



OFFICE OF ADMINISTRATIVE HEARINGS

STATE OF CALIFORNIA
SPECIAL EDUCATION DIVISION

Special Education Advisory Committee Membership Information

Requirement: The Office of Administrative Hearings has established an Advisory Committee selected from persons who express an interest in serving on the Committee. (Ed. Code, § 56504.5, subd. (c)(8); Cal. Code Regs., tit. 5, § 3094; Interagency Agreement between the California Department of Education and the Office of Administrative Hearings.) The Advisory Committee is composed of parents, advocates, attorneys, and school employees among other interested persons.

Purpose: The Advisory Committee was established to assist the Office of Administrative Hearings by providing non-binding recommendations for improvements to the special education hearing and mediation processes.

Composition: The Advisory Committee is composed of two regions, the Southern California region and the Northern California region. The Committee has nine members in each region. At least five members in each region must be parents or those who represent parents and students. The four remaining members in each region will be comprised of others interested in serving on the Advisory Committee.

Term of Service: Each member selected to serve on the Advisory Committee shall be appointed to a two-year term. A member interested in serving more than one term must reapply the spring of the second year of the member's term.

Expectations for Service: Membership on the Advisory Committee is voluntary. Each member is expected to fully participate and attend every meeting. If a member is unable to attend a meeting, the member should contact Tim Dean, Executive Assistant, 916-263-0880, or at Tim.Dean@dgs.ca.gov.

Removal from Advisory Committee: If a member fails to attend two meetings, the Office of Administrative Hearings may remove the member and appoint a replacement member to complete the term. The replacement member will be selected to maintain the requirement that the Advisory Committee be composed of a majority of parents, advocates for parents, or attorneys for parents. When selecting a replacement member, the Office of Administrative Hearings shall consider the applicants who applied during the prior spring.

Meetings: Advisory Committee meetings are held twice a year. The meeting is held on the same day in each region in the fall (usually in October) and spring (usually in April or May) and is conducted via video conference. Advisory Committee members are expected to attend every meeting and may be consulted between meetings. All meetings are open to the public and a period of public comment will be included at each meeting.

Application Process: If you wish to be a member of the Advisory Committee, please complete and return the attached application along with a one-page statement of interest describing your experience and interest in the Committee. Failure to submit a complete application or statement of interest may result in the application not being considered. Applications must be received no later than close of business on August 19, 2016.

Selection Process: Selection of the Advisory Committee members is at the discretion of the Office of Administrative Hearings. Members will be selected based on their role in the special education process (e.g., parent, attorney for parents and students, district representative, etc.) and stated interest for serving on the Advisory Committee.



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Submit completed application:

Via email:
SEFilings@dgs.ca.gov

Via fax: (916) 376-6319

Application Deadline:
August 19, 2016

Application for Advisory Committee

The Office of Administrative Hearings has established an Advisory Committee selected from persons who express an interest in serving on the committee. (Ed. Code, § 56504.5, subd (c)(8); Cal. Code Regs., tit. 5, § 3094; Interagency Agreement between the California Department of Education and the Office of Administrative Hearings.) The committee was established to assist OAH by providing non-binding recommendations for improvements to the special education hearing and mediation processes. The committee is composed of parents, advocates, attorneys, and school employees among others interested in the special education dispute resolution process. Membership on the committee is voluntary and members serve a two-year term. The committee is selected by OAH. For more information, please refer to the Special Education Advisory committee Membership information sheet.

If you wish to be a member of the committee, please complete and return the application below, along with a statement of interest summarizing your experience and interest in becoming a member of the committee. Applications must be received by 5:00 p.m. on August 19, 2016. Failure to submit a complete application or statement of interest may result in the application not being considered. Please submit the application and statement of interest via first class mail, facsimile or efile to:

Office of Administrative Hearings
Attention: Bob N. Varma, Division Presiding Administrative Law Judge
2349 Gateway Oaks Drive, Suite 200
Sacramento, CA 95833
Fax: 916-376-6319 Email: SEFilings@dgs.ca.gov

Please indicate your role by selecting an option below:

- Parent Student Student Advocate Attorney for Students
 Attorney for Districts District Employee Other, please describe:

Applicant Information	
First and Last Name	Title
Address	Employer
Email Address	Phone

By submitting this application, I confirm that I have read the Special Education Membership Information and understand the expectations of committee members. If selected to serve on the committee, I agree that I shall do my best to fulfill these expectations.

Signature:

Date: