



Communications to Principals

Volume, Number 1

For the Week Ending August 16, 2024

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Important Resources

Teaching & Learning Folder

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

Administrative Outlook Calendar Instructions

1. Click on the 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

August 27: School Board Meeting, 5:00 p.m., Board Room A&B

September 10: School Board Meeting, 5:00 p.m., Board Room A & B

September 17: E.S. Principals & Assistant Principals Meeting, 4:00 – 6:00 p.m., Locations Vary

September 18: M.S. Principals & Assistant Principals Meeting, 3:30 – 5:30 p.m., Locations Vary

September 19: H.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Locations Vary

September 24: School Board Meeting, 5:00 p.m., Board room A & B

October 8: School Board Meeting, 5:00 p.m., Board room A & B

October 15: Quarterly Regional Principals Meeting, 9:00 – 11:00 a.m. Locations Vary

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

October 22: School Board Meeting, 5:00 p.m., Board room A & B

November 5: E.S. Principals & Assistant Principals Meeting, 4:00 – 6:00 p.m., Locations Vary

November 6: M.S. Principals & Assistant Principals Meeting, 3:30 – 5:30 p.m., Locations Vary

November 7: H.S. Principals & Assistant Principals Meeting, 3:00 – 5:00 p.m., Locations Vary

November 12: School Board Meeting, 5:00 p.m., Board room A & B

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 – Mary O’Brien, mobrien@everettsd.org, 425-385-4106

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

ADA Coordinator – Randi Seaberg, rseaberg@everettsd.org, 425-385-4104

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***

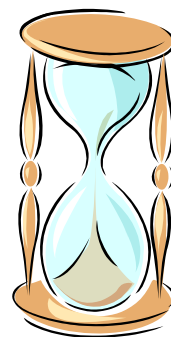
Please use templates that have been provided to cabinet members and their support staff. The to/from/date section needs to be in number 12 Georgia Font. The line before the body needs to be 8 font. The body of the memo needs to be in number 11 Georgia Font. The top section and body of the memo should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

August 16, 2024

To: Hiring Managers (Administrators and Supervisors)
From: Chad Golden, Assistant Superintendent, Human Resources
Regarding: **REMINDER - Classified Job Fair, August 19**

As part of our strategic initiative, *F.1.a Recruitment and Retention*, it is our goal to enhance and expand recruitment and retention of a diverse workforce. Over the past several years we have experienced a shortage in our classified workforce.

As discussed during the district's Leadership week, Human Resources is hosting a [classified job fair](#) at the CRC on **August 19, 3:00 – 7:00 p.m.** The goal of this event is to fill all remaining classified vacancies prior to the first day of school.

Hiring managers should come prepared to hire on the spot to fill their vacancies.

Required Action:

Building administrators and district directors plan on arriving by 2:00 p.m. for set-up and orientation.

Approved for Distribution:

Chad Golden



Response/Action Required

August 16, 2024

To: Building Administrators & Directors of Certificated New Hires
From: Mimi Brown, Director of Professional Learning
Regarding: **Certificated New Hire Orientation**

Successfully onboarding our new staff helps them start strong so they can positively serve the students at Everett Public Schools for many years. Here is a synopsis of the New Hire Orientation week:

Tuesday, August 20	Wednesday, August 21	Thursday, August 22	Friday, August 23
Focus: Welcome, Technology, HR, Curricular Content	Focus: Curricular Content	Focus: Content & Engagement	Focus: Building Onboarding
<ul style="list-style-type: none">7:30 New Hires may start to arrive at Evergreen Middle School8:00 Breakfast with principal/director and district welcome8:50 First Tech break-out starts, principals/directors may leave	<ul style="list-style-type: none">Full Day of Sessions at Evergreen Middle School	<ul style="list-style-type: none">Full Day of Sessions at Evergreen Middle School	<ul style="list-style-type: none">New Hires report to their work siteSign in at school siteContractual Requirement: Meet with admin. for onboarding on site <i>See sample agenda below</i>

A continental breakfast will be provided for you and your new hire on Tuesday, August 20. Please sit with your new hires and facilitate conversation with other table mates.

