

**PROSPECT HEIGHTS SCHOOL DISTRICT 23
BOARD OF EDUCATION - SPECIAL MEETING
MONDAY, MAY 21, 2018
MACARTHUR MIDDLE SCHOOL at 2:45 PM**

Achieving excellence in learning through an equitable education for all.

AGENDA

I. CALL TO ORDER

Jeff Bowes, Board President, called the meeting to order

II. ROLL CALL

Mr. Bowes, Mr. Novak, Mr. Mr. Chester, Mr. Greidanus, Mrs. Peters, Mr. Bednar, and Mrs. Botwinski.

ABSENT: No one

ALSO PRESENT: Dr. Angelaccio, Superintendent

III. PUBLIC COMMENTS

At this time, the board will hear any public comments.

IV. Approval of Assistant Superintendent for Curriculum and Instruction

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After a thorough search and interview process, we are pleased to present Dr. Amy Zaher for consideration as the Assistant Superintendent for Curriculum and Instruction. Related documents are attached for your consideration.

I move to approve the hire of Dr. Amy Zaher as Assistant Superintendent for Curriculum and Instruction.

V. ADJOURNMENT

I move we adjourn.

DISTRICT ORGANIZATIONAL GOALS

- Provide educational opportunities that are responsive to the needs of all learners and reflective of the demands of accountability.
- Engage families, community members and staff in dialogue, deliberation and collaborative thinking around the common interests of District 23.
- Manage resources efficiently and effectively to align with District priorities while being fiscally responsible

Prospect Heights School District 23 Online Application

ZAHER, AMY - AppNo: 14876

Date Submitted: 4/26/2018

Personal Data

Name: DR AMY M ZAHER
 (Title) (First) (Middle Initial) (Last)
 Other name(s) under which transcripts, certificates, and former applications may be listed:

Other: Amy M Schwitters
 (Title) (First) (Middle Initial) (Last)

Email Address: Amy.zaher100@gmail.com

Postal Address

Permanent Address	Present Address
Number & Street: 12945 Silver Fox Dr	Number & Street:
Apt. Number:	Apt. Number:
City: Lemont	City:
State/Province: IL	State/Province:
Zip/Postal Code: 60439	Zip/Postal Code:
Country: United States of America	Country:
Daytime Phone: (708) 705-7442	Phone Number:
Home/Cell Phone: (708) 705-7442	

Employment Desired

Open Vacancy Desired:	Date Last Submitted	Experience in Similar Positions
JobID: 270 Administration: Assistant Superintendent for Instruction at Administration Building	4/26/2018	6 years

Position Desired:	Experience in Similar Positions
Administration 1. Assistant Superintendent	6 years

Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position	Employer Contact Information	Supervisor/Reference Contact Information	
Berwyn North District 98 Assistant Superintendent of Teaching and Learning	6633 W. 16th St. Berwyn, IL 60480 7084846200	Dr. Carmen I. Ayala 7084846200 CAyala@bn98.org	
Date From - Date To: 07/2012 - 07/2018	Full or Part Time: Full	Last Annual Salary:	148,500
Reason for Leaving:	I am looking for a new opportunity to express my leadership skills.		
Responsibilities/Accomplishments at this Position	<ul style="list-style-type: none"> * Increased District wide PARCC scores by 11% points in ELA and 6% points in Math over the course of two school years 2016 and 2017 * Negotiated teacher contract successfully and collaboratively in a short amount of time through Interest Based Bargaining * Participated in developing the district budget and effectively managed over \$2,000,000 in local funds and grant funds in the areas of teaching and learning * Implemented a district-wide technology plan which included a 1:1 roll-out which helped to redefine the classroom experience * Supervised and coached administrators, teachers and staff district-wide in teaching and learning for all subject areas 		

Prospect Heights School District 23 Online Application

ZAHER, AMY - AppNo: 14876

Date Submitted: 4/26/2018

Experience Continued

<p>Responsibilities/ Accomplishments at this Position continued...</p> <ul style="list-style-type: none"> * Initiated school-based Instructional Leadership Teams that focused on data-driven decision making * Responsible for teacher evaluation district-wide and successfully led the PERA joint committee during FY 2015 * Supervised and participated in efforts to implement family friendly schools and increased community engagement * Worked collaboratively with school leadership teams on goal setting and the implementation of school improvement plans * Developed the Mentoring Program which led to attracting and retaining 95% of new staff members
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Previous Position Held	Employer Contact Information	Supervisor/Reference Contact Information	
Chicago Public Schools Director of Professional Development and Instructional Coaching	Chicago, IL	Dr. Shawn K. Smith	
Date From - Date To:	07/2010 - 06/2012	Full or Part Time:	Full time
Reason for Leaving:	I was looking for new opportunities for growth and to work in a smaller district than CPS		
Responsibilities/ Accomplishments at this Position	<p>I had the responsibility of building the instructional leadership capacity of the area based coaches as well as all of the assistant principals and in-school coaches in the Burnham Park Network (37 schools) as the Director of Professional Development and Instructional Coaching. The purpose of working with the assistant principals and in-school coaches is to build their strengths as instructional leaders at each school site. The goal is to get the participants knowledgeable and ready to lead Instructional Leadership Teams and Grade Level Teacher Teams around strengthening teacher practice, helping teachers plan with purpose as well as progress monitoring through analyzing data around the Common Core State Standards and other district priorities. I conducted monthly meetings to help support these topics as well as gave the participants an opportunity to learn from each other regarding the strengths and challenges of working with teachers at their sites.</p> <p>Prior to the district's reorganization, I had regular meetings with the area-based coaches who each had a portfolio of schools. We regularly had a forum where we monitored the progress of each school and worked together to problem solve and learn from each other's successes and challenges. I frequently accompanied the area-based coaches in their work with the schools and provided feedback and suggestions for improvement.</p> <p>The actions I took in this position were providing professional development and one-on-one coaching to the assistant principals and coaches. Success of this strategy was based on a rubric and specific guidelines we created as an area that determined the increased quality of teacher team and ILT meetings. Feedback was given to Area Coaches and school based administrators for suggested improvement. Success was also evident in ISAT scores that increased by 9% in our strategy areas.</p>		

Previous Position Held	Employer Contact Information	Supervisor/Reference Contact Information	
Chicago Public Schools Area Reading Coach	Chicago Public Schoo, IL	Dr. Carolyn D. Epps	
Date From - Date To:	08/2008 - 07/2010	Full or Part Time:	Full time
Reason for Leaving:	District Reorganization		
Responsibilities/ Accomplishments at this Position	I designed and delivered bi-monthly professional development for in-school literacy coaches regarding best practices in coaching and literacy instruction. I also had a portfolio of seven schools in which I worked closely with each school's leadership team and teacher teams to improve instruction based on the school's data.		

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Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Chicago Public Schools Instructional Specialist		Chicago IL, IL		Mrs. Veronica Robinson	
Date From - Date To:	01/2004 - 08/2008	Full or Part Time:	Full time	Last Annual Salary:	98,000
Reason for Leaving:	I wanted to affect change at the district/network level				
Responsibilities/Accomplishments at this Position	I worked with teachers to use data to improve instruction in all content areas I also conducted high quality professional development on a regular basis through whole staff meetings and individualized coaching. Additionally, In this role, I had many administrative responsibilities including school improvement planning, scheduling, discipline and other administrative tasks.				

Education

Please tell us about your educational background beginning with the most recent.

High School Attended: Our Lady of Good Counsel, Chicago, IL
Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

Name and location	Dates Attended: From - To	Major area of study and number of semester hours	Minor area of study and number of semester hours	Degree	Date Conferred or Expected
National Louis University- Chicago, IL	01/2007 05/2010	Educational Leadership Hrs:	Hrs:	Doctorate	05/2010
Chicago State University - Chicago, IL	01/2005 05/2008	Reading Specialist Hrs:	Hrs:	Masters	05/2008
Olivet Nazarene University - Bourbonnais, IL	06/1999 07/2002	Curriculum and Instruction Hrs:	Hrs:	Masters	08/2002
Dominican University	08/1997 05/1999	Early Childhood Hrs:	Hrs:		05/2000

Overall GPA	Undergraduate 3.5/4	Graduate 4.0/4
Major GPA	4.0/4	4.0/4
Highest Degree Attained	Number of graduate hours beyond your highest degree:	Grad Program Of Study
Ed.D/Ph.D/etc.		Education Leadership

List honors, awards or distinctions you have earned:

- *Dissertation topic: Literacy Coaches: Perceptions and Lived Experiences
- *Awarded Eastern Illinois University CEPS Alumni Leadership and Service Award in 2013
- *Awarded NCE Doctoral Scholarship for National-Louis University
- *Vice President of Alpha Epsilon Alpha Rho Chapter, which is an honor society of the International Reading Association (2008)

Prospect Heights School District 23 Online Application

ZAHER, AMY - AppNo: 14876

Date Submitted: 4/26/2018

Licensure

Do you hold National Board for Professional Teaching Standards certification? **No**

Do you hold or anticipate an Illinois license? **License is held**

Illinois Educator Identification Number (IEIN): **217148**

Type	License Number	Expiration Date	Status
Administrative Certificate	2015660	6/30/2020	Current
Special Teaching Certificate (K-12)	2015660	6/30/2020	Current
Elementary Certificate (K-9)	2015660	6/30/2020	Current

Please list any other endorsements and/or verifications documented on your license(s):

Do you hold a current out-of-state license? No

State	Type	License Number	Expiration Date	Current?
			mm/dd/yyyy	

List your out-of-state certified teaching/administration fields:

Statement

ADM1. What personal characteristics define an excellent administrator?

An excellent administrator has the unique ability of creating a culture of shared leadership. She is a collaborator and someone who provides clear expectations of everyone's roles and responsibilities. Building relationships with the Superintendent, administrators, teachers and parents is essential in order for an administrator to do an excellent job.

Excellence in administration would also mean that the person is extremely knowledgeable about the educational process, is kind, compassionate, flexible and a good communicator. She would be humble enough to know that she can not possibly do everything herself, but also works very closely with the entire district to provide leadership in creating the highest quality education for all students.

Finally, I believe an excellent administrator is a cheerleader and motivator of her staff and students and always has the District's goals in mind as she leads. She gives respect and earns the respect of others and is able to create a culture of connectedness with administrators, teachers, staff, families and students.

ADM2. From your point of view, how important is technology in education. What technology-related skills can you contribute to a school district?

Technology plays an extremely important role in schools today. The integration of technology in a blended learning approach has helped teachers expand learning beyond the typical school day. It has also alleviated a great deal of paperwork for teachers and provided exciting experiences for students. It has also streamlined ways to collaborate with the community and staff. The ability to analyze data with a few clicks of the mouse is truly amazing. It provides additional methods for our teachers and staff to be reflective about what is working and what is not. More importantly, embracing the use of technology can prepare the students for the future. It is one of the most resourceful ways to research information and create projects. It also is a tool for students to prepare papers and presentations. Although technology is a great tool, it could never replace the rich teaching and learning that takes place between teachers and students.

Prospect Heights School District 23 Online Application

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Language Skills

Do you know any language other than English? No

Professional References

	Reference 1	Reference 2
Name:	Dr. Carmen I. Ayala	Mrs. Francela Lopez
School/Org:	Berwyn North District 98	Berwyn North District 98
Current Position:	Superintendent	Director of English Learners
Home Phone:		
Cell Phone:		708-296-6957
Work Phone:	(708) 484-6200	708-484-6200
Mailing Address:	6633 W. 16th St. Berwyn, IL. 60402	6633 W. 16th St. Berwyn, IL. 60402
Email:	CAyala@bn98.org	FLopez@bn98.org
Relationship to Candidate:	Supervisor	Colleague
Years Known:	6 years	6 years
	Reference 3	Reference 4
Name:	Ms. Maria McCarthy	William Witkowsky
School/Org:	Berwyn North District 98	Berwyn North District 98
Current Position:	Director of Special Education	Director of Technology
Home Phone:		
Cell Phone:	708-288-0944	708-712-7098
Work Phone:	708-484-6200	708-484-6200
Mailing Address:	6633 W. 16th St. Berwyn, IL. 60402	6633 W. 16th St. Berwyn, IL. 60402
Email:	MMcCarthy@bn98.org	wwitkowsky@bn98.org
Relationship to Candidate:	Colleague	Colleague
Years Known:	6 years	6
	Reference 5	
Name:	Ms. Jessica Hartless	
School/Org:	Havlicek Elementary	
Current Position:	Principal	
Home Phone:		
Cell Phone:	(312)607-4615	
Work Phone:	(708)795-0386	
Mailing Address:	6401 15Th St Berwyn, IL 60402	
Email:	JHartless@bn98.org	
Relationship to Candidate:	She is currently a principal in my current district	
Years Known:	4	

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General Information

List any additional information which will help in determining your professional qualifications for a position.

- * Date you would be available for a personal interview:
- * Are you presently under contract? Yes
If yes, where? Berwyn North District 98
- * When would you be available for employment? (mm/yy) 07/01/2018
- * Have you ever failed to be rehired, asked to resign a position, or resigned to avoid termination? No
If yes, explain:

Referrals

How did you hear about employment with us?

No method given.

Equal Opportunity Employer

D23 is an Equal Opportunity Employer. D23 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation or disability. The District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the district office.

Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.

Are you eligible to work in the United States?

Yes

Have you ever been convicted of a criminal offense other than a minor traffic violation?

No

If yes, explain,
giving dates:

Have you ever had any indicated finding of child abuse filed in your name?

No

If yes, explain, giving dates:

Does your name appear on any Sex Offender Database in any state or country?

No

Applicant's Acknowledgement and Agreement.

Section 10-21.19 of The School Code of the State of Illinois stipulates that an applicant for employment with a school district is required, as a condition of employment, to authorize a fingerprint investigation to ascertain if the applicant has been convicted of certain criminal offenses. The School Code also stipulates that the School District perform a check on the Statewide Sex Offender Database. Should I be a candidate for employment with Prospect Heights School District 23 I agree to authorize both investigations and will allow myself to be fingerprinted as a part of this investigation. Candidate may not be employed unless such investigation has been initiated.

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in the application to verify my statement, and I authorize past employers, all references and any other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

Prospect Heights School District 23 Online Application

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Date Submitted: 4/26/2018

Confirmation Continued

AMY M ZAHER
(agreed online)



Illinois State Board of Education

James T. Meeks, Chairman
Tony Smith, Ph.D., State Superintendent of Education

Educator Licensure Information System

Welcome, Public User - Sign Out

[Home](#)

Credentials

[Home](#) > Educator

Primary Information

Full Name: **Amy M. Zaher**

Gender: **Female**

Former Name: **Schwitters**

Profile

Deceased: **No**

Show All

Licenses

Select	License ID	License	Status Code	Status Desc	Entitlement	Application Date	Orig Issued	Issued	Expires	ROE	Registered Thru	Reg. Fees Due
Select	2015660	PEL	I	Issued		01/03/2018	02/13/1996	07/01/2013	06/30/2020	06	2020	\$0.00

Illinois Approved Program / Endorsements For Selected License

Description	Grade	Status Description	Issued	Major?	Illinois Approved Program?	Approved Program Grade	Endorsement?	Entitlement	Application Date
General Administrative	Kindergarten through Grade 12	Issued	11/22/2008	No	Yes		Yes	IL-NLU (11/18/2008)	11/22/2008
Superintendent	Kindergarten through Grade 12	Issued	05/30/2012	No	Yes		Yes	IL-NLU (05/30/2012)	05/30/2012
Reading Specialist	Kindergarten through Grade 12	Issued	06/04/2008	Yes	Yes		Yes	IL-CSU (06/04/2008)	06/04/2008
Elementary Education	Kindergarten through Grade 9	Issued	12/28/2000	Yes	Yes		No		12/28/2000
Language Arts	Junior HS - Grade 5 through Grade 8	Issued	02/13/1996	No	No		Yes	IL-EIU (09/06/1995)	12/28/2000
Reading Teacher	Kindergarten through Grade 4	Issued	03/30/2006	No	No		Yes		03/30/2006
Elementary Education (Self Contained General Education)	Kindergarten through Grade 9	Issued	12/28/2000	Yes	No		Yes		12/28/2000
Social Science	Junior HS - Grade 5 through Grade 8	Issued	02/13/1996	No	No		Yes	IL-EIU (09/06/1995)	12/28/2000
Principal	PreKindergarten through Grade 12	Issued	01/28/2015	No	No		Yes		01/28/2015
Chief School Business Official	PreKindergarten through Grade 12	Issued	01/03/2018	No	Yes	P-12	Yes	IL-UIS (01/03/2018)	01/03/2018

Approvals

Approval Code	Approval	RCDT	Endorsement	Grade	Application Received	Status	Approval Granted Date	End Date
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Designations

Source	Status	Endorsement	Grade	Candidate Number	Issue Year	Expires
ISBE	I	Teacher Evaluator - Observation (Module 1-3)			2014	
ISBE	I	Teacher Evaluator - Non-Growth (Module 1-4)			2014	
ISBE	I	Teacher Evaluator - Growth (Module 1-5)			2016	
ISBE	I	Principal Evaluator - Observation (Module 1-3)			2016	
ISBE	I	Principal Evaluator - Growth (Module 1-5)			2016	

Registration

Fiscal Year	School Year	Region Code	Region	License Code	License	Certificate Number
2020	2019-2020	05	Region 05 North Cook ISC 1	PEL	Professional Educator License	
2019	2018-2019	05	Region 05 North Cook ISC 1	PEL	Professional Educator License	
2018	2017-2018	05	Region 05 North Cook ISC 1	PEL	Professional Educator License	
2017	2016-2017	05	Region 05 North Cook ISC 1	PEL	Professional Educator License	
2016	2015-2016	05	Region 05 North Cook ISC 1	PEL	Professional Educator License	
2015	2014-2015	05	Region 05 North Cook ISC 1	PEL	Professional Educator License	
2014	2013-2014	05	Region 05 North Cook ISC 1	PEL	Professional Educator License	
2013	2012-2013	05	Region 05 North Cook ISC 1	PEL	Professional Educator License	
2012	2011-2012	05	Region 05 North Cook ISC 1	PEL	Professional Educator License	
2011	2010-2011	05	Region 05 North Cook ISC 1	PEL	Professional Educator License	
2020	2019-2020	06	Region 06 West Cook ISC 2	PEL	Professional Educator License	
2019	2018-2019	06	Region 06 West Cook ISC 2	PEL	Professional Educator License	
2018	2017-2018	06	Region 06 West Cook ISC 2	PEL	Professional Educator License	
2017	2016-2017	06	Region 06 West Cook ISC 2	PEL	Professional Educator License	
2016	2015-2016	06	Region 06 West Cook ISC 2	PEL	Professional Educator License	
2015	2014-2015	06	Region 06 West Cook ISC 2	PEL	Professional Educator License	
2014	2013-2014	06	Region 06 West Cook ISC 2	PEL	Professional Educator License	
2013	2012-2013	06	Region 06 West Cook ISC 2	PEL	Professional Educator License	
2012	2011-2012	06	Region 06 West Cook ISC 2	PEL	Professional Educator License	
2011	2010-2011	06	Region 06 West Cook ISC 2	PEL	Professional Educator License	
2020	2019-2020	07	Region 07 South Cook ISC 4	PEL	Professional Educator License	
2019	2018-2019	07	Region 07 South Cook ISC 4	PEL	Professional Educator License	
2018	2017-2018	07	Region 07 South Cook ISC	PEL	Professional Educator	

