Contractual Agreement

between

The Dover-Sherborn Regional School Committee

Dover School Committee

Sherborn School Committee

and the

Dover-Sherborn Education Association

Unit B – Educational Assistants

July 2026 through June 2029

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Preamble

This Agreement entered into this 9th day of June 2026, by and between the Dover School Committee, Sherborn School Committee, and Dover-Sherborn Regional Committee (hereinafter referred to as the Employer and/or the Committees) and the Dover-Sherborn Education Association (DSEA) (hereinafter referred to as the Association) has as its purpose the negotiation of wages, benefits, hours, and other conditions of employment on behalf of the permanent employees of the Association.

ARTICLE 1
Recognition

1.1 Representation

For the purpose of collective bargaining on questions of wages, hours, standards of productivity and performance and other terms and conditions of employment, the Committee recognizes the Dover-Sherborn Education Association (DSEA) as the exclusive representative of the following educational assistants of the Public Schools of Dover and Sherborn: Educational Assistant I and Educational Assistant II.

For the purpose of this Agreement, full-time educational assistants will be those who work twenty-five (25) hours or more per week and part-time educational assistants who work fewer than twenty-five (25) hours per week. All contractual benefits will be pro-rated based upon the educational assistant's full-time equivalent. Educational assistants are benefits-eligible if working greater than twenty (20) hours per week.

1.2 Membership

As sole bargaining agent, the Association will accept into membership all educational assistants covered by this Agreement without regard to race, color, creed, national origin, sex/gender, gender identity, marital status, or previous affiliation with other teacher organizations.

1.3 No-Strike Clause

The Association, on its own behalf, and, on behalf of each of the employees that it represents, hereby agrees and covenants that during the term(s) of this Agreement, it will not authorize, approve, participate in or in any way encourage any illegal strike, illegal work stoppage, illegal slowdown or the illegal withholding of services including extracurricular services from the Employer and/or the Towns of Dover or Sherborn. It is further agreed that the Association will not unlawfully interfere with or restrain any persons from seeking employment with the Dover, Sherborn, or Dover-Sherborn Regional Schools during the term(s) of the Agreement. It is further agreed that any employee covered by this Agreement who violates this provision, or any part thereof, subjects themselves to disciplinary action or dismissal.

1.4 Mutual Obligations

The Committee and the Association agree to carry out the express commitments contained herein and give them full force and effect as contractual obligations.

ARTICLE 2
Nature of Employee Positions

2.1 Notification

It is agreed that notification of their current employment status will be given to members of the Association as soon as possible but no later than June 1st.

2.2 Just Cause

No educational assistant will be disciplined, reprimanded, or reduced in rank or compensation without just cause.

2.3 Transfers
Should the Employer exercise its discretion to change or delete positions currently held by employees, such affected employees may request a transfer to the new or altered positions providing they are qualified to fill such positions.

In acting upon such requests for transfer, the Superintendent or their designee will consider an employee's prior experience in the Public Schools of Dover and Sherborn.

If an educational assistant's assignment is altered (i.e. student goes to out-of-district program or moves during the course of the school year), the administration may transfer personnel to meet students' needs. However, an Educational Assistant II who is involuntarily transferred to an Educational Assistant I assignment shall not have their pay reduced for the remainder of the school year.

2.4 Probation
Educational assistants will be hired on a 90-day calendar probationary status during which time they may be replaced for failing to perform at a satisfactory performance level. The decision to replace the individual during the probationary period will not be grievable or subject to arbitration. Contractual benefits accrue during this 90-day calendar probationary period.

ARTICLE 3
Association Representation and Access to Premises

The Association shall designate in writing to the Committee the name of its Association Representatives.

The Committee agrees to permit other authorized Association representatives reasonable access to the school premises to discuss grievances with Association members, providing they do not disrupt the operations of any school building.

ARTICLE 4
Longevity

Longevity is based on the following schedule:

3+ years of service	$ 500
5+ years of service	$1,000
10+ years of service	$1,500
15+ years of service	$2,000

Yearly longevity is payable in December.

