AGENDA

REGULAR SCHOOL BOARD MEETING

GADSDEN COUNTY SCHOOL BOARD MAX D. WALKER ADMINISTRATION BUILDING 35 MARTIN LUTHER KING, JR. BLVD. QUINCY, FLORIDA

January 28, 2025

6:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

- 1. CALL TO ORDER
- 2. OPENING PRAYER
- 3. PLEDGE OF ALLEGIANCE
- 4. RECOGNITIONS
- 5. CITIZEN COMMENTS AND CONCERNS

ITEMS FOR CONSENT

- 6. REVIEW OF MINUTES SEE ATTACHMENT
 - a. December 17, 2024, 4:30 p.m. School Board Financial Workshop
 - b. December 17, 2024, 6:00 p.m. Regular School Board Meeting

ACTION REQUESTED: The Superintendent recommends approval.

- 7. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions)
 - a. Personnel 2024–2025 SEE PAGE #3

ACTION REQUESTED: The Superintendent recommends approval.

- 8. AGREEMENTS/CONTRACT/PROJECT APPLICATIONS
 - a. Purchase Order Request for Applied Com-Tek, Inc. SEE PAGE #5

Fund Source: 1100E 8100 3100 0201 99999 00000 00000 Amount: \$55,000.00

ACTION REQUESTED: The Superintendent recommends approval.

b. Update of School Data Mapping Grant Award – SEE PAGE #7

Fund Source: 1100E 7790 3900 9001 51583 00000 00000 Amount: \$61,215.00

ACTION REQUESTED: The Superintendent recommends approval.

c. Tallahassee State College (TSC) Field Placement MOU – SEE PAGE #12

Fund Source: N/A Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

d. Enterprise Fleet Management – SEE PAGE #27

Fund Source: Capital Outlay for Transportation Amount: \$227,225.35 (Anticipated Annual Cost)

ACTION REQUESTED: The Superintendent recommends approval.

e. Travel Procedures - SEE PAGE #54

Fund Source: N/A Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

9. STUDENT MATTERS – SEE ATTACHMENT

a. Student Expulsion - See back-up material

Case #058-2425-0051

ACTION REQUESTED: The Superintendent recommends approval.

10. EDUCATIONAL ISSUES

a. Crossroad Academy Charter Schools Out-of-State Field Trip Request - SEE PAGE #73

Fund Source: N/A Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

b. Crossroad Academy Charter Schools Out-of-State Field Trip Request - SEE PAGE #79

Fund Source: N/A Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

ITEMS FOR DISCUSSION

11. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

12. SCHOOL BOARD REQUESTS AND CONCERNS

13. ADJOURNMENT



THE GADSDEN COUNTY SCHOOL DISTRICT

Educating Every Student Today, Making Gadsden Stronger Tomorrow

Elijah Key, Superintendent of Schools 35 Martin Luther King, Jr. Blvd Quincy, Florida 32351 Main: (850) 627-9651 or Fax: (850) 627-2760 www.GadsdenSchools.org

January 28, 2025

The School Board of Gadsden County, Florida Quincy, Florida 32351

Dear School Board Members:

I am recommending that the attached list of personnel actions be approved, as indicated. I further recommend that all appointments to grant positions be contingent upon funding.

Item 7A Instructional and Non-Instructional Personnel 2024-2025

The following reflects the total number of full-time employees in this school district for the 2024-2025 school term, as of January 28, 2025.

	DOE	#Employees
Description Per DOE Classification	Object#	January 2025
Classroom Teachers and Other Certified	120 & 130	299.00
Administrators	110	54.00
Non-Instructional	150, 160, & 170	370.00
		723.00
Part Time Instructional		4.00
Part Time Non Instructional		3.00
Total		7.00
100% Grant Funded		188.00
Split Grant Funded		20.00
Total Grant Funded of 723 Employees		208.00
1 2		

Sincerely,

ah Key, Jr.

Superintendent of Schools

Cathy S. Johnson DISTRICT NO. 1 Havana, FL 32333 Midway, FL 32343

Steve Scott DISTRICT NO. 2 Quincy, FL 32351 Havana, FL 32333 Leroy McMillan. DISTRICT NO. 3 Chattahoochee, FL 323324 Greensboro, FL 32330 Charlie D. Frost DISTRICT NO. 4 Gretna, FL 32332 Quincy, FL 32352 Stacey Hannigon DISTRICT NO. 5 Quincy, FL 32351

AGENDA ITEM 7A INSTRUCTIONAL AND NON INSTRUCTIONAL 2024/2025

INSTRUCTIONAL

Name	Location	Position	Effective Date
Bruland, Bronze	GCHS	Teacher	01/06/2025
Bush, Charmaine	WGMS	Teacher	12/13/2024
Ebanks, Keisha	GCHS	Teacher	01/06/2025
Luckey, Anthony	WGMS	Teacher	01/06/2025
Maynor, Shontesska	WGMS	Teacher	01/06/2025
Pugh, Barbara	CES	Teacher	01/06/2025
Robinson, Andreca	HMS	Teacher	01/13/2025
Tyler, Jasmyn	SSES	Teacher	01/06/2025
Walker, Kiara	HMS	Teacher	01/06/2025
Yee, Marville	GCHS	Teacher	01/06/2025

Name	Location	Position	Effective Date
Conway, Jomala	SSES	School Food Service Worker	12/11/2024
Hernandez Cartagena, Amanda	District/ESE	Social Worker	12/12/2024
Johnson, Victoria	CES	Educational Paraprofessional	01/06/2025
Lee, Jaleesa	GBES	Educational Paraprofessional	01/06/2025
Williams, Kimberly	Transportation	Bus Driver	01/07/2025

REQUESTS FOR LEAVE, RESIGNATION, TRANSFERS, RETIREMENTS, TERMINATIONS OF EMPLOYMENT: LEAVE . . te

Name	Location/Position	Beginning Date	End Date
McGlockton, Shaundra	Headstart/PreK/Teacher	12/10/2024	01/17/2025

RESIGNATION

Name Dupont, Natalie Gordon, Larry Hayes, Monica Highman, Keshandra Luckey, Anthony* McNealy, Janiya Molano Cardenas, Maria Pugh, Barbara Richardson, Jessica Walker, Kiara*

Location GTC GBES District HMS WGMS District/Safety and Security District/ESE CES District HMS

Position **Effective Date** Job Development Counselor 12/23/2024 School Food Service Worker Social Worker Teacher Educational Paraprofessional School Guardian Social Worker Teacher Social Worker Teacher

01/07/2025 12/23/2024 12/20/2024 12/20/2024 12/20/2024 12/20/2024 01/10/2025 12/23/2024 01/06/2025

*Resigned to accept another position within the District

TRANSFERS

Name Smith, Jazzlyn

DROP RETIREMENT

Name Harper, Juan Home, Angeline

SUBSTITUTES

Teacher Porath, Jack

Transferring From GCA/ESE Self Help Aide

Location/Position

Location District/Safety and Security Transportation

Location/Position Transferring To GWM/ESE Self Help Aide

Position

Bus Driver

School Guardian

Effective Date 01/06/2025

Effective Date 01/01/2025

01/31/2025

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA
AGENDA ITEM NO. <u>8a</u>
DATE OF SCHOOL BOARD MEETING: January 28, 2025
TITLE OF AGENDA ITEM: Purchase Order Request for Applied Com-Tek. Inc.
DIVISION: <u>Safety</u>

_____ This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM: This request is for School Board approval of a purchase order in the amount of \$55,000.00. This would be for services at Stewart Street Elementary for the upgrade of the intercom system. Attached is the quote.

FUND SOURCE: 1100E 8100 3100 0201 99999 00000 00000

AMOUNT: \$55,000.00

PREPARED BY: Officer Tiffany Parsons-Buckhalt

POSITION: Director of Safety

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

<u>NA</u> Number of ORIGINAL SIGNATURES NEEDED by preparer. SUPERINTENDENT'S SIGNATURE: page(s) numbered <u>NA</u> CHAIRMAN'S SIGNATURE: page(s) numbered <u>NA</u> REVIEWED BY: <u>MA</u>

Applied Com-Tek, Inc

1750 Old Federal Road Quincy FL 32351 850-999-8848

Name / Address	
Gadsden County Public Schools 35 Martin Luther King Blvd Quincy, FL 32351	

			Terms	Project
			Due on receipt	
Item	Description	Qty	Rate	Total
Labor	Stewart Street Elementary School - Repair of Intercom System including: Installation of new Bogan Intercom system at office Installation of 65 new speakers including toning and rewiring. Rewire Intercom cable to portable buildings where exposed wire was located. Estimate includes all labor and materials		55,000.00	55,000.0
	1	T	otal	\$55,000.00

Estimate

Date	Estimate #
12/19/2024	07712

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA AGENDA ITEM NO. ______ DATE OF SCHOOL BOARD MEETING: ______ January 28, 2025

TITLE OF AGENDA ITEM: Update of School Data Mapping Grant award

DIVISION: _Safety

_____ This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM: The District was awarded \$61.344.00 by the FL Department of Education for the purpose of updating the maps of all school buildings for emergency purposes. The Board previously approved a purchase order for Critical Response Group (CRG) to provide these services based on the existing paper architectural plans of buildings in the amount of \$35.695.00. CRG has since offered theses services with a LiDAR (light detection and ranging) scan in the amount of \$61.215.00. A LiDAR scan of a building's interior is a 3D model of the building created using a laser that emits pulses and captures the reflected light. This will provide a current and highly accurate layout and map for each location. A purchase order was issued for these services and attached is that purchase order and the related quote. CRG is tentatively scheduled to begin these site visits of February 3, 2025.

FUND SOURCE: 1100E 7790 3900 9001 51583 00000 00000

AMOUNT: \$61,215.00

PREPARED BY: Officer Tiffany Parsons-Buckhalt

POSITION: Director of Safety

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

TPB

NA____Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered <u>NA</u>

CHAIRMAN'S SIGNATURE: pree(s) numbered _____ NA

REVIEWED BY:

PAGE 1 OF 1

VENDOR KEY

FISCAL YEAR

ENTERED BY

ORIGINAL REQ #

PURCHASE ORDER NUMBER

: CRITICAL000

: 2024-2025 : ODONNAMY000

: 0000068903

1



PO DATE	
12/20/2024	
	-

PRINTED 01/03/2025

The School Board of Gadsden County Attention: Accounts Payable 35 Martin Luther King, Jr. Blvd Quincy, FL 32351

VENDOR: CRITICAL RESPONSE GROUP 200 AMERICAN METRO BLVD STE 113 HAMILTON, NJ 08619 SHIP TO: GADSDEN CO SCHOOL BOARD 35 MLK JR BLVD QUINCY, FL 32351

ATTN: AMY ODONNELL

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS		UNIT PRICE	AMOUNT
1		Services provided for the Florida Department of		61215.00000	61,215.0
		Education-School Mapping Data Grant award, See	attached		
		proposal signed 12/20/24.	1		
		ACCOUNT SUMMARY (FOR INTERNAL US			
		ACCOUNT NUMBER	ACCOUNT AMOUNT		
		1100E7790 3900 9001 51583 00000 00000	61,215.00		
1					
			×		
to Toy Ever	notion 4			PAGE TOTAL	61,215.0
		· 85-8012621915C-2 FEID # - 59-6000615 ler this order must be received and invoiced by 06/30/25		TOTAL	61,215.0
nems durch	aseu ullo	er uns order must be received and involced by 00/30/25		TOTAL	01,213.0

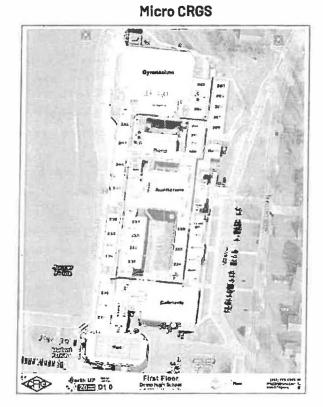
PURCHASE APPROVED BY:



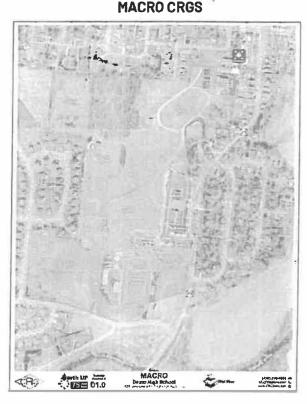
CRG Understanding Your Proposal From Critical Response Group

Critical Response Group, Inc., proudly proposes a mapping solution born from lessons learned by US Special Operation Forces and successfully transitioned for use by critical infrastructure and domestic public safety professionals.

Collaborative Response Graphics[®](CRGs[®]) are site-specific common operating pictures that enable better communication during an emergency. CRGs combine accurate floor plans, high resolution imagery, emergency response pre-planning, and a gridded-overlay into one map. Critical Response Group builds CRGs and distributes them to first responders for use in their pre-existing software applications and provides the necessary training to ensure full implementation.



Your proposal contains two types of CRGs:



Each floor of a building receives a "Micro" CRG to coordinate response inside a building.

Each campus receives a "MACRO" CRG to coordinate response outside of a building

Micro CRGs come standard with labeling for floor levels, facility nomenclature, doors/access points, main utility shut-offs, roof access points, Fire Alarm Control Panels, security key boxes, AEDs, and trauma kits, and are used to coordinate emergency response inside a structure.

MACRO CRGs come standard with labeling for buildings, parking lots, athletic fields, roadways, access points, and other key landmarks around the property. MACRO CRGs are used to coordinate events exterior to the structure.

ORDER DATE: December 16, 2024

CRG

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- FROM: The Critical Response Group 200 American Metro Blvd. | #113 Hamilton Twp, NJ 08619
- T0: Tiffany Parsons-Buckhalt School Safety Specialist Gadsden County Public Schools parsonsbuckhalttif@gcpsmail.com

PRODUCT(s)	TOTAL	
GadsdenCountySchoolDistrict		
Chattahoochee Elementary School	\$3,245.00	
 MACRO/Micro Collaborative Response Graphic(s)(CRG) 	QJ7243.00	
George W. Munroe Elementary School	\$3,245.00	
 MACRO/Micro Collaborative Response Graphic(s)(CRG) 	\$5,245.00	
Greensboro Elementary School	\$3,245.00	
 MACRO/Micro Collaborative Response Graphic(s)(CRG) 	Q0/210.00	
Stewart Street Elementary School	\$3,245.00	
 MACRO/Micro Collaborative Response Graphic(s)(CRG) 	Q0/240.00	
James A Shanks Middle School	\$3,245.00	
 MACRO/Micro Collaborative Response Graphic(s)(CRG) 	00/240.00	
West Gadsden Middle School	\$3,245.00	
 MACRO/Micro Collaborative Response Graphic(s)(CRG) 	00,240.00	
Gadsden County High School	\$3,245.00	
 MACRO/Micro Collaborative Response Graphic(s)(CRG) 	00/210.00	
Crossroads Academy Charter School	\$3,245.00	
 MACRO/Micro Collaborative Response Graphic(s)(CRG) 	Q0(240.00	
Havana Magnet School	\$3,245.00	
 MACRO/Micro Collaborative Response Graphic(s)(CRG) 	Q0/240.00	
Carter Parramore Academy	\$3,245.00	
 MACRO/MicroCollaborativeResponseGraphic(s)(CRG) 		
Gadsden Technical College	\$3,245.00	
MACRO/Micro Collaborative Response Graphic(s)(CRG)	Q0/2 10.00	
L IDar Seen	ensi	
LiDar Scan for each site in Gadsden County School District	\$13,200.00	
Inplementationand Maintenance	Cost	
mplementation and Maintenance for 2 Additional Years	\$12,320.00	
Total:	\$61,215.00	

CRG Proposal from Critical Response Group

Accepted and Agreed By:

(g

Signature: M.L. Pr Printed Name: Marleni Bruner Title: Director of Business & Fihance Date: 12/20/24

The information and pricing contained in this proposal are strictly confidential. Signature above acknowledges that the parties stipulate to the Terms and Conditions set forth here: <u>htts://www.craplans.com/terms-and-conditions</u> and that Critical Response Group, Inc. is to begin work.

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8c

DATE OF SCHOOL BOARD MEETING: January 28, 2025

TITLE OF AGENDA ITEM: Tallahassee State College (TSC) Field Placement MOU

DIVISION: Office of Professional Learning Services

_____ This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

To establish an MOU between Tallahassee State College (TSC) and the Gadsden County School District for receiving field placement students from the TSC College of Education.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Kameelah Weeks

POSITION: Director of Professional Learning

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

2 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered ____14_____

CHAIRMAN'S SIGNATURE: page(s) numbered __14_____

REVIEWED BY: _____

1/13/25



Field Experience Agreement

Between Tallahassee State College and The School Board of Gadsden County, Florida

This Field Experience Affiliation Agreement, made and entered this 1/28/2024, (Effective Date) by and between <u>Tallahassee State College</u>, whose address is 444 Appleyard Drive, Tallahassee, Florida 32304, and The School Board of Gadsden County, Florida, whose address is 35 MLK Blvd., Quincy, Florida 32351, an entity domiciled in the State of Florida ("Board"). The Board and the College may be referred to jointly as the "Parties."

Recitals

- 1. Whereas, the Board and the College recognize the value and importance of the teaching profession, College teacher education programs, and other professional programs, and
- 2. Whereas, the public interest is served by ensuring a continuing source of competent and well-trained professionals who support the education of our students; and
- 3. Whereas, this Agreement will create a formal, structured, and sustainable partnership providing field experience for College students.

Therefore, the Parties agree as follows:

Section 1: Key Information

1.1. Agreement Term

This Agreement will be effective beginning upon the Effective Date, expiring on June 30, 2029.

1.2. Authorized Contacts

Any changes to the designated Agreement Manager shall be provided to the other Party in writing, on official letterhead, from the dean of the college (College) or the Assistant Superintendent of Academic Services (Board) and shall include all necessary contact information and the official date of the change.

Board Agreement Manager (Elijah Key – Superintendent of Schools)

Page 10 of

Page 13 of 85

College Agreement Manager/Representative

Dr. Tricia Rizza Associate Dean Tallahassee State College 444 Appleyard Drive Tallahassee, Florida 32304 Phone: (850) 201-8045 Email: tricia.rizza@tsc.fl.edu

1.3. Purpose and Definitions

- 1.3.1. The purpose of this Agreement is to provide educational experiences for selected College students, hereinafter referred to as "Interns."
- 1.3.2. <u>Interns</u> refers to all students seeking field experiences in an educational setting, under this Agreement, including internship (often conducted the last semester in a student's academic program, during which the College student completes the College's professional program under the guidance of an appropriately-credentialed Board professional ("Cooperating Professional") and the Cooperating Professional's supervisor ("Professional's Supervisor"); pre-internship (any field experience prior to the internship semester); and any other field experience, or observation which takes place in a Board facility and in which the Board participates. Interns are not employees, representatives, or agents of the College.
- 1.3.3. <u>Cooperating Professional</u> refers to any appropriately-credentialed Board professional who cooperates with, mentors, or assumes responsibility for any Intern for the purposes of providing field experience according to this Agreement. Unless otherwise agreed, Cooperating Professionals providing feedback on Intern performance shall have completed the Florida Clinical Education Training, and be appropriately-credentialed in, and have successfully demonstrated competencies in, their area of assignment. When appropriate to the College program, Cooperating Professionals will supervise the Intern, assist in developing the professional growth of the Intern through demonstration of and instruction in skills and attitudes, and work cooperatively with the College Supervisor in continuing evaluation of the Intern.
- 1.3.4. The <u>Professional's Supervisor</u> refers to the site administrator charged with oversight and evaluation of the Cooperating Professional and who assumes liability for site programs of instruction and activity.
- 1.3.5. Field experiences may refer to any of the activities listed and defined below:

Observation: The Intern observes activities and does not interact with students or others in a manner that requires professional training or for the purpose of receiving professional feedback on their performance from the Board.

Tutoring: The Intern provides one-on-one instruction to the Board's students.

Assistant: The Intern serves as an aide to a Board professional or assists a Board professional with planning, preparation, professional tasks, or instruction.

<u>Small Group Instruction</u>: The Intern provides instruction to a subgroup of Board students in a class.

<u>Whole Class Instruction</u>: The Intern provides instruction for an entire Board class under the supervision of the Cooperating Professional.

Assessment: The Intern administers tests, surveys, or assessments of one (1) or more students with approval of the Professional's Supervisor.

Internship: The Intern completes the final semester of his/her professional program and assumes, in a progressive manner, the normal duties of their assigned Cooperating Professional.

<u>Other</u>: Other field experiences acceptable to both Parties, within or outside of an instructional setting, or in areas such as administration and support services.

1.3.6. The term <u>School</u> refers to Board programs, services, or individual locations headed by a principal, Board administrator, or other Board personnel.

1.4. Communications

Each party to this Agreement shall designate an Agreement Manager (who does not serve as a Cooperating Professional) to administer the day-to-day provisions of this Agreement. They shall serve as the liaison and facilitator for their respective parties. Official placements shall be recognized as valid only if arranged through the designated Agreement Managers.

Once a placement is made Interns, Cooperating Professionals, Professional Supervisors, College Supervisors, and other College or Board personnel involved in the field experience may communicate freely to ensure each Intern has a successful field experience. However, until finalization of placements, Cooperating Professionals should not be contacted regarding the official status of placement.

Section 2: Requirements and Responsibilities

2.1. College Responsibilities

The College shall:

2.1.1. The College shall offer educational programs accredited by appropriate organizations; and shall determine standards of education, hours of instruction, learning experiences, administration, matriculation, promotion, and graduation.

