



ZILAITIS LAW, P.A.

Frank D. Zilaitis

February 17, 2017

Via email to kindt.carol@brevardschools.org

Brevard Public Schools
Attn: Dr. Carol Kindt, Deputy Superintendent
2700 Judge Fran Jamieson Way
Viera, FL 32940



Re: General Counsel to the School Board of Brevard County, Florida

Dear Dr. Kindt:

It is an honor and a privilege to offer the enclosed resume in support of my application for the position of General Counsel to the School Board of Brevard County, Florida.

I want to join the Brevard Public Schools team because I am passionate about education. As a parent, I know the value of Brevard's public education system through the amazing work and dedication of the School District's administration and instructional and support staff. Four of my five children have attended Ocean Breeze Elementary School in Indian Harbour Beach, after which they attended Hoover Middle School in Indialantic. Three are graduates of Satellite High School; one is a junior at Satellite; and one is a freshman in Brevard Virtual School. The freshman is the family pioneer in online learning. The junior just made All-County Orchestra and All-County Jazz Band. Two of the graduates' high school diplomas are designated *Satellite Academy of Fine Arts*. All three went on to college. One is a sophomore on a privately funded, full-tuition, academic scholarship at the University of South Florida who has made the Dean's List. Another is a senior on a privately funded, partial-tuition, academic scholarship at Cornell College in Iowa and has been garnering All-Conference recognitions in the NCAA Division III's Midwest Conference in football and track and field; after having participated in those sports in high school, including having received a Class 2A Medal for 7th Place in State Field Discus. The third Satellite graduate had earned a Bright Futures Florida Medallion Scholar award and then graduated summa cum laude from Florida State University in 2009.

I want to work at Brevard Public Schools in a capacity that fully utilizes the skill set I have developed through my experience in the fields of law, business, management, and engineering. I graduated from Quinnipiac University School of Law with a Juris Doctor degree in 1999. I became a member of The Florida Bar the same year and have been a member in good standing ever since. I was admitted to practice law in the United States District Court for the Middle District of Florida in 2007 and have also been a member in good standing since then. I have fifteen years of experience owning and operating a law firm, including managing personnel, trying cases, and preparing and negotiating settlement agreements related to marital and family, personal injury, criminal defense, and debt matters. Prior to opening my firm, I served the citizens of Brevard County as an assistant state attorney. I was also briefly associated with two private law firms. I hold a Master of Business Administration degree in Finance and Bachelor of Science and Master of Science degrees in Electrical Engineering. With these degrees and prior to operating a law firm, I accumulated sixteen years of engineering and project management experience in the aerospace industry, including having prepared and reviewed proposals, contracts, statements of work, and specifications.

OFFICE ADDRESS
330 5th Avenue, Indialantic, FL 32903

MAILING ADDRESS
128 Anona Place, Indian Harbour Beach, FL 32937

Telephone: 321.773.2448, Facsimile: 321.773.2449
E-mail: frank@zilaitis.com, Internet: www.zilaitis.com

I am knowledgeable about government at all levels not only because of my education and employment but also because of my activities outside of employment and my interest in improving the law. I have personally managed the affairs of incapacitated individuals and served as a proposal manager for an executive of a start-up company attempting to provide comprehensive medical services for the Federal Bureau of Prisons. Through these activities, I have become familiar with the Centers for Medicare and Medicaid Services and the associated federal and federal/state benefits programs, respectively. As a volunteer member of The Florida Bar Family Law Section, I served as Chair of a statewide committee whose work-product resulted in a paradigm shift in the resolution of a highly sensitive family matter—a shift from litigation to collaboration among parents dealing with timesharing of children. The work-product of the Parenting Bill Committee, a body of over thirty legal and mental health professionals, gave me the opportunity to see how a private activity became a legislative bill that became Florida's Public Law 2008-61. Locally, I served as an appointed member of the 2009-2010 Brevard County Charter Review Commission. The Commission recommended four amendments for the 2010 general election ballot and three were approved by the electors.

With over thirty years of experience working within the fields of law, business, management, and engineering, I am prepared to function effectively as General Counsel to the School Board of Brevard County. Through almost six years of service on the Board's Audit Committee, I have learned much about the organizational structure and operations of the District. I have also become knowledgeable about constitutional, statutory, and administrative laws governing public education in Florida, including the federal Individuals with Disabilities Education Act and Florida's Government-in-the-Sunshine laws, and the *Bylaws & Policies* and *Administrative Procedures* governing Brevard Public Schools. As the chief legal advisor to the Board, who also provides legal advice to the Superintendent and District Administration, I will share the knowledge and wisdom I have gained from my extensive experience. I have read and understand the performance responsibilities of the General Counsel, including: attending public meetings and closed-door sessions; providing oversight of litigation, legal opinions, policy, and contract interpretation; managing and directing in-house and outside attorneys; and performing other duties as assigned. With regard to ad hoc assignments, I am trained in collaborative practice and mediation. I believe these skills could be put to good use given the budgetary challenges facing the District. In this regard, I offer to assist the Board, Superintendent Blackburn, and his Cabinet in facilitating multi-disciplinary discussions, investigations, and analyses in such critical areas as student learning and enterprise resource planning, including human capital management.

Since the Board's formal announcement of the General Counsel position through the BEACON system, I have spoken with in-house attorneys in other Florida school districts about the organizational structure of their offices, including the use of an executive assistant and a paralegal. I want to bring my energy and enthusiasm, along with my entire skill set, to the role of General Counsel in support of Brevard Public Schools' mission of serving every student with excellence as the standard. It is a noble mission to achieve the vision of serving our community and enhancing our students' lives by delivering the highest quality education in a culture of dedication, collaboration, and learning.

Dr. Kindt, thank you for considering my application for General Counsel to the School Board of Brevard County, Florida. I may be reached at: 321.773.2448 (office); 321.480.7597 (cell); or frank@zilaitis.com to discuss this matter. I am excited about the possibility of joining the Brevard Public Schools team.

Sincerely,

Frank D. Zilaitis

Frank D. Zilaitis, JD, MBA, MSEE, BSEE

Enclosure: Resume

FRANK D. ZILAITIS

128 Anona Place, Indian Harbour Beach, FL 32937, frank@zilaitis.com, 321.773.2448

OBJECTIVE

Attorney who is passionate about education wants to join the Brevard Public Schools team in a capacity that fully utilizes the skill set he has developed through his experience in the fields of law, business, management, and engineering.

QUALIFICATIONS SUMMARY

- Education – JD, MBA, MSEE, BSEE
- Licenses – Member, The Florida Bar since 1999; Member, United States District Court, Middle District of Florida since 2007
- Law – Attorney engaged in litigation and alternative dispute resolution, including mediation and collaborative practice
- Business/Management – Owner and operator of law firm for 15 years; Project Manager for five years
- Engineering – Electrical Engineer for three years; Project Engineer for eight years
- Education experience – Member, Brevard Public Schools Audit Committee for almost six years
- Government experience – Member, Charter Review Commission, 2009-10; Assistant State Attorney, 1999-2002
- Leadership – Past Chair of The Florida Bar Family Law Section's statewide Parenting-Bill Committee whose work-product became Florida's Public Law 2008-61
- Technological proficiency – Proficient in use of MyCase practice management, QuickBooks accounting, and Microsoft Office (Word, Excel, PowerPoint, and Project) applications programs and computing/information systems (server, desktop, laptop, tablet, smartphone, and cloud-based)

EDUCATION

- Juris Doctor, Quinnipiac University School of Law, Hamden, CT, 1999
- Master of Business Administration, Finance, University of Bridgeport, Bridgeport, CT, 1990
- Master of Science, Electrical Engineering, University of Southern California, Los Angeles, CA, 1985
- Bachelor of Science, Electrical Engineering, Drexel University, Philadelphia, PA, 1983

LICENSES

- The Florida Bar since 1999
- United States District Court for the Middle District of Florida since 2007

PROFESSIONAL EXPERIENCE

Attorney/Owner 02/2002-Present

Zilaitis Law, P.A., Indian Harbour Beach, FL

Own and operate Zilaitis Law, P.A. with total profit and loss responsibility, including fifteen years of successfully managing day-to-day operations of the firm while providing clients with high-quality, personalized service. Have helped over five hundred clients resolve their legal problems, including marital and family, personal injury, criminal defense, and debt matters. Prepare pleadings, motions, discovery requests, agreements, and proposed orders and judgments. Negotiate settlements by representing clients at mediation or settlement conferences. Litigate contested matters by conducting motions hearings, depositions, and trials. Have handled multimillion-dollar equitable distribution matters and achieved six-figure personal injury settlements. Have corporate counsel experience through preparation of governance documents and annual reports for business and political organizations. Knowledgeable about federal, state, and local governments and public and private health care through operating a business that provided health insurance for employees and managed the affairs of incapacitated individuals dependent upon Medicare and private health insurance. Knowledgeable about operations of the health care industry, including the Centers for Medicare and Medicaid Services as a result of managing the affairs of the aforementioned individuals and having worked with an executive of a start-up company attempting to provide comprehensive medical services for the Federal Bureau of Prisons.

Associate Attorney 09/2015-11/2015

Volk Law Offices, P.A., Melbourne, FL

Prepared pleadings, motions, and discovery requests in business litigation matters.

Associate Attorney 08/2001-02/2002

Morgan & Barbary, P.A., Melbourne, FL

Helped clients resolve marital and family matters, including dissolutions of marriage, determination of paternity, establishment of child support, and injunctions for protection. Prepared pleadings, motions, discovery requests, agreements, and proposed orders and judgments. Negotiated settlements by representing clients at mediation or settlement conferences. Litigated contested matters by conducting motions hearings, depositions, and trials.

(continued)

FRANK D. ZILAITIS

128 Anona Place, Indian Harbour Beach, FL 32937, frank@zilaitis.com, 321.773.2448

Assistant State Attorney 10/1999-08/2001

Office of the State Attorney, Eighteenth Judicial Circuit, Viera, FL

Resolved over two thousand misdemeanor and criminal traffic cases. Tried thirty cases to jury verdict and over one hundred cases to bench verdict. Negotiated plea agreements, including restitution for crime victims and reimbursements for costs of law enforcement.

Project Engineer / Project Manager 10/1986-03/1999

Northrop Grumman Norden Systems, Norwalk, CT

Helped advance the state of the art in a combat aircraft and a civilian airport runway and taxiway traffic control system by organizing, directing, planning, and controlling multimillion-dollar project and program activities. As a project engineer, was recognized by the customer for contributions to success of the design and development of two radar subsystems for the Israeli Air Force's F-4 Phantom. Received a Turnaround Club Award (TCA) for contributions to the division's return to profitability that occurred as a result of the successful completion of the F-4 program's transition from engineering to production. Major responsibilities at time of receipt of the TCA included providing technical support to subcontract managers to assure timely delivery of components of the Antenna and Antenna Electronics Unit subsystems. As a project manager, led a design and development team for an airport runway and taxiway vehicle detection and collision avoidance system for the Civil Aviation Authority of Singapore, and briefly managed a similar program for the United States Federal Aviation Administration. Attended evening classes while working full-time at Norden and received a Master of Business Administration (Finance) degree in 1990 and a Juris Doctor degree in 1999.

Member of Technical Staff / Fellowship and Rotation Program 06/1983-10/1986

General Motors Hughes Aircraft, El Segundo, CA

Helped advance the state of the art in a combat aircraft as an engineer in the Receiver/Exciter Department of the Radar Systems Group by way of design and test of an electronic amplifier circuit for the United State Air Force's F-15 Eagle Multi-Stage Improvement Program (MSIP) that provided the aircraft with all-weather strike capability, including ground attack. Helped advance the state of the art in commercial communications satellites as an engineer in the Systems Integration and Test Department in the Space and Communications Group by way of integration and testing of satellites for domestic and foreign customers, including re-testing of Westar VI and Palapa B-2 satellites after in-orbit retrieval by a space shuttle crew after the satellites had failed to launch during a prior space shuttle mission. The retrieval was the first-of-its-kind mission for NASA's Space Transportation System. Attended graduate school part-time on a Hughes Fellowship and earned a Master of Science (Electrical Engineering) degree.

COMMUNITY SERVICE / VOLUNTARY PROFESSIONAL SERVICE

- **Brevard Public Schools**, Brevard County, FL
 - Audit Committee – March 2011 to August 2015 and April 2016 to present
- **Board of County Commissioners**, Brevard County, FL
 - Charter Review Commission – October 2009 to September 2010
- **The Florida Bar Family Law Section**, Tallahassee, FL
 - Mediation and Collaborative Law Committee – June 2008 to June 2011, Senior Co-Chair
 - Membership Committee – June 2006 to June 2008, Secretary for 2007-2008 Term
 - Children's Issues Committee – June 2006 to June 2008, Co-Vice Chair for 2006-2007 Term
 - Parenting Bill Committee – June 2005 to June 2006, Chair
 - Executive Council – June 2005 to June 2011
 - Legislation Committee – June 2004 to June 2011
 - Technology Committee – June 2003 to June 2005

AWARDS

- 2011 – The Florida Bar Family Law Section – Executive Council Service Award for service as member of Executive Council from June 2005 to June 2011
- 2011 – The Florida Bar Family Law Section – Outstanding Service Award for service as Co-Chair of Mediation and Collaborative Law Committee from June 2008 to June 2011
- 2010 – The Florida Bar Family Law Section – Chair's Special Award of Merit for Outstanding Service, Dedication, and Loyalty to the Family Law Section as Chair of Parenting Bill Committee
- 1991 – Norden Systems – Turnaround Club Award