

Seaside School, Inc

Finance Committee Meeting

Published on August 18, 2025 at 6:06 PM CDT

Amended on August 19, 2025 at 9:08 AM CDT

Date and Time

Tuesday August 19, 2025 at 9:00 AM CDT

Founded in 1996

Serving Students in Grades 5 - 12

We seek to sustain an educational community where an emphasis on academic excellence is complemented by our concern for each learner's personal growth and intellectual, aesthetic, and psychological development. The curriculum is developmentally responsive – actively engaging students in learning skills in context, integrative – directing students to connect learning to daily lives, and exploratory – enabling students to discover their abilities, interests, learning styles, and ways that they can make contributions to society.

Information on procedures for public comment can be found at

<https://www.seasideschools.net/domain/35>.

If anyone needs special assistance to participate in the public input session, every effort will be made to provide an appropriate accommodation. When requesting accommodations for public input, please allow no less than 1 business day notice prior to the scheduled meeting.

Specific issues about a particular student should only be addressed to the school's Director of Student Services, rather than the Board of Directors.

All public comments will be taken under advisement by the Board, but will not elicit a written or spoken response. The names of persons providing public comment and a brief summary of topics or input will be included in the meeting minutes published. A response will be provided to the stakeholder within seven (7) days.

Agenda

	Purpose	Presenter	Time
I. Opening Items			9:00 AM
A. Record Attendance		Frank “Chip” Brown	1 m
B. Call the Meeting to Order		Frank “Chip” Brown	
C. Minutes Approval	Approve Minutes	Frank “Chip” Brown	5 m
II. Finance			9:06 AM
A. School Budget Updates and Reports	Vote	Lily Meadows	15 m
SFS Notes			
B. Foundation Updates and Reports	Discuss	Thomas Miller	10 m
Drafted Budget			

So Far: \$46,000 secured in sponsors and teams (\$186,500 goal)

Applied for grants:
CAP Grant (Workforce Development Capitalization Incentive Grant) (\$165,000)
Cox Charities (\$10,000) STEM and Arts

Finalist for Impact 100 (September 9th visit) (\$100,000 MS Capital Improvements and STEM)

Received \$10,000 from 2026 Marketing Event Grant Program

Capital Campaign Updates: (See attached)

Programmatic Sponsors:
Entrepreneur Program Secured

	Purpose	Presenter	Time
Still opportunities for: STEM Program, Dream Big (funding travel scholarships/college visits), Arts Programs			
C.	Management Team Budget Updates	Discuss	Thomas Miller
	School Drafted Budget (Updated 8/18/25) in comparison to latest SFS Draft		
	Budget Updates presented by the school management team (click here)		
	Total Enrollment: 596		
	Updates to actual personnel and third party agreements have been made.		
	Multiple Operational Items to clarify:		
	- Dues and Charges		
	- Copier Costs vs Paper		
	- Phones		
	- Some utilities		
D.	Benefits Overview	Vote	Tricia Peterson
	Benefits RFP Comparison		
	Two RFP:		
	1. Marsh McLennan (\$63,768 per month for all eligible employee)		
	2. Earl Bacon (\$59.380 per month for all eligible employee)		
	Deductible higher HSA for MM in addition to overall cost for spouse or family memberships		

	Purpose	Presenter	Time
E. Custodial Contract approval	Vote	Thomas Miller	10 m
Quotes from: City Wide			
Reason selected: Budget and included supplies.			

F. Triumph and LCIR Funding Opportunities	FYI	Thomas Miller	5 m
These are the approved areas we can utilize our LCIR and Capital Outlay Funds. Below are the specific areas we are currently earmarking these funds.			

- Purchase of Real Property (SCHS)
- Construction of School Facilities (SCHS)
- Purchase or Lease of Permanent or Relocatable School Facilities (SCHS and SNS)
- Renovation, Repair and Maintenance of School Facilities (SNS - Floors and Doors)
- Payment of the Cost of Premiums for Property and Casualty Insurance to Insure School Facilities (SNS and SCHS)
- Computer and Device Hardware and Operating System Software for Gaining Access to or Enhancing (SNS and SCHS)
- Use of Electronic and Digital Instructional Content and Resources, and Enterprise Resource Software (SNS and SCHS)

Triumph:

- Personnel (CTE Instructors Industry Driven Certifications, Triumph Grant Manager, Communications and Technology)
- Equipment and Devices (CTE and College Credit Driven)
- Furniture (CTE and College Driven Classes)
- Professional Development (CTE and College Driven)

	Purpose	Presenter	Time
We will build a specific mini-budget to present in June of these items to track quarterly. Ultimately, the goal would be to strengthen the school's reserves and accelerate the paying down of debt.			

G.	Stipends Structure (Draft)	FYI	Thomas Miller	5 m
We are working to create a structure of our stipend recipients based on:				

Time spent outside of the school day, value and alignment to the school's goals (could be compliance or additional duty).

[Athletic Stipends](#)

[Club/Program Stipend](#)

III.	Closing Items			10:11 AM
A.	Adjourn Meeting		Vote	

Coversheet

School Budget Updates and Reports

Section:	II. Finance
Item:	A. School Budget Updates and Reports
Purpose:	Vote
Submitted by:	
Related Material:	SNS Board Reports Jul 25 Board Packet.pdf

The Seaside School, Inc
Balance Sheet All Funds
July 31, 2025

	Operating	Triumph Grant	Capital Outlay	Debt Service	Internal	Total
Assets and Other Debits						
Cash - Operating/Sweep - Regions	168,443	-	-	-	-	168,443
Cash - Internal - Truist	-	-	-	-	70,543	70,543
Cash - Athletic - Regions	-	-	-	-	19,083	19,083
Cash - SVB	-	-	-	4,587	-	4,587
Cash - Prepaid Visa	264	-	-	-	-	264
Petty Cash	100	-	-	-	-	100
Accounts Receivable - FEFP	514,689	-	-	-	-	514,689
Accounts Receivable - Capital Outlay	-	-	175,839	-	-	175,839
Accounts Receivable - Triumph - DBW	-	28,715	-	-	-	-
Due from Foundation	375,322	-	-	-	-	375,322
Prepaid Expenses	33,378	-	-	-	-	33,378
Due from Other Funds	1,620,269	-	430,244	-	-	2,050,514
	-	-	-	-	-	-
Total Assets and Other Debits	<u>2,712,466</u>	<u>28,715</u>	<u>606,084</u>	<u>4,587</u>	<u>89,626</u>	<u>3,412,763</u>
Liabilities, Fund Equity, and Other Credits						
Liabilities:						
Accrued Payroll Liabilities	26	-	-	-	-	26
Accounts Payable	132,543	-	43,734	-	22,249	198,526
Deferred Revenue	-	-	-	-	-	-
Note Payable	-	-	-	-	-	-
Due to Foundation	-	-	-	-	-	-
Due to Other Funds	504,060	28,715	-	1,219,069	372,485	2,095,614
Total Liabilities	<u>636,629</u>	<u>28,715</u>	<u>43,734</u>	<u>1,219,069</u>	<u>394,734</u>	<u>2,294,166</u>
Fund Equity and Other Credits						
Fund Balance	1,921,686	-	541,134	(1,022,155)	(298,251)	1,142,414
Excess (Deficiency) of Revenues - YTD	154,151	-	21,216	(192,327)	(6,857)	(23,817)
Total Fund Equity and Other Credits	<u>2,075,837</u>	<u>-</u>	<u>562,350</u>	<u>(1,214,482)</u>	<u>(305,107)</u>	<u>1,118,597</u>
Total Liabilities Fund Equity and Other Credits	<u>2,712,466</u>	<u>28,715</u>	<u>606,084</u>	<u>4,587</u>	<u>89,626</u>	<u>3,412,763</u>

