

Public Schools Records Consortium (PSRC)

Chair: Laura Beth H. Mattson, Virginia Beach City Public Schools,
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Deputy Chair: Meade Harris, Albemarle County Public Schools,
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Records and Information Management Analyst: Teshawna Threat, Library of Virginia
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Meeting Minutes

Wednesday, December 10, 2025
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.*

Angela Flowers, Portsmouth	Mary Fisher, King George
Carolyn Karawa, Fairfax County	Meade Harris, Albemarle County
Crystal Jones, Hampton City	Megan Rhyne, Virginia Coalition for Open Government*
David Baker, Roanoke City	Melanie Terrell, Hanover County
Diane Bennett, Goochland County	Michelle Brittigan, Albemarle County
Greg Mundie, Chesterfield County	Nicholas Minor, Prince William County
Jean Harper-Smith, Frederick County	Pam Stewart, Loudon County
Jen O'Brien, Instructure*	Renee Weirr, Clarke County
Jennifer Test, York County	Susan Gardner, Williamsburg-James City
Katie Matheny, Powhatan County	Teshawna Threat, Library of Virginia
Katina Keener, Gloucester County	Tim Austin, Instructure
Lisa Martin, Virginia Beach	Tony Cibotti
Laura Beth Mattson, Virginia Beach	

AGENDA

10:00 – 10:30

Welcome and New Business

- Introductions
- Approve Prior Meeting Minutes
- Volunteer Outreach
- School Year 2025-2026 Planning and Meeting Dates

10:30 – 11:20

Jen O'Brien & Tom Austin – Instructure

Document Management/Storage Platform

K-12 District Transfer Platform

11:20 – 11:30

BREAK

11:30 – 12:30

Teshawna Threat, CRA, MLIS

Records and Information Management Analyst, Library of Virginia

GS-21 Updates and Continuing of LVA Work

12:30 – 1:00

Megan Rhyne, Virginia Coalition for Open Government

School Year 2025-26 Schedule

Four meetings per school year (Wednesdays):

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

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:

Laura Beth Mattson, Virginia Beach City Public Schools

Minutes and Deputy Chair:

Meade Harris, Albemarle County Schools

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

New Business

- Meade Harris, Deputy Chair, called the PSRC 12/10/2025 meeting to order. This is the second meeting of the school year 2025-26. The next meeting will be on February 11, 2026.
- Today, Jen O'Brien and Tim Austin of Insturcture will be presenting on their Document Management and Storage Platform.
- T will be presenting on the Library of Virginia's ongoing work to Schedule GS-21.
- Megan Rhyne will be presenting on the work being done by the Virginia Coalition for Open Government and FOIA.
- All three presenters were at the VAGARA conference and volunteered at that time to present to our group.
- Next order of business is to have a motion for approval of April 30, 2025, which was the last meeting of the 2024-25 school year. Motion to approve was made by Michelle Brittigan. A second to the motion was made by Tony Cibotti. There were no objections to the meeting minutes when asked to members present, and the meeting minutes were approved.
- The Meeting Minutes for the October 8 meeting were presented for approval. Crystal Jones motioned to approve, and a second to that motion was made by Pam Stewart. With no objections to the minutes, they were approved.
- Before presentations, Meade asked those in attendance for volunteers to help carry the work for the current year. Laura Beth Mattson and Meade Harris are co-running the PSRC for this year, and any help would be greatly appreciated.

- Catherine Bell (Fairfax Water), Teshawna Threat (Library of Virginia), and Nicole Wilcox (Virginia Criminal Justice System) will be presenting at our February meeting.
- The presentations can be viewed on the PSRC unlisted YouTube [webpage](#).

Meeting Chat

10:06:04	From Keener, Katina : I am joining the meeting, but in a parent meeting right now and cannot participate until that is over.
10:19:55	From Pam Stewart-Loudoun County Public Schools : In LCPS, these two series are maintained by the SPED Department separately from the cumulative file.
10:21:07	Katie Matheny : Got it!
10:59:24	From Jean Harper-Smith : great demo
10:59:33	From Jennifer O'Brien : Reacted to "great demo" with ❤️
11:12:47	From Jennifer O'Brien : Jen O'Brien: jennifer.obrien@instructure.com Member Support: Scribbles: support@scribsoft.com Parchment: membersupport@parchment.com
11:13:00	From Michelle Brittigan : great demo - thanks!
11:13:13	From Lisa Martin : Thank you!
11:13:16	From Jean Harper-Smith : I have billing questions
11:13:23	From Crystal : Thank you
11:13:39	From Jean Harper-Smith : harperj@fcpsk12.net
11:13:57	From Jennifer O'Brien : Reacted to harperj@fcpsk12.net with 👍
11:14:30	From Michelle Brittigan : yes break till 1130
11:37:15	From Mary Fisher - King George County Schools : No. Anecdotal notes are not "maintained" per se. If it contains information that is required to be maintained, then they fall under a different series.
11:37:45	From Mary Fisher - King George County Schools : Agree with Ms. Keener.
11:38:15	From David Baker : I agree as well.
11:39:07	From Nicholas Minor : I agree with comments shared. Should be for all students and remain generic.
11:47:22	From Nicholas Minor : yes
11:50:29	From Michelle Brittigan : it's great to have those items listed
11:50:40	From Meade Harris : Having these documents will be helpful.
12:46:55	From Michelle Brittigan : interesting group - thank you
12:46:59	From Jean Harper-Smith : Thank you
12:47:32	From Megan Rhyne : www.opengovva.org
12:47:42	From Megan Rhyne : 540-353-8264
12:47:50	From Michelle Brittigan : perfect - thanks
12:48:45	From David Baker : Thanks!
12:48:46	From Nicholas Minor : Thanks, Meade!
12:49:29	From Pam Stewart-Loudoun County Public Schools : I second that, great job T!