

AGREEMENT

Between the

BOARD OF EDUCATION OF
LELAND COMMUNITY UNIT SCHOOL DISTRICT NO. 1

and the

COMMUNITY UNIT NO. 1 TEACHERS' ASSOCIATION

2007-2010

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AGREEMENT

ARTICLE I

THIS AGREEMENT is made and entered into by and between the BOARD OF EDUCATION OF LELAND COMMUNITY UNIT SCHOOL DISTRICT NO. 1, LaSalle County, Illinois, (hereinafter referred to as the "Board") and the COMMUNITY UNIT NO. 1 TEACHERS' ASSOCIATION, affiliated with the Illinois Education Association, IEA/NEA, (hereinafter referred to as the "Association"). The Board and the Association believe that they have a common responsibility to provide the pupils of the District with a quality educational program. It is the hope of both parties that this agreement will assist in the maintenance of such an educational program.

ARTICLE II

RECOGNITION AND SCOPE

2.1 Recognition. The Board hereby recognizes the Association as the sole and exclusive bargaining agent for all regularly employed full and part-time certificated teaching personnel, excluding the superintendent, principals, administrators, substitute teachers, and any other employees excluded from coverage under the Illinois Educational Labor Relations Act.

2.1.1 Definition. When used herein, the term "teacher" or the term "employee" shall refer to members of this bargaining unit as defined above.

2.2 Scope. The Board and the Association agree to negotiate in good faith with respect to wages, hours and other terms and conditions of employment as required by law, provided that such obligation does not compel either party to agree to a proposal or require the making of a concession.

2.3 Fair Share. No employee shall be required to join the Association as a condition of employment. However, each full-time teacher who is not a member of the Association is required to pay a fair share fee to the Association for the purpose of deferring the costs of services rendered by the Association to non-members.

In the event a teacher does not pay the fair share fee directly to the Association within 30 days following the commencement of employment, the Board shall deduct the fair share fee from the wages of the employee in accordance with the procedures currently established in the District for membership dues deduction.

At least annually, the Association must certify the amount of this fair share fee, which may not include contributions related to the election or support of candidates for political office. The Association shall also comply with the Notice of Fair Share fees requirement and other provisions as provided by the applicable rules of the IELRB. The Board shall not be required to deduct the fair share fee until the certification and notice requirements described herein have been met as required by applicable law and/or the rules and regulations of the IELRB.

3.6 Discipline. The Board and Association agree that proper student control is a joint effort of teachers and administrators at all times wherein students are under the jurisdiction of the school. All certified staff members shall assume reasonable responsibility for student control and enforcement of the approved code of discipline. Administration shall continually support faculty in providing information to students about desired behavior.

ARTICLE IV

EMPLOYEE/ASSOCIATION RIGHTS

4.1 Curriculum Development. Teachers shall have the right and responsibility to participate in activities designed to improve the curriculum and, by working through established channels they may make recommendations for curricular change.

4.2 Indemnification. The Board shall protect and indemnify teachers against damage claims and suits, including the defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed in the scope of employment as provided for in the applicable provisions of the Illinois School Code. All teachers shall sign up for any liability insurance coverage offered by the State at no cost to the teachers.

4.3 In-Service Program. A committee of teachers in conjunction with the principal shall have the right to make recommendations regarding the in-service programs to be used in the District.

4.4 Personnel Files. Teachers shall have the right upon request and at reasonable times to review the contents of their personnel files, except for pre-employment references. Only one official file shall be kept for each teacher. Each teacher shall have the right to insert material relevant to his service in this school or his qualifications in general. A teacher shall have the right to attach dissenting material to any item in his file. Reasonable requests by teachers for single copies of materials in their official file, except privileged information, will be honored by the Administration. Transcripts, certificates and any item of personal value to the teacher shall, upon request, be made available to the teacher upon termination from the District provided, however, that the District will retain all records or copies thereof as deemed necessary for business purposes or as may be required by law.

4.5 Notice of Special Board Meeting. Except in emergency situations, the Board will use reasonable effort to notify the Association's President of any special meetings of the Board. During the summer months, the Superintendent will attempt to telephone the Association President to advise as to any special meetings.

4.6 Board Minutes. Copies of all synopses of Board minutes, if any, shall be mailed to the Association's President or during the school term placed in the mailboxes of all teachers within a reasonable time after their preparation.

