

KALAMAZOO PUBLIC SCHOOLS  
Office of the Superintendent

TO: Board of Trustees  
FROM: Cindy Green, Interim Superintendent  
DATE: December 23, 2022  
SUBJECT: Administrative Appointment

RECOMMENDATION: It is recommended that the board appoint Mrs. Laura Kayser to the position of Chief Financial Officer.

RATIONALE: This recommendation comes as a result of an immediate need for a chief financial officer in the district. Mrs. Kayser held a similar position prior to her retirement at the end of October 2022 given the circumstances noted in the independent report provided to the board of education. Mrs. Kayser will be returning to lead the business office. The organizational chart for her role will change to report directly to the superintendent.

Mrs. Kayser is highly qualified to do the job responsibilities in this role. She spent 29 years with the district. During this time period, she led the District's accounting and reporting, budgeting, treasury and cash management, payroll, employee benefits, grants, accounts payable, food service, and cash receipt areas. She began her career in KPS as the controller from 1993 to 2005, business manager from 2005 to 2021, and director of finance in 2021. She will report directly to the superintendent in this role to return a check and balance system to the organization.

Mrs. Kayser earned a Bachelor of Business Administration degree in accounting and general business from Western Michigan University. She is held in high regard among her peers. She has received numerous awards and certificates including Certificate of Achievement for Excellence in Financial Reporting, Certificate of Excellence in Financial Reporting, Certified Public Accountant, and Chief Financial Officer. She is a member of the Government Finance Officers Association, Association of School Business Officials, Michigan Association of Certified Public Accountants, and American Institute of Certified Public Accountants.

With her experience in finances, analyzing proposed and enacted legislation at the state and federal levels to determine the impact on the district, monitoring numerous aspects of the business department, I highly recommend Mrs. Kayser to the position of Chief Financial Officer.

**KALAMAZOO PUBLIC SCHOOLS  
BOARD OF EDUCATION**

**RESOLUTION**

**Board Resolution Employing Laura Kayser as Chief Financial Officer**

A meeting of the Board of Education of the Kalamazoo Public Schools was held at the Administration Offices on the 2<sup>nd</sup> day of December, 2022, at 9:10 PM.

The meeting was called to order by P. Shelle Barber.

Present: Members All Trustees

Absent: Members ∅

The following preamble and resolution were offered by Member Greshock and supported by Member Harrison.

WHEREAS, Interim Superintendent Cindy Green has recommended that the Board employ Laura Kayser as the District's Chief Financial Officer as reflected in the attachment;

NOW, THEREFORE, IT IS RESOLVED:

- 1) That the Board hereby employs Laura Kayser as the District's Chief Financial Officer effective January 2, 2023, for a term not to exceed three years, and at a prorated compensation level for the 2022-23 school year not to exceed the annual compensation that would have been paid to the previous Assistant Superintendent for Business and Operations for the 2022-23 school year, and on such other terms and conditions of employment as may be recommended and approved by the District's legal counsel; and
- 2) That the Interim Superintendent is to ensure that Ms. Kayser's terms of employment are set forth in a written contract of employment executed by both Ms. Kayser and the Interim Superintendent on behalf of the District.
- 3) That the Board hereby grants Ms. Kayser authority to perform fund transfers, conduct automated clearinghouse (ACH) transactions, initiate wires, establish accounts, and be a signer on all depository and investment accounts while authorizing these employees to use the following institutions as depositories: PNC Bank, Old National Bank, Flagstar Bank, Arbor Credit Union, Lake Michigan Credit Union, Consumers Credit Union, Huntington Bank, JP Morgan Chase, Mercantile Bank, West Michigan Community Bank, First National Bank, Michigan Liquid Asset Fund, Meeder Investment Management, UMB Bank, Bank of New York, Horizon Bank, and Fifth Third Bank.

AYES: 7

NAYS: 0

MOTION DECLARED ADOPTED / REJECTED.

Date: Dec 28, 2022

*Joseph Hill*  
Secretary, Board of Education

The undersigned, duly qualified and acting Secretary of the Board of Education of the Kalamazoo Public Schools, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a regular meeting held on Dec 28, 2022, the original of which is part of the Board's minutes.

The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).

Date: Dec 28, 2022

*Joseph Hill*  
Secretary, Board of Education