I. Welcome & Introductions

Dena Kennedy

II. Board Meeting Minutes for July 19, 2018

III. Chairman’s Report

Dena Kennedy

IV. Committee Reports

A. Finance Committee

Mark Veil

B. Development Committee

Trey Fogg

C. Education Committee

Rachel Ramos

D. Brand Training 101

Amity Schuyler

E. Board Development

Dena Kennedy

- Resignation of Michele Tierney and Steve Bevilacqua

V. Old/New Business

Dena Kennedy

a) Board Cluster Meetings

b) JA Employee Handbook-Short Term Disability

c) JA USA Business Model Funding and Implication discussion

d) JA USA Operational Standards Submitted

e) Staff recognition

f) 3DE by Junior Achievement

Next- Jack Harris will be attending the September Board Meeting

VI. Adjourn

“Our mission is to prepare and inspire young people to succeed in a global economy through classroom programs and simulations that focus on work readiness, entrepreneurship, and financial literacy.”
MINUTES OF
BOARD OF DIRECTORS MEETING
OF
JUNIOR ACHIEVEMENT OF THE PALM BEACHES & TREASURE COAST, INC.

THURSDAY, July 19, 2018 AT 8:00 AM
In Person at Weitz & Co

ATTENDED
Pete Bozetarnik
Dr. Mary Ann DuPont
Michael Becker
Arty Falk
Trey Fogg
Curtis James
Dena Kennedy
John McGowan
Michael Percy (Phone)
Carla Thrower
Mark Veil
Mark Wade

NOT IN ATTENDANCE
Steve Bevilacqua
Joey Davis
Gary Hennings
Stuart Klein
Stephen Lenehan
Melissa Nash
Welsonne Renoir
Michael Sims
Ryan Thompson
Michelle Tierney

STAFF ATTENDANCE
Claudia Kirk Barto
Bob Cawood
Viviana Duplan
Rachel Ramos

I. Welcome  Dena Kennedy

Dena Kennedy called the meeting to order at 8:10 a.m. Claudia Kirk Barto took role and indicated a quorum was present.

II. Minutes of the Board Meeting of June 21, 2018  Dena Kennedy

Dena Kennedy asked for a motion to approve the minutes of June 21, 2018. Motion was made by Carla Thrower, seconded by Mark Veil. All in favor, none opposed. June 21, 2018 minutes were unanimously approved.

III. Chairman’s Reports  Dena Kennedy

Dena Kennedy stated that we are going to have the board meetings in person from now on. However, there will still be an option to utilize iMeet for those board members who are not able to join in person. Dena also stated that we would like to grow the board from our current 25 members to about 39 members. Dena
added that there is a need for board members affiliated with media, branding, and accounting because we need assistance in those areas.

IV. Committee Reports  

A. Finance  

Dena Kennedy

Financial Statements:

**Balance Sheet:** End of June – Currently we have a total assets of $368,000, where $278,000 is in cash. We budgeted $230,000 in cash, so were are good there. Accounts receivable is $72,000, which is primarily the Farris money ($50,000 of which we will get this calendar year) and $14,000 from PrimeTime. Liabilities: $12,000; Total Equity: $355,000.

**Profit & Loss:** Total revenues: budgeted revenue of $984,000 versus actual of $927,000 therefore, there is a shortage of about $57,000. Corporate giving is down due to a project that is on hold right now. We are about $28,000 short in special events due to the fact that we had budgeted a net of $28,000 from global entrepreneurship week event. Grant income is showing about a $32,000 short fall.

**Expenses:** Budgeted expenses of $976,000 versus actual of $928,000, so we’re under budget by about $48,000. Salaries and benefits are the largest contributor to being under in total expenses. Program and supplies are over budget by about $23,000. This could be attributed to inaccurate budgeting and/or serving more students than anticipated. Overall, we ended up, we budgeted to have about $8,500, and we ended up with -$1000.00.

Dena Kennedy asked for a motion to approve the June financials. Motion was made by Pete Bozetarnik, seconded by Dr. MaryAnn DuPont, all in favor, none opposed. The June financials passed unanimously.

B. Development  

Dena Kennedy

Development Plan: Dena stated that there will be another Development Committee meeting in August, the focus will be on development as well as increasing dollars. The board members have agreed to each provide four corporate names by July so we can add to our development prospect list. Dena added that there will be a online form for board members to add prospect names themselves or forward the names to Bob Cawood or Rachel Ramos.

Trey Fogg stated that he met with both Bob Cawood and Rachel Ramos to do some strategic analysis of other JA organizations of similar size. The plan is to compare that to what we’re doing to see where we can apply
some best practices. The hope is utilize this information make business cases for some additional funding that we’ve received in the past but have not received lately.

C. Education

Rachel Ramos

Rachel stated that the year ended on a high note. The goal was to increase student count by 10 percent, we ended up with a 17 percent increase. Rachel stated that, overall the numbers speak volumes of the hard work of the program team. The impact report is a really great snapshot of what we’ve done this year. Since last year we retained more volunteers. The things that we’re doing for our volunteers this year in terms of recognition greatly contributes to our higher retention rates. Our focus for next year, education wise, we will be making concerted efforts to grow our programs on the treasure coast.

The Education Committee will be meeting again on Monday afternoon at the School District. Leanne LeBanz has agreed to be the committee chair.

Rachel stated that the district report was completed and has received great feedback. Amity Schuyler suggested that we send this report to the school board members.