The Seaside School, Inc
Revenues, Expenses, & Excess or Deficiency
Summary by Fund
Month and Year-to-Date Ending July 31, 2025

	Operating	Triumph Grant	Capital Outlay	Debt	Internal	Total	Annual	Budget	Balance Remaining	% Remaining
Revenues										
<u>State</u>										
FEFP - Walton County	521,992					521,992	6,251,732		5,729,739	92%
FEFP - Restricted to Capital Outlay	5,845	-	-	-	-	5,845	70,409		64,565	92%
Industry Certification Funding	-	-	-	-	-	-	150,000		150,000	100%
Advance Placement Funding	-	-	-	-	-	-	60,000		60,000	100%
Charter School Capital Outlay	-	-	30,070	-	-	30,070	360,840		330,770	92%
Local Capital Improvement	-	-	145,769	-	-	145,769	1,749,234		1,603,464	92%
Refunds of Prior Year's Expenditures	6,390	-	-	-	-	6,390	-		(6,390)	-
<u>Local</u>										
Interest Income	2,611	-	-	-	-	2,611	-		(2,611)	-
Transfer In Kind Facility Lease	14,000	-	-	-	-	14,000	-		(14,000)	-
Transfer from Foundation - General Revenue	-	-	-	-	-	-	168,000		168,000	100%
<u>Grant(s)</u>										
Triumph Grant		10,768	-	-	-	10,768	1,079,893		1,069,126	99%
<u>Debt/Construction</u>										
Proceeds from Long Term Debt	-	-	-	1,855,985	-	1,855,985	300,000		(1,555,985)	-519%
<u>Internal</u>										
School Lunch Revenue	-	-	-	-	-	-	20,000		20,000	100%
Field Trip Revenue	-	-	-	-	3,547	3,547	115,000		111,453	97%
Athletics Revenue	-	-	-	-	(960)	(960)	25,000		25,960	104%
Total Revenues	550,838	10,768	175,839	1,855,995	2,852	2,596,292	10,350,108		7,753,826	75%
Expenses										
5100 - Instruction	184,358	10,768	-	-	-	195,126	4,471,536		4,276,410	96%
5200 - Exceptional Instruction	37	-	-	-	-	37	230,982		230,946	100%
6100 - Student Personnel Services	28,531	-	-	-	-	28,531	444,738		416,207	94%
6300 - Curriculum Development	-	-	-	-	-	-	17,500		17,500	100%
6400 - Instructional Staff Training Services	2,150	-	-	-	-	2,150	68,500		66,350	97%
6500 - Instructional-Related Technology	5,647	-	-	-	-	5,647	65,000		59,353	91%
7100 - Board Administration	31,252	-	-	-	-	31,252	301,074		269,822	90%
7200 - General Administration	4,401	-	-	-	-	4,401	53,019		48,618	92%
7300 - School Administration	108,723	-	-	-	-	108,723	1,561,749		1,453,026	93%
7400 - Capital Outlay Exp & Construction	-	-	14,000	2,048,322	-	2,062,322	196,713		(1,865,609)	-948%
7500 - Fiscal Services	7,917	-	-	-	-	7,917	97,500		89,583	92%
7800 - Student Transportation Services	6,120	-	-	-	-	6,120	81,850		75,731	93%
7900 - Operation of Plant	17,551	-	32,281	-	-	49,832	628,749		578,917	92%
8100 - Maintenance of Plant	-	-	34,527	-	-	34,527	75,000		40,473	54%
9100 - Internal Activity	-	-	-	-	9,709	9,709	382,501		372,793	97%
9200 - Debt Service	-	-	73,816	-	-	73,816	1,377,017		1,303,202	95%
Buyback	-	-	-	-	-	-	18,404		18,404	100%
Total Expenses	396,687	10,768	154,624	2,048,322	9,709	2,620,109	10,071,833		7,451,724	74%
Excess (Deficiency) Revenues Over Expenses	154,151	-	21,216	(192,327)	(6,857)	(23,817)	278,275			

Coversheet

Foundation Updates and Reports

Section:	II. Finance
Item:	B. Foundation Updates and Reports
Purpose:	Discuss
Submitted by:	
Related Material:	SSF Jul 25 Board Reports.xlsm SS_2HG_Aug Finance Committee Report.docx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

SSF Jul 25 Board Reports.xlsm



TWO HIRED GUNS CONSULTING

Strategic Fundraising Report – August 2025 *Seaside School Foundation*

Recent Cultivation Activity

1. Sean's Wine Auction Legacy Society Board application is being considered
2. Previous board member campaign was distributed last month / this month
3. The Capital Campaign Committee is planning to meet on 9/8 at 11:30 at SCHS

Recent Gifts

Donor #1 has agreed to fund the Entrepreneurship Program Fund at \$100,000 over four years. The official announcement is forthcoming.

Pending Proposals

Prospect #1 - \$250,000 HS Science Lab naming
Prospect #2 - \$200,000 Arts Program Fund naming
Prospect #3 - \$50,000 Rock Band (not capital)
Prospect #4 - \$25,000 classroom naming
Prospect #5 - \$500,000 Academic Green naming
Prospect #6 - \$100,000 Student Commons naming
Grant Source #1 - \$100,000 in STEM lab support (still waiting on the decision)
Grant Source #2 - \$100,000 in capital support (still waiting on the decision)

Coversheet

Management Team Budget Updates

Section:	II. Finance
Item:	C. Management Team Budget Updates
Purpose:	Discuss
Submitted by:	
Related Material:	Draft FY26 Seaside School Budget 5.27.25 (2).xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

Draft FY26 Seaside School Budget 5.27.25 (2).xlsx

Coversheet

Benefits Overview

Section:	II. Finance
Item:	D. Benefits Overview
Purpose:	Vote
Submitted by:	
Related Material:	Earl Bacon Compared to MMA (1).xlsx

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The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

Earl Bacon Compared to MMA (1).xlsx

Coversheet

Custodial Contract approval

Section: II. Finance
Item: E. Custodial Contract approval
Purpose: Vote
Submitted by:
Related Material:
Seacoast Collegiate High School Addition - Janitorial Proposal - 2025.08.07.pdf



August 7, 2025

Lee Mixon
Seacoast Collegiate High School
109 Greenway Trail
Santa Rosa Beach, FL 32459-5415

Re: Proposal for Janitorial Services – Seacoast New Addition Building

Dear Lee:

City Wide's focus is providing you with superior solutions for all your facility needs. We understand how time-consuming and frustrating it is to constantly deal with multiple – and in some cases underperforming – vendors while keeping up with all your other responsibilities. Our goal is to become a trusted part of your facility management team by providing you the highest trained, most responsive people available to assist you regarding any of your facility needs.