Friday, August 23 new hires will spend the day at their building/work site. We will instruct them to sign in at your site. Please reinforce this important step. We will email your administrative assistant the required sign-in (this is in addition to any building level summer sign in you may have).

- Contractually, two hours of this time is for you to communicate your vision and expectations for their work. Your purposeful planning of this time helps launch their career on a positive note. A sample In-Building Orientation agenda is included in this memo. Contractually, all new teachers must have a functioning workstation, furniture, supplies and curriculum materials in their classroom when they arrive. Please notify the technology department if you need help in setting up the classroom's technology. You may want to provide lunch for your new teachers and consider inviting their mentor teacher. Please communicate with your new certificated staff when your two-hour meeting time will start. Thank you for providing a warm and welcoming experience for all our new teachers!

Approved for Distribution _____

Peter Scott

In-Building Orientation Sample Agenda (2 hours required)

Check-In:

Ensure someone is ready to provide a warm welcome to new teachers. A staff member should be available to:

- Check out keys and provide Sonitrol codes
- Show the new educator their work space/classroom
- Provide a school tour

Contractual:

Confirm the following contractually **required** materials are in each new educator's work space:

- Functioning workstation
- Furniture
- Supplies
- Curriculum

Overview Suggestions:

- Mission and vision of the school
- Instructional focus and priorities for the year
- School culture
- PBIS Systems
- Teacher expectations
 - Continuous Improvement
 - Planning, planning, planning!
 - Collaboration and LIF-time expectations
 - Collegial relationships
 - Parent communication
- Supervision and evaluation
- Teacher Supports
 - Elementary building level instructional coaches
 - Social-Emotional routines
 - Collaborative team
 - Discipline policy

Nuts and Bolts:

These items would be important for new teachers to know about before the start of school. You may cover these in your opening LID days instead of during this time.

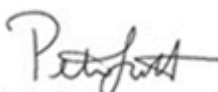
- Safety
 - Safety drill procedures
 - Exit plans
 - Emergency supplies (ex: backpack)
 - Transition movement expectations for students
 - RAVE 911 & Crisis Manager Apps
- Logistics
 - School start and end times
 - Master Schedule (ex: Title/LAP/ML supports)
 - Tour of building and provide map
 - Staff restrooms
 - Entry points and procedures for students
 - Student demographics
 - Voice mail and phone access procedures
 - Staff list with room and phone numbers
 - Hall passes
 - PBIS system
 - Discipline referral process

- Technology & Personal Electronic Devices (PEDs) building expectations
- Staff meetings and schedule
- School Improvement Plan (SIP)
- Parent volunteers
- Requesting field trips
- Location of materials and supplies
- Requesting materials and supplies
- Remind principal or office manager about the Everett Public Schools Foundation (EPSF) \$100 grant for first year teachers (given via gift card for 2024-25 school year)

Required Action:

- Attend New Hire Breakfast on Tuesday, August 20
- Meet with your New Hires on Friday, August 23

Approved for Distribution



Peter Scott



Response/Action Required

August 16, 2024

To: Principals, Assistant Principals, and Office Managers
From: Peter Scott, Deputy Superintendent
Christopher Ferreira, Safety & Security Coordinator
Regarding: **2024-25 Safety Committees, Minutes, Drills, & Plans**

Safety Committees

All schools are expected to form a Site Safety Committee consisting of employee representatives from each work group. The term of elected members shall be one (1) year. The committee must meet a minimum of three (3) times annually. Safety Committees are also appropriate groups for monitoring and updating emergency plans and serving as the site's Emergency Operations Planning Team. For more information regarding Site Safety Committees, please see section 7.04 in the [Business Information Manual](#).

