

Lisa Goldstein

From: Anonymous <opra+request-81856-098556d5@requests.opramachine.com>
Sent: Wednesday, October 8, 2025 3:17 PM
To: OPRA E-Mail
Subject: [External Email]OPRA request - Random Drug Testing

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Warning: This email originated from outside the Monroe School District. Do not click links or open attachments unless you recognize the sender and trust the content.

Dear Monroe Township School District (Middlesex),

Please accept this electronic request for public records made under OPRA and the common law right of access. I am not required to fill out an official form or use a particular software platform to submit my request per NJSA 47:1A-6(f), which states that an email from a requestor including all of the information required on the adopted form shall suffice in place of a completed form as a valid government record request.

I HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

I WILL NOT use the requested government records for a commercial purpose.

I AM NOT seeking records in connection with a legal proceeding.

Records requested:

1) Emails from June 1, 2025-August 31, 2025 between Donna Marter and Preventative Specialist Inc with keywords "Random Drug Testing" or "CDL", including attachments.

1) Emails from June 1, 2025-August 31, 2025 between Delores Kopka (Marter's secretary) and Preventative Specialist Inc with keywords "Random Drug Testing", including attachments.

My preferred delivery method for response(s) to this request is by E-mail as attachments. Please confirm you have received this request. If you are not the custodian of records, please forward my request to that person and provide their email address to me for future reference.

Yours faithfully,

Anonymous

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:

opra+request-81856-098556d5@requests.opramachine.com

Is OPRA@monroe.k12.nj.us the wrong address for OPRA requests to Monroe Township School District (Middlesex)? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=monroe_township_school_district_middlesex

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/random_drug_testing

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

"OPRAmachine's mission is to give people easy and affordable access to New Jersey public records.

For more information, contact us at: (732) 707-1628 or PO Box 3180, New Brunswick, NJ 08903."



MONROE TOWNSHIP SCHOOLS
423 Buckelew Avenue
Monroe Township, New Jersey 08831
www.monroe.k12.nj.us

DR. CHARI ROBYNNE CHANLEY

Superintendent of Schools

DR. ADAM M. LAYMAN

Acting Superintendent of Schools

LAURA ALLEN, CPA

Business Administrator/Board Secretary

Tel: 732-521-1500

Fax: 732-521-2719

October 21, 2025

VIA EMAIL ONLY: opra+request-81856-098556d5@requests.opramachine.com

Anonymous

RE: OPRA Request dated October 8, 2025

Dear Sir/Madam:

On behalf of the custodian of records, Laura Allen, for the Monroe Township Board of Education ("Board" and/or "District"), I am writing this letter in response to your request pursuant to the Open Public Records Act (OPRA) submitted and received via email on October 8, 2025.

OPRA allows custodians to seek extensions of time within which to respond, pursuant to N.J.S.A. 47:1A-5. Specifically, the OPRA states that, in the event a records custodian needs additional time to fulfill the request, the custodian shall be entitled to a reasonable extension of time and shall notify the requester of the time extension. In regard to your request, this office requested such an extension until Friday, October 24, 2025. Accordingly, the Board's response to your request is set forth below:

- 1) Emails from June 1, 2025-August 31, 2025 between Donna Marter and Preventative Specialist Inc with keywords "Random Drug Testing" or "CDL", including attachments.**
- 2) Emails from June 1, 2025-August 31, 2025 between Delores Kopka (Marter's secretary) and Preventative Specialist Inc with keywords "Random Drug Testing", including attachments.**

Enclosed please find a copy of the records responsive to your request. Please note that the records have been redacted to protect confidential personnel information pursuant to N.J.S.A. 47:1A-10, N.J.A.C. 6A:32-4.3, and N.J.S.A. 10:4-12(b)(8); and confidential personal information pursuant to N.J.S.A. 47:1A-1.1.

SUCCESS IS ALWAYS A TEAM EFFORT!!

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

Sincerely,

A handwritten signature in black ink that reads "Lisa Goldstein". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Lisa Goldstein
OPRA & Central Registration Secretary

From: psitest@optonline.net
Sent time: 08/27/2025 11:56:38 AM
To: Donna Marter <Donna.Marter@monroe.k12.nj.us>
Cc: Tiffany Crane <Tiffany.Crane@monroe.k12.nj.us>; Office (PSI-Prevention Specialists Inc) <admin@prevspec.com>
Subject: [External Email]RE: [External Email]RE:

Warning: This email originated from outside the Monroe School District. Do not click links or open attachments unless you recognize the sender and trust the content.

