

New Administrator's Guide 2021-22

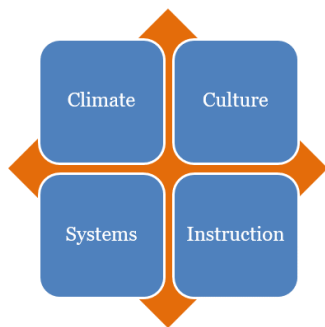


Table of Contents

1 - Demographics

Everett Public Schools.....	2
History Of Everett.....	4
History of Mill Creek	5

2 - Human Resources

Contact Information.....	6
Labor Union Information and Resources	7

3 - Your Guide to Benefits and Financial Information

Tax Shelter Annuities	8
Benefits Information	10

4- Human Resources Systems

Welcome and Admin Overview to HRIS.....	11
Frontline hiring and Employment Guide.....	13
Long-Term Substitute Information.....	42
HRIS New Employee HR System Packet.....	51
Vector Training.....	63
Frontline Professional Growth FAQ.....	68

5- General District Resources

District Policies and Procedures.....	70
Catering Options.....	71
Miscellaneous Community Contacts	73

6- Local Resources

Local Colleges & Universities.....	74
Community Resources	75

An electronic copy of the New Administrator Guide 2021-22 is available on DocuShare under Everett Public Schools Documents - Departments - Human Resources - New Administrator Orientation

JOIN US

District Offerings

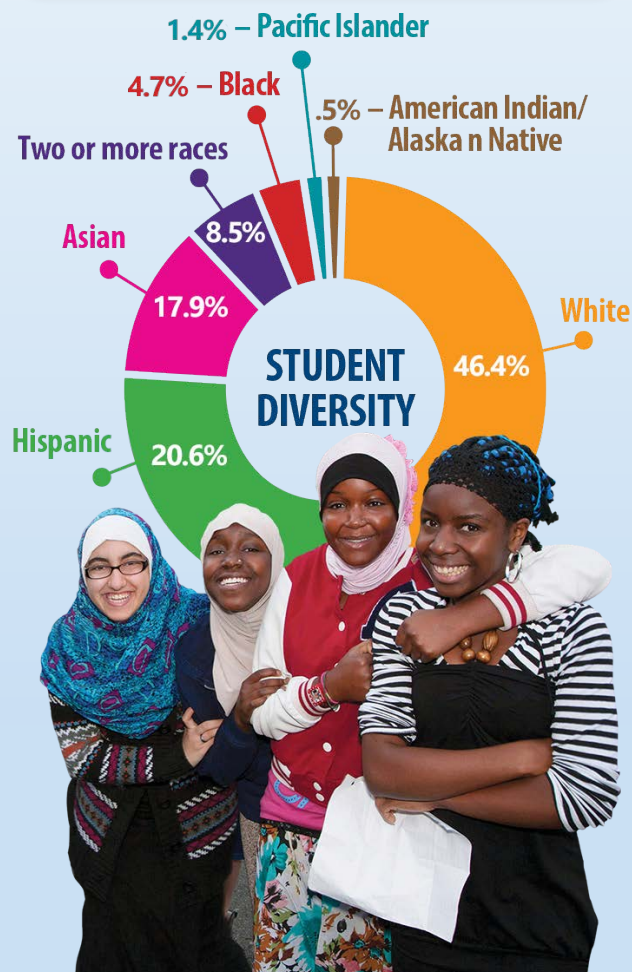
- Strong academic performance
- Collaborative staff
- Family involvement
- Modern, updated facilities and technology
- High employee satisfaction

Community Offerings

- Strong financial support
- Growing diversity
- Welcoming environment
- Recreational and cultural opportunities
- Affordable housing
- Two vibrant cities

How to join our team:

- » Fill out an application at: www.everettsd.org
- » Call Human Resources at: 425-385-4100



Located on Puget Sound 20 miles north of Seattle, Everett Public Schools serves **Everett, Mill Creek and Bothell cities**, growing communities with strong civic pride.

Everett Public Schools does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Designated to handle inquiries about nondiscrimination policies are:

- Title IX/Civil Rights Coordinator – Mary O'Brien, 425-385-4106
- Section 504 Coordinator – Becky Ballbach, 425-385-4063
- ADA Coordinator – Randi Seaberg, 425-385-4104



3900 Broadway
Everett, WA 98201
425-385-4000
www.everettsd.org

Our Mission

Inspire, educate and prepare each student to achieve to high standards, contribute to our community and thrive in a global society.



Join Everett Public Schools, where students achieve and learn to become contributors to our community and the world.

Join us
Присоединиться к нам
Tham gia với chúng tôi
Únete a

DISTRICT AT A GLANCE

27 SCHOOLS




Our student population makes Everett Public Schools the thirteenth largest school district in Washington state.

20,948 STUDENTS



Over 9413656 languages are spoken by **students** in Everett Public Schools with more being added every year. Schools celebrate and embrace diversity in our district.

39.3%



39.3% of our students qualify for free lunch or reduced-price lunch.

District Priorities

- K-12 STEM (Science, Technology, Engineering, Math)
- Early learning and WaKIDS
- 21st Century Skills
- Continuous improvement
- Danielson's Instructional Framework
- AVID
- Equity and access
- Strong music, visual and performing arts and athletics programs

Outstanding Benefits

- Competitive salaries
- Excellent health benefits
- Advancement opportunities
- Opportunities to earn additional compensation
- New teacher support

Core Values

Learning – We believe each student has the ability to learn to high standards.

Equity – We honor and support each student's right to learn and achieve.

Integrity – We act in good faith, serving others with honesty and dignity. We serve as stewards of the public trust.

Passion – We are passionate about teaching and learning.

Respect – We value differences among people and treat one another with respect.

Diversity – We embrace diversity as an essential asset; we are inclusive and treat our differences as a core strength.

Collaboration – We believe in learning and working together, the value of diverse views and the power of collective wisdom.

Professional Learning

- Early career mentoring and professional development
- Multiple staff development opportunities for all
- Partnerships with colleges and universities

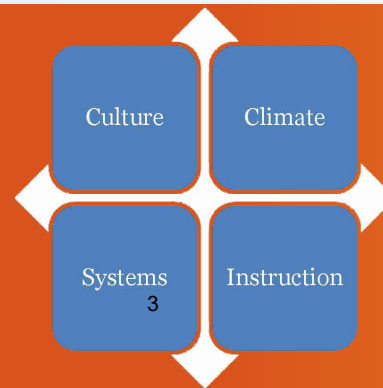


Strong Community Partnerships

Our community partners, which include our families, our area's businesses and nonprofits, educational institutions and civic and social service organizations, are essential to our ability to achieve the mission and the vision. With their support, we strive for each Everett Public Schools' student to graduate and succeed.

- | | |
|---|--|
| • Cities of Everett, Mill Creek and Bothell | • Providence Health and Human Services |
| • Everett Community College | • PTSA Council |
| • Everett Public Schools Foundation | • Refugee Forum |
| • Familias Unidas | • Snohomish County |
| • Frontier Communications | • The Boeing Company |
| • NAACP of Snohomish County | • United Way |
| • Natural Leaders | • WorkSource |
| • Opportunity Council | • YMCA |

95%
GRADUATION RATE
Avg 4 year rate



THE HISTORY OF EVERETT

Everett is the county seat of and the largest city in Snohomish County, Washington. It is 25 miles north of Seattle and is one of the main cities in the metropolitan area and Puget Sound region. Everett is the seventh-largest city in the state. The city is primarily situated on a peninsula at the mouth of the Snohomish River along Port Gardner Bay, an inlet of Possession Sound, and extends to the south and west.

A consortium of East Coast investors seeking to build a major industrial city acquired land in the area and filed a plat for "Everett", which they named in honor of Everett Colby, the son of investor Charles L. Colby. The city was incorporated in 1893, shortly after the arrival of the Great Northern Railway, and prospered as a major lumber center with several large sawmills.

Everett became the county seat in 1897 after a dispute with Snohomish contested over several elections and a Supreme Court case. The city was the site of labor unrest during the 1910s, which culminated in the Everett massacre in 1916 that killed several members of the Industrial Workers of the World. The area was connected by new interurban railways and highway bridges in the 1920s, transforming it into a major commercial hub, and gained an airport at Paine Field in 1936.

The city's economy transitioned away from lumber and towards aerospace after World War II, with the construction of Boeing's aircraft assembly plant at Paine Field in 1967. Boeing's presence brought additional industrial and commercial development to Everett, as well as new residential neighborhoods to the south and west of the peninsula that was annexed by the city. Boeing remains the city's largest employer, alongside the U.S. Navy, which has operated Naval Station Everett since 1992.

Everett remains a major employment center for Snohomish County, but has also become a bedroom community for Seattle in recent decades. It is connected to Seattle by Interstate 5 and various public transit services at Everett Station, including the Sounder commuter train, Amtrak, and commuter buses. Everett stages several annual festivals and is also home to minor league sports teams, including the Everett Silvertips at Angel of the Winds Arena.

THE HISTORY OF MILL CREEK

The City of Mill Creek began as a planned residential community in the early 1970s located north of the I-405 Tech Corridor and south of Everett. Over the years, however, the area experienced a great deal of growth and quickly became an urbanized community and officially became the City of Mill Creek in 1983. In the early 1990s, the City began planning for a Town Center as a focal point for Mill Creek. After nearly a decade of planning and community involvement the construction of the Mill Creek Town Center began in July of 2002.

This creek that bisects the Town Center was informally named Smokehouse Creek because it flowed behind a business named “Larry’s Smokehouse”, which closed its doors in the 1990’s. In anticipation of the Mill Creek Town Center, former Council Member Jon Pazevic suggested that the creek be officially named Mill Creek, after the name of the city. In December of 2000, the Washington State Board on Geographic Names granted the City of Mill Creek, a Mill Creek, to formalize the City’s geographic identity and relevance in reinforcing the City’s name.



Human Resources Contact Information

2021-22

Executive Director

Chad Golden

cgolden@everettsd.org

425/385-4109

Executive Assistant

Jean Hanson

jhanson@everettsd.org

425/385-4103

Director – Certificated Staff

Mary O'Brien

Mo'brien@everettsd.org

425/385-4106

Director – Classified Staff

Mandy Shinn

mshinn@everettsd.org

425/385-4129

HR Specialist

Alyssa Harrell

aharrell@everettsd.org

425/385-4101

Director – Talent, Acquisition & Retention

Randi Seaberg

rseaberg@everettsd.org

425/385-4104

Director – Equity, Wellness & Title IX

Kevin Allen

kallen@everettsd.org

425/385-4100

Director – Equity & Access

Joi Grant

jgrant@everettsd.org

425/385-4137

EVERETT ASSOCIATION OF EDUCATIONAL OFFICE PERSONNEL (EAEOP) 8/31/22

President:	Jodie Moyer	425-239-9620 (cell)	JMoyer@everettsd.org
Vice President:	Colleen Denny	425-385-4186	CDenny@everettsd.org
PSE Representative:	Nicki Lenssen / PSE PO Box 798 Auburn, WA 98071	360-393-9040 (cell) 253-876-7451	nlenssen@pseofwa.org

EVERETT ASSOCIATION OF PARAEDUCATORS (EAP) 8/31/21

President:	Laura Rogers	425-385-5641 425-343-7553 (cell)	LRogers@everettsd.org
1st Vice President:	Jill Jackson	425-385-6103	JJackson@everettsd.org
PSE Representative:	Nicki Lenssen / PSE PO Box 798 Auburn, WA 98071	360-393-9040 253-876-7451 (cell)	Nlenssen@pseofwa.org

EVERETT ASSOCIATION OF SCHOOL ADMINISTRATORS (EASA)

Co-President:	Celia O'Connor-Weaver	425-302-9290	coconnor@everettsd.org
Co-President	Cathy Woods	425-385-4078	cwoods2@everettsd.org

EVERETT COACHES & EXTRACURRICULAR ASSOCIATION (ECEA) 8/31/19

President	Jeff Russell (Everett High)	425-239-2739	JRussell@everettsd.org
-----------	-----------------------------	--------------	--

EVERETT EDUCATION ASSOCIATION (EEA) 8/31/21

President:	Jared Kink 2710 Grand Ave Everett, WA 98201	425-259-0622 206-779-4080 (cell)	Jkink@washingtonea.org
------------	---	-------------------------------------	--

PILCHUCK UNISERV COUNCIL (TEACHER'S REPRESENTATIVE - EEA)

Representative:	Adam Goldstein Arden Watson 2710 Grand Ave Everett, WA 98201	360-318-3384 (cell) 425-258-3697 (office)	Agoldstein@washingtonea.org Awatson@washingtonea.org
-----------------	---	--	--

EVERETT LICENSED NURSES' ASSOCIATION (ELNA) 8/31/21

President:	Laura Peterson	425-385-5265	LPeterson2@everettsd.org
Representative:	Adam Goldstein / Pilchuck Uniserv	360-318-3384 (cell) 425-258-3697 (office)	Agoldstein@washingtonea.org

PACIFIC NW REGIONAL COUNCIL OF CARPENTERS (PNWRCC) 8/31/21

Steward:	Andrew Solheim	425/330-8853 (cell) 425/385-5221 (office)	asolheim@everettsd.org
Representative:	Dave Quinn PNWRCC 401 E Hickox Rd Mount Vernon, WA 98273	360-424-1532 206-316-7747 (cell)	Dquinn@nwcarpenters.org

SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU 925) 8/31/21

President:	Brian Holmes	425-290-2821	BHolmes@everettsd.org
Organizer/Representative:	Linda Wright, SEIU Local 925 1700 N State St Bellingham, WA 98225	425-330-0849	Lwright@seiu925.org

TEAMSTERS (VAN/BUS DRIVERS) 8/31/20

Steward:	Ron DePolo Kim Meacham		RDepolo@everettsd.org KMeacham@everettsd.org
Organizer/Representative:	Debbie Gath, Teamsters Local 38 2601 Everett Ave Everett, WA 98258	425-252-3800 x226	dgath@teamsters38.org

EVERETT ASSOCIATION OF PROFESSIONAL-TECHNICAL EMPLOYEES (EAPT)

President:	Chuck Booth	425-385-4198	CBooth@everettsd.org
Vice President:	Senja Yakovleff	425-385-4213	SYakovleff@everettsd.org

Everett School Dist 2

Are you aware of your 403(b) benefit?

THE OPPORTUNITY

You have the opportunity to save for retirement by participating in your Employer's 403(b) retirement plan. A 403(b) plan is a retirement plan for certain employees of public schools, tax-exempt organizations and ministries.

We recommended that all employees visit our education page which can be found here: <https://www.omni403b.com/Employees/Education>

WHY SAVE WITH 403(b)?

- > You do not pay income tax on allowable contributions until you begin making withdrawals from the plan, usually after your retirement.
- > Investment gains in the plan are not taxed until distributed.
- > Retirement assets can be carried from one employer to another in most cases.

Future retirement savings value assuming 6% growth.

Monthly Contributions	5 Years	15 Years	20 Years
\$50	\$3,489	\$14,541	\$23,102
\$200	\$13,954	\$58,164	\$92,408
\$500	\$34,885	\$145,409	\$231,020

HOW CAN I PARTICIPATE?

Prior to contributing you must open an account with an investment provider participating in the Plan, a list of which is available on the right. Click the link below to print and complete a Salary Reduction Agreement: <https://www.omni403b.com/SRA>

HOW MUCH CAN I CONTRIBUTE ANNUALLY?

In 2021, you may contribute up to \$19,500 if you are 49 years of age and below and up to \$26,000 if you are 50 years of age and over. You may also be entitled to additional catchup provisions like the 15 Year Service Catch-up. Please contact OMNI's Customer Care Center at 877-544-6664 for further details.

Contribution Limits		15 Yr. Service Catch-up (if eligible)	Maximum Employer Contributions	Combined Limit	
Age 49 & below	Age 50 & above			Age 49 & below	Age 50 & above
\$19,500.00	\$26,000.00	\$3,000.00	\$58,000.00	\$58,000.00	\$64,500.00

Looking for Help?

