

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Policy Committee of the
Trumbull Board of Education
Regular Meeting
Long Hill Administration Building

Tuesday, October 7th-- 5:30p.m.

Agenda

- I. Call to Order/Introduction
- II. Correspondence/Public Comment
- III. Approval of Minutes 5/13/2025
- IV. New Business
 - a. Policy 5138 Pay to Participate: Revision Needed
 - b. Policy 6151 Class Size: Revision Needed
 - c. Future- Library Material Review

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Policy Committee of the
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Tuesday, May13, 2025-- 5:30p.m.

Minutes

- I. Call to Order/Introduction. The meeting was called to order at 5:34 p.m.

Present Members	Role
Tim Gallo	Committee Chair, Board of Education
Marie Petitti	Board of Education Member
Alison Squiccimarro	Board of Education Member
George Mathew	Parent/Guardian Representative
Abhishek Chaudhary	Parent/Guardian Representative
Abbey Dayton	Student Representative
Michael Hunter	Student Representative
Mike Ward	Community Representative
Meg Wycoff	Community Representative
Paul Coppola	TAA representative
Dr. Susan C. Iwanicki	Assistant Superintendent, Administrative Designee
Absent Members	Role
Nick Banks	TEA representative
Alissa Hall	Parent/Guardian Representative

- II. Correspondence/Public Comment. Dr. Iwanicki shared that the Policy Committee received emails from Joanne Gebriel, Brian Moore, Kim Petrafesa, and Kathryn Lynch. Each of the emails advocated for phone-free schools and provided research to urge the district to consider taking actionable steps. Additionally, attendees Iben Cenholt, Natasha Montero, Haley McCarthy, and Katie Lynch shared additional reasons why a phone-free policy should be in place, district-wide, across all grades, K through 12.

III. Approval of Minutes 3/25/2025. Mr. Gallo moved to approve the minutes from the March 25, 2025 Policy Committee meeting. Mrs. Squicciarro seconded. The motion passed unanimously.

IV. New Business

- a. Policy 6142.101/Student Wellness- Food Services Manager, Chris Molyneux attended the meeting to share the ways in which he has helped the Wellness Committee use the tool provided by the state department to review our Wellness Policy—WellSAT 3.0. As the majority of policy changes were reviewed during the last section, the committee used this meeting to review the final section. Mr. Ward asked if the policy would change any of the physical education times and if our current schedule is aligned with requirements. Mr. Chaudry asked if the policy should be reviewed more than once every three years. Mr. Molyneux communicated that aspects of the policy are reviewed on an on-going basis so that at the end of the three-year cycle, appropriate changes can be made. Mr. Gallo made a motion to bring the revised Policy 6142.101/Student Wellness to the full Board for approval and Mrs. Petitti seconded. The motion passed unanimously.
- b. Policy 3514.1 Use of District Vehicles- Director of Operations, Kevin Dion provided the rationale for this new policy. He explained that the policy is aligned with the Town of Trumbull's Vehicle Use policy. Mr. Gallo asked the number of employees that have 24-hour use, and Mr. Dion shared it was approximately 3 or 4 people. He clarified that 24-hour use vehicles cannot be used for personal use. Mr. Ward asked about the number of vehicles Trumbull Public Schools currently own. Mr. Dion expressed that TPS currently has approximately 27 vehicles, which include some vans. Mrs. Squicciarro inquired about the reference to a "poor driving record" within the policy. After discussion, the motion was made by Mr. Gallo and Mrs. Petitti seconded to bring the new policy, Policy 3514.1 Use of District Vehicles, to the full Board for approval. Mrs. Squicciarro seconded. The motion passed unanimously.
- c. Policy 1330/Use of Public-School Buildings and Sites- The Committee reviewed the change to the policy which would require those groups that sponsor events on school grounds that take place on weekends, holidays, and school breaks, to pay to cover the cost of custodial fees. Director of Operations, Kevin Dion, relayed that this change is needed as we have an increase in costs in our custodial overtime. Mrs. Petitti communicated that this cost had been discussed in the past. It was motioned by Mr. Gallo and Mrs. Petitti seconded to bring the revised Policy 1330/Use of Public-School Buildings and Sites to the full Board for approval and Mrs. Squicciarro seconded. The motion passed unanimously.
- d. Policy 5131.81/ Use of Private Technology by Students- A New Policy. Director of Digital Learning, Christina Hefe, presented for the committee to demonstrate the steps taken this year to create a new policy for the use of private technology. She outlined the review of guidance from the Connecticut State Department of

Education, input received (from parents, teachers, and administrators), area district practices, and the proposed policy draft based on the Connecticut Association of Boards of Education (CABE) model policies. After reading the policy line-by-line, the motion was made by Mr. Gallo and Mrs. Petitti seconded to bring the new Policy 5131.81/ Use of Private Technology by Students to the full Board for approval and Mrs. Squicciarro seconded. The motion passed unanimously.