ARTICLE V

GRIEVANCE PROCEDURE

5.1 Definition. A grievance is defined as a written claim that there has been a violation, misinterpretation or misapplication of a specific provision of this agreement. No grievance will be processed or entertained unless it is filed in writing in accordance with Step 1 within thirty (30) days after the occurrence of the event giving rise to the grievance.

5.2 General Provisions.

5.2.1 Time Limits. All time limits consist of school days except that between the end of the school term in June and the beginning of the next school term, the time limits shall consist of days when the District's business offices are open. All time limits may be extended by mutual written agreement between the parties. Failure to follow the time limits, except when mutually extended, shall act as a bar for further process of the grievance.

5.2.2 Association Representation. An employee will be entitled to Association representation at each step of the grievance process.

5.2.3 Bypass. Upon the mutual agreement of the Association and the superintendent, a grievance may be brought directly to any step.

5.2.4 No Reprisals. No reprisals shall be taken by the Board or Administration against an employee because of participation in any grievance. Files of grievances shall be kept separate and distinct from the personnel files.

5.2.5 Convenience. The parties will attempt to arrange mutually convenient times and places for meetings and hearings conducted pursuant to this Article.

5.2.6 Informal Resolution. The parties agree that it is usually most desirable for an employee and the employee's immediate supervisor to resolve problems informally. Therefore, an attempt to resolve problems informally should be made. If a grievance cannot be resolved informally, it must be processed in accordance with the below procedures. The employee may bring a representative of his choice to the informal conference provided that the employee notifies the supervisor reasonably in advance of the meeting of his intention to do so. The parties agree, however, that it is often best to carry out the informal conference without representation.

5.3 Procedures.

5.3.1 Step 1. The grievant shall file his grievance in writing with the building principal within thirty (30) school days of the occurrence of the event giving rise to the grievance. The building principal or designee shall confer with the grievant in an attempt to resolve the grievance. A decision in writing shall be rendered to the grievant within ten (10) days of the conference.

6.2 No Strike Clause. During the term of this agreement, the Association agrees not to strike, not to engage in any work stoppages, and not to picket in any manner which would disrupt the operations of the School District.

ARTICLE VII

LEAVES

7.1 Sick Leave. Sick leave shall be granted on the basis of twelve (12) days at full pay for each school term. Sick leave shall be interpreted to mean personal illness or serious illness or death in the immediate family which includes: parents, spouse, brothers, sisters, children grandchildren, grandparents, parents-in-law, sisters-in-law, brothers-in-law, and legal guardians. One (1) day of sick leave may be used in the case of the death of aunts, uncles, nieces, nephews, sons-in-law, daughters-in-law, grandparents-in-law and close personal friends as determined by the Superintendent. The use of additional available sick leave may be authorized for bereavement purposes on a case by case basis by the Superintendent in his or her discretion. The Board may/will require a physician's certificate as a basis for pay after three (3) consecutive days of personal illness, or as it may deem necessary in other cases. Sick leave shall be provided to part-time teachers on a pro rata basis. Absence under this Section for a block of time less than two (2) hours will be deducted as one-quarter (1/4) of a day; absence for a block of time more than two (2) hours, but less than four (4) hours, will be deducted as one-half (1/2) of a day; absence for a block of time more than four (4) hours will be deducted as a full day. Unused sick days shall be cumulative to three hundred and seventy (370) days.

7.2 Personal Leave. An employee may use two (2) days of personal leave each year for the purpose of conducting urgent personal business which cannot be conducted during non-school hours. Unused personal days will not carry over from one year to the next. Teachers or certified staff who have accumulated personal leave prior to approval of this negotiated agreement are grandfathered in terms of keeping the amount they have accumulated. Personal leave may not be used on the day before or the day after any holiday or vacation period. In extraordinary and exceptional circumstances, the Superintendent may grant personal leave outside foregoing limits at his sole discretion and any such action shall not be appealable or precedential in any respect. Notice of proposed use of personal leave must be given to the principal at least forty-eight (48) hours in advance, provided that the superintendent may waive this requirement if, in his judgment, an emergency situation prevented the notice. Absence under this Section for a block of time less than two (2) hours will be deducted as one-quarter (1/4) of a day; absence for a block of time more than two (2) hours, but less than four (4) hours will be deducted as one-half (1/2) of a day; absence for a block of time more than four (4) hours will be deducted as a full-day. Personal leave is available to part-time teachers on a pro-rata basis.

