

## MEMORANDUM OF AGREEMENT

This AGREEMENT between the BOARD OF EDUCATION, BLIND BROOK-RYE UNION FREE SCHOOL DISTRICT (the "District") and the ASSOCIATION OF BLIND BROOK ADMINISTRATORS (the "Union"), (collectively "Parties") is constituted as follows:

WHEREAS, the District and the Union are parties to a collective bargaining agreement covering the period July 1, 2023 through June 30, 2028 (the "CBA"); and

WHEREAS, the Parties are desirous of amending the CBA so as to add a new Article 17 entitled College Admissions Facilitator;


NOW THEREFORE, the Parties mutually agree as follows:

1. Except as specifically referred to herein, the CBA covering the period July 1, 2023 through June 30, 2028, shall remain in full force and effect.
2. Add new Article 17 entitled "College Admissions Facilitator."
3. Add the following language to the newly created Article 17:  
"Upon the recommendation of the Superintendent of Schools, the Board, in its sole discretion, may appoint an Administrator to the stipended position of the College Admissions Facilitator. This will be an annual appointment. There will be no obligation on the part of the District to appoint an administrator to this position in any given year.  
Annual Stipend for College Admissions Facilitator – Eleven thousand dollars (\$11,000)."
4. The responsibilities of the College Admissions Facilitator are attached hereto as Exhibit A and may be amended in the sole non-grievable discretion of the Superintendent.
5. Except as specifically set forth herein, this Agreement shall not be construed as modifying any other terms of the CBA as between the Parties, or any practices which may exist as between the Parties. Moreover, nothing contained in this Agreement will be construed as a reopener of the CBA.


6. Neither this Agreement nor any of the provisions, terms, and/or conditions contained herein may be used in any improper practice charge, arbitration, grievance, or any other proceeding of any kind and nature in any form except for the appropriate proceeding to enforce the terms, provisions, and conditions of this Agreement.
  
7. This Agreement may not be changed, amended, modified or terminated except by a written instrument signed by authorized representatives for each of the Parties to this Agreement.

IN WITNESS WHEREOF, this Agreement has been duly executed by the Parties on the dates below delineated:

Dated: 4/2/24

By:   
CHARLES VON HOLLEN  
President  
Association of Blind Brook Administrators

Dated: 4/2/24

By:   
DR. COLIN BYRNE  
Superintendent of Schools  
Blind Brook-Rye U.F.S.D.

## Exhibit A

### Overview of Responsibilities.

The College Admissions Facilitator is responsible for ensuring the District is using the most current and appropriate processes in assisting our students who are applying to colleges. The College Admissions Facilitator is responsible for overseeing the college admission process of District students, reviewing current practices as well as establishing and maintaining relationships with college admissions officers about the admission process.

Specific responsibilities include, but are not limited to:

- Researching college application trends;
- Reviewing application processes at neighboring schools;
- Overseeing the college application process including the application timeline;
- Coordinating college admission-based events such as Junior College Nights and the Common Application Workshop;
- Updating and revising the high school profile and secondary school report;
- Coordinating Advanced Placement and SUPA courses and testing; and
- Assisting in the scheduling and coordinating of college visits.