- e. Policy 6141.328/Bring Your Own Device (BYOD) and Protocol for the Use of Technology in Trumbull Public Schools- Dr. Iwanicki highlighted that because the new Policy 5131.81/ Use of Private Technology by Students will specify that elementary and middle school students will not be allowed to use their own technology devices in schools, edits will be needed to change Policy 6141.328 to be applicable to Trumbull High School only. The motion was made by Mr. Gallo and Mrs. Petitti seconded to bring the revised Policy 6141.328/Bring Your Own Device (BYOD) and Protocol for the Use of Technology in Trumbull Public Schools to the full Board for approval and Mrs. Squicciarro seconded. The motion passed unanimously.

The meeting was adjourned at 7:42pm.

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **5000**
CATEGORY: **Students**
POLICY CODE: **5138/Pay to Participate**

PAY TO PARTICIPATE

Policy Statement

The Trumbull Board of Education will review and, if determined to be financially necessary, approve an annual student participation fee (Pay to Participate) for students participating in any school-sponsored activities including, but not limited to, athletic teams, drama/performing arts activities, school-sponsored clubs, and any other activity conducted outside of normal classroom or course requirements.

Any changes to the Pay to Participate fee must be approved by the Board of Education prior to the start of a school year and will be posted on the Trumbull Public Schools website (www.trumbullps.org). Except for athletic tryouts, this fee must be paid or a waiver must be approved by the Superintendent before participation is allowed. All payments will be submitted online.

The Superintendent may grant a waiver of the fee which will be based on need. All students with financial hardships must complete a waiver form for a reduction or exemption from the Pay to Participate fee. Board employees who coach/advise a team/activity for which a Pay to Participate fee is authorized will notify student participants and their parents/guardians of the availability of the fee waiver.

The guidelines of this policy will also be used for parents/students seeking a reduction or exemption from the fee for the student one-to-one device insurance program.

Adopted: 1/2/2013
Revised: 1/6/2015, 11/10/2015,
9/26/2017, 8/14/2018, 5/26/2020

Regulations

Pay to Participate fees for school activities

1. The Board of Education recognizes the need for Pay to Participate fees to fund certain school activities that are aligned with the goals of the Trumbull Public Schools, including participation in school-sponsored athletic teams and other school-sponsored extracurricular activities. The Board also recognizes that some students may not be able to pay these fees.
2. All Pay to Participate fees shall be reviewed and approved by the Board of Education prior to the start of the school year/activity.
3. All Pay to Participate fees will be posted annually on the Trumbull Public Schools website: www.trumbullps.org.
4. Pay to Participate fees may be authorized for, but not limited to, the following school-sponsored activities:
 - Athletic teams
 - Drama/performing arts activities
 - Elementary strings and band programs
 - Student organizations or clubs

The following rules shall apply to the Pay to Participate fee (the fee):

1. The fee approved by the Board of Education prior to the start of the school year/activity must be paid, or a waiver of the fee approved, before the student may begin participation except for athletic tryouts.
2. The fee for athletic teams is due within 48 hours of receiving notification of being selected for the team.
3. In no case will the fee be otherwise prorated or reduced unless approved for waiver by the Superintendent as described in Board policy or these regulations.
4. Pay to Participate fees are non-refundable.
5. Payment/waiver of the fee does not guarantee playing/performance time.
6. Fees will be administered and maintained in accordance with rules and regulations established by Board action.

Student Waivers

1. All students seeking waivers must submit the “Request for Waiver of Fees for Pay to Participate School Activities” form provided by the District to the Superintendent of Schools prior to the beginning of the activity, or within 48 hours of receiving notification of being selected for an interscholastic athletic team. This form is available online at the Trumbull Public Schools website – www.trumbullps.org – and at each school.

- a) Students receiving free or reduced-price meals may apply for a reduction or exemption from Pay to Participate fees, provided they have signed approval with the District for information from the Free/Reduced-price School Meals Application to be shared with the Superintendent of Schools for this purpose, and have submitted a waiver for such reduction or exemption.
 - b) Students who do not receive free/reduced-price school meals may apply for a reduction or exemption from Pay to Participate fees based on financial hardship.
- 2. Application for a waiver will be required for each sport/activity in which the student participates.
 - 3. The status of all waiver requests will be communicated in writing by the Superintendent or his/her designee.

Trumbull Public Schools

REQUEST FOR WAIVER OF FEES FOR PAY TO PARTICIPATE SCHOOL ACTIVITIES

Parents/guardians wishing to request a waiver of a Pay to Participate Fee shall submit this form to the Superintendent of Schools, 6254 Main Street, Trumbull, CT, 06611.

