



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

Acting Superintendent of Schools

LAURA ALLEN, CPA

Business Administrator/Board Secretary

Tel: 732-521-1500

Fax: 732-521-2719

August 4, 2025

VIA EMAIL: opra+request-78742-4d35756e@requests.opramachine.com

Anonymous

Re: OPRA Request dated July 24, 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 5:25 pm on Thursday, July 24, 2025 and received on Friday, July 25, 2025. As such, the seven (7) business day deadline within which the Board is to respond to your request is Tuesday, August 5, 2025.

More specifically, your request seeks access to:

1) Email logs of Donna Marter for the period: March 17, 2025-April 5, 2025

2) Email logs of Chari Chanley for the period: March 17, 2025-March 31, 2025

Based upon the items requested, your request requires additional time beyond the seven business days to fulfill as the Board must identify all the responsive documents, retrieve the documents, 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. Specifically, the OPRA states that, in the event a records custodian needs additional time to fulfill the request, the custodian shall be entitled to a reasonable extension of time and shall notify the requester of the time extension.

Accordingly, your request requires an extension of time until on or before Monday, August 25, 2025 to respond.

Thank you for your anticipated courtesies in this regard.

Sincerely,

Lisa Goldstein

Lisa Goldstein

OPRA & Central Registration Secretary

SUCCESS IS ALWAYS A TEAM EFFORT!!