- 2.1.2. The College shall keep all records and reports on Intern experiences in accordance with College policy and state law, and shall comply with the public records acknowledgement set forth in this Agreement.
- 2.1.3. The College shall inform the Board of its Intern placement requests with sufficient advance notice to vet potential Interns and notify Schools.
- 2.1.4. The College agrees to inform Interns of their responsibilities including following all State laws and rules, Board policies and procedures, and professional standards of behavior, providing special focus on maintaining the confidentiality of student and employee information.
- 2.1.5. The College shall assume responsibility for the overall educational experience and grades of the Interns with consideration given to the Cooperating Professional's assessment and overall evaluation of the Intern.
- 2.1.6. The College shall ensure that each Intern placed with the Board has completed the required academic preparation prior to final placement.
- 2.1.7. The College is responsible for the design of the Intern course of study of which the field experience is a part and shall provide coordination and implementation of the field experience in an educational setting.
- 2.1.8. The College shall assign a College Supervisor who is knowledgeable of the Intern course of study and who shall collaborate with the assigned Cooperating Professionals. The College Supervisor shall make periodic assessments of the Intern's progress, either through site visits or using video or audio recording. College Supervisors using video or audio recording in a Board site as part of the observation process must adhere to all Board policies and procedures and receive advance approval from the Professional's Supervisor.
- 2.1.9. Interns shall not be considered employees or agents of the College.
- 2.1.10. The College shall require that Interns, College Supervisors, and involved College staff be familiar with the Florida Department of Education's Code of Ethics and Principles of Professional Conduct.
- 2.1.11. The College shall ensure all lessons are preapproved and content complies with current Florida law and State Board of Education rules.
- 2.1.12. The College and its Interns shall obtain individual written approval before beginning any of the activities referred to in Section 1.3.5 of this Agreement. Such written approvals shall be on forms approved by both parties, and shall contain the signatures of all parties required by the form(s). The College and Board shall use a mutually agreed-upon procedure for placement of Interns.
- 2.1.13. College Supervisors shall complete the required training pursuant to Section 1004.04(5) (b), F.S., if applicable.

2.2. Board Responsibilities

- 2.2.1. The Board shall maintain sole responsibility for the instruction, education, and welfare of its students and the management of its employees, facilities, and programs. The Board shall be responsible for providing adequate staffing necessary to maintain the highest level of quality education for its students.
- 2.2.2. The Board agrees that Interns assigned for field or clinical experiences are under the supervision, control, and responsibility of the Board, as covered in this Agreement.
- 2.2.3. The Board shall determine the work location and assignment of Interns in collaboration with the College. No part of this Agreement shall be construed to guarantee the placement of an Intern.
- 2.2.4. In consideration of the Board's responsibility for the care and safety of its students, the Board shall retain the sole right to refuse access to its facilities and remove an Intern or College staff member who does not, at any time, meet the Board's requirements or the requirements of any appropriate authority controlling and directing Board facilities and services. Interns shall be instructed by the College to promptly and without protest leave an area whenever they are requested to do so by an authorized Board representative. In the event of any inappropriate actions by an Intern, the Board shall notify the College in a timely manner to ensure appropriate action may be taken by the College. In the event of a threat to student safety, as determined solely by the Board, the Board has the right to terminate the Intern placement action immediately and shall both verbally and in writing notify the College and the Intern as soon thereafter as is practicable.
- 2.2.5. The Board shall provide qualified Cooperating Professionals for Interns pursuant to Section 1004.04(5) (b), Florida Statutes (F.S.), and any other Florida Statute governing the Intern's program of study.

Cooperating Professionals selected by the Board will:

- a. serve as a resource for Interns and College staff.
- b. assist in orienting Interns to the School, classroom, students, Board facilities, and Board staff.
- c. explain all Board policies and procedures, and School Guidelines to Interns.
- d. when appropriate, provide Interns with prompt and substantive feedback regarding all performance activities and interactions with Board personnel, students, and parents.
- e. when appropriate, complete evaluations of Interns' progress and submit them to the College Supervisor, after reviewing them with the applicable Intern.

- f. immediately inform the College Supervisor of any concerns regarding an Intern.
- g. when appropriate, establish a time to regularly meet and discuss with Interns their activities, impressions, reflections, and suggestions for goals and areas from improvement.
- h. supervise Interns on a daily basis. If the Cooperating Professional is absent from the School for any reason, a School-approved substitute shall be assigned to the School site or classroom. Under no circumstances shall an Intern, even if he/she is certified, serve as a substitute of record during the Intern experience unless a separate agreement has been negotiated in writing by the Board and the College.
- i. shall complete the required training pursuant to Section 1004.04(5) (b), F.S., if applicable.
- 2.2.6. The Board shall provide to the College and Interns the policies and procedures and other relevant materials necessary to allow Interns and College personnel to function appropriately within the School.
- 2.2.7. Interns assigned to the Board shall follow the Board's protocols for health and safety.
- 2.2.8. Interns shall be under the direct supervision of the Cooperating Professional during internship responsibilities. If the Intern is gaining field experience as a classroom teacher, a progressive release model shall be implemented during the internship. If required by the College program, the requirement for "solo teaching time of no less than two weeks" can be implemented under the close supervision and direction of the Cooperating Professional who shall ensure that student progress is maintained.
- 2.2.9. The Board shall permit Interns to access the library facilities/curriculum laboratories available to Board personnel. Interns may not remove materials from the Board without appropriate approval.
- 2.2.10. The Board shall keep confidential and shall not disclose to any person or entity (a) Intern applications; (b) Intern health records or reports; and/or (c) any Intern records as defined in the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232G, concerning any Intern participating in the educational experiences provided by the Board, unless such disclosure is necessary to meet the requirements of this Agreement, is authorized by the Intern or is ordered by a court of competent jurisdiction or is otherwise required by law. The Board shall adopt and enforce policies and procedures necessary to protect the confidentiality of Intern records as defined herein or as otherwise required by law.

2.3. Staff Background and Criminal Record Checks

- 2.3.1. The College and Interns shall comply with Sections 1012.315, 1012.32, and 1012.465, F.S., and Board Policy 8475, as applicable. All College staff and Interns that will be entering school property while students are present are required to obtain a Level II background screening, which includes fingerprinting to be submitted to the Federal Bureau of Investigation (FBI). The College shall follow the Gadsden County School Board, Safety & Security procedures for obtaining employee background screenings and ensure all placed Interns also follow these requirements. The College or Intern shall bear the costs associated with background screening.
- 2.3.2. No Intern or College Supervisor shall be placed with the Board without successfully meeting the Board's criteria for a criminal background check. No Intern or College Supervisor convicted of a crime involving a level II criminal offense shall be placed at a public school. The Board reserved the authority to remove an Intern or College Supervisor from school grounds and suspend their access to campus, temporarily or permanently, if they are charged with any disqualifying offense until completion of the case disposition.
- 2.3.3. The Board shall timely notify the College when any College employee or Intern has been involved in a reported incident and the College shall have the opportunity to participate in any on-going investigation, including access to any oral or written reports and any other documentation related to the reported incident as allowed under Florida law.

2.4. Compensation

This Agreement is not intended to create a financial obligation between the Parties. The Board and its employees are not entitled to compensation from the College for services or actions of benefit to the College related to the educational program. As a professional courtesy, the Cooperating Professional may be entitled to receive a Certificate of Participation (waiver-of-fee privileges) for serving as a Cooperating Professional or other small token of appreciation.

Section 3: Terms and Conditions

3.1. Agreement Modification

Unless otherwise stated herein, modifications to this Agreement's provisions shall be valid only through the execution of a formal Agreement amendment.

3.2. Termination

3.2.1. Termination at Will

The Parties may terminate this Agreement upon no less than 30 calendar days' written notice, without cause, unless both parties mutually agree upon a lesser time. Notice shall be delivered by certified mail (return receipt requested), by other delivery methods whereby an original signature is obtained, or in-person with proof of delivery.

3.2.2. Termination for Cause

If a breach of this Agreement occurs, the Board may terminate this Agreement upon 24 hours' written notice. Notice shall be delivered by certified mail (return receipt requested), by other delivery methods whereby an original signature is obtained, or in-person with proof of delivery.

3.2.3. Termination for Unauthorized Employment

Violation of Section 274A of the Immigration and Nationality Act shall be grounds for unilateral cancellation of this Agreement.

3.3. Indemnification

- 3.3.1. Each party agrees to be liable and responsible for the acts and omissions of its employees, representatives and agents when acting in the scope of their employment and/or agency.
- 3.3.2. The Board and the College further agree that nothing contained herein shall be construed or interpreted as denying either party any remedy or defense available to such party under the laws of the State of Florida; the consent of the Board or State of Florida to be sued; or a waiver of sovereign immunity beyond the limits set forth in Section 768.28, F.S.

3.4. Liability

The parties agree to accept and to be responsible for their own acts or omissions as well as those of their employees, and nothing in this Agreement should be interpreted or construed to place any such responsibility onto the other parties.

3.5. Insurance

- 3.5.1. The College agrees that the Interns shall assume personal responsibility for their own medical care and hospitalization. The College shall keep on file for each Intern proof of health insurance that covers the Intern for the entire duration of the Intern's field experience.
- 3.5.2. The College shall require Interns to obtain and maintain for the duration of their internship experience a minimum, professional liability insurance coverage of no

less than \$1,000,000 per occurrence as assurance of accountability for any such loss, claims, liabilities, or expenses. The policy shall be issued by a company qualified to do business in the State of Florida and rated at least A-VI by AM Best or Aa3 by Moody's Investor Service. The Intern is prohibited from providing services under this Agreement with the Board without the minimum required insurance coverage and the College must notify the Board within two (2) business days if an Intern's required insurance is canceled.

- 3.5.3. Interns shall be afforded the protection of law specified by Section 1012.39(3), F.S. As to the College employees who oversee the internship process, the College shall provide Workers Compensation Insurance. If the College contracts with individuals to perform these services, the College shall accept full responsibility for such individuals while the individuals are on Board property. To the extent allowed under state law, neither the Board nor the College is required to provide workers' compensation coverage for Interns participating in the educational experience.
- 3.5.4. Upon written request, the College shall provide within two (2) business days documentation of meeting the required insurance coverage of this Agreement.

3.6. Independent Contractor Status

The College shall be considered an independent contractor in its duties and responsibilities under this Agreement. The Board shall not exercise any control or direction over how the College performs its work and functions other than those provided herein. Nothing in this Agreement is intended to constitute a partnership or a joint venture between the Parties.

Each Intern is placed with the Board in order to receive educational experience as part of the academic curriculum. Duties performed by an Intern are not performed as an employee of the Board but rather in fulfillment of the academic requirements of their educational experience and are performed under direct supervision of Board personnel. The College acknowledges that nothing in this Agreement shall be construed to confer any right upon the College or College personnel to participate in, control, or direct Board operations.

3.7. Utilization of E-Verify

Per Executive Order 11-116, "The Provider agrees to utilize the U.S. Board of Homeland Security's E-Verify system, https://e-verify.gov/employers, to verify the employment eligibility of all new employees hired during the contract term by the Provider. The Provider shall also include a requirement in subcontractors that the subcontractor shall utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term." Contractors meeting the terms and conditions of the E-Verify System are deemed compliant with this provision.

Beginning January 1, 2021, every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify all newly hired employees' work

authorization status. A public employer, contractor, or subcontractor shall not enter into an Agreement unless each Party to the Agreement registers with and uses the E-Verify system under Section 448.095, F.S.

3.8. Non-Discrimination

No person, on the grounds of race, creed, color, national origin, age, gender, marital status, or disability, shall be excluded from participation in, be denied the proceeds or benefits of, or be otherwise subjected to, discrimination in the performance of this Agreement.

3.9. American with Disabilities Act

The College shall comply with the Americans with Disabilities Act. In the event of the College's noncompliance with the non-discrimination clauses, the Americans with Disabilities Act, or with any other such rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended, in whole or in part.

3.10. Health Insurance Portability Accountability Act (HIPAA)

Where applicable, the parties agree that they will comply with the Health Insurance Portability Accountability Act, as well as all regulations promulgated thereunder (45 CFR Parts 160, 162, and 164), and the Family Educational Rights and Privacy Act, as well as all regulations promulgated thereunder (34 CFR Part 99).

3.11. Student Data Confidentiality

Interns and College staff with access to students' educational records shall limit its employees' access to the records to those persons for whom access is essential to the performance of the field experience described in this Agreement. The College and Interns shall, at all times and in all respects, comply with the terms of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, and Rule 6A-1.0955, Florida Administrative Code.

3.12. Disputes

- 3.12.1. The Parties agree to periodically review and discuss the operation of the Agreement to ensure each Party's objectives hereunder are being satisfied. The Parties shall confer as otherwise necessary to the administration of this Agreement.
- 3.12.2. Any dispute concerning the performance of this Agreement shall be resolved informally by each Party's Agreement Manager. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the Board's Divisional Director of Business Services. The Board's Divisional Director of Business Services shall decide the dispute, reduce the decision to writing, and deliver a copy to the College, the Board's Agreement Manager, and the Board's Agreement Administrator.

3.12.3. In cases of conflict between an Intern and a Cooperating Professional that cannot be resolved, an appeal shall be made to the College Supervisor. If resolution is not achieved, an appeal shall be made to the School principal, director, or designee. If resolution is not achieved, an appeal shall be made to the College and Board Agreement Managers. Final resolution of conflicts, if necessary, shall be made by the Assistant Superintendent of Academic Services in consultation with the Dean or Provost of the Intern's College.

3.13. Governing Law and Venue

This Agreement is executed and entered into in the State of Florida and shall be construed, performed, and enforced in all respects under the State of Florida's laws, rules, and regulations. Any action hereon or in connection herewith shall be brought in Gadsden County, Florida.

3.14. Severability

The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision was omitted, so long as the material purposes of this Agreement can still be determined and effectuated.

3.15. Assignments

Neither Party shall assign its responsibilities or interests under this Agreement to another party without the other Party's prior written approval.

3.16. Force Majeure

Neither Party shall be liable for loss or damage suffered as a result of any delay or failure in performance under this Agreement or interruption of performance resulting directly or indirectly from acts of God, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, pandemics, strikes, or labor disputes.

3.17. Reservation of Rights

The Board reserves the exclusive right to make specific determinations regarding the service requirements outlined in this Agreement. The absence of the Board setting forth an explicit reservation of rights does not mean that any provision regarding the services to be performed under this Agreement are subject to mutual Agreement. The Board reserves the right to make any determinations exclusively which it deems are necessary to protect the best interests of the School Board and the health, safety, and welfare of the Board's students, staff, and of the general public served by the Board, either directly or indirectly, through these services.

3.18. Public Records

The College agrees to (a) keep and maintain public records required by the Board to perform the service; (b) upon request from the Board's custodian of public records, provide the Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statute: (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the College does not transfer the records to the Board; and (d) upon completion of the Agreement, transfer, at no cost to the Board all public records in possession of the College, or keep and maintain public records required by the Board to perform contractual obligations. If the College transfers all public records to the Board upon completion of the Agreement, the College shall destroy any duplicate public records that are exempt or confidential and exempt from public record disclosure requirements. If the College keeps and maintains public records upon completion of the Agreement, the College shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Board, upon request, in a format that is compatible with its information technology systems. The Board may unilaterally cancel the Agreement for refusal by any College to allow public access to all documents, papers. letters, or other material made, or received by, the College in conjunction with the Agreement unless the records are exempt from Section 24(a) of Art. I of the State Constitution and either Section 119.07(1), F.S. or Section 119.071, F.S.

If the College has questions regarding the application Chapter 119, Florida Statutes, in relation to the College's duty to provide public records relating to this Agreement, the College should contact the Board's custodian of public records at:

Gadsden County School Board ATTN: Dr. Sylvia Jackson Telephone: (850) 627-9651 Email: jacksons@gcpsmail.com

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Field Experience Agreement with TSC- Four Year Program

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Waiver of a breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement.

This Agreement contains all the terms and conditions agreed upon by the Parties concerning this subject matter and supersedes all prior written or oral agreements or understandings existing between the parties concerning this subject matter.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their undersigned officials as duly authorized.

COLLEGE: Tallahassee State College

SIGNED BY:		
NAME:	 	
TITLE:		
DATE:		
FEIN:		

SCHOOL BOARD OF Gadsden COUNTY, FL

SIGNED BY:	SIGNED BY:	
NAME:	NAME:	
TITLE:	TITLE:	
DATE:	DATE:	

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8d

DATE OF SCHOOL BOARD MEETING: January 28, 2025

TITLE OF AGENDA ITEM: Enterprise Fleet Management

DIVISION: Transportation Department

This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

The transportation department is requesting Board approval for the district to enter into a lease agreement with Enterprise Fleet Management, to defer the cost of purchasing fleet vehicles requiring replacements. This agreement would transition the district from purchasing district fleet vehicles to leasing vehicles to ensure all district fleet vehicles meet safety requirements for day-to-day operation by district employees. In addition, leased vehicles will remain under the manufacturer warranty and Enterprise Fleet will monitor mileage, age, and trade value to assist the district in determining when vehicles should be replaced. The perceived benefits of this agreement to the District: 1) employee safety and 2) significant reduction in cost to the general fund for purchase and maintenance of district fleet vehicles.

FUND SOURCE: Capital Outlay for Transportation

AMOUNT: \$227,225.35 (Anticipated Annual Cost)

PREPARED BY: Matthew Bryant

POSITION: Transportation Director

INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER

_____Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered______

CHAIRMAN'S SIGNATURE: *p* age(s) numbered

REVIEWED BY:



CONSIGNMENT AUCTION AGREEMENT

THIS AGREEMENT is entered into by and between Enterprise Fleet Management, Inc. a Missouri Corporation (hereinafter referred to as "Enterprise") and The School Board of Gadsden County, Florida (hereinafter referred to as "CUSTOMER") on this _____ day of January _____ 2025 _____ (hereinafter referred to as the "Execution Date").

RECITALS

A. Enterprise is in the business of selling previous leased and rental vehicles at wholelsale auctions; and

B. The CUSTOMER is in the business of Sch oolDistrict

C. The CUSTOMER and Enterprise wish to enter into an agreement whereby Enterprise will sell at wholesale auction, CUSTOMER's vehicles set forth on Exhibit A, attached hereto and incorporated herein, as supplemented from time to time (collectively, the "Vehicles").

NOW, THEREFORE, for and in consideration of the mutual promises and covenants hereinafter set forth, the parties agree as follows:

TERMS AND CONDITIONS

1. <u>Right to Sell</u>: Enterprise shall have the non-exclusive right to sell any Vehicles consigned to Enterprise by a CUSTOMER within the Geographic Territory.

2. <u>Bower of Attorney:</u> CUSTOMER appoints Enterprise as its true and lawful attorney-in-fact to sign Vehicle titles on behalf of CUSTOMER for transfer of same and hereby grant it power in any and all matters pertaining to the transfer of Vehicle titles and any papers necessary thereto on behalf of CUSTOMER. The rights, powers and authorities of said attorney-in-fact granted in this instrument shall commence and be in full force and effect on the Execution Date, and such rights, powers and authority shall remain in full force and effect thereafter until terminated as set forth herein.

3. Assignments: Vehicle assignments may be issued to Enterprise by phone, fax, or electronically.

4. <u>Service Fee</u>: For each Vehicle sold, the CUSTOMER shall pay Enterprise a fee of \$400 _____ ("Service Fee") plus towing at prevailing rates.

5. <u>Sales Process</u>: Enterprise shall use reasonable efforts sell each Vehicle. CUSTOMER may, at its discretion, place a Minimum Bid or Bid to be Approved (BTBA) on any Vehicle by providing prior written notification to Enterprise.

6. <u>Time for Payment:</u>

(a) No later than ten (10) business days after the collection of funds for the sale of a Vehicle, Enterprise will remit to the CUSTOMER an amount equal to the Vehicle sale price minus any seller fees, auction fees, Service Fees, towing costs, title service fees, enhancement fees and any expenses incurred by Enterprise while selling Vehicle, regardless of whether the purchaser pays for the Vehicle.

(b) Enterprise's obligations pursuant to Section 6(a) shall not apply to Vehicle sales involving mistakes or inadvertences in the sales process where Enterprise reasonably believes that fairness to the buyer or seller justifies the cancellation or reversal of the sale. If Enterprise has already remitted payment to CUSTOMER pursuant to Section 6(a) prior to the sale being reversed or cancelled, CUSTOMER agrees to reimburse Enterprise said payment in full. Enterprise will then re-list the Vehicle and pay CUSTOMER in accordance with this Section 6. Examples of mistakes or inadvertences include, but are not limited, to Vehicles sold using inaccurate or incomplete vehicle or title descriptions and bids entered erroneously.

7. <u>Indemnification and Hold Harmless</u>: Enterprise and CUSTOMER agree to indemnify, defend and hold each other and its parent, employees and agents harmless to the extent any loss, damage, or liability arises from the negligence or willful misconduct of the other, its agents or employees, and for its breach of any term of this Agreement. The parties' obligations under this section shall survive termination of this Agreement.

8. <u>Liens, Judgments, Titles and Defects</u>: CUSTOMER shall defend, indemnify and hold Enterprise its parent, employees and agents harmless from and against any and all claims, expenses (including reasonable attorney's fees), suits and demands arising out of, based upon, or resulting from any judgments, liens or citations that were placed on the Vehicle, defects in the Vehicle's title, or mechanical or design defects in the Vehicle.

9. <u>Odometer:</u> Enterprise assumes no responsibility for the correctness of the odometer reading on any Vehicle and the CUSTOMER shall defend, indemnify and hold Enterprise its parent, employees and agents harmless from and against any and all claims, expenses (including reasonable attorney's fees), suits and demands arising out of, based upon or resulting from inaccuracy of the odometer reading on any Vehicle or any odometer statement prepared in connection with the sale of any Vehicle, unless such inaccuracy is caused by an employee, Enterprise, or officer of Enterprise.

