

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (the “Agreement”) is entered into by and between the Thomaston Board of Education (the “Board”), the Thomaston Education Association (the “Association”), and Breanna Riollano (the “Employee”), which are sometimes hereinafter referred to as “the parties.”

WHEREAS, the Board and the Association are parties to a collective bargaining agreement covering the period of July 1, 2022 to June 30, 2026 (the “Contract”); and

WHEREAS, certified professional employees of the Board who are employed in positions requiring a teaching or other certificate are members of the Association; and

WHEREAS, the Employee is a certified school counselor and a member of the Association; and


WHEREAS, in light of exceptional circumstances that will prevent the Employee from reporting to work in person on certain days during the remainder of the 2025-2026 school year, the Board desires to allow the Employee to work remotely on such days, subject to the terms and conditions set forth herein.

NOW, THEREFORE, the parties agree as follows:

1. The Employee may work remotely on up to five (5) work days of her choice before the end of the 2025-2026 school year (i.e., June 30, 2026). The Employee understands and agrees that such remote work days shall be used solely for the purpose set forth in Appendix A, attached hereto.
2. The Employee shall notify the Principal, in writing, as early as practicable and no less than forty-eight (48) hours in advance of her regularly scheduled workday that she intends to work remotely. In the event such notice is not provided, the Employee shall not be permitted to work remotely.
3. On any such day that the Employee works remotely, the Employee shall not be required to report to work in person, but the Employee shall be available to students and staff through email, respond to such communications with reasonable promptness, attend virtual meetings as applicable, and fulfill her job responsibilities to the greatest extent possible in a remote setting.
4. On any such day that the Employee works remotely, the Employee shall document the same in the Board’s attendance management platform (i.e., Frontline) by reporting an absence as “School Business” and stating in the “Notes to Administrator” section that a remote work day was used. In the event such documentation is not completed, the Board shall have no obligation to recognize the absence as a remote work day pursuant to this Agreement.
5. The Employee agrees that, in the event the circumstances set forth in Appendix A no longer require her to work remotely on certain days, the Employee shall promptly notify the Board, and this Agreement shall terminate as of the date such notice is provided.
6. The provisions set forth in this Agreement shall not establish a practice or precedent in any respect.

7. The Association expressly waives any and all rights to file a grievance or complaint in any forum in connection with this matter.
8. This agreement shall be effective for the remainder of the 2025-2026 school year, retroactive to March 23, 2026, and shall expire on June 30, 2026.

**THOMASTON
BOARD OF EDUCATION**


Francine Coss, Superintendent

4/22/26
Date

**THOMASTON
EDUCATION ASSOCIATION**


Heidi Laus, President

4/22/26
Date


Breanna Riollano

04/22/26
Date