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Important Resources

Teaching & Learning Folder

<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collecti-on-5639>

Administrative Outlook Calendar Instructions

1. Click on the ellipses (. . .) in the lower left corner of the screen
2. Click on “Folders”
3. Double click on “Public Folders”
4. Double click on “Public Folders”
5. Double click on “All Public Folders”
6. Double click on “Administrative Team”
7. Click on “Administrative Calendar” to open

Substitute Outlook Calendar Instructions

1. Open Outlook in the Calendar view
2. From the “Home” menu bar Select “Open Calendar”
3. Select “Open Shared Calendar” – type in **Calendar ESC Substitutes**
4. Click OK

This calendar lists all district release professional development that is occurring during the school day. Check this calendar prior to scheduling building workshops that will occur during the school day to make sure they do not conflict with district level trainings targeting the same teachers. All district release substitutes must be approved through the deputy superintendent's office.

Accessing Student Emergency Information in Insight

Step One: Go to <https://insight.everettsd.org>

Step Two: Use your district credentials to log in (id/password)
Check the Full Browser Version and click save If viewing on a mobile browser

Step Three: Click on the Everett Pinnacle Insight.qvw box

Step Four: Click on the Student Details button

Step Five: Enter the Student Name (partial ok) or ID # in the top-right

Step Six: View Contacts

October 8: School Board Meeting, 4:30 p.m., Board room A & B

October 15: Quarterly Regional Principals Meeting, 9:00 – 11:00 a.m. Region One, View Ridge, Region Two, TBD

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

November 5: E.S. Principals & Assistant Principals Meeting, 4:00 – 6:00 p.m., Port Gardner A

November 6: M.S. Principals & Assistant Principals Meeting, 3:30 – 5:30 p.m., Board Room A

November 7: H.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Board Room A

November 12: School Board Meeting, 4:30 p.m., Board room A & B

November 14: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B

December 10: School Board Meeting, 4:30 p.m., Board room A & B

January 14: School Board Meeting, 4:30 p.m., Board room A & B

January 16: Administrators and Supervisors Meeting, 3:30 – 5:30 p.m., Port Gardner A & B

January 22: M.S. Principals & Assistant Principals Meeting, 3:30 – 5:30 p.m., Board Room A

January 23: H.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Port Gardner B

January 28: School Board Meeting, 4:30 p.m., Board room A & B

January 30: E.S. Principals & Assistant Principals Meeting, 4:00 – 6:00 p.m., Port Gardner A

The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, color, national origin, creed, religion, sex, sexual orientation, gender expression, gender identity, veteran or military status, the presence of any physical, sensory or mental disability or the use of a trained dog guide or service animal by a student with a disability.

Designated to handle inquiries about nondiscrimination policies are:

Title IX/Civil Rights Compliance Officer & ADA Coordinator – Chad Golden, cgolden@everettsd.org, 425-385-4100

504 Coordinator – Dave Peters, dpeters@everettsd.org, 425-385-4063

Gender-Inclusive Schools Coordinator – Joi Grant, jgrant@everettsd.org, 425-385-4137

Address: PO Box 2098, Everett WA, 98213

Communications to Principals Guidelines

Communications to Principals is a weekly publication designed to consolidate and transmit information from central administration personnel to building principals and classified administrators that would be addressed to “All Administrators”, “All Principals”, “Region Principals”, or “Level Principals”.

1. All items submitted for inclusion in Communications to Principals must have the approval of the originator’s division/department head who is a member of the Superintendent’s Cabinet, e.g., Shelley Boten would approve all items from the Academics Department. Approval will be in the form of an approval line and should be located at the bottom of the first page of the document in Bold Georgia Font.

2.

Example:

Approved for Distribution: _____



Shelley Boten

3. There will be three (3) categories of materials: **Response/Action Required**, **Response/Action Optional**, and **Information Only**. The requested category should be indicated in the upper right portion of the first page in an italic number 16 Bold Georgia Font.

Example: ***Response/Action Required***

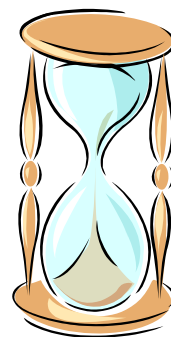
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should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

4. Materials to be included in Communications to Principals must be submitted to the Deputy Superintendent’s office, **by 3:00pm on Tuesday** for inclusion in that week’s publication. Materials **must have the electronic signature** of the appropriate division/department head at that time. Please submit materials electronically to Lorie Lambert at llambert@everettsd.org. **Please do NOT send scanned items as we are producing a document that is “live” and in color on DocuShare.**
5. Materials included in Communications to Principals should be free of technical errors (punctuation, grammar, etc.). Submittals should be proofread. Materials which have been returned to the sender for corrections and which are not returned in time to meet the deadlines will be held for the next publication.
6. In order to keep the packet to a manageable size, any attachments corresponding with the document need to be linked in the body.
7. An electronic copy will be uploaded to DocuShare in the Communications folder.
8. If you have any questions regarding the Communications to Principals packet, changes in distribution, or signature templates for the three categories, please call Lorie Lambert at x4017.



RESPONSE/ACTION REQUIRED

Items in this section require immediate attention by the building administrator and an appropriate response or action by the date and time indicated.





Response/Action Required

September 27, 2024

To: Administrators & Supervisors
From: Dave Peters, Director of Student Support Services
Mimi Brown, Director of Professional Learning
Regarding: **October 11 Learning Improvement Logistics Support**

The purpose of this memo is to provide you with some remaining logistical details and support information. This memo builds on the information on the two previous memos ([9/13](#) & [9/20](#)).

Primary Resources

- [Oct 2024 LID Planner](#)
- [LID 2024 Powerpoint](#)
- [Participants Agenda](#)
- [Information for Departments](#)
- [Concurrent PM Schedule for Non TPEP participants](#)

Webinar/Zoom Links

Secondary Schools	Elementary Schools
<i>Segment Two: Grounding and Depth with RULER</i>	
8:00-9:00 Webinar Link https://everettsd.zoom.us/j/93737392585	8:30-9:30 Webinar Link https://everettsd.zoom.us/j/96047971427
<i>Segment Three: LEARN Suicide Prevention</i>	
9:30-11:00 Webinar Link https://everettsd.zoom.us/j/93682312753	10:00-11:30 Webinar Link https://everettsd.zoom.us/j/96094898023
<i>Concurrent PM Schedule for those not evaluated with TPEP</i>	
11:45-2:00 Zoom Link https://everettsd.zoom.us/j/92520476361	12:15-2:30 Zoom Link https://everettsd.zoom.us/j/92520476361

LEARN Suicide Prevention Room List

- [Oct LID Suicide Prevention Training School Room Lists.xlsx](#)
- **Overview:**
 - For this segment, your staff will go to rooms that you will assign and communicate in advance. The total number of rooms has been pre-determined for you to allow for staff sizes of about 20-25. Each room includes a facilitator who will be trained prior to the LID (i.e. counselor, social worker, student support advocate, substance use intervention specialist, 7/9 grade health teacher).
- **Directions:**
 - Identify the room locations and indicate them on this spreadsheet.
 - Assign your staff to these rooms.
 - Communicate to your staff which room they are assigned to prior to the LID.

Approved for Distribution

Peter Scott

TIMELINE of Deliverables and Supports:

- ✓ Materials indicated as “(provided)” will be linked to the agenda in the Principal Packet for **September 20**.
- ✓ Zooms to give an overview of the agenda, Power Point slide deck, and offer an opportunity to ask questions are scheduled for:
 - Monday, September 23**
 - 1:00-1:30 (department focus) <https://everettsd.zoom.us/j/95017380844>
 - 3:00-3:30 (secondary focus) <https://everettsd.zoom.us/j/99774711905>
 - 4:00-4:30 (elementary focus) <https://everettsd.zoom.us/j/99774711905>
- ✓ Admin run through of SGG segment of the agenda on Tuesday, September 24 from 9-10:30 am in Port Gardner A. This is a support provided, attendance is optional.
 - A drop-In Zoom to support your LID planning is scheduled for:
 - Thursday, October 3** from **3-4:30pm** (open to all)
 - <https://everettsd.zoom.us/j/94806431103>
 - At any time you may reach out to [Dave Peters](#) or [Mimi Brown](#) to schedule a separate Zoom or phone call.
 - **Friday, October 11:** Building/Department-led Learning Improvement Day

Required Action:

- Identify an administrator or other staff member to oversee the technology setup for the large group Zoom and PowerPoint presentations.
- Using [this spreadsheet](#), identify the room locations for Segment Three (LEARN Suicide Prevention training) and assign your LID-participating staff to these rooms.



Response/Action Required

September 27, 2024

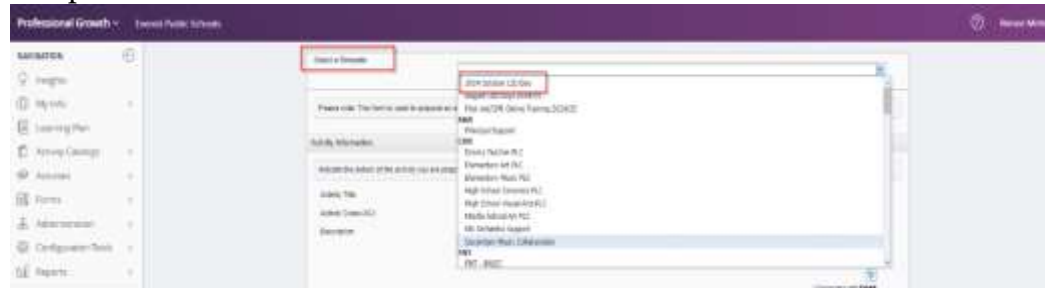
To: Administrators & Supervisors
From: Mimi Brown, Director of Professional Learning
Regarding: **October 11 Learning Improvement Day Clock Hours**

Social-Emotional Focused LID, October 11 Clock Hours Preparation

To prepare for the October 11 Learning Improvement Day (LID), the clock hour plan is outlined below. This was communicated by email to all office managers on September 25.

