


## Letter of Agreement

The Utica Community Schools (the District) and the Utica Education Association (the Association) are parties to a collective bargaining agreement.

The District has installed security cameras and monitors in District buildings for the purpose of increasing safety and security, including the safety and security of Association members. The District shall not utilize the cameras and monitors for the purpose of evaluating or otherwise monitoring the classroom or instructional activities of Association members. Therefore, the District and the Association agree:

1. The Association, upon request, will be provided with information detailing where cameras/monitors are located in each building and their programming, including who has access and control of the cameras and monitors.
2. The evaluation procedure for Association members is set forth in the collective bargaining agreement between the District and the Association.
3. The images and sounds captured by cameras and monitors will not be used as part of the evaluations or the discipline of Association members except as set forth in paragraph 4 of this Letter.
4. The District and the Association understand and agree that the cameras and monitors may capture images or sounds supporting or refuting allegations of misconduct by Association members. As result, such images or sounds may be or may become relevant to the discipline of Association members. In such cases, the District, upon the Association's request, will provide the Association with the relevant images and sounds to the extent they are available and to the extent permitted by law.

For the Association:



Liza Parkinson, UEA President

Dated: 11/1/11

For the District:



Michael Sturm, UCS HR Executive Director

Dated: 11/1/11

Date of request \_\_\_\_\_

## Camera Change Request

This form is to be submitted by any Utica Education Association member who requests a change in the camera tour of duty during your instructional and or extra/co-curricular day.

Currently, the District has cameras in several multipurpose rooms and common areas throughout the high schools for student safety. If a member would like the cameras adjusted during their day, please submit the following information to the **Building Security Specialist** within 48 hours of the adjustment being needed.

The following information is needed for the request:

Member's name: \_\_\_\_\_


Class or activity: \_\_\_\_\_

Location of the request: \_\_\_\_\_

Date(s) and Time of modification: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Member's Signature: \_\_\_\_\_

  
11-1-11

  
11/1/11