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The Memo

PSD's Staff Newsletter

January 15, 2026 (!!)

Happy New Year and happy spring semester! The sun is coming back and the **announcements and opportunities are plentiful this month**. As usual, here are the opportunities, updates, announcements, and events you need to know about this month as a PSD staff member.

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

District Updates, Staff Announcements, Reminders

Field Trip Permission Form Correction:

Apologies for the error in last month's newsletter — **the updated Day Field Trip Permission Form is [here](#)**.

PSD Celebrates Nominations:

It's time to **[nominate](#)** PSD's most game-changing staff members for PSD Celebrates awards! If you would like to nominate a colleague, please coordinate with your principal or department supervisor. **Completed nominations must be sent to the email specified on the form by noon February 13, 2026.**

Become a Teacher Program:

PSD's Become a Teacher program, **which provides funding for qualifying employees to become licensed special education teachers**, will have a new cohort starting in Fall 2026. Click [here](#) to learn more about this program and express interest in potentially joining the cohort.

Enrollment Trend Data:

All PSD staff and community members received an important email on Jan. 13 titled "Poudre School District Enrollment Trends and Long-Term Planning." **If you haven't yet, please check out that message** (also found [here](#))

Board Meeting Recap:

The board meeting on January 13 featured a **first reading of proposed district policy changes** (see blurb below for details). For more detailed board meeting recaps, [this page](#) will be updated with summaries of each meeting.

Submit your Feedback on Proposed Changes to District Policies:

You can now **[view and submit feedback](#)** on proposed changes to PSD District Policies! **If you'd like to submit your feedback, you must do so by the end of the day on Monday, January 19.** Policies currently under review:

- Policy JICA: Student Dress

- Policy JICI: Student Conduct Involving Weapons
- Policy JICF: Secret Societies/Gang Activity
- Policy JICDD: Behavioral Threat Assessments
- Policy JICDE: Bullying Prevention and Education
- Policy JLIE: Student Vehicle Use and Parking
- Policy JT: Youth Suicide Prevention

Teaching and Learning Conditions Colorado Survey:

The Teaching and Learning Conditions Colorado (TLCC) survey will be **available for all staff January 21-February 23**. The TLCC Survey is a statewide, anonymous survey of school-based staff (teachers, support staff, and building leadership) on their perceptions of teaching and learning conditions. This information will be shared by an assigned individual in each school, and if you have questions, feel free to reach out to [Candice Mozer](#).

Planning Ahead for 2026-2027 Annual Software Renewals:

Planning is underway for optional, district-approved annual software renewals for the 2026–2027 school year. **Schools will receive a request form by the end of January to indicate renewal needs for approved software** that supports instructional and operational goals. All listed software will have already been reviewed for instructional alignment, accessibility, and student data privacy. Based on submitted requests, the Finance Department will work directly with vendors to obtain pricing, negotiate contracts and issue purchase orders. District-adopted curriculum tools will continue to be prioritized. Additional details about the annual software renewal process will be shared with schools in the coming weeks.

Healthy Kids Colorado Survey:

The Healthy Kids Colorado Survey will be administered between January 12-23, 2026

Important Deadline for Employees Intending to Retire:

If you are planning on retiring or considering working after retirement following the 2025-26 school year, you must complete and return the PSD Intent to Retire Letter to Benefits Services by Friday, February 13, 2026.

Administrative/Professional, Classified, and Licensed Intent to Retire Letters can be found on [this](#) page. If you have specific questions, please email [Benefits Services](#).

School Choice Applications:

A second round of School Choice applications opened yesterday, January 14. The open date was previously reported as Jan. 8 and has since been updated.

Unlike the first round, second-round applications are based on submission time and priority ranking — not a lottery system.

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.