Before Oct. 11 LID:

- Buildings create two LID courses
 - One certificated course for 7 clock hours
 - One classified course for 6 clock hours
- Templates in Frontline:



- Print daily sign in sheets from Frontline to have staff sign the day of the training.

During Oct. 11 LID:

- Have classified and certificated sign in daily or it will impact their pay

After LID:

- Office Managers input, upload, and confirm attendance by October 15 at noon.
 - Note: Certificated staff earn 7 clock hours and classified staff earn 6 clock hours.

If you have questions, please reach out to Renee Melton rmelton@everettsd.org

Required Action:

Please ensure your building/department has submitted two courses (one for certificated, one for classified) for the Oct. 11 LID.

Approved for Distribution _____


Peter Scott



Response/Action Required

September 27, 2024

To: All Administrators
From: Chad Golden, Assistant Superintendent, Human Resources
Regarding: **REMINDER: Annual Contractual Reminders**

As a reminder from the August 16 Principal Packet, please remember the contractual obligations. To assist in planning, use the [linked](#) form with annual reminders to document your compliance with each of the items. In addition, the form indicates a point of contact for each item if you have additional questions. Each school should complete one form.

Required Action:

Completed forms need to be sent to your regional office by **September 30**.

Approved for Distribution:

Chad Golden



Response/Action Required

September 27, 2024

To: Elementary Principals
From: Anne Arnold, Director of P-5 Instruction and Early Learning
Anne Fox, P-5 Instructional Facilitator, Literacy
Greta Fleckenstein, P-5 Instructional Facilitator, Early Learning
Jana Sanchez, P-5 Instructional Facilitator, Maath
Regarding: **Tribal Sovereignty in WA State Elementary Curriculum**

In 2015, the Legislature passed Senate Bill 5433 modifying the original 2005 legislation, now requiring the John McCoy (Iulilaš) *Since Time Immemorial: Tribal Sovereignty in Washington State* or other tribally developed curriculum be taught in all schools. The use of the *Since Time Immemorial* curriculum has been endorsed by all 29 federally recognized tribes.

In collaboration with the Bethel School District, Everett Public schools has developed grade level overview documents to guide the implementation of the curriculum from OSPI. To support teachers with their grade level content, we are offering professional learning sessions as follows:

October 9, 2024 – Kindergarten and First Grade

October 24, 2024 – Second and Third Grade

December 4, 2024 – Fourth and Fifth Grade

Each session will be from 4:15-5:45 pm at the CRC in Port Gardner Rooms A & B. Participants can register in Frontline beginning next week. The 90-minute sessions will be paid, and clock hours will be provided.

Session content will include background information, grade level structures, resource overview, lesson pacing suggestions and planning time.

Required Action:

Share this information with K-5 teachers and Instructional Coaches.

Approved for Distribution:

Shelley Boten



Response/Action Required

September 27, 2024

To: Building Administrators, Office Managers
From: Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Paraeducator Workday on October LID Trainings**

On Friday, October 11, paraeducators only work 6 hours plus lunch.

The only exceptions to this are the following positions who have a typical workday on their calendar for October 11.

- Categorical Programs Family Specialist
- Graduation Success Coordinator
- Preschool Paraeducator

Required Action:

Please inform your building's paraeducators.

Approved for Distribution:

Chad Golden



Response/Action Required

September 27, 2024

To: All Principals and Office Managers
From: Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Kalle Spear, Director of 6-12 Instruction
Regarding: **Fall Surplus Book Disposal Due Date**

The due date for the Fall Surplus Book Disposal is **October 11, 2024**. Please email your school's Surplus Book Inventory forms (link below) to Amritha Imandi in P-12 Instruction by **October 11, 2024**. Here is the required process:

1. Staff will box up the materials and resources, a yellow (recyclable) or pink (non-recyclable) label should be attached to every box (link to labels is below).
2. All fall surplus textbook materials should be collected in one area of the school that is easily accessible by Maintenance. Notify Amritha with the location of the boxes (room #'s) by **Friday, October 18, 2024**, as we need to give Maintenance a list of where the boxes are located at each school. *If the boxes need to be moved from location originally identified on the Surplus Form, please let Amritha know.*
3. Pick-up of the surplus materials will begin on December 2, 2024 (approximately).

