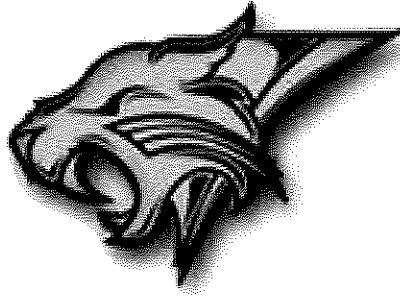


PINELANDS REGIONAL SCHOOL DISTRICT

520 Nugentown Road
P.O. Box 248
Little Egg Harbor, NJ 08087-0248

Telephone 609-296-3106
Fax 609-294-9519



MELISSA MCCOOLEY, Ed.D.
Superintendent

NICHOLAS K. BROWN
Business Administrator/Board Secretary

June 3, 2019

Via email: (opra+request-5073-62ffbcfc@requests.opramachine.com)

Lee Morey

RE: OPRA Request

Please be advised that I am the Custodian of Records for the Pinelands Regional School District Board of Education (the "Board"). I am in receipt of your April 2019 request (the "Request") for records pursuant to the Open Public Records Act ("OPRA" or the "Act").

On Monday May 6, 2019 you met with the Superintendent, Business Administrator and two (2) members of the Pinelands Board of Education to discuss your request for records. We determined that the following would satisfy your request:

1. The District would communicate the following to all staff who assists with morning drop off and pick up:
 - a. The LEHT PD is properly trained in the safe crossing of all staff and students and should be primarily handling the crossing duties.
 - b. All staff is expected to conduct themselves professionally at all times. Including respectful interactions with parents, residents during pick-up and drop-off

Please be advised that the this information was disseminated to the staff on June 3, 2019. A copy of that memo is attached hereto and should satisfy your request for records. . Thank you for your courtesies.

A handwritten signature in black ink, appearing to read 'Nick K. Brown', is written over a horizontal line.

Nicholas K Brown,
Business Administrator and Records Custodian
Pinelands Regional School District