



BAKER COUNTY SCHOOL DISTRICT

Committed to Excellence



AGENDA

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC)

Monday, March 16, 2026 - 6:00 PM

Legacy Elementary School (1 Lion's Den Drive, Macclenny, Florida 32063)

(Revised Agenda) Minute Book #40 / Supplemental Book #54 / Page #10

"The Vision of the Baker County School Board is to prepare individuals to be lifelong learners, self-sufficient and responsible citizens of good character."

1. INVOCATION AND PLEDGE OF ALLEGIANCE

2. CALL TO ORDER

3. ROLL CALL OF MEMBERS

4. PUBLIC HEARINGS

5. RECOGNITIONS / PRESENTATIONS

- 5.1 Presentation of the Lions Roar Choir, Directed by Mrs. Alexx Tanner. (Concert at Legacy Elementary School on March 27, 2026, at 5:30 p.m.)
Wyatt Milton - (259-0401)
- 5.2 Recognize Katherine Crockett for Attaining the Florida Department of Education's High Impact Teacher
Wyatt Milton - (259-0401)
- 5.3 Recognize "Academic Achievers" from Legacy Elementary School
Wyatt Milton - (259-0401)

6. APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA

- 6.1 8.1.: Personnel Items, Resignation List: Approval of the Addition to Resignation for Amanda Snellgrove to Amend Previously Approved (March 2, 2026) Resignation Effective Date from March 1, 2026; Teacher, Fourth Grade (197 Days); Westside Elementary School; Amend to May 30, 2025.
Wyatt Milton - (259-0401)
- 6.2 8.1.: Personnel Items, Extra Duty List: Approval of the Addition to Extra Duty for Caile Lambing for Classroom Intervention at the Baker County Alternative School; Regular Hourly Rate 9 Hours Per Week/ Funding Source: General; March 2, 2026 - May 22, 2026.
Wyatt Milton - (259-0401)
- 6.3 Approval to Correct Attachment for Item 9.7.: Approval of Temporary Duty Assignment for Out of State Travel for Andrea Smith to Travel to Palm Springs, CA March 25-27, 2026, to Take Part in the American Council on Rural Special Education. (Includes Substitutes but Not Convention and Travel Expenses)
Johnnie Jacobs - (259-2226)
- 6.4 Approval to Add Item 9.8.: Approval of Temporary Duty Assignment for Out of State Travel for Andrea Smith to Travel to Salt Lake City, UT, March 10-12, 2026, to Take Part in the CEC Annual Conference. (Includes Substitutes but Not Convention and Travel Expenses)
Johnnie Jacobs - (259-2226)

7. REMOVAL OF ROUTINE ITEMS

8. APPROVAL OF ROUTINE ITEMS

- 8.1 [Approval of the Personnel Items List for Approval on March 16, 2026.](#)
Wyatt Milton - (259-0401)
- 8.2 [Approval of the Minutes of the March 2, 2026, School Board Expulsion Hearing.](#)
Wyatt Milton - (259-0401)
- 8.3 [Approval of the Minutes of the March 2, 2026, School Board Expulsion Hearing.](#)
Wyatt Milton - (259-0401)
- 8.4 [Approval of the Minutes of the March 2, 2026, School Board Expulsion Hearing.](#)
Wyatt Milton - (259-0401)
- 8.5 [Approval of the Minutes of the March 2, 2026, School Board Meeting.](#)
Wyatt Milton - (259-0401)
- 8.6 [Approval of the Tentative Schedule for the 2026 TRIM Timeline.](#)
Teri Ambrose - (259-0418)

9. APPROVAL OF ITEMS FOR ACTION

- 9.1 [Approval of Removed Routine Items.](#)
N/A
- 9.2 [Approval of the Following School Board Policies: 3.22, 4.09, 4.215*+, 4.22*, 5.031*+, 5.500, 6.215](#)
Thomas Hill - (259-0429)
- 9.3 [Approval of Yolanda Ellis' Suspension Without Pay from Employment with the Baker County School District, Effective Tuesday, March 17, 2026, through April 20, 2026.](#)
Thomas Hill - (259-0429)
- 9.4 [Approval to Award Bid for Inter District Single Mode Fiber Connections RFP 26-2027.002 to SETEL Effective July 1, 2026.](#)
Teri Ambrose - (259-0418)
- 9.5 [Approval to Award Bid for Internet Access RFP 26-2027.001 to SETEL Effective July 1, 2026.](#)
Teri Ambrose - (259-0418)
- 9.6 [Approval of the Formal Quotation for Centegix, Effective July 1, 2026, through July 1, 2031, with Year Four and Year Five Designated as Optional Renewal](#)
Steve Cannon - (259-0432)
- 9.7 [Approval of Temporary Duty Assignment for Out of State Travel for Andrea Smith to Travel to Palm Springs, CA March 25-27, 2026 to Take Part in the American Council on Rural Special Education. \(Includes Substitutes but Not Convention and Travel Expenses\)](#)
Johnnie Jacobs - (259-2226)
- 9.8 [Approval of Temporary Duty Assignment for Out of State Travel for Andrea Smith to Travel to Salt Lake City, UT, March 10-12, 2026, to Take Part in the CEC Annual Conference. \(Includes Substitutes but Not Convention and Travel Expenses\)](#)
Johnnie Jacobs - (259-2226)

10. CITIZEN INPUT

A Citizen Input form must be completed and submitted to the Board Secretary PRIOR to the beginning of the meeting if you wish to address the Board. You will be called on by the Chairman at the appropriate time. Presentations/comments are limited to three (3) minutes.

11. INFORMATION AND ANNOUNCEMENTS

12. ADJOURNMENT

NOTICE: Any person who desires to appeal any decision made by the School Board with respect to any matter considered at the above mentioned meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which an appeal may be based.



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SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: March 16, 2026

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Recognition / Presentation

AGENDA SECTION: **RECOGNITIONS / PRESENTATIONS**

SUBJECT: Presentation of the Lions Roar Choir, Directed by Mrs. Alexx Tanner.
(Concert at Legacy Elementary School on March 27, 2026, at 5:30 p.m.)



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DATE: March 16, 2026

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Recognition / Presentation

AGENDA SECTION: **RECOGNITIONS / PRESENTATIONS**

SUBJECT: Recognize Katherine Crockett for Attaining the Florida Department of Education's High Impact Teacher



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DATE: March 16, 2026

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Recognition / Presentation

AGENDA SECTION: **RECOGNITIONS / PRESENTATIONS**

SUBJECT: Recognize "Academic Achievers" from Legacy Elementary School



Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: March 16, 2026

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Agenda Revision/Addition

AGENDA SECTION: **APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA**

SUBJECT: 8.1.: Personnel Items, Resignation List: Approval of the Addition to Resignation for Amanda Snellgrove to Amend Previously Approved (March 2, 2026) Resignation Effective Date from March 1, 2026; Teacher, Fourth Grade (197 Days); Westside Elementary School; Amend to May 30, 2025.

ATTACHMENTS:
[03.16.2026 Approval of the Personnel Items List_W.Milton Rev 03.13.2026.pdf](#)

PERSONNEL ITEMS LIST FOR APPROVAL ON MARCH 16, 2026

RESIGNATIONS FOR APPROVAL ON MARCH 16, 2026						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	POSITION	LOCATION	EFFECTIVE DATES
Crews	Joshua			Landscape Gardener (261 Days)	Maintenance	March 20, 2026
Dryden	Edward		Early Retirement	Teacher, Social Studies (197 Days)	Baker County High School	May 28, 2026
Elledge	Forrest			Teacher, Elementary Music (197 Days)	Legacy Elementary School	May 30, 2025
Hays	Leigh Ann		Retirement	Teacher, Mathematics (197 Days)	Baker County High School	May 28, 2026
Hunt	Emma			Social / Student Services Worker (187 Days)	Baker County High School	May 25, 2026
Jones	Bonnie		Retirement	Principal (261 Days)	Baker County Pre-K / Kindergarten Center	June 30, 2026
Kerce	Leslie			Registered Nurse (197 Days)	Family Service Center	September 18, 2025
Ledezma	Concepcion		Retirement	Teacher, Foreign Language (197 Days)	Baker County High School	May 28, 2026
Morgan	Kendra			Teacher, Business Tech Ed (197 Days)	Baker County High School	December 4, 2025
Nunn	Cheryl		Retirement	Paraprofessional Senior High (187 Days)	Baker County High School	May 25, 2026
Peterson	Sylvia		Retirement	Paraprofessional ESE, Ages 6-21 (187 Days)	Baker County High School	May 25, 2026
Porch	Cameron			Teacher, Business Tech Ed (197 Days)	Baker County High School	May 28, 2026
Snellgrove	Amanda		Amend Previously Approved (March 2, 2026) Resignation Effective Date from March 1, 2026	Teacher, Fourth Grade (197 Days)	Westside Elementary School	Amend to May 30, 2025

EMPLOYMENT FOR APPROVAL ON MARCH 16, 2026						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	POSITION	LOCATION	EFFECTIVE DATES
Hickman	McKenzie		Initial Employment / New Position	Teacher, Adult Education (197 Days)	Career and Adult Education	February 26, 2026
Starrett	Robin		Initial Employment / Sara Combs	Extended Day Enrichment Program Assistant Supervisor (181 Days)	Legacy Elementary School	March 5, 2026

REAPPOINTMENT LIST FOR APPROVAL ON MARCH 16, 2026						
LAST NAME	FIRST NAME	MI	POSITION	LOCATION	CONTRACT STATUS	EFFECTIVE
Crews	Angela		Secretary, Exceptional Student Education (261 Days)	Student Services	Annual Contract (Pending Availability of Funding)	2026-2027
Deel	Ellen		Staffing Specialist (216 Days)	Student Services	Annual Contract (Pending Availability of Funding)	2026-2027
McCreary	Cheryl		Secretary, Exceptional Student Education (261 Days)	Student Services	Annual Contract (Pending Availability of Funding)	2026-2027

EXTRA DUTY FOR APROVAL ON MARCH 16, 2026						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Lambing	Caile			Classroom Intervention at the Baker County Alternative School	Regular Hourly Rate / 9 Hours Per Week / Funding Source: General	March 2, 2026 – May 22, 2026
Waltman	Megan			Extra Hours Outside Contractual Time for Career and Technical Educational Programs	Regular Hourly Rate / As Needed / Funding Source: General (Through the Perkins Grant)	March 19, 2026 - June 30, 2026

SUPPLEMENTAL PAY FOR APPROVAL ON MARCH 16, 2026						
LAST NAME	FIRST NAME	SPECIAL NOTE	LOCATION	DESCRIPTION	AMOUNT	EFFECTIVE DATES
McDonald	Emily	Shared with Savannah Dunbar	Baker County Pre-K / Kindergarten Center	Yearbook Sponsor	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR APPROVAL ON MARCH 16, 2026						
LAST NAME	FIRST NAME	SPECIAL NOTE	LOCATION	DESCRIPTION	AMOUNT	EFFECTIVE DATES
McDonald	Emily	Shared with Michelle Johns	Baker County Pre-K / Kindergarten Center	Enrichment - Kinder Chorus	Board Approved Rate	2025 - 2026
Williams	Byronelle		Baker County High School	Dual Enrollment	Board Approved Rate	2025 - 2026

OCCASIONAL PERSONNEL STAFFING FOR APPROVAL ON MARCH 16, 2026				
LAST NAME	FIRST NAME	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Hendricks	Scott	High School Boys Assistant Track Coach	\$1,030.00 Flat Rate / Funding Source: General	February 20, 2026 - June 30, 2026
Hendricks	Scott	High School Girls Soccer Coach	\$1,390.00 Flat Rate / Funding Source: General	October 12, 2025 - June 30, 2026

LEAVE LIST FOR APPROVAL ON MARCH 16, 2026					
LAST NAME	FIRST NAME	MI	# OF DAYS	TYPE OF LEAVE	EFFECTIVE DATES
Johnson	Makayla		22	Personal Leave Without Pay - Medical	January 28, 2026 - February 27, 2026
Martin	Jennifer		10	Personal Leave Without Pay - Medical	February 19, 2026 - March 4, 2026
Padgett	Carylon		9	Personal Leave Without Pay - Medical	February 20, 2026 - March 4, 2026
Padgett	Carylon		10	Illness in the Line of Duty	February 5, 2026 - February 19, 2026
Rhoden	Sierra		197	Personal Leave Without Pay - Personal / Extended	July 31, 2026 - June 2, 2027
Webb	Candace		197	Personal Leave Without Pay - Personal / Extended	July 31, 2026 - June 2, 2027

SUBSTITUTE LIST FOR APPROVAL ON MARCH 16, 2026					
LAST NAME	FIRST NAME	MI	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Anderson	John		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Brewin	Kelly		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026

SUBSTITUTE LIST FOR APPROVAL ON MARCH 16, 2026					
LAST NAME	FIRST NAME	MI	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Brown	Sunny		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Burnett	Martha		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	March 2, 2026
Burton	Cheyenne		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Cain	Abbigail		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Collingwood	Donelle		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Crews	Sheena		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Jones	Tracy		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Ketchie	Adriana		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Peacock	Caroline		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Sapp	Lilly		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Spivey	Jessica		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Tatum	Brooklynne		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026

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LAST NAME	FIRST NAME	MI	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Vida	Allison		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Young	Joan		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026



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SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: March 16, 2026

SUBMITTED BY: Johnnie Jacobs - (259-2226)

ITEM TYPE: Agenda Revision/Addition

AGENDA SECTION: **APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA**

SUBJECT: Approval to Correct Attachment for Item 9.7.: Approval of Temporary Duty Assignment for Out of State Travel for Andrea Smith to Travel to Palm Springs, CA March 25-27, 2026, to Take Part in the American Council on Rural Special Education. (Includes Substitutes but Not Convention and Travel Expenses)

ATTACHMENTS:
[03.16.2026 Approval of the TDE on March 25-27, 2026 to Palm Springs, CA for Andrea Smith_J.Jacobs.pdf](#)

February 26, 2026

Dear Baker County School Board,

I am writing to request approval for me to travel to Palm Springs, California, March 25-27, 2026, to take part in the American Council on Rural Special Education (ACRES) Annual Conference.

ACRES shares research and strategies to support the work of rural special educators and their colleagues. The purpose of the conference is to share research related to many aspects of special education with a focus on rural settings and the challenges and complexities experienced by special educators in rural settings. The conference agenda is available by clicking on the presentation schedule link at <https://www.acres-sped.org/conference>.

As there are multiple sessions offered in most time slots, I am planning to take part in some sessions related to autism. I am especially interested learning more about visual communication and supports, as well as strategies to address behaviors associated with autism.

I plan to learn more about tools and resources available to special education teachers and how I can use these tools to provide effective instruction for my students and manage the other aspects of special education.

I am requesting temporary duty elsewhere (TDE) leave to travel to and take part in this conference. My travel and convention expenses will be covered by the University of North Florida (UNF) through the SPIDERS grant from the US Department of Education Office of Special Education Programs.

Thank you for considering this request and how it will enrich my work with my students and the adults who support their learning.

Sincerely,

Andrea K. W. Smith



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DATE: March 16, 2026

SUBMITTED BY: Johnnie Jacobs - (259-2226)

ITEM TYPE: Agenda Revision/Addition

AGENDA SECTION: **APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA**

SUBJECT: Approval to Add Item 9.8.: Approval of Temporary Duty Assignment for Out of State Travel for Andrea Smith to Travel to Salt Lake City, UT, March 10-12, 2026, to Take Part in the CEC Annual Conference. (Includes Substitutes but Not Convention and Travel Expenses)

ATTACHMENTS:
[03.16.2026 Approval of TDE on March 10-12, 2026 to Salt Lake City, UT for Andrea Smith_J.Jacobs.pdf](#)

February 26, 2026

Dear Baker County School Board,

I am writing to request approval for me to travel to Salt Lake City, Utah, March 10-12, 2026, to take part in the Council for Exceptional Children (CEC) Annual Conference.

CEC provides the largest conference focused on special education in the world. The purpose of the conference is to share research related to many aspects of special education. The sessions are listed and described at <https://cecconvention.org/session-browser>.

As there are many sessions offered in most time slots, I am planning to take part in some sessions related to teaching students with intellectual disabilities or autism. I am especially interested in finding an effective reading instruction program for my students. I am also looking forward to learning about strategies for teaching students with severe and multiple disabilities.

I expect to spend time in the expo hall to become more aware of what is available for my students and me. I want to see the low-tech options they have for helping my students communicate, as well as resources for providing specialized instruction, supporting students with special needs, writing IEPs, and other aspects of special education.

I am requesting temporary duty elsewhere (TDE) leave to travel to and take part in this conference. My travel and convention expenses will be covered by the University of North Florida (UNF) through the SPIDERS grant from the US Department of Education Office of Special Education Programs.

Thank you for considering this request and how it will enrich my work with my students and the adults who support their learning.

Sincerely,

Andrea K. W. Smith



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SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: March 16, 2026

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Personnel

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Personnel Items List for Approval on March 16, 2026.

ATTACHMENTS:
[03.16.2026 Approval of the Personnel Items List_W.Milton Rev 03.13.2026 Final.pdf](#)

PERSONNEL ITEMS LIST FOR APPROVAL ON MARCH 16, 2026

RESIGNATIONS FOR APPROVAL ON MARCH 16, 2026						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	POSITION	LOCATION	EFFECTIVE DATES
Crews	Joshua			Landscape Gardener (261 Days)	Maintenance	March 20, 2026
Dryden	Edward		Early Retirement	Teacher, Social Studies (197 Days)	Baker County High School	May 28, 2026
Elledge	Forrest			Teacher, Elementary Music (197 Days)	Legacy Elementary School	May 30, 2025
Hays	Leigh Ann		Retirement	Teacher, Mathematics (197 Days)	Baker County High School	May 28, 2026
Hunt	Emma			Social / Student Services Worker (187 Days)	Baker County High School	May 25, 2026
Jones	Bonnie		Retirement	Principal (261 Days)	Baker County Pre-K / Kindergarten Center	June 30, 2026
Kerce	Leslie			Registered Nurse (197 Days)	Family Service Center	September 18, 2025
Ledezma	Concepcion		Retirement	Teacher, Foreign Language (197 Days)	Baker County High School	May 28, 2026
Morgan	Kendra			Teacher, Business Tech Ed (197 Days)	Baker County High School	December 4, 2025
Nunn	Cheryl		Retirement	Paraprofessional Senior High (187 Days)	Baker County High School	May 25, 2026
Peterson	Sylvia		Retirement	Paraprofessional ESE, Ages 6-21 (187 Days)	Baker County High School	May 25, 2026
Porch	Cameron			Teacher, Business Tech Ed (197 Days)	Baker County High School	May 28, 2026
Snellgrove	Amanda		Amend Previously Approved (March 2, 2026) Resignation Effective Date from March 1, 2026	Teacher, Fourth Grade (197 Days)	Westside Elementary School	Amend to May 30, 2025

EMPLOYMENT FOR APPROVAL ON MARCH 16, 2026						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	POSITION	LOCATION	EFFECTIVE DATES
Hickman	McKenzie		Initial Employment / New Position	Teacher, Adult Education (197 Days)	Career and Adult Education	February 26, 2026
Starrett	Robin		Initial Employment / Sara Combs	Extended Day Enrichment Program Assistant Supervisor (181 Days)	Legacy Elementary School	March 5, 2026

REAPPOINTMENT LIST FOR APPROVAL ON MARCH 16, 2026						
LAST NAME	FIRST NAME	MI	POSITION	LOCATION	CONTRACT STATUS	EFFECTIVE
Crews	Angela		Secretary, Exceptional Student Education (261 Days)	Student Services	Annual Contract (Pending Availability of Funding)	2026-2027
Deel	Ellen		Staffing Specialist (216 Days)	Student Services	Annual Contract (Pending Availability of Funding)	2026-2027
McCreary	Cheryl		Secretary, Exceptional Student Education (261 Days)	Student Services	Annual Contract (Pending Availability of Funding)	2026-2027

EXTRA DUTY FOR APROVAL ON MARCH 16, 2026						
LAST NAME	FIRST NAME	MI	SPECIAL NOTE	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Lambing	Caile			Classroom Intervention at the Baker County Alternative School	Regular Hourly Rate / 9 Hours Per Week / Funding Source: General	March 2, 2026 – May 22, 2026
Waltman	Megan			Extra Hours Outside Contractual Time for Career and Technical Educational Programs	Regular Hourly Rate / As Needed / Funding Source: General (Through the Perkins Grant)	March 19, 2026 - June 30, 2026

SUPPLEMENTAL PAY FOR APPROVAL ON MARCH 16, 2026						
LAST NAME	FIRST NAME	SPECIAL NOTE	LOCATION	DESCRIPTION	AMOUNT	EFFECTIVE DATES
McDonald	Emily	Shared with Savannah Dunbar	Baker County Pre-K / Kindergarten Center	Yearbook Sponsor	Board Approved Rate	2025 - 2026

SUPPLEMENTAL PAY FOR APPROVAL ON MARCH 16, 2026						
LAST NAME	FIRST NAME	SPECIAL NOTE	LOCATION	DESCRIPTION	AMOUNT	EFFECTIVE DATES
McDonald	Emily	Shared with Michelle Johns	Baker County Pre-K / Kindergarten Center	Enrichment - Kinder Chorus	Board Approved Rate	2025 - 2026
Williams	Byronelle		Baker County High School	Dual Enrollment	Board Approved Rate	2025 - 2026

OCCASIONAL PERSONNEL STAFFING FOR APPROVAL ON MARCH 16, 2026				
LAST NAME	FIRST NAME	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Hendricks	Scott	High School Boys Assistant Track Coach	\$1,030.00 Flat Rate / Funding Source: General	February 20, 2026 - June 30, 2026
Hendricks	Scott	High School Girls Soccer Coach	\$1,390.00 Flat Rate / Funding Source: General	October 12, 2025 - June 30, 2026

LEAVE LIST FOR APPROVAL ON MARCH 16, 2026					
LAST NAME	FIRST NAME	MI	# OF DAYS	TYPE OF LEAVE	EFFECTIVE DATES
Johnson	Makayla		22	Personal Leave Without Pay - Medical	January 28, 2026 - February 27, 2026
Martin	Jennifer		10	Personal Leave Without Pay - Medical	February 19, 2026 - March 4, 2026
Padgett	Carylon		9	Personal Leave Without Pay - Medical	February 20, 2026 - March 4, 2026
Padgett	Carylon		10	Illness in the Line of Duty	February 5, 2026 - February 19, 2026
Rhoden	Sierra		197	Personal Leave Without Pay - Personal / Extended	July 31, 2026 - June 2, 2027
Webb	Candace		197	Personal Leave Without Pay - Personal / Extended	July 31, 2026 - June 2, 2027

SUBSTITUTE LIST FOR APPROVAL ON MARCH 16, 2026					
LAST NAME	FIRST NAME	MI	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Anderson	John		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Brewin	Kelly		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026

SUBSTITUTE LIST FOR APPROVAL ON MARCH 16, 2026					
LAST NAME	FIRST NAME	MI	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Brown	Sunny		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Burnett	Martha		Substitute in all areas pending completion of necessary requirements except Substitute Teacher	Board Approved Rate	March 2, 2026
Burton	Cheyenne		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Cain	Abbigail		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Collingwood	Donelle		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Crews	Sheena		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Jones	Tracy		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Ketchie	Adriana		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Peacock	Caroline		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Sapp	Lilly		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Spivey	Jessica		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Tatum	Brooklynne		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026

SUBSTITUTE LIST FOR APPROVAL ON MARCH 16, 2026					
LAST NAME	FIRST NAME	MI	DESCRIPTION	AMOUNT	EFFECTIVE DATES
Vida	Allison		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026
Young	Joan		Substitute Teacher (has completed the required Substitute Teacher Training) and all other areas pending completion of necessary requirements	Board Approved Rate	February 26, 2026



Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: March 16, 2026

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Minutes

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Minutes of the March 2, 2026, School Board Expulsion Hearing.

ATTACHMENTS:

[03.16.2026 Approval of 03.02.2026 Expulsion Hearing 345 P.M. Minutes_W.Milton.pdf](#)



BAKER COUNTY SCHOOL DISTRICT

Committed to Excellence



MINUTES

EXPULSION HEARING (CLOSED TO THE PUBLIC)

Monday, March 2, 2026 - 3:45 PM

District Board Room (270 South Boulevard East, Macclenny, Florida 32063)

Minute Book #40 / Supplemental Book #54 / Page #9

"The Vision of the Baker County School Board is to prepare individuals to be lifelong learners, self-sufficient and responsible citizens of good character."

Expulsion Hearing - Closed to the Public:

DATE	TIME	TYPE	CASE #	SCHOOL
March 2, 2026	3:45 p.m.	Expulsion Hearing	030220263450160	Baker County High School

Case #: 030220263450160 / Baker County High School

The Baker County School Board met on Monday, March 2, 2026, at 3:45 p.m. in the District School Board Room located at 270 South Boulevard East, Macclenny, Florida. The purpose of this meeting was to hold a closed expulsion hearing on Baker County High School student case #030220263450160. The following Board Members were present to wit: Chairperson Jack Baker Jr., Vice-Chairperson Tiffany McInarnay, Clayton Lyons, Amanda Hodges, and Mandi Canaday. Superintendent Wyatt Milton and Lawyer Derek Dzwonkowski were present at the closed hearing. Assistant Principal Matthew Stafford, Assistant Principal Ashton Norman, and Associate Superintendent of Human Resources Thomas Hill were present at the closed hearing. The student nor a representative for the student was present at the closed hearing.