V. Old and New Business

Dena Kennedy

a. **Board Retreat Focus19:**
Dena stated that we have consolidated the comments and questions that the board members brought up at the board retreat. This document as well as the Focus 2019 can be found inside the Board Packet. Also, Mike Percy, has agreed to help us with the next strategic plan.

b. **NPF Accreditation:**
Claudia stated that Nonprofits First Accreditation was completed at the end of last month, we have met all the standards for 2017.

c. **Board Cluster Meetings:**
Dena stated that she and Claudia have been meeting with the board clusters regularly. Now that she has been cleared to travel, the clusters can be held in locations that are convenient to the board members.

d. **JA Academy- Atlanta Update- 3DE:**
Claudia stated that JA USA’s board approved 3DE by Junior Achievement as a new national initiative and spinoff company of JA USA as of June 20th. Jack Harris will be the CEO of 3DE as a subsidiary of JA USA starting July 1, 2019. Claudia stated that things are moving rather quickly
because the goal is to have an m.o.u. with the Palm Beach County School district on October 1st.

e. **JA USA Business Model Funding and Implications**
   Claudia stated that during the National Leadership Conference for JA USA there was discussion regarding the JA USA Business Model. The JA USA Business Model committee will be looking at an alternative to the funding model and how we pay our franchise fees. JA USA considered charging 10 percent across the board however, they are looking into other options and will get back to us.

f. **Claudia’s Self Evaluation:**
   Pete stated that Claudia completed her self-evaluation and Pete will complete his portion of her review soon.

g. **Board service awards:**
   Claudia added that she personally delivered service awards to both Glenn Schanel and Ellen Regnery respectively. Claudia advised that Glenn Schanel has served on the Board for 27 years.

h. **Marketing Materials:**
   Rachel stated that we have marketing materials available. Rachel stated that these flyers are also in digital format and can be accessed on our website through the board portal.

VI. **Adjourn**

Dena Kennedy asked for a motion to adjourn. Motion was made by John McGowan, seconded by Carla Thrower. All in favor, none opposed, meeting was adjourned at 9:03 a.m.

Minutes recorded via: iMeet and transcribed by: Viviana Duplan

Date: August 14, 2018

Signature: ________________________________

Board Secretary Approval: Print Name _______________ Date: __________

Signature: ________________________________
Junior Achievement of the Palm Beaches and Treasure Coast, Inc.
Financial Summary
For the One Month Ended July 31, 2018

Balance Sheet: At July 31, 2018, we had total assets of approximately $298,000. Cash totaled $224,000 compared to budgeted cash of approximately $288,000. Accounts receivable totaled $55,000, of which $50,000 is due from the Farris Foundation for the final payment on a two year grant that will be received in December 2018. In addition, we have two $2,500 amounts receivable related to events. Liabilities totaled approximately $11,000, the majority of which consists of amounts payable for vacation and sick accruals.

Income Statement: For the one month ended July 31, 2018, we budgeted net income of approximately $9,700, but we had an actual loss of approximately $69,700.

Budgeted revenue was $84,600 versus actual of $17,000 or a shortfall of $67,600. Significant revenue variances include: (1) individual giving is under budget by $10,000 – we had anticipated individual/Board gifts in July, but received none, and (2) grant income is under budget by $59,000 – we anticipated having Prime Time money in from summer camp, but this was not billed until August (approx. $66,000).

Budgeted expenses were $74,800 versus actual of $86,700 or an overage of $11,900. Significant expense variances include: (1) salaries expense is over budget by $8,700 – two issues here, first we budgeted camp salaries of $9,000 for the year, but actually spent $13,000, so we are overbudget by $4,000. Second, the budgeted amount of $9,000 was spread out over 12 months, when it should have all occurred in July. Bottom line is we will be over by $4,000 at the end of the year, and (2) program expense is over budget by $4,400, which is a result of field trip expenses for camp of $6,700 that were incurred in July, but were not budgeted.

Other: There is a possibility that the Golf Classic may not happen due to problems with the golf course. Discussions are ongoing as to alternate sites. If we are unsuccessful in finding a new acceptable site, we will need to raise additional monies to cover the budgeted profit on this event of $40,000, or we will need to cut expenses, or some combination of the two.
## Balance Sheet

**As of July 31, 2018**

### ASSETS

#### Current Assets
- **Checking/Savings**
  - 1000 · Cash & Equivalents
    - 224,109.49
  - 1100 · Petty Cash
    - 300.00
- **Total Checking/Savings**
  - 224,409.49
- **Accounts Receivable**
  - 1200 · Accounts Receivable
    - 55,000.00
- **Total Accounts Receivable**
  - 55,000.00
- **Other Current Assets**
  - 1300 · Prepaid Expenses
    - 670.00
  - 1350 · Program Inventory
    - 7,500.00
- **Total Other Current Assets**
  - 8,170.00
- **Total Current Assets**
  - 287,579.49

#### Fixed Assets
- **Furniture, Equipment & Computer**
  - 1400 · 10,226.68
- **Total Fixed Assets**
  - 10,226.68

#### TOTAL ASSETS
  - 297,806.17

### LIABILITIES & EQUITY

#### Liabilities
- **Current Liabilities**
  - 2000 · Accounts Payable
    - 1,051.99
  - **Total Accounts Payable**
    - 1,051.99
  - **Credit Cards**
    - 2060 · Publix Card - 0078
      - 59.57
  - **Total Credit Cards**
    - 59.57
  - **Other Current Liabilities**
    - 2100 · Payroll Liabilities
      - -1,096.26
    - 2170 · Accrued Liabilities
      - 11,349.14
  - **Total Other Current Liabilities**
    - 10,252.88
  - **Total Current Liabilities**
    - 11,364.44

#### Equity
- **Restricted Fund - General**
  - 3300 · 223,860.20
- **Unrestricted Fund Balance**
  - 3500 · 509,087.34
- **Unrestricted Retained Earnings**
  - 3600 · -376,771.65
  - **Net Income**
    - -69,734.16
  - **Total Equity**
    - 286,441.73

