

Virginia Bradford, Assistant Superintendent  
Office of District Compliance Units

**SUBJECT:       REQUEST AUTHORIZATION FOR THE SUPERINTENDENT TO  
ENTER INTO TWO CONTRACTUAL AGREEMENTS WITH THE  
RADISSON MART PLAZA HOTEL FOR THE 2004-2005 NEW  
TEACHER ORIENTATION AND LUNCHEON**

**COMMITTEE:   EDUCATION AND SCHOOL OPERATIONS**

Authorization is requested for the Superintendent to enter into two contractual agreements with the Radisson Mart Plaza Hotel for the 2004-2005 New Teacher Orientation scheduled for August 6<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup>, 2004. Approximately 1,400 teachers are expected to attend.

The first contract will provide for leasing of meeting rooms and audio-visual aids using district funds at a cost not to exceed \$18,000. A second contract using sponsorship funds will provide services for the New Teacher Orientation Luncheon in an amount not to exceed \$26 per person, for each of up to 1,400 teachers for a cost not to exceed \$36,400.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, authorize the Superintendent to enter into two contractual agreements with the Radisson Mart Plaza Hotel to provide for the leasing of meeting rooms and audio-visual aids, at a cost not to exceed \$18,000 and for the luncheon, at an amount not to exceed \$26 per person for each of up to 1,400 teachers for a cost not to exceed \$36,400.