

River Valley School District
2011/12 SUPERINTENDENT EVALUATION
BOARD MEMBER WORKING COPY

Superintendent: _____

Evaluator: _____

Date: _____

Board Member #: _____

A. BOARD RELATIONS

(24 points maximum)

Category A points earned _____

	4 Highly Effective	3 Effective	2 Minimally Effective	1 Ineffective
Keeps the Board informed of issues as they occur.	Routinely keeps the board informed of current and critical issues as they develop in a timely and consistent manner.	Updates the board of current issues at board meetings and immediately informs the board of critical issues.	Is inconsistent in keeping the board informed of issues in a timely manner.	Does not keep the board informed about developing issues.
Provides adequate meeting materials and background information, and answers Board questions thoroughly	Consistently provides the board with adequate information to make informed decisions and answers questions thoroughly.	Provides necessary information to board members and responds to board questions adequately.	Is inconsistent in providing the board with necessary materials and is inconsistent in answering board questions.	Does not provide the board with adequate materials, and does not answer board questions thoroughly.
Invites Board participation in District activities, and contributes to a climate of teamwork	Regularly encourages board to participate in district activities, and promotes a cohesive climate among the board.	Notifies board of district activities and encourages the board to work as a team.	Is inconsistent in inviting board participation in district activities and does not actively seek a climate of teamwork.	Does not invite the board to participate in district activities, and does not promote a climate of teamwork.
Assists in development, recommendation and administration of policies	Consistently provides guidance and recommendation to the board regarding policy development and administration.	Provides adequate guidance to the board in policy development and administers policies appropriately.	Provides inconsistent guidance to the board in policy development and administers district policies inconsistently.	Does not provide assistance in the development, recommendation, and administration of policies.
Works with the Board to establish goals and plans for the future, and encourage Board development	Routinely collaborates with the board to establish goals/plan for the future and actively promotes board growth.	Assists the board in establishing goals/plans for the future and frequently promotes board growth.	Provides inconsistent guidance to the board regarding goals/plans and intermittently promotes board growth.	Does not work with the board to establish goals/plan for the future, and does not promote board development.
Openly accepts Board input and is responsive to Board directives.	Consistently seeks board input and responds to board directives in a timely manner.	Accepts board input and is responsive to board directives.	Is inconsistent in accepting board input and does not respond to board directives in a timely manner.	Does not accept board input and is does not respond to board directives.
SCORE TOTAL				

River Valley School District Superintendent Evaluation Form

B. COMMUNITY RELATIONS

(24 points maximum)

Category B points earned _____

	4 Highly Effective	3 Effective	2 Minimally Effective	1 Ineffective
Projects a positive image of the school district and maintains good media relations.	Consistently projects a positive image of the district and works to maintain positive relations with the media.	Projects a positive image of the district and communicates with the media on a regular basis.	Does not consistently project a positive image of the district. Communicates with the media on an inconsistent basis.	Does not project a positive image of the district and does not maintain media relations.
Seeks two-way communication with all stakeholder groups (i.e. parents, civic groups, governmental units)	Regularly seeks two-way communication with all stakeholder groups and promotes an atmosphere of shared ownership.	Provides frequent opportunities for two-way communication with all stakeholder groups.	Provides opportunities for two-way communication with stakeholder groups on an irregular basis.	Does not foster an atmosphere of two-way communication with any stakeholder group.
Seeks input from the community; is "approachable" by members of the community	Consistently seeks input from the community and is regularly regarded as 'approachable' by community members.	Seeks input from the community on a regular basis and is generally regarded as approachable.	Is inconsistent in seeking input from the community. At times, is perceived as unapproachable by community members.	Does not seek input from the community, and is perceived as unapproachable by community members.
Encourages collaborative relationships with business, industry, government, and labor (Career Center, School to Work, CAS, etc.)	Actively promotes a collaborative relationship with various business, government, and community groups.	Promotes an atmosphere of collaboration with business, government, and community groups.	Does not consistently encourage collaborative relationships with business, government, or community groups.	Does not encourage a collaborative relationship with any business, government, or community group.
Prepares quality annual report and shares it with the community	Prepares a thorough, quality annual report and presents it to the community in a timely manner.	Prepares an annual report that includes all required components and makes the report available to the community in the required timeline.	Is inconsistent in meeting timelines for preparation of the annual report and sharing it with the community.	Does not prepare an annual report nor share it with the community.
Demonstrates good listening skills and is trustworthy.	Consistently demonstrates good listening skills with everyone and is very trustworthy.	Demonstrates good listening skills and is generally regarded as trustworthy.	Demonstrates good listening skills in an inconsistent manner and is not always regarded as trustworthy.	Does not demonstrate good listening skills and is not considered to be trustworthy.
SCORE TOTAL				