#### TOTAL LIABILITIES & EQUITY
  - 297,806.17
## Profit & Loss Budget Performance

### Ordinary Income/Expense

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<th>Item</th>
<th>Jul 18</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>Jul 18</th>
<th>YTD Budget</th>
<th>$ Over Budget</th>
<th>Annual Budget</th>
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<td>16,961.20</td>
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<td>8,749.22</td>
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<td>56,942.00</td>
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<td>280.00</td>
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<td>8000 · Program expense</td>
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<td>9050 · Interest Expense</td>
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<td>9900 · Depreciation Expense</td>
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<td>9,710.00</td>
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FUNCTIONS OF THIS EMPLOYEE HANDBOOK

This handbook is designed to provide Junior Achievement of the Palm Beaches & Treasure Coast, Inc. employees with a summary of Junior Achievement of the Palm Beaches & Treasure Coast, Inc.’s employment policies. This handbook is not all-inclusive and the policies in this handbook are not designed to describe all the circumstances which an Employee might face, nor are they designed to describe all policies that might affect the employment relationship. They are simply guidelines to assist with understanding the company’s primary employment processes and procedures. If an Employee has any questions or concerns regarding the guidelines set forth in this handbook, the Employee should consult with the President.

THIS EMPLOYEE HANDBOOK IS NOT AN EXPRESS OR IMPLIED CONTRACT. This handbook supersedes any previous handbook and Junior Achievement of the Palm Beaches & Treasure Coast, Inc. reserves the right to unilaterally change this handbook and its guidelines at any time. An Employee is an "AT-WILL" EMPLOYEE. This means that the Employee is free to leave his/her employment at Junior Achievement of the Palm Beaches & Treasure Coast, Inc. at any time, for any reason or no reason, with or without notice. Likewise, Junior Achievement of the Palm Beaches & Treasure Coast, Inc. also has the right to terminate an Employee’s employment at any time, for any reason or no reason, with or without notice. No Employee may rely on any oral assurances that contradict this "at-will” employment relationship. (For further discussion of “at-will” employment, please refer to the next page of this handbook.)
EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Junior Achievement of the Palm Beaches & Treasure Coast, Inc. to provide equal opportunity in employment to all employees and applicants. No person is to be discriminated against because of race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity or other protected status. This policy of nondiscrimination includes, but is not limited to, the following:

- Junior Achievement of the Palm Beaches & Treasure Coast, Inc. employs those applicants who possess the necessary skills without regard to the above groups;
- Junior Achievement of the Palm Beaches & Treasure Coast, Inc. promotes, upgrades, transfers, demotes, recruits, advertises or solicits for employment without regard to the above groups; and
- Junior Achievement of the Palm Beaches & Treasure Coast, Inc. trains employees during employment without regard to the above groups.

All employees at all levels of responsibility are expected to actively support these principles in our work environment. It is our firm conviction that equal opportunity will contribute to the success of both Junior Achievement of the Palm Beaches & Treasure Coast, Inc. and its employees.

AT-WILL EMPLOYMENT

ALL EMPLOYEES OF JUNIOR ACHIEVEMENT OF THE PALM BEACHES & TREASURE COAST, INC., ARE EMPLOYEES “AT-WILL.” “AT-WILL” EMPLOYMENT means that the Employee is free to resign at any time, for any reason or no reason, and with or without notice. Likewise, Junior Achievement of the Palm Beaches & Treasure Coast, Inc. reserves the same right, and thus may discharge its “at-will” Employees at any time, for any reason or no reason, with or without notice. No Employee may rely on oral assurances that contradict this “at-will” employment relationship unless they have a written contract signed by the President or designee.

The guidelines contained in this handbook do not create a contract of employment. They do not create a legally enforceable or binding promise or representation. These guidelines do not bind Junior Achievement of the Palm Beaches & Treasure Coast, Inc. to follow particular procedures prior to terminating an Employee’s employment, or to terminate employment only for particular reasons. Judgments as to when or why an Employee should be disciplined or discharged are left entirely to the discretion of Junior Achievement of the Palm Beaches & Treasure Coast, Inc.
EMPLOYMENT OF RELATIVES

No individual shall be employed, serve as a member of the Board of Directors or be hired as a consultant, vendor or contractor by the Junior Achievement of the Palm Beaches & Treasure Coast, Inc. which will result in the existence of a subordinate-superior relationship between such individual and any relative of such individual through any line of authority. A relative employed in the direct line of authority at the time that this nepotism policy is passed will be identified by name and position. These individuals will be allowed to continue in their present positions. If they leave Junior Achievement of the Palm Beaches & Treasure Coast, Inc. they will not be replaced with a relative as defined herein.

As used in this Policy, the following definitions apply:

Relative shall mean an individual who is related to another as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandmother, grandfather, granddaughter, grandson, great grandparent, great grandchild, step grandparent, step great grandparent, step great grandchild, person who is engaged to be married to a person in a direct line of authority who otherwise holds himself or herself out as or is generally known as the person who the employee, in direct line of authority, intends to form a household, or any other person having the same legal residence as the person in direct line of authority.

Nepotism shall mean the employment of relatives, the utilization of family members as consultants, vendors or contractors, and/or the involvement of family members as members of the Board of Directors as defined herein.

REFERENCE CHECKS AND REFERENCE INQUIRIES

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. responds to reference inquiries regarding current or former employees through appropriate Human Resources representatives. The information provided will depend upon the nature of the inquiry. All requests for personal employee information should be directed to the President.

Employment References

Information released to prospective employers of former employees of Junior Achievement of the Palm Beaches & Treasure Coast, Inc. will be limited to the dates of employment, position last held and verification of quoted salary. Official letters of reference will not be given to employees leaving Junior Achievement of the Palm Beaches & Treasure Coast, Inc.
EMPLOYEE STATUS

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. classifies employees for administrative purposes depending upon their regularly scheduled work hours.