Click the link below for an investment professional to reach out to you.

<https://www.omni403b.com/PlanDetail>

New accounts may be opened with following approved service providers

AIG RETIREMENT SERVICES FORMERLY VALIC
AMERIPRISE FINANCIAL RIVERSOURCE
ASPIRE FINANCIAL SERVICES
EQUITABLE FORMERLY AXA
GLOBAL ATLANTIC FINANCIAL GROUP
HORACE MANN LIFE INS CO
INDUSTRIAL ALLIANCE SEC BEN
INVESCO OPPENHEIMERFUND
LINCOLN INVESTMENT PLANNING
NY LIFE INS ANNUITY CORP
PENSERV SMARTSAV FORMERLY FORESTERS
PLANMEMBER SERVICES CORP
ROTH AIG RETIREMENT SERVICES FORMERLY VALIC
ROTH ASPIRE
ROTH EQUITABLE FORMERLY AXA
ROTH LINCOLN INVESTMENT
ROTH PENSERV SMARTSAV FORMERLY FORESTERS
ROTH SECURITY BENEFIT
ROTH VANGUARD FIDUCIARY TRUST CO
SECURITY BENEFIT
THRIVENT FINANCIAL FOR LUTHERANS
VANGUARD FIDUCIARY TRUST CO
VOYA FINANCIAL RELIARSTAR
WADDELL REED INC

Everett School Dist. #2

Are you aware of your 403(b) benefit?

THE OPPORTUNITY

You have the opportunity to save for retirement by participating in your Employer's 403(b) retirement plan. A 403(b) plan is a retirement plan for certain employees of public schools, tax-exempt organizations and ministers.

WHY SAVE WITH 403(b)?

- > You do not pay income tax on allowable contributions until you begin making withdrawals from the plan, usually after your retirement.
- > Investment gains in the plan are not taxed until distributed.
- > Retirement assets can be carried from one employer to another in most cases.

Sample: Future retirement savings value assuming 6% yield on invest.**

Monthly Contributions	5 Years	15 Years	20 Years
\$50	\$3,489	\$14,541	\$23,102
\$200	\$13,954	\$58,164	\$92,408
\$500	\$34,885	\$145,409	\$231,020

HOW CAN I PARTICIPATE?

Prior to contributing you must open an account with an investment provider participating in the Plan, a list of which is available on the right. You may then complete a Salary Reduction Agreement (SRA) online at:

HOW MUCH CAN I CONTRIBUTE ANNUALLY?

You may contribute up to \$19,500 in 2020. For appropriate limits for your particular circumstances, please contact OMNI's Customer Care Center at 877-544-6664.

Contribution Limits		15 Yr. Service Catch-up (if eligible)	Maximum Employer Contributions	Combined Limit	
Age 49 & below	Age 50 & above			Age 49 & below	Age 50 & above
\$19,500.00	\$26,000.00	\$29,000.00	\$57,000.00	\$57,000.00	\$63,500.00

Looking for Help?

Click the link below for an investment professional to reach out to you.

<https://www.omni403b.com>

<https://www.omni403b.com/PlanDetail.aspx?tml=7632>

New accounts may be opened with following approved service providers

AIG RETIREMENT SERVICES (FORMERLY VALIC)
AMERIPRISE FINANCIAL/RIVERSOURCE
ASPIRE FINANCIAL SERVICES
AXA EQUITABLE LIFE INSURANCE COMPANY
FORESTERS FINANCIAL (FIRST INVESTORS)
GLOBAL ATLANTIC FINANCIAL GROUP
GREAT AMERICAN INSURANCE GROUP
HORACE MANN LIFE INS. CO.
INDUSTRIAL ALLIANCE - (SEC.BEN.)
INVESCO OPPENHEIMERFUNDS
LINCOLN INVESTMENT PLANNING
NY LIFE INS. & ANNUITY CORP.
PLANMEMBER SERVICES CORP.
ROTH - AIG RETIREMENT SERVICES (FORMERLY VALIC)
ROTH - ASPIRE
ROTH - AXA EQUITABLE
ROTH - FORESTERS FINANCIAL (FIRST INV.)
ROTH - LINCOLN INVESTMENT
ROTH - SECURITY BENEFIT
ROTH - VANGUARD FIDUCIARY TRUST CO.
SECURITY BENEFIT
THRIVENT FINANCIAL FOR LUTHERANS
VANGUARD FIDUCIARY TRUST CO.
VOYA FINANCIAL (RELIASTAR)
WADDELL & REED INC.

BENEFITS DEPARTMENT

Benefits@everettsd.org

425-385-4115

Linda Conti- North Region

lconti@everettsd.org

425-385-4128

Lynn Tipping- South Region

ltipping@everettsd.org

425-385-4116

The benefits department is your main contact for 3 major areas: Health insurance enrollment, Leaves of Absence, and Workers Compensation.

HEALTH INSURANCE:

For all school employees in the state of Washington who meet eligibility criteria, health insurance benefits are administered by the Washington State Healthcare Authority / School Employee Benefits Board, or SEBB. First launched on January 1st, 2020, SEBB provides school employees with benefits including; Medical insurance, dental insurance, vision insurance, life and accidental death and dismemberment insurance, long term disability insurance, optional life and long-term disability, optional Flexible Spending Arrangement or Health Savings Account. You can read more about plans offered through the SEBB Program and how to enroll in the enrollment guide, here:

<https://www.hca.wa.gov/assets/pebb/20-0049-school-employee-enrollment-guide-2020.pdf>

Or visit the school employees website, here: <https://www.hca.wa.gov/employee-retiree-benefits/school-employees>

IMPORTANT NOTES ABOUT SEBB:

- **DO NOT DELAY!** While enrollment is not necessary challenging, the enrollment process is TIME CONSUMING and may need to be broken up over several days. Begin the process as soon as possible to avoid frustrations.
- Your dependents will need to be verified if you wish to carry them on your coverage. This means you will need to upload various documents to prove your relationship.
- If you are transferring from another Washington State school district and will not have a break in service of greater than a full calendar month, you will have uninterrupted coverage.

LEAVES OF ABSENCE:

Absences that will reach a 5th consecutive day need prior approval through the benefits department. The type of leave will determine which forms will be required. Please reach out to us to discuss the type of leave that will best suit your or your employee's needs.

ON-THE-JOB INJURIES:

Safety and health standards should be incorporated into all aspects of the district's operations. Employee safety is important to us. Employees who are injured at work are required to submit an Accident/Incident Report whether medical care is sought, or not. The accident/injury must be reported to a supervisor, the Human Resources Department and [Puget Sound Workers' Compensation Trust](#), the third-party administrator managing the District's employee Accident/Incident Reports and work injury claims, immediately. Visit our On-The-Job Injuries page for more information: <https://www.everettsd.org/Page/14939>

EMPLOYEE ASSISTANCE PROGRAM:

Everyone needs a little help now and then. Change can create stress. Routine can create stress. Life is full of challenges and surprises, ups and downs, highs and lows. It's natural to feel sometimes like there's just too much to handle. You're not alone. [Magellan Health Services](#) provides EAP services for all employees and their families. Enrollment in a medical plan is not required for this service. **Professional Consultation** Call 1-800-523-5668

The benefits office is here to serve you! Never hesitate to reach out with questions.



3900 Broadway, Everett, WA 98201
www.Everett.k12.wa.us

July 1, 2021

Welcome to Everett Public Schools. I hope the very best for you and a wonderful new school year!

You will have many "new systems" to learn in the coming months, I am here help with that learning curve!

As the System Support Analyst in Human Resources I can assist with each of the software systems on the next page. These systems have training and direction available in Docushare. I have provided the links on the next page.

I am excited to meet with you and review the HR systems with you and provide training at your convenience. Please schedule some time in Outlook with me and include any of your team, possibly your office manager if it makes sense to how your building/department responsibilities are set up for the absence management and professional development systems.

Again, thank you for your time and attention looking through the training for our HR systems. I look forward to meeting with you soon.

Sincerely,

Ingrid Stafford

Ingrid Stafford
System Support Analyst 425-385-4114
istafford@everettsd.org

HR Information Systems (HRIS) Overview

Frontline Education Systems

Login: Single Sign On

Frontline Absence Management Questions call Substitute Coordinator ext. 4111 or 4114

Ensure qualified substitutes cover every absence, accurately compensate each employee for their time, stay compliant with labor laws and know where all of your employees are during a drill or emergency. FLAM can effectively manage employee attendance.

- Save time reporting on absence trends
- Reduce paperwork and manual data entry
- Ensure there's a qualified substitute when needed

[Docushare training guides](#)

Frontline Professional Growth Questions call ext. 4114 or 4127

Addresses all our unique professional growth needs including planning, managing and track every aspect of the professional learning process to impact student learning. FLPG provides a catalog of goal-aligned learning opportunities as well as the evaluation tools that identify relevant professional learning.

- Online Course Registration
- Provides custom transcripts
- Automatically assigned absences in Frontline Absence for approved out-of-classroom PD
- Track progress toward state and district requirements

[Docushare training guides](#)

Frontline Recruit & Hire Questions call Employment Services ext. 4112 or 4113

Manages the entire hiring process online so we can focus on higher priorities: attracting and identifying the best candidates, and quickly bringing them on board. Instead of spending time digging through paperwork and wrestling with complex processes, we get the time and insights needed to make actionable decisions.

- Proactively recruit more applicants
- Identify and quickly hire the best candidates
- Quickly get applicants screened, interviewed and hired

[Docushare training guides](#)

Vector Training (Formerly SafeSchools) Questions call ext. 4127 or 4114

Login: Employee ID

Questions call ext. 4114 or 4127

[Docushare Guides](#)

Employee Online (Payroll/HR System)

Login: Employee ID / Password: Same as network login

Questions call ext. 4116 or 4121

HR Systems Information for the New Employee includes basic new employee training

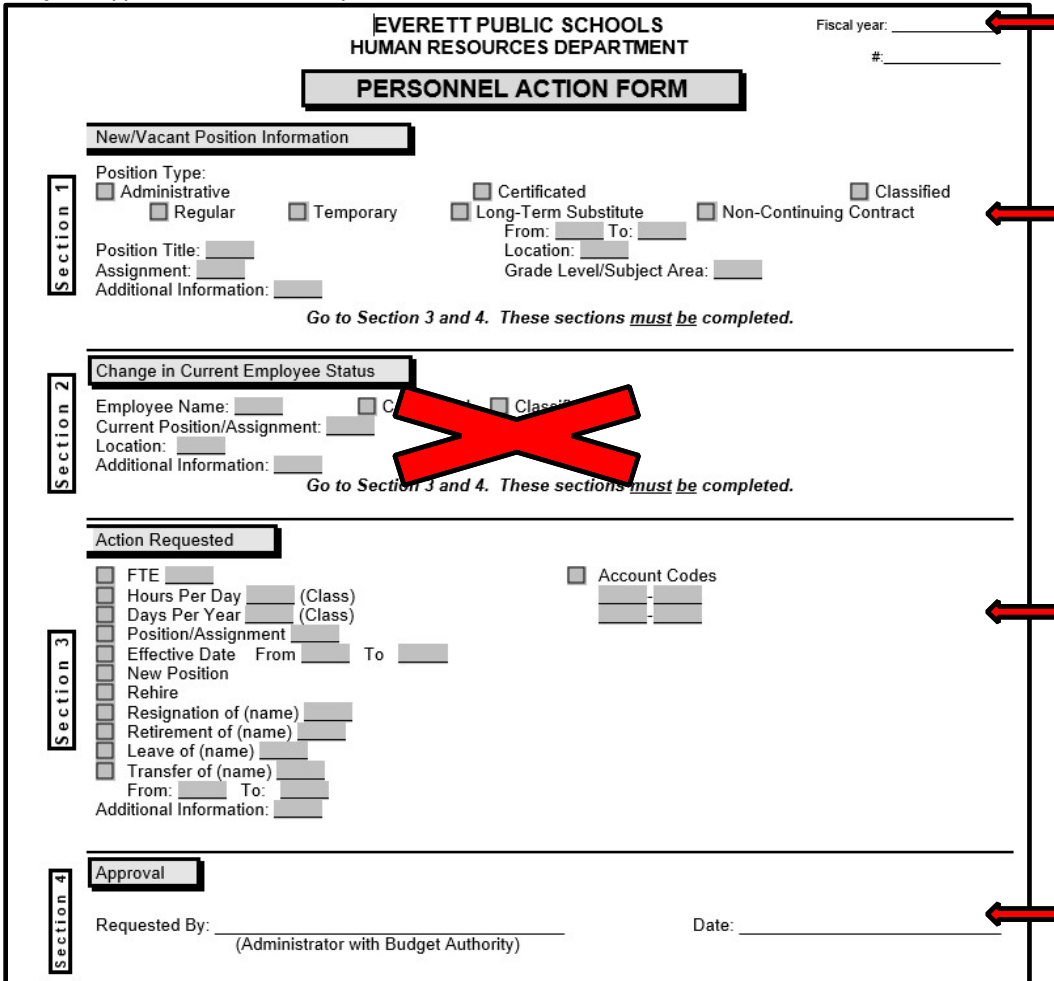
- Absence reporting
- Leave of absence information
- SafeSchools online safety training
- Professional Development registrations system
- HR contacts

Classified Hiring Guide

Start to Finish

Step 1: Open Fillable PAF by [clicking here](#)

Step 2: Type in the necessary fields of PAF



**EVERETT PUBLIC SCHOOLS
HUMAN RESOURCES DEPARTMENT**

PERSONNEL ACTION FORM

Fiscal year: _____
#: _____

Section 1: New/Vacant Position Information

Position Type:
☐ Administrative
☐ Regular
☐ Temporary
☐ Certified
☐ Long-Term Substitute
☐ Non-Continuing Contract
☐ Classified

Position Title: _____
 Assignment: _____
 Additional Information: _____

From: _____ To: _____
 Location: _____
 Grade Level/Subject Area: _____

Go to Section 3 and 4. These sections must be completed.

Section 2: Change in Current Employee Status

Employee Name: _____
 Current Position/Assignment: _____
 Location: _____
 Additional Information: _____

Go to Section 3 and 4. These sections must be completed.

Section 3: Action Requested

☐ FTE _____
☐ Hours Per Day _____ (Class)
☐ Days Per Year _____ (Class)
☐ Position/Assignment _____
☐ Effective Date From _____ To _____
☐ New Position
☐ Rehire
☐ Resignation of (name) _____
☐ Retirement of (name) _____
☐ Leave of (name) _____
☐ Transfer of (name) _____
 From: _____ To: _____
 Additional Information: _____

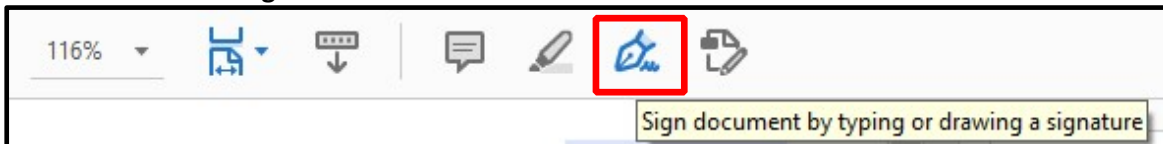
Section 4: Approval

Requested By: _____
 (Administrator with Budget Authority)

Date: _____

Step 3: Create an electronic signature

- Click on the **Sign Document** icon



116% ▾

Sign document by typing or drawing a signature

- Click **Add Signature**

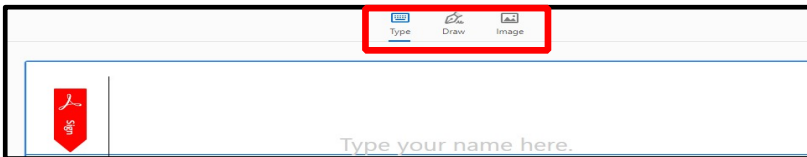


Sign

Add Signature +

Add Initials +

- Click **Type** or **Draw** or **Image** (you can type your name or draw with your mouse, or select a saved signature)



- Once you have made your signature – make sure you check the box **Save Signature** and then click **Apply**

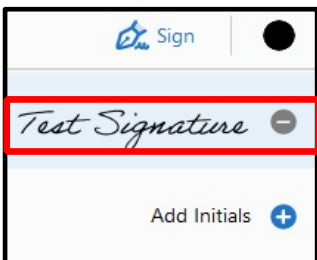


Step 4: Use electronic signature

- Click on the **sign document** icon



- Your saved signature will display – select



- Drag signature on signature line and then **save** document



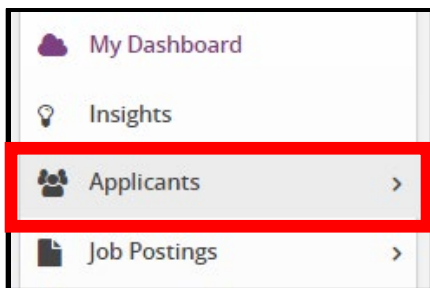
Step 5: Send the PAF to the **Director of Certificated Staff** via email

Once Personnel Action Forms are approved, certificated vacancies will be posted each Tuesday. PAFs received after 12:00 p.m. on Tuesday will post the following Tuesday. Certificated positions need to be open for a minimum of 5 days before hiring process can begin.

