MANHASSET PUBLIC SCHOOLS

Gaurav Passi, Ed.D.
Superintendent of Schools

May 24, 2024

Ms. Stephanie Yacavone, President MESPA
Manhasset Public Schools
200 Memorial Place
Manhasset, New York 11030

Re: District Webmaster

Dear Ms. Yacavone:

This will confirm our agreement with respect to the stipend for the District's Webmaster.

Our September 23, 2023, side letter agreement concerning this position (copy attached) identified the numerous duties of the position and provided an annual stipend of $6,000. It has now become apparent that the parties underestimated the amount of work required to perform these duties, at least in the first year. Accordingly, we have agreed to increase the annual compensation for District Webmaster for the 2023-24 year to $10,000. These terms expire on or about the completion of the project. We further agree that the compensation for the District Webmaster will revert back to the original stipend amount of $6,000 on or about September 1, 2024.

If the above comports with your understanding of our agreement, please sign and return one copy of this side letter to my office.

Very truly yours,

Gaurav Passi, Ed.D.
Superintendent of Schools

For MESPA

Stephanie Yacavone Date: 6/6/24
Stephanie Yacavone
President

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MANHASSET PUBLIC SCHOOLS

Gaurav Passi, Ed.D.
Superintendent of Schools

September 15, 2023

Stephanie Yacavone, President
MESPA
Manhasset Public Schools
200 Memorial Place
Manhasset, NY 11030

Re: District Webmaster

Dear Ms. Yacavone:

This letter will confirm our agreement with regard to the duties of District Webmaster. As we discussed, these duties have always been a part of the duties of the District Clerk, rather than MESPA unit duties. With the recent retirement of the District Clerk, the District has need of an individual to perform the duties of Webmaster, and we agreed that, at least for the current year, these duties will be performed by a member of the MESPA bargaining unit. The duties are the following:

- The District Webmaster is responsible for the public-facing website. This includes ensuring that the various pages are up to date and in compliance with the Americans with Disabilities Act guidelines on website design.
- Create/Maintain the content on the website and mobile app including employee directory, teacher pages, club pages, club list, school home pages (4 main sites), admin page, forms pages, academic sites, curriculum site, BOE site, labor agreements, policies, lunch website/menus, athletics, health office, etc.
- Consult, coordinate, and support the Board, Superintendent, Assistant Superintendents, Directors, Coordinators, and other staff to keep the website updated
- Work in conjunction with PR Firm Syntax regarding website postings and stories
- Coordinate with clubs coordinator and/or Canvas pages
- Upload and maintain the 4 calendars (announcements, school district calendars, postings of alerts such as snow days, etc.)
- Send listserv emails for miscellaneous groups.
- Maintain and oversee website electronic filing cabinet

- Archive old information and content
- Maintain employee directory in conjunction with Finalsite module
- Support and work with other 'sub-webmasters' and provide occasional access for staff who wish to have a website or those who edit portions of the website.
- Respond to or forward website inquiries (website@manhassetschools.org)
- Maintain employee directory (part of routing form) in conjunction with Finalsite module (onboarding and offboarding) including new accounts.
- Continuously attend training/webinars to keep apprised of the latest updates.
- Training for employees with access and work with staff developers.

As we agreed, Webmaster duties may be performed outside the unit member's regular workday and will not reduce the unit member's regular work duties. However, since the duties of Webmaster are web-based, they can be performed anywhere, at any time outside the regular work hours of the unit member.

We agreed that the annual stipend for the Webmaster will be $6,000.

If the above comports with your understanding of our agreement, please sign and return one copy of this side letter to my office.

Very truly yours,

Gaurav Passi, Ed.D.
Superintendent of Schools

For MESPA:

Stephanie Yacavone Date: Sept 19, 2023
Stephanie Yacavone
President