			4		License	
2017	2016-2017	07	Region 07 South Cook ISC 4	PEL	Professional Educator License	
2016	2015-2016	07	Region 07 South Cook ISC 4	PEL	Professional Educator License	
2015	2014-2015	07	Region 07 South Cook ISC 4	PEL	Professional Educator License	
2014	2013-2014	07	Region 07 South Cook ISC 4	PEL	Professional Educator License	
2013	2012-2013	07	Region 07 South Cook ISC 4	PEL	Professional Educator License	
2012	2011-2012	07	Region 07 South Cook ISC 4	PEL	Professional Educator License	
2011	2010-2011	07	Region 07 South Cook ISC 4	PEL	Professional Educator License	
2010	2009-2010	14	COOK ROE - SUBURBAN	PEL	Professional Educator License	
2015	2014-2015	15	CITY OF CHICAGO	PEL	Professional Educator License	
2014	2013-2014	15	CITY OF CHICAGO	PEL	Professional Educator License	
2013	2012-2013	15	CITY OF CHICAGO	PEL	Professional Educator License	
2012	2011-2012	15	CITY OF CHICAGO	PEL	Professional Educator License	
2011	2010-2011	15	CITY OF CHICAGO	PEL	Professional Educator License	
2010	2009-2010	15	CITY OF CHICAGO	PEL	Professional Educator License	
2009	2008-2009	15	CITY OF CHICAGO	PEL	Professional Educator License	
2008	2007-2008	15	CITY OF CHICAGO	PEL	Professional Educator License	
2007	2006-2007	15	CITY OF CHICAGO	PEL	Professional Educator License	
2006	2005-2006	15	CITY OF CHICAGO	PEL	Professional Educator License	
2005	2004-2005	15	CITY OF CHICAGO	PEL	Professional Educator License	
2004	2003-2004	15	CITY OF CHICAGO	PEL	Professional Educator License	
2003	2002-2003	15	CITY OF CHICAGO	PEL	Professional Educator License	
2002	2001-2002	15	CITY OF CHICAGO	PEL	Professional Educator License	
2001	2000-2001	15	CITY OF CHICAGO	PEL	Professional Educator License	
2000	1999-2000	15	CITY OF CHICAGO	PEL	Professional Educator License	
1999	1998-1999	15	CITY OF CHICAGO	PEL	Professional Educator License	
2020	2019-2020	19	DU PAGE ROE	PEL	Professional Educator License	
2019	2018-2019	19	DU PAGE ROE	PEL	Professional Educator License	
2018	2017-2018	19	DU PAGE ROE	PEL	Professional Educator License	
2017	2016-2017	19	DU PAGE ROE	PEL	Professional Educator License	

2016	2015-2016	19	DU PAGE ROE	PEL	Professional Educator License	
2015	2014-2015	19	DU PAGE ROE	PEL	Professional Educator License	
2020	2019-2020	56	WILL ROE	PEL	Professional Educator License	
2019	2018-2019	56	WILL ROE	PEL	Professional Educator License	
2018	2017-2018	56	WILL ROE	PEL	Professional Educator License	

Previous Qualifications

Endorsement Code	Endorsement	Grade	Status Code	Status	Region Code	Region	Issued

Lapsed Licenses

License ID	License	Status Code	Lapsed Date	Reinstate Application Date	Reinstate Method
No Records Found					

Dr. Amy M. Zaher
12945 Silver Fox Dr.
Lemont, IL. 60439

April 26, 2018

Dear Dr. Angelaccio and Team,

I would like to introduce myself by discussing some of my values and accomplishments that make me qualified for the Assistant Superintendent for Instruction in District 23.

I am currently serving Berwyn North District 98 as the Assistant Superintendent of Teaching and Learning. My background will prove that I have a great deal of district level leadership experience in all areas of teaching and learning, managing large budgets, implementing district instructional policies, and problem solving in a variety of areas. These are essential characteristics needed to uphold District 23's Mission: Achieving Excellence in Learning Through an Equitable Education for All!

My supervisor and colleagues will tell you that I have a deeply embedded belief in human capacity and the ability to get the best out of each person using a combination of high expectations, clear communication and positive relationship building. I am a collaborative leader with the skills and talents for building foundational trust with the staff as well as the community. Most importantly, I have the unwavering belief that all students can and will learn if given the appropriate amount of time and support.

Given my background in curriculum and instruction, I am in an excellent position to make significant contributions to Prospect Heights District 23. I have led the curriculum alignment process as well as professional development for principals, instructional leadership teams, teachers and staff in efforts to prepare them for the demanding expectations of the 21st century. I am extremely motivated about discovering and communicating best practices in curriculum development, instructional leadership, technology and the effective use of data analysis across the district.

Finally, understanding the needs of the community, collaboration with my colleagues, creating partnerships with external stakeholders and my knowledge of technology will be assets for Prospect Heights District 23. Professional Development, problem solving and time management stand out as my specialty areas and are critical characteristics in the position of the Assistant Superintendent of Instruction. It is apparent that a great leader will constantly have to make important decisions and I pledge to do my best to make the right decisions that are in the best interest of the entire District if given this extraordinary opportunity.

Thank you for your consideration,

Dr. Amy M. Zaher

Amy M. Zaher Ed.D

12945 Silver Fox Dr. Lemont, IL. 60439

708-705-7442(c)

Email: Amy.Zaher100@gmail.com

Professional Strengths

- Strong, research-based pedagogical content knowledge and expertise in teaching and learning for general education, special education, English learners, gifted, and other diverse populations
- Sharp leadership and technology skills along with the ability to succeed in highly collaborative work environment
- Ability to work collaboratively with District personnel, teachers parents and external partners to ensure alignment and coherence
- Evident passion for and commitment to serving students with practical understanding of the culture of the community
- Communicates and effectively collaborates with school leaders and the community to set goals and problem solve
- Energetic, passionate, goal-driven and committed to the development and well being of administrators, teachers and students

Qualifications

Certifications

State of Illinois Type (75) Education Administration
State of Illinois Type (10) Reading Specialist
State of Illinois Type (03) K-9 Elementary Education

Endorsements

Superintendent
Reading Specialist, Language Arts
Middle School Social Science

Education

Doctorate in Educational Leadership

National-Louis University, Chicago, IL.

