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The Memo

October 15, 2025

Happy Spooky Season! We don't have any cute, seasonal puns for you (we're sure your inbox is filled with enough of those), but we do have all the key staff announcements, updates, and resources you need for this month.

Scroll down to see how to submit announcements and feedback.

If The Memo ever gets lost in your inbox, bookmark [this](#) page to find prior and current issues. This page can also be found on the PSD Staff homepage, under "Quick Links".

District Updates, Staff Announcements, Reminders

Website Feedback:

PSD plans to improve its district website, school websites, and enhance other district communication tools! To ensure we meet the needs of our users, please [provide feedback](#) regarding our current websites and what you'd like to see in the future.

PSD Celebrates:

Mark your calendars — the 2026 PSD Celebrates will take place on May 4 at Lincoln Center. More info coming soon!

Why Are the New Risk Mgmt. Forms SO Long?:

Risk Management has updated the format of certain forms **to make them more accessible**

School Choice Applications:

The first-round school choice application period for the 2026-27 school year opens **Monday, Nov. 3 at 8 a.m. and closes Monday, Dec. 15 at 4 p.m.** A second round will open in mid-January.

Per PSD policy, staff members must meet eligibility requirements to qualify for the school choice employee benefit or priority ranking. See school choice policy [GE](#) for more information. More info will be sent via email during the week between the application window opens. Feel free to download the QR code below, which links directly to PSD School of Choice application, for use on social media/web pages/marketing materials.

Zum Transportation App:

Students have a new way to support safe trips to and from school: all students in grades 6-12 can download the Zum Services app on their personal devices to track their school buses and view delays (features previously only available to parents). The Zum Services app can be downloaded for free in the Apple App Store or Google Play.

For staff who assist with bus boarding in the afternoons, please remind students with Zum cards to board the bus first, and students without Zum cards to board after. This expedites the process and simplifies logistics for the driver.

Holiday Absences:

School Staff: Please remind

for all staff, students, and families. While generally the content hasn't changed, the layouts have been adjusted to work better with screen readers and other assistive tools. If you're having trouble accessing or using the forms, let us know. **Please begin using the updated forms immediately and dispose of any previously saved copies or bookmarks.**

Thank you for your flexibility as we continue to support inclusive practices in PSD! Learn more about [Accessibility in PSD](#).

FAFSA:

High school staff: Remind your college-bound seniors to submit a [FAFSA](#) (Free Application for Federal Student Aid). Families who are hesitant to complete government forms should use their discretion, but may want to look into the [CASFA](#) (Colorado Application for State Financial Aid) as an alternative.

Add the Inclusive Calendar Directly to Your Outlook:

1. Open your Outlook Calendar in your browser window
2. Click "+ Add Calendar" on the left side of the page
3. Click "Add from Directory" (the fifth option down on the list on the left)
4. Select your PSD email account from the drop-down menu
5. Enter the following email address: RelEventsCalendar@psdschools.org and select "My Calendars"

November Elections:

Click [here](#) for info about this November's election. Among other items on the ballot are seats on PSD's Board of Education. Colorado's Fair



Healthy Kids CO Survey:

The 2025-2026 [Healthy Kids Colorado Survey](#) will be conducted in January among students in grades 6-12. Participation is optional. Information will be sent out in November — stay tuned!

Professional Learning

Growing facilitators within our District is essential to building a strong, collaborative, and adaptive culture of growth in professional learning. After our Fall PL Days, participants shared feedback regarding the appreciation for teachers as leaders and presenters during our professional learning. Please view this [flyer](#) if you or someone you know would be interested in leading professional learning in PSD.

New Director of Employee Relations:

Starting on October 20th, the Human Resources department will have a new Director of Employee relations, Rob Collett!

Lockdown Week 10/27-30:

All PSD schools will participate in Lockdown Drill Week as part of the district's ongoing [safety and security efforts](#). Schools won't know beforehand when their drill will occur, but there will be clear communication when the drill starts emphasizing that it is only a drill, and that there is not an

students and families to report any upcoming planned absences (travel, holiday observances, etc.) ahead of time.

Commute Survey:

The City of Fort Collins is conducting a survey on commuting and work-related travel patterns. This brief survey is entirely voluntary and may be accessed [here](#). The survey is available in both English and Spanish. The City of Fort Collins will use this data to gain a better understanding of commuting patterns post-COVID, and it will be used in the City's sustainability efforts.

