

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 2016-2017 GRADUATION EXERCISES AND TO PAY FOR ANCILLARY SERVICES ASSOCIATED WITH GRADUATION**

**COMMITTEE:               PERSONNEL SERVICES AND STUDENT AND SCHOOL SUPPORT**

**LINK TO STRATEGIC BLUEPRINT:           SAFE, HEALTHY AND SUPPORTIVE LEARNING ENVIRONMENT**

Authorization is requested for the Superintendent to enter into contractual agreements to lease facilities for the 2016-2017 graduation exercises, May 31, 2017 through June 8, 2017, 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, 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 \$465,000.00.

Planning for the 2016-2017 graduation exercises began in July 2016. 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 considered.

Proposed sites for the 2016-2017 graduation rehearsals and exercises for the fifty-seven (57) schools are as follows:

- Adrienne Arsht Center for the Performing Arts
- Area Stage Company at the Riviera Theater
- Coral Gables Women's Club
- Florida International University Arena
- Florida International University Graham Center
- Florida International University The Herbert and Nicole Wertheim Performing Arts Center
- James L. Knight Center
- Jungle Island Treetop Ballroom
- Manuel Artime Theater
- Miami Dade College North Campus – Lehman Theater
- Miami-Dade County Auditorium
- Olympia Theater
- Seminole Theater
- Shepard and Ruth K. Broad Performing Arts Center, Barry University
- South Miami-Dade Cultural Arts Center
- The Fillmore Miami Beach at Jackie Gleason Theater
- University of Miami Maurice Gusman Concert Hall
- University of Miami Watsco 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 2016-2017 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 31, 2017, through June 8, 2017:
  - Adrienne Arsht Center for the Performing Arts
  - Area Stage Company at the Riviera Theater
  - Coral Gables Women's Club
  - Florida International University Arena
  - Florida International University Graham Center
  - Florida International University The Herbert and Nicole Wertheim Performing Arts Center
  - James L. Knight Center
  - Jungle Island Treetop Ballroom
  - Manuel Artime Theater
  - Miami Dade College North Campus – Lehman Theater
  - Miami-Dade County Auditorium
  - Olympia Theater
  - Seminole Theater
  - Shepard and Ruth K. Broad Performing Arts Center, Barry University
  - South Miami-Dade Cultural Arts Center
  - The Fillmore Miami Beach at Jackie Gleason Theater
  - University of Miami Maurice Gusman Concert Hall
  - University of Miami Watsco 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, 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 \$465,000.00.

The appropriation for these items is included in the General Fund of the 2016-2017 Adopted Budget.

VGB:mf