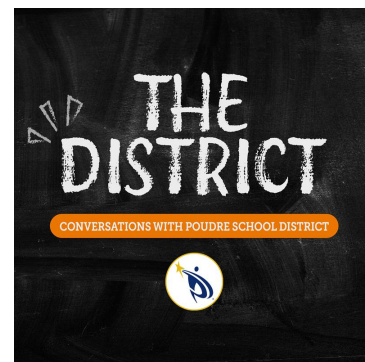
Negotiations:

The second Negotiations session of the year will take place **Thursday, January 29 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. Seating is limited, but observers can quietly come and go throughout the day. A recap of the session and its

New Podcast:

Across the country — and across the political spectrum — public education is the subject of strong opinions and big questions. What should students be learning, or not learning, in school? Are districts preparing young people for a world that doesn't exist anymore? Are expectations for students too high/too low and unmet? Is the only way to exercise school choice to opt out of the public school system entirely?

The District, PSD's hard-hitting new podcast, premieres on January 26 on all major podcast platforms and on [PSD's YouTube channel](#). Check out the teaser [here](#).



District Spelling Bee:

The Poudre School District Spelling Bee will take place on January 23rd, where qualifying school bee champions will compete for the district title in the JSSC Boardroom.

in grades 6-12. For more information, contact [Beth Green](#), [Shayna Seitchik](#), [Kirsten Espinoza](#), [Liz Davis](#), or your school's [HKCS Contact](#).

For results of the 2023 Healthy Kids Colorado Survey, click [here](#).



Mental Health Kudos:

Check out PSD's outstanding mental health providers being honored via the [Fall 2025 Mental Health Kudos](#)!

outcomes will be emailed to all staff at the conclusion of the day.

Pre-K for Children of Staff Living Outside PSD:

Staff members who live outside PSD boundaries can apply to have their child(ren) participate in PSD's Early Childhood Program, and can qualify for Universal PreK (UPK) or tuition-based care.

The UPK and PSD application portals are both active, so [visit the ECE website to learn more](#) or call 970-490-3204.

LCE Newsletter:

Check out the January edition of Seeds of Change [here](#)!

Join the Staff Efficacy Committee:

The Language, Culture & Equity department hosts a collaborative group of PSD staff members committed to increasing staff efficacy in advocacy and leadership. Click [here](#) to learn more or sign up.

HELP SUPPORT FAMILIES IN YOUR COMMUNITY!

DONATE ❤️

The **LCE Resource Room** supports Poudre School District students and families in need by providing clothing, bedding, hygiene items, household supplies, and school supplies. Your donation helps us stay open and stocked year-round!

SUPPORT BY DONATING:

Purchase items from our Amazon Wish List and have them shipped to the gift address provided!

amazon



Scan to view our
Amazon List

You can also donate funds directly to our District's McKinney-Vento fund to support students and families experiencing housing instability.



Access the School
Pay Donation Page



Department of **Language,
Culture & Equity**
POUDRE SCHOOL DISTRICT

Wellness

Lifestyle Health Program:

Staff members and dependents on PSD health insurance plans can participate in the **Lifestyle Health** program for free*! **In this program, you work with a team consisting of a Registered Dietitian, a Registered Nurse, and an Exercise Physiologist who offer structured, expert support in meeting your unique health goals.** Whether you'd like to be able to do a pull-up or prevent chronic disease, this is a beloved resource among PSD staff. Additional programs including prenatal support are also available. Contact Laura Dvorak, Lifestyle Health Manager, at laura.dvorak@selecthealth.org or 970-495-7091 to participate.

*PSD staff members and dependents not covered by a PSD insurance plan can also participate at a discounted rate of \$75/month.

Upcoming Events

Classified Appreciation Week:

February 2-6 at each PSD building.

Upcoming **Board Meetings**:

January 27 and February 10 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.

On **January 22**, the Board will convene a special meeting in the Boardroom at 5 p.m. There will be no dinner session for this meeting. As has been the Board's practice, no community comment will be available at the special meeting.

Negotiations:

January 29, 8 a.m.-4 p.m.
February 25, 8 a.m.-4 p.m.
March 31, 8 a.m.-4 p.m.
April 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.

