

## Regular Meeting Notice and Agenda

OAH Special Education Advisory Committee  
October 26, 2010  
10:00 a.m. - 1:00 p.m.

Office of Administrative Hearings – Sacramento  
2349 Gateway Oaks Drive #200  
Sacramento, CA 95833

And

Office of Administrative Hearings – Los Angeles  
320 West Fourth Street, 7<sup>th</sup> Floor  
Los Angeles, CA 90013

**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 to OAH to improve the mediation and due process procedures utilized by OAH.*

**Goals:** *The OAH consults with the Advisory Committee in areas such as revisions to the OAH website, forms, documents, scheduling procedures, staff training, training materials, parent procedure manual, consumer brochure, outreach to families and student, and proposed revisions to laws and rules in order to improve the delivery of fair and neutral services for dispute resolutions.*

### Agenda

1. Roll-Call
2. Introductions
  - a. Selection of Chair at both locations
  - b. Selection of note-taker at both locations
  - c. Request for written recommendations from Committee
3. Introductory Comments and Updates
  1. Staff changes at OAH
  2. Laguna Hills Office closure
  3. Advisory Committee terms of office
  4. New OAH website
  5. Updated forms online
  6. Progress of online-filing and electronic service
  7. Subpoena update
4. Hearing Process
  - a. Prehearing Conference (PHC) Statements
    1. Late filing due to settlement

2. Submit 2 business days prior to PHC?
    3. PHC statements not received
  - b. Notice of withdrawal following settlement
  - c. Request for mediation or calendar changes by Thursday week before
  - d. Parties submitting stipulated requests – include order for judge to sign
  - e. Notice by parties of peremptory challenge
5. Mediation Process
    - a. Requesting change in mediator
    - b. Pro Tem usage
    - c. Surveys
  6. Training for ALJs
  7. Opportunity for the Public to Address the Committee Regarding Matters Not On the Agenda

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 on presentations as may be necessary to ensure that the agenda is completed.
  7. Next Meeting Date
  8. Adjournment

**Note: The Committee may make recommendations on any matter listed on the Agenda. Additionally, the Committee may discuss or take action on any matter not listed on the Agenda to the extent permitted by applicable law. Members of the public unable to attend the meeting can also join the meeting via [Webcast](#)**

**Pursuant to applicable Federal and State laws, if you have a request for a disability-related modification or accommodation in order to assist you in participating in the meeting or if you wish to receive this notice in an alternative format, please contact Kay Stubbings at (916) 263-0880 or [Kay.Stubbings@dgs.ca.gov](mailto:Kay.Stubbings@dgs.ca.gov) to make such a request. In order to allow adequate time to accommodate any request, OAH asks that the request be made at least 24 hours prior to the meeting.**

**Please also note that OAH is closed the second, third, and fourth Fridays of each month due to the Governor's Executive Furlough Order.**