

**Port Jervis City School District
Pupil Personnel Services Office
10 Route 209
Port Jervis, NY 12771**

MEMORANDUM

DATE: July 5, 2016
TO: Board of Education
FROM: Meagan Sullivan 
RE: Request for BOE designee/alternate designee to appoint Impartial Hearing Officers for 2016-2017

The State Education department requires that Impartial Hearing Officers be appointed by the Board of Education or its designee within 48 hours of the hearing officer accepting the assignment. When appointments are made by a designee, the Board of Education is advised to take a formal action appoint the Impartial Hearing Officer at its next regularly scheduled meeting.

Designee: the Board President

Alternate Designee: the Board Vice President

(in the event the designee is unavailable when an Impartial Hearing Officer needs to be appointed)