Safety Minutes

The original minutes will be filed and maintained for one (1) year at the school, per the [Records Retention Manual](#). Please record meeting minutes on the: [Safety Committee Report Fill-in Form](#) and **post a copy on site Safety Bulletin Boards** (see [Section 7.05](#)).

Required Action:

Please record your safety meetings and forward your minutes to Anna Jacobsen.
The *first meeting minutes* are due October 31, the *second* are due February 28, and the *third* are due May 30.

Safety Plans

In compliance with [RCW 28A.320.125 Safe school plans—Requirements—Duties of school districts, schools, and educational service districts—Reports—Drills—Rules](#), schools will have safe school plans and procedures in place. When finalized, your revised safety plan should be uploaded to DocuShare in the Safety Plan and Resources [2024-25 School Safety Plans](#) School Safety Plans folder.

Safety Drills

To allow for response to locally identified threats and hazards, safety drills must teach staff and students four functional drill responses. Schools must conduct the following drills whenever students are present:

1. **Shelter-in-place (1)** – used to limit the exposure of students and staff to hazardous materials, such as chemical, biological, or radiological contaminants, released into the environment from the outside. Custodians provide all materials for shelter in place. The expectation is to stay in individual classrooms. You may use the link below for training purposes: <https://youtube.com/clip/UgkxnbXlnmM7GsAqyA99zkXGT4pMeshlYZc3>
2. **Lockdown (3)** – used to isolate students and staff from threats of violence, such as suspicious trespassers or armed intruders, which may occur in a school or in the vicinity of a

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Communications to Principals (08/16/2024)

Peter Scott

school. When conducting a lockdown drill, the lockdown button must be activated (if installed).

3. **Fire Evacuation (3)** – used to move students and staff away from threats, such as fires, oil train spills, or tsunamis. ****PLEASE DO NOT USE FIRE PULL STATIONS TO INITIATE THESE DRILLS. ACTIVATION SHOULD BE DONE AT THE FIRE PANEL.**
4. **Earthquake drill (3)** – using the state-approved earthquake safety technique "drop, cover, and hold must be conducted: This year all sites are **required to participate** in the *Great American Shakeout* on **October 17, 2024, at 10:17 am local time**. If you cannot schedule exactly at 10:17 am, that is acceptable as long as we are participating on October 17. For more information visit: <https://www.shakeout.org/washington/>.

Required Action:

Safety drills must follow these requirements:

1. All schools will conduct at least one safety-related drill per month, including in July and August if students are attending summer school (see requirement in parenthesis above).
2. The first evacuation drill must be completed within the first ten days of the start of school, on **or before September 18, 2024**.
3. Drills should not be scheduled at or around the last day of the month in the event circumstances dictate that they cannot be completed.
4. The district relies upon the "Rave Panic Button" app to quickly communicate emergencies to staff and Snohomish County 911. As such, schools must incorporate the use of the app in at least **(3)** safety-related drills. You must call the **Snohomish County 911 shift supervisor at 425-407-3930** prior to activating the Rave Panic Button app for a drill. If you are conducting a Fire Evacuation drill you must call both **Sonitrol at 425-258-3571** and **Snohomish County 911 shift supervisor at 425-407-3930**. **Please only use the Other 911 button for all drills.**
5. Schools must document the date, time, and type of each drill using [Office 365](#)
6. The [School Safety & Emergency Drill Plans](#), a form to pre-plan your drills for the school year must be provided to **Anna Jacobsen by August 30, 2024**.
7. All required drills must be **completed no later than Thursday, June 12, 2025**,

Contact Christopher Ferreira or Anna Jacobsen at ext. 5228 if you have any questions.

Please check the [2024-25 School Safety Checklist](#) for due dates.

For safety-related information visit Docushare at:

Location: [Home](#) » [Everett Public Schools Documents](#) » [Departments](#) » [Safety and Security](#) Listing

<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-17881>

Safety & Security – School Drills & Safety Committee Meetings:

<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-7346>

OSPI

[School Safety Center](#).

Thank you for all you do to ensure the safety of staff and students in Everett Public Schools.