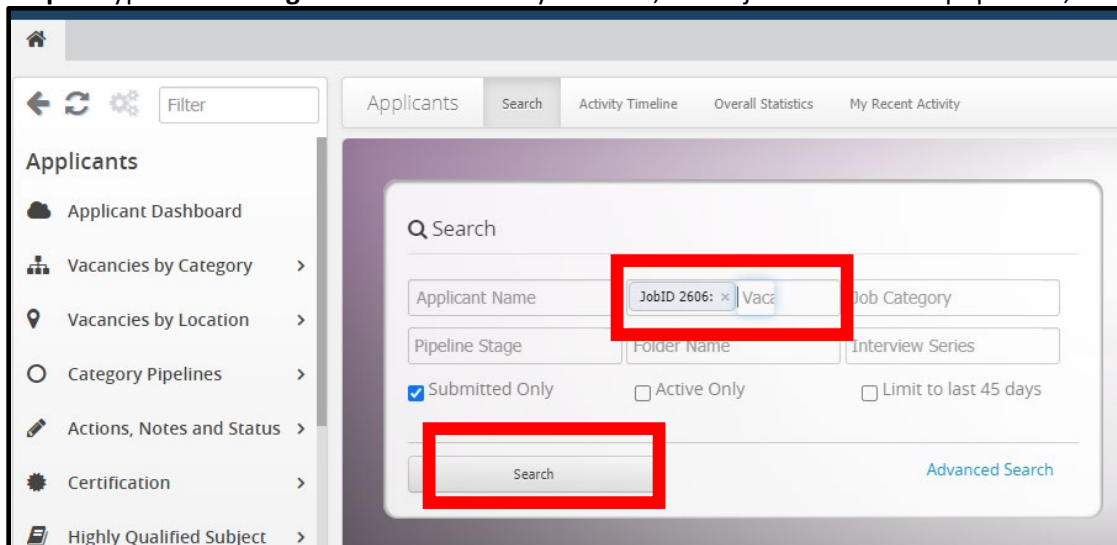
Step 6: Sign into Frontline Recruiting and Hiring

- <https://app.frontlineeducation.com/select/>

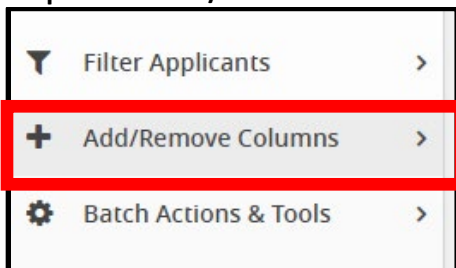
Step 7: Click **Applicants** from left hand options



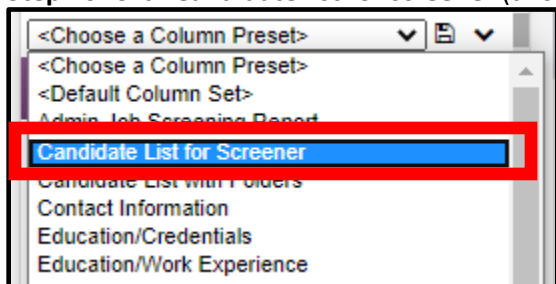
Step 8: Type **Job Posting** number in “Vacancy” section, select job number that populates, then select **Search**



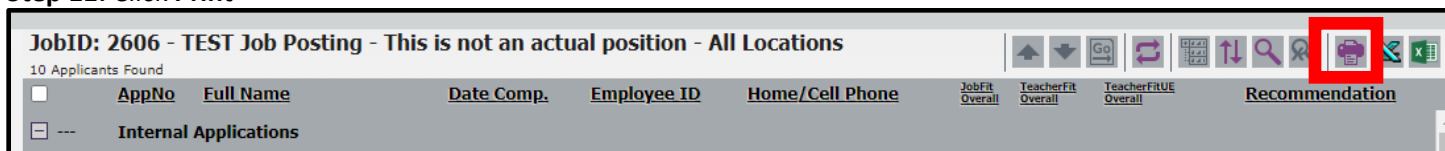
Step 9: Click **Add/Remove Columns**



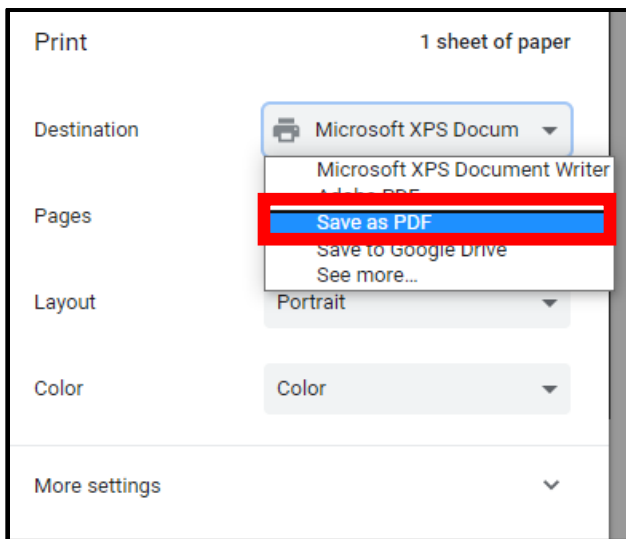
Step 10: Click **Candidate list for screener** (this will give you the candidate list that will need to be uploaded to job)



Step 11: Click **Print**



Step 12: Save as PDF by changing **Destination** to **Save as PDF**



Step 13: Save file as **Candidate List** with **Job ID** on desktop, i.e. Candidate List 2606, or 2606 Candidate List (it is encouraged to create a hiring folder on your desktop to save all hiring documents for later upload)

Step 14: Ensure all applicants have a **Candidate Preparation Level 1**

- Applications will have **Candidate Preparation Level 1** on Monday, after the posting date by 4pm
- Notify your Employment Services Representative, if the posting is **Open Until Filled**, to give Employment 48 hours to complete **Candidate Preparation Level 1 forms**

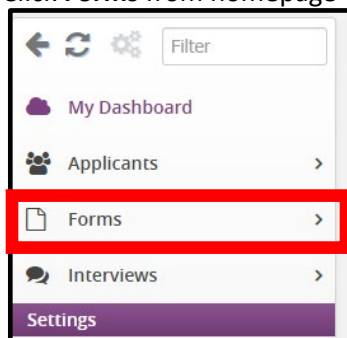
Step 15: Identify screening criteria, i.e. TeacherFit 7 or higher, job experience, building experience, etc.

Step 16: Invite applicants to interview and conduct interviews.

Step 17: Complete and have panel complete **Confidentiality and Ethics** electronically

- **NOTE the following:**
 - Confidentiality and Ethics forms only need to be submitted once per school year per individual
 - If someone is on the panel that is **NOT** an admin, you will need to send the form by following these steps:

- Click **Forms** from homepage



- Click **Send a Form**

Forms

- My Forms Inbox
- My Sent Forms
- + Send a Form**
- + Fill Out a New Form
- View Submitted Forms By > Category

- Click the box next to **2-E Confidentiality and Ethics**, then click **Continue with selected form**

Applicant Screening

- ☐ 1-B: Rubric & Screening Form - Classified - [preview](#)
- ☐ 1-C: Rubric & Screening Form - Principal/Administrator - [preview](#)
- ☐ 2-A: Screening Tally Sheet (1-10 candidates) - [preview](#)
- ☐ 2-A: Screening Tally Sheet (1-30 candidates) - [preview](#)
- ☐ 2-B: Interview Tally Sheet - [preview](#)
- ☐ 2-C Upload Paper: Interview /Screening - [preview](#)
- ☐ 2-D Upload Scored, Signed, and Dated Pool Interview Questionnaire, Writing Assessment, and Rubric - [preview](#)
- ☒ **2-E Confidentiality and Ethics - [preview](#)**
- ☐ Substitute Preference List - [preview](#)

- Type **Panel Member's District Email Address** in Other Email section, then select **Next**

Form: [2-E Confidentiality and Ethics](#) Deliver to: [2-E Confidentiality and Ethics](#) Context: [2-E Confidentiality and Ethics](#)

☐ **Me** (You will be immediately sent to the form)
☐ **Applicant Tracking User** (Select one or more recipients of this form; a separate invitation and form will be delivered to each user selected.)
☒ **Other Email**

Enter email address; multiple allowed, separate with commas

- Click **Finish and Deliver** (you can personalize this email if you wish)

From: [Everett Public Schools]
 Subject: [Frontline Education Form: "FormSent.CreatorName's Form "Form Title""]

Dear ,

A form has been routed to you. Please click the link below to open the form:

[FormLink]

Thanks,
 Frontline Education

☐ Receive email notification on submission?

[< Prev](#) **Finish and Deliver**

- Check **My Sent Forms** to ensure panel member completes this form

- **Forms → My Sent Forms → Search person can select print to view**

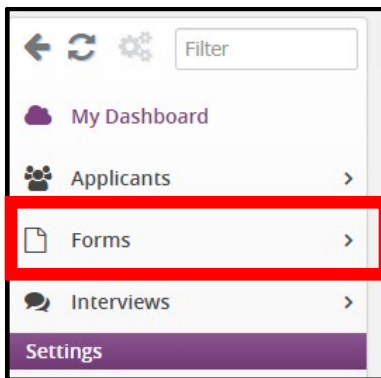
Step 18: Decide on a set of interview questions per job posting. There are three sets of interview questions you can select from:

- Certificated Interview Questions Form A
- Certificated Interview Questions Form B
- Job Fair – Interview Questions

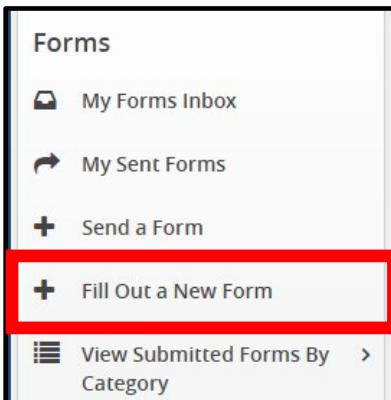
For example, if you are hiring for 1st grade and plan to interview 4 applicants, you will need to use the **same set** of questions for all 4 interviewees.

Also, if you wish to use the Job Fair – Interview Questions, and decide to create your own additional questions, these **must** be approved by Human Resources prior to using.

- Click **Forms** from homepage



- Click **Fill Out a New Form**



- Scroll to **Certificated Interview Questions Category**



- Select interview questions
 - Check the box next to the interview question set you wish to use

Certificated Interview Questions	
<input type="checkbox"/>	Certificated Interview Question Form A - preview
<input type="checkbox"/>	Certificated Interview Question Form B - preview
<input type="checkbox"/>	Job Fair - Interview Questions - preview

- Scroll to the bottom of the page and select **Continue with Selected Forms**

Continue with Selected Forms »

- Type **job posting number** that you are interviewing for

This form can be linked to other items. Required items are marked with an *.

* Select associated **job posting**

Enter job id, title, or location

- Conduct your interview and **Fill out Form**
 - Examples of Job Fair and Certificated Interview Question Form B

Job Fair - Interview Questions

Organization: Everett Public Schools
Assigned To: User - mobrien
[Show History](#)
[Remove Applicants or Employees](#)

Job ID: 3003 - Teacher - Kindergarten (2020-21) ...

Please answer the questions below.

Directions

You **must** ask at least **five** questions in total, three of which **must** be District created and two can be District and/or School Specific questions.

Interview Questions:

Question (Withitness)

Which classroom routine do you have the most difficulty implementing in your classroom? How do you introduce it, review it, and reinforce it throughout the school year?

If you can't get an answer, try these:

How do students come into your classroom?

What do students do when they finish a task?

How do students line up when they go to lunch?

How do you set up collaborative routines in your classroom?

How do you transition from one learning activity to another in your classroom?

Rubric

<input type="checkbox"/> DOES NOT MEET	<input type="checkbox"/> MEETS	<input type="checkbox"/> EXCEEDS
<ul style="list-style-type: none"> No vulnerability Not able to cite examples Avoiding the answer 	<ul style="list-style-type: none"> Willingness and self-awareness to share struggles Able to identify a routine(s) Openness to trying new things 	<ul style="list-style-type: none"> Cites specific routines and shares implementation strategies Coming with ideas to share about potential changes or specific help needed

Administrator Notes:

Certificated Interview Question Form B

Organization: Everett Public Schools
Assigned To: User - mobrien
[Show History](#)
[Remove Applicants or Employees](#)

Job ID: 3004 - 2nd Grade Teacher - (2020-21 ...

Please answer the questions below.

Everett Public Schools

Candidates Name:

Subject Area/Level:

Response Rating:
4 = An answer even better than the "indicator" answer defined below. (Includes all elements of the "look-for" answer and goes beyond in depth and/or breadth of response.)
3 = Answer to "Indicator". This answer was determined by "subject matter experts" to be good answer.
2 = Includes some element(s) of the "indicator" answer, but not totally complete.
1 = A weak answer related to the question.
0 = A totally irrelevant answer.

Questions:

1. What qualities do you have that would enhance our teaching staff and Everett School District?

Indicators:

- Commitment to education.
- Energetic.
- Cooperative.
- Wants to be a member of a team.
- Has strong instructional skills.
- Professional.
- Cares about students and student success.

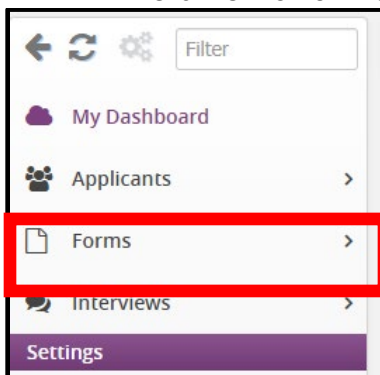
Type response:

Rating:

- Click **Submit Form** once interview is complete
- Repeat for additional applicants

Step 19: Complete 2-B Interview Tally Sheet

- Click **Forms** from homepage



- Click **Fill Out a New Form**

Forms

- My Forms Inbox
- My Sent Forms
- + Send a Form
- + Fill Out a New Form**
- View Submitted Forms By > Category

- Click the box next to **2-B Interview Tally Sheet**, then click **Continue with selected Forms**

Search	Type	Workflow
Applicant Screening		
<input type="checkbox"/> 1-B: Rubric & Screening Form - Classified - preview	Standard Form	Single-Step
<input type="checkbox"/> 1-C: Rubric & Screening Form - Principal/Administrator - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-A: Screening Tally Sheet (1-10 candidates) - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-A: Screening Tally Sheet (1-30 candidates) - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-B: Interview Tally Sheet - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-C Upload Paper: Interview /Screening - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-D Upload Scored, Signed, and Dated Pool Interview Questionnaire, Writing Assessment, and Rubric - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-E Confidentiality and Ethics - preview	Standard Form	Multi-Step
		Continue with Selected Forms

- Enter **Job Posting Number**, then click **Next**

This form can be linked to other items. Required items are marked with an *.

2-B Interview Tally Sheet

Enter job id, title, or location

« Prev **Next »**

- Fill out form – make sure to add in interview criteria from **step 8** in the **additional notes/screening criteria section**, then **Submit Form**

Interview team across top row
Candidates in left column

Team (across) Candidates (below)	Screener 1	Screener 2	Screener 3			Total Score	Average Score	Candidate Notes
Applicant 1	15	18	18			47	15.66	
Applicant 2	10	7	10			27	9	
Applicant 3	14	14	14			42	14	
Applicant 4	18	19	17			54	18	

* Screening Criteria/Additional Notes:

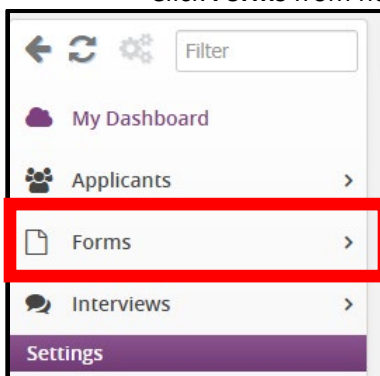
PIT score 7 or higher, building experience, 2+ years experience in similar position

Applicant 1 withdrew after interview.

Save as Draft Submit Form

Step 20: Upload all other supporting documents i.e. **Candidate List, Interview Questions for Specialist, etc.**

- Click **Forms** from homepage



- Click **Fill Out a New Form**

Forms

- My Forms Inbox
- My Sent Forms
- Send a Form
- Fill Out a New Form**
- View Submitted Forms By Category

- Click the box next to **2-C Upload Paper: Interview/Screening**, then click **Continue with selected Forms**

Search	Type	Workflow
Applicant Screening		
<input type="checkbox"/> 1-B: Rubric & Screening Form - Classified - preview	Standard Form	Single-Step
<input type="checkbox"/> 1-C: Rubric & Screening Form - Principal/Administrator - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-A: Screening Tally Sheet (1-10 candidates) - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-A: Screening Tally Sheet (1-30 candidates) - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-B: Interview Tally Sheet - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-C Upload Paper: Interview /Screening - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-D Upload Scored, Signed, and Dated Pool Interview Questionnaire, Writing Assessment, and Rubric - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-E Confidentiality and Ethics - preview	Standard Form	Multi-Step
		Continue with Selected Forms »

- Enter **Job Posting Number**, then click **Next** (IMPORTANT: only add job posting number when uploading interview materials and candidate lists, we do not want interview questions to be tied to the applicant file)

This form can be linked to other items. Required items are marked with an *.

Job Posting Number

Enter job id, title, or location

« Prev **Next »**

- Upload **Candidate List** and **All Interview Questions and Scores** (there should be one file per applicant and interview panel member, i.e. 3 applicants with 4 panel members = 12 interview questions)
 - Upload **Candidate List** in first Add File
 - Upload **All Interview Questions and Scores**
 - Type Name → Click **Sign to Confirm**
 - **Submit Form**

2-C Upload Paper: Interview /Screening

Organization: Everett Public Schools

Assigned To: ...

Job ID: ...

[Show History](#)

Please answer the questions below.

Upload signed and dated paper copy of Candidate List for Screening


Add a File

Upload all paper interview materials, including questions and answers.
(be sure to include both sides if double sided).

Add a File

Upload any assessment materials.

Add a File



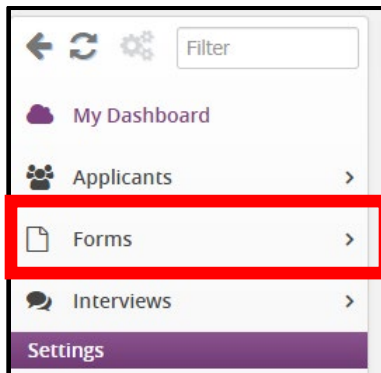
Sign to Confirm

Save as Draft

Submit Form

Step 21: Submit Hiring Recommendation Form (Make sure you are submitting the correct form for the position you are hiring for)

- Click **Forms** from homepage



- Click **Fill Out a New Form**

Forms

- My Forms Inbox
- My Sent Forms
- Send a Form
- Fill Out a New Form**
- View Submitted Forms By Category

- Scroll down to **EPS Internal Forms**, check box next to the correct **Hiring Recommendation** form, then click **Continue with Selected Form**

EPS Internal forms			
<input type="checkbox"/>	4-A: Hire Recommendation Form: Certificated - preview	Standard Form	Multi-Step
<input type="checkbox"/>	4-B: Hire Recommendation Form: SPECIAL EDUCATION Certificated - preview	Standard Form	Multi-Step

- Type **Job Posting Number** and **Applicant name**, then click **Next**

This form can be linked to other items. Required items are marked with an *.

* Select associated **job posting**

and

* Select associated **applicant**

- Fill out **Hiring Recommendation**, then **Submit Form**



Classified Hiring Guide

Start to Finish

Important Information and Hints:

Life of a hiring recommendation form: (Hiring administrator will receive automated emails at each stage)

1. Hiring administrator submits hiring recommendation
2. Employment Services receives automated email about form completion → review hiring recommendation for defensible hiring practices (if materials are missing, employment will contact hiring administrator for information) → then approve
3. HR Director receives automated email about form completion → reviews hiring recommendation for defensible hiring practices, telephone references, etc.
4. If approved, hiring administrator will receive an automated email that indicates **“OKAY TO OFFER”**. ONLY at this point should you offer the position to the applicant. (note when employment approves their section, you will receive STEP __ has been **approved**. This is not the email that notates it is OKAY TO OFFER)

Helpful Hints:

- If you start a form and “Save as draft”, you can go back later to finish. No need to start a new form.
Forms → My Forms Inbox → look for the form and click edit
- Hiring Recommendation Forms have a checklist, before submitting your hiring recommendation form, make sure to use this tool, to ensure you have all materials needed before submitting.

Step 1: Open Fillable PAF by [clicking here](#)

Step 2: Type in the necessary fields of PAF

**EVERETT PUBLIC SCHOOLS
HUMAN RESOURCES DEPARTMENT**

PERSONNEL ACTION FORM

Fiscal year: _____
 #: _____

New/Vacant Position Information

Section 1

Position Type:

☐ Administrative
☐ Regular

☐ Temporary

☐ Certified
☐ Long-Term Substitute

☐ Classified
☐ Non-Continuing Contract

Position Title: _____

Assignment: _____

Additional Information: _____

From: _____ To: _____

Location: _____

Grade Level/Subject Area: _____

Go to Section 3 and 4. These sections must be completed.

Change in Current Employee Status

Section 2

Employee Name: _____

Current Position/Assignment: _____

Location: _____

Additional Information: _____

Go to Section 3 and 4. These sections must be completed.

Action Requested

Section 3

☐ FTE _____
☐ Hours Per Day _____ (Class)
☐ Days Per Year _____ (Class)
☐ Position/Assignment _____
☐ Effective Date From _____ To _____
☐ New Position
☐ Rehire
☐ Resignation of (name) _____
☐ Retirement of (name) _____
☐ Leave of (name) _____
☐ Transfer of (name) _____
 From: _____ To: _____
 Additional Information: _____

☐ Account Codes

Approval





Section 4


Requested By: _____
 (Administrator with Budget Authority)


Date: _____

Step 3: Create an electronic signature

- Click on the **Sign Document** icon

116%







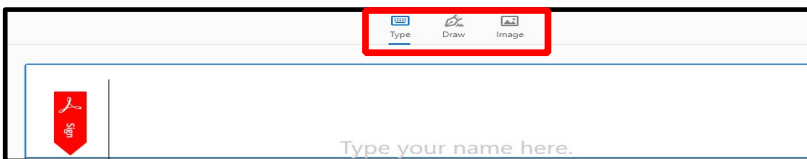


Sign document by typing or drawing a signature

- Click **Add Signature**



- Click **Type** or **Draw** or **Image** (you can type your name or draw with your mouse, or select a saved signature)

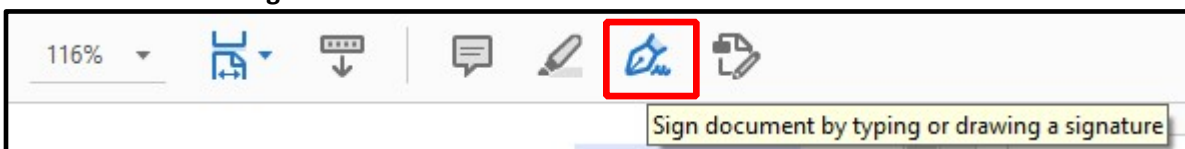


- Once you have made your signature – make sure you check the box **Save Signature** and then click **Apply**

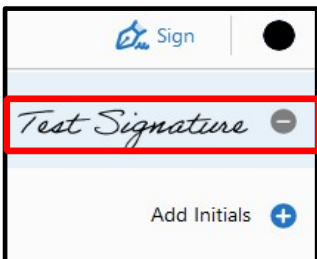


Step 4: Use electronic signature

- Click on the **sign document** icon



- Your saved signature will display – select



- Drag signature on signature line and then **save** document



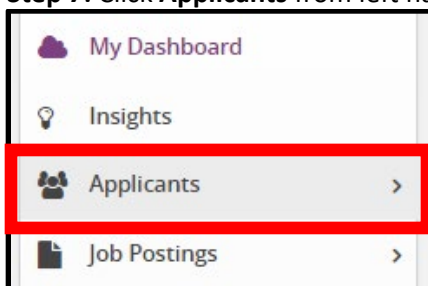
Step 5: Send the PAF to the **Director of Classified Staff** via email

Once Personnel Action Forms are approved, classified vacancies will be posted frequently. PAFs received after 12:00 p.m. will post the following posting day. Classified positions need to be open for the minimum bargaining contract timeline before hiring process can begin.

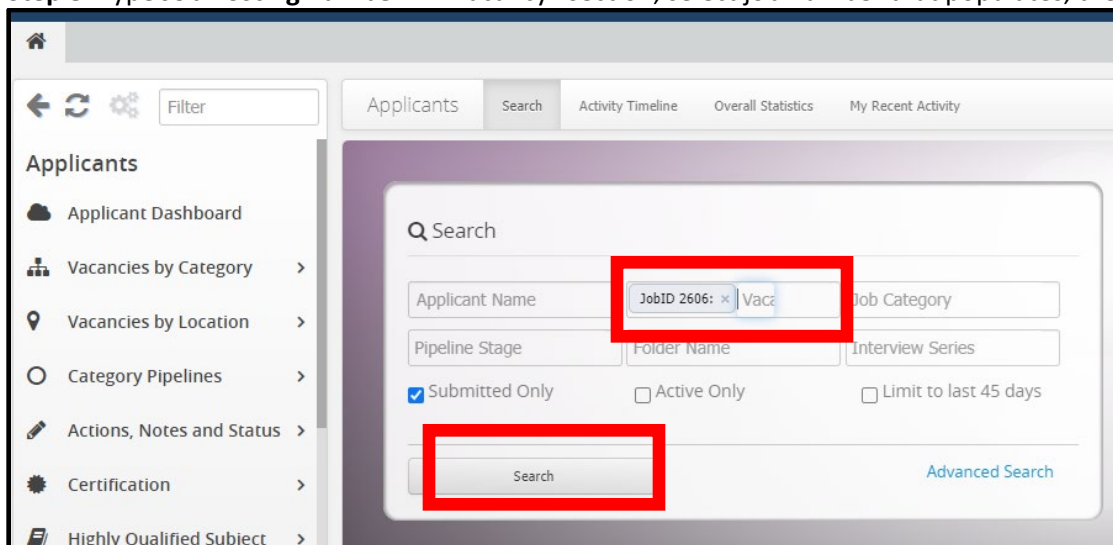
Step 6: Sign into Frontline Recruiting and Hiring

- <https://app.frontlineeducation.com/select/>

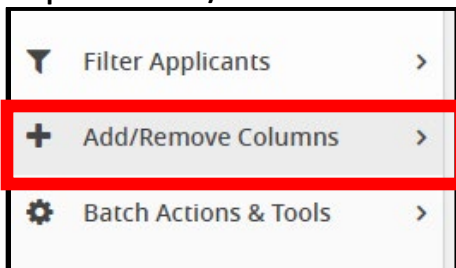
Step 7: Click **Applicants** from left hand options



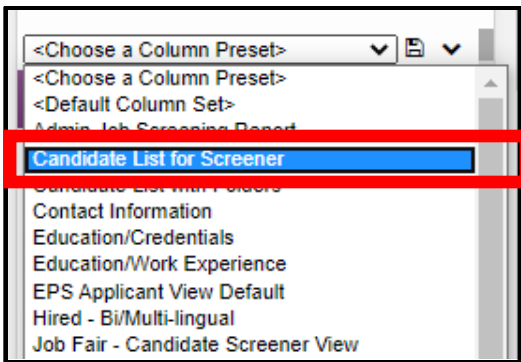
Step 8: Type **Job Posting** number in "Vacancy" section, select job number that populates, then select **Search**



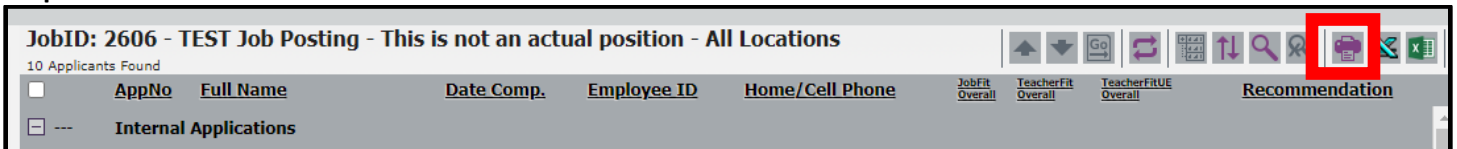
Step 9: Click **Add/Remove Columns**



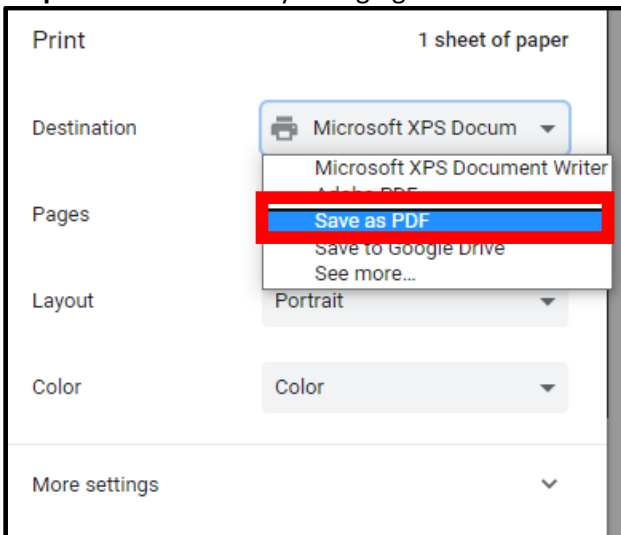
Step 10: Click **Candidate list for screener** (this will give you the candidate list that will need to be uploaded to job)



Step 11: Click Print



Step 12: Save as PDF by changing Destination to Save as PDF



Step 13: Save file as **Candidate List** with **Job ID** on desktop, i.e. Candidate List 2606, or 2606 Candidate List (it is encouraged to create a hiring folder on your desktop to save all hiring documents for later upload)

Step 14: Identify screening criteria, i.e. JobFit 7 or higher, job experience, etc.

Step 15: Complete **1-B: Rubric & Screening Form – Classified** for ALL candidates that meet screening criteria in **Step 8**

- Click **Fill out a New Form** from column when inside applicant application

Online Application

Application Materials 3

References 2

Communication Log 35

Interviews 3

Fit Reports 1

Forms

Fill Out a New Form

- Click the box next to **1-B Rubric & Screening Form- Classified**, then select **Continue with selected forms**

Fill Out a New Form Cancel

Select from the available form types below

Form: [edit](#) Context: [Al-Ali, Haura](#)

Search	Type	Workflow
Applicant Screening		
<input checked="" type="checkbox"/> 1-B: Rubric & Screening Form - Classified - preview	Standard Form	Single-Step
<input type="checkbox"/> 1-C: Rubric & Screening Form - Principal/Administrator - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-C Upload Paper: Interview /Screening - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-D Upload Scored, Signed, and Dated Pool Interview Questionnaire, Writing Assessment, and Rubric - preview	Standard Form	Multi-Step
<input type="checkbox"/> Substitute Preference List - preview	Standard Form	Multi-Step
EPS Internal forms		
<input type="checkbox"/> 4-A: Hire Recommendation Form: Certificated - preview	Standard Form	Multi-Step

Continue with Selected Forms

- Type **Job Posting Number** (this will link this rubric to the job on the back end for HR review), then click **Next**

Fill Out a New Form Cancel

Identify the applicants, postings, and users. A separate form instance will be generated for each context.

Form: [1-B: Rubric & Screening Form - Classified](#) Deliver to: [Me](#) Context: [Al-Ali, Haura](#)

This form can be linked to other items. Required items are marked with an *.

* **Select associated job posting**

Selected:

Job ID 2606 - TEST Job Posting - This is not an actual position	Posted: 10/29/19
Substitute - Classified	All Locations
Closed view	

and

Select associated applicant

Selected:

Al-Ali, Haura	1318 100TH PL SE	submitted: 4/26/2020
AppNo: 567 view	11	Internal
	Everett WA 98201	

« Prev Next »

- Complete screening, then **Submit Form** (repeat for each applicant that met your screening criteria in Step 8)

Step 16: Complete 2-A Screening Tally Sheet

- Click **Forms** from home page

← ↺ ⚙ Filter

- My Dashboard
- Applicants >
- Forms >**
- Interviews >
- Settings

- Click **Fill Out a New Form**

Forms

- My Forms Inbox
- My Sent Forms
- + Send a Form
- + Fill Out a New Form**
- View Submitted Forms By Category >

- Click the box next to **2-A Screening Tally Sheet**, then click **Continue with selected Forms**

Search [] Type Workflow

Applicant Screening

<input type="checkbox"/>	1-B: Rubric & Screening Form - Classified - review	Standard Form	Single-Step
<input type="checkbox"/>	1-C: Rubric & Screening Form - Principal/Administrator - review	Standard Form	Multi-Step
<input type="checkbox"/>	2-A: Screening Tally Sheet (1-10 candidates) - review	Standard Form	Multi-Step
<input type="checkbox"/>	2-A: Screening Tally Sheet (1-30 candidates) - review	Standard Form	Multi-Step
<input type="checkbox"/>	2-B: Interview Tally Sheet - review	Standard Form	Multi-Step
<input type="checkbox"/>	2-C Upload Paper: Interview /Screening - review	Standard Form	Multi-Step
<input type="checkbox"/>	2-D Upload Scored, Signed, and Dated Pool Interview Questionnaire, Writing Assessment, and Rubric - review	Standard Form	Multi-Step
<input type="checkbox"/>	2-E Confidentiality and Ethics - review	Standard Form	Multi-Step

Continue with Selected Forms »

- Enter **Job Posting Number**, then click **Next**

This form can be linked to other items. Required items are marked with an *.

Select associated Job Posting

Enter job id, title, or location

« Prev Next »

- Fill out form – make sure to add in screening criteria from step 8 in the **additional notes/screening criteria section**, then **Submit Form**

Interview team across top row
Candidate in left column
* Date Screening Completed

Team (across) Candidate (below)	Screeners					Total Score	Interview?	Interview Notes
applicant 1	12					12	<input checked="" type="radio"/> Yes <input type="radio"/> No	
applicant 2	20					20	<input checked="" type="radio"/> Yes <input type="radio"/> No	
applicant 3	10					10	<input type="radio"/> Yes <input checked="" type="radio"/> No	
applicant 4	17					17	<input checked="" type="radio"/> Yes <input type="radio"/> No	
							<input checked="" type="radio"/> Yes <input type="radio"/> No	
							<input type="radio"/> Yes <input type="radio"/> No	
							<input type="radio"/> Yes <input type="radio"/> No	
							<input type="radio"/> Yes <input type="radio"/> No	
							<input type="radio"/> Yes <input type="radio"/> No	
							<input type="radio"/> Yes <input type="radio"/> No	

Additional Notes/Screening Criteria:
IMPORTANT to add screening criteria here
Screened applicants with FIT score 7 or higher, previous para experience, building experience
Applicant 1 withdrew

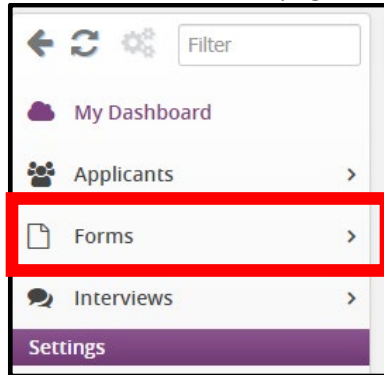
Step 17: Invite applicants to interview and conduct interviews. Use job specific interview questions. These will need to be uploaded per interviewer. For example, if you have 3 people on the panel, and are interviewing 4 applicants, there should be 12 interview questions completed and uploaded to the job.

Step 18: Complete and have panel complete **Confidentiality and Ethics** electronically

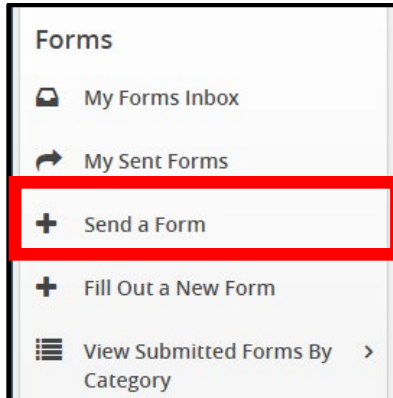
- **NOTE the following:**
 - Confidentiality and Ethics forms only need to be submitted once per school year per individual

- If someone is on the panel that is **NOT** an admin, you will need to send the form by following these steps:

- Click **Forms** from homepage



- Click **Send a Form**



- Click the box next to **2-E Confidentiality and Ethics**, then click **Continue with selected form**



- Type **Panel Member's District Email Address** in Other Email section, then select **Next**

From: [Frontline Education](#) | User: [Frontline Education](#) | Contact: [Frontline Education](#)

☐ Me (You will be immediately sent to the form)

☐ Applicant Tracking User (Select one or more recipients of this form; a separate invitation and form will be delivered to each user selected.)

☒ Other Email

Enter email address; multiple allowed, separate with commas

- Click **Finish and Deliver** (you can personalize this email if you wish)

From: [Frontline Education](#)
Subject: Frontline Education Form: "FormSent.CreatorName's Form "Form Title" [s]

Dear ,

A form has been routed to you. Please click the link below to open the form:

[FormLink]

Thanks,
Frontline Education

☐ Receive email notification on submission?

[Preview](#) [Finish and Deliver](#)

- Check **My Sent Forms** to ensure panel member completes this form
 - o **Forms → My Sent Forms → Search person can select print to view**

Step 19: Complete 2-B Interview Tally Sheet

- Click **Forms** from homepage

Filter

[My Dashboard](#)

[Applicants](#)

[Forms](#)

[Interviews](#)

[Settings](#)

- Click **Fill Out a New Form**

Forms

My Forms Inbox

My Sent Forms

Send a Form

Fill Out a New Form

View Submitted Forms By Category

- Click the box next to **2-B Interview Tally Sheet**, then click **Continue with selected Forms**

Search

Type

Workflow

Applicant Screening		
<input type="checkbox"/> 1-B: Rubric & Screening Form - Classified - preview	Standard Form	Single-Step
<input type="checkbox"/> 1-C: Rubric & Screening Form - Principal/Administrator - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-A: Screening Tally Sheet (1-10 candidates) - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-A: Screening Tally Sheet (1-30 candidates) - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-B: Interview Tally Sheet - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-C Upload Paper: Interview /Screening - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-D Upload Scored, Signed, and Dated Pool Interview Questionnaire, Writing Assessment, and Rubric - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-E Confidentiality and Ethics - preview	Standard Form	Multi-Step

Continue with Selected Forms

- Enter **Job Posting Number**, then click **Next**

This form can be linked to other items. Required items are marked with an *.

Enter job id, title, or location

« Prev

Next »

- Fill out form – make sure to add in interview criteria from step 8 in the **additional notes/screening criteria section**, then **Submit Form**

Search	Type	Workflow
Applicant Screening		
<input type="checkbox"/> 1-B: Rubric & Screening Form - Classified - preview	Standard Form	Single-Step
<input type="checkbox"/> 1-C: Rubric & Screening Form - Principal/Administrator - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-A: Screening Tally Sheet (1-10 candidates) - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-A: Screening Tally Sheet (1-30 candidates) - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-B: Interview Tally Sheet - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-C Upload Paper: Interview /Screening - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-D Upload Scored, Signed, and Dated Pool Interview Questionnaire, Writing Assessment, and Rubric - preview	Standard Form	Multi-Step
<input type="checkbox"/> 2-E Confidentiality and Ethics - preview	Standard Form	Multi-Step
		Continue with Selected Forms »

- Enter **Job Posting Number**, then click **Next** (IMPORTANT: only add job posting number when uploading interview materials and candidate lists, we do not want interview questions to be tied to the applicant file)

This form can be linked to other items. Required items are marked with an *.

1. Select an existing Job Posting

Enter job id, title, or location

« Prev Next »


- Upload **Candidate List** and **All Interview Questions and Scores** (there should be one file per applicant and interview panel member, i.e. 3 applicants with 4 panel members = 12 interview questions)
 - Upload **Candidate List** in first Add File
 - Upload **All Interview Questions and Scores**
 - Type Name → Click **Sign to Confirm**
 - **Submit Form**

2-C Upload Paper: Interview /Screening

Organization: **Everett Public Schools**

Assigned To: ... Job ID: ...


[Show History](#)

 Please answer the questions below.

Upload signed and dated paper copy of Candidate List for Screening

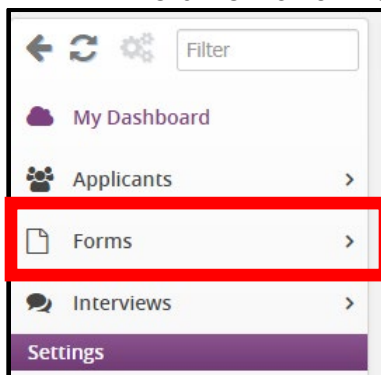
Upload all paper interview materials, including questions and answers.
(be sure to include both sides if double sided).

Upload any assessment materials.

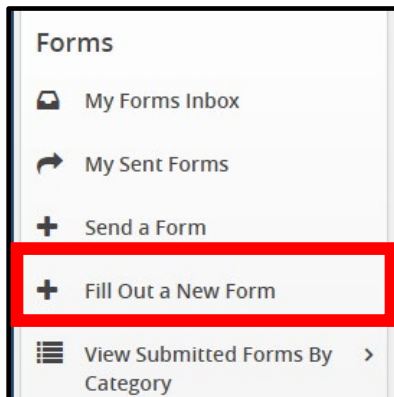


Step 21: Submit Hiring Recommendation Form (Make sure you are submitting the correct form for the position you are hiring for)

- Click **Forms** from homepage



- Click **Fill Out a New Form**



- Scroll down to **EPS Internal Forms**, check box next to the correct **Hiring Recommendation form**, then click **Continue with Selected Form**

EPS Internal forms

<input type="checkbox"/>	4-C: Hire Recommendation Form: Paraeducator - preview	Standard Form	Multi-Step
<input type="checkbox"/>	4-D: Hire Recommendation Form: SPECIAL EDUCATION Paraeducator - preview	Standard Form	Multi-Step
<input type="checkbox"/>	4-E: Hire Recommendation Form: Classified (non-para positions) - preview	Standard Form	Multi-Step
<input type="checkbox"/>	4-F: Hire Recommendation Form: Coach - preview	Standard Form	Multi-Step
<input type="checkbox"/>	4-G: Hire Recommendation Form: ECEA Club Advisors (ONLY) - preview	Standard Form	Multi-Step

[Continue with Selected Forms »](#)

- Type **Job Posting Number** and **Applicant name**, then click **Next**

This form can be linked to other items. Required items are marked with an *.

* Select associated **job posting** —

Enter job id, title, or location

and

* Select associated **applicant** —

Enter last name, first name, or appno

« Prev [Next »](#)

- Fill out **Hiring Recommendation**, then **Submit Form**



Certificated Hiring Guide

Start to Finish

Important Information and Hints:

Life of a hiring recommendation form: (Hiring administrator will receive automated emails at each stage)

1. Hiring administrator submits hiring recommendation
2. Employment Services receives automated email about form completion → review hiring recommendation for defensible hiring practices (if materials are missing, employment will contact hiring administrator for information) → then approve
3. HR Director receives automated email about form completion → reviews hiring recommendation for defensible hiring practices, telephone references, etc.
4. If approved, hiring administrator will receive an automated email that indicates **“OKAY TO OFFER”**. ONLY at this point should you offer the position to the applicant. (note when employment approves their section, you will receive STEP __ has been **approved**. This is not the email that notates it is OKAY TO OFFER)

Helpful Hints:

- If you start a form and “Save as draft”, you can go back later to finish. No need to start a new form.
Forms → My Forms Inbox → look for the form and click edit
- Hiring Recommendation Forms have a checklist, before submitting your hiring recommendation form, make sure to use this tool, to ensure you have all materials needed before submitting.

EEA Collective Bargaining Agreement Section 12.01 - Substitutes Represented by Association

B. Long-term substitute certificated employees shall be defined as:

- 1. Substitute certificated employees employed by the District in one (1) teaching assignment for a period in excess of twenty (20) consecutive work days until completion of that long-term assignment; or,*
- 2. Substitute certificated employees employed by the District to replace a regular certificated employee when, at the start of the assignment or during the first twenty (20) consecutive work days in the assignment, it is clear to the District (because of the nature of the regular employee's leave such as, but not limited to a maternity leave, major operation, or other approved leave) that the absence of the regular certificated employee will continue for more than twenty (20) consecutive work days from the first day that the substitute certificated employee is assigned to the position until completion of the long-term assignment.*

Process Checklist:

- ☐ Need for vacancy identified. Employee submits leave of absence request form and supporting documents to benefits desk or vacancy is identified by building administrator.
- ☐ Leave of absence approved by HR Talent, Acquisition & Retention Director
- ☐ Principal contacts HR Talent, Acquisition & Retention Director to discuss replacement needs
- ☐ HR Talent, Acquisition & Retention Director requests list of qualified substitutes from substitute coordinator
- ☐ HR Talent, Acquisition & Retention Director reviews list of qualified substitutes and provides list to principal
- ☐ Principal interviews qualified candidate(s) using long-term certificated substitute interview questions
- ☐ Principal completes 2 reference checks on recommended candidate
- ☐ Principal submits hiring recommendation form and hiring materials to HR Talent, Acquisition & Retention Director

**EVERETT PUBLIC SCHOOLS
HUMAN RESOURCES
DEPARTMENT**

LONG-TERM CERTIFICATED SUBSTITUTE RECOMMENDATION FORM

☐ School: _____

Position: _____

☐ Leave of (name): _____

☐ Vacancy (reason): _____

☐

☐ Other (describe): _____

Interview Team Members:

1.

2.

3.

4.

Candidates Interviewed:

1.

2.

3.

4.

For Human Resources Use Only

Current Employee or Substitute: ☐ Yes ☐ No

If checked no above, complete the following:

Hiring Materials:

☐ I-9 documents

☐ Letter of Reasonable Assurance

☐ Retirement Status Verification

☐ WA Misconduct Disclosure Release

Fingerprints:

☐ Need per OSPI _____ (date)

☐ OK per OSPI _____ (date)

Long-term certificated substitutes must be endorsed in the position in which they are being placed. Note: emergency and substitute endorsements do not qualify.

