



MONROE TOWNSHIP SCHOOLS
423 Buckelew Avenue
Monroe Township, New Jersey 08831
www.monroe.k12.nj.us

DR. CHARI ROBYNNE CHANLEY

Superintendent of Schools

DR. ADAM M. LAYMAN

Assistant Superintendent of Schools

LAURA ALLEN, CPA

Business Administrator/Board Secretary

Tel: 732-521-1500

Fax: 732-521-2719

April 23, 2025

VIA EMAIL ONLY: opra+request-74670-03f67b92@requests.opramachine.com

Anonymous

RE: OPRA Request dated April 11, 2025

Dear Sir/Madam:

As custodian of records for the Monroe Township Board of Education ("Board" and/or "District"), I am writing this letter in response to your request pursuant to the Open Public Records Act (OPRA) submitted and received Friday, April 11, 2025. As such, the seven (7) business day deadline within which the Board is to respond to your request is Wednesday, April 30, 2025.¹

More specifically, the Board responds to your request below:

- 1) Email logs for Katie Fabiano
January 1, 2025- April 4, 2025

Your request requires a special service charge due to the large amount 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. Please see a detailed estimate provided below:

¹ District offices were closed on Monday, April 14, 2025 through Monday, April 21, 2025 for Spring Break.

Number of Rows of Data:	2081
Employee's Hourly Rate:	\$32.73
Estimated Hours to Fulfill This Request:	8.2
Total Estimated Special Service Charge:	\$268.38
Deposit Amount:	\$134.19

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 the deposit amount listed above, which is 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