Technology Administrative Guidelines — What You Need to Know:

To help ensure consistent, secure, and efficient technology use across our district, several Technology Administrative Guidelines (AGs) have been developed. These guidelines outline standards and expectations for how technology is managed, supported, and refreshed.

- [AG: Asset Lifecycles and Barcoding](#) : Device asset lifecycle / tiered support system
- [AG: End Point Devices \(EPD\)](#) : Outline of the comprehensive management of EPD
- [AG: End Point Device \(EPD\) Refresh Schedule](#) : Phased refresh schedule of EPD
- [AG: Front of Classroom \(FoC\) Technology](#) : Standards and requirements for FoC
- [AG: Technical Support Services](#) : Technical Support guidelines

Mandatory Reporting:

Beginning Sept. 1, 2025, a new

Campaign Practices Act (FCPA) prohibits public resources from being used to support or oppose a candidate or ballot issue. See the 8/25 email titled "Staff Fair Campaign Practices Act guidelines" for more information.

active threat to the school. Talk to your Principal or AP for more info.

Colorado law has changed **how and when** mandatory reporters, including you as a school district employee, must report suspected child abuse or neglect. See the 8/29 email titled "Important Update: New State Law on Mandatory Reporting" for details.

Wellness

Ramp Health Wellness Portal:

The new health portal, Ramp Health, is live! If you haven't signed up yet, check your inbox for an email from support@ramphealth.com with your verification. Once you verify your account, you're free to use the portal for whatever wellness journey you're on. Enjoy an infinite number of wellness cards to look through, earn points toward the end-of-year stipend drawing, and be sure to take the Health Risk Assessment for next year's premium discount! If you still have the Wellworks app downloaded, feel free to delete it.

For questions, reach out to [Connor O'Rourke](#).

Employee Assistance Services:

The EAS counseling center has reopened for in-person services at their **new address**: 3350 Eastbrook Drive, Suite 200, Fort Collins, CO 80525.

What EAS offers:

- A confidential setting to discuss personal concerns with an experienced, licensed psychotherapist. Each individual is offered up to five free sessions per problem per plan year.
- Support for issues around relationships, parenting, job-related concerns, work-life balance, communication, life changes, substance use, trauma, depression, anxiety, stress, and more.
- Recommendations for mental health providers in the community based on the individual's insurance.

All PSD employees and their qualifying household family members, 12 years and older, are eligible for these services, **whether covered by PSD insurance or not**. Email eas@psdschools.org to make an in-person or virtual appointment.

Biometric Screenings:

Sign up for an optional Biometric Screening [here](#)! These are free for benefited staff and great for learning about your health risk status.

A completed screening **plus** a completed Health Risk Assessment in Ramp Health earns you a \$25 monthly discount on your PSD health insurance premium. **To get that discount for the 2026-2027 plan year, your biometric screening will need to happen anytime between 8/1/2025-6/30/2026.**

Lifestyle Health Program:

If you're looking to make strides in your health this month, check out PSD's Lifestyle Health Program and their awesome events!

- Exercise Physiologist DJ Arebalo is hosting the Move the Chains movement challenge throughout the month
- Registered Dietitian Sarah Morales will be hosting a cook-along demo featuring 3 protein-packed breakfast recipes
 - [Sign Up Here](#)
- Contact [Laura Dvorak](#) to get involved

Simple Therapy for Pain Relief:

If you haven't checked out Simple Therapy yet, it's a fantastic benefit that's free for PSD staff! If you're looking for back, knee, or hip pain relief, look no further. Simple Therapy offers 15-minute targeted exercises and stretches to help you relieve pain across 18 different body parts all from their app. Take the 2-minute assessment and get started towards a more pain-free life!

- Download the Simple Therapy app from your app store.
- Enter PSD in the employer box.
- Enjoy a pain relief program made just for you!

Upcoming Events

Upcoming Board Meetings:

October 21 and November 4 in Johannsen Support Services Center Boardroom. Dinner Session at 5, meeting at 5:30.