Candidate recommending: _____

The candidate listed above holds the appropriate endorsement for this position? ☐ Yes ☐ No

Anticipated Start Date: _____ **Anticipated End Date:** _____

Reasons for Recommendation: Documented from personnel folder, application, references, education, training, experience, rating from formal interview, etc.

1.

2.

3.

4.

5.

Principal's / Supervisor's Signature

Date

Human Resources Administrator's Signature

Date

Remember to include with this form:

☐ Long-term certificated substitute interview questions

☐ Telephone references (2)

EVERETT PUBLIC SCHOOLS

**LONG-TERM CERTIFICATED SUBSTITUTE
INTERVIEW QUESTIONS** (rev. 7/2018)

RESPONSE RATING:

- 4 = An answer even better than the “indicator” answer defined below. (Includes all elements of the “look-for” answer and goes beyond in depth and/or breadth of response.)
- 3 = Answer to “indicator”. This answer was determined by “subject matter experts” to be a good answer.
- 2 = Includes some element(s) of the “indicator” answer, but not totally complete.
- 1 = A weak answer related to the question.
- 0 = A totally irrelevant answer.

Candidate’s Name

Subject Area/Level

Rater’s Name

Date

_____/28
Total Score

_____%
Percentage

RATER’S OVERALL COMMENTS:

- Describe your education and experiences that have prepared you for a position in Everett Public Schools.

Indicators:

- ☐ Education: undergraduate, graduate, evidence of commitment to ongoing education, appropriate endorsements, highly qualified
- ☐ Experience: Pre-K-12 contracted substitute teaching, teaching, demonstrated current knowledge of instruction, technology, diversity, assessment. Other experiences with children and youth.
- ☐ Commitment to education and children/youth over time, planned and thoughtful decisions, teaching is more than a job.
- ☐ Caring/concern for students/young adults: student/child focused, concern for student’s well-being and growth.
- ☐ Other attributes: enthusiasm, professional attitude, passion for teaching and working with young people.

(rating 0-4)

2. Describe how you establish a safe, positive learning environment. Please give examples of your approach to classroom discipline, including examples of interventions you would use with a student who frequently demonstrates disruptive behavior.

(rating 0-4)

Indicators:

- ☐ Clear classroom expectations
- ☐ Teaching/re-teaching expected behavior
- ☐ Communication with student
- ☐ Communication and collaboration with parent
- ☐ Reinforcement of appropriate behaviors
- ☐ Strategies to teach and develop social skills, self-management and self-direction
- ☐ Individualized behavior plan

3. Please explain how you have or will design lessons that meet the varying ability levels of your students, including students from a variety of backgrounds, languages, special needs and students who are gifted.

(rating 0-4)

Indicators:

- ☐ Understanding of individual student needs
- ☐ Opportunities for grouping
- ☐ Leveled materials
- ☐ Planned reteach/extension opportunities
- ☐ Modified assignments
- ☐ Collaboration with support staff

4. How do you use formative and summative information to evaluate student progress?

(rating 0-4)

Indicators:

- ☐ Uses assessment as an ongoing and integral process in instruction
- ☐ Assessment drives instruction
- ☐ Uses formal and informal methods
- ☐ Instruction provides assessment information
- ☐ Gives specific and timely feedback to students
- ☐ Assessment drives curriculum modifications
- ☐ Evaluation of assessment
- ☐ Communication tool – students, parents, specialists, principal

5. Tell us about a time when you had to discuss an issue with a parent regarding a student's poor academic progress or a difficult behavior. What was the outcome?

(rating 0-4)

Indicators:

- ☐ Used a calm voice and showed caring
- ☐ Presented data to back up your concerns
- ☐ Tried to understand the parent concerns
- ☐ Was an empathetic listener
- ☐ Enlists help from others
- ☐ Communicated opportunities to help and support the student
- ☐ Provided strategies or resources to address the student performance
- ☐ Communicated caring

6. What role will you play in collaborative efforts of your grade level/department team and of your school?

(rating 0-4)

Indicators:

- ☐ Participate in school/district committees
- ☐ Share learning/information/materials with colleagues
- ☐ Collaboratively plan lessons
- ☐ Foster positive relationships with colleagues
- ☐ Seeks feedback from peers
- ☐ Uses student data

7. What are your strengths as a teacher? In what areas would you need support?

(rating 0-4)

Indicators:

- ☐ Able to articulate strengths and areas for growth
- ☐ Able to indicate what support would be needed
- ☐ Awareness of self as professional
- ☐ Awareness of self as a team member
- ☐ Areas interested in growing as a professional

8. Additional building questions: (optional – not scored)

Total from questions 1-7 _____/28

PERCENTAGE = _____

SCALE

90%-100% = Outstanding

80%-89% = Strong

72%-79% = Satisfactory

71% or less = Not to be considered

Interviewer Signature (Principal/Administrator)

Date

**EVERETT PUBLIC SCHOOLS
HUMAN RESOURCES
DEPARTMENT**

**LONG-TERM CERTIFICATED SUBSTITUTE
TELEPHONE REFERENCE CHECK**

Name of Candidate:
Name of Reference:
Organization:

Position: Certificated Substitute
Telephone Number:

-
1. How long have you known this person?
 2. In what position does/did this person work?
 3. What was your association with this person?
-

SCALE: 1 –5 (1=Lowest; 5=Highest) Please select the appropriate number.

- | | |
|--|---------------|
| 4. How would you rate this person's instructional skills? | Please Select |
| 5. How would you rate this person's classroom management skills? | Please Select |
| 6. How well does this person interact with students with diverse needs (<i>e.g., ethnically diverse, socio- economic, special needs students</i>)? | Please Select |
| 7. How would you rate this person's written and oral communication skills? | Please Select |
| 8. How well does this person utilize State standards in their curriculum? | Please Select |
| 9. How would you rate this person's interpersonal relationships with students, parents and staff? | Please Select |
| 10. How would you rate this person's flexibility? | Please Select |
| 11. How would you rate this person's ability to work as a member of a team? | Please Select |
| 12. How would you rate this person's ability to maintain confidentiality? | Please Select |
| 13. How would you rate this person's attendance and punctuality? | Please Select |

14. What contributions has this person made to your school?
15. Please tell me about this person's judgment. Can you think of any examples of good and bad judgment?
16. What are growth areas for this person?

Please circle the appropriate letter.

17. Has this person ever been placed on a plan of improvement? If yes, please explain: ☐ Y ☐ N
18. Has this person ever been disciplined? If yes, what were the circumstances? ☐ Y ☐ N
19. Would you put any restrictions on this person if you hired them? If yes, please explain: ☐ Y ☐ N
20. Is this person currently under investigation, or has this person been under investigation, due to allegations of misconduct, including sexual misconduct? If yes, please explain: ☐ Y ☐ N
21. Would you have any hesitation having your own children under this person's sole supervision? If yes, please explain: ☐ Y ☐ N
22. If you had a position in your building, would you hire this person and for what position? If no, please explain: ☐ Y ☐ N
23. Is there anything I haven't asked, that you would like to comment upon?

Name of person conducting reference check:
Date completed:

HRIS:

HR Information System overview for NEW EMPLOYEES

2021 - 22

PO Box 2098
Everett, WA 98213
www.everettsd.org
Revised 6.27.2021



Welcome to Everett Public Schools!

We have several information systems within Human Resources that are integral to your employment at Everett Public Schools. Within this document are training briefs for these systems.

Frontline - Absence Management – absence substitute management system

- How to create an absence
- Managing your personal information
- Accessing absence management on the phone

Frontline - Professional Growth – Professional Development system

- Setting up your account
- Registering for professional development activities

Vector Training (formerly SafeSchools) - Online mandatory safety training

- How to log into your account
- Taking your mandatory trainings

Who to contact in HR?



FL - Absence Management

Absence Reporting and Leaves of Absence

ABSENCE REPORTING

- All staff members are required to report their absence no later than the day of the absence via the Frontline absence management system even if a substitute is not required.
- Office staff cannot create your absence on your behalf.
- If not reported on the day of the absence, an absence verification form is required.

REASON CODES FOR ABSENCES

- | | |
|---|---|
| 1. Illness | 9. Bereavement (Verification form required) |
| 2. Serious Family Illness (Verification form required) | 10. Religious Holiday |
| 3. Personal Day (EEA) | 11. Military Leave |
| 4. Vacation (prior approval required) (EAEOP/SEIU/TRADES) | 12. Association/Union (Prior approval required) |
| 5. Subpoena/Court | 13. L&I Disability |
| 6. Jury Duty (Verification form required) | 14. Birth/Adoption |
| 7. Emergency (Verification form required) | 18. DRA Testing |
| 8. Unpaid Leave (Prior approval required) | 19. SWA Release |
| | 27. Witness/District Court (Verification form required) |
| | 32. Personal Day (Classified) (Prior approval required) |

UNPAID LEAVE

Any unpaid leave must be pre-approved by the immediate supervisor prior to the leave being taken. A Payroll Absence Verification Form is required for this type of leave.

LONG-TERM LEAVE & WORK RESTRICTIONS

When an employee is on a long-term leave (medical, personal, childcare, etc.) they **may not** work for the District or anywhere else for the duration of their leave, without prior approval from the Executive Director of Human Resources. They may not attend classes offered by the district, attend LID, in-service or other professional development days, nor may they work as a substitute in any capacity.

Questions about leave of absence requests please contact the Benefits.

- Benefits Coordinators:
 - Lynn Tipping 425-385-4116
 - Linda Conti 425-385-4128
- benefits@everettsd.org 425-385-4115

Questions about absence reporting contact substitute services,

- Substitute Coordinators:
 - Shelley Gross
 - Lynda Peterson
- subservices@everettsd.org 425-385-4111



FL - Absence Management

Absence Reporting and Leaves of Absence

ADDITIONAL ABSENCE REPORTING TIPS

- Confirm your work schedule and location every year. You can do this by clicking on "Create an Absence" (No need to report an absence if one is not needed). Request changes with your building office manager or contact subservices@everettsd.org 425-385-4111.
- Schedules with multiple locations or classifications must enter an absence for each schedule, select alternate schedule in the drop down menu.
- Receive email confirmations of absences and cancellations by updating your email address in your Frontline profile.
- Email preferred substitute name and ID to subservices@everettsd.org and request they be added to your "Priority List".
- Within your Frontline profile, you can review or cancel absences and review the assigned substitute.
- Refer to your school/department office manager for school schedules when reporting less than a full day absence.
- Certificated long-term subs (21+ days) must be approved by Human Resources prior to placement.

Contact Information

Substitute Services
Human Resources
6:30am – 4:30pm
425-385-4111
Subservices@everettsd.org



FL - Absence Management

Absence Reporting and Leaves of Absence

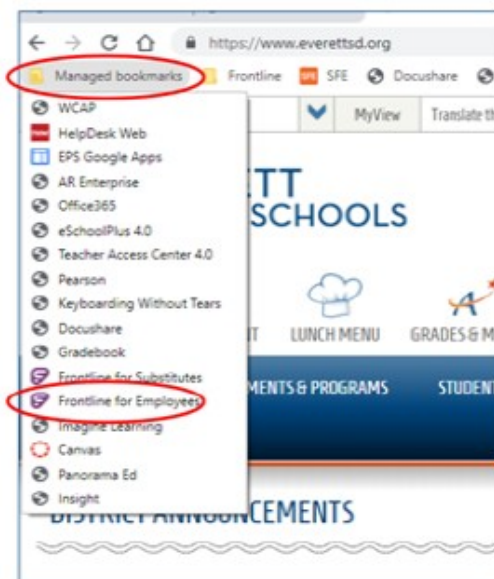
All staff members are required to report their absence via the Frontline absence management system even if a substitute is not required.

LOGGING IN ON THE WEB

Frontline for Employees (Managed Bookmarks in Google Chrome)

<https://login.frontlineeducation.com/sso/everettsd>

If you have not yet logged into Frontline with the new link, please do so. No login credentials will be required within the district network.



CREATING AN ABSENCE

You can enter a new absence from your Absence Management home page under the Create Absence tab. Enter the absence details including the date of the absence, the absence reason, notes to the administrator or substitute, etc. and attach any files, if needed. You can then click **Create Absence**.

Create Absence | 3 Scheduled Absences | 1 Past Absences | 0 Denied Absences

Please select a date

Need more options? [Advanced Mode](#)

Substitute Required Yes

Absence Reason Select One

Time Full Day
Please enter a valid time range using the HH:MM AM format.
07:00 AM to 03:00 PM

Notes to Administrator (not viewable by Substitute)
255 character(s) left

Notes to Substitute
255 character(s) left

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Choose File No file chosen

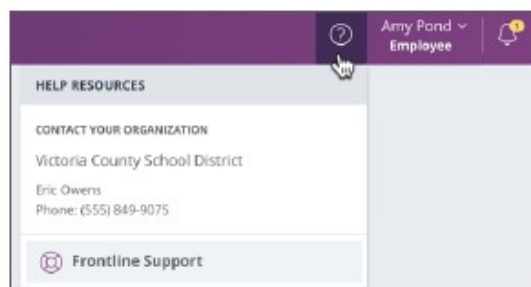
Shared Attachments

Cancel **Create Absence**

CREATING AN ABSENCE

Using the “Account” option, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), manage your preferred substitutes, and more.

Personal Info	Personal Info
Change Phone Pin	General Information
Shared Attachments	Name: Amy Pond
Preferred Substitutes	Phone: 6105553747
Excluded Substitutes	Email Address: Apond@education.com
Absence Reason Balances	Title:
	Room Number: Main Office
	Language: English Your language preference can be changed in your Account Settings .
	Address



HELP RESOURCES

CONTACT YOUR ORGANIZATION

Victoria County School District

Eric Owens
Phone: (555) 849-9075

Frontline Support

GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click **Help Resources** and select Frontline Support. This opens a knowledge base of help and training materials. You may also contact Human Resources at ext. 4111 or 4114

GETTING HELP AND TRAINING

In addition to web-based, system accessibility, you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call the Absence Management system, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign) and then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – Press 1
- Review upcoming absences – Press 3
- Review a specific absence – Press 4
- Review or change your personal information – Press 5

If you create an absence over the phone, please note the confirmation number that the system assigns the new absence, for future reference.



Frontline: Professional Growth

Navigating Your Info and Learning Plan

When you log into Frontline: Professional Growth, you will see options to view **My Info** and **Learning Plan** on the Navigation Bar.

NAVIGATION

Insights

My Info

Learning Plan

Activity Catalogs

Activities

Forms

Administration

MY INFORMATION

My Evaluations

My File Library

My User Profile

PORTFOLIO

My Portfolio

View All

View By Goal

View By Purpose (Current)

View Current Year

View Denied Requests

View In Progress

View My Activities

TRANSCRIPT

Download Transcript

Print Transcript

My Info, you will be able to:

- Update your profile information, view your **User Profile**. This includes your notification settings, your email address, your assignment location, department (where applicable) and subject area
- View **My Portfolio** to see classes you've taken.
- Click on completed activity to complete required course evaluation.

2 Meeting(s)

#	Date	Time	Locat
1.	Tue Jul 10, 2018	9:00 am to 12:00 pm	here
2.	Mon Jul 23, 2018	9:00 am to 12:00 pm	there

test

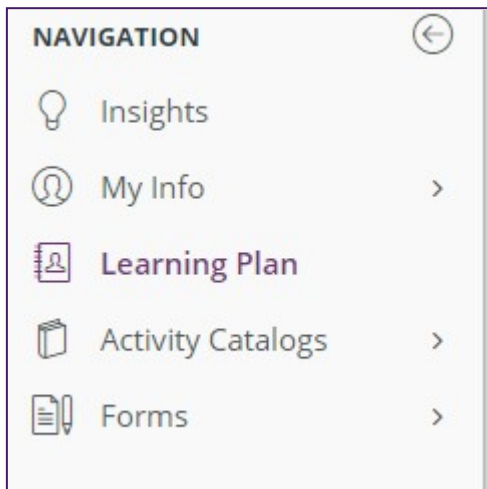


Evaluation
Required

Frontline: Professional Growth

Navigating Your Info and Learning Plan

To find additional professional development information, select **Learning Plan** from your navigation menu.