We are here to serve you! Most service companies represent their own work, while City Wide represents you. If you are unhappy, you won't hear excuses, you'll see improved results. Your assigned managers will make sure the crews in your building consistently perform to your expectations. Our commitment is to make you look good every chance we get so you become a very satisfied client.

Our clients see a difference in the quality of services managed by City Wide. That's why we boast a client retention rate in excess of 90 percent.

I want to personally thank you for considering City Wide Facility Solutions. We look forward to working with you.

Sincerely,

Tracy Lindsey
Owner/COO
City Wide Facility Solutions

City Wide Facility Solutions

2 Park Circle SE Suite B | Fort Walton Beach, FL 32548
(850) 460-5356 | GoCityWide.com



City Wide Facility Solutions

We are pleased to present this proposal for your facility. We have completed an extensive survey of your facility to design and present a solution tailored to meet your specific requirements.

As you read your proposal, you will come across a great deal of information. There are two important facts you should be aware of:

1. **City Wide has a superior track record in client retention.** We mention this because we believe in the power of client satisfaction. City Wide Facility Solutions has a client retention rate above 90%.
2. **City Wide is truly different than the rest.** All maintenance companies are not created equal. We are excellent managers and deliberately do things differently at City Wide. We believe our focus on management is the reason our relationships with our clients are so strong. In this proposal, you will clearly see the differences and the advantages our team provides you.

City Wide's Facility Solutions Manager: Your One Point of Contact

Your Facility Solutions Manager strives to understand your building as fully as possible. They know you have more important things to do, and they take care of the details for you. Let us introduce your Facility Solutions Manager:



Tracy Lindsey

Owner / COO

850-460-5356

tlindsey@gocitywide.com

No matter how many, or few, services you require, City Wide will take the hassle out of the equation. Your Facility Solutions Manager meets with you during the day with the primary responsibility of helping to ensure quality and to be available to you to address any other needs for your facility. Your Night Manager oversees the after-hours services being done in your facility to ensure superior work on every project. Due to our unique business model, we can provide all of this at a competitive price compared with others in the industry.

We appreciate this opportunity to earn your business and thank you for your time and consideration. We look forward to working with you.

Tracy Lindsey

Owner / COO

City Wide Facility Solutions

Why City Wide?**City Wide Business Model**

City Wide Facility Solutions is a management company in the building maintenance industry. By uniquely representing the client, our professional management team serves as one point of contact for 20+ facility solutions for commercial properties, leveraging our network of independent contractors.

**New Account Implementation Process**

With 30 days' notice we will implement the following to ensure a smooth transition:

1. Immediately after our agreement has been signed, we will schedule a building walk-through with your Facility Solutions Manager. This is to view the facility, review the scope of work, and discuss items of importance.
2. During the pre-start walk-through we request building keys, alarm codes, and emergency procedures to provide to your City Wide team.
3. We will select the most qualified independent contractor(s) and Night Manager to perform the scope of work as agreed. Our goal is to ensure a smooth transition.
4. Your assigned Facility Solutions Manager and Night Manager will be at your facility for the first nights of the start-up to support the crews and to ensure we achieve the City Wide level of service.
5. Your dedicated Facility Solutions Manager will visit the facility and complete an inspection the morning following the first clean to ensure the expectations are being met and the building is being serviced properly.
6. Ongoing inspections will be made thereafter during the day by the Facility Solutions Manager on a regularly agreed upon day and time.

In Conclusion

Regardless of the size and scope of your operation and the range of your immediate needs, City Wide can manage the job. We have developed a proprietary business model and are dedicated to a vision that does not simply try to do better than the competition, but ensures 100% client satisfaction.

We have a superior track record in client retention for a reason and welcome the opportunity to show you why firsthand. City Wide appreciates that selecting the right vendor means taking into account all the information you've received. What's important to remember is you are not being given the choice between two maintenance companies, as we are not a maintenance company.

This is not an "apples to apples" comparison; it's truly "apples to oranges." You're being given the choice between yet another janitorial company OR a management company that will become an extension of your team.

Why City Wide?**The Solutions We Manage**

By providing just one point of contact for everything from carpet cleaning to janitorial supplies to window washing, your Facility Solutions Manager (FSM) reduces the stress and time spent dealing with vendors who are a constant source of problems. Your FSM will proactively help you keep your building in top shape and work with you to maximize your budget to get the most out of your facility. Here is a short list of some of the other services we manage:

Disinfecting Services

- ▶ High-touch areas
- ▶ Electrostatic spraying

Janitorial Supplies

- ▶ Toilet paper
- ▶ Soap and dispensers
- ▶ Paper towels
- ▶ Break room supplies

Detail Cleaners

- ▶ Edge vacuum carpets
- ▶ Dust blinds
- ▶ Dust air vents
- ▶ Wash walls in rest rooms

Floor Care Specialists

- ▶ Strip/refinish all resilient tile and hard surface floors
- ▶ Scrub restroom floors

Carpet Care Specialists

- ▶ Clean carpets using appropriate method; extraction, bonnet, or dry foam and more

