

OFFICE OF ADMINISTRATIVE HEARINGS
SPECIAL EDUCATION DIVISION
ADVISORY COMMITTEE

JUNE 20, 2025

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/1601084970>

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, 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 Interpreter
6. Introduction of OAH Staff in attendance
7. Introduction of New OAH Staff since last meeting
8. The Next Application Period for New Members
9. Expectations of Members

10. Open Meeting Act

- a. For further information on the Bagley-Keene Meeting Act, people may go to the [California Department of Justice website](https://oag.ca.gov/open-meetings).

<https://oag.ca.gov/open-meetings>

11. Selection of the Chair for Northern & Southern/Agenda Collector for October 2025 Meeting
12. The Self-Help Information for Special Educations Cases is put into a PDF document that is provided to unrepresented parents in the initial scheduling order. Additionally, this document should be translated into the top five languages in California. (Item from Northern CA Member Shaw)
13. In the Self-Help section, under Forms, include an example Prehearing Conference statement. (Item from Northern CA Member Shaw)
14. The OAH will provide ALJs with specific training on how to reword special education issues based on school years. (Item from Northern CA Member Shaw)
15. In the self-help section include a guide on how to use Case Center (formally Caselines). (Item from Northern CA Member Shaw)
16. During a prehearing conference the ALJ shall review the responding party's response to the request for a due process hearing to ensure all parties understand the responding party's position and to ensure it contains the statutory requirements of a special education response. (Item from Northern CA Member Shaw)
17. 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.
18. 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.