

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Policy Committee of the
Trumbull Board of Education
Special Meeting
Trumbull High School

Tuesday, October 24th-- 8:30a.m.

Agenda

- I. Call to Order/Introduction
- II. Correspondence/Public Comment
- III. Approval of Minutes 10/7/2025
- IV. New Business
 - a. Policy 5138 Pay to Participate: Proposed Additional Revisions

TRUMBULL PUBLIC SCHOOLS

TRUMBULL, CONNECTICUT

Policy Committee of the
Trumbull Board of Education

Regular Meeting

Tuesday, October 7, 2025 at 5:30 p.m.
Ellie's Conference Room

MINUTES

- I. Call to Order/Introduction. The meeting was called to order at 5:30 p.m.

Members Present

A. Squicciarro, Board of Education
M. Petitti, Board of Education
S. Wich, Board of Education
G. Mathew, Parent Representative – Elementary School
A. Hall, Parent Representative - High School Parent M.
Wycoff, Trumbull Community Member
N. Banks, Trumbull Educator Association
G. Prisco, Trumbull Administrator Association
A. Parthasarathy, Student Representative - THS
A. Quiles, Student Representative - THS

Members Absent

A. Chaudhary, Parent Representative - Middle School
M. Ward, Trumbull Community Member

- II. Public Comment - No public comment was received.
- III. Approval of Minutes – 5/13/25
Mrs. Petitti made a motion to approve the minutes May 13, 2025 minutes; Ms. Squicciarro seconded;
The motion passed unanimously.
- IV. New Business
- a. Policy 5138/Pay to Participate Revision – Dr. Iwanicki discussed the reasons for revising this policy; would like to reduce the amount of forms. If families have been approved for Free and Reduced meals - should be automatic; also indicating the waiver may be used for those experiencing additional financial hardship. Ms. Squicciarro commented on the importance of this document and the work being done; Miss Quiles agreed, stating how happy she is to help and be involved. The wording of the Policy Statement was discussed extensively, with several changes agreed upon and annotated by Dr. Iwanicki. The Appendix was discussed extensively, with several changes suggested by Mr. Wich, Mrs. Prisco, Mrs. Hall and Ms. Squicciarro; changes agreed upon and annotated by Dr. Iwanicki. Dr. Iwanicki will ask Dr. Semmel if the federal form for Free

and Reduced meals may have a slight addition to it which could then reduce the need for the “Addendum.

Mrs. Squicciarro motioned to bring the amended policy to the full Board for review and approval. Mr. Wich seconded. The motion passed unanimously.

Dr. Iwanicki proposed, given the time, to table items “b’ and “c” until the next Policy meeting in December; all agreed.

The meeting was adjourned at 7:05 p.m.

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 Club or team tryouts do not require a fee. Before participation is allowed, this fee must be paid or otherwise waived. a waiver must be approved by the Superintendent before participation is allowed.~~ All payments will be submitted online.

A fee waiver or reduction is automatic, based on approval of free or reduced lunch status according to Policy 3541.31 Free and Reduced-Price Meals and completion of the “Sharing Information with Other Programs” Form (Addendum A). **For those families approved to receive free and reduced lunch, a sentence will be added to the notification letter from Trumbull Public Schools informing the family that fees for Pay to Participate will also be reduced or waived.**

The Superintendent may **also** grant a waiver of the fee, **for students who do not qualify for free and reduced lunch**, which will be based on need. All ~~students~~ **families seeking such a weaver due to** ~~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. **Additionally, a link to this policy will posted and distributed through the Annual Notifications to families.**

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, **12/??/2025**

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 Request for Waivers or Reduction of Fees

1. A fee waiver or reduction is automatic, based on approval of free or reduced lunch status according to Policy 3541.31 Free and Reduced-Price Meals.
2. 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.
 - a) Such a request ~~All students seeking waivers~~ must be submitted using 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 or school club
 - b) This form is available online at the Trumbull Public Schools website – www.trumbullps.org – and at each school.
 - c) Application for a waiver will be required for each sport/activity in which the student participates.

