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The Memo

PSD's Staff Newsletter

March 15, 2026

Happy Spring! If you've come for the key PSD tea for staff as we approach the end of the year, you're in the right place. Amidst budget stress, high-stakes conversations, and the day-to-day work in front of each of us, we hope to keep you in the loop.

If The Memo ever gets lost in your inbox, [this](#) page can help you find prior and current issues.

District Updates, Staff Announcements, Reminders

Questions About Potential School Consolidations?:

Like in many school districts across Colorado and across the country, big and difficult conversations are happening at PSD. In conversations about potentially consolidating schools, we agree that it's important for the District to clarify the rationale for possible change. [This FAQ](#) was created to provide as much transparency as possible, and it will be updated as more answers become available

Negotiations Summary:

The third Negotiations session of the year took place on Feb. 24 and featured an approval to updated language for Article 15 of the Employee Agreement

New Podcast Episode Coming Soon:

Episode two of The District, PSD's podcast, will explore the reasons why school districts across the country are having to consolidate schools. The new episode drops Monday, Mar. 23 on all podcast platforms and the [PSD YouTube channel](#).

Passover Observance and State Assessments:

We want to acknowledge that this year, some state-required assessments are scheduled during Passover (Apr. 1-9), an important holiday for many members of our community. We recognize that this timing may create challenges for students and families who

District Policy Changes:

The next round of proposed PSD policy changes will be on the [website](#) for review starting Mar. 19. Public review will be open for three weeks. We anticipate posting the following policies:

- JFABD: Students Experiencing Housing Instability
- JLDAC: Screening/Testing of Students
- JLCD: Student Medicine Administration
- JLCDB: Student Medical Marijuana Administration

These policy changes will be considered by the Board later this spring.

Board Meeting Recap:

regarding department reorganizations and discussions about shared decision-making that will be continued during the next negotiations session.

The next session will be **Mar. 31 from 8-4 in the JSSC Boardroom**. The meeting is open to the public and all staff are welcome to attend as observers. Please note that all staff who wish to do so must do so on their own time. Please refrain from taking photos of attendees without direct consent. Seating is limited, but observers can quietly come and go throughout the day. A recap of the session and its outcomes will be emailed to all staff at the conclusion of the day.

Where to Request a Certificate of Insurance (COI):

Planning to use a facility other than PSD? That facility may require a certificate of insurance showing the Poudre School District has liability coverage for staff and students who will be on their property. If this is something your school or department is being asked to provide, please complete the [Certificate of Insurance Request form](#), which is also available at the bottom of Risk Management's [Events page](#). Keep in mind that the Certificate of Insurance comes from PSD's insurance provider, and there is typically a 3-5 business day turnaround time. Please note that this request can only be submitted by PSD employees logged in under their PSD account.

Summer Institute:

Registration opens on **Apr. 29 for PSD's 2026 Summer Institute!** Summer Institute offers a phenomenal array of professional development courses for licensed and classified staff, and **will be held June 1-3** this year. Keep

observe, and we want to express our understanding and support. Read more [here](#).

Reminder of Existing Security Protocols:

It's everyone's responsibility to keep campuses secure. This includes:

- Keeping all **exterior doors** closed and locked.
- Ensuring that all **visitors**, including those with an active PSD badge, check in at the main office.
- Immediately directing any adult without a visible visitor badge or PSD badge to the main office to **check in**.

The Security team thanks you for helping to keep our schools safe!

Classified PD Stipend Paperwork:

The deadline for the Classified Professional Growth Stipend [applications](#) is coming up! Your packet must be received in the ACE office at Boltz Middle School by **1:00 pm on Apr. 1, 2026** to receive the \$400 stipend payment on your end-of-May paycheck. Emailed or late applications will not be accepted. Please note that no stipends are automatically paid from carryover hours. You must still submit a stipend application form. On the form, you would note "Use Carryover Hours".

If you have questions or need assistance with your application, please contact [Joni Baker](#) at 970-490-3533, or refer to the email sent to classified staff on 1/13/26 titled "Classified Professional Development Stipend Information".

LCE Newsletter:

Check out the March edition of Seeds of Change [here](#), featuring info on Ramadan,

The board meeting on Mar. 10 featured a presentation on the ChoosePSD campaign's reach and impact to date. A recording of this meeting can be found here. For more detailed board meeting recaps, [this page](#) will be updated with summaries of each meeting.

Calm Corner Giveaway:

School staff: you can apply to add a calm corner to your classroom for free! BC Interiors is a local business facilitating this giveaway — see more details in the flyer below. [Apply here](#) by Apr. 1.

Talent Show:

We know that PSD staff have a lot of impressive talents — imagine using your talent to help raise funds for the PSD Foundation! Use [this form](#) to submit your interest and/or weigh in on whether you think the potential talent show should be competition-style.

Substitutes:

Effective **July 1, 2026**, PSD's partnership with ESS will end, and the **Substitute Support Team will assume full responsibility for managing all substitute needs**, including classified substitutes.

For the remainder of the 2025–26 school year, please continue to direct all classified substitute inquiries and questions to ESS: [Faith Gill](#) and [Emily Bolinger](#). All licensed substitute inquiries can be directed to subs@psdschools.org.

We'd like to extend our sincere appreciation to ESS for their hard work and partnership over the last three years.

Dog Biscuits & Decals

Students in the [Transition Pathways program](#) have

an eye out for registration information and more details!

Colorado Teacher of the Year Nominations:

Nominations are open for the Colorado Department of Education 2027 Teacher of the Year Award! You can nominate as many teachers as you'd like, just be sure to do it by Friday, Mar. 20!

Women's History Month, and Cesar Chavez Day celebrations.

