

**Dover Sherborn School Committee  
Dover School Committee  
Sherborn School Committee  
Dover Sherborn Union #50 Superintendency Committee  
Agenda**

**August 16, 2023 2:15pm**

**Via Zoom**

**Agenda**

**1. Call to order**

Join Zoom Meeting (community comments only)

<https://us02web.zoom.us/j/84839944925?pwd=bnZubG1DT0JCYjRkeHoyWGJoRGpRUT09>

Meeting ID: 848 3994 4925

Passcode: 499282

- Educational Assistant contract (All) A.R.

**2. Adjournment**

*Note: The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting.  
Not all items listed may, in fact, be discussed and other items not listed may also be raised for discussion to the extent permitted by law.*

*The Public Schools of Dover and Sherborn do not discriminate on the basis of age, race, color, sex/gender, gender identity, religion, national origin, sexual orientation, disability, or homelessness.*

## The Public Schools of Dover and Sherborn

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[www.doversherborn.org](http://www.doversherborn.org)



Elizabeth M. McCoy, Superintendent  
Denton Conklin, Assistant Superintendent

Dawn Fattore, Business Administrator  
Kate McCarthy, Director of Student Services

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TO: Dover, Sherborn and Dover-Sherborn Regional School Committee Members

FROM: Elizabeth McCoy, Superintendent and Dawn Fattore, Business Administrator

RE: Tentative Agreement for Education Support Professional Association

DATE: August 15, 2023

We are pleased to present the Education Support Professional Association's Tentative Agreement for the one-year period of July 2023 to June 2024. The Association has ratified the Agreement. As a reminder, the Memorandum of Tentative Agreement only includes proposed contract language changes to the existing contract.

We will provide additional background information to the Committees at Wednesday's meeting regarding the one-year term and the proposed Memorandum of Understanding.

**Memorandum of Tentative Agreement  
between the  
Dover, Sherborn and Dover-Sherborn Regional  
School Committees  
and the  
Dover-Sherborn Public Schools  
Education Support Professional Association  
for a Three **One**-Year Contract, July 1, 2023 to June 30, 2024**

The above named parties agree to the following changes to the agreement effective July 1, 2023.

**Note:** Deletions are noted by ~~strikethroughs~~; changes or additions are noted in **red**

**Housekeeping Changes**

**Update Language where appropriate:**

- **Remove Headmaster**

**Article V Hours of Work and Overtime**

**5.3 Holidays**

- **Add Juneteenth as a paid holiday (when included in the school year calendar)** – School Committee vote June 2, 2022
- **Rename Columbus Day to Indigenous People Day** – School Committee vote September 20, 2022

Holiday pay will be granted for **up to nine (9.5) 10.5** identified holidays as defined below. Payment is to be made in accordance with hours ordinarily worked on that day.

Labor Day*	New Year's Day
<del>Columbus</del> <b>Indigenous People Day</b>	Martin Luther King Day
Veterans' Day	Good Friday
½ day before Thanksgiving	Memorial Day
Thanksgiving Day	<b>Juneteenth*</b>
Christmas Day	

*\* ~~Labor Day~~ Applies as a paid holiday only when **falls within** the school year ~~begins prior to Labor Day~~.*

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## Article IV Longevity

Longevity is based on the following schedule:

3+ years of service	\$200 <del>\$250</del>
5+ years of service	\$425 <del>\$500</del>
10+ years of service	\$650 <del>\$700</del>
15+ years of service	\$800 <del>\$850</del>
20+ years of service	\$850 <del>\$1,000</del>

## Article IX Professional Development Days

Educational Assistants are required to attend up to ~~twelve (12)~~ **twenty (20)** hours of professional development annually. ~~Six (6) of the twelve (12) hours~~ **Two days** shall be scheduled during ~~teachers~~**educators'** professional development preceding the opening of school each year (typically the last week of August). The remaining ~~six (6)~~ hours shall be scheduled during the school year according to one's immediate supervisor, with sufficient advance notice of the date(s) being provided to the employee.

## **New Article X – Performance Evaluation (renumber succeeding articles)**

**A formative evaluation will be completed no later than February 1st. The evaluation serves as a feedback tool on performance and does not necessarily determine annual renewals. See Attachment 3 for evaluation tool.**

## Article XVII Filling of Vacancies

Current Educational Assistants wishing to be considered for the position shall make a written application to the ~~Business-applicable~~ Administrator by the closing date indicated in the posting. All in-house candidates will receive an interview for and be considered for all vacant positions. The Superintendent or their designee shall consider all applicants in a fair and impartial manner. The applicant deemed most qualified will be appointed.

Applicants will be notified of their status in writing and in a timely manner.

~~All newly hired Educational Assistants serve on a trial basis for three months (3) during which time they may be replaced by the Superintendent or their designee as they, in their sole discretion, so determines. The decision to replace the individual during this (3) month probationary period will not be grievable or subject to arbitration.~~ **(Repeat of Article II 2.4 Probation)**



**Attachment 1\***  
**Classification Schedule**

**Educational Assistant I (General Education – Elementary only)**

Support general education ~~teachers~~ **staff** throughout the day.

Educational Assistant I's assigned to Interventionist positions will also receive a stipend of \$1,800 to compensate for additional duties as assigned by their supervisor. The stipend will be paid in three equal installments in December, March and June.

**Educational Assistant II (Special Education)**

Support both special and general education ~~teachers~~ **staff** delivering services to students on Individualized Education Plans.

