

Virginia Public Schools Records Consortium (PSRC)

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

Library of Virginia, 800 E. Broad St. Richmond, VA 23219
Represented by Chad Owen, Records Management Manager
(chad.owen@lva.virginia.gov)

**PSRC Meeting Minutes
Wednesday, March 6, 2024**

10:00 AM-1:00pm

Meeting format: Hybrid (In-Person & Virtual)

FERPA & Student Records

Welcome and introductions: (in attendance)

Name	School Division
Amy Babines	Virginia Beach City
Amy Hardy	Pittsylvania
Amy Snodgrass	Mecklenberg
Babara Rypkemaba	Lynchburg City
Becky Moore	Fauquier
Carolyn Karawa	Fairfax
Chad Owen	LVA
Charise Ward	Norfolk
Christina Parlow	Chesterfield
Cindy Pikerall	Roanoke
Darlene Gorman	Chesapeake
Demetrice Samuels	Essex
Elizabeth Donaldson	Fairfax
Jean Harper-Smith	Frederick
Jennifer Test	York
Jessica Hawks	Danville City
Julie Lewis	Middlesex
Laura Beth Mattson	Virginia Beach City
Leorie Mallory	Brunswick

Name	School Division
Lucero Santa Cruz	Fairfax
Meade Harris	Albemarle
Melanie Terrell	Hanover
Melissa Hanes	Buckingham
Michelle Brittgan	Albemarle
Michelle Cassell	Grayson
Miranda Ball	Augusta
Molly Shannon	Fairfax
Nicholas Minor	Prince William
Pam Stewart	Loudoun
Pearl Jamison	Culpepper
Rachel Johnson	Loudoun
Rae Henderson	Campbell
Renee' Blackshear	
Shannon Berna	Fredericksburg City
Sheila Eggleston	Powhatan
Stephanie Burch	Lexington
Susan Gardner	Williamsburg-James City
Susan Leonard	Henrico
Tracey Beaver	Prince William

AGENDA for March 6 Meeting

VIRGINIA PUBLIC SCHOOLS RECORDS CONSORTIUM (PSRC)

Location: Library of Virginia (Richmond, VA) and Virtually on Zoom

Date: March 6, 2024

Time: 10:00 a.m. – 1:00 p.m.

Agenda Items

10:00 – 10:30	Welcome Introductions January Meeting Minutes
10:30 – 11:30	Records Management – The Basics and a Bit More <i>Chad Owen – Library of Virginia</i>
11:30 – 11:45	Break
11:45 – 1:00	Complete Educational Records Requests – Sharing of Processes and Discussion <i>Pam Stewart - Loudoun County Schools</i> <i>Tracey Beaver – Prince William County Schools</i>

Remaining Scheduled 23-24 Meetings.

In-person physical meeting location: (we will also support virtual attendance)

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

May 15, 2024 – 10am – 1pm with Library of Virginia room scheduled until 2.

Ongoing meeting dates to be determined.

Notes and agendas will be shared via the Library of Virginia PSRC website:

<https://www.lva.virginia.gov/agencies/records/psrc/>

The meeting minutes from January 24, 2024 were unanimously approved and will be posted on the Library of Virginia website.

PRESENTATIONS:

Chad Owen, Records Management: A Bit Beyond the Basics.

1. VIDEO Presentation uploaded to the LVA PSRC website.
2. The Slideshow is appended to these minutes (ATTACHMENT A)
3. Q&A included with the Video presentation.
4. The presentation saved chat is appended to this document (ATTACHMENT C)

Complete Educational Records Requests – Sharing of Processes and Discussion

Pam Stewart - Loudoun County Schools

Tracey Beaver – Prince William County Schools

1. VIDEO Presentation uploaded to the LVA PSRC website; this is a continuation of the first presentation.
2. Loudoun screen displays are embedded in the VIDEO presentation.
 - a. To be appended.
3. Prince William FERPA Slideshow (ATTACHMENT B)
4. Q&A included with the Video presentation.
5. The presentation saved chat is appended to this document. (ATTACHMENT C)