



**Palm Beach School for Autism, Inc.  
Board of Directors Meeting  
May 18, 2026**

**Present:** Rantee Gabriel – President  
Damien Hunte – Vice President  
Steve Carroll – Treasurer  
June Aversano – Board Member  
John Spruance – Board Member  
Ann Levene-Eisenberg – Regional Executive Director  
Louisa Legato – Business Director  
Allison Ballin - Regional Associate Director of Education & Behavioral Services  
Jessica DuBoff- Principal Treasure Coast School for Autism  
Kim Gayle-Director of Transition & Family Services  
Russ Feldman-Board Member (absent)

**Call to Order:** Rantee Gabriel called the meeting to order at 4:00pm

**Review and Approval of Previous Minutes:**

The Board reviewed the minutes from the previous meeting held on March 9, 2026. Steve Carroll made the first motion to approve the March 9, 2026 meeting minutes & John Spruance made the second motion. All board members voted in favor.

**Business Directors Report – Louisa Legato:**

- The Teacher Salary Increase Allocation for 26-27 was presented and discussed. A motion was made to accept TSAI as presented. All voted in favor to approve.
- The Referendum Plan for 26-27 was presented and discussed. A motion was made to accept the plan as presented. All voted in favor to approve.
- The ISSOC (sales tax) was presented and discussed. A motion was made to accept the plan as presented. All voted in favor to approve.
- A motion was made to retain the services of Ken Kaneski as accounting consultant for the Treasure Coast School for Autism. All voted in favor to approve.
- A motion was made to continue the accounting services of Building Hope for the Palm Beach School for Autism. All voted in favor to approve.
- The Budget for 26-27 for the Treasure Coast School for Autism was presented and discussed. A motion was made to approve the 26-27 TCSFA budget. All voted in favor to approve.

- The Budget for 26-27 for the Palm Beach School for Autism was presented and discussed. A motion was made to approve the 26-27 PBSFA budget. All voted in favor to approve.

#### **Executive Directors Report – Ann Eisenberg:**

- Ann Eisenberg introduced five state-mandated compliance policies required to clear pending grant distributions for the school manual:
  1. Maternity Leave for Referendum Stipend Policy: Dictates that personnel entering maternity leave cycles during a payment quarter will receive a strictly prorated referendum stipend based on active working days in that quarter. Approved by unanimous vote.
  2. Inventory Control Policy and Procedure: Establishes rigid state-compliant asset tagging, tracking, and documentation procedures for equipment purchased via state grants. Approved by unanimous vote.
  3. Procurement Policy: Outlines strict state guidelines regarding triple-bidding, purchase orders, and localized credit card reconciliations. Approved by unanimous vote.
  4. Lottery Process Policy: Implements a state-compliant randomized lottery protocol for student admissions when application metrics exceed baseline seat capacity. (Recorded into records without a requirement for a formal board vote).
  5. Student Code of Conduct: Formally adopts an internal clinical behavioral intervention framework focusing on positive-reinforcement protocols rather than following standard district code of conduct. Approved by unanimous vote.

#### **Associate Directors Report – Allison Ballin:**

- Allison Ballin & Jessica DuBoff presented a localized overview of enrollment tracking patterns across the upcoming Treasure Coast expansion. Of the 80 targeted openings for the inaugural class, 76 students are officially registered and processed, leaving exactly 4 remaining seats open. An external waitlist contains 8 verified names, with 12 comprehensive intake screenings scheduled across the next two weeks to fully fill the launch roster.
- Allison Ballin expressed she is hiring amazing teachers. She also stated she has a very high retention of the teachers, the teacher assistants & the students.

#### **Director of Transition and Family Services – Kim Gayle:**

- Kim reported on strategic parent engagement workshops, highlighting an in-person water safety training seminar produced alongside the Drowning Prevention Coalition of Palm Beach County that drew a record turnout of 42 active parents. Secondary virtual workshops averaged 20 attendees.

- Kim confirmed the formation of an active corporate employment channel partnership with the PDQ group and is finalizing job-training pipelines with Whole Foods in Wellington to expand student career-readiness opportunities.
- Kim successfully managed and transitioned 47 distinct cases encompassing APD medical waivers, crisis letters, and social security claims. Additionally, 10 families were accepted into the Vocational Rehabilitation (VR) system. Special Olympics programming has been officially expanded campus-wide to scale down to the pre-K student level.

### **Strategic Planners Report – Kristin Stevens:**

- Kristin Stevens presented a summary tracking the culmination of the institution's 6-month strategic planning initiative, pulling from a qualitative sample of 32 distinct stakeholder interviews across board members, internal faculty, parents, alumni networks, and foundation donors.
- SWOT Analysis Highlights:
  - Strengths: Deep community trust, an individualized student-first institutional culture, robust behavior clinical infrastructure, and Project NEXT as a verified workforce preparedness benchmark.
  - Weaknesses: Paraprofessional shortages stretching classroom capacities, culture is strong, but more structural support is needed, no dedicated development professional on staff, operational systems have not scaled with the organization
- Opportunities: The Treasure Coast expansion, engineering distinct post-22 programming frameworks, and capturing scalable multi-year high-net-worth donor portfolios.
  - Threats: Preserving core instructional culture during high-velocity staff scaling, maintaining culture and quality through rapid growth, and capital liability tracking across multiple campuses.
- 3-Year Core Strategic Pillars:
  1. Enhancing Staffing Sustainability and Human Capital Development Foundations.
  2. Institutionalizing Diversified Funding Vehicles and Philanthropic Capacity.
  3. Protecting Operational Integrity and Quality Controls while Scaling Programs.
  4. Elevating Post-22 Care Frameworks, Vocational Placements, and Transitional Pipelines.
  5. Amplifying Public Advocacy, Institutional Visibility, and Public Education Footprints.
- The Board formally accepted the structural strategic plan layout, electing to waive standard formal retreats to move straight into programmatic tracking under Ann's direction. Ann will compile quarterly action matrixes, localized KPIs, and progress dashboards. A motion was made to formally adopt the 3-Year Strategic Plan Blueprint for the Palm Beach School for Autism; the motion was seconded and approved via unanimous board assent.

### **Board of Directors Approvals:**

- Randee Gabriel asked for a vote to approve the minutes from the March 9, 2026 Board Meeting. Steve Carroll made the first motion & John Spruance made the second motion. All board members voted in favor.
- The Teacher Salary Increase Allocation for 26-27 was presented and discussed. A motion was made to accept TSAI as presented. All board members voted in favor.
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- The Budget for 26-27 for the Palm Beach School for Autism was presented and discussed. A motion was made to approve the 26-27 PBSFA budget. All board members voted in favor.
- Ann Eisenberg presented the mandatory state policy compliance adoptions (Maternity Leave for Referendum Stipend Policy, Inventory Control Policy and Procedure, Procurement Policy, Student Code of Conduct). All board members voted in favor to accept the policies.

### **Adjournment:**

- Randee Gabriel made a motion to adjourn, Steve Carroll made the first motion & John Spruance seconded the motion and all were in favor and the meeting was adjourned at 6:13 pm.

Respectfully submitted: Laurie Marino

