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The Memo

PSD's Staff Newsletter

May 15, 2026

This is the last Memo of the 2025-2026 school year! We'll take a break for June and be back in July in preparation for 2026-2027. Make sure to get your news and updates before closing out the year strong.

Thank you and congratulations for all you've accomplished in this past year!

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

Announcements & Updates

Website & Messaging Transition Update:

PSD is transitioning to Finalsité for websites, mass messaging, and a new PSD mobile app. Here's where things stand:

Messaging: Finalsité Messages is now operational. School Messenger will remain available to finish out this school year, with Finalsité Messages replacing it for 2026-27. Training and support will continue throughout the transition.

Website: The new district website is being designed and is planned to debut this Summer. **New school websites will not publish until October 2026 at the earliest** — please continue updating your current sites this school year. Content will be migrated over the summer, and **training for campus web managers and administrators will be provided upon return from break.**

Mobile App: A district mobile app will launch before the 2026-27 school year and will be promoted during back-to-school season.

Resources: A new Communications Knowledge Base is being added to the [Employee Service Center](#) with Finalsité information.

We appreciate the feedback you've shared as we design the new website. Updates will continue as this work progresses.

**Temporary Pause on
School-Based P Cards:**

Negotiations Summary: Board Meeting Recap:

School-based P-cards will be temporarily paused from **May 29 until July 12**. All P-cards will be available for use again starting **Monday, July 13**. If your school anticipates the need to use a P-card during the month of June, a [request form](#) is available in ServiceNow and must be submitted to Finance **no later than Friday, May 15**.

Staff reimbursements for purchases are **not allowable** and will **not be processed**. Please ensure all purchasing needs are planned accordingly.

Summer Course on Dyslexia:

CSU is offering an online, synchronous summer course on dyslexia for teachers, paraprofessionals, and anyone interested in the topic. It will take place July 13-20, 8 a.m. - 12:30 p.m. See the flyer below and click [here](#) for more details. **Registration opens on May 20.**

IT To-Do's Before Summer:

Don't forget to check out the [Helpful Summer Checklist for Educators](#) article to review a **checklist of tech tasks to do before the end of the school year** lands and you're off for the summer.

Student device drop off day will be on 7/14 at the ITC for those attending summer school this year. Check out [May Tech Update for Families](#) for more helpful information to share with students and families if questions come up.

Summer Institute:

Registration is now open for Summer Institute 2026! See courses [here](#) and register [here](#) using the course codes listed at the first link. Summer

The third Negotiations session of the year took place on Apr. 21 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 Services staff, and Article 1 language regarding shared decision-making.

The final Negotiations session took place yesterday, May 14, and concluded with a \$5.4 million compensation agreement, adjustments to Employee Agreement language, and an agreement to restore general fund reserves for future financial uncertainty.

New Assistant Superintendent:

Tobey Bassoff has been selected as Poudre School District's Assistant Superintendent for Area C, which serves the Rocky and Wellington feeders and supports the Early Childhood and Professional Learning and Educator Effectiveness departments. Bassoff brings more than 25 years of experience in public education and a deep commitment to strengthening instruction and developing school leaders.

We welcome Tobey and wish Dr. Traci Gile a very happy retirement!

Brand Guidelines:

As part of our continued efforts to maintain a cohesive and recognizable identity across the district, **freshly updated district and school brand guidelines are [available here](#)** for staff review and use. The linked folder includes helpful resources such as **approved logos for district and school levels, brand assets, business card ordering information, templates, and more** to ensure consistency across communications and printed

The board meeting on May 12 featured a budget update and a presentation of potential consolidation criteria by the Comprehensive Planning Committee. The Board will vote on these on May 26. 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.

Principal Announcements:

Please welcome the following new principals (some of whom are new to their respective schools, while others are new to PSD entirely):

- Bridget Garcia, Irish
- Angel Herrick, Mountain Schools
- Jessica Wilson, Zach
- Christen Mellers, Rice
- Deon Davis, Bethke
- Alison Ferguson, Johnson
- Matt Marietta, Olander
- Kathy Sampson, Lincoln

To Ryan Thomson, Lindsey Mozer, Colleen Dodge, Steve Apodaca, Mark Strasberg, Melissa Duve, Tom Schachet, Ann Alfonso, and Georgie Dawson, we deeply thank you for your years of devoted service to our community.

New Synergy Mobile Apps:

Poudre School District is excited to implement the updated Synergy ParentVUE and StudentVUE mobile apps starting July 16, 2026. The updated mobile apps offer enhanced real-time access to grades, assignments, and attendance through **improved and more intuitive user-friendly interfaces** for iOS and Android.

New app icons to look for in iOS:

Institute offers a phenomenal array of professional development courses for licensed and classified staff, and **will be held June 1-3** this year. See [feedback and next steps](#) gathered from the Spring 2025 Professional Learning Days.



New Email/Chat Retention:

Your emails are sticking around for longer! Email messages are currently deleted one year after they are sent or received. As of **May 1**, email messages will be retained for **eighteen months**. Emails sent or received **before 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. Find more information [here](#). Questions? Email [Records](#).

Fees & Waivers:

On May 26, 2026, the Board of Education will be asked to approve a new Fee Schedule Framework, effective July 1, 2026. This framework is designed to bring greater consistency, transparency, and sustainability to athletic and activity fees, while significantly reducing the administrative burden on school staff through

items. We encourage staff to reference these materials before creating new branded content. For additional branding questions, logo guidance, or support with district-based printed materials, please contact [Mariah Wenzel](#).

May School Finance Scoop:

This month's scoop covers:

- Upcoming Finance Important Dates
- Armored Knights Final Pickups
- Deposits after Armored Knights
- READ Act Spend Down
- Feedback for support and training in FY27

This will be our last scoop for FY26. If we don't see you, have an amazing summer!

MTSS Implementation Team:

In 2025-2026, PSD formed a Colorado Multi-Tiered System of Support (COMTSS) District Implementation Team (C-DIT) to align PSD's infrastructure around MTSS. If you're interested, click [here](#) to learn about the five essential components of this preventative framework for students' academic, social, emotional, and behavioral wellbeing.

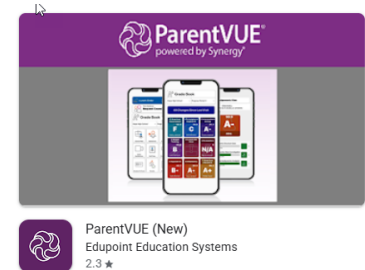
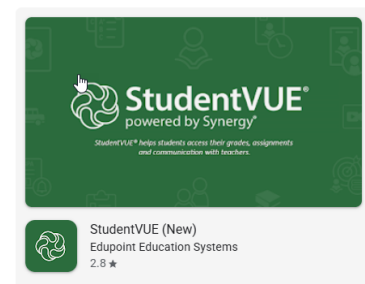


LCE Newsletter:

Check out the [May edition](#) of Seeds of Change here,



New app icons to look for in Android:



Test Score Access:

In case you get questions about when test scores will be viewable to students and families:

CMAS/CoAlt score reports will be available on May 29, families can access preliminary CMAS/CoAlt results through the [Pearson Family Portal](#) and DLM alternate assessment results through the KITE Parent Portal. PSAT/SAT scores will be available in student [College Board](#) accounts starting May 15th. Additional details and guidance will be shared in June and more information can be found on the PSD Website: [District and State Assessments](#).

Attention PSD Retirees:

a more streamlined fee approval process.

Following Board approval, additional communications will be shared. In the meantime, please plan to review the full framework and ensure your school or program practices are prepared for alignment in the upcoming school year.

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**.

featuring info on AANHPI Month, Jewish American Heritage Month, Mental Health Awareness Month, and PSD's cultural graduation ceremonies.

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.

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.

Interested in becoming a substitute with PSD? Email subs@psdschools.org to let us know. **We can streamline the process while you are still an active PSD employee** and get you set up for subbing in the Fall!

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, Transportation 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.

New CSU summer course offering: **Foundational Understanding of Dyslexia**

Register for

EDUC 580A4: Foundational Understanding of Dyslexia

An online, synchronous summer course introducing the foundations of dyslexia. Designed for K-12 educators, paraprofessionals, parents, graduate students, and any community member interested in learning more about dyslexia!*

This is the first course in an upcoming Dyslexia Certificate aligned with IDA accreditation standards.

July 13-26, 2026
8:00 AM – 12:30 PM synchronous
3 credits | \$1,950

*Must register through CSU Online or CSU's GUEST program to participate.