Response/Action Required

August 16, 2024

To: All Principals
From: Chad Golden, Assistant Superintendent, Human Resources
Regarding: **Substitute Shortage – Substitute Plans**

As you prepare for the start of school and in the event of a certificated substitute shortage, please make sure your substitute plans are developed and ready for publication prior to the first day of school. To assist in creating substitute plans, linked are fillable forms for [elementary](#) and [secondary](#).

Below is an excerpt from the EEA collective bargaining agreement outlining the information to include in your plans as well as timelines:

Section 9.01.E – Substitute Shortages

E. Substitute Shortages

1. Each school shall develop a fair and equitable plan to cover assignments when a substitute shortage occurs. The plan will be published to all school employees prior to the first student day. The plan will address how to minimize the disproportionate impact on ESAs and specialists. Employees not trained with the District de-escalation strategy (i.e., Right Response training) have the right to refuse substitute coverage in Achieve classrooms unless there is an appropriately trained employee in the classroom.
2. The school plan shall address when employees released for on-site work or District trainings will be directed and/or offered the opportunity to return to their regular assignment when substitutes are unavailable.

On any given day, District-directed pullouts shall be limited to fifty (50) employees and school directed pullouts shall be limited to thirty (30) employees. Employee requested substitutes for assessment scoring shall not be subject to these limits.

Required Action:

Send a copy or provide a link to your school's substitute plans to Jean Hanson, Human Resources, jhanson@everettsd.org. **Plans are due by August 31.**

Approved for Distribution:

Chad Golden



Response/Action Required

August 16, 2024

To: School Administrators and Office Managers
From: Nancy Brown, Director of Transportation
Regarding: **Transportation Start of School Reminders**

The current [elementary school students onboarding process](#) requires that color-coded bus badge labels be printed for all kindergartners and first grade bus riders for the first five school days. The dates below anticipate the first student school day will be Wednesday, September 4.

- First grade students are required to have bus labels from September 4 through September 10.
- Kindergarten students are required to have bus labels from September 9 through September 13.

“All Clear” process for all buses and schools is September 4 through 6.

“All Clear” process for all elementary buses and schools continues through September 13.

If you need to contact transportation during the first five days of school, please call the transportation main line at **425-385-4144 or x4152**. Please **do not call** Durham School Services directly as the dispatch staff must focus on bus radio communications. Our office will have an open phone line with Durham staff during the AM and PM routes.

Required Action:

Review onboarding process and create color-coded bus badge labels for all kindergartner and first grade bus riders.

Approved for Distribution:

Larry C. Fleckenstein



Response/Action Required

August 16, 2024

To: Administrators & Supervisors
From: Chad Golden, Executive Director of Human Resources
Regarding: **Fall Flu Clinic – September 11**

Everett Public Schools will host a flu clinic this fall at the Community Resource Center:

**Wednesday, September 11
3-6:00 p.m.**

IMPORTANT REMINDERS

- Sign up online: <https://www.safeway.com/vaccinations/group-clinic/EverettPublicSchool09112024>
- If unable to sign up online, participants will need to fill out a paper consent [form](#)
- If applicable, please add the last 4 of SSN on the form
- Each participant must bring their medical, prescription and/or Medicare part B card to vaccine appointment.
- Participants should wear a short sleeve shirt if possible.

Required Action:

Please print and post the [linked](#) flyer and [linked](#) consent form in areas frequented by staff.

Approved for Distribution:

Chad Golden



Response/Action Required

August 16, 2024

To: All Principals
From: Michele Waddel, Director of Assessment and Research
Quiana Hennigan, Student Assessment Coordinator
Regarding: **Fall Assessment Building Plans Due by September 13**

All assessment window dates indicated are draft dates, subject to bargaining. These dates are provided for the purpose of planning and are subject to change.

WIDA Screener (K-12)

August-June

English language proficiency test used to determine eligibility for English language development services.

- [Building Plan](#)

Elementary i-Ready and Early Literacy Assessments (K-5)

Fall: September -October

Winter: January -February

Spring: March -June

i-Ready Diagnostic (mathematics and reading): identifies gaps, creates custom personal learning path to address gaps.

Dyslexia Screener: i-Ready Reading Diagnostic data (from above) is used with a 1:1 paper Rapid Automatized Naming (RAN) test to identify dyslexia warning signs in students.

Oral Reading Fluency: i-Ready Diagnostic data (from above) is used with a 1:1 paper Oral Reading Fluency test to identify struggling readers.

- [Building Plan](#)

CogAT Screener (Grades 1 and 5)

Grade 1: October 14-18

Grade 5: October 21-25

CogAT Screener is an approximately 45-minute online assessment that identifies highly capable students for participation in Learning Enrichment Achievement Program (LEAP) services in their general education classroom. The screener also identifies students in first grade who might benefit from the full HC testing process and students in fifth grade who might benefit from advanced or accelerated courses in middle school. This is administered by classroom teachers to their own students.

- [Building Plan](#)

CogAT Complete and Iowa (Grades 1-4)

November 12- January 24

CogAT Complete and Iowa Assessments are online assessments that identify highly capable (HC) students for participation in a self-contained, HC classroom at one of our HC Centers. Substitute proctors will administer these assessments, which may require a full day.

- [Building Plan](#)

Approved for Distribution:

Shelley Boten

Kindergarten CogAT Screener

December 9-13

CogAT (Cognitive Abilities Test) Screener is an approximately 45 minute online assessment that identifies highly capable students for participation in Learning Enrichment Achievement Program (LEAP) in their general education classroom. It is administered by substitute proctors.

- [Building Plan](#)

World Language Assessment (7-12)

November-December

World language proficiency are elective exams that students may take to earn high school credit and potentially earn the Seal of Biliteracy. Now given once annually by a pool of centrally trained proctors.

- [School Coordinator Checklist](#)
- [Building Plan](#)

PSAT: Grade 10 (grade 11; student choice)

October 9

Measures Evidence-Based Reading and Writing (EBRW) and mathematics for college preparation, eligibility for scholarship opportunities, Advanced Placement potential, and measurement against national grade level benchmarks. In addition to all grade 10 students, grade 11 students may register to participate at their own expense for National Merit Scholarship Program participation purposes.

- [Test Coordinator Manual](#)
- [Educator Experience Site](#)
- [Building Plan](#)

Advanced Placement Exams (high school)

May 5-16, Late Testing May 19-23

AP Exams are designed to measure how well students have mastered the content and skills of a specific AP course. Most AP tests are now online, but some are portfolios or hybrid tests. While the exams do not take place until spring, most of the work takes place throughout the year.

**When the AP manuals come out, critical information, including updated checklists, will be emailed directly to the AP coordinator listed on the building plan.*

- [Building Plan](#)

Required Action:

1. Review materials and forward them to applicable school assessment coordinator.
2. Review, complete, and return applicable building plans to [Justine Palabrica](#) by **September 13**.
3. Ensure all applicable staff are aware of their responsibilities for each assessment.

Approved for Distribution:



Shelley Boten



Response/Action Required

August 16, 2024

To: All Building Administrators
 From: Chad Golden, Assistant Superintendent, Human Resources
 Regarding: **Teacher Workday Schedule**

In accordance with Article 9.01.A.4, post the teacher workday schedule in a common area.

Everett Public Schools / 2024-25 Teacher Workday

Schools	Student Time	Teacher Time
High School		
Cascade	7:30 – 2:05	7:00 a.m. – 2:30 p.m.
Everett	7:30 – 2:05	7:00 a.m. – 2:30 p.m.
HM Jackson	7:30 – 2:05	7:00 a.m. – 2:30 p.m.
Sequoia	8:20 – 2:55	7:50 a.m. – 3:20 p.m.
Online High School	Asynchronous	7:30 a.m. – 3:00 p.m.
Port Gardner (A.M.)	9:15 – 11:30	8:00 a.m. – 3:30 p.m.
Port Gardner (P.M.)	12:15 – 2:30	
Middle School		
Eisenhower	8:15 – 2:50	7:45 a.m. – 3:15 p.m.
Evergreen	7:30 – 2:05	7:00 a.m. – 2:30 p.m.
Gateway	8:10 – 2:45	7:40 a.m. – 3:10 p.m.
Heatherwood	8:15 – 2:50	7:45 a.m. – 3:15 p.m.
North	8:15 – 2:50	7:45 a.m. – 3:15 p.m.
Port Gardner (A.M.)	9:15 – 11:30	8:00 a.m. – 3:30 p.m.
Port Gardner (P.M.)	12:15 – 2:30	
Elementary		
Cedar Wood	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
Emerson	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
Forest View	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
Garfield	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
Hawthorne	8:35 – 2:50	8:00 a.m. – 3:30 p.m.
Jackson	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
Jefferson	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
Lowell	8:35 – 2:50	8:00 a.m. – 3:30 p.m.
Madison	8:35 – 2:50	8:00 a.m. – 3:30 p.m.
Mill Creek	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
James Monroe	8:35 – 2:50	8:00 a.m. – 3:30 p.m.
Penny Creek	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
Port Gardner (A.M.)	9:15 – 11:15	8:00 a.m. – 3:30 p.m.
Port Gardner (P.M.)	12:15 – 2:15	
Silver Firs	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
Silver Lake	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
Tambark Creek	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
View Ridge	9:15 – 3:30	8:25 a.m. – 3:55 p.m.
Whittier	8:35 – 2:50	8:00 a.m. – 3:30 p.m.
Woodside	8:35 – 2:50	8:00 a.m. – 3:30 p.m.

Approved for Distribution:

Communications to Principals (08/16/2024)

Chad Golden

Chad Golden



Response/Action Required

August 16, 2024

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

As you prepare for the start of school, 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.

When we have reached agreements with the associations we are currently bargaining with, we will provide updates regarding new language.

Required Action:

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

Approved for Distribution:

Chad Golden



Response/Action Required

August 16, 2024

To: School Principals & Office Managers
From: Brian Beckley, Chief Information Officer
Regarding: **Emergency (Red) Telephone List**

SCHOOL EMERGENCY TELEPHONE LIST (Emergency/Power Failure Lines) 2024-25

School/Site	Administrator	Main Phone #	Emergency Phone
Athletics	Dani Mundell	385-4269	(425) 252-1694
Cedar Wood	Kevin Allen	385-7790/7701	(425) 402-0324
Superintendent	Dr. Ian Saltzman	385-4018/4019	(425) 493-5608
CHS	Michael Takayoshi	385-6090/6001	(425) 355-0703
EHS	Kelly Shepherd	385-4490/4401	(425) 259-4614
Eisenhower	Wilnic Gideon	385-7590/7501	(425) 316-3903
Emerson	Blythe Young	385-6290/6201	(425) 513-0523
Evergreen	Sara Idle	385-5790/5701	(425) 513-1429
Forest View	Bethany Stoddard	385-7990/7901	(425) 338-0190
Garfield	Kathleen Stilwell	385-4790/4701	(425) 339-3629
Gateway	Matthew Bennett	385-6690/6601	(425) 338-2537
Hawthorne	Jacob Ellsworth	385-4690/4601	(425) 259-2673
Heatherwood	Laura Wellington	385-6390/6301	(425) 338-1690
Jackson ES	Darren Larama	385-5690/5601	(425) 258-3872
Jefferson	Steve Hopkins	385-7490/7401	(425) 357-9281
JHS	M. Sechin Tower	385-7090/7001	(425) 338-1972
CRC	Brian Beckley	385-4204/4200	(425) 791-3255
Lowell	Elizabeth Kelley	385-5390/5301	(425) 258-2994
Madison	Jalene Finley - Interim	385-5990/5901	(425) 513-0840
Maintenance	Greg Smith	385-5200	(425) 252-7682
Mill Creek	Cindy Foster	385-6890/6801	(425) 316-3810
Monroe	Allison MacGregor Fornes	385-7390/7301	(425) 337/1360
North	Tyler Ream	385-4890/4801	(425) 259-1499
Penny Creek	Marti Shefvland	385-7290/7201	(425) 357-0735
Sequoia Alternative	Jack Roy	385-5190/5101	(425) 339-8090
Silver Firs	Aleta Smoot	385-6590/6501	(425) 338-1548
Silver Lake	Theresa Campbell	385-6990/6901	(425) 338-1337
Tambark Creek	Celia O'Connor-Weaver	302-9290/9201	(425) 485-2962
Transportation	Nancy Brown	385-4141	(425) 374-5075
View Ridge	Tina Wood	385-5490/5401	(425) 293-0335
Whittier	Tony Wentworth	385-4390/4301	(425) 258-3524
Woodside	Danielle DeJong	385-7890/7801	(425) 481-2723