Chairperson Baker called the closed expulsion hearing to order on Baker County High School student case #030220263450160 and then turned the proceedings over to Superintendent Milton. After hearing the evidence and testimonies presented, Superintendent Milton made the recommendation for the Baker County High School student case #030220263450160 not to be expelled from the Baker County Public Schools. Baker County High School student case #030220263450160 was referred to an alternate setting at Baker County Virtual School for the remainder of the 2025-2026 school year. Baker County High School student case #030220263450160 cannot attend the Adult Education Program, as well as all school sponsored activities. The recommendation includes that Baker County High School student case #030220263450160 is not eligible for the early re-entry program. Upon returning to the Baker County Public Schools, Baker County High School student case #030220263450160 must re-enter through the Baker County Alternative School for a minimum of forty-five (45) days. As recommended by Superintendent Milton, Clayton Lyons made a motion to approve, seconded by Mandi Canaday. The motion carried 5-0.

Superintendent

Board Chairperson



Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: March 16, 2026

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Minutes

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Minutes of the March 2, 2026, School Board Expulsion Hearing.

ATTACHMENTS:

[03.16.2026 Approval of 03.02.2026 Expulsion Hearing 400 P.M. Minutes_W.Milton.pdf](#)



BAKER COUNTY SCHOOL DISTRICT

Committed to Excellence



MINUTES

EXPULSION HEARING (CLOSED TO THE PUBLIC)

Monday, March 2, 2026 - 4:00 PM

District Board Room (270 South Boulevard East, Macclenny, Florida 32063)

Minute Book #40 / Supplemental Book #54 / Page #9

"The Vision of the Baker County School Board is to prepare individuals to be lifelong learners, self-sufficient and responsible citizens of good character."

Expulsion Hearing - Closed to the Public:

DATE	TIME	TYPE	CASE #	SCHOOL
March 2, 2026	4:00 p.m.	Expulsion Hearing	030220264000632	Baker County Middle School

Case #: 030220264000632 / Baker County Middle School

The Baker County School Board met on Monday, March 2, 2026, at 4:00 p.m. in the District School Board Room located at 270 South Boulevard East, Macclenny, Florida. The purpose of this meeting was to hold a closed expulsion hearing on Baker County Middle School student case #030220264000632. The following Board Members were present to wit: Chairperson Jack Baker Jr., Vice-Chairperson Tiffany McInarnay, Clayton Lyons, Amanda Hodges, and Mandi Canaday. Superintendent Wyatt Milton and Lawyer Derek Dzwonkowski were present at the closed hearing. Principal Johnnie Jacobs, Assistant Principal Ashton Norman, and Associate Superintendent of Human Resources Thomas Hill were present at the closed hearing. The student nor a representative for the student was present at the closed hearing.

Chairperson Baker called the closed expulsion hearing to order on Baker County Middle School student case #030220264000632 and then turned the proceedings over to Superintendent Milton. After hearing the evidence and testimonies presented, Superintendent Milton made the recommendation to expel Baker County Middle School student case #030220264000632 from the Baker County Public Schools for the remainder of the 2025-2026 school year, which also includes the Adult Education Program, as well as all school sponsored activities. The recommendation includes that Baker County Middle School student case #030220264000632 is not eligible for the early re-entry program. Upon returning to the Baker County Public Schools, Baker County Middle School student case #030220264000632 must re-enter through the Baker County Alternative School for a minimum of forty-five (45) days. As recommended by Superintendent Milton, Mandi Canaday made a motion to approve, seconded by Amanda Hodges. The motion carried 5-0.

Superintendent

Board Chairperson



Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: March 16, 2026

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Minutes

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Minutes of the March 2, 2026, School Board Expulsion Hearing.

ATTACHMENTS:

[03.16.2026 Approval of 03.02.2026 Expulsion Hearing 415 P.M. Minutes_W.Milton.pdf](#)



BAKER COUNTY SCHOOL DISTRICT

Committed to Excellence



MINUTES

EXPULSION HEARING (CLOSED TO THE PUBLIC)

Monday, March 2, 2026 - 4:15 PM

District Board Room (270 South Boulevard East, Macclenny, Florida 32063)

Minute Book #40 / Supplemental Book #54 / Page #9

"The Vision of the Baker County School Board is to prepare individuals to be lifelong learners, self-sufficient and responsible citizens of good character."

Expulsion Hearing - Closed to the Public:

DATE	TIME	TYPE	CASE #	SCHOOL
March 2, 2026	4:15 p.m.	Expulsion Hearing	030220264150584	Baker County Middle School

030220264150584 / Baker County Middle School

The Baker County School Board met on Monday, March 2, 2026, at 4:15 p.m. in the District School Board Room located at 270 South Boulevard East, Macclenny, Florida. The purpose of this meeting was to hold a closed expulsion hearing on Baker County Middle School student case #030220264150584. The following Board Members were present to wit: Chairperson Jack Baker Jr., Vice-Chairperson Tiffany McInarnay, Clayton Lyons, Amanda Hodges, and Mandi Canaday. Superintendent Wyatt Milton and Lawyer Derek Dzwonkowski were present at the closed hearing. Principal Johnnie Jacobs, Assistant Principal Ashton Norman, and Associate Superintendent of Human Resources Thomas Hill were present at the closed hearing. The student nor a representative for the student was present at the closed hearing.

Chairperson Baker called the closed expulsion hearing to order on Baker County Middle School student case #030220264150584 and then turned the proceedings over to Superintendent Milton. After hearing the evidence and testimonies presented, Superintendent Milton made the recommendation to expel Baker County Middle School student case #030220264150584 from the Baker County Public Schools for the remainder of the 2025-2026 school year, which also includes the Adult Education Program, as well as all school sponsored activities. The recommendation includes that Baker County Middle School student case #030220264150584 is not eligible for the early re-entry program. Upon returning to the Baker County Public Schools, Baker County Middle School student case #030220264150584 must re-enter through the Baker County Alternative School for a minimum of forty-five (45) days. As recommended by Superintendent Milton, Tiffany McInarnay made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

Superintendent

Board Chairperson



Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: March 16, 2026

SUBMITTED BY: Wyatt Milton - (259-0401)

ITEM TYPE: Minutes

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Minutes of the March 2, 2026, School Board Meeting.

ATTACHMENTS:
[03.16.2026 Approval of 03.02.2026 Meeting Minutes_W.Milton.pdf](#)



BAKER COUNTY SCHOOL DISTRICT

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MINUTES

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC)

Monday, March 2, 2026 - 6:00 PM

Taylor Church (26389 CR 250, Sanderson, FL 32087)

Minute Book #40 / Supplemental Book #54 / Page #9

"The Vision of the Baker County School Board is to prepare individuals to be lifelong learners, self-sufficient and responsible citizens of good character."

1. INVOCATION AND PLEDGE OF ALLEGIANCE

The Baker County School Board met on Monday, March 2, 2026, at 6:00 p.m. in the Taylor Church located at 26389 CR 250, Sanderson, Florida 32087. The purpose of this meeting was to hold the regularly scheduled Board meeting. Chairperson Jack Baker announced Wyatt Milton would give the invocation, followed by the Pledge of Allegiance led by Westside Elementary School student Rosalin Luke.

2. CALL TO ORDER

Chairperson Baker called the meeting of the Baker County School Board to order and asked for a roll call of members.

3. ROLL CALL OF MEMBERS

The following Board Members were present to wit: Chairperson Jack Baker Jr., Vice-Chairperson Tiffany McInarnay, Clayton Lyons, Amanda Hodges, and Mandi Canaday. Superintendent Wyatt Milton and School Board Attorney Derek Dzwonkowski were both present for the meeting.

4. PUBLIC HEARINGS

- 4.1 Public Hearing on New and Revised School Board Policies: 3.22, 4.09, 4.215*+, 4.22*, 5.031*+, 5.500, 6.215

Chairperson Baker called the public hearing to order and opened the floor for public comment. No individual in the audience addressed the Board on this item. Therefore, Chairperson Baker closed the public hearing on this item.

5. RECOGNITIONS / PRESENTATIONS

- 5.1 Recognize "Academic Achievers" from the Taylor and Baxter Community

Superintendent Milton, Board Members, and the respective principals congratulated the Academic Achievers. The student honorees were presented with a school certificate, Woody's BBQ meal certificate, an academic achiever wristband, and a paw pride medallion.

6. APPROVAL TO CORRECT AND / OR ADD ITEMS TO THE FINAL AGENDA

There were no corrections or additions to the agenda. Therefore, no action was taken on this agenda item.

7. REMOVAL OF ROUTINE ITEMS

Chairperson Baker asked if any Board member wished to remove a routine item for separate consideration. Hearing none, he continued with the items for action.

8. APPROVAL OF ROUTINE ITEMS

Chairperson Baker entertained a motion from the Board to approve the routine items. As recommended:

Tiffany McInarnay made a motion to approve the routine items, seconded by Mandi Canaday. The motion carried 5-0.

- 8.1 Approval of the Personnel Items List for Approval on March 2, 2026.
- 8.2 Approval of the Minutes of the February 17, 2026, Work Session.
- 8.3 Approval of the Minutes of the February 17, 2026, School Board Meeting.
- 8.4 Approval to Incorporate Form 8B into the February 17, 2026, School Board Meeting Minutes.
- 8.5 Approval of Amendment #1 to "2024-2027 Title IX, Part A Education of Homeless Children and Youth" in the Amount of \$9,282.00 with No Change in Over All Budget Total. Amendment / Federal / No Matching
- 8.6 Approval of the Financial Reports for the Month Ending January 31, 2026.
- 8.7 Approval of the 2026-2027 Controlled Open Enrollment (COE) Public School Parental Choice Plan.

9. APPROVAL OF ITEMS FOR ACTION

- 9.1 Approval of Removed Routine Items.
There were no removed routine items. Therefore, no action was taken on this agenda item.
- 9.2 Approval to De-authorize and Dispose of Itemized Property on the Baker County Middle School Inventory Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)
Chairperson Baker entertained a motion from the Board to approve this agenda item. As recommended:
Clayton Lyons made a motion to approve, seconded by Amanda Hodges. The motion carried 5-0.
- 9.3 Approval of Out of State Field Trip on June 15, 2026, through June 19, 2026, to Summer Waves Theme Park in Jekyll Island, Georgia, for Camp S.T.Y.L.E. Students and Chaperones. (Traveling by Baker County School Bus)
Chairperson Baker entertained a motion from the Board to approve this agenda item. As recommended:
Mandi Canaday made a motion to approve, seconded by Tiffany McInarnay. The motion carried 5-0.
- 9.4 Approval to De-authorize and Dispose of Itemized Property on the Baker County Middle School Inventory Property List. (Obsolete / Broken Beyond Repair Items Will be Disposed of When Possible.)
Chairperson Baker entertained a motion from the Board to approve this agenda item. As recommended:
Amanda Hodges made a motion to approve, seconded by Clayton Lyons. The motion carried 5-0.

10. CITIZEN INPUT

A Citizen Input form must be completed and submitted to the Board Secretary PRIOR to the beginning of the meeting if you wish to address the Board. You will be called on by the Chairman at the appropriate time. Presentations/comments are limited to three (3) minutes.
No individual in the audience addressed the Board with citizen concerns at this meeting.

11. INFORMATION AND ANNOUNCEMENTS

- 11.1 The BCSB Leasing Corporation Board of Directors' Meeting will be held immediately following the regular School Board Meeting on March 2, 2026.
Dates to Remember:
March 6th Last day to purchase Leaving a Legacy Banquet Tickets
March 12th Leaving a Legacy Banquet

12. ADJOURNMENT

Since there was no further business to come before the Board:

Tiffany McInarnay made a motion to adjourn, seconded by Mandi Canaday. The motion carried via general consensus 0-0.

Superintendent

Board Chairperson



Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: March 16, 2026

SUBMITTED BY: Teri Ambrose - (259-0418)

ITEM TYPE: Finance

AGENDA SECTION: **APPROVAL OF ROUTINE ITEMS**

SUBJECT: Approval of the Tentative Schedule for the 2026 TRIM Timeline.

ATTACHMENTS:
[03.16.2026 Approval of TRIM Timeline_T.Ambrose.pdf](#)



BAKER COUNTY SCHOOL DISTRICT

Committed to Excellence

Finance and Support Services

392 South Boulevard East

Macclenny, FL 32063

(904) 259-0449

www.bakerk12.org

Wyatt Milton, Superintendent

DATE: February 23, 2026

TO: Wyatt Milton, Superintendent

FROM: Teri Ambrose
Executive Director for Support Services

RE: TENTATIVE SCHEDULE FOR TRIM TIME LINE

Listed below is the tentative schedule for the TRIM timeline:

July 1, 2026	Property Appraiser Certifies Tax Roll
By July 19, 2026	The Commissioner of the Department of Education certifies the Required Local Effort (RLE) millage rate for each school district.
July 20, 2026	School Superintendent submits proposed tentative budget to School Board for approval prior to advertising. (Workshop prior to the Board meeting – 8:00 AM.)
July 23, 2026	Publish tentative budget in newspaper(s)
July 27, 2026	Tentative budget and millage hearing Tentative budget and millage are adopted at this hearing. (5:05 PM)
By August 4, 2026	School Superintendent advises Property Appraiser of proposed millage, etc. (Form 420-S).

"Preparing individuals to be lifelong learners, self-sufficient, and responsible citizens of good character"

DISTRICT SCHOOL BOARD MEMBERS

Tiffany McNarnay
District 1

Jack Baker, Jr.
District 2

Clayton Lyons, Jr.
District 3

Mandi Canaday
District 4

Amanda Hodges
District 5

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

TRIM Timeline
2026
Page #2

By
August 24, 2026 Property Appraiser prepares notice of
proposed property tax. Property Appraiser
mails TRIM Notice.

September 8, 2026 Final budget and millage are adopted at
this hearing. **(5:05 PM) Tuesday**

By
September 11, 2026 School Superintendent certifies adopted
Millage to Property Appraiser and Tax
Collector. Submit budget to DOE.
Submit DR-487 to Dept. of Revenue.

By
October 3, 2026 School District certifies compliance with
Section 200.065 (DR-487) and to Department of Revenue.

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DISTRICT SCHOOL BOARD MEMBERS

Tiffany McInarnay
District 1

Jack Baker, Jr.
District 2

Clayton Lyons, Jr.
District 3

Mandi Canaday
District 4

Amanda Hodges
District 5

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Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: March 16, 2026

SUBMITTED BY: N/A

ITEM TYPE: Removed Routine

AGENDA SECTION: **APPROVAL OF ITEMS FOR ACTION**

SUBJECT: Approval of Removed Routine Items.



Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: March 16, 2026

SUBMITTED BY: Thomas Hill - (259-0429)

ITEM TYPE: Plan

AGENDA SECTION: **APPROVAL OF ITEMS FOR ACTION**

SUBJECT: Approval of the Following School Board Policies: 3.22, 4.09, 4.215*+, 4.22*, 5.031*+, 5.500, 6.215

ATTACHMENTS:
[03.16.2026 Approval of the School Board Policies_T.Hill.pdf](#)



BAKER COUNTY SCHOOL DISTRICT

Committed to Excellence

Office of the Superintendent

392 South Boulevard East

Macclenny, FL 32063

(904) 259-6251

www.bakerk12.org

Wyatt Milton, Superintendent

March 4, 2026

Wyatt Milton, Superintendent
Baker County School District
392 South Boulevard East
Macclenny, FL 32063

Dear Superintendent Milton,

I am requesting School Board approval for the following Board Policies. These policies have previously been workshopped and completed the public review process.

- 3.22 Recording of Parent-Staff Meetings
- 4.09 Athletics
- 4.215*+ PEP Student Participation in District Courses
- 4.22* Participation of Home Education, Private School, and Virtual School Students in Extracurricular Activities and Interscholastic Athletics
- 5.031*+ Student Out of Zone Transfers/Choice
- 5.500 School Health Services
- 6.215 Retirement of Employees

Sincerely,

Thomas Hill
Associate Superintendent of Human Resources

"Preparing individuals to be lifelong learners, self-sufficient, and responsible citizens of good character"

DISTRICT SCHOOL BOARD MEMBERS

Tiffany McInarnay
District 1

Jack Baker, Jr.
District 2

Clayton Lyons, Jr.
District 3

Mandi Canaday
District 4

Amanda Hodges
District 5

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CHAPTER 3.00 – SCHOOL ADMINISTRATION

RECORDING OF PARENT-STAFF MEETINGS

3.22

- I. For purposes of this policy, a recording is defined as the capture of a person's individual voice or images (i.e. pictures/video) through audio tape, digital, personal communication devices (i.e. smart phones) or other electronic means.
- II. The requirements of this policy shall not be interpreted to be in conflict with the requirements of Policy 5.25 – Student Use of Cellular Telephones and Other Communication Devices. Nor shall the requirements of this policy be interpreted to extend to school-sponsored public events, where there can be no expectation of privacy. A school-sponsored public event is any school-related activity, whether free or at which an admission fee is charged, that members of the public may attend. These include but are not limited to athletic competition, plays, musical performances, awards ceremonies, and graduation.
- III. In general, the recording of parent-staff meetings is prohibited. Video recording of parent-staff meetings is strictly prohibited. Audio recording of parent-staff meetings is prohibited except as provided below.
- IV. The principal or a District administrator may permit an exception to this general prohibition for audio recording of parent-staff meetings related to Exceptional Student Education services (including child find, evaluation, eligibility determination, or provision of ESE services) where a parent has documented that such audio recording is necessary for that parent to meaningfully participate in the meeting; to understand the IEP process and/or his/her child's IEP; or is otherwise necessary to implement other parental rights under the IDEA, Section 504 of the Rehabilitation Act of 1973, as amended, and/or the Americans with Disabilities Act, as amended. Authorized exceptions to the general prohibition against the audio recording of a parent-staff meeting will typically involve situations when a parent has a disability recognized under Section 504/ADA or a language barrier that would preclude the individual's ability to understand and/or meaningfully participate in the IEP process or the relevant planning of the student's education.
 - A. If a parent believes that recording a parent-staff meeting related to Exceptional Student Education services is necessary, s/he should notify the principal in writing, preferably at least two (2) school days before the meeting, of his/her desire to record the meeting and the reason the recording is required. The principal, Director of Exceptional Student Support Services or designee may ask for documentation of the existence of any such disability or language barrier. The principal, Director of Exceptional

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Student Support Services or designee will notify the parent at least one (1) school day before the meeting if s/he intends to grant or deny the parent's request to record the meeting.

- B. If the principal, Director of Exceptional Student Support Services or designee denies the request, s/he will state in writing the reasons for the denial. Authorized exceptions to the general prohibition against the recording of IEP Team meetings involve situations when a parent, or authorized representative of a parent, or other IEP Team member, is unable to understand or meaningfully participate in the IEP process or the planning of the relevant student's education due to a disability, language barrier, or some other impairment. If a parent is permitted to record the meeting, s/he must use his/her own audio recording device and the District will similarly record the meeting.
- C. For purposes of the recording of IEP Team meetings, a recording is defined as the capture of voices, and other ambient sound electronically, digitally, or by any other means for the purpose of retrieval and review. Recording, moving visual images at an IEP meeting is strictly prohibited.
- D. If the District records an IEP Team meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with State and Federal law.

STATUTORY AUTHORITY:

1001.32, 1003.02, 1002.20 F.S.

LAW(S) IMPLEMENTED:

34 C.F.R. 300.322 and 300.501;
316.305, 934.03, 1003.57 F.S.

STATE BOARD OF EDUCATION RULE(S):

6A-6.03311

HISTORY: ADOPTED: 4/3/2023 REVISION DATE(S): 3/16/26

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

ATHLETICS

4.09

- I. Athletic programs shall be under the control of the school principal.
- II. All District high schools shall be members of the state-sanctioned athletic governing association (governing association) and shall be governed by the rules and regulations adopted by that governing association. Students who participate in athletics shall meet eligibility requirements established by the governing association and the School Board which are consistent with Florida Statutes.
- III. Students practicing or participating in any type of interscholastic athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport. The principal shall be responsible for obtaining proof, as evidenced by a copy of the insurance card and a signed statement from the student's parent(s), as defined by Florida Statutes, of the student's insurance prior to practice or participation in interscholastic athletics. Such insurance may be made available to the parent(s) through the school, or the parent(s) may submit evidence that insurance has been provided through another source.
- IV. No student shall engage in practice or participate in any interscholastic game without the written permission of the student's parent(s) being on file.
- V. No student shall be a candidate for an athletic team or a participant in athletic competition without filing an informed consent signed by his/her parent(s). The consent must explain the nature and risk of concussion and head injury as required by law. The consent must be filed annually prior to participating in any physical activity related to athletic competition or candidacy for an athletic team.
- VI. The School Board recognizes the value of interscholastic athletics and the positive impact sports have on students. The Board shall comply with the rules and regulations promulgated by the state-sanctioned athletic governing association, Florida law, and this policy when determining the eligibility of a transfer student to participate in the district's interscholastic athletic program.
- VII. Participation by Transfer Students
 - A. Pursuant to the bylaws of the governing association, a "transfer" occurs when a student makes any change in schools after s/he establishes residency at a school each year. A student who transfers from one school to another will be eligible at the new school provided the student qualifies under one of transfer eligibility

categories set forth in the governing association's bylaws and meets all other eligibility requirements. A transfer student who has not participated in school-sponsored activities on or after the official start date of that sport season may seek to immediately join a team, provided the roster has not reached the identified maximum size and the coach determines that the student has the requisite skill and ability to participate.

B. However, a student may not participate in a sport if the student participated in that same sport at another school during that school year, unless the student meets one (1) of the following criteria:

1. Dependent children of active-duty military personnel whose move resulted from military orders.
2. Children who have been relocated due to a foster care placement in a different school zone.
3. Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.
4. Authorized for good cause.

C. For purposes of this policy, "authorized for good cause" means the student is able to satisfactorily demonstrate to the principal that one (1) of the following applies:

1. New Residence (Full and Complete Move) - The student moves to a new home address due to a move by the student and a person or person(s) with whom the student has been previously living that makes it necessary for the student to attend a different school.
2. A parent residing in the County relinquishing formal legal custody of his/her student to someone other than the parent (i.e., aunt, friend, grandparent, etc.) residing in a different school zone - extenuating circumstances must be documented. The guardianship must be due to the fact that the parent is truly not capable of caring for the student. This type of enrollment is not available if the student's parent is not suffering from a documented physical, mental, or financial infirmity which, by ordinary and reasonable standards, precludes the parent from actually caring for the student. Once guardianship has been validated with legal documentation, the student shall be allowed to enroll in a school zoned for the residence of his/her legal guardian/custodian.

3. Student Marriage - The student moves to a new residence following marriage of the student. The student must immediately establish a new residence that makes it necessary to attend a different school.
 4. Assignment or Reassignment by District Policy - The student is reassigned to a new school pursuant to Board policy.
 5. Transfer during first twenty (20) days - The student transfers from the current school within the first twenty (20) school days of a new school (i.e., acceptance into a previously applied for magnet program, charter, or private school).
 6. Superintendent Assignment - Special assignment by the Superintendent.
 7. Undue hardship – All other extenuating circumstances that may not fit the above-stated criteria.
- D. The principal of each school in the district shall be responsible for enforcing the governing association's bylaws and policies in his/her school. The principal shall review and determine whether a transfer student qualifies under one of the transfer eligibility categories set forth in the governing association's bylaws and meets all other eligibility requirements. Upon approval of the transfer student's eligibility, a Notice of Transfer form prescribed by the governing association shall be submitted to the governing association prior to the student participating in any sport season.
- E. The principal or designee must annually submit all eligibility reports electronically and sign all eligibility correspondence. The principal or designee shall certify that the information provided to the governing association is accurate and that the students named in the report are eligible to participate in accordance with the governing association's bylaws.
- F. Eligibility Appeals - If the Principal determines that a transfer student is ineligible to participate in interscholastic athletics, a student may submit an appeal in accordance with Florida law and the governing association's bylaws.
- VIII. A student athlete who is suspected of sustaining a concussion or head injury in a practice or competition shall be removed from play immediately. The athlete may not return to play without a clearance from appropriate medical personnel.
- IX. Pursuant to Section 768.135, Florida Statutes, licensed medical personnel who act as volunteers for school events and agree to render emergency care or treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.

- X. An automatic external defibrillator (AED) will be available for use, if needed, at every preseason and regular season interscholastic contest and at every governing association state championship series contest. Staff will be trained to use such equipment.
- XI. All students shall be subject to all School Board rules and to the *Code of Student Conduct* while attending athletic events and practices.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

**768.135, 943.0438, 1000.21, 1001.43, 1002.20,
1002.31, 1006.07, 1006.15, 1006.16, 1006.195, 1006.20, F.S.**

HISTORY:

ADOPTED:

REVISION DATE(S):

**4/5/04, 1/2/07, 7/21/14,
3/16/26**

FORMERLY:

CHAPTER 4.00 - CURRICULUM AND INSTRUCTION

Personalized Education Plan (PEP) Student Participation in District Courses and Other Activities

4.215*+

I. Contracting for Course Participation

The District allows PEP students to enroll, on a tuition basis, in courses offered for grades K–12, in accordance with the district’s published fee schedule. These students will not be reported for full-time equivalent (FTE) purposes. Parents or eligible students are responsible for paying all course fees, which must be submitted through an Education Savings Account (ESA) or personal funds. Enrollment is dependent on space availability. PEP students enrolled in District courses must follow all applicable District rules, the Student Code of Conduct, and course expectations. Non-compliance may result in removal from the course and/or discontinuation of services.

