

**PROCEDURES FOR APPOINTING IMPARTIAL HEARING OFFICER AND
COMPENSATION**

All impartial hearing requests are to be sent to the President of the Board of Education. If this request is forwarded to any other professional, it is their responsibility within five (5) days to forward the request to the Board of Education President.

Within five (5) days, the Board of Education President will notify a district employee who is unfamiliar with the case. This person will check the availability of the next name(s) on the rotational list. This person will also then notify the Board President of the name of the next available hearing officer.

The Board of Education President appoints that individual and directs the Clerk of the Board of Education to notify all parties of the appointment (Hearing Officer, PPS Director, the person requesting the hearing). Upon appointment of the Hearing Officer by the Board President, the Hearing Officer shall be requested to schedule the hearing so that a decision can be rendered within forty-five (45) calendar days of receipt of the request for a hearing.

The Board of Education at its next regular meeting, or earlier if necessary, ratifies the appointment made by the president. The Clerk of the Board of Education then notifies all parties of the Board of Education's ratification.

The District shall compensate an impartial hearing officer for his or her services at the maximum rate established for such purpose by the Director of the Division of the Budget. Currently, this rate is \$100 per hour for pre-hearing, hearing, and post-hearing activities. In addition, impartial hearing officers may be reimbursed for reasonable, actual and necessary expenses for automobile travel, meals and overnight lodging in accordance with the current district reimbursement rate set for district employees. Mailing costs associated with the hearing will also be reimbursed.

The District shall annually notify each impartial hearing officer of this policy and of the current rates set by the District for travel reimbursement, overnight lodging, meal expenses and mailing costs.

First Reading: September 8, 2003

Adopted: September 22, 2003

Amendment, First Reading: October 28, 2013

Amendment, Second Rdg. & Adoption: November 25, 2013