

# LAKESHORE SCHOOL BUSINESS OFFICIALS

## November 3, 2017 MINUTES

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November 3, 2017 8:30 a.m.  
Muskegon Heights PSAS, Media Center

### **In Attendance:**

Tina Wright, Muskegon Public  
Sharon Rushcamp, MAISD/NMPS  
Donna Bylenga, Montague  
Jason Helson, Reeths-Puffer  
Mark Mesbergen, Fruitport  
Mike Schluentz, MAISD

Tracey French, MAISD/MHPSAS  
Steve Aardema, Whitehall  
Jenny Mutcheler, Holton  
Kim Bidwell, Orchard View  
Violet Parmeter, MAISD  
Janet Stewart, MAISD

### **Guests in Attendance:**

Kathleen Flynn, MAISD

Brian Quinn, PFM

1. The minutes from the October 13, 2017 meeting were approved.
2. Kathleen Flynn gave an update regarding the special education funding plan. The topics were about Out of County Students, and the Billback System for centralized programs. Suggested changes were discussed as a group. Estimated birth to three amounts will be given to the districts by the end of the year. This will be the same for the Wesley centralized program.
3. Brian Quinn gave an update regarding bank fee analysis and cash management. Brian also gave an update regarding the market. The Treasury yield curve has been trending up within the last year so districts should start looking at investing funds.
4. Violet discussed the DIA Process for the next upgrade. The next upgrade will be happening around February or March of next year. This this needs to be done before the upgrade. A Thursday in December will be set up a workshop to work through the DIA process in MUNIS.
5. Mike Schluentz discussed the possibility of creating a MSBO Procedures committee.
6. Summaries and Information data is going to be coming out the next couple of months. If there are any changes that you would like to see should be sent to Carol Anderson.
7. Sharon Rushcamp discussed Voc Ed funding and the fiscal agent being the Muskegon CTC. The CTC would be the fiscal agent instead of the local districts. The CTC would have to expend the match instead of the districts.

8. Mike Schluentz talked about the transition of moving to Wells Fargo and TSA.
9. Mike Schluentz gave an update on the Best Practice Committee. The next meeting is on Monday November 6, 2017.
10. Kim Bidwell, Jason Helsen, and Tracey French gave an update about the MDE/MSBO Conference that was held between the October and November meeting.
11. Roundtable.

Meeting adjourned at 10:35 a.m.

**NEXT MEETING: 1/5/18 @ Reeths-Puffer**

Submitted by Mark Mesbergen, Secretary