



## Intellectual and Developmental Disabilities Commission

### Special Education Meeting Minutes

**Date:** July 28, 2025

**Time:** 4-5pm

**Location:** Zoom Link

**Facilitator:** Committee Chair, Yvonne VanLowe

**Attendees:**

Yvonne VanLowe

Tracy Craig

Margie Parrott

Crystel Britto

**Minutes:**

- Yvonne called meeting to order
- The June meeting minutes were approved by unanimous consent.
- The July meeting agenda was approved without edits by unanimous consent.
- We discussed MCPS' request of \$338.72 to prepare the data that we requested from Dr. Cage during our meeting in May and again via the MCPS MPIA mailbox. MCPS indicated that the charge is because it will require more than 2 hours of staff time to prepare the information. Action: Crystel will email Beth Shuman., Councilmember Gabe Albornoz' chief of staff, to ask if there is money available from the Council to support this request for payment. The committee will prepare a response to MCPS for approval by the commission. Additionally, the committee will prioritize our data request and break into smaller requests if necessary.
- We reviewed the two priorities and made edits as noted in red font on the attached document.
- The committee members present unanimously approved the two priorities for discussion at the August IDDC meeting.
- Action: Crystel will send the approved priorities to the IDDC executive committee in advance of the August planning meeting.
- Action: Crystel will contact Dr. Cage's office to schedule a follow up meeting in August. Ideally, the meeting will occur during our committee meeting on August 27 at 4pm. If Dr Cage is not available, please ask for available dates.
- Draft meeting agenda with Dr. Cage includes a) high level overview of the special education priorities, b) update on MCPS special education organization structure and cross-functional teams, and c) data request.
- Meeting adjourned

**ADA Reasonable Accommodation:** Sign language interpreter services and other types of reasonable accommodations will be provided upon request preferably 5 business days or with as much advance notice as possible. Please call 240-753-4218 or via MD Relay at 711 or email Crystel.Britto@montgomerycountymd.gov. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodations.

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