10. <u>Bankruptcy</u>: Subject to applicable law, in the event of the filing by CUSTOMER of a petition in bankruptcy or an involuntary assignment of its assets for the benefit of creditors, Enterprise may accumulate sales proceeds from the sale ofall Vehicles and deduct seller fees, auction fees, Service Fees, towing costs, title service fees, enhancement fees and any expenses incurred by Enterprise while selling Vehicle from said funds. Enterprise will thereafter remit to CUSTOMER the net proceeds of said accumulated sales proceeds, if any.

11. <u>Compliance with Laws:</u> Enterprise shall comply with all federal, state, and local laws, regulations, ordinances, and statutes, including those of any state motor vehicle departments, department of insurance, and the Federal Odometer Act.

12. <u>Insurance:</u> CUSTOMER shall obtain and maintain in force at all times during the term of this Agreement and keep in place until each Vehicle is sold and title is transferred on each Vehicle, automobile third party liability of \$1,000,000 per occurrence and physical damage coverage on all Vehicles. This insurance shall be written as a primary policy and not contributing with any insurance coverage or self-insurance applicable to Enterprise.

13. <u>Term</u>: This agreement is effective on the Execution Date and shall continue until such time as either party shall notify the other party with thirty (30) days prior written notice to terminate the Agreement with or without cause.

14. <u>Modification</u>: No modification, amendment or waiver of this Agreement or any of its provisions shall be binding unless in writing and duly signed by the parties hereto.

15. Entire Agreement: This Agreement constitutes the entire Agreement between the parties and supersedes all previous agreements, promises, representations, understandings, and negotiations, whether written or oral, with respect to the subject matter hereto.

16. <u>Liability Limit</u>: In the event Enterprise is responsible for any damage to a Vehicle, Enterprise's liability for damage to a Vehicle in its possession shall be limited to the lesser of: (1) the actual cost to repair the damage to such vehicle suffered while in Enterprise's possession; or (2) the negative impact to the salvage value of such vehicle. Enterprise shall not be liable for any other damages to a Vehicle of any kind, including but not limited to special, incidental, consequential or other damages.

17. <u>Attorney's Fees</u>: In the event that a party hereto institutes any action or proceeding to enforce the provisions of this Agreement, the prevailing party shall be entitled to receive from the losing party reasonable attorney's fees and costs for legal services rendered to the prevailing party.

18. <u>Authorization</u>: Each party represents and warrants to the other party that the person signing this Agreement on behalf of such party is duly authorized to bind such party.

"ENTERPRISE	1	"CUSTOMER"
Signature:		Signature:
Printed Name:	Justin Davison	Printed Name:
Title:	Finance Manager	Title:
Date Signed:		Date Signed:,,



FULL MAINTENANCE AGREEMENT

This Full Maintenance Agreement (this "Agreement") is made and entered into this _____ day of January, 2025, by Enterprise Fleet Management, Inc., a Missouri corporation ("EFM"), and The School Board of Gadsden County, Florida _____ ("Lessee").

WITNESSETH

1. LEASE. Reference is hereby made to that certain Master Lease Agreement dated as of the _____ day of January____ 2025, by and between Enterprise FM Trust, a Delaware statutory trust, as lessor ("Lessor"), and Lessee, as lessee (as the same may from time to time be amended, modified, extended, renewed, supplemented or restated, the "Lease"). All capitalized terms used and not otherwise defined in this Agreement shall have the respective meanings ascribed to them in the Lease.

2. COVERED VEHICLES. This Agreement shall only apply to those vehicles leased by Lessor to Lessee pursuant to the Lease to the extent Section 4 of the Schedule for such vehicle includes a charge for maintenance (the "Covered Vehicle(s)").

3. TERM AND TERMINATION. The term of this Agreement ("Term") for each Covered Vehicle shall begin on the Delivery Date of such Covered Vehicle and shall continue until the last day of the "Term" (as defined in the Lease) for such Covered Vehicle unless earlier terminated as set forth below. Each of EFM and Lessee shall each have the right to terminate this Agreement effective as of the last day of any calendar month with respect to any or all of the Covered Vehicles upon not less than sixty (60) days prior written notice to the other party. The termination of this Agreement with respect to any or all of the Covered Vehicles shall not affect any rights or obligations under this Agreement which shall have previously accrued or shall thereafter arise with respect to any occurrence prior to termination, and such rights and obligations shall continue to be governed by the terms of this Agreement.

4. VEHICLE REPAIRS AND SERVICE. EFM agrees that, during the Term for the applicable Covered Vehicle and subject to the terms and conditions of this Agreement, it will pay for, or reimburse Lessee for its payment of, all costs and expenses incurred in connection with the maintenance or repair of a Covered Vehicle. This Agreement does not cover, and Lessee will remain responsible for and pay for, (a) fuel, (b) oil and other fluids between changes, (c) tire or brake repair and replacement beyond what is allocated within the Lease Schedule, (d) washing, (e) repair of damage due to lack of maintenance or neglect by Lessee between scheduled services (including, without limitation, failure to maintain fluid levels), (f) maintenance or repair of, or damage caused by, any alterations, upgrades, upfitting, additions, improvements (collectively, "Alterations") or unauthorized replacement parts added to a Covered Vehicle or of any after-market components (this Agreement covers maintenance and repair only of the Covered Vehicles themselves and any factory-installed components and does not cover maintenance or repair of chassis alterations, add-on bodies (including, without limitation, step vans), software or other equipment (including, without limitation, lift gates, autonomous or automated vehicle equipment, components, parts or products, and PTO controls) which is installed or modified by a dealer, body shop, upfitter or anyone else other than the manufacturer of the Covered Vehicle, (g) any service and/or damage resulting from, related to or arising out of (1) an accident, a collision, theft, fire, freezing, vandalism, riot, explosion, other Acts of God, an object striking the Covered Vehicle, improper use of the Covered Vehicle (including, without limitation, driving over curbs, overloading, racing or other competition) or (2) Lessee's failure to maintain or use the Covered Vehicle as required by and in compliance with, (A) the Lease, (B) all laws, statutes, rules, regulations and ordinances (including without limitation such applicable federal, state and local laws, statutes, rules, regulations, ordinances, guidance and professional standards governing autonomous vehicles and automated driving systems and any parts, components and products related thereto) and (C) the provisions of all insurance policies affecting or covering the Covered Vehicles or their use or operation, (h) roadside assistance or towing for routine vehicle maintenance purposes unless the vehicle is inoperable, (i) mobile services, (j) the cost of loaner or rental vehicles beyond what is allocated within the Lease Schedule or (k) if the Covered Vehicle is a Vehicle with a manual transmission, such manual transmission clutch adjustment or replacement. Whenever it is necessary to have a Covered Vehicle serviced. Lessee agrees to have the necessary work performed by an authorized dealer of such Covered Vehicle or by a service facility acceptable to EFM. In every case, if the cost of such service will exceed \$125.00, which may change from time to time based on market conditions, Lessee or service provider must notify EFM and obtain EFM's authorization for such service and EFM's instructions as to where such service shall be made and the extent of service to be obtained. Lessee agrees to furnish an invoice for all service to a Covered Vehicle, accompanied by a copy of the shop or service order (odometer mileage must be shown on each shop or service order). EFM will not be obligated to pay for any unauthorized charges or those exceeding \$125.00, which may change from time to time based on market conditions, for one service on any Covered Vehicle unless Lessee has complied with the above terms and conditions. EFM will not have any responsibility to pay for any services in excess of the services recommended by the manufacturer, unless otherwise agreed to by EFM. Notwithstanding any other provision of this Agreement to the contrary, (a) all service performed within one hundred twenty (120) days prior to the last day of the scheduled "Term" (as defined in the Lease) for the applicable Covered Vehicle must be authorized by and have the prior consent and approval of EFM and any service not so authorized will be the responsibility of and be paid for by Lessee and (b) EFM is not required to provide or pay for any service to any Covered Vehicle beyond the contract mileage not to exceed 120,000 miles.

5. ENTERPRISE CARDS: EFM may, at its option, provide Lessee with an authorization card (the "EFM Card"), which is an electronic card located on the Efleets mobile app and the efleets.com client website, for use in authorizing the payment of charges incurred in connection with the maintenance of the Covered Vehicles. Lessee agrees to be liable to EFM for, and upon receipt of a monthly or other statement from EFM, Lessee agrees to promptly pay to EFM, all charges made by or for the account of Lessee with the EFM Card (other than any charges which are the responsibility of EFM under the terms of this Agreement). EFM reserves the right to change the terms and conditions for the use of the EFM Card at any time. The EFM Card remains the property of EFM and EFM may revoke Lessee's right to possess or use the EFM Card at any time. Upon the termination of this Agreement or upon the demand of EFM, Lessee shall immediately cease using or accessing the EFM Card. The EFM Card is non-transferable.

Initials: EFM_____ Lessee___

6. PAYMENT TERMS. The amount of the monthly maintenance fee will be listed on the applicable Schedule and will be due and payable in advance on the first day of each month. If the first day of the Term for a Covered Vehicle is other than the first day of a calendar month, Lessee will pay EFM, on the first day of the Term for such Covered Vehicle, a pro-rated maintenance fee for the number of days that the Delivery Date precedes the first monthly maintenance fee payment date. Any monthly maintenance fee or other amount owed by Lessee to EFM under this Agreement which is not paid within twenty (20) days after in due date will accrue interest, payable upon demand of EFM, from the date due until paid in full at a rate per annum equal to the lesser of (i) Eighteen Percent (18%) per annum or (ii) the highest rate allowed by applicable law. The monthly maintenance fee set forth on each applicable Schedule allows the number of miles per month as set forth in such Schedule. Lessee agrees to pay EFM at the end of the applicable Term (whether by reason of termination of this Agreement or otherwise) an overmileage maintenance fee for any miles in excess of this average amount per month at the rate set forth in the applicable Schedule. EFM may, at its option, permit Lessor, as an agent for EFM, to bill and collect amounts due to EFM under this Agreement from Lessee on behalf of EFM.

7. NO WARRANTIES. Lessee acknowledges that EFM does not perform maintenance or repair services on the Covered Vehicles but rather EFM arranges for maintenance and/or repair services on the Covered Vehicles to be performed by third parties. EFM MAKES NO REPRESENTATION OR WARRANTY WHATSOEVER OF ANY KIND, EXPRESS OR IMPLIED, WHETHER ARISING BY COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE OR OTHERWISE WITH RESPECT TO ANY EQUIPMENT, PRODUCTS, REPAIRS OR SERVICES PROVIDED FOR UNDER THIS AGREEMENT BY THIRD PARTIES, INCLUDING, WITHOUT LIMITATION, ANY REPRESENTATION OR WARRANTY AS TO MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, COMPLIANCE WITH SPECIFICATIONS, OPERATION, CONDITION, SUITABILITY, PERFORMANCE OR QUALITY. ANY DEFECT IN THE PERFORMANCE OF ANY PRODUCT, REPAIR OR SERVICE WILL NOT RELIEVE LESSEE OF ITS OBLIGATIONS UNDER THIS AGREEMENT, INCLUDING THE PAYMENT TO EFM OF THE MONTHLY MAINTENANCE FEES AND OTHER CHARGES DUE UNDER THIS AGREEMENT.

In no event shall EFM or its agents or their respective affiliates be liable for consequential, indirect, incidental, special, exemplary, punitive or enhanced damages, lost profits or revenues or diminution in value, arising out of or relating to this agreement, including, without limitation, any breach or performance of this agreement, regardless of (i) whether such damages were foreseeable, (ii) whether or not EFM or its agents or their respective affiliates were advised of the possibility of such damages and/or (iii) the legal or equitable theory (contract, tort or otherwise) upon which a claim, action, cause of action, demand, lawsuit, arbitration, inquiry, proceeding or litigation is based, and notwithstanding the failure of any agreed or other remedy of its essential purpose.

8. LESSOR NOT A PARTY. Lessor is not a party to, and shall have no rights, obligations or duties under or in respect of, this Agreement,

9. NOTICES. Any notice or other communication under this Agreement shall be in writing and delivered in person, electronic mail or mailed postage prepaid by registered or certified mail or sent by express overnight delivery service with a nationally recognized carrier, to the applicable party at its address set forth on the signature page of this Agreement, or at such other address as any party hereto may designate as its address for communications under this Agreement by notice so given. Any such notice or communication sent by mail will be effective and deemed received three (3) days after deposit in the United States mail, duly addressed to the address for the Party set forth below, with registered or certified mail postage prepaid. Any such notice or communication sent by express overnight delivery service with a nationally recognized carrier will be effective and deemed received one (1) day after deposit with such delivery service, duly addressed, with delivery fees prepaid. The Lessee shall promptly notify EFM of any change in the Lessee's address.

10.MISCELLANEOUS. This Agreement embodies the entire Agreement between the parties relating to the subject matter hereof. Any provision of this Agreement which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective only to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this Agreement or affecting the validity or enforceability of such provisions in any other jurisdiction. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns, except that Lessee may not assign, transfer or delegate any of its rights or obligations under this Agreement without the prior written consent of EFM. This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Missouri (without reference to conflict of law principles).

IN WITNESS WHEREOF, EFM and Lessee have executed this Full Maintenance Agreement as of the day and year first above written.

LESSEE: The School Board of Gadsden County, Florida	EFM:	Enterprise Fleet Management, Inc.
Signature:	Signature:	
Ву:	By:	Justin Davison
Title:	Title:	Finance Manager
Address: 35 Martin Luther King Jr Blvd	Address:	11034 Atlantic Blvd
Quincy, FL 32351		Jacksonville, FL 32225
Date Signed:,,	Date Signed	i:,
Initials: EFM Lessee		



AMENDMENT TO MASTER EQUITY LEASE AGREEMENT

THIS AMENDMENT ("Amendment") dated this _____ day of December, 2023 is attached to, and made a part of, the MASTER EQUITY LEASE AGREEMENT entered into on the _____ day of December, 2023 ("Agreement") by and between <u>Enterprise FM Trust</u>, a <u>Delaware statutory trust</u> ("Lessor") and <u>District School Board Of Gadsden</u> <u>County</u> ("Lessee"). This Amendment is made for good and valuable consideration, the receipt of which is hereby acknowledged by the parties.

Section 12 of the Master Equity Lease Agreement is amended to read as follows:

To the extent permitted by Florida law, Lessee agrees to defend and indemnify Lessor, Servicer, any other agent of Lessor and their respective successors and assigns from and against any and all losses, damages, liabilities, suits, claims, demands, costs and expenses (including, without llmitation, reasonable attorneys' fees and expenses) which Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns may incur by reason of Lessee's breach or violation of, or failure to observe or perform, any term, provision or covenant of this Agreement, or as a result of any loss, damage, theft or destruction of any Vehicle or related to or arising out of or in connection with the use, operation or condition of any Vehicle. The provisions of this Section 12 shall survive any expiration or termination of this Agreement. Nothing herein shall be deemed to affect the rights, privileges, and immunities of Lessee as set forth in Section 768.28 of the Florida Statutes and the foregoing indemnity provision is not intended to be a waiver of any sovereign immunity afforded to Lessee pursuant to the law.

Section 17 of the Master Equity Lease Agreement is amended to read as follows:

Subject to the provisions of Section 15, this Agreement will be binding upon Lessee and its heirs, executors, personal representatives, successors and assigns, and will inure to the benefit of Lessor, Servicer, any other agent of Lessor and their respective successors and assigns. This Agreement will be governed by and construed in accordance with the substantive laws of the State of Florida (determined without reference to conflict of law principles).

Section 19 of the Master Equity Lease Agreement is amended to read as follows:

Lessee's funding of this Agreement shall be on a Fiscal Year basis and is subject to annual appropriations. Lessor acknowledges that Lessee is a municipal corporation, is precluded by the Florida State Constitution and other laws from entering into obligations that financially bind future governing bodies, and that, therefore, nothing in this Agreement shall constitute an obligation of future legislative bodies of the State of Florida to appropriate funds for purposes of this Agreement. Accordingly, the parties agree that the lease terms within this Agreement or any Schedules relating hereto are contingent upon appropriation of funds. The parties further agree that should the State of Florida fail to appropriate such funds, the Lessor shall be paid all rentals due and owing hereunder up until the actual day of termination. In addition, Lessor reserves the right to be paid for any reasonable damages. These reasonable damages will be limited to the losses incurred by the Lessor for having to sell the vehicles on the open used car market prior to the end of the scheduled term (as determined in Section 3 and Section 14 of this Agreement).

All references in the Agreement and in the various Schedules and addenda to the Agreement and any other references of similar import shall henceforth mean the Agreement as amended by this Amendment. Except to the extent specifically amended by this Amendment, all of the terms, provisions, conditions, covenants, representations and warranties contained in the Agreement shall be and remain in full force and effect and the same are hereby ratified and confirmed.

IN WITNESS WHEREOF, Lessor and Lessee have executed this Amendment to Master Equity Lease Agreement as of the day and year first above written.

District School Board Of Gadsden County (Lessee)	Enterprise FM Trust (Lessor) By: Enterprise Fleet Management, Inc., its attorney in fact		
Ву	Ву		
Title:	Tille:		
Date Signed:,,	Date Signed:		



FLORIDA SERVICE AGREEMENT

This Agreement is entered into as of the____day of December, 2023, by and between Enterprise Fleet Management, Inc. (EFM), a Missouri corporation, and District School Board Of Gadsden County (Company).

WITNESSETH:

1. INDEMNITY: Enterprise Fleet Management, Inc. ("EFM") agrees to defend and indemnify the Company from and against any and all losses, damages, liabilities, suits, claims, demands, costs and expenses (including, without limitation, reasonable attorneys' fees and expenses) which the Company may incur by reason of EFM's breach or violation of, or failure to observe or perform, any of its obligations as Servicer (EFM in such capacity, "Servicer") for Enterprise FM Trust in connection with the Master Equity Lease Agreement between the Company and Enterprise FM Trust dated as of the date hereof, or as a result of any loss, damage, theft or destruction of any Vehicle or related to or arising out of or in connection with the use, operation or condition of any Vehicle, in each case, while the Vehicle was in possession of the Servicer.

2. Public Records Law. EFM acknowledges the Company's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Agreement. EFM further acknowledges that the constitutional and statutory provisions control over the terms of this Agreement. In association with its performance pursuant to this Agreement, EFM shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.

Without in any manner limiting the generality of the foregoing, to the extent applicable, EFM acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

(a). keep and maintain public records required by the Company to perform the services required under this Agreement;

(b). upon request from the Company's Custodian of Public Records or his/her designee, provide the Company with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(c). ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if EFM does not transfer the records to the Company; and

(d). upon completion of this Agreement, transfer, at no cost, to the Company all public records in possession of EFM or keep and maintain public records required by the Company to perform the service. If EFM transfers all public records to the Company upon completion of this Agreement, EFM shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If EFM keeps and maintains public records upon completion of this Agreement, for records upon completion of this Agreement, EFM shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Company, upon request from the Company's Custodian of Public Records, in a format that is compatible with the information technology systems of the Company.



(e) IF EFM HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO EFM'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

[?PHONE NUMBER], CLERK@[?EMAIL ADDRESS] [?ADDRESS].

Capitalized terms used herein and not defined herein shall have the meanings given in the Lease.

IN WITNESS WHEREOF, EFM and the Company have executed this Service Agreement as of the day and year first above written.

Company: District School Board Of Gadsden County

EFM: ENTERPRISE FLEET MANAGEMENT INC.

By:	
Title:	

By: Title:	
Address:	

Address: _____



MAINTENANCE MANAGEMENT AND FLEET RENTAL AGREEMENT

This Agreement is entered into as of the ______ day of January, 2025 _____, by and between Enterprise Fleet Management, Inc., a Missouri corporation, doing business as "Enterprise Fleet Management" ("EFM"), and The School Board of Gadsden County, Floride ______ (the "Company").

1. ENTERPRISE CARDS: EFM will provide the Company with an EFM Card for each vehicle, which EFM Card Is an electronic card and is located on the Efleets mobile app and the efleets.com client website, for use in authorizing the payment of charges incurred in connection with the vehicle maintenance program (the "Program") for a vehicle. The Company agrees to be and shall be liable to EFM for all charges made by or for the account of the Company with the EFM Card (other than any charges which are the responsibility of EFM under the terms of this Agreement). EFM will invoice the Company for all such charges, and the Company agrees to and shall pay to EFM all invoiced amounts in accordance with the terms of this Maintenance Management and Fleet Rental Agreement (Agreement). EFM reserves the right, and the Company agrees and acknowledges that EFM shall have the right, to change the terms and conditions as set forth in this Agreement for the use of the EFM Card at any time. The EFM Card is and shall remain at all times the property of EFM, and EFM may revoke the Company's right to possess, access, or use the EFM Card at any time and for any reason. The EFM Card is non-transferable. EFM will provide a driver information packet (the "Packet") outlining the Maintenance Management Program. The Parties agree that the Maintenance Management Program is subject to the terms and conditions of the Packet.

2. VEHICLE REPAIRS AND SERVICE: EFM will provide purchase order control by telephone, electronic mail, or in writing authorizing charges for service, maintenance, or repairs exceeding \$125.00, which may change from time to time based on market conditions, or such other amount as may be established by EFM, in its sole discretion, from time to time under the Program. All charges for service, maintenance or repairs will be invoiced to EFM. Invoices will be reviewed by EFM for accuracy, proper application of any applicable manufacturer's warranty, application of potential discounts and unnecessary, unauthorized repairs.