From Learning Plan tab, you will find:

- **Wait List**- if you have signed up for an activity, but the class list was full, you will automatically be added to the wait list.
- **Pending Prior Approval** – sometimes an instructor may want to restrict who can take an activity. If the instructor is still monitoring, your name will be here until approved or denied.
- **Approved and/or In-Progress** – all upcoming and in- progress activities will be listed here.
- **Instructor has Confirmed or Awaiting Final Credit** this is for sessions awaiting attendance. If these are empty, it means you've been marked as attended.
- **Recently Completed** is where you will find activities that have recently ended.
- The clipboard icon identifies an evaluation is required. Select **Manage** next to the activity and then select the evaluation to complete it.

My Requests - Dean Sample - TEST ACCOUNT

Actions	Activity Title	Start Date	End Date
Save as Draft (0 Record(s))			
-- no records --			
Wait List (0 Record(s))			
-- no records --			
Pending Prior Approval (0 Record(s))			
-- no records --			
Approved and/or In-Progress (0 Record(s))			
-- no records --			
Instructor Has Confirmed Attendance (0 Record(s))			
-- no records --			
Awaiting Final Credit (0 Record(s))			
-- no records --			
Denied (0 Record(s))			
-- no records --			
Recently Completed (2 Record(s))			
Manage	test test 18073199	07/10/2018	07/23/2018
Manage	Test course 06/01/2018	06/01/2018	06/01/2018

View My Portfolio for full list

Details

18073199

Instructor/Manager: SUSAN MCCOARD - SMccoard@everettsd.org

Requester(s): SUSAN MCCOARD

Activity Title(s)

Date	Time	Location
Tue Jul 10, 2018	9:00 am to 12:00 pm	here
Mon Jul 23, 2018	9:00 am to 12:00 pm	there

Approval Status

Administrator	Approval Type	Comments
	Final Approval	

If you have any questions regarding the approval of this request, please contact the administrator.

Team Room Summary

Recent Discussion

Recent File

No discussion topics have been added to the Team Room.

No files have been added to the Team Room.

View/Print Form

Team Room

2 - CLASSIFIED COURSE EVALUATION (Anonymous)

Frontline: Professional Growth

Viewing the Catalog & Registering for Activities

NAVIGATION

- My Info
- Learning Plan**
- Activity Catalogs
- Activities**
- Forms

CATALOGS

- District Catalog**
- Calendar

In the Navigation pane, select **Activity Catalog**, find the **District Catalog** to search for professional development offerings or use the Calendar option to browse by date.

Catalog: Everett Public Schools

Search Options

All Events
All Programs

Between: 05/30/2018 and 04/30/2019

Advanced Search Options

Purpose: All
Goal: All

You can search by date, content area, purpose, etc. Be sure to select **search**. After you search for a specific activity, click on the title for more details. To sign up, click on **Sign Up Now**.

Catalog: Everett Public Schools

Search Options

All Events
All P

Between: 07/05/2018 and 06/30/2019

Advanced Search Options

Search Results (1 - 20 of 20)

- Coaches Only First Aid/CPR/AED Certification 18061803**

Program: District Catalog
Activity Owner/Manager: SARAH SUNDSTROM - ssundstrom@everettsd.org
Dates: 8/14/2018

Coaches Only Provide coaches with the mandatory First Aid, CPR and AED c
- First Aid / CPR 18062002**

Program: District Catalog
Activity Owner/Manager: SUSAN MCCOARD - SMccoard@everettsd.org
Dates: 9/3/2018

First Aid

First Aid/CPR is a required course for positions considered high risk. We regret the seating. If your position is not required to have First Aid/CPR certification you will be Rescuer duties; understanding privacy issues; rescuer and victim safety; gloves in; breathing problems; adult/child choking; bad allergic reactions; epinephrine pen pr; stroke, seizures, shock; bleeding you can see practice sessions; wounds; adult/chi

*Sessions are held twice per month on Mondays, except on Holidays.

First Aid / CPR 18062002

Program: District Catalog
Activity Owner/Manager: SUSAN MCCOARD - SMccoard@everettsd.org
Dates: 9/3/2018

First Aid

1 Meeting(s)

#	Date	Time
1.	Mon Sep 3, 2018	4:30 pm to 7:30 pm

First Aid/CPR is a required course for positions considered high risk. We regret the seating. If your position is not required to have First Aid/CPR certification you will be Rescuer duties; understanding privacy issues; rescuer and victim safety; gloves in; breathing problems; adult/child choking; bad allergic reactions; epinephrine pen pr; stroke, seizures, shock; bleeding you can see practice sessions; wounds; adult/chi

*Sessions are held twice per month on Mondays, except on Holidays.

Purposes
Categories
Goals
Buildings
Departments
Grades
Groups
Instructors

CLOCK HOURS
Human Resources HMR
5. Current or anticipated assignme
All
All
All
All
SUSAN MCCOARD (SMccoard@
INGRID STAFFORD (IStafford@e
MYRNA WEISS (JWeiss@everett
Joan Weiss

Registration Options

Frontline: Professional Growth

Viewing the Catalog & Registering for Activities

To review your schedule, click on Learning Plan from the Navigation bar.

NAVIGATION

My Info

Learning Plan

Activity Catalogs

Activities

Forms

All activities for which you have signed up will appear under Approved and/or In-Pro

Approved and/or In-Progress (3 Record(s))					
Manage	Updating Your Classroom Website LITS 18052501	07/24/2018	07/24/2018		In-District PD Request Form
Manage	test 05/15/2018	05/16/2018	05/17/2018		
Manage	HMR - Sample Activity TEST - 18052199	05/01/2018	05/03/2018		In-District PD Request Form
Instructor Has Confirmed Attendance (0 Record(s))					

You can also use the Calendar view to find an Activity.

NAVIGATION

Insights

My Info

Learning Plan

Activity Catalogs

Activities

CATALOGS

District Catalog

Calendar

While you can search by day or month, we find that the **LIST** view is the most user friendly. (Shown below)

Make sure that you've selected **District Catalog** and **EPS Online Catalog** to see all of Everett's courses.



Frontline: Professional Growth

Viewing the Catalog & Registering for Activities

Professional Development

Personal Calendar

☒ My Calendar

[+] Add Event

District Catalog

☒ District Catalog

☒ EPS Online Catalog

☐ Online Courses

Calendar - Everett Public Schools

<< May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May >>

Add Event | Search | Print

August 2018

DAY MONTH [LIST]

Wednesday, August 1, 2018

7:30a-4:30p Superintendent's Leadership Team Retreat 18072603

Thursday, August 2, 2018

8a-4p Equipped to Lead 18072602

Friday, August 3, 2018

8a-3:15p Equipped to Lead 18072602 [2]

Monday, August 6, 2018

7:30a-4:30p Office Professionals Meeting 18061201

Tuesday, August 7, 2018

8a-11a LITS Building a Classroom Website18060506

8a-12p Substitute Para Pro Assessment 18061929

9a-10:30a Frontline PD System "Catalog Administrator" Training 18062506

12p-3p LITS Updating Your Classroom Website 18060507

Wednesday, August 8, 2018

8a-3p LITS Canvas Camp Day 1 18060522

Thursday, August 9, 2018

8a-11a LITS Classroom Notebook 18060526

8a-11a LITS Elementary Gradebook 2018 18060542

Follow the steps above to sign up for an activity.

Questions regarding this process, contact Michelle x4127 or Ingrid x4114 in HR.

Who to contact in HR?

Frontline Systems

Ingrid Stafford—System Support Analyst – 425-385-4114

Absence Management

Shelley Gross—Substitute Coordinator — 425-385-4111

Lynda Peterson - Substitute Coordinator 425-385-4214

Professional Growth

Michelle Olson— Administrative Assistant — 425-385-4127

Vector Training Online Training

Ingrid Stafford—System Support Analyst – 425-385-4114

Michelle Olson— Administrative Assistant — 425-385-4127

Employment Services

Kylie Drouillard—Administrative Assistant — 425-385-4113

Katrina McNeal—Administrative Assistant — 425-385-4112

Benefits

Lynn Tipping— Benifits Coordinator 425-385-4116

Linda Conti—Benefits Coordinator 425-385-4128

Help Desk

425-385-4357 (HELP)

In compliance with state regulations Everett Public Schools requires all employees be trained on the following subjects through *Vector Training*. These trainings are a condition of employment and should be completed during the scheduled work day for non-exempt employees (e.g., paraeducators, office personnel, custodians, food and nutrition, trades, nurses, etc.). If unable to complete the training during a regular work day, it is up to the supervisor to allocate additional time.

- Every year, the law requires each staff member to receive training in:
 - **Bloodborne Pathogen Exposure Prevention** (21 min)
 - **Bullying: Recognition & Response** (25 minutes) [RCW 28A.300.285](#)
 - **Health Emergencies Overview** (School staff only) (25 minutes) [RCW 28A.210](#)
 - **McKinny-Vinto Homeless Assistance Act** (10 min)
 - **Responding to Civil Rights Complaints in EPS** (38 min)
 - **Staff Handbooks & District Policies and Procedures** (15 min)
- Every three years, which included the 2016-17 school year, the law requires each staff member to receive training in:
 - **Boundary Invasion** (25 minutes) [WAC 392-190](#)
- Upon new employment to the district, in addition to the trainings listed above, it is required new staff member receive training in the following:
 - **Back Injury and Lifting** (20 min) [RCW 28A.320.125](#)
 - **Bloodborne pathogen Exposure Prevention** (21 min) [OSHA 1910.1030](#)
 - **District Employee Handbook** (15 min)
 - **What Every Employee Must Be Told** (66 min) [WAC 181-87](#) [RCW 28a.400](#) [RCW 26.44.030](#) [RCW 28A.400.317](#) [RCW 42.41](#) [RCW 9A.36.078](#)

Log into Vector Training using Chrome, Firefox, or Safari <https://everett-wa.safeschools.com/login>

Log In

Provided by
EVERETT PUBLIC SCHOOLS

Provided by
PUGET SOUND WORKERS'
COMPENSATION TRUST

Username
Enter employee ID


[Forgot Login?](#) [Log In →](#)

[Username Hint](#)

The safety of our staff and students is of utmost importance. That's why we're pleased to offer the SafeSchools Online Training System to our employees. We're confident you'll find these courses to be informative and helpful towards maintaining a safe learning environment.

If you have any questions, please contact pd@everettsd.org


Sample Training Plan




English 06762


My Assignments

Listed below are the courses assigned to you by your administrator. Additionally, you can track your progress towards completing each assignment.



Mandatory Training







Bullying: Recognition & Response

K-12 Washington Primer

Bullying continues to be a pressing problem in schools today, the effects

Certificate







McKinney-Vento Homeless Assistance Act Training

Custom

Certificate





Responding to Civil Rights Complaints in Everett Public Schools

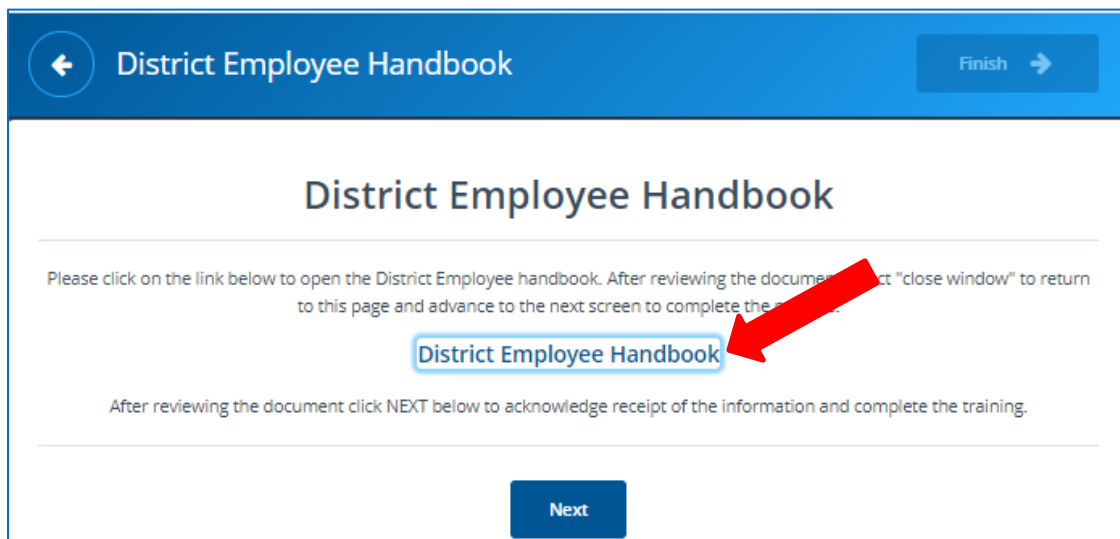
Custom

Certificate

64

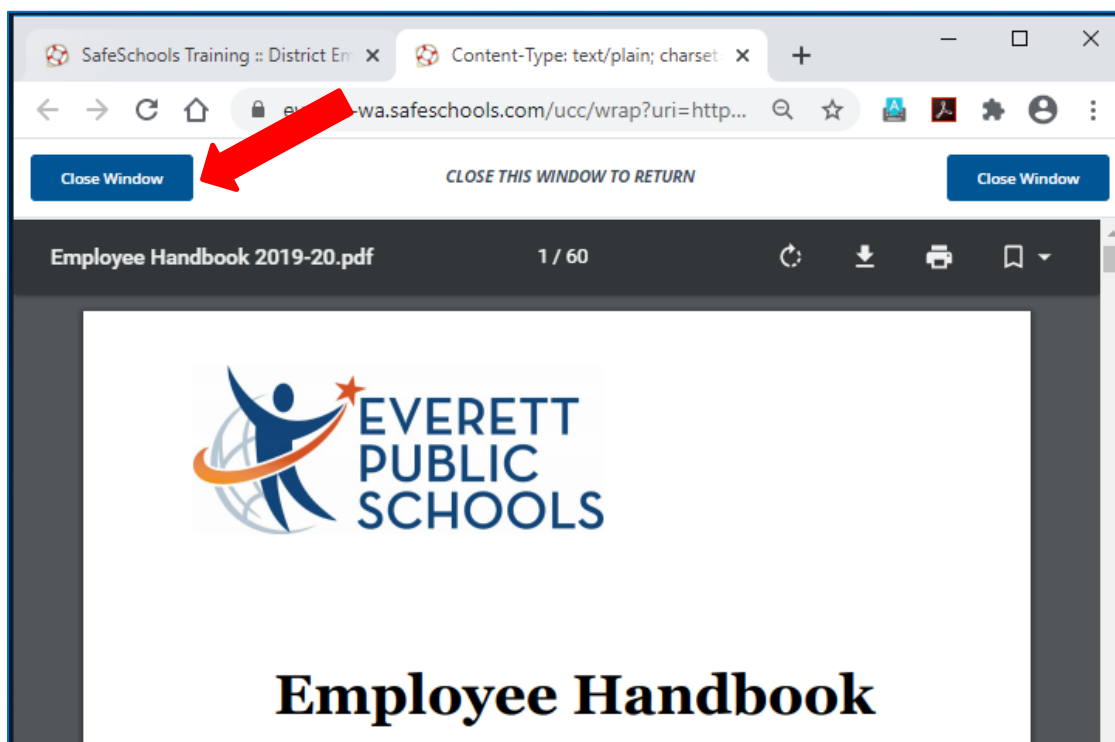
Note: When reviewing the staff and/or district handbooks it is important to FOLLOW ALL steps through completion.

1. Click the title link to review the training document



The screenshot shows a web interface for the "District Employee Handbook" training. At the top, there is a blue header bar with a back arrow, the title "District Employee Handbook", and a "Finish" button with a right arrow. Below the header, the title "District Employee Handbook" is centered. A paragraph of text instructs the user to click a link to open the handbook, review it, and then click "close window" to return to this page and advance to the next screen. A red arrow points to a button labeled "District Employee Handbook". Below this, another paragraph instructs the user to click "Next" after reviewing the document. At the bottom, there is a blue button labeled "Next".