River Valley School District Superintendent Evaluation Form

C. SUPERINTENDENT/STAFF RELATIONS**(24 points maximum)****Category C points earned _____**

	4 Highly Effective	3 Effective	2 Minimally Effective	1 Ineffective
Establishes internal communication systems.	Establishes and consistently utilizes an internal communication system with staff.	Regularly uses an internal communication system with staff.	Utilizes an internal communication system in an inconsistent manner.	Has not maintained an internal communication system.
Demonstrates impartiality in personnel matters; develops sound personnel practices; ensures timely evaluation of personnel.	Consistently demonstrates impartiality in personnel matters, maintains sound personnel practices and ensures the timely evaluation of all staff.	Practices impartiality in personnel matters, and utilizes sound personnel practices. Routinely ensures the timely evaluation of personnel.	Does not consistently demonstrate impartiality in personnel matters, and does not regularly meet timelines in the evaluation of personnel.	Does not exhibit impartiality in personnel matters, and does not meet timelines in the evaluation of personnel.
Shows concern for the welfare of staff; provides staff recognition for contribution towards goals; establishes staff development programs.	Consistently demonstrates concern for the welfare of staff, recognizes staff for their contributions, and establishes meaningful staff development programs.	Regularly shows concern for the welfare of staff, and recognizes staff for their contributions. Establishes appropriate staff development programs.	Does not regularly show concern for the welfare of staff and does not recognize staff for their contribution on a regular basis. Is inconsistent in providing adequate staff development programs.	Demonstrates a lack of concern for the welfare of staff and does not maintain adequate staff development programs.
Delegates both responsibility and authority; recruits competent staff.	Consistently delegates responsibility/authority to appropriate staff; and recruits highly qualified staff.	Regularly delegates responsibility and authority to staff and recruits competent staff on a regular basis.	Inconsistently delegates responsibility/authority to other staff. Is inconsistent in the recruitment of competent staff.	Does not delegate responsibility and authority to others, and does not recruit competent staff.
Promotes sound collective bargaining relations; visits buildings on a regular basis.	Regularly promotes sound collective bargaining relations and visits buildings on a weekly basis.	Practices sound collective bargaining relations and visits buildings on a regular basis.	Does not consistently practice sound collective bargaining relations, and visits buildings on an irregular basis.	Does not promote sound collective bargaining relationships, and does not visit buildings.
Involves the staff in strategic planning; fosters team spirit and is "a part of the team."	Actively promotes a team atmosphere among staff and involves staff in strategic planning.	Regularly involves staff in strategic planning and promotes a team atmosphere on a regular basis.	Infrequently involves staff in strategic planning, and inconsistently promotes a team atmosphere.	Does not promote a team atmosphere and does not involve staff in strategic planning.
SCORE TOTAL				

River Valley School District Superintendent Evaluation Form

D. BUSINESS AND FINANCE

(24 points maximum)

