

THE ● ● ● ● ● ● ●



The Memo

September 15, 2025

It's been a wild start to the year, and we hope you're settling into a rhythm that feels right. Below are the key staff announcements, updates, and resources you need for this month. **Tell your colleagues not to miss the Memo :)**

If we missed anything, 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

Permission Forms:

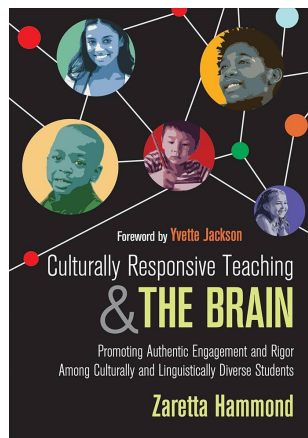
Need a permission form for a class activity or school event? **Please don't use previous forms or make your own.** To help ensure we are providing informed consent, please complete the [Activity/Event Permission Form](#) request and Risk Management will provide you with a permission form.

Field Trip Chaperoning:

Overnight field trips must have **at least two** adult chaperones, regardless of the number of student participants. There is no longer a requirement to have a male and female chaperone if male and female students are participating. Volunteer chaperones must be at least 25 years old.

Reminder from Records:

Please do not refer to students using just their initials in written records or communications — **full names and/or student IDs should be used.** Reach out to Emma Kinsella, Bri Champ, or Autumn Aspen with any questions.



District Policies Under Review:

The first district policies that will be reviewed under the new [standardized process](#) will be Policy [JICA](#): Student Dress, Policy [JICI](#): Student Conduct Involving Weapons, and Policy [JICF](#): Secret Societies/Gang Activity. Starting sometime in October, you can submit feedback on the proposed changes [here](#).

Free & Reduced Lunch Applications:

Please encourage your school communities to [apply for the Free & Reduced Lunch program, even though school meals in Colorado are free already](#). If a family doubts that they will qualify, they should feel free to apply

Discounted Master's Degree Opportunity:

Colorado licensed teachers have the opportunity to earn a Master of Arts in Equity, Bilingualism & Biliteracy with an Endorsement in Culturally & Linguistically Diverse Education via CU Boulder's BUENO program! This is an **all-virtual program offered at half the standard cost**. You do not have to be bilingual/biliterate to apply. Interested teachers can learn more and sign up for a mandatory info session [here](#). Sign up soon, as the new cohort starts Fall 2026.

School Choice Applications:

The first-round school choice application period for the 2026-27 school year opens Monday, Nov. 3 at 8:00 a.m. and closes Monday, Dec. 15 at 4:00 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.

FAFSA:

High school staff: Remind your college-bound seniors to submit a [FAFSA](#) (Free Application for Federal Student Aid). Families who are apprehensive about filling out government documentation should use their own 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:

Book Study:

Join the Language, Culture & Equity Department's district-wide Book study! Discover how to make learning more engaging and impactful with *Culturally Responsive Teaching and the Brain* by Zaretta Hammond. Explore practical strategies you can use right away in your classroom — and earn credit toward license renewal! Contact jaltomare@psdschools.org for details.

Found New Software You'd Love to Use?

Before using it in your classroom or department, make sure it's approved! PSD reviews all new software requests quarterly with IT, Curriculum, Finance, Risk Management, and Legal to ensure compliance with privacy laws, accessibility requirements, curriculum alignment, security standards, and budget guidelines (if applicable).

- Check the [Software Catalog](#) first.
- If it's not listed, submit a request in [ServiceNow](#).

Read [more](#) about the software review process

Synergy Advisory Group:

The IT department is launching a new advisory group to enhance the Synergy Student Information System by gathering feedback, improving user experience, and identifying training needs. The group will meet quarterly **and is seeking up to 12 participants**. Click [here](#) if interested.

PSD Org Chart:

Anytime you need to find out who to contact and how to contact them, PSD now has an [org chart](#) to help you find the right person easily. The website version will be updated

anyway. Families who apply and qualify can also receive: reduced internet and utility rates, P-EBT payments, Fort Collins recreation center and city pool discounts (including classes and youth sports leagues), grocery tax rebates, waived college application fees, waived fees for school sports and field trips, and more.



October Count:

[October Count](#) is Wednesday, October 1st; this is the day when the number of students present at each school and in each district are submitted to the state. In full transparency, **the attendance numbers on this day determine the funding that PSD receives** to keep schools open and full of the programming that families and staff count on. Please encourage students to be present for the first week of October if at all possible, and check out [these](#) resources for addressing attendance barriers.

