply with Title IX changes and current law, this procedure has been retired.

Approved for Distribution 
Larry Fleckenstein

Policy 3212 Married Students

This policy has been reinstated to comply with current law, all school districts should revert to their prior 2020 Title IX policies and procedures that were in effect until the start of the current school year.

Procedure 3213P Gender-Inclusive Schools

Revisions comply with Title IX changes, current law, and OSPI's 2024-25 Statewide Civil Rights Review Initial Report findings.

Policy 5010 and Procedure 5010P Affirmative Action and Nondiscrimination

Revisions are to better align with [Chapter 392-190 WAC](#) (Equal Educational Opportunity—Unlawful Discrimination) and OSPI's publication—[Prohibiting Discrimination in Washington Public Schools](#). Language has been added to provide examples of employment discrimination and no longer includes language about affirmative action plans—school districts can include those in their affirmative action plans if desired. Instead, it focuses on the complaint process, making it easier from employees to understand. The revisions include changing the title from “Affirmative Action and Nondiscrimination” to “Nondiscrimination and Affirmative Action.”

Policy 5160 and Procedure 5160P Sex Discrimination and Sex-Based Harassment of District Staff Prohibited

Revisions reflect the recent reversal of 2024 Title IX regulations and a Statewide Civil Rights Review by OSPI. To comply with current law, all school districts should revert to their prior 2020 Title IX policies and procedures that were in effect until the start of the current school year. The revisions include changing the title from “Sex Discrimination and Sex-Based Harassment of District Staff Prohibited” to “Sexual Harassment of District Staff.”

Policy 5320.8 Leaves of Absence without Pay

Revisions remove outdated language regarding the Governor's vaccine mandate.