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

Summit for Parents and Caregivers of Adolescents:

February 7, 2026 9 a.m.-1 p.m. at Fort Collins High School.

If you or people in your community are parents or caregivers of adolescents (or soon-to-be adolescents), **this free event features expert-led workshops on youth mental health, cyber safety, suicide prevention, grief beyond death**, and other important resources. Attendees will have the opportunity to network with other caregivers and gain valuable insights to enhance their skills in caring for this age group. You can print [these flyers](#) for your site to display or distribute to families who may be interested. Register [here](#).

Creative Endeavors Art Show:

Come see a beautiful display of PSD student artwork from now until January 26 at the Foothills Mall, 215 E Foothills Pkwy, Fort Collins.

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, revisiting the foundations of digital accessibility is Thursday, January 22, 2026, 12-12:30 p.m. on Teams — [add it to your calendar!](#)

Spoiler: **digital accessibility is the law**. No seriously, there are state and federal laws requiring public entities (like us) create and maintain accessible digital spaces. Join us on 1/22 to learn more!

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, February 3, 2026, from 9-10 a.m. in the ITC Building, Greyrock Conference Room. We've [added a Teams link](#) so you can join virtually!

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!

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!



Register in the [Professional 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.

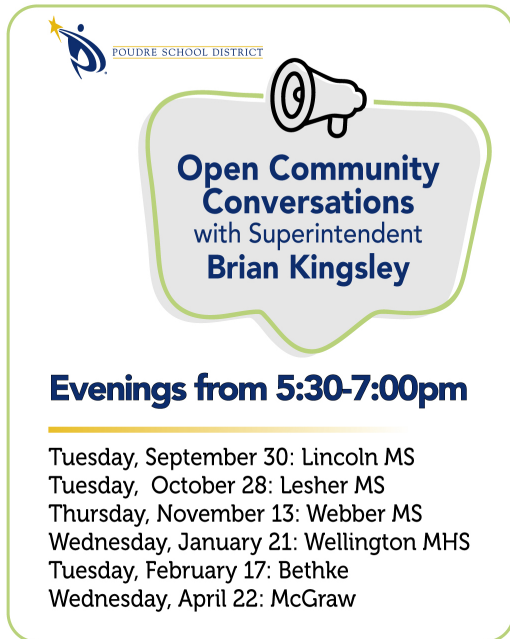
Screenagers Film Screening & Panel Discussion:

The PSD Board of Education is sponsoring 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.

Date:

- January 28 at Rocky Mountain High School, 6–8:30 p.m.
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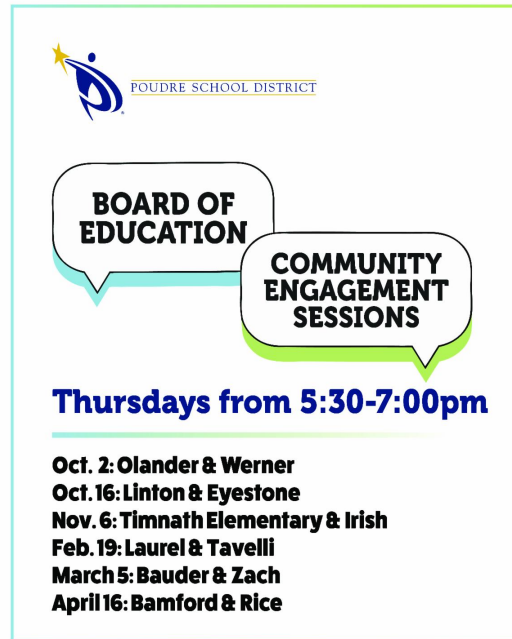


POUDRE SCHOOL DISTRICT

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 February 19 from 5:30-7 p.m. at Laurel & Tavelli Elementary Schools, and the next Superintendent session will be held on Wednesday, January 21 from 5:30-7 p.m. at Wellington Middle-High 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?

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

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