The following identifies the Board’s policies related to fees for participation in courses offered by the Board:

II. Fee Structure

- A. **Determination of Fees:** Course fees are based on the cost associated with full-time equivalent (FTE) student participation. This calculation may include, but is not limited to, expenses for instructional materials, specialized resources, and required technology.
- B. **Communication Fees:** Course fees will be communicated to parents or guardians of eligible students at the registration and posted on the district’s website. Parents and guardians and eligible students will receive an itemized invoice, with instructions for payment through the Education Market Assistance (EMA) system. The parent or guardian must submit the invoice for direct payment via the EMA system within ten (10) business days of receiving it.
- C. **Payment Responsibility:** For students participating in the PEP program or the Family Empowerment Scholarship for Unique Abilities program, course fees are not reimbursed by the state and must be paid by the parent or guardian of an eligible student through an Education Savings Account (ESA) or personal funds.
- D. **Additional Fees:** Any extra costs, such as materials or supplies required for specific courses, must be paid in full by the parent or guardian of an eligible student before enrollment and participation.
- E. **Fee Publication:** The current fee schedule will be published and maintained on the District’s website.
- F. **Funding and Billing for PEP Students:** Per F.S. 1002.395, students enrolled in PEP programs cannot generate (FTE) funding for the District. Therefore, the District will invoice parents or eligible students directly for course fees, or coordinate with Step Up for Students and other authorized nonprofit scholarship-funding organizations to facilitate payment through the student’s (ESA).

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III. Non-Payment Consequences:

- A. Students, including those enrolled through PEP or on a part-time basis, will not be officially enrolled in any course with a required fee until payment is received, a payment plan is established, or an approved fee waiver is granted F.S. 1002.44.
- B. If one of the above conditions is not met, the student will be ineligible for enrollment in the following school term. Failure to pay by the deadline may result in cancellation of course registration or removal from the course. However, in compliance with Florida law, students cannot be denied enrollment in a course required for participation in an extracurricular activity due to an inability to pay.

IV. Exceptional Student Education (ESE)

A. Referral and Evaluation

- 1. Parents of non-District students who suspect their child may have a disability or is gifted should contact the District's ESE office and or the Florida Diagnostic and Learning Resources System to request an evaluation or contact the Florida Department of Education's Diagnostic and Resource System (FDLRS) to request evaluation, as required by 34 CFR § 300.111 and 1006.03.
- 2. Upon request, the district will conduct all necessary testing and evaluations to determine eligibility for ESE services.

B. Eligibility and Placement Options

If a student is found eligible for ESE, the student's parent(s) or guardian(s) have the following options:

- 1. Enroll the student in the district to receive appropriate ESE instruction and services.
- 2. Educate the student through a home education program; or
- 3. Access other educational options permitted under Florida law.

C. PEP Students

The District is not required to provide ESE instruction or services to students participating in the PEP program.

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V. PEP Student Participation in District Activities

- A. Florida law permits PEP students to participate in designated district activities, including, but not limited to:
 - 1. Dual Enrollment programs
 - 2. District virtual instruction programs
 - 3. Interscholastic extracurricular student activities, F.S. 1006.15 and 1006.20
 - a. PEP students participating in interscholastic extracurricular activities will be subject to a participation fee according to a fee structure which will be published and maintained on the District website.
 - 4. Career and Technical courses and programs; and
 - 5. Industry Certifications and standardized assessments offered by the district.
- B. If enrollment in a specific course is required for participation in a competitive extracurricular activity, all students, including PEP students, must be allowed to enroll in that course, whether on a full-time or part-time basis. PEP students will be invoiced for participation.
- C. According to **F.S. 1002.395**, PEP students are responsible for securing their own educational services. If a PEP student utilizes a scholarship for these services, the district is not obligated to provide a Free Appropriate Public Education as defined in 34 CFR § 300.101 and the Individuals with Disabilities Education Act.

STATUTORY AUTHORITY:

**1002.01; 1002.395,
1002.44, 1006.20, 1006.15 F.S.**

LAWS IMPLEMENTED:

1002.01; 1002.395,

1002.44, 1006.20, 1006.15 F.S.; 34 CFR § 300.101, 34 CFR § 300.111 and 1006.03

HISTORY:

**ADOPTED: 3/16/26
REVISION DATE(S):**

**PARTICIPATION OF HOME EDUCATION, PRIVATE SCHOOL, AND
VIRTUAL SCHOOL STUDENTS IN EXTRACURRICULAR
ACTIVITIES AND INTERSCHOLASTIC ATHLETICS**

4.22*

- I. Home education students currently enrolled in home education programs registered with the School District are eligible to participate:
 - a at the public school to which the student would be assigned according to District school board attendance area policies or which the student chooses to attend pursuant to F.S. 1002.31, and meets the designated requirements set forth in F.S. 1006.15.
 - b on an interscholastic athletic team at any public school in the district where the student resides, provided they meet the designated requirements set forth in F.S. 1006.15. Whether the School is at capacity is not a factor in the student's ability to participate.
- II. Students entering grades nine (9) through twelve (12) in a public school from a home education program, are eligible to participate in extracurricular activities, provided they meet all Florida Statutes, requirements and rules established by the School Board, and state-sanctioned athletic governing association (governing association), and Florida School Music Association bylaws.
- III. A private school student is eligible to participate in an interscholastic or intrascholastic sport at a public member high school, a public member middle school or a six (6) through twelve (12) public member school provided the student meets all Florida Statutes, requirements and rules established by the School Board, and the governing association bylaws. This includes the requirement that the private school where the student is enrolled is not a member of the governing association or does not offer the sport in which the student wishes to participate.
- IV. A full-time Florida Virtual School student is eligible to participate if the student registers his or her intent to participate:
 - a in the extracurricular activities at the school to which he/she would be assigned or could choose to attend under District enrollment policies and the student meets the designated requirements set forth in F.S. 1006.15.
 - b on an interscholastic athletic team at any public school in the district in which the student resides provided the student meets the designated requirements set forth in F.S. 1006.15.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

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LAW(S) IMPLEMENTED:

1001.43, 1002.31, 1006.15, F.S.

HISTORY:

ADOPTED: 4/5/2004

REVISION DATE(S): 5/21/12, 7/21/14, 3/16/26

FORMERLY:

CHAPTER 5.00 – STUDENTS

STUDENT OUT OF ZONE TRANSFERS/CHOICE

5.031*+

- I. The School Board strives to accommodate family choice to the maximum extent possible. Students may attend a school other than their zoned school if they have been granted a choice assignment in accordance with this policy. Disciplinary and/or attendance issues may result in a return to the home zoned school the following school year and/or may result in immediate return to the home zoned school. School choice is available for the following:
 - A. Magnet Programs
 - B. Controlled Open Enrollment
 - C. Charter Schools
 - D. Family Empowerment, Hope, or Opportunity Scholarships
 - E. Home School
 - F. Virtual School
 - G. Dual Enrollment
- II. The following provisions apply to all choice assignments:
 - A. The student must remain in the zoned school until a choice assignment is granted.
 - B. Applications for certain choice assignments must be submitted within the designated time frame. Time frames are published on the Board website by April for applications for the following school year.
 - C. With the exception of children of full-time Board employees who are non-residents of the District, students whose primary legal residence is in the District shall be given preference over non-resident students with respect to the granting of choice assignment.
 - D. The Board does not provide transportation to students with choice assignments except as otherwise provided for in this policy or by law.

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III. Magnet Programs

- A. Magnet programs for elementary, middle, and high school students have pre-established criteria for admission which vary by school/program. These admission criteria and application procedures will be made available to interested persons through the school where the program is located.
- B. Application to magnet programs will begin in January for entry into the program at the beginning of the following school year. The Superintendent will annually establish caps for each magnet program and a deadline for applications.
- C. For any school year, parents may apply for admission of the student to magnet programs and, must signify their choice by registering the student by the date established by the Superintendent.
- D. A student who is accepted to a magnet program who ceases to participate in the program will be returned to his/her zoned school. Participation is defined as being registered in and maintaining the expected levels of success as defined by the magnet program. A minimum, grade point average may also be required.
- E. Transportation may be provided for students enrolled in magnet programs at the discretion of the Superintendent or as may be required by applicable law.

IV. Controlled Open Enrollment

- A. Students may be granted choice assignments to schools that are not crowded and would not become crowded as a result of such assignments.
- B. The Board will establish a ninety percent (90%) capacity determination for each school, by grade level, in the District. The capacity determination will be identified on the school district's website and must be updated every 12 weeks. Schools having a projected enrollment of less than ninety percent (90%) of capacity for the following school year will be available for controlled open enrollment. Projected enrollment will be calculated by taking the number of students zoned to the school, subtracting those students granted acceptance to magnet programs at other schools, adding students granted acceptance to magnet programs at the school, and adding students with continuing zoning exceptions.
- C. Schools having a projected enrollment equal to or greater than ninety percent (90%) capacity for each school, by grade level, will not be available

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for controlled open enrollment, any applications submitted will be placed on a waiting list. Students denied access due to capacity will be notified when space becomes available. Eligible schools will be posted on the District website.

- D. Applications for controlled open enrollment will be submitted to the School on the Controlled Open Enrollment Form. The Superintendent will annually establish an application period for controlled open enrollment.
- E. The Title I and Special Programs Office will compile applications into lists by school of application.
 - 1. If the school's ninety percent (90%) capacity would not be exceeded by the number of choice applications when added to the projected school population, choice applicants for that school will be approved as in alignment with the School Choice Plan.
 - 2. If the school's ninety percent (90%) capacity would be exceeded by the number of choice applications when added to the projected student population, admission will be granted first to students who have siblings in the chosen school, and all other available positions will be filled through a stratified lottery that will be utilized to maintain socioeconomic and demographic balance as defined in statute.
 - 3. Other priorities, once verified, applications for students meeting one or more of the priority criteria as described in this paragraph shall be granted priority to attend their first choice school if a seat is available. Applications with one or more of the priorities provided in this paragraph shall be separated from each group and placed in random order. Students who are eligible for priority preference include:
 - a. Dependent children of active-duty military personnel whose move resulted from military orders.
 - b. Children who have been relocated due to a foster care placement.
 - c. Children who have moved due to a court-ordered change in custody due to separation or divorce.
 - d. Children who have moved due to the serious illness or death of a custodial parent.
 - e. Students at multiple session schools; and
 - f. Students residing in the District.
- F. Parents will be notified of the approval or denial of their student's application.

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- G. A student who is granted a choice assignment under Controlled Open Enrollment must register at the new school within ten (10) days of being notified or the choice assignment will be rescinded.
- H. Students who are not selected to attend the school(s) to which they applied will be notified that the District will be unable to place them at a requested school and they must register at their zoned school. The student will be placed on a waiting list. The school capacity determination for each grade level must be updated every 12 weeks. If capacity becomes available at a grade level within a school, parent(s) of students placed on the waiting list will be notified of the opening and permitted to enroll throughout the school year.
- I. Positions at a school that were assigned to a student under Controlled Open Enrollment will be monitored at the beginning of the school year. Students who have accepted assignments but who are not in attendance by the tenth (10th) day of school will have their assignments revoked. A revoked choice assignment may then be assigned to the next student on the waiting list.

V. Charter Schools

In addition to choice within schools operated by the Board, parents may elect for students to attend charter schools that have been approved by the Board. (See Policy# 3.160 - Charter Schools). Each charter school is operated and governed by its own independent board. Parents who elect this option need to communicate directly with the charter school to resolve questions and concerns.

VI. Hope, Opportunity, and Family Empowerment Scholarships

Students assigned to attend a school that has earned a grade of “F” or three consecutive grades of “D” may request and receive an Opportunity Scholarship for the student to enroll in and attend a public school that has been designated by the state as a school performing higher than that in which the student is currently enrolled. (F.S. 1002.38).

Students of families that have limited financial resources may request and receive a Family Empowerment Scholarship to attend a school different from the school to which the student was assigned. (F.S. 1002.394).

Students subjected to an incident (battery, harassment, hazing, bullying, kidnapping, physical attack, robbery, sexual offenses, assault or battery, threat or intimidation or fighting in school) may request to transfer to another public school

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or request a scholarship for the student to enroll in and attend an eligible private school under the provisions of the Hope Scholarship. (F.S. 1002.40)

VII. Home School

Parents may elect to home school students in accordance with State law. See Policy# 4.21 - Home Education Programs.

VIII. Virtual School

Parents may elect to register their students in a virtual education program. See Policy# 4.221 - Virtual Instruction.

IX. Dual Enrollment

See Policy# 4.025 – Academic and Career Planning

X. Revocation of Choice Assignment

If a student is granted a choice assignment and displays issues with attendance, grades, or disciplinary actions the principal may make the decision to have the student returned to their zoned school. Prior to revoking a school choice variance the school will document a minimum of three (3) good faith efforts to provide interventions and enlist parental/guardian support for the identified areas of concern. If a student is being returned to their zoned school due to a revocation, communication should occur between the schools to establish supports for the student. Revocation of a choice assignment within ten (10) school days of the end of a nine (9) weeks or semester grading period will be effective the first day of the following grading period. No requests for revocation will be considered during the final twenty (20) days of the school year.

XI. Zoning Exceptions

Students may attend a school other than their zoned school if they have been granted a zoning exception in accordance with this policy. Zoning exceptions are not to be used as a substitute for school choice. Zoning exceptions may be granted for the following reasons:

- A. Parents employed by the Board: Students are allowed to attend the school of parent's choice if the parent is a full-time employee with Baker County Schools who resides in Baker County. A choice form must be completed and approved prior to the transfer. Students may ride the bus from the nearest existing stop servicing the requested school.

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- B. Exceptional Student Education (ESE) Transfers: Students who transfer into the District from another school district must have an IEP meeting to review their current IEP after obtaining approval or upon verification as a new resident. Some ESE programs do not allow for choice because they serve the specific needs of a student with a disability at a cluster site. Siblings of ESE students being served in a cluster site program may attend school with the ESE siblings. Parents must complete the request form prior to sibling transfer. Transportation may not be provided for the non-ESE siblings. Time Frame: ESE service requirements.
- C. Hardship Placement:
1. medical/psychological need
 2. police/DCF request
 3. victim of a violent crime
- D. Transfers are allowed for a student whose parents have begun actual construction on a home in the receiving school zone, if the student shall permanently move into the home by the end of the semester in which the transfer is to take place. Time Frame: One Semester.
- E. Students who move to another school zone within Baker County before the end of the first semester of the school year are to enroll in their zoned school or may request choice. Students who move following the end of the first semester are permitted to complete the academic year at the school in which the students were legally enrolled prior to the change of address.
- F. Out of district transfers, including students of Baker County School employees, will be approved on a case-by-case basis if space is available. An application must be submitted to both the home school district and to Baker County Schools. The parent must show verification of release from the home school district prior to being approved and enrolling in Baker County Schools.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

1000.21, 1001.41, 1001.42, 1001.43, 1001.51,
1002.20, 1002.31, 1002.38, 1002.394,
1002.40, 1011.68, 1013.35, F.S.

HISTORY:

ADOPTED: _____
REVISION DATE(S): 12/02/19, 4/3/23, 3/16/26
FORMERLY: NEW

CHAPTER 5.00 – STUDENTS

SCHOOL HEALTH SERVICES

5.50

- I. The School Board will collaborate with the Baker County Health Department and the District School Health Advisory Committee to develop and implement a health services plan, as required by the School Health Services Act (F.S. 381.0056). This will be included in the *Health Services Manual* and must be approved by the Board. The School Health Services Plan (SHSP) will be completed biennially and approved by the Baker County School Board, Baker County Health Department medical director or administrator, and the Department of Health's district administrator. The SHSP shall be reviewed each year for the purpose of updating the plan. Amendments shall be signed by the Baker County School Board and the Baker County Health Department medical director or administrator.
- II. Pursuant to F.S. 381.0056(6), and in conjunction with the remainder of this Policy, the Board shall:
 - A. Include health services and health education as part of the comprehensive plan for the District;
 - B. Provide inservice health training for school personnel.
 - C. Make available adequate physical facilities for health services.
 - D. At the beginning of each school year, provide parents and guardians with information concerning ways that they can help their children to be physically active and to eat healthful foods; and
 - E. At the beginning of each school year, inform parents or guardians in writing that their children who are students in the District schools will receive specified health services as provided for in the district health services plan. A student will be exempt from any of these services if his or her parent or guardian requests such exemption in writing. This paragraph shall not be construed to authorize invasive screening; if there is a need for such procedure, the consent of the student's parent or guardian shall be obtained in writing prior to performing the screening. However, the laws and rules relating to contagious or communicable diseases and sanitary matters shall not be violated.
- III. The SHSP must include, at a minimum, the following provisions:
 - A. health appraisal;
 - B. records review;
 - C. nurse assessment;
 - D. nutrition assessment;

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- E. a preventive dental program;
- F. vision screening;
- G. hearing screening;
- H. scoliosis screening at the appropriate age;
- I. growth and development screening;
- J. health counseling;
- K. referral and follow-up of suspected or confirmed health problems by the Baker County Health Department;
- L. meeting emergency health needs in each school;
- M. county health department personnel to assist school personnel in health education curriculum development;
- N. referral of students to appropriate health treatment, in cooperation with the private healthcare community whenever possible;
- O. consultation with a student's parent or guardian regarding the need for health attention from their family physician, dentist, or other specialist when definitive diagnosis or treatment is required;
- P. maintenance of records on incidents of health problems, corrective measures taken, and other necessary information to plan and evaluate health programs; in accordance with F.S. 1002.22 for health records of individual students;
- Q. provision of health information by the school health nurses, when necessary, regarding the placement of students in exceptional student education and the periodic revaluation of students placed in such programs;
- R. notification to the local nonpublic schools about the SHSP and the opportunity for representatives of the local nonpublic schools to participate in developing the cooperative health services plan;
- S. a reasonable attempt to notify a student's parent, guardian, or caregiver if the student is removed from school, school transportation, or a school-sponsored activity to be taken to a receiving facility for an involuntary examination pursuant to F.S. 394.463, including and subject to the requirements and exceptions established under F.S. 1002.20(3) and F.S. 1002.33(9), as applicable.

CHAPTER 5.00 – STUDENTS

A “reasonable attempt to notify” means the exercise of due diligence and care by the principal or the principal’s designee to make contact with the student’s parent, guardian, or other known emergency contact whom the student’s parent or guardian has authorized to receive notification of an involuntary examination. At a minimum, the principal or the principal’s designee must take the following actions:

1. Use available methods of communication to contact the student’s parent, guardian, or other known emergency contact including, but not limited to telephone calls, text messages, e-mails, and voicemail messages following the decision to initiate an involuntary examination;
2. Document the methods and number of attempts made to contact the student’s parent, guardian, or other known emergency contact, as well as the outcomes of each attempt.

If the principal or principal’s designee successfully notifies any other known emergency contact, he or she may share only the necessary information to alert such contact that the parent or caregiver must be contacted. All information must comply with federal and state laws.

- T. budget and staffing information;
- U. number and levels of public and nonpublic schools and number of students served;
- V. communicable disease policies;
- W. immunization policies;
- X. initial school entry health examination policy;
- Y. health services reporting procedure;
- Z. advisory committee activities and membership; and
- AA. district and county public health unit personnel responsible for coordinating health services.

The SHSP will describe employing or contracting for all health-related staff and the supervision of all personnel involved in school health services, regardless of funding source.

CHAPTER 5.00 – STUDENTS

Protocols for the supervision of school health services personnel will be outlined in the SHSP to ensure that services are provided in accordance with statutory and regulatory requirements and professional standards. These protocols will be kept on file at the District and the Baker County Health Department.

Decisions regarding medical protocols or standing orders in the delivery of school health services are the responsibility of the Baker County Health Department medical director in conjunction with the Board, school health advisory committee, the district medical consultant, or the student's private physician.

- IV. At the beginning of each school year, the principal shall inform the parent(s) as defined by Florida Statutes, in writing, of each healthcare service available at their student's school and that the parent has the option to withhold consent or decline any specific service as provided in the health services plan in accordance with F.S. 1014.06. A health care practitioner may not solicit or arrange to provide health care services or prescribe medicinal drugs to a minor child without first obtaining written parental consent. When invasive screening is one (1) of the specified services, written consent of the student's parent(s) must be obtained prior to conducting any such screening.

- V. Anaphylaxis Training and Emergency Action Plans for Kindergarten through Grade 8 Schools

Each school in the District that serves students in kindergarten through grade 8 shall provide training to a sufficient number of school personnel and contracted staff on how to prevent and respond to allergic reactions, including anaphylaxis. The Superintendent is responsible for determining the number of personnel to be trained at each school site. The training must comply with State Board of Education Rules and include recognizing the signs of anaphylactic reaction and administering an FDA-approved epinephrine delivery device that has a pre-measured, appropriate weight-based dose.

For each student in kindergarten through grade 8 who has an emergency action plan for anaphylaxis, that plan must always be in effect and accessible when the student is on school grounds during the school day or participating in school-sponsored activities. This includes extracurricular activities, athletics, school dances, and contracted before-school or after-school programs at the student's school.

- VI. Students referred to school-based mental health service provider for mental health screening, to identify mental concerns or those at risk for mental health disorders will be assessed within fifteen (15) days of referral. Mental health services must be initiated within:

- A. Fifteen (15) days following identification and assessment by the school-based mental health provider; or

CHAPTER 5.00 – STUDENTS

B. Thirty (30) days following identification and assessment by the community-based mental provider after referral by the school or district.

- VII. Parents and or guardians of a students receiving mental health services will be provided information about additional behavioral health services available through the student's school or local community-based providers.
- VIII. Household members of students receiving mental health services will also be provided with information about additional behavioral health services available through other delivery systems or payors, if they are identified as needing support or if their improved behavioral health could benefit the student's well-being.
- IX. Before administering any student well-being questionnaire or health screening form to a student in grades K-3, the District will provide the questionnaire or health screening form to the parent and obtain the parental permission.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

381.0056, 394.463, 1001.21, 1002.20,
1006.062, 1014.06 F.S.

HISTORY:

ADOPTED: 4/3/23
REVISION DATE(S): 3/16/26 _____
FORMERLY: _____

CHAPTER 6.00 – PERSONNEL

RETIREMENT OF EMPLOYEES

6.215

- (1) Any employee who plans to retire shall concurrently submit his/her resignation to the School Board and his/her application to the retirement system for retirement benefits. Employees are encouraged to submit the resignation and application form at least ninety (90) days in advance of the retirement date to ensure the retirement check is issued the month following the last month of service with the School Board.
- (2) Any employee, who meets the normal retirement guidelines set forth by the Florida Retirement System for either the Pension Plan or the Investment Plan, who retires from his/her position during the fiscal year which he/she first becomes eligible for normal retirement, shall be paid a retirement incentive. This incentive will not be paid to an employee if he/she continues his/her employment beyond the time he/she is eligible for regular retirement, unless otherwise stipulated in the negotiated contract.
 - (a) To qualify for retirement incentive an employee must:
 1. Have provided at least ten (10) years of continuous service to the district immediately prior to retirement.
 2. Complete the necessary procedures including retiring effective at the end of the school year that the employee becomes eligible.
 - (b) Retirement incentive will be fifty percent (50%) of the employee's gross salary for the contracted fiscal year, excluding supplements or extra pay, during the fiscal year in which retirement occurs. Incentive payments shall be computed at retirement and paid at the next regular pay period.
 - (c) It shall be the specific responsibility of each employee to determine his/her eligibility for regular retirement and to meet the requirements set forth for this one-time retirement incentive. The School Board is held harmless for failure of an employee to follow this procedure.
 - (d) Any employee with fifteen (15) years of continuous service in the district who is enrolled in the Pension Plan as set forth by the Florida Retirement System, who qualifies for early retirement, shall be entitled to the retirement incentive.
 - (e) The language of this policy regarding retirement benefits is intended to align with the provisions of the negotiated employee contracts. If the negotiated contract language changes, this policy will be updated accordingly.

CHAPTER 6.00 – PERSONNEL

- (3) Any member of the Florida Retirement System (FRS), who has retired from any state administered retirement system, may be re-employed as outlined in the FRS guidelines established for re-employment.

STATUTORY AUTHORITY:

1001.41; 1012.22; 1012.23, F.S.

LAWS IMPLEMENTED:

1001.43; 1012.23, F.S.

HISTORY:

ADOPTED:
REVISION DATE(S):1/89, 11/92, 11/95, 04/05/04, 7/21/25,
3/16/26

FORMERLY: 3.33



Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: March 16, 2026

SUBMITTED BY: Thomas Hill - (259-0429)

ITEM TYPE: Personnel

AGENDA SECTION: **APPROVAL OF ITEMS FOR ACTION**

SUBJECT: Approval of Yolanda Ellis' Suspension Without Pay from Employment with the Baker County School District, Effective Tuesday, March 17, 2026, through April 20, 2026.

ATTACHMENTS:

[03.16.2026 Approval of Suspension of Pay for Yolanda Ellis_T.Hill.pdf](#)



BAKER COUNTY SCHOOL DISTRICT

Committed to Excellence

Office of Human Resources

392 South Boulevard East

Macclenny, FL 32063

(904) 259-6251

www.bakerk12.org

Wyatt Milton, Superintendent

March 5, 2026

Mr. Wyatt Milton, Superintendent of Schools
Baker County School Board Members
392 South Blvd East
Macclenny, FL 32063

Dear Superintendent Milton and School Board Members:

The purpose of this letter is to request the Board's approval to impose a suspension without pay for Yolanda Ellis, effective March 17, 2026, and continue through the Board's regular meeting on April 20, 2026.

This request is made in connection with the ongoing termination proceedings initiated against the employee. The Board is scheduled to consider the recommendation for termination at its regular meeting on April 20, 2026. Pending that final action, it is recommended that the employee be suspended without pay beginning March 17, 2026, and that the suspension remains in effect until the Board renders its decision on April 20, 2026.

It is respectfully requested that the Board approve this suspension without pay for the period of March 17, 2026, through April 20, 2026, pending the Board's final action on the termination recommendation.

Thank you for your consideration. Please let me know if any additional information or documentation is needed in advance of the April 20 meeting.

Sincerely,

Thomas Hill
Associate Superintendent of Human Resources
904.259.0427

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DISTRICT SCHOOL BOARD MEMBERS

Tiffany McInarnay
District 1

Jack Baker, Jr.
District 2

Clayton Lyons, Jr.
District 3

Mandi Canaday
District 4

Amanda Hodges
District 5

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION



Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: March 16, 2026

SUBMITTED BY: Teri Ambrose - (259-0418)

ITEM TYPE: Bid

AGENDA SECTION: **APPROVAL OF ITEMS FOR ACTION**

SUBJECT: Approval to Award Bid for Inter District Single Mode Fiber Connections
RFP 26-2027.002 to SETEL Effective July 1, 2026.

ATTACHMENTS:

[03.16.2026 Approval of SETEL for Inter District Single Mode Fiber Connections_T.Ambrose.pdf](#)



BAKER COUNTY SCHOOL DISTRICT

Committed to Excellence

Finance and Support Services

392 South Boulevard East

Macclenny, FL 32063

(904) 259-0449

www.bakerk12.org

Wyatt Milton, Superintendent

DATE: February 20, 2026

TO: Wyatt Milton, Superintendent

FROM: Teri Ambrose
Executive Director for Support Services

RE: RFP 26-2027.002 Inter District Single Mode Fiber Connections

Please request Board approval to use SETEL for the Inter District Single Mode Fiber Connections throughout the school district.

On January 9, 2026, a Request for Proposal (RFP 26-2027.002 Inter District Single Mode Fiber Connections) was issued to prospective vendors. On February 9, 2026, BCSD received two proposals from the following companies:

- SETEL of Macclenny, Florida
- American Dark Fiber of Los Angeles, CA

RFPs were opened at 10:30 A.M. on Friday, February 16, 2026. Wayne Howell, Tom Elledge, and Jeremy Hite were in attendance to grade and score the RFPs.

The RFP was to provide two (2) 10Gbps high-capacity transport links from each of the following school locations to the BCSD Data Center at 392 South Boulevard East, Macclenny, FL 32063:

- Baker County High School – 1 Wildcat Drive, Glen St. Mary, FL 32040
- Macclenny Elementary – 1 Wild Kitten Drive, Macclenny, FL 32063
- West Side Elementary – 1 Panther Circle, Glen St. Mary, FL 32040
- Legacy Elementary – 1 Lion's Den Road, Macclenny, FL 32063

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DISTRICT SCHOOL BOARD MEMBERS

Tiffany McInarnay
District 1

Jack Baker, Jr.
District 2

Clayton Lyons, Jr.
District 3

Mandi Canaday
District 4

Amanda Hodges
District 5

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Below is a summary of the installation and recurring monthly cost per provider.

SETEL

- \$264.00 per month, per location
- No installation Cost

AMERICAN DARK FIBER

- \$2500.00 00 per month, per location
- \$750,000.00 installation cost

The recommendation is to award the contract to SETEL of Macclenny. The full contract cost is \$264 per month per location. The contract will take effect on July 1, 2026. This monthly cost is eligible for a 90% E-Rate discount.

Thank you for your time and consideration of this recommendation.

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DISTRICT SCHOOL BOARD MEMBERS

Tiffany McNarnay
District 1

Jack Baker, Jr.
District 2

Clayton Lyons, Jr.
District 3

Mandi Canaday
District 4

Amanda Hodges
District 5

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REQUEST FOR PROPOSAL (RFP)

RFP NO: 26-2027.002
RELEASE DATE: January 9, 2026

REQUEST FOR PROPOSAL:
RFP 26-2027.002 Inter District Single Mode Fiber Connections
470 # Form #260013337



BID RELEASE DATE: January 9, 2026
BID QUESTIONS DUE DATE: January 23, 2026
BID DUE DATE: February 6, 2026
BID OPENING DATE: February 9, 2026

CONTACT: Wayne Howell
District Network
Specialist
lloyd.howell@bakerk12.org

SUBMIT BID TO: Baker County School District
IT Department
392 South Blvd East
Macclenny, Florida, 32063

BID OPENING LOCATION: Baker County School District
IT Department
392 South Blvd East
Macclenny, Florida 32063

Communications and Questions

1. Point of Contact

- All questions regarding this RFP must be submitted via email to:
District Network Specialist
Email: lloyd.howell@bakerk12.org
Subject Line: "RFP 26-2027.002 Inter District Single Mode Fiber Connections"
- Verbal inquiries are not permitted.

2. Responses and Clarifications

- Official responses and clarifications will be posted as an attachment/addendum to the Form 470 in the E-Rate Productivity Center (EPC).

3. Proposal Submission Requirements

- Emailed or faxed proposals will not be accepted as legal submissions.
- Proposals must be legibly printed or typewritten on company letterhead.

4. District Rights

- The Baker County School District reserves the right to:
 - Accept or reject any or all bids, in whole or in part.
 - Waive any irregularities.
 - Cancel this procurement or extend the bid due date at its sole discretion.
- Any cancellations or extensions will be issued via an addendum posted in EPC.

Scope and Services Required

Baker County School District (BCSD) is seeking proposals for a managed Wide Area Network (WAN) Data Transport connection between the sites listed below. The applicant prefers **NON-LIT fiber**, but all modes of 10Gbps transportation that meet the service specifications of this 470 will be accepted and evaluated

1. Project Overview

- Provide two (2) 10Gbps high-capacity transport links from each of the following school locations to the BCSD Data Center at 392 South Boulevard East, Macclenny, FL 32063:
 - Baker County High School – 1 Wildcat Drive, Glen St. Mary, FL 32040
 - Macclenny Elementary – 1 Wild Kitten Drive, Macclenny, FL 32063
 - West Side Elementary – 1 Panther Circle, Glen St. Mary, FL 32040
 - Legacy Elementary – 1 Lion's Den Road, Macclenny, FL 32063

Total: Eight (8) connections (two per location).

2. Contract Term

- Initial term: 36 months (July 1, 2026 – June 30, 2029)
- Optional extension: Two (1) years by mutual agreement (through June 30, 2031).

3. Technical Requirements

- Termination points:
 - Each school: Main Distribution Facility (MDF)
 - Data Center: 392 South Boulevard East, Macclenny, FL 32063
- Vendor responsibilities:
 - Provide all materials, labor, tools, equipment, transportation, and any required licenses.
 - Ensure full compliance with E-Rate Category specifications.

4. Site Protection & Restoration

- Protect all buildings, landscaping, and property during installation.
- Repair or replace any damage at the vendor's expense.
- Restore disturbed ground (including seed and straw) after installation.

Conditions of Agreement

1. Contract Term

- Preferred: Multi-year agreement.
- Initial term: July 1, 2026 – June 30, 2029 (36 months).
- Optional renewal: Two (2) additional 12-month extensions, aligning with E-Rate delivery deadlines if needed.
- If renewal is carried out, a new contract with updated dates may be required.

2. Service Start Date

- Services must be effective July 1, 2026.

3. Pricing

- Provide pricing for the initial 36-month term and two optional 12-month extensions.
- No price increases are permitted during the contract term.
- Provide recurring pricing breakdown per location.
- Provide one installation pricing breakdown per location.

4. Early Termination

- Contracts must allow early termination of circuits without penalty if a location closes.

5. E-Rate Funding Contingency

- Agreement is contingent upon approval of funding by USAC under the E-Rate program.
- No work or billing shall occur until:
 - District receives a Funding Commitment Decision Letter (FCDL).
 - District issues a written Notice to Proceed.
- If E-Rate funding is denied or reduced, the district reserves the right to terminate without penalty.

6. Adding Sites

- Contracts must allow additional sites to be added to the existing Monthly Recurring Cost (MRC) for the agreement duration.
- Applicants will cover any one-time charges for adding new sites.
- Added sites will share the same end date as the main agreement.

7. Tariff-Related Price Adjustments

- Vendors proposing equipment subject to potential U.S. government tariffs must:
 - Identify such products in their proposals.
 - Propose an acceptable methodology for limiting price adjustments over the contract term.

8. Cost-Effectiveness Review

- Services may be reevaluated for cost-effectiveness at any time during the agreement, including renewal

periods.

9. Ordering Flexibility

- Pricing must not assume full quantities will be purchased.
- Applicant reserves the right to place orders as needed and is not obligated to order all listed products or services.

10. Equipment Substitution

- Any substitution for alternative equipment must be agreed upon in writing by both parties before changes are finalized.

E-RATE REQUIREMENTS -

It is the intention of Baker County School District to apply for universal service support under the Schools and Libraries support mechanism (E-rate program) for the services that are the subject of this Bid. Any vendor responding to this RFP must be an Eligible Telecommunications Services Provider as defined under the Federal Communication Commission's E-rate program and will be required to submit their assigned SPIN (Service Provider Identification Number) and FCC Registration Number as part of its response along with a copy of their Form 498—Service Provider Information Form. If you do not have a SPIN number, or FCC Registration Number, you **MUST** obtain one before you respond to this RFP. You must also have filed a Form 498 for Funding Year 2025.

By submitting a proposal on the requested services herein, the vendor certifies its proposed services and/or products comply with Part 47 Section 54.9 and 54.10 of the FCC rules which prohibits the sale, provision, maintenance, modification, or other support of equipment or services provided or manufactured by Huawei, ZTE, or any other covered company posing a national security threat to the integrity of communications networks or the communications supply chain. See <https://www.usac.org/about/reports-orders/supply-chain/> for more details.

As required by Section 54.500(f) of Part 47 of the Code of Federal Regulation all bids in response to this RFP **must** offer the lowest corresponding price (LCP) which is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular E-Rate applicant (school, library, or consortium) for similar services. See <https://www.usac.org/E-Rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/> for more details.

WEIGHTED FACTORS

The Contract will be awarded based on best value to the Baker County School District and evaluation criteria in this document. Weighted factors contributing to the award are included in the following breakdown:

Pricing 40% In-State Vendor 30%, Vendor Familiarity 20%, Bid Accuracy 10%.

NOTES:

*Percentage weights must add up to 100%. Price will be weighed the heaviest, according to E-Rate rules

**Each vendor will be evaluated on a raw score from 1 to 10 on each line item of the selection criteria 1= lowest, 10=highest

***Weighted score equals weight x raw score

Vendor E-Rate Compliance

Vendors submitting proposals under this RFP must provide a written statement that they agree to meet the following conditions relating to the E-rate program:

1. **Service Provider Identification Number (SPIN) and FCC Registration Number (FCCRN)**

The vendor shall provide a valid E-rate SPIN number (Service Provider Identification Number), in the Proposal submitted in response to this bid opportunity. The SPIN must be recognized by the SLD and FCC as an eligible telecommunications provider and qualified to receive discounts under the program's Telecommunications Services bucket. The Vendor shall also provide the company's FCC Registration Number.

2. **Service Provider Annual Certification Form**

The Vendor agrees to timely submit to the SLD a completed Form 473, Service Provider Annual Certification (SPAC) form, which provides updated contact information to the SLD for the Vendor. The Vendor must also agree to provide a copy of the completed Form 473 to the Owner. This form is available on the SLD's website at <http://www.universalservice.org/sl/> in the Forms section.

3. **The District's Reimbursements**

The Vendor agrees to provide reimbursements to the district for discounts on eligible services received on or after the effective date of discounts and already paid for by the district.

4. **Cooperation with District's Preparation of E-rate Applications**

The vendor must agree to provide information on a timely basis that the district requests the district to timely apply for E-rate applications.

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment, or services, and in all respects fair and without collusion or fraud. The following information, including an authorized representative's signature, is required to be submitted with your bid to be considered for evaluation and award. The person signing below acknowledges and agrees with all proposed information as submitted and has the authorization of the said company to enter into a contractual agreement with the Baker County School District for the purposes as proposed and described herein.

Company Name: _____

Title: _____

Email Address: _____

Authorized Signature: _____

Print: _____

Date: _____

Each bid must be signed by an authorized company representative and returned to the above address to be considered a valid bid.

LIST COST PER MONTH.

MONTHLY COST PER LOCATION \$ _____

ONE TIME INSTALLATION COST \$ _____



Offers for Consideration:

***Proposal for BAKER COUNTY SCHOOL DISTRICT
RFP 26-2027.002***

Presented to:

Wayne Howell

BAKER COUNTY SCHOOL DISTRICT

February 6, 2026

Liberating Networks!

Confidential and Proprietary

Wayne:

In an effort to create a cost effective and efficient network solution on behalf of BAKER COUNTY SCHOOL DISTRICT, American Dark Fiber, LLC. ("ADF") is pleased to present the following dark fiber proposal for the following connection BAKER COUNTY SCHOOL DISTRICT DARK FIBER .

Our core mission includes the delivery of comprehensive dark fiber solutions which will allow for unparalleled delivery of bandwidth, security, and provide scalable growth capabilities for BAKER COUNTY SCHOOL DISTRICT. ADF provides robust telecom solutions by integrating carrier-grade, fiber-based systems directly to your network. We create and install cost-effective and critical communications infrastructure that other carriers can't or won't provide.

We seek the most efficient routing to contain your telecommunications expenses while providing unparalleled bandwidth throughput and security. As bandwidth demands explode, we provide you the underlying fiber infrastructure to power current and future needs. Our goal is to solve your long-term requirements with the lowest cost of ownership - dark fiber allows that to happen!

Fast - Scalable - Secure: ADF's custom solutions maximize current and future benefit to BAKER COUNTY SCHOOL DISTRICT by creating a known pricing model that allows BAKER COUNTY SCHOOL DISTRICT to manage its bandwidth without concern over future price or bandwidth limitations. The attached map details the high-level routing which establishes the services outlined above.

From a timing standpoint, ADF anticipates 9 month(s) development interval. Should you have any questions regarding this proposal, we will be happy to address any specifics at a date convenient to you. We appreciate your consideration of ADF in solving your network needs.

With Regards,

Zack Baayen

Price Structure Summary:

The following is a summary of costs in providing you with a scalable and secure fiber optic system. These totals represent the end-to-end, comprehensive costs of providing you the network as shown on the attached map(s) above. The breakdown detailed is for a simplified transaction of CAPEX (NRC) costs and recurring costs (MRC) of the network shown for a specific number of fiber-strands delivered between the points identified.

Our pricing includes rates that are amongst the lowest and efficient in the industry despite the challenging terrain and significant permitting requirements of -1. The following economic structure can be "financially engineered" to meet pre-existing BAKER COUNTY SCHOOL DISTRICT budgetary requirements using these MRC and NRC parameters as thresholds*.

The final recurring route costs would be governed by aggregated mileage based on OTDR testing procedures. Pricing shown herein is based on "desktop modeling". Final costs will be determined if a site survey is needed to validate the route and any specific building entry issues. Final contractual costs, routing, and any custom business terms would be detailed and defined in a specific Work Order provided by ADF and executed by the parties.

TOTAL CAPEX (INSTALL) Cost (NRC)**:	\$750,000.00
Monthly Recurring Use Fees/Cost (MRC) Per Location:	\$2,500.00

***2 Strands = 1 Fiber Pair Non-Lit 10Gbps**

***ADF can adjust the NRC and MRC portions of this proposal to meet your internal budgetary preferences. In other words, we can tailor financial solutions to convert some or all NRC costs into an affordable monthly rate.**

****NRC payment schedule to be determined by the parties and will be included in project Work Order.**

Subject to final field inspection and fiber availability at time of award.

ADF SPIN #: 14-3050982
FRN #: 0027762475

Network Development & Use Costs over a 9 Month Term:

We recognize the District's preferred date for service implementation is 7/1/2026. However ADF estimates a service start date of 12/01/2026. ADF is willing explore the option of facilitating continued service through the District's existing carrier until 12/01/2026 to avoid any disruption.

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment, or services, and in all respects fair and without collusion or fraud. The following information, including an authorized representative's signature, is required to be submitted with your bid to be considered for evaluation and award. The person signing below acknowledges and agrees with all proposed information as submitted and has the authorization of the said company to enter into a contractual agreement with the Baker County School District for the purposes as proposed and described herein.

Company Name: American Dark Fiber, LLC

Title: Vice President of Operations

Email Address: zack@americandarkfiber.com

Authorized Signature: 

Print: Zack Baayen

Date: February 6, 2026

Each bid must be signed by an authorized company representative and returned to the above address to be considered a valid bid.

LIST COST PER MONTH.

MONTHLY COST PER LOCATION \$ 2,500.00

ONE TIME INSTALLATION COST \$ 750,000.00*

** Amount reflects total network development cost to service the initial 4 district locations*

Baker County School District
Request for Proposal (RFP)
RFP 26-2027.002 Inter District Single Fiber
Connections
470 Form #260013337



Proposal from Southeastern Services Inc.
1165 S. 6th St.
Maccleddy, FL 32063

Southeastern Services Inc.

Quality Internet Service of Florida dba SETEL

1165 S. 6th Street

Macclenny, FL 32063

Phone: 904-334-4794

Email: josh@setel.net

February 2, 2026

Mr. Lloyd Howell

Baker County School District

392 South Blvd E

Macclenny, FL 32063

RE: Form 470 Application Number: 260013337

Inter District Single Mode Fiber Connections

Dear Mr. Howell,

Southeastern Services Inc. dba SETEL is pleased to bid on the above referenced Form 470.

The SPIN Number for Southeastern Services Inc. is 143026053.

SCOPE AND SERVICES

1. Project Overview

Southeastern Services Inc. will provide two (2) 10Gbps high-capacity transport links from each of the following school locations to the BCSD Data Center at 392 South Boulevard East, Macclenny, FL 32063:

Baker County High School: 1 Wildcat Drive, Glen St. Mary, FL 32040

Macclenny Elementary: 1 Wild Kitten Drive, Macclenny, FL 32063

West Side Elementary: 1 Panther Circle, Glen St. Mary, FL 32040

Legacy Elementary: 1 Lion's Den Rd, Macclenny, FL 32063

Southeastern Services Inc. shall supply Eight (8) connections (two per location)

2. Contract Term

Southeastern Services Inc. agrees with an initial term of 36 months (July 1, 2026 – June 30, 2029)

Southeastern Services Inc. agrees with an optional extension for Two (1) years by mutual agreement (Through June 30 2031).

3. Technical Requirements

Southeastern Services Inc. termination points will be at each School's Main Distribution Facility (MDF)

Southeastern Services Inc. will termination each school's fiber back to the Data Center at 392 South Boulevard East, Macclenny, FL 32063

Southeastern Services Inc. shall provide all materials, labor, tools, equipment, transportation, and any required licenses.

Southeastern Services Inc. will ensure full compliance with E-Rate Category specifications.

4. Site Protection & Restoration

Southeastern Services Inc. has existing network in each of the requested location. There will be no Site protection and restoration needed.

Conditions of Agreement:

1. Contract Term

Southeastern Services Inc. agrees to an initial term of 36 months July 1, 2026 – June 30, 2029.

Southeastern Services Inc. agrees to an optional renewal of Two (2) additional 12-month extensions, aligning with E-Rate delivery deadlines if needed.

If renewals is carried out, a new contract with updated dates may be required.

2. Service Start Date

Southeastern Service Inc. agrees to meet the service start day of July 1, 2026

3. Pricing

Pricing below is the initial 36-month term and two optional 12-month extensions.

Service Address Location A	Location Z Service Address	Total Monthly Charge Per Site	Installation
District Office NOC 392 S. Blvd E. Macclenny, FL 32063	BC High School 1 Wildcat Drive Glen St. Mary, FL 32040	\$264.00	\$0.00
District Office NOC 392 S. Blvd E. Macclenny, FL 32063	BC Macclenny Ele. 1 Wild Kitten Drive Macclenny, FL 32063	\$264.00	\$0.00
District Office NOC 392 S. Blvd E. Macclenny, FL 32063	BC Westside Elem. 1 Panther Circle Glen St. Mary, FL 32040	\$264.00	\$0.00
District Office NOC 392 S. Blvd E. Macclenny, FL 32063	BC Legacy Elem. 1 Lion's Den Rd Macclenny, FL 32063	\$264.00	\$0.00

TOTAL MONTHLY PRICING PER SITE: \$264.00

TOTAL MONTHLY PRICING: \$1,056.00

ONE-TIME INSTALLATION CHARGE: \$0.00

4. Early Termination

Southeastern Services Inc. agrees to allow early termination of circuits without penalty if a location closes.

5. E-Rate Funding Contingency

Southeastern Services Inc. understands any approval is contingent upon approval of funding by USAC under the E-Rate program.

Southeastern Services Inc. (if awarded) shall not begin work or submit any invoices until:

- District receives a Funding Commitment Decision Letter (FCDL).
- District Issues a written Notice to Proceed.

Southeastern Services Inc. understands that if E-Rate funding is denied or reduced, the district reserves the right to terminate without penalty.

6. Adding Sites

Southeastern Services agrees to allow additional sites to be added to the existing Monthly Recurring Cost (MRC) for the agreement duration.

Southeastern Services Inc. agrees applicant will cover any one-time charges for adding new sites.

Southeastern Services Inc. agrees added sites will share the same end date as the main agreement.

7. Tariff-Related Price Adjustments

Southeastern Services equipment would not be subject to potential U.S. government tariffs.

8. Cost-Effectiveness Review

Southeastern Services Inc. will comply with a reevaluation for cost-effectiveness at any time during the agreement, including renewal periods.

9. Ordering Flexibility

Southeastern Services Inc. understands that the full quantities will be purchased.

Southeastern Services understands that the applicant reserves the right to place orders as needed and is not obligated to order all listed products or services.

10. Equipment Substitution

Southeastern Services Inc. agrees for any alternative equipment must be agreed upon in writing by both parties before changes are finalized.

E-Rate Requirements:

Southeastern Services Inc. is compliant with all E-Rate Requirements.

VENDOR E-RATE COMPLIANCE:

1. Service Provider Identification Number (SPIN) is 143026053.
A. SPIN “Active” status Attached.
2. Southeastern Services Inc. FCC Registration Number is 824546.
A. SPAC 2026 Annual Certification Attached.
3. Southeastern Services Inc. agrees to provide reimbursements to the district for discounts on eligible services received on or after the effective date of discounts and already paid for by the district.
4. Southeastern Services Inc. agrees to provide information on a timely basis that the district request for the district to timely apply for E-rate applications.

ATTACHMENT LIST

Exhibit A – Vendor E-rate SPIN (Service Provider Identification Number)

Exhibit B – Proof that Vendor’s E-rate annual SPAC (Service Provider Annual Certification) has been submitted.

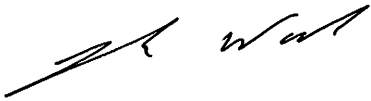
Exhibit C – Vendor written statements to comply with all Vendor E-rate Compliance as previously stipulated.

Exhibit D – Contractor Acknowledgement and Approval

Exhibit E - References

Thank you for your consideration and I look forward to working together with you and your staff.

Sincerely,

A handwritten signature in black ink, appearing to read "Josh Woods", written in a cursive style.

Josh Woods

Southeastern Services Inc.

1165 S. 6th Street

Macclenny, FL 32063

#143026053 - Southeastern
Services, Inc.[CREATE A CUSTOMER SERVICE CA...](#)[CREATE APPEAL](#)[CREATE SERVICE SUBSTITUTION ...](#)

...

Summary

[Customer Service Cases](#)[Consulting Firms](#)[FCC Forms](#)[FRN Appeals](#)[News](#)[Related Actions](#)

Organization Details

Name Southeastern Services, Inc.
Doing Business As SETEL
SPIN 143026053

Organization Type Service Provider Organization

DUNS Number 872980008

Status Active

FCC Form 473/SPAC Filed 2007, 2008, 2009, 2010, 2011,
2012, 2013, 2014, 2015, 2016,
2017, 2018, 2019, 2020, 2021,
2022, 2023, 2024, 2025, 2026

Contact Information

Address 1165 South 6th Street
Macclenny, FL 32063
Mailing Address 1165 South 6th Street
Macclenny, FL 32063

Phone Number 904-259-1300

Email markwood@setel.net

Website URL

Account Administrator

Name Josh Woods

General Contact

Name Mark Woods

Certification Confirmation

You have successfully filed FCC Form 473 #SPAC202600008

[Click here to return to the Service Provider record](#)

Certifier Information

 Name Mark Woods

 Address

 Certified Date

1/2/2026 11:49 AM EST

 Title President

 Phone Number 904-259-1300 x

 Employer Southeastern Services, Inc.