3. Any teacher granted a childrearing leave, who has completed 90 days or more of work during that school year, shall be considered to have completed a full year for the purpose of advancement on the salary schedule for that year. Upon a teacher's return from a childrearing leave, the teacher shall be granted the same or comparable position within the system. Teachers on childrearing leave are subject to dismissal on the same terms and conditions as are applicable to all other teachers.

4. A teacher granted a childrearing leave may make arrangements during the leave to continue hospitalization and surgical insurance coverage, as provided under fringe benefits, at the teacher's own expense.

5. A childrearing leave shall also be available to any teacher who furnishes satisfactory evidence of pending adoption proceedings and who applies in writing to the Board of Education.

6. Childrearing leaves are without pay. No teacher shall be entitled to use sick leave after the commencement of a childrearing leave. Sick leave is available prior to commencement of such leave.

7.10 Testimony. For subpoenaed testimony in court, there shall be no loss of pay unless the employee or the Association or any of its local members or agents are parties to the case. This leave shall not be granted for more than two (2) work days per school term.

7.11 Injury on the Job. A School District employee who is absent from work due to injury on the job shall be entitled to keep any Worker's Compensation check to which he or she is entitled under the Illinois Worker's Compensation Act, and also to receive the difference between such Worker's Compensation benefit check and the amount of full salary or pay (less applicable deductions) from the School District. Such employee shall be eligible to receive School District salary or pay in addition to the Worker's Compensation benefits only for so long as the employee has sick leave available, and such employee shall be charged one-third (1/3) of a day of sick leave for each day absent. In the alternative, an employee may choose to receive full salary or pay from the School District, with a proportionate sick leave deductions, as long as sick leave is available and on the condition that any Worker's Compensation benefit check payable to such employee for the period during which sick leave is being used are endorsed over to the School District by such employee. Also, should the employee choose to do so, the employee may keep any worker's compensation payments received and not use any available sick leave in which case the District shall make no additional salary payment to the employee during the period of disability for which worker's compensation payments are made to the employee. It is the intention of this policy to afford employees not more than full pay by way of sick leave and Worker's Compensation benefits for injuries on the job.

ARTICLE VIII

EVALUATION

8.1 The District has developed a teacher evaluation plan. Prior to any change in the

10.1 Salary. The salaries for the 2007-2008, 2008-2009, and 2009-2010 school years are as set forth on the salary schedules attached hereto in Appendix A.

10.1.1 Vertical Placement and Advancement. It is recognized that teaching is a profession and that the success of the educational program depends in large part upon the effectiveness of teaching. Although vertical advancement on the schedule shall normally be at the rate of one step each year, the Board reserves the right to withhold a vertical salary increment as to any teacher whose performance is unsatisfactory and who receives a letter of remediation from the Board. A teacher who has been rated unsatisfactory but subsequently completes his or her remediation period with a rating of satisfactory or better shall advance one vertical step on the schedule upon successful completion of his or her remediation, and shall be paid any salary that was withheld as a result of the teacher being placed on remediation. In no case shall a teacher be entitled to more than one vertical step advancement in any school year.

10.1.2 Horizontal Placement. Horizontal or lane placement for each school term shall be determined by the number of credit hours earned as of September 1st of the school term. Evaluation of credits shall be on the basis of official transcript issued by a recognized college or university. Credit hours for advancement to any lane beyond the MA lane must be earned after the award of the MA and all credit hours used for any lane advancement must have the prior approval of the Superintendent.

10.1.3 TRS Contributions. The Board shall pick up and pay to the Illinois Teachers Retirement System (TRS), on behalf of each teacher, the required TRS contribution from the appropriate salary shown on the salary schedule.

10.2 Insurance. The Board will pay the cost of insurance premiums for single coverage for each full-time (and part-time teachers regularly employed to teach 50% or more of a full load) teacher participating in the Board's selected Major Medical and Dental insurance plan and a \$40,000 term life insurance program.

A teacher who takes courses or otherwise would “move” on the salary schedule, or “move” in an extra duty/stipend schedule, will not receive additional compensation beyond the 6% incentive.

A teacher under this retirement incentive will not be able to earn more than 6% of the previous year’s creditable earnings, regardless of assignment, unless allowed by state law and without penalty to the school district.