Hi Donna,

Ok got it! I will let the collector know to go to that location and bring the 65 booklets. Do you have any changes to the active CDL employee list I emailed over? Just want to make sure it is up to date before the computer generates the DOT random list for testing.

Amy E. Denes, MBA
President

PSI-Prevention Specialists, Inc.
1398 Highway 35, Suite #6
Ocean, NJ 07712
P: 732-869-2900
F: 732-869-2992
www.prevspec.com



Confidentiality Notice

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From: Donna Marter <Donna.Marter@monroe.k12.nj.us>
Sent: Wednesday, August 27, 2025 11:35 AM
To: psitest@optonline.net
Cc: Tiffany Crane <Tiffany.Crane@monroe.k12.nj.us>; 'Office (PSI-Prevention Specialists Inc)' <admin@prevspec.com>
Subject: Re: [External Email]RE:

Hello,

Due to the fact that school begins on September 3rd we cannot have the drug testing at the Middle School it will have to be done at the transportation yard. We will need about 65 booklets.

Thank you

Donna Marter
Director of Transportation
Monroe Township Board of Education
Office: 732-521-2114
Fax: 732-521-3581

From: psitest@optonline.net <psitest@optonline.net>
Sent: Monday, August 25, 2025 4:01 PM
To: Donna Marter <Donna.Marter@monroe.k12.nj.us>
Cc: Tiffany Crane <Tiffany.Crane@monroe.k12.nj.us>; 'Office (PSI-Prevention Specialists Inc)' <admin@prevspec.com>

Subject: [External Email]RE:

Warning: This email originated from outside the Monroe School District. Do not click links or open attachments unless you recognize the sender and trust the content.

Hi Donna,

I hope all is well! I am confirming the testing date on **Thurs Sept 4 at 8am at the usual Middle School location for Monroe. Do you need CDL employee booklets for the date to give out? If so, please let me know how many booklets you need so I can get them ordered for you.**

Also, please review, update and return ASAP the attached current, active CDL employee list, noting any additions or deletions to your current CDL roster who are performing DOT CDL safety sensitive duties in Commercial Motor Vehicles (CMVs) for your company (CDL employee terminations, new CDL hires, CDL employees out on medical leave, CDL employees no longer performing DOT safety sensitive duties as a job function, suspended etc.) Kindly return the updated CDL employee list ASAP via email psitest@optonline.net or fax 732-869-2992 as soon as possible for processing. **Note to FMCSA Clients, this active CDL employee list for update is separate and not related to your annual query CDL employee list requested for processing, these accounts are not linked when updating so you may have to update it with your most recent new hires/terminations.**

Once returned and updated, I will email you a DOT random list for confirmed testing on **Thurs, Sept 4 at 8am via mobile unit truck. If you need any new CDL hire DOT pre employment drug testing as well, let me know the names so we can expect them for testing.**

Please remember that all new CDL hires must have a DOT Pre-Employment drug negative test (and a clear/not prohibited Full Query Report in the Clearinghouse on file by you, the employer) before he/she can perform DOT safety sensitive duties for your facility (49 CFR 382.301).

If you need to reschedule this date or have any questions or can't view this attachment, please let me know as soon as possible.

Any questions, please feel free to contact me at 732-869-2900.

Thanks,

**Amy E. Denes, MBA
President**

PSI-Prevention Specialists, Inc.
1398 Highway 35, Suite #6
Ocean, NJ 07712
P: 732-869-2900
F: 732-869-2992
www.prevspec.com



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From: Donna Marter <Donna.Marter@monroe.k12.nj.us>

Sent: Tuesday, August 12, 2025 11:48 AM

To: psi <psitest@optonline.net>

Cc: 'Amy Denes' <amy@prevspec.com>

Subject:

Good Morning,

I have attached the updated Annual Employee list and the new employee consent forms.

If you need any more information please let me know.

Thank you!

Donna Marter

Director of Transportation

Monroe Township Board of Education

Office: 732-521-2114

Fax: 732-521-3581

From: Donna.Marter@monroe.k12.nj.us
Sent time: 08/27/2025 11:34:59 AM
To: psitest@optonline.net
Cc: Tiffany.Crane@monroe.k12.nj.us; admin@prevspec.com
Subject: Re: [External Email]RE:

Hello,

Due to the fact that school begins on September 3rd we cannot have the drug testing at the Middle School it will have to be done at the transportation yard. We will need about 65 booklets.