Employee classifications are as follows:

- Full-time: Full-time employees are those regularly scheduled to work 40 hours per week from 8:30 am to 5:00 pm (they are eligible for various employee benefits).
- Part-time: Part-time employees are those regularly scheduled to work fewer than 40 hours per week (they may be eligible for employee benefits).

Personnel Records

It is very important for employees to keep their personnel records up to date. Junior Achievement of the Palm Beaches & Treasure Coast, Inc. directs employees to notify their supervisors immediately if there is a change in status, including but not limited to the following:

- Name and social security number
- Home address
- Home telephone number
- Number of dependents
- Beneficiary(ies)
- Emergency contact
- Emergency telephone number
- Driver’s license status
- Additional education

Employees are required to report any situation or incident that may affect their employment with Junior Achievement of the Palm Beaches & Treasure Coast, Inc. or may have an impact on the image of the Junior Achievement of the Palm Beaches & Treasure Coast, Inc., including but not limited to any criminal charges, whether occurring on or off duty, to the President within five (5) days of the event.

All personnel records are the property of Junior Achievement of the Palm Beaches & Treasure Coast, Inc. and are stored in a locked filing cabinet with access only by the President and the Vice President or HR Director.
BENEFITS

The following summary descriptions of Junior Achievement of the Palm Beaches & Treasure Coast, Inc.’s employee benefits are included for illustration purposes only and are not meant to give the specific details of the benefit plans. In each case, specific provisions are set forth in the official policy or plan description. If there is any conflict between the descriptions contained in this or any other Junior Achievement of the Palm Beaches & Treasure Coast, Inc. publication and the official policy or plan documents, the language of the official policy or plan documents controls. Employees are directed to read their policy and plan documents for detailed information.

HEALTH-CARE PLAN

Some Employees may be eligible to apply for certain medical and vision benefits. Employees should consult with their supervisor to determine whether they are eligible to participate in any or all of these health care plans. For those employees who do receive medical benefits additional information can be found on the insurance company website.

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. offers a health care plan to eligible employees. The coverage begins the first of the month following 30 days of employment. Coverage ceases on the last day of the month in which termination of employment occurs unless the employee continues to pay for coverage under COBRA.

The design of the health-care plans is guided by:

- A commitment to make cost-efficient health care possible;
- An expectation that employees are responsible for personal health as a function of lifestyle, prevention, dietary habits, and self-care, taking reasonable precautions to ensure good health;
- A cooperative effort to work toward influencing external factors to control health-care costs; and
- A review of health-care plans on a continual basis to satisfy the needs of Junior Achievement.

The Summary Plan Description is available from the Human Resources Department of the National Office. Employees should refer to the Summary Plan Description for information regarding eligibility, participation, benefits provided, limitations of these benefits and claims procedures.

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. reserves the right to change its health plan and policies at any time and for any reason.
**DENTAL PLAN**

Some Employees may be eligible to participate in the dental plan. Employees should consult with their supervisor to determine whether they are eligible to participate and for information regarding enrollment.

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. offers a dental-care plan for eligible employees.

The Summary Plan Description (available from the Human Resources Department of the National Office) provides information regarding eligibility, participation, benefits provided, and limitations of these benefits and claims procedures for this Plan.

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. reserves the right to change its dental plan and its policy at any time and for any reason.

**GROUP TERM LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT LIFE INSURANCE PLAN**

Some Employees may be eligible for group term life insurance. Employees should consult with their supervisor to determine whether they are eligible for this coverage and for information regarding enrollment.

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. offers Term Life Insurance coverage to eligible employees in the event of the employee’s death to eligible employees. The coverage begins the first of the month following 30 days of employment.

The plan provides each active employee with Term Life Insurance and Accidental Death and Dismemberment Insurance (AD&D) equal to 2 ½ times the annual base salary of that employee. This benefit is employer paid. The Summary Plan Description (available from the Human Resources Department of the National Office) provides information regarding eligibility, participation, benefits provided, and limitations of these benefits and claim procedures for this plan.

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. reserves the right to change its Term Life Insurance coverage and policies at any time and for any reason.

**VOLUNTARY TERM LIFE – SUPPLEMENTAL**

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. employees may be eligible for voluntary term life supplemental insurance, with coverage available at varying levels to employees and their dependents. Employees should consult with their supervisor to determine whether they are eligible for this coverage and for information regarding enrollment and
premium payment criteria, benefits available, participation in the plan, and claim procedures. This benefit is 100 percent employee paid.

LONG-TERM DISABILITY INSURANCE PLAN

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. offers Long Term Disability Insurance to eligible employees. This benefit is 100 percent employee paid. The employee pays the premium through a payroll deduction.

PENSION PLAN

Some employees may be eligible to participate in the Retirement Plan for Employees of Junior Achievement administered by Junior Achievement USA®. Employees should consult with their supervisor to determine whether they are eligible to participate in the pension plan and for information regarding enrollment and benefits available, participation in the plan, and claim procedures. Employees who are eligible to participate in the pension plan will be subject to a vesting period. Employees should consult with their supervisor for information regarding vesting periods.

BENEFIT STATUS FOR RETIRED EMPLOYEES

The JA Benefits Plan may provide continued coverage eligibility for retired Employees who have attained age 55, have completed at least ten consecutive years of service with JA immediately prior to retirement, and have insurance coverage under the plan on the last day of service. Retired Employees should review the plan documents and consult with Junior Achievement USA® for further information on benefit eligibility.

