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Thursday, July 17, 2025

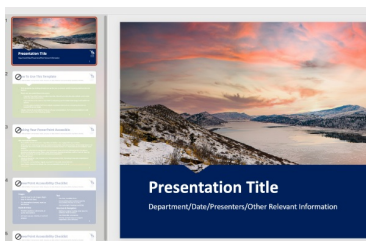
## Welcome to the revamp of the staff newsletter!

We know your inbox is full enough, so the new newsletter will be no fluff – just the core updates you need to do your job. To ensure announcements go out on time, **The Memo will come out on the 15th of every month.**

The goal of this newsletter is to be a streamlined vehicle for staff announcements and updates so that individuals don't have to constantly send out their own announcements, which creates a flurry of emails that don't get opened. If you have announcements or resources for the newsletter, scroll down to see how to get them included.

If the newsletter gets lost in your inbox, you can find [current and past editions here>>>](#).

## District Updates, Staff Announcements, Reminders



### Accessible Presentations:

Does part of your job involve giving presentations? PSD has brand new **presentation templates** that are up-to-date with accessibility guidelines. There are two options each for Powerpoint and Google Slides. These feature easy-to-use accessibility recommendations



### Department Branding:

PSD is streamlining its visual branding; if your department does not yet have a wordmark (see example above), [contact PSD Branding & Graphic Design Coordinator Mariah Wenzel](#).

### New Board Policy Review Process:

PSD is adopting a **standardized process** for reviewing our District Policies, as opposed to continuing to reviewing them on an as-needed basis. As each policy goes up for review every four years, you can submit feedback on the proposed changes **here** starting in October.

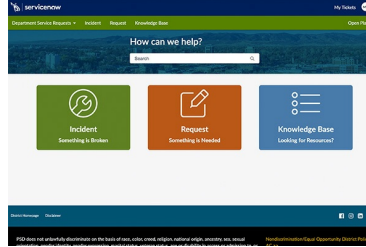
### New Manager of Employee Assistance Services:

We are thrilled to announce that **Dr. Renee Gilkey** has been

and instructions, and *they're pretty.*

### Benefits Enrollment:

PSD's annual benefits open enrollment period closes at 4 p.m. on July 21st! If you're not already enrolled in the benefits plan(s) of your choice for the coming year, check your email for information, updates, and instructions. Questions can be sent to [benefitsstaff@psdschools.org](mailto:benefitsstaff@psdschools.org).



### ServiceNow:

The Employee Service Center (**ServiceNow**) is up and running as the best way to request **facility/maintenance, communications, IT, finance, translation and SWAAC services**. Instead of sending an email into the ether & hoping for a response, you can track the status of your request in real time.

ServiceNow Access

named the new Manager of **Employee Assistance Services!** Dr. Gilkey has been an EAS counselor since 2022 and has excelled in both clinical practice and clinic leadership throughout her career as a Licensed Psychologist.

### Student Code of Conduct 2025-26:

There have been minor updates to the Student Code of Conduct. See those changes [here](#).

## Upcoming Events

### Les Misérables School Edition:

PSD Summer Musical: July 24-27 at Fort Collins High School, tickets [here](#).



### Paraprofessional Hiring Event:

Wednesday, July 30, 2025, 8:00 a.m. - 12:45 p.m. at Rocky Mountain High School. Info [here](#).

### Accessibility Lunch & Learn:

Thursday, July 24th, 12-12:30 p.m. on Microsoft Teams (link [here](#)). Learn what little tweaks can make your work more accessible -- great for all staff!

### Upcoming Board Meetings:

August 12th and August 26th in Johannsen Support Services Center Boardroom. Dinner Session at 5:00, meeting at 5:30.

To speak during community comment at a board meeting, please sign up before 5:00 p.m. on the Monday preceding the meeting.

During the 2025-26 school year, community comment will only be on the agenda at the first Board meeting of each month. More info [here](#).

## Resources

- **Staff Calendar for 2025-2026:** view all contract length dates for all employees for the upcoming year.
- **Employee Special Offers:** Several businesses offer special rates and discounts to PSD employees. Special offers are updated online seasonally or when new offers are added to the list.



**Check Out All of  
Our Deals at**

[psdschools.org/staff/employee-special-offers](https://psdschools.org/staff/employee-special-offers)



## Feedback & Contributions



Have an announcement, event or resource you want featured in a future newsletter? Email Katya Andersson at [kandersson@psdschools.org](mailto:kandersson@psdschools.org)

Or sign into ServiceNow, click "Request", select "Communications" from the menu on the far left, then "Communications General Request", and put "Newsletter Submission" in the Short Description. Please try to have these requests in by the 10th of each month.

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