Thank you

Donna Marter

Director of Transportation
Monroe Township Board of Education
Office: 732-521-2114
Fax: 732-521-3581

From: psitest@optonline.net <psitest@optonline.net>
Sent: Monday, August 25, 2025 4:01 PM
To: Donna Marter <Donna.Marter@monroe.k12.nj.us>
Cc: Tiffany Crane <Tiffany.Crane@monroe.k12.nj.us>; 'Office (PSI-Prevention Specialists Inc)' <admin@prevspec.com>
Subject: [External Email]RE:

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Hi Donna,

I hope all is well! I am confirming the testing date on **Thurs Sept 4 at 8am at the usual Middle School location for Monroe. Do you need CDL employee booklets for the date to give out? If so, please let me know how many booklets you need so I can get them ordered for you.**

Also, please review, update and return ASAP the attached current, active CDL employee list, noting any additions or deletions to your current CDL roster who are performing DOT CDL safety sensitive duties in Commercial Motor Vehicles (CMVs) for your company (CDL employee terminations, new CDL hires, CDL employees out on medical leave, CDL employees no longer performing DOT safety sensitive duties as a job function, suspended etc.) Kindly return the updated CDL employee list ASAP via email psitest@optonline.net or fax 732-869-2992 as soon as possible for processing. **Note to FMCSA Clients, this active CDL employee list for update is separate and not related to your annual query CDL employee list requested for processing, these accounts are not linked when updating so you may have to update it with your most recent new hires/terminations.**

Once returned and updated, I will email you a DOT random list for confirmed testing on **Thurs, Sept 4 at 8am via mobile unit truck. If you need any new CDL hire DOT pre employment drug testing as well, let me know the names so we can expect them for testing.**

Please remember that all new CDL hires must have a DOT Pre-Employment drug negative test (and a clear/not prohibited Full Query Report in the Clearinghouse on file by you, the employer) before he/she can perform DOT safety sensitive duties for your facility (49 CFR 382.301).

If you need to reschedule this date or have any questions or can't view this attachment, please let me know as soon as possible.

Any questions, please feel free to contact me at 732-869-2900.

Thanks,

Amy E. Denes, MBA
President

PSI-Prevention Specialists, Inc.
1398 Highway 35, Suite #6
Ocean, NJ 07712
P: 732-869-2900
F: 732-869-2992
www.prevspec.com



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From: Donna Marter <Donna.Marter@monroe.k12.nj.us>

Sent: Tuesday, August 12, 2025 11:48 AM

To: psi <psitest@optonline.net>

Cc: 'Amy Denes' <amy@prevspec.com>

Subject:

Good Morning,

I have attached the updated Annual Employee list and the new employee consent forms.

If you need any more information please let me know.

Thank you!

Donna Marter

Director of Transportation

Monroe Township Board of Education

Office: 732-521-2114

Fax: 732-521-3581

From: Office (PSI-Prevention Specialists Inc) <admin@prevspec.com>
Sent time: 07/24/2025 10:29:21 AM
To: Donna Marter <Donna.Marter@monroe.k12.nj.us>
Cc: amy@prevspec.com
Subject: [External Email]RE: [External Email]FW: 2025 Monroe Twp BOE Annual Query List For Update
Attachments: 2025 Monroe Twp BOE Annual Query Report.xlsx

You don't often get email from admin@prevspec.com. [Learn why this is important](#)

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Hello,

Please find attached the results of the 2025 Annual Query Report. Please take a look and make sure all CDL drivers have been included in the report.

You can also view this information in your Clearing House account.

If you have any questions or need any additional information please let us know.

Thank You,

Stuart Ferguson
Business Manager
PSI-Prevention Specialists Inc
1398 Highway 35 Suite 6
Ocean, NJ 07712
P: 732-869-2900
F: 732-869-2992
www.prevspec.com



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From: Donna Marter <Donna.Marter@monroe.k12.nj.us>
Sent: Wednesday, July 23, 2025 9:57 AM
To: Office (PSI-Prevention Specialists Inc) <admin@prevspec.com>
Cc: amy@prevspec.com
Subject: Re: [External Email]FW: 2025 Monroe Twp BOE Annual Query List For Update

Good Morning,

Attached is the updated drivers list as well as the signed consent for the drug and alcohol clearinghouse. **Conf. Personnel**
Conf. Personnel Info. are all new drivers effective 9/1/25.

If you have any questions or concerns please feel free to contact me.