Here is the link to the Inventory Forms and Labels: [Surplus Book Disposal Procedures](#)

If you have any questions, please contact Amritha Imandi aimandi@everettsd.org Ext.4024

Required Action:

- Please share with appropriate staff, the:
 - surplus process,
 - link to inventory forms and labels and
 - due dates

Approved for Distribution:

Shelley Boten



Response/Action Required

September 27, 2024

To: All Secondary Principals and Assistant Principals
 From: Kalle Spear, Director of Secondary Instruction
 Regarding: **Math Leadership Cadre and IM Implementation Tool (Updated)**

Throughout the 2024-25 school year, we will bring together teacher leaders from each school in the area of math. These teacher leaders will attend a monthly meeting and will report back to their school-based PLCs. In addition, all math supervisors will be invited to attend with their teacher leaders to help ensure alignment across secondary schools. Please see the information and action items below:

Math Instructional Leadership Meetings MS/ HS (Math Instructional Team)

MS: 3:45-5:00 (1.25 hrs)

	Middle School Attendees
1	Admin. supervisor of math
1	Math 6 teacher
1	Math 7 teacher
1	Math 8 teacher
1	Acc6, Acc7, Alg, or Geo Teachers
1	Special Education – modified math teacher
6	Total members per school
32	5 schools + Facilitator + PG

Tuesdays
10/15: Port Gardner A
11/19: lunchroom
12/11: (Wed*) Port Gardner B
1/14: Port Gardner B
2/25: Boardroom B
3/25: lunchroom
4/15: Port Gardner B
5/13: Port Gardner B

HS: 3:00- 4:30 (1.5 hrs)

	High School Attendees
1	Admin supervisor of math
1	Algebraic Concepts teacher
1	Geometry in Application teachers
1	Advanced Algebraic Concepts teacher
1	Special Education – modified math teacher
5	Total members per school
21	4 schools + Facilitator

Thursdays
10/10: Port Gardner B
11/21: Lunchroom
12/12: Port Gardner B
1/13 (Mon*) Boardroom B
2/12: (Wed*) Boardroom B
3/27: Lunchroom
4/23: (Wed*) Boardroom B
5/15: Port Gardner A

Monthly meetings: Teachers will be paid for their time.

Math Instructional Leadership Meetings will be a monthly opportunity for school teams to deepen learning with IM structures and supports to grow all our students as mathematicians.

Approved for Distribution:

Shelley Boten

Focus:

- Implementation of IM structures and supports.
- Support of Mathematics Instruction (Fluency, Building Thinking Classroom, 5 Practices, Discourse, Differentiation)
- Support of Student Growth Goals
- Collaboration and calibration across district to maintain a common EPS math vision for all classrooms in core math content areas.
-

IM Implementation Tool:

Illustrative Mathematics recently updated their implementation tool. While this tool will be reviewed at the leadership meetings, we wanted to ensure you had a recent copy to help support your work with your math PLCS: <https://drive.google.com/file/d/1xXYmH-U1TZPa28UCOhNXxPMIdGTRM2cs/view>

Required Action:

- Identify teachers at each content level to attend meetings.
- Email [Kathy Trosvig](#) - Secondary Math Facilitator the names of your buildings math team who will be attending meetings, by **Friday, October 4.**

Approved for Distribution:**Shelley Boten**



Response/Action Required

September 27, 2024

To: All Administrators
From: Dr. Shelley Boten, Chief Academic Officer
Dr. Peter Scott, Deputy Superintendent
Dr. Brian Beckley, Chief Information Officer
Kelly Clevenger, Executive Director of Special Services
Kalle Spear, Director of 6-12 Instruction
Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Anthony Anderson, Director of CTE, STEM, and Health & Fitness
Regarding: **Dates for District Job Alike Meetings**

The dates below have been designated for special education and specialists' staff to meet in cross district job-alike groups on LIFs during the **2024-2025** school year.

- October 25
- February 28
- May 9

Building principals should work with staff to release job-alike program/content staff on the above dates. Information regarding location/content of specific group meetings will be sent directly to those teacher groups.

These job-alike meetings will be for:
OT/PT, SLP, School Psychologists, Librarians, Life Skills, Transition and Preschool, K-12 Art staff, K-12 PE staff, and K-12 Music staff.

Resource, Achieve, Extended Resource and Developmental Kindergarten staff will also be expected to attend building ALIFs.

Facilitators for Resource, Extended Resource, Achieve and Developmental Kindergarten will be scheduling job-alike meetings at another time.

If any of the above dates are ELIF dates for your building, please work with your staff to trade a future ALIF date out to accommodate them.

Required Action:

Share these dates with your staff and include them in your shared building calendar.

Approved for Distribution:

Shelley Boten



Response/Action Required

September 27, 2024

To: Principals and Assistant Principals
From: Harmony Weinberg, Director of Communications
Regarding: **October Core Value Champions**

Thank you for your monthly nomination of the September Core Value Champions.

October's Core Value is Learning. Please nominate your student by **October 25**.

