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The Memo

PSD's Staff Newsletter

April 15, 2026

As the end of the school year draws closer, big changes are happening and we're here with the updates. **Can I put a picture of my dog in my email signature? Are there any fun wellness challenges coming up? What's going on with the potential school consolidation situation?** Scroll down to find out.

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

Announcements & Updates

Department Websites:

Department leaders: If your department has a website (like [this one](#)), **please make any necessary edits and updates now** so its content is ready to be migrated to the district's new website solution in **early May**. Need help making updates? Contact [Thomas Ketchersid](#).

School Administrators, feel free to update your school websites now, **if you'd like**. The new school websites will roll out a few months after the new district website, and we will provide further details and support prior to and during the transition period.

Proposed Changes to District Policies:

Classified PD Day:

Classified staff: Join us for Classified PD Day on **Friday, April 24, at Rocky Mountain High School!**

Take advantage of a day designed just for classified staff, with a variety of engaging sessions focused on professional growth, practical strategies, and personal wellness. Whether you're looking to build new skills, connect with colleagues, or gain fresh ideas to support your work, there's something for everyone. View course options [here](#) and register by clicking on the name of the course.

Summer Institute:

Registration opens on **Apr. 29** for PSD's 2026 [Summer Institute](#)! Summer Institute offers a phenomenal array of

Email Professionalism Guidelines:

PSD has solidified its guidelines around **email fonts, colors, signatures, and practices**. These guidelines help to keep PSD email communications readable, accessible, and professional. Check out those guidelines [here](#), which include **easy, customizable, cut-and-paste signature templates**.

New Email/Chat Retention:

Your emails are sticking around for longer! Email messages are currently deleted one year after they are sent or received.

Starting May 1, 2026, email messages will be retained for **eighteen months**. Emails sent or received **before**

The next round of proposed PSD policy changes are on the [website](#) for review; **public review will be open until Apr. 24.** This round of review includes:

- School Discipline policies (JK, JKD-JKE, JKD-JKE-R, JKB, JKBA, JKC)
- JLCDC: Medically Necessary Treatment in School Setting
- JICH: Student Conduct Involving Drugs and Alcohol
- JS: Student Use of District Information Technology

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

New Field Trip Program:

Beginning June 1, **PSD will be transitioning to a new field trip management program.**

This will streamline processes and improve efficiency. For any field trips scheduled after June 1 that have already been entered into the current system, our team will transfer those trips into the new program for you. Once this transfer is completed, you will receive:

- A confirmation email from the Zum Charter platform
- A cancellation notice from the VersaTrans platform

No additional action will be required on your end for those existing trips.

At this time, we ask that you refrain from entering any new field trips into VersaTrans that are scheduled for next school year.

Attention PSD Retirees:

Interested in becoming a substitute with PSD? Email subs@psdschools.org to let us know. **We can streamline the process while**

professional development courses for licensed and classified staff, and **will be held June 1-3** this year. Keep an eye out for registration information and more details!

Educators: reach out to Kim Tymkowych if you'd like to propose a course to lead!

Last Day of School:

The last day of school for 2025-2026, **May 27, will be a half day for students.**

Students will be released 3.5 hours early. Breakfast will be served. No lunch will be served on May 27. It will be a full day for staff.

School Finance Scoop:

Come see the [April School Finance Scoop](#), including:

- Critical year end dates
- Financial staff leaving or transitioning positions
- Finance: The Road Ahead presentation
- Migrating the SAFE to the Knowledge Base

Happy Spring, everyone!

Board Meeting Recap:

The board meeting on Mar. 24 featured a unanimously-approved **resolution in support of Transgender Day of Visibility, a budget update, and Mill Levy construction updates.** 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.

Negotiations Summary:

The third Negotiations session of the year took place on Mar. 31 and featured discussions about benefits cost increases, elementary extra duty schedule language, Employee Agreement Article 11 language regarding before- and after-school duty for Integrated

May 1, 2025 will still be deleted after one year.