Category D points earned _____

	4 Highly Effective	3 Effective	2 Minimally Effective	1 Ineffective
Recommends appropriate budgets to the Board; prepares and recommends appropriate budget revisions to the Board; informs the Board on current or proposed funding issues.	Consistently recommends appropriate budgets/budget revisions to the board. Consistently keeps the board apprised of emerging funding issues.	Recommends appropriate budgets/budget revisions to the board, and regularly informs the board of emerging funding issues.	Is inconsistent in recommending appropriate budgets/budget revisions to the board, and does not keep the board fully informed regarding funding issues.	Does not make appropriate budget recommendations to the board, and does not keep the board informed of emerging funding issues.
Insures complete financial controls/audits; regularly reports to the Board on district budget and finances.	Routinely maintains complete financial controls/audits. Keeps the board informed on a regular basis regarding the district budget/finances.	Maintains appropriate financial controls/audits, and regularly updates the board regarding district budget/finances.	Maintains appropriate financial controls/audits in an inconsistent manner. Does not regularly update the board regarding district budget/finances.	Does not maintain appropriate financial controls, and does not report to the board on district budgets and finances.
Develops facilities management plans and procedures; supervises facilities improvement.	Consistently develops appropriate facilities management plans/procedures, and effectively supervises facilities improvements.	Develops sound facilities management plans/procedures, and supervises improvements appropriately.	Does not consistently develop sound facilities management plans/procedures. Supervises improvements in an inconsistent manner.	Does not manage facility plans/procedures appropriately, and does not supervise facility projects appropriately.
Seeks alternative funding sources.	Routinely seeks out appropriate alternative funding opportunities.	Investigates appropriate alternative funding sources.	Infrequently seeks alternative funding sources.	Does not seek out alternative funding sources.
Demonstrates inclusion of administrative staff in budget process and ongoing financial issues.	Consistently includes the administrative staff in the development of the budget process as well as ongoing financial issues.	Includes administrative staff in the budget process as well as ongoing financial issues.	Is inconsistent in including administrative staff in the budget process and other financial issues.	Does not include the administrative staff in the budget process or other financial issues.
Develops a fair distribution of resources between various district programs.	Consistently distributes resources equitably among various district programs.	Distributes resources equitably among various district programs.	Does not consistently distribute financial resources in an equitable manner.	Does not distribute financial resources in an equitable manner among district programs.
SCORE TOTAL				

River Valley School District Superintendent Evaluation Form

E. EDUCATIONAL LEADERSHIP

(24 points maximum)

Category E points earned _____

	4 Highly Effective	3 Effective	2 Minimally Effective	1 Ineffective
Projects a strong leadership image; demonstrates enthusiasm in carrying out job responsibilities.	Consistently projects a strong leadership image and carries out responsibilities in an enthusiastic manner.	Portrays a strong leadership image and enthusiastically carries out job responsibilities.	Does not consistently present a strong leadership image and does not always carry out job responsibilities in a consistent manner.	Does not project a strong leadership image and does not demonstrate enthusiasm in carrying out job responsibilities.
Demonstrates knowledge of procedural aspects of the job; seeks to learn and improve.	Routinely demonstrates complete knowledge of procedural aspects of the job and consistently seeks to improve.	Demonstrates solid knowledge of procedural aspects of the job. Demonstrates a willingness to learn and improve.	Demonstrates limited knowledge of procedural aspects of the job. Does not routinely demonstrate a willingness to learn.	Does not demonstrate knowledge of procedurally aspects, and does not seek to improve and/or learn.
Keeps focus on student achievement; develops, maintains and evaluates a dynamic and responsive curriculum.	Consistently keeps the focus on student achievement, and promotes the development/evaluation of a dynamic and responsive curriculum.	Maintains regular focus on student achievement, and maintains an up to date and relevant curriculum.	Does not consistently maintain focus on student achievement. Is inconsistent in maintaining an up to date and relevant curriculum.	Does not keep the focus on student achievement, and does not maintain a responsive curriculum for the students.
Demonstrates awareness and implements current research and best practices; encourages staff to improve skills as needed.	Repeatedly promotes the implementation of current research and best practices. Routinely encourages staff to improve skills.	Encourages staff to improve skills, and routinely implements current research and best practices.	Is inconsistent in encouraging staff to improve skills, and implements current research and best practices in an inconsistent manner.	Does not demonstrate an awareness of current research or best practices. Does not encourage staff to improve skills.
Responds to external and internal customer needs.	Consistently responds to internal and external customer needs.	Responds to internal and external customer needs.	Is inconsistent in responding to internal and external customer needs.	Does not respond to internal or external customer needs.
Facilitates development and implementation of long and short term educational goals for the district; applies Total Quality Management principles in decision making.	Actively employs TQM principles in the decision making process. Consistently promotes the development of appropriate goals for the district.	Facilitates the development of appropriate goals for the district and routinely applies TQM principles in the decision making process.	In inconsistent in developing appropriate goals for the district and does not consistently apply TQM principles in the decision making process.	Does not utilize TQM principles in the decision making process, and does not promote the development of appropriate goals for the district.
SCORE TOTAL				

