



**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 via email on 5:39 pm on Thursday, April 18, 2024 and received on Friday, April 19, 2024. As such, the seven (7) business day deadline within which the Board is to respond to your request is Tuesday, April 30, 2024.

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

"Additionally, the job description of Mr. Mackintosh was approved by the BOE on October 16, 2023. However, his hire was approved by the BOE on August 7, 2023. What was the job description that was posted when he applied to his position? More specifically, what was posted on applitrack for his submission?

Similarly, if Ms. Lubas does not have an approved job description, what was the description upon her application for the position?"

Enclosed please find the job postings for the Before/After School Program Supervisor and Director of Before and After Care Program.

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,

Denise DeRosa
Business Administrator/Board Secretary