Notwithstanding the above, in the event the repairs and service are the result of damage from an accident or other non-maintenance related cause (including glass claims), these matters will be referred to the Company's Fleet Manager. If the Company prefers that EFM handle the damage repair, the Company agrees to assign the administration of the matter to EFM. EFM will administer such claims in its discretion. The fees for this service will be up to \$125.00 per claim and the Company agrees to reimburse for repairs as outlined in this agreement. If the Company desires the assistance of EFM in recovering damage amounts from at fault third parties, a Vehicle Risk Management Agreement must be on file for the Company.

3. BILLING AND PAYMENT: All audited invoices paid by EFM on behalf of the Company will be consolidated and submitted to the Company on a single monthly invoice for the entire Company fleet covered under this Agreement. The Company is liable for, and will pay EFM within twenty (20) days after receipt of an invoice or statement for, all purchases invoiced to the Company by EFM, which were paid by EFM for or on behalf of the Company. EFM will be entitled to retain for its own account, and treat as being paid by EFM for purposes of this Agreement, any discounts it receives from a supplier with respect to such purchases which are based on the overall volume of business EFM provides to such supplier and not solely the Company's business.

4. RENTAL VEHICLES: The EFM Card allows the Company the option to arrange for a rental vehicle at a discounted rate with a subsidiary or affiliate of Enterprise Holdings, Inc. ("EHI") for a maximum of two (2) days without prior authorization from EFM. Extensions beyond two (2) days must be approved by EFM. The Company shall be fully responsible for all obligations under any rental agreement with a subsidiary or affiliate of EHI pursuant to this Agreement. All drivers of

a rental vehicle must be at least twenty one (21) years of age unless otherwise required by law, hold a valid driver's license, be an employee of the Company and authorized by the Company through established reservation procedures and meet all other applicable requirements of the applicable subsidiary or affiliate of EHI. The Company will be provided a specific telephone number for use in arranging a rental vehicle described in this Section.

5. NO WARRANTY: The Company acknowledges that EFM does not perform maintenance or repair services on the Company's vehicles or any rental vehicles and any maintenance or repair services are to be performed by third parties. EFM MAKES NO REPRESENTATION OR WARRANTY WHATSOEVER OF ANY KIND, EXPRESS OR IMPLIED, WHETHER ARISING BY COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE OR OTHERWISE WITH RESPECT TO PRODUCTS, REPAIRS OR SERVICES PROVIDED IN CONNECTION WITH THIS AGREEMENT BY THIRD PARTIES, INCLUDING, WITHOUT LIMITATION. ANY REPRESENTATION OR WARRANTY AS TO MERCHANTABILITY, COMPLIANCE WITH SPECIFICATIONS, OPERATION, CONDITION, SUITABILITY, PERFORMANCE, QUALITY OR FITNESS FOR USE. Any defect in the performance of any product, repair or service will not relieve the Company from its obligations under this Agreement, including without limitation the payment to EFM of monthly invoices.

6. CANCELLATION: Either party may cancel any Card under this Agreement or this Agreement in its entirety at any time by giving written notice to the other party. The cancellation of any Card or termination of this Agreement will not affect any rights or obligations under this Agreement, which shall have previously accrued or shall thereafter arise with respect to any occurrence prior to such cancellation or termination. Upon such cancellation or termination, the Company shall immediately cease using or accessing the EFM Card. Notice to EFM regarding the cancellation of any Card shall specify the Card number andidentify the Company's representative. EFM will exercise due care to prevent additional charges from being incurred once the Company has notified EFM of its desire to cancel any outstanding Card under this Agreement.

7. NOTICES: Any notice or other communication under this Agreement shall be in writing and delivered In person, electronic mail or mailed postage prepaid by registered or certified mail or sent by express overnight delivery service with a nationally recognized carrier, to the applicable party at its address set forth on the signature page of this Agreement, or at such other address as any party hereto may designate as its address for communications under this Agreement by notice so given. Any such notice or communication sent by mail will be effective and deemed received three (3) days after deposit in the United States mail, duly addressed to the address for the Party set forth below, with registered or certified mail postage prepaid. Any such notice or communication sent by express overnight delivery service with a nationally recognized carrier will be effective and deemed received one (1) day after deposit with such delivery service, duly addressed, with delivery fees prepaid. The Company shall promptly notify EFM of any change in the Company's address.

8. FEES: EFM will charge the Company for the service under this Agreement \$_____ per month per Card.

9. MISCELLANEOUS: This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns, except that Company may not assign, transfer or delegate any of its rights or obligations under this Agreement without the prior written consent of EFM. This Agreement is governed by the substantive laws of the State of Missouri (determined without reference to conflict of law principles).

IN WITNESS WHEREOF, EFM and the Company have executed this Maintenance Management and Fleet Rental Agreement as of the day and year first above written.

COMPANY:	The School Board of Gadsden County, Florida	EFM:	Enterprise Fleet Management, Inc.
Signature:		Signature:	
By:		By:	Justin Davison
Title:		Title:	Finance Manager
Address:	35 Martin Luther King Jr Blvd	Address:	
	Quincy, FL 32351		
Date Signed	:	Date Signed	d:,

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MASTER EQUITY LEASE AGREEMENT

This Master Equity Lease Agreement is entered into this	day of January	_, <u>20²⁵,</u> by and between Enterpr	ise FM Trust, a Delaware
statutory trust ("Lessor"), and the lessee whose name and ad	dress is set forth on the signature page	e below ("Lessee").	

1. LEASE OF VEHICLES: Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the vehicles (individually, a "Vehicle" and collectively, the "Vehicles") described in the schedules from time to time delivered by Lessor to Lessee as set forth below ("Schedule(s)") for the rentals and on the terms and conditions set forth in this Agreement and in the applicable Schedule. References to this "Agreement" shall include this Master Equity Lease Agreement, each of which are incorporated herein as part of a single, unitary Agreement. Lessor will, on or about the date of delivery of each Vehicle to Lessee, send Lessee a Schedule covering the Vehicle, which will include, among other things, a description of the Vehicle, the lease term and the monthly rental and other payments due with respect to the Vehicle. The terms contained in each such Schedule will be binding on Lessee unless Lessee objects in writing to such Schedule within ten (10) days after the date of delivery of the Vehicle sexcept for the use of the vehicles as described in this Agreement. This Agreement shall be treated as a true lease for federal and applicable state income tax purposes with Lessor having all benefits of ownership of the Vehicles. It is understood and agreed that Enterprise Fleet Management, Inc. or an affiliate thereof (together with any subservicer, agent, successor or assign as servicer on behalf of Lessor, "Servicer") may administer this Agreement on behalf of Lessor and may perform the service functions herein provided to be performed by Lessor.

2. TERM: The term of this Agreement ("Term") for each Vehicle begins on the date such Vehicle is delivered to Lessee (the "Delivery Date") and, unless terminated earlier in accordance with the terms of this Agreement, continues for the "Lease Term" as described in the applicable Schedule.

3. RENT AND OTHER CHARGES:

(a) Lessee agrees to pay Lessor monthly rental and other payments according to the Schedules, Open-End (Equity) Lease Rate Quotes, and this Agreement. The monthly payments will be in the amount listed as the "Total Monthly Rental Including Additional Services" on the applicable Schedule (with any portion of such amount identified as a charge for maintenance services under Section 4 of the applicable Schedule being payable to Lessor as agent for Enterprise Fleet Management, Inc.) and will be due and payable in advance on the first day of each month. Lessee agrees to pay Lessor interest charges, in connection with the acquisition of a Vehicle, for the period between the date Lessor issues payment to acquire such Vehicle and the date the Vehicle is delivered to Lessee. Such interest charges shall be included in each Schedule. If a Vehicle is delivered to Lessee on any day other than the first day of a month, monthly rental payments will begin on the first day of the next month. In addition to the monthly rental payments, Lessee agrees to pay Lessor a pro-rated rental charge for the number of days that the Delivery Date precedes the first monthly rental payment date. A portion of each monthly rental payment, being the amount designated as "Depreciation Reserve" on the applicable Schedule, will be considered as a reserve for depreciation and will be credited against the Delivered Price of the Vehicle on the date of the first monthly rental payment under such Schedule. Lessee agrees to pay Lessor the "Total Initial Charges" set forth in each Schedule on the date of the first monthly rental payment under such Schedule, Lessee agrees to pay Lessor the "Service Charge Due at Lease Termination" set forth in each Schedule at the end of the applicable Term (whether by reason of expiration, early termination or otherwise).

(b) In the event the Term for any Vehicle ends prior to the last day of the scheduled Term, whether as a result of a default by Lessee, a Casually Occurrence or any other reason, the rentals and management fees paid by Lessee will be recalculated in accordance with the rule of 78's and the adjusted amount will be payable by Lessee to Lessor on the termination date.

(c) Lessee agrees to pay Lessor within thirty (30) days after the end of the Term for each Vehicle, additional rent equal to the excess, if any, of the Book Value of such Vehicle over the greater of (i) the wholesale value of such Vehicle as determined by Lessor in good faith or (ii) except as provided below, twenty percent (20%) of the Delivered Price of such Vehicle as set forth in the applicable Schedule. If the Book Value of such Vehicle is less than the greater of (i) the wholesale value of such Vehicle as determined by Lessor in good faith or (ii) except as provided below, twenty percent (20%) of the Delivered Price of such Vehicle as set forth in the applicable Schedule. If the Book Value of such Vehicle is less than the greater of (i) the wholesale value of such Vehicle as determined by Lessor in good faith or (ii) except as provided below, twenty percent (20%) of the Delivered Price of such Vehicle as set forth in the applicable Schedule, Lessor agrees to pay such deficiency to Lessee as a terminal rental adjustment after the end of the applicable Term (subject to Lessor's right to recoup any amounts Lessor would owe to Lessee under this Section 3(c) against any obligations of Lessee to Lessor under this Agreement). Notwithstanding the foregoing, if (i) the Term for a Vehicle is greater than forty-eight (48) months (including any extension of the Term for such Vehicle), (ii) the mileage on a Vehicle at the end of the Term is greater than 15,000 miles per year on average (prorated on a daily basis) (i.e., if the mileage on a Vehicle with a Term of thirty-six (36) months is greater than 45,000 miles) or (iii) in the sole judgment of Lessor, a Vehicle has been subject to damage or any abnormal or excessive wear and tear, the calculations described in the two immediately preceding sentences shall be made without giving effect to clause (li) in each such sentence. The "Book Value" of a Vehicle means the sum of (i) the "Delivered Price" of the Vehicle as set forth in the applicable Schedule minus (li) the to

(d) Any security deposit of Lessee will be returned to Lessee at the end of the applicable Term, except that the deposit will first be applied to and recouped against any losses and/or damages suffered by Lessor as a result of Lessee's breach of or default under this Agreement and/or to any other amounts then owed by Lessee to Lessor.

(e) Any rental payment or other amount owed by Lessee to Lessor which is not paid within twenty (20) days after its due date will accrue Interest, payable on demand of Lessor, from the date due until paid in full at a rate per annum equal to the lesser of (i) Eighteen Percent (18%) per annum or (ii) the highest rate permitted by applicable law (the "Default Rate").

(f) If Lessee fails to pay any amount due under this Agreement or to comply with any of the covenants contained in this Agreement, Lessor, Servicer or any other agent of Lessor may, at its option, pay such amounts or perform such covenants and all sums paid or incurred by Lessor in connection therewith will be repayable by Lessee to Lessor upon demand together with interest thereon at the Default Rate.

(g) Lessee's obligations to make all payments of rent and other amounts under this Agreement are absolute and unconditional and such payments shall be made in immediately available funds without setoff, counterclaim or deduction of any kind. Lessee acknowledges and agrees that neither any Casualty Occurrence to any Vehicle nor any defect, unfitness or lack of governmental approval in, of, or with respect to, any Vehicle regardless of the cause or consequence nor any breach by Enterprise Fleet Management, Inc. of any maintenance agreement between Enterprise Fleet Management, Inc. and Lessee covering any Vehicle regardless of the cause or consequence will relieve Lessee from the performance of any of its obligations under this Agreement, including, without limitation, the payment of rent and other amounts under this Agreement.

(h) In the event Lessor, Servicer or any other agent of Lessor arranges for rental vehicle(s) with a subsidiary or affiliate of Enterprise Holdings, Inc., Lessee shall be fully responsible for all obligations under any applicable rental agreement.

4. USE AND SURRENDER OF VEHICLES: Lessee agrees to allow only duly authorized, licensed and insured drivers to use and operate the Vehicles. Lessee agrees to comply with, and cause its drivers to comply with, all laws, statutes, rules, regulations and ordinances (including without limitation such federal, state and local laws, statutes, rules, regulations and ordinances governing autonomous vehicles and automated driving systems and any parts, components and products related thereto) and the provisions of all insurance policies affecting or covering the Vehicles or their use or operation. In connection with autonomous vehicles and automated driving systems and the parts, components and products related thereto, Lessee agrees to comply with all applicable guidance and professional standards issued, released or published by governmental and quasi-governmental agencies, including without limitation the federal guidance for automated vehicles published by the Department of Transportation and the Federal Automated Vehicle Policy issued by the U.S. Department of Transportation and the National Highway Traffic Safety Administration. Lessee agrees to keep the Vehicles free of all liens, charges and encumbrances. Lessee agrees that in no event will any Vehicle be used or operated for transporting hazardous substances or persons for hire, for any illegal purpose or to pull trailers that exceed the manufacturer's trailer towing recommendations. Lessee agrees that no Vehicle is intended to be or will be utilized as a "school bus" as defined in the Code of Federal Regulations or any applicable state or municipal statute or regulation. Lessee agrees not to remove any Vehicle from the continental United States without first obtaining Lessor's written consent. At the expiration or earlier termination of this Agreement with respect to each Vehicle, or upon demand by Lessor made pursuant to Section 14, Lessee at its risk and expense agrees to return such Vehicle to Lessor at such place and by such reasonable means as may be designated by Lessor. If for any reason Lessee fails to return any Vehicle to Lessor as and when required in accordance with this Section, Lessee agrees to pay Lessor additional rent for such Vehicle at twice the normal pro-rated dally rent. Acceptance of such additional rent by Lessor will in no way limit Lessor's remedies with respect to Lessee's failure to return any Vehicle as required hereunder.

5. COSTS, EXPENSES, FEES AND CHARGES: Lessee agrees to pay all costs, expenses, fees, charges, fines, tickets, penalties and taxes (other than federal and state income taxes on the income of Lessor) incurred in connection with the titling, licensing, registration, delivery, purchase, sale, rental, and Lessee's use or operation of the Vehicles. If Lessor, Servicer or any other agent of Lessor incurs any such costs or expenses, Lessee agrees to promptly reimburse Lessor for the same.

6. LICENSE AND CHARGES: Each Vehicle will be titled, registered and licensed in the name designated by Lessor at Lessee's expense. Certain other charges relating to the acquisition of each Vehicle and paid or satisfied by Lessor have been capitalized in determining the monthly rental, treated as an initial charge or otherwise charged to Lessee. Such charges have been determined without reduction for trade-in, exchange allowance or other credit attributable to any Lessor-owned vehicle.

7. REGISTRATION PLATES, ETC.: Lessee agrees, at its expense, to obtain in the name designated by Lessor all registration plates and other plates, permits, inspections and/or licenses required in connection with the Vehicles, except for the initial registration plates which Lessor will obtain at Lessee's expense. The parties agree to cooperate and to furnish any and all information or documentation, which may be reasonably necessary for compliance with the provisions of this Section or any federal, state or local law, rule, regulation or ordinance. Lessee agrees that it will not permit any Vehicle to be located in a state other than the state in which such Vehicle is then titled for any continuous period of time that would require such Vehicle to become subject to the titling, licensing and/or registration laws of such other state.

8. MAINTENANCE OF AND IMPROVEMENTS TO VEHICLES:

(a) Lessee agrees, at its expense, to (i) maintain the Vehicles in good condition, repair, maintenance and running order and in accordance with all manufacturer's instructions and warranty requirements and all legal requirements and (ii) furnish all labor, materials, parts and other essentials required for the proper operation and maintenance of the Vehicles. Lessee will not make (or cause to be made) any alterations, upgrades, upfitting, additions or improvements (collectively, "Alterations") to any Vehicle which (i) could impact or impair the "motor vehicle safety" (as defined by the Motor Vehicle Safety Act) of the Vehicle, or (ii) could impact, impair, vold or render unenforceable the manufacturer's warranty. Without the prior written consent of Lessor, Lessee will not make (or cause to be made) any Alterations to any Vehicle which (i) detracts, impairs, damages or alters the Vehicle's nature, purpose, economic value, remaining useful life, functionality, utility, software or controls, or (ii) subjects the Vehicle or any part or component of such Vehicle to any lien, charge or encumbrance. Any Alterations of any nature to a Vehicle are made at Lessee's sole cost, risk and liability, including without limitation, any such Alterations approved by, or made with the assistance or at the direction of Lessor. Any replacement parts added to any Vehicle shall be in at least as good an operating condition as the prior part before the replacement (assuming such part was, at the time of the replacement, in the condition required by the terms of this Agreement). Any Alterations to a Vehicle will be returned with such Vehicle upon such Vehicle's return pursuant to Section 4 and shall be free of any liens, charges or encumbrances; provided, however, Lessor shall have the right at any time to require Lessee to remove any such Alteration at Lessee's sole cost, expense and liability, in no event or instance shall the value of any Alterations be regarded as rent. Lessee and Lessor acknowledges and agrees that Lessor will not

expenditure whatsoever in connection with any such Vehicle(s) or this Agreement.

(b) Lessor and Lessee acknowledge and agree that if Section 4 of a Schedule includes a charge for maintenance, (i) the Vehicle(s) covered by such Schedule are subject to a separate maintenance agreement between Enterprise Fleet Management, Inc. and Lessee and (ii) Lessor shall have no liability or responsibility for any failure of Enterprise Fleet Management, Inc. to perform any of its obligations thereunder or to pay or reimburse Lessee for its payment of any costs and expenses incurred in connection with the maintenance or repair of any such Vehicle(s).

9. SELECTION OF VEHICLES AND DISCLAIMER OF WARRANTIES:

(a) LESSEE ACCEPTANCE OF DELIVERY AND USE OF EACH VEHICLE WILL CONCLUSIVELY ESTABLISH THAT SUCH VEHICLE IS OF A SIZE, DESIGN, CAPACITY, TYPE AND MANUFACTURE SELECTED BY LESSEE AND THAT SUCH VEHICLE IS IN GOOD CONDITION AND REPAIR AND IS SATISFACTORY IN ALL RESPECTS AND IS SUITABLE FOR LESSEE'S PURPOSE. LESSEE ACKNOWLEDGES THAT LESSOR IS NOT A MANUFACTURER OF ANY VEHICLE.

(b) LESSOR MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO ANY VEHICLE, INCLUDING, WITHOUT LIMITATION, ANY REPRESENTATION OR WARRANTY AS TO CONDITION, MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE, IT BEING AGREED THAT ALL SUCH RISKS ARE TO BE BORNE BY LESSEE, THE VEHICLES ARE LEASED "AS IS," "WITH ALL FAULTS." All warranties made by any supplier, vendor and/or manufacturer of a Vehicle are hereby assigned by Lessor to Lessee for the applicable Term and Lessee's only remedy, If any, is against the supplier, vendor or manufacturer of the Vehicle.

(c) None of Lessor, Servicer or any other agent of Lessor will be liable to Lessee for any liability, claim, loss, damage (direct, Incidental or consequential) or expense of any kind or nature, caused directly or indirectly, by any Vehicle or any inadequacy of any Vehicle for any purpose or any defect (latent or patent) in any Vehicle or the use or maintenance of any Vehicle or any repair, servicing or adjustment of or to any Vehicle, or any delay in providing or failure to provide any Vehicle, or any interruption or loss of service or use of any Vehicle, or any loss of business or any damage whatsoever and however caused. In addition, none of Lessor, Servicer or any other agent of Lessor will have any liability to Lessee under this Agreement or under any order authorization form executed by Lessee if Lessor is unable to locate or purchase a Vehicle ordered by Lessee or for any delay in delivery of any Vehicle ordered by Lessee.

(d) In no event shall Lessor, Servicer or any other agent of Lessor or their respective affiliates be liable for consequential, indirect, incidental, special, exemplary, punitive or enhanced damages, lost profits or revenues or diminution in value, arising out of or relating to this Agreement, including, without limitation, any breach or performance of this Agreement, regardless of (l) whether such damages were foreseeable, (ii) whether or not Lessor, Servicer or any other agent of Lessor or their respective affiliates were advised of the possibility of such damages and/or (iii) the legal or equitable theory (contract, tort or otherwise) upon which a claim, action, cause of action, demand, lawsuit, arbitration, inquiry, proceeding or litigation is based, and notwithstanding the failure of any agreed or other remedy of its essential purpose.

10. RISK OF LOSS: Lessee assumes and agrees to bear the entire risk of loss of, theft of, damage to or destruction of any Vehicle from any cause whatsoever ("Casualty Occurrence"). In the event of a Casualty Occurrence to a Vehicle, Lessee shall give Lessor prompt notice of the Casualty Occurrence and thereafter will place the applicable Vehicle in good repair, condition and working order; provided, however, that if the applicable Vehicle is determined by Lessor to be lost, stolen, destroyed or damaged beyond repair (a "Totaled Vehicle"), Lessee agrees to pay Lessor no later than the date thirty (30) days after the date of the Casualty Occurrence the amounts owed under Sections 3(b) and 3(c) with respect to such Totaled Vehicle. Upon such payment, this Agreement will terminate with respect to such Totaled Vehicle.

11. INSURANCE:

(a) Lessee agrees to purchase and maintain in force during the Term, insurance policies in at least the amounts listed below covering each Vehicle, to be written by an insurance company or companies satisfactory to Lessor, insuring Lessee, Lessor and any other person or entity designated by Lessor against any damage, claim, suit, action or liability, and that Lessor will suffer immediate and Irreparable harm if Lessee fails to comply with such obligations:

(i) Commercial Automobile Liability Insurance (including Uninsured/Underinsured Motorist Coverage and No-Fault Protection where required by law) for the limits listed below (Note - \$2,000,000 Combined Single Limit Bodily Injury and Property Damage per accident with No Deductible is required for each Vehicle capable of transporting more than 8 passengers):

State of Vehicle Registration	<u>Coverage</u>
Connecticut, Massachusetts, Maine, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont	\$1,000,000 Combined Single Limit Bodily Injury and Property Damage per accident - No Deductible
Florida	\$500,000 Combined Single Limit Bodily Injury and Property Damage per accident or \$100,000 Bodily Injury Per Person Per Accident, \$300,000 Per Accident and \$50,000 Property Damage per accident (100/300/50) - No Deductible
All Other States	\$300,000 Combined Single Limit Bodily Injury and Property Damage Per Accident or \$100,000 Bodily Injury Per Person Per Accident, \$300,000 Per Accident and \$50,000 Property Damage Per Accident (100/300/50) - No Deductible

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(ii) Physical Damage Insurance (Collision & Comprehensive): Actual cash value of the applicable Vehicle. Maximum deductible of \$1,000 per accident - Collision and \$1,000 per accident - Collision .

If the requirements of any governmental or regulatory agency exceed the minimums stated in this Agreement. Lessee must obtain and maintain the higher insurance requirements. Lessee agrees that each required policy of insurance will by appropriate endorsement or otherwise name Lessor and any other person or entity designated by Lessor as additional insureds and loss payees, as their respective interests may appear. Further, each such insurance policy must provide the following: (i) that the same may not be cancelled, changed or modified until after the insurer has given to Lessor, Servicer and any other person or entity designated by Lessor at least thirty (30) days prior written notice of such proposed cancellation, change or modification, (ii) that no act or default of Lessee or any other person or entity shall affect the right of Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns to recover under such policy or policies of insurance in the event of any loss of or damage to any Vehicle and (iii) that the coverage is "primary coverage" for the protection of Lessee, Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns protecting against similar risks. Original certificates evidencing such coverage and naming Lessor, Servicer, any other agent of Lessor and any other person or entity designated by Lessor from time to time. In the event of default, Lessee hereby appoints Lessor, Servicer and any other agent of Lessor as Lessee's attorney-in-fact to receive payment of, to endorse all checks and other documents and to take any other actions necessary to pursue insurance claims and recover payments if Lessee fails to do so. Any expense of Lessor, Servicer or any other agent of Lessor in adjusting or collecting insurance shall be borne by Lessee.

Lessee, its drivers, servants and agents agree to cooperate fully with Lessor, Servicer, any other agent of Lessor and any insurance carriers in the investigation, defense and prosecution of all claims or suits arising from the use or operation of any Vehicle. If any claim is made or action commenced for death, personal injury or property damage resulting from the ownership, maintenance, use or operation of any Vehicle, Lessee will promptly notify Lessor of such action or claim and forward to Lessor a copy of every demand, notice, summons or other process received in connection with such claim or action.

(b) Notwithstanding the provisions of Section 11(a) above: (i) if Section 4 of a Schedule includes a charge for physical damage waiver, Lessor agrees that (A) Lessee will not be required to obtain or maintain the minimum physical damage insurance (collision and comprehensive) required under Section 11(a) for the Vehicle(s) covered by such Schedule and (B) Lessor will assume the risk of physical damage (collision and comprehensive) to the Vehicle(s) covered by such Schedule; provided, however, that such physical damage waiver shall not apply to, and Lessee shall be and remain liable and responsible for, damage to a covered Vehicle caused by wear and tear or mechanical breakdown or failure, damage to or loss of any parts, accessories or components added to a covered Vehicle by Lessee without the prior written consent of Lessor and/or damage to or loss of any property and/or personal effects contained in a covered Vehicle. In the event of a Casualty Occurrence to a covered Vehicle, Lessor may, at its option, replace, rather than repair, the damaged Vehicle with an equivalent vehicle, which replacement vehicle will then constitute the "Vehicle" for purposes of this Agreement; and (ii) if Section 4 of a Schedule includes a charge for commercial automobile liability enroliment, Lessor agrees that it will, at its expense, obtain for and on behalf of Lessee, by adding Lessee as an additional insured under a commercial automobile liability insurance policy issued by an insurance company selected by Lessor, commercial automobile liability insurance satisfying the minimum commercial automobile liability insurance required under Section 11(a) for the Vehicle(s) covered by such Schedule. Lessor may at any time during the applicable Term terminate said obligation to provide physical damage waiver and/or commercial automobile liability enrollment and cancel such physical damage waiver and/or commercial automobile liability enrollment upon giving Lessee at least ten (10) days prior written notice. Upon such cancellation, insurance in the minimum amounts as set forth in 11(a) shall be obtained and maintained by Lessee at Lessee's expense. An adjustment will be made in monthly rental charges payable by Lessee to reflect any such change and Lessee agrees to furnish Lessor with satisfactory proof of insurance coverage within ten (10) days after mailing of the notice. In addition, Lessor may change the rates charged by Lessor under this Section 11(b) for physical damage waiver and/or commercial automobile liability enrollment upon giving Lessee at least thirty (30) days prior written notice.

12. INDEMNITY: To the extent permitted by state law, Lessee agrees to defend and indemnify Lessor, Servicer, any other agent of Lessor and their respective successors and assigns from and against any and all losses, damages, liabilities, sults, claims, demands, costs and expenses (including, without limitation, reasonable attorneys' fees and expenses) which Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns may incur by reason of Lessee's breach or violation of, or failure to observe or perform, any term, provision or covenant of this Agreement, or as a result of any loss, damage, theft or destruction of any Vehicle or related to or arising out of or in connection with the use, operation or condition of any Vehicle. The provisions of this Section 12 shall survive any expiration or termination of this Agreement. Nothing herein shall be deemed to affect the rights, privileges, and immunities of Lessee and the foregoing indemnity provision is not intended to be a waiver of any sovereign immunity afforded to Lessee pursuant to the law.

13. INSPECTION OF VEHICLES; ODOMETER DISCLOSURE; FINANCIAL STATEMENTS: Lessee agrees to accomplish, at its expense, all inspections of the Vehicles required by any governmental authority during the Term. Lessor, Servicer, any other agent of Lessor and any of their respective successors or assigns will have the right to inspect any Vehicle at any reasonable time(s) during the Term and for this purpose to enter into or upon any building or place where any Vehicle is located. Lessee agrees to comply with all odometer disclosure laws, rules and regulations and to provide such written and signed disclosure information on such forms and in such manner as directed by Lessor. Providing false information or failure to complete the odometer disclosure form as required by law may result in fines and/or imprisonment. Lessee hereby agrees to promptly deliver to Lessor such financial statements and other financial information regarding Lessee as Lessor may from time to time reasonably request.

14. DEFAULT; REMEDIES: The following shall constitute events of default ("Events of Default") by Lessee under this Agreement: (a) if Lessee fails to pay when due any rent or other amount due under this Agreement and any such failure shall remain unremedied for ten (10) days; (b) if Lessee fails to perform, keep or observe any term, provision or covenant contained in Section 11 of this Agreement; (c) if Lessee fails to perform, keep or observe any other term, provision or covenant contained in this Agreement and any such failure shall remain unremedied for thirty (30) days after written notice thereof is given by Lessor, Servicer or any other agent of Lessor to Lessee; (d) any seizure or confiscation of any Vehicle or any other act (other than a Casualty Occurrence) otherwise rendering any Vehicle unsuitable for use (as determined by Lessor); (e) if any present or future guaranty in favor of Lessor of all or any portion of the obligations of Lessee under this Agreement shall at any time for any reason cease to be in full force and effect or shall be declared to be null and void by a court of competent jurisdiction, or

if the validity or enforceability of any such guaranty shall be contested or denied by any guarantor, or if any guarantor shall deny that it, he or she has any further liability or obligation under any such guaranty or If any guarantor shall fail to comply with or observe any of the terms, provisions or conditions contained in any such guaranty; (f) the occurrence of a material adverse change in the financial condition, a going concern audit comment of Lessee or any guarantor, or if Lessee admits that it cannot pay ile debts as they become due, makes an assignment for the benefit of creditors, is the subject of a voluntary or involuntary petition for bankruptcy, is adjudged insolvent or bankrupt, or a receiver or trustee is appointed for any portion of Lessee's assets or property; (g) if more than one (1) payment by Lessee to Lessor is returned by Lessee's bank for any reason within a twelve (12) month period; or (h) if Lessee or any guarantor is in default under or fails to comply with any other present or future agreement with or in favor of Lessor, Servicer of Lessor, or any direct or indirect subsidiary of Servicer of Lessor, Enterprise Holdings, Inc. or a subsidiary or affiliate of Enterprise Holdings, Inc.. For purposes of this Section 14, the term "guarantor" shall mean any present or future guarantor of all or any portion of the obligations of Lessee under this Agreement.

Upon the occurrence of any Event of Default, Lessor, without notice to Lessee, will have the right to exercise concurrently or separately (and without any election of remedies being deemed made), the following remedies; (a) Lessor may demand and receive immediate possession of any or all of the Vehicles from Lessee, without releasing Lessee from its obligations under this Agreement; if Lessee fails to surrender possession of the Vehicles to Lessor on default (or termination or expiration of the Term), Lessor, Servicer, any other agent of Lessor and any of Lessor's independent contractors shall have the right to enter upon any premises where the Vehicles may be located and to remove and repossess the Vehicles; (b) Lessor may enforce performance by Lessee of its obligations under this Agreement; (c) Lessor may recover damages and expenses sustained by Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns by reason of Lessee's default including, to the extent permitted by applicable law, all costs and expenses, including court costs and reasonable attorneys' fees and expenses, incurred by Lessor, Servicer, any other agent of Lessor or any of their respective successors or assigns in attempting or effecting enforcement of Lessor's rights under this Agreement (whether or not litigation is commenced) and/or in connection with bankruptcy or insolvency proceedings; (d) upon written notice to Lessee, Lessor may terminate Lessee's rights under this Agreement; (e) with respect to each Vehicle, Lessor may recover from Lessee all amounts owed by Lessee under Sections 3(b) and 3(c) of this Agreement (and, if Lessor does not recover possession of a Vehicle, (i) the estimated wholesale value of such Vehicle for purposes of Section 3(c) shall be deemed to be \$0.00 and (ii) the calculations described in the first two sentences of Section 3(c) shall be made without giving effect to clause (ii) in each such sentence); and/or (f) Lessor may exercise any other right or remedy which may be available to Lessor under the Uniform Commercial Code, any other applicable law or in equity. A termination of this Agreement shall occur only upon written notice by Lessor to Lessee. Any termination shall not affect Lessee's obligation to pay all amounts due for periods prior to the effective date of such termination or Lessee's obligation to pay any indemnities under this Agreement. All remedies of Lessor under this Agreement or at law or in equity are cumulative.

15. ASSIGNMENTS: Lessor may from time to time assign, pledge or transfer this Agreement and/or any or all of its rights and obligations under this Agreement to any person or entity. Lessee agrees, upon notice of any such assignment, pledge or transfer of any amounts due or to become due to Lessor under this Agreement to pay all such amounts to such assignee, pledgee or transferee. Any such assignee, pledgee or transferee of any rights or obligations of Lessor under this Agreement will have all of the rights and obligations that have been assigned to it. Lessee's rights and interest in and to the Vehicles are and will continue at all times to be subject and subordinate in all respects to any assignment, pledge or transfer now or hereafter executed by Lessor with or in favor of any such assignee, pledgee or transferee, provided that Lessee shall have the right of quiet enjoyment of the Vehicles so long as no Event of Default under this Agreement has occurred and is continuing. Lessee acknowledges and agrees that the rights of any assignee, pledgee or transferee in and to any amounts payable by the Lessee under any provisions of this Agreement shall be absolute and unconditional and shall not be subject to any abatement whatsoever, or to any defense, setoff, counterclaim or recoupment whatsoever, whether by reason of any damage to or loss or destruction of any Vehicle or by reason of any defect in or fallure of title of the Lessor or interruption from whatsoever cause in the use, operation or possession of any Vehicle, or by reason of any indebtedness or liability howsoever and whenever arising of the Lessor or any of its affiliates to the Lessee or to any other person or entity, or for any other reason.

Without the prior written consent of Lessor, Lessee may not assign, sublease, transfer or pledge this Agreement, any Vehicle, or any interest in this Agreement or in and to any Vehicle, or permit its rights under this Agreement or any Vehicle to be subject to any lien, charge or encumbrance. Lessee's interest in this Agreement is not assignable and cannot be assigned or transferred by operation of law. Lessee will not transfer or relinquish possession of any Vehicle (except for the sole purpose of repair or service of such Vehicle) without the prior written consent of Lessor.

16. **MISCELLANEOUS:** This Agreement contains the entire understanding of the parties. This Agreement may only be amended or modified by an instrument in writing executed by both parties. Lessor shall not by any act, delay, omission or otherwise be deemed to have waived any of its rights or remedies under this Agreement and no waiver whatsoever shall be valid unless in writing and signed by Lessor and then only to the extent therein set forth. A waiver by Lessor of any right or remedy under this Agreement on any one occasion shall not be construed as a bar to any right or remedy, which Lessor would otherwise have on any future occasion. If any term or provision of this Agreement or any application of any such term or provision is invalid or unenforceable, the remainder of this Agreement and any other application of such term or provision will not be affected thereby. Without Lessor's prior written consent, Lessee shall not use or include Lessor's, Servicer's, any other agent of Lessor's names or trademarks orally or in writing in any media, customer lists or marketing materials. Giving of all notices under this Agreement will be sufficient if mailed by certified mail to a party at its address set forth below or at such other address as such party may provide in writing from time to time. Any such notice mailed to such address will be effective one (1) day after deposit in the United States mail, duly addressed, with certified mail, postage prepaid. Lessee will promptly notify Lessor of any change in Lessee's address. This Agreement may be executed in multiple counterparts (including facsimile and pdf counterparts), but the counterpart marked "ORIGINAL" by Lessor will be the original lease for purposes of applicable law. All of the representations, warranties, covenants, agreements and obligations of each Lessee under this Agreement (if more than one) are joint and several.

17. SUCCESSORS AND ASSIGNS; GOVERNING LAW: Subject to the provisions of Section 15, this Agreement will be binding upon Lessee and its heirs, executors, personal representatives, successors and assigns, and will inure to the benefit of Lessor, Servicer, any other agent of Lessor and their respective successors and assigns. This Agreement will be governed by and construed in accordance with the substantive laws of the State of Missouri (determined without reference to conflict of law principles).

18. NON-PETITION: Each party hereto hereby covenants and agrees that, prior to the date which is one year and one day after payment in full of all indebtedness

of Lessor, it shall not institute against, or join any other person in instituting against, Lessor any bankruptcy, reorganization, arrangement, insolvency or llquidation proceedings or other similar proceeding under the laws of the United States or any state of the United States. The provisions of this Section 18 shall survive termination of this Master Equity Lease Agreement.

19. NON-APPROPRIATION: Lessee's funding of this Agreement shall be on a Fiscal Year basis and is subject to annual appropriations. Lessor acknowledges that Lessee is a municipal corporation, is precluded by the County or State Constitution and other laws from entering into obligations that financially bind future governing bodies, and that, therefore, nothing in this Agreement shall constitute an obligation of future legislative bodies of the County or State to appropriate funds for purposes of this Agreement. Accordingly, the parties agree that the lease terms within this Agreement or any Schedules relating hereto are contingent upon appropriation of funds. The parties further agree that should the County or State fail to appropriate such funds, the Lessor shall be paid all rentals due and owing hereunder up until the actual day of termination. In addition, Lessor reserves the right to be paid for any reasonable damages. These reasonable damages will be limited to the losses incurred by the Lessor for having to sell the vehicles on the open used car market prior to the end of the scheduled term (as determined in Section 3 and Section 14 of this Agreement).

IN WITNESS WHEREOF, Lessor and Lessee have duly executed this Master Equity Lease Agreement as of the day and year first above written.

LESSEE:	The School Board of Gadsden County, Florida	LESSOR: By:	Enterprise FM Trust Enterprise Fleet Management, Inc. its attorney in fact
Augiess.	35 Martin Luther King Jr Blvd Quincy, FL 32351	Signature: By: Title: Address:	Justin Davison Finance Manager 11034 Atlantic Blvd Jacksonville, FL 32225
Date Signe	ed:	Date Signe	d:,,



SECOND AMENDMENT TO MASTER EQUITY LEASE AGREEMENT

THIS SECOND AMENDMENT ("Second Amendment") dated this ____ day of ____, ___ is attached to, and made a part of, the MASTER EQUITY LEASE AGREEMENT entered into on the ____ day of _____, 20__ ("Agreement") and the Amendment entered into on the ____ day of _____, ___ ("Amendment") by and between <u>Enterprise FM Trust, a Delaware statutory trust</u> ("Lessor") and <u>District School Board Of Gadsden County</u> ("Lessee"). This Second Amendment is made for good and valuable consideration, the receipt of which is hereby acknowledged by the parties.

Section 4 of the Master Equity Lease Agreement is amended to read as follows:

Lessee agrees to allow only duly authorized, licensed and insured drivers to use and operate the Vehicles. Lessee agrees to comply with, and cause its drivers to comply with, all laws, statutes, rules, regulations and ordinances (including without limitation such federal, state and local laws, statutes, rules, regulations and ordinances governing autonomous vehicles and automated driving systems and any parts, components and products related thereto) and the provisions of all insurance policies affecting or covering the Vehicles or their use or operation. In connection with autonomous vehicles and automated driving systems and the parts, components and products related thereto, Lessee agrees to comply with all applicable guidance and professional standards issued, released or published by governmental and quasi-governmental agencies, including without limitation the rederal guidance for automated vehicles published by the Department of Transportation and the Federal Automated Vehicle Policy issued by the U.S. Department of Transportation and the National Highway Traffic Safety Administration. Lessee agrees to keep the Vehicles free of all liens, charges and encumbrances. Lessee agrees that in no event will any Vehicle be used or operated for transporting hazardous substances or persons for hire, for any illegal purpose or to pull trailers that exceed the manufacturer's trailer towing recommendations. For purposes of this agreement, hazardous substances shall be defined as any substance in a quantity or volume that requires an Environmental Protection Agency (EPA) placard or additional insurance to transport such substance. Lessee agrees that no Vehicle is intended to be or will be utilized as a "school bus" as defined in the Code of Federal Regulations or any applicable state or municipal statute or regulation. Lessee agrees not to remove any Vehicle from the continental United States without first obtaining Lessor's written consent. At the expiration or earlier termination of this Agreement with respect to each Vehicle, or upon demand by Lessor made pursuant to Section 14, Lessee at its risk and expense agrees to return such Vehicle to Lessor at such place and by such reasonable means as may be designated by Lessor. If for any reason Lessee fails to return any Vehicle to Lessor as and when required in accordance with this Section, Lessee agrees to pay Lessor additional rent for such Vehicle at twice the normal pro-rated daily rent. Acceptance of such additional rent by Lessor will in no way limit Lessor's remedies with respect to Lessee's failure to return any Vehicle as required hereunder

Section 14 of the Master Equity Lease Agreement is amended to add the following paragraph:

Termination: Lessee reserves the right to cancel this Agreement for any reason at all upon thirty (30) days prior written notice to Lessor. In the event of such termination, Lessor shall be paid all rentals due and owing hereunder up until the actual day of termination in accordance with Section 3(b) and 3(c) of the Master Equity Lease Agreement. Additionally, termination should not affect Lessee's obligation to pay any indemnities under this Agreement.

All references in the Agreement and in the various Schedules and addenda to the Agreement and any other references of similar import shall henceforth mean the Agreement as amended by this Second Amendment. Except to the extent specifically amended by this Second Amendment, all of the terms, provisions, conditions, covenants, representations and warranties contained in the Agreement and Amendment shall be and remain in full force and effect and the same are hereby ratified and confirmed.

IN WITNESS WHEREOF, Lessor and Lessee have executed this Second Amendment to Master Equity Lease Agreement as of the day and year first above written.

District School Board Of Gadsden County (Lessee)	Enterprise FM Trust (Lessor) By: Enterprise Fleet Management, Inc., its attorney in fact
Ву	Ву
Title:	Title:





AGREEMENT TO SELL CUSTOMER VEHICLES

THIS AGREEMENT is entered into by and among the entities set forth on the attached Schedule 1 (hereinafter each an "Enterprise Entity" and collectively the "Enterprise Entities") and Enterprise Fleet Management, Inc. (hereinafter referred to as "EFM") (the "Enterprise Entities" and "EFM" shall collectively be referred to as "Enterprise") on the one hand and The School Board of Gadeden County, Florida (hereinafter referred to as "CUSTOMER"), on the other hand on this _____ day of January ________ 2025 ______ (hereinafter referred to as the "Execution Date").

RECITALS

A. Enterprise FM Trust and CUSTOMER have entered into an agreement whereby Customer has agreed to lease certain vehicles set forth in the agreement between Customer and Enterprise FM Trust;

B. EFM is the servicer of the lease agreement between Enterprise FM Trust and Customer;

C. Enterprise, from time to time, sells vehicles at wholesale auctions and other outlets; and

D. The CUSTOMER and Enterprise wish to enter into an agreement whereby Enterprise will sell at wholesale, CUSTOMER's vehicles set forth on Exhibit A, attached hereto and incorporated herein, as supplemented from time to time (collectively, the "Vehicles").

