



THE OFFICE OF DISPUTE RESOLUTION (ODR)

COMMUNITY REVIEW PANEL GUIDELINES

The community review panel is organized and functions in accordance with “The Special Education Due Process Hearing Independence and Transparency Act of 2014,” which states, in pertinent part, “OSSE shall submit potential candidates for review to a 7-member community review panel.” The panel’s functions include the following:

MEMBERSHIP

In accordance with the law, the members of the community review panel shall be appointed by the Office of the State Superintendent of Education (OSSE) and consists of the following:

- One **attorney** knowledgeable in the field of special education who has **experience representing parents** and who is admitted to practice and in good standing in the District of Columbia;
- One **attorney** knowledgeable in the field of special education who has **experience representing schools** and who is admitted to practice and in good standing in the District of Columbia;
- One **educator** knowledgeable in the field of **special education and special education programming**;
- One representative from a **charter school LEA** who is knowledgeable in the field of **special education and special education programming**;
- One representative from District of Columbia Public Schools (**DCPS**) who is knowledgeable in the field of **special education and special education programming**;
- and
- **Two parents** of individuals who are or at one time were eligible to receive special education and related services in the District of Columbia.

No member of the community review panel may be an employee of OSSE. Preference may be given to potential panel appointees who are residents of the District of Columbia. No panel member may have active and/or pending cases at ODR at the time of the panel’s convening for applicant review. Members shall be appointed for a term of two fiscal years.

ORGANIZATION

The activities of the community review panel are governed by the “Special Education Due Process Hearing Independence and Transparency Act of 2014” and these guidelines. The community review panel will be convened by OSSE prior to the selection of Hearing Officers contracted to preside over Special Education Due Process Hearings.

NOTICE OF MEETINGS

OSSE shall provide written notice to members of the panel at least 14 days prior to the date of the scheduled meeting for applicant review. OSSE shall schedule the meeting and provide a meeting space for the panel.

MEETING FORMAT

All community review panel meetings are closed to the public. Attendance is limited only to the current seven members of the panel. A representative from OSSE shall be present to provide applicant information packets to the panel before the meeting begins and to collect applicant information packets and rating forms after the meeting has ended. However, the OSSE representative is not permitted in the room once the meeting has commenced.

The community review panel shall convene for no more than 2 hours. For convenience, rating forms shall be provided to each panel member to rate each individual applicant by rating factor. Each member shall vote for their highest rated applicants, but there must be a consensus among panel members for the applicant to be submitted to the OSSE representative for consideration. At the close of the meeting, one panel member shall submit an applicant recommendation form to the OSSE representative. No applicant information, rating forms, or notes shall be removed from the meeting room during or after the meeting.

INTEREST

If you are interested in serving as a member of OSSE’s community review panel, please submit a statement of interest, no more than one-page, via email to hearing.office@dc.gov, or by mail to:

The Office of Dispute Resolution
Attn: Director
1050 First St. NE
3rd Floor
Washington, DC 20002

Statements must be received no later than Monday, June 21, 2021.