

Valtena G. Brown, Deputy Superintendent/Chief Operating Officer  
School Operations

**SUBJECT: REQUEST AUTHORIZATION FOR THE SUPERINTENDENT TO ENTER INTO CONTRACTUAL AGREEMENTS TO LEASE FACILITIES FOR THE 2014-2015 GRADUATION EXERCISES AND TO PAY FOR ANCILLARY SERVICES ASSOCIATED WITH GRADUATION**

**COMMITTEE: INSTRUCTIONAL EXCELLENCE AND COMMUNITY ENGAGEMENT**

**LINK TO STRATEGIC FRAMEWORK: EDUCATION**

Authorization is requested for the Superintendent to enter into contractual agreements to lease facilities for the 2014-2015 graduation exercises, May 27, 2015, through June 4, 2015, for all senior high schools. Additionally, authorization is requested to pay for ancillary services associated with graduation, e.g., stagehands, electricians, ushers, parking and parking attendants, and the rental of audio-visual equipment, plants, chairs, pianos, crowd control dividers, and the rental of caps and gowns for District and Region administrators who will attend graduations as platform guests. The projected cost for these graduation exercises and ancillary costs is estimated to be \$445,000.00.

Planning for the 2014-2015 graduation exercises began in July 2014. In the process of site selection, consideration is given to the scheduling of all graduations at sites to accommodate each school's graduation class size. The use of school sites for graduation exercises will be investigated.

Proposed sites for the 2014-2015 graduation rehearsals and exercises for the fifty-two (52) senior high schools and four (4) alternative education centers are as follows:

- Area Stage Company at the Riviera Theater
- Adrienne-Arsht Center for Performing Arts
- Coral Gables Women's Club
- Florida International University Graham Center
- Florida International University U. S. Century Bank Arena
- Florida International University Wertheim Center
- Olympia Theater at Gusman Center
- James L. Knight Center
- Joseph Caleb Community Center
- Jungle Island Tree Top Ballroom
- Manuel Arttime Theater
- Miami-Dade County Auditorium
- Shepard and Ruth K. Broad Auditorium, Barry University
- South Miami-Dade Cultural Arts Center
- The Fillmore Miami Beach at the Jackie Gleason Theater
- University of Miami BankUnited Center

Personnel in the Office of Risk and Benefits Management will review all contracts to include indemnification and insurance provisions.

The appropriation for these items is included in the General Fund of the 2014-2015 Adopted Budget under Fund 100000, Functional Area 90160000-510300, GL Account 536000/539000, Cost Center 1972300.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, authorize the Superintendent to:

1. enter into contractual agreements with the following sites for graduation rehearsals and exercises, May 27, 2015, through June 4, 2015:
  - Area Stage Company at the Riviera Theater
  - Adrienne Arsht Center for Performing Arts
  - Coral Gables Women's Club
  - Florida International University Graham Center
  - Florida International University U. S. Century Bank Arena
  - Florida International University Wertheim Center
  - Olympia Theater at Gusman Center
  - James L. Knight Center
  - Joseph Caleb Community Center
  - Jungle Island Tree Top Ballroom
  - Manuel Artime Theater
  - Miami-Dade County Auditorium
  - Shepard and Ruth K. Broad Auditorium, Barry University
  - South Miami-Dade Cultural Arts Center
  - The Fillmore Miami Beach at the Jackie Gleason Theater
  - University of Miami BankUnited Center
2. enter into agreements for indemnification of the graduation sites listed above; and
3. authorize payment for charges incurred to lease the facilities and to pay for ancillary services associated with graduation, e.g., stagehands, electricians, ushers, parking and parking attendants, and the rental of audio-visual equipment, plants, chairs, pianos, crowd control dividers, and the rental of caps and gowns for District and Region administrators who will attend graduations as platform guests at a total cost not to exceed \$445,000.00.

The appropriation for these items is included in the General Fund of the 2014-2015 Adopted Budget.