



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: June 10, 2026

Re: Certified Staff – Recommendations for Hire

The following candidates have been recommended for hire:

Name	Building	Position	Reason	Start Date
Laura Cutrer	Lake Orion High School	Special Education	Transfer	2026-27 School Year
Ashley Martin	PHASES	Special Education	Resignation	2026-27 School Year

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

Attachment(s): Resume



LAURA CUTRER

PROFESSIONAL SUMMARY

Dedicated Resource Room Teacher with 5 years of experience fostering inclusive learning environments and supporting diverse student needs. Expertise in developing and implementing IEPs, adaptive technology integration, progress monitoring, and positive behavioral strategies. Strong communicator with emotional intelligence and empathy, skilled at collaborating with educators, families, and administrators. Background in human resources brings strengths in conflict resolution, organization, and confidentiality. Passionate advocate for student success through data-informed, innovative instruction.

SKILLS

- Inclusive instructional strategies
- Behavioral management techniques
- Collaborative teamwork and co-planning
- Assessment including progress monitoring
- Individual IEP plan development
- Meeting facilitation
- Event Planning
- Leadership by mentoring
- Data collection and analysis
- Effective communication written and verbal
- Emotional intelligence and empathy
- Adaptive technology integration
- Professional learning and advocacy
- Smartboard technology
- Google: calendar, docs, sheets, slides, forms
- Lesson Planning
- Records management
- Differentiated small group/individual instruction

WORK HISTORY

Special Education Teacher, 08/2021 - Current Oakwood Elementary School – Brandon Township, MI

Manage caseload of students to instruct small group, individual lessons and coteaching. Write IEPs and facilitate the team IEP meetings. Communicate with parents regularly. Collaborate with general education teachers daily to co-plan instruction.

- Use Bridges Intervention curriculum for Math instruction
- Incorporate Orton-Gillingham, Guided Reading, U-FLI and other various reading materials for instruction
- Manage small group and individual testing sessions 3 times a year for districtwide NWEA tests as well as M-STEP
- Wrote and facilitated approximately 180 IEPs in the last 5 years
- Participated in approximately 25 weekly team meetings so far this year.
- Actively communicate and log interactions with parents regularly through newsletters, phone calls, and emails.
- Seek out professional development opportunities through training and coaching.
- Create and implement Positive Behavior Intervention Reward Systems for high needs students.
- Plan and host events for parents to attend with their child this year: Christmas Party, Reading Event and End of School
- PBIS Team Member

Tutor, 03/2020 to 09/2021 and 01/2026 to Present

Tutor Doctors – Lake Orion, MI

Tutor multiple students in various grades; currently teaching Kindergartener, Fourth and Fifth grader. Meet twice a week with each student to help with homework in ELA, and Math. Previously taught Physical Science, History, and French as well.

- Utilized Bramble and Zoom platforms for sessions to teach interactive lessons
- Coordinated weekly schedules as well as communicated student progress with parents
- Planned lessons for each meeting by researching new subject materials virtually
- Created session reports after each session summarizing lessons taught while creating lessons for the next meeting.
- Taught 250+ sessions virtually and in person since March of 2020
- Earned bonus for positive Google Review

Teacher, 06/2021 to 09/2021

Sylvan Learning Center – Troy, MI

I taught students’ phonics, reading fluency and comprehension, and vocabulary skills using i-pads, manipulatives, and paper pencil methods. Worked with students ranging from kindergarten through eighth grades. Instructed up to 3 students, at different grade levels during 1-hour sessions. Assessed and reported student’s progress after each lesson.

Learning Support Specialist – Reading, 09/2019 to 09/2021

Oakview Middle School – Oakland, MI

Provided supplemental instruction for struggling readers by pulling small groups as well as pushing into classrooms. Collaborated with teachers regularly about student’s progress and academic needs.

- Gave supplemental instruction for struggling readers by pulling small groups and pushing into classrooms
- Collaborated with teachers regularly about student’s progress and academic needs
- Managed a caseload of 13 students per quarter
- Tier II students improved their aReading MOY scores: 6th graders-70% improved average of 9 points, 7th graders-95% improved average of 6 points, 8th graders-70% improved average of 4 points per student
- Utilized QuickReads curriculum to improve fluency, vocabulary, and comprehension
- Wrote EOY School Improvement Report by completing Program Evaluation Tool

Title 1 Reading Specialist Teacher, K-2, 03/2014 – 08/2017

Michigan School for the Arts – Pontiac, MI

Identified and instructed students in need of remediation. I taught 25 students daily in small groups. Utilized variety of instructional strategies such as print concepts, decoding, story elements, and guided reading.