Graduation May 2010

Master of Science in Education – Reading & Literacy

Chicago State University

Graduation May 2008

Master of Science in Education–Curriculum & Instruction

Olivet Nazarene University

Graduation August 2002

Master of Science in Education- Early Childhood

Dominican University

1997-1999

Bachelor of Science in Education

Eastern Illinois University

Graduation December 1995

Professional Experience

Leadership

Assistant Superintendent of Teaching and Learning

Berwyn North District 98

July 2012 to Present

- Increased District wide PARCC scores by 11% points in ELA and 7% points in Math within 2 school years (FY16, FY17)
- Negotiated teacher contract successfully and collaboratively in a short amount of time through Interest Based Bargaining
- Participated in developing the district budget and effectively managed over \$2,000,000 in local funds and grant funds
- Implemented a district-wide technology plan which included a 1:1 roll-out which helped to redefine the classroom experience
- Supervised and coached administrators, teachers and staff district-wide in teaching and learning for all subject areas
- Initiated school-based Instructional Leadership Teams that focused on data-driven decision making
- Responsible for teacher evaluation district-wide and successfully led the PERA joint committee during FY 2015
- Supervised and participated in efforts to implement family friendly schools and increased community engagement
- Worked collaboratively with school leadership teams on goal setting and the implementation of school improvement plans
- Developed the Mentoring Program which led to attracting and retaining 95% of new staff members

**ISL-Common Core/Director of Professional Development & Instructional Coaching
Burnham Park Network -Chicago**

July 2010 to June 2012

- Curriculum Lead for the district-wide Common Core Standards Initiative developing the multi-year roll-out plan and professional development for principals, network staff and Instructional Leadership Teams
- Designed and delivered monthly professional development for the Area's Assistant Principals and coaches
- Developed a Comprehensive Instructional Framework for Math, Science and English Language Arts based on the Common Core Standards
- Refined, developed & executed a coaching framework for the Area that focused on improving instruction and effective adult professional development
- Monitored and supported the work of administrators, instructional coaches and teacher teams
- Developed training protocols, refined and implemented an assessment strategy and data analysis tool for teachers
- Articulated the Area's organizational purpose and priorities to all stakeholders
- Managed support and tools for administrators coaches, teachers and teacher teams to enact the Comprehensive Instructional Framework effectively

**Adjunct College Professor
DePaul University**

July 2011- June 2012

- Taught undergraduate elementary education course titled: Children's Literature

**Area Reading Coach/ Area Instructional Coach
Area 13 Office-Chicago**

Aug 2008 to July 2010

- ISAT scores increased by 4.1 % in one year in our strategy areas
- Used data conversations with principals, coaches and teachers to improve educational outcomes in their schools
- Designed and delivered bi-monthly professional development forums to in-school literacy coaches regarding best practices in coaching
- Monitored and provided on-going support for in-school literacy coaches
- Working with Offices of IDA, REA and CMSI in presenting professional development for various citywide workshops and conferences
- Provided leadership and professional development to 27 schools around improving instruction

**Reading Specialist/Lead Literacy Coach
Cuffe MST Academy-Chicago**

Jan 2004 to 2008

- Worked with teachers to use data improve instruction in reading and literacy
- Conducted high quality professional development on a regular basis
- Lead teachers in improving literacy instruction which resulted in ISAT achievement in reading from 39.5% in 2004 to 77.8% in 2008.
- SES After School Coordinator for after school programs
- LSC Teacher Representative
- Parent Advisory Council Liaison

**Adjunct College Professor
Olivet Nazarene University**

Fall 2002-Winter 2004

- Taught masters level courses titled: Problem-Based Learning, Habits of Exemplary Teachers, Begin with the End in Mind, Understanding Today's Children, Individualizing the Learning Experience.

Classroom Teacher

Key & Spencer Elementary-Chicago

Kdg , 3rd ,4th and 7th Grade Teacher

1995 to 2004

- Showed significant gains in state/citywide assessments
- Implemented Reader's and Writer's Workshop
- Elected to Local School Council as a Teacher Representative
- Planned and implemented individualized instruction
- Worked on collaborative teams to address student achievement.
- GOLDEN TEACHERS MENTOR to new teachers

Professional Affiliations and Accomplishments

- Presented at ESSA Conference – Berwyn North Bridges Success for ALL Students **February 2018**
- Selected to the first cohort of Illinois Aspiring Superintendent Academy in Springfield, IL. **July 2016**
- Golden Apple Stanley C. Golder Leadership Award Selection Committee **2013- 2016**
- Regional Director for Illinois Reading Council **2011- 2017**
- Panel participant at Chicago Literacy Leadership Conference: Schools of the Future **April 2015**
- Presented at Chicago Area Reading Council Conference: PARCC - Lessons from the Front Lines **October 2014**
- Past President of Chicago Area Reading Association (CARA) **2010-2011**
- Presented at Illinois Reading Council Conference in Springfield, IL regarding CCSS Shifts **March 2012**
- Awarded Eastern Illinois University CEPS Alumni Leadership and Service Award **2013**
- Contributor to the author in The Power of Coaching (2011) by Dr. Joseph Wise and David Sundstrom
- Title of dissertation - Literacy Coaches: Perceptions and Lived Experiences
- Vice President of Alpha Epsilon Alpha Rho Chapter, which is an honor society of the International Reading Association (2008)
- Member of the Illinois Association of School Administrators (IASA)
- Member of the School Superintendents Association (AASA)
- Member of the International Literacy Association (ILA)
- Member of National Staff Development Council (Learning Forward)
- Member of Association for Supervision and Curriculum Development (ASCD)
- Member of Illinois Association for Gifted Children (IAGC)
- Awarded NCE Doctoral Scholarship for National-Louis University



Dedicated to achieving
personal, academic and civic
potential

BERWYN NORTH SCHOOL DISTRICT 98
6633 16TH Street
Berwyn, Illinois 60402-1320

Tel: (708) 484-6200
Fax: (708) 795-2482
www.bn98.org

January 16, 2018

To Whom It May Concern:

I am honored to write a recommendation for Dr. Amy Zaher. I have had the pleasure of working with her for the past six years in her role as Assistant Superintendent of Curriculum and Instruction for Berwyn North School District 98. I have always been impressed with her leadership skills, strength of character, and her integrity.

As the Director of English Language Services, I have worked closely with Dr. Zaher as a district administrator. She works to reach collaborative outcomes that are in the best interests of the people affected by the decisions. Her focus is always on students and what is "good for all students" – not just a few, some, or a certain group. Her ability to embrace cultural diversity has played an important role when making collaborative decisions. Her communication skills are outstanding and she is very effective at building consensus in a group.

Berwyn North SD 98 has improved student achievement because of Dr. Zaher's leadership skills and strong knowledge of curriculum and instruction and data-driven decisions. She is respected in the district and is viewed as a coach, mentor and colleague. She has strong professional relationships with our current staff. She works well with her colleagues and continues to be one of the most influential voices of our district.

I believe Dr. Zaher has many talents that will make her especially effective for the administrative position in your district. Her abilities to listen, excellent written and verbal communication skills, and her abilities to work collaboratively will be an asset to your district.

She has also demonstrated her strong belief in public education and understands the challenges that face it and she recognizes that public schools must succeed in providing the highest quality of educational services to meet the needs of all children. If she is given the opportunity in your school district, I am confident she will build on the past successes and will continue to improve the District. Dr. Zaher has succeeded in all challenges she has faced. I believe she will exceed all expectations. While I would hate to lose Dr. Zaher's talents and character to another district, I believe she will be exceptional and successful in your school district.

