

**From:** [Superintendent](#)  
**To:** [Communications](#)  
**Subject:** Asynchronous day built into elementary schedule  
**Date:** Friday, January 22, 2021 1:34:15 PM  
**Attachments:** [2021.01.22 Family message on elementary asynch day.pdf](#)  
[image002.png](#)

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Hello Everett Public Schools staff,

Thank you for all you are doing to keep each other and students safe while still providing quality education for our students. You are appreciated.

This announcement is primarily for elementary staff, but important for all staff to know. The district and Everett Education Association (EEA) have reached a tentative agreement to provide an asynchronous day built into the workweek for elementary school teachers and students.

To provide time and support for elementary teachers and students, beginning February 10, Wednesdays may be dedicated to asynchronous and synchronous (real-time virtual connections) instruction and/or support at the teacher's discretion. To start the day, classroom teachers will target 45-minutes of synchronous class time and related, developmentally appropriate activities determined by the teacher. We have targeted this time for routine activities like attendance, but also focusing on student connection and setting into motion teacher-directed asynchronous activities for students.

The remaining time in the student day outside of those 45 minutes will be asynchronous time used for teacher planning, collaboration with colleagues and office hours as determined by the classroom teacher. Any synchronous activities scheduled beyond the targeted 45-minute synchronous start of the day will be at the discretion of the teacher.

This results in a change to the Learning Improvement Friday as well. To align with middle and high school schedules, the Learning Improvement time for elementary students will move from Fridays to Wednesdays beginning Wednesday, February 10.

**What this means for elementary staff and students:**

- Beginning Wednesday, February 10, Wednesdays may be dedicated to asynchronous and synchronous (real-time virtual connections) elementary instruction and/or support at the teacher's discretion.
- After the first 45 minutes of synchronous time, teachers will use this Wednesday to plan, evaluate student work and collaborate with colleagues.
- All asynchronous work assignments and expectations are to be communicated by teachers.
- As of February 10, Learning Improvement days, currently scheduled on Fridays, will move to Wednesdays for elementary students, which will also align with

secondary schedules. Elementary Learning Improvement Wednesdays (LIW) will be scheduled the last 75 minutes of the school day Wednesday.

- Both Administrative-directed LIW and Employee-directed LIW will continue to alternate as scheduled and move to Wednesdays. A LIW will be utilized to support the hybrid and distance learning strategies and implementation.
- Employees may work offsite during this day.
- This remote, asynchronous Wednesday also applies to Developmental Kindergarten and elementary Life Skills classes.

This information will be sent to all elementary families later today. Their communication is attached for your reference. If you have any questions, please contact your supervisor. Again, thank you for all you do.

Be safe and be well,

Ian



**Dr. Ian B. Saltzman**  
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January 22, 2021

Dear Everett Public Schools' elementary school families,

Thank you for your ongoing support and partnership. We know remote learning is challenging and appreciate your understanding as we continue to refine our work to best fit the needs of students and staff. We look forward to welcoming some more students back to the building soon.

Starting the second week of February there will be a schedule change for elementary school families. To provide time and support for elementary teachers and students, beginning February 10, Wednesdays may be dedicated to asynchronous (independent work time) and synchronous (real-time virtual connections) instruction and/or support at the teacher's discretion. To start the day, classroom teachers will target 45-minutes of real-time class time and related, developmentally appropriate activities determined by the teacher. This will contain routine activities like attendance, but also focusing on student connection and setting into motion teacher-directed asynchronous activities for students.

The remaining time in the student day outside of those 45 minutes will be independent work time and office hours as determined by the classroom teacher. Any synchronous activities scheduled beyond the targeted 45-minute synchronous start of the day will be at the discretion of the teacher.

This results in a change to the Learning Improvement Friday as well. In order to align with middle and high school schedules, which started this schedule on January 6, the Learning Improvement time for elementary students will move from Fridays to Wednesdays beginning Wednesday, February 10.

**What this means for elementary staff and students:**

- Beginning Wednesday, February 10, Wednesdays may be dedicated to asynchronous and synchronous (real-time virtual connections) elementary instruction and/or support at the teacher's discretion.
- After the first 45 minutes of synchronous time, teachers will use this Wednesday to plan, evaluate student work and collaborate with colleagues.
- All asynchronous work assignments and expectations are to be communicated by teachers.
- As of February 10, Learning Improvement days, currently scheduled on Fridays, will move to Wednesdays for elementary students, which will also align with secondary schedules.

- This remote, asynchronous Wednesday also applies to Developmental Kindergarten and elementary Life Skills classes.

If you have any questions, please contact your school. Again, thank you for your partnership and stay healthy and well.

Dr. Ian B. Saltzman  
Superintendent  
Everett Public Schools