ARTICLE 5
Hours of Work and Overtime

5.1 Hours of Work
A workday is 6.75 hours for Elementary educational assistants and 7.0 hours for Middle and High School educational assistants. Work hours will be appropriately adjusted for any educational assistant not assigned as a 1.0 FTE. In addition, hours worked will be adjusted for early release days based on each school's calendar but will be equal to at least the student hours.

Work schedules will be determined by one's Building Principal/Special Education Coordinator and approved by the Superintendent. Time will be provided in work schedules, as needed, for Educational Assistant II's to meet with their Liaisons and Related Service Providers to ensure all student needs are meet.

No employee shall leave the school premises during scheduled working hours without approval of the Building Principal/Special Education Coordinator.

The work year for educational assistants will be all student days and other professional development time defined in Article 9.

Educational assistants shall submit to their Building Principal/Special Education Coordinator a weekly time sheet for the number of hours worked any given week.

Educational assistants will be paid bi-weekly, in accordance with the payroll schedule of their employer, in twenty-one (21) substantially equal payments commencing no later than the second scheduled payroll in September. Refer to Appendix A and B for classifications and hourly rates.

Educational assistants who attend after-hours functions during the school year including meetings, parent workshops, conferences, and early release day programs will be paid at their hourly rate. Such time must be approved by one's Building Principal/Special Education Coordinator.

5.2 Substitute Pay
If an educational assistant is asked to substitute teach on any given day for at least 2-hours of time in increments not less than 30-minutes, they will be paid time and one-half for those hours.

If an Educational Assistant I substitutes for an Educational Assistant II for an entire school day they will be compensated an additional $25. There is no additional pay for coverage less than a full day.

If an educational assistant accepts a long-term substitute assignment for twenty (20) or more consecutive days they will continue to maintain their regular benefits and be compensated the current long-term substitute teaching rate.

5.3 Holidays
Holiday pay will be granted for up to 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
Indigenous People Day	Martin Luther King Day
Veterans' Day	Good Friday
½ day before Thanksgiving	Memorial Day
Thanksgiving Day	Juneteenth*
Christmas Day	

** Applies as a paid holiday only when falls within the school year*

5.4 Duty-Free Lunch
Educational assistants are provided a duty-free lunch period for a length of time commensurate to that afforded educators.

ARTICLE 6
Health Plan Coverage

The Employer agrees to continue for employees covered by this Agreement and who work at least twenty (20) hours per week coverage under the health plans accepted by the Town of Dover, Town of Sherborn, and the Dover-Sherborn Regional Schools.

Educational assistants pay premiums for summer months' health insurance coverage incrementally over the 20-pay periods throughout the school year.

ARTICLE 7
Sick Leave

Accumulation of sick days will begin as of the date of employment at the rate of one and one half (1.5) FTE days per month until the beginning of the fiscal year (July 1) to a maximum of fifteen (15) FTE days. Beginning the first fiscal year after the date of employment, fifteen (15) FTE days will be added to any unused sick days to a maximum of one hundred fifty (150) days.

Sick leave of up to seven (7) days in any school year may be used to care for an ill dependent child. Sick leave of up to five (5) days in any school year may be used to care for all other ill members of the immediate family (parent, spouse, or anyone of whom the educational assistant is legal guardian). Additional use of sick leave may be granted at the discretion of the Superintendent.

A physician's note may be required for sick leave exceeding five (5) consecutive workdays.

By November 1st each educational assistant shall receive from the Central Office a report of their accumulated sick time.

ARTICLE 8
Leaves of Absence

8.1 Parental and Child Rearing Leave

A. Birth mothers, partners of birth mothers and adoptive or foster parents, shall be granted Parental Leave for the purpose of giving birth, adoption and/or foster care placement of a child under the age of 18 in accordance with applicable Federal and State Statutes including but not limited to the Massachusetts Parental Leave Act and the Family Medical Leave Act (FMLA). The Committee will maintain and make available to educators an informational reference that outlines applicable federal and state statutes.

