BOARD OF EDUCATION PRAIRIE-HILLS ELEMENTARY SCHOOL DISTRICT

MINUTES OF REGULAR MEETING ANNEX BOARD ROOM

3015 WEST 163RD STREET MARKHAM, ILLINOIS

August 18, 2025

A. Call to Order and Pledge of Allegiance (2:220)

B. Roll Call (2:220)

The following members were present: Ms. Aubry Crain, Ms. Juanita Jordan, Ms. Sharron Davis Ms. Joyce Ratliff, Ms. Vicki Walker, Ms. Carlene Matthews- and Dr. Sylinda Musaindapo,

Also, present were: Superintendent, Dr. Kanisha Brown, and Assistant Superintendent of Curriculum, Instruction & Equity, Mr. Jamie Crosen.

C. Presidents Report: None

D. Superintendent Report (3:60 & 8:30)

Superintendent's Report: Dr. Brown reported that the "Back to School Bash" was a major success with over a thousand attendees (01:30). Teacher retention stipends were successfully distributed, and the district was preparing to present its work on family and community engagement at two national conferences (02:10).

E. Discussion: None

1. Policy Updates (Press Issue 116) First Read

F. Presentation:

1. CSBO Presentation

HYA & Associates, Presenters: Lakeisha and Jim

- **Experience**: 35 years in business, 1,600+ searches completed, ~80 searches annually
- **Approach**: Deep meaningful engagement with board, superintendent, and community throughout the process
- **Recruiting**: National and local recruiting capabilities - board can choose scope
- **Technology**: Dashboard system allowing board members to track search progress in real-time
- **Timeline**: Hypothetical 6-month process (January orientation → July start date)
- **Pricing**: **10-15% of salary/compensation** (customizable based on services needed)
- **Services Include**: Advertising, background checks, surveys, translation services, candidate travel
- **Transition Support**: 100-day transition plan available

Ray and Associates, Presenters: Molly (Vice President) and Dr. Hector Garcia

- The presentation was delivered remotely via Zoom by Steve Merling, a 30-plus year educator and former superintendent in Green Bay, WI, and Iowa City, IA, and Steve Joel, a retired superintendent with 37 years of experience, primarily in Lincoln, NE.

Chris Jacobson & Associates: Presenters: Steve Merlin and Steve Joel (via Zoom)

- **Experience**: 50 years in business, national recruiting firm with regional expertise
- **Leadership**: Steve Merlin (30+ years educator, 18 years superintendent), Steve Joel (37 years superintendent experience, involved in 80+ searches)
- **Approach**: Focus on **sustainable outcomes over time** and long-term relationships
- **Pricing**: **All-inclusive cost** with no surprise fees
- **Transition Support**: Emphasis on getting candidates "situated on the ground" with ongoing support years after placement
- **Strategic Partners**: K12 Insight (communications) and A8 K12 (strategic planning)

G. Department Updates

Curriculum and Instruction Update: Assistant Superintendent of Curriculum, Instruction & Equity, Mr. Jamie Crosen. The department welcomed back teachers with a presentation focused on "the joy of instruction" to address educator stress (03:45). The new teacher orientation was significantly larger than the previous year, with approximately 34 new teachers and, notably, no immediate resignations, which was an improvement from the prior year (04:50).

Human Resources: (07:51)Dr. Oliver welcomed everyone and shared how excited she was about the new school year. I'm excited that we have come down from numbers from 130 as we were reporting roughly about four or five months ago to, we're now down to 57 vacancies that we still need to. Our concentration of course is still on the junior high school as well as Chateaux. Those are the major places. So, we are excited. Our principals work extremely hard with filling those with permanent positions and we did a great job of that. However, we still will have some long-term subs that we will be starting the school year with. We did an extensive training with them and we did let them know that we are going to be constantly looking to fill that position. We want them to know we need them to start the year, but ultimately the goal is to definitely have a certified staff member in front our students here and I believe that that's all that I have as far as numbers are concerned. Any questions? Also, we will go to our first job fair in September. And that is at St. Louis University if I'm not mistaken. Dr. Oliver also make

mention about the advertising efforts on parade floats and billboards had not yet yielded direct applications but were seen as good community marketing (09:41).

Specialized Services: our update for specialized services is in your folder. Next time we'll be digital staff update. And I say before we are almost fully staffed, but every elementary school does have a dedicated social worker. Every elementary building does have a resource teacher and every elementary building that has Cross Cat has a certified teacher in that C, the junior high is a work in progress, but right now we do have some long-term subs in place, but I am actively working with our contract companies and with HR to get certified non-contract folks in those classrooms. The Hill Suite development, I'm really excited because I've met with our people and met with pediatric OT and PT to get a comprehensive list of needs that we would need in our rooms. They've given it to us and our company that we're working with has already created a list, so I'm just waiting for the bottom-line number for them. So, we have already looked at it, seen it picked out colors, everything is really cool on Wednesday this week as our students are coming in, all special ed teachers will be directed to let me know as a communication audit who needs a communication device and who might need a translator because that was discovered today as far as a SL. So, on Wednesday I'm going to have to figure out where all of our communication devices are and get them to our kids so they can service.

Technology Update: Mr. Leonard Hill shared with the Board of Education that technology. made a presence at the Hazelnut Parade. We were able to draw the event, get some good footage from the air and also provide audio for the float to promote hiring at Prairie Hill School District. We also created the Bud Building video and submitted it over to the Bud Crew. Got that. Going back to school as everyone know, it was a phenomenal event, very busy, but we were able to get everything going without a hitch. We were able communicating with Quirky, which is the sound fighter of the stage and also make sure we were in communications with the DJ and other audio equipment over at the gym. So, everything worked out very well. I'd like to bring a highlight to final site so as we continue our upgrades on final site, one of the objectives that we want to do is increase the number of characters that we can provide to the community when we're sending text messages out via robocall. (18:54)
So we've engaged final site with the upgraded or they call the XR enterprise application, which is something we're working through right now, but it'll provide us with almost, well actually a little bit over double the amount of characters just with the system. It is definitely limited still because it does submit a overshadow of communications to everybody in the community. Right now, I believe we had 130 characters. That's why it's a little tough to get the text messages out. We still do have the emails and call feature enabled, but our goal is to increase the number of texts that come out, be it text messaging, so that way we can communicate more to people who answer better to their text messages as opposed to their emails.(19:45)
And lastly, technology has been providing updates and just touch bases with new teacher orientations and things of that nature around the district. We also provided now to trainings to the secretaries for Skyward preparation for a new school year. Frontline updates. Currently

right now we are pretty much complete with the frontline central aspect of it, time and attendance the rest of my report is as presented.

Family, Community, and Business Engagement: Mr. Kendall Smith, (13:29): updates for the Family and Community Engagement Center. We just recently received a 20 24, 20 25 post report from the Greater Chicago Food Depository and I'm proud to announce not only through the visionary leadership of Dr. Brown but this board that we've supplied over $180,000 worth of food to our community in short nine months. That average is about $20,000 a month of food that we provide to our community. That's something I think that as a district we should be very proud of. So, let's give the, we also are now all classes for the Family Engage Center, the operational on September 2nd through October 3rd. Something that you'll see differently is I'm meeting with all the facilitators. We're going to challenge them to get out to our schools at the meet teacher nights and the various events so that the events classes that we have in our engagement center are marketed out to the schools.(14:36) I'm not sure how it got out previously, but we wanted to put our facilitator spaces in front of the parents to recruit them and students to recruit them to sign up. So, you'll see some strategic marketing happening from the FBC to our schools for outreach to ensure that those classes are full, that they know what's happening and that they're participating in the classes that we're offering here. So you'll see the full suite of classes that we are offering for the first semester in the smores report. Lastly, yes, on August 9th we participated in the billing parade. We proudly marched down King Drive in 95-degree weather. Thank you to the board members that participated to all the district staff that participated and we had a great time. So hopefully we do see some of the fruits of our labor with some recruitment. However, it was good to be seen, it was good to be noticed and people know about Prairie Hills because we were marching proudly with our drum line and passing out treats and flyers

