



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 24, 2026

Re: Certified Staff – Recommendations for Hire

The following candidates have been recommended for hire:

Name	Building	Position	Reason	Start Date
Tara Kwilos	TBD	School Psychologist	Resignation	2026-27 School Year
Shelley Pena	Stadium Drive Elementary	Special Education- ASD	Transfer	2026-27 School Year
Christina Tesch	Orion Oaks Elementary	Special Education- ASD	Transfer	2026-27 School Year
Connor Zack	Waldon Middle School	Special Education – CI	Resignation	2026-27 School Year

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

Attachment(s): Resume

Tara Kwilos

EDUCATION

Specialist Degree in School Psychology

University of Detroit Mercy, Detroit, MI
GPA: **4.0**/4.0

June 2025

Master of Arts in School Psychology

University of Detroit Mercy, Detroit, MI
GPA: **4.0**/4.0

June 2023

Bachelor of Arts in Psychology

Saginaw Valley State University, University Center, MI
Minors: **Criminal Justice and Youth Services**
Dean's List: 3 Semesters
President's List: 5 semesters
GPA: **3.96**/4.0

May 2022

SCHOOL PSYCHOLOGY-RELATED EXPERIENCE

School Psychologist

Aug 2025 – Present

Fitzgerald Public Schools, Warren, MI

- Conducted structured and unstructured observations, record reviews, and group and individual interventions.
- Administered and scored various types of assessments and rating scales including cognitive, academic, behavioral, developmental, and curriculum based measurements.
- Interpreted and presented psychological assessment data in a meaningful and understandable manner to pertinent personnel such as parents, teachers and administrators.
- Assisted with the creation and implementation of Functional Behavior Assessments and Behavior Intervention Plans.
- Attended Multi-Tiered Systems of Supports meetings to provide teachers with academic and behavioral strategies and interventions.

School Psychology Internship

Aug 2024 – June 2025

Westview Elementary and Chatterton Middle School, Warren, MI

- Completed a 1200-hour internship under the supervision of the school psychologist at the elementary school and middle school in the district.

School Psychology Practicum Field Experience

Aug 2023 – June 2024

Gretchko and Scotch Elementary Schools, West Bloomfield, MI

- Completed a 600-hour practicum experience under the supervision of the school psychologist at two elementary schools in the district.

School Psychology Pre-Practicum Field Experience

Aug 2022 – June 2023

Roosevelt Elementary School, West Bloomfield, MI

- Completed a 100-hour field experience with the school psychologist at an elementary school in the district.

Tara Kwilos

WORK EXPERIENCE

Legal Assistant

May 2022 – Aug 2023

Swistak Levine, P.C., Farmington Hills, MI

- Completed general office tasks at a mid-sized law firm specializing in landlord tenant law.
- Created and organized court documents into their appropriate folders.
- Kept the office calendar up-to-date with all upcoming court dates and office related events.
- Assisted with billing clients for services provided.

Crisis Text Line Volunteer

Aug 2021– Aug 2022

- Completed a two-week training course on how to assist others when they are in crisis and help them reach a cool calm.
- Learned coping strategies that can help aid others when they are experiencing a crisis.
- Used specific language to validate others' feelings and help them to feel less alone.
- Completed crisis assessments to determine if individuals were at risk of harming themselves or others.

Student Worker at The Mental Health and Wellness Center

Aug 2019 – May 2022

Saginaw Valley State University, University Center, MI

- Scanned confidential documents and assisted clients with filling out any paperwork before their appointments.
- Answered phone calls from students to help them schedule appointments or address their questions relating to services provided.
- Created unique fliers and brochures for various events being held to promote them to the students on campus.
- Completed various office assignments to help the office run more efficiently.