Sincerely,

Donna Marter

Director of Transportation
Monroe Township Board of Education
Office: 732-521-2114
Fax: 732-521-3581

From: Office (PSI-Prevention Specialists Inc) <admin@prevspec.com>
Sent: Monday, July 21, 2025 1:47 PM
To: Donna Marter <Donna.Marter@monroe.k12.nj.us>
Cc: amy@prevspec.com <amy@prevspec.com>
Subject: [External Email]FW: 2025 Monroe Twp BOE Annual Query List For Update

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Hello,

Just a quick reminder that we are still waiting on your updated DOT Clearinghouse active CDL driver roster and any new consent forms if necessary, in order to run and complete your 2025 DOT Clearinghouse Annual Report.

Let me now if you have any questions for me regarding this.

Thank You,

Stuart Ferguson
Business Manager
PSI-Prevention Specialists Inc
1398 Highway 35 Suite 6
Ocean, NJ 07712
P: 732-869-2900
F: 732-869-2992
www.prevspec.com



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From: Office (PSI-Prevention Specialists Inc) <admin@prevspec.com>
Sent: Wednesday, July 2, 2025 1:45 PM

To: 'Donna Marter' <Donna.Marter@monroe.k12.nj.us>
Cc: 'Amy Denes' <amy@prevspec.com>
Subject: FW: 2025 Monroe Twp BOE Annual Query List For Update

Hello,

Just a quick reminder that we are still waiting on your updated DOT Clearinghouse active CDL driver roster and any new consent forms if necessary, in order to run and complete your 2025 DOT Clearinghouse Annual Report.

Let me now if you have any questions for me regarding this.

Thank You,

Stuart Ferguson
Business Manager
PSI-Prevention Specialists Inc
1398 Highway 35 Suite 6
Ocean, NJ 07712
P: 732-869-2900
F: 732-869-2992
www.prevspec.com



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From: Office (PSI-Prevention Specialists Inc) <admin@prevspec.com>
Sent: Tuesday, June 10, 2025 11:10 AM
To: 'Donna Marter' <Donna.Marter@monroe.k12.nj.us>
Cc: 'Amy Denes' <amy@prevspec.com>
Subject: 2025 Monroe Twp BOE Annual Query List For Update

Hello,

It is time to process your CDL Employee 2025 Annual/Limited queries in the Clearinghouse. I've taken over this yearly task from Dave, so apologies if this email should be handled by someone else, if so just reply and point me in the right direction. Please find attached a CDL employee report for those annual/limited queries performed for the 2024 program. Please complete the following tasks:

- Delete out (by highlighting the individuals in red) CDL employees who are no longer employed with your company (you should still include CDL employees who are inactive due to vacation/leave/suspension etc.)
- Add any new CDL employees under the section marked "ADD". Please make sure the information added (**Full Name/Country of Issue/State of Issue/CDL#/DOB**) is correct and matches the employee CDL license. Do not include any NON CDL employees in the report as it is only for DOT FMCSA mandated CDL employees at this time. As a reminder, all new hires should have Full Pre Employment Queries ran in the Clearinghouse before an Annual/Limited Query is conducted. If anyone added to the bottom of the list needs a Full Pre Employment Query ran, please let us know.
- For any **NEW CDL employee additions to the list**, please send back a signed consent form by the CDL employee. A signed paper consent form is required by Federal law to complete the annual queries. If a CDL employee refuses to sign the consent form, they are not allowed to perform DOT safety sensitive duties for an employer as per the DOT Federal Clearinghouse Program 49 CFR Part 382.701. A consent form template is provided with this email for your use if needed, please also feel free to upload this template onto company letterhead.

- Lastly, please login to you DOT Clearinghouse employer account (<https://clearinghouse.fmcsa.dot.gov>) and add more query funds to your account if it is low (still \$1.25 per query and acceptable method of payment is Electronic Funds Transfer (EFT) from a checking or savings ACH account, Credit Card, Paypal and Amazonpay. PSI will need at least the number of current CDL employees on roster to complete the annuals query searches (Example: 25 CDL employees need 25 queries to be completed). Remember extra funds are needed for any new CDL hire Full query searches. The Clearinghouse query purchase fact sheet is attached if needed on how to add more query funds. Employers must still purchase all query plans directly in their Clearinghouse employer account for TPA use, TPAs like PSI are prohibited from purchasing queries for employers. If you have enough funds for 2025, you do not have to add any to your account for current service.

Please let me know if you have any questions.

Thank You,

Stuart Ferguson
Business Manager
PSI-Prevention Specialists Inc
1398 Highway 35 Suite 6
Ocean, NJ 07712
P: 732-869-2900
F: 732-869-2992
www.prevspec.com



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From: amy@prevspec.com
Sent time: 07/18/2025 02:49:26 PM
To: Donna Marter <Donna.Marter@monroe.k12.nj.us>
Subject: [External Email]2 Overdue Invoices - Payment Status?
Attachments: Overdue Inv 36154 Monroe Twp BOE DOT Testing Account.pdf Overdue Inv 36066 Monroe Twp BOE DOT (admin fee).pdf

You don't often get email from amy@prevspec.com. [Learn why this is important](#)

Warning: This email originated from outside the Monroe School District. Do not click links or open attachments unless you recognize the sender and trust the content.

