

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 2018-2019 GRADUATION EXERCISES AND TO PAY FOR ANCILLARY SERVICES ASSOCIATED WITH GRADUATION**

**COMMITTEE:               PERSONNEL, STUDENT, SCHOOL, AND COMMUNITY 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 2018-2019 graduation exercises, May 29, 2019 through June 6, 2019, for all senior high schools with a waiver of the School Board's traditional termination clause, indemnification and hold harmless clauses with the graduation sites listed. 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 \$500,000.00.

Planning for the 2018-2019 graduation exercises began in July 2018. 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 2018-2019 graduation rehearsals and exercises for the fifty-eight (58) senior high schools and seven (7) alternative education and specialized centers (65 in total) are as follows:

- Adrienne Arsht Center for the Performing Arts
- Fair Expo Center
- Florida International University – Roz and Cal Kovens Conference Center
- Jungle Island
- Miami Beach Convention Center
- Miami Dade College North Campus – William and Joan Lehman Theater
- Miami Marine Stadium / City of Miami
- Ocean Bank Convocation Center at FIU
- Olympia Theater
- South Miami-Dade Cultural Arts Center
- Watsco Center at the University of Miami
- Zoo Miami

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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 2017-2018 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 29, 2019 through June 6, 2019:

- Adrienne Arsht Center for the Performing Arts
- Fair Expo Center
- Florida International University – Roz and Cal Kovens Conference Center
- Jungle Island
- Miami Beach Convention Center
- Miami Dade College North Campus – William and Joan Lehman Theater
- Miami Marine Stadium / City of Miami
- Ocean Bank Convocation Center at FIU
- Olympia Theater
- South Miami-Dade Cultural Arts Center
- Watsco Center at the University of Miami
- Zoo Miami

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2. enter into agreements permitting waiver of the School Board's traditional termination clause, indemnification and hold harmless clauses with 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 \$500,000.00. This does not include costs for police services.

The appropriation for these items is included in the General Fund of the 2018-2019 Adopted Budget.