1. Such leaves shall be taken concurrently, subject to the following: the eight (8) weeks of leave pursuant to the Massachusetts Parental Leave Act starts from the day of the birth but is only counted during scheduled working time. The twelve (12) weeks of FMLA leave commences at birth but is only counted during scheduled working time. A request for such leave shall be made at least two (2) months before the anticipated birth, adoption or foster placement except in situations where that is not practical.

2. Parental Leave is available during the first year of a newborn's life and during the first year after adoption or foster care placement. Said leave may be taken in up to two (2) separate blocks of time.

3. Paid Parental Leave. All educational assistants, which includes birthing and non-birthing parents, who have been employed in the District for at least the previous six (6) consecutive months prior to the beginning of the leave shall be eligible for up to fifteen (15) paid Parental Leave days, not to be deducted from the educational assistants' sick leave. Birth mothers shall be eligible for an additional five (5) paid Parental Leave days, not to be deducted from the educator's sick leave, for a total of twenty (20) paid Parental Leave days.

4. All educational assistants may use accrued sick leave and personal days for the remaining duration

of their eight (8) weeks of Parental Leave. The days taken shall be deducted from an educational assistant's available sick leave and/or personal days. Any remaining time taken shall be unpaid.

8.2 Bereavement Leave
Leave with pay for time lost, up to five (5) school days will be granted to an educational assistant in the event of the death of a member of the educational assistant's immediate family, to include parent, sibling, spouse, child, as well as anyone of whom the educational assistant is legal guardian, or any person residing in said educational assistant's household. Up to three (3) school days shall also be granted in the event of death of an educational assistant's father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent, grandchild, aunt or uncle. Additional and/or other bereavement leave may be granted at the discretion of the Superintendent.

8.3 Jury Leave
In the event an educational assistant is summoned to serve on jury duty during the school year, the educational assistant shall within five (5) calendar days of receipt of the court's summons, so inform their Building Principal/Special Education Coordinator and the Superintendent. Should the educational assistant be empaneled, they shall be paid the difference between their daily rate of compensation and the compensation paid the educational assistant by the courts excluding food and travel expenses.

8.4 Personal Days
All employees may be granted up to a maximum of three (3) days excused absence with pay *for the purpose of conducting urgent personal business which cannot be handled outside the regular workday.* Requests should be made in writing through the employee's Building Principal/Special Education Coordinator, except in cases of unforeseen emergency. Such requests should be filed at least five (5) working days prior to the excused leave.

The following conditions apply to personal days:
- Personal days shall be non-cumulative.
- Personal days may not be taken the day before or the day after a school vacation or holiday except in extenuating circumstances with prior approval from the Superintendent.
- Unused personal days shall accrue to one's personal sick bank.

8.5 Professional Leave
Subject to the availability of funds, time may be granted and expenses paid for attendance at educational conferences, workshops, and seminars upon approval of the Building Principal/Special Education Coordinator and the Superintendent.

8.6 Snow Delay/Emergency Situations
Educational assistants are not to report for work when school is cancelled because of inclement weather or other related emergencies. Such days shall be made up at the end of the school year.

If educational assistants are released early from work due to inclement weather or related emergencies, they shall be paid for their normal working day.

8.7 Military/National Guard
A military leave of absence shall be granted to any employee who is either called to or volunteers for active duty in any branch of the military, including the National Guard. Up to two (2) years active duty served by an employee shall be credited as time worked for all purposes under the contract provided that they apply for reinstatement within ninety days after their discharge or release from active duty. Any employee who is required to go on temporary active duty as part of their military obligation (for example, active reserve duty or activation to respond

to a natural disaster or other emergency) shall, for the first two (2) weeks of such active duty, be paid the difference between their military pay and their regular pay.

Leave without pay shall be requested of the Superintendent and determined by the Committee.

8.8 Religious Leave
An educational assistant will be granted leave up to two (2) days in any one school year for time necessarily and actually lost for required observance of a recognized major religious holiday of the religious faith to which such educational assistant belongs, when such holiday falls on a day on which educational assistants are required to report. Notification by an educational assistant of their intention to take such leave shall be made to the appropriate principal no less than two weeks in advance of such holiday.