 Email markwood@setel.net

CLOSE

Written Statement for E-rate Compliance
for *Baker County School District*

by

Southeastern Services Inc. dba SETEL

Effective Date: 07/01/2026

This letter serves as a formal written statement that **Southeastern Services Inc.**, SPIN Number **143026053**, certifies its compliance with all applicable **E-Rate Vendor Compliance requirements** as previously stipulated by the Universal Service Administrative Company (USAC) and the Federal Communications Commission (FCC).

Specifically, **Southeastern Services Inc.** affirms that:

- All required E-Rate forms, including **FCC Form 473 (Service Provider Annual Certification – SPAC)**, have been submitted and certified for the applicable funding year(s).
- The company complies with all FCC rules, USAC procedures, and program requirements governing the E-Rate program.
- No gifts, incentives, or improper inducements have been offered in violation of E-Rate gift rules.
- All invoices, billing practices, and discount applications are accurate and in accordance with E-Rate regulations.
- Records required under E-Rate rules will be retained for the required document retention period.
- The company will promptly notify the applicant of any change in compliance status that may affect E-Rate eligibility or reimbursement.

This statement is provided in good faith and may be relied upon by applicants, auditors, and USAC for E-Rate compliance verification purposes.

If additional documentation is required, please contact the undersigned.

Sincerely,

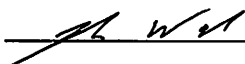
Authorized Representative:  Josh Woods

Title: VP of Sales

Company: Southeastern Services Inc.

SPIN: 143026053

Date: 2/3/2026

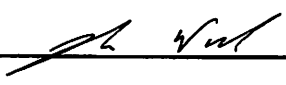
Signature: 

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment, or services, and in all respects fair and without collusion or fraud. The following information, including an authorized representative's signature, is required to be submitted with your bid to be considered for evaluation and award. The person signing below acknowledges and agrees with all proposed information as submitted and has the authorization of the said company to enter into a contractual agreement with the Baker County School District for the purposes as proposed and described herein.

Company Name: Southeastern Services Inc

Title: VP of Sales

Email Address: josh@setcl.net

Authorized Signature: 

Print: Josh Woods

Date: 2/3/2026

Each bid must be signed by an authorized company representative and returned to the above address to be considered a valid bid.

LIST COST PER MONTH.

MONTHLY COST PER LOCATION \$ 264.⁰⁰

ONE TIME INSTALLATION COST \$ 0.⁰⁰

REFERENCE CONTACTS

Columbia County School District

Mr. Patrick Mitchell

IT Director

386-755-8167

mitchellp@columbiak12.com

Dixie County School District

Mr. Tony Scott

IT Director

904-335-6273

tonyscott@dixie.k12.fl.us

Gilchrist County School District

Mr. John Sloan

IT Director

352-681-2918

sloanj@mygcsd.org

Taylor County School District

Mr. Ron Hernandez

IT Director

850-838-7224

Ronaldo.hernandez@taylor.k12.fl.us

Hamilton County School District

Mrs. Amber Cribbs

IT Director

386-438-4246

Amber.cribbs@hamiltonfl.com

Union County School District

Mr. Kevin Craft

IT Director

352-727-0716

craftk@union.k12.fl.us

NEFEC

Mr. Marcus Godbold

IT Support Engineer

(904) 408-8057

Date: 2/11/2019				
	Grader 1	Grader 2	Grader 3	
Vendor # 1	Weighted Score***	Weighted Score***	Weighted Score***	Totals
Setel	1.5	1.5	1.5	4.5
	1	1	1	3
	1	1	1	3
	0.75	0.75	0.75	2.25
	0.75	0.75	0.75	2.25
	5	5	5	15
Vendor # 2	Weighted Score***	Weighted Score***	Weighted Score***	Totals
American Dark Fiber	0.3	0.3	0.3	0.9
	0.2	0.2	0.2	0.6
	0.2	0.2	0.2	0.6
	0.75	0.75	0.75	2.25
	0.75	0.75	0.75	2.25
	2.2	2.2	2.2	6.6
<p>*Percentage weights must add up to 100%. Price will receive the heaviest weight, according to E-Rate rules **Each will be evaluated on a raw score from 1 to 5 on each line item of the selection criteria 1- lowest, 5=highest ***Weighted score equals weight x raw score</p>				

 **SETEL**
 (904) 259-1300
 1165 S 6th St, Macclenny, FL 32063, USA

Inter District Single Mode Fiber Agreement

Between Southeastern Services Inc. (SETEL) (Service Provider) and Baker County School District (470 Applicant) to provide internet services pursuant to Form 470 Application Number: 260013337 and in accordance with the terms and conditions set forth in 'RFP 26-2027.001 Inter District Single Fiber Connections.'

Pricing for Inter District Single Mode Fiber Connections 2026-2029

With (1) option to extend a period of 2 additional years at the same pricing as set forth below:

Total Monthly Cost for Four Locations Described in Contract:

- \$1,056.00 per month

Contract Terms and Conditions

The term for this agreement shall be from July 1, 2026, through June 30, 2029, and may be extended by mutual agreement for a period not to exceed two (2) years, through June 30, 2031.

Fiber Connection Locations

- Baker County High School – 1 Wildcat Drive Glen St. Mary, FL 32040
- Macclenny Elementary – 1 Wildkitten Drive Macclenny, FL 32063
- West Side Elementary School – 1 Panther Circle Glen St. Mary, FL 32040
- Legacy Elementary School – 1 Lion's Den Rd Macclenny, FL 32063

There are 2 lines for each school/location for a total of 8 fibers.

Terminations are at the MDF with termination at the designated demarc location.

Term Extension

This shall include all options to extend for an additional two (2) year term. The maximum duration of the agreement, including all extensions, shall be for (5) years.



SETEL

(904) 259-1300

1165 S 6th St, Macclenny, FL 32063, USA

Signatures

Southeastern Services Inc. (SETEL)

Address: 1165 S 6th Street, Macclenny, FL 32063

Phone: 904-259-1300 | Fax: 904-6534916

Email: josh@setel.net

Authorized Signature: 

Name (Typed or Printed): Josh Woods

Baker County School District

Address: 392 South Boulevard East, Macclenny, FL 32063

Phone: 904-259-6251 | Fax: 904-259-2825

Authorized Signature: _____

Name (Typed or Printed): _____

EXHIBIT “A”

This Addendum and the following modifications (“Addendum”) are hereby incorporated into the attached Agreement, and shall be binding on the signatory Parties. To the extent any terms and conditions between the Agreement and this Addendum conflict, the Addendum’s terms and conditions shall supersede any conflicting terms and conditions of the Agreement, and the terms and conditions of the Addendum shall be binding and shall be controlling on the Parties.

Section I.

- A. All references to “Contractor” herein shall be deemed to refer to the party(ies) who have entered into the agreement with the Baker County School Board (“Board”) to which this attachment is affixed.
- B. The terms contained herein shall prevail over any contrary or incompatible term within the attached agreement.

Section II.

- A. **Level II Background Check** – Any individual providing services under this agreement who will (1) be at a school when students are present; (2) have direct contact with students; or (3) have access to or control of school funds shall have a Level II background check submitted through the Board. The Contractor shall be required to pay for all costs of the background reports. If it is discovered during the period of the agreement that Contractor substituted an unapproved individual for an approved individual for purposes of this agreement, then the agreement may be cancelled immediately by Board.

Section III.

- A. **Indemnification** - The Board shall indemnify and hold harmless Contractor from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of the Board or its employees arising out of or in connection with the provisions of this agreement, up to the limits on liability prescribed in Section 768.28, Florida Statutes, including \$200,000.00 per claimant and \$300,000.00 per occurrence. Contractor agrees to indemnify and hold harmless the Board and its employees from and against any and all liability or claims for damages of any kind whatsoever resulting from negligent acts, intentional acts, or failure to act on the part of Contractor arising out of or in connection with the provisions of this agreement.
- B. **Sovereign Immunity** – Except for as expressly provided in this agreement and Section 768.28, Florida Statutes, the Board does not waive its sovereign immunity.

Section IV.

- A. **Governing Law and Venue** - This agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties agree that the county and circuit courts in the Eighth Judicial Circuit, Baker County, Florida and the United States District Court for the Middle District of Florida – Jacksonville Division shall have exclusive jurisdiction to enforce the terms of this agreement. Venue for any disputes shall exclusively lie in the state and federal courts for Baker County, Florida.

Section V.

A. Public Records – To the extent applicable to Contractor, Contractor shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

1. Keep and maintain public records required by the Board to perform the service.
2. 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 under Florida's Public Records law or as otherwise provided by law.
3. 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 contract term and following completion of the contract if the Contractor does not transfer the records to the Board.
4. Upon completion of the agreement, transfer, at no cost, to the Board all public records in possession of the Contractor or keep and maintain public records required by the Board to perform the service. If the Contractor transfers all public records to the Board upon completion of the agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Board, upon request from the Board's custodian of public records, in a format that is compatible with the information technology systems of the Board.
5. **If Contractor has questions regarding the application of Chapter 119, Florida Statutes, to Contractor's duty to provide public records relating to this Contract, Contractor shall contact the Custodian of Public Records at:**

Felicia D. Raulerson
Executive Secretary
Baker County School Board
270 South Boulevard East
Macclenny, FL 32063
(904) 259-0401
felicia.raulerson@bakerk12.org

6. In the event the Board must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the Board because Contractor failed to provide access to public records responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness fees, and expert witness fees expended as part of said litigation and any subsequent appeals.

Section VI.

- A. **E-Verify** – To the extent Section 448.095, Florida Statutes, applies to Contractor, Contractor shall use the U.S. Department of Homeland Security’s E-Verify system, <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all employees **hired on or after January 1, 2021** during the term of this agreement.

1. Subcontractors

- (i) Contractor shall also require all subcontractors performing work under this agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.
 - (ii) Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Section 448.095, Florida Statutes.
 - (iii) Contractor shall provide a copy of such affidavit to the Board upon receipt and shall maintain a copy for the duration of the agreement.
- B. Contractor must provide evidence of compliance with Section 448.095, Florida Statutes, by the date of execution of this agreement. Evidence may consist of, but is not limited to, providing notice of Contractor’s E-Verify number.
- C. Failure to comply with this provision is a material breach of the agreement, and Board may choose to terminate the agreement at its sole discretion. Contractor may be liable for all costs associated with Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs, if necessary.

Section VII.

- A. **Affidavit Regarding the Use of Coercion for Labor and Services** – If Contractor is not a governmental entity, then Contractor shall execute the Board’s “**Affidavit Regarding the Use of Coercion for Labor and Services**” and provide a copy to the Board no later than the time of execution of the agreement by the Contractor.

Section VIII.

- A. **Force Majeure** - Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this agreement if and to the extent that such party’s performance under this agreement is render impossible, impractical, or prevented by reason of force majeure. For purposes of this agreement, the term “force majeure” means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the agreement’s term.

Section IX.

- A. **Student Data** - If Contractor meets the definition of “Operator” in Section 1006.1494, Florida Statutes, then the parties shall enter into a Data Privacy Agreement prior to any “Covered Information,” as defined in Section 1006.1494, Florida Statutes, being provided to Contractor.

Section X.

- A. **Federally Funded Agreement** – If this agreement is paid by the Board using federal funds, then the terms contained in the attached “Baker County School Board Federal Contract Addendum,” based off of the requirements of 2 Code of Federal Regulations 200, Title 2, shall govern this agreement.

Signature of Authorized Contractor Representative

Date

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Nongovernmental Entity's Name: _____

Nongovernmental Entity's FEIN: _____

Authorized Representative Name and Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: _____

Email Address: _____

Section 787.06(13), Florida Statutes, requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The Baker County School Board is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of the company above, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

By: _____
AUTHORIZED SIGNATURE

Print Name and Title: _____

Date: _____



Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: March 16, 2026

SUBMITTED BY: Teri Ambrose - (259-0418)

ITEM TYPE: Bid

AGENDA SECTION: **APPROVAL OF ITEMS FOR ACTION**

SUBJECT: Approval to Award Bid for Internet Access RFP 26-2027.001 to SETEL Effective July 1, 2026.

ATTACHMENTS:
[03.16.2026 Approval of SETEL for Internet Access_T. Ambrose.pdf](#)



BAKER COUNTY SCHOOL DISTRICT

Committed to Excellence

Finance and Support Services

392 South Boulevard East

Macclenny, FL 32063

(904) 259-0449

www.bakerk12.org

Wyatt Milton, Superintendent

DATE: February 23, 2026

TO: Wyatt Milton, Superintendent

FROM: Teri Ambrose
Executive Director for Support Services

RE: RFP 26-2027.001 Internet Access

Please request board approval to award the Internet Access for RFP 26-2027.001 to SETEL of Macclenny, Florida.

On January 9, 2026, a Request for Proposal (RFP 262027.001 – Internet Access) was issued to prospective vendors. On February 9, 2026, BCSD received one proposal, which was submitted by SETEL of Macclenny, Florida.

The RFP opening took place at 10:30 A.M. on Friday, February 16, 2026. Wayne Howell, Tom Elledge, and Jeremy Hite were in attendance to grade and score the RFP. The request specified tiered bandwidth options up to 10 Gbps.

Below is a summary of the recurring monthly cost per provider after the 90% ERate discount:

(Distributed Denial of Service (DDOS) Mitigation Services are not ERate eligible.)

- SETEL – 10 Gbps internet: \$396.25 per month, with DDOS mitigation provided at no additional cost.

"Preparing individuals to be lifelong learners, self-sufficient, and responsible citizens of good character"

DISTRICT SCHOOL BOARD MEMBERS

Tiffany McInarnay
District 1

Jack Baker, Jr.
District 2

Clayton Lyons, Jr.
District 3

Mandi Canaday
District 4

Amanda Hodges
District 5

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

The recommendation is to award the contract to SETEL of Macclenny, Florida. The full contract cost is \$3,962.48 per month for 10 Gbps service. The contract will take effect on July 1, 2026. This monthly cost is eligible for a 90% ERate discount.

Thank you for your time and consideration of this recommendation.

"Preparing individuals to be lifelong learners, self-sufficient, and responsible citizens of good character"

DISTRICT SCHOOL BOARD MEMBERS

Tiffany McNarnay
District 1

Jack Baker, Jr.
District 2

Clayton Lyons, Jr.
District 3

Mandi Canaday
District 4

Amanda Hodges
District 5

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

REQUEST FOR PROPOSAL (RFP)

RFP NO: 26-2027.001
RELEASE DATE: January 9, 2026

REQUEST FOR PROPOSAL:
RFP 26-2027.001 Internet Access
470 Form #260013328



BID RELEASE DATE: January 9, 2026
BID QUESTIONS DUE DATE: January 23, 2026
BID DUE DATE: February 6, 2026
BID OPENING DATE: February 9, 2026

CONTACT: Wayne Howell
District Network Specialist
lloyd.howell@bakerk12.org

SUBMIT BID TO: Baker County School District
IT Department
392 South Blvd East
Macclenny, Florida, 32063

BID OPENING LOCATION: Baker County School District
IT Department
392 South Blvd East
Macclenny, Florida 32063

Communications and Questions

- **Point of Contact**
 - All questions regarding this RFP must be submitted via email to:
District Network Specialist
Email: lloyd.howell@bakerk12.org
Subject Line: "RFP 26-2027.001 Internet Access"
 - Verbal inquiries are not permitted.
- **Responses and Clarifications**
 - Official responses and clarifications will be posted as an attachment/addendum to the Form 470 in the E-Rate Productivity Center (EPC).
- **Proposal Submission Requirements**
 - Emailed or faxed proposals will not be accepted as legal submissions.
 - Proposals must be legibly printed or typewritten on company letterhead.
- **District Rights**
 - The Baker County School District reserves the right to:
 - Accept or reject any or all bids, in whole or in part.
 - Waive any irregularities.
 - Cancel this procurement or extend the bid due date at its sole discretion.
 - Any cancellations or extensions will be issued via an addendum posted in EPC.

SCOPE AND SERVICES REQUIRED

The Baker County School District (BCSD) invites vendors to submit proposals in accordance with the terms and conditions of this RFP. BCSD is seeking pricing for a single WAN circuit to provide internet access. The termination location of the circuit will be inside of our Data Center Main Distribution Facility (MDF), located at 392 South Blvd East, Macclenny, FL, 32063.

Vendors submitting proposals for these services & equipment do so with the understanding that E-rate funding must be available and approved in full for the District's FY 2025-26 funding request.

Services/Specifications:

- Tiered pricing for internet connectivity, 3Gbps, and up to 10Gbps.
- Connectivity via 10 Gigabit Ethernet (GE) interface. (Fiber Preferred)
- Contiguous range of public IP addresses /26 minimum
- Service providers must have a redundant upstream provider.
- Bandwidth is required 24 hours per day, 365 days per year.

- Service providers should maintain network monitoring capability and provide notification to BCSD at the point of any disruption of service.
- Service providers will grant BCSD control over DNS services as primary with authoritative control.
- The service provider will install all services and equipment included in the proposal.
- Service provider guarantees quality of service – minimum uptime 99% per month with minimum of 1 hour response time and resolution to problems within 4 hours, with documented discounts given for outages exceeding 4 hours. BCSD will allow for brief pre-arranged outages during off-hours for vendor maintenance.
- Include any NO-COST Services that are included as part of this offering.

Additional Information Required:

- Vendor Service Level Agreement.
- Vendor policy on bursting bandwidth utilization.
- Vendor E-rate SPIN (Service Provider Identification Number).
- Proof that Vendor's E-rate annual SPAC (Service Provider Annual Certification) has been submitted.
- Vendor's written statements to comply with all Vendor E-rate Compliance as previously stipulated.

Pricing:

- Pricing shall be quoted on an initial three (3) year contract term and include an option to extend for an additional two (2) 1-year terms. This shall be specified in the contract and purchase order. The maximum duration of the agreement, including all extensions, will be (5) years.
- Provide "tiered" pricing for levels of service (price per GB of bandwidth between 3-4 Gbps, 4–5 Gbps, 5-6 Gbps, etc.)
- Pricing shall show monthly recurring costs and one-time installation costs.
- Vendors shall provide and pay for materials, labor, tools, equipment, transportation, temporary construction of every nature and all other services and facility of every nature whatsoever, necessary to execute, complete and deliver the work in the specified time. If licenses are necessary for the execution of the work, they shall be secured and paid for by the vendor.
- The vendor shall protect all buildings; both interior and exterior, trees, shrubs, lawn, and all landscape work from damage. Any damaged property shall be repaired and replaced at the Vendors expense. Labor shall include all restoration (Seed and Straw) of ground broken up due to the installation of this service.

Proposals must include all costs associated with providing the requested products/ services to the applicant including shipping fees, licenses, and any component needed for the proposed equipment to function properly.

Proposals **must** be in response to the specific requirements of this solicitation. Offers including a generic listing of services beyond the scope of this solicitation and/or encyclopedic price lists will be disqualified. SPAM and/or robotic responses will not be considered valid responses and will be disqualified from consideration.

CONTRACT TERM AND MODIFICATIONS

The applicant prefers a multi-year agreement. The initial award term of July 1, 2026 – June 30, 2029, with two optional renewals through June 30, 2031, to align with an extended E-Rate service delivery deadline, if needed, is also acceptable. A new contract may be required with the dates being updated if the renewal option is exercised.

The quoted pricing must not assume the applicant will purchase the full quantities listed in the proposal.

The applicant reserves the right to place orders as needed and is not obligated to order all products or services.

Substitutions for alternative equipment must be agreed upon in writing by both parties before finalization of any changes/deviations from the original agreed-upon equipment list.

Offerors proposing equipment whose prices may increase depending upon new U.S. government tariffs imposed on imports are encouraged to (a) identify such products in their offers, and (b) propose an acceptable methodology for limiting price adjustments over the contract term.

E-RATE REQUIREMENTS -

It is the intention of Baker County School District to apply for universal service support under the Schools and Libraries support mechanism (E-rate program) for the services that are the subject of this Bid. Any vendor responding to this RFP must be an Eligible Telecommunications Services Provider as defined under the Federal Communication Commission's E-rate program and will be required to submit their assigned SPIN (Service Provider Identification Number) and FCC Registration Number as part of its response along with a copy of their Form 498—Service Provider Information Form. If you do not have a SPIN number, or FCC Registration Number, you **MUST** obtain one before you respond to this RFP. You must also have filed a Form 498 for Funding Year 2025.

By submitting a proposal on the requested services herein, the vendor certifies its proposed services and/or products comply with Part 47 Section 54.9 and 54.10 of the FCC rules which prohibits the sale, provision, maintenance, modification, or other support of equipment or services provided or manufactured by Huawei, ZTE, or any other covered company posing a national security threat to the integrity of communications networks or the communications supply chain. See <https://www.usac.org/about/reports-orders/supply-chain/> for more details.

As required by Section 54.500(f) of Part 47 of the Code of Federal Regulation all bids in response to this RFP **must** offer the lowest corresponding price (LCP) which is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular E-Rate applicant (school, library, or consortium) for similar services. See <https://www.usac.org/E-Rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/> for more details.

WEIGHTED FACTORS

The Contract will be awarded based on best value to the Baker County School District and evaluation criteria in this document. Weighted factors contributing to the award are included in the following breakdown:

Pricing 40% Vendor Familiarity 30%, In-State Vendor 20%, No Cost Services 10%.

NOTES:

*Percentage weights must add up to 100%. Price will be weighted the heaviest, according to E-Rate rules

**Each vendor will be evaluated on a raw score from 1 to 10 on each line item of the selection criteria 1= lowest, 10=highest

***Weighted score equals weight x raw score

Vendor E-Rate Compliance

Vendors submitting proposals under this RFP must provide a written statement that they agree to meet the following conditions relating to the E-rate program:

1. Service Provider Identification Number (SPIN) and FCC Registration Number (FCCRN)

The vendor shall provide a valid E-rate SPIN number (Service Provider Identification Number), in the Proposal submitted in response to this bid opportunity. The SPIN must be recognized by the SLD and FCC as an eligible telecommunications provider and qualified to receive discounts under the program's Telecommunications Services bucket. The Vendor shall also provide the company's FCC Registration Number.

2. Service Provider Annual Certification Form

The Vendor agrees to timely submit to the SLD a completed Form 473, Service Provider Annual Certification (SPAC) form, which provides updated contact information to the SLD for the Vendor. The Vendor must also agree to provide a copy of the completed Form 473 to the Owner. This form is available on the SLD's website at <http://www.universalservice.org/sl/> in the Forms section.

3. The District's Reimbursements

The Vendor agrees to provide reimbursements to the district for discounts on eligible services received on or after the effective date of discounts and already paid for by the district.

4. Cooperation with District's Preparation of E-rate Applications

The vendor must agree to provide information on a timely basis that the district requests the district to timely apply for E-rate applications.

Contractor Acknowledgement and Approval

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment, or services, and in all respects fair and without collusion or fraud. The following information, including an authorized representative's signature, is required to be submitted with your bid to be considered for evaluation and award. The person signing below acknowledges and agrees with all proposed information as submitted and has the authorization of the said company to enter into a contractual agreement with the Baker County School District for the purposes as proposed and described herein.

Company Name: _____

Title: _____

Email Address: _____

Authorized Signature: _____

Print: _____

Date: _____

Each bid must be signed by an authorized company representative and returned to the above address to be considered a valid bid.

Date: 2/11/2019				
	Grader 1	Grader 2	Grader 3	
Vendor # 1 SETEL	Weighted Score***	Weighted Score***	Weighted Score***	Totals
	1.75	1.75	1.75	5.25
	1.25	1.25	1.25	3.75
	0.75	0.75	0.75	2.25
	0.75	0.75	0.75	2.25
	0.5	0.5	0.5	1.5
	5	5	5	15

**Baker County School District
Request for Proposal (RFP)
RFP 26-2027.001 Internet Access
470 Form #260013328**



**Proposal from Southeastern Services Inc.
1165 S. 6th St.
Macclenny, FL 32063**

PRICING:

Monthly Internet Service

Pricing is for an initial three (3) year contract term and include an option to extend for an additional two (2) 1-year terms. This shall be specified in the contract and purchase order. The maximum duration of the agreement, including all extensions, will be (5) years.

Southeastern Services Inc. currently has fiber optic into the districts NOC (Network Operation Center). No construction on the school property will be required.

TOTAL TEIR PRICING:

Bandwidth	Monthly Price	Installation Price
3Gbps	\$1,596.00	\$0.00
5Gbps	\$2,298.00	\$0.00
7Gbps	\$3,198.69	\$0.00
10Gbps	\$3,962.48	\$0.00

ADDITIONAL SERVICES

Southeastern Services Inc. shall provide at no additional cost to the district a DDoS (Distributed Denial-of-service) protection on any selected circuit chosen during the contract period.

We have two upstream providers that we load balance bandwidth on that are also fully redundant.

Attachment List

Exhibit A – Vendor Service Level Agreement

Exhibit B – Vendor policy on bursting bandwidth utilization.

