



Lake Orion Community Schools

Interoffice Memo

from the office of the Assistant Superintendent of Human Resources

To: Heidi Mercer
Superintendent

From: Adam Weldon
Assistant Superintendent of Human Resources

Date: October 22, 2025

Re: Transportation Supervisor

The following candidate has been recommended for hire.

Name	Building	Position	Reason	Start Date
Misty Lyon	Transportation	Supervisor	Reinstatement of position	10.27.2025

Attachment(s): Resume

MISTY LYON

EDUCATION	Bachelor of Science, Resource Ecology University of Michigan Flint, Michigan	1999 – 2002
	General Education Mott Community College Flint, Michigan	1997 - 1999
EXPERIENCE	Operations Assistant Millington Community Schools	September 2015 – Present
	• Administrative support for Director of Operations including budget review • Manage Transportation and Maintenance offices • Payroll, accounts receivable, and supply management • Drive school bus	
	Office Manager Lawn Doctor of Mid-Michigan	March 2013 – September 2015
	• Management including job scheduling and work review, payroll, operation and procedure workflow, customer correspondence, and supply requisition • New employee recruitment and training • Presented trending report data to management	
	Shipping and Receiving Pride and Country Village	October 2006 – March 2013
	• Retail customer service • Administrative support for the CEO • Data entry, filing, inventory management	
	Work Activity Counselor Genesee County A.R.C.	September 2004 – October 2006
	• Supervised work of over 20 clients to promote skill development • Documented daily activity to provide accurate services • Billing for skill building and employment support	
	Deputy Marine Division Genesee County Sheriff Department	March 2003 – September 2005
	• Genesee County lake patrol • Promoted and enforced responsible water activity • Arrested or issued citations for law violations • Taught water/snowmobile safety classes	