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

Fire Inspections:

School fire inspections begin

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"

ASCENT Program Elimination:

The State of Colorado recently passed new legislation that has eliminated the **ASCENT program** after the 2025–2026 school year. High school staff and families should be aware that ASCENT will no longer be a postsecondary option beginning with the graduating class of 2026.

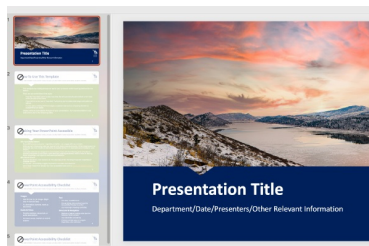
Test Scores:

CMAS, SAT and PSAT scores are in, and they're **well above state averages**. School staff, you deserve to be so proud of all you do to help students succeed.

as needed (send update requests to [Thomas Ketchersid](#)), while the PDF version will be updated twice per year.

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 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.



Presentation Templates:

If you've tried out the new accessible PSD **presentation templates**, we'd love to hear your **feedback**.

this month! Inspections will be completed at random, and all school inspections should be completed by the end of October. See the 8/22/25 email titled "Fire inspection notice for 2025-2026 school year" for more info.

New Messaging Tools:

Exciting news! PSD is preparing to implement a new district-wide mass communication system, which will drastically simplify staff and family communications. This will include **new district and school websites, a PSD app, and a mass messaging tool** that will take the place of School Messenger. This will bring powerful new tools for communication and engagement. Some updates to current websites and communication systems will pause during the transition — stay tuned for more details.

Mandatory Reporting:

Beginning Sept. 1, 2025, a new 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

New Wellness Portal:

PSD is in the process of transitioning from Wellworks to Ramp Health as our wellness portal. If you complete any activities in the meantime that would have previously earned you points toward the end-of-year drawing, please reach out to PSD's new Wellness Specialist, [Connor O'Rourke](#).

Biometrics completed before the launch date will be automatically entered into the new portal like normal. Ramp will offer many new features, including a personalized wellness page and a better experience in tracking your reward status, so the wait will be worth it! Look out from an email from Connor with the official Ramp Health launch announcement, FAQs, and signup information.

Biometric Screenings:

Biometric Screening events are being added to the calendar for the 2025-2026 school year! A completed screening **plus** a completed Health Risk Assessment in Ramp Health (coming soon) 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.**

These screenings are free for benefited staff, and great for

Walktober:

PSD will once again be battling it out for the best of NoCo during Walktober! This challenge measures your daily steps throughout the month of October by using a smart device or logging exercise minutes into the app.

You can participate solo or with a team of 3-10 people.

- [Register](#) between September 17 and October 7
- Encourage household members age 13 or older to join
- Aim for 20 leaves — 1 leaf = 6,000 steps per day — during the 31-day program
- The new "open invite" option allows other people to join your team, no invite needed!

learning about your health risk status. UCHealth is working hard to get screening events scheduled across the district, so if you don't see your site yet, don't panic. [Sign up here](#).

Employee Assistance Services In-Person Reopening:

The [EAS](#) counseling center has reopened for in-person services at their new address: 3350 Eastbrook Drive, Suite 200, Fort Collins, CO 80525. Email eas@psdschools.org to make an in-person or virtual appointment.

Upcoming Events

Upcoming Board Meetings:

September 23, and October 7 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.

Classified Professional Development Day:

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](#).

Keep an eye out for an email with the link to select and register for classes!

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

District Office Spirit

School Performance Framework Info Session:

September 30, 6:30-7:30pm at the Future Ready Center, 215 E Foothills Parkway, Suite 510.

Open to all PSD staff and community members to learn about accountability for the 2025-2026 school year. More info [here](#).

Accessibility Lunch & Learn:

These monthly Lunch & Learn sessions will deepen your understanding of accessibility — the previous two sessions are available to [watch anytime](#). The next live session, covering Outlook and Best Practices for Emails, is Thursday, September 25, 12:00–12:30 pm on Teams — [add it to your calendar!](#)

Accessibility Office Hours:

Looking for personalized support in making your work accessible to the full spectrum of needs and abilities in your community? Drop by these optional Accessibility Office Hours on Tuesday, October 7, from 9:00–10:00 am in the ITC Building, Greyrock Conference Room.

Accessibility is a journey, not a destination. Let's make progress together!