Tdap Vaccine Requirement Change:

School health staff: Per the Colorado Department of Public Health & Environment, students will be required to have an **adolescent dose of the Tdap vaccine before their first day of seventh grade, not sixth grade**, starting next school year. This change better aligns requirement timelines to meet public health guidelines.

decal stickers and scratch-baked, **all-natural dog treats** for sale! Orders can be placed until the end of this semester. Support one of PSD's best local businesses!

POUDRE SCHOOL DISTRICT
Transition Pathways
Community Businesses

All-Natural Dog Biscuits
Scratch-baked and packaged by TPA students!

Great Holiday Gift! Peanut Butter Pumpkin and Plain (Beef) Flavors Available!

4oz bags for \$3

Order Biscuits Here!

Student-Created Decal Stickers
Permanent vinyl stickers for you car, water bottle or just about anything!

Prices range \$3-\$10

Order Decals Here!

Questions? Contact Dustin Noden at dnoden@psdschools.org

BC interiors + **Smith System®**

Calm Corner Giveaway

We're excited to partner with BC Interiors to create a space where students can reset, refocus, and feel supported throughout the school day. This giveaway is designed to help educators bring a thoughtfully designed calm corner into their learning environment—supporting student well-being, emotional regulation, and focus.

One winner will receive a curated set of flexible furniture designed to create a calming, functional space within the classroom.

Scan Here



Giveaway Package Includes:
(Final package subject to confirmation)

Flowform Learn Lounge Screen Flowform Storage Unit

Soft Rocker Flowform Ottoman

Rules:

- Eligibility: Open to educators and schools located in Colorado and Southern Wyoming only.
- Submit this form in its entirety. Only one entry per person.
- Entry Requirements: Upload a photo of your current space and include a short response explaining why your classroom or school would benefit from a calm corner.
- Contest Period: Now through April 1st, 2026.

Wellness

Eat Your Veggies:

Join Registered Dietitian Sarah Morales on Mar. 25 from 5:30 - 6:30 p.m. to learn easy ways to get more vegetables in your diet! This free class will feature **meal prep hacks, tips for picky eaters, and a food demo of buddha bowls from what's on hand!** Free to all staff. [Register Here](#).

Health Insurance Discount:

Reminder that all employees looking to get their \$25/month health insurance premium discount (on PSD insurance plans only) for the 2026/2027 school year will need to complete a [biometric screening](#) AND the Health Risk Assessment on [Ramp Health](#) by June 30.

Upcoming Events

Winter Farmers Market 5% Day:

Mar. 28, 2026 10 a.m. - 2 p.m.

215 E Foothills Pkwy, Fort Collins, CO 80525

The Market will donate 5% of all profits to PSD, so come check out this beautiful selection of local produce and artisan products!

Negotiations:

Mar. 31, 8 a.m.-4 p.m.
Apr. 21, 4:30 p.m.-8:30 p.m.
May 14, 8 a.m.-4 p.m.

All will take place in the JSSC Boardroom. See "Negotiations" blurb in the announcement section above for more details.

Upcoming Board Meetings:

Mar. 24* and Apr. 14 in the Johannsen Support Services Center Boardroom. The dinner session for each is at 5 p.m. and the regular meetings start at 5:30 p.m. To speak during community comment at one of these board meetings, please sign up before 5 p.m. on the Monday preceding the meeting.

The start time for the dinner session on Mar. 24 is subject to change. Check [this page](#) for updates.

There is a legislative subcommittee meeting on Mar. 27 at Noon on Teams. This is open to the public.

Week of the Exceptional Child:

Please join Integrated Services in celebrating the **Week of the Exceptional Child** Apr. 13-17, 2026.

Integrated Services chose this opportunity to recognize **all** of the PSD students who are supported by special education. We want to raise awareness of learning differences and share messages of accessibility, acceptance, inclusion, and belonging. **More information will be forthcoming on how schools can participate!**

The PSD Board of Education will be adopting a resolution in support of the **Week of the Exceptional Child** at the Apr. 14th board meeting.

Graduating Senior Hiring Fair:

Apr. 9 at the Foothills Mall from 9 a.m.-12 p.m. for local graduating senior and ASCENT students.

How you can help:

- Spread the word to students. [Student Sign-Up Form](#)
- Spread the word to businesses who might be looking to hire. [Business Sign-Up Form](#) / [Current Business List](#)

[Here](#) is a flyer you can copy and edit as desired to spread the word.

Accessibility Lunch & Learn:

Join us for monthly Lunch & Learn sessions to deepen your understanding of accessibility — previous sessions are available to [watch anytime](#). The next **live** session, discussing **Plain Language and the Power of AI**, is **Thursday, Mar. 26, 2026, 12:00–12:30 pm on Teams** — save this [link](#) to join the meeting on 3/26, or [email your request to be added to the calendar invite](#).

What is plain language? It's the idea of creating communications that are clear and well-organized, allowing the audience to easily find, understand, and use information. **Join us on 3/26 to learn more!**

If you can't make it, **site-based training is available**, email [Jessica Palin](#) or call 970-490-3507 to coordinate training delivered to your staff at your site!



POUDRE SCHOOL DISTRICT



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



POUDRE SCHOOL DISTRICT

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 Apr. 16 from 5:30-7 p.m. at Bauder & Zach Elementary Schools, and the next Superintendent session will be held on Wednesday, Apr. 22 from 5:30-7 p.m. at McGraw Elementary 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
- **Employee Association Applications**: Licensed employees: **PEA**. Classified employees: **ACE** (this can be submitted through interoffice mail). Administrators: **PASE**.



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 or Teams [Katya Andersson](#).

If you'd like your announcement to go in the upcoming month's newsletter, please try to have these requests in by the 10th of that 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



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