Approved for Distribution:
Communications to Principals (08/16/2024)


Brian Beckley

Required Action:

Please add this list of site emergency phone numbers to your site safety plan & post the list by the site red emergency phone.



Response/Action Required

August 16, 2024

To: All Principals
From: Michele Waddel, Director of Assessment and Research
Regarding: **Research Approval Process**

Research Requests:

Each year, we receive a number of research requests. While most researchers have selected worthy topics for study, these studies may be overly disruptive to the learning environment or cumbersome for staff.

All researchers, both external researchers and staff members, must follow the research application process as outlined in School Board [Policy 2105](#) and [Procedure 2105P](#).

- Notify your staff of the Research Application process.
- Refer all requests to conduct research to Michele Waddel in the Assessment and Research office.
- Ask your staff and student teachers if they are planning to earn a degree in 2024-25 that will require, they do research. They must be approved for research through Assessment and Research.
- No research is permitted prior to October 1, 2024 or after May 1, 2025.
- Research application reviews can take up to 4 weeks. NO applications are accepted after March 1, 2025 as there will not be time for approval and completion of research.

Students exempt from research application process:

- Everett Public Schools students who are conducting research as part of an assignment in an Everett Public School course or school-sponsored activity in which they are currently enrolled are not required to complete a research application under this policy. They should contact their principal for approval.

Students NOT exempt from research application process:

- Students who are not Everett Public Schools' students who want to conduct research must apply to conduct research under [Policy 2105](#).
- Everett Public Schools' students who want to conduct research for any reason other than as part of an assignment in an Everett Public School course or school-sponsored activity in which they are currently enrolled must apply to conduct research under [Policy 2105](#).

Hidden Research:

Pay particularly close attention to grants, partnerships, and software contracts which often contain a research component. These must be approved as well.

The research policy, procedure and process can be found on the [Assessment & Research website](#). All applications must be emailed to mwaddel@everettsd.org and Research@everettsd.org.

Approved for Distribution:

Shelley Boten

Required Action:

- Notify all staff of School Board [Policy 2105](#) and [Procedure 2105](#).
- Ask your staff if they are earning a degree this year that requires research and ensure they are aware of the policy and deadlines.
- Refer all research inquiries to [Michele Waddel](#) and remind your staff that all research requests must be reviewed and approved through the Assessment & Research Department per School Board [Policy 2105](#).

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

August 16, 2024

To: Principals and Secondary Administrators
From: Kelley Clevenger, Executive Director of Special Services
Regarding: **Co-Teaching Professional Development**

Special Services is excited to share information about upcoming professional development for new and 2+ year co-teaching partnerships. Pam Stever and Kathleen Gomez, the points of contact for supporting co-teachers, will host the trainings at the CRC.

Though optional to attend, we highly recommend partnerships attend together for a smooth and successful start to the school year. If there are any changes to co-taught partnerships or if you have any questions, please reach out to Pam Stever PStever@everettsd.org or Kat Gomez KGomez@everettsd.org.

New Co-Teaching Partnerships – General and special education teachers are highly encouraged to attend together.

Date: Aug 26, 2024
Time: 8 AM – 12 PM
Location: CRC – Board Room A

2+ Year Co-Teaching Partnerships– General and special education teachers are highly encouraged to attend together.

Date: Aug 27, 2024
Time: 9 AM – 11 PM
Location: CRC – Lunchroom

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Peter Scott



Response/Action Optional

August 16, 2024

To: School Administrators and Office Managers
From: Nancy Brown, Transportation Director
Regarding: **Field Trip Fuel Rate Adjustment**

The fuel mileage rate for field trips has been adjusted for the 2024-25 school year.

The mileage fuel rate in previous years was determined by using the standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical, or moving purposes published by the IRS every January. The 2023-24 rate using this method was \$0.67 per mile driven on a field trip.

An analysis of fuel expenses was completed by the Transportation Department. It was determined that using the IRS fuel rate is not an accurate method to charge back fuel expenses used on field trips and did not cover the actual fuel expense.

Based on this information, the field trip fuel rate has been adjusted to \$2.06 per mile for the 2024-25 school year, and the [updated field trip rate sheet](#) reflects these adjustments.

Please contact transportation at x4144 if you have any questions.

Review the updated field trip rate sheet and share with your staff.



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

August 16, 2024

To: Principals and Assistant Principals
From: Peter Scott, Deputy Superintendent
Regarding: **Instructional Review Overview and Schedule**

Here is the overview and schedule for this year's [Instructional Reviews](#). We are looking forward to learning alongside you and your team.

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Peter Scott



Information Only

August 16, 2024

To: Principals and Assistant Principals
From: Kelley Clevenger, Executive Director, Special Services
Regarding: **ESA Assignments 2024-25**

Please click the link below to view the ESA assignments for the 24-25 school year.

[ESA Staffing List SY 24-25 - Copy.xlsx](#)

If you have questions, please contact:

Beth Degrace for OT/PT bdegrace@everettsd.org
Katy Ramon for Psychologists kramon@everettsd.org
Heather Brown for SLPs hbrown2@everettsd.org

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Peter Scott



August 16, 2024

To: All Administrators
From: Kelley Clevenger, Executive Director of Special Education
Regarding: **OSPI Start of Services for Special Education**

Tips from the Special Education Division August 2024

Question: *As the new school year begins, when must students eligible for special education and related services start receiving services?*

Answer:

Each school district must have in effect an individualized education program (IEP) for every student within its jurisdiction who is eligible to receive special education services at the beginning of the school year (WAC 392-172A-03105). The beginning of a new school year, however, often brings questions about when students eligible for special education will start receiving services.

School districts are reminded that they cannot arbitrarily determine when special education and related services will begin or schedule them to begin after the start of the school year for some providers (SECC 16-29 (2016)). Furthermore, a school district policy mandating that services for all students eligible for special education will begin at a specific time after the beginning of the school year (e.g., the third week of the school year) would not be consistent with the IDEA and its implementing regulations (*Letter to Ackerhalt*, 60 IDELR 21 (OSEP 2012)).

The IEP team, which includes the parent(s) and school district officials, determines the projected date for the start of a service based on the individual needs of the student. The IEP team, on a case-by-case basis, may determine that the individual needs of the student require that the start date of a service should occur the first week of school or some other time after the beginning of the school year. Any decision by an IEP team regarding the anticipated start date for services

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Peter Scott

must be documented within the IEP (WAC 392-172A-03090). The expectation, however, absent any other documented decision from an IEP team, is that students eligible for special education start receiving services at the beginning of each school year. School districts may want to remind school leaders and providers of these requirements and encourage them to proactively address questions and concerns prior to the start of school to ensure each student accesses an appropriate education.