Operations: Foy Bryant Operation & Maintenances: (21:36): Mr. Bryant shared that all transportation claim forms routed students assigned bus stops, wrote the data on the transportation list for contractual transportation companies and hosted a transportation meeting with all the board, put it with all the bus drivers. The other day went off while Dr. Brown spoke, said that they were the frontline to the bay. Everything it went off very well. We have name for faces and everything else for food service. We're scrambling to cover some staffing needs district wide. We have had a couple resignations covering all the catering and food needs for the events district required. If you saw the amount of water that we over the weekend, forgive me, I've been working around the clock for Friday, Saturday and Sunday and then this morning getting everything ready and cleaned up for the teachers over at the junior high. We did the storm cleanup before building the grounds. We re mulch all of the playgrounds for safety of the kids. We're still moving teachers around, changing the building assignments, making the back to school, staffing logistics work, including the cleanup and returning the junior high back educational facilities

H. **Audience Participation:** Ms. Crain moved and it was seconded by Ms. Jordan to open Audience Participation. On roll call members voting Aye: Ms. Aubry Crain, Ms. Juanita Jordan, Ms. Sharron Davis, Ms. Carlene Matthews, Ms. Joyce Ratliff, Ms. Vicki Walker and Dr. Sylinda Musaindapo,

Motion Carried

Mr. Deshawn Thomas- Author addresses the Board of Education with a Book presentation

Ms. Nina Goshay- Speaks to the Board of Education about the importance of having good teachers in our District and the art program that is currently in place with Gumbo Art, who does and amazing job with our students.

Ms. Monday addresses the Board of Education with some concerns, and a letter from Mr. Maxey (Gumbo Art)

Ms. Crain moved and it was seconded by Ms. Ratliff to close Audience Participation. On roll call voting Aye: Ms. Aubry Crain, Ms. Juanita Jordan, Ms. Joyce Ratliff, Ms. Sharron Davis and Ms. Vicki Walker and Dr. Sylinda Musaindapo,

Motion Carried

I. **Board of Education Action Items**

1. Approve Personal Recommendation-Ms. Davis moved and it was seconded by Ms. Crain to Table Personnel Recommendation. On roll call members voting Aye: Ms. Aubry Crain, Ms. Juanita Jordan, Ms. Sharron Davis, Ms. Carlene Matthews, Ms. Joyce Ratliff, Ms. Vicki Walker and Dr. Sylinda Musaindapo,

Motion Carried

2. Invoices and Supplementals- Ms. Davis moved and it was seconded by Ms. Crain to Approve **Invoices and Supplementals.** On roll call voting Aye: Ms. Aubry Crain, Ms. Juanita Jordan, Ms. Joyce Ratliff, Ms. Sharron Davis, Ms. Vicki Walker and Dr. Sylinda Musaindapo. Nay: Ms. Carlene Matthews.

Motion Carried

3. Approval Business Department Payroll- Ms. Davis moved and it was seconded by Ms. Matthews to Approve **Payroll**. On roll call members voting Aye: Ms. Aubry Crain, Ms. Juanita Jordan, Ms. Sharron Davis, Ms. Carlene Matthews, Ms. Joyce Ratliff, Ms. Vicki Walker and Dr. Sylinda Musaindapo.

Motion Carried

4. Approve New Vendors-Consent

5. Approve Professional Development-Consent

Ms. Sharron Davis moved and it was seconded by Ms. Juanita Jordan, to place the following items on consent agenda. I.4, I 5, I 9, I 11, I 13, I 15. On roll call members voting Aye: Ms. Aubry

Crain, Ms. Juanita Jordan, Ms. Sharron Davis, Ms. Carlene Matthews, Ms. Joyce Ratliff, Ms. Vicki Walker and Dr. Sylinda Musaindapo.

Motion Carried

Ms. Carlene Matthews moved and it was seconded by Ms. Aubry Crain, to approve the following items on consent agenda excluding Lightspeed. I.4, I 5, I 9, I 11, I 13, I 15. On roll call members voting Aye: Ms. Aubry Crain, Ms. Juanita Jordan, Ms. Sharron Davis, Ms. Carlene Matthews, Ms. Joyce Ratliff, Ms. Vicki Walker and Dr. Sylinda Musaindapo.

