



# MANHASSET PUBLIC SCHOOLS

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

October 6, 2023

Frank Russo, President  
Manhasset Education Association  
Manhasset Public Schools  
200 Memorial Place  
Manhasset, NY 11030

Re: Robotics Team Advisor Positions

Dear Mr. Russo,

This letter will confirm our agreement regarding the responsibilities and compensation for the faculty advisors to the Secondary School's new Robotics Team.

We agree that two new faculty advisor positions will be created effective September 5, 2023 and added to Schedule C in the current collective bargaining agreement: (1) the "Robotics Club Advisor HS" will be a Class II stipend position; and (2) the "Robotics Club Assistant Advisor HS" will be a Class IV stipend position. Both positions will support the Secondary School's new Robotics Club, and both advisor positions will have a full-year term. If either party wishes to alter the Class designation for either position, this will be considered at the upcoming negotiations for a successor to the current collective bargaining agreement.

We agree that the duties and responsibilities for the "Robotics Club Advisor HS" position will be as follows:

- Recruit student members annually using messaging on Canvas and during morning school announcements, and, if necessary, establish try-out criteria and administer the try-out process.
- Conduct all bi-weekly meetings of the Robotics Club with a duration of 1-2 hours per meeting.
- Maintain proper student attendance records for each Robotics Club meeting.
- During Robotics Club meetings: prepare and deliver lessons on coding and robot building, supervise the use of robots, and ensure team members understand competition rules and regulations.

- Maintain the Robotics Club's page on Canvas.
- Supervise the creation of a logo for a team shirt, with student participation and input.
- Participate annually in EpiPen training.
- Maintain inventory of robot parts and ensure proper storage.
- Work with the departmental coordinator to establish the annual budget for the Robotics Club.
- Select 2-3 regional competitions for the teams to enter, determine number of Manhasset teams competing in each competition, complete all necessary paperwork including entry forms and school-required forms/notifications.
- Complete field trip information necessary for the District to schedule transportation to competitions.
- Coordinate with the school nurse to obtain clearance for students to attend competitions.
- Establish teams for robotics competitions, assign specific roles to individual team members, provide structure to team preparations and promote collaboration between team members.
- Supervise students through the process of building competition robots, including creating work schedule goals, building time schedules in preparation for competitions, and making time to advise students and supervise the building process between regular Robotics Club meetings.
- Supervise students at 2-3 robotics competitions per year, coordinate transportation of students and materials to competitions, ensure compliance with rules and regulations for each competition, and ensure the well-being of all students during competitions.

We further agree that the duties and responsibilities for the "Robotics Club Assistant Advisor HS" position will be as follows:


- Attend all bi-weekly meetings of the Robotics Club.
- Coordinate with the Robotics Club Advisor to plan meetings and divide advisory duties and responsibilities.
- Assist and support the performance of any of the duties and responsibilities listed above, as reasonably directed by the Robotics Club Advisor.

We agree that all other terms and conditions in the collective bargaining agreement remain in full force and effect. We further agree that this side letter shall not be deemed precedent in any way, and it is not intended to establish any repeating practice between the District and the MEA.

Finally, we agree that the complete terms of this side letter are subject to and contingent upon formal review, approval, ratification, and execution by the Board of Education. In the event that the Board of Education does not ratify and approve this side letter, it will become null and void and no adverse inference will be drawn against any party.


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

Sincerely,



Dr. Gaurav Passi  
Superintendent of Schools

For the Manhasset Education Association

  
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Frank Russo, President

Date: 10/13/23