Exhibit C – Vendor E-rate SPIN (Service Provider Identification Number)

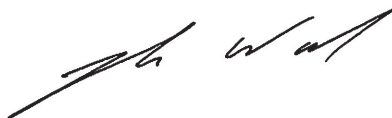
Exhibit D – Proof that Vendor's E-rate annual SPAC (Service Provider Annual Certification) has been submitted.

Exhibit E – Vendor written statements to comply with all Vendor E-rate Compliance as previously stipulated.

Exhibit F – Contractor Acknowledgement and Approval

Thank you for your consideration and I look forward to working together with you and your staff.

Sincerely,

A handwritten signature in black ink, appearing to read 'Josh Woods', with a stylized flourish at the end.

Josh Woods

Southeastern Services Inc.

1165 S. 6th Street

Macclenny, FL 32063



Service Level Agreement (SLA)
for *Baker County School District*
by
Southeastern Services Inc. dba SETEL

Effective Date: 07/01/2026

Document Owner:

Southeastern Services Inc. dba SETEL

Version

Version	Date	Description	Author
1.0	7/1/2026	Service Level Agreement	Josh Woods

Approval

(By signing below, all Approvers agree to all terms and conditions outlined in this Agreement.)

Approvers	Role	Signed	Approval Date
Southeastern Services Inc. dba SETEL	Service Provider		07/01/2026
Baker County School District	Customer		07/01/2026



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1. Agreement Overview

This Agreement represents a Service Level Agreement (“SLA” or “Agreement”) between *Southeastern Services Inc. dba SETEL* and *Baker County School Board* for the provisioning of services required to support and sustain *Internet Service*.

This Agreement remains valid until superseded by a revised agreement mutually endorsed by the stakeholders.

This Agreement outlines the parameters of all services covered as they are mutually understood by the primary stakeholders. This Agreement does not supersede current processes and procedures unless explicitly stated herein.

2. Goals & Objectives

The **purpose** of this Agreement is to ensure that the proper elements and commitments are in place to provide consistent service support and delivery to the Customer(s) by the Service Provider(s).

The **goal** of this Agreement is to obtain mutual agreement for Services provision between the Service Provider(s) and Customer(s).

The **objectives** of this Agreement are to:

- Provide clear reference to service ownership, accountability, roles and/or responsibilities.
- Present a clear, concise and measurable description of service provision to the customer.
- Match perceptions of expected service provision with actual service support & delivery.

3. Stakeholders

The following Service Provider(s) and Customer(s) will be used as the basis of the Agreement and represent the **primary stakeholders** associated with this SLA:

Service Provider(s): *Southeastern Services Inc. dba SETEL*. (“Provider”)

Customer(s): *Baker County School District* (“Customer”)

4. Periodic Review

This Agreement is valid from the **Effective Date** outlined herein and is valid until further notice. This Agreement should be reviewed at a minimum once per fiscal year; however, in lieu of a review during any period specified, the current Agreement will remain in effect.

The **Business Relationship Manager** ("Document Owner") is responsible for facilitating regular reviews of this document. Contents of this document may be amended as required, provided mutual agreement is obtained from the primary stakeholders and communicated to all affected parties. The Document Owner will incorporate all subsequent revisions and obtain mutual agreements / approvals as required.

Business Relationship Manager: Southeastern Services Inc. dba SETEL

Review Period: Yearly (12 months)

Previous Review Date: 07/01/2026

Next Review Date: 07/01/2027

5. Service Agreement

The following detailed service parameters are the responsibility of the Service Provider in the ongoing support of this Agreement.

5.1. Service Scope

The following Services are covered by this Agreement;

- Manned telephone support
- Monitored email support
- Remote assistance using Remote Desktop and a Virtual Private Network where available
- Planned or Emergency Onsite assistance (extra costs apply)
- Monthly system health check
- 15 minute guaranteed response time via phone support during normal business hours emergencies.
- 2 hour guaranteed response time during after-hours emergencies.



5.2. Customer Requirements

Customer responsibilities and/or requirements in support of this Agreement include:

- Payment for all support costs at the agreed interval.
- Reasonable availability of customer representative(s) when resolving a service-related incident or request.

5.3. Service Provider Requirements

Service Provider responsibilities and/or requirements in support of this Agreement include:

- Meeting response times associated with service-related incidents.
- Appropriate notification to Customer for all scheduled maintenance.

5.4. Service Assumptions

Assumptions related to in-scope services and/or components include:

- Changes to services will be communicated and documented to all stakeholders.

6. Service Management

Effective support of in-scope services is a result of maintaining consistent service levels. The following sections provide relevant details on service availability, monitoring of in-scope services and related components.

6.1. Service Availability

Coverage parameters specific to the service(s) covered in this Agreement are as follows:

- Telephone support : 8:00 A.M. to 5:00 P.M. Monday – Friday
 - Afterhours calls should be made to the on-call technician contacts that are provided for after hours support.
- Email support: Monitored 8:00 A.M. to 5:00 P.M. Monday – Friday
 - Emails received outside of office hours will be collected; however, no action can be guaranteed until the next working day. **Please see Telephone support for after-hours emergency contact.**
- Onsite assistance guaranteed within 1 hours during the business week

6.2. Service Requests

In support of services outlined in this Agreement, the Service Provider will respond to service-related incidents and/or requests submitted by the Customer within the following time frames:

- 0-1 hours (during business hours) for issues classified as **High** priority.
- Within 48 hours for issues classified as **Medium** priority.
- Within 72 hours for issues classified as **Low** priority.

Remote assistance will be provided in-line with the above timescales dependent on the priority of the support request.

6.3. Service Outages and Payments



In support of services outlined in this Agreement, the Service Provider will pay tiered rate for outage to service-related incidents to Customer within the following rate deck:

Mins/Hrs	Payment
1:00 – 2:00	\$50.00
2:00 – 4:00	\$100.00
4:00 <	\$150.00

If an outage takes place, payment will be made via a credit on the following invoice from Southeastern Service Inc. dba SETEL. Any payments for outages can only be remitted to customer through billing invoices. Check, cash, or money orders will **NOT** be provided to customer for any outage.



Bursting Bandwidth Utilization
for *Baker County School District*
by
Southeastern Services Inc. dba SETEL

Effective Date: 07/01/2026

1. Purpose

This policy defines the standards, limits, and conditions under which **bursting bandwidth utilization** is permitted for customers and upstream vendors of **[ISP Name]** ("Provider"). The intent is to allow short-term bandwidth flexibility while protecting overall network performance, fairness, and service quality.

2. Definition of Bursting Bandwidth

Bursting bandwidth refers to the temporary utilization of bandwidth **above the contracted committed rate (CIR)** for short durations when excess network capacity is available.

- Bursting is **not guaranteed**
- Bursting is **best-effort** and subject to real-time network conditions
- Bursting does not modify the Customer's contracted CIR

3. Eligibility

Bursting bandwidth may be permitted for:

- Customers with active service agreements in good standing
- Circuits configured with rate-limiting or traffic shaping policies
- Services explicitly designated as "burstable" in the service order

Bursting is **not available** for:

- Fixed-rate or non-burstable service tiers
 - Customers with chronic overutilization or abuse history
 - Trial or temporary services
-

4. Bursting Parameters

4.1 Burst Threshold

- Customers may burst up to **10% above CIR** when excess capacity exists
- Burst capacity is shared and dynamically allocated

4.2 Burst Duration

- Bursting is intended for **short-term traffic spikes**
- Sustained utilization above CIR for more than **20-minute window** may be considered excessive

4.3 Measurement Interval

- Bandwidth utilization is measured in **15-minute billing intervals**, consistent with industry standards (e.g., 95th percentile where applicable)
-

5. Fair Use & Network Protection

To maintain network stability, the Provider reserves the right to:

- Temporarily restrict or cap burst traffic during congestion
- Enforce traffic shaping or rate-limiting policies
- Reclassify traffic during peak utilization periods

Bursting must not:

- Degrade service for other customers
- Cause sustained congestion

- Bypass security or acceptable use policies
-

6. Excessive Bursting & Enforcement

The following may trigger corrective action:

- Repeated sustained usage above CIR
- Bursting during peak congestion periods
- Traffic patterns inconsistent with normal business operations

Corrective actions may include:

- Temporary suspension of bursting privileges
 - Mandatory upgrade to a higher CIR
 - Additional usage-based charges (if applicable)
 - Written notice of policy violation
-

7. Billing Considerations

Unless otherwise specified in the service agreement:

- Bursting bandwidth is **not billed** if usage remains within policy limits
- Usage exceeding agreed thresholds may be billed based on:
 - 95th percentile usage
 - Overage rates
 - Temporary capacity upgrades

Billing methodology will be clearly defined in the applicable service order.

8. Vendor & Upstream Considerations

For wholesale vendors and upstream partners:



- Bursting is subject to upstream capacity availability
- Provider is not responsible for burst limitations imposed by upstream carriers
- Vendor circuits must adhere to Provider-defined traffic engineering policies

9. Monitoring & Reporting

Provider may:

- Continuously monitor utilization for planning and enforcement
- Provide usage reports upon request
- Use collected data for capacity planning and optimization

10. Policy Modifications

Provider reserves the right to update this policy with reasonable notice. Continued use of services constitutes acceptance of the revised policy.

11. Governing Law

This policy shall be governed by the laws of the state of **Florida**.

Approved By: 

Effective Date: 2/3/2026

#143026053 - Southeastern Services, Inc.

[CREATE A CUSTOMER SERVICE CA...](#)[CREATE APPEAL](#)[CREATE SERVICE SUBSTITUTION ...](#)[...](#)[Summary](#)[Customer Service Cases](#)[Consulting Firms](#)[FCC Forms](#)[FRN Appeals](#)[News](#)[Related Actions](#)

Organization Details

Name Southeastern Services, Inc.
Doing Business As SETEL
SPIN 143026053

Organization Type Service Provider Organization

DUNS Number 872980008

Status Active

FCC Form 473/SPAC Filed 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026

Contact Information

Address 1165 South 6th Street
Macclenny, FL 32063
Mailing Address 1165 South 6th Street
Macclenny, FL 32063

Phone Number 904-259-1300

Email markwood@setel.net

Website URL

Account Administrator

Name Josh Woods

General Contact

Name Mark Woods

Certification Confirmation

You have successfully filed **FCC Form 473 #SPAC202600008**

[Click here to return to the Service Provider record](#)

Certifier Information

 Name	Mark Woods	 Address		 Certified Date	1/2/2026 11:49 AM EST
 Title	President	 Phone Number	904-259-1300 x		
 Employer	Southeastern Services, Inc.	 Email	markwood@setel.net		

CLOSE

Written Statement for E-rate Compliance
for *Baker County School District*

by

Southeastern Services Inc. dba SETEL

Effective Date: 07/01/2026

This letter serves as a formal written statement that **Southeastern Services Inc.**, SPIN Number **143026053**, certifies its compliance with all applicable **E-Rate Vendor Compliance requirements** as previously stipulated by the Universal Service Administrative Company (USAC) and the Federal Communications Commission (FCC).

Specifically, **Southeastern Services Inc.** affirms that:

- All required E-Rate forms, including **FCC Form 473 (Service Provider Annual Certification – SPAC)**, have been submitted and certified for the applicable funding year(s).
- The company complies with all FCC rules, USAC procedures, and program requirements governing the E-Rate program.
- No gifts, incentives, or improper inducements have been offered in violation of E-Rate gift rules.
- All invoices, billing practices, and discount applications are accurate and in accordance with E-Rate regulations.
- Records required under E-Rate rules will be retained for the required document retention period.
- The company will promptly notify the applicant of any change in compliance status that may affect E-Rate eligibility or reimbursement.

This statement is provided in good faith and may be relied upon by applicants, auditors, and USAC for E-Rate compliance verification purposes.

If additional documentation is required, please contact the undersigned.

Sincerely,

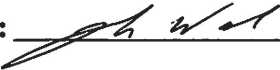
Authorized Representative: Josh Woods

Title: VP of Sales

Company: Southeastern Services Inc.

SPIN: 143026053

Date: 2/3/2026

Signature: 

Contractor Acknowledgement and Approval

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment, or services, and in all respects fair and without collusion or fraud. The following information, including an authorized representative's signature, is required to be submitted with your bid to be considered for evaluation and award. The person signing below acknowledges and agrees with all proposed information as submitted and has the authorization of the said company to enter into a contractual agreement with the Baker County School District for the purposes as proposed and described herein.

Company Name: Southeastern Services Inc.

Title: VP of Sales

Email Address: josh@setel.net

Authorized Signature: 

Print: Josh Woods

Date: 2/3/2026

Each bid must be signed by an authorized company representative and returned to the above address to be considered a valid bid.

REFERENCE CONTACTS

Columbia County School District

Mr. Patrick Mitchell

IT Director

386-755-8167

mitchellp@columbiak12.com

Dixie County School District

Mr. Tony Scott

IT Director

904-335-6273

tonyscott@dixie.k12.fl.us

Gilchrist County School District

Mr. John Sloan

IT Director

352-681-2918

sloanj@mygcsd.org

Taylor County School District

Mr. Ron Hernandez

IT Director

850-838-7224

Ronaldo.hernandez@taylor.k12.fl.us

Hamilton County School District

Mrs. Amber Cribbs

IT Director

386-438-4246

Amber.cribbs@hamiltonfl.com

Union County School District

Mr. Kevin Craft

IT Director

352-727-0716

craftk@union.k12.fl.us

NEFEC

Mr. Marcus Godbold

IT Support Engineer

(904) 408-8057

Internet Services Agreement

Between Southeastern Services Inc. (SETEL) (Service Provider) and Baker County School District (470 Applicant) to provide internet services pursuant to Form 470 Application Number: 260013328 and in accordance with the terms and conditions set forth in RFP 26-2027.001 Internet Access'

Pricing for Internet Access 2026-2029

With (1) option to extend a period of 2 additional years at the same pricing as set forth below:

- 10 GIG – \$3,962.48 per month

Contract Terms and Conditions

The term for this agreement shall be from July 1, 2026, through June 30, 2029, and may be extended by mutual agreement for a period not to exceed two (2) years, through June 30, 2031

Service Requirements

1. Provide connectivity via 10 Gigabit Ethernet (GE) interface with ability to upgrade for expansion.
2. Maintain a redundant upstream provider.
3. Provide bandwidth 24 hours per day, 365 days per year.
4. Provide network engineering support 24 hours per day, 365 days per year.
5. Maintain network monitoring capability and notify BCSD of any service disruption.
6. Provide web-based bandwidth utilization reporting.
7. Provide a contiguous range of public IP addresses (/26 minimum).
8. Grant BCSD control over DNS services as primary with authoritative control.
9. Install all services and equipment included in proposal.
10. Guarantee minimum uptime of 99% per month with minimum 1 hour response time and resolution within 4 hours, with documented discounts for outages exceeding 4 hours. Pre-arranged off-hour maintenance allowed.
11. Provide DDoS protection throughout the term of the contract.

 SETEL
(904) 259-1300
1165 S 6th St, Macclenny, FL 32063, USA

Signatures

Southeastern Services Inc. (SETEL)

Address: 1165 S 6th Street, Macclenny, FL 32063

Phone: 904-259-1300 | Fax: 904-653-4916

Email: josh@setel.net

Authorized Signature:  _____

Name (Typed or Printed): Josh Woods

Baker County School District

Address: 392 South Boulevard East, Macclenny, FL 32063

Phone: 904-259-6251 | Fax: 904-259-2825

Authorized Signature: _____

Name (Typed or Printed) : _____

EXHIBIT “A”

This Addendum and the following modifications (“Addendum”) are hereby incorporated into the attached Agreement, and shall be binding on the signatory Parties. To the extent any terms and conditions between the Agreement and this Addendum conflict, the Addendum’s terms and conditions shall supersede any conflicting terms and conditions of the Agreement, and the terms and conditions of the Addendum shall be binding and shall be controlling on the Parties.

Section I.

- A. All references to “Contractor” herein shall be deemed to refer to the party(ies) who have entered into the agreement with the Baker County School Board (“Board”) to which this attachment is affixed.
- B. The terms contained herein shall prevail over any contrary or incompatible term within the attached agreement.

Section II.

- A. **Level II Background Check** – Any individual providing services under this agreement who will (1) be at a school when students are present; (2) have direct contact with students; or (3) have access to or control of school funds shall have a Level II background check submitted through the Board. The Contractor shall be required to pay for all costs of the background reports. If it is discovered during the period of the agreement that Contractor substituted an unapproved individual for an approved individual for purposes of this agreement, then the agreement may be cancelled immediately by Board.

Section III.

- A. **Indemnification** - The Board shall indemnify and hold harmless Contractor from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of the Board or its employees arising out of or in connection with the provisions of this agreement, up to the limits on liability prescribed in Section 768.28, Florida Statutes, including \$200,000.00 per claimant and \$300,000.00 per occurrence. Contractor agrees to indemnify and hold harmless the Board and its employees from and against any and all liability or claims for damages of any kind whatsoever resulting from negligent acts, intentional acts, or failure to act on the part of Contractor arising out of or in connection with the provisions of this agreement.
- B. **Sovereign Immunity** – Except for as expressly provided in this agreement and Section 768.28, Florida Statutes, the Board does not waive its sovereign immunity.

Section IV.

- A. **Governing Law and Venue** - This agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties agree that the county and circuit courts in the Eighth Judicial Circuit, Baker County, Florida and the United States District Court for the Middle District of Florida – Jacksonville Division shall have exclusive jurisdiction to enforce the terms of this agreement. Venue for any disputes shall exclusively lie in the state and federal courts for Baker County, Florida.

Section V.

A. Public Records – To the extent applicable to Contractor, Contractor shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

1. Keep and maintain public records required by the Board to perform the service.
2. 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 under Florida's Public Records law or as otherwise provided by law.
3. 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 contract term and following completion of the contract if the Contractor does not transfer the records to the Board.
4. Upon completion of the agreement, transfer, at no cost, to the Board all public records in possession of the Contractor or keep and maintain public records required by the Board to perform the service. If the Contractor transfers all public records to the Board upon completion of the agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Board, upon request from the Board's custodian of public records, in a format that is compatible with the information technology systems of the Board.
5. **If Contractor has questions regarding the application of Chapter 119, Florida Statutes, to Contractor's duty to provide public records relating to this Contract, Contractor shall contact the Custodian of Public Records at:**

Felicia D. Raulerson
Executive Secretary
Baker County School Board
270 South Boulevard East
Macclenny, FL 32063
(904) 259-0401
felicia.raulerson@bakerk12.org

6. In the event the Board must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the Board because Contractor failed to provide access to public records responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness fees, and expert witness fees expended as part of said litigation and any subsequent appeals.

Section VI.

- A. **E-Verify** – To the extent Section 448.095, Florida Statutes, applies to Contractor, Contractor shall use the U.S. Department of Homeland Security’s E-Verify system, <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all employees **hired on or after January 1, 2021** during the term of this agreement.

1. Subcontractors

- (i) Contractor shall also require all subcontractors performing work under this agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.
 - (ii) Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Section 448.095, Florida Statutes.
 - (iii) Contractor shall provide a copy of such affidavit to the Board upon receipt and shall maintain a copy for the duration of the agreement.
- B. Contractor must provide evidence of compliance with Section 448.095, Florida Statutes, by the date of execution of this agreement. Evidence may consist of, but is not limited to, providing notice of Contractor’s E-Verify number.
- C. Failure to comply with this provision is a material breach of the agreement, and Board may choose to terminate the agreement at its sole discretion. Contractor may be liable for all costs associated with Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs, if necessary.

Section VII.

- A. **Affidavit Regarding the Use of Coercion for Labor and Services** – If Contractor is not a governmental entity, then Contractor shall execute the Board’s “**Affidavit Regarding the Use of Coercion for Labor and Services**” and provide a copy to the Board no later than the time of execution of the agreement by the Contractor.

Section VIII.

- A. **Force Majeure** - Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this agreement if and to the extent that such party’s performance under this agreement is render impossible, impractical, or prevented by reason of force majeure. For purposes of this agreement, the term “force majeure” means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the agreement’s term.

Section IX.

- A. **Student Data** - If Contractor meets the definition of “Operator” in Section 1006.1494, Florida Statutes, then the parties shall enter into a Data Privacy Agreement prior to any “Covered Information,” as defined in Section 1006.1494, Florida Statutes, being provided to Contractor.

Section X.

- A. **Federally Funded Agreement** – If this agreement is paid by the Board using federal funds, then the terms contained in the attached “Baker County School Board Federal Contract Addendum,” based off of the requirements of 2 Code of Federal Regulations 200, Title 2, shall govern this agreement.

Signature of Authorized Contractor Representative

Date

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Nongovernmental Entity's Name: _____

Nongovernmental Entity's FEIN: _____

Authorized Representative Name and Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: _____

Email Address: _____

Section 787.06(13), Florida Statutes, requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The Baker County School Board is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of the company above, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

By: _____
AUTHORIZED SIGNATURE

Print Name and Title: _____

Date: _____



Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: March 16, 2026

SUBMITTED BY: Steve Cannon - (259-0432)

ITEM TYPE: Agreement

AGENDA SECTION: **APPROVAL OF ITEMS FOR ACTION**

SUBJECT: Approval of the Formal Quotation for Centegix, Effective July 1, 2026, through July 1, 2031, with Year Four and Year Five Designated as Optional Renewal

ATTACHMENTS:
[03.16.2026 Approval of the Centegix Agreement_S.Cannon.pdf](#)



BAKER COUNTY SCHOOL DISTRICT

Committed to Excellence

School Safety and Auxiliary Services

270 East Jonathan Street
Macclenny, FL 32063
(904) 259-3931
www.bakerk12.org

Wyatt Milton, Superintendent

February 25, 2026

Superintendent Milton,

The purpose of this correspondence is to request review and approval by the school board for the purchase of the Centegix Alert System in the full-term amount of 5 years for \$267,000 at the school board meeting on March 16, 2026. This is a three-year agreement beginning July 1, 2026, with years 4 and 5 being optional to the school district. Centegix is a state approved vendor that meets the state's requirement for Alyssa's Law. This product will replace Raptor Alert as the current panic alert vendor. Thank you for your time and consideration. If you have any questions, please feel free to call me.

Respectfully,

Steve Cannon
Director of School Safety & Auxiliary Services

"Preparing individuals to be lifelong learners, self-sufficient, and responsible citizens of good character"

DISTRICT SCHOOL BOARD MEMBERS

Tiffany McInarnay
District 1

Jack Baker, Jr.
District 2

Clayton Lyons, Jr.
District 3

Mandi Canaday
District 4

Amanda Hodges
District 5

AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION

Order Acknowledgement

Customer:	<i>Baker County School District</i>
Location:	<i>392 South Blvd East, Macclenny, FL 32063</i>
Project:	<i>Centegix Safety Platform</i>
Billing Contact:	
Customer Purchase Order Number:	

Thank you for your purchase of the CENTEGIX® Safety Platform™

CENTEGIX® will install, program, configure, and commission the CENTEGIX Safety Platform™ Equipment and Software at sites listed on the **Contract Terms (Quote) page** to this Order Acknowledgement.

Alignment of expectations and responsibilities between all parties, including third parties (e.g., your intercom provider) are required for a superior experience and successful deployment. This Order Acknowledgement includes expectations, assumptions, and responsibilities for all parties in order to deliver rapid and successful deployment of the CENTEGIX Safety Platform.

NOTES

- The CENTEGIX® Safety Platform™ is comprised of the following solutions:
 - **CrisisAlert™** is the badge-based incident response solution worn by every staff member that empowers staff to get help from school administrators or put the entire campus in lockdown with the push of a button. Used 98% of the time for medical emergencies, physical altercations, and behavioral situations the badge is always on for notification of extreme threats to safety. CrisisAlert can notify 911 dispatch— including room-level location details—and initiate visual and audio notifications so that everyone on campus knows that a site has been locked down.
 - **Visitor Management** makes monitoring who's coming in and out of your schools easy, ensuring that only authorized visitors are allowed on campus. Screen all school visitors, create custom banned person lists, monitor custody issues, log student tardies and early releases, send security alerts to staff, and create detailed reports on all activities tracked.
 - **Safety Blueprint** provides dynamic, digital mapping that elevates safety management, planning, and preparedness. With every building and safety asset mapped in one system, responders are fully equipped for immediate action.
- Note: 1 CrisisAlert badge allocated per staff member and additional CrisisAlert badges included as set forth in the quote for sites purchased. Additional CrisisAlert badges beyond original

allocation are available via CENTEGIX Customer Support for an additional fee and delivered to a central location for the Customer to distribute.

CUSTOMER & CENTEGIX RESPONSIBILITIES

Project Planning	
CUSTOMER	<ul style="list-style-type: none"> Designate a core team that has primary responsibility for overseeing the CENTEGIX Safety Platform™ implementation, policy, and all communication. Provide a detailed map of each site (as outlined in the Safety Blueprint section below) showing all buildings and rooms where the Safety Platform will be installed. Be responsible for distributing all badges, which are delivered to a central location, to the individual site locations.
CENTEGIX	<ul style="list-style-type: none"> Provide an install schedule for each solution for all site locations provided that all maps have been loaded to the application and approved/signed off by the customer. The schedule is subject to change. Customer will accommodate adjustments for the project to remain on track.

Gateway	
CUSTOMER	<ul style="list-style-type: none"> Provides network information for the CrisisAlert Gateway(s) to be configured. If required, two (2) Power-Over-Ethernet (POE) drops at exterior locations defined by CENTEGIX. Connecting the Gateway(s) that CENTEGIX will monitor.
CENTEGIX	<ul style="list-style-type: none"> All gateways/wireless back-up equipment must be installed and confirmed online by the CENTEGIX Command Center for all locations before a target install date for the rest of the solution can be confirmed.

Visitor Management (if applicable)	
CUSTOMER	<ul style="list-style-type: none"> Purchases or provides compatible scanner(s), printer(s), and consumables for use at entry points and all computers on which the system will be used. Provide network information for the Visitor Management System to be connected. Maintain computers and all other peripherals. Computers will need to be connected to either the WiFi or network before installation. Perform all required OS, driver, and browser updates for all computers, scanners, and printers used with Visitor management.

Safety Blueprint	
CUSTOMER	<ul style="list-style-type: none"> • Provide scaled floor plan drawings of the facility buildings to be mapped in Safety Blueprint in either a PDF or DWG format. Drawings must include rooms, walls, and doors. • Provide an assets list to identify on the Safety Blueprint map, if purchased. • Verifying the accuracy of the Safety Blueprint map including the final floor plan drawings and asset locations.
CENTEGIX	<ul style="list-style-type: none"> • Review the customer's submitted floorplan drawings for approval and render the floorplans in Blueprint.

Intercom Integration (if applicable)	
CUSTOMER	<ul style="list-style-type: none"> • Customer and its third-party intercom provider(s) are responsible for the operation of the intercom system(s), along with any additional costs associated with upgrading or alterations to the customers intercom software, hardware and network connections. • Provide a site-specific URL or other API for each message for sites that have IP-based intercom systems with virtual triggers. • Provide network information for the CrisisAlert Intercom Integration Device to be programmed. Customer will ensure its intercom system(s) is/are connected to the device.

Additional 3 rd Party Software Integration (if applicable)	
CUSTOMER	<ul style="list-style-type: none"> • Customer and its third-party software provider(s) are responsible for the operation of the additional software capabilities, along with any additional costs associated with upgrading or alterations to the third-party software. • Provide a site-specific URL or other API for sites that have 3rd party software integrations that CENTEGIX supports.
CENTEGIX	<ul style="list-style-type: none"> • Integrations (if applicable) purchased through CENTEGIX are supported by CENTEGIX and our third-party partners.

Onsite Access	
CUSTOMER	<ul style="list-style-type: none"> • Provide 2 sets of district/organization-wide master keys per site. • Provide evening and weekend access to sites for install team flexibility. • Override the security system when the installation team is onsite. • Provide guest Wi-Fi information if available. • If CENTEGIX installation team is unable to access a room or building, or a map is inaccurate causing a delay in the installation, the Customer will incur a minimum

	<p>revisit fee of \$500/site per revisit, dependent upon remaining work.</p> <ul style="list-style-type: none"> If CENTEGIX installation team is unable to locate a suitable stationary element to install exterior equipment, the Customer will need to install a pole or other suitable structure for this equipment to be located.
CENTEGIX	<ul style="list-style-type: none"> The installation team designated by CENTEGIX will install hardware equipment at each facility/site purchased.

Software	
CUSTOMER	<ul style="list-style-type: none"> Deploy the CrisisAlert Desktop Application software to supported equipment, including laptops, desktops, tablets, and mobile equipment using the files provided by the CENTEGIX Onboarding Specialist. Allow Public DNS for the CENTEGIX Wireless Back-up equipment.

Implementation and Training	
CUSTOMER	<ul style="list-style-type: none"> Provide the information necessary to enable Active Directory syncing (if applicable). Responsible for the configuration of the Safety Platform™ system (including CrisisAlert, Safety Blueprint, and if utilized Visitor Management) with reasonable guidance from CENTEGIX. Conduct site testing, with guidance from CENTEGIX to ensure the system is functioning properly. Both parties will sign-off in agreement that site testing has been verified. Identifying individuals who can deliver end-user training for its organization on how to use the CrisisAlert badge (and Visitor Management badge if applicable), including requiring each staff member with a badge to complete a "Badge Training" session in which they, at minimum, activate a badge alert. Assist CENTEGIX to obtain the necessary support from the selected public safety answering point (PSAP) agency, if applicable.
CENTEGIX	<ul style="list-style-type: none"> Provide remote training for system configuration. Provide onsite training for Responders and Badge Managers unless opted out on the quote (CrisisAlert) Provide training for school administrators and front office staff based on the training method purchased (Visitor Management). Provide the requirements for user access to the Safety Blueprint map features. Provide remote training for Safety Blueprint asset and map management. Recommend other optional services are available to assist with deployment

Communications	
CUSTOMER	<ul style="list-style-type: none"> Share communications with your stakeholders (Parents, Teachers, Staff, and Students) during the different stages of your CrisisAlert process. You can do so

	<p>via internal emails, district-wide newsletters, school communications, morning announcements, creating a webpage on your website, and on social media.</p> <ul style="list-style-type: none"> • During sign-up: Inform all stakeholders about the decision to implement CrisisAlert. • During installation: Keep stakeholders updated on the progress. Staff will want to know what to expect during this process. Students may wonder why new equipment is now appearing throughout the building. • Operational Phase: Your community will want to see how your CrisisAlert solution works. One way to do this is by hosting a demo day where you can invite speakers to participate, provide answers to frequently asked questions, and demonstrate how your new solution works. • Ongoing Communication: Keep your stakeholders informed by communicating with them on how you have utilized your CrisisAlert solution and how it has impacted your school community.
CENTEGIX	<ul style="list-style-type: none"> • Provide a communications kit to help customers communicate with their communities about CrisisAlert. Customer will coordinate a call between CENTEGIX point of contact and the Communications Director for the customer to review best practices for communicating about CrisisAlert.

Post Implementation	
CUSTOMER	<ul style="list-style-type: none"> • Provide general troubleshooting of the system and its equipment with the site. District technical support can escalate an issue to be addressed through their account manager or support manager. • Managing and maintaining all users and their permissions for the software through the term of the contract. • Providing Badge Training and training documentation to new users of the system • Conducting test drills of CrisisAlert at the beginning of each semester. • Managing and maintaining all Visitor Management hardware through the term of the contract. • Managing and maintaining all Visitor Management hardware through the term of the contract. • Report structural changes to the building floorplans and layout to Centegix.
CENTEGIX	<ul style="list-style-type: none"> • Onsite assistance is available to assist the customer regarding all purchased solutions. Contact CENTEGIX Support at support@centegix.com for more information.

CONTRACT TERMS

Product Item / Fee		*Sites	Annual Rate (Per Site)	Annual Recurring Rate	Term Amount
SAFETY PLATFORM with CrisisAlert™		6	\$7,000	\$42,000	\$210,000
Safety Blueprint		6	included	included	included
Visitor Management		0	included	included	included
Enhanced Visitor Management		0	\$1,000	\$0	\$0
Annual Fees - CrisisAlert					
Wireless Backup		6	\$200	\$1,200	\$6,000
Annual Fees - Visitor Management & Reunification					
Powerschool Integration		0	\$500	\$0	\$0
Annual & Full-Term Platform Sub-totals:				\$43,200	\$216,000
One Time Fees - CrisisAlert™					
Installation & Setup		6		\$4,000	\$24,000
Cabling		6		\$2,000	\$12,000
Implementation		6		\$1,500	\$9,000
Shipping		0		\$400	\$0
On-Site Responder Training		6		\$1,000	\$6,000
One Time Fees - Safety Blueprint™					
Remote Installation and Remote Training		6		Included	Included
Basic Asset Identification		0		\$1,000	\$0
One Time Fees - Visitor Management & Reunification					
Remote Installation And Remote Training (EVM)		0		\$250	\$0
SIS/API Integration Setup		0		\$250	\$0
Visitor Starter Kit		0		\$140	\$0
NOTES:				One-Time Fees Sub-total:	\$51,000
Quote includes site mapping and training, along with software licensing and hardware warranty based on the term selected. *Preliminary site count listed pending a final site list from customer.				Full Term Contract Total	\$267,000
Annual contract will renew after the selected term expires at CENTEGIX then current pricing.					
CENTEGIX™ will invoice based on the following billing milestones:					
• All invoices are payable on Net 30 terms.					
Any remaining fees (if applicable) will be invoiced annually upon the anniversary date.					
Amounts do not include local, state or federal taxes. If you are tax exempt, please provide a tax exempt form otherwise sales tax will be charged.					
(800) 950-9202		2120 Powers Ferry Road SE, Suite 110, Atlanta, GA 30339		sales@centegix.com	

BILLING AND PAYMENT TERMS

Upon execution of this Order Acknowledgement, CENTEGIX will invoice the Customer as follows:

1. Year One* to be invoiced with the following billing milestones:
 - 100% of Year 1 cost invoiced on July 1, 2026
 - The Anniversary date will be 120 days after the earlier of the PO date or the signed OA date.
2. The remaining fees will be invoiced annually upon the Anniversary Date.

Schedule Item	Billing Milestone	Due Upon	Amount
Year One	100%	July 1, 2026	\$94,200
Year Two	100%	Anniversary Date	\$43,200
Year Three	100%	Anniversary Date	\$43,200
Year Four	100%	Anniversary Date	\$43,200
Year Five	100%	Anniversary Date	\$43,200

* Year One includes annual platform total and one-time Professional Services fees (3).

All invoices are payable on Net 30 terms.

OTHER INFORMATION

CENTEGIX standard terms and conditions <https://www.centegix.com/legal-tc3/> are incorporated by reference and are a part of this Order Acknowledgement.

We look forward to working with you to achieve a successful deployment of the CENTEGIX Safety Platform™. If you have any questions or concerns, please don't hesitate to contact your Onboarding Specialist.

Thank you for the trust you have placed in CENTEGIX to protect your students and staff.

ACCEPTANCE OF ORDER ACKNOWLEDGEMENT

AUTHORIZED CUSTOMER REPRESENTATIVE

Acknowledged and agreed.

Signature:	
Name:	\
Title:	\
Date:	\

AUTHORIZED CENTEGIX REPRESENTATIVE

Acknowledged and agreed.

Signature:	
Name:	\
Title:	\
Date:	\

EXHIBIT A**Site(s) Purchased:**

#	Site Name (what the customer calls the site)	Address	City	ST	Zip	Phone (required if integrating with PSAP)
1						
2						
3						
4						
5						
6						

Standard Terms and Conditions

These Standard Terms and Conditions (the “**Standard Terms**”) govern the rights and obligations of Customer and 34ED, LLC, a Delaware limited liability company doing business as CENTEGIX (“**CENTEGIX**”) with respect to the CrisisAlert™ Platform and any other products and services acquired from CENTEGIX as set forth on the applicable Order (collectively, the “**Service**”). Capitalized terms used and not otherwise defined in these Standard Terms have the meanings assigned in Section 12 below.

1. Subscription Terms.

1.1 CENTEGIX will provide the Service for the term specified in the Order Acknowledgement (the “**Initial Term**”). Customer has the right to access and use the Service during the Term pursuant to these Standard Terms. The fee for the Service (the “**Service Fee**”) is specified in the applicable Order Acknowledgement.

1.2 Customer is not acquiring any right or interest in the Service or any of the tangible components delivered to Customer as part of and solely for use with the Service and listed on the applicable Order Acknowledgement (the “**Equipment**”) other than the right to access and use the Service and the Equipment during the Term subject to these Standard Terms. CENTEGIX reserves all rights not expressly granted to Customer in these Standard Terms and retains all right, title and interest (including all intellectual property rights) in and to the Service and the Equipment under all applicable laws of the United States and any other applicable state, federal, or foreign law. For purposes of these Standard Terms, all references to the Service include the Equipment unless otherwise expressly stated in these Standard Terms.

1.3 Except as expressly permitted by these Standard Terms, Customer will not: (A) sublicense, transfer, or otherwise assign its rights, in whole or in part, in or to the Service to any third-party nor allow any third-party to access or use the Service; (B) modify, create derivative works of, translate, reverse engineer, de-compile, or disassemble the Service to develop any other device or program or for any other reason; or (C) copy the software portions of the Service, in whole or in part, without the prior written consent of CENTEGIX. Customer must retain all logos, legends, and notices relating to CENTEGIX ownership of the Service and the Equipment and the intellectual property rights of CENTEGIX therein.

1.4 CENTEGIX warrants that the Service will conform to the description of the Service in the Documentation. Except as a provided in the preceding sentence, **CENTEGIX EXPRESSLY DISCLAIMS ALL WARRANTIES REGARDING THE SERVICE AND THE EQUIPMENT, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NONINFRINGEMENT.**

2. Provisions Specific to the Equipment.

2.1 Customer acknowledges that CENTEGIX owns the Equipment, and that the Equipment is specially programmed for Customer and the Site at which the Equipment is initially installed.

2.2 In connection with the use of the Equipment, from time-to-time CENTEGIX will require Customer to take certain actions (e.g., reboot a component) for purposes of the continued operation of the Service and Customer will promptly comply with such directions. CENTEGIX is responsible for the continued operation of the Equipment except to the extent the Equipment is damaged as a result of the acts or omissions of Customer or its employees or agents.

2.3 Upon the expiration of the Term or other earlier termination of the Service, (A) the Equipment will be inoperable; and (B) Customer must decommission the Equipment and return the Equipment to CENTEGIX or an authorized recycler. Customer must return all Equipment in the same condition as when such Equipment was provided to Customer, normal wear and tear excepted. Customer shall delete the Software from all Electronic Devices and media on which the Software is then resident. Within thirty (30) days following termination of the applicable Order Acknowledgement, Customer shall certify to CENTEGIX in writing that it has complied with the preceding sentence. CENTEGIX will assist Customer in the decommissioning of the Equipment upon mutually agreed terms. In no event shall Customer resell or transfer the Equipment to a third party.

3. Installation, Implementation, and Other Professional Services.

3.1 Generally. If specified on the applicable Order Acknowledgement, CENTEGIX will perform installation services and implementation services at each Site, for the fees stated in the applicable Order Acknowledgement (the “**Installation Fee**” and the “**Implementation Fee**” and a shipping fee, respectively). CENTEGIX warrants that such Installation, Implementation, and other professional services (collectively, the “**Professional Services**”) shall be performed in a workmanlike, professional manner by qualified personnel.

3.2 Customer Point of Contact. Customer shall designate one or two individuals as the representatives of Customer (the “**Customer Representatives**”), whose names are set forth on each Order, and who shall be authorized to make decisions, approve plans, grant requests on behalf of Customer, and receive notices from CENTEGIX. Customer hereby authorizes CENTEGIX to rely on all communications from and decisions of the Customer Representatives.

3.3 Configuration Information. The Customer Representatives shall promptly complete the required information (the “**Install Sheets**”) for each Site, assist CENTEGIX in scheduling Installation at each Site, and perform the other obligations of Customer as outlined in the Order Acknowledgement. Customer acknowledges and agrees that the schedule for Installation and Implementation as mutually agreed by the Customer Representatives and CENTEGIX is dependent upon the prompt and accurate completion of Install Sheets and the other obligations of Customer as outlined in the Order Acknowledgement. Customer is responsible for any out-of-pocket costs incurred by CENTEGIX as a result of delays in the timely and accurate performance of Customer Responsibilities outlined in the Order Acknowledgment and these Standard Terms.

4. Customer Data.

4.1 Customer shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use the data, information, and/or material that Customer submits to the Service in the course of using the Service (“**Customer Data**”).

4.2 Customer hereby grants CENTEGIX an irrevocable, perpetual, worldwide license to: (A) use Customer Data to provide the Service during the Term, and (B) process Customer Data to create a deidentified subset of Customer Data (the “**CENTEGIX Compiled Data**”). Customer acknowledges and agrees that: (x) CENTEGIX owns the CENTEGIX Compiled Data and all intellectual property rights in and to the CENTEGIX Compiled Data, and (y) that CENTEGIX is free to use CENTEGIX Compiled data for any lawful purpose including without limitation creation of statistical analysis, trend analysis, creation of data models, and creation of statistical rules, for resale. CENTEGIX does not own or have any right to use the Customer Data except as described in these Standard Terms.

4.3 CENTEGIX shall use commercially reasonable precautions to preserve the security and integrity and prevent any corruption, loss, damage, or destruction of the Customer Data. Customer is responsible for maintaining current backups of all Customer Data and securing Customer Data stored and processed at the Sites.

5. FEES AND PAYMENT

5.1 Invoicing. The applicable fees will be invoiced in accordance with the terms set forth in the applicable Order Acknowledgement. For any Renewal Term, the Service Fee will be invoiced on each anniversary of the Anniversary Date. In the event of pre-payment, invoicing will be adjusted to reflect prepayments of the Service Fee.

5.2 Payment Terms. Unless otherwise provided in the applicable Order Acknowledgement, all amounts are billed in US Dollars. Invoices are payable in full without deduction or setoff, in US Dollars on net 30 day terms or such later date as may be specified in the Order Acknowledgement (the “**Due Date**”). Interest shall accrue from the Due Date on all undisputed amounts unpaid more than 30 days after the Due Date at the rate of one percent (1%) per month. Customer may withhold payment of amounts disputed in good faith so long as Customer notifies CENTEGIX of all disputed amounts included in any invoice prior to the applicable Due Date, identifying in reasonable detail the nature and amount of any such dispute. The parties will use commercially reasonable efforts to promptly resolve any such disputes.

5.3 Taxes. If applicable, Customer is responsible for, and must pay, any and all federal, state, or local taxes (other than taxes based on CENTEGIX's income), including sales and/or use taxes imposed in connection with the use of the Service and the Professional Services. CENTEGIX will not invoice Customer, and Customer will not pay, for sales, use, or excise taxes if Customer provides CENTEGIX with certificates or other evidence supporting the applicable tax exemptions. Customer will promptly reimburse CENTEGIX for the amount of any taxes that CENTEGIX is required to pay as a result of Customer's failure to pay such amount.

5.4 Prevailing Wages. For any work performed under this contract that is subject to prevailing wage laws, the contractor shall pay its employees the prevailing wage rates as determined by the applicable laws and regulations. The cost of the prevailing wage, including any additional benefits and contributions required by law, shall be passed through to the customer and included in the contract price.

- (i) Both parties acknowledge and agree that compliance with prevailing wage laws is a shared responsibility and shall be carried out in accordance with the applicable laws, regulations, and guidelines. The contractor shall maintain accurate records of wages paid and provide necessary documentation to demonstrate compliance with prevailing wage requirements. In the event of any changes or updates to the prevailing wage rates during the term of this contract, the contractor and the customer shall mutually agree on any necessary adjustments to the contract price to reflect the updated prevailing wage rates.

5.5 Performance Bond (or any other bond thereof). In the event that a performance bond is required for this contract, the cost of the performance bond shall be passed through to the customer and included in the contract price. The contractor shall provide the necessary documentation and proof of the performance bond to the customer upon request.

- (i) Any costs associated with obtaining the performance bond, including premiums or fees, shall be the responsibility of the customer. The contractor shall provide a detailed breakdown of the performance bond costs upon request.

6. INDEMNIFICATION

6.1 By Centegix. CENTEGIX shall indemnify, defend, and hold harmless Customer and its officers, directors, employees and agents (collectively, the "**Customer Indemnitees**") against any losses, liabilities, damages, and expenses, including reasonable attorneys' fees (collectively, "**Losses**") arising out of or related to any third party claim that is based upon or alleges that the use of the Service as permitted under these Standard Terms infringes any patent, or a copyright, trade secret, trademark or other proprietary right of a third party (an "**IP Claim**").CENTI

6.2 By Customer. If and to the extent permitted by applicable law, Customer shall indemnify, defend, and hold harmless CENTEGIX and its Affiliates, and its and their respective directors, managers, officers, employees, members, and shareholders (collectively, the "**CENTEGIX Indemnitees**") from and against all Losses arising out of or related to any third party claim that is based upon or alleges personal injury or property damage in any way related to Customer's use of, or the failure of, the Service (a "**Customer Indemnifiable Claim**").

6.3 Indemnification Definitions. "**Claim**" means, as applicable, any IP Claim and any Customer Indemnifiable Claim. "**Indemnitor**" means a party that is required to provide indemnification pursuant to these Standard Terms. "**Indemnitee**" means a party seeking indemnification pursuant to these Standard Terms and includes Customer Indemnitees and CENTEGIX Indemnitees.

6.4 Procedures for Claims. Indemnitee agrees to give Indemnitor prompt written notice of any Claim for which Indemnitee seeks indemnification, *provided however*, any failure by Indemnitee to timely provide such notice will not relieve Indemnitor of its indemnification obligations except to the extent Indemnitor can demonstrate actual prejudice as a result of such failure. Within thirty (30) days after receiving Indemnitee's notice of a Claim, but no later than ten (10) days before the date on which any formal response to the Claim is due, Indemnitor will notify Indemnitee in writing acknowledging its indemnification obligation and assuming control of the defense and settlement of the Claim (a "**Notice of Election**"). If Indemnitor delivers a timely Notice of Election to Indemnitee, Indemnitor shall have sole control over the defense and settlement of the Claim. Indemnitee shall cooperate with Indemnitor in the defense of the Claim. Indemnitee will have the right to participate with Indemnitor in the defense or appeal of any Claim, at Indemnitee's option and at Indemnitee's own expense (such expense not being indemnified by Indemnitor), but Indemnitor will have sole control and authority with respect

to any such defense, compromise, settlement, appeal, or similar action, provided that Indemnitor obtains Indemnitee's prior written consent to any settlement that requires Indemnitee to make any admission of fault or pay any amounts in connection with such settlement. If Indemnitor does not deliver a timely Notice of Election or does not conduct the defense of a Claim after delivering a timely Notice of Election, Indemnitee may defend and/or settle the Claim in such manner as it may deem appropriate, at the cost and expense of Indemnitor, including payment of any settlement, judgment or award and the costs of defending or settling the Claim. Indemnitor will promptly reimburse the Indemnitee upon demand for all Losses suffered or incurred as a result of or in connection with the applicable Claim.

6.5 IP Claims. In the event of an IP Claim, in addition to its obligations as the Indemnitor, CENTEGIX may, at CENTEGIX's option, (i) modify or replace the Service so that it performs comparable functions without infringement; *or* (ii) obtain a royalty-free license for Customer to use the Service. If neither alternative (i) or (ii) is available to CENTEGIX on commercially reasonable terms, CENTEGIX may terminate all Orders upon a refund to Customer of an amount equal to the Service Fee paid for the unexpired portion of the then current Term. THIS SECTION 6.5 STATES CENTEGIX'S ENTIRE OBLIGATION TO CUSTOMER AND CUSTOMER'S EXCLUSIVE REMEDY FOR ANY IP CLAIM.

7. INSURANCE

CENTEGIX will maintain in full force and effect: (a) Commercial general liability insurance, with coverage limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million dollars (\$2,000,000) general aggregate for bodily injury and property damage; (b) Errors and Omissions liability insurance with limits of at least One Million Dollars (\$1,000,000) per claim; and (c) workers' compensation and Employer's liability coverage as required under applicable state law.

8. LIMITATION OF LIABILITY

IN NO EVENT WILL EITHER PARTY, ITS AFFILIATES OR ITS OR THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES OR AGENTS BE LIABLE TO THE OTHER PARTY OR ITS AFFILIATES OR ITS OR THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES OR AGENTS FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, PUNITIVE, OR EXEMPLARY DAMAGES, INCLUDING, WITHOUT LIMITATION, LOST PROFITS, LOST REVENUE, BUSINESS INTERRUPTION, LOSS OF DATA, OR LOSS OF USE, OR COST OF PROCUREMENT OF SUBSTITUTE GOODS, TECHNOLOGY OR SERVICES, IN ANY WAY RELATED TO THESE STANDARD TERMS, THE PERFORMANCE OF ANY SERVICES PURSUANT TO THESE STANDARD TERMS, OR USE OF THE EQUIPMENT, WHETHER IN AN ACTION IN CONTRACT, BREACH OF WARRANTY OR TORT, EVEN IF SUCH PARTY HAS BEEN ADVISED OF, OR COULD HAVE REASONABLY FORESEEN, THE POSSIBILITY OF SUCH DAMAGES.

8.1 CENTEGIX SHALL NOT BE LIABLE FOR ANY CLAIMS, ACTIONS, SUITS, LIABILITIES, DAMAGES OR LOSSES RELATED TO OR ASSOCIATED WITH THE PERSONAL INJURY, DEATH, OR REAL OR PERSONAL PROPERTY DAMAGE ARISING FROM OR RELATED TO ANY EMERGENCY SITUATION OR ANY OTHER USE OF THE SERVICE WHETHER IN TORT, CONTRACT, ARISING FROM A COURSE OF CONDUCT, USAGE IN TRADE OR OTHERWISE. CUSTOMER ACKNOWLEDGES AND AGREES THAT THE FEES CHARGED FOR THE SERVICE ARE ESTABLISHED AS A RESULT OF THE ALLOCATIONS OF RISK AND RESPONSIBILITY DESCRIBED IN THIS SECTION (LIMITATION OF LIABILITY) AND THAT CENTEGIX WOULD NOT HAVE PROVIDED THE SERVICE WITHOUT CUSTOMER'S AGREEMENT TO THE ALLOCATION OF RISK AND RESPONSIBILITY SET FORTH IN THIS SECTION (LIMITATION OF LIABILITY).