Chats will be kept for a shorter time. Chat messages (Google Chat and Teams) are currently retained for **one year. Starting August 1, 2026,** Teams chat messages will be retained for **90 days**, after which they are automatically deleted.

More information can be found [here](#). Questions? Email [Records](#).

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 gets updated as questions are submitted and more answers become available.

New Podcast Episode:

Episode two of The District, PSD's podcast, digs deep into **the consolidation conversation.** Watch [here](#) or listen on [Apple Podcasts](#), [Spotify](#), or other platforms.

Staff Survey:

Couldn't make it to the Staff Engagement Sessions? Submit feedback [here](#) on PSD's comprehensive planning process.

Where to Request a Certificate of Insurance (COI):

Planning to use a facility other than PSD? That facility may require a certificate of

you are still an active PSD employee and get you set up for subbing in the Fall!

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.

Website Survey:

As PSD transitions to a new and much-improved website system, your feedback helps us to know what to change vs. what to keep. Click [here](#) to offer your feedback.

Services staff, and Article 1 language regarding shared decision-making.

The next session will be **Apr. 21 from 4:30-8:30 p.m. in the JSSC Boardroom**.

Data Dashboards:

Public dashboards have moved to the PSD website. They are now located on the [Student Outcomes](#) page (www.psdschools.org > Academics > Student Outcomes). Each outcome links to a dashboard or related data source.

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.

LCE Newsletter:

Check out the April edition of Seeds of Change [here](#), featuring info on Arab-American Heritage Month, Passover, and Multilingual Learner Advocacy Month.

Wellness

Final Biometric Screenings of 2025-2026 Year:

The last few biometric screening dates are approaching quickly! There are a few great opportunities still upcoming to get a screening done before the June 30th deadline! See the upcoming dates and times [here](#).

Ramp Health Hydro Journey Challenge:

The **Hydro Journey Activity Challenge** on Ramp Health is right around the corner! As you move your body and complete physical activity, you get to explore breathtaking bodies of water from around the world. Registration opens Apr. 15 on [Ramp Health](#), and the challenge begins Apr. 27. **Earn 250 points towards the stipend raffle!** Find rules [here](#).

Hydration Challenge:

Proper hydration is essential for supporting a healthy lifestyle, especially with Summer approaching. The **Hydration Challenge** is designed to encourage awareness around daily hydration while building lasting habits. Over the course of three weeks, participants will work on **three hydration goals**, helping to improve consistency and overall wellness. Each week during the challenge, you'll write a hydration goal and track how you worked toward that goal each day.

The challenge will run Apr. 27-May 15, and all completed forms are due back to wellness by May 20. **Participants earn 50 points towards the stipend raffle!**

This can be completed alongside the **Hydro Journey** or as a standalone activity.

CollegeInvest Higher Education Savings Seminar:

In this free webinar, you'll learn how a CollegeInvest 529 account can help you save for educational expenses like college, trade schools, and apprenticeships — and how to take advantage of tax-free earnings.

There are up to \$1,671 in potential incentives if you decide to open a 529 account:

- **\$50 will be added to all newly opened accounts.**
- If you have a child born **on or after January 1, 2020**, you're eligible for an additional **\$121**.
- CollegeInvest will match **\$500 per year for three years**.

Register [here](#).

Upcoming Events

PSD Celebrates:

Join us to recognize PSD's most exceptional staff members on **May 4, 2026, 5:30-8:30 p.m.** at the Lincoln Center in Fort Collins.

There is no RSVP required and everyone is welcome. See the list of nominees [here](#).

