

Office of School Board Attorney  
JulieAnn Rico Allison, Board Attorney

**SUBJECT: REQUEST FOR AUTHORIZATION TO ENTER INTO A  
CONTRACTUAL AGREEMENT FOR THE POSITION OF SENIOR  
ASSOCIATE ATTORNEY, REAL ESTATE AND PLANNING**

**COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY**

The Senior Associate Attorney, Real Estate and Planning provides legal advice and represents the School Board in the areas of transactional matters: drafting and negotiations for real estate acquisitions, sales and leases, land use planning, concurrency, inter-local agreements, boundaries, administrative agency interfacing, including permits and applications and environmental issues. Works closely with assigned departments to effectively implement all pertinent policies.

Conditions of the employment contract for the position of Senior Associate Attorney, Real Estate and Planning provide for an initial employment term from April 1, 2006 to March 31, 2008, with compensation at an annual salary of \$150,000, subject to increase as the Board, Board Attorney and the contracted employee may agree. The contract also provides for the individual to be granted vacation and sick leave as provided to managerial exempt personnel. The employee shall be entitled to membership in the Florida Retirement System in the Senior Management Classification as required by Florida Retirement System Rule 60S-1.004.

The employment contract may be terminated by the Board Attorney or employee on 30 days written notice to the Board and the Board Attorney, or to the employee, as the case may be, it being understood that except as so provided, the contracted employee's right to employment shall be subject to the Board Attorney's absolute right to terminate this agreement at will.

Ms. Ana R. Craft, Esq. is recommended for appointment to the contracted position of Senior Associate Attorney, Real Estate and Planning. Ms. Craft received a Bachelor of Arts Degree in Psychology and Foreign Languages and a Juris Doctorate from the University of Miami, Coral Gables, Florida. In October 1991, Ms. Craft founded Ana R. Craft, P.A. Attorneys-at-Law, an active real estate practice of which she is president and owner. She was a Senior Resident Counsel and Managing Attorney for the Blackwell & Walker, P.A., Kendale Lakes Branch, Miami, Florida. Ms. Craft has been a member in good standing of the Florida Bar since 1977.

**REPLACEMENT  
G-7**

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, appoint **Ms. Ana R. Craft, Esq.** to the contracted position of Senior Associate Attorney, Real Estate and Planning, Office of the School Board Attorney effective April 1, 2006, upon completion of background check, at an annual salary of \$150,000 through March 31, 2008.

JRA:mtp

*Ana R. Craft, P.A.*

*Attorneys at Law*

*13701 North Kendall Drive, Suite 303*

*Miami, Florida 33186*

February 17, 2006

*Telephone: (305) 383-6262*

*Fax: (305) 380-6258*

Ms. JulieAnn Rico Allison  
School Board Attorney  
Miami-Dade County Public Schools  
Office of School Board Attorney  
1450 NE 2<sup>nd</sup> Avenue, Suite 400  
Miami, FL 33132

Re: Senior Associate Attorney, Real Estate & Planning

Dear Ms. Rico Allison:

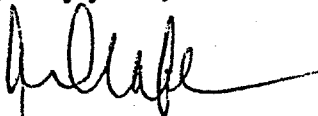
I am hereby applying for the position of Miami-Dade County Public Schools, Senior Associate Attorney, Real Estate and Planning.

As the enclosed resume indicates, I have been a member of the Florida Bar since 1977, concentrating in the practice of commercial and residential real estate transactions, including complex transactions. I am skilled in contract negotiations and drafting for real estate acquisitions and sales; have done extensive developer representation from land acquisition through end closing; have ample experience in negotiating terms and conditions for financing of real estate transactions; and I am a senior title examiner.

As a member of Blackwell and Walker, P.A., I was managing attorney of its Kendale Lakes Branch from 1984 until 1991, and established the law firm of Ana R. Craft, P.A. in 1991 to date, a firm specializing in commercial and residential real estate transactions.

I am interested in steering my career to public service, and this position sounds like an exciting opportunity. My husband served the Miami-Dade County Public Schools System for 30 years, and I would be very pleased to be a member of your new legal team. Salary is negotiable.

Very truly yours,



ANA R. CRAFT

ARC:em

Enclosure as noted

**RESUME OF:** ANA R. CRAFT, ESQ.  
14738 SW 50<sup>th</sup> Terrace  
Miami, FL 33185  
Telephone: 305-383-6262  
eMail: ARCLAW@aol.com

**POSITION:** Miami-Dade County Public Schools, Senior Associate Attorney,  
Real Estate and Planning

**SUMMARY OF SKILLS:** Attorney-at-Law licensed in the State of Florida, since 1977, specializing in commercial and residential real estate transactions, including complex transactions; skilled in contract negotiations and drafting; title examination; experience in financing; real estate acquisitions, sales, valuation; Developer representation from land acquisition through end closings; Lender representation; Florida licensed real estate broker since 1979; Florida licensed mortgage broker since 1996; excellent oral and written communications skills; management skills; interpersonal skills. Bilingual and bicultural in English and in Spanish.

**EDUCATION:**

**Bachelor of Arts:**

Graduated from the University of Miami in 1973, receiving a Bachelor of Arts degree, Magna Cum Laude, and having majored in Psychology and Foreign Languages and minored in Philosophy and Education.

**Juris Doctor:**

Was conferred a Juris Doctor degree from the University of Miami School of Law in 1976, and has been a member in good standing of the Florida Bar since 1977.

**Professional Licenses:**

Licensed Attorney since 1977; Real Estate Broker's License since 1979; Mortgage Broker's License since 1996.

**EXPERIENCE:**

**1991 to Present:**

In October of 1991, Ana R. Craft, Esquire founded ANA R. CRAFT, P.A. Attorneys-at-Law, an active real estate practice, of which she is president and owner. As sole practitioner, she is responsible for full management and supervision of the law firm which specializes in the closing of residential and commercial real estate transactions.

*Ana R. Craft, P.A.*

**Resume of: Ana R. Craft, Esquire**  
**Page 2 of 3 pages**

She represents REALTORS, mortgage brokers, lenders, developers and the public in general. Her functions include representation of parties in all aspects of residential and commercial real estate transactions, including but not limited to contract negotiations of complex transactions; pre-acquisition and/or pre-sale negotiations; drafting of all pertinent documentation from contract through closing; coordinating due diligence inspections including Phase I and Phase II inspections, if necessary; contact and coordination with any and all governmental agencies regulating the transaction, surveyors, appraisers, and engineers; negotiation and review of loan commitment terms, compliance therewith and coordination with lenders financing the deal; title examination, preparation of title insurance commitment and clearing title objections. Extensive Developer representation also includes the setting up of the sales projects, including but not limited to the preparation of the master purchase and sales contracts, drafting of homeowner's documents, closing coordination, settlement of disputes, general advice to developer and sales staff and the closings of the end sales.

Ana R. Craft's experience includes the closing of commercial loans and residential conventional loans as well as FHA Insured and VA Guaranteed Loans. As senior title examiner, she has performed thousands of examinations of title for issuance of title insurance -- with individual transaction insured amounts ranging from approximately \$100,000.00 to multi-million dollar projects. Has been a member and approved agent of Attorney's Title Insurance Fund, Inc. for approximately 25 years. To date, with her combined tenure with Blackwell and Walker, P.A. and Ana R. Craft, P.A., Ana Craft has closed hundreds of millions of dollars in real estate transactions, and she is an approved Closing Agent for all major institutional lenders.

Simultaneously, since 1979, Ana Craft has held a Florida Real Estate Broker's License. Owner and Broker of A.R. Craft, P.A., Licensed Real Estate Broker -- concentrating in commercial and residential real estate, including the listing, valuation, marketing, investments and sale of real properties.

Simultaneously, since 1996, Ana Craft has held a State of Florida Mortgage Broker's License. As such, she is well versed in the numerous financial programs available in the market today.

**1979 to 1991:**

Ana R. Craft, Esquire was a member of the law firm of BLACKWELL & WALKER, P.A. for a period of 12 years -- having been a Senior Resident Counsel and Managing Attorney for the BLACKWELL & WALKER, P.A. Kendale Lakes Branch from March of 1984 through October of 1991. During her tenure with BLACKWELL & WALKER, P.A., she represented AmeriFirst Bank, a National Savings and Loan Association, and other Lenders in residential and commercial real estate closings, in an extremely fast

*Ana R. Craft, P.A.*

**Resume of: Ana R. Craft, Esquire**

**Page 3 of 3 pages**

paced environment. As the Managing Attorney, Ms. Craft was responsible for the general management of the Branch which included, among other duties, establishing the office work flow and general operating procedures, for supervising the work of 7 employees, including 4 paralegals and one other attorney; for providing continuous training in work methods and procedures and the application of laws affecting real estate transactions; for closing all residential closings for AmeriFirst Mortgage Corporation; for representing AmeriFirst Development Corporation in their commercial and residential real estate transactions; for coordinating the conveyance of all foreclosed properties for AmeriFirst Bank in the State of Florida, and for providing general day-to-day advise to our client's Kendale Lakes Brank management, loan officers and loan processors in their day to day work. That position required excellent oral and written communications skills, knowledge of the field of real estate, as well as excellent inter-personal skills.

**Computer Skills:**

MSWord; MS Works; ATIDS; Propel; Display Soft; MLXchange; Realist and others.

**Personal Information:**

Ana R. Craft was born in Cuba. She came to the United States in 1960 and grew up in Chicago, Illinois. Has been a Florida resident since 1966. She and J. Hugh Craft, a social studies teacher and historical writer, have been married for 31 years, and have no children. Husband retired as High School Social Studies teacher after having served for 30 years in the Miami-Dade Public Schools System. Ms. Craft is completely bilingual and bicultural in English and in Spanish.

**References:**

You have requested three letters of references from current or past supervisors. Ms. Craft established the firm ANA R. CRAFT, P.A. 15 years ago, and Blackwell & Walker, P.A., her previous employer, was dissolved approximately 10 years ago.

*Ana R. Craft, P.A.*

AGREEMENT

THIS AGREEMENT dated this 15<sup>th</sup> day of March, 2006, by and between THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, hereinafter referred to as the "BOARD", and ANA R. CRAFT, hereinafter referred to as "CRAFT;"

WITNESSETH

WHEREAS, pursuant to a written agreement between the BOARD and JULIEANN RICO ALLISON, hereafter referred to as the BOARD ATTORNEY, the BOARD ATTORNEY is responsible for the selection, hiring and supervision of such additional attorneys as may be necessary for the proper handling of the work of the BOARD; and pursuant to said agreement each such additional attorney is to be employed by the BOARD; and

WHEREAS, the said BOARD ATTORNEY desires that CRAFT be employed as SENIOR ASSOCIATE ATTORNEY – REAL ESTATE AND PLANNING, and the said CRAFT desires to accept such employment subject to all the provisions of the said agreement between the BOARD and the said BOARD ATTORNEY;

NOW, THEREFORE, the parties hereto agree as follows:

1. The BOARD agrees to employ CRAFT as SENIOR ASSOCIATE ATTORNEY – REAL ESTATE AND PLANNING at an annual salary of ONE HUNDRED FIFTY THOUSAND and 00/100 (\$150,000.00) Dollars, payable in biweekly installments, for the period from April 1, 2006 to March 31, 2008, subject to increase as the BOARD, the BOARD ATTORNEY and CRAFT may agree.

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1A. The parties acknowledge and agree that CRAFT's employment hereunder shall be subject to a 60-day initial probationary period, during which this employment Agreement may be terminated in the sole discretion of the BOARD ATTORNEY upon written notice to CRAFT.

2. In addition to the compensation herein above provided, CRAFT shall be entitled to participate in such insurance and retirement plans and other fringe benefits as may be available from time to time to the managerial exempt employees of the BOARD, and shall be entitled to reimbursement for travel and related expenses according to applicable law and BOARD policies and regulations.

3. The duties and assignments of CRAFT as SENIOR ASSOCIATE ATTORNEY – REAL ESTATE AND PLANNING shall include the responsibilities as set forth in the Job Description for SENIOR ASSOCIATE ATTORNEY – REAL ESTATE AND PLANNING, as amended from time to time, and the performance of such other duties and assignments as the BOARD ATTORNEY shall direct. In the conduct of her duties, she shall be fully and solely responsible and accountable to the BOARD ATTORNEY.

4. CRAFT agrees to devote her full time and efforts to the performance of her duties and responsibilities as SENIOR ASSOCIATE ATTORNEY – REAL ESTATE AND PLANNING and further agrees not to accept or perform any legal services for any client other than the BOARD which may in any way conflict with the legal business of the BOARD or with her duties and responsibilities as such SENIOR ASSOCIATE ATTORNEY – REAL ESTATE AND PLANNING.