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

Curriculum & Instruction's Community Engagement Night:

November 10, 2025, 5-7 p.m. at Future Ready Event Center, 215 E Foothills Pkwy suite 510, Fort Collins, CO 80525 Families, educators, and community members are invited to take part in reviewing and discussing curricular materials for PSD. This is a valuable opportunity to learn more about the instructional resources being considered for our classrooms — and to share thoughts, questions, and ideas. This year, we are completing the adoption process for:

- K-5 Math
- English Language Development
- World Language Level 1 (French, German, Spanish)

Employee Assistance, Support and Empowerment (EASE) Group:

Each Wednesday for six weeks, 5-6 p.m., at EAS's new Address: 3350 Eastbrook Drive, Suite 200 Fort Collins CO 80525

Attend one of the following sessions:
Session 1: Jan 21-Feb 25
Session 2: March 25-April 29
Register in the [Professional](#)

Classified Professional Development Day:

THIS FRIDAY, October 17, 7:30-3:30 at Poudre High School. Classified employees can take classes to acquire new skills, build competencies, and nurture career growth. Class credits (with the exception of CPR and required classes) can be used to apply for the Classified Professional Growth [stipend](#).

Optional Biometric Screenings will also be offered, sign up [here](#).

Athletic Equipment Swap:

October 18th at Blevins Middle School, 7:30 a.m.-4:30 p.m., hosted by PSD's Student Advisory Council.

Donation window from 8-12
Equipment pickup from 12:30-4

Note that **students do not need to bring anything in order to receive equipment items**. Any PSD athlete can come to pick up what they need.

Staff and students can sign up to volunteer [here](#).

Accessibility Lunch & Learn:

Join us for monthly Lunch & Learn sessions to deepen your understanding of accessibility — the first three sessions are available to [watch anytime](#). The next live session, covering accessible document creation in Microsoft Word and Google Docs, is Thursday, October 23, 12–12:30 p.m. on Teams — [add it to your calendar](#)!

Accessibility Office Hours:

Looking for personalized support in making your work accessible to the full spectrum of different needs and abilities in your community? Drop by the next Accessibility Office Hours on Tuesday, November 4, from 9–10 a.m. in the ITC Building, Greyrock Conference Room.

Discover how PSD is advancing accessibility through the above opportunities, and more, in our [Accessibility in Action Plan](#). Accessibility is a journey, not a destination. Let's make progress together!



Screenagers Film Screening & Panel Discussion:

The PSD Board of Education is sponsoring showings of the updated [Screenagers: Growing Up in the Digital Age](#)

[Development Catalog](#) (Course #20327) for FREE or pay for credits

This is a support group for employees struggling with anxiety, exhaustion, and overwhelm, drawing on evidence-based strategies to foster well-being, resilience and hope.

[\(2025\)](#) film. The film identifies ways schools and caregivers can help young people navigate technology use and overuse. The audience for the film is primarily parents and their pre-teen to teenage children.

The screenings will be organized by combining schools together, but staff and community members can attend any, regardless of school affiliation.

Dates:

- 11/19 at Poudre High School, 6–8:30 p.m.
- 1/28 at Rocky Mountain High School, 6–8:30 p.m.

Open Community Conversations
with Superintendent
Brian Kingsley

Evenings from 5:30-7:00pm

Tuesday, September 30: Lincoln MS
Tuesday, October 28: Leshar MS
Thursday, November 13: Webber MS
Wednesday, January 21: Wellington MHS
Tuesday, February 17: Bethke
Wednesday, April 22: McGraw

BOARD OF EDUCATION

COMMUNITY ENGAGEMENT SESSIONS

Thursdays from 5:30-7:00pm

Oct. 2: Olander & Werner
Oct. 16: Linton & Eyestone
Nov. 6: Timnath Elementary & Irish
Feb. 19: Laurel & Tavelli
March 5: Bauder & Zach
April 16: Bamford & Rice

Superintendent and Board of Education Listening Sessions:

Superintendent Kingsley and the Board of Education will host [Community Engagement Sessions](#) throughout the 2025-26 school year. The next Board session will be held on October 16 from 5:30-8 p.m. at Linton & Eyestone Elementary Schools, and the next Superintendent session will be held on October 28 from 5:30-8 p.m. at Leshar Middle School.

Resources

- [2025-2026 Staff Calendar](#): view all contract length dates for all employees for the upcoming year
- [2025-2026 Multifaith Observance Calendar](#): view major holiday dates for the upcoming year
- [PSD Presentation Templates](#): For anyone who gives presentations at PSD, these new templates are up-to-date with accessibility guidelines. There are two options each for PowerPoint and Google Slides, featuring easy-to-use accessibility recommendations and instructions.
- [Elevations Credit Union](#) runs special offers and benefits for PSD employees
- [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

Feedback & Contributions



Have an announcement, event, or resource you want featured in a future newsletter? Email Katya Andersson, PSD's Internal Communications Specialist, at 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. The Memo goes out on the 14th of each month to admin and the 15th of each month to all staff.

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