

# Public Schools Records Consortium (PSRC)

Chair: Nicolas Minor, Prince William County Public Schools, [minorn@pwcs.edu](mailto:minorn@pwcs.edu)

Records and Information Management Analyst: Teshawna Threat, Library of Virginia  
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## Meeting Minutes

Wednesday, April 30, 2025

10:00 am - 1:00 pm

Meeting Format: Hybrid

## Attendance (public school systems)

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

Alan Gerhard Virginia FOIA Council

Jamie Foreman Albemarle

Amy Heaton Gloucester

Jason Wheeler Buena Vista City

John Riordan Harvest Technology Group

Jean Harper-Smith Frederick

Angela Flowers Portsmouth

Jeff Wick Caroline

Audra White Stafford

Jennifer Ross Galax City

Aura Testerman Prince William

Jennifer Test York

Barbara Rypkema Lynchburg City

Jenny Weaver Prince William

Bliss Cruz Culpeper

Julie Taylor Galax City

Camm Taylor Fredericksburg City

Katina Keener Gloucester

Charles Costner Warren

Laura Beth Mattson Virginia Beach City

Cheryl Tibbs Manassas City

Lisa Martin Virginia Beach City

Crystal Jones Hampton City

Mandy Zayatz Manassas City

Cynthia Hurley Tazewell

Mary Fisher King George

David Baker Roanoke City

Meade Harris Albemarle

David Lyon Manassas Park City

Melanie Terrell Hanover

Dawn Mason

Melissa Sexton Bedford

Deyrni Harlan Montgomery

Michelle Brittgan Albemarle

Holly Cobb Hampton City

Nicholas Minor Prince William

Jackie Gibson Prince William

Nivia Wukovich Prince William

Pam Stewart Loudoun

Patty Massengill Dinwiddie

Renee Honaker

Rhonda Reid Montgomery

Ron Decker Chesterfield

Sara Morand Culpeper

Susan Gardner Williamsburg-James City

Tammy Norman Stafford

Teshawna Threat LVA

Tiffany Miller Hanover

Tracey Beaver Prince William

Tracey Ferguson Lynchburg City

## AGENDA

- Welcome and Introductions
- Access to Public Records Under FOIA
- Tour of LVA Library
- Technology and Records Management 2025 and Beyond

## School Year 2025-26 Schedule

Four meetings per school year (Wednesdays):

October 9, 2024 (Hybrid Format)

December 11, 2024 (Virtual Format)

February 12, 2025 (Hybrid Format)

April 29, 2025 (Hybrid Format)

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

## New Business

- Nicholas Minor introduced the two volunteers/nominations to assume leadership for the next school year and asked for a motion to accept.
  - Teshawna Threat from the Library of Va made a motion to appoint the nominees Laura Beth Matt Laura Beth Mattson and Meade Harris.
  - Holly Cobb from Hampton City seconded the motion, and it was approved without objection.
- School Year 2025-26 meeting recommendation: The next item for business was to confirm the planned meeting schedule for next year. This will be confirmed once the meeting format and resources have been coordinated with the Library of Va.
  - October 8, 2025, December 10, 2025, February 11, 2026, and April 29, 2026.
- PSRC Chair Nicholas Minor stated he was stepping down from leadership of the PSRC and thanked everyone for participating. After COVID, Nicholas was instrumental in reestablishing the PSRC after it had gone dormant for several years. Nicholas noted that of the approximately 130 school divisions in Virginia we had 70 school divisions participate which was over half. The virtual option provided an opportunity for more people to attend. He also thanked Pam Stewart and Meade Harris for their help in running the PSRC over the past 2 years.
- Nicholas also brought up the statewide organization “Virginia Association of Government Archives and Records Administrators” (VAGARA) who promotes records management best practices and provides resources similarly to the PSRC but on a broader scale. This was mentioned because the annual conference is coming up soon if anyone is interested in joining. You can search online for additional information.
- Presentation was from Alan Gerhard, Executive Director of the Virginia FOIA Advisory Council: After the FOIA presentation, the on-site attendees were provided a guided tour of the Library of Virginia facilities. We thank Teshawna Threat and the entire staff at the Library of Virginia for providing this informative and fascinating tour.
- Presentation was by John Riordan of Harvest Technology Group: Harvest provided breakfast for those in attendance. Harvest is currently working with Albemarle County Public Schools. This recorded presentation can be viewed in the previously referenced meeting link.
- The presentations can be viewed on the PSRC unlisted YouTube webpage.