Educational Assistant II's requested to obtain Registered Behavioral Technician Certification for their student assignment will also receive a stipend of \$2,400. The stipend will be paid in three equal installments in December, March and June.

\*Replaces entire Attachment 1 from FY21-FY23 contract

**Attachment 2\*\***  
**Salary Schedule- ~~hourly~~ rate**

**FY24**  
**\$1.50/per hour increase**

<b>EA I</b>	<b>\$22.12</b>
<b>EA II</b>	<b>\$25.42</b>

\*\*Replaces entire Attachment 2 from FY21-FY23 contract

**Memorandum of Understanding**

A joint committee comprised of Elementary Administrators (3), Elementary Educators (4) (both general and special) and Elementary Educational Assistants (4) shall be established no later than September 30, 2023. The purpose of the committee is to research best practices in comparable districts and revise the job description for educational assistants at the elementary level with the goal of creating a team approach for serving both general and special education students. This would allow more flexibility in scheduling and greater coverage of student needs including multi-tiered student services, IEP services and general classroom needs. The Committee would meet monthly with a draft report to be shared with the Superintendent by February 1, 2024.

**Signatures**

**DOVER SCHOOL COMMITTEE**

\_\_\_\_\_  
Elizabeth Grossman, Chairperson

\_\_\_\_\_  
Date

**SHERBORN SCHOOL COMMITTEE**

\_\_\_\_\_  
Dennis Quandt, Chairperson

\_\_\_\_\_  
Date

**DOVER-SHERBORN REGIONAL SCHOOL COMMITTEE**

\_\_\_\_\_  
Judith Miller, Chairperson

\_\_\_\_\_  
Date

**DOVER-SHERBORN EDUCATION SUPPORT PROFESSIONAL ASSOCIATION**

\_\_\_\_\_  
Linda Avedikian, Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kelley Lonergan, Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ann Marie McCrave , Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Allie Puls, Representative

\_\_\_\_\_  
Date

# Dover-Sherborn Public Schools

## Educational Assistant Formative Evaluation

Staff: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator(s): \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Assignment: \_\_\_\_\_

All Educational Assistants are respected team members responsible for assisting in the delivery of instruction and other student-related activities. As valued members of this faculty, they are essential partners and work under the direction of, and in collaboration with, professional staff.

Category Rubric: N-Does Not Meet Standard      S- Sometimes Meets Standard      C-Consistently Meets Standard

A. Curriculum, Instruction and Assessment	N	S	C
1. Draws on results of formal and informal assessments to modify and/or plan learning activities appropriate for students.			
2. Applies knowledge of human development to modify and/or plan learning activities appropriate for students.			
3. Seeks resources from colleagues, families, and the community to enhance learning.			

B. Effective Instruction	N	S	C
1. Sets high standards and expectations for all students.			
2. Provides regular and frequent feedback to students.			
3. Models clear writing and speaking in communication with students and families.			
4. Employs multiple teaching and learning strategies.			
5. Builds on students' prior knowledge and experience.			
6. Collaborates with staff on the use of formal and informal assessments to accurately measure student progress toward, and achievement of, the learning objectives, and to modify further instruction.			

C. Classroom Climate and Operations	N	S	C
1. Creates a positive learning environment.			
2. Makes appropriate use of the physical environment to accommodate students' needs.			
3. Maintains appropriate standards of behavior, mutual respect, and safety.			
4. Promotes a climate of community, inclusion, and mutual support among students.			

D. Equity and Diversity	N	S	C
1. Acts on the belief that all students can master the challenging curriculum and includes all students in the range of academic opportunities.			
2. Incorporates respect for human differences (i.e., learning styles, race, gender, cultural heritage, language, socio-economic backgrounds, and learning, physical and emotional disabilities) in the classroom.			

E. Professional Relationships and Responsibilities	N	S	C
1. Demonstrates knowledge of content.			
2. Participates in building a professional community by collaborating with colleagues to improve instruction, assessment, and student achievement.			
3. Communicates effectively with parents regarding their child's academic and behavioral performance, when appropriate.			
4. Reflects critically upon their performance and incorporates feedback.			

5. Uses the internet and other resources in a responsible and acceptable manner in accordance with the policy of the Dover-Sherborn Public Schools.			
6. Meets professional obligations relative to prompt, regular attendance.			
7. Maintains positive and collaborative rapport with students, colleagues, parents, and the community.			

## Comprehensive Evaluation

**Narrative:** The Narrative should begin with a contextual statement of the Educational Assistant's current assignment. It should make reference to observations, delineations of strengths and weaknesses, examples of exemplary/distinguished performance and, in general, descriptors of performance levels. Any indicator of an "N" requires a specific explanatory reference in this narrative.

**Recommendations:** These recommendations should include suggestions to improve performance in relation to the Educational Assistant's ongoing professional growth and development. They should be made in the context of the district's expectations and system-wide goals. This section should include specific suggestions in areas of unsatisfactory performance.

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## Overall Performance Assessment

Meets Standards \_\_\_\_\_ Does Not Meet Standards \_\_\_\_\_

Evaluator: \_\_\_\_\_

I have read the above report and have the opportunity to comment.

\_\_\_\_\_  
Educational Assistant's Signature

\_\_\_\_\_  
Date

(The individual's signature does not indicate agreement or disagreement with the content of this evaluation.)

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

(The designated evaluator is one of the following: Principal, Special Education Coordinator or appropriate licensed supervisor.)