

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

Reeshemah Zielinski
Custodian of Records

BY EMAIL ONLY TO: Anonymous <opra+request-31594-de34dfd3@requests.opramachine.com>

May 31, 2022

Dear Anonymous:

The Board is in receipt of your request for records under the Open Public Records Act ("OPRA"). Your request was received on May 6, 2022 and seeks the following:

A log of sent and received emails for Reeshemah Zielinski from January 01, 2022 to May 06, 2022 which includes the sender name, recipient name(s), date, and subject line.

The District conducted searches using the search terms in your request and yielded responsive documents of around 7,500 rows of email log information. Each of these rows 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 \$41.67. It is anticipated that to complete the request it will take me over 29 hours. As such, a detailed estimate is provided below:

Number of Rows of Data:	7,494
Employee's Hourly Rate:	\$41.67
Estimated Hours to Fulfill This Request:	29.3
Total Estimated Special Service Charge:	\$1,220.93

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 \$610.47 (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 record, kindly let us know.

Sincerely,

A handwritten signature in dark ink, appearing to read "Reeshemah Zielinski". The signature is fluid and cursive, with the first name being more prominent.

Reeshemah Zielinski
Custodian of Records

cc: Ms. Chari Chanley, Acting Superintendent of Schools
Dr. Adam Layman, Assistant Superintendent of Schools
Mr. David Disler, Esq., Porzio, Bromberg & Newman, P.C.