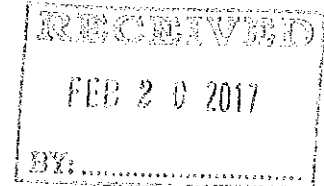


Amy D. Envall, Esq.

February 19, 2017

The School Board of Brevard County, Florida
Attention: Dr. Carol Kindt, Deputy Superintendent
2700 Judge Fran Jamieson Way
Viera, Florida 32940



Dear Dr. Kindt,

As a self-motivated, detail-oriented individual, my strengths include researching, writing, and editing. My co-workers have described me as ethical, friendly, professional, outgoing, and thorough. My significant, related experience in educational and governmental law, my skill set, and both my Juris Doctor degree and my education degree make me uniquely qualified to be your first in-house General Counsel.

I currently serve as a Staff Attorney III and Ethics Compliance Officer for Orange County Public Schools, where my responsibilities mirror those of the General Counsel you seek. I have served as a local government attorney for over ten years. In addition to my current service with Orange County Public Schools, where I have been for the past three years, I have served as the General Counsel to the Osceola County Clerk of Court, as an Assistant County Attorney for Osceola County, and as a Trial Court (Judicial) Staff Attorney for the Ninth Judicial Circuit. These experiences, collectively, have provided me with the skills that will undoubtedly enhance the provision of legal services for Brevard County Public Schools because I have gained vast experience in a variety of areas of law and I have the ability to independently perform legal research and analysis in order to issue well-reasoned legal opinions. I work very well with internal and external customers, my co-workers, the media, and the public.

I began my professional career in education as a fourth grade teacher and, once I obtained my Juris Doctor degree, I also served as an administrator, in two different capacities, at Barry University Dwayne O. Andreas School of Law. As the Assistant Dean for Academic Programs and Faculty Development for the law school, I ensured compliance with and oversaw all reporting requirements to the American Bar Association (ABA), the Southern Association of Colleges and Schools (SACS), and the American Association of Law Schools (AALS). I drafted service agreements, served as the Coordinator for the Professionalism Enhancement Program, performed legal research pertaining to education, and maintained records in accordance with federal laws. I also served as the Director of Academic Success where I worked collaboratively with faculty and staff on student issues utilizing academic success pedagogy. As part of the law school's administrative team, my daily interactions with students, faculty, and staff required me to facilitate group processes in consensus building, resolve conflicts, make comprehensive plans, establish and follow budgets, and participate daily in the decision-making process. In addition, I demonstrated the ability to work and communicate effectively with people to focus resources (both human and financial) toward the achievement of the university goals. This experience in the educational field has provided me with a unique perspective and a fundamental understanding of the issues that face educational institutions and has proven to be very valuable in my role as an attorney for Orange County Public Schools.

My legal experience representing local government entities has enhanced my abilities to read, interpret, and enforce state and federal laws pertaining to education and public procurement as well as create and revise policy and rules promulgated by each agency. I have consistently performed all of my legal, professional, and personal obligations with the highest attention to ethics and professionalism. My even-toned demeanor, attentiveness to detail, and personality make me the perfect candidate to serve effectively as your General Counsel. I feel that my legal and educational experience has provided me with significant knowledge, skills, and abilities as I am able to assimilate large amounts of materials quickly, balance a diverse workload, and practice in a variety of areas of law. My excellent organizational skills enable me to effectively prioritize, manage, and complete many tasks in a timely manner. In addition, the essential duties of the General Counsel you seek appear to mirror and encompass my current and prior legal experience perfectly, making me the ideal candidate.

It is important to note that I have a very high work ethic, which will most likely meet and complement your needs. I also maintain an open-door policy and make myself available at any time for consultation. I am confident that my references are strong and will confirm my qualifications, knowledge, and my helpful demeanor.

Thank you for your time and I am looking forward to presenting my resume in person for consideration as your General Counsel. I would be honored to serve in this capacity to continue to "give back" to the community. I will continue to pursue my goal of practicing law with the utmost professionalism, integrity, and respect that the career demands.

Sincerely,

Amy D. Envall

Amy D. Envall, Esq.

AMY D. ENVALL, ESQ.

• 407-373-3028 • Email: envallnanb@aol.com

EXPERIENCE:

ETHICS COMPLIANCE OFFICER and ATTORNEY, Orange County Public Schools, Orlando, FL 2014 – Present

- Advise the School Board, Superintendent, Chief of Staff, Chief Operations Officer, Chief Facilities Officer, Chief Information Officer, Chief Financial Officer, and Chief Communications Officer on legal matters affecting the school district
- Attend regular and special School Board meetings and workshops, serve as parliamentarian when needed
- Conduct legal research, prepare and render legal opinions, and answer legal questions as requested by the School Board, Superintendent, and staff
- Provide legal advice and representation to the Operations Department, including the Building Code Compliance Office, Environmental Compliance, Procurement Services, Information Technology, Food and Nutrition Services, Safety and Emergency Management, Transportation Services, and District Police
- Coordinate and direct investigations of whistleblower complaints
- Responsible for monitoring and coordinating work performed by outside legal counsel; review and approve work of outside counsel in the provision of legal services to the school district; review legal bills submitted by outside legal counsel for accuracy and prompt payment
- Facilitate and guide the creation, revision, and adoption of all School Board policies; ensure compliance with the Florida Statutes, the Florida Administrative Code, and applicable federal laws
- Act as legal advisor to the Superintendent at quasi-judicial hearings
- Serve as the Ethics Compliance Officer and perform all associated duties and responsibilities
- Provide legal guidance on issues related to public records requests, draft responses to internal and external customers
- Supervise, manage, and evaluate the work of paralegals, support staff, and interns in the Office of Legal Services; make legal assignments and review work for accuracy and accountability
- Provide legal advice to the Chief Operations Officer with any legal duties and responsibilities, focusing particularly on assisting the Office of Procurement Services advising of the legality of contemplated actions and current practices; manage the representation of bid protest litigation
- Coordinate, plan, and implement in-service training on legal issues for the School Board, departments, divisions, and offices of the school district
- Provide legal guidance on the preparation of the scope of services for competitive solicitations (i.e. RFPs, ITBs, ITNs, etc.)
- Draft and/or review contracts and documents
- Interpret School Board policy, applying the policy and the law to circumstances as they arise in the school district
- Perform a wide variety of duties including the provision of pro-active, professional legal services for all departments, divisions, and offices of the school district
- Respond to internal and external customers in a timely, accurate, courteous, empathetic, and professional manner, representing the school district in a positive light using stellar interpersonal communication skills
- Model the routine, intentional, and effective use of technology in daily work, including communications, organization, and management tasks; maintain confidentiality of privileged attorney-client matters
- Provide annual and periodic reports and feedback regarding services performed in areas of responsibility
- Responsible for self-development and keeping up to date on current research, trends, and best practices in legal areas

BARRY UNIVERSITY DWAYNE O. ANDREAS SCHOOL OF LAW, Orlando, FL

2011 - 2014

ASSISTANT DEAN, ACADEMIC PROGRAMS AND FACULTY DEVELOPMENT

Nov. 2012 – Jan. 2014

- Oversaw all reporting requirements including, but not limited to, the annual ABA Questionnaire, AALS reports, Board of Trustees reports, and SACS reporting by collecting data from all law school departments, preparing ABA/AALS self-study reports, analyzing data, and reviewing ABA standards to ensure law school compliance
- Planned for spring and fall admission class through marketing, development of curricular sequence, advising, assigning mentors, coordinating Moot Court and Trial Team, and preparing orientation program
- Consulted with Dean on ABA and other site visits
- Updated existing student handbook and forms for usage by students and faculty
- Collaborated with all law school departments about internal procedural changes
- Assisted with academic programming, scheduling, and other academic responsibilities
- Assembled documents for faculty for the development of new courses; organized faculty assignments and faculty committees and task forces; participated in the recruiting process of faculty members; facilitated faculty members' scholarly development, publication needs, and presentations; oversaw grants for faculty scholarship, maintained records, and checked for compliance with requirements
- Resolved student issues, worked with students receiving ADA accommodations, and developed aspects of the school's pro bono requirement
- Travelled for admissions recruitment and legal-related forums
- Served as Coordinator of the Student Professionalism Enhancement Program as well as an *ad hoc* member of faculty committees

DIRECTOR, ACADEMIC SUCCESS*Dec. 2011 – Nov. 2012*

- Provided intensive individual academic counseling to students on academic probation, those considered to be at-risk, and those in good standing; maintained confidential files
- Prepared budget and reports on overall program goals
- Assessed individual learning styles and assisted students in identifying study plans and strategies for success; reviewed and provided individual feedback on practice exams, outlines, and overall study and exam-taking skills
- Interviewed, selected, trained, and supervised Dean's Study Fellows to lead study skills workshops offered to all students in the areas of time management, outlining, test-taking strategies, and essay writing
- Worked collaboratively with faculty on student issues utilizing academic success pedagogy
- Interviewed, selected, trained, and supervised Dean's Writing Fellows to assist both incoming and upper level students with law school-related writing in the areas of grammar, punctuation, structure, style and citations; facilitated efficient use of Writing Center
- Collected and maintained data on innovative study skills program
- Served on Academic Standards Committee
- Remained educated on ASP pedagogy, trends, and developments; attended professional conferences
- Systematically collected, analyzed, and interpreted student data, performance, and outcome measures and assessments consistent with ABA standards and those set forth by SACS-COC

GENERAL COUNSEL, Osceola County Clerk of the Court, Kissimmee, FL**2009 - 2011**

- Served as legal advisor to the Clerk and staff on all legal issues
- Represented the Clerk in all court proceedings
- Conducted extensive legal research and issued legal opinions on all areas of law
- Drafted policies and procedures for all areas
- Served as legal counsel to Human Resources department; represented the Clerk in unemployment compensation cases and other lawsuits
- Assisted in and provided legal guidance in the drafting of the Human Resources Policies and Procedures
- Participated in budget-related preparation and decisions
- Worked collaboratively with Chief Judge of the Ninth Judicial Circuit as well as all circuit and county court judges assigned to Osceola County
- Served as Public Information Officer (P.I.O.); interacted and developed professional relationships with the media and other constitutional and local agencies
- Ensured compliance with Government in the Sunshine laws, Public Records laws, and the Florida Rules of Judicial Administration