ARTICLE 9
Professional Development

9.1 Professional Development Days
Educational assistants are required to attend twenty (20) hours of professional development annually. Two days shall be scheduled during 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 Building Principal/Special Education Coordinator, with sufficient advance notice of the date(s) being provided to the employee.

9.2 Tuition/Course Reimbursement
Any educational assistant who has completed two (2) full years of service shall be eligible for up to $500 per year in job-related course reimbursement. Courses must be pre-approved by the Building Principal/Special Education Coordinator. Reimbursement will be made upon submission of documentary evidence of successful completion of the course and proof of payment.

Courses required by the Building Principal/Special Education Coordinator shall be paid in full by the Committee.

ARTICLE 10
Performance Evaluation

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 Appendix C for evaluation tool.

ARTICLE 11
Reduction-in-Force

11.1 Reduction-in-Force
When a Committee determines that staff reductions are necessary, it shall retain those employees whom administration deems most qualified. When qualifications are deemed to be equal, seniority governs.

11.2 Continuation of Insurance Benefits
Employees on leave pursuant to this Article may continue group health insurance during said recall period at the applicable COBRA rate.

ARTICLE 12
Grievance and Arbitration

12.1 Grievance

Any grievance or dispute, which may arise between the parties concerning the application, meaning or interpretation of this Agreement shall be settled pursuant to the terms of this Article. The Committee and the Association desire that such procedure shall always be as confidential as may be appropriate for the grievance involved at the procedural Classification Involved.

Level One

The employee with a grievance will first discuss it within twenty (20) working days of the date of the grievance with their Building Principal/Special Education Coordinator with the object of resolving the matter informally. An Association Representative may be present. A decision must be rendered in writing within five (5) working days of said presentation.

Level Two

If the grievance is not satisfactorily resolved at Level One, the employee may, with the Association Representative's concurrence, present the matter in writing to the Assistant Superintendent within five (5) working days following such Level One presentation. The Assistant Superintendent shall, within eight (8) working days after written receipt of the written grievance, notify and meet with the aggrieved employee and the Association Representative in an effort to resolve the matter. The Assistant Superintendent shall render their decision to the grievance in writing within five (5) working days of the presentation. Group grievance will be processed at this level.

Level Three

If the grievance is not satisfactorily resolved at Level Two, the Association Representative may present the grievance in writing to the Superintendent within five (5) working days of receipt of the written response of the Assistant Superintendent.

The Superintendent shall, within five (5) working days after receipt of the written grievance, notify and meet with the aggrieved employee and the Association Representative in an effort to resolve the matter. The Superintendent shall render their decision to the grievance in writing within five (5) working days after the meeting.

Level Four

If a grievance is not satisfactorily resolved at Level Three, the Association Representative may present the grievance in writing to the Committee within five (5) working days of receipt of the written response of the Superintendent.

The Committee shall, within fifteen (15) working days after receipt of the written grievance notify and meet with the aggrieved employee and the Association Representative pursuant to the regulations of the open Meeting Law in an effort to resolve the matter. The Committee shall render their decision within five (5) working days.

12.2 Arbitration

A. In the event either party elects to submit a grievance to arbitration, the Arbitrator shall be selected according to, and shall be governed by, the following procedure:

The Arbitrator is to be mutually selected by the Committee and the Association. If the Committee and the Association cannot agree within seven school days after written notice of intention to arbitrate has been received by either party, then the party demanding arbitration shall within five school days thereafter, upon written notice to the other, request the American Arbitration Association to provide a panel of

Arbitrators, and said Arbitrator then to be selected under the provisions of the Voluntary Labor Arbitration Rules.

B. Each party shall bear the expense of its representatives, participants, and witnesses and for the preparation and representation of its own case. The fees and expenses (if any) of the Arbitrator and the American Arbitration Association shall be shared equally by the parties, provided that the obligation of the Committee to pay shall be limited to the obligation which the Committee can legally undertake in that connection. In no event shall any present or future member of the Committee have any personal obligation for any payment under any provision of this Agreement.

