

# Vida Charter School

## Minutes

### Finance Committee Meeting

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#### Date and Time

Monday September 16, 2024 at 3:30 PM

#### Location

120 E. Broadway Gettysburg, PA 17325

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#### Committee Members Present

J. Burmistrova (remote), L. Rice (remote)

#### Committee Members Absent

*None*

#### Guests Present

C. Miller, Kevin Corcoran (remote), M. Turner

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### I. Opening Items

#### A. Record Attendance

#### B. Call the Meeting to Order

L. Rice called a meeting of the Finance Committee of Vida Charter School to order on Monday Sep 16, 2024 at 3:35 PM.

#### C. Approve Minutes

L. Rice made a motion to approve the minutes from Finance Committee Meeting on 08-19-24.

J. Burmistrova seconded the motion.

Minutes approved with minor corrections to the participant list.

The committee **VOTED** to approve the motion.

### II. Financials

#### A.

### **Monthly Financial Reports**

L. Rice made a motion to recommend the August financial reports for board approval.

J. Burmistrova seconded the motion.

The committee **VOTED** to approve the motion.

### **III. Quotes and Contracts**

#### **A. Scribbles Software Proposal**

Committee discussed the need for electronic records management and the proposal from Scribbles. No specific recommendations resulted from the discussion other than to present the information to the full board, possibly with more comparison quotes from other companies.

#### **B. Janitorial Contract**

L. Rice made a motion to recommend board approval of the Elite Shine Crew janitorial contract.

J. Burmistrova seconded the motion.

The committee **VOTED** to approve the motion.

#### **C. Report and Proposal - Ghost Writer**

Committee discussed the proposal and determined to ask Ghost Writer for a similar, tiered proposal for a shorter time period, specifically six months. Any modified proposals can be reviewed and approved at the full board meeting.

### **IV. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:45 PM.

Respectfully Submitted,

L. Rice