The 6% increases are compounded in each of the notice years.

Payment of retirement incentive for the retiring certified staff member will be in a separate check on June 15.

Insurance provision – Teachers who retire from the district and who meet the retiree eligibility requirements of the group insurance plan shall be allowed to continue their group health insurance coverage by making premium payments to the district until reaching the age of 65 or qualifying for Medicare, whichever comes first.

Example 1: Notice by Dec. 1, 2007: Retirement in June 2009:

2006-2007	salary scheduled compensation =	\$50,000
2007-2008	maximum available increase =	\$ 3,000
2007-2008	salary scheduled compensation =	\$53,000
2008-2009	maximum available increase =	\$3,180
2008-2009	salary scheduled compensation =	\$56,180

10.8 Continuing Education. The Board will pay Two Hundred Sixty-Four Dollars (\$264.00) per semester hour toward tuition for up to fifteen (15) semester hours every three (3) years. Payment for first semester classes will be made in February. Payment for second semester and summer classes will be made in September, provided that the teacher returns to employment with the District.

ARTICLE XI

NEGOTIATIONS

11.1 Each party in any negotiations shall select its negotiating representative provided that the Board shall not select a teacher as herein defined as its representative and the Association shall not select a Board member, the Superintendent, principal or assistant principal.

11.2 Negotiations shall begin no later than May 15 unless both parties agree to an alternative date. Meetings will be held at reasonable times and places as agreed to by both parties.

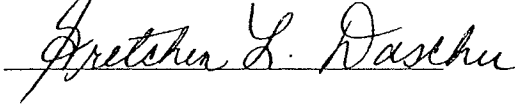
11.3 When the Association and Board reach tentative agreement on all matters being negotiated, they will be reduced to writing and shall be submitted to the membership of the Association for ratification and to the Board for official approval.

This Agreement is signed and approved this 20th day of June 20, 2007.

ASSOCIATION



President



Secretary

BOARD OF EDUCATION



President



Secretary

Step	BA	BA+6	BA+12	BA+18	BA+24	MA	MA+6	MA+12	MA+18	MA+24	MA+30
0	30050	31087	32124	33161	34198	35235	36272	37309	38346	39383	40420
1	30952	31989	33026	34063	35100	36137	37174	38211	39248	40285	41322
2	31854	32891	33928	34965	36002	37039	38076	39113	40150	41187	42224
3	32756	33793	34830	35867	36904	37941	38978	40015	41052	42089	43126
4	33658	34695	35732	36769	37806	38843	39880	40917	41954	42991	44028
5	34560	35597	36634	37671	38708	39745	40782	41819	42856	43893	44930
6	35462	36499	37536	38573	39610	40647	41684	42721	43758	44795	45832
7	36364	37401	38438	39475	40512	41549	42586	43623	44660	45697	46734
8	37266	38303	39340	40377	41414	42451	43488	44525	45562	46599	47636
9	39205	40107	41144	42181	43218	44255	45292	46329	47366	48403	49440
10	40107	41144	42181	43218	44255	45292	46329	47366	48403	49440	
11			42046	43083	44120	45157	46194	47231	48268	49305	50342
12			42948	43985	45022	46059	47096	48133	49170	50207	51244
13			44887	45924	46961	47998	49035	50072	51109	52146	
14			45789	46826	47863	48900	49937	50974	52011	53048	
15			47728	48765	49802	50839	51876	52913	53950		
16			48630	49667	50704	51741	52778	53815	54852		
17			49532	50569	51606	52643	53680	54717	55754		
18			50434	51471	52508	53545	54582	55619	56656		
19			51336	52373	53410	54447	55484	56521	57558		
20				53275	54312	55349	56386	57423	58460		
21					55214	56251	57288	58325	59362		
22						57153	58190	59227	60264		
23							59092	60129	61166		
24										62068	