[Nominate via this link.](#)

Board Meeting Recognitions Schedule: please note the date change for January's Core Value from February 25 to March 11 due to that board meeting being removed from the board calendar.

Month	Core Value	Board meeting recognition	Schools assigned to this meeting
September	Respect	October 8, 2024	Lowell, Garfield, North
October	Learning	November 12, 2024	Penny Creek, Hawthorne, Heatherwood
November	Equity	December 10, 2024	Jackson Elem, Eisenhower, Silver Lake
December	Collaboration	January 28, 2025	Tambark Creek, Port Gardner, Gateway
January	Passion	March 11, 2025	Mill Creek, Jackson High, Silver Firs
February	Integrity	March 25, 2025	Everett, Cedar Wood, Sequoia, Woodside
March	Diversity	April 22, 2025	Madison, Evergreen, Monroe
April	Learning	May 27, 2025	Emerson, Cascade, View Ridge
May	Collaboration	June 10, 2025	Jefferson, Whittier, Forest View

Required Action:

Nominate one student from your school every month. All nominations are due by the 25th of each month. The October Core Value is Learning. For October, [please use this form](#).

Approved for Distribution:


Harmony Weinberg



Response/Action Required

September 27, 2024

To: All Administrators & Principals
From: Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Mandatory Vector Trainings**

Each year all employees are required to complete Vector Trainings. Per the Collective Bargaining Agreement, Section 8.17, EEA members will complete the mandatory annual Vector Trainings on their own time.

Classified staff should be provided time within their work schedule to complete the trainings. If work time is not available within their workday, they are to be paid from building budgets for the time they need outside of their workday.

Required Action:

All current employees must complete training by **October 31, 2024**. New employees will have 90 days to complete their training.

Approved for Distribution:

Chad Golden



Response/Action Required

September 27, 2024

To: Principals and Assistant Principals
From: Harmony Weinberg, Director of Communications
Regarding: **Do's and Don'ts for Using ParentSquare to Communicate Promotions**

As we continue to enhance our communication with staff and families through ParentSquare, it's important to clarify the guidelines regarding what can and cannot be promoted using district resources. Below are the do's and don'ts to help ensure we stay compliant with our Distribution of Information policy.

Do's:

- **Promote Events that Support Student Growth:** Information shared must contribute to the academic, vocational, or social/civil/cultural growth of our students.
- **Share Approved Fundraising Events:** You can promote events that help raise funds for the PTA and focus on student engagement. Examples include:
 - BINGO
 - Book Fairs
 - Movie Nights
 - Carnivals
 - Festivals

Don'ts:

- **Avoid Promoting Non-Approved Fundraising Activities:** Events that do not support student-focused growth and are primarily fundraising initiatives cannot be shared using district resources. This includes:
 - Wrapping paper sales
 - Cookie dough sales
 - MOD Pizza Night
 - Amazon Smile program
 - Entertainment Books


The link below goes to the Distribution of Information policy, which provides further clarification on these guidelines.

[4140P Distribution of Information](#)

Required Action:

Please share these rules with teachers and staff. Thank you for your cooperation in ensuring that teachers' and staff's communications with families align with district policies. If you have any questions or need further clarification, please feel free to contact us.

Approved for Distribution:


Harmony Weinberg



Response/Action Required

September 27, 2024

To: Elementary Principals
From: Dr. Shelley Boten, Chief Academic Officer
Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Anne Fox, P-5 Instructional Facilitator, Literacy
Regarding: **MindTap Updates: Access to Reach for Rdng. Online Resources**

Cengage, the publishers of our adopted ELA curriculum, is continuing to have technical issues with the integration of MindTap and Canvas which is impacting our ability to utilize the online platform with students. We have met with the Vice President along with the Regional Sales Manager of the West Coast to express our concerns about these issues and to push for a resolution. They are actively working on a solution and the timeline for a complete fix is scheduled for October 17.

We are asking teachers to continue to use the generic log in to access the teacher resources. Please note that this site is being used for all our *Reach for Reading* users and teachers should not be creating their own course within the generic site.

We have also had reports of broken links and missing resources from the platform that used to be available on myNGconnect. We have shared these concerns as well and hope to have an update soon.

Generic Login:

<https://k12.cengage.com/rostering/Account/LogOn?DistrictLoginCode=5DNG>

Username: teacher@everettsd.org

Password: Welcome 1

Required Action:

- Share this information with K-5 teachers and Instructional Coaches.
- Continue to utilize the generic MindTap site to access teacher resources.

Approved for Distribution:

Shelley Boten



Response/Action Required

September 27, 2024

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

Below, please find important assessment dates for October and November, as well as brief updates and reminders.

October		
Elementary	Middle	High
<ul style="list-style-type: none"> • WA-AIM Training 10/4 or 10/25 • i-Ready Math Diagnostic (9/9-10/4) • i-Ready Reading Diagnostic with Oral Reading Fluency (9/9-10/11) • Gr. 1 CogAT Screener 10/14-18 • Gr. 5 CogAT Screener 10/21-25 	<ul style="list-style-type: none"> • WA-AIM Training 10/4 or 10/25 • i-Ready Diagnostics (9/9-10/11) • WLA Registration closes 10/25 	<ul style="list-style-type: none"> • WA-AIM Training 10/4 or 10/25 • School-led PSAT trainings • PSAT: 10/9 • WLA Registration closes 10/25
Coming in November		
<ul style="list-style-type: none"> • SBA interims open • WaKIDS (9/9-11/15) 	<ul style="list-style-type: none"> • SBA interims open • WLA proctor training 11/4 • WLA: 11/18-12/20 	<ul style="list-style-type: none"> • PSAT School Day scores available • SBA interims open • WLA proctor training 11/4 • WLA: 11/18-12/20

Brief Notes and Reminders:

- **WA-AIM training** attendance is required for all case managers administering WA-AIM during 2024-25. Teachers will attend one full day session, either October 4 or October 25. Schools are encouraged to split attendance between the two options to avoid having all case managers out of the school simultaneously if possible.
- **Assessment professional development** is available for your staff on accommodations, Interim SBA, i-Ready, Performance Matters, and more. Email assessment@everettsd.org to schedule training for your staff.
- Check for **i-Ready Diagnostic & Early Literacy Assessment** task completion. The Fall window closes October 11, see item [Monitoring Fall i-Ready Diagnostic and Task Completion](#) for instructions.

Approved for Distribution: _____


 Shelley Boten

Smarter Balanced Assessment:

- **SBA/WCAS Index Scores and Student Growth Percentiles (SGPs)** will be live this week in eSchool and Performance Matters.
- **Paper SBA/WCAS family reports** (Individual Score Reports) and **Paper Student Growth Percentile family reports** (Individual Score Reports) are expected to arrive in the district mid-October. Watch for a memo in *Communications to Principals* in October with instructions on distribution and family communications.
- **Interim Smarter Balanced Assessments** will be open for use in early November. Updated staff training will be made available as soon as possible.
- **TIDE maintenance** must be done in anticipation of interim testing. Update any classified staff who need access, new/former teachers, changes to student settings and rosters.
 - TIDE training is available: Tuesday October 8, at 9:45 am via Teams ([register](#))

Highly Capable:

- Optional classroom teacher trainings for **First and Fifth Grade CogAT Screener** are now available for registration on Frontline for clock hours or can be accessed directly via Zoom:
 - [First Grade Teacher Zoom Training and Q&A: Oct. 8 at 4:00-5:00 pm](#) (pw: cogat)
 - [Fifth Grade Teacher Zoom Training and Q&A: Oct. 15 at 4:00-5:00 pm](#) (pw: cogat)
- **First and Fifth Grade CogAT Screener** classroom teacher support materials are available on the [Assessment and Research Portal](#).
- REMINDER: Families of kindergarten students who wish to have their students screened for LEAP must submit a [Kindergarten Screener referral form](#) by **November 1**. The **Kindergarten Screener** window is November 6-20.

PSAT:

- SCs must notify office staff that **secure PSAT materials** will begin to arrive in October if paper tests are ordered. These materials must be immediately secured in the appropriate storage location.
- **Bilingual dictionaries** for PSAT arrived at schools this week. If you do not know the location of your dictionaries, touch base with your ML Success Coordinators.
- **Bluebook software** has been pushed to high school student devices. If the icon does not appear on the desktop, reboot, or contact your field tech for support.
- Updated **Readiness Check and Proctor Materials** were emailed to school coordinators on Monday, September 23 and can be found on the [Assessment and Research Portal](#).

Required Action:

Please share with appropriate staff.

Approved for Distribution:



Shelley Boten



Response/Action Required

September 27, 2024

To: Department & School Leadership
From: Dr. Brian Beckley, Chief Information Officer
Regarding: **Assessment Headphones Purchasing**

In preparation for testing, please take inventory of the current number of headphones on hand at your location. If you determine that you need to order headphones, please follow these guidelines.

Thinking of buying headphones?

The fastest way to order headphones is to go to [Help Desk Web](#) and create a request to purchase. You can also contact the Learning and Information Technology Services department at 425-385-4200 or Colleen Denny (cdenny@everettsd.org). No matter the funding source, the LITS department processes **all** district technology purchases. Doing so, they save you potential, down-the-road headache and heartache.

We purchase headphones in bulk through Smith Gear. The following link will help in determining how many headphones to order and the bulk price.

[SmithGear - Bulk Headphones](#)

When making a technology request, please let us know:

- How many of a specific item you need?
- What budget code you are using (include budget authority approval)
- When you need the item(s)
- Upon order the lead time is 1 – 2 weeks to receive the headphones.

When planning for SBA and WCAS headphone needs, please keep in mind the following tests require headphones:

- English Language Arts Computer Adaptive Test and Performance Task for all students
- Multilingual Learners on all tests
- Students coded for Text-to-Speech on a given test
- Students coded for Speech-to-Text will require headsets with microphones on a given test.

Required Action:

Please share this information with school and department staff.

Approved for Distribution:


Brian Beckley



Response/Action Required

September 27, 2024

To: Secondary Principals and Assistant Principals
From: Kalle Spear, Director of Secondary Instruction
Regarding: **Upcoming Elections and Civil Discourse**

With the upcoming state and Presidential election, we anticipate students having many questions and voicing their opinions. How opinions are shared can increase the challenges faced in discussing current events, so we wanted to share some additional resources to help support teachers and students if/when engaging in discussions surrounding the election season. Board policy [3220](#) and procedure [3220P](#) discuss freedom of expression. There are two main points that I wanted to ensure you are aware of in relation to restriction of freedom of expression:

- “Where there is evidence which reasonably supports a forecast that the expression is likely to cause material and substantial disruption of, or interference with, school activities, when disruption or interference cannot be prevented by reasonably available, less restrictive means; or
- Where such expression unduly impinges upon the rights of others.”

Procedure [3220P](#) discusses specifics around the above bullet points. Please make sure you are aware of these parameters.

Also, OSPI recently released a bulletin regarding staff freedom of expression. This can be found here: [Bulletin 63-24, Free Speech \(ospi.k12.wa.us\)](#)

Another district policy that applies to the discussion of current events includes [2331](#) “Controversial Issues.” This board policy explicitly states, “Teachers shall guide discussions and procedures with thoroughness and objectivity to acquaint students with the need to organize opposing viewpoints, the importance of fact, the value of judgement and the virtue of respect for conflicting opinions.”

Ensuring we are addressing current events, when appropriate based on your scope and sequence, while guiding with objectivity can be challenging. We wanted to support your efforts with this most recent conflict. We are including links to a variety of resources that you may choose to use below.

Depending on your grade level, Ruler Online has wonderful resources to help build your classroom community, including the charter/norms process which can be helpful in times of conflict. Consider using other tools such as the mood meter and the blueprint (helps to resolve conflict), when appropriate.

Approved for Distribution: _____

Shelley Boten

OSPI is offering a variety of professional development opportunities to help support student learning and discourse around the elections:

1. **Improving Civic Discourse: Bring local politics into your classroom** with TVW. *Wednesday, Oct. 2, 2024 from 4-5pm.* [Click here](#) to register on pdEnroller.
2. **What Are You Talking About? Defining Terms in Media Literacy** with Lesley James, OSPI Media Literacy and Digital Citizenship. *Monday, Oct. 7, 2024 from 4-5pm.* [Click here](#) to register on pdEnroller.
3. **Student Mock Election**
Information: <https://www.sos.wa.gov/elections/mock/about-student-mock-election.aspx>

Additional supports for teaching about the election:

- [Voter Action - Teach with TVW](#)
- [Resources for Teaching WA Civics and Government - Teach with TVW Civics resources for Washington State social studies teachers](#)
- [12 Ways to Teach the 2024 Election with The New York Times - The New York Times \(nytimes.com\)](#)
- [iCivics Election Headquarters - iCivics](#)
- [Voting and Elections | Resources for a Civil Classroom | Learning for Justice](#)

Required Action:

Please share with teachers/staff members who will be discussing the election with students.

Approved for Distribution:



Shelley Boten



RESPONSE/ACTION OPTIONAL

Items in this section are requested but not required.

Participation is usually valuable, and building administrators are strongly encouraged to consider each item individually.





Response/Action Optional

September 27, 2024

To: Assistant Principals
From: Dr. Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Preparing New Principals Program**

Everett Public Schools will be launching a cohort of the Preparing New Principals (PNP) program, a pathway for assistant principals interested in a principalship. The program provides learning aligned to the four pillars, AWSP leadership framework, the strategic plan, and student priority outcomes. The PNP program is grounded in the skills of root-cause analysis, long-range planning, and the ability to build coherent systems for staff and school improvement.

All Everett assistant principals are invited to participate. There will be four sessions, 1) November, 2) January, 3) February, and 4) March.

Please complete this [form](#) if you are an assistant principal interested in the Preparing New Principals program.

Reach out to your Regional or Chad Golden if you have any questions.

Approved for Distribution:

Chad Golden



Response/Action Optional

September 27, 2024

To: All Secondary Principals and Assistant Principals
From: Kalle Spear, Director of Secondary Instruction
Regarding: **Camelot – Student Matinee Performance**

The Village Theatre is bringing back their first student matinee since pre-Covid! The cast of Camelot will be performing on **Thursday, October 31 at 10:30am** for a student only matinee.

If this performance aligns to a current unit of study, please consider having students attend. To purchase tickets, contact Patron Services at 425-392-2202.