Hi Donna,

I hope all is well and you are having a nice summer! Just FYI, I am looking for status on 2 overdue invoices for your DOT testing account, both are attached for your convenience.

As per our records, **Invoice #36154 & #36066 totaling \$539.00 has not been paid to date.**

Please look into when payment can be expected on your end and let me know. I appreciate your help with this, sorry to be a pain just circling the wagons on my overdues!

Thanks,

Amy E. Denes, MBA
President

PSI-Prevention Specialists, Inc.
1398 Highway 35, Suite #6
Ocean, NJ 07712
P: 732-869-2900
F: 732-869-2992
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From: psitest@optonline.net
Sent time: 06/06/2025 01:51:55 PM
To: Donna Marter <Donna.Marter@monroe.k12.nj.us>
Subject: [External Email]DOT Random List
Attachments: Monroe Twp BOE DOT Random List 06.09.25.xlsx

Warning: This email originated from outside the Monroe School District. Do not click links or open attachments unless you recognize the sender and trust the content.

Hi Donna,

I hope all is well! Please find attached the computer-generated DOT random list for scheduled testing on **Mon, June 9 at 8:45am via mobile unit truck. The PSI collector will be Tom McKeon cellph#732-670-9985 if you need to contact him for any reason that morning.**

Note to PSI clients: Selected employees (those who are still unvaccinated or remain cautious due to COVID19) may wear a face covering for precautionary purposes during COVID19 in the collection area (and our mobile unit if that is your servicing method of choice). It is not required for vaccinated individuals in our mobile unit. You, or the on-site supervisor, should notify your selected employees of their test selection according to your company policy and please only send one selected employee at a time (I suggest 1 person sent every 5-6 minutes) to our collector in the collection area to eliminate any loitering around and to keep social distancing standards. The Federal DOT guidance provided to me is that donors may wear a mask during collection due to COVID19 precautions, but before the collection begins, the collector must ask the donor to lift the mask to show nothing is being hidden to ensure no adulterants are being brought into the collection/bathroom area. As an employer, please make sure your CDL employees are aware that there is a 3 hour maximum to provide a 45 m/L urine specimen as per Federal DOT Regulations (40.191) and once DOT random testing has started, donors must remain at the collection site until successful completion or it will be deemed a DOT refusal to test by the collector and reported to the DER/employer accordingly. Any CDL employee who cannot provide the required 45 m/L in a three hour period will be subject to the DOT shy bladder procedures (40.193) with a referral physician upon MRO approval by the Medical Review Officer who will then determine if it is a refusal to test situation based on the provided referral exam paperwork. Please review all DOT regulations in full with your CDL employees accordingly as it is the employer's responsibility. Hand sanitizer will be available for use after test collection is completed by the collector and the collection area will be sanitized with EPA approved disinfectant for "high touch areas" in-between collections and after all testing is completed. Social distancing between donor and collector will be practiced as much as possible throughout the collection process but the DOT collection procedures and requirements remain the same. Please note that the donors may, but are not required to, bring their own pen for paperwork.

Just FYI, you may send any selected employee who is unavailable for testing or those who prefer a fixed site for drug testing during COVID19 to a designated Lab collection site with a DOT Laboratory CCF form at your convenience and direction. If you do so, please send me a copy of the completed CCF so I may track the result(s) for you.

You may also utilize the PSI office if you are a nearby client (You must call ahead for an appointment, Tues and Thurs 10am-2pm are the typical in-office non emergency collection hours). Also, you may send any CDL employee in need of a DOT pre employment drug test to the onsite collection area for testing during the random appointment as you deem necessary as the employer.

If you have any questions, have any last minute CDL personnel updates, have trouble viewing the attachment, or need to reschedule this testing appointment for any reason, please let me know ASAP.

Thanks,

Amy E. Denes, MBA
President

PSI-Prevention Specialists, Inc.
1398 Highway 35, Suite #6
Ocean, NJ 07712
P: 732-869-2900
F: 732-869-2992
www.prevspec.com



Confidentiality Notice

Confidential Health Information may be enclosed that is personal and sensitive information related to a person's health care. It is being e-mailed to you after appropriate authorization from the patient or under circumstances that don't require patient authorization. You, the recipient, are obligated to maintain it in a safe, secure and confidential manner. Re-disclosure without additional patient consent or as permitted by law is prohibited. Unauthorized re-disclosure or failure to maintain confidentiality could subject you to penalties described in federal and state law."

