

Virginia Public Schools Records Consortium (PSRC)

Chair: Nicholas Minor, Prince William County, MinorN@pwcs.edu

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Library of Virginia, 800 E. Broad St. Richmond, VA 23219

PSRC Meeting Minutes

Wednesday, October 8, 2025

10:00 AM-1:00pm

Meeting format: Hybrid (In-Person & Virtual)

Agenda:

1. Welcome and introductions
2. Approve prior meeting minutes
3. Tshawna Threat, Library of Virginia – Work in Progress Status
4. Feedback and Open Discussion

Attendance:

Taken from chat and recorded introductions:

Laura Beth Mattson, Virginia Beach Public Schools
Audra White, Stafford County Public Schools
Mark Strickler, Colonial Heights Public Schools
Bliss Cruz, Culpeper County Public Schools
Meade Harris, Albemarle County Public Schools
Carolyne Karawa, Fairfax County Public Schools
Melissa Sexton, Bedford County Public Schools
David Stanley, Wise County Public Schools
Michelle Brittigan, Albemarle County Public Schools
Deyrni Harlan, Montgomery County Public Schools
Pam Stewart, Loudoun County Public Schools
Alexis Thacker, Montgomery County Public Schools
Susan Gardner- Williamsburg, James City Schools

Diane Bennett, Goochland County Public Schools
Tracey Beaver, Prince William County Schools
Jennifer Test, York County School Division
Tracy Ferguson Lynchburg City Schools
Jessica Hawks, Danville Public Schools
Holly Cobb, Hampton City
Katina Keener, Gloucester County Public Schools
Tshawna Threat, Library of Virginia
Kim McFalls, Dinwiddie County Public Schools
Nicholas Minor, Prince William Public Schools
Lara Kizer, Loudoun County Public Schools
Martina Caarroll, Shenandoah Public Schools
Lisa Martin with Virginia Beach City Public Schools
Leorie Mallory, Brunswick Public Schools

Welcome and Introductions:

Laura Beth Mattson began the meeting with introductions followed by new business.

Volunteer Outreach! We are still looking for a third person to help with PSRC organization and leadership.

Scheduled 2025-26 Meetings:

- Four meetings per school year, all Wednesdays
- The meeting format will include Virtual Access (Online) at all meetings and Hybrid to include on-site as agreed for each meeting.
- Meetings are from 10am to 1pm with the Library of Virginia room scheduled until 2pm.

Meeting Chair: Laura Beth Mattson, Virginia Beach City Public Schools

Minutes and co-Chair: Meade Harris, Albemarle County Schools

In-person physical meeting location:

Library of Virginia, 800 E. Broad St. Richmond, VA 23219

2025 Meeting Dates:

- **October 8, 2025** - Hybrid Format
- **December 10, 2025** - Virtual Format
- **February 11, 2025** - Virtual Format
- **April 29, 2025** - Hybrid Format, Bonus LVA Tour planned

PSRC notes and agendas will be shared via the [Library of Virginia PSRC webpage](#).

For 2024-25 Meetings, look under Past Meetings for the audio file.

OR

View the [new Library of Virginia PSRC webpage](#).

RECORDING FOR THE 10/8/2025 MEETING: [Meeting Video](#)

Work in Progress Status:

Teshawna Threat, CRA, MLIS, Records and Information Management Analyst, presented on Proposed GS-21 Changes, SY25-26.

Feedback and Open Discussion:

In addition to the Video presentation, the PowerPoint presentation can be found on the Library of Virginia PSRC website.

We have also appended the chat notes from that video presentation to these minutes.

The meeting was adjourned at 1pm.

Addendum: 10/8/25 Video Meeting Chat

10:02:30 From Melissa Sexton : Melissa Sexton, Bedford County Public Schools

10:02:37 From Keener, Katina : Katina Keener, Gloucester County Public Schools,

10:02:38 From deyrnihenderson : Hi, Deyrni Harlan and Alexis Thacker from Montgomery County Public Schools

10:02:38 From lkizer : Lara Kizer with Loudoun County Public Schools

10:02:41 From Diane Bennett : Diane Bennett, Goochland County Public Schools

10:02:44 From Jessica Hawks : Jessica Hawks, Danville Public Schools

10:02:45 From Bliss : Bliss Cruz - Student Services Department Coordinator, Culpeper County Public Schools

10:02:47 From Mark Strickler : Mark Strickler, Colonial Heights Public Schools

10:02:47 From Tracey Beaver, FERPA Coordinator : Tracey Beaver, Prince William County Schools, FERPA Coordinator

10:02:53 From Audra White : Audra White, Stafford County Public Schools

10:02:55 From Michelle Brittigan : Michelle Brittigan - Albemarle County Public Schools

10:03:01 From Tracy Ferguson : Tracy Ferguson Lynchburg City Schools Student Records Manager

10:03:10 From Carolyne Karawa : Carolyne Karawa Manager Fairfax County Public Schools

10:03:11 From Lisa Martin : Lisa Martin with Virginia Beach City Public Schools

10:03:15 From jtest : Jennifer Test, York County School Division

10:03:26 From Meade Harris : Meade Harris, Albemarle County Public Schools, Sr. Budget and Project Analyst

10:04:20 From Kim : Kim McFalls, Dinwiddie County Public Schools

10:05:09 From dstanley : David Stanley - Wise County Public Schools

10:13:05 From Pam Stewart : there is an echo with the audio

10:13:24 From WukoviNA : lot of echo

10:13:27 From Pam Stewart : same

10:14:16 From Lisa Martin : sounds good!

10:14:17 From Carolyne Karawa : better

10:14:20 From WukoviNA : better

10:21:04 From Tracey Beaver, FERPA Coordinator : I'm sorry if you said this already - when do you anticipate this change being updated on the schedule.

10:23:01 From Tracey Beaver, FERPA Coordinator : yes, thank you.

10:23:53 From Melissa Sexton : Incorporate in like SPED

10:23:57 From Diane Bennett : Incorporate it

10:24:08 From Dr. Martina Carroll : I agree...incorporate it like SPED.

10:24:10 From jtest : Incorporate it in short term

10:24:20 From Susan Gardner- WJCCPublic Schools : short-term cumulative

10:24:22 From WukoviNA : Yes

10:24:23 From Carolyne Karawa : Yes

10:24:37 From Tracy Ferguson : Incorporate

10:24:59 From Pam Stewart : to confirm, the short term cumulative file description will be edited to include reference to these other series being included?

10:25:24 From Diane Bennett : Agree - let it go

10:25:29 From Melissa Sexton : All of them are a part of our student scholastic records so they are maintained together anyway so please proceed letting it go.

10:25:41 From Pam Stewart : Reacted to "to confirm, the shor..." with [thumbs up]

10:25:56 From jtest : Reacted to "All of them are a pa..." with [thumbs up]

10:26:47 From Diane Bennett : Increase to 7 to match short-term records

10:26:49 From Pam Stewart : yes

10:26:52 From Tracey Beaver, FERPA Coordinator : I think it would help to clarify that this is due process unrelated to Special education.

10:26:54 From Tracy Ferguson : Yes

10:27:01 From Melissa Sexton : Same, they are also incorporated into our student scholastic record because we don't go in and pull that anyway.

10:27:03 From Carolyne Karawa : Please increase to 7 years

10:27:09 From Michelle Brittigan : yes

10:27:09 From Dr. Martina Carroll : Yes, I would increase. It makes for an easier to remember records keeping process.

10:27:12 From Pam Stewart : Reacted to "I think it would hel..." with [thumbs up]

10:27:49 From Diane : Increase to 7 years

10:30:13 From Tracey Beaver, FERPA Coordinator : we have them too and they may not necessarily be Special Education student, it can be a precursor

10:30:34 From Melissa Sexton : We do use this 8125 for work samples, but we can easily incorporate it if the wording on 8151 and 200317 also specified the items listed in 8125.

10:31:27 From Tracey Beaver, FERPA Coordinator : There are also student support plans that fall into MTSS and would not be covered by the grade books.

10:32:26 From Melissa Sexton : I am sorry. I confused 8125 with 8163: Reading Instructional Folders.

10:32:39 From Katina Keener : We put most of our MTSS data in intervention folders and/or SPED folders so I don't think it falls under this.

10:33:33 From Katina Keener : Agreed. I am concerned about the reading plans being a record and where we house them.

10:34:37 From Tracy Ferguson : No I am not

10:37:18 From Melissa Sexton : Katina, We recently determined to put Reading Plans in our student scholastic record folder in our Standardized Test section since that is where we house reading and math score reports.

