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October 20, 2023

Andrew Sanders
Via email

Re: Citizen Question to MSD

Due to the multiple OPRA requests, in an effort to ensure completeness and information is all supplied, your multiple requests have been consolidated on this response. If anything is missing, please advise immediately, or the response will be deemed complete.

Request #1 – October 2, 2023

Most current job description

- director of curriculum and instruction (most recent) and assistant superintendent for curriculum.
- director of technology
- confidential HR secretaries
- building foreman (day or night; elementary, middle, and high)

-school kitchen equipment test reports to public?
how many food service jobs work in each kitchen in what position?

- central office contact info doc (extension/email)
- central office organization chart.

Request #2 – October 2, 2023

- List of special ed and bilingual staff Pk-12 by grade level, school, dept
- List of staff, departments, grade levels at the Frelinghuysen Middle School, Alexander Hamilton, Woodland
- List of Building and Grounds employees including school custodial staff
- Job description of transportation dispatchers and accounting department staff.
- Central office directory (extension+Email) 2012-2013, 2017-2018, 2020-2021, 2021-2022, 2022-2023, 2023-2024

Request #3 – October 2, 2023

Job descriptions:

Business administrator/board secretary

Asst business administrator/asst board secretary

Elementary, middle, high school principal

Learning disabilities teacher consultant (elementary, middle, high)

school psychologist (elementary, middle, high)

Middle School Guidance Counselor

Pupil Services Secretaries

-Curriculum for bilingual students K-5

-Programs for students in Special Education K-5 and their curriculum.

Response:

1. Attached please find the following Job Descriptions as requested:
 - director of curriculum and instruction (most recent) and assistant superintendent for curriculum.
 - director of technology
 - confidential HR secretaries
 - building foreman (day or night; elementary, middle, and high)
 - transportation dispatchers and accounting department staff
 - Business administrator/board secretary
 - Asst business administrator/asst board secretary
 - Elementary, middle, high school principal
 - Learning disabilities teacher consultant (elementary, middle, high)
 - school psychologist (elementary, middle, high)
 - Middle School Guidance Counselor
 - Pupil Services Secretaries
2. Your record for “school kitchen equipment test reports to public?” is denied, no such record exists.
3. Attached file labeled “Food Service Staff” provides the list of food service jobs by school and position.
4. Your request for *central office contact information* is publicly available on our website at: <https://www.morrisschooldistrict.org/district/administrative-directory>
5. Organization Chart – attached is the latest Organizational Chart.
6. Your request for the following are included in the report titled “Staff Listing”
 - List of special ed and bilingual staff Pk-12 by grade level, school, dept*
 - List of staff, departments, grade levels at the Frelinghuysen Middle School, Alexander Hamilton, Woodland*
 - List of Building and Grounds employees including school custodial staff*

7. Your request for “*Central office directory (extension+Email) 2012-2013, 2017-2018, 2020-2021, 2021-2022, 2022-2023, 2023-2024*” is denied in part. No such records exist for prior years. The current information is provided in response #4.
8. Your request for the following items are publicly available from our website, available at: <https://morrisschooldistrict-public.rubiconatlas.org/all-public-curriculum/all-courses?>
 - Curriculum for bilingual students K-5
 - Programs for students in Special Education K-5 and their curriculum.

Regards,

A handwritten signature in black ink, appearing to read 'A. Lo Franco', written in a cursive style.

Anthony Lo Franco