



Mayor of Providence

Brett P. Smiley

January 2, 2024

Honorable Members  
Providence City Council  
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 701 of the Providence Home Rule Charter of 1980, as amended and Public Law, Chapter 45-50, Sections 1 through 3 passed 1987, I am this day appointing Melissa Hughes of 137 Elton Street, Providence, RI 02906, as a member of the Providence School Board for a term to expire on January 31, 2027, and respectfully submit the same for your approval. Ms. Hughes replaces Mr. Santow who has resigned and whose term expires on January 31, 2024.

Sincerely,

  
Brett P. Smiley  
Mayor

IN CITY COUNCIL  
JAN 18 2024

READ

WHEREUPON IT IS ORDERED THAT  
THE SAME BE RECEIVED AND APPROVED

 CLERK

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# Melissa Hughes

137 Elton Street  
Providence, RI 02906  
(202) 285-2729  
melissashughes@gmail.com

## EXPERIENCE

### **Parent Advisory Council (PAC), Providence Public Schools**

*Leadership Team Member, September 2018 - PRESENT*

- Secretary/Co-Secretary September 2022 - PRESENT: take minutes for all monthly meetings of the Parent Advisory Council and notes for all PAC Leadership (PACL) meetings including those with PPSD Superintendent and/or other administrators
- Middle School Level Leader September 2021 - June 2022: facilitate discussion among middle school PAC parents and elevate concerns to PPSD leaders
- Co-Chair September 2018 - June 2021: facilitate all PAC and PACL meetings, coordinate with other PAC Leader parents to create monthly PAC meeting agenda and other PACL meeting agenda, and elevate issues of concern raised by PAC members to PPSD leadership
- Work collaboratively with Family and Community Engagement (FACE) department, Superintendent, and all PPSD leaders (including Commissioner of Education during state intervention) to prioritize the inclusion of parent input in decisions and initiatives to improve Providence Schools for all families
- Serve on various ad hoc committees and groups as a representative of PACL, including but not limited to: Covid school reopening focus groups, PPSD administrator hiring committees, and Providence School Building Committee
- Attend and provide public comment on behalf of PACL as necessary at various public governing bodies, including but not limited to: Providence School Board, Rhode Island Board of Education Council on Elementary and Secondary Education, and the Rhode Island General Assembly

*PAC representative for Classical HS September 2022 - PRESENT, Nathan Bishop MS September 2019 - PRESENT, and Vartan Gregorian ES September 2017 - June 2021*

- Advocate for the collective needs of families at my child's school to PPSD leaders at Parent Advisory Council meetings, and share district wide initiatives and other relevant information from PAC meetings with my child's school community, typically via the existing parent group

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### **School Building Committee, Providence, RI - Parent Representative**

October 2020 - PRESENT

- Monitor progress of Capital Plan improvements to Providence Public School buildings, recommend future improvements aligned with academic and other community designed Turnaround Action Plan goals, and carry out other duties as described in RI Department of Education School Construction regulations
- Elevate parent perspective in committee discussions and assist in providing ongoing opportunities for public input and feedback for each school project and the overall district plan

### **Parents Leading for Educational Equity (PLEE), Providence, RI - Parent Leader**

September 2019 - PRESENT

- Help plan and facilitate PLEE meetings, listening sessions, and advocacy trainings for parents on providing public comment, the state intervention in Providence Public Schools, reopening schools during the Covid-19 pandemic, and other topics related to public education in Rhode Island
- Provide written and/or verbal public comment on behalf of PLEE at various public governing bodies including the Rhode Island General Assembly to demand a high-quality public education for all students of color

### **Classical High School Community Association (CHSCA), Providence, RI - Board**

*Secretary* September 2023 - PRESENT, *Member and Parent Advisory Council Representative*, September 2022 - PRESENT

- Board Secretary: create notes for all CHSCA meetings, maintain CHSCA files and databases, provide updates via email to Classical HS parents and community members, and plan CHSCA meetings with other Board members
- Work collaboratively with other CHSCA Board member parents and Classical HS administrators to assist with school events, increase family involvement, strengthen communication, and represent Classical HS parents at PAC

### **Nathan Bishop Parent Teacher Organization (PTO), Providence, RI - Board member and Parent Advisory Council Representative**

September 2019 - PRESENT

- Work collaboratively with other NB PTO Board member parents and Nathan Bishop Middle School administrators to plan NB PTO meetings, improve communication between school and home, and serve as parent representative on administrator hiring panels or other committees as needed
- Volunteer at school events, serve as chaperone on field trips, support PTO fundraising initiatives, and represent Nathan Bishop MS parents at PAC



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**Vartan Gregorian Parent Teacher Organization (PTO), Providence, RI - Board Member** September 2014 - June 2021

- President September 2019 - November 2020, Vice President September 2017 - June 2018, and Co-President September 2015 - June 2017: facilitate all VG PTO and VG PTO Board meetings, coordinate all meeting agendas, meet regularly with school principal to plan meetings/events and resolve ongoing concerns, and send weekly email updates to VG PTO community
- Secretary September 2018 - June 2019: take minutes of all monthly VG PTO meetings and all monthly VG PTO Board meetings
- Fundraising Co-chair September 2014 - June 2015: plan and run all PTO fundraising campaigns and events to support students and teachers across the school
- Volunteer at school events and in the classroom, serve as chaperone on field trips, and represent Vartan Gregorian ES parents at PAC

**Child's Play Cooperative Preschool, Providence, RI - Board member**, June 2012 - June 2015 and *Long Range Planning Committee member*, September 2011 - June 2012

- Co-President June 2012 - June 2014: coordinate agendas for and facilitate all Child's Play bimonthly meetings and monthly Board meetings, communicate regular email updates to Child's Play community, and oversee all non-academic aspects of the cooperative preschool, including hiring teaching staff as needed
- Secretary June 2014 - June 2015: take minutes of all Child's Play bimonthly meetings and monthly Board meetings
- Long Range Planning Committee: create and revise strategic plans for future of cooperative preschool and conduct annual survey of currently enrolled families
- Serve as classroom assistant 1-2 times per month, chaperone field trips, assist in planning events, and participate in fundraising campaigns

**McGuire Woods LLP, Washington, DC - Senior Paralegal**, February 2004 - December 2006 and *Paralegal*, September 2000 - August 2002

**Foley Hoag LLP, Boston, