

FREEHOLD TOWNSHIP BOARD OF EDUCATION
November 13, 2018
Addendum to Regular Meeting Agenda

PERSONNEL SECTION

Please add the following name to agenda item # 6:

CHANGE OF ASSIGNMENT/SALARY ADJUSTMENT

6. The Superintendent recommends approval for the following change of assignment/salary adjustment of the following staff members:

NAME: Christine Cleffi
FROM: School Psychologist
TO: Supervisor of Educational Services
SALARY: \$105,000.00
ACCOUNT #: 11-000-221-102-10-000
EFFECTIVE: January 2, 2019 through June 30, 2019

NAME: Maria Finnegan
FROM: Office Assistant – Errickson Elementary School
TO: Secretary – Applegate Elementary School
SALARY: \$46,362.00 GUIDE: Secretary STEP: 1
ACCOUNT #: 11-000-240-105-10-000-021
EFFECTIVE: January 2, 2019 through June 30, 2019

Please add the following names to agenda item #18:

RATIFYING MONITORS

18. The Superintendent recommends ratifying the following staff members to serve as district monitors at the district's monitoring rate for the 2018-2019 school year:

Teresa Marcinkiewicz
Margaret Hall

Please add the following job description to agenda item #20:

JOB DESCRIPTIONS

20. The Superintendent recommends approval of the following revised job description:

DISTRICT DATA SPECIALIST

Qualifications:

1. Bachelor's Degree or equivalent experience
2. Strong analytical and organizational skills
3. Considerable knowledge of computers, peripherals, and various operating systems
4. Ability to work with a high degree of accuracy
5. Knowledge of spreadsheets, databases, NJ SMART, and student management systems
6. Ability to communicate successfully and professionally with district staff, parents, students, and central office staff while complying with the confidentiality requirements in local, state, and federal policies and statutes

7. Knowledge of school district data processing operation in the areas of student information system and personnel
8. Knowledge of NJSMART and Genesis preferred
9. Such other qualifications of academic, professional, and personal excellence as the Freehold Township Board of Education may specify

Immediate Supervisor: District Technology Systems Manager

Responsibilities:

1. Manage, utilize and maintain the district's student information system. Create procedures that will lead to the accurate input of data and work cooperatively with other district staff to ensure their ability to follow the procedures established
2. Maintain the student database as necessary for efficiently and accurately fulfilling the district's reporting requirements for federal, state and county reports, including but not limited to the following: NJSMART, Limited English Proficient, Home Language Survey, Application for School State Aid and NJ Register/Average Daily Attendance
3. Update and maintain district wide staff programs including, but not limited to the following: SNAP, Genesis, Versatrans, IEP Direct, Mealtime. Train district staff to use these programs.
4. Build new databases to generate special reports/electronic files. Design formats, templates and reports to display data
5. Gather and maintain necessary data to ensure the efficient and accurate uploads required for NJSMART
6. Oversee and manage a district standardized reporting system for district records such as enrollment, attendance and assessment
7. Extract and export database system into different file formats for importing into other programs
8. Ensure adherence to policies established by federal and state law regarding the coding and reporting of student information
9. Meet deadlines for the production of report cards, progress reports and warning notices based on the marking period schedules
10. Assist administrators and guidance counselors with school scheduling from initial tallies to finalization of student schedules
11. Ensure compliance with the state-mandated assessment program by assuming responsibility for accurate and efficient completion of the Online Materials Survey and the Pre-ID label upload. Support the district testing program by providing pre-ID labels and/or class rosters as requested by the Assistant Superintendent.
12. Train administrators, teachers and support staff in how to maximize the use of the student management system for developing student and teacher schedules, tracking student discipline, and inputting and printing reports
13. Support administrators in their use of data based decision making by providing training and technical expertise in how to generate, input, format, and interpret student achievement data
14. Provide support to central office administration by assisting with the preparation of reports to the Board of Education related to student achievement
15. Stay abreast of current technological development and trends in the field of data management by attending meetings, conferences, and classes, as necessary
16. Train staff in use of various software programs, as requested
17. Participate in the development of the District Technology Plan

18. Participate in department meetings and Technology Integration Coordinator meetings

19. Any other duties as assigned by the Superintendent or his/her designee

Terms of Employment: Twelve-month year with salary established by the Board of Education.

Evaluation: Performance of this position will be evaluated annually based on the job description and job targets.

FINANCE SECTION

Please add the following motion to the agenda:

RESOLUTION

19. The Superintendent recommends approval of the following resolution:

RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF FREEHOLD IN THE COUNTY OF MONMOUTH, NEW JERSEY APPROVING THE ENERGY SAVINGS PLAN AND AUTHORIZING THE REQUEST FOR LEASE PURCHASE BIDS TO FINANCE ALL OR A PORTION OF THE IMPROVEMENTS COMPRISING THE SCHOOL DISTRICT'S ENERGY SAVINGS PLAN AND AUTHORIZING OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, The Board of Education of the Township of Freehold in the County of Monmouth, New Jersey (the "Board" when referring to the governing body and the "School District" when referring to the territorial boundaries governed thereby) has, pursuant to N.J.S.A. 18A:18A-4.6, (the "ESP Law"), determined to undertake an energy savings plan; and

WHEREAS, the Board has appointed Fraytak Veisz Hopkins Duthie, P.C. ("FVHD") to develop an Energy Savings Plan (the "ESP") pursuant to the ESP Law; and

WHEREAS, FVHD has developed a preliminary ESP based upon an agreed upon scope of projects including individual energy conservation measures ("ECM's") by scope, cost, energy incentives and annual energy and operational savings by facility and a proposed cash flow pro forma (the "Preliminary ESP"); and

WHEREAS, the Board has appointed Gable and Associates to act as the third party verifier; and

WHEREAS, Gable and Associates has verified the savings set forth in the ESP; and

WHEREAS, the ESP, as verified, was submitted to and approved by the New Jersey Board of Public Utilities ("BPU"); and

WHEREAS, the Board has determined that the energy savings generated from ESP, will be sufficient to cover the cost of the program's ECM's set forth in the ESP, and, therefore, has determined to implement the ESP pursuant to N.J.S.A. 18A:18A-4.6 et seq. and to finance the ESP through the issuance of energy savings obligations authorized as a lease purchase agreement pursuant to N.J.S.A. 18A:18A-4.6(c); and

WHEREAS, in order to continue to move the ESP forward, the Board seeks to (i) approve and adopt the ESP; (ii) authorize the bidding of the ECM's and other action in connection therewith and (iii) authorize bids and the delegation of the award for the lease purchase financing of the ECM's and other costs of the ESP.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF FREEHOLD IN THE COUNTY OF MONMOUTH, NEW JERSEY AS FOLLOWS:

SECTION 1. The Board hereby approves and adopts the ESP. The ESP shall be posted on the School District's website and shall be provided to the BPU for the posting on its website in accordance with law.

SECTION 2. The School District's Long Range Facilities Plan is amended to reflect the ECM's set forth in the ESP and such amendment shall be submitted to the New Jersey Department of Education.

SECTION 3. FVHD is hereby authorized and directed to submit (i) the ECM's set forth in the ESP as "Other Capital Projects" and (ii) the amendment to the Long Range Plan to the New Jersey Department of Education, to make all required submissions to the Freehold Township Planning Board and any other applications required therewith.

SECTION 4. The Board hereby authorizes FVHD to assist the Board in bidding the acquisition and installation of the ECM's, in accordance with the ESP Law and the School Public Contracts Law.

SECTION 5. To the extent required by law, within 20 days of the execution of the respective contracts in connection with the ESP, the Business Administrator/Board Secretary shall submit such contracts, if required, to the Office of the State Controller, as required by law and shall publish the Notice of Contract Award in accordance with N.J.S.A.10A:18A-4.1.

