

**Montgomery Virtual Academy Parent Teacher Council (MVAPTC)
Membership Meeting**

Date: May 5, 2022

Time: 6:30 pm

Location: Virtual meeting via Zoom

Chair: Jessica Sherman, President

Secretary: Mattie Sanchez Vargas

Attendance: 16 Attendees

Meeting called to order at 6:33 PM by Jessica Sherman, President.

Welcome/Introduction

Item 1. Approval of Minutes

Jessica Sherman motioned for the minutes to be approved, everyone was in favor, Andrea Levy seconded the motion. The minutes from the April meeting were approved.

Item 2. Presentation by Erin Pike of Aspen Hill Library on library offerings and covid/mask availability.

Item 3.. Update/Q&A from MVA Administration - Ms. Heitzfez and Mr. Orders

- Enrollment - MVA is funded for above 3000 students. 60% of families have responded saying they plan to return, 20% undecided.
- Graduation - working on virtual graduations. Seniors can participate with their home schools.
- MAP testing is going really well.
- Application available to families who'd like to apply for MVA. Kindergarten students will have to apply with a paper form.
- ESY is run through MCPS Special Education Department. They are aware some families would prefer virtual but choose to only offer it in person.

Item 4. Reports from the Officers

A. President's Report - Jessica Sherman:

- **Thank you** for the staff appreciation gift cards and shirt donations.
- **What we'd like to accomplish this school year:**
 - Obtain Non-Profit Status/Formalize Our Group.
 - Fundraising to pay for Non-Profit Status and Insurance - *Completed*
 - Social Activities for Families (Depending on Covid) - *Volunteers needed*
 - Advocacy for VA in terms of staffing, funding, supplies, materials, and activities.- *Volunteers needed*
 - Organize teacher appreciation week - *Volunteers needed*
- **Non-Profit Status:**
 - Incorporation as Tax Exempt Organization in Maryland - Approved
 - Federal EIN - Approved
 - Federal 501(c)3 application - Approved via phone call, waiting for paperwork

- Bank Account with Sandy Springs Bank - Completed
- Trade name - Approved
- PTO Insurance - Obtained through AIM (Association Insurance Management, Inc.)
- Domain Name - Obtained through GoDaddy - MVAPTC.org
- Registration as MD Charitable Organization required to collect charitable donations - Approved 5/2/22
- Registration in MD for sales tax exemption - Mailed - 5/3/22
- File State Income Tax Exemption - Mailed 5/3/22
- Register in Guidestar - Completed

B. Treasurer's Report - Liz Ryan:

- a. **Revenue:** Donations: GoFundMe - \$731.03 (\$760 before fees) & Donations & Shirts: Square- \$578.65. Total Revenue: \$1309.68
- b. **Expenses Paid:** Incorporation as Tax Exempt Organization in Maryland - \$220, Federal 501(c)3 application - \$275, Trade name of MVAPTC (renew in 5 years) - \$77.25, AIM Insurance - \$265, Website Domain \$10.17 (\$20 yearly). Total Expenses: \$847.42
- c. **Budget goal** is to have enough for non-profit filing, insurance and domain name for this year and enough for insurance and domain name for next year. Once that is accomplished, remaining money can be used for school needs, teacher appreciation and social events.
- d. **Fundraisers:**
 - Amazon Smile, Mabel's labels, shirt sales, MoCo Delivery & direct donations.
 - Would like to work on an Auction this summer for the fall.

Item 5. Committee/Special Topic Reports

- **Membership Report** - Membership is free/no dues. Link provided to join.
- **Committees** - Sign up form provided or reach out to Jessica at parentcouncil@cpjsweb.com
Need volunteers!
- **Special Needs Report - Andrea Levy** - Discussed special needs committee and hope to plan a meeting for April. Meeting day may be moved as it conflicts with another meeting. Discussed positives of virtual academy on her student.
- **Teacher Appreciation** - May 2 to May 6 - Still need donations of gift cards.
- **2nd Social event** to be held MVAPTC Outdoor Meet and Greet: Filicori Zecchini Potomac, MD 20854 on Sunday, May 15th from 2-4 PM.

Item 6. New Business

- **Volunteers Needed** - Help maintain facebook page and website, Translation & Interpreting, Fundraising (restaurant night, auction) & Direct Donations (toys, games, school needs), Social Activities, Teacher Appreciation and Advocacy.
- **Volunteers Needed** for the June Audit Committee.

Item 7. Announcements

- Board Member elections will take place in June per the Bylaws. Andrea Levy will be coordinator.
- Next Membership meeting: June 2, 2022 at 6:30 PM

Motion by Jessica Sherman to adjourn at 7:47 p.m. Andrea Levy second motion. All were in favor.

Meeting Minutes completed by Mattie Sanchez Vargas & Jessica Sherman