CERTIFICATIONS AND TRAININGS

Nationally Certified School Psychologist (NCSP) through the National Association of School Psychologists (NASP)

Completed Crisis Prevention Intervention (CPI) Training- Certified until November 2026

CPR Certification- valid until August 2026

LivingWorks ASIST- Applied Suicide Intervention Skills Training (10/2025)

REFERENCES

I am writing to express my enthusiastic interest in the Special Education Teaching position. With a strong foundation in behavior analysis – emphasis ASD, and a deep commitment to inclusive, developmentally appropriate practice, I bring both the heart and the scientific approach needed to support young learners with diverse needs in the school setting.

I'm Currently pursuing advanced study in Applied Behavior Analysis at Ball State University, I have developed expertise in ethical decision-making, individualized support planning, and evidence-based instruction. My practicum experience has centered on empowering families and fostering early skill acquisition through neurodivergence-informed, culturally responsive strategies. I am particularly passionate about creating accessible learning environments that honor each child's strengths while systematically addressing developmental goals, that build trusting relationships. I graduated with my master's degree on *May 4th, 2026*, and plan to keep educating further with my teaching endorsement in special education ASD starting this fall.

I thrive in collaborative settings, offering collegial feedback and modeling reflective professional practice. My approach integrates visual supports, embedded learning opportunities, and trauma-informed care to ensure every child feels safe, seen, and supported.

I would be honored to contribute to your team's mission of nurturing early learners through inclusive, high-quality education. I welcome the opportunity to discuss how my background and values align with your school's goals. Thank you for considering my application.

Warm regards, Shelley Pena

Below is a breakdown of qualifications in a short resume format:

Sincerely

Shelley Pena

Swartz Creek High School- Class of 2006

University of Michigan Flint- 2006-2012: Graduate/ undergraduate: Elementary education/
ZS early childhood mixed special education

Ball State University 2023-2026: Graduate/master's degree in applied Behavior Analysis-
Emphasis Autism- Graduation date: May 4th, 2026

Continued education plan: Eastern Michigan University- Fall 2026- adding endorsement on my teaching certification – Special education ASD

Experiences professionally and personally

RBT

Writing skills

PBIS trained

Safety care trained/ trained in holds and restraint

Ethically educated in best practice and least restrictive environments

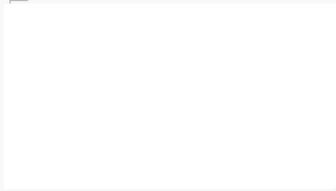
PECS/ Augmentative communication devices

REED/MET/IEP implementation and meetings

CONNOR ZACK

EDUCATION MAJOR

CONTACT



SKILLS

- Excellent at Google/ Microsoft
- Descriptive and elaborate writing
- Strong communication skills
- Resourcefulness
- Ability to manage multiple tasks at once and prioritize them based on importance
- Proactive thinker

EDUCATION

2023-present

Masters of Special Education: Autism
Grand Valley State University

2018-2022

Major: Elementary Education and Special Education
Grand Valley State University

REFERENCES



OBJECTIVE:

To become an special education teacher that creates a safe, inclusive, and supportive space that celebrates individual strengths which contributes to their academic, social, and emotional success, collaborate strongly with a dynamic team in a professional manner, and expand my professional network.

RELATED EXPERIENCE:

September
2025- present
Resource Room
Van Dyke Public Schools- Warren, MI
Lincoln Middle School

- Participated in bi-weekly team meetings to discuss concerns related to academics, social, or behaviors on my caseload.
- Regularly communicated with school psychologist, occupational therapist, and school social worker.
- Participated in the REED and MET process
- Observed students in general education for the REED process, or behaviors for an FBA
- Conducted an MDR meeting.
- Created detailed PLAAFP statements and appropriate goals using PowerSchool.
- Provided specifically designed instruction in small groups to work on goals.

