

**MSBO ISD Committee
Meeting Minutes
November 20, 2025; 10:00 AM
In Person at Ferris State University**

Agenda-

2025-2026- Officers

Chairperson - Chris Lamer, Ottawa Area ISD
Vice Chairperson - Kerri Harrie, West Shore ESD
Secretary - Katrina Bontekoe, Wexford-Missaukee ISD
Officer of Special Projects- Candice Hallifax
Officer Elect- Stacy Viers, Tuscola ISD
Past-Chairperson - Shay Anderson, Clare-Gladwin RESD

Called to order by Chris Lamer at 10:00 AM

Present

Katrina Bontekoe, Wexford Missaukee ISD; Chris Lamer, Ottawa ISD;; Kevin Kolb, Gratiot Isabella RESD;; Kerrie Harrie, West Shore ESD;; Kris Doran, Northwest Education Services; Lisa Krosnicki, Char Em ISD; Candice Halifax, Huron ISD;; Sarah Dillon Muskegon Area ISD; Abby Lloyd Allegan Area ESA; Rebecca DePas Vanburen ISD; Taylor Bontekoe Wexford Missaukee ISD; Liz Eastway, Wexford Missaukee ISD; Trisha Peer, Wexford Missaukee ISD; Kris Mauntler, Manistee ISD; Emily Zoet, Ferris State University; Scott Dell Ferris State University; Irene Zhang, Ferris State University; John Krisenski, Ferris State University ; Lynne Thompson, Jackson County ISD; Becky Hills, Inham ISD;

Ferris State University Staff gave an update on their programs.

They have an accounting and finance specific career fair if anyone is interested in attending to talk with students about job opportunities.

The internships they are looking for are 34-38 hours; prefer the spring and summer semesters but could possibly work with others

Beginning accountant pay at CPA firms is \$75,000-\$80,000

Students joined us and we asked what they were looking for when deciding which jobs to apply for (many of us have posted jobs and had no applicants, so what are we missing?)

They are looking for:

- Meaningful work
- Flexibility for a work/life balance
- Some are looking for the paycheck only
- Organizations that align with their values

Where are they looking for jobs (to see if we are posting in the right places)

- Handshake- changing to 1220 this summer
- If you share with Ferris staff, they will share with the students

Some ISD's have started internships that have an established path of leading to a full time job for the right students.

Contact information for Ferris:

Here is a link to the faculty information page:

<https://www.ferris.edu/business/profiles/accountancy-finance-and-information-systems/index.html>

AFIS faculty we met with - John, Irene, Emily, and Scott:

<https://www.ferris.edu/business/profiles/accountancy-finance-and-information-systems/john-kriscenski.html>

<https://www.ferris.edu/business/profiles/accountancy-finance-and-information-systems/irene-zhang.html>

<https://www.ferris.edu/business/profiles/accountancy-finance-and-information-systems/emily-zoet.html>

<https://www.ferris.edu/business/profiles/accountancy-finance-and-information-systems/scott-dell.html>

John Kinuthia - dept chair

<https://www.ferris.edu/business/profiles/accountancy-finance-and-information-systems/john-kinuthia.html>

Jennifer Njenga Kinuthia - COB Internship Director- contact her if you want an intern placed with your district

<https://www.ferris.edu/business/profiles/deans-office/jennifer-njenga-kinuthia.html>

MSBO has prepared a sample job description and Internship goals description (included after the minutes) if you want to use this to start a program in your district.

Meeting adjourned at 12:45

MICHIGAN SCHOOL BUSINESS OFFICIALS MODEL JOB DESCRIPTION

INTERN

Reports to: School District Administrator (e.g., Director of Finance or equivalent)

Purpose of Position: To provide accounting assistance to the Local School District and/or Intermediate School District.

Minimum Qualifications:

- Student in good standing working towards their degree with a focus in business studies at a Michigan college or university. Specific requirements to be agreed upon between intern's school and local school district or ISD.
- Strong technology skills. Proficient in spreadsheet software application such as Microsoft Excel and word processor application such as Microsoft Word.
- An ability to communicate effectively, orally and in writing, including using e-mail.
- High degree of proficiency in office procedures, bookkeeping and accounting, keyboarding, office equipment, operation, maintenance, business machines & computer software programs.
- Good organizational skills, written and oral communication skills, diligent work habits, and the ability to apply common sense to routine decision making.
- Ability to maintain self-control and complete tasks with frequent interruptions.
- Ability to work cooperatively with other office personnel.
- Must have regular and reliable attendance.
- Possess valid driver's license.

Duties and Responsibilities:

- Assist with regular accounts payable and purchase cards including entries into the general ledger, printing checks, and mailing.
- Assist with cash receipting including entries into the general ledger.
- Assist with the reconciliation and general ledger recording of mileage logs of the district vehicle fleet.

- Assist with monthly bank reconciliations for the district.
- Assist with other general ledger reconciliations on a monthly basis.
- Assist with other duties as assigned.
- Scan documents into electronic storage software.
- Maintain high level of professionalism in all areas of work.
- Must have regular and reliable attendance.
- Always remain free of substance abuse and/or illegal drug use.
- Always keep the affairs of the school district and the Board of Education and all constituent districts confidential.
- Perform other duties as assigned by supervisor.

Salary and Availability:

Hourly wage ranging from \$XX-YY per hour, ranging from 10-40 hours each week, depending on district specifics and college/university requirements and limitations. Term of internship to be determined by the School District in partnership with the intern and college/university.

MSBO Business Office Internship Program

Michigan School Business Officials and its members recognize the demands of the school business official (SBO) profession require strong succession planning and recruiting new workers into the profession. In addition, recent job market dynamics have underscored the difficulty in filling positions and the need to have several sources of new entries into the SBO job market. A key part of building a pipeline for new talent is promotion of the profession to a younger generation and providing opportunities for them to gain real-life experience. Therefore, we are hoping to work with college students who are interested in the field of accounting in order to give them some valuable experience learning how Michigan School Finance works.

Goals for the students:

- Gain valuable experience in school district and fund accounting.
- Learn how the Michigan Public School Accounting Chart of Accounts works.
 - Exposure to MSBO, establishing networking contacts within the school business profession.
 - Learn the calendar of school business and the variety of required state and federal financial reports.
- Learn the day-to-day operations of a school business office.
 - Learn the school district's finance software system. There are many ERP programs throughout the state (e.g., SDS, Munis, Skyward, etc.). Certain placements may even provide exposure to multiple systems.
- Gain appreciation and understanding for school finance as a career path.
- Fulfill internship requirements and/or recommendations of respective program of study.

Goals for Districts:

- Grow and develop the next generation of school business officials.
 - Develop a pipeline of potential new hires into the school finance industry. This will become more important as current employees are lost through retirements and resignations.

- Make use of interns and other temporary staff to assist business offices trying to implement new technology and new processes into their workflow.
- Grow and develop a network of business officials throughout the state to foster collaboration on future projects. As different ISDs and regions can connect on these initiatives, we grow our network of colleagues we have experience with and trust with collaboration.
- Partner with colleges and universities in key areas, including guest lectures, job fair participation, and other activities where MSBO and members can represent the field of school finance.