NOW, THEREFORE, for and in consideration of the mutual promises and covenants hereinafter set forth, the parties agree as follows:

TERMS AND CONDITIONS

1. <u>Right to Sell</u>: Enterprise shall have the non-exclusive right to sell any Vehicles assigned to Enterprise by CUSTOMER, or under consignment from Customer to Enterprise, as the case may be dependent upon applicable law in the jurisdiction in which the Vehicle is to be sold. For Vehicles to be sold under assignment, Customer shall assign the title to Enterprise and deliver the assigned title to Enterprise with the Vehicle. For Vehicles to be sold under consignment, Customer shall execute a consignment agreement granting Enterprise power in any and all matters pertaining to the transfer of Vehicle titles and any papers necessary thereto on behalf of CUSTOMER.

2. <u>Additional Documentation</u>: Where necessary, CUSTOMER shall execute any and all additional documentation, required to effectuate the sale of Vehicle(s).

3. <u>Service Fee:</u> For each Vehicle sold, the CUSTOMER shall pay Enterprise an administrative fee of the lesser of \$400 _____ or the maximum permitted by law ("Service Fee").

4. <u>Sales Process</u>: Enterprise shall use reasonable efforts in its sole discretion to sell each Vehicle. CUSTOMER may, at its discretion, place a Minimum Bid or Bid to be Approved (BTBA) on any Vehicle by providing prior written notification to Enterprise. Enterprise shall have full discretion to accept any bid at or above the designated minimum bid or BTBA. Absent any such minimum bid or BTBA, Enterprise shall have full discretion to accept any bid on a Vehicle.

5. Time for Payment:

(a) No later than twenty-one (21) business days after the collection of funds by Enterprise for the sale of a Vehicle, Enterprise will remit to the CUSTOMER an amount equal to the Vehicle sale price minus any seller fees, auction fees, Service Fees, towing costs, title service fees, enhancement fees and any expenses incurred by Enterprise while selling Vehicle, regardless of whether the purchaser pays for the Vehicle.

(b) Enterprise's obligations pursuant to Section 5(a) shall not apply to Vehicle sales involving mistakes or inadvertences in the sales process where Enterprise reasonably believes in its sole discretion that fairness to the buyer or seller justifies the cancellation or reversal of the sale. If Enterprise has already remitted payment to CUSTOMER pursuant to Section 5(a) prior to the sale being reversed or cancelled, CUSTOMER agrees to reimburse Enterprise said payment in full. Enterprise will then re-list the Vehicle and pay CUSTOMER in accordance with this Section 5. Examples of mistakes or inadvertences include, but are not limited, to Vehicles sold using inaccurate or incomplete vehicle or title descriptions and bids entered erroneously.

6. <u>Indemnification and Hold Harmless</u>: Except as otherwise provided herein, CUSTOMER agrees to indemnify, defend and hold EFM and each Enterprise Entity and their parents and affiliated entities, employees and agents harmless to the extent any loss, damage, or liability arises from EFM or any Enterprise Entity's use or operation of a vehicle and for the negligence or willful misconduct of Customer, its agents or employees, and for its breach of any term of this Agreement. The parties' obligations under this section shall survive termination of this Agreement.

7. <u>Risk of Loss</u>: Notwithstanding anything to the contrary hereunder, CUSTOMER shall assume all risk of loss for damage to or loss of any Vehicle or any part or accessory regardless of fault or negligence of CUSTOMER, Enterprise, EFM or any other person or entity or act of God.

8. <u>Liens, Judgments, Titles and Defects</u>; CUSTOMER represents and warrants it holds full legal title to each such Vehicle, title to each such Vehicle is clean and not subject to being branded for any reason, or requires any form of additional disclosure to a purchaser and that there are no open recalls on each such Vehicle. CUSTOMER shall defend, indemnify and hold Enterprise, EFM, their parents, employees and agents harmless from and against any and all claims, expenses (including reasonable attorney's fees), suits and demands arising out of, based upon, or resulting from any judgments, liens or citations that were placed on the Vehicle, defects in the Vehicle's title, or mechanical or design defects in the Vehicle.

9. <u>Odometer</u>: Neither EFM nor Enterprise assume responsibility for the correctness of the odometer reading on any Vehicle and the CUSTOMER shall defend, indemnify and hold EFM, Enterprise, their parents, employees and agents harmless from and against any and all claims, expenses (including reasonable attorney's fees), suits and demands arising out of, based upon or resulting from inaccuracy of the odometer reading on any Vehicle or any odometer statement prepared in connection with the sale of any Vehicle, unless such inaccuracy is caused by EFM, Enterprise, their employees or officers.

10. <u>Bankruptcy</u>: Subject to applicable law, in the event of the filing by CUSTOMER of a petition in bankruptcy or an involuntary assignment of its assets for the benefit of creditors, EFM or Enterprise may accumulate sales proceeds from the sale of all Vehicles and deduct seller fees, auction fees, Service Fees, towing costs, title service fees, enhancement fees and any expenses incurred by EFM or Enterprise while selling Vehicle from said funds. EFM or Enterprise will thereafter remit to CUSTOMER the net proceeds of said accumulated sales proceeds, if any.

11. <u>Compliance with Laws</u>: EFM, Enterprise and CUSTOMER shall comply with all federal, state, and local laws, regulations, ordinances, and statutes, including those of any state motor vehicle departments, department of insurance, and the Federal Odometer Act.

12. <u>Insurance:</u> CUSTOMER shall maintain and provide proof of Automobile Liability Insurance until the later of title transfer to purchaser of Vehicle or transfer of sales proceeds to Customer covering liability arising out of maintenance, use or operation of any Vehicle (owned, hired and non-owned) under this Agreement, with limits of not less than one million dollars (\$1,000,000) per occurrence for bodily injury and property damage. EFM, Enterprise, and their subsidiaries and affiliates are to be named as Additional Insureds. This insurance shall be written as a primary policy and not contributing with any insurance coverage or self-insurance or other means of owner's financial responsibility applicable to EFM or Enterprise. CUSTOMER must waive and must require that its insurer waive its right of subrogation against EFM and Enterprise and their affiliates, employees, successors and permitted assigns on account of any and all claims CUSTOMER may have against EFM or Enterprise with respect to insurance actually carried or required to be carried pursuant to this Agreement.

13. <u>Term</u>: This agreement is effective on the Execution Date and shall continue until such time as either party shall notify the other party with thirty (30) days prior written notice to terminate the Agreement with or without cause.

14. <u>Modification</u>: No modification, amendment or waiver of this Agreement or any of its provisions shall be binding unless in writing and duly signed by the parties hereto.

15. <u>Entime Agreement:</u> This Agreement constitutes the entire Agreement between the parties and supersedes all previous agreements, promises, representations, understandings, and negotiations, whether written or oral, with respect to the subject matter hereto.

16. <u>Liability Limit</u>: EXCEPT TO THE EXTENT A PARTY HERETO BECOMES LIABLE FOR ANY DAMAGES OF THE TYPES DESCRIBED BELOW TO A THIRD PARTY AS A RESULT OF A THIRD PARTY CLAIM AND SUCH PARTY IS ENTITLED TO INDEMNIFICATION WITH RESPECT THERETO UNDER THE PROVISIONS OF THIS AGREEMENT, IN NO EVENT SHALL EITHER PARTY HEREUNDER BE LIABLE TO OTHER PARTY FOR ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, EXEMPLARY, OR INDIRECT DAMAGES (INCLUDING WITHOUT LIMITATION, LOSS OF GOODWILL, LOSS OF PROFITS OR REVENUES, LOSS OF SAVINGS AND/OR INTERRUPTIONS OF BUSINESS), EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

17. <u>Attorney's Fees:</u> In the event that a party hereto institutes any action or proceeding to enforce the provisions of this Agreement, the prevailing party shall be entitled to receive from the losing party reasonable attorney's fees and costs for legal services rendered to the prevailing party.

18. <u>Authorization</u>: Each party represents and warrants to the other party that the person signing this Agreement on behalf of such party is duly authorized to bind such party.

19. <u>Independent Contractor</u>: EFM and Enterprise shall perform the services hereunder as an independent contractor of Customer and no term of this Agreement shall be deemed or construed to render CUSTOMER and EFM or Enterprise as joint venturers or partners.

20. <u>Unsold Vehicles</u>: Should such Vehicle not sell, Customer shall pick up Vehicle within five (5) business days of being provided notice that the Vehicle has not been sold and, for Vehicles assigned to Enterprise by Customer, Enterprise shall assign title back to CUSTOMER.

"ENTERPRISE" Signature:		"CUSTOMER" Signature:
Printed Name:	Justin Davison	Printed Name:
Title:	Finance Manager	Title:
Date Signed:		Date Signed:

Schedule 1

Enterprise Leasing Company of STL, LLC Enterprise Leasing Company of Georgia, LLC **Enterprise Leasing Company of Florida, LLC Enterprise Leasing Company of KS LLC** EAN Holdings, LLC Enterprise Leasing Company of Orlando, LLC Enterprise Leasing Company of Indianapolis, LLC Enterprise Rent-A-Car Company of Boston, LLC Enterprise Leasing Company of Denver, LLC Enterprise Leasing Company of Chicago, LLC Enterprise RAC Company of Maryland, LLC Enterprise Leasing Company of Philadelphia, LLC Enterprise RAC Company of Baltimore, LLC Enterprise Leasing Company of Minnesota, LLC Enterprise Leasing Company of Detroit, LLC Enterprise Leasing Co of Norfolk/ Richmond, LLC Enterprise Rent-A-Car Co of San Francisco, LLC ELRAC, LLC SNORAC, LLC

Enterprise Rent-A-Car Company of Sacramento, LLC Enterprise Rent-A-Car Company of Los Angeles, LLC Enterprise RAC Company of Cincinnati, LLC CLERAC, LLC Enterprise Rent-A-Car Company of Pittsburgh, LLC Enterprise Rent-A-Car Company of Wisconsin, LLC Enterprise Rent-A-Car Company of UT, LLC CAMRAC, LLC Enterprise Rent-A-Car Company of Rhode Island, LLC Enterprise Leasing Company of Phoenix, LLC Enterprise Leasing Company- Southeast, LLC Enterprise Leasing Company-West, LLC Enterprise Leasing Company- South Central, LLC PENRAC, LLC Enterprise Rent-A-Car Company of KY, LLC Enterprise Rent-A-Car Company - Midwest, LLC Enterprise RAC Company of Montana/Wyoming, LLC

Gadsden County Schools - Year 1 Estimated Budget (Overview)

	Fleet Size	# Veh Owned	Leased Units	Total Aequisition Cost	Optional Products	Total Estimated Budget
Recommendation Total (All Classes)	25	9	16	\$ 226,649.35	\$576.00	\$ 227,225.35

/ehicle Class 1 - Acquire 3 Trucks (1/2	Ton)												
Vehicle Type	102 Partie		Andel	Trim Level	Stan (R)	Tam	Mon.	nthly Cost Per Veh	Me nance Per Venicia**	Annu	an cbst PCI, Vehicle ang Main(enance		T G) All Véhicles
025 Rem 1500 Tradesman V6 4x4	2025	Rem	1500	Tradesman	2	60	5	1,104.11	\$70.55	\$	14,096.02	\$	28,192.03
025 Ram 1500 Bighorn V6 4x4	2025	Ram	1500	BigHom	1 1	60	15	1,065.55	\$64.14	Î e	13,556.28	e	13,556.28

Vehitle Type	Yanr	Make	Model	Trim Level	Quantity	Term	ithly Cost Per Vehicle*	Monthly Full Maintenance Per Vahicle**		I Cost Per Vehicle ng Maintenance**	Total All Vehicles
2025 Ram 2500 High Rool Long Wheel Base Cargo Van	2025	Rem	ProMaster	2500	8	60	\$ 1,022,82	\$63,73	5	13,038.60	\$ 104,308.80
2025 Ram 1500 Low Roof Short Wheel Base Cargo Van	2025	Ram	Promaster	1500	1 1	60	\$ 911.49	\$61.35	5	11,674.08	\$ 11,674.08
										Total:	\$ 115,982.88

*Lease rates are estimated and subject to change. **Maintenance excludes tires and brakes.

7/8/2024

Vehicle Type	Yoar	Make	Model	Trim Level	Quantity	Term	nthly Cost Per Vehicle*	Monthly Full Maintenance Per Vehicle**	Annual Cost Per Vehicle Including Maintenancer	1	Total All Vehicles
2025 Rem 2500 Crew Cab 4x4 6ft bed Diesel	2025	Rem	2500	Tradesman	1	60	\$ 1,195.77	\$82.30	\$ 15,336.64	\$	15,336.84
2025 Ram 2500 Crew Cab 4x4 6ft bed Gas	2025	Ram	2500	Tradesman	2	60	\$ 1,007.12	\$66.82	\$ 12,887.28	\$	25,774.56
									Total:	\$	41,111.40

Vehicle Type	Year	Make	Model	Trini Level	Quantity	Term	thly Cost Per Vehicle*	Monthly Full Maintenance Per Vehicle**	Cost Per Vehicle	Total All Vehicles
2025 Ram 1 Ton with Utility Body	2025	Ram	3500	Tradesman	1	60	\$ 2,317.23	\$0.00	\$ 27,806,78	\$ 27,806.7

Optional Products:	Device Cost	Install		Monthly Cost Per Unit/ Card		Total	
Maintenance Management - non leased units	\$0.00	\$0.00	8	\$6.00	\$72.00	\$576.00	
faith Protection	30.06	50.00		571 645	50.00	新版	Free for Governmen
					Total:	\$\$76.00	

*Lease rates are estimated and subject to change.

**Maintenance excludes tires and brakes.

2 of 3

Vehicles to be replaced						
Replacement Phase	Year	Make	Modei	Miles	Estimated Value	VIN
Phase 1	1996	*Ford	Truck	268,337	\$500.00	1FTHF25FSTEB08406
Phase 1	1999	Ford	E35	200,000	\$400.00	1FB5531L1XHB77041
thase 1	2003	Ford	Expedition	150,000	\$775.00	1FMPU1SLS3LB66573
Phase 2	2000	Jeep	Cherokee	NA	\$500.00	NA
Phase 2	2000	Jeep	Cherokee	144,625	\$725.00	1J4FT2859YL157937
hase 2	2005	Dodge	Ram 2500	150,000	\$7,262.50	3D7KR26C05G769991
thase 2	2006	Dodge	Ram 2500	150,000	\$8,000.00	3D7KR26C76G282756
Phase 2	2008	Dodge	Ram 2500	150,000	\$7,162.50	3D7KR26A18G166227
Phase 2	2009	Dodge	Ram 2500	150,000	\$8,287.50	3D7KR26L39G558967
Phase 2	2009	Dodge	Ram 2500	150,000	\$8,287.50	3D7KR26L59G558209
Phase 2	2002	Chevrolet	Express	151,999	\$1,287.50	1GAHG39RD21191300
Phase 2	2008	Ford	Explorer	216,563	\$745.00	1FMEU63E1BUA17006
Phase 3	2003	Dodge	Ram 2500	298,162	\$265.00	3D7KU26633G759574
Phase 3	2011	Dodee	Ram 2500	150,000	\$10,300.00	3D7LP2EL18G532854
Phase 3	2011	Dodre	Ram 2500	150,000	\$10,300.00	3D7LP2EL38G532855
Phase 4	1994	Chevy	Service Body	NA	NA	NA
			1100	Total:	\$64,797.50	

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Gadsden County Schools - Year 1 Estimated Budget (Overview)

	Fleet Size	# Veh Owned	Leased Units	Total Acquisition Cost	Optional Products	Total Estimated Budget
Recommendation Total (All Classes)	25	8	17	\$ 243,604.87	\$576.00	5 244,180.87

Vehicle Type	Year	Make	Model	Trim Level	Quantity	Term	ithly Cost Per Venicle'	Monthly Full Maintenance Per Vehicle**	and the second s	ost Per Vehicle Maintenance**	Total All Vehiclas
2025 Rem 1500 Tradesman V6 4x4	2025	Ram	1500	Tradesman	2	60	\$ 1,104.11	\$70.55	\$	14,096.02	\$ 28,192.03
2025 Ram 1500 Bighorn V6 4x4	2025	Ram	1500	BigHorn	1	60	\$ 1,065.55	\$64.14	s	13,556.28	\$ 13,556.28

/ehicle Class 2 - Acquire 9 Cargo Vans										
Vehisla Type	Year	Make	Model	Trim Level	Quantity	Term	thly Cost Par Vehicle*	Monthly Full Maintenance Per Vehicle**	Annual Cest Per Vehicle Including Maintenance**	Total All Vehicles
2025 Ram 2500 High Roof Long Wheel Base Cargo Van	2025	Ram	ProMaster	2500	8	60	\$ 1,022.82	\$63.73	\$ 13,038.60	\$ 104,308.80
2025 Ram 1500 Low Roof Short Wheel Base Cargo Van	2025	Ram	Promaster	1500	1	60	\$ 911.49	\$61,35	\$ 11,674.08	\$ 11,674.08
									Total:	115.982.88

*Lease rates are estimated and subject to change. **Maintenance excludes tires and brakes.

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Vehicla Type	Year	Make	Model	Trim Level	Quantity	Term		thly Cost Per Vehicle*	Monthly Full Maintenance Per Vahicle**	the second se	ost Per Vehicle Maintenahce**		Total Ali Varician
2025 Ram 2500 Crew Cab 4x4 6N bed Diesel	2025	Ram	2500	Tradesman	1	60	5	1,195.77	\$82.30	\$	15,336,84	5	15,336.8
2025 Ram 2500 Crew Cab 4x4 6ft bed Gas	2025	Ram	2500	Tradesman	2	60	5	1,007.12	\$66.82	\$	12,887.28	5	25,774.5
										1	Total:	5	41,111.4

2025 Ram 1 Ton with Utility Body	2025	Ram	3500	Tradesman	1	60	\$ 2,317.23	\$0.00	\$ 27,806.76	\$ 27,806,76 44762.28
2024 Ford Expedition XLT	2024	Ford	Expedition	XLT	1	60	\$ 1,351.03	\$61.93	\$ 16,955.52	\$ 16,955.52
Vehicle Type	Year	Mako	Model	Trim Level	Quantity	Term	thly Cost Per Vehicle*	Monthly Foll Maintenance Per Vetiela*	Cost Per Vehicle Ig Maintenance**	Total All Vehicies

Optional Products:	Device Cost	Install	Qty.	Monthly Cost Per Unit/ Card	Yearly Cost Per unit	Total	
Maintenance Management - non leased units	\$0.00	\$0.00	E La	8 \$6.00	\$72.00	\$576.00	
Fundamentary:	20.000	50.00		50,000	20500	\$0.00	Free for Governmen
					Total:	5576.00	

*Lease rates are estimated and subject to change. **Maintenance excludes tires and brakes.

Vehicles to be replaced						
Replacement Phase	Year	Make	Model	Miles	Couraited Value	VIN
Phase 1	1996	*Ford	Truck	268,337	\$500.00	1FTHF25F5TEB08406
Phase 1	1999	Ford	E35	200,000	\$400.00	1F85531L1XH877041
Phase 1	2003	Ford	Expedition	150,000	\$775.00	1FMPU15L53LB66573
Phase 2	2000	Jeep	Cherokee	NA	\$500.00	NA
Phase 2	2000	Jeep	Cherokee	144,625	\$725.00	1J4FT2859YL157937
Phase 2	2005	Dodge	Ram 2500	150,000	\$7,262.50	3D7KR26C05G769991
Phase 2 manufacture and the second	2006	Dodge	Ram 2500	150,000	\$8,000.00	3D7KR26C76G282756
Phase 2	2008	Dodge	Ram 2500	150,000	\$7,162.50	3D7KR26A18G166227
Phase 2	2009	Dodge	Ram 2500	150,000	\$8,287.50	3D7KR26L39G558967
Phase 2	2009	Dodge	Ram 2500	150,000	\$8,287.50	3D7KR26L59G558209
Phase 2	2002	Chevrolet	Express	151,999	\$1,287.50	1GAHG39R021191300
Phase 2	2008	Ford	Explorer	216,563	\$745.00	1FMEU63E18UA17006
Phase 3	2003	Dodge	Ram 2500	298,162	\$265.00	3D7KU26633G759574
Phase 3	2011	Dodge	Ram 2500	150,000	\$10,300.00	307LP2FL18G532854
Phase 3	2011	Dodge	Ram 2500	150,000	\$10,300.00	307LP2EL3BG532855
Phase 4	1994	Chevy	Service Body	NA	NA	NA
				Total:	\$64,797.50	

7/8/2024

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SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO: <u>8e</u>

DATE OF SCHOOL BOARD MEETING: 1/28/2025

TITLE OF AGENDA ITEM: Travel Procedures

DIVISION: Business & Finance

_____ This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM: (Type and Double Space)

The attached travel procedures will provide a consistent format to be used District-wide and will also align operations to state statues.

FUND SOURCE:	N/A
AMOUNT:	N/A
PREPARED BY:	Marleni Bruner
POSITION:	Director of Finance
	Director of Finance RNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER
INTE	

SUPERINTENDENT'S SIGNATURE: page(s) numbered _____

CHAIRMAN'S SIGNATURE: page(s) numbered _____

GADSDEN COUNTY SCHOOL DISTRICT IN-DISTRICT MILEAGE REIMBURSEMENT VOUCHER

Traveler Name

Employee ID #

DATE	FROM	ТО	PURPOSE	MILEAGE
			TOTAL MILES	MI
			AMOUNT PER MILE	44.5 cents/MI
		TO	OTAL REIMBURSEMENT	\$

I hereby certify or affirm that this travel claim is true and correct in every material matter; that the expenses were truthfully incurred by the undersigned as **necessary travel** expenses in the performance of my official duties; and that the same conforms in every respect to the requirements of Section 112.061, Florida Statutes.

