



MEMORANDUM
Operations
Chief Operations Office

Date: September 6, 2005
To: All Principals
From: Nicholas M. Gledich, Chief Operations Officer *A*
Frank Kruppenbacher, General Counsel *FK*
Subject: FACILITY USE REQUIREMENTS FOR PTA AND SAC ORGANIZATIONS

As you are aware the Jessica Lunsford Act is changing the way we do business in several arenas. One of these changes involves PTA and SAC meetings and events.

There are a couple of things you need to know:

- There is no global Certificate of Insurance for PTA and SAC;
- The school is responsible for collecting and maintaining a copy of the Certificate of Insurance for this group and forwarding a copy of the certificate to the Risk Management Department at the ELC.
- School principals and the PTA/SAC will work out dates and time schedules for these meetings and events;
- For the majority PTA/SAC meetings a formalized facility use agreement is not required, but the meeting must be scheduled on-line using the Facility Scheduling Direct (SchoolDude) software at ([http://www.schooldude.com/.](http://www.schooldude.com/)) If assistance is needed to enter the request on-line contact Janie Hewett or Cindy Brisson at 407-317-3386. There is an exception. If any employees are paid for a function or event or outside vendors are working with the PTA/SAC for an event (fall festival) it will be necessary for you to contact the General Counsel's office for further assistance 407-317-3411.

Thank you for your attention to this matter.

Copy: Area Superintendents
County Council of PTA's
Henry Boekhoff
Margaret Nicholls
Rhonda Ledford
Kathie Sills
Janie Hewett