Window Washers

- ▶ Wash interior and/or exterior windows, ground level to high-rise

Construction Cleans

- ▶ Prepare a site for use after construction

Pressure Washing

- ▶ Eliminate build-up from the exterior of your facility

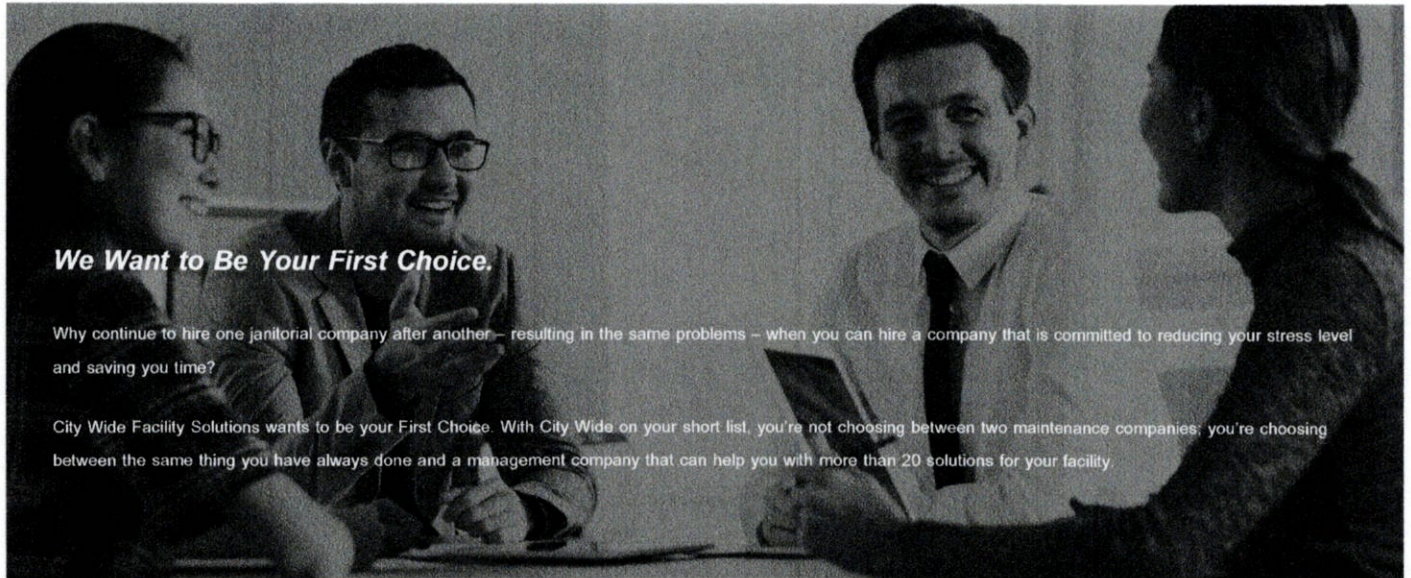
Lighting Services

- ▶ Replace difficult to reach and high voltage lighting

Parking Lots

- ▶ Striping
- ▶ Pothole repair
- ▶ Resurfacing
- ▶ Sweeping

Why City Wide?



We Want to Be Your First Choice.

Why continue to hire one janitorial company after another – resulting in the same problems – when you can hire a company that is committed to reducing your stress level and saving you time?

City Wide Facility Solutions wants to be your First Choice. With City Wide on your short list, you're not choosing between two maintenance companies; you're choosing between the same thing you have always done and a management company that can help you with more than 20 solutions for your facility.

Why Choose City Wide Facility Solutions?

For one service or many, City Wide will provide unparalleled assistance in the form of:

- ▶ One point of contact
- ▶ Simplified invoicing
- ▶ 24-hour client care
- ▶ Competitive pricing
- ▶ Facility Solutions Manager and Night Manager
- ▶ Proactive evaluation of your building

Our clients see a difference in the quality of service delivered by City Wide. That's why we boast a retention rate above 90%.

Our Mission

To create a *ripple effect* by positively impacting the people and communities we serve.

We Live Our Values Every Day

Community

Accountability

Professionalism

Our values serve as the foundation upon which we will work with each other, our clients, and our suppliers toward mutual success. Everyone associated with our organization is constantly challenged to live these values.

City Wide's Unique Value Proposition

We represent the client by providing a part-time facility manager who saves you time and solve problems in your commercial facility.

Why City Wide?



A Valuable Resource for Property Managers

City Wide manages janitorial and building maintenance services for many property management companies. We recognize the multitude of responsibilities on a property manager's plate and aim to reduce the amount of time they spend on managing their maintenance providers.

We are a nationally recognized management company in the building maintenance industry, and are proud to be trusted by management professionals across all industries.

Time Spent	Time Saved
Owners/Managers	Vendors
Budgets	Salespeople
Meetings	Bidding
Forecasting	Interviewing
Tenants/End User	Sourcing
Renewals	Inspections
Satisfaction	Managing
Meetings	Paying
Requests	And More!

Service Agreement**Service Agreement: Seacoast High School Addition**

City Wide Facility Solutions agrees to keep your building clean and disinfected. To accomplish this, we agree to manage all the services listed herein to provide complete and proper maintenance for your premises. We disinfect high-touch surfaces with only EPA-registered disinfectants as a crucial step in keeping your employees and visitors healthy.

Classrooms and Common Area	Frequency
Dust all horizontal surfaces	Daily
Wash whiteboards/chalkboards and clean erasers	Daily
Empty pencil sharpeners	Daily
Clean desks and desk tablets	Daily
Empty all trash containers	Daily
Straighten desks and furniture	Daily
Clean and sanitize telephones	Daily
Spot clean walls/switch plates/doors	Daily
Vacuum walk off mats	Daily
Clean/sanitize water fountains	Daily
Dry mop/spot mop all hard surface floors	Daily
Vacuum/spot clean all carpeted floors	Daily
Clean entrance glass	Daily
Empty recycling containers/trays	Weekly/As Needed
Clean interior windows/frames/ledges	Weekly
Dust wall/ceiling air vents/ventilator covers	Weekly
Offices	Frequency
Dust all horizontal surfaces	3x/Week
Clean desks and desk tablets	3x/Week
Empty all trash containers	Daily
Straighten desks and furniture	3x/Week
Clean and sanitize telephones	3x/Week
Spot clean walls/switch plates/doors	3x/Week
Dry mop/spot mop all hard surface floors	3x/Week
Vacuum/spot clean all carpeted floors	3x/Week
Empty recycling containers/trays	Weekly
Clean windows/frames/ledges	Weekly

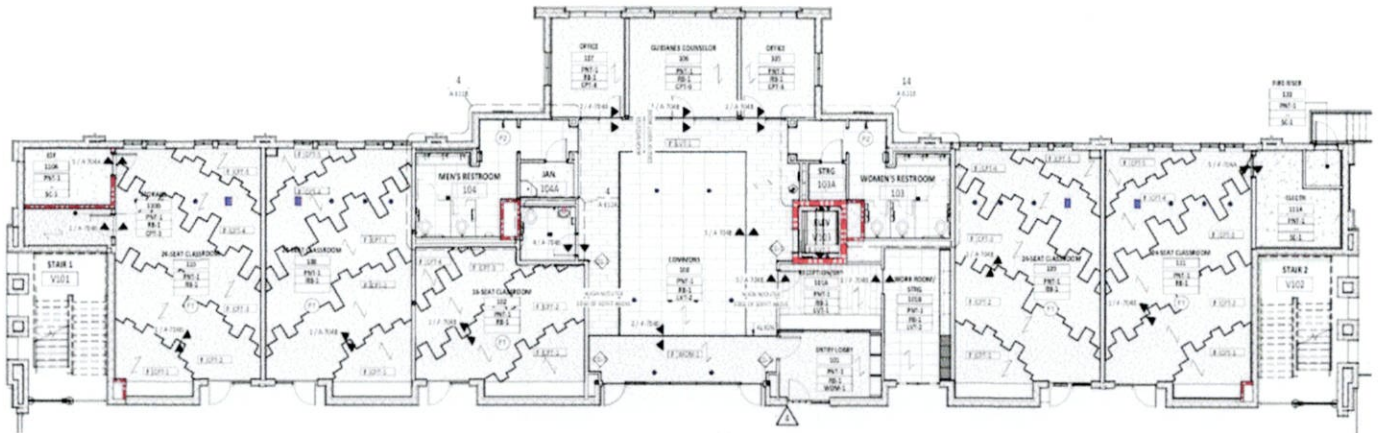
Service Agreement

Wet mop hard surface floors entirely	Weekly
Common Areas	Frequency
Vacuum walk off mats	Weekly
Clean/sanitize water fountains	Daily
Clean interior/exterior entrance glass	Daily
Building Exterior Areas	Frequency
Empty outside trash receptacles	Daily
Sweep or blow off stairwells/landings/walks and entrances	Daily
Clean/sanitize water fountains	Daily
Clean all exterior windows	Per Additional Work Orders Issued
Clean all handrails	Weekly
Pressure wash stairways and landings	Per Additional Work Orders Issued
Pressure wash student common areas and tables	Per Additional Work Orders Issued
Clean/dust ledges, recesses, lights etc.	Per Additional Work Orders Issued
Clean graffiti from buildings/walkways	Per Additional Work Orders Issued
Restrooms	Frequency
Empty waste and sanitary receptacles	Daily
Fill all dispensers	Daily
Sweep/mop tile floors with germicidal	Daily/As Needed
Dust all horizontal surfaces/lockers	Daily
Clean all dispensers	Daily
Sanitize waste/sanitary receptacles	Daily
Replace poly liners	Daily
Clean all mirrors and glass	Daily
Clean and sanitize all fixtures	Daily/As Needed
Sanitize doorknobs	Daily/As Needed
Clean and sanitize wall partitions	Daily/As Needed
Flush with water and sanitize all floor drains	Daily/As Needed
Post and maintain daily cleaning signature	Daily
NOTE: All restrooms shall have a cleaning sign off sheet posted in a visible area at restroom entry. The sheet is to be initialized daily by crew members after the restroom has been serviced. City Wide is responsible for providing and maintaining this form.	
Miscellaneous and Extra Project Work	Frequency
Set up tables/chairs for activities/events and break down after events	Per Additional Work Orders Issued

Service Agreement

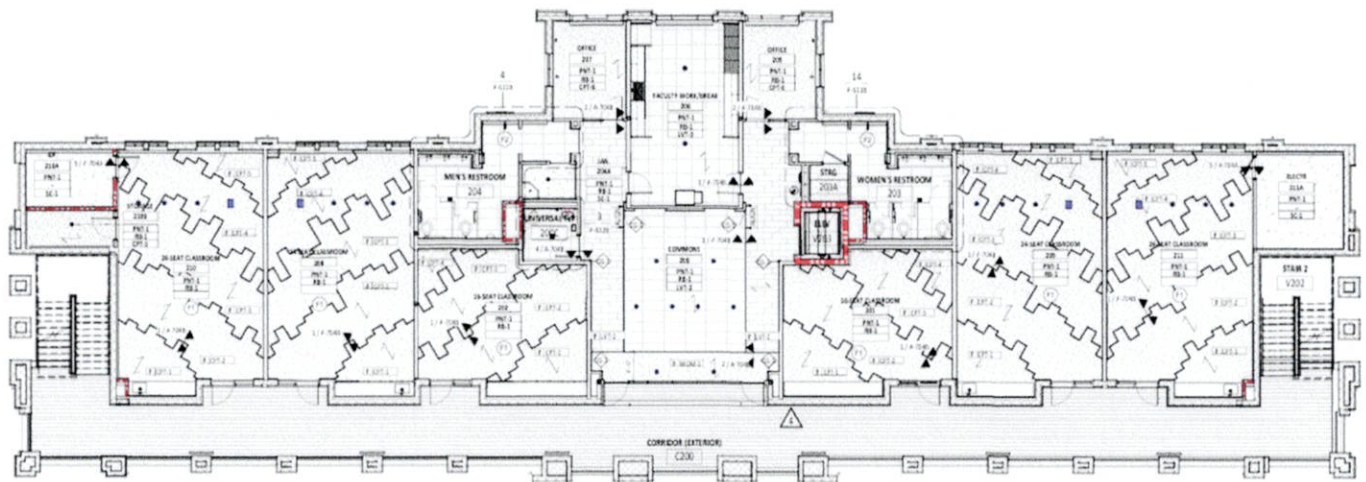
Extract carpeting in high traffic/high soil areas	Per Additional Work Orders Issued
Pressure wash walkways around buildings	Per Additional Work Orders Issued
Spray buff hard surface floors	Per Additional Work Orders Issued
Strip/seal/refinish hard surface floors	Per Additional Work Orders Issued
Shampoo/extract carpeting	Per Additional Work Orders Issued
Clean upholstered furniture	Per Additional Work Orders Issued
Wash/clean all building interior light fixtures	Per Additional Work Orders Issued
Clean carpeting for stain removal*	Per Additional Work Orders Issued
*All carpet cleaning shall be performed per manufacturer guidelines	Per Additional Work Orders Issued
Unique to this Building	Frequency TBD
TBD	TBD
TBD	TBD
TBD	TBD
TBD	TBD
Additional Services offered and priced separately upon request	Frequency TBD
Day porter services	TBD
Set up tables/chairs for activities/events and break down after events	TBD
Extract carpeting in high traffic/high soil areas	TBD
Pressure wash walkways around buildings	TBD
Spray buff hard surface floors	TBD
Strip/seal/refinish hard surface floors	TBD
Shampoo/extract carpeting	TBD
Clean graffiti from buildings/walkways	TBD
Clean upholstered furniture	TBD
Wash/clean all building interior light fixtures	TBD
Clean carpeting for stain removal	TBD

Service Agreement



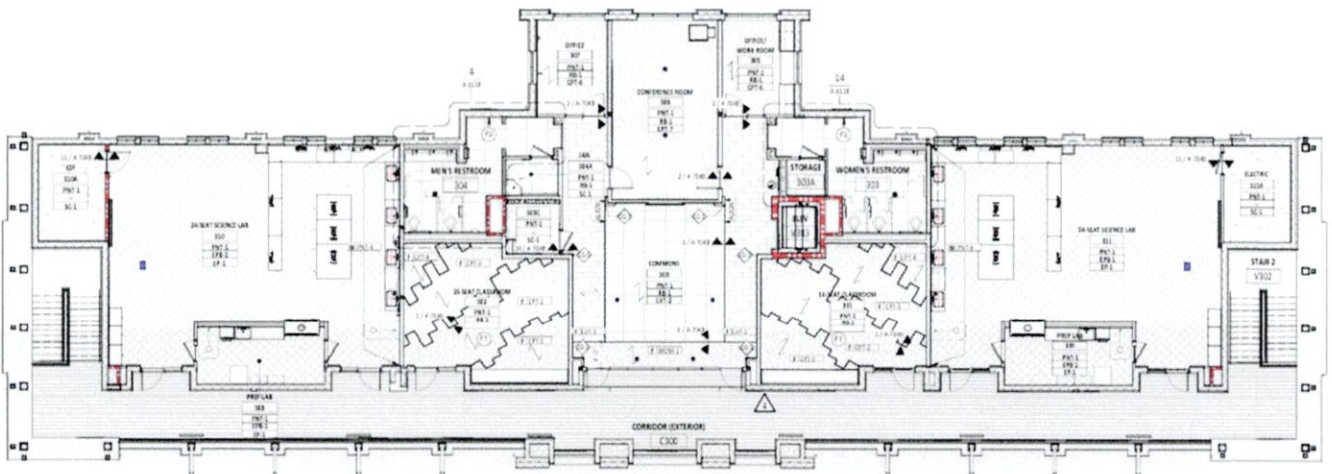
FINISH PLAN - LEVEL 1

SCALE: 1/8" = 1'-0"



