

**Virginia Public Schools Records Consortium (PSRC)**

**Chair: Nicholas Minor [MinorN@pwcs.edu](mailto: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](mailto:chad.owen@lva.virginia.gov))**

**PSRC Meeting Minutes**

**Wednesday, May15, 2024**

**10:00 AM-1:00pm**

**Meeting format: Hybrid (In-Person & Virtual)**

**FERPA & Student Records**

**Welcome and introductions: (in attendance)**

<b>Name</b>	<b>Organization</b>	<b>Name</b>	<b>Organization</b>
Amy Heaton	Gloucester	Lisa Okes	Washington
Barbara Rypkema	Lynchburg City	Mary Fisher	King George
Becky Moore	Fauquier	Meade Harris	Albemarle
Bliss Cruz	Culpeper	Melanie Terrell	Hanover
Brittani Fairchild	USDE (Student Privacy Assistance Center)	Melissa Bentley	Fairfax
Camm Taylor	Fredericksburg City	Melissa Sexton	Bedford
Carolyn Karawa	Fairfax	Michelle Brittgan	Albemarle
Chad Owen	Library of Virginia	Nicholas Minor	Prince William
Cheri Butler	Loudoun	Nivia Wukovich	Prince William
Cynthia Hurley	Tazewell	Pam Stewart	Loudoun
Darlene Gorman	Chesapeake	Rachel Johnson	Loudoun
Diane Bennett	Goochland	Renee Weir	Clarke
Elizabeth Donaldson	Fairfax	Shannon Berna	Fredericksburg City
Holly Cobb	Hampton City	Shawn Hughes	Roanoke
Jean Marie Logue	Loudoun	Stefani Wareham	Loudoun
Jennifer Test	York	Susan Gardner	Williamsburg-James City
Jessica Hawks	Danville City	Tammy Norman	Stafford
Lara Kizer	Loudoun	Teshawna Threat	Library of Virginia
Lisa Martin	Virginia Beach City	Tracey Beaver	Prince William

**Scheduled 24-25 Meetings. (Four meetings per school year)**

In-person physical meeting location:

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

- 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.

**Schedule**

**October 9, 2024 (Hybrid Format)**

**December 11, 2024 (Format TBD)**

**February 12, 2025 (Format TBD)**

**April 30, 2025 (Format TBD)**

**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 March 6, 2024 were unanimously approved and will be posted on the Library of Virginia website.

Motion to approve by Pam Stewart of Loudoun County

Second by Barbara Rypkema of Lynchburg City

We wish to thank Pam Stewart of Loudoun County and Tracey Beaver of Prince William County Schools for their March 6 presentation on Educational Records Requests – Sharing of Processes and Discussion.

Thanks also go out to the PSRC Chair Nicholas Minor (Prince William County) and Pam Stewart of Loudoun County for assisting with content outreach for the organization.

The meeting minutes were posted late but are now available for review. Please take a minute to review and we will go through the approval process shortly.

**PRESENTATIONS: FERPA Deep Dive**

Presenter: Brittani Fairchild, Privacy Technical Assistance Center  
United States Department of Education  
Student Privacy Policy Office  
Privacy Technical Assistance Center  
<https://studentprivacy.ed.gov>

1. A VIDEO Presentation is being uploaded to the LVA PSRC website. The presentation was recorded and is included with the PSRC site uploads. The Q&A section and the chat were not recorded as agreed prior to the presentation.

Disclaimer from presenter: *This content was produced by the US Department of Education's Student Privacy Policy Office through its privacy technical assistance center for the purposes of this presentation.*

*This presentation is provided for informational purposes only. Nothing in this presentation constitutes official policy or guidance from the US Department of Education, official policy and guidance can be found on our website.*

*Please visit <https://studentprivacy.ed.gov> for more information.*

2. The Slideshow is appended to these minutes (ATTACHMENT A)