

01190 - Volunteer Committee / Advisory Board Member

Contact Information -- Person ID: 35016672

Name:	Carol A. Fredericks	Address:	110 George Bush Boulevard Delray Beach, Florida 33444 US
Home Phone:	561-703-4606	Alternate Phone:	
Email:	CAROL.FREDERICKS@GMAIL.COM	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	12/16

Personal Information

Driver's License:	Yes, Florida , Class E
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Doctorate

Preferences

Minimum Compensation:	\$0.00 per hour; \$0.00 per year
Are you willing to relocate?	No
Types of positions you will accept:	Live in Delray Beach, FL. Regular
Types of work you will accept:	Full Time , Part Time
Types of shifts you will accept:	Day , Evening

Objective

To perform in an effective, efficient manner according to all ethical and legal guidelines.

Education

City of Delray Beach has chosen not to collect this information for this job posting.

Work Experience

Realtor 2/2018 - Present	Hours worked per week: 35 Monthly Salary: \$8,000.00 # of Employees Supervised: 0 Name of Supervisor: Sharon Tardonai - Office Manager May we contact this employer? Yes
Lang Realty https://www.linkedin.com/in/dr-carol-fredericks-b8b59730 900 East Atlantic Avenue, suite 16B Delray Beach, Florida 33444 5617034606	

Duties

Licensed Realtor with experience in residential, commercial and government real estate. A proven track record in providing exceptional service to clients, including providing extensive comps, fast responses to inquiries, and information that helps clients make informed decisions.

Reason for Leaving

Still working

**Business Administrator/Purchasing
Agent/Supervisor/Principal/
1/2012 - 11/2017**

Hours worked per week: 50
Monthly Salary: \$11,250.00
of Employees Supervised: 50
Name of Supervisor: Broadus Davis -

Franklin Township Board of Education
 www.fts.school.org
 226 Quakertown Road
 Quakertown, New Jersey 08868
 908-735-7929

Superintendent
 May we contact this employer? Yes

Duties

Scope: Business Administrator/Shared Business Administrator/ Qualified Purchasing Agent/Superintendent/Principal . Pertinent to budget:
 -Annually responsible for budget submission to board and presentation to public Created and monitored all construction project budgets
 -Corrected construction project budget deficiencies including curing budget in excess of approved bond referendum; negotiated with vendors and project manager for concessions to bring the project back within legal parameters; secured final CO and project close-out.

Reason for Leaving

Relocated to Florida with spouse who transferred job.

Business Administrator

7/2011 - 2/2012

Paterson Board of Education
 90 Delaware Ave, Paterson, NJ 07503
 Paterson, New Jersey 07503
 973-321-1000

Hours worked per week: 50
 Monthly Salary: \$13,334.00
 # of Employees Supervised: 50
 Name of Supervisor: Richard Matthews - Business Administrator
 May we contact this employer? Yes

Duties

Scope: Business Administrator responsible for managing total annual budget of \$750M state and federal funds in state-controlled school district.
 Responsible for 62 buildings housing 30,000 students and 5,000 employees
 -Interfaced with FEMA for Hurricane recovery/ Public Shelters in schools
 -Initiated Public/Private partnership for facilities development
 -Corrected major accounting errors in first 90 days, resulting in elimination of budget report inaccuracy of \$76 M
 -Reviewed ledger and transfer reports and corrected account errors
 -Implemented external audit corrective actions and improved QSAC fiscal operation compliance by 25% in first 90 days
 -Trained administrative staff for budget development and procurement compliance
 Planned implementation for new \$1.5 M financial software package for accounting, payroll, HR

Reason for Leaving

Moved to Quakertown, NJ

Business Administrator/ Qualified Purchasing Agent

2/2009 - 6/2011

Bogota Board of Education
<https://www.bogotaboe.com/>
 1 Henry Luthin Place
 Bogota, New Jersey 07603
 201-441-4800

Hours worked per week: 40
 Monthly Salary: \$10,000.00
 # of Employees Supervised: 20
 Name of Supervisor: Jack Hynes - Superintendent
 May we contact this employer? Yes

Duties

2009- 6/2011

Business Administrator& Qualified Purchasing Agent
 Created annual \$21M budget according to statutory regulations; trained administrators to develop department budgets; presented public budget hearing and created powerpoint presentations
 -Responsible for transforming budget and staffing in wake of \$2M shortfall in state funding.
 -Audit findings reduced in one year from substantive problems to unqualified audit opinion

-Creation and adoption of Business office SOP Manual and Position Control for 12/ 2009 deadline 2010-2011; 11-12 ongoing annual budget: submission, administration and monitoring; approved by voters in 2010
 -Managed Bid process for 2009 \$1M SDA grant project; reimbursements received, project closed out. Received approval for \$850,000 2011-12 SDA grant.