FINISH PLAN - LEVEL 2

SCALE: 1/8" = 1'-0"



FINISH PLAN - LEVEL 3

SCALE: 1/8" = 1'-0"

Service Agreement

Pressure Cleaning Services

All pressure washing will be requested and approved by the Seacoast and shall be billed by service requested at the negotiated hourly rate found in Attachment D. All exterior surfaces shall be completely pressure/steam cleaned including all stains, bricks, columns, fascia's, soffits, copper sidings, flashings, roof trim, screens, under hangs, overhangs, canopies, walkways, sky lights, trestles, doors, lights, rails, vents, ledges, recesses, wood grates, signs, stairwells, and any other exterior surfaces not listed. In addition to the above required pressure washing, City Wide may be requested by work order to pressure wash sidewalks or other paved surfaces.

All work shall be performed on weekends and off class hours to be decided by Seacoast. All work will be scheduled with Seacoast a minimum of ten (10) working days prior to commencement, unless the Seacoast requests work on shorter notice. Notice of work scheduled shall include where work will be performed and on which days. Scheduled work shall not commence until approved by Seacoast.

Safety Requirements

1. All work procedures and all equipment provided to each employee must meet all OSHA and ANSI standards.
2. All high work above eight foot must include ladder, boom, high lift, etc. and must be attended to by a spotter with full attention to the safety of workers, pedestrians, the public, students, staff, etc.
3. All public areas must be clearly marked "DANGER-WORKERS ABOVE" and visible from thirty feet of any possible danger, all people shall be directed around work to a point of safety from ladders, staging, boom lifts, chairs, etc.
4. All ethical work practices must be performed according to standard safety procedures and best methods practicum.

Materials and Procedures

City Wide will be responsible for any foliage, lawn, roof, wall, carpet, or other damage. City Wide shall take every precaution to protect Customer's property. The Customer must be notified in writing with supporting images about any existing damage before starting pressure and window cleaning.

Service Schedule

It is expected that City Wide will provide routine custodial services in accordance with the following service schedule. Changes to the following schedule may ONLY be made with the consent of the Customer.

1. Render normal, routine cleaning services during unscheduled classroom and building times, between 6:00 PM - 7:00am, on Mondays through Fridays.

Special Objectives

1. Maintain an environment that is clean, safe and attractive to students, staff and visitors at all times.
2. Concentrate on detail cleaning, including but not limited to, corners, door thresholds, ledges, spider webs, etc.
3. Concentrate on areas designated as high usage and high visibility public areas such as student lounges, courtyards, building entrances, offices, and administrative areas.
4. Replace in original arrangement all chairs, office furniture, etc. after the completion of all cleaning activities.
5. Remove cleaning and waxing compounds off walls, carpet areas and baseboards immediately.
6. Impress upon cleaning personnel the importance of taking responsibility for the total appearance of the facilities as they are performing assigned tasks.
7. Actively assist the Customer to conserve energy by utilizing lighting only in areas where custodial work is being performed.
8. City Wide shall use low- or no-fragrance chemical products or cleaning products.

Special Events

In support of Seacoast special events outside the standard scope of work that requires additional labor, City Wide shall provide employees as requested at the negotiated hourly rate found in Attachment D. For each set up and tear down, event support includes setting up for the event, custodial support for the event, and restoring the space. Work shall be scheduled by maintenance request order and man hours tracked and recorded weekly. Special event support often occurs after the hour before the event and after the event.

Service Agreement

Supplies, Chemicals and Equipment

City Wide is expected to provide all supplies, chemicals, and equipment to handle the complete service.

The following consumables shall be provided/supplied by City Wide:

- Soap for dispensers
- Roll towels
- Toilet tissue (2-ply)
- Gel hand soap
- Multi-fold towels
- Plastic liners (inside/outside trash receptacles)

*Contractors are required to use commercial/ Industrial grade chemicals.

Custodial Equipment

All equipment shall be commercial grade. City Wide shall be required to maintain in good working order all the equipment required to perform this Agreement. City Wide is required to maintain onsite at each campus all equipment needed to fulfill all components of the contract for services done weekly or more frequently or on an emergency basis. For services done monthly or less frequently, City Wide may rent equipment or bring equipment from other City Wide locations to support that work.

Holidays & General

Unless a request is made for service at an additional charge, the following holidays will be observed and no services shall be provided: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Care will be taken to conserve water and power beyond that which is required for the performance of the crew's duties. Every effort will be made to observe and report any unusual occurrences during our time or the crew's time in the building.

Communication Logbook:

A communication logbook may be placed at every account location. The janitorial staff will daily check this book to see if the client has any concerns. The janitorial staff will also use the communication logbook to note any discrepancies in the building, such as maintenance problems, of which the client needs to be made aware.

General

Care will be taken to conserve water and power beyond that which is required for the performance of the crew's duties.

Every effort will be made to observe and report any unusual occurrences during our time or the crew's time in the building.

Any problem that may arise during the crew's work schedule will be reported directly to our contact.

Service AgreementATTACHMENT D
ADDITIONAL SERVICES

Unless otherwise requested by Customer in writing in advance of requested services, rates for Additional Services are for those custodial or grounds services provided for non-Customer sponsored events at whatever time and on whatever day held.

Additional Services do not include Customer events at whatever time and on whatever day held, which are included within the services quotes.

Custodial Projects

- ☐ General custodial services that either fall outside of the Specifications outlined in Service Agreement, or that are above and beyond what is accounted for in Service Agreement, and that are self-performed by City Wide staff will be billed at an hourly rate of \$40.00 / hour.
- Special request projects will be quoted based on scope of project, labor and required supplies/equipment/materials. No work will be performed without an approved purchase order by Seacoast.

ADDITIONAL SERVICES PRICE BREAKDOWN

Billing Rates for Incremental Work (Beyond Baseline Contract Scope)	Unit Price
Supplemental work (Custodian)	\$40/HR
Supplemental Work (Supervisor)	\$40/HR
Supplemental Works (Set-up)	\$40/HR
Other	\$40/HR
Pressure washing: Water Access provided by Seacoast PW On Grade (Hot Water) — operator + helper, wand, scrubber, hoses, PW machine, pretreat \$ 95.00/hr. PW On Grade 1st floor of building (cold Water) — operator + helper, wand, scrubber, hoses, PW machine, pre-treat, extensions \$ 115/hr. PW 2nd and 3rd floor of building (cold Water) operator + helper, wand, scrubber, pretreat, extensions, lifts \$ 135/hr.	\$95\$135/HR



Terms & Conditions

City Wide Facility Solutions | 2 Park Circle SE Suite B | Fort Walton Beach, FL 3254

Terms and Conditions**TRCN HOLDINGS LLC d/b/a CITY WIDE FACILITY SOLUTIONS – GULF COAST**

This AGREEMENT (the "Agreement") is made and entered into as of the 7th day of August 2025, by and between TRCN Holdings LLC d/b/a City Wide Facility Solutions ("City Wide") and Seacoast Collegiate, a sole proprietorship / partnership / limited partnership / limited liability company / corporation /not-for-profit corporation (circle one), organized under the laws of the State of Florida ("Customer"), each sometimes referred to individually as a "Party" and collectively as the "Parties."

