

Special Education Advisory Committee

**SOUTHERN CALIFORNIA**

320 West 4th Street, 1st Floor

Carmel Room

Los Angeles, CA

Wednesday, October 15, 2008

9:00 a.m. – 4:00 p.m.

Moderator: Janeen Steel (Chair)

Notetaker: Jonathan Read (Co-Chair)

**NORTHERN CALIFORNIA**

1515 Clay Street, 2nd Floor

Room #10

Oakland, CA

Wednesday, October 22, 2008

9:00 a.m. – 4:00 p.m.

Moderator Roberta Savage (Chair)

Notetaker: Lenore Silverman (Co-Chair)

Welcome to the Office of Administrative Hearings Advisory Committee Meeting. The Advisory Committee is a committee composed of attorneys, advocates, parents and school employees, the majority of whom are parents or those that represent parents. The Advisory Committee is responsible for providing non binding recommendations for improving the mediation and due process hearing system.

AGENDA

**A. Introductions**

**B. Role of Advisory Committee**

- Meeting Structure
- Are there structure changes to the Committee that should be considered?
- How to ensure continuity when new members of the committee are selected

**C. Calendaring**

- What are OAHs goals and restrictions related to calendaring? (PALJ Laba)
- How is the new calendaring system working?
- Recommendations for changes to calendaring system

**D. Hearing Procedures**

- Should hearings be recorded by Court reporters?
- Should hearings be set at a neutral location rather than the school district?
- Should all PHCs be recorded?
- How can OAH help unrepresented parents access witnesses?
- Should there be an etiquette/decorum policy for participants?
- What exhibit tab designations should be the standardized model?
- Recommendations related to introduction of evidence at hearing

- What should be the process for Subpoena Duces Tecums served well in advance of the hearing since no discovery is permitted?
- What NOI standard should be used?
- Who should be served in a district filed complaint – student or attorney?

#### **E. ALJ and Mediator Training**

- What training is currently provided to ALJs and Mediators? (PALJ Laba)
- Recommendations to improve ALJ and Mediator Training
  - ALJ training schedule
  - Incidental obstacles families encounter with their due process filing
  - Intensive v. non-intensive services
  - Expectations of an ALJ
  - Most common challenges unique to families of special needs children

#### **F. Parent Handbook**

- Status of Parent Handbook (PALJ Laba)

#### **G. Access to information from OAH**

- Should the criteria used to be included on the list of attorneys/advocates be changed?
- Recommendations for improvement/changes to the OAH web-based search engine
- When should translations of forms, decisions, orders be made available?
- Should a pamphlet be created that can be distributed to parents at IEPs?

#### **H. Other Issues**

- Should there be a separate core of mediators and ALJs?
- What is the progress of the joint legislative audit committee for OAH?
- Concern over sufficient staffing

#### **I. Planning for next meeting**