ASSISTANT COUNTY ATTORNEY, Osceola County Government, Kissimmee, FL**2006 - 2010**

- Performed a variety of complex, high level technical and professional legal work in civil lawsuits
- Served as advisor to the County Attorney on legal trends; assisted and represented the County Attorney whenever needed
- Advised the Board of County Commissioners and several Osceola County departments as to legal rights, obligations, practices, and various aspects of applicable local, state, and federal law
- Prepared and tried cases for civil claims, other suits, and administrative and unemployment compensation hearings Conducted extensive legal research and issued legal opinions
- Drafted ordinances, resolutions, contracts, agreements, deeds, leases, franchises, interlocal agreements, joint use agreements
- Represented Osceola County in court proceedings Drafted and reviewed contracts and documents prepared by other agencies or parties
- Approved contracts, ordinances, and resolutions as to legal form; negotiated and provided legal advice as to substance
- Focus areas included Procurement Services, Library Services, Animal Services, Board of Adjustment, Convention and Visitors Bureau, Tourist Development Council, and various citizen advisory boards/committees

JUDICIAL STAFF ATTORNEY, Ninth Judicial Circuit Court, Kissimmee, FL**2004 - 2006**

- Managed all criminal and civil appeals in Osceola County
- Completed research and drafted memos and proposed orders for the Chief Judge, six circuit judges, three county court judges, and any visiting senior judges in all appellate matters, post-conviction relief motions, capital case issues, writs of habeas corpus, writs of prohibition, writs of mandamus, writs of certiorari, and criminal and civil matters
- Assisted in complex trial issues in the areas of domestic, juvenile, probate, criminal, and civil law
- Conducted presentations for Speakers' Bureau

FOURTH GRADE TEACHER, Mill Creek Elementary School, Kissimmee, FL**1994-1999**

- Grade Level Chair; Science Resource Specialist; Orlando Science Center Ambassador; School Writing Specialist
- ESOL/ESE Endorsement
- Disney's Teacher-ific Special Judges Award recipient

BAR ADMISSIONS:

Bar of the United States Supreme Court, 2012

Bar of the State of Florida, 2004

Standing Committee for the Unlicensed Practice of Law, 2012 to present

Education Law Committee, 2015 to present

Bar of the United States District Court, Middle District of Florida, pending – attending swearing-in ceremony in April 2017

LEGAL COMMUNITY LEADERSHIP AND ACTIVITIES:

Florida School Board Attorneys Association (FSBAA), Member

Florida Association of Police Attorneys (FAPA), Member

Osceola County Bar Association, Member

Legal Aid Society of Osceola County, Inc., Secretary and Founding Member

Ninth Judicial Circuit Pro Bono Committee, Co-Chair of Communications Committee

Florida Association of Court Clerks, former Member

Florida Association of County Attorneys, former Member

COMMUNITY LEADERSHIP AND ACTIVITIES:

H.O.M.E. (Helping Others Make the Effort, Inc.) – Chair, Board of Directors (non-profit organization)

IDignity Osceola, Inc. – Member of Board of Directors (non-profit organization)

Aspire Health Partners, Inc. (formerly known as The Center for Drug Free Living, Inc.) – Member of Board of Directors (non-profit organization)

Boy Scouts of America – Troop 192 Committee Member, former Assistant Scoutmaster; former Pack 3069 Den Leader and Treasurer

Central Florida World Clown Alley graduate; volunteer at various local and national charity events

EDUCATION:

JURIS DOCTOR, Barry University School of Law, Orlando, FL

2004

Honors and Activities: **Law Review:** Executive Editor 2000-2002, authored "The Aftermath of the Exxon Valdez

Catastrophe: Have We Learned Anything?"; General Member 2002-2003; **Graduated 5th in Class; Women Lawyer's**

Association: Secretary 2001-2002, Carnival Chair Person 2000-2002, Vice President Community Service 1999-2000,

Founding Member; **Delta Theta Phi International Law Fraternity:** Founding Member 2000-2004; **Student Bar**

Association: Senator 1998-1999; **A+:** Torts and Evidence

BACHELOR OF SCIENCE in EDUCATION, Miami University, Oxford, OH

1994

Honors and Activities: **John E. Dolibois European Center in Luxembourg:** 1992-1993, Music Performance

Certificate from Luxembourg Conservatoire de Musique; **Dean's List; Kappa Delta Sorority:** Member Educator 1992-

1994; **Synchronized Swim Team:** Member and Treasurer 1990-1994; **Gymnastics Team:** Member 1990-1994

SKILLS AND HOBBIES:

Languages – Swedish (fluent) and German (conversational)

Computer Proficiencies – Westlaw Advanced Certification, Lexis/Nexis, Microsoft Word/Outlook/Excel, Word, Power Point
Traveling; camping; snow skiing