Reason for Leaving

salary increase to \$160000 in Paterson

Municipal Business Administrator 1/2008 - 11/2008

City of Atlantic City
<http://cityofatlanticcity.org/>
 1301 Bacharach Boulevard
 Atlantic City, New Jersey 08401
 609-347-5300

Hours worked per week: 40
 Monthly Salary: \$9,000.00
 # of Employees Supervised: 1800
 Name of Supervisor: Scott Evans - Mayor
 May we contact this employer? Yes

Duties

Scope: CEO responsible for city departments, 1800 employees, 7 unions. Achievements of note include:

\$ 250M+ annual budget, submission, administration and monitoring; approved on-time for the first time in a decade

-Managed and supervised City Public Works, Code Enforcement, Construction Department, Grants, Legal Department of 12 city attorneys, Finance Department, etc.

-Implementation of first City property revaluation in 30 years

-First Taxpayer Phase-In ever enacted in the state of New Jersey

-Grant writing submission of over \$15M in 10 months

-Managed Bid process for anticipated \$1B Bader Field Airport sale

Reason for Leaving

Interim Mayor Scott Evans was not re-elected; this position was a political appointment.

Purchasing Administrator/Qualified Purchasing Agent/Assistant Business Administrator 9/2003 - 6/2007

Atlantic City Board of Education
<http://www.acboe.org>
 1300 Atlantic Avenue, 5th Floor
 Atlantic City, New Jersey 08401
 609 343-7200

Hours worked per week: 40
 Monthly Salary: \$9,000.00
 # of Employees Supervised: 40
 Name of Supervisor: Lisa Mooney - Business Administrator
 May we contact this employer? Yes

Duties

1300 Atlantic Avenue, 5th Floor, Atlantic City, NJ 08401
 (609) 343-7200 x5038 9/2003- 6/2007

Purchasing Administrator/ Assistant Business Administrator

Scope: Qualified Purchasing Agent; Strategic planning leader responsible for catalyzing change. \$ 150M+ annual budget administration and monitoring-assisted in preparation

Achievements resulted in dramatic and powerful changes:

Implemented training program for entire business department, resulting in improved morale and stellar external audit reports

Analyzed federal programs and found major flaws that were corrected through training and policy improvements, preserving \$15M revenue stream

Instituted SCC grant program, resulting in additional external funding of over \$500K

Renegotiated leased modular units for \$3.5 M savings

Reason for Leaving

political appointment to City Business Administrator

**School Business Administrator/Qualified
Purchasing Agent/ Acting Superintendent**
5/2000 - 9/2003

Fairfield Township Board of Education
375 Gouldtown Woodruff Road, Bridgeton, NJ 08302
Bridgeton, New Jersey 08302
8564531882

Hours worked per week: 40
Monthly Salary: \$5,000.00
of Employees Supervised: 20
Name of Supervisor: Lynn Johnson -
Superintendent
May we contact this employer? Yes

Duties

375 Gouldtown-Woodruff Rd., Bridgeton, NJ 08302
(856) 453-1882

School Business Administrator/Purchasing Agent/ Acting Superintendent (2 months) 5/2000-9/2003

Responsible for creating and managing the district budget, tracking costs and cash flow, and liaison with Board members.

Major challenges resolved include:

* Coordination of new school building project, approved through referendum. This project had failed 5 consecutive referenda attempts and had been stalled for 15 years, prior
Successfully managed 6 major construction projects on 2 facilities over 100 years old, utilizing over \$500,000 grant funding that was identified, applied for and acquired for the first time
Identified internal savings through purchasing initiatives
Critical tasks: budgeting, annual audit, federal audit, and Affirmative Action audit, NCLB & ECPA grant writing and grant management

Reason for Leaving

Recruited to job in Atlantic City at substantial salary increase

Certificates and Licenses

City of Delray Beach has chosen not to collect this information for this job posting.