River Valley School District Superintendent Evaluation Form

F. PERSONAL QUALITIES**(24 points maximum)****Category F points earned** _____

	4 Highly Effective	3 Effective	2 Minimally Effective	1 Ineffective
Elicits respect in the community, school, and among peers.	Consistently elicits respect from community members, staff members, and peers.	Elicits respect from community members, staff members, and peers.	Does not consistently elicit respect from community members, staff members, or peers.	Does not elicit respect from community members, staff members, or peers.
Accepts constructive criticism and responds appropriately.	Routinely accepts constructive criticism and consistently responds in an appropriate manner.	Accepts constructive criticism and responds appropriately.	Does not consistently accept constructive criticism or respond appropriately.	Does not accept constructive criticism or respond in an appropriate manner.
Writes and speaks clearly and effectively.	Always writes and speaks in a clear, effective, and easy to understand manner.	Writes and speaks clearly and effectively.	Does not consistently write and/or speak clearly and effectively.	Does not write or speak in a clear and effective manner.
Is assertive, but tactful; maintains poise and composure in the face of crisis/criticism.	Always maintains composure and poise in the face of adversity. Consistently presents self in an assertive but tactful manner.	Maintains composure/poise in the face of adversity. Regularly presents self in an assertive but tactful manner.	Does not consistently act in a tactful manner. Does not always maintain composure/poise in the face of adversity.	Does not act in a tactful manner or maintain composure/poise in the face of adversity.
Is business-like and professional in appearance.	Always presents self in a professional and business-like manner.	Presents self in a professional and business-like manner.	Does not consistently present self in a professional and business-like manner.	Does not present self in a professional or business-like manner.
Projects a caring attitude; displays a sense of humor; demonstrates emotional control.	Consistently projects a caring attitude in all situations and appropriately displays a sense of humor. Maintains emotional control at all times.	Projects a caring attitude and frequently displays a sense of humor. Demonstrates emotional control on a regular basis.	Does not consistently project a caring attitude or demonstrate emotional control.	Does not project a caring attitude, display a sense of humor, or maintain emotional control.
SCORE TOTAL				

River Valley School District Superintendent Evaluation Form

G. ACHIEVEMENT OF BOARD GOALS**(20 points maximum)****Category G points earned _____**

	4 Highly Effective	3 Effective	2 Minimally Effective	1 Ineffective
Works with the Board to establish goals for action – and then makes a concerted effort to accomplish such goals	Works with and provides guidance to the board to establish meaningful goals, implements a plan to reach the goals, and provides the board with progress updates.	Works with the board to establish goals, and develops/implements a plan to reach the goals.	Does not consistently work with the board to establish goals. Is inconsistent in working toward the established goals.	Does not work with the board to establish goals and does not work toward reaching the established goals.
Establishes direct communication links with parents and community members (community outreach)	Consistently maintains a direct communication link with parents and community members.	Establishes direct communication with parents and community members on a regular basis.	Is inconsistent in maintaining direct communication with parents and community members.	Does not establish a method of direct communication with parents or community members.
Demonstrated progress toward accomplishing board goal #1: Improve student achievement.	Consistently worked toward the goal, provided updates to the board, and achieved the established goal in all buildings.	Demonstrated progress toward the goal, provided updates to the board, and achieved the goal in 75% of the buildings.	Inconsistent in working toward the goal or providing updates to the board and achieved the goal in less than half the buildings.	Does not work toward the goal and did not achieve the goal in any building.
Demonstrated progress toward accomplishing board goal #2: Improve the relationship between the district and the community.	Consistently worked toward the goal, provided updates to the board, and achieved the goal as evidenced by survey results showing that 80% of respondents felt that the district improved in this area.	Demonstrated progress toward the goal, provided updates to the board, and made significant progress as evidenced by survey results showing that 60% of respondents felt that the district improved in this area.	Inconsistent in working toward the goal or providing updates to the board and did not make progress as evidenced by survey results showing that less than 50% of respondents felt that the district improved in this area.	Does not work toward the established goal and did not make progress as evidenced by survey results showing that less than 25% of the respondents felt that the district improved in this area.
Demonstrated progress toward accomplishing board goal #3: Improve the level of communication between the board and administration, district staff and community, and school staff and parents.	Consistently worked toward the goal, provided updates to the board, and achieved the goal as evidenced by survey results showing that 80% of respondents felt that the district improved in this area.	Demonstrated progress toward the goal, provided updates to the board, and made significant progress as evidenced by survey results showing that 60% of respondents felt that the district improved in this area.	Inconsistent in working toward the goal or providing updates to the board and did not make progress as evidenced by survey results showing that less than 50% of respondents felt that the district improved in this area.	Does not work toward the established goal and did not make progress as evidenced by survey results showing that less than 25% of the respondents felt that the district improved in this area.
SCORE TOTAL				