- \$16.00 per ticket for 1-19 reserved
- \$12.00 per ticket for 20+ reserved; 1 free chaperone for every 20 student tickets reserved
- \$8.00 per ticket for groups of 20+ with a school Free/Reduced % of 70% or higher

Please feel free to share this information with your performing arts teachers.

Approved for Distribution: _____

Shelley Boten



INFORMATION ONLY

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





Information Only

September 27, 2024

To: All Principals and Assistant Principals
From: Chris Fulford, Director of Categorical Programs
Regarding: **Upcoming Training for Building Point People**

On behalf of the Kids in Transition (KIT) team, I am asking for your support in allowing and encouraging your Building Point Person (BPP) to attend the upcoming Fall training on Monday, October 7, 2024. The training will be held during the Community Resource Fair from 9:00 am to 12:00 pm, at the CRC.

While I understand many of your staff perform other duties, such as providing coverage and supervisory time, I am hopeful that you are able to provide accommodations to excuse these staff members for this important training. If allowing your staff to leave your buildings presents a true hardship, please contact the Categorical office as we may be able to support the use of funds to allow your staff to cover their position with a substitute.

Approved for Distribution: _____

Shelley Boten



September 27, 2024

To: All Principals and Assistant Principals
From: Kalle Spear, Director of Secondary Instruction
Anne Arnold, Director of P-5 Instruction and Early Learning Programs
Regarding: **Performing Arts Song Selection Reminder**

As we move into the school year, performing arts groups are beginning to prepare for winter performances including those representing religious holidays. As a reminder, Board Policy [2340](#) and Board Procedure [2340P](#) state,

“Musical, artistic, and dramatic presentations, which have a religious theme may be included in course work and programs on the basis of their particular artistic and educational value or traditional secular usage. They shall be presented in a neutral, non-devotional manner, be related to the objective of the instructional program, and be accompanied by comparable artistic works of a non-religious nature.

Since a variety of activities are included as part of a holiday theme, care must be exercised to focus on the historical and secular aspects of the holiday rather than its devotional meanings. Music programs shall not use the religious aspect of a holiday as the underlying message or theme. Pageants, plays and other dramatic activities shall not be used to convey religious messages. Religious symbols such as nativity scenes, if used, shall be displayed in conjunction with a variety of secular holiday symbols so that the total presentation emphasizes the cultural rather than religious significance of the holiday.”

Please consider these parameters when reviewing song selection/performance selection for winter and spring performance seasons and strive for a balance of cultural and religious themes. If you have any questions or concerns, please reach out to your Regional Superintendent.

Approved for Distribution:

Shelley Boten



Information Only

September 27, 2024

To: All Principals
From: Dr. Shelley Boten, Chief Academic Officer
Kay Fantin, Executive Director of Everett Public Schools Foundation
Regarding: **EPSF Employee Giving Campaign**

Everett Public Schools Foundation (EPSF), as a strategic partner with the district, is proud to facilitate the opportunity to give back to our community. In partnership with United Way of Snohomish County, this campaign offers staff the opportunity to support EPSF to help programs like classroom grants inspiring our students to learn, or causes you are passionate about like Cocoon House or the YMCA.

Starting in October the EPSF will launch the annual Everett Public Schools Employee Giving Campaign. We are grateful for all you do and would love your support in sharing this opportunity with your teams. EPSF is excited to support the district. Because of donors like you, the EPSF is committed to \$525,000 in program support this year for students, families, and staff.

Imagine the incredible impact we could create if everyone pledged just \$5.00/month. This would provide enough funding to award every classroom a grant! Because together we can do so much more.

Each Tuesday staff will receive **personal, confidential email links** sharing about the impact being made in our community and district because of donors like you through United Way and the EPSF.

Please contact our office (ext. 4693) with any questions.

Approved for Distribution:

Shelley Boten



September 27, 2024

To: Principals and Assistant Principals
From: Harmony Weinberg, Director of Communications
Regarding: **Updated School Feeder Patterns and FERPA-Cleared Photos Available**

We are pleased to inform you that updated communication resources are now available to support your school's outreach efforts.

What's New:

1. **Updated School Feeder Pattern:** We have refreshed the school feeder pattern documentation to provide you with the latest information on student transitions and enrollment paths. This updated resource aims to assist you in planning and communicating with families more effectively.
2. **FERPA-Cleared Photos:** As part of our commitment to student privacy and effective communication, we have curated a collection of FERPA-cleared photos. These images are suitable for newsletters, websites, and other communications materials. They showcase our students' achievements and school spirit while respecting their privacy rights under FERPA. Photos will be added to this folder throughout the year.


How to Access:

- The updated school feeder pattern document and FERPA-cleared photos can be accessed through the links below.

[2024-25 School feeder pattern](#)

[2024-25 FERPA-cleared photos file](#)

Approved for Distribution:



Harmony Weinberg