

PINELANDS REGIONAL SCHOOL DISTRICT

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MELISSA A. McCOOLEY, Ed.D.
Superintendent

AMANDA P. MILLER
Business Administrator/Board Secretary

July 17, 2024

Jennifer Mai

Ms. Mai,

As you are aware, I am the Business Administrator for the Pinelands Regional Board of Education (the "Board"), which conducts and supervises the schools of the Pinelands Regional School District (the "District"). As such, I am in receipt of your July 6, 2024, OPRA request, which was received on July 8, 2024, and which clarified that you wished to receive copies of any certifications for the 2023-2024 junior high school certified staff.

I previously provided you with a spreadsheet which contained each staff member and listed their certifications. For many of our newer hires, this information is electronic, through a state website, and each name will have to be searched, and the information saved. To the extent some of the more senior staff members have physical documentation in their personnel files, each staff member's personnel file will need to be reviewed to obtain this information.

As such, I will require an extension of time for same until September 30, 2024. OPRA allows for the Records Custodian to advise of the need for an extension pursuant to N.J.S.A. 47:1A-5.i. Specifically, OPRA states that, "the requestor shall be advised by the custodian when the record can be made available. If the record is not made available by that time, access shall be deemed denied."

In addition, due to the labor-intensive nature of this request, please be advised the District will be imposing a special service charge for same, pursuant to *N.J.S.A. 47:1A-5(b)* and *N.J.S.A. 47:1A-5(c)*. Due to the amount of time it will take someone to go through each staff member's personnel file, and to search the website for anyone whose information is electronic, a likely minimum charge of \$654.40 is anticipated. This charge equals an hourly rate of \$32.72 for the Confidential Secretary times 20 hours, so that the Confidential Secretary may go through the personnel files and copy and/or scan the files, and who may access the website. This rate equals the hourly rate of the lowest paid person who is qualified to review the personnel files, access the website, and view and redact for confidentiality. *See N.J.S.A. 47:1A-5(c)*. Therefore, a deposit in the amount of \$ 327.20 is required to proceed with your request. Upon receipt of same we will begin compiling the documents you requested. Once the request has been completed you will be provided with information regarding the remaining balance due of the service fee, which will be required to be paid prior to the documents being turned over, if the deposit exceeds the amount of time the request takes to fulfill you will be reimbursed accordingly.

Regards,

A handwritten signature in cursive script, reading "Amanda P. Miller". The ink is dark and the signature is fluid, with a prominent loop at the end of the last name.

Business Administrator/Board Secretary