5. This contract may be terminated at the option of the BOARD ATTORNEY or CRAFT on thirty (30) days' written notice to the BOARD and to the BOARD ATTORNEY, or to CRAFT, as the case may be, it being understood that except as so provided, the said CRAFT's right



to employment shall be subject to the BOARD ATTORNEY'S absolute right to terminate this agreement at will.

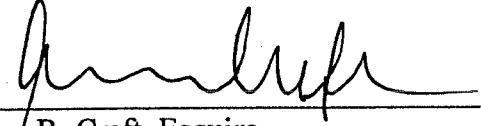
IN WITNESS WHEREOF the parties hereto have hereunto signed their names and affixed their seals at Miami-Dade County, Florida, this \_\_\_\_\_ day of March, 2006.

ATTEST:

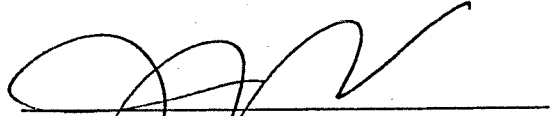
THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

\_\_\_\_\_  
Rudolph F. Crew, Ed.D., Secretary

By: \_\_\_\_\_  
Agustin J. Barrera, Chairman

By:   
\_\_\_\_\_  
Ana R. Craft, Esquire

Approved as to Form:

  
\_\_\_\_\_  
JulieAnn Rico Allison  
School Board Attorney

## MIAMI-DADE COUNTY PUBLIC SCHOOLS

### JOB DESCRIPTION

#### IDENTIFICATION INFORMATION

- |    |                        |   |
|----|------------------------|---|
| 1. | JOB TITLE:             | Senior Associate Attorney, Real Estate & Planning |
| 2. | DEPARTMENT:            | Board Attorney's Office                           |
| 3. | IMMEDIATE SUPERVISOR:  | School Board Attorney                             |
| 4. | PAY GRADE:             | (Contract)  |
| 5. | JOB CODE:              | 8104  |
| 6. | BARGAINING UNIT:       | 6   |
| 7. | DATE OF LAST REVISION: | November 4, 2005                                  |
| 8. | POSITION AUTHORIZED:   | Board Item G-2, November 16, 2005                 |
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#### OCCUPATIONAL SUMMARY

Senior level position; manages cases associate attorney, and legal support staff. Provides legal advice and represents the School Board in the areas of transaction matters: drafting and negotiations for real estate acquisitions, sales, and leases, land use planning, concurrency, interlocal agreements, boundaries, administrative agency interfacing, including permits and applications and environmental issues.

#### EXAMPLE OF DUTIES

1. Provides legal advice and represents the School Board in the areas of transactional matters: drafting and negotiations for real estate acquisitions, sales, and leases, land use planning, concurrency, inter-local agreements, boundaries, administrative agency interfacing, including permits and applications and environmental issues.
2. Provides legal support to Departments of Real Estate, Planning and Program Management.
3. Drafts and/or reviews board policies, contracts, and documents relating to areas of responsibility.
4. Directs legal research and preparation of legal opinions.
5. Works closely with assigned departments to effectively implement all pertinent personnel policies.

6. Coordinates and monitors work performed and services billed by outside counsel in preparing, planning, and representing the School Board in litigation.
7. Recommends changes in policies and procedures to ensure compliance with applicable federal and state laws and Department of Education regulations regarding assigned areas of responsibility.
8. Coordinates in-service training on legal matters which pertain to areas of assignment and to federal and state laws, and School Board rules which impact these areas.
9. Reviews, supervises, and approves the work of Associate Attorney for Real Estate & Planning and outside counsel in the provision of legal services to the school District.
10. Follows adopted policies and procedures in accordance with School Board priorities.
11. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
12. Must be willing to cross train and provide legal support in other practice areas as assigned by the School Board Attorney.

#### **PHYSICAL REQUIREMENTS**

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

#### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Law degree from accredited law school.
2. Member in good standing of The Florida Bar.
3. Minimum of five (5) years successful related legal experience.
4. Minimum of seven (7) to ten (10) years commercial real estate, transactional, finance, banking, or other related experience.
5. Demonstrated ability to successfully manage and supervise employees.