



**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 29, 2024

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

Re: OPRA Request dated April 18, 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 and received on Thursday, April 18, 2024. As such, the seven (7) business day deadline within which the Board is to respond to your request is Monday, April 29, 2024.

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

"I'd like to confirm the following:

Ashley Luba is listed publicly as a Program Supervisor working below Colin Mackintosh. Can you provide her job description? The Site Manager or Program Assistant job descriptions do not apply to her."

Please refer to the Board meeting agenda for Monday, April 29, 2024 for a copy of the Before/After School Program Supervisor Job Description which is pending Board approval. All Board meeting agendas can be located on the Board website under Documents, Board, Board Meeting Agendas. Or more specifically, the link to the April 29th agenda can be located at the following link:

<https://www.hpschools.net/documents/board/board-meeting-agendas/board-meeting-agendas-2024/560576>.

Are there written contracts for Ms. Luba or Mr. Mackintosh? What are the terms of their employment if not contacted?"

A request for these records was submitted by you on April 9, 2024 to which a response was provided by correspondence dated April 18, 2024. As advised, there are no responsive records to this request and no record containing the information you have requested exists.

This correspondence and the foregoing information constitute the Board's full and complete response to your OPRA request and therefore, your OPRA request is closed.

Sincerely,

Denise DeRosa
Business Administrator/Board Secretary