



MANHASSET PUBLIC SCHOOLS

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: Science Olympiad Advisor Positions

Dear Mr. Russo,

This letter will confirm our agreement regarding the responsibilities and compensation for the faculty advisors to the Junior and Senior Science Olympiad clubs.

Currently, under Schedule C of the collective bargaining agreement, the faculty advisor positions “Science Olympiad – Jr” and “Science Olympiad – Sr” are both classified as Class VI stipend positions.

Based on the duties of those two positions and the level of involvement required by the respective faculty advisors, we have agreed that both should be elevated to a higher classification and the stipend amount should be increased. We agree that this will benefit the Science Olympiad clubs and support the District’s goal of providing the highest quality STEM education to its students.

Therefore, we agree that effective September 5, 2023, the “Science Olympiad – Jr” and “Science Olympiad – Sr” faculty advisor positions will be re-classified as Class III stipend positions. They will both remain full-year positions. In addition, we further agree that the duties and responsibilities for both positions will be as follows:

- Recruit student members annually using messaging on Canvas and during morning school announcements.
- Conduct weekly meetings of the respective Science Olympiad club.
- Maintain proper student attendance records for each meeting.
- Maintain current awareness of Science Olympiad events and competitions, the requirements for participation, and the rules for each event, and explain such rules and requirements to students.

- Maintain the respective Science Olympiad club's page on Canvas.
- Prepare and distribute materials and practice exams for students to use as they prepare for Science Olympiad testing events.
- Gather equipment necessary to prepare for, and participate in, Science Olympiad events and competitions.
- Establish the respective Science Olympiad club's competition teams (3), and partner with the advisor of the counterpart Science Olympiad club to place students on the appropriate Junior and Senior level teams.
- Complete and submit registration paperwork for competitions.
- Complete field trip information necessary for the District to schedule transportation.
- Coordinate with the school nurse to obtain clearance for students to travel to competitions.
- Participate annually in EpiPen training.
- Ensure compliance with rules and regulations for all events, including both testing and building events.
- Supervise event preparation, assist with practice exams, create logs, and troubleshoot events as needed.
- Schedule build events upon release of the scheduling spreadsheet.
- Supervise the creation of a logo for a team shirt, with student participation and input.
- Supervise students at Regional competitions, prepare equipment and materials for each event, ensure compliance with rules and regulations for each event, and ensure the well-being of all students during events.

Additionally, we agree that if any Science Olympiad club has a team that advances beyond Regional competition, that club's faculty advisor will also have the following duties and responsibilities:

- Register for State competition.
- Establish the team for the State competition.
- Prepare a schedule of events and make assignments to team members.
- Schedule build events upon release of the scheduling spreadsheet.
- Travel with students to State Competition (this will entitle the advisor to additional compensation per Article IV of the MEA collective bargaining agreement).
- Provide proper address information to the bus driver and coordinate with the bus driver to make meal breaks and rest breaks.
- Supervise students at the State competition, prepare equipment and materials for each event, ensure compliance with rules and regulations for each event, and ensure the well-being of all students during events.
- Perform all coaching duties while at State competition.

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



Frank Russo, President

Date: 10/13/23