

CLIFTON PUBLIC SCHOOLS

www.clifton.k12.nj.us

Danny A. Robertozzi, Ed.D.
Superintendent of Schools

Michael Ucci
Business Administrator/Board Secretary



Jim Smith
President
Clifton Board of Education

Ahmed Shehata
Asst. Business Administrator/Board Secretary

June 2, 2022

Via email – opra+request-32127-b91288f0@requests.opramachine.com
Mr. Jones

Dear Mr. Jones:

Please accept this correspondence in response to your request for government records, pursuant to the Open Public Records Act (OPRA). The time in which a public entity has to respond to an OPRA request begins to run the day after the custodian of records receives such request. The request was received on May 23, 2022.

1. Daily responsibilities and duties of the Assistant Business Administrator

The job description for Assistant Business Administrator is attached.

Sincerely,

A handwritten signature in blue ink, appearing to be 'MU' followed by a stylized flourish.

Michael Ucci
School Business Administrator/Board Secretary

MU/ld

Attachment