8.2 IN NO EVENT SHALL THE AGGREGATE LIABILITY OF CENTEGIX FOR ANY CLAIM, LOSS, OR DAMAGE IN CONNECTION WITH THESE STANDARD TERMS OR CUSTOMER'S USE OF THE SERVICE EXCEED THE AMOUNT PAID TO CENTEGIX PURSUANT TO AN ORDER ACKNOWLEDGEMENT FOR THE PARTICULAR SERVICE WHICH GAVE RISE TO THE CLAIM DURING THE SIX MONTH PERIOD ENDED ON THE DATE THE CLAIM AROSE. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO THE OBLIGATIONS OF CENTEGIX IN SECTION 6.1 (INDEMNIFICATION).

8.3 THE LIMITATION UPON DAMAGES AND CLAIMS IS INTENDED TO APPLY WITHOUT REGARD TO WHETHER OTHER PROVISIONS OF THESE STANDARD TERMS AND CONDITIONS HAVE BEEN BREACHED OR HAVE PROVEN INEFFECTIVE.

9. Confidentiality

9.1 Confidential Information. Except as may be provided by state or federal law, including open records requests made pursuant to the open records law of the jurisdiction of Customer, and requests made pursuant to the Freedom of Information Act (FOIA) (U.S.C. §522 *et seq.*), each recipient of Confidential Information (the “**Recipient**”) agrees that it will not disclose, provide, or otherwise make available any Confidential Information of the other party (the “**Disclosing Party**”) during the Term and for a period of 7 years thereafter, and in the case of Confidential Information that constitutes a trade secret under applicable law, for as long as such Confidential Information remains a trade secret. Each Recipient agrees that it will obtain a written confidentiality agreement from each third party (consultant or any other person) not governed by these Standard Terms who is provided access to the Confidential Information of the Disclosing Party. In addition, each Recipient agrees that it will *not*:

- (i) use the Disclosing Party’s Confidential Information for any purpose beyond the scope of these Standard Terms;
- (ii) Copy any part of the Disclosing Party’s Confidential Information or disclose any part of the Disclosing Party’s Confidential Information to any person other than Recipient’s employees or consultants who need the Disclosing Party’s Confidential Information to perform their duties;
- (iii) Authorize or permit any such employee or consultant to use or disclose any part of the Disclosing Party’s Confidential Information in violation of these Standard Terms;
- (iv) Reverse engineer, de-compile, or disassemble any of the Disclosing Party’s Confidential Information nor use any of the Disclosing Party’s Confidential Information for the purpose of reverse engineering, de-compiling, or disassembling the Software; or
- (v) Produce any product nor offer any service of any nature whatsoever based in whole or in part on the Disclosing Party’s Confidential Information nor cause or assist any other Person in doing so.

9.2 Exclusions. The Recipient’s obligations under these Standard Terms will not apply to any portion of the Disclosing Party’s Confidential Information that:

- (i) At the time of disclosure to Recipient, was in the public domain or subsequently becomes a part of the public domain through no breach of these Standard Terms
- (ii)
- (iii) Recipient had in its possession at the time of disclosure by the Disclosing Party, as established by written documentation in existence at that time, and that was not acquired directly or indirectly from the Disclosing Party or with knowledge of confidentiality restrictions;
- (iv) Recipient subsequently acquires by lawful means from a third-party who is under no obligation of confidentiality or non-use owed to Disclosing Party;
- (v) Recipient subsequently independently develops without any use of or reference to the Disclosing Party’s Confidential Information; or
- (vi) Becomes a part of CENTEGIX Compiled Data.

9.3 Disclosure Pursuant to Legal Process. If Recipient is legally compelled (including pursuant to open records requests and FOIA requests) to disclose any portion of the Disclosing Party’s Confidential Information, Subject to the time constraints of open records requests and FOIA requests, Recipient will give Disclosing Party prompt notice of that fact, including in its notice the legal basis for the required disclosure and the nature of the Disclosing Party’s Confidential Information that must be disclosed. Recipient will disclose only that portion of the Disclosing Party’s Confidential Information that is legally required to be disclosed.

9.4 Enforcement. Recipient acknowledges that Disclosing Party may have no adequate remedy at law should

Recipient breach its obligations under this Section 7 and agrees that Disclosing Party will be entitled to enforce its rights under this Section 8 by seeking appropriate equitable relief including a temporary restraining order and an injunction. No delay or failure by Disclosing Party in exercising any right under these Standard Terms will be construed to be a waiver of that right or of the right to assert a claim with respect to any future breach of these Standard Terms.

9.5 Return or Destruction of Confidential Information. Upon request by the Disclosing Party, the Recipient will destroy the Disclosing Party's Confidential Information, including all copies of the Disclosing Party's Confidential Information, and all abstracts, summaries or documents produced using the Disclosing Party's Confidential Information and, upon request, will certify to the Disclosing Party in writing that all copies, abstracts, summaries, and documents have been destroyed. Notwithstanding any provision of these Standard Terms to the contrary, no provision of these Standard Terms shall require the destruction of (i) Confidential Information required to be retained by the Recipient's document retention policy and (ii) copies of any computer records or files containing Confidential Information that have been created pursuant to automatic archiving and back-up procedures which cannot reasonably be deleted.

10. TERM; TERMINATION

10.1 Term. Customer may use the Service during the Initial Term. Customer may renew the right to use the Service by paying a renewal invoice or by submitting an Order for a renewal term (each, a "**Renewal Term**," and, with the Initial Term, the "**Term**"). Customer acknowledges that failure to renew the applicable Term will terminate Customer's access to and use of the Service.

10.2 Termination. Each of CENTEGIX and Customer has the right to terminate these Standard Terms, the affected Order Acknowledgement(s) and the Service if the other party breaches or is in default of any material obligation under these Standard Terms, when such a breach or default (i) is incapable of cure; or (ii), being capable of cure, has not been cured within thirty (30) days after receipt from the other party of written notice of the breach or default.

10.3 Effect of Termination. Within thirty (30) days of the termination of an Order Acknowledgement for any reason, the affected Sites will be decommissioned and CENTEGIX will cease provision of the Service. Upon termination, Customer will use reasonable efforts to notify all users of the Service that the Service have been terminated. Except as expressly set forth in these Standard Terms, amounts paid to CENTEGIX for Equipment, Service, and Professional Services are non-refundable.

10.4 Auto-Renewal. This agreement shall automatically renew for successive renewal terms of one – year unless either party provides written notice of termination to the other party at least 30 (thirty) days prior to the expiration of the then-current term. The terms and conditions of this agreement shall remain in full force and effect during each renewal term.

- (i) In the event that either party wishes to terminate this agreement, written notice must be provided to the other party within the specified time frame. Failure to provide such notice shall result in the automatic renewal of this agreement for the specified number of renewal terms.
- (ii) During each renewal term, the terms and conditions stated in this agreement shall continue to apply, unless otherwise agreed upon by both parties in writing. This includes any obligations, responsibilities, and rights outlined in the original agreement.

11. GENERAL.

11.1 Independent Contractor. The parties are and shall be independent contractors. Neither party is, nor will be deemed to be, an agent, legal representative, joint venture, employee, or partner of the other party for any purpose. Neither party shall have any authority to act for or to bind the other party in any respect, nor shall either party hold itself out as having such authority.

11.2 Limitations. The CRISIS ALERT System is not a life-saving system, and no part of the CRISIS ALERT System is a life safety device. The CRISIS ALERT System is a communications system designed to allow Customer personnel to signal an alert if there is an emergency at a Site or provide other safety and security functions. Emergencies and the resulting

confusion, errors in judgment, interruption of power and communications, and other issues surrounding emergencies may result in the failure of systems or in inappropriate or less than optimal actions or inactions by persons reacting or responding to emergencies. The CRISIS ALERT System may not be operational or work properly as a result of environmental factors and weather conditions beyond human control, unmaintained, stolen, or damaged equipment, the failure of the internet and other communications systems, or the failure of electrical grid, therefore CENTEGIX does not represent, warrant, or guarantee that the CRISIS ALERT System will be operational or work properly if or when an emergency occurs.

11.3 Assignment. Neither Party has the right to assign or transfer its rights and obligations under these Standard Terms without prior written approval of the other and any attempted assignment shall be void, except that either Party may assign these Standard Terms to an Affiliate of such Party or to any successor to all or substantially all of such Party's business and assets upon written notice to the other Party.

11.4 Force Majeure. Neither Party shall be in default by reason of any failure in performance of these Standard Terms if such failure arises, directly or indirectly, out of causes reasonably beyond the direct control or foreseeability of such Party, including but not limited to, acts of God or of the public enemy, U.S. or foreign governmental acts in either a sovereign or contractual capacity, fire, flood, epidemic, restrictions, strikes, and/or freight embargoes. A force majeure event shall not excuse performing duties that are unrelated to the force majeure event, including, without limitation, discharging financial obligations.

11.5 No Waiver. Any failure by either Party to detect, protest, or remedy any breach of these Standard Terms shall not constitute a waiver or impairment of any such term or condition, or the right of such Party at any time to avail itself of such remedies as it may have for any breach or breaches of such term or condition. A waiver may only occur pursuant to the prior written express permission of an authorized officer of the other Party.

11.6 Notices. All notices, communications, and deliveries under these Standard Terms (other than routine support calls) must be made in writing, signed by the Party making the same, must specify the Section under these Standard Terms pursuant to which it is given or being made (if applicable), and will be given or made to the address(s) specified as the "Address for Notices" on the signature page to these Standard Terms.

11.7 Severability. If any provision hereof is declared invalid by a court of competent jurisdiction, such provision shall be ineffective only to the extent of such invalidity, so that the remainder of that provision and all remaining provisions of these Standard Terms will continue in full force and effect.

11.8 Governing Law.

(i) These Standard Terms and the rights of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Georgia, without regard to conflicts of laws provisions thereof. The Parties expressly exclude all application of the United Nations Convention on the International Sale of Goods to these Standard Terms.

(ii) No actions, regardless of the form, arising out of these Standard Terms may be brought by the Customer more than one (1) year after the occurrence of the events that gave rise to the cause of actions.

(iii) Any dispute, controversy, or claim arising out of, in connection with, or relating to, these Standard Terms, the breach or alleged breach these Standard Terms, or the termination, enforcement, interpretation, or validity of these Standard Terms, including extra-contractual claims and any determination of the scope or applicability of this provision to arbitrate, shall, upon the request of any party involved, be submitted to, and settled by, arbitration in the City of Atlanta, State of Georgia, before one (1) arbitrator. The arbitration shall be administered by JAMS pursuant to its Streamlined Arbitration Rules and Procedures. Any award rendered shall be final and conclusive upon the parties and a judgment thereon may be entered in the highest court of the forum, state or federal, having jurisdiction. The expenses of the arbitration shall be borne equally by the parties to the arbitration, *provided* that each Party shall pay for and bear the cost of its own experts, evidence, and counsel's fees, and *provided further*, that in the discretion of the arbitrator, the arbitrator may, in the award, allocate all or part of the costs of the arbitration, including the fees of the arbitrators and the reasonable attorneys' fees of the prevailing party. This clause shall not preclude Parties from seeking provisional remedies for breach of intellectual property rights pending the conclusion

of arbitration.

11.9 Entire Agreement.

These Standard Terms together with the applicable Order constitutes the complete and entire understanding between the parties with respect to the Service and supersede all previous written or oral agreements, proposals, RFP's, RFP responses, and representations. No document, purchase order, or any handwritten or typewritten text which purports to alter or amend the printed text of these Standard Terms shall alter or amend any provision of these Standard Terms or otherwise control, unless the parties both specify in writing that such terms or conditions shall control. Additionally, the parties acknowledge that there are no contemporaneous agreements, side-letters, or oral or other arrangements that contradict, alter, or modify any of these Standard Terms. Customer acknowledges and agrees that Customer has not relied on the potential availability of any future product, functionality, or feature, or any statement or representation by CENTEGIX or its employees concerning the potential availability of any future product, functionality, or feature, in placing Orders. These Standard Terms may be modified only in a writing which expressly references these Standard Terms and is executed by both of the Parties to these Standard Terms. These Standard Terms may be executed in several counterparts, all of which taken together will constitute one single Agreement between the Parties. These Standard Terms has been accepted by CENTEGIX in Atlanta, GA

11.10 Interpretation. The following rules of interpretation must be applied in interpreting these Standard Terms:

- (i) This section and subsection headings used in these Standard Terms are for reference and convenience only, and will not enter into the interpretation of these Standard Terms, (b) all references to Sections and Exhibits are to the Sections in these Standard Terms and Exhibits to these Standard Terms, as the case may be, (c) the provisions of the Exhibits are incorporated in these Standard Terms, and (d) as used in these Standard Terms, the term "including" will always be deemed to mean "including without limitation."

12. Definitions

The following capitalized terms are used in these Standard Terms with the meanings thereafter ascribed.

"Affiliate" means any entity directly or indirectly controlling, controlled by, or under common control with Customer, where "control" means ownership of at least 50% of the equity or beneficial interests of such entity or the right to vote for or appoint a majority of the board of directors or other governing body of such entity.

"Anniversary Date" means 120 days after the earlier of the PO Date (if applicable) or signed Order Acknowledgement.

"Confidential Information" means all business or technical information of the Disclosing Party that is not generally known to the public and that derives value from not being generally known, whether such information is disclosed orally or in writing. Confidential Information may include any software, documentation, flow-chart, logic diagram, design proposal, screen shot, screen shot concept, algorithm, device, compilation of information, method, technique, or process. The Service constitute Confidential Information of CENTEGIX and its licensors.

"Contractor" means an independent contractor performing services for Customer or an Affiliate.

"Customer" means the person or entity that issued an Order the receipt of which by CENTEGIX has been acknowledged by an Order Acknowledgement of Centegix.

"Documentation" means the on-line information and materials, relating to the use of the Service and the Equipment made available to Customer in connection with the license of the Software.

"Electronic Device" means each computer or other device into which the Software is downloaded and/or installed.

“Equipment” has the meaning assigned in Section 1.2 of these Standard Terms.

“Implementation” means the services performed by CENTEGIX for Software configuration, the loading of a standard set of IT protocols, and training.

“Initial Term” has the meaning assigned in Section 1.1 of these Standard Terms.

“Installation” means placement and configuration of Equipment at the Site.

“Order” means the Order Acknowledgement and Customer’s Purchase Order identified in an Order Acknowledgement.

“Order Detail Attachment” means *Exhibit A* to the Order Acknowledgement which lists Equipment provided to Customer.

“Party” means CENTEGIX or Customer, individually, and **“Parties”** means CENTEGIX and Customer, collectively.

“Person” means any individual, general partnership, limited liability partnership, limited partnership, limited liability company, corporation, joint venture, trust, business trust, cooperative, association, or any foreign trust or foreign business organization, and the heirs, executors, administrators, legal representatives, successors, and assigns of such Person where the context so permits.

“Professional Services” has the meaning assigned in Section 3.1 of these Standard Terms.

“Site” means each physical location specified by Customer prior to the commencement of Installation at which Equipment will be placed and the Service will be used.

“Special Terms” means the terms and provisions on *Exhibit B* to an Order Acknowledgement, if an *Exhibit B* initialed by CENTEGIX is attached to an Order Acknowledgement, which supplement or modify these Terms and Conditions.

“Software” means the executable software used for the CENTEGIX mobile app, the CENTEGIX background Device crisis app, and the CrisisAlert Platform.

EXHIBIT “A”

This Addendum and the following modifications (“Addendum”) are hereby incorporated into the attached Agreement, and shall be binding on the signatory Parties. To the extent any terms and conditions between the Agreement and this Addendum conflict, the Addendum’s terms and conditions shall supersede any conflicting terms and conditions of the Agreement, and the terms and conditions of the Addendum shall be binding and shall be controlling on the Parties.

Section I.

- A. All references to “Contractor” herein shall be deemed to refer to the party(ies) who have entered into the agreement with the Baker County School Board (“Board”) to which this attachment is affixed.
- B. The terms contained herein shall prevail over any contrary or incompatible term within the attached agreement.

Section II.

- A. **Level II Background Check** – Any individual providing services under this agreement who will (1) be at a school when students are present; (2) have direct contact with students; or (3) have access to or control of school funds shall have a Level II background check submitted through the Board. The Contractor shall be required to pay for all costs of the background reports. If it is discovered during the period of the agreement that Contractor substituted an unapproved individual for an approved individual for purposes of this agreement, then the agreement may be cancelled immediately by Board.

Section III.

- A. **Indemnification** - The Board shall indemnify and hold harmless Contractor from and against any and all claims, suits, actions, damages, or causes of action arising out of the negligent acts of the Board or its employees arising out of or in connection with the provisions of this agreement, up to the limits on liability prescribed in Section 768.28, Florida Statutes, including \$200,000.00 per claimant and \$300,000.00 per occurrence. Contractor agrees to indemnify and hold harmless the Board and its employees from and against any and all liability or claims for damages of any kind whatsoever resulting from negligent acts, intentional acts, or failure to act on the part of Contractor arising out of or in connection with the provisions of this agreement.
- B. **Sovereign Immunity** – Except for as expressly provided in this agreement and Section 768.28, Florida Statutes, the Board does not waive its sovereign immunity.

Section IV.

- A. **Governing Law and Venue** - This agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties agree that the county and circuit courts in the Eighth Judicial Circuit, Baker County, Florida and the United States District Court for the Middle District of Florida – Jacksonville Division shall have exclusive jurisdiction to enforce the terms of this agreement. Venue for any disputes shall exclusively lie in the state and federal courts for Baker County, Florida.

Section V.

A. Public Records – To the extent applicable to Contractor, Contractor shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

1. Keep and maintain public records required by the Board to perform the service.
2. 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 under Florida's Public Records law or as otherwise provided by law.
3. 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 contract term and following completion of the contract if the Contractor does not transfer the records to the Board.
4. Upon completion of the agreement, transfer, at no cost, to the Board all public records in possession of the Contractor or keep and maintain public records required by the Board to perform the service. If the Contractor transfers all public records to the Board upon completion of the agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Board, upon request from the Board's custodian of public records, in a format that is compatible with the information technology systems of the Board.
5. **If Contractor has questions regarding the application of Chapter 119, Florida Statutes, to Contractor's duty to provide public records relating to this Contract, Contractor shall contact the Custodian of Public Records at:**

Felicia D. Raulerson
Executive Secretary
Baker County School Board
270 South Boulevard East
Macclenny, FL 32063
(904) 259-0401
felicia.raulerson@bakerk12.org

6. In the event the Board must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the Board because Contractor failed to provide access to public records responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness fees, and expert witness fees expended as part of said litigation and any subsequent appeals.

Section VI.

- A. **E-Verify** – To the extent Section 448.095, Florida Statutes, applies to Contractor, Contractor shall use the U.S. Department of Homeland Security’s E-Verify system, <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all employees **hired on or after January 1, 2021** during the term of this agreement.

1. Subcontractors

- (i) Contractor shall also require all subcontractors performing work under this agreement to use the E-Verify system for any employees they may hire during the term of this Agreement.
 - (ii) Subcontractors shall provide Contractor with an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined by Section 448.095, Florida Statutes.
 - (iii) Contractor shall provide a copy of such affidavit to the Board upon receipt and shall maintain a copy for the duration of the agreement.
- B. Contractor must provide evidence of compliance with Section 448.095, Florida Statutes, by the date of execution of this agreement. Evidence may consist of, but is not limited to, providing notice of Contractor’s E-Verify number.
- C. Failure to comply with this provision is a material breach of the agreement, and Board may choose to terminate the agreement at its sole discretion. Contractor may be liable for all costs associated with Board securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs, if necessary.

Section VII.

- A. **Affidavit Regarding the Use of Coercion for Labor and Services** – If Contractor is not a governmental entity, then Contractor shall execute the Board’s “**Affidavit Regarding the Use of Coercion for Labor and Services**” and provide a copy to the Board no later than the time of execution of the agreement by the Contractor.

Section VIII.

- A. **Force Majeure** - Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this agreement if and to the extent that such party’s performance under this agreement is render impossible, impractical, or prevented by reason of force majeure. For purposes of this agreement, the term “force majeure” means an occurrence that is beyond the control of the party affected and occurs without fault or negligence on behalf of either party. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; labor disputes; civil disorders; fires; floods; hurricanes, epidemics, pandemics, government regulations, and the issuance or extension of existing government orders of the United States, the State of Florida, or local county and municipal governing bodies, which prevents performance of the contract for all or part of the agreement’s term.

Section IX.

- A. **Student Data** - If Contractor meets the definition of “Operator” in Section 1006.1494, Florida Statutes, then the parties shall enter into a Data Privacy Agreement prior to any “Covered Information,” as defined in Section 1006.1494, Florida Statutes, being provided to Contractor.

Section X.

- A. **Federally Funded Agreement** – If this agreement is paid by the Board using federal funds, then the terms contained in the attached “Baker County School Board Federal Contract Addendum,” based off of the requirements of 2 Code of Federal Regulations 200, Title 2, shall govern this agreement.

Signature of Authorized Contractor Representative

Date

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Nongovernmental Entity's Name: _____

Nongovernmental Entity's FEIN: _____

Authorized Representative Name and Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: _____

Email Address: _____

Section 787.06(13), Florida Statutes, requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The Baker County School Board is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of the company above, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

By: _____
AUTHORIZED SIGNATURE

Print Name and Title: _____

Date: _____



Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: March 16, 2026

SUBMITTED BY: Johnnie Jacobs - (259-2226)

ITEM TYPE: Out of State Travel

AGENDA SECTION: **APPROVAL OF ITEMS FOR ACTION**

SUBJECT: Approval of Temporary Duty Assignment for Out of State Travel for Andrea Smith to Travel to Palm Springs, CA March 25-27, 2026 to Take Part in the American Council on Rural Special Education. (Includes Substitutes but Not Convention and Travel Expenses)

ATTACHMENTS:

[03.16.2026 Approval of the TDE on March 25-27, 2026 to Palm Springs, CA for Andrea Smith_J.Jacobs.pdf](#)

February 26, 2026

Dear Baker County School Board,

I am writing to request approval for me to travel to Palm Springs, California, March 25-27, 2026, to take part in the American Council on Rural Special Education (ACRES) Annual Conference.

ACRES shares research and strategies to support the work of rural special educators and their colleagues. The purpose of the conference is to share research related to many aspects of special education with a focus on rural settings and the challenges and complexities experienced by special educators in rural settings. The conference agenda is available by clicking on the presentation schedule link at <https://www.acres-sped.org/conference>.

As there are multiple sessions offered in most time slots, I am planning to take part in some sessions related to autism. I am especially interested learning more about visual communication and supports, as well as strategies to address behaviors associated with autism.

I plan to learn more about tools and resources available to special education teachers and how I can use these tools to provide effective instruction for my students and manage the other aspects of special education.

I am requesting temporary duty elsewhere (TDE) leave to travel to and take part in this conference. My travel and convention expenses will be covered by the University of North Florida (UNF) through the SPIDERS grant from the US Department of Education Office of Special Education Programs.

Thank you for considering this request and how it will enrich my work with my students and the adults who support their learning.

Sincerely,

Andrea K. W. Smith



Item Cover Page

SCHOOL BOARD MEETING (OPEN TO THE PUBLIC) AGENDA ITEM REPORT

DATE: March 16, 2026

SUBMITTED BY: Johnnie Jacobs - (259-2226)

ITEM TYPE: Out of State Travel

AGENDA SECTION: **APPROVAL OF ITEMS FOR ACTION**

SUBJECT: Approval of Temporary Duty Assignment for Out of State Travel for Andrea Smith to Travel to Salt Lake City, UT, March 10-12, 2026, to Take Part in the CEC Annual Conference. (Includes Substitutes but Not Convention and Travel Expenses)

ATTACHMENTS:

[03.16.2026 Approval of TDE on March 10-12, 2026 to Salt Lake City, UT for Andrea Smith_J.Jacobs.pdf](#)

February 26, 2026

Dear Baker County School Board,

I am writing to request approval for me to travel to Salt Lake City, Utah, March 10-12, 2026, to take part in the Council for Exceptional Children (CEC) Annual Conference.

CEC provides the largest conference focused on special education in the world. The purpose of the conference is to share research related to many aspects of special education. The sessions are listed and described at <https://cecconvention.org/session-browser>.

As there are many sessions offered in most time slots, I am planning to take part in some sessions related to teaching students with intellectual disabilities or autism. I am especially interested in finding an effective reading instruction program for my students. I am also looking forward to learning about strategies for teaching students with severe and multiple disabilities.

I expect to spend time in the expo hall to become more aware of what is available for my students and me. I want to see the low-tech options they have for helping my students communicate, as well as resources for providing specialized instruction, supporting students with special needs, writing IEPs, and other aspects of special education.

I am requesting temporary duty elsewhere (TDE) leave to travel to and take part in this conference. My travel and convention expenses will be covered by the University of North Florida (UNF) through the SPIDERS grant from the US Department of Education Office of Special Education Programs.

Thank you for considering this request and how it will enrich my work with my students and the adults who support their learning.

Sincerely,

Andrea K. W. Smith