5138/Pay to Participate

- d) ~~The status of all waiver requests will be communicated in writing by the Superintendent or his/her designee.~~
- e) ~~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.~~
- f) 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. [MOVED TO NUMBER 2 ABOVE]

This form is for parents/guardians who have not received a waiver or reduction in fees and are wishing to request a waiver or reduction of a Pay to Participate Fee. It shall be submitted ~~this form~~ to the Superintendent of Schools, 6254 Main Street, Trumbull, CT, 06611.

Activity: _____ Athletics _____ Elementary Band _____ Elementary
 _____ Strings (Name of Sport)
 _____ THS Musical _____ Student One-to-One Device _____ Other _____
 _____ Insurance Program _____ (Name of Activity)

☐ sharing information. You have previously received free/reduced lunch status, but have not completed Addendum A: Sharing Information with Other Programs and want to be considered for a fee waiver or reduction.

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

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. Martin 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.

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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 Club or team tryouts do not require a fee. Before participation is allowed, this fee must be paid or otherwise reduced. a waiver must be approved by the Superintendent before participation is allowed.** All payments will be submitted online.

A fee reduction to the pay-to-participate fee is automatic based on approval of free or reduced lunch status according to Policy 3541.31 Free and Reduced-Price Meals. For those families approved to receive free lunch, their fee will be reduced by 50%. For families approved to receive reduced lunch, their fee will be reduced by 25%. A sentence will be added to the notification letters from Trumbull Public Schools informing the family that fees for Pay to Participate will also be reduced or waived.

For students who do not qualify for free and reduced lunch, ~~the~~ Superintendent may also grant a ~~waiver of the~~ fee reduction, which will be based on need. All ~~students~~ families seeking such a reduction due to ~~with~~ financial hardships, must complete a waiver form for a reduction ~~or exemption from~~ of 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 process** ~~waiver~~. **Additionally, a link to this policy will be posted and distributed through the Annual Notifications to families.**

The guidelines of this policy will also be used for parents/students seeking a reduction or exemption from the fee for the student's 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, **12/??/2025**

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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, **even if reduced, 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 Request for ~~Waivers or~~ Reduction of Fees

1. **For those students who received approved free or reduced lunch status according to Policy 3541.31 Free and Reduced-Price Meals, a pay-to-play fee reduction is automatic.**
2. 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.
 - a) **Such a request** ~~All students seeking waivers~~ must **be** submitted using the “Request for ~~Waiver~~ **Reduction** 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 **or school club**.
 - b) This form is available online at the Trumbull Public Schools website – www.trumbullps.org – and at each school.

- c) Application for a ~~waiver~~ reduction in fees will be required for each sport/activity in which the student participates.
- d) The status of all ~~waiver~~ reduction in fee requests will be communicated in writing by the Superintendent or his/her designee.
- e) ~~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.~~
- f) ~~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. [MOVED TO NUMBER 2 ABOVE]~~

DRAFT

Appendix A

Trumbull Public Schools

REQUEST FOR ~~WAIVER OR~~ REDUCTION OF FEES
FOR PAY TO PARTICIPATE SCHOOL ACTIVITIES

This form is for parents/guardians who do not qualify for free and reduced lunch status and are wishing to request a ~~waiver~~ reduction of the Pay to Participate Fee. It shall be submitted ~~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~~ reduction of fees requires an evidence-based need. Consideration for granting a reduction of fees ~~waiver~~ is predicated on a review of documents including, but not limited to, ~~the following~~, 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 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.~~

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~~ granted a reduction in fees for payment of the Pay to Participate Fee for the reason(s) below ~~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~~ Reduction Granted (____) ~~Waiver~~ Reduction Denied (____)

Additional Information Needed (financial specificity) _____

Date of Notice to Applicant _____

Superintendent of Schools, or designee