SECTION 6. The Board hereby authorizes and directs the distribution of a request for bids for a lease purchase agreement in an amount not to exceed \$6,560,000 to finance the improvements set forth in the ESP. Phoenix Advisors, LLC and Wilentz, Goldman & Spitzer, P.A., are hereby authorized to draft and distribute such request for bids. The Business Administrator/Board Secretary is hereby authorized to award the lease purchase agreement upon the advice of Phoenix Advisors, LLC. The Board hereby authorizes (i) the execution and the delivery of the lease purchase agreement and other related documents, including an escrow Agreement, and (ii) the performance by the Board of its obligations under the lease purchase agreement and the Escrow Agreement, both to be dated the date of closing. The Board further authorizes and directs the Board President (or in every instance where the Board President is authorized to execute a document under this Resolution the same such authority shall also be given to the Vice President), and the Business Administrator/Board Secretary to approve any non-material changes, additions or deletions to the lease purchase agreement and the escrow agreement as may be necessary in the judgment of the Board's Bond Counsel. The lease purchase agreement sets forth, among other things, the lease payments of the Board and their respective amounts. In all respects, the lease purchase agreement shall be consistent with the terms of this Resolution. The Board President and the Business Administrator/Board Secretary are hereby authorized and directed to execute and to deliver on behalf of the Board each of the agreements referred to in this Resolution and such other agreements and certificates as may be necessary to complete the transaction contemplated by the lease purchase agreement and the Board President

and Business Administrator/Board Secretary are hereby authorized and directed to take, on behalf of the Board, such other actions as shall be necessary and appropriate to accomplish the lease purchase financing of the ESP in accordance with the terms of the lease purchase agreement and this Resolution and pursuant to the terms of the agreements and the instruments authorized to be prepared hereby and to accomplish the performance of the obligations of the Board in respect thereof.

SECTION 7. The Board hereby covenants that it will comply with any conditions subsequently imposed by the Internal Revenue Code of 1986, as amended (the "Code"), in order to preserve the exemption from taxation of interest on the lease purchase agreement, including, if necessary, the requirement to rebate all net investment earnings on the gross proceeds above the yield on the lease purchase agreement.

SECTION 8. The Board reasonably expects to reimburse its expenditure of ESP costs paid prior to the issuance of the lease purchase agreement with proceeds of the lease purchase agreement. This resolution is intended to be and hereby is a declaration of the Board's official intent to reimburse the expenditure of ESP costs paid prior to the issuance of the lease purchase agreement with the proceeds of the lease purchase agreement, in accordance with Treasury Regulations §150-2. The maximum principal amount of the lease purchase agreement expected to be issued to finance the ESP is \$6,560,000. The ESP costs to be reimbursed with the proceeds of the lease purchase agreement will be "capital expenditures" in accordance with the meaning of Section 150 of the Code. No reimbursement allocation will employ an "abusive arbitrage device" under Treasury Regulations §1.148-10 to avoid the arbitrage restrictions or to avoid the restrictions under Sections 142 through 147, inclusive, of the Code. The proceeds of the lease purchase agreement used to reimburse the Board for ESP costs, or funds corresponding to such amounts, will not be used in a manner that results in the creation of "replacement proceeds", including "sinking funds", "pledged funds" or funds subject to a "negative pledge" (as such terms are defined in Treasury Regulations §1.148-1), of the Lease or another issue of debt obligations of the Board, other than amounts deposited into a "bona fide debt service fund" (as defined in Treasury Regulations §1.148-1). All reimbursement allocations will occur not later than 18 months after the later of (i) the date the expenditure from a source other than the lease purchase agreement is paid, or (ii) the date the ESP is "placed in service" (within the meaning of Treasury Regulations §1.150-2) or abandoned, but in no event more than 3 years after the expenditure is paid.

SECTION 9. This resolution shall take effect immediately.