Screenagers Film Screening & Panel Discussion:

Week:

September 22-26 at PSD
Central Office Campus

- Monday, 9/22: Hat Day
- Tuesday, 9/23: PSD Gear Day
- Wednesday, 9/24: Beach Day
- Thursday, 9/25: Bring anything but a bag/Drink out of anything but a cup day
- Friday, 9/26: Jersey Day

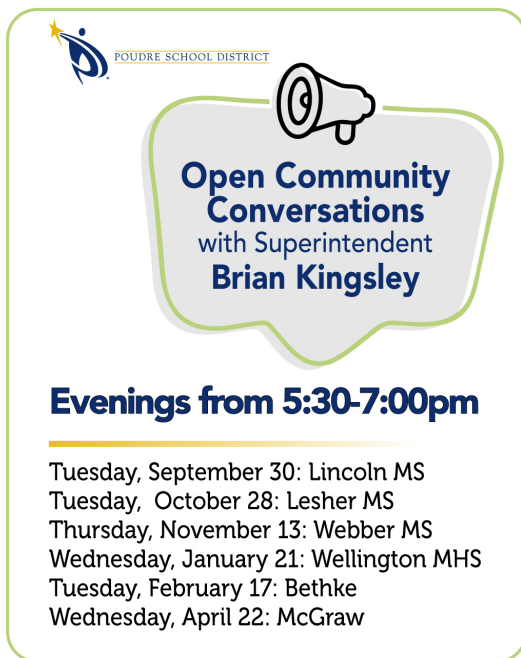
The PSD Board of Education is sponsoring three showings of the updated [Screenagers: Growing Up in the Digital Age \(2025\)](#) film. The film identifies ways schools and caregivers can help young people navigate technology use and overuse. The audience for the film is primarily parents and their pre-teen 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:

- 10/8 at Fossil Ridge High School, 6:00 – 8:30 PM
- 11/19 at Poudre High School, 6:00 – 8:30 PM
- 1/28 at Rocky Mountain High School, 6:00 – 8:30 PM

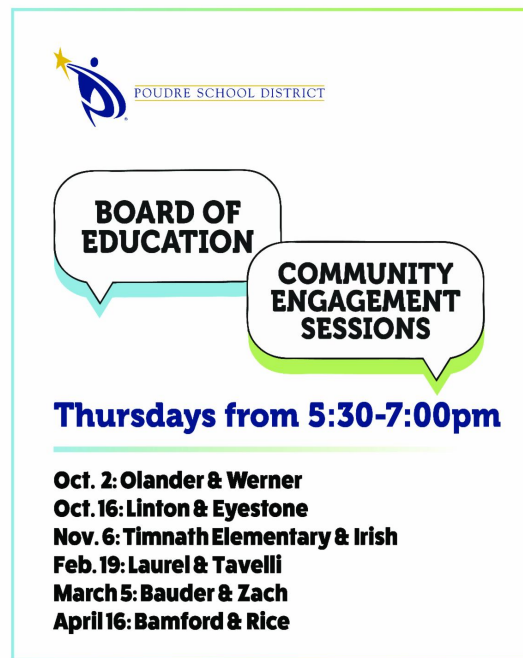
Daily photos will be taken at noon in front of the Information Technology Center (ITC)



Open Community Conversations
with Superintendent
Brian Kingsley

Evenings from 5:30-7:00pm

Tuesday, September 30: Lincoln MS
Tuesday, October 28: Leshner 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 first Board session will be held on October 2 from 5:30-8:00PM at Olander & Werner Elementary Schools, and the first Superintendent session will be held on Tuesday, September 30 from 5:30-8:00PM at Lincoln Middle School.

UPDATE: The first Board of Education community engagement session was originally scheduled for September 18 at Olander and Werner Elementary Schools — those will now take place on Thursday, October 2 at 5:30-7:30 at the same locations.



Above is some footage by PSD Video Production Manager Matt Gohl of the incredible construction that's been done over the summer with [Mill Levy](#) dollars. [Here](#) is the board presentation discussing those updates in more detail. Thank you, voters!

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.
- Check out the new **Be Awkward** Gun Safety Campaign from the Larimer County Sheriff's Office
- **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.

[Submit Your Input](#)



[Absence Reporting](#)



[Software Catalog](#)



[Employee Benefits](#)



[Payroll Services](#)



[Mental Health/EAS](#)



[POUDRE SCHOOL DISTRICT](#)

Poudre School District | 2407 LaPorte Avenue | Fort Collins, CO 80521 US

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)



Try email marketing for free today!