



Lake Orion Community Schools

Interoffice Memo

from the office of the Assistant Superintendent of Human Resources

From: Adam Weldon
Assistant Superintendent of Human Resources

To: Heidi Mercer
Superintendent

Date: August 27, 2025

Re: Certified Staff – Recommendations for Hire

The following candidates have been recommended for hire:

Name	Building	Position	Reason	Start Date
Amy Ducharme	Carpenter Elementary	Teacher	Transfer	8/25/2025
Alexis King	Blanche Sims Elementary	Teacher	Transfer	8/25/2025
Misty Neill	Blanche Sims Elementary	Teacher	Transfer	8/25/2025

The candidate resumes are attached for your review. These recommendations are supported.

Attachment(s): Resumes

Amy DuCharme

Objective

Dedicated and passionate educator with five years of first-grade teaching experience and a Reading Specialist Master's degree. Provided one year of targeted reading interventions to at-risk students as a Learning Support Specialist. Committed to fostering a positive learning environment, enhancing student literacy, and collaborating with the school community. Seeking to contribute my skills and expertise to the fifth-grade teaching position.

Education

Shenandoah University, Winchester, Virginia

Master of Science in Education, Reading Specialist, GPA: 4.0

Oakland University, Rochester, Michigan

Bachelor of Science in Elementary Education, Majors: Language Arts and Mathematics, GPA: 3.83

Certifications

Michigan Professional Teaching Certificate:

- Elementary Education K-5 all Subjects
- Language Arts K-8
- Mathematics K-8
- Reading Specialist K-12

Leadership Experience

- Teacher Mentor
- Grade Level Team Leader
- Professional Development Presenter
- Social Planning Committee Chairperson

Key Qualities

- Instructional Innovation
- Clear, Consistent Communication
- Data-Informed, Differentiated Teaching
- Lifelong Professional Growth

Professional Experience

Carpenter Elementary School, Lake Orion Community Schools, Michigan

Learning Support Specialist - Reading Intervention for Grades 2 and 3, (2024-2025)

Measurable Results: Provided targeted reading intervention to 18 students (Semester 1) and 15 students (Semester 2), resulting in an average CBMreading fluency growth of 44%, surpassing grade-level peers. Specifically, second-grade caseload students showed a 50% improvement (vs. 39% average), and third-grade students achieved 41% growth (vs. 26% average), indicating the effectiveness of individualized support and evidence-based instruction.

Collaboration: Partnered with teachers, support staff, and administration to monitor grade-level student progress and identify at-risk students. Shared ideas and progress updates regularly.

Adaptability and Flexibility: Adjusted instruction weekly based on assessment data, progress monitoring, and multi-tiered system of supports goals. Modified curriculum content and schedule to meet changing student needs and eligibility.

Communication Skills: Maintained ongoing communication with stakeholders through weekly emails to teachers and support staff, detailing student progress, curriculum focus, and assessment updates. Created and updated student data tracking spreadsheets for beginning, middle, and end-

Amy DuCharme

of-year data meetings, and supported teachers in the development and revision of student learning plans. Shared student assessments with classroom teachers to inform instruction.

Relationship Building Skills: Prioritized building genuine, trust-based relationships with every student to foster a safe, supportive environment conducive to learning. Invested in understanding student motivations and emotional needs, ensuring each learner felt seen, valued, and capable of success.

Guilford Elementary School, Loudoun County Public Schools, Virginia
First Grade Teacher (2009-2014)

Student-Centered Instruction: Designed differentiated lesson plans that catered to individual student needs, fostering an inclusive and engaging classroom. Utilized a variety of teaching methods, including hands-on activities, technology integration, and small group instruction, to ensure all students achieved academic growth and success. Proactively identified students in need of the Individualized Education Program evaluation procedure and led their families through the process.

Leadership Skills and Professional Development: Mentored a first-year teacher, providing guidance and advice. Implemented new professional development strategies and techniques in the classroom, increasing instructional effectiveness and student learning outcomes.

Effective Classroom Management: Developed and implemented a comprehensive classroom management plan that promoted positive relationships and behavior. Successfully established rapport with students and parents. Reinforced positive behavior with whole-class and individual improvement plans.