If I can be of further assistance, please do not hesitate to contact me.

Respectfully,

Francela Lopez
Director of EL Services
Berwyn North School District 98
708-296-6957

William Witkowsky
6007 S. Narragansett
Chicago, IL 60638
December 21, 2017

Dear Sir or Madame:

It is my pleasure to recommend Amy Zaher, for any future Educational Leadership positions.

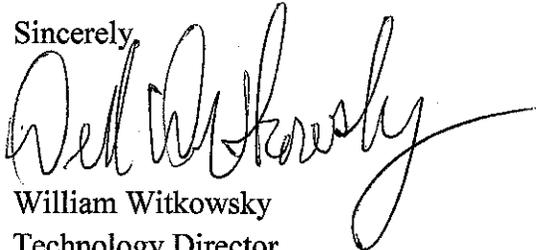
I have known Amy for six years in my capacity as the Technology Director for Berwyn North School District 98. Amy has been instrumental in the District progression toward Common Core. She has developed many innovative programs for training and facilitates the teachers in writing and creating lessons around the Common Core. She is also a part of our Curriculum Coordinating Council which makes decisions on resources, standards and how the educational process works in District 98. I have worked with her both at the Administrative and Cabinet level on looking at assessment data and cohorts and creating five year plans to meet students' needs that match the data. She also has helped in the selection of various software programs used for analyzing data and for student achievement.

Amy has distinguished herself by consistently submitting exceptionally well-researched and well-written plans for curriculum and training. She has come up with innovative ideas such as internal staff development sessions, called BNIU, hosted by our own staff where topics are chosen to be attended based off teacher interest. Amy is highly intelligent and has good analytical and communication skills. Her passion for wanting all students and teachers to succeed is seen in her everyday work.

Her dedication to the professional development and curriculum of the district has helped us grow in achievement to be the strongest of the feeder district going into our feeder high school district, Morton.

If I can be of any further assistance, or provide you with any further information, please do not hesitate to contact me.

Sincerely,



William Witkowsky
Technology Director
Berwyn North District 98
708-712-7098 (cell)
billandlisa7303@sbcglobal.net



Berwyn North School District #98
6633 West 16th Street
Berwyn, Illinois 60402-1320
www.bn98.org

*Dedicated to achieving
personal, academic and
civic potential*

Dr. Carmen I. Ayala
Superintendent

Tel: (708) 484-6200
Fax: (708) 795-2482

January, 2018

To Whom It May Concern:

It is with great professional respect that I write a letter of recommendation for Dr. Amy Zaher. I have known Amy for the last six years and am currently her immediate supervisor. Amy has been the assistant superintendent for Teaching and Learning in Berwyn North School District 98 since July, 2012. Her responsibilities include providing leadership in all aspects of the district's curriculum, resources, assessments and professional development programs.

Dr. Zaher began and faced a situation in 2012 where there was no identified curriculum, where resources were over 10 years old and where staff was hungry was direction. She very strategically began to implement a curriculum development structure that has resulted in the district now having a vertically and horizontally articulated curriculum. The revised curriculum spans from Pre-school to the eighth grade in all content areas. The curriculum development she lead included updated resources and common assessments at all grade levels.

Amy is our district expert on the common core standards and standards in general. She has worked with staff to implement high quality professional development, particularly in areas addressing the major shifts within the Common Core Standards. Over the last three years we have used an Instructional Rounds model. This model brings administrators and teachers into classrooms to collectively observe and discuss what good teaching looks like and sounds like. Amy has very effectively coached us through this process and our conversations have become increasingly more academically student centered.

Dr. Zaher is a highly effective leader because she embodies many effective leadership characteristics. She has the very distinct ability to bring people together by involving administrators and teachers into all of the major decisions that affect students in the classroom. Almost all of her decisions always address what is best for the students. She currently manages and provides leadership to approximately 15 distinct committees and teams.

Although her major area of focus in District 98 has been teaching and learning, Amy participates actively in discussions and decisions involving personnel matters, operations and budget

development. She frequently provides input into a myriad of situations and has been my right hand throughout our time working together.

I would wholeheartedly recommend Dr. Zaher for a leadership position in any district that wishes to move forward. Amy has the knowledge, experience and professionalism to take any district to the next level. Please feel free to contact me should you have any questions (708-484-6200).

Sincerely,

A handwritten signature in blue ink that reads "Carmen I. Ayala". The signature is written in a cursive style with a large, stylized initial 'C'.

Dr. Carmen I. Ayala
Superintendent

Karel Havlicek Elementary School



Jessica M. Hartless, Principal / Directora
Teresa Castro, Assistant Principal / Subdirectora

December 20, 2017

To whom it may concern:

I am writing this letter in support of Dr. Amy Zaher who is currently Assistant Superintendent of Teaching and Learning in Berwyn North School District 98. Dr. Zaher is an outstanding administrator committed to educational equity, a systems thinker who knows how to create a focused improvement plan and monitor it along the way, and a strong instructional leader who knows how to support teachers and building administrators in doing their best work. Under her leadership, working in strong partnership with the Superintendent and district leadership, Berwyn North School District 98 has made positive growth in student achievement.

First and foremost, Dr. Zaher has impeccably high expectations for students, teachers and building administrators. She believes that a student's background should not predict his or her educational outcomes. During her time in District 98 she had been committed to closing the achievement gap through standards based change. She understands that many of the challenges of working with students that come from lower socioeconomic households are under our control and can be addressed within the school walls.

Dr. Zaher has strong instructional leadership skills. As point person on curriculum development, she has worked with teachers and district administrators over the past three years to create outcomes, components and component planning guides with aligned common assessment. She has helped staff implement this district curriculum framework through the development of daily lessons that scaffold student learning. Dr. Zaher has helped teachers through her Instructional Specialists learn how to use their formative assessment data to make adjustments to their instruction along the way.

Furthermore, Dr. Zaher has set up systems and structures to support effective implementation and monitoring. She and building principals meet with their instructional leadership team, teacher teams, and individual teachers regularly to analyze data on both implementation and student outcomes, so that they can identify successes and challenges, and then decide on adjustments to their approach and next steps.

In all, I believe that Dr. Amy Zaher would be an asset to any school district, therefore, I recommend her without reservation. If you have any other questions please feel free to contact me at 312-607-4615.

Sincerely,

A handwritten signature in cursive script that reads "Jessica M. Hartless". The ink is dark and the signature is fluid and legible.