C. Notwithstanding anything to the contrary, no dispute or controversy shall be a subject for arbitration unless it is a grievance as defined in Article 12.1 of this Agreement. The Arbitrator shall have no power to add to, subtract from, or modify any of the terms of this Agreement. The parties are agreed that no restrictions are intended on the rights and powers of the Committee except those specifically and directly set forth in express language in specific provisions of this Agreement. The Arbitrator shall arrive at their decisions solely upon facts, evidence, and contention as presented by the parties during arbitration proceedings.

D. If either party disputes the arbitrability of any grievance in any appropriate Court of Law or Equity, it is agreed that said Court shall determine the question of arbitrability *de novo* applying the principles set forth in Section C above without according any weight to any decision on arbitrability that may have been previously made by the Arbitrator and/or any administrative agency in a similar case.

E. Subject to the limitations in Section C and D above, the decision of the Arbitrator shall be final and binding upon the parties hereto and upon any employee or employees affected thereby.

ARTICLE 13
Discrimination

The Committee and Association agree that all provisions of this Agreement shall be applied without regard to race, color, religious creed, age, sex, gender identity, or national origin. The Committee and Association further agree that they shall not directly, or indirectly, apply or attempt to apply discipline, coercion or discrimination against any employee who chooses to engage or not engage in Association activities.

ARTICLE 14
Separability of Agreement/Invalidity

If any provisions of this Agreement shall be found contrary to law, then such provisions shall be deemed invalid, but all other provisions shall remain in full force and effect.

ARTICLE 15
Vacations

As all educational assistants work the school-year calendar, vacation time does not apply.

ARTICLE 16
Workers' Compensation

When an educational assistant is out of work on Workers' Compensation pay, they shall be paid the difference between their base pay and the Workers' Compensation pay, but not in excess of their regular rate of pay.

ARTICLE 17
Resignations

Any educational assistant who intends to resign their position shall give notice to the Superintendent no later than two (2) weeks prior to the date of intended resignation. Exceptions to this provision may be approved by the Superintendent due to illness or unforeseen circumstances beyond the control of the educational assistant involved.

ARTICLE 18
Filling of Vacancies

When a bargaining unit vacancy occurs for any reason, including new positions, the Superintendent or their designee shall post notices within seven (7) regularly scheduled workdays of the Superintendent or their designee action of same in each school for not less than seven (7) regularly scheduled workdays prior to the opening of applications.

The notice shall indicate the title and classification of the available position, the specific duties of the position, the hourly rate for the position, number of hours per week and weeks per year, and the school or building in which the position is located.

Current educational assistants wishing to be considered for the position shall make a written application to the 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.

ARTICLE 19
Miscellaneous Benefits

19.1 Retirement

The appropriate percentage of earnings (depending on the date of entry into the retirement system) shall be deposited with the Commonwealth of Massachusetts County Retirement System to be collected upon retirement or separation from the Districts. This is subject to the rule and regulations of membership in the particular county retirement system that is applicable. Participation in a Deferred Compensation Plan is required of educational assistants working fewer than twenty (20) hours per week.

19.2 Retirement Incentive

Educational assistants with ten (10) years' service in the Dover, Sherborn and Dover-Sherborn Regional School Districts or any combination thereof, will be entitled to a lump sum amount of up to a maximum of $1,200, payable within 30 days of retirement date. The amount to be determined shall be computed at the rate of $10 per day times unused cumulative sick leave up to 120 days. In order to receive the lump sum retirement payment, the employee must notify the Superintendent in writing of their intention to retire prior to January 1st of the fiscal year in which the employee intends to retire and remain employed with the Districts through the end of the said fiscal/school year. In the case of forced disability retirement, the notification can be waived.

19.3 Copy of Agreement

Copies of the final Agreement approved by all Parties will be available to each educational assistant through the school system website.

19.4 Personal Complaints
Any complaint regarding an educational assistant made to any member of the administration by any person, regardless of the form in which the complaint was made, will be called to the attention of the educational assistant, in writing, provided that the complaint is not subject to criminal investigation.

19.5 Personnel Records
Each educational assistant shall have the right, with 24-hours written notice and during regular business hours, to examine and to copy any and all materials contained in their personnel file.