10:39:11 From Pam Stewart : If you can't reorganize, I would vote for leaving the series title names, as is.

10:39:19 From Melissa Sexton : We can always ask you if we have a question about where something fits. HA!

10:39:23 From Tracey Beaver, FERPA Coordinator : Reacted to "If you can't reorgan..." with [thumbs up]

10:39:31 From Susan Gardner- WJCCPublic Schools : Can you do a supplemental cheat sheet and use those titles for reference?

10:39:32 From Pam Stewart : Seems like that would be confusing

10:39:55 From Melissa Sexton : Reacted to "Can you do a supplem..." with [thumbs up]

10:40:14 From Melissa Sexton : Removed a [thumbs up] reaction from "Can you do a supplem..."

10:40:18 From Susan Gardner- WJCC Public Schools : i'll reach out to your afterwards

10:40:24 From Pam Stewart : My comment was in reference to adding something to the series titles.

10:40:36 From Diane Bennett : I agree that adding series titles would be confusing

10:40:58 From Pam Stewart : Agreed, the search feature works well

10:43:12 From Pam Stewart : I support this new series.

10:43:22 From Melissa Sexton : Agree to add Special Education Records: Supporting Observations to provide guidance about how long to keep. It is always good to have clear expectations.

10:43:35 From iPhone : No objection

10:48:34 From Keener, Katina : Replying to "Katina, We recently ..."

Thank you so much!

10:48:41 From Pam Stewart : LCPS is in favor of a three year retention

10:48:49 From Tracey Beaver, FERPA Coordinator : I believe there is a code section that requires the homebound services log showing services to be maintained.

10:49:14 From Keener, Katina : We are keeping our Cert of Need for 5 years and timesheets, schedules, etc...

10:50:38 From Melissa Sexton : I can ask staff responsible for these records if that is helpful. My opinion is could it be like Home Instruction (Homeschool)? We keep Home Instruction for 3 years. If there are Home Instruction letters we do keep that as short term in cumulative record.

10:51:39 From Carolyne Karawa : FCPS is retaining for 5 years

10:51:41 From Keener, Katina : I think the difference is that homebound students remain our enrolled students

10:51:56 From Melissa Sexton : Let me look

10:52:21 From Melissa Sexton : I said 3 years, geez it is 5. Sorry

10:52:22 From Melissa Sexton : 008103: Home Instruction Records

This series documents the education of home-schooled children. This series may include, but is not limited to: religious exemption documentation, plans for educational curriculum and records of academic progress.

Retention: Retain 5 year(s) after last action

Disposition: Confidential Destruction

Citation: COV 22.1-254.1

10:52:29 From Pam Stewart : thanks

10:52:53 From Jean Harper-Smith : Thanks for the clarification

10:52:58 From Pam Stewart : So, even it is three or five, can it include the Physician Certification of need?

10:52:59 From Keener, Katina : Homebound is short term and they go back to school so we have their cumulative file.

10:56:20 From Mary Fisher - King George County Schools : Rather than a NEW series, can it be incorporated into the current series?

10:56:45 From Melissa Sexton : I don't do much with discipline, but it could be added into one of these.

10:56:53 From Keener, Katina : We are keeping these files separately in the Office of Student Services because they have a hearing with me and that notice goes directly to the Superintendent per code. We do not house these in a cumulative file.

10:57:07 From Mary Fisher - King George County Schools : Agreed. It makes the most sense to include in the current series.

11:14:58 From Melissa Sexton : Agree with proposed retention

11:15:10 From Pam Stewart : Agree

11:15:26 From Diane Bennett : Agree

11:17:02 From Pam Stewart : What about EL, is that going to be added?

11:17:36 From Pam Stewart : thanks

11:18:25 From Pam Stewart : agree

11:19:15 From Tracey Beaver, FERPA Coordinator : can we change to Self-Harm?

11:19:27 From Pam Stewart : Agree to add Suicide to the Threat Assessments

11:19:50 From Mary Fisher - King George County Schools : Sounds good

11:20:52 From Pam Stewart : LCPS suicide and threat assessments are stored separately

11:24:53 From Melissa Sexton : Is it too late to ask a question from a previous slide? It may be a question for me to email you later.

