

Mercedes Toural, Chief Education Officer
and Deputy Superintendent of Schools

**SUBJECT: REQUEST AUTHORIZATION FOR THE SUPERINTENDENT TO
ENTER INTO CONTRACTUAL AGREEMENTS TO LEASE FACILITIES
FOR THE 2003-2004 GRADUATION REHEARSALS AND EXERCISES
AND TO PAY FOR ANCILLARY COSTS ASSOCIATED WITH
GRADUATION**

COMMITTEE: EDUCATION AND SCHOOL OPERATIONS

Authorization is requested for the Superintendent to enter into contractual agreements to lease facilities for the 2003-2004 graduation rehearsals and exercises, June 8 through June 11, 2004. Additionally, authorization is requested to pay for ancillary costs associated with graduation, i.e., stagehands, electricians, ushers, police/security personnel, parking attendants, and the rental of audio-visual equipment, plants, chairs, pianos and crowd control dividers. The projected cost for these graduation rehearsals, exercises, and ancillary costs is estimated to be \$220,000.

Planning for the 2003-2004 graduation exercises began in October, 2003. In the process of site selection, consideration is given to the scheduling of all graduations within a three-day period at sites to accommodate each school's graduation class size.

Proposed sites for the 2003-2004 graduation rehearsals and exercises for 36 senior high schools and six alternative education centers are:

- Miami-Dade County Auditorium
- Miami-Dade Community College-Kendall
- Miami Beach Convention Center
- Jackie Gleason Theater of Performing Arts
- University of Miami Convocation Center
- Gusman Center for Performing Arts - Olympia Theater
- Florida International University Golden Panther Arena
- Florida International University Graham Center
- Florida International University Wertheim Center
- Joseph Caleb Community Center
- University of Miami James L. Knight Center-Ashe Auditorium
- Barry University Broad 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 2003-2004 Adopted Budget under Fund 0100, Function 5103, Program 9016, Object 5360/5390, Location 9723.

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

1. enter into contracts with the following sites for graduation rehearsals and exercises, June 8 through June 11, 2004:
 - Miami-Dade County Auditorium
 - Miami-Dade Community College-Kendall
 - Miami Beach Convention Center
 - Jackie Gleason Theater of Performing Arts
 - University of Miami Convocation Center
 - Gusman Center for Performing Arts - Olympia Theater
 - Florida International University Golden Panther Arena
 - Florida International University Graham Center
 - Florida International University Wertheim Center
 - Joseph Caleb Community Center
 - University of Miami James L. Knight Center/Ashe Auditorium
 - Barry University Broad Center;
2. enter into agreements for indemnification of the graduation sites listed above; and
3. authorize payment for charges incurred for ancillary services associated with graduation, i.e., stagehands, electricians, ushers, police/security personnel, parking attendants, and the rental of audio-visual equipment, plants, chairs, pianos and crowd control dividers, at a total cost not to exceed \$220,000.

The appropriation for these items is included in the General Fund of the 2003-2004 Adopted Budget.

RKF/FCS:pra