1. **Services and Products.** Services and products (if applicable) will be provided as set forth in a separate document ("Service Agreement") attached hereto. The date City Wide's services ("Services") are to commence shall be set forth in the attached Investment Recap, signed by representatives of both Parties. If no date is set forth in the Investment Recap, then Services will commence on a date mutually agreeable to the Parties.
2. **Performance.** Services shall be provided in a professional and workman-like manner in conformity with the Service Agreement. "City Wide Personnel" consists of City Wide employees, agents and/or independent contractors. City Wide shall retain full responsibility for the Services of any City Wide Personnel. If any individual assigned is unacceptable to the Customer, the Customer shall promptly notify City Wide management concerning the situation. If the Parties are unable to arrive at a solution that is acceptable to the Customer, the Customer may request that City Wide replace the individual. City Wide will either replace the individual within a reasonable time frame or terminate the Services provided hereunder effective immediately and City Wide shall have no liability for doing such.
3. **Invoices.** City Wide will invoice Customer on or about the first workday of each month in which Services and products are provided. Monthly fees for Services and Products may be prorated by City Wide when appropriate. Invoices for Services and Products, as set forth in the Service Agreement and Investment Recap, shall be paid net 10 days of invoice. **WHEN APPLICABLE, SALES TAX WILL BE ADDED TO THE INVOICE.** Additional services and products may be purchased by Customer from City Wide. Invoices for the additional services and products will be sent immediately upon completion of the additional services or delivery of the additional products, and payment will be due upon receipt of the invoice. Any dispute concerning an Invoice or Services shall be identified in writing within ten (10) days of the Invoice or the rendering of the Services, as the case may be. City Wide will charge the Customer a late charge of 1½ % per month on all outstanding balances of more than 30 days from the invoice date. Customers shall also pay, where appropriate, all collection costs including reasonable attorneys' fees.
4. **Price Increases.** Notwithstanding anything herein to the contrary, adjustments to the charges for Services, as set forth in the Investment Recap, may be made in the event that (i) additional workmen are employed by City Wide at the request of the Customer to extend service areas and/or specifications, (ii) additional wages are paid out by City Wide for Services, due to union increases and/or (iii) any other governmental action that directly and materially affects City Wide's costs of Services. Any change in fees for Services requires a 30-day prior written notice to Customer, and Customer may elect to terminate the Services provided hereunder in writing prior to the effective date of such increase without penalty. Customer shall immediately notify City Wide in writing of any addition or deletion of square footage being used in Customer's building. No reduction in the charges shall be appropriate until written notification of the deletion of square footage has been given by Customer to City Wide. Charges shall be due for an addition of square footage regardless of whether Customer notifies City Wide of such. Price will be adjusted yearly at the greater of 3% or CPI.
5. **Materials.** All cleaning materials and equipment necessary for Services will be furnished by City Wide, including for usable/consumable items. City Wide will provide the usable/consumable items including, but not limited to, hand towels, toilet tissue, hand soap, and plastic liners. At Customer's option, City Wide may provide these products for an additional cost per estimated first fill quote. Actual monthly use amounts need to be determined between City and customer.
6. **Indemnification.** Customer and City Wide shall fully indemnify, defend and hold harmless the other for any and all costs and expenses (including reasonable attorneys' fees) for any and all claims, costs, expenses and damages arising as a result of acts or omissions of the other, its employees, agents, guests, invitees and/or representatives.
7. **Conflicts.** If terms or provisions herein conflict with the terms or conditions set forth in another agreement between the parties, the terms hereof shall prevail even if the other agreement is entered into prior to this Agreement. City Wide's maximum legal liability and exposure, with respect to conflicts, to Customer hereunder shall not exceed the charges paid by Customer for one month's Services. No oral representations or promises have been made to the Customer.
8. **Non-Solicitation.** While Services are being provided hereunder, including any extension or renewal of the Services, and for a period of 180 days following the termination of City Wide's Services, Customer shall not employ, contract with nor have any business dealings whatsoever with any individual or company that is or was an employee, agent or independent contractor of City Wide (or a parent, subsidiary, franchisee, related or associated company) or an employee or agent of a City Wide independent contractor, while Services were being provided hereunder. As used in this section of this Agreement, the term "Customer" shall mean the undersigned Customer, together with all employees, agent's partners, officers, directors and/or principals of Customer and any parent, subsidiary, related or associated company. Should the Customer breach the covenants of this section of this Agreement, in addition to all other remedies provided by law, it is understood that City Wide shall be entitled to: (a) an immediate Temporary Restraining Order from any Court of competent jurisdiction, and thereafter to a Preliminary Injunction and a Permanent Injunction; and (b) immediate payment by Customer of liquidated damages in the amount of one thousand dollars per week for each violation, the Customer acknowledging that actual damages would be difficult or impossible to calculate; and (c) immediate payment by Customer of all costs and expenses incurred by City Wide in connection with the enforcement of this Agreement, including, but not limited to, reasonable attorneys' fees, investigation costs and court costs. Any period of time in which Customer violates the provisions of this paragraph shall be added to the 180 day duration of the restriction.
9. **Relationship of Parties.** Each Party and its personnel are independent in relation to the other Party with respect to all matters arising under this Agreement. Nothing herein shall be deemed to establish a partnership, joint venture, association, or employment relationship between the

Terms & Conditions

City Wide Facility Solutions | 2 Park Circle SE Suite B | Fort Walton Beach, FL 3254

Parties. Neither Party may assume or create any obligations on the other's behalf without prior written consent. Each Party shall remain responsible for the withholding and payment of all federal, state, and local personal income, wage, earnings, occupations, social security, unemployment, sickness and disability insurance taxes, payroll levies, or employee benefit requirements now existing or hereafter enacted and attributable to themselves and their respective personnel.

10. Compliance. The Customer agrees to keep, or cause to keep, all of its facilities in conformity with all applicable federal, state or local laws, ordinances and regulations, as well as in conformity with requests made by City Wide to facilitate the performance of its Services, and agrees to fully indemnify, defend and hold harmless City Wide from any loss, injury or damages (including attorneys' fees) caused by the Customer's failure to abide by the terms of this paragraph and/or this Agreement.

11. Security. City Wide and its employees, agents, contractors and related companies shall not be responsible for cash and personal valuable items left in the subject building. It is the Customer/tenants' responsibility to have such items locked in a secured area, where City Wide Personnel do not have access. In the event of a theft, City Wide will fully cooperate with law enforcement agencies.