2. After reviewing the document select "close window" to return to this page and advance to the next screen to complete the process.



3. After you "Close Window" click NEXT to acknowledge receipt of the information and complete the training.

← District Employee Handbook Finish →

District Employee Handbook

Please click on the link below to open the District Employee handbook. After reviewing the document select "close window" to return to this page and advance to the next screen to complete the process.

[District Employee Handbook](#)

After reviewing the document click NEXT below to acknowledge receipt of the information and complete the training.

Next

VectorSolutions
Vector Training, K-12 Edition

06762 ▾

← District Employee Handbook Finish →

Previous

I acknowledge receipt of the information provided in the district employee handbook. I understand it is my responsibility, as well as the expectation of the district, that I have read and understand the content. This includes the technology policy, and procedures outlining acceptable use of district technology.

☒ I agree to abide by all district policies and procedures.



Administrator Access for reporting

<https://everett-wa.safeschools.com/login> to access Vector Training

LOG IN

Provided by
EVERETT PUBLIC SCHOOLS

Provided by
PUGET SOUND WORKERS' COMPENSATION TRUST

The safety of our staff and students is of utmost importance. That's why we're pleased to offer the SafeSchools Online Training System to our employees. We're confident you'll find these courses to be informative and helpful towards maintaining a safe learning environment.

If you have any questions, please contact pd@everettsd.org

Username
Employee ID

LOG IN

[Forgot Login?](#) [Username Hint](#)

WELCOME, Your Name

Position: **ELEMENTARY SCHOOL PRINCIPAL** Location: **LOWELL ELEMENTARY**

[This isn't me.](#)

Password
Employee ID

LOG IN

[Forgot Password?](#)

Confirm Login

Your administrative and/or reporting privileges require that you supply a password before continuing.

Select **Reports** in left navigation menu. Recommended “Compliance by Person”. The report provided will show all past due trainings. You will receive a monthly email as well.

Compliance By Person

Location: **LOWELL ELEMENTARY**

Position: **All Positions**

Library: **SafeSchools**

Assignment Category: **All Course Categories**

Course: **All Courses**

Completions: **Past Due Assignments**

Detail Level: **Summarize by Person**

Generate

Frontline Professional Growth (FLPG): At a Glance and FAQ

Frontline Professional Growth software manages all our professional development learning activities from registration, evaluation, transcripts, workshop payroll, and more. This online system makes it easy to track the learning activities of your staff and self.

At A Glance

- **Web address:** <https://login.frontlineeducation.com/sso/everettsd>
- **PD** = Professional development
- **Training guides** and **help documentation** are available using this link to [Docushare](#)
 - Activity proposal
 - Attendance
 - Pre-registration

Clock hours & OSPI

Everett Public Schools is approved by OSPI as an **in-service education** agency that can provide clock hours for professional development offerings

- OSPI requirements for sessions offering clock hours:
 - Prior approval required
 - 1 hour minimum meeting time
 - Agenda
 - Objective, intended outcome, and Washington State standards listed
 - Course evaluation

FAQs

General information

1. What if someone **missed registering in FLPG and wants clock hours?**
[Clock hours can be awarded on a paper inservice registration form. Email \[pd@everettsd.org\]\(mailto:pd@everettsd.org\) to request the missed credit inservice form. Provide employee, activity title, course code and date.](#)
2. Do I need to **print the sign in sheet always?**
[For all in-person meetings the sign in sheet from Frontline Professional Growth should be used. It includes important session details for record keeping and verifies PG registration.](#)
3. Where do I **send the original sign in** sheet after class?
[Use it to verify attendance then send to Human Resources **with the session agenda**.](#)
4. Do we need an **agenda for every session?**
[Yes. The agenda is an OSPI requirement if offering clock hours.](#)
5. Do all **professional development offerings** need to be **in FLPG?**
[Yes, if offering clock hours or workshop pay.](#)
6. When will **FLPG email registrants?**
[FLPG will email registrants and instructor/managers for](#)
 - a. Registrant: Reminder 3 day prior, session attendance, missed, dropped and no show
 - b. Manager: Approval of proposed course, cancelled course, registrant missing email addresses

Course Proposal

1. What is a **CHIP? Clock Hour Instructor Planning**
2. When is an e-CHIP proposal required? An e-CHIP proposal is required every time you offer clock hours for a session.
3. Can I **propose a session** that has **already occurred**? Not without Superintendent approval.
 - a. The state requires prior approval of any session offering clock hours
 - b. Sessions awarding any credit type are imported to BusinessPlus monthly for the employee's transcript
 - c. Sessions with an e-timesheet are imported to payroll consistent with the payroll calendar
 - d. Can I **add to the registrations or change attendance** details later? No. It's likely the session details have been exported to the employee's profile already and changes made will not be exported again, resulting in missed credits.
4. What is the **difference between the approval processes**?
 - a. e-CHIP – Clock Hour Instructor Planning: Used for any session offering clock hours, the proposal goes through the a committee approval and requires at least 24 hours prior to first occurrence.
 - b. Classified Instructional Hours: Any session offering classified instructional hours, typically for maintenance and office staff.
 - c. The training guide says to use the **eTimesheet** option. Can I use a **paper timesheet**? There are very few circumstances that need a paper timesheet. Contact HR if you feel you will need to use one.

Credit types: Clock hour vs. classified instructional hours

1. What are the **different credit types** EPS offers? Clock hours, classified instructional hours, and continuing education unit (CEU).
2. Is there a **difference between Clock Hours and Classified Instructional Hours**? Yes,
3. Can classified **employees receive clock hours**? Yes. Clock hours are converted to classified instructional hours for classified employees.
4. Can **certificated employees receive classified instructional hours**? No. Certificated employees will have no use for classified instructional hours.
5. Why do **teachers & para educators use clock hours**? EEA and EAP members receive clock hours for certification and salary placement.

Attendance

1. Completion of attendance is required within **2 days of the meeting date and final occurrence no later than 2 days after session completion.** (pg. 6-9).
2. What if a **registrant tells me they haven't received the evaluation** after a class? Session registration status has not been marked. The registration status triggers the evaluation and awards the professional development hours.
3. What if I need to make a **change to attendance** after roll has been taken and the course has been archived? Contact pd@everettsd.org before making any changes. Courses are archived when completed and records are exported to employee files. HR finalizes PD payroll and credit files on a monthly basis. Adding registrants to a roster after a course is archived or changing any attendance status after a course is archived may result in missed pay and/or clock hours errors to the employee records.

- 0000 Strategic Planning
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-190>
- 1000 Board of Directors
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-193>
- 2000 Instruction
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-196>
- 3000 Students
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-197>
- 4000 Community Relations
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-198>
- 5000 Human Resources
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-199>
- 6000 Management Support
<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-200>

**COMMUNITY RESOURCE CENTER
CATERING OPTIONS**

Ingallina's

www.ingallina.net

Sandwich Box Lunches

\$12.45 Salad Box Lunches

\$12.95 Various Party

Platters

Gluten Free Box Lunches also available

They are located in Seattle, but are happy to deliver to the CRC.

**The Catering
Company**

www.ordercatering.com

(425)825-7230

Large menu including buffets, platters and box lunches

Sandwich box lunches \$12.00

Salad Box Lunches

\$12.00 GF Available

They will deliver

Panera Bakery

www.panerabread.com

Breakfast and Lunch

Items Sandwich Platters

Box Lunches (Salad or Sandwich)

\$10.99 Will deliver

Avocado's

10822 Evergreen Way

425-322-5690

www.avocadosmexican.com

Provides wonderful buffet

meals. Delivery and set up

Taco Del Mar

www.tacodelmar.com

Everett Location (425)303-0300

Burrito Box Lunches

\$9.95

Taco Bar \$8.00 pp

Delite Bakery – close by!

3713 Broadway

425-249-2295

Will do orders of breakfast pastries, donuts, croissants Call Melissa or email her for large quantities melissadespi@hotmail.com

Subway

1-877-360-2283

www.subway.com

Box Lunches

Sandwich Platters

Quizno's

Nipun Prashar (425)359-2571

nipunprashar@yahoo.com

Box Lunches \$6.50 (sandwich or salad),

Meat/Cheese Trays

Would love to work with us on anything we need

Lombardi's

Josh Pederson (425)252-1886

evt@lombardisitalian.com

Box Lunch \$11.50

Also will do buffet style catering

Red Rock Subs

www.redrocksubs.com

(425)252-2786

Sandwich Platters

Amante Pizza & Pasta

www.amantepizzaandpasta.com

(425)512-8803

Lunch and

dinner Will

deliver

JOA Teriyaki Grill

www.joateriyaki.com

Kindred

Kitchen Box

Lunches 425-409-2696

www.kindredkitchen.com

Karl's Bakery

425-252-1774

www.karls-bakery.com

Cold and hot

breakfasts

Box Lunches, sandwich & fruit

trays and hot meals

Shawn O'Donnells

(425)293-6039

www.shawnodonnells.com

Can cater any event of any size, has diverse buffet style menus offering breakfast, lunch, dinner, hors d'oeuvres, can customize menus. Pricing ranges from \$10 up to \$30 per person.

Barry's Catering

Kris Barry (425)252-5036

www.barryscatering.com

Box Lunch \$11.00

Also will do buffet style catering

Celebrations**Catering**

www.celebrationscs.com

Kristan Sanchez

Georgio's Subs

425-290-3450

Sandwich Platters, Box Lunches, Salad Bowls,

Soup, Cookie Platters

QFC

(425)259-6061

Safeway

(425)252-1911

Firehouse Subs

Sub Platters, Salad Platters, Box

Lunches, Dessert Platters. Will do

catering delivery and on-site set up

www.FirehouseSubs.com

Jimmy Johns

www.jimmyjohnson.com

425-258-6132 Broadway

Location 425-423-7600 Everett

Mall Location Party Platters

Box Lunches

Taco Time

Order Online

<https://tacotimenw.com/cateri>

[ng/](https://tacotimenw.com/catering/) Taco bars and box lunches

for orders of 20 or more

Soups and salads for orders of 10 or more

Angel of the Winds Arena at Everett Public Facilities District (Office) 2000 Hewitt Ave, Suite 200	Angelofthewindsarena.com 425-322-2645 1-866-332-8499
Assistance League of Everett Thrift Store Operation School Bell (Clothing Bank) 5107 Evergreen Way, Everett, WA 98203	425-252-3011 x102 425-252-3011 x105 or 425-252-8671
Boys and Girls Club Extended Care Program North Everett Branch South Everett Branch Cascade Branch	425-258-2436 425-259-5147 425-267-9526 425-239-7488
City of Everett	425-257-8700
City of Mill Creek	425-745-1891
Compass Health – (Youth Mental Health)	425-349-7300
Durham School Services (Bus transportation) 1304 80th St SW, Everett 98203	425-258-9251 FAX 425-258-3133
Early Childhood Ed & Assistance Program (ECEAP) Garfield Hawthorne Lowell Madison Silver Lake	425-385-4068 or 4628 425-385-4730 425-385-4650 425-385-5320 425-385-5958 425-385-6960
Employee Assistance Program – (EAP) Magellan Health Services	1-800-523-5668 www.MagellanHealth.com
Everett Education Association / Pilchuck UniServ 2710 Grand Ave., Everett, WA 98201	425-259-0622 FAX 425-339-2147
Everett Public Schools Foundation P. O. Box 3112, Everett, WA 98213-1112	Kay Fantin, Executive Director 425-385-4693
Opportunity Council, Child Care Aware, and Early Achievers	425-385-4139, 425-385-4126
PTSA Council Office 3900 Broadway, Everett, WA 98201	425-385-4122
YMCA Extended Care Program	425-258-9211 x161
Translations for messages in five languages	425-385-4011
(CRC) Community Resource Center 3900 Broadway, Everett 98201 PO Box 2098, Everett 98213	425-385-4100

Everett Community College

<https://www.everettcc.edu/>

Entry Advising Center 425-388-9339 Rainier Hall, Room 108

Satellite Offerings:

- Washington State University
- Western Washington University
- Eastern Washington University

Edmonds Community College

<https://www.edcc.edu/default.html>

Advising 425-640-1458; Lynnwood Hall, First Floor

advising@edcc.edu

Satellite Offerings:

- Central Washington University

University of Washington Bothell Campus

<https://www.uwb.edu/>

425-352-5000

uwbinfo@uw.edu

Skagit Community College

<https://www.skagit.edu/>

Advising (360) 416-7654; Lewis Hall, L-113

counselingandadvising@skagit.edu

Columbia College

<https://www.ccis.edu/nationwide/marysville/about/contact.aspx>

425-259-4481

University of Washington Seattle Campus

<https://www.washington.edu/>

206-543-2100

Community Resources

- City of Everett Information
<https://everettwa.gov/>
- Everett Tourism
<https://www.thisiseverett.com/>
- Mill Creek Chamber of Commerce
<https://millcreekchamber.com/>
- Mill Creek Town Center Business Association
<https://millcreektowncenter.biz/>
- City of Mill Creek Community Events
https://millcreektourism.com/events/city_events
- City of Mill Creek Parks and Trail Map
<https://cityofmillcreek.com/parks>
- Service Club Contacts
Rotary: <https://www.millcreekrotary.org/>
Kiwanis: <https://www.facebook.com/Kiwanisofmillcreek/>
Lions Club: <https://www.millcreeklions.org/>

Faith Based Organizations

- Church Finder
<https://www.churchfinder.com/>
- Jubilee
<https://jubilee-cogic.org/>
- Temple Beth Ore
<https://templebethor.org/>
- New Life Church
<https://newlifeeverett.org/>

Personal Wellness

- Roots Salon
<https://www.rootssalon.net/contact-us>
- Salon Tagua
<http://salontagua.com/>
- Invante Hair Salon
<http://invantehairsalon.com/>
- Bella Dolce Salon and Spa
<https://www.belladolchesalon.com/>
- Studio Donna Salon Spa
<http://studiodonna.com/>
- Zebedee's Barber
425-355-6550
- Weldon Barber
<https://weldonbarber.com/mill-creek/>
- Columbia Athletic Clubs
<https://www.columbiaathletic.com/>
- Everett Family Branch – YMCA
<https://ymca-snoco.org/our-locations/everett-ymca/>
- Mill Creek Family Branch – YMCA
<https://ymca-snoco.org/our-locations/mill-creek-ymca/>
- Orange Theory
<https://www.orangetheory.com/en-us/locations/washington/everett/12902-bothell-everett-highway/>
- LA Fitness
<https://www.lafitness.com/Pages/clubhome.aspx?clubid=286&Mill+Creek-Washington+GYM>

Additional Resources

- **Bella Cleaners**
4925 Evergreen Way
Everett
425 / 252-9354
- **Emmanuel Shoe Repair**
7606 Beverly Blvd
Everett
425 / 353-8030
- **Department of Licensing / Washington State**
<https://www.dol.wa.gov/>
- **Department of Motor Vehicles / Washington State**
<https://www.dol.wa.gov/vehicleregistration/>
- **Department of Transportation / Washington State**
<https://wsdot.wa.gov/>

Local Sports Teams

- **Everett Aqua Sox Baseball**
<https://www.milb.com/everett>
- **Everett Silvertips Hockey**
<https://everettsilvertips.com/>

Realtors

- ReMax
<https://www.remax.com/real-estate-agents/everett-wa>
- Windermere
<https://windermereeverett.com/>
- Century 21
<https://www.century21northhomes.com/>

Financial Institutions

- Bank of America
<https://locators.bankofamerica.com/wa/everett/financial-centers-everett-7705.html>
- BECU (Boeing Employee Credit Union)
<https://www.becu.org/locations/EFC>
- Coastal Community Bank
<https://www.coastalbank.com/>
- Inspirus/Gesa Credit Union
<https://www.inspiruscu.org/>

**These are only suggested resources for your convenience. This list is not exhaustive and is only intended to get you started with your transition to Everett.*