

OFFICE OF ADMINISTRATIVE HEARINGS  
SPECIAL EDUCATION DIVISION  
ADVISORY COMMITTEE

June 21, 2024

9:30 a.m. – 1:00 p.m.

OFFICE OF ADMINISTRATIVE HEARINGS  
MEETING LOCATIONS

This meeting will be held virtually and in-person at a Northern and Southern California location. All Advisory Committee members will be sent an email with a link to attend the meeting. Members of the public who would like to attend in-person may attend at one of the following locations:

Sacramento Location

Office of Administrative Hearings  
2349 Gateway Oaks Drive Suite 262  
Sacramento, CA 95833

San Diego Location

Office of Administrative Hearings  
402 West Broadway, Suite 600  
San Diego, CA 92101  
Located in: The Emerald Plaza Building

Members of the public who would like to attend virtually, may use the following link to [attend the meeting](#) or can copy the URL below into your browser:

<https://oah-dgs-ca-gov.zoomgov.com/j/1612876354>

Public comment can be provided verbally or in writing during the Advisory Committee Meeting. Please review the information below on how to participate in a Zoom Webinar, including how to provide verbal comment. To provide public comment in writing, please email to [SEACComments@dgs.ca.gov](mailto:SEACComments@dgs.ca.gov), prior to and during the meeting.

The upcoming Advisory Committee meeting will be held via Zoom Webinar. If you would like more information on attending Zoom Webinars, please visit the [Zoom Attending Webinars Support](#) webpage or you can enter the following URL into your browser:

<https://support.zoom.us/hc/en-us/sections/4415032875789-Attending-Webinars>

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## MISSION

The Advisory Committee is a committee composed of parents, attorneys, advocates, school employees and other stakeholders, the majority of whom are parents and advocates or attorneys for parents. The Advisory Committee provides non-binding recommendations regarding revisions to OAH's website, forms, documents, procedures, and policies, as provided within the regulatory mandate establishing the Advisory Committee.

## AGENDA

1. Welcome and Introduction
2. Explanation of meeting format
  - a. Zoom Webinar
  - b. Interpretation Feature
  - c. Recording of Meeting
  - d. Public Comment
3. Overview of Advisory Committee meeting process
4. Introduction of Committee Members
5. Introduction of Interpreters
6. Introduction of OAH Staff in attendance
7. Introduction of New OAH Staff since last meeting
8. Application period for new Members – Discussion of Member terms
  - a. Term ending for member Rochelle Hooks and opening of application period.
9. Expectations of Members

10. Open Meeting Act
  - a. For further information on the Bagley-Keen Meeting Act, people may go to the California Department of Justice website.  
<https://oag.ca.gov/open-meetings>
11. Selection of Chair for Northern & Southern/Agenda Collector for October 2024 Meeting
12. OAH Agenda Item
  - a. Both Student attorneys and School Districts and their attorneys, need to inform OAH in Due Process Complaint and Mediation Only Requests that Parent(s) requires an interpreter.
13. Item Received From Members, Service of Pleadings
  - a. Service by Email. There is no place to serve parties by email on the Request for Mediation Only by District or Other Public Agency Form, while the Request for Mediation Only by Student form, Email is included under Facsimile. (Item from Northern CA Committee Member Adams)
  - b. Recommendation that parents are personally served with due process documentation to ensure receipt. (Item from Southern CA Member Kamm)
14. When OAH emails a document for parties to view, it is not always easy to locate it on the OAH website and sometimes it can take up to a few minutes to locate the document as the only identifiable information about the document is the Case Number with no case name or document name/type indicated in the email. Apparently on the Labor and Employment side, the document title is listed in the email, but for special education it is not. (Item from Northern Member Adams)

15. In a due process decision does the ALJ need to provide or describe all the persons attending the hearing on behalf of the student so that Parents are able to have proper data on particular topics when researching the decisions? (Item from Northern CA Committee Member Padron)
16. Recommendation that OAH provide written criteria being used to consider requests for in-person mediations and hearings on a "case-by-case basis" and set a date for discussions regarding in-person mediations and due process hearings. (Item from Southern CA Member Kamm)
17. Recommendation that a contact person be named for OAH Advisory Committee members rather than the generic OAHSEOps@dgs.ca.gov email address. (Item from Southern CA Member Kamm)
18. Recommendation that OAH provide a written description of the process by which OAH Advisory Committee recommendations are accepted or rejected, including the specific staff involved and the criteria used – or provide the specific facts showing that the public interest in not disclosing the process outweighs the public interest of disclosure of the process. (Item from Southern CA Member Palmer)
19. Recommendation: That OAH publish each ALJ's procedures for due process hearings on the OAH website. (Item from Southern CA Member Mendez)
20. Public Comments: Time is set aside for individuals desiring to speak on any topic not otherwise on the agenda. In all cases, the presiding officer reserves the right to impose time limits.
21. Adjournment

## REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting may request assistance by [contacting SE Operations](#) at (916) 263-0880 or OAHSEOps@dgs.ca.gov.

If you have any questions about the meeting, please [contact SE Operations](#) at OAHSEOps@dgs.ca.gov.