



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

November 17, 2025

VIA EMAIL ONLY: opra+request-82853-22898913@requests.opramachine.com

Tax Payer

RE: OPRA Request dated October 28, 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 28, 2025.

More specifically, the Board responds to your request below:

"Any payments/Invoices made for Electric, Natural gas service for 200 Schoolhouse Rd, Monroe Township, NJ 08831 for all the months of 2025 to present"

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 November 25, 2025 to respond.

Thank you for your anticipated courtesies in this regard.

Sincerely,

Lisa Goldstein

Lisa Goldstein

OPRA & Central Registration Secretary

SUCCESS IS ALWAYS A TEAM EFFORT!!