EMPLOYEE ASSISTANCE

JA provides access for all Associates at no cost to the Ability Assist program through The Hartford Group insurance company. The professionals with the Ability Assist program are trained counselors who are qualified to assist with problems regarding work and personal issues including substance abuse, domestic violence, stress management, depression, financial problems, relationship issues, and other types of work/life challenges. Associates and their immediate dependent family members are eligible for this program. Associates may place a confidential call to an Ability Assist program counselor by dialing 1-800-96-HELPS (1-800-964-3577). Counselors are available 24 hours a day, seven days a week, every day of the year.
Additional resources are also available online at: www.guidanceresources.com. You’ll be asked to provide the following information on the profile page:

1) In the Company/Organization field, use: HLF902

2) Then, create your own confidential user name and password.

3) In the Company Name field at the bottom of the personalization page, use ABILI

WORKERS’ COMPENSATION INSURANCE

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. provides workers’ compensation insurance for any employee who suffers a job-related injury or illness. Medical care and other benefits are paid under the provisions of Workers’ Compensation laws.

Employees of Junior Achievement of the Palm Beaches & Treasure Coast, Inc. are covered under this program on their first day of work. There is no cost to the employee for this coverage.

Job-related illnesses, injuries and/or accidents must be reported promptly to the President of Junior Achievement of the Palm Beaches & Treasure Coast, Inc. The employee or the employee’s supervisor shall provide a written report within 24 hours. Employees must have a doctor’s release to return to work.

Vacation and sick leave will not accrue during absences exceeding 30 days.
TIME AWAY FROM WORK

ATTENDANCE AND PUNCTUALITY

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. expects regular attendance and punctuality. Excessive absenteeism or tardiness may result in disciplinary action up to and including termination of employment.

The offices of Junior Achievement of the Palm Beaches & Treasure Coast, Inc. are open from 8:30 a.m. to 5:00 p.m. Each employee receives a half hour unpaid lunch which is to be taken between 11:30 a.m. and 2:00 p.m. If there are questions or special needs, the employee should discuss them with their supervisor or the President.

Employees are expected to report to work whenever scheduled. They should notify their immediate supervisor or the President within one hour of their reporting time whenever they are unable to report to work by the scheduled starting time. If their supervisor is unavailable, the employee should contact the President. Failure to notify the employee’s supervisor or President of any anticipated absence or delay may result in the loss of compensation during the absence, and may result in disciplinary action.

If an employee is absent from work for three (3) consecutive days without proper notice and authorization, the employee may be separated.

INCLEMENT WEATHER OFFICE CLOSURE PROCEDURE

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. will close or delay opening of its office due to inclement weather following the practices defined below:

- Junior Achievement of the Palm Beaches & Treasure Coast, Inc. may close or delay opening the office due to inclement weather. This decision will be made by the President or his/her designee. The decision to delay or close will be made by 6 a.m. and disseminated by voice mail and/or text message, unless there are extenuating circumstances prohibiting the announcement.

When Junior Achievement of the Palm Beaches & Treasure Coast, Inc. is OPEN:

- Employees are expected to make an effort to get to work during inclement weather if the office of Junior Achievement of the Palm Beaches & Treasure Coast, Inc. is open. Those employees who are unable to get to work under these conditions should contact
their supervisor or the President as soon as possible. This time will be counted as a personal day or a vacation day or as unpaid absence.

- If weather worsens, the President of Junior Achievement of the Palm Beaches & Treasure Coast, Inc. will determine early closure, if necessary. In the President’s absence, their designee will determine early closure.
- If the employee elects not to report to work, the employee must use personal, vacation, or unpaid leave during that period.

Employees scheduled to work will be paid whenever Junior Achievement of the Palm Beaches & Treasure Coast, Inc. is closed during inclement weather.

Employees on vacation, personal time, sick leave, or any other type of paid or unpaid leave when Junior Achievement of the Palm Beaches & Treasure Coast, Inc. is closed due to inclement weather are not eligible to charge their time to inclement weather.

**Hurricane Policy**

When severe weather approaches, Junior Achievement of the Palm Beaches & Treasure Coast, Inc. will determine if and when to close the office. Employees shall assist in preparing the office once weather alerts are issued.

Preparations include such tasks as disconnecting computers and other electrical equipment, as well as packing up Junior Achievement of the Palm Beaches & Treasure Coast, Inc. documents. Employees must provide their supervisors with contact information during and after the storm. Junior Achievement of the Palm Beaches & Treasure Coast, Inc. also recognizes the importance of personal preparation of each employee’s home and family.

Once a hurricane watch is issued, employees may schedule and use accrued vacation time to make personal preparations. Once a hurricane warning is issued and the office is closed, employees will be compensated for their regular workday, up to a maximum of eight (8) hours per day, for up to seven (7) days each hurricane season. If the Organization remains closed, non-exempt employees may use accrued sick or vacation time until the office reopens; exempt employees must use accrued vacation time until the office reopens. Once the office officially reopens, employees are expected to return to work.

**After a Storm**

Junior Achievement of the Palm Beaches & Treasure Coast, Inc.’s management will determine when it is appropriate to reopen the office after a hurricane. Employees shall be contacted by their supervisors regarding the office status.
**HOLIDAYS**

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. observes 10 holidays during the calendar year. In general we follow the holiday schedule of the National Office of Junior Achievement which will be posted in the employee break room.

As a general rule, if a holiday falls on a Sunday, the following Monday will be observed as the holiday. A holiday that falls on a Saturday will be observed on the preceding Friday.

Regular employees normally scheduled to work on the day the holiday falls will be paid in accordance with the number of hours they would have worked.

Occasionally a holiday will come at a very busy time for Junior Achievement staff. At that time, staff can elect, with the President’s approval, to work the holiday and take another day.

