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The Memo

December 15, 2025

Happy Winter! Before you leave for break, take a look at December's staff updates and announcements to make sure you're in the know. Scroll down further 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

PSD Celebrates Nominations:

The time has come to [nominate](#) PSD's most exceptional, difference-making staff members for PSD Celebrates awards! The award ceremony will take place on May 4, 2026 from 5:30-8:30 p.m. at [Lincoln Center](#). If you would like to nominate a colleague for a PSD Celebrates award, please coordinate with your principal or department supervisor. **Completed nominations are due by noon February 13, 2026.** Nomination forms are to be submitted by sending to the email address specified on the form.

Classified Employee Exceptional Performance Recognition:

For another way to celebrate

School Choice Applications:

The first round of school choice applications **closes today, December 15 at 4 p.m.** A second round will open in January.

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

- Second-round applicants are placed on the waitlist after any first-round applicants within the applicable priority ranking.
- Seats are offered when space becomes available.

The second round is for families who:

- Missed the first round.
- Declined or didn't respond to a seat offer and wish to reapply to that school.

Board Meeting Recaps:

Can't make it to a board meeting but want to stay in the loop? Bookmark [this page](#), which will be updated with summaries of each meeting. At the meeting on Dec. 9, the Board approved the 2026-27 school calendar and heard reports about **demographic trends in the state, the local impacts of these data, and an overview of the budget process**.

New Board Members:

PSD has welcomed two new board members: Karla Baise and Coronda Ziegler. At a Board meeting on December 2, new board leadership was elected as well; Jessica Zamora will now serve as the Board President and Kevin Havelda will serve as the Board Vice President. At the same meeting, the district and Board thanked Kristen Draper

fantastic colleagues across the district, fill out [this](#) form to recognize a hardworking classified employee! Nominees do not have to be ACE members. Award recipients are honored with a celebration at their location.

This is separate from PSD Celebrates, so if you'd like, you can nominate a classified employee for this as well as a PSD Celebrates award.

LCE Newsletter:

Check out the December edition of Seeds of Change [here](#), featuring info on the variety of different holidays and cultural practices taking place this month.

Healthy Kids Colorado Survey:

The Healthy Kids Colorado Survey will be administered between January 12-23, 2026 in grades 6-12. The parent/guardian opt-out window will be December 8-December 19, 2025. For more information, contact [Beth Green](#), [Shayna Seitchik](#), [Kirsten Espinoza](#), [Liz Davis](#), or your school's [HKCS Contact](#).

- Want to apply to more schools.

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.

Field Trip Permission Form:

We Heard You!
In the [October Memo](#), we talked about how we're updating Risk Management forms to make them more accessible. To do this, we can no longer use tiny fonts to squeeze everything onto 1-2 pages. However, after receiving feedback from staff, we updated the [Day Field Trip Permission Form](#) to make it more user-friendly. While it's still four pages, we think the updates will make it tolerable while we continue to work on an online process. Review these [helpful hints](#) and learn more about [Accessibility in PSD](#).

and Jim Brokish for their service during their tenure as board members as well.

Negotiations:

The 2025-2026 Employee Negotiations cycle opened on Dec. 1 with a training session to orient representatives to the process. Negotiation sessions are open to the public; dates will be posted on [this](#) site and email announcements and summaries will be sent to all staff. For more information, see the email sent on Dec. 2 titled "PSD Employee Negotiations Update".

Pre-K for Children of Staff Living Outside PSD:

Staff members who live outside PSD boundaries may apply to 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.

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



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

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

Wellness

Winter Wellness Reading Challenge:

Earning Professional Development credit with Wellness is back! If you like to read and want a fun way to earn 2.5 PD credits, this challenge is for you. All portions of this class will involve a wellness activity to pair with your reading — **what you read is up to you** — and quick assessments when you're done. It's all online with no in-person requirements.

The challenge is available to all staff and is open to the first 50 participants who sign up; find it under course #20450 or [**Winter Wellness Reading Challenge - Asynchronous**](#) in the catalog. We kick off December 19 and the last day to complete any forms will be January 31, 2026!

Les Mills Workouts on Ramp Health:

If you are looking to stay active while staying inside, check out the video library on [Ramp!](#) If you're not familiar, Les Mills is a leader in online and in-person fitness classes. Need a little more convincing? **With each workout you complete, you earn points toward the end-of-year stipend drawing!** Log in and get active today, or email [Connor O'Rourke](#) with any questions.

Health Risk Assessment:

Reminder: **you must complete your Health Risk Assessment in [Ramp Health](#) to earn your \$25/month premium discount for the 2026-2027 school year!** Please [refer to this guide](#) to learn how to find the HRA and navigate the new health portal. [Biometric screenings](#) and Health Risk Assessments must be completed by June 30, 2026 in order to get the discount.

Upcoming Events

[Winter Wonderland at Elevations:](#)

Elevations Credit Union is hosting a free family winter event full of games, crafts, treats, and a movie!

December 29, 1-3 p.m. at Elevations Credit Union, 221 E. Mountain Ave, Second Floor.

[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.

[Upcoming Board Meetings:](#)

January 13 and 27 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 a board meeting, please sign up before 5 p.m. on the Monday preceding the meeting.

[Employee Assistance, Support and Empowerment \(EASE\) Group:](#)

Each Wednesday for six

[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](#).

[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, talking about **captions** (live, closed, open, and more!) is Thursday, December 18, 12–12:30 p.m. on Teams — [add it to your calendar!](#)

Spoiler: **captions** provide a text display of spoken dialogue and can be used for live presentations and when showing pre-recorded content. Originally designed for the Deaf and hard-of-hearing community, captions can also benefit people who speak a different language, are learning how to read, or are in an area that's either noisy or requires silence. Join us on Dec. 18 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, January 6, 2026, from 9–10 a.m. in the ITC Building, Greyrock Conference Room.

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!

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 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.

Remaining Date:

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



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

Food Resources:

If you or anyone you know is struggling to access adequate food, **whether a recipient of federal**

assistance or not, the following resources are available:

- Local [food banks](#)
- [Hunger Free Colorado](#)'s Food Resource Hotline: 855-855-4626
- [Colorado 211](#): Call 211 for the resource line
- [Feeding Colorado](#)
- [Food Not Bombs Fort Collins](#) distributes free meals on the following schedule:
 - Wednesdays: 5-7 p.m. at the Fort Collins Mennonite Fellowship
 - Thursdays: 12:30 p.m. at Creekside Park
 - Fridays: 4-5 p.m. at Scrimshaw Tattoo
 - Saturdays: 8:30-9:30 p.m. at the Mennonite Fellowship
 - Sunday: 2:15-3:30 p.m. at the Mennonite Fellowship
- [FoCo Cafe](#) serves entirely donation-based, pay-what-you-can meals

See additional food resources [here](#). School meals will continue to be available and free of cost, as usual.

- [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



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