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From: Donna Marter <Donna.Marter@monroe.k12.nj.us>
Sent: Friday, June 6, 2025 8:06 AM
To: psitest@optonline.net
Subject: Re: [External Email]RE: Driver Roster

Good Morning,

I'm sorry about that Conf. Personnel Info. license # is Conf. Personal Info.

Thank you,

Donna Marter

Director of Transportation
Monroe Township Board of Education
Office: 732-521-2114
Fax: 732-521-3581

From: psitest@optonline.net <psitest@optonline.net>
Sent: Thursday, June 5, 2025 3:12 PM
To: Donna Marter <Donna.Marter@monroe.k12.nj.us>
Subject: [External Email]RE: Driver Roster

**Warning: This email originated from outside the Monroe School District.
Do not click links or open attachments unless you recognize the sender
and trust the content.**

Hi Donna,

Can you advise the last CDL addition written at the bottom of your returned list, the scan was cut off, looks like Conf. Personnel Info.
license listed started with a Conf. Per?

I updated everything else.

You can email me the full name and CDL number and I will add him to the DOT pool as well and send over the DOT random list for testing next Monday!

Amy E. Denes, MBA
President

PSI-Prevention Specialists, Inc.
1398 Highway 35, Suite #6
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dissemination, distribution or copying of this information is STRICTLY PROHIBITED. If you have received this message by error, please notify us immediately and destroy the related message.

From: Donna Marter <Donna.Marter@monroe.k12.nj.us>
Sent: Wednesday, June 4, 2025 2:48 PM
To: 'Amy Denes' <psitest@optonline.net>; 'Dave Ramos-PSI' <dave@prevspec.com>
Subject: Driver Roster

Hello,
Attached is the updated/revised driver roster. If you need any additional information please contact me.

Thank you,

Donna Marter

Director of Transportation
Monroe Township Board of Education
Office: 732-521-2114
Fax: 732-521-3581

From: Monroe Mailer <Scan@monroe.k12.nj.us>
Sent: Wednesday, June 4, 2025 2:25 PM
To: Donna Marter <Donna.Marter@monroe.k12.nj.us>
Subject: Message from "RNP002673F64E7B"

This E-mail was sent from "RNP002673F64E7B" (MP 3055).

Scan Date: 06.04.2025 14:25:06 (-0400)
Queries to: scan@monroe.k12.nj.us

From: psi <psitest@optonline.net>
Sent time: 06/06/2025 08:15:14 AM
To: Donna Marter <Donna.Marter@monroe.k12.nj.us>
Subject: [External Email]Re: [External Email]RE: Driver Roster

Warning: This email originated from outside the Monroe School District. Do not click links or open attachments unless you recognize the sender and trust the content.

perfect, thank you! I will email you the random list later today.

Thank you,

Amy E. Denes, MBA
President
PSI-Prevention Specialists, Inc.
1398 Highway 35 Suite #6
Ocean, NJ 07712
p: 732-869-2900
f: 732-869-2992
www.prevspec.com

* This message is intended for the use of the person to which it is addressed and may contain information that is confidential.

On Jun 6, 2025, at 8:06 AM, Donna Marter <Donna.Marter@monroe.k12.nj.us> wrote:

Good Morning,

I'm sorry about that **Conf. Personnel Info.** license # is **Conf. Personal Info.**

Thank you,

Donna Marter
Director of Transportation
Monroe Township Board of Education
Office: 732-521-2114
Fax: 732-521-3581

From: psitest@optonline.net <psitest@optonline.net>
Sent: Thursday, June 5, 2025 3:12 PM
To: Donna Marter <Donna.Marter@monroe.k12.nj.us>
Subject: [External Email]RE: Driver Roster

Warning: This email originated from outside the Monroe School District. Do not click links or open attachments unless you recognize the sender and trust the content.

Hi Donna,

Can you advise the last CDL addition written at the bottom of your returned list, the scan was cut off, looks like **Conf. Personnel Info.** license listed started with a **Conf. Per**?

I updated everything else.

You can email me the full name and CDL number and I will add him to the DOT pool as well and send over the DOT random list for testing next Monday!

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President

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<image001.png>

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From: Donna Marter <Donna.Marter@monroe.k12.nj.us>
Sent: Wednesday, June 4, 2025 2:48 PM
To: 'Amy Denes' <psitest@optonline.net>; 'Dave Ramos-PSI' <dave@prevspec.com>
Subject: Driver Roster

Hello,
Attached is the updated/revised driver roster. If you need any additional information please contact me.

