



**Palm Beach School for Autism, Inc.
Virtual Board of Directors Meeting via Zoom
September 18, 2023**

Present: Rantee Gabriel – President
Dawn D’Amato – Vice President
Russ Feldman- Board Member
Damien Hunte – Board Member
June Aversano – Board Member
Steve Carroll – Treasurer
Ann Levene-Eisenberg – Executive Director
Allison Ballin - Associate Director of Education and Behavioral Services
Louisa Legato – Business Director

Absent: Jerry Zel – Board Member

Guest(s): John Spruance

Call to Order: Rantee Gabriel called the meeting to order at 4:05pm

Board of Directors Approvals:

- Board members reviewed the minutes from the May 8, 2023 Board Meeting. Dawn D’Amato made a motion to approve the minutes, Russ Feldman seconded and all board members voted in favor.
- It was stated by Rantee Gabriel, Board President, we had quorum present via Zoom.
- It was stated by Rantee Gabriel, Board President, we had our Auditors present, they were introduced and Rantee turned the meeting over to them for their presentation.

Auditor – Laura Feinberg from Sharff, Wittmer, Kurtz, Jackson & Diaz :

- Laura thanked everyone for all the help with this years audit and stated it went very smooth.
- Laura gave a detailed review of the audit findings and stated no findings, clean opinion with no obstacles reported. It was stated the school is in a good financial position and asked if there were any questions. There were no questions asked, so she exited the meeting.
- A motion was made by Dawn D’Amato to approve the 2022-23 Audit Report as is, it was seconded by June Aversano and all board members voted in favor.

Business Director – Louisa Legato:

- It was stated to re-hire the audit firm, Sharff, Wittmer, Kurtz, Jackson & Diaz for the 2023-2024 Audit. A motion was made by Dawn D’Amato, Steve Carroll seconded the motion and all board members voted in favor.
- It was stated the 4th Quarter (2022-23) Referendum was prepared and updated by Trish Lithem of Building Hope. A motion to accept the 4th Quarter Referendum Amendment as presented was made by Dawn D’Amato, June Aversano seconded and all board members voted in favor.
- It was stated Building Hope has an at-will contract; however, the Palm Beach County School District requires us to vote to continue with Building Hope’s at-will contract for the 2023-24 school year. A motion was made by Dawn D’Amato, Steve Carroll seconded and all board members voted in favor.
- It was stated the 2023-24 Referendum plan is to use as much as of the monies possible, but within the same parameters as last year. A motion was made to approve proceeding with the 2023-24 Referendum Plan by Damien Hunte, Steve Carroll seconded and all board members voted in favor.

- It was stated the 2023-24 Teacher Salary Increase Allocation Plan will be much the same as last year, use as much as the funds available as possible and any unused funds will be held to return to the Palm Beach County School District. It was asked if there are any questions, they were answered and it was stated a motion needed to be made to accept the 2023-24 Teacher Salary Increase Allocation Plan. Dawn D’Amato made a motion, Damien Hunte seconded and all board members voted in favor.
- It was stated the 2022-2023 Budget versus Actual was completed and presented. It was asked if there were any questions, they were answered and it was stated a motion needed to be made to accept the 2022-23 Budget versus Actual as presented. Dawn D’Amato made a motion, June Aversano seconded and all board members voted in favor.
- It was stated an updated Financial Policy & Procedures Manual was presented, reviewed and asked if there were any questions, they were answered and it was stated a motion needed to be made to approve the updated Financial Policy & Procedures Manual as presented. Russ Feldman made a motion, Dawn D’Amato seconded and all board members voted in favor.