11:26:27 From Tracey Beaver, FERPA Coordinator : I have privacy concerns

11:27:35 From Pam Stewart : Reacted to "I have privacy conce..." with [thumbs up]

11:28:35 From Pam Stewart : Agreed, threat and suicide assessments are highly confidential

11:29:42 From Tony : Speaking on past experience from the Marine Corps. Any suicide attempts were tracked within the department of defense for concerns of surveillance of the individual within the unit but they were not kept as public record

11:29:53 From Melissa Sexton : Why are the following included in the Student Cumulative File: Short-Term Documentation series: activity records, eighteen-year-old declaration, school and community activities, work experience, employment counseling and placement documentation, and counseling interviews (What is meant by counseling interviews?). To my knowledge, we do not maintain these items. Do other divisions? Additionally, we now process enrollment forms online, so they are stored in our online system each year, which then transfers into our student information system. We don't maintain paper records for enrollment forms. Is that ok?

11:30:36 From Tracey Beaver, FERPA Coordinator : There may be some liability issues of why we would want to keep threat assessments longer. I will follow up with our Division Counsel for how long they recommend

11:31:07 From Melissa Sexton : Thank you.

11:31:11 From Pam Stewart : we have some, the 18 years old declaration for example.

11:31:44 From Pam Stewart : I interpret that as a broad category to include in the short terms series

11:32:06 From Pam Stewart : of possible records that could be in the student's cumulative file.

11:36:04 From Lisa Martin : Thanks, T! [smiley face]

11:36:11 From Melissa Sexton : Thank you

11:36:31 From Carolyne Karawa : I would like to know how other division are handling GED records

11:36:33 From Michelle Brittigan : cannot hear

11:36:35 From Pam Stewart : Can't hear the speaker

11:36:44 From Keener, Katina : Can't hear

11:39:30 From Jean Harper-Smith : We do not have any GED documentation. Sometimes it is listed on the transcript, but we do not house any GED documentation in the Records Center

11:39:51 From Tracy Ferguson : We also do not house any adult GED documents.

11:40:04 From Pam Stewart : LCPS handles the same as PWCS just stated by Nicholas

11:40:14 From Carolyne Karawa : Thank you

11:40:45 From Carolyne Karawa : Replying to "LCPS handles the sam..."

Thanks Pam

11:41:07 From jtest : We encrypt through Outlook

11:41:16 From Melissa Sexton : I just heard from our GED staff last week that retention was being moved from public school retention to something else from some leadership meeting they attended. Is this true?

11:41:26 From Jean Harper-Smith : We use Scribbles

11:41:37 From WukoviNA : We use Scribbles too PWCS

11:41:45 From Pam Stewart : LCPS sends records requests through Scribbles but if we have to email, we encrypt through Outlook.

11:41:47 From Carolyne Karawa : We use Scribbles

11:41:49 From Tracy Ferguson : Virtru/Parchment/Scribbles

11:42:00 From Melissa Sexton : Parchment

11:42:09 From Melissa Sexton : If email we use Virtru

11:42:11 From Jessica Hawks : Scribbles

11:42:55 From Pam Stewart : We instruct schools to ALWAYS encrypt when emailing any student records.

11:43:49 From Keener, Katina : Could you share again how we can get the slides or when the recording might be available? I missed that part.

11:47:06 From Melissa Sexton : The contact there for our GED said that they were told in their Leadership Meeting that their student files have to be preserved for 75 years. They said they are supposed to get in touch with me as the Records Officer for BCPS, take the files to me, then someone from the state will pick them up and send them to a company to be digitized. Afterward, they will shred and destroy them.

I was confused by this and hadn't heard.

11:47:22 From Jean Harper-Smith : I always encourage the requestor to visit GED.org

11:49:11 From Melissa Sexton : No, she was saying all of them they had including new ones. All records not just what is like a transcript.

11:49:26 From Jean Harper-Smith : We have older records that were sent to us to review.

11:50:45 From Melissa Sexton : I heard of this law, but not sure we have any as of yet.

11:51:07 From Melissa Sexton : We changed our student records policy to incorporate this.

11:52:56 From Mary Fisher - King George County Schools : We incorporated this into the process we already had for protective orders that have confidential address clauses.

11:55:44 From Keener, Katina : thank you

11:55:45 From Tony : Thank you all