Traveler	Date
Supervisor	Date
Asst. Superintendent	Date
Superintendent	Date

Fund	Transaction	Function	Object	Center	Project	Program
	E		330			
	E		330			

MILEAGE MUST BE PREAPPROVED AND SHOULD BE SUBMITTED MONTHLY Use in-county standard mileage rates and attach as supporting documentation.

MILEAGE CHART FOR COUNTY TRAVEL (FOR HEADSTART ONLY)

LOCATION	ROUND TRIP FROM HS OFFICE					
Bus Garage	2					
Carter-Parramore Academy	2					
Chattahoochee Elementary	38					
Crossroad Academy	5					
Gadsden County High School	14					
Gadsden Elementary Magnet School	21					
George W. Munroe Elementary	3					
Greensboro Elementary	21					
Gretna Elementary	11					
Gadsden Technical College	2					
Havana Magnet School	24					
Midway Head Start	21					
Quincy Area 3s	2					
James A. Shanks Middle School	1.5					
Stewart Street Elementary	2					
Tallahassee	46					
Wal-Mart	5					
West Gadsden Middle School	21					
GCHS to Havana Magnet	23					
GCHS to HMS to GWM	30					
Greensboro ES to Chattahoochee ES	24					
Food for Less (formerly Piggly Wiggly)	5					

MILEAGE IS PAID AT A RATE OF 44.5 CENTS PER MILE

Please refer to the DOT Official Mileage Chart and the District's Travel Procedures for out-of-town travel.

GADSDEN COUNTY SCHOOL DISTRICT APPLICATION FOR ADVANCE ON TRAVEL EXPENSES

Employee Name:	Employee ID #:	Employee ID #: Date:							
Travel Period: From:	Travel Period: GCSD Point of Origin:								
To: 35 Martin Luther King Jr. Blvd, Quincy, FL 32351									
Destination:									
Purpose:									
Benefits:									
ESTIMATED COST OF TRAVEL									
		1	1						
*Total Estimated Per Diem:		Estimated Per Die	m						
**Transportation: Airfare:									
Car cost (rental):									
Car cost (personal): Incidental Expenses: Hotel:		Estimated Transportation	on \$						
Nights: @ \$ Per Night			al \$						
Other Incidental Expenses: Type of Incidental Expenses:		Estimated Incident							
		Total Estimated Expense	es \$						
		X 80% Advance Travel Allows							
I hereby certify that the above-estimated expenses are anticipated to be incurred by me as necessary travel expenses in the performance of my official duties; attendance at the conference or convention directly relates to the official duties of the Gadsden County School District; any meals or lodging included in the registration fee have been deducted from this travel advance request. If the travel advance exceeds the actual travel expenses incurred, I will refund the Gadsden County School District the remaining unexpended funds within 10 days after the completion of the travel period.									
Traveler's Signature: Title:			Date Signed:						
Pursuant to Section 112.061, Florida Statutes, I hereby certify or a of Florida.	ffirm that the above-anticipate	d travel will be on official	business of the State						
Supervisor's Printed Name & Signature: <u>Title:</u>			Date Signed:						
Superintendents Signature: Superintende	nts Printed Name:		Date Signed:						
Superintendents Signature: Superintender	nts Printed Name:		Date Signed:						
* If the estimated Per Diem is based on a per day allowance which is greater than \$50, then an explanation must be furnished. **Estimated cost for common carrier and rental charges billed directly to the GCSD shall not be included in the travel advance calculation.									

Pending	Board A	pproval
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Gadsden County School District

	Name:	Name:				itle:	Date:	Date:	
Authorization to Incur Travel Expenses	GCSD Address				Emplo	nployee ID #:			
Purpose of Trip:	and the second sec					Departure Date	Return Date	Total Days	
Destination:									
Conference or convention travel: Explanation of benefits accruing to the GCSD.						Departure Time		Return Time	
Total Estimated Per Diem:									
Registration Fee:							\$		
Car Rental or Estimated Mileage							\$		
Hotel Name:			Rate	Nights		Total Cost			
			\$		Time	\$			
<u>Airline</u> Airline Name:	Dep. Flight Date:	Time	Ret. Flight Date:			Cost			
			\$						
TOTAL ESTIMATED COST FOR TRIP							\$		
Comments:	\bigcirc								
I hereby certify that travel, as shown above, is to be incurred in connection with official business of the Gadsden County School District.									
Employee Signed:	Date:		Assist. Superintendent:					Date:	
Supervisor:	Date:		Superintendent:					Date:	

Gad	Isden County School District	Traveler Name:					Employee ID #:				
VOUC	DUCHER FOR REIMBURSEMENT Job Title:				GCSD Office:	D Office: 35 Martin Luther King Jr Blvd, Quincy, FL 32351					
	OF TRAVEL EXPENSES	CHECK ONE: Out Of Town In District				RESIDENCE:					
DATE	Travel Performed From Point of Origin To Destination	(Name of Conference) Departure C			Meals for Class A & B	ss or Actual C	Class C Meals	C Mileage	In District Mileage Claimed	Other Expenses	
				Return	Travel	Expenses				Amount	Туре
										· · · · · · · · · · · · · · · · · · ·	
										[
										· · · · · · · · · · · · · · · · · · ·	
Statement of Benefit	is to GCSD:				Column	Column	Column	0	Mi.	Column	Summary
					Total	Total	Total			Total	Total
					Total	Total	TOTAL	67	′¢Mi.	Total	i otai
					\$ -	\$ -	\$ -	\$ -		\$ -	\$
Advance:					LESS ADVAN	CE RECEIVED					
Request Date			LESS CLASS C MEALS (Officers/Employees Only) \$						\$ -		
Check #				LESS NON-REIMBURSABLE ITEMS INCLUDED ON PURCHASING CARD							
Cleared Date				NET AMOUNT DUE TRAVELER					\$ 0.00		
			NET AMOUNT DUE THE GCSD \$ 0.0								
Thereby certify or affirm and declare that this claim for reimbursement is true and correct in every material matter; that the travel expenses were actually incurred by me as necessary in the performance of official duties; that per diem claimed has been appropriately reduced by any meals or lodging included in the convention or conference registration fees claimed by me, and that this voucher conforms in every respect with the requirements of Section 112.061, Florida Statutes.											
TRAVELER'S SIGNATURE: SIGNATURE DATE:			ASST. SUPERINTENDENT'S SIGNATURE: SIGNATURE DATE:					DATE:			
			SUPERINTENDENTS SIGNATURE: SIGNATURE DATE:								

FOR FINANCE USE ONLY:

Revised for the GCSD on 01/02/2024

GADSDEN COUNTY SCHOOL DISTRICT Travel Procedures

I. PURPOSE

To establish regulations and procedures for the Gadsden County School District (GCSD), employees, and those authorized to travel on behalf of the District when necessary, and reimbursement is requested.

II. AUTHORITY

- 1. Gadsden County School District Board Policy, Chapter 7.52
- 2. Department of Financial Services, Division of Accounting and Auditing, Bureau of Auditing, Reference Guide for State Expenditures
- 3. Section 112.061, Florida Statutes
- 4. Rule 69I-42, Florida Administrative Code
- 5. Florida Attorney General Opinion 81-53 Continental breakfast; reimbursement
- 6. Florida Attorney General Opinion 82-34 Reimbursement for travel expenses
- 7. State of Florida General Appropriations Act and implementing bills, if provided

III. SCOPE AND APPLICABILITY

Travel expenses shall be limited to those expenses necessarily incurred in the performance of a public purpose authorized by law to be performed by the GCSD and must be within the limitations described herein. This policy applies to all travel as defined herein for any purpose and for which reimbursement will be claimed by employees and those authorized to travel on behalf of the District as follows:

- 1. Expenditures properly chargeable to travel include registration payments, reimbursements of mileage for using a privately owned vehicle, per diem and subsistence allowance, common carrier transportation, and other expenses incidental to travel that are authorized by law.
- 2. All eligible travelers in the conduct of GCSD business, to attend meetings, conferences, conventions, workshops, and other training sessions for the benefit of the GCSD, at GCSD expense, pursuant to proper authorization prescribed herein.
- 3. Travel expenses for employees who travel to obtain certifications required for continued employment with GCSD are allowable.
- 4. Consultant travel, which is not covered within the scope of the consultant's contract, and which is billed separately to the GCSD on a cost reimbursement basis, must receive prior approval from the Superintendent and will be reimbursed according to this policy.
- 5. Under no circumstances will an employee be reimbursed for travel expenses incurred to take job placement examinations to apply for jobs, whether written or oral.
- 6. Requests for reimbursement payments must include:
 - a. Voucher for Reimbursement of Travel Expenses

- b. Itemized hotel receipts (if applicable)
- c. Transportation receipts for common carrier travel (if applicable)
- d. Incidental receipts (if applicable)
- e. In the case of a conference, convention, or training session not hosted by the GCSD, Panhandle Area Educational Consortium (PAEC), Florida School Board Insurance Trust (FSBIT), or where the GCSD personnel requesting reimbursement is not a presenter, the benefits to the GCSD must be provided along with the pages of the agenda that supports the request and an itemization of the registration cost.

IV. DEFINITIONS

- 1. Employees All employees of the GCSD. This includes full-time or part-time workers whose travel has been authorized and approved pursuant to this policy.
- 2. Authorized Person(s) A person, other than an employee of the GCSD, who is authorized to incur travel expenses in the performance of the GCSD's official duties, such as a consultant, board members, etc.
- 3. Conference The coming together of persons with a common interest or interests for deliberation, interchange of views, or for the removal of differences or disputes and discussion of their common problems and interests. The term also includes similar meetings such as seminars, workshops, and trainings which are large formal group meetings that are programmed and supervised to accomplish intensive research, study, discussion, and work in some specific field or on a governmental problem or problems. A conference does not mean the coming together of GCSD personnel.
- 4. Convention An assembly of a group of persons representing persons and groups, coming together for the accomplishment of a purpose of interest to a larger group or groups. A convention does not mean the coming together of GCSD personnel.
- 5. Traveler A GCSD employee or authorized person when performing authorized travel on behalf of the GCSD.
- 6. Common carrier Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.
- 7. Point of Origin Geographic location of the traveler's official headquarters
- 8. In-state Travel Authorized and approved travel within the territorial limits of Florida.
- 9. Most Economical Method of Travel Mode of travel (state- or government-owned vehicle, private vehicle, common carrier, etc.) designated by GCSD per section 112.061, F.S.
- 10. Official Headquarters This is the location of the traveler's assigned office. In all such cases, the location must be in the best interest of the GCSD and not for the convenience of the employee or authorized traveler.

V. EXCEPTIONS

Any exceptions or unusual circumstances that have not been provided for in this policy should be documented and approved by the Superintendent <u>before</u> travel or as soon as

reasonably possible, while staying as close to the State of Florida policies for emergencies as possible.

VI. FORMS

- 1. Authorization to Incur Travel Expense, Form DFS-AA-13 (07/03), adapted for use by the GCSD.
- 2. Application for Advance on Travel Expenses, Form DFS-AA-25 (revised 07/98), adapted for use by the GCSD.
- 3. Voucher for Reimbursement of Travel Expenses, Form DFS-AA-15, (revised 07/06), adapted for use by the GCSD.
- 4. GCSD In District Travel Voucher
- 5. GCSD Mileage Chart for County Travel Head Start Only
- 6. GCSD Mileage Chart for County Travel

GCSD forms were adapted from the approved Department of Financial Services (DFS) forms and should be used for the planning and appropriate processing of travel expenses.

VII. TYPES OF TRAVEL

- 1. Class A Travel continuous travel of 24 hours or more away from official headquarters. The travel day for Class A is based on a calendar day (midnight to midnight).
- 2. Class B Travel continuous travel of less than 24 hours which involves overnight absence away from official headquarters. The travel day for Class B travel begins at the same time as the travel period.
- 3. Class C Travel short or day trips in which the traveler is not away from their official headquarters overnight.
- 4. Local Mileage travel of less than 24 hours in which the traveler is not away from official headquarters overnight and which involves the use of a privately owned vehicle for official business within Gadsden and the surrounding counties and for which no meal reimbursements are claimed.

VIII. TRAVEL AUTHORIZATION

All travel will be conducted pursuant to authorized annual budget allocations. Before incurring any Class A, Class B, or Class C travel expenses for which reimbursement or cash advance is requested, an "Authorization to Incur Travel Expense" form should be approved and authorized by the traveler's supervisor, the Assistant Superintendent, and the Superintendent. Authority for approval of GCSD reimbursed Class A, Class B, and Class C travel may be granted by the traveler's supervisor, the Assistant Superintendent, or the Superintendent. Local mileage does not require an "Authorization to Incur Travel Expense" form; however, it will require the permission of the traveler's supervisor, the Assistant Supervisor, the Supervisor Supervisor, the Assistant Supervisor, the Assistant Supervisor, the Assistant Supervisor, the Assistant Supervisor, the Supervisor Supervisor, the Assistant Supervisor, the Assistant Supervisor, the Assistant Supervisor, the Assistant Supervisor, the Supervisor Supervisor, the Assistant Supervisor Supervisor, the Assistant Supervisor Supervisor

The following guidelines may be used when approving travel requests:

- 1. Funds are available in the budget.
- 2. A determination is made that a public purpose is achieved in taking the trip.
- 3. The number of travelers is the minimum number required to accomplish the purpose of the trip.
- 4. The method of travel (e.g., air, vehicle) is specified and the route or other arrangements are the most economical available and result in the shortest time away or the lowest overall cost consistent with the distance to be traveled and the purpose of the trip.

IX. TRAVEL PAYMENT

When possible, an authorized GCSD Purchasing Card should be used as payment for all travel-associated expenses (except for meals and gas) incurred by employees conducting GCSD business unless authorization is given by the Finance Director for an alternative method of payment to be utilized.

Purchasing Card

Certain items, such as airline tickets, lodging, car rental, or registration fees (if allowed), should be prepaid with a Purchasing Card upon approval of the travel request. A Purchasing Card Receipt form should be completed for all transactions on GCSD Purchasing Cards.

Meals/Food

The GCSD Purchasing Cards are not to be used to pay for meals or food. After approval of the Authorization to Incur Travel Expense, at the traveler's request and approval of the Application for Advance on Travel Expenses, payment for meals can be advanced to the traveler at the applicable allowance rate.

When a meal is included in a registration fee, the meal allowance cannot be claimed for reimbursement, even if the traveler decides for personal reasons not to eat the meal. As provided in Attorney General Opinion 81-53, a continental breakfast is considered a meal and cannot be claimed for meal reimbursement if included in a registration fee for a convention or conference. Pursuant to s. 112.061(8)(a) 5, F.S., actual expenses for banquets and other meal functions that are not part of a basic registration fee may be reimbursed if participation in such an event directly enhances the public purpose of the agency. This rule will not apply to conferences or conventions where GCSD employees or authorized personnel do not pay a registration fee to attend. In the case where a meal is provided by a hotel or airline, the traveler will be allowed to claim the meal allowance provided by law.

Travel Advance

If the traveler is not authorized to use a GCSD Purchasing Card, employees may obtain travel advances upon approval of the travel request. Approval of the "Authorization to Incur Travel Expense" form is required before a traveler may submit an "Application for Advance on Travel Expenses" form. Approval by the traveler's supervisor, the Assistant Superintendent, and the Superintendent is required before payment will be made.

X. REIMBURSEMENT OF EXPENSES

All travel advances should be settled within ten (10) working days of return from traveling. No advances for additional trips shall be made until all prior advances have been reconciled. Chapter 112.061, F.S. provides that any person who willfully makes or contributes to a fraudulent claim shall be guilty of a misdemeanor of the second degree and shall be civilly liable in the amount of overpayment. Such employees shall also be subject to disciplinary action by the GCSD, up to and including termination.

It is the responsibility of the Finance Department to ensure that the traveler complies with this section of the policy. Exceptions to this section of the policy may be made upon written justification of circumstances that necessitate multiple advances approved by the Superintendent.

Within ten (10) days of completing authorized travel, travelers should file a "Voucher for Reimbursement of Travel Expenses" form. The Voucher for Reimbursement of Travel Expenses should reflect the entire cost of the trip, including all advances and direct payments made. The traveler must sign and date the form for completeness and correctness as to the travel performed. The completed form must be signed by the traveler's supervisor, the Assistant Superintendent, and the Superintendent. If the GCSD is due funds from the advance, a check payable to the GCSD should be attached to the Voucher for Reimbursement of Travel Expenses.

XI. ALLOWABLE TRAVEL EXPENSES

The following describes the allowable travel expenses and the required documentation. In general, where receipts are required, original receipts should be submitted. If an original receipt is not available, a statement of the expense with an explanation must be prepared and included with the "Voucher for Reimbursement of Travel Expenses" form. Copies of bank transactions are allowable; however, it is recommended that secured information be redacted from such copies. Further, a copy of the meeting/conference/convention/training agenda, when one is provided, must be attached to the "Voucher for Reimbursement of Travel Expenses" form. When one is not provided, this should be indicated on the Voucher for Reimbursement of Travel Expenses.

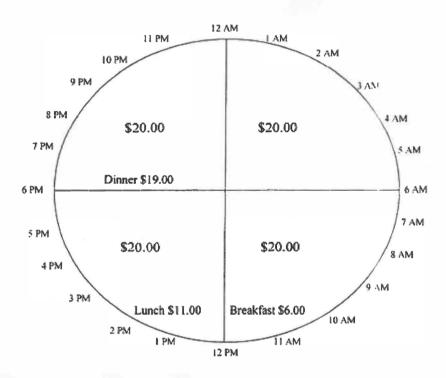
Any changes or additions to the cost of the travel made after the Authorization to Incur Travel Expense was approved must be explained on the Voucher for Reimbursement of Travel Expenses.

Meals and Lodging for Class A and Class B Travel

Travel shall be reimbursed by the following methods for each day of such travel, at the option of the traveler, provided that the same method of reimbursement is used to calculate each day of the travel (i.e., the entire trip will be either based on the per diem rate or based on actual expenses plus meal allowances):

- 1. Daily Per Diems the most current standard State of Florida government per diem rate (\$80) to include both lodging and meals, or
- 2. Actual expenses for lodging at a single occupancy rate, to be substantiated by paid bills. However, if the traveler chooses a form of lodging where a paid bill is not applicable, the standard State of Florida government per diem rate will apply. The State of Florida government per diem rate is not applicable unless the traveler chooses lodging in which costs are incurred and can be substantiated by a paid bill or receipt.

Per Diem Clock



Allowable rates for per diem are provided for in s. 112.061(6), F.S. All claims for per diem and subsistence must be within the limitations outlined in this section of the statutes. All travelers are allowed the authorized per diem for each day of travel or if actual expenses exceed the allowable per diem, the amount allowed for meals as provided in s. 112.061(6) (b), F.S., plus actual expenses for lodging at a single occupancy rate. Per diem shall be calculated using four six-hour periods (quarters) beginning at midnight for Class A or when travel begins for Class B travel. Travelers may only switch from actual to per diem while on Class A travel on a midnight-to-midnight basis. A traveler on Class A or B travel who elects to be reimbursed on a per diem basis is allowed \$20.00 for each quarter from the time of departure until the time of return.

When claiming the standard State of Florida government per diem rate for Class A or Class B travel including meal reimbursements, the traveler shall be reimbursed one-

fourth of the standard State of Florida government rate of per diem and meal allowances for each quarter, or fraction thereof, of the travel day included within this travel period. No receipts are required.

The travel day is divided into the following quarters:

12:01 a.m. to 6:00 a.m. 6:01 a.m. to 12:00 noon 12:01 p.m. to 6:00 p.m. 6:01 p.m. to 12:00 midnight

Meal expenditures will be reimbursed according to the most current State of Florida government per diem meal rates. The following times shall be used to determine when meal reimbursements may be claimed:

- Breakfast \$6: travel begins before 6:00 AM and extends beyond 8:00 AM
- Lunch \$11: travel begins before 12:00 PM and extends beyond 2:00 PM
- Dinner \$19: travel begins before 6:00 PM and extends beyond 8:00 PM

A traveler may not claim per diem or lodging reimbursement for overnight travel within fifty miles (one-way) of the GCSD headquarters or their residence unless the circumstances necessitating the overnight stay are fully explained by the traveler and approved by the Finance Director.

An employee should not be reimbursed for any meal or lodging included in convention or conference registration fees paid by the GCSD. A continental breakfast provided as part of the conference/convention registration fee is considered breakfast and should not be claimed for reimbursement. An evening reception or other function that serves only hors d'oeuvres is not considered dinner and may be claimed for reimbursement. Should the conference/convention registration fee include the provision of any lunches or dinners, these meals should not be claimed for reimbursement.

In the case where a meal is provided by a hotel or airline, the traveler will be allowed to claim the meal allowance provided by law.

Lodging

Reimbursement for lodging expenses is limited to a single occupancy rate. The cost of lodging shared with a non-official or non-employee (e.g., family members) is limited to the single occupancy rate. The reimbursement rate for the lodging room is limited to \$175.00 per day excluding parking and required resort fees. Costs beyond that amount are to be paid by the traveler; however, the GCSD Finance Director or Superintendent has the authority to approve reimbursement beyond the \$175.00 per day rate if justification is provided. *This amount is subject to change per the Legislature's Annual Appropriation Implementing Bill.*

When traveling within Florida the authorized GCSD Purchasing Card should be used for the payment of lodging expenses. The traveler must also present a copy of the GCSD's tax-exempt certificate. No sales tax will be reimbursed for Florida accommodations that should have been tax-exempt. For individuals who are not authorized to have a GCSD Purchasing Card, a Credit Card Authorization form should be completed with the lodging vendor.

