

Valtena G. Brown, Chief Operating Officer  
School Operations

**SUBJECT:                   REQUEST AUTHORIZATION FOR THE SUPERINTENDENT TO  
ENTER INTO CONTRACTUAL AGREEMENTS TO LEASE  
FACILITIES FOR THE 2012-2013 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 2012-2013 graduation exercises, May 28, 2013, through June 7, 2013, 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, and crowd control dividers. The projected cost for these graduation exercises and ancillary costs is estimated to be \$348,050.

Planning for the 2012-2013 graduation exercises began in August 2012. 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 2012-2013 graduation rehearsals and exercises for the forty-seven (47) senior high schools and three (3) alternative education centers are as follows:

- Adrienne Arsht Center for the 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 for the Performing Arts
- Joseph Caleb Community Center
- Jungle Island Treetop Ballroom
- Manuel Arttime Theater
- Miami Beach Convention Center
- Miami-Dade County Auditorium
- Shephard 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
- University of Miami James L. Knight Center-Ashe Auditorium

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 2012-2013 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 28, 2013, through June 7, 2013:
  - Adrienne Arsht Center for the 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 for the Performing Arts
  - Joseph Caleb Community Center
  - Jungle Island Treetop Ballroom
  - Manuel Artime Theater
  - Miami Beach Convention Center
  - Miami-Dade County Auditorium
  - Shephard 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
  - University of Miami James L. Knight Center-Ashe Auditorium
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, and crowd control dividers, at a total cost not to exceed \$348,050.00.

The appropriation for these items is included in the General Fund of the 2012-2013 Adopted Budget.