Whenever any written material is inserted into an educational assistant's personnel file, the educational assistant shall be notified and given a copy of such material within ten (10) days.

19.6 Dues Deduction
Educational assistants who belong to the Dover-Sherborn Education Association, and who wish to do so, may have their annual education association dues deducted from their paychecks from October to May.

ARTICLE 20
Negotiations Procedure

The provisions of this agreement will remain in effect through June 30, 2029, and shall thereafter be automatically renewed from year to year unless by June 29, 2029, either party notifies the other in writing of its desire to either modify or terminate this agreement.

ARTICLE 21
Regulations

Except as expressly authorized by the Superintendent, no employee shall:
1. Accept any gratuities of money or goods from any person associated with the Dover-Sherborn Public Schools in furnishing supplies, equipment, or service.
2. Participate as an official representative of the Dover-Sherborn Public Schools in charity drives, special observances, or promotional activities.

ARTICLE 22
Duration

This Agreement shall commence July 1, 2026 and extend through June 30, 2029.

Appendix A
Classification Schedule

Educational Assistant I (General Education)
Support general education staff throughout the day.

Educational Assistant I's assigned to Interventionist positions will also receive a stipend of $2,400 in each of the contract years to compensate for additional duties as assigned by their Building Principal. 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 staff delivering services to students on Individualized Education Plans.

Educational Assistant II's assigned to provide ongoing medical, personal care, or intensive physical support services to students will also receive a stipend of $1,500 in each of the contract years. Appropriate training related to the specific needs of the student will be provided. The stipend will be paid in three equal installments in December, March and June.

Educational Assistant II's requested to obtain Registered Behavioral Technician Certification for their student assignment will also receive a stipend of $2,700 in each of the contract years. The stipend will be paid in three equal installments in December, March and June.

Appendix B
Salary Schedule-hourly rate

	FY27	FY28	FY29
EA I	$24.70	$25.50	$26.30
EA II	$29.00	$29.65	$30.55

DESE Licensure Incentive: Full-time educational assistants who are hired by no later than October 1st of the school year and maintain a valid Massachusetts teaching license for the duration of the school year will receive a $1,000 stipend at the completion of that school year.

Appendix C

Formative Evaluation Form

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 NA-Not Applicable

A. Curriculum, Instruction and Assessment	N	S	C	NA
1. Effectively carries out planned learning activities for students.				
2. Seeks resources from colleagues to enhance learning.				

B. Effective Instruction	N	S	C	NA
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 colleagues.				
4. Employs multiple teaching and learning strategies.				
5. Builds on students' prior knowledge and experience.				
6. Collaborates with staff to measure student progress toward, and achievement of the learning objectives.				

C. Classroom Climate and Operations	N	S	C	N A
1. Creates a positive learning environment.				
2. Makes appropriate use of the physical space 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.				
5. Engages appropriately with all students.				

D. Equity and Diversity	N	S	C	NA
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	NA
1. Demonstrates knowledge of content.				
2. Participates in building a professional community by collaborating with colleagues to improve instruction, assessment, and student achievement.				
3. Reflects critically upon their performance and incorporates feedback.				
4. Uses technology in a responsible and acceptable manner in accordance with the policy of the Dover-Sherborn Public Schools.				
5. Meets professional obligations relative to prompt, regular attendance.				
6. Maintains positive and collaborative rapport with students and colleagues.				

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.

Evaluator: _____

I have received the above report.

_____ _____

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.)

Educational Assistant Response after reviewing the evaluation (optional):

SIGNATURES

DOVER SCHOOL COMMITTEE

Jessie Hole, Chairperson — Date: 6/9/2026

SHERBORN SCHOOL COMMITTEE

Bill Alfano, Chairperson — Date: 6/9/2026

DOVER-SHERBORN REGIONAL SCHOOL COMMITTEE

Jeff Cassidy, Chairperson — Date: 6/9/2026

DOVER-SHERBORN EDUCATION ASSOCIATION

Leonie Glen, DSEA Co-President — Date: 6/9/2026

Judy Gooen, DSEA Co-President — Date: 6/9/2026