Holidays are not considered time worked in the computation of overtime.

**PERSONAL DAYS**

Junior Achievement the Palm Beaches & Treasure Coast, Inc. grants two personal days (16 hours) per calendar year to full-time Employees. Part-time Employees are granted a portion of the personal days off based on the percentage of time worked. For example, an Employee who works fifty percent of the time is granted one personal day. New full-time Employees hired on or after July 1 are granted one personal day through December 31. Personal days off for part-time Employees hired on or after July 1 are pro-rated accordingly. Personal days cannot be carried over into the new calendar year. Employees are not compensated for unused personal days at year-end or when terminating from employment. Personal days are not considered time worked in calculating overtime. Personal time must be recorded in half- or full-day increments.

**VACATION**

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. grants vacation to its employees in recognition of service. The schedule is as follows:

<table>
<thead>
<tr>
<th>YEARS OF SERVICE</th>
<th>YEARLY VACATION ALLOWANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3 years</td>
<td>80 hours (6.66 hours earned per month)</td>
</tr>
<tr>
<td>4-9 years</td>
<td>120 hours (10 hours earned per month)</td>
</tr>
<tr>
<td>10-19 years</td>
<td>160 hours (13.33 hours earned per month)</td>
</tr>
<tr>
<td>20 years plus</td>
<td>200 hours (16.66 hours earned per month)</td>
</tr>
</tbody>
</table>
Employees hired at or promoted to a director level or above, and who provide ten years of previous experience in a field related to their new position, will receive three weeks’ vacation upon hire or promotion, and will accrue according to the current schedule thereafter.

Vacation accrues from the date of hire. Employees hired on or before the 15th of a month are credited for the whole month for accrual purposes. Employees hired after the 15th of a month begin accrual the following month.

After one year of employment, Employees terminating employment will be paid unused vacation time earned through their last day of work. Employees terminating on or before the 15th of the month do not earn vacation for that month; employees terminating after the 15th of the month will earn vacation for that month. If an Employee separates from Junior Achievement of the Palm Beaches & Treasure Coast, Inc. and has used more vacation time than he/she has earned, the Employee must pay Junior Achievement of the Palm Beaches & Treasure Coast, Inc. for the unearned, but used, vacation days. Junior Achievement of the Palm Beaches & Treasure Coast, Inc. may deduct any amount owed for unearned, but used, vacation days from the Employee’s final paycheck.

A maximum of five vacation days may be carried over to the following calendar year. Vacation pay is included in an Employee’s annual pay. Exceptions to the maximum five day carryover will be allowed only in unusual, extenuating circumstances and requires approval of the Executive Committee of the Board of Directors with subsequent reporting to the full Board of Directors. Employees will not receive additional compensation for vacation that is not carried over. Employees hired after September 15 are allowed to carry over one hundred percent of their accrued vacation to the following year for the first year of employment only.

Vacation time is not considered time worked in calculating overtime. Vacation time must be recorded in half- or full-day increments.

Employees will not earn vacation time during unpaid absences exceeding 30 days.

Part-time employees are entitled to vacation on a pro-rata basis. Vacation days will be earned at a rate that equals a percentage of the schedule for full-time employees, based on the average weekly number of hours worked. For example, a part time employee working 24 hours weekly will earn vacation days at 60% the rate of a full time employee who has the same years of service (i.e. 24 hours = 60% of 40 hours). A full time employee with 2 years of service earns 10 vacation days. The part time employee with 2 years of service who works an average of 24 hours weekly would earn 60% of 10 days or 6 vacation days annually.

In order to take vacation, Employees must obtain advance approval from their supervisor.
PERSONAL LEAVE OF ABSENCE

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. allows time off without pay for a personal leave of absence when:

- In management’s judgment, exceptional circumstances warrant such action; and
- There is no vacation time available to cover this time requested.

Approval of request for personal leaves of absence will be based on management’s judgment of, among other things, the following:

- Urgency or seriousness of request;
- Workflow and/or scheduling requirements;
- Cost of the replacement of the employee during an approved leave;
- Employee’s attendance record;
- Employee’s length of service; and
- Employee’s job performance.

Normally, a personal leave of absence will not exceed 90 days. A personal leave of absence over 30 days, except a military leave of absence, will not be counted as time employed for vacation accrual and the employee will be responsible for payment of health benefits.

A request for a personal leave of absence must be made in writing by the employee and approved by the employee’s supervisor and the President.

Because of workflow, an employee may not be guaranteed the same position or pay upon return from a Leave of Absence exceeding thirty days.

Refer to “Status Following Leave of Absence” for further information.

SICK DAYS

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. Employees are granted up to ten paid sick days (80 hours) per calendar year. New Employees hired on or after July 1 are granted three and one-half days (28 hours) of paid sick time through December 31. Part-time Employees are granted a portion of sick days based on the percentage of time worked. Employees are not compensated for unused sick days at year-end or when terminating employment, and unused sick days are not carried over into the next calendar year. Junior Achievement of the Palm Beaches & Treasure Coast, Inc. may require Employees to provide a doctor's note in order to claim a sick day.

Sick days may be used only for the Employee’s illness; doctor appointments for the Employee, their spouse, child, or parent; or to care for the Employee’s spouse, child, or parent who is ill. If an Employee becomes ill at work or must leave for a doctor appointment, they must inform
their supervisor of their need to leave and when they expect to return. If an Employee is not able to report to work, they are to contact their supervisor at least one hour prior to their scheduled start time. If their supervisor is unavailable, the Employee should contact the President. Sick time must be recorded in one-hour increments.

**SHORT-TERM DISABILITY**

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. provides time off due to a serious or extended illness.

