

WALL TOWNSHIP PUBLIC SCHOOLS
OFFICE OF THE BUSINESS ADMINISTRATOR/BOARD SECRETARY
PO Box 1199
Wall, New Jersey 07719-1199

Brian J. Smyth
Business Administrator/Board Secretary

Phone: 732-556-2016
FAX: 732-556-2102

January 31, 2023

Alexander Ho

Re: OPRA 23-099

opra+request-39386-a45337f6@requests.opramachine.com

Dear Mr. Ho,

The Wall Township Board of Education, (District) is in receipt of your emailed request that is dated January 21, 2023, and received by the Custodian of Records on January 23, 2023, wherein you requested record as follows:

“Records requested:

Any and all resumes, job applications, and letters of recommendation from/for Brian Smyth for every job he has applied for. The period of time for these documents is 1/1/1998 to 12/31/2010.

In response to your request, attached please find the cover letter and resume for all (two) jobs Brian Smyth applied to at Wall Township Public Schools. Please know that personal information has been redacted.

If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the Wall Township Board of Education to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ 08625, be-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The GRC can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

Sincerely,



Brian J. Smyth
Records Custodian

BJS/dc

Brian J. Smyth, P.E.

January 22, 2007

New Jersey Association of School Business Officials
Search Committee WTPS
4 AAA Drive – Suite 101
Robbinsville, New Jersey 08691

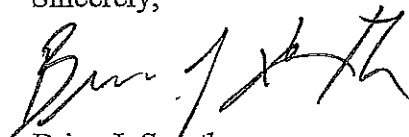
Dear Committee:

Please accept this letter, along with my attached resume, in consideration for the position of School Business Administrator for the Wall Township Public School District. I feel my qualifications and experience are perfectly suited to the requirements of this position.

This June will complete my ninth school year with the Wall Township Board of Education. In my current position as Assistant Business Administrator, I am responsible for the daily operation of the Business Office as well as all support services including Building and Grounds, Custodial Services, Transportation, and Food Service. My leadership has brought about vast improvements in these departments not only by raising standards, but following through with initiatives to allow individuals to meet these new goals.

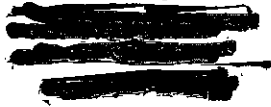
This is the approach and expertise that I would bring to the office of Business Administrator for Wall Township Public Schools. I am confident that I would be an effective Business Administrator and welcome the opportunity to further discuss my qualifications.

Sincerely,



Brian J. Smyth

Brian J. Smyth, P.E.



Professional
Qualifications:

- Certified New Jersey School Business Administrator, 2003.
- Professional Engineer: State of New Jersey, License Number 37163.
- Prepare and manage budgets, financial reports, vouchers, and payroll.
- Long Range Facility Plan preparation and management.
- Capital improvement planning, budgets, and management for educational facilities.
- Excellent communication skills with employees and public.
- Specification writing, bidding, and negotiation for public bid contracts.
- Broad knowledge in all facets of business administration and facility management.

Experience:

Assistant Business Administrator

Management Services Director (12/98 – 6/06)

Wall Township Board of Education (12/1998 to present)

Business Office Administrator responsible for financial planning, and the daily operation of the Business office and support services including Operations, Food Service, and Transportation.

Responsibilities include:

- School budget preparation, presentation, submission, and management.
- Establish procedures and administer purchase and service contracts.
- Administration of District's insurance and risk management programs.
- Recruit, assign, and evaluate all support services departments with a total staff of 130.
- Ensure compliance with all environmental and regulatory agencies.
- Prepare specifications, publicly bid, and administer capital projects.
- Participate and assist in collective bargaining negotiations.
- Assume responsibilities of Business Administrator in his/her absence.

Director of Engineering

Pravin H. Patel Associates, Inc. (8/1989 to 12/1998)

Engineers-Architects-Planners

Toms River, NJ

PHPA, a full-service engineering and architectural firm providing consulting services to educational facilities. Diversified responsibilities included:

- Direct, supervise, and coordinate contractors on multiple-prime, public contracts.
- Develop, budget, design, and supervise capital improvement projects.
- Specify, design, and publicly bid construction projects, including contract negotiations.
- Develop and administer maintenance contracts for educational facilities.

Education:

New Jersey Institute of Technology-Newark, NJ (1989)

Bachelor of Science in Civil Engineering

National Civil Engineering Honor Society

Ocean County College

Associates of Science in Business Administration (5/2007)

Computer Skills:

Systems 3000 Visual Fund Accounting

Microsoft Excel, Outlook, Word, and PowerPoint

Facilities Maintenance and Microsoft Project Scheduler

References:

Dr. James Habel, Superintendent, Wall Township Public Schools

Dr. Joan Nesenkar Saylor, S.B.A. Freehold Regional High School District

Brian J. Smyth, P.E.

November 9, 1998

Mr. Jack M. Hahn, Business Administrator
Wall Township Board of Education
P.O. Box 1199
Wall, NJ 07719

Dear Mr. Hahn,

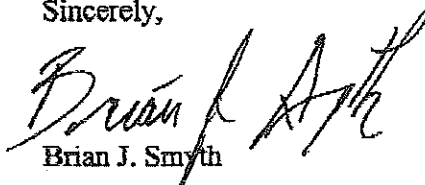
Please consider my application for the position of Management Services Director as advertised in the November 8, 1998, *Asbury Park Press*. I feel my qualifications and experience, as outlined in the attached resume, are an excellent match to the requirements of the position.

The past nine years of my career have been dedicated primarily to educational facilities. Working with multiple educational clients, I have performed and managed numerous projects simultaneously from project concept, through design, bidding, and construction to final acceptance.

For the past two years I have been the construction manager for the recently completed Colts Neck High School. Construction of the new high school started in July, 1996, included fifteen separate prime contractors, and cost twenty seven million dollars (\$27,000,000.00). The school is one of six high schools within the Freehold Regional High School District. In addition to my responsibilities as construction manager for the new high school, I have worked closely with the district's Buildings and Grounds Department performing facility evaluations, capital improvement projects, supervising personnel, and implementing a computerized facility management system.

I believe that I can make an effective contribution to the Wall Township Board of Education and would very much welcome the opportunity of a personal appointment to further discuss my qualifications.

Sincerely,


Brian J. Smyth

[REDACTED]

Professional References Furnished On Request