River Valley School District Superintendent Evaluation Form

H. DISTRICT PERFORMANCE**(16 points maximum)****Category H points earned _____**

	4 Highly Effective	3 Effective	2 Minimally Effective	1 Ineffective
Meets or exceeds the district student growth goals as established through the district teacher evaluation tool.	90% or more of the district's teachers scored 18 or higher in the 'Student Growth' rubric on their final evaluation.	70-89% of the district's teachers scored 18 or higher in the 'Student Growth' rubric on their final evaluation.	40-69% of the district's teachers scored 18 or higher in the 'Student Growth' rubric on their final evaluation.	Less than 40% of the district's teachers scored 18 or higher in the 'Student Growth' rubric on their final evaluation.
Demonstrated proficiency in conducting administrative performance evaluations and designee's proficiency in conducting teacher performance evaluations.	100% of administrator/supervisor evaluations and designee's teacher performance evaluations are conducted in a proficient and comprehensive manner.	80-99% of administrator/supervisor evaluations and designee's teacher performance evaluations are conducted in a proficient and comprehensive manner.	50-79% of administrator/supervisor evaluations and designee's teacher performance evaluations are conducted in a proficient and comprehensive manner.	Less than 50% of administrator/supervisor evaluations and designee's teacher performance evaluations are conducted in a proficient and comprehensive manner.
Promotes a positive school climate as evidenced in consistent attendance by students and staff.	The average daily attendance of all students and staff is 95% or higher each semester.	The average daily attendance of all students and staff is 85-94% each semester.	The average daily attendance of all students and staff is 75-84% each semester.	The average daily attendance of all students and staff is less than 75% each semester.
Demonstrated progress toward achievement of district school improvement goals.	Progress was made toward achievement of all 6 district school improvement goals.	Progress was made toward achievement in 4 of 6 district school improvement goals.	Progress was made toward achievement in 3 of 6 district school improvement goals.	Progress was made toward achievement in less than 3 district school improvement goals.
SCORE TOTAL				

River Valley School District Superintendent Evaluation Form

EVALUATION SUMMARY

	Highly Effective	Effective	Minimally Effective	Ineffective	Maximum Points	Overall score
Category A: Board Relations					24	
Category B: Community Relations					24	
Category C: Superintendent/Staff Relations					24	
Category D: Business and Finance					24	
Category E: Educational Leadership					24	
Category F: Personal Qualities					24	
Category G: Achievement of Board Goals					20	
Category H: District Performance					16	
TOTAL SCORE					180	

OVERALL RATING

	Highly Effective 180-162	Effective 161-135	Minimally Effective 134-108	Ineffective 107 and below
Board Member Rating of Superintendent				

Comments by Board Member:

River Valley School District
2011/12 SUPERINTENDENT EVALUATION
FINAL REPORT

Superintendent: _____

Date: _____

Board Member #1 – EVALUATION SUMMARY

	Highly Effective	Effective	Minimally Effective	Ineffective	Maximum Points	Overall score
Category A: Board Relations					24	
Category B: Community Relations					24	
Category C: Superintendent/Staff Relations					24	
Category D: Business and Finance					24	
Category E: Educational Leadership					24	
Category F: Personal Qualities					24	
Category G: Achievement of Board Goals					20	
Category H: District Performance					16	
TOTAL SCORE					180	

OVERALL RATING

	Highly Effective 180-162	Effective 161-135	Minimally Effective 134-108	Ineffective 107 and below
Board Member Rating of Superintendent				

River Valley School District Superintendent Evaluation Form

Board Member #2 – EVALUATION SUMMARY

	Highly Effective	Effective	Minimally Effective	Ineffective	Maximum Points	Overall score
Category A: Board Relations					24	
Category B: Community Relations					24	
Category C: Superintendent/Staff Relations					24	
Category D: Business and Finance					24	
Category E: Educational Leadership					24	
Category F: Personal Qualities					24	
Category G: Achievement of Board Goals					20	
Category H: District Performance					16	
TOTAL SCORE					180	

OVERALL RATING

	Highly Effective 180-162	Effective 161-135	Minimally Effective 134-108	Ineffective 107 and below
Board Member Rating of Superintendent				

River Valley School District Superintendent Evaluation Form

Board Member #3 – EVALUATION SUMMARY

	Highly Effective	Effective	Minimally Effective	Ineffective	Maximum Points	Overall score
Category A: Board Relations					24	
Category B: Community Relations					24	
Category C: Superintendent/Staff Relations					24	
Category D: Business and Finance					24	
Category E: Educational Leadership					24	
Category F: Personal Qualities					24	
Category G: Achievement of Board Goals					20	
Category H: District Performance					16	
TOTAL SCORE					180	

OVERALL RATING

	Highly Effective 180-162	Effective 161-135	Minimally Effective 134-108	Ineffective 107 and below
Board Member Rating of Superintendent				

River Valley School District Superintendent Evaluation Form

Board Member #4 – EVALUATION SUMMARY

	Highly Effective	Effective	Minimally Effective	Ineffective	Maximum Points	Overall score
Category A: Board Relations					24	
Category B: Community Relations					24	
Category C: Superintendent/Staff Relations					24	
Category D: Business and Finance					24	
Category E: Educational Leadership					24	
Category F: Personal Qualities					24	
Category G: Achievement of Board Goals					20	
Category H: District Performance					16	
TOTAL SCORE					180	

OVERALL RATING

	Highly Effective 180-162	Effective 161-135	Minimally Effective 134-108	Ineffective 107 and below
Board Member Rating of Superintendent				

River Valley School District Superintendent Evaluation Form

Board Member #5 – EVALUATION SUMMARY

	Highly Effective	Effective	Minimally Effective	Ineffective	Maximum Points	Overall score
Category A: Board Relations					24	
Category B: Community Relations					24	
Category C: Superintendent/Staff Relations					24	
Category D: Business and Finance					24	
Category E: Educational Leadership					24	
Category F: Personal Qualities					24	
Category G: Achievement of Board Goals					20	
Category H: District Performance					16	
TOTAL SCORE					180	

OVERALL RATING

	Highly Effective 180-162	Effective 161-135	Minimally Effective 134-108	Ineffective 107 and below
Board Member Rating of Superintendent				

River Valley School District Superintendent Evaluation Form

Board Member #6 – EVALUATION SUMMARY

	Highly Effective	Effective	Minimally Effective	Ineffective	Maximum Points	Overall score
Category A: Board Relations					24	
Category B: Community Relations					24	
Category C: Superintendent/Staff Relations					24	
Category D: Business and Finance					24	
Category E: Educational Leadership					24	
Category F: Personal Qualities					24	
Category G: Achievement of Board Goals					20	
Category H: District Performance					16	
TOTAL SCORE					180	

OVERALL RATING

	Highly Effective 180-162	Effective 161-135	Minimally Effective 134-108	Ineffective 107 and below
Board Member Rating of Superintendent				

River Valley School District Superintendent Evaluation Form

Board Member #7 – EVALUATION SUMMARY

	Highly Effective	Effective	Minimally Effective	Ineffective	Maximum Points	Overall score
Category A: Board Relations					24	
Category B: Community Relations					24	
Category C: Superintendent/Staff Relations					24	
Category D: Business and Finance					24	
Category E: Educational Leadership					24	
Category F: Personal Qualities					24	
Category G: Achievement of Board Goals					20	
Category H: District Performance					16	
TOTAL SCORE					180	

OVERALL RATING

	Highly Effective 180-162	Effective 161-135	Minimally Effective 134-108	Ineffective 107 and below
Board Member Rating of Superintendent				

River Valley School District Superintendent Evaluation Form

CUMULATIVE RATING OF SUPERINTENDENT

	Highly Effective	Effective	Minimally Effective	Ineffective
Final Rating				

Comments by Board of Education:

Comments by Superintendent:

Note: Signature of Superintendent acknowledges receipt and review of this document by Superintendent but does not indicate agreement with its content unless otherwise stated by Superintendent.

Board of Education Signature: _____

Date _____

Superintendent Signature: _____

Date _____