

**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**

Oct 24, 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 Oct 13, 2023 (6:57PM). 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 Oct 24, 2023. As such, the District is timely responding to your Request in accordance with New Jersey law.

Your Request seeks the following records:

*Please provide Minutes for all BOE Committee Meetings that occurred in September 2023*

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 two days (until December 14, 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*)