



West Orange Board of Education

179 Eagle Rock Avenue
West Orange, New Jersey 07052
(973) 669-5400 Ext. 20520

Tonya M. Flowers

Business Administrator / Board Secretary

October 31, 2025

VIA E-MAIL [opra+request-82538-2475cec9@requests.opramachine.com]

Tony Michael

Re: Open Public Records Act/Common Law Request

Dear Mr. Michael:

The West Orange Public Schools ("District") records custodian received your Open Public Records Act ("OPRA") and common law request ("Request") on October 22, 2025. The seven business day deadline to respond to your request is October 31, 2025. As such, the District is timely responding to your OPRA request in accordance with New Jersey law.

Your Request seeks the following records:

All fire alarm and fire extinguisher invoices (Service, Installation, Inspections Etc.) from 2019 to present.

Please be advised that OPRA allows the records custodian to seek extensions of time pursuant to N.J.S.A. 47:1A-5i. The District requires an additional two weeks (until November 14, 2025) to compile, review, and produce the potentially responsive records in accordance with New Jersey law. The District also reserves the right to obtain an additional extension of time if necessary. See Scheeler v. New Jersey Department of Educ., GRC Complaint No. 2014-123 (2016).

Thank you for your anticipated cooperation.

Very truly yours,

Tonya M. Flowers/dj