Thank you,

Donna Marter

Director of Transportation
Monroe Township Board of Education
Office: 732-521-2114
Fax: 732-521-3581

From: Monroe Mailer <Scan@monroe.k12.nj.us>
Sent: Wednesday, June 4, 2025 2:25 PM
To: Donna Marter <Donna.Marter@monroe.k12.nj.us>
Subject: Message from "RNP002673F64E7B"

This E-mail was sent from "RNP002673F64E7B" (MP 3055).

Scan Date: 06.04.2025 14:25:06 (-0400)
Queries to: scan@monroe.k12.nj.us

From: psitest@optonline.net
Sent time: 06/02/2025 03:44:08 PM
To: Donna Marter <Donna.Marter@monroe.k12.nj.us>
Subject: [External Email]Active CDL Employee List for Update
Attachments: Monroe Twp BOE Active CDL Empl List for Update.pdf

Warning: This email originated from outside the Monroe School District. Do not click links or open attachments unless you recognize the sender and trust the content.

Hi Donna,

For our confirmed testing date next week, please review, update and return ASAP the attached current, active CDL employee list, noting any additions or deletions to your current CDL roster who are performing DOT CDL safety sensitive duties in Commercial Motor Vehicles (CMVs) for your company (CDL employee terminations, new CDL hires, CDL employees out on medical leave, CDL employees no longer performing DOT safety sensitive duties as a job function, suspended etc.) Kindly return the updated CDL employee list ASAP via email psitest@optonline.net or fax 732-869-2992 as soon as possible for processing. **Note to FMCSA Clients, this active CDL employee list for update is separate and not related to your annual query CDL employee list requested for processing, these accounts are not linked when updating so you may have to update it with your most recent new hires/terminations.**

Once returned and updated, I will email you a DOT random list for confirmed testing on **Mon, June 9 at 8:45am via mobile unit truck.**

Please remember that all new CDL hires must have a DOT Pre-Employment drug negative test (and a clear/not prohibited Full Query Report in the Clearinghouse on file by you, the employer) before he/she can perform DOT safety sensitive duties for your facility (49 CFR 382.301).

If you need to reschedule this date or have any questions or can't view this attachment, please let me know as soon as possible.

Any questions, please feel free to contact me at 732-869-2900.

Thanks,

Amy E. Denes, MBA
President

PSI-Prevention Specialists, Inc.
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Ocean, NJ 07712
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From: Donna Marter <Donna.Marter@monroe.k12.nj.us>
Sent: Friday, May 16, 2025 1:38 PM
To: psitest@optonline.net
Subject: Re: [External Email]Next DOT Random Drug/Alcohol Testing Date?

Hello,
June 9th works for us!

Thank you,

From: psitest@optonline.net <psitest@optonline.net>
Sent: Friday, May 16, 2025 1:25:27 PM
To: Donna Marter <Donna.Marter@monroe.k12.nj.us>
Subject: [External Email]Next DOT Random Drug/Alcohol Testing Date?

Warning: This email originated from outside the Monroe School District. Do not click links or open attachments unless you recognize the sender and trust the content.

Hi Donna,

I hope all is well! I would like to tentatively schedule your next DOT random testing event if you are ready and currently using your CDL employees to perform DOT safety sensitive duties in commercial motor vehicles (CMVs).

Does Mon, June 9 at 8:45am via mobile unit truck work for you? We will be in the area that afternoon so it would work for us.

Let me know so I can confirm it on my calendar and I will send you an active CDL employee list for update. If you need an alternate date to choose from, please let me know.

Any questions, please feel free to contact me at 732-869-2900.

Thanks,

Amy E. Denes, MBA
President

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Report Generated on : 10/25/2024 02:58

(Complete columns B-G below for all new added CDL Employees)

First Name	Last Name	Country	State	DL #	Date of Birth
		USA	NI		
		USA	NI		
		USA	NI		
		USA	NI		
		USA	NI		

| Time Frame : Last Day

Key	First Name
-----	------------

[illegible]

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MONROE TOWNSHIP BOARD OF EDUCATION

TRANSPORTATION

423 BUCKELEW AVENUE

MONROE TOWNSHIP, NJ 08831

Ph: (732) 521-1500

Fax: (732) 521-3581

General Consent for Limited Queries of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse

Conf. Personnel Info.

I, _____ hereby provide consent to Monroe Township Board of Education or their designee, to conduct limited queries of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exists in the Clearinghouse. The scope of this consent is for multiple queries during the duration of my employment with the Monroe Township Board of Education and will remain in my file as such.

I understand that if the limited query conducted by Monroe Township Board of Education indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to Monroe Township Board of Education without first obtaining additional specific consent from me. I further understand that if I refuse to provide consent for Monroe Township Board of Education to conduct a limited query of the Clearinghouse, Monroe Township Board of Education must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations. This consent form is good for the duration of employment with the Monroe Township Board of Education.

Conf. Personnel Info.

Signature of employee

7/23/25

Date



MONROE TOWNSHIP BOARD OF EDUCATION

TRANSPORTATION

423 BUCKELEW AVENUE

MONROE TOWNSHIP, NJ 08831

Ph: (732) 521-1500

Fax: (732) 521-3581

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Conf. Personnel Info.

Signature of employee

6/24/25

Date



MONROE TOWNSHIP BOARD OF EDUCATION

TRANSPORTATION DEPARTMENT

423 BUCKELEW AVENUE
MONROE TOWNSHIP, NJ 08831

Office: (732) 521-1500 ext. 1

Fax: (732) 521-3581

Conf. Personnel Info.

I, _____ hereby provide consent to the Monroe Township Board of Education to conduct annual NJDMV abstract searches in accordance with the NJ CAIR contract terms as is necessary for my employment as a school bus driver for the district.

I understand that the scope of this consent shall be for the district to perform annual inquiries as is necessary as per the Middlesex County Board of Education. This consent shall be good for the duration of my employment with the Monroe Township Board of Education.

Conf. Personnel Info.

5/21/2025
date



MONROE TOWNSHIP BOARD OF EDUCATION

TRANSPORTATION

423 BUCKELEW AVENUE

MONROE TOWNSHIP, NJ 08831

Ph: (732) 521-1500

Fax: (732) 521-3581

General Consent for Limited Queries of the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse

Conf. Personnel Info.

I, _____ hereby provide consent to Monroe Township Board of Education or their designee, to conduct limited queries of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information about me exists in the Clearinghouse. The scope of this consent is for multiple queries during the duration of my employment with the Monroe Township Board of Education and will remain in my file as such.

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Conf. Personnel Info.

Signature of employee

2/18/25

Date

[illegible]

[illegible]

PSI - Prevention Specialists, Inc

1398 Highway 35, Suite #6

Ocean, NJ 07712

Tax ID #83-2968668

Invoice

DATE	INVOICE #
01/31/2025	36066

BILL TO

Donna Marter
Monroe Township Board of Education
423 Buckelew Avenue
Monroe Township, NJ 08831 USA

P.O. NO.

TERMS

DUE DATE

Net 30

03/02/2025

QUANTITY	DESCRIPTION	RATE	AMOUNT
1	* Annual Fee for Randomization Services Compliant with 49:CFR Part 40 and Part 382 Federal Department of Transportation (DOT) FMCSA Drug & Alcohol Testing for CDL Drivers for 2025: These services include but are not limited to: * DOT Pool Data Update and Management * Computer Generated DOT Random List with Auditable Trail * On-site/Lab-site Coordination When Applicable * Record Retention and Administrative Support * Rapid Reporting to Authorized DER for Drug and Alcohol Testing Results * Year-End MIS Report Summarizing Annual DOT Testing for Proof of Compliance with Federal Regulations	470.00	470.00

Thank you for your business!

Total**\$470.00**

PSI - Prevention Specialists, Inc.

1398 Highway 35, Suite #6
Ocean, NJ 07712
Tax ID #83-2968668

Invoice

DATE	INVOICE #
02/07/2025	36154

BILL TO

Donna Marter
Monroe Township Board of Education
423 Buckelew Avenue
Monroe Township, NJ 08831 USA

P.O. NO.**TERMS****DUE DATE**

Net 15

02/22/2025

QUANTITY	DESCRIPTION	RATE	AMOUNT
1	DOT Pre Employment Drug Test on 1/16/25 NOTE: ALL DOT DRUG TESTS ARE PRICED AT A BUNDLED RATE, TO INCLUDE THE FOLLOWING SERVICES FOR EACH TEST AT NO ADDITIONAL COST: * SPECIMEN COLLECTION * COURIER TRANSMISSION * LABORATORY TESTING & GC/MS CONFIRM * MEDICAL REVIEW OFFICER (MRO) REVIEW AS REQUIRED BY FEDERAL REGULATION 49 CFR PART 40	69.00	69.00

Thank you for your business!

Total**\$69.00**