

MONROE TOWNSHIP BOARD OF EDUCATION
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Lisa Goldstein
Custodian of Records

BY EMAIL ONLY TO: PSB1981 <opra+request-41594-5f6cee68@requests.opramachine.com>

April 14, 2023

PSB1981

Re: Open Public Records Act Request

Dear PSB1981:

The District is in receipt of your request for records under the Open Public Records Act ("OPRA"). In particular, your request cites to a provision in Board Policy 3240, which states a "teaching staff member who has been granted time off and/or approved to be reimbursed for a professional development activity shall submit to the Superintendent or designee, with a copy to the School Business Administrator/Board Secretary, within ten working days, a brief written report that includes the primary purpose of the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district." Referencing this section, your OPRA request sought the "report written by Mrs. Chanley detailing her time at the Innovative Schools conference she attended from 3/29/23-4/2/23."

Please be advised that the paragraph your OPRA request references in Board Policy 3240 only applies to "teaching staff members," which the following paragraph in the policy defines as "all active teachers, defined as staff whose positions require possession of the instructional or educational services certificates." Ms. Chanley -- in her position as Superintendent of Schools -- is not a "teaching staff member," as defined by the policy. Instead, she meets the policy's definition of a "school leader" (which the policy defines as positions that "require possession of the Chief School Administrator, Principal, or Supervisor endorsement"). For that reason, the paragraph cited in your OPRA request is not applicable to Ms. Chanley. Accordingly, the District does not have records responsive to this request. As a result, your request is denied. See *Klock v. Newark Public Schools*, GRC Complaint No. 2013-242 (July 2014) (finding that Custodian properly denied a request where there were no responsive documents); *Pusterhofer v. N.J. Dep't of Education*, GRC Complaint No. 2005-49 (July 2005) (the "Custodian has certified that the requested record does not exist. Therefore, the requested record cannot be released and there was no unlawful denial of access").

Sincerely,



Lisa Goldstein
OPRA Secretary/Custodian of Records

cc: Ms. Chari Chanley, Superintendent of Schools
Mr. David Disler, Esq., Porzio, Bromberg & Newman, P.C.