



# MANHASSET PUBLIC SCHOOLS

**Gaurav Passi, Ed.D.**  
*Superintendent of Schools*

December 21, 2022

Frank Russo, President  
Manhasset Educational Association  
Manhasset Public Schools  
200 Memorial Place  
Manhasset, New York 11030

Re: Side Letter Agreement for Broadcast Journalism Instructor

Dear Mr. Russo:

This letter will confirm our agreement with regard to the newly created position of Broadcast Journalism Instructor.

Retroactive to September 1, 2022, the existing stipend position titled Broadcast Journalism Instructor, which is currently classified as a Schedule C, Class II position, will be reclassified as a Schedule B position. The term of the Broadcast Journalism Instructor position will remain one full school year. The Schedule B stipend for the Broadcast Journalism Instructor position will be \$12,000 for the 2022-23 school year. The stipend will increase in the 2023-24 school year in accordance with the salary percentage increase for 2023-24.

Any retroactive monthly payment adjustments due to the Broadcast Journalism Instructor resulting from the reclassification from Schedule C to Schedule B will be paid in a lump sum within 30 days following ratification of this agreement by the Board of Education.

As we discussed, the duties of the Broadcast Journalism Instructor will include, but not be limited to, the following:

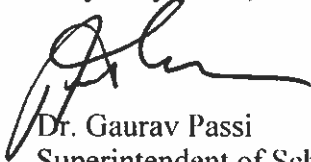
- Supervising the Media Lab and assisting students outside of the school day for at least seven hours per week (7:08 a.m. to 8:08 a.m. and/or 3:15 p.m. to 5:15 p.m. on designated days);
- Serving 25 hours of either evening or weekend games/events coverage per semester;
- Managing, supervising, and producing episodes of Good Morning Manhasset, 'Set Sports, and any other MBC+ student-created content, to include at least three to five episodes of Good Morning Manhasset per month, at least two episodes of 'Set Sports per month, and at least two to three MBC+ projects per month;

- Creating and supervising at least two community service opportunities for students per semester (e.g., CASA PSA, filming/editing Middle School awards ceremony, editing Social Studies Honor Society induction film, etc.);
- Organizing, training, and supporting the Executive Board (eboard) for the Broadcast Journalism Club;
- Assisting with management of a leadership program whereby eboard members and other experienced members in the club partner with future leaders to create a training model;
- Training and supervising students on the use of technology and applications related to broadcast journalism; and
- Monitoring and coordinating the maintenance of all District-owned technology used in the District's broadcast journalism program and related extracurricular activities.

Finally, as we further discussed, the typical duties of the Broadcast Journalism Instructor position will also include participating in special program events and activities during the school year, including chaperoning duties and accompanying students on travel. The Broadcast Journalism Instructor position does not include summer work.

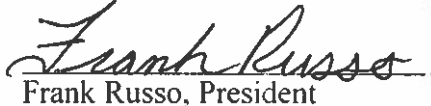
If the above comports with your full understanding of our agreement, please indicate by signing and returning one copy of this letter to my office.

Very truly yours,



Dr. Gaurav Passi  
Superintendent of Schools

For the Manhasset Educational Association



Frank Russo, President

12/21/22  
Date