- Student’s Scantron scores: Reading improved up to 700 points in a school year
- Proctored: M-Step and Scantron tests for 300 students
- Created and Implemented Reading Program: Steps for Reading Success (SRS)
- Championed a team of 7 members for a fundraiser and sold ~1,200 books, donated 600 books to school and gave 1,500 books to students for home
- Hosted Student Literary Character Contest: 18 participants, grades K-8
- School Improvement Team member
- Planned Family Night Workshops: held event with tips for parents to help their child read
- Organized Literacy Fair for students to view a variety of reading materials
- Title 1 Information Night: Presented at 3 meetings to inform 60 parents about Title I services
- After-school Tutor: Instructed grades K-2 in Math and Reading
- Hosted Lunches with Students: Held 100+ sessions with students to “Lunch & Learn” with me

EDUCATION

Learning Disabilities Endorsement: Teachers of Tomorrow, virtual

Master of Art: Training & Development, Oakland University, Rochester, MI

Bachelor of Art: Social Science & Reading, Aquinas College, Gd. Rapids, MI

CERTIFICATIONS

Michigan Professional Teaching Certificate #PF0000001196033, current

(Grades K-8 All Subjects Self Contained Classroom ZG, Reading Specialist BR, K-8 and Social Science, CX, K-8

Interim Teaching Certificate #IT0000001139238, current (K-12, Learning Disabilities) will be Standard Certificate in August

American Red Cross, First Aid, CPR, AED, current

Nonviolent Crisis Intervention, CPI training, renewal this Spring

COMMUNITY VOLUNTEER WORK

Orion Oaks – Battle of the Books Team Coach, PTO Friends and Fun Night Organizer

Kensington Community Church, Small Group Leader and Volunteer

Memphis Friends of the Library-Treasurer, H.S. Booster’s member, Parent club

Memphis Free Methodist Church Children’s Program Director

PROFESSIONAL SUMMARY

Student-centered special education teacher with 10 years of experience across Pre-K–6 inclusive and self-contained settings. Demonstrated expertise in IEP development and compliance, differentiated instruction, progress monitoring, and MTSS-aligned decision-making. Experienced in leading and collaborating within PLCs and cross-disciplinary teams to support early intervention, student problem-solving, and meaningful outcomes. Passionate about equity, accessibility, and effective collaboration with families and school-based teams..

SKILLS

Inclusive practices and co-teaching | Differentiated instruction | Early childhood intervention | Social-emotional and adaptive skill development | Curriculum design and lesson planning | IEP development and progress monitoring | Federal and state compliance | MTSS and SST processes | Alternative assessments | Data collection, analysis, and reporting | PLC facilitation and participation | Cross-disciplinary collaboration (SLP, OT, related services) | Family communication and partnership | Assistive technology integration | Documentation and organization | Microsoft Office Suite and Google Workspace | IEP writing systems

PROFESSIONAL EXPERIENCE

Special Education Teacher – Inclusion (Pre-K , Kindergarten, 1st)

August 2024 – Present

Calvert County Public Schools – Calvert County, MD

- Provide inclusive special education services within general education Pre-K, Kindergarten, and first-grade classrooms.
- Collaborate daily with general educators to implement accommodations, modifications, and small-group instruction aligned to IEP goals.
- Lead and actively participate in PLC meetings and MTSS discussions, contributing student data, instructional observations, and targeted intervention recommendations.
- Collaborate across disciplines and departments through the Kid Talk and Student Support Team (SST) process, partnering with general educators, speech-language pathologists, occupational therapists, and related service providers to problem-solve and support student needs.
- Develop, monitor, and document IEP goals addressing developmental, academic, and social-emotional needs.
- Collect and analyze progress-monitoring data to guide instructional decisions and document student growth.
- Partner with families, paraprofessionals, and service providers to ensure consistent, coordinated student support.

Special Education Teacher (Self-Contained)

August 2022 – July 2024

Plaquemines Parish School District – Belle Chasse, LA

- Delivered specialized academic, functional, and social-emotional instruction in a self-contained classroom setting.
- Led IEP development and facilitated IEP meetings, maintaining **100% compliance** with federal and state timelines.

- Administered and documented alternative assessments in accordance with state guidelines.
- Used assessment and progress-monitoring data to inform instructional planning and intervention decisions.
- Strengthened school–home communication and supported collaborative problem-solving through regular team meetings.

Special Education Teacher – Life Skills (Grades 5–6)

September 2019 – June 2021

Oak Harbor Public Schools – Oak Harbor, WA

- Provided instruction integrating academic, social-emotional, and independent living skills.
- Transitioned instruction to virtual platforms during COVID-19 while maintaining student engagement and IEP compliance.
- Completed and submitted alternative assessments for 27 students in collaboration with related service providers.
- Facilitated IEP meetings and maintained detailed progress monitoring to support team-based decision-making.

Special Education Teacher – K–5 (Self-Contained)

August 2015 – June 2019

Duval County Public Schools – Neptune Beach, FL

- Designed and implemented standards-based, differentiated instruction for students with moderate to intensive needs.
- Conducted and documented 35 alternative assessments in alignment with state protocols and timelines.
- Supported student transitions into general education through co-teaching, accommodations, and skill-building.
- Collaborated with speech-language pathologists, occupational therapists, and paraprofessionals to provide comprehensive support.
- Led parent-teacher conferences and progress reviews to maintain strong family engagement.

EDUCATION

Master of Education in Special Education (Assistive Technology Emphasis)

Expected Fall 2027 – Started Fall 2025

Bowling Green State University – Bowling Green, OH

Bachelor of Science in Education

Bowling Green State University – Bowling Green, OH

Major: Intervention Specialist, Moderate to Intensive

Graduated: May 2015 | GPA: 3.53

CERTIFICATIONS

- Special Education Teaching License – Louisiana and Washington
- Special Education Teaching License with Reading Endorsement – Maryland