2007 ---- 2008

Step	BA	BA+6	BA+12	BA+18	BA+24	MA	MA+6	MA+12	MA+18	MA+24	MA+30
0	30860	31925	32990	34055	35120	36185	37250	38315	39380	40445	41510
1	31786	32851	33916	34981	36046	37111	38176	39241	40306	41371	42436
2	32712	33777	34842	35907	36972	38037	39102	40167	41232	42297	43362
3	33638	34703	35768	36833	37898	38963	40028	41093	42158	43223	44288
4	34564	35629	36694	37759	38824	39889	40954	42019	43084	44149	45214
5	35490	36555	37620	38685	39750	40815	41880	42945	44010	45075	46140
6	36416	37481	38546	39611	40676	41741	42806	43871	44936	46001	47066
7	37342	38407	39472	40537	41602	42667	43732	44797	45862	46927	47992
8	38268	39333	40398	41463	42528	43593	44658	45723	46788	47853	48918
9	40259	41324	42389	43454	44519	45584	46649	47714	48779	49844	50909
10	41185	42250	43315	44380	45445	46510	47575	48640	49705	50770	51835
11	43176	44241	45306	46371	47436	48501	49566	50631	51696	52761	53826
12	44102	45167	46232	47297	48362	49427	50492	51557	52622	53687	54752
13	46093	47158	48223	49288	50353	51418	52483	53548	54613	55678	56743
14	47019	48084	49149	50214	51279	52344	53409	54474	55539	56604	57669
15	49010	50075	51140	52205	53270	54335	55400	56465	57530	58595	59660
16	49936	51001	52066	53131	54196	55261	56326	57391	58456	59521	60586
17	50862	51927	52992	54057	55122	56187	57252	58317	59382	60447	61512
18	51788	52853	53918	54983	56048	57113	58178	59243	60308	61373	62438
19	52714	53779	54844	55909	56974	58039	59104	60169	61234	62299	63364
20	54705	55770	56835	57900	58965	60030	61095	62160	63225	64290	65355
21	56696	57761	58826	59891	60956	62021	63086	64151	65216	66281	67346
22	58687	59752	60817	61882	62947	64012	65077	66142	67207	68272	69337
23	60678	61743	62808	63873	64938	66003	67068	68133	69198	70263	71328
24	63734	64799	65864	66929	67994	69059	70124	71189	72254	73319	74384

Step	BA	BA+6	BA+12	BA+18	BA+24	MA	MA+6	MA+12	MA+18	MA+24	MA+30
0	31760	32856	33952	35048	36144	37240	38336	39432	40528	41624	42720
1	32713	33809	34905	36001	37097	38193	39289	40385	41481	42577	43673
2	33666	34762	35858	36954	38050	39146	40242	41338	42434	43530	44626
3	34619	35715	36811	37907	39003	40099	41195	42291	43387	44483	45579
4	35572	36668	37764	38860	39956	41052	42148	43244	44340	45436	46532
5	36525	37621	38717	39813	40909	42005	43101	44197	45293	46389	47485
6	37478	38574	39670	40766	41862	42958	44054	45150	46246	47342	48438
7	38431	39527	40623	41719	42815	43911	45007	46103	47199	48295	49391
8	39384	40480	41576	42672	43768	44864	45960	47056	48152	49248	50344
9	41433	42529	43625	44721	45817	46913	48009	49105	50201	51297	52393
10	42386	43482	44578	45674	46770	47866	48962	50058	51154	52250	53346
11	44435	45531	46627	47723	48819	49915	51011	52107	53203	54300	55396
12	45388	46484	47580	48676	49772	50868	51964	53060	54156	55252	56348
13	47437	48533	49629	50725	51821	52917	54013	55109	56205	57301	58397
14	48390	49486	50582	51678	52774	53870	54966	56062	57158	58254	59350
15	50439	51535	52631	53727	54823	55919	57015	58111	59207	60303	61399
16	51392	52488	53584	54680	55776	56872	57968	59064	60160	61256	62352
17	52345	53441	54537	55633	56729	57825	58921	60017	61113	62209	63305
18	53298	54394	55490	56586	57682	58778	59874	60970	62066	63162	64258
19	54251	55347	56443	57539	58635	59731	60827	61923	63019	64115	65211
20	56300	57396	58492	59588	60684	61780	62876	63972	65068	66164	67260
21	58349	59445	60541	61637	62733	63829	64925	66021	67117	68213	69309
22	60398	61494	62590	63686	64782	65878	66974	68070	69166	70262	71358
23	62447	63543	64639	65735	66831	67927	69023	70119	71215	72311	73407
24	64496	65592	66688	67784	68880	69976	71072	72168	73264	74360	75456