Scan QR code
for information:



COLORADO STATE
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School of Education

Wellness

Wellness Stipend and Medical Premium Discount Deadlines:

If you're interested in the medical premium discount and/or wellness stipend drawing, your Health Risk Assessment, biometric screening, and stipend drawing points on Ramp Health **must be completed by June 30**. If you still need to complete a biometric screening, please click [here](#) to find an available date or schedule a one-on-one with the Healthy Hearts team. If you're unsure whether you've qualified for the 2026-2027 premium discount, you can check by looking at the PSD Wellness Program tracker on the right side of your [Ramp Health](#) portal. If you see 100%, you're good to go. If you don't see 100%, click Go Now to see what's missing.

Contact [Connor O'Rourke](#) with any questions.

Free Outdoor Summer Strength Classes:

Join DJ, the Lifestyle Health Program's Exercise Physiologist, for some fun and functional workouts this summer! Starting on June 3 and running every Wednesday until July 29, DJ will host exercise classes from 9:30-10:15 a.m. at Warren Park. These classes are free to all PSD Staff, and a great way to get moving over summer! [Click here](#) to sign up.

Free Coffee at Ziggi's:

To celebrate another year of service to the community, all PSD staff can enjoy a FREE small menu drink at either Ziggi's Coffee (either of the College Ave. locations) from May 25-29, courtesy of Elevations Credit Union! Show your PSD badge to redeem. See the flyer below for details.

Discounted Pure Barre Membership:

Pure Barre Fort Collins is offering PSD staff a Summer Unlimited Membership (three Months) for \$375. Regularly \$567 for three months, this is a great option for staff looking to prioritize their wellness over the summer break. Click [here](#) to get started and enter promo code SUMMER2026. Offer ends June 1, 2026. If you're interested but not for the summer, Pure Barre Fort Collins always offers **15% off** of their 8-class monthly membership and unlimited monthly membership for all PSD employees.



FREE Small Menu Drink

for Poudre School District Employees

You made it through another school year! Now it's our turn to treat you. Enjoy a FREE small menu drink, courtesy of **Elevations Credit Union**.

Show your PSD employee badge to redeem at either Fort Collins Ziggi's location.

May 25th - 29th, 2026

Regular Store Hours



Offer includes one (1) free small size (16oz) menu drink. Must present Poudre School District Employee Badge at time of purchase. Offer not valid for mobile app, online or delivery orders and is not available to receive rewards points. Offer available from 05/25/2026 - 05/29/2026 at 6533 S. College Ave., Fort Collins, CO 80525, and 1880 N. College Ave., Fort Collins, CO 80524 only.

Upcoming Events

Upcoming **Board Meetings:**

May 26, June 9, and June 16 in the Johannsen Support Services Center Boardroom. The dinner session for each is at 5 p.m. The regular meeting on May 26 and June 9 will begin at 5:30 p.m. June 16 will have two special meetings. One beginning at 5:30pm and a second beginning at 7:15 p.m. To speak during community comment at the May 26 or June 9 meeting, please sign up before 5 p.m. on the Monday preceding the meeting.

Graduations:

Monday May 18, 2026 - PHS Auditorium

- IB Convocation - 6:00 p.m.

Tuesday May 19, 2026 - PHS Auditorium

- P-TECH - 5:30 p.m.
- OU - 6:30 p.m.

Wednesday May 20, 2026 - Lincoln Center

- PGA - 10:00 a.m.
- Polaris - 1:30 p.m.

Wednesday, May 20, 2026 - UC Health/PVH

- Project Search - 6:00 p.m.

Thursday May 21, 2026 - Lincoln Center

- PCA - 10:00 a.m.
- CHS - 3:00 p.m.

Accessibility Lunch & Learn :

Join us for **May's Lunch & Learn** session to deepen your understanding of accessibility in PSD. May's live session, **discussing PDFs from Creation to Remediation**, is **Thursday, May 28, 2026, 12:00-12:30 p.m. on Teams** — [save this link to join the meeting on 5/28](#), or email your request to be added to the calendar invite.

We've got a whole year of recorded sessions to keep you busy this summer! [Previous sessions are available to watch anytime.](#)

Thursday, May 21, 2026 - WMHS

- WMHS - 6:30 p.m.

Friday May 22, 2026 - Transition Pathways

- Transition Pathways - 12:00 p.m.

Friday, May 22, 2026 - CSU Moby Arena

- PHS - 3:00 p.m.
- TMHS - 6:30 p.m.

Saturday, May 23, 2026 - CSU Moby Arena

- FRHS - 9:00 a.m.
- RMHS - 1:00 p.m.
- FCHS 5:00 p.m.

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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