

**EUP School Business Officials**  
**Friday, November 17, 2023**  
**EUPISD**  
**9:30 am**



Attendance: Tim Eilola, Nicole Eilola, Dena Mayer, Michelle Bennin, Becky Aldrich, Breann Eckerle, Marie Schroeder, Cheri Bush, Tracy McCord, Lisa Sandvik, Yvonne McConkey, Maddy St. Peter, Sarah Pleiman, Tracey Desormeaux, Stef Lubben, Melissa Gillhooley, Marleena Schroeder, Megan Mitchell, Jordan Fountain, Erica Bennett

**9:30-11:30 MSBO School Finance Committee Meeting (Zoom)**  
**Legislative Update**  
**State Budget Update**  
**MSBO Update**

**11:30-11:45 Subcommittee Breakouts**  
**Business Manager**

**Tri-County Superintendent's Update**

- Project Search updates – met students and interns, took a tour. SE – Working on replacing Illuminate. Looking at MyStar. Will vote in December. 1 application for Teacher Consultant HI (eventual replacement for Gary Garr – will retire eventually). Is a current Speech Pathologist. Rachel working with another company for face-to-face ancillary work. Nothing approved yet – will likely be very costly.
- Technology – equipment for distance learning has been delivered. Patty Meehan back for special projects and will be helping set this up. Astrea and Highland Robin Grant – in January through Sound e-Rate (through ISD). More to come on this at the next meeting. EUP Region is 18 months ahead of the state when it comes to getting fiber to homes, but we are not where we need to be.
- Regional Standards – SE transportation % are updated. Invoices have gone out for first two months of school year. Inclusion has not been included yet. This will be on the next invoice and will be split equally between all the districts. Brian Reattoir is reaching out to LSSU – class for bus driving... idea to find more drivers. Want to do 2 one-week sessions.

**31n Match**

- Reach out to Tracy if you'd like the 31n match amounts.

**Pupil Accounting Update**

- Just finishing up with GAD updates. Sent GAD audits to districts having field audits this year. A lot have already responded with information that is needed. Certification date was Wednesday and they are ready to start their stuff.

**Excess Cost**

- 1<sup>st</sup> of December, districts can go in and complete Excess Cost – Lisa will send out the instructions – shouldn't have to change from prior year process. Due OTHER -
- New categoricals have come out and are beginning to have grant codes that are the same as subject matters, we currently use. FAFSA grant code is 283. Will account for it in the program code area of the ASN with the grant code in the background. For example – 11.1113.283.1130 if FAFSA supplies going to HS.

## Payroll/Benefits/HR/AP

### Address Change Requirements

- **What do districts do when an employee changes their address, do they require new tax forms with the updated address.**

### 2024 Minimum Wage Increases

- **Minimum wage increases January 1 to \$ 10.33.**

### Payroll Liabilities Processing

- **Just reinforced the period and dates of pay run set up as well as payroll liabilities.**

### ORS Newsletter

- **Asked the group if everyone received it, read it. I asked the group if they wanted me to send a snip of the upcoming changes, they agreed.**

### MESSA Optional plans Pre Tax vs Post Tax

- **Stef emailed Jake about which optional insurance items were pre tax vs post tax, she shared the email with the group.**

### Federal Tax – percentage of wage or not

- **An employee was asking if they could have a percentage of their federal taxes withheld instead of a specific dollar amount. Our finance system does not do this.**

### W2 Processing

- **We will be having a work session December 15 but not able to create due to our December 29 payroll.**

## 11:45-12:00 Subcommittee Report Back

3% HCC and 941x – Private Letter Ruling Update

E-Rate Consortium – USF Update & Grant Application Submission

Tips/Tricks Sharing

Round Table

### SAVE THE DATE

Year-End W-2 / 1099 Work Session – December 15

Financial Strategies Conference - January 16-17  
*Webinar – Live & On Demand*

Group Solutions (Current Issues) – February 22  
*Somerset Inn, Troy*

Group Solutions (Human Resources) – February 28  
*MSBO, Lansing*

### 2023-24 EUPSBO Meeting Schedule

#### EUPISD

11/17/23 – Friday

12/15/23 – Friday

01/19/24 – Friday

02/16/24 – Friday

03/20/24 – Wednesday

05/17/24 - Friday

### UPCOMING DUE DATES

DS-4044 (FER) – 11/29/23

MAER – 11/30/23

GAD Closes – 12/01/23

Excess Cost Testing begins – 12/01/23