

MONROE TOWNSHIP BOARD OF EDUCATION
423 BUCKELEW AVENUE
MONROE TOWNSHIP, NJ 08831
PH: 732-521-1500 FAX: (732) 521-2719

Lisa Goldstein
Custodian of Records

BY EMAIL ONLY TO: Tina Carkhuff <opra+request-52612-16b23250@requests.opramachine.com>

October 20, 2023

Tina Carkhuff

Re: Open Public Records Act Request

Dear Tina Carkhuff:

The District is in receipt of your request for records under the Open Public Records Act. Specifically, your request sought:

“Any emails dated 05/01/2023 - present from or to Superintendent Chanley, or any board member including Chrissy Skurbe, Gazala Bohra, Carmen Alvarez, Kathleen Belko, Gail DiPane, Katie Fabiano, Kate Rattler, Peter Tufano, or Michelle Scott regarding special education students, placement and alternate or alternative placement, out of district placement, removal from district, autism, need for one to one services, ability to keep rescue medicines with or near student, changes to ARD process, inclusion requirements with regular education students, changes in requirements from prior years, federal and state reporting requirements, bullying of parents with special education or special needs children. Additional please provide emails from or to Superintendent Chanley, to or from the following district employees for the same period of time: Marietta Ruela. The request is limited to emails only. There is no request to include information pertaining to any student, parent or guardian.”

The District conducted searches using the search terms in your requests and yielded responsive documents of around 1,097 pages of emails. Each of these emails will need to be reviewed to remove confidential information. As a result, your request requires a special service charge due to the large number of responsive data and the extraordinary expenditure of time and effort necessary to comply with the request.

OPRA allows public agencies to impose special service charges whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this section is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or when fulfilling a request requires an extraordinary expenditure of time and effort. See N.J.S.A. 47:1A-5(c). Special service charges must be based upon the actual direct cost of providing the copy or copies.

The large volume of responsive data necessitates that the District dedicates personnel for numerous hours to satisfy your request. The lowest level employee that is capable of fulfilling this request would be me. My hourly rate is \$32.73. It is anticipated that to complete the request it will take me approximately 11 hours. As such, a detailed estimate is provided below:

Number of Pages of Emails:	1,097
Employee's Hourly Rate:	\$32.73
Estimated Hours to Fulfill This Request:	11
Total Estimated Special Service Charge:	\$360.00

OPRA mandates that the requestor shall have the opportunity to review and object to the charge prior to it being incurred. See N.J.S.A. 47:1A-5(c). Kindly respond in writing with whether you agree to pay the estimated charge. The District will not begin to process this request until it receives your written acceptance and you provide a deposit in the amount of \$180.00 (50% of the total estimated special service charge). Upon completion of the request, the District's actual cost in fulfilling the request will be calculated and provided to you. The remaining amount must be paid prior to the records being provided. Please be advised that the special service charge does not include the cost of a flash drive (if you would like the records provided digitally) or copying costs (if you would like hard copies of the records to be provided).

As an alternative, if you prefer to modify your request to limit the number of potentially responsive records, kindly let us know.

Sincerely,



Lisa Goldstein
OPRA Secretary/Custodian of Records

cc: Dr. Chari Robynne Chanley, Superintendent of Schools
Mr. David Disler, Esq., Porzio, Bromberg & Newman, P.C.