



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 Media Club Digital Content Director

Dear Mr. Russo:

This letter will confirm our agreement with regard to the newly created position of Media Club Digital Content Director.

As we discussed, retroactive to September 1, 2022, a new stipend position titled Media Club Digital Content Director will be created as a Schedule C, Class I position and will replace the existing Schedule C, Class II stipend position titled "Indian Ink Advisor." The term of the Media Club Digital Content Director position will be one full school year. The stipend for this position will be \$5,544 for the 2022-23 school year, which will be paid in addition to the teacher's base salary. The stipend will increase in the 2023-24 school year by the 2023-24 salary percentage increase.

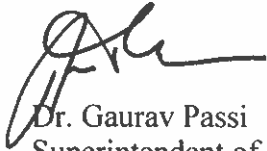
The Media Club Digital Content Director position will be responsible for the training, organization, maintenance, and production of the online media platform combining broadcast and newspaper content. In addition, the Media Club Digital Content Director position will be responsible for maintaining and monitoring the Media Club's social media accounts and presence. Other specific duties assigned to the Media Club Digital Content Director include, but are not limited to:

- Supervising the Media Lab on a minimum of three designated days of the week before school (7:08 a.m. to 8:08 a.m.) and/or after school (3:15 p.m. to 4:45 p.m.) for production activities and/or meetings. The Media Club Digital Content Director will coordinate with the Media Club Digital Director and the Assistant Media Club Digital Content Director to create a supervision schedule that provides maximum student access to the Media Lab;
- Organizing, designing, and directing the new Manhasset Media website, working with a crew of student webmasters and editors (e-board of the club and general membership) to post content, keep the Manhasset Media website design updated and clean, and ensuring content is consistently posted;

- Managing the social media presence of Manhasset Media (in conjunction with a student social media manager), including developing and posting content a minimum of four times per week on Twitter, Instagram, or other appropriate platform to spread to the wider community;
- Meeting with student writers from all student media platforms to edit content before it goes to the Media Club Digital Director for review;
- Managing the Media Club's contest entries, including communicating contests available, working with the English department TA regarding payment, and submitting content and supporting materials by their deadlines;
- Uploading episodes of Good Morning Manhasset and related content to the MBC YouTube channel or other appropriate platform;
- Producing at least one new electronic student newspaper edition (completely new content) every two weeks;
- Managing links to all student media broadcast and newspaper content from the main Manhasset UFSD website;
- Merging content produced by all student journalism platforms through the Media Club website to expand visibility;
- Encouraging students to write and produce both broadcast and newspaper content;
- Keeping and maintaining minutes and attendance records for all meetings of the Media Club;
- Completing all other requirements applicable to student extracurricular organizations per District rules and policies.

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