Executive Director – Ann Levene-Eisenberg:

- It was stated there were a lot of House bills and statutes updated from last year, which needed to be addressed and voted on.
- House Bill 543: this is a rule amendment, which changes the name “Threat Assessment Team” to “School based Threat Management Team”. It was stated each school must have a minimum of four (4) members, including persons with expertise in counseling, instruction, school administration and law enforcement. It was stated these updates were implemented and a motion needed to be made to accept House Bill 543. A motion was made by Dawn D’Amato, seconded by June Aversano and all board members voted in favor.
- State Statute Rule 6A-1.09550: this rule will set forth requirements for online educational services that students and parents are required to use. Charter School Governing Boards must adapt policies that protect student personally identifiable information from potential misuse and protect students from data mining and targeted advertising. It was stated a motion needed to be made any online curriculum or assessment will be presented to our charter school lawyer to be vetted and approved to ensure those curriculum and assessment tools are in compliance with applicable laws. All online educational services are prohibited from sharing or selling student information for commercial purposes, including, but not limited to targeted advertising. All online curriculum or assessment materials will be posted on the School’s website identifying the personally identifiable information that may be collected, how it will be used, when it will be destroyed. Families will be notified of the online educational tools used at the School during the 1st quarter of the new school year. A motion was made by Dawn D’Amato, seconded by Russ Feldman and all board members voted in favor.
- State Statute Rule 6A-1.094126: the purpose of this rule is to have a process for a parent to request the appointment of a Special Magistrate to determine whether the School properly considered a parental objection regarding the student’s health, safety or welfare in school under S.1006.28(2)(a)2, F.S. Palm Beach School for Autism will follow the complaint process for charter schools detailed in 6A-6.0791. It was stated a motion needed to be made to adopt the process for a Special Magistration process as outlined from DOE 6A-6.0791. A motion was made by Dawn D’Amato, seconded by Russ Feldman and all board members were in favor.
- It was stated a new law in Florida prohibits teachers from using a name that's not on a child's birth certificate without parental consent. Parents have to give consent even for teachers to use nicknames. It was stated a motion needed to be made to accept this new law. Dawn D’Amato made a motion, seconded by Damien Hunte and all board members were in favor.
- It was stated an update to Section 4.2 of the By-Laws needed to be changed from “at least one (1) parent of a child currently attending the school” to “at least one (1) parent of a child currently attending the school or had a child attend the school within the last five (5) years”. It was stated a motion needed to be made to accept this change to Section 4.2 of the By-Laws. Dawn D’Amato made a motion, it was seconded by Russ Feldman and all board members voted in favor.

- It was stated there was an update to our 20/20 Code Yellow Protocol: Missing Student and will be updated in our Policies and Procedures Manual.
- It was stated the Vice President of the Board, Dawn D'Amato, was resigning her position on the Board.
- It was stated there was a recommendation for a new Board Member, John Spruance, to join the board as the Parent Representative. A motion was made by Dawn D'Amato to accept John Spruance as the newest board member, it was seconded by Russ Feldman and all board members voted in favor.
- It was stated there was a nomination for a new Vice President of the Board because of Dawn's resignation of Damien Hunte and Damien accepted the nomination. A motion was made by Steve Carroll to accept Damien Hunte as the new Vice President of the Board, it was seconded by Russ Feldman and all board members voted in favor.

Associate Director – Alli Ballin:

- It was stated this was our second school year for the GenEd program and it is being well utilized and accepted by our staff and students are responding positively. It was stated we are training additional staff over the next two years.
- It was stated we re-assigned a current classroom teacher to a Reading Teacher.
- It was stated the old Music and Dance Teacher, Ms. Dee Dee, was coming back part-time.
- It was stated Ann and Alli will be performing training in a school in Greenville, SC in October.
- It was stated we are still looking to hire Teacher Assistants.

Other Announcements – Randee Gabriel:

- It was stated the remaining future board meetings for 2023-2024 school year and they were approved:
 - *Regular Board Meeting – December 4, 2023 @ 4pm (on-campus)
 - *Regular Board Meeting – March 4, 2024 @ 4pm (virtual)
 - *Regular Board Meeting – May 6, 2024 @ 4pm (on-campus)
- It was stated the Comedy & Cocktails Fundraising Event will be held on March 2, 2023 at Wycliffe County Club.

Adjournment:

- Russ Feldman made a motion to adjourn, Damien Hunte seconded and all board members voted in favor and the meeting was adjourned at 6pm.

Respectfully submitted: Sherri Gallagher