

Public Schools Records Consortium (PSRC)

Chair: Nicholas Minor, Prince William County Public Schools, minorn@pwcs.edu

Records and Information Management Analyst: Teshawna Threat, Library of Virginia
Teshawna.threat@lva.virginia.gov

Meeting Minutes

Wednesday, December 11, 2024

10:00 am - 1:00 pm

Meeting Format: Virtual

Attendance (public school systems)

Taken from virtual meeting chat and recorded introductions. () notes as a guest at the meeting.*

Alexandria Ferguson, Virginia Beach	Laura Beth Mattson, Virginia Beach
Amy Heaton, Gloucester	Lois Ritger, Virginia Beach
Angela Flowers, Portsmouth	Mandy Zayatz, Manassas City
Becky Moore, Fauquier	Meade Harris, Albemarle County
Bliss Cruz, Culpeper	Michelle Brittigan, Albemarle County
Bonita Albergottie-Pugh, Portsmouth	Nicholas Minor, Prince William County
Camm Taylor, Fredericksburg City	Pam Stewart, Loudon County
Carolyn Karawa, Fairfax County	Patty Massengill, Dinwiddie
Deyrni, Unknown	Robert Scruggs, Pittsylvania
Hollye Brown, Colonial Beach	Sara Morand, Culpeper
Jeff Wick, Caroline	SDavis, Unknown
Jennifer Test, York County	Shannon Berna, Fredericksburg City
Julia Green, Charlottesville	Tammy Norman, Stafford
Julia Taylor, Galax City	Teshawna Threat, Library of Virginia
Katina Keener, Gloucester County	Tracey Beaver, Prince William

School Year 2024-2025 Schedule

Four meetings per school year (Wednesdays):

October 9, 2024 (Hybrid Format)

December 11, 2024 (Virtual Format)

February 12, 2025 (Format TBD)

April 30, 2025 (Format TBD)

In-person physical meeting location:

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

Logistics of meetings:

- 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 10 am to 1 pm, with the Library of Virginia room scheduled until 2 pm.

Meeting Chair:

Nicholas Minor, Prince William County Public Schools

Meeting Coordinator – Planning and Speaker Outreach:

Pam Stewart, Loudoun County Public Schools

Minutes:

Meade Harris, Albemarle County Schools

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

Additionally, the December 11, 2024, meeting minutes will also be presented for approval, provided they have been posted in a timely manner in advance of the February meeting.

New Business

- PSRC Leadership
 - Nicholas Minor began discussions regarding PSRC Leadership for the FY2025-26 school year.
 - Current roles: Nicholas Minor, Chair; Pam Stewart, Planning; Meade Harris, Meeting notes
 - Nicholas and Pam will be stepping down from their current roles. Nicholas can help with the planning role if needed.
 - Most important is having someone to step up as Chair for next year.
 - We only have 2 meetings remaining this school year
 - We need to have volunteers come forward for an appointment before the end of the current school year.
 - Anyone who wants to serve in any role for next year, please email Nicholas - MinorN@pwcs.edu.
 - Expert subject knowledge is not required; the team meets 4 times per year between meetings to establish an agenda and plan meetings.
 - Background info: the PSRC went dormant during COVID and restarted this year. Attendance and interest in general have been much higher with the virtual meeting option introduced
- Library of Virginia: PSRC Webpage Discussion
 - Teshawna Threat (T) from the Library of Va has been working on resource efficiencies with the Library's IT staff. Meeting Agendas, notes, and presentations that are over 5 years old are being removed. The current year and the 4 prior years will be retained and visible. The older presentations will be archived offline and will still be available from the Library of Virginia on request. We thank the Library of

Virginia for providing this resource to the PSRC. Nicholas asked for a motion to adopt the 5-year retention plan as discussed. Meade made the motion to adopt, and Pam Stewart seconded the motion. It was adopted without objection.

- Networking and Connections
 - Today's meeting was for members to get to know each other, see how others operate, and provide general district information. Each member was given a 5-minute opportunity to present themselves, their role and responsibilities, and the School District information and location in Virginia. Information includes the number of schools, students, and other statistical information. Also, records management programs, staffing and resources, areas of success – tips and tools, areas of struggle, etc.
 - Presentations included a wide range of systems resources, the role and experience of presenters, and the size of School Divisions, which ranged from a small number to well over 100 schools.
- Questions and Answers
 - There was a request from many in attendance relating to Jeff Wick's presentation for Caroline County regarding his Retention and Disposition Chart.
 - Other questions to presenters required verbal responses and did not need documents for reference but are (in part) included with Addendum 2.
 - Teshawna was taking feedback from presentations for her work with VDOE, i.e., retention of birth certificates, affidavits, and other documents kept as part of the cumulative record that is not consistent across all school Divisions.