

Egg Harbor Township Schools

www.eht.k12.nj.us

Administration Offices

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Egg Harbor Township, NJ 08234

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Lily E. Moss

Assistant Superintendent

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Assistant Superintendent

Terrence Charlton, Ed.D.

Director of Human Resources

Daniel Smith

Business Administrator/Board Secretary

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Human Resources Office

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Business Office

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Telefax: 609-601-2904

August 3, 2026

Anonymous Requestor

via email: opra+request-93683-fl486e7c@requests.opramachine.com

Re: OPRA Request Dated July 23, 2026

Dear OPRA Requestor,

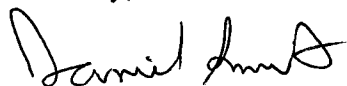
As you are aware, I am the Business Administrator and Custodian of Records for the Egg Harbor Township Board of Education (the "Board"), and as such, I am in receipt of your OPRA request email dated July 23, 2026, which sought the following:

All available closed session minutes from BOE meetings from 1-1-21 thru 7-22-26

Please allow this correspondence to serve as notice that I will need additional time to fulfill this request due to the large time frame of records to be produced as well the redactions that may be needed. I am respectfully requesting an extension until Thursday, August 20, 2026. OPRA allows for the Records Custodian to advise of the need for an extension pursuant to N.J.S.A. 47:1A-5i. Specifically, OPRA states that, "the requestor shall be advised by the custodian when the record can be available. If the record is not made available by that time, access shall be deemed denied."

Thank you for your courtesies.

Sincerely,



Daniel Smith

School Business Administrator/Board Secretary