Teamwork: Led weekly grade-level team meetings to design interdisciplinary units, develop intervention plans, and create a cohesive learning experience for students. Actively contributed to school-wide initiatives that resulted in improved curriculum alignment and enhanced student performance.

Parent Engagement: Organized and led an interactive parent workshop on reading strategies to support student literacy at home. Maintained open communication with parents through daily folders, newsletters, and a class website, enhancing parent-teacher relationships.

Instructional Technology and Digital Literacy

Designed and delivered engaging, student-centered lessons by integrating educational technologies, including iPads, interactive whiteboards, and personal response systems, to differentiate instruction and promote active student participation. Demonstrated innovation and digital fluency through the development of educational websites and by publishing articles on platforms like iMom.com—reflecting a commitment to both instructional excellence and professional voice in education.

Alexis King

Passionate and dedicated pre-service educator pursuing a Bachelor of Science in Elementary Education at Oakland University. Experienced in multiple grade-level placements with a strong commitment to equitable, student-centered teaching practices.

EDUCATION

Bachelor of Science in Elementary Education

May 2025

Oakland University, Rochester, MI

President's List

2023-2025

ENDORSEMENTS

- Lower Elementary (PK-3 / ZO)
- Upper Elementary (3-6 / ZP)

FIELD EXPERIENCES

Long-Term Substitute, Second Grade

April 2025 - May 2025

Webber Elementary School, Lake Orion, MI

- Identified and brought a student to MTSS (Multi-Tiered System of Supports) for academic and behavioral intervention planning
- Designed and delivered daily core instruction in math, reading, writing, science, and social studies, following district pacing and curriculum
- Differentiated instruction to support diverse learners, including students with IEPs and English language learners
- Managed classroom routines, behavior expectations, and parent communication independently for a full semester
- Maintained accurate student records, progress notes, and communication logs

Student Teaching Internship, Second Grade

January 2025 - April 2025

Webber Elementary School, Lake Orion, MI

- Designed and delivered math and literacy lessons tailored to diverse learners
- Collaborated with mentor teacher to assess student progress and adjust instruction
- Led small group activities to reinforce key concepts
- Supported classroom routines and provided 1:1 academic support

Second Grade Field Placement

August 2024 - December 2024

Webber Elementary School, Lake Orion, MI

- Assisted in delivering math lessons using the Bridges Workplaces curriculum, supporting students through hands-on activities
- Facilitated interactive science lessons using hands-on experiments to engage students and enhance their understanding of key concepts

Alexis King

Fourth Grade Embedded Literacy Placement

August 2024 - December 2024

Deerfield Elementary School, Rochester Hills, MI

- Planned and delivered small group reading lessons to support comprehension and fluency development

Kindergarten Field Placement

January 2024 - April 2024

Carpenter Elementary School, Lake Orion, MI

- Supported early literacy development by assisting students with letter recognition, phonemic awareness, and beginning writing skills

Second Grade Embedded Literacy Placement

January 2024 - April 2024

Deerfield Elementary School, Rochester Hills, MI

- Implemented interactive read-alouds and guided discussions to enhance vocabulary and critical thinking skills

Fourth Grade Field Placement

United Oaks Elementary School, Hazel Park, MI

October 2023 - November 2023

- Worked one-on-one with students to provide additional support in decoding, comprehension, and writing skills

ADDITIONAL PROFESSIONAL EXPERIENCE

Real Estate Administrative Assistant

January 2022 - December 2024

Lake Orion, MI

- Coordinated marketing efforts by creating and distributing promotional materials to attract potential buyers and sellers
- Assisted in managing client communications, scheduling appointments, and organizing property showings to ensure smooth transactions

TECHNOLOGY SKILLS

Google Docs - Google Sheets - Zoom - Google Meet - Google Slides - Microsoft 365 - Canva - Padlet

Misty Neill

Dedicated and creative educator, with over nine years of experience in the education field, in a self contained classroom, and as a substitute teacher across two districts, in over ten different local elementary schools. Strong classroom management skills, with excellent communication, and collaboration abilities. Life long learner who fosters a love of learning in all students through patience, adaptability, and relationship building.