Motion Carried

6. Approve 2025-2026 EDI Conference: - Ms. Crain moved and it was seconded by Ms. Jordan for Approve **the 2025-2026 EDI Conference.** On roll call members voting Aye: Ms. Aubry Crain, Ms. Juanita Jordan, Ms. Sharron Davis, Ms. Carlene Matthews, Ms. Joyce Ratliff, Ms. Vicki Walker and Dr. Sylinda Musaindapo,

Motion Carried

7. Approve CSBO -Tuition Payment- Ms. Matthews moved and it was seconded by Ms. Davis to Table **CSBO Tuition Payment.** On roll call voting Aye: Ms. Aubry Crain, Ms. Juanita Jordan, Ms. Sharron Davis, Ms. Joyce Ratliff, Carlene Matthews, Ms. Vicki Walker, and Dr. Sylinda Musaindapo,

Motion Carried

8. Approve Diligent-New Board Doc- Ms. Joyce Ratliff moved and it was seconded by Ms. Sharron Davis to Approve **Diligent-New Board Doc**. On roll call voting Aye: Ms. Aubry Crain, Ms. Juanita Jordan, Ms. Sharron Davis, Ms. Joyce Ratliff, Carlene Matthews, Ms. Vicki Walker and Dr. Sylinda Musaindapo.

Motion Carried

9. Approve Consolidated School Report-Consent

10. Approve Paper/Grow- Ms. Matthews moved and it was seconded by Ms. Crain to Approve **Paper/Grow**. On roll call voting Aye: Ms. Juanita Jordan, Ms. Sharron Davis, Ms. Joyce Ratliff and Dr. Sylinda Musaindapo. Nay: Ms. Vicki Walker, Ms. Aubry Crain, and Ms. Carlene Matthews

Motion Carried

11. Gumbo Art-Consent

12. Approve Policy New School or Program Development (Magnet, Thematic, or Specialized programs - Ms. Joyce Ratliff moved and it was seconded by Ms. Sharron Davis to **Approve Policy New School or Program Development (Magnet, Thematic, or Specialized programs.** On roll call voting Aye: Ms. Aubry Crain, Ms. Juanita Jordan, Ms. Sharron Davis, Ms. Joyce Ratliff, Ms. Vicki Walker and Dr. Sylinda Musaindapo. Nay: Ms. Carlene Matthews

Motion Carried

13. Approve Effective Frame Work-Consent

14. Approve Latting Rodeo Agreement- Ms. Sharron Davis moved and it was seconded by Ms. Aubry Crain to Approve **Latting Rodeo Agreement.** On roll call voting Aye: Ms. Aubry Crain, Ms. Juanita Jordan, Ms. Sharron Davis, Ms. Joyce Ratliff, Carlene Matthews, Ms. Vicki Walker and Dr. Sylinda Musaindapo.

Motion Carried

15. Approve Policy Updates-Consent

16. Approve Board Meeting Dates-- Ms. Carlene Matthews moved and it was seconded by Ms. Aubry Crain to Approve **Board Meeting Dates.** On roll call voting Aye: Ms. Aubry Crain, Ms. Juanita Jordan, Ms. Sharron Davis, Ms. Joyce Ratliff, Carlene Matthews, Ms. Vicki Walker and Dr. Sylinda Musaindapo. Board meeting time changed to **5:15 PM**

Motion Carried

J. FOIA Request-
Board Member Joyce Ratliff

K. Executive Session Ms. Davis moved and it was seconded by Ms. Crain to go into Executive Session. On roll call voting Aye: Ms. Aubry Crain, Ms. Juanita Jordan, Ms. Sharron Davis, Ms. Carlene Mathews, Ms. Vicki Walker, Ms. Joyce Ratliff and Dr. Sylinda Musaindapo.

Motion Carried 7:07pm

Ms. Crain moved and it was seconded by Ms. Jordan to come out of Executive Session. On roll call voting Aye: Ms. Aubry Crain, Ms. Juanita Jordan, Ms. Sharron Davis, Ms. Carlene Mathews, Ms. Vicki Walker, Ms. Joyce Ratliff and Dr. Sylinda Musaindapo.

Motion Carried 7:55pm

L. Adjournment
Ms. Davis moved and it was seconded by Ms. Jordan to Adjourn Mtg. On roll call voting Aye: Ms. Aubry Crain, Ms. Juanita Jordan, Ms. Sharron Davis, Ms. Carlene Mathews, Ms. Vicki Walker, Ms. Joyce Ratliff and Dr. Sylinda Musaindapo.

MOTIONED CARRIED 7:56p.m

Submitted by:

Dr. Sylinda Musaindapo, Board President

Aubry Crain, Board Secretary