Skills

Office Skills

Typing: 40

Data Entry: 0

Other Skills

Specifications and procurement Expert - 15 years and 0 months

Property Management , Construction supervision and Expert - 15 years and 0 months

Bookkeeping and Financial Planning Expert - 15 years and 0 months

Budgeting and Grant Administration Expert - 15 years and 0 months

Additional Information

Professional Memberships

NJ Association of School Administrators; NJ Association of School Business Officials; National Association of Realtors; Florida Association of Realtors; Florida CAM License

Additional Information

Board Member St. Paul's Episcopal Church Day school , Delray Beach, FL 33444

Honors & Awards

Graduated Cum Laude or Summa Cum Laude from Universities

Honors & Awards

Elected member of the Galloway Township Board of Education 1995-1997

Honors & Awards

Teacher of the Year 1996, North Main St. Elementary School, Pleasantville

References

Professional

Davis, Dr. Broadus

Superintendent

226 Quakertown Road

Quakertown, New Jersey 08868

267-243-3872

BroadusD@msn.com

Professional

Hynes, Mr. John P.

Superintendent, Retired

117 Kiel Avenue

Kinnelon, New Jersey 07405

201-213-7823

Jhynes2062@aol.com

Professional

Nisonoff, Dr. Philip

Business Administrator

Main Street

Emerson, New Jersey 07630

201-262-3875

phnisonoff@emerson.k12.nj.us

Resume

Text Resume

Attachments

Agency-Wide Questions

1. Q: The Board application MUST be completed whether you submit a resume or not. It is important that your application show all the relevant experience and skills you possess that would assist you in serving on this committee or board. Applications must be received no later than ten (10) business days prior to the first City Commission meeting where the nomination for appointment to the board will be considered. Applications may be rejected if incomplete. Resumes alone WILL be rejected. PLEASE NOTE: A) ONCE YOU SUBMIT YOUR APPLICATION, YOU WON'T BE ABLE TO ADD OR CHANGE ANYTHING and you will NOT be able to reapply for the same position(s) during that posting period. B) The City of Delray Beach is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. Therefore, please be advised that all applications are public record and subject to the disclosure provisions of Chapter 119 of the Florida Statutes. In addition, please be advised that applications will remain on file in the City Clerk's Office for a period of two (2) years from the date submitted. It is the applicant's responsibility to ensure that the application on file is current.
- A: Acknowledged, I entered all my experience and information in this application. I understand that my application may be rejected if incomplete. Also, I understand that my application needs to be completed whether I submit a resume or not and I understand that resumes alone will be rejected. I have checked my application before submitting and I understand that I won't be able to change or add anything once the application is submitted. I also understand that my application is considered a public record and will remain on file in the City Clerk's Office for a period of two (2) years from the date it was submitted.

2. Q: Declaration of Personal Information Exemption Personal Information provided in this

application is public information unless the applicant qualifies for an exemption pursuant to Florida Statutes. You are encouraged to thoroughly read the applicable sub-sections of F.S. 119.071. If you qualify for an exemption, your address and phone number are protected information. If you have any questions, please contact the Clerk's Office at 561-243-7056. Do you qualify for a statutory exemption from public disclosure based upon F.S. 119.071?

A: No

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- 3.** Q: If you stated yes to the above, please list under which sub-section of F.S. 119.971 do you qualify for a statutory exemption from public disclosure?

A:

-
- 4.** Q: The City of Delray Beach does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, marital status, family status or sexual orientation in employment or the provision of services.

A: Acknowledged

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- 5.** Q: I identify my gender as...

A: Female

-
- 6.** Q: Age

A: 65+

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- 7.** Q: Occupation (If retired, please indicate former occupation or profession.)

A: Realtor; Business Administrator, Public Procurement Official, Superintendent of Schools, Principal, Teacher.

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- 8.** Q: How many years have you lived or worked in Delray Beach?

A: 3

-
- 9.** Q: Employer name and address

A: Lang Realty, 900 E. Atlantic Avenue, Delray Beach, FL 33434

-
- 10.** Q: Home Phone

A: 561-703-4606

-
- 11.** Q: Mobile Phone

A: same

-
- 12.** Q: Business Phone

A: 561-455-3300

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- 13.** Q: Please contact me at the following phone number

A: Mobile

-
- 14.** Q: Please contact me at the following address.

A: Residential street

-
- 15.** Q: Do you or any of your family members work for or serve on the board of directors of any organization which has contracted with or applied for funding from the City of

Delray Beach?

A: No

16. Q: Do you anticipate any involvement of this kind in the future? If yes, please describe the relationship.

A: No

17. Q: Have you previously been employed by the City of Delray Beach?

A: No

18. Q: Have you served on the City Commission in the last year?

A: No

19. Q: Are you currently serving or have you previously served on any City boards?

A: No

20. Q: If yes to above, then please list the boards that you have served on, and your contributions to each?

A:

21. Q: Do you have any relatives employed by the City of Delray Beach?

A: No

22. Q: EXPLANATION: If you entered yes for the question above, what is the name of the relative and your relationship. (Please indicate N/A if not applicable)

A: N/A

23. Q: Are you a registered voter?

A: Yes

24. Q: How does your education or experience compliment the powers and duties of the Board?

A: In my opinion my Master in Business and Doctorate in Leadership, Administration and Policy help provide me with a foundation to inform the decision making process of the applied for boards; in addition, my experience is directly related to the functions of the boards.

25. Q: Please list any professional certifications, licenses or certificates that you possess that relate to the board for which you are applying.

A: EdD doctorate Leadership, Administration, Policy; Masters in Business-Management concentration; BS Education; Realtor; CAM(Florida Community Association Manager)

26. Q: **Valid e-mail address is necessary to be able to receive notifications from City Clerk's department including but not limited to notices to schedule an interview, application received or rejected notices, etc. Most correspondence will be done through e-mail notifications. Please ensure that valid e-mail address shows on your application and that you remember your login information.**

A: Acknowledged. It is my responsibility to provide a valid e-mail address for correspondence and e-mail notifications. I understand that if I don't check my e-mails or forget my login information, I might miss important messages regarding the position

I applied for, and/or any tests or pre-requisites that might be required of me, which could result in missing the opportunity to be considered for the position.

- 27. Q:** I understand and agree that: The City of Delray Beach participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

A: I understand and agree

Supplemental Questions

- 1. Q:** I am interested in serving on the following committees, boards, groups or authorities. (Select up to 3 committees from the list below:)

A: Board of Adjustment
Downtown Development Authority
Historic Preservation Board

- 2. Q:** Please list any community activities that relate to this position.

A: I live in a historic home in Delray and am interested in supporting and preserving the beautiful historic nature of our town.

- 3. Q:** List any experience that would assist you in serving on this committee, board, commission, or authority

A: Previously, I have supervised construction, planning, and development as both municipal and school district business administrator and superintendent. In addition, I am a Florida licensed realtor and was also a realtor in NJ. I have lived in and owned several historic homes such as a 1727 pre-revolutionary Quaker stone home in rural western NJ, and a historic bed and breakfast previously owned and operated by 2 holocaust survivors, in Atlantic City, NJ.

- 4. Q:** Please indicate any activities you are involved with that may present a conflict of interest with the committee, board, commission, or authority you are applying for.

A: I am a Florida licensed realtor, working for Lang Realty in Delray Beach, FL.

- 5. Q:** How did you hear about the vacancy on this committee, board, commission, or authority?

A: Other

- 6. Q:** If "other" was selected for question #6, please describe here.

A: I was made aware of current vacancy by Commissioner Boylston.

- 7. Q:** Why do you want to serve on this committee, board or commission?

A: I love the historic nature of Delray Beach and believe that waking together we can all better understand our architectural legacy and respect the work and vision of our predecessors.

- 8. Q:** What unique abilities/skillset/perspective would you bring if selected?

A: In my opinion we should strive to preserve historic homes and businesses while being sensitive to the needs of modernizing infrastructures to keep these buildings viable and livable for current residents.

- 9. Q:** Please describe your understanding of the functions and capacity of the board(s), committee(s), or commission to which you are applying?

A: My understanding of the functions of the boards is to receive advice of professionals and input of public and other stakeholders in order to deliberate with the governing

body and provide required information, questions, deliberation and consent.

10. Q: Have you ever attended a meeting of the board or committee for which you are applying?

A: Yes

11. Q: I understand that by applying to this committee, board, commission, or authority, I am offering a reasonable portion of my time to the City of Delray Beach and the requirements that accompany this position, including, but not limited to, routine meetings, hearings and responsiveness to the public.

A: Yes, I understand