Education & Certification

Arizona State University

December 2006

Bachelor of Arts in Education: Early Childhood Education

GPA: 4.0 Summa Cum Laude

Certification

Standard Teaching Certificate

Elementary K-5 All Subjects (K-8 all subjects in self contained classroom) (ZG)

Exp. June 2030

Work Experience

Long Term Substitute: Bailey Lake Elementary School, Clarkston, MI

2025, 2019

4th Grade & Spanish

- Planned, implemented, and evaluated engaging classwork, aligned with state standards, enhancing students' understanding and performance.
- Collaborated with support staff, coaches, and interventionists to ensure 504 and IEP goals were met, and students were gaining appropriate accommodations in the general education classroom.
- Fostered strong relationships with parents through conferences, regular email updates and posts on SeeSaw, leading to increased engagement and positive feedback from family members.
- Nurtured a positive learning environment, through daily check-in meetings and effective classroom management, creating a feeling of a classroom family.
- Attended IEP and Whole Child meetings to provide feedback, and to brainstorm support ideas for struggling students.
- Prepared students for, and administered, state wide, and district level, assessments including Mstep and FastBridge.
- Worked with partner teachers to implement instruction, and provide feedback for American Reading Company pilot ELA curriculum.

Long Term Substitute: Paint Creek Elementary School, Lake Orion, MI

2020-2025

Kindergarten (24-25), 4th Grade (2023), Kindergarten (2022), Art (2021-22), Building Substitute (20-21)

- Collaborated with teammates to create, and implement, engaging and meaningful lessons for students of varying abilities and learning styles, for all subject areas, grades K and 4th
- Implemented Bridges math curriculum and Positivity Project curriculum, in first years in the district.

- Worked directly with school social workers to create, and implemented effective behavior plans and SEL lessons, for struggling students.
- Effectively communicated with families through weekly newsletters, posts to SeeSaw, and parent teacher conferences.
- Provided a safe and nurturing classroom environment through effective classroom management and relationship building.
- Fostered a love of learning through exposure to creative play, movement, and team building activities.
- Represented classroom teachers in committee roles including Data, Whole Child, and Social Committees.
- Attended, and provided feedback for, IEP and 504 meetings.
- Utilized technology to enhance lessons including use of a smartboard, document camera, Google Slides, Power Point, SeeSaw, Epic!, Raz Kids, Kahoot, Hegerty Videos, Youtube, Quizlet.
- Evaluated students' progress and understanding through diagnostic, formative, and summative assessments.
- Created, implemented, and displayed creative art lessons based on art foundations and curriculum, for over 800 students, in two buildings, over 4 months as a long term art substitute.
- Filled in for most school roles, in a substitute capacity, including paraprofessional, special education teacher, LRC teacher, staff associate, co-curricular teacher, and all general education grades K-5, as a building substitute.

Substitute Teacher: Edustaff

2018-Present

Clarkston Community Schools, Lake Orion Community Schools

- Provided guest teaching services to two top Michigan school districts, in over 10 elementary school buildings, in all 5 grade levels, special education classrooms, and co curricular classes.
- Delivered instruction to classrooms as large as 29 students, of various backgrounds and needs, utilizing effective classroom management skills to ensure lesson implementation.
- Fostered meaningful relationships with staff across both districts, creating a large network of educational mentors, collaborators, and peers.

Community Service and Volunteering

2013-Present

- PTO President and Vice President, Paint Creek Elementary School
- Youth hockey team manager
- Classroom lead room parent and party coordinator
- Weekly classroom volunteer
- Regular volunteer at Lighthouse of Oakland County
- Regular volunteer for Lake Orion High School Marching Band
- Current Lake Orion Varsity Hockey Program Manager

Stay at Home Mom

2008-2018

3rd Grade Teacher: Lattie Coor Elementary School, Avondale, AZ

2006-2008

- Taught a self contained class of 24 students, with over half identifying as second language learners, in a low socioeconomic area.
- Prepared, implemented, modified, and assessed engaging lessons and activities for all subjects.

- Worked with Spanish speaking teammates to effectively translate and communicate with families through phone calls, printed weekly newsletters, in person conferences, and emails.
 - Served as the after school tutoring program coordinator and created the school yearbook.
 - Received the B.E.S.T. New Teacher award for Avondale Elementary School District and overall B.E.S.T. New Teacher for Arizona State University (May 2008)
-