Unified Elementary Track & Field:

Thursday, April 30, 2026 at the PSD Stadium near Timnath MHS

10:30: Opening Ceremonies
10:45-11:45: Grades K-2 Track Events, grades 3-5 Field Events
11:45-12:15: Lunch
12:15-1:15: Grades K-2 Field Events, grades 3-5 Track Events
1:20-1:25: Closing Remarks



The poster features logos for Special Olympics Colorado and Integrated Services at the top. The main title is 'Unified Elementary Track & Field Event' in large, bold letters. Below it, the date 'April 30, 2026' and 'Opening Ceremony: 10:30am' are listed. A photo shows a young athlete running on a track. Text on the right side of the poster says 'Come cheer on our amazing Poudre School District elementary student athletes!'. At the bottom, it says 'Free Admission' and 'Interested in volunteering? 8:30am - 2:30pm Lunch Provided! Register at bit.ly/40ir81Q'. The bottom left corner provides the address: 'PSD Stadium, 4550 E. Prospect Road, Fort Collins, CO'. A QR code is located in the bottom right corner.

Board of Education Engagement Sessions Regarding Comprehensive Planning:

As the Comprehensive Planning Committee continues its work to identify possible criteria for potential school closures and consolidations in the future, **the Board invites community members to join them to discuss this topic and provide feedback.** More info [here](#).

These events are free and open to all members of the public.

April 18, 10 a.m.-noon at Fossil Ridge High School
April 21, 5:30-7:30 p.m. at Wellington Middle-High School
April 25, 10 a.m.-noon at Timnath Middle-High School
April 30, 5:30-7:30 p.m. at Fort Collins High School

Sexual Assault Awareness Month:

PSD's Sexual Assault Response Team (SART) is **a peer program where high school leaders are trained to present about sexual violence** to their high school and middle school peers. Here's what you can do to support this program and recognize April as Sexual Assault Awareness Month:

1. Find out who your high school's (or feeder high school's) SART Counselor is if you ever need support for a student.
2. Reach out to SART Coordinator [Hadley Anderson](#) if you're interested in seeing a SART presentation in action.
3. Show your support for survivors by wearing denim on April 29 for Denim Day.

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 **Social Media**, is **Thursday, Apr. 23, 2026, 12:00-12:30 pm on Teams** — save this [link to join the](#)

Week of the Exceptional Child:

Please join Integrated Services in celebrating Exceptional Children's Week during the week of Apr. 13, 2026. **This year's theme is "Literacy Success in Special Education"**. The Integrated Services department would love for all schools to participate. See this [one-pager](#) for information and resources.

The PSD Board of Education will be adopting a resolution in support of Exceptional Children's Week at the Apr. 14 board meeting.

Upcoming [Board Meetings](#):

Apr. 14 and 28 in the Johannsen Support Services Center Boardroom. The dinner session for each is at 5 p.m. The regular meeting on April 14 will begin at 6:00pm and the regular meeting on April 28 will 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.

Negotiations:

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

All will take place in the JSSC Boardroom.

[meeting on 4/23](#), or [email your request to be added to the calendar invite](#).

What is accessible social media? It's the idea of creating posts, reels, stories, etc. that are inclusive and usable by everyone in your online community.

[Register](#) for upcoming professional development sessions to learn more about accessibility. Classes are available to **elementary educators on Thursday, Apr. 23** and to **classified staff on Friday, Apr. 24**.

Affordable Housing 101:

Apr. 23, 2026, 5:30-7 p.m. at ALIVE by Raintree, 932 W Drake Rd, Fort Collins, CO 80526. See more info and register [here](#).

Sycamore Equity makes homeownership possible by offering a shared equity approach and mortgage discounts, providing the additional capital needed to boost your down payment and lower your monthly payments. In return, they share in a portion of your home's future appreciation, creating a partnership that makes homeownership more affordable.

Hosted by Sycamore Equity in partnership with the NoCo Foundation and Blue Credit Union, this free event is designed for nurses, teachers and school staff, first responders, and 501C3 workers

Note that PSD is not hosting or endorsing this event, but it is available for any interested staff and community members.



POUDRE SCHOOL DISTRICT



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



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.



Educators: reach out to Kim Tymkowych if you'd like to propose a course to lead!

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.

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