When lodging, transportation, and/or meals are paid for or provided by any federal, state, or other local governmental agency, no further expenses will be reimbursed.

Class C Travel

A traveler shall not be reimbursed on a per diem basis for Class C travel. Provided the reason for the travel does not include a meal, the traveler shall receive subsistence as follows:

- Breakfast \$6: travel begins before 6:00 AM and extends beyond 8:00 AM
- Lunch \$11: travel begins before 12:00 PM and extends beyond 2:00 PM
- Dinner \$19: travel begins before 6:00 PM and extends beyond 8:00 PM

When provided for in statute, Class C travel meal allowance is defined as taxable income and must be shown as a separate item on the Voucher for Reimbursement of Travel Expenses. Employee Class C travel should be deducted from the total claimed and processed through payroll.

Reimbursement of Travel Expenditures by Individuals with Disabilities

When a payment reimbursement request is made for travel expenses in excess of those ordinarily authorized pursuant to s. 112.061, F.S., and Rule 69I-42, F.A.C., and such excess travel expenses were incurred to permit the safe travel of an individual with disabilities, those excess expenses will be paid to the extent that the expenses were reasonable and necessary to the safe travel of the individual.

Transportation

Transportation expenses incurred in connection with the performance of an activity that serves a public purpose authorized by law to be performed by the agency may be paid directly to common carriers or individual travelers. The traveler must use the most direct route from the traveler's headquarters unless it can be demonstrated that travel from another location is more economical. If the traveler uses an indirect route for his/her convenience, the traveler must bear any extra cost. The GCSD Finance Director should designate the most economical method of travel for each trip, keeping in mind the following conditions:

- 1. The nature of the travel.
- 2. The most efficient and economical means of travel (considering time of the traveler, cost of transportation, and per diem or subsistence required)
- 3. The number of travelers making the trip and the amount of equipment being transported. If the class of travel is other than the most economical method of travel,

the GCSD Finance Director must authorize the expense in writing and describe the circumstances requiring such travel. This documentation shall be attached to the travel voucher.

A. Common Carrier

Travelers whose transportation is by common carrier shall make use of any state-term aircraft or auto rental contract which may be in effect at the time. Failure to use state-term contracts will require justification to be provided with the reimbursement information. Justification must be as allowed by the state term contracts.

Common carrier charges may be billed directly to the GCSD pursuant to Rule 69I-42.007(6), F.A.C., or the traveler may pay his or her common carrier charges and request reimbursement. Sufficient information must be included with the "Voucher for Reimbursement of Travel Expenses" maintained by the GCSD, which relates to the common carrier charges. Common carrier charges paid by the traveler shall be included in the traveler's reimbursement request.

The GCSD may authorize the rental of hybrid cars for official travel when it has been determined to be the most economical method of travel. Documentation must be retained on file at the GCSD to support the agency's decision.

B. District Vehicle

Reimbursements will not be made for travel that utilizes a District vehicle. Vehicles should be gassed up at the Transportation Department before travel. If gas is needed while traveling, the GCSD Purchasing Card should be used and receipts kept for proper tracking.

C. Air

Aircraft travel, for which a state-term contract does not exist, must be the most economical rate and class available. Exceptions will be allowed only when fully justified. Any cost over state-term contracts that are not fully justified will be borne by the traveler.

Coach fare by route and/or rate best suited for the interest of the GCSD is allowed and must be documented by a paid receipt. Should a traveler select a different route and/or rate, for their benefit, reimbursement will be limited to the coach fare, by the route and/or rate, determined by what is in the best interest of the GCSD.

Reimbursement of first-class airfare is specifically limited to trips under emergency conditions when coach accommodation is not available. In those instances where an electronic airline ticket was purchased, documentation should include a copy of the traveler's itinerary, identifying the purchase of the airline ticket, or a separate paid receipt for the airline ticket.

D. Private Vehicle

The GCSD Finance Director may authorize the use of privately owned vehicles for official travel instead of publicly owned vehicles or common carriers. The traveler is entitled to a mileage allowance at a fixed rate of \$0.67 per mile. When calculating mileage reimbursement, the amount must be rounded down to the whole dollar. Reimbursement for expenditures relating to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used in public business.

Travelers shall not be paid a mileage allowance for travel between their residence and their headquarters or regular work location (See Attorney General Opinion 82- 34). If travel begins more than one hour before or one hour after the traveler's regular work hours, the point of origin may be the traveler's residence, provided that the miles claimed may not exceed the miles driven. Travelers are encouraged to use the GCSD's mileage chart when appropriate.

All mileage shall be shown from point of origin to point of destination and included with the Voucher for Reimbursement of Travel Expenses. When possible, mileage should be computed and reimbursed based on the current Florida Department of Transportation Official Intercity Highway Mileage map for in-state travel and the GCSD's Mileage Chart for in-county travel. Alternate methods of computing mileage, such as the use of an Internet website, may be authorized on the travel request memo if supported by appropriate documentation. Road and bridge tolls may be claimed in addition to mileage upon presentation of receipts. Vicinity mileage necessary for the conduct of official business is allowable but must be listed separately on the reimbursement request and the purpose explained.

No traveler who is entitled to mileage or transportation expense shall be allowed either mileage or transportation expense when they are gratuitously transported by another traveler. The traveler's payment information shall indicate complimentary travel.

Reimbursement for local mileage or Class C travel mileage involving the use of the employee's vehicle should be submitted and shall specify:

- Date of the travel
- Origin
- Destination
- Number of miles traveled.
- Purpose of the travel
- Amount requested for reimbursement.
- E. Taxi, Limousine, Public Transportation

The actual costs incurred for normal use of a taxi, limousine, public transportation, and parking are reimbursable. Receipts are not required for reimbursement of parking, taxi, limousine, and public transportation costs that are less than \$20.00 per traveler per trip. "Per trip" shall be the trip authorized in the "Authorization to Incur Travel Expense" form, not each ride in public transportation. When these items

cumulatively exceed \$20.00 during the duration of the travel, receipts are required to document the full amount. In those cases where receipts are not available (i.e., mass transit tokens) reimbursement may still be sought with an explanation of the circumstances via a memorandum attached to the "Voucher for Reimbursement of Travel Expenses" form.

F. Parking

Travelers should look for the most economical parking and should prioritize free or reduced-price parking included with conference attendance or lodging over choosing valet. Valet parking should only be utilized when that is the only means of parking available. The actual amount paid for mandatory valet parking at the hotel plus a tip of \$1 per occasion is reimbursable. Valet parking tips shall not be paid if self-parking is available at the hotel. Documentation showing it was mandatory must be attached to the travel reimbursement.

G. Car Rental

Travelers should book car rentals through the GCSD account. Travelers will need their district ID badge and a valid Driver's License to pick up the rental car. Reimbursement of mileage traveled from District headquarters to the rental car agency is allowed. Mileage from the rental car agency to the traveler's home upon return is not allowable.

Car rental expenses are reimbursable but only when prior approval is obtained on the "Authorization to Incur Travel Expense" form and a receipt is attached. However, a GCSD-approved traveler should not purchase collision-damage waivers when renting a car. The purchase of "Personal Accident Insurance" by a traveler is also non-reimbursable as employees on authorized business are covered under Workman's Compensation. Expenses incurred for collision-damage waivers or personal accident insurance will not be reimbursed unless prior approval of an exception is granted.

Registration Fees

If the GCSD engages an instructor to perform training sessions for its employees, the fee will be a contractual service; however, if a GCSD employee enrolls in a workshop/seminar, etc., which is routinely offered to the public, the fee will be a registration fee. Fees for registration, including meals and other programmed events sponsored by the conference or convention organization, should be prepaid wherever possible. Optional fees for recreation and/or entertainment activities associated with a conference or convention are not reimbursable unless required as part of the conference rate. Fees for non-GCSD employees (e.g., family members) to participate in activities are not reimbursable.

XII. POINT OF ORIGIN

The following locations are authorized GCSD point of origin locations:

- A. Max D. Walker Building, 35 Marting Luther King, Jr. Blvd, Quincy, FL 32351
- B. Head Start/Pre-K, 500 W. King St, Quincy, FL 32351

- C. Midway Head Start, 86 Martin Luther King Blvd. Midway, Fl 32343
- D. Quincy Area 3s, 35 Marting Luther King, Jr. Blvd, Quincy, FL 32351
- E. Chattahoochee Elementary School, 335 Maples Street, Chattahoochee, FL 32324
- F. George W. Munroe Elementary School, 1830 W. King Street, Quincy, FL 32351
- G. Greensboro Elementary School, 559 Greensboro Hwy, Quincy, FL 32351
- H. Stewart Street Elementary School, 749 South Stewart Street, Quincy, FL 32351
- I. James A. Shanks Middle School, 1400 W King Street, Quincy, FL 32351
- J. West Gadsden Middle School, 200 Providence Road, Quincy, FL 32351
- K. Gadsden Elementary Magnet School, 200 Providence Road, Quincy, FL 32351
- L. Havana Magnet School, 1210 Kemp Rd. Havana, Fl 32333
- M. Gadsden County High School, 27001 Blue Star Hwy, Havana, FL 323331
- N. Carter-Parramore Academy, 631 Stewart Street, Quincy, FL 32351
- O. Gadsden Central Academy, 631 Stewart Street, Quincy, FL 32351
- P. Crossroad Charter School, 470 Strong Road, Quincy, FL 32351
- Q. Gadsden Technical College, 201 Martin Luther King, Jr. Blvd, Quincy, FL 32351

For travelers working where there is no established office, the headquarters is the District Office: Max D. Walker Building, 35 Martin Luther King, Jr. Blvd, Quincy, FL 32351.

XIII. Miscellaneous

Any other necessary expense, not otherwise provided for but incurred for the benefit of the GCSD, must appear together and be identified on the "Voucher for Reimbursement of Travel Expenses" form. Taxi fares, ferry fares, bridge, road and tunnel tolls, storage and parking expenses, and communication expenses may be reimbursed.

Other miscellaneous gratuities for the hotel, taxis, the airport, porters, etc. should be identified here. The amount should be reasonable and, whenever possible, the traveler should obtain and attach receipts to the report to substantiate miscellaneous expenditures. The allowance for gratuity will be no more than 15% of the cost and the portage tip allowed will be no more than \$1.00 per bag with a maximum of four bags.

SUMMARY SHEET

RECOMMENDATION TOSUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEMNO. 10a

DATE OF SCHOOL BOARD MEETING: January 28, 2025

TITLE OF AGENDA ITEM: Crossroad Academy Charter Schools

DIVISION: Academic Services

_____This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. Crossroad Academy Charter School 10th grade class is requesting approval for an out-of-state field trip to Albany State University in Albany, GA.

Please see the attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Tammy McGriff, EdS

POSITION: Assistant Superintendent, Academic Services PreK-12

INSTRUCTIONS TO BE COMPLETED BY PREPARER

1 Number of ORIGINAL SIGNATURES NEEDED by preparer.

le 1/ 11/25

FORM MUST BE RECEIVED IN DISTRICT OFFICE 2 WEEKS PRIOR TO TRIP

FIELD TRIP REQUEST

SCHOOL:		CONTACT FOR FIELD TRIP:		
Crossroad Academy Charter School of Business		Mrs. Da'Ishah Ricketts		
DATE OF TRIP:	WHO IS ATTENI	DING: (grade/organization)		
March 21st, 2025	10th grade; High School			
LOCATION: Albany State University, 504 Coll Drive, Albany, GA		legeSchool busCharter	b us	
PURPOSE: Touring the campus of Albany State University; Information Session. Exposure to out of state college campus, college life, & HBCU.				
 SCHOOL BUS - Required items for approval: Principal's signature Complete list of participants and chaperones Complete final itinerary Documentation showing correlation of the Florida Standards or benchmarks to the field trip request 		 CHARTER BUS - Required items for appr Principal's signature Complete list of participants and chaperones Complete final itinerary Copy of charter bus contract with signatures Proof of Insurance showing either distrischool as insured 		
Signature of Person Requesting	S 3 Trip	Approval of Principal (signature require	d)	
APPROVED	D	DENIED //17/25 Date		

Please forward completed form via district mail or fax to: Ms. Eureka Fields Administrative Assistant for Curriculum & Instruction Fax: (850) 627-3530 Email: fieldse@gcpsmail.com





470 Strong Road | Quincy, FL 32351 | Ph (850) 875-9626 | Fax (850) 875-1403 @lamcacs | www.mycacs.com | www.facebook.com/iamcacs Ms. Tireshla Galloway, Principal

CHARTER SCHOOL OF BUSINESS

CROSSROAD ACADEMY

<u>Crossroad Academy Charter School Field Trip Reguest Approval Form</u> Please follow these guidelines when completing the Field Trip Reguest Form:

- Field trip approvals must be submitted 45 days in advance of the intended trip date. Ensure you plan ahead to meet this deadline. The initial field trip request form goes directly to Principal Galloway.
- After receiving initial approval, you must submit a complete list of chaperones and students for final approval at least 2 weeks before the trip date.
- If your trip includes an overnight stay, you must submit a room list two weeks in advance. Ensure all room assignments are finalized and accurate.
- If you require lunch for the trip, you must submit the meal count to Mr. Scott at least 2 weeks in advance. This allows sufficient time for meal preparations.
- Fill out all sections completely, ensuring that every section of the form is filled out with accurate and detailed information.
- Include detailed plans, providing a thorough description of the field trip, including the purpose, educational objectives, and activities planned.
- Outline safety measures and logistical details clearly, including transportation, permission slips, and any special requirements.
- Regularly check that all field trip activities comply with the school's policies and guidelines.

By following these guidelines, you will help ensure a smooth and successful field trip experience that benefits our students while maintaining safety and accountability. If you have any questions or need further assistance, please do not hesitate to contact the principal's office.

Requester's Name:	Da'Ishah Ricketts



CROSSROAD ACADEMY



CHARTER SCHOOL OF BUSINESS

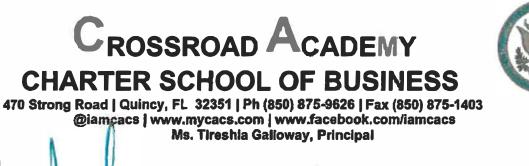
470 Strong Road | Quincy, FL 32351 | Ph (850) 875-9626 | Fax (850) 875-1403 @iamcacs | www.mycacs.com | www.facebook.com/iamcacs Ms. Tireshla Galloway, Principal

Designation Desition (Pit)	
Requestor's Position/Title:	AVID Teacher
Department/Grade:	High School (10th Grade)
Destination:	Albany State University
Destination Address:	504 College Drive, Albany, GA
Date of Field Trip:	Friday, March 21st, 2025
If overnight, Hotel Name and Address:	NA
Departure Time:	8:30AM
Return Time:	1:45PM
Purpose of Field Trip:	Touring the campus of Albany State University; Information Session
Educational Objective:	Exposure to college campus, college life, HBCU,
Description of Activities:	We will be touring the campus of Albany State University and an information session. Departing CACS - 8:30AM Arriving to capitol for tour - 10AM Tour of the Campus & lunch - 10AM - 12PM Depart for CACS - 12PM Return time - 1:45PM
Estimated Number of Students:	40
Estimated Number of Chaperones:	2, Ricketts and Johnson
Mode of Transportation:	School Bus
Cost Per Student:	\$8 for the bus fee
Special Requirements or Notes:	NA

Requestor's Signature:____D. Ricketts_____Date: 1.13.25_____

For Office Use Only Approval Status: - M Approved





Principal's Signature:

- [] Denied

- [] Pending Date: DE Im **o**h

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SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 10b

DATE OF SCHOOL BOARD MEETING: January 28, 2025

TITLE OF AGENDA ITEM: Crossroad Academy Charter Schools

DIVISION: Academic Services

_____This is a CONTINUATION of a current project, grant, etc.

PURPOSE AND SUMMARY OF ITEM:

According to School Board Policy 2340 (Field and Other District-Sponsored Trips), all out-of-state field trips must be approved by the School Board. Crossroad Academy Charter School 12th grade class is requesting approval for an out-of-state field trip to Albany State University in Albany, GA.

Please see the attached documentation.

FUND SOURCE: N/A

AMOUNT: N/A

PREPARED BY: Tammy McGriff, EdS

POSITION: Assistant Superintendent, Academic Services PreK-12

INSTRUCTIONS TO BE COMPLETED BY PREPARER

1 Number of ORIGINAL SIGNATURES NEEDED by preparer.

SUPERINTENDENT'S SIGNATURE: page(s) numbered ______ CHAIRMAN'S SIGNATURE: page(s) numbered ______ REVIEWED BY:

De 11/25

FORM MUST BE RECEIVED IN DISTRICT OFFICE 2 WEEKS PRIOR TO TRIP

FIELD TRIP REQUEST

SCHOOL:		CONTACT FOR FIELD TRIP:	
Crossroad Academy Charter School of Business		Mrs. Da'Ishah Ricketts	
DATE OF TRID.			medeleumenten)
DATE OF TRIP:	WHO IS ATTENDING: (grade/organization)		
February 21st, 2025	12th grade; High School		
LOCATION: Albany State University, 504 Coll Drive, Albany, GA		lege	TRAVELING BY:Charter bus
PURPOSE:			
Touring the campus of A state college campus, col	lbany State Univer llege life, & HBCU	rsity; In J.	formation Session. Exposure to out of
 SCHOOL BUS - Required items for approval: Principal's signature Complete list of participants and chaperones Complete final itinerary Documentation showing correlation of the Florida Standards or benchmarks to the field trip request 		1. 2. 3. 4. 5.	TER BUS – Required items for approval: Principal's signature Complete list of participants and chaperones Complete final itinerary Copy of charter bus contract with signatures Proof of Insurance showing either district or school as insured
Signature of Person Requesting	S g Trip	App	roval of Principal (signature required)
Superintendent Designee			1/12/25 Date

Please forward completed form via district mail or fax to: Ms. Eureka Fields Administrative Assistant for Curriculum & Instruction Fax: (850) 627-3530 Email: fieldse@gcpsmail.com





470 Strong Road | Quincy, FL 32351 | Ph (850) 875-9626 | Fax (850) 875-1403 @iamcacs | www.mycacs.com | www.facebook.com/lamcacs Ms. Tireshia Galloway, Principal

CHARTER SCHOOL OF BUSINESS

CROSSROAD ACADEMY

Crossroad Academy Charter School Field Trip Request Approval Form Please follow these guidelines when completing the Field Trip Request Form:

- Field trip approvals must be submitted 45 days in advance of the intended trip date. Ensure you plan ahead to meet this deadline. The initial field trip request form goes directly to Principal Galloway.
- After receiving initial approval, you must submit a complete list of chaperones and students for final approval at least 2 weeks before the trip date.
- If your trip includes an overnight stay, you must submit a room list two weeks in advance. Ensure all room assignments are finalized and accurate.
- If you require lunch for the trip, you must submit the meal count to Mr. Scott at least 2 weeks in advance. This allows sufficient time for meal preparations.
- Fill out all sections completely, ensuring that every section of the form is filled out with accurate and detailed information.
- Include detailed plans, providing a thorough description of the field trip, including the purpose, educational objectives, and activities planned.
- Outline safety measures and logistical details clearly, including transportation, permission slips, and any special requirements.
- Regularly check that all field trip activities comply with the school's policies and guidelines.

By following these guidelines, you will help ensure a smooth and successful field trip experience that benefits our students while maintaining safety and accountability. If you have any questions or need further assistance, please do not hesitate to contact the principal's office.

Requester's Name:	Da'lshah Ricketts



CROSSROAD ACADEMY



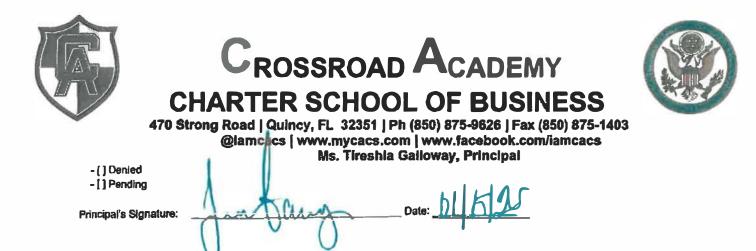
CHARTER SCHOOL OF BUSINESS

470 Strong Road | Quincy, FL 32351 | Ph (850) 875-9626 | Fax (850) 875-1403 @iamcacs] www.mycacs.com | www.facebook.com/iamcacs

Ms. Tireshla Galloway, Principal		
Requestor's Position/Title:	AVID Teacher	
Department/Grade:	High School (12th Grade)	
Destination:	Albany State University	
Destination Address:	504 College Drive, Albany, GA	
Date of Field Trip:	Friday, February 21st, 2025	
If overnight, Hotel Name and Address:	NA	
Departure Time:	8:30AM	
Return Time:	1:45PM	
Purpose of Field Trip:	Touring the campus of Albany State University; Information Session	
Educational Objective:	Exposure to college campus, college life, HBCU.	
Description of Activities:	We will be touring the campus of Albany State University and an information session.	
	Departing CACS - 8:30AM	
	Arriving to capitol for tour - 10AM	
	Tour of the Campus & lunch - 10AM - 12PM	
	Depart for CACS - 12PM Return time - 1:45PM	
Estimated Number of Students:	40	
Estimated Number of Chaperones:	2, Ricketts and Johnson	
Mode of Transportation:	School Bus	
Cost Per Student:	\$8 for the bus fee	
Special Requirements or Notes:	NA	

Requestor's Signature:____D. Ricketts_____Date: 1.13.25____

For Office Use Only Approval Status: - DApproved



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