Student Name _____ School _____ Grade _____

Address _____ Phone No. _____

Parent/guardian E-mail _____

Activity: _____ Athletics _____ Elementary Band _____ Elementary Strings
(Name of Sport)

_____ THS Musical _____ Student One-to-One Device _____ Other _____
Insurance Program (Name of Activity)

I/We understand that determination of eligibility for a waiver of fees requires an evidence-based need. Consideration for granting a waiver is predicated on a review of documents including, but not limited to, the following. **Please check one.**

- ☐ student eligibility for free or reduced-price school meals. You must have signed approval with the District for information from your Free/Reduced-price School Meals Application to be shared with the Superintendent of Schools for this purpose; please complete Addendum A, which is attached.
- ☐ financial hardship. You must attach parent/guardian proof of income for the current year (e.g., paycheck stub, unemployment benefits, Social Security/disability benefits).

Please Note: Unless the financial information listed above is shared, your request cannot be considered.

I/We hereby request that my/our child named above be excused from the requirement for payment of the Pay to Participate Fee for the reason(s) checked above. (Please provide below any additional overview of financial hardship.)

Signature of Parent(s)/Guardian(s), or of Student if past the age of majority

FOR ADMINISTRATIVE USE ONLY – DO NOT WRITE BELOW

Date of Review _____ Waiver Granted (____) Waiver Denied (____)

Additional Information Needed (financial specificity) _____

Date of Notice to Applicant _____

Superintendent of Schools, or designee

Addendum A: Sharing Information with Other Programs

School Year 2024-25

Dear Parent/Guardian:

To save you time and effort, the information you provided on your *Free and Reduced-price School Meals/Milk Application* may be shared with other programs for which your children may qualify. We must have your permission to share this information with other programs. Please sign below for any additional benefits you are interested in receiving for school year 2024-25. By signing for the benefits, you are certifying that you are the parent/guardian of the children for whom the application is being made. **Note:** Submitting this form will not change whether your children get free or reduced-price meals or free milk.

☐ **NO**, I do **not** want information from my *Free and Reduced-price School Meals/Milk Application* shared with any of these programs.

☐ **YES**, I **do** want school officials to share information from my *Free and Reduced-price School Meals/Milk Application* with the programs checked below. **Check all that apply.**

☐ **Dr. Marty Semmel Superintendent of Schools for school programs-Pay to Participate**

If you checked YES for any boxes above, complete the information below and sign the form. Your information will be shared only with the people and applicable programs you checked.

Please Print

Child's name: _____ School: _____

Child's name: _____ School: _____

Parent/guardian's name: _____

Address: _____ City: _____ State: _____ Zip: _____

Signature of parent/guardian: _____ Date: _____

For more information, please call **Chris Molyneux** at **203-452-4500**. Return this form to **BOE/Food Services** at 6254 Main St. Trumbull CT. 06611 or email to cmolyneu@trumbullps.org.

Addendum A: Sharing Information with Other Programs

Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

ELEMENTARY & MIDDLE SCHOOL CLASS SIZE

Policy

It is the policy of the Board of Education to insure an optimum learning environment, and except where otherwise warranted by valid educational considerations, the Board of Education and the administration will strive to maintain class sizes no larger than 20 students in kindergarten, 22 students in grades 1 and 2, and 25 students in grades 3 through 8.

Adopted: 5/16/89

Revised: 2/04/91

Revised: 2/04/03

Regulations

For the purpose of implementing this policy, the Board of Education will:

1. Strive to maintain class sizes at a maximum of 20 students for kindergarten, 22 students for grades 1 and 2, and 25 students for grades 3 through 8 (except where otherwise warranted by valid educational and safety considerations).
2. Wherever possible, the administration will avoid starting the school year with any class greater than the recommended size, or below 18 students in grades 3 through 8:
 - a. If a class goes above the recommended size before the school year begins, and funds are available, the administration will create a new section and reassign students.
 - b. If a class falls below the recommended size before the school year begins, the administration will eliminate a section and consolidate classes. However, if this creates class sizes above those recommended, every effort should be made to stay with the lower class size distribution.
3. After the start of the school year:
 - a. When all classes at a grade level exceed recommended maximums, the administration will consider the following options:
 - ◆ add a full-time teacher to the grade level and redistribute the students
 - ◆ add a part-time grade level teacher position to work within the existing structure by taking groups or special projects
 - b. When all classes at a grade level fall below recommended sizes, the administration will consider eliminating one section and consolidating classes. Full or partial re-assignment of the teacher may be considered.
4. Special education students spending more than 50% of their school day in one classroom, or 50% of an academic period in a department like setting, shall be counted as a full member of that class for the purposes of computing class size.

Adopted: 5/16/89

Revised: 2/04/91

Revised: 2/04/03