Jessica M. Hartless
Principal
Havlicek School

"I Make a Difference at Havlicek School"

6401 W. 15th Street • Berwyn, Illinois 60402 • Phone: 708-795-2451 • Fax: 708-795-0386



Prospect Heights School District 23

Interview Summary Sheet

Position: Assistant Superintendent for Curriculum and Instruction

School: District Office

Full time: yes

If not full time, hours per week:

Replacement for: Christie Samojedny

Start date: 7/1/18

Recommended Candidate: Dr. Amy Zaher

Round 1 Interviews

Interview Team Members:

- Don Angelaccio, Micheal DeBartolo

Round 1 Candidates	Date of Interview
10:00am - Emmie Pawlak	May 9
11:00am - Amy MacCrindle	
1:00pm - Brian Bullis	
2:00pm - Mark Rasar	
3:00pm - Marybeth Whitney-DeLaMar	
	May 10
8:00am - Vennette Biancalana	
9:00am - Sheila Streets	
10:00am - Amy Zaher	
11:00am - Fred Laudadio	
12:00pm - Nicole Robinson	
1:00pm - Jeannette Winters	

Round 2 Interviews

Interview Team Members:

- Micheal DeBartolo, Chrys Sroka, Maria Stavropoulos, Carrie Vergil, Brian Rominski, Cam Nystrom, Chris Alms, Traci Meziere, Craig Curtis, Luke Lambatos, Bob Miller

Round 2 Candidates	Date of Interview
Amy Zaher	5/15/18
Nicole Robinson	5/15/18

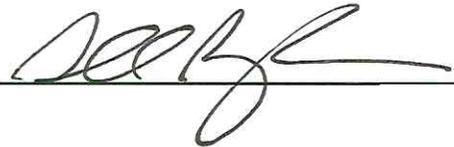
ADMINISTRATOR: All interviewees must be notified by phone call or letter as to the status/outcome of their interview once the selected candidate has been approved. Thank you!

Recommendation & Rationale

Name of Person(s) Contacted for References and corresponding role:

References Checked By:

I am aware that I must notify all interviewees as to the status/outcome of their interview.

Date: 5/16/18 Administrator's Signature: 

Administrator Projection for Salary Placement:

Mark One: BA BA-15 MA MA-15 Psych/SW

Number of Years of Experience _____

Superintendent's Approval: _____ Date: _____

January 2018

2. What do you see as the candidate's areas of growth/staff development?

Adjusting to a Mac District will be an area of growth for Amy. She will also have more direct oversight for the Directors, therefore needed to expand her knowledge base. She is described as a hard worked and highly dedicated to collaboration, which will help her in this transition.

3. What are the most effective teaching approaches this person uses to help students learn?

Amy's recommendations shared that she is an adaptable and flexible colleague who effectively modifies approach and delivery when working with others. She is a good listener and uses her relationships with others to craft meaningful and engaging processes.

4. What special or unique contribution has this person made to education?

Dr. Zaher led Berwyn North through a complete Curriculum overhaul and created vertical and horizontal alignment maps. She was instrumental in bringing the BNIU (Berwyn North Instructional University) professional development series to the District.

(For Personnel Use Only)

Date of job offer: _____

Date of acceptance: _____

Contract signing date: _____

Date of Board action: _____



Prospect Heights School District 23

700 N. SCHOENBECK ROAD, PROSPECT HEIGHTS, ILLINOIS 60070

DISTRICT OFFICE
Phone (847) 870-3850
Fax: (847) 870-3896

EISENHOWER SCHOOL
Phone (847) 870-3875
Fax: (847) 870-3877

BETSY ROSS SCHOOL
Phone (847) 870-3868
Fax: (847) 870-3898

ANNE SULLIVAN SCHOOL
Phone (847) 870-3865
Fax: (847) 870-8113

MACARTHUR MIDDLE SCHOOL
Phone (847) 870-3879
Fax: (847) 870-3881

May 17, 2018

Dear Amy,

We are delighted to extend this offer of employment for the position of Assistant Superintendent for Instruction in Prospect Heights School District 23. Please review this summary of terms and conditions for your anticipated employment with us.

<u>OFFER OF EMPLOYMENT FOR ASSISTANT SUPERINTENDENT</u>	
	Amy Zaher
<u>Contract Terms</u>	2018-19 School Year
Start Date:	July 1, 2018
End Date:	June 30, 2019
Total Days:	260
Paid Sick Days:	15
Paid Personal Days:	3
Vacation Days:	20
<u>TRS Reportable Income</u>	
2018-19 Base Salary:	\$126,500
District Paid TRS (0.098901):	\$12,510.98
Total Reportable Income (Salary + TRS):	\$139,010.98
<u>Benefits</u>	
Medical and Prescription - Blue Cross Blue Shield, PPO or HMO, Single or Family Coverage	BOE and Employee Paid See 2018-19 Rate Sheet
Dental – Metlife, PPO, Single or Family Coverage	BOE Paid
Vision – VSP, Single or Family Coverage	Employee Paid See 2018-19 Rate Sheet
Basic Life Insurance – Based on 2 X amount of Base Salary up to \$150,000	BOE Paid

We would like to present your contract to our Board of Education at their regularly scheduled meeting on Wednesday, June 13, 2018. Please review this summary of terms and conditions for your anticipated employment with us and contact me directly to arrange a time to review and sign the formal contract. Please also feel free to contact me with any questions or if I can clarify anything in this offer.

Sincerely,

Dr. Don Angelaccio
Superintendent
Prospect Heights School District 23

ASSISTANT SUPERINTENDENT FOR INSTRUCTION EMPLOYMENT CONTRACT

AGREEMENT made this 13th day of June 2018, between the BOARD OF EDUCATION OF PROSPECT HEIGHTS SCHOOL DISTRICT NO. 23, COOK COUNTY, ILLINOIS, hereinafter referred to as the "Board" and **Amy Zaher**, hereinafter referred to as "Assistant Superintendent for Instruction."

A. EMPLOYMENT AND COMPENSATION

1. The Board hereby employs the Assistant Superintendent for Instruction for **260 days** during the fiscal year commencing July 1, 2018 and terminating on June 30, 2019, at an annual base salary of **One Hundred Twenty-six Thousand Five Hundred Dollars (\$126,500)** paid in equal installments in accordance with the rules of the Board governing payments of other administrative staff members in the District; and the Assistant Superintendent for Instruction hereby accepts employment upon the terms and conditions hereinafter set forth.
2. In addition to the annual salary stated in paragraph A.1 of this contract, the Board shall make the required contribution on behalf of the Assistant Superintendent for Instruction to the State of Illinois Teachers' Retirement System of the Assistant Superintendent for Instruction's salary in lieu of and in satisfaction of her required contribution to said Teachers' Retirement System. The Assistant Superintendent for Instruction does not have the right or claim to said amount contributed by the Board on her behalf except as it may become available at the time of retirement or resignation from the State of Illinois Teachers' Retirement System. Both parties acknowledge that the Assistant Superintendent for Instruction did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the State of Illinois Teachers' Retirement System, and that such contributions are made as a condition of employment to secure her future services, knowledge and experience.
3. The Board will pay the required contribution to the Teachers' Health Insurance Security ("THIS") fund. The Board will remit this contribution to TRS as the fund's collection agent. Payments made by the Board to TRS under this section will not be reportable to TRS as creditable earnings and will be excluded from taxable income.
4. Any salary or other adjustment or modification made during the life of this contract shall be in the form of a written amendment and shall become a part of this contract, but such adjustment or modification shall not be construed as a new contract with the Assistant Superintendent for Instruction nor as an extension of the termination date of this contract.
5. During the term of this contract, the Assistant Superintendent for Instruction shall hold a valid and properly registered license issued by the Illinois State Board of Education qualifying her to act as an Administrator of the School District. Failure to be so qualified shall constitute a material breach of this contract.

