

WINDSOR LOCKS PUBLIC SCHOOLS



BOARD OF EDUCATION MEETING

Special Meeting

August 27, 2025

6:00 p.m.

Virtual

[Click Here for Zoom Registration](#)

Windsor Locks Board of Education

Kylee Christianson, Chairwoman

Dennis Gragnolati, Vice Chairman

Lindsay Cutler

Alba Osorio

Greg Guyette

Superintendent of Schools

Shawn Parkhurst

DISTRICT (3) THREE YEAR VISION

students will meet or exceed grade-level standards because we want all students to feel a sense of accomplishment to pursue their passion.

Board of Education
Town of Windsor Locks
Special Meeting - Agenda
August 27, 2025 - 6:00 pm
[Virtual - Click Here for Zoom Registration](#)

- I. Call to Order
 - A. Roll Call
 - B. Pledge of Allegiance
- II. Board of Education and Superintendent Communications
- III. Public Audience (only on Agenda Items)
 - A. *In Accordance with BOE Policy 1100 - The Windsor Locks Board of Education (Board) Chairperson shall recognize speakers, request proper identification and maintain proper order. The Board shall hear only concerns, views, and opinions on topics within the jurisdiction of the Board. The appropriateness of the subject being presented, the suitability of the time for such presentation, the number of speakers, and the time to be allowed for public comment will be determined by the Chairperson. The public is advised that any discussion of specific employees will not be allowed at meetings and should be addressed to the employee's immediate supervisor or the*
- V. Policy: 5138 Pay to Participate **Vote Possible** p. 3 Exhibit I
- IV. Board and Superintendent Comment
- V. Adjourn Meeting

For the Chairperson of the Board of Education
Shawn L. Parkhurst - Superintendent of Schools
Copy: Town Clerk - Please Post

MEMORANDUM TO: MEMBERS OF THE BOARD OF EDUCATION

FROM: SHAWN L. PARKHURST, SUPERINTENDENT

DATE: AUGUST 26, 2025

RE: PAY TO PARTICIPATE POLICY 5138 REVISION

After our last meeting, the team reconvened and determined a few changes to the policy, regulation, and waiver form and process.

The recommended changes are as follows:

- Waiver form will be electronic and submitted with proof of financial hardship to the Superintendent of Schools
- A family cap if paying full price of \$100.00 per athlete, per sport, will be \$600.00 for the year
- Two criteria charts that outline financial hardship have been established; one resulting in a \$0 fee and the other resulting in a \$50.00 per sport, per athlete fee; these forms mirror the 25-26 State Free/Reduced Lunch criteria
- A family cap, if paying a reduced rate of \$50 per athlete, per sport, will be \$300.00 for the year

Possible Board Motion: “**MOVE** that the Board of Education approve the revised policy 5138 Pay to Participate, including the regulation, waiver form, and the waiver criteria as presented.

5138/Pay to Participate

Policy Statement

The Windsor Locks 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 sports.

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 Windsor Locks Public School's website (www.wlps.org).

Except for athletic tryouts, this fee must be paid or a waiver must be approved by the ~~Principal~~ Superintendent before participation is allowed. **The submission of the waiver request must be completed online.** All payments will be submitted online via My School Bucks. The fee for athletic teams is due within 14 calendar days after the official start of the season. Pay to Participate fees are non-refundable and play time is not guaranteed. The fee is \$100 per sport.

The ~~Principal~~ Superintendent may grant a waiver of the fee which will be based on need. All students with financial hardships must complete a waiver form (appendix A) 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: 8/21/2025

Revised and adopted: 8/26/2025

Windsor Locks Public Schools
Waiver of Pay to Participate

Please submit this form to the Superintendent of Schools

Student Name: _____ School: _____ Grade: _____

Address: _____ Phone Number: _____

Parent/Guardian Email: _____

Season (check one): ____Fall Winter Spring_____

I/We understand that determination of eligibility for a waiver of fee requires an evidence based need. Consideration for granting a waiver is predicated on a review of documents including, but not limited to, financial hardship. You must attach parent/guardian proof of income for the current year (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 based on financial hardship. (Please provide below any additional information of financial hardship).

Signature of Parent/Guardian

For Administrative Use Only - Do not write below

Date of Review: _____ Waiver Granted: _____ Waiver Denied: _____

Date of Notice to Applicant: _____ Signature of Superintendent:: _____

Pay to Participate
Income Guidelines for Determining Waiver Requests
Cap for a Family over the course of a year: \$600.00

Approval for a Waiver - \$0 per sport per athlete

Household Size	Annual Gross Income	Monthly Gross Income	Twice per month gross income	Every two weeks gross income	Weekly gross income
2	\$27,495	\$2,292	\$1,146	\$1,058	\$529
3	\$34,645	\$2,888	\$1,444	\$1,333	\$667
4	\$41,795	\$3,483	\$1,742	\$1,608	\$804
5	\$48,945	\$4,079	\$2,040	\$1,883	\$942
6	\$56,095	\$4,675	\$2,338	\$2,158	\$1,079
7	\$63,245	\$5,271	\$2,636	\$2,433	\$1,217
8	\$70,395	\$5,867	\$2,934	\$2,708	\$1,354
Each additional family member	\$7,150	\$596	\$298	\$275	\$138

Approval for a Reduced Fee of \$50.00 per sport per athlete
Cap for a Family over the course of a year: \$300

Household Size	Annual Gross Income	Monthly Gross Income	Twice per month gross income	Every two weeks gross income	Weekly gross income
2	\$39,128	\$3,261	\$1,631	\$1,505	\$753
3	\$49,303	\$4,109	\$2,055	\$1,897	\$949
4	\$59,478	\$4,957	\$2,479	\$2,288	\$1,144
5	\$69,653	\$5,805	\$2,903	\$2,679	\$1,340
6	\$79,828	\$6,653	\$3,327	\$3,071	\$1,536
7	\$90,003	\$7,501	\$3,751	\$3,462	\$1,731
8	\$100,178	\$8,349	\$4,175	\$3,853	\$1,927
Each additional family member	\$10,175	\$848	\$424	\$392	\$196