June- August
2024 & 2025
Job Coach (2024) and ESY Coordinator (2025)
JCC Day Camps- Special Needs Enrichment
West Bloomfield, MI

- Camp counselor and taught job-related skills in groups of three or four.
- Taught independency skills such as vacuuming, cleaning windows, tables, or counters, cooking, and folding.
- Tracked campers goals sent by various school districts and provided a detailed summary.
- Participated in leadership meetings.
- Lead the camp program when Unit Head was absent.
- Severed as logistics coordinator (printed and made activities and got things set up)

February 2025-
June 2025
CI Program Room
Van Dyke Public Schools- Warren, MI
Lincoln Middle School

- Conducted informal assessments to get a baseline of my students present level to form center groups.
- Created a classroom schedule and expectations for the room.
- Created instruction through whole-group, center-based, and individualized.
- Conducted an FBA and PBSP with the school social worker.
- Taught life-skills and personal self care lessons.
- Taught lessons from Emergent/ Conventional Math and Reading Curriculum
- Participated in bi-weekly team meetings to discuss concerns related to academics, social, or behaviors on my caseload.

December 2023-
November 2024
CI Program Room
Waterford Public Schools- Waterford, MI
Mason Middle School

- Lead and wrote student's Individualized Education Program (IEP)
- Created a classroom schedule and expectations for the room.
- Submitted weekly lessons with expectations for all staff.
- Created instruction through whole-group, center-based, and individualized.
- Co-lead CBO opportunities and lessons.
- Co-lead coffee shop for staff weekly.
- Taught student how to be adaptable and acknowledge their emotions.
- Differentiated instruction to meet the needs of my students.
- Utilized a variety of modification and accommodation strategies for all assignments.
- Set high expectations to create a positive, inclusive, and supportive learning environment.

CRISTINA TESCH

Proactive paraeducator with a passion for enhancing educational experiences. Ready to build on my existing experience while creating an inclusive classroom environment where all students can achieve and grow as learners and people.

EXPERIENCE

01/04/2023-PRESENT

PARAEDUCATOR, STADIUM DRIVE ELEMENTARY

Assist student(s) with schoolwork in one-on-one and small group basis
Keep student(s) on task and participating in general education classwork / discussions
Assist student(s) with emotional regulation including de-escalation and calming strategies
Assist in running the special education classroom including taking over daily schedule as needed and owning specific subject matter
Assist with different work modifications and / or accommodations in-line with student's IEP
Supported data collection for various assessments
Assisting student(s) with various personal needs and working towards independence
Help classroom teachers create materials and also prepare for and conduct lesson plans
Help establish and follow behavior script and interventions
Help establish and follow Emergency Intervention Plan
Assist classroom teacher with administering student assessments
Assist classroom teacher with grading class work
Support students in multiple grade levels in multiple classroom environments

09/08/2021 – 01/04/2023

STAFF ASSOCIATE, STADIUM DRIVE ELEMENTARY

Assisting students in the cafeteria, including opening packages, keeping them on-task and monitoring time to keep them on schedule
Supported students in illness or choking situations
Monitor students on the playground, ensuring their safety, assist in resolving conflicts
Assessing and addressing minor injuries

APPROX 08/2005 – 10/2009

DATA SUPPORT, ACCENTURE

Run coding updates to existing programs
Code new programs for the system
Rotate an on-call status to assist with database support
Locating and correcting code/data as identified in urgent situations
Monitor daily status of various programs

EDUCATION

JUNE 2025-PRESENT

TEACHING INTERN, MICHIGAN TEACHERS OF TOMORROW

Lower Elementary Education

SEPTEMBER 1999-DECEMBER 2003

BACHELOR OF SCIENCE, OAKLAND UNIVERSITY

Management Information Systems

SKILLS AND CERTIFICATIONS

- Strong attention to detail
- Effective communication
- Red Cross Certified, Adult & Pediatric CPR, AED, Choking and First Aid, through August 2027
- Crisis Prevention institute (CPI) Certified, through August 2026
- Curriculum accommodations and modifications
- Data Collection
- Special Needs Support
- Creative Problem Solving
- Co-regulation
- Use of AAC devices and non-verbal communication cards
- Stop The Bleed trained