B. BENEFITS

1. The Board shall pay 95% of the full premium for insurance coverage provided to the Assistant Superintendent and eligible dependents through participation in the district's group medical and dental plans and term life insurance, as provided to other administrators.
2. The Assistant Superintendent for Instruction shall be entitled to a paid vacation of twenty (20) working days in each contract year, provided, however, that any vacation time shall be mutually agreed to by the Superintendent and the Assistant Superintendent for Instruction. Vacation must be taken within the twelve-month period, provided, however, vacation days may be carried over with the approval of the Board. The Assistant Superintendent for Instruction shall also be entitled to all legal school holidays. Christmas, Spring and Summer recess periods shall constitute working days unless specifically scheduled and credited toward the vacation days listed above.

3. The Assistant Superintendent for Instruction shall be granted sick leave of fifteen (15) working days per year, which may be accumulated to a maximum of one-hundred eighty (180) days. In addition, the Assistant Superintendent shall be entitled to three (3) personal days and (3) bereavement days.
4. The Board shall reimburse the Assistant Superintendent for reasonable monthly expenses incurred in the performance of his/her duties. Itemization shall be made by the Principal of all expenses incurred.
5. The Assistant Superintendent for Instruction shall be allowed such other privileges, leaves and fringe benefits as are commonly extended to other administrative personnel.
6. The Assistant Superintendent for Instruction shall have a physical examination at least once every two years and such examination shall be paid for by the Board and the Board shall receive a written report of such examination.
7. From the annual salary stated in paragraph A.1 of this contract, the Assistant Superintendent for Instruction may (i) annually defer compensation pursuant to and in accordance with the terms of an eligible state deferred compensation plan as described in Section 457 of the Internal Revenue Code if adopted by the Board, or (ii) authorize a salary reduction in order that the Board may purchase an annuity policy for the Assistant Superintendent as described in Section 403(b) of the Internal Revenue Code, provided that any amounts deferred under a Section 457 eligible deferred compensation plan will serve to reduce the maximum amount that can be tax sheltered through a Section 403(b) annuity.

C. POWERS AND DUTIES

1. The Assistant Superintendent for Instruction shall supervise the operation of the Student Services and Curriculum Planning activities of the school district as the Board shall determine necessary, under the supervision and direction of the Superintendent and in accordance with the laws of the State of Illinois and the policies, rules and regulations of the Board.
2. The Assistant Superintendent for Instruction shall keep such books and records and prepare such reports as may be directed by the Superintendent and the Board and as required by law.
3. The Assistant Superintendent for Instruction agrees to devote her best efforts and entire time to the business activities of the School District. With the permission of the Board, the Assistant Superintendent for Instruction may serve as a consultant to another district or educational agency for a short-term duration without loss of salary; lecture; and engage in writing activities and speaking engagements. The Assistant Superintendent for Instruction may not jeopardize the functioning of the School District by any lengthy and conspicuous absence for such professional activities.

D. REAPPOINTMENT

Notice of intent not to renew this contract must be given to the Assistant Superintendent for Instruction by the Board by March 1 of the year in which the contract expires. Failure to do so shall extend this contract for one (1) additional year.

E. TERMINATION

1. This employment contract may be terminated by:
 - a. Mutual agreement;
 - b. Permanent disability;
 - c. Discharge for cause; or
 - d. Death.
2. The Board may terminate this contract for reasons of permanent disability or incapacity at any time after the Assistant Superintendent for Instruction has exhausted his accumulated sick leave and

either has been absent from his employment for a continuous period of three (3) months or presents to the Board a physician's statement certifying that he is permanently disabled or incapacitated. All obligations of the Board shall cease upon written notice of termination for permanent disability or incapacity, provided that the Assistant Superintendent for Instruction shall be entitled to a hearing before the Board if he so requests. The Board reserves the right to require the Assistant Superintendent for Instruction to submit to a medical examination, either physical or mental, whenever the Board deems the Assistant Superintendent for Instruction disabled. Such examination shall be performed by a physician licensed to practice medicine in all its branches, who is selected and paid by the Board.

3. Discharge for cause shall be for good and sufficient causes including neglect of duty, incompetency, immorality, insubordination and material breach of this contract. Reasons for discharge for cause shall be given in writing to the Assistant Superintendent for Instruction, who shall be entitled to notice and a hearing before the Board to discuss such causes prior to discharge. If the Assistant Superintendent for Instruction chooses to be accompanied by legal counsel, he shall bear any costs therein involved. The Board hearing shall be conducted in executive session.

F. EVALUATION

At least annually, the Assistant Superintendent for Instruction's performance, including his working relationship with the Board and Superintendent, shall be evaluated and the results of the evaluation shall be discussed with the Assistant Superintendent for Instruction.

G. NOTICE

Any notice required to be given under this contract shall be deemed sufficient if it is in writing and sent by mail to the last known residence of the Assistant Superintendent for Instruction or the President of the Board.

IN WITNESS WHEREOF, the parties have executed this Agreement this 13th day of June 2018.

BOARD OF EDUCATION
PROSPECT HEIGHTS SCHOOL DISTRICT NO. 23
COOK COUNTY, ILLINOIS

BY:

PRESIDENT

ATTEST:

SECRETARY



AMY ZAHER, ASSISTANT SUPERINTENDENT FOR INSTRUCTION

PERSONNEL REPORT 5/21/2018

<u>Name</u>	<u>Positon</u>	<u>Replacing</u>	<u>Action</u>	<u>FTE</u>	<u>Number of Position s</u>	<u>Effective</u>	<u>School</u>	<u>PHEA or BOARD</u>	<u>Salary</u>
Dr. Amy Zaher	Assistant Superintendent for Instruction	Dr. Christie Samojedny	New Hire	1		7/1/2018	Admin.		\$126,500/year