

Berkeley Heights Public Schools
Clausen Administrative Complex
345 Plainfield Avenue
Berkeley Heights, Union County, New Jersey 07922

Stephen E. Hopkins
Director BHPS /
Custodian of Public Records



(908) 464-1601 x1700
sehopkins@bhpsnj.org

Via E-Mail

Dec 5, 2023

BH Community Watch

Re: Open Public Records Act (OPRA) Request

Dear Sir or Ma'am,

The Berkeley Heights Public Schools (“District”) records custodian received your Open Public Records Act (“OPRA”) and common law request (“Request”) on Nov 22, 2023. Please be aware that emails received after business hours are processed received on the next business day. The seven business day deadline to respond to your Request is Dec 5, 2023. As such, the District is timely responding to your Request in accordance with New Jersey law.

Your Request seeks the following records:

I am requesting all OPRA requests received by the district for the months of August, September, October, and anything received to date in November.

OPRA allows the records custodian to seek extensions of time pursuant to N.J.S.A. 47:1A-5i. The District anticipates requiring an additional 7 weeks and 2 days (until January 25, 2023) to compile, review, and produce the potentially responsive records in accordance with New Jersey law. The District also reserves the right to request 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,
s/ Stephen E. Hopkins

Stephen E. Hopkins
Director/ Custodian of Public Records
Cc: Dr. Melissa Varley, Superintendent of Schools; Board of Education (*via email*)