



Perth Amboy Public Schools

Administrative Headquarters Building

178 Barracks Street
Perth Amboy, NJ 08861
(732) 376-6202
(732) 442-5730 Fax

Michael LoBrace
School Business Administrator/
Board Secretary

January 18, 2023

Via Email

Curious Taxpayer

Re: OPRA Request dated January 5, 2023

Dear Curious Taxpayer:

You recently requested documents from the Perth Amboy Board of Education ("Board" or "District") pursuant to an Open Public Records Act ("OPRA") request dated January 5, 2023. The time in which a public entity has to respond to an OPRA request begins to run the day after the custodian of records receives such a request. The District received your OPRA request on January 6, 2023. The seventh (7th) business day within which to respond to your request is January 18, 2023. Please note the District was closed on January 16, 2023.

At this time, the response to your OPRA request is as follows:

- 1. A digital list of all job titles within the Perth Amboy School District (not job descriptions, just active titles), as well as which union (non abbreviated) each title is represented by. Please also include whether each position is full-time, part-time, sub. etc. and also the work year the position is employed. (10-month, 11-month, 12 month)**

Enclosed, please find the District's current list of job titles.

Please note that the District does not have a "list" of job titles with the other information requested. Public agencies are not required to provide a record that does not exist *or to create a record*. See Librizzi v. Township of Verona Police Department, GRC Complaint No. 2009-213 (August 2010); See also Mag Entertainment, LLC v. Division of Alcoholic Beverage Control, 375 N.J. Super. 534 (App. Div. March 2005) and Matthews v. City of Atlantic City, GRC Complaint No. 2008-123 (February 2009) (the Council "was under no obligation to create a list compatible to the Complainant's OPRA request because OPRA does not require a custodian to produce new documents....").

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

Thank you.

Sincerely,

Michael LoBrace
Custodian of Records

Enclosure

Job Title

Accountant
Asst Business Admin.
Asst Superintendent
Asst. Cook/HS/McG
Asst. Head Cust. - A
Asst. Head Cust. - B
Asst. Mgr/HS/McG
Attendance Officer
BD/Dispatcher
BD/Mail Courier
Benefits Coordinator
Bus Attendant
Bus Driver
Business Admin.
Cafe Mgr Level I
Cafe Mgr Level II
Cafe Mgr Level III
Cook-Ceres
Custodian A
Custodian B
Dir. of Personnel
Director
Directors Non Cert.
District Printer
Fiscal Specialist
Food Service Acct
General Food Service
Head Cook/HS/McG
Head Custodian
Home School Liaison
Info Data Analyst
Info Tech Specialist
Infrastructure Mgr.
Instructional Leader
Mail Courier
Maintenance
Managers Non Cert.
Night/Day Programs
Operations Mgr.
P/T Gen. Food Serv.
Para-ParaPro
Paraprofessional BA
Paraprofessional+60
Paraprofessional+90
Parent Outreach Info
Perm Lunch Aide
Principal
School Treasurer
Sect 12 Mo: Level I
Sect 12 Mo: Level II
Sect. Confidential
Sect: Conf. 7-15
Security Personnel
Special Food Service
Superintendent
Supervisor
System Admin.
Teacher BA
Teacher MA
Teacher PhD
Tech Support Manager
Tech. Support Sp.
Vice Principal
Video Prod. Sp.