

CITY HALL



THE CITY COUNCIL
OF THE
CITY OF PROVIDENCE, RHODE ISLAND



October 12, 2017

Ms. Lori L. Hagen
City Clerk
25 Dorrance Street
Providence, RI 02903


Dear Madam Clerk:

Please be advised that I am hereby appointing Patricia E. LaSalle of 49 Gallatin Street, Providence, Rhode Island 02907, to the Juvenile Hearing Board, as an alternate member, for a term to expire on December 31, 2017.

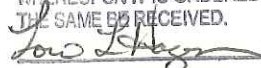
Ms. LaSalle fills the unexpired term of Alex DeRita, who has resigned.

Thank you for your attention to this matter.

Sincerely,


Sabina Matos
Acting Council President

IN CITY COUNCIL
OCT 19 2017

READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED.
 CLERK

PATRICIA E. LaSALLE

49 Gallatin Street
Providence, Rhode Island 02907
(401) 225-2750 / lasallepatricia@gmail.com

PROFILE:

Academic background in Labor Relations & Human Resources and Human Development & Family Studies; extensive experience as Program Manager. Knowledge of Employment Law, Mediation Negotiation, and Organizational Behavior. Skilled in empowering and motivating employees; communicating with and engaging individuals at all levels, backgrounds, and cultures; creating and streamlining policies and procedures; coaching and mentoring team; meeting/exceeding goals and objectives. Strong attention to detail and follow through; outstanding leadership and decision-making skills.

EDUCATION:

UNIVERSITY OF RHODE ISLAND, Kingston, Rhode Island
Pursuing: **MASTER OF SCIENCE/LABOR RELATIONS & HUMAN RESOURCES**

BACHELOR OF SCIENCE/HUMAN DEVELOPMENT & FAMILY STUDIES
Cum Laude – Alpha Sigma Lambda National Honor Society – The Golden Key International Honor Society

COMMUNITY COLLEGE OF RHODE ISLAND, Lincoln, Rhode Island
ASSOCIATE OF SCIENCE/GENERAL STUDIES

CERTIFICATIONS:

Family Financial Planning and Counseling Certificate
Grantsmanship Certificate
Collaborative Leadership Training Certificate

EXPERIENCE:

2016- Present **PROVIDENCE PUBLIC SCHOOL DEPARTMENT**, Providence, Rhode Island

CONFIDENTIAL EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

Provide high level of administrative support to the Office of the Superintendent; maintain strict confidentiality on all matters pertaining to the superintendent's office; create and prepare reports as requested; schedule and coordinate all appointments, meetings and travel arrangements as necessary; prepare confidential memoranda, reports and all other confidential tasks as assigned by superintendent; investigate and respond to inquiries and complaints, and coordinate with appropriate staff and administrators to ensure immediate resolution; maintain professional communications with outside agencies, parents and school personnel; screens calls and visitors for the superintendent; **perform, develop and implement policies, procedures, and systems for maintenance of office records and reports.**

2014-2016 **PROVIDENCE SCHOOL BOARD**, Providence, Rhode Island

SPECIAL ADVISOR TO PRESIDENT

Provide strategic advice on the development of the Providence Public School Department's Males of Color initiative. Duties include: **conducting research into best practices in the drafting of the Males of Color implementation plan; providing data analysis of racial disparities in student performance indicators; providing feedback and editing of the draft Institutionalized Racial Equity policy; coordinating and staffing meetings for the Males of Color Advisory Committee.**

2012-2016 **RHODE ISLAND NURSES INSTITUTE**

MIDDLE COLLEGE CHARTER HIGH SCHOOL, Providence, Rhode Island **CONFIDENTIAL EXECUTIVE ASSISTANT TO CHIEF EXECUTIVE OFFICER**

Delivered administrative support to the Office of the CEO. Duties include: drafting correspondence, presentations, media items and reports; maintaining CEO's calendar and appointments; coordinating meetings, fundraisers, and travel accommodations; liaising with Board of Directors; preparing agendas and attending board meetings; maintaining meeting minutes under the Rhode Island Open Meeting Law; communicating with families, community partners, and senior administration on behalf of CEO;

PATRICIA E. LaSALLE

providing research support to CEO and Chair of the Rhode Island Nurses Institute Middle College Board of Trustees; assisting with developing and maintaining parent/community relationships; assisting with marketing projects; coordinating school events and fundraisers; assisting CFO with bank deposits; handling inquiries and requests for information from internal/external customers. Notary Public for school.

Accomplishments:

- *Coordinated the Founder's Ball which raised \$23,000 in four weeks for college scholarships and study abroad programs.*
- *Coordinated a Wine Tasting event that raised \$8,000 for student abroad program, major school events such as Honors and Bridging Ceremony, and Middle College Graduation Ceremony.*
- *Created a label system.*
- *Developed school's attendance policy, which allowed efficient data tracking of attendance including classroom attendance and dismissals.*

2004-2009

**ALTERNATIVE EDUCATIONAL PROGRAMMING, INC., Providence, Rhode Island
PROGRAM MANAGER**

Managed and monitored the day-to-day operations of College Readiness Program (CRP) to ensure quality services were provided. Duties included: establishing and maintaining collaborative relationships and open communication with executives, students, and area community organizers; recruiting and admitting new students into program; explaining policies and procedures to new applicants; assisting with financial aid applications; coordinating housing; advising students on curriculum; monitoring student grades.

Accomplishments:

- *Developed and implemented a creative plan to secure additional funding to allow further financial and personal development.*
- *Partnered with independent board consultant to develop strategic plan to recruit board members who met criteria and mission of organization.*
- *Wrote grant requests and was awarded \$10,000 capacity building grant, which allowed organization to perform an evaluation of entire organization.*
- *Coordinated programs, activities, and services with the Community College of Rhode Island to provide information to new and existing students concerning funding via the FAFSA process to ensure that each student was a recipient of financial aid.*
- *Developed and oversaw a successful student volunteer program, allowing students to fulfill volunteer hours in order to receive scholarship monies thus providing in-house tutoring available at times that benefited single parents and heads of households.*

VOLUNTEER:

City of Providence, Human Relations Commission-Commission Member (2015-Present)
Rhode Island Young Professional Advocacy & Civic Engagement-Committee Chair (2015-Present)
Parent Leadership Training Initiative-Civic Design Team Member (2014-2015)
Community Preparatory School-Admissions Committee (2008-2010)