

PINELANDS REGIONAL SCHOOL DISTRICT

520 Nugentown Road
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MELISSA A. McCOOLEY, Ed.D.
Superintendent

AMANDA P. MILLER
Business Administrator/Board Secretary

Stephanie Johnson
opra+request-35064-20db7f9f@requests.opramachine.com

Dear Ms. Johnson,

As you are aware, I am the new Business Administrator for the Pinelands Board of Education (the "Board"), which conducts and supervises the schools of the Pinelands Regional School District (the "District"). As such, I am in receipt of your August 31, 2022 OPRA request, which was sent after close of business and received on September 1, 2022. Your request sought the following:

- 1.) Copies of cancelled checks of the four (4) unauthorized payments made by your office or accounts payable/receivable document showing information pertaining to the 4 unauthorized payments made by your office. (Please note these are the unauthorized payments former Business Administrator, Nicholas Brown, referenced in his Corrective Action Plan and financial audit review, during the public Board of Education Meeting on February 14th, 2022.
- 2.) Copy of NJ STATE DEPARTMENT OF TAXATION correspondence stating when Pinelands School District quarterly taxes were due by.
- 3.) Document showing the date the quarterly tax payment was finally made.
- 4.) Any correspondence from the State of NJ and/or Internal Revenue Service advising any and all penalties charged to the school for Mr. Brown's negligence in failing to pay the school's taxes by the due date.

This communication shall serve as notice that I will need an extension of time to respond to your request until September 27, 2022. This extension is necessary due to the fact that I am new to the role of Business Administrator, and have been working to familiarize myself with same. In addition, I will need to locate the requested documents and assess whether they are subject to OPRA. I cannot speak to comments made by Mr. Brown. OPRA allows for the Records Custodian to advise of the need for an extension pursuant to N.J.S.A 47:1A-5.i. Specifically, OPRA states that, "the requestor shall be advised by the custodian when the record can be made available. If the record is not made available by that time, access shall be deemed denied."

Sincerely,

A handwritten signature in cursive script, reading "Amanda P. Miller". The ink is dark and the signature is fluid.

Amanda P. Miller
Business Administrator/Board Secretary