



BUSINESS OFFICE

Patricia Ramos, Business Administrator / Board Secretary
Carmelina Januszonis, Assistant Business Administrator

January 3, 2025

Via Electronic Mail

Riana Pfefferkorn

Re: OPRA Request dated December 20, 2024

Dear Rina Pfefferkorn:

You recently requested documents from the Westfield Board of Education ("Board" or "District") pursuant to an Open Public Records Act ("OPRA") request dated December 20, 2024. The time in which the District has to respond to an OPRA request begins to run the day after the custodian of records receives such a request. Your request was received by the District on December 20, 2024. The seventh (7th) business day within which to respond to your request is January 10, 2025, as the District was closed for winter break from December 20, 2024 through January 1, 2025.

The District needs additional time to respond to your request due to the scope of your request, the recent District holiday closure, and the need to potentially review and redact any responsive document pursuant to the OPRA exemptions. This extension of time is permitted under the OPRA. See N.J.S.A. 47:1A-5(g); N.J.S.A. 47:1A-5(i); Rivera v. City of Plainfield Police Dep't (Union), GRC Complaint No. 2009-317 (May 2011); and Criscione v. Town of Guttenberg (Hudson), GRC Complaint No. 2010-68 (November 2010). Given the scope of the request, it is anticipated that responsive records may be made available to you by January 31, 2025. However, the District reserves the right to an additional extension.

If you have any questions, please feel free to contact me.

Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to be "PR", is written over a horizontal line.

Patricia Ramos
Custodian of Records