



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

September 26, 2025

VIA EMAIL: opra+request-80449-116875dd@requests.opramachine.com

Joy

Re: OPRA Request dated September 20, 2025

Dear Sir/Madam:

On behalf of the Custodian of Records for the Monroe Township Board of Education ("Board" and/or "District"), I am writing this letter in response to your request for records pursuant to the Open Public Records Act ("OPRA") submitted via email Saturday, September 20, 2025 and received Monday, September 22, 2025.

More specifically, your request seeks access to:

"Copies of emails from July 1, 2024 through the present that are:

- Sent to or from any of the following individuals:

- Marietta Ruella

- Anthony Arcaro

- Dana Green-Witter

- Francine Sorrento

- Sybil Williams

- Jennifer Roldan

- Dawn Young

SUCCESS IS ALWAYS A TEAM EFFORT!!

- Jeanine Luizza
- Jean Malkiewicz
- Susan Dugan
- That reference SEPAG (Special Education Parent Advisory Group) meetings scheduled, planned, discussed, or held during the 2024–2025 school year.

This includes emails where SEPAG and SEPAG meetings are mentioned in the subject line or body of the message.

Based upon the items requested, your request requires additional time beyond the seven business days to fulfill as the Board must identify all the responsive documents, retrieve the documents, and redact any non-disclosable/exempt information. The OPRA allows custodians to seek extensions of time 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.

Accordingly, your request requires an extension of time until on or before Monday, October 20, 2025 to respond.

Thank you for your anticipated courtesies in this regard.

Sincerely,



Lisa Goldstein
OPRA Secretary/Custodian of Records & Central Registration Secretary