2009 ----- 2010

Year One 4.51
Year Two 4.26
Year Three 4.24
Total 13.01

Appendix B - Extra Curricular

Group A

WYSE
8th Grade Sponsor
National Honor Society
Spelling Bee
Young Authors
Art Fair
Science Fair

Group B

Magazine Sales
Outdoor Education 3 days
Journey Through Life

Group C

Freshman Class Sponsor
Sophomore Class Sponsor
SADD

Group D

Jr. High Student Council
Academic Bowl
5 & 6 Boys Basketball
5 & 6 Girls Basketball

Group E

Junior Class Sponsor
Senior Class Sponsor

Group F

Jr. High Asst. Track
Jr. High Cheer & Pep

Group G

Play Sponsor
HS Student Council
Jr. High Volleyball
Jr. High Soccer
Jr. High Head Track

Group H

Jr. High Girls Basketball
Jr. High Boys Basketball
HS Cheer & Pep

Group I

HS Asst. Volleyball
HS Asst. Track
Yearbook

Group J

Music Director

Group K

HS Head Volleyball
HS Head Soccer
HS Boys Asst. Basketball
HS Girls Asst. Basketball
HS Head Track

Group L

HS Boys Head Basketball
HS Girls Head Basketball

Group M

Athletic Director

LELAND COMMUNITY UNIT DISTRICT NO. 1
ANNUAL EVALUATION REPORT

NAME:

SCHOOL:

GRADE/SUBJECT(S) TAUGHT:

EVALUATOR:

EMPLOYMENT STATUS:

- Non-Tenured
- Tenured

YEARS OF SERVICE:

EVALUATION SEQUENCE:

Pre-Observation Conference Date	Classroom Observation Date	Length of Visit	Post-Observation Conference Date

OVERALL PERFORMANCE RATING:

- Excellent
- Satisfactory
- Unsatisfactory

Remediation Plan

Date Initiated:

Expected Date of Completion:

Date Completed:

EMPLOYMENT RECOMMENDATION:

- Re-employment
- Remediation
- Termination

Teacher Signature

Date

Evaluator Signature

Date

The teacher's signature indicates receipt of this report. It does not necessarily indicate agreement with its contents.

B. CLASSROOM MANAGEMENT

Aligned to the following Illinois Professional Teaching Standards:

#3 Diversity

The competent teacher understands how students differ in their approaches to learning and creates instructional opportunities that are adapted to diverse learners.

#5 Learning Environment

The competent teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.

OVERALL PERFORMANCE IN AREA:

COMMENTS:

SUGGESTIONS FOR IMPROVEMENT:

D. PROFESSIONAL RESPONSIBILITIES

Aligned to the following Illinois Professional Teaching Standards:

#7 Communication

The competent teacher uses knowledge of effective written, verbal, non-verbal, and visual communication techniques to foster active inquiry, collaboration, and supportive interaction in the classroom.

#9 Collaborative Relationships

The competent teacher understands the role of the community in education and develops and maintains collaborative relationships with colleagues, parents/guardians, and the community to support student learning and well-being.

#10 Reflection and Professional Growth

The competent teacher is a reflective practitioner who continually evaluates how choices and actions affect students, parents, and other professionals in the learning community and actively seeks opportunities to grow professionally.

#11 Professional Conduct

The competent teacher understands education as a profession, maintains standards of professional conduct, and provides leadership to improve students' learning and well-being.

OVERALL PERFORMANCE IN AREA:

COMMENTS:

SUGGESTIONS FOR IMPROVEMENT:

LELAND COMMUNITY UNIT DISTRICT NO. 1
FORMATIVE REPORT

NAME:

SCHOOL:

GRADE/SUBJECT(S) TAUGHT:

EVALUATOR:

EMPLOYMENT STATUS:

Non-Tenured

Tenured

YEARS OF SERVICE:

OBSERVATION SEQUENCE:

Pre-Observation Conference Date	Classroom Observation Date	Length of Visit	Post-Observation Conference Date

FORMATIVE OUTCOME

Remediation Plan

Date Initiated:

Expected Date of Completion:

Date Completed:

Annual Evaluation

Date Anticipated:

Teacher Signature

Date

Evaluator Signature

Date

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GENERAL PERFORMANCE IN AREA:

COMMENTS:

SUGGESTIONS FOR IMPROVEMENT:

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GENERAL PERFORMANCE IN AREA:

COMMENTS:

SUGGESTIONS FOR IMPROVEMENT: