

## **MEMORANDUM OF AGREEMENT**

WHEREAS, the Manhasset Union Free School District (“District”) and the Manhasset Educational Support Personnel Association (“MESPA”) are parties to a collective bargaining agreement effective July 1, 2019 through June 30, 2023 (the “CBA”); and

WHEREAS, the authorized representatives of the District and MESPA have negotiated in good faith with respect to the addition of the job title of Administrative Officer into the bargaining unit represented by MESPA.

NOW THEREFORE, it is understood and agreed by all parties:

1. The District’s existing job title of Administrative Officer will be recognized as falling within the bargaining unit represented by the MESPA.
2. The job title of Administrative Officer will be added to the list of represented job titles in Article I of the CBA.
3. The parties agree that the following District employees who currently hold the job title of Administrative Officer will be recognized as confidential employees due to their individual job duties and responsibilities, and will not be considered a part of the bargaining unit represented by MESPA:
  - a) Lisa Bifulco, Administrative Officer to the Office of Business and Operations; and
  - b) Noemi Diaz, Administrative Officer to the Office of Human Resources; and
  - c) Marcella Maiuri, Administrative Officer to the Interim Assistant Superintendent for Curriculum, Instruction, and Personnel;
  - d) Laura McDonnell, Administrative Officer to the Assistant Superintendent for Student Services
  - e) Marianne Shields, Administrative Officer to the Acting Superintendent of Schools;
4. The following information about the job title of Administrative Officer will be added to the schedule key on page 47 of the CBA:

CODE	HRS/DAY	TOTAL HOURS	ANNUAL CONTRACT	DESCRIPTION
ADMIN OFF	7	1,747	12-MONTH	ADMINISTRATIVE OFFICER

5. Unit members holding the job title of Administrative Officer job will be paid according to the following salary column, which will be added to the 2021-22 salary schedule on pages 43-44 of the CBA:

	ADMIN OFF
1	60,226
2	62,353
3	64,453
4	66,581
5	68,654
6	70,781
7	72,905
8	75,033
9	77,133
10	79,261
11	81,386
12	83,563
13	85,665
14	87,792
15	89,968
16	92,504
17	95,040
18	97,575
19	100,111
20	102,647

**Annualized Amount**

HOURS	1,747
1	34.47
2	35.69
3	36.89
4	38.11
5	39.30
6	40.52
7	41.73
8	42.95
9	44.15
10	45.37
11	46.59
12	47.83
13	49.04
14	50.25
15	51.50
16	52.95
17	54.40
18	55.85
19	57.30
20	58.76

**Hourly Rate**

6. After the 2021-22 school year, the numbers in the ADMIN OFF salary schedule column listed above in Section 1(E) of this Agreement will be increased annually by the percentages specified in Article VI(A)(2) of the CBA.
7. Unit members holding the job title of Administrative Officer will enjoy all other rights and benefits generally applicable to 12-month clerical employees, as provided by the CBA. Such unit members will also be subject to the same District policies and procedures generally applicable to all 12-month clerical employees in the bargaining unit represented by MESPA.

### ***Legal Limitations***

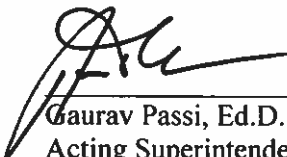
8. Except as specifically set forth herein, this Agreement shall not be construed as a modification of the collective bargaining agreement in effect between the parties or any practices which may exist as between them.
9. This Agreement constitutes the full agreement between the parties with regard to the matters described herein and supersedes any and all prior and/or contemporaneous proposals, oral or written, understandings, representations, conditions, or covenants between the parties relating to the subject matter of this Agreement. This Agreement, including this paragraph, may only be modified by a written agreement executed by all parties.
10. In the event that any provision of this Agreement is held by any court of competent jurisdiction to be illegal or invalid, the remaining provisions of this Agreement will be valid and enforceable as written, and the illegal or invalid provisions will be reformed to the extent possible to be consistent

with the other terms of this Agreement. If the illegal or invalid provisions cannot be reformed, they will be deemed to not be a part of this Agreement.

11. This Agreement may be executed electronically and/or in counterparts, each of which will be deemed an original document and will, together, be deemed to be one and the same instrument.
12. This Agreement is subject to and contingent upon formal review, approval, and ratification by the Board of Education and execution by the Acting Superintendent of Schools. In the event that the Board of Education does not ratify and approve this Agreement, it will become null and void and no adverse inference will be drawn against any party for having entered into this Agreement.

**FOR THE DISTRICT:**

**FOR MESPA:**

  
\_\_\_\_\_  
Gaurav Passi, Ed.D.  
Acting Superintendent of Schools

Date: 2/11/22

  
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Stephanie Yacavone  
MESPA President

Date: 2/3/22