



HIGHLAND PARK PUBLIC SCHOOLS

www.hpschools.net
435 Mansfield St, Highland Park
NJ, 08904

OFFICE OF THE SCHOOL BUSINESS ADMINISTRATOR

DENISE M. DeROSA

(732) 572-2400

April 18, 2024

VIA EMAIL: opra+request-60476-86982059@requests.opramachine.com
Ari Whipple

Re: OPRA Request dated April 9, 2024

Dear Sir/Madam:

As custodian of records for the Highland Park Board of Education ("Board" and/or "District"), I am writing this letter in response for your request for records pursuant to the Open Public Records Act ("OPRA") submitted via email at 10:56 pm on Tuesday, April 9, 2024 and received on Wednesday, April 10, 2024. As such, the seven (7) business day deadline within which the Board is to respond to your request is Friday, April 19, 2024.

As a preliminary matter, please note that pursuant to the OPRA, "...a public agency has a responsibility and an obligation to safeguard from public access a citizen's personal information with which it has been entrusted when disclosure thereof would violate the citizen's reasonable expectation of privacy..." N.J.S.A. 47:1A-1. Redactions of personal email addresses, personal cellular telephone numbers and home addresses are permissible means by which an individual's reasonable privacy expectations may be protected. See *Scheeler v. New Jersey Department of Education*, 2017 WL 218259 (App. Div 2017); *Doe v. Poritz*, 142 N.J. 82 (1995) (regarding the privacy concerns associated with the release of home address information); *Flora v. Ocean County Health Department*, GRC Complaint No. 2013-188 (2015) (regarding the redaction of personal cellular telephone numbers to protect an individual's privacy interest); *D'Andrea v. N.J. Civil Service Commission*, GRC Complaint No. 2014-153 (2015) (regarding the propriety of redactions of personal email addresses).

The Board's response to your request is set forth below:

- Colin Mackintosh's Contract, Job Description, Resume (upon application)
- Ashley Lubas's Contract, Job Description, Resume (upon application)
- Jacqueline Friscia's Contract, Job Description
- Carla Draper's Contract, Job Description
- Caitlyn Fulwood's Contract, Job Description".

In accordance with the aforementioned, enclosed please find the resumes of Colin Mackintosh and Ashley Lubas, which have been redacted to protect confidential personal information pursuant to N.J.S.A. 47:1A-1.1. Enclosed please also find the job descriptions for After School/Before School Program Assistant, Director of Before & After School Programs, and Before/After School Program Site Manager. There are no other records responsive to this request.

As the documents identified above are being provided to you in electronic format only, there is no charge associated with your request. The foregoing information and the enclosed documents constitute the Board's full and complete response to your OPRA request and therefore, your OPRA request is closed.

Sincerely,

A handwritten signature in blue ink, appearing to read "Denise DeRosa". The signature is fluid and cursive, with the first name "Denise" being more prominent than the last name "DeRosa".

Denise DeRosa
Business Administrator/Board Secretary