12. Keys. Customer agrees to provide four (4) complete sets of building keys. Customer agrees to allow City Wide to copy keys at a cost of \$5.00 per key, to be invoiced separately of monthly service charges if four (4) sets are not provided.

13. Insurance. Customer shall maintain adequate insurance protection covering the subject premises and its employees, including coverage for statutory workers' compensation and comprehensive general liability for bodily injury and property damage. City Wide agrees to maintain in effect at all times during the term of the Services rendered hereunder the following insurance: bodily injury with limits of \$1,000,000 for each person and \$1,000,000 for each occurrence, property damage with limits of \$1,000,000 per occurrence. Insurance certificates will be furnished upon request. In addition, City Wide shall maintain worker's compensation insurance as required by applicable law.

14. Term. The term of the Services to be provided hereunder shall commence as set forth herein and shall continue in full force and effect until terminated as set forth herein. Either Party may terminate the Services to be provided hereunder upon thirty (30) day written notice, provided that no such termination shall affect Customer's obligation to pay City Wide for all Services rendered and product provided. Notwithstanding the foregoing, it is understood that the Services to be provided hereunder cannot be terminated by the Customer until after the Services have been provided for an initial ninety (90) day period. The services may be terminated by the Customer at any time after the expiration of the initial term as follows: (a) Customer shall provide City Wide Maintenance with a written notice stating a problem and allow City Wide 30 days to cure the problem. If City Wide Maintenance is unable to cure the problem specified by Customer to Customer's satisfaction, Customer may then terminate the services by providing thirty (30) prior written notice to City Wide.

15. Force Majeure. City Wide shall be excused from its performance for a commercially reasonable period of time to the extent that it is prevented, hindered or delayed by a force majeure occurrence.

16. Assignments. This Agreement shall bind all parties, their heirs, assigns, successors, agents and representatives. City Wide may assign this Agreement and its obligations hereunder.

17. Governing Law. This Agreement shall be governed by the laws of Florida. The Customer consents to the jurisdiction and venue of any court in Florida.

18. Arbitration. The parties hereto agree that any dispute respecting the interpretation of this Agreement, a breach hereof or otherwise dealing with this Agreement (and addendums or amendments thereto), shall be resolved by binding arbitration conducted in Fort Walton Beach, FL. If Customer loses, it shall pay City Wide's arbitrator fee, as well. In the event the parties cannot agree upon an arbitrator, the parties agree that USA& M in accordance with its Consolidated Arbitration Rules (and if not available, then another reputable arbitration company in the state of Florida shall provide the arbitrator. Informal rules of evidence and procedure shall apply. It is understood that in the event City Wide is desirous of injunctive relief, it may, at its option, seek such in court without waiving its rights to have the money damage claims be resolved by an arbitrator.

THIS AGREEMENT CONTAINS A BINDING ARBITRATION PROVISION TO WHICH, THE PARTIES AGREE TO BE BOUND.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as of the date first written above.

Seacoast Collegiate High School

TRCN Holdings LLC
d/b/a City Wide Facility Solutions – Gulf Coast

By: _____

By: _____

Print: _____

Print: _____

Title: _____

Title: _____

A SIGNED FACSIMILE OR EMAIL COPY OF THIS DOCUMENT IS AS BINDING AS AN ORIGINAL.

Investment Recap

Investment Recap

City Wide Facility Solutions Janitorial Service Package

Includes all janitorial services outlined in the service agreement.

Service(s) to be Performed	Frequency	Total Price Per Month
Janitorial Service	5x/week-Number of months TBD	\$7,482.28

TOTAL MONTH INVESTMENT\$7,482.28 Plus Tax

- Quote Includes:
- Assignment of a Facility Solutions Manager that visits 1 time per month and a Night Manager to hire, manage, train, and hold accountable all persons responsible for cleaning.
 - All services performed as listed in the detailed service agreement.
 - All chemicals and basic equipment needed to perform the services outlined in the service agreement. Price does include consumable products as shown in the service agreement.

City Wide Facility Solutions – Gulf Coast

Seacoast Collegiate High School

Authorized Representative Signature

Authorized Representative Signature

Date

Title

Start Date

Investment Recap

Executive Summary

We see every new proposal as an opportunity to better customize our unique process to fit each new challenge. We understand you have experienced headaches in the past concerning your janitorial services. Our goal is to get the job done and done right. To ensure this, we have designed a process with your company and its biggest issues in mind.

We Hear You. Based on conversations and research we've conducted, we have identified these key areas of concern. How We Manage the Situation. Our approach is designed to proactively solve these key concerns. This document is not simply a promise to address these areas, but points to specific elements in our process, outlined in your proposal, that ensure the job will get done.

C1: You want **consistency** and are tired of dealing with repetitive issues.

R1: Consistency is better managed by our business model and technology. Our practice of aligning ourselves with independent contractors frees up our managers to do one thing—manage. It also allows owners to recruit friends and family who are more committed than hourly workers. Technology helps us manage the details and reduce chances for repetitive issues.

C2: **Costs** are a big issue. You want the job done right, but you need to lower your expenses.

R2: We manage your costs by **providing you multiple options** in the way we workload your facility, which provides you with **cost-effective, intelligent choices**. No one can do anything beyond what City Wide can do for you; this truly is an industry where you get what you pay for.

C3: Building maintenance is not your primary job and **you don't have time** to deal with cleaning issues.

R3: We know you have a job to do. You will have one great manager who is your one point of contact for everything. The job of that manager is to simply get it done so that you can do one thing—go back to your business.

C4: You want a company that will handle the **basic cleaning service** without you having to constantly complain.

R4: We understand that great janitorial service is pretty much invisible. Our great managers ensure this. By utilizing the latest technology, this manager can oversee every aspect of the work, so it gets done properly.

C5: You are tired of janitorial services that start out good but then become **just like all the rest**.

R5: Anyone can get your business and work hard to deliver in the initial weeks, but do they have the operational structure to guarantee performance over the long term? Our approach is different, and it will produce noticeable, positive results.

C6: You're tired of things getting missed. You want a company that pays more attention to the **details**.

R6: We recognize attention to detail is what separates good cleaning crews from bad. Our crews' usage of the latest technology drives a process that better identifies what is needed to do the job right and documents every step to ensure the little things aren't missed.

C7: When there are issues, you want better **communication** and immediate response.

R7: It's all about great managers. City Wide has created compensation plans designed to ensure our managers and crews are responsive to your concerns. Their compensation is directly linked to your satisfaction. This, along with technology that offers seamless communication, allows us to resolve issues in 24 hours or less.

C8: You have grown frustrated with a **constant turnover** of cleaning staff.

R8: Although there may be occasional crew changes, City Wide's model reduces turnover by better aligning ourselves with labor forces that are better trained, better paid, and therefore more loyal.

C9: You don't want to have to worry about **building security**.

R9: Our reputation is immensely important to us, and security issues are one of the fastest way to break down that reputation. We put into place an approach to business that emphasizes our core values and ensures they are met through 100% accountability.