Short-term disability leave is generally granted when:

- An employee is away from work for health-related leave for more than five (5) consecutive business days; and
- The employee’s physician certifies that such an absence is necessary for medical reasons and the employee is unable to perform his or her job.

Short-term disability will be granted only for the time, up to a maximum of 90 consecutive calendar days, a regular full-time or part-time employee is unable to perform his or her job. The maximum length of short-term disability is 90 days in any given 12 month period, measured backward from the date leave is scheduled to begin.

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. reserves the right to request further information and/or require a separate medical examination at its expense to determine benefits under this policy. Short-term disability benefits will generally be paid on the following schedule until the Employee's health care provider determines that the Employee may return to work. At that time, an Employee must provide a note from their health care provider certifying that they may return to work. This practice is administered internally for Junior Achievement of the Palm Beaches & Treasure Coast, Inc. Associates and is not an insurance policy.

<table>
<thead>
<tr>
<th>Less than 12 months</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 plus months through 18 months</td>
<td>90 consecutive calendar days at 60% pay</td>
</tr>
<tr>
<td>18 plus months through 5 years</td>
<td>45 consecutive calendar days at 100% pay</td>
</tr>
<tr>
<td>5 plus years or more</td>
<td>90 consecutive calendar days at 100% pay</td>
</tr>
</tbody>
</table>

A rehired employee who returns after more than 30 days following termination from Junior Achievement of the Palm Beaches & Treasure Coast, Inc. begins short-term disability as a new employee.
If a company holiday occurs while an employee is on short-term disability, that day will be designated a holiday for paid time off purposes. If the office is closed for other than holiday, this time is charged to short-term disability.

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. requires medical certification that the employee may return to work.

BEREAVEMENT LEAVE

Absences with pay or without pay will be allowed for time away from work due to a death in the immediate family for employees. The amount of time allowed will be determined by the President who will take into account the time required to travel to the funeral and/or time required to settle matters related to the death. The maximum amount of time with pay will be five (5) days.

For purposes of this policy, the "immediate family" includes: Child, Parent, Grandparent, Grandchild, Brother or sister, In-law of any of the previous, Spouse, Legal guardian, Relative living in the Employee's residence. Junior Achievement of the Palm Beaches & Treasure Coast, Inc. may require written proof of death and the relationship with the deceased.

JURY DUTY ABSENCE

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. allows up to ten (10) days’ time off with pay when an employee is to serve as a juror.

During jury duty, an employee will be paid his/her salary and is not required to return any fees paid for jury duty. An employee is to return to work each day when not required to be present for jury duty. Employees must provide to payroll the form given to them by the court documenting the time spent on jury duty. Pay for jury duty will not be continued beyond two weeks annually. Time spent as a juror or witness will be charged as “Jury Time” and is not counted as time worked in the computation of overtime.

MILITARY LEAVE OF ABSENCE

Junior Achievement of the Palm Beaches & Treasure Coast, Inc. allows a leave of absence for military duty in accordance with applicable laws.
President’s Report
August 23, 2018

K.P.A. #1 Student Impact FY19
2018-19 Student Impact Total: 201
2018-19 Student Impact Goal: 25,500
2018-2019 Total Classes:

FY18-2017-2018
Our final student number is 25,584
Our final contact hours are 157,606
Our final classes: 1,115

K.P.A. #2 Programs and K.P.A. #3 Volunteers
The Riviera Beach Basketball Academy program is completed. 75 students participated in JA Economics for Success and JA Finance Park

Programming is now running at the East Stuart Youth Center. They are implementing JA Our Families, JA More than Money and JA Economics for Success with over 175 students, afterschool.

Renaissance Charter School in Tradition, Port Saint Lucie will be starting programming on September 5

We attended Palm Beach County School Districts Choice Program Pre-School Workshop last week at Palm Beach Central High School

SunTrust has committed to having over 30 employees volunteer for elementary in-class in both Palm Beach County and St. Lucie County during the month of October.

The first JA Day will be September 14th at Grassy Waters Elementary volunteers will come from Palm Beach Lakes High School, New York Life, Seaside Bank, and Valley National Bank.

Another JA Day is scheduled for September 26th at Jupiter Elementary, volunteers will come from Pure Pointe Financial, Granite, Wells Fargo, and Jupiter High School.

The JA BizTown calendar is filling up fast. We are currently booking teacher trainings for first year JA teachers around the district.

South Fork High School is set to begin JA Personal Finance the first week in September.

Partnerships and Collaboration:
Bob has been attending the PB Tech Education committee and the Glades Career Readiness Roundtable.
We alternate who attends the Riviera Beach Kiwanis Club
CKI Club through Riviera Beach Kiwanis will become College Champions
Claudia attended her first board meeting of the Forum Club of the Palm Beaches
Claudia is serving a president of the West Palm Beach Rotary Club
Bob and Brittany attended the Central Palm Beach Chamber education luncheon
Claudia and Bob are attending the Chamber of the Palm Beaches Back to School breakfast
Followed up with the JA Georgia team regarding launching a 3DE (JA Academy) in Palm Beach County in FY20.
The Fite Group will be donating office chairs, computers and file cabinets at the end of the month

K.P.A. #4 Board Development
Dena and Claudia are meeting with Board members in small groups. There are about 10 still to meet
Brady Guthrie Billinghurst is interested in joining the board.
**K.P.A. #5 Funding**

LOI sent to the following New Foundations this month:
- Hobe Sound Community Chest
- Frank DeLuca Foundation
- Georgia Pacific
- Kinder Morgan

**Grants/Foundations (Rachel)**

**RECEIVED/APPROVED**
- PBC Youth Services Department $40,000 (will be billed monthly)
- Big Lots $380 (JA BizTown)
- TD Bank $5,000
- Prime Time Palm Beach County $50,000 JA BizTown; $56,707 Train the Trainer
- Sugar Cane Growers $1,000
- Dick’s Sporting Goods $500

**PENDING**
- Frank J Lewis $10,000
- Lockheed Martin invited to submit $10,000 proposal
- Lost Tree Village $5,000
- Wishing You Well Foundation $10,000
- United Way of PBC $20,000
- GoodYear $5,000
- FEDEX $5,000
- Admirals Cove $2,500
- Ballen Isles
- Cassett Foundation $2,500
- Hobe Sound Community Chest $2,500
- Frank DeLuca Foundation $5,000
- Chase Family Foundation $2,500
- Kiwanis Club of Riviera Beach $10,000
- Daphne Seybolt Culpeper Foundation $2,500
- Gruss Foundation $2,500
- Impact the Palm Beaches $100,000

**Corporate Campaign (Bob)**

Spoke with David Scott from the City of Boynton Beach, and he expressed interest in sponsoring a group of students for JA Company. Sent him a proposal, and have a follow up phone call on 8/20/2018.

Bob and Sandy met with Pure Point Financial and they asked for sponsorship information for Play-4-JA and JA in a Day.

Rachel and Bob met with Waste Management, and they are considering sponsoring JA BizTown at a high level this year.

Bob has a phone call with ESPN West Palm, on 8/17/2018, regarding sponsorship opportunities.

Stephanie Abrams, Ko-Mar Production Company, is extremely interested in speaking about sponsorship and engaging her team through JA programming.

Bob spoke to Chuck Biondo, PSM, and they are excited to host job shadow events at their site, and asked for information about sponsoring the program.

Sent a request to Cintas to sponsor Play-4-JA.

Ft. Pierce Utility Authority requested proposal to sponsor JA High School Heroes on the Treasure Coast.
Sent Como Oil sponsorship proposal for JA High School Heroes on the Treasure Coast.
A Proposal sent to United Franchise Group to sponsor JA Job Shadow. Bob and Rachel had a follow-up conference call with UFG to answer questions regarding the proposal, and they were going to present the proposal to their management.
Claudia met the owner of Black Bart Lures, and they want to participate in JA. Bob is waiting for them to respond to find out if they are interested in sponsorship.
A proposal sent to DigitalBridge to underwrite JA Company/Pivot and Pitch for the 2019-2020 and 2020-2021 school years. I spoke to Mark Ganzi, and he wants to set up a time to speak at the start of September.
New York Life Insurance is interested in volunteering for a JA in a Day at Grassy Waters Elem, will donate $18 per hour for each hour one of their staff volunteers for JA programming.
Met with Richard Tambone about partnering with JA.
Claudia reconnected with Chuck Mohler, President of Olympusat and Jaime Verd, Operations Manager connecting Bob.
LPL Financial has committed $12428 to our area for JA Finance Park and JA Company programs through JA USA.

**Individual Giving (Claudia)**
- Updating the individual list and starting to work with BCRM
- Followed up with Marti Latour, Mark Foley and Michael Mathe meeting with them next week
- Claudia reached out to David Nicholson through LeAnne about the Golf Classic
- Claudia met with Eddie Schmidt at Table 26 regarding a dinner in Nov/December.
- Spoke with Kathy Theofilos and we are meeting when she’s back in town
- Met with Rick Stone and Bill Meyer about Gala and other support

**Events**

**10/20/18 Play4JA @ Palm Beach Par3**
Rachel and Bob are reaching out to potential sponsors. The Palm Beach permit has been submitted. Sponsorship proposals have been sent. A mass email was sent out to our contacts. A Save the Date mailing was sent out. Previous golfers will be contacted by phone. We have just one foursome signed up so far. Proposal also sent to PBIRG and First Republic Bank.

**12/14/18 JA Golf Classic**
Jonathan's Landing is undergoing renovations so we have to find another venue for the Golf Classic. Chairman Mark Wade and Claudia explored 16 other courses through the committee the top choices Loxahatchee Club, Turtle Creek and Dye Preserve were not available. Trey Fogg is working with Dena to find an alternative location.

**2/23/19 Hall of Fame**
Claudia and Rick Stone met with Bill Meyer he has agreed to be the 2020 Honoree

**3/12/19 M.A.D. Science**
Dr. Hansel Tookes has been scheduled to be the MC for the evening. The event will take place at Scripps once again.

**4/10/19 JA Pitch**

**4/27/19 Caribbean Wind**
Confirmed with Rybovich. Chairs Nadine and David Fite have confirmed.
K.P.A. #6 Brand
The Board portal does have a password: Junior9468
A press release was sent out for the Riviera Beach Basketball camp partnership sponsored by Rick Stone.
Claudia was a delegate on the PBC School Board agenda 8/15 with JA Education Committee chair LeeAnne LeBanz
We submitted our events to the Charity Datebook.

K.P.A. #7 Staff K.P.A. and #8 Operations
All staff reviews have been completed.
JA USA Operational Standards Deadline was met to submit area information.
Prime Time did their annual monitoring of JA Biz Camp and Train the Trainer along with the programic and financial audit.
The JA Education Committee met and Leanne Lebanz

K.P.A. #9 Governance
Employee handbook was reviewed and an oversite was found. The Short term disability needs to be added back in and is a proposed agenda item
Upcoming events for August - November:

- **September 14**- Grassy Waters ES- JA Day
- **September 26**- Jupiter ES- JA Day
- **October 20**- Play4JA Palm Beach Par 3
- **October 24** – JA Pivot (location TBD)
- **November 7 and November 8** – JA BizTown at H.L. Johnson Elem.
- **November 12 through November 16** – JA Global Entrepreneurship Week (locations TBD)
- **November 29 and November 30** – JA BizTown at Bessey Creek Elementary