



MONROE TOWNSHIP SCHOOLS
423 Buckelew Avenue
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DR. CHARI ROBYNNE CHANLEY

Superintendent of Schools

DR. ADAM M. LAYMAN

Acting Superintendent of Schools

LAURA ALLEN, CPA

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Tel: 732-521-1500

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July 24, 2025

VIA EMAIL ONLY: opra+request-78449-70b2f8cf@requests.opramachine.com

Anonymous

RE: OPRA Request dated July 14, 2025

Dear Sir/Madam:

On behalf of the Monroe Township Board of Education ("Board" and/or "District"), I am writing this letter in response to your request for records pursuant to the Open Public Records Act ("OPRA") submitted via email at 7:31 pm on Monday, July 14, 2025 and received on Tuesday, July 15, 2025. As such, the seven (7) business day deadline within which the Board is to respond to your request is Thursday, July 24, 2025.

More specifically, the Board responds to your request as set forth below:

"1) Email logs for Chari Chanley for March 1, 2025-May 5, 2025

2) Email logs for Donna Marter for March 1, 2025-June 20, 2025".

As you may be aware, OPRA allows public agencies to impose a special service charge when fulfilling a request requires an extraordinary expenditure of time and effort to accommodate the request. See N.J.S.A. 47:1A-5c. The Board has identified a voluminous number of records which are responsive to your request. More specifically, the email log of Chari Chanley for the period of March 1, 2025 through May 5, 2025 is 1,069 pages in length and the email log of Donna Marter for the period of March 1, 2025 through June 20, 2025 is 358 pages in length. Each line item has to be reviewed for redactions required to protect confidential information from disclosure. Accordingly, due to the voluminous nature of your request, and thus as a result of the time that will be required to review the documents for any redactions required to protect confidential and/or

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exempt information, a special service charge will apply to the production of records that are responsive to your request.

Consequently, since it is anticipated that it will take a total time of approximately 24 hours to complete this request, the total estimated service charge is \$785.52 (\$32.73/hour for 24 hours to complete the review and redaction of the documents). Take note that this is only an initial estimate of time, and the actual time spent, and thus the actual special service charge, could be more or less than the estimation provided.

In addition, due to the voluminous nature of your request, it will require additional time to fulfill, as the district must extract, convert, review and redact any non-disclosable/exempt information. The OPRA allows custodians to seek extensions of time pursuant to N.J.S.A. 47:1A-5. Accordingly, if you choose to proceed with your request, an extension of time will be necessary for the Board to prepare a response.

If you would like the Board to proceed with your request, please respond in writing so that we can send you an appropriate invoice and inform you as to when the records will be expected to be ready. We will not begin to process this request until we receive written notification of your acceptance and payment.

In the event that we do not receive a response from you within seven (7) days from the date of this letter, we shall assume that you do not wish to incur the special service charge and the foregoing information shall constitute the Board's full and complete response to your OPRA request and therefore, your OPRA request will be deemed closed.

Sincerely,

A handwritten signature in black ink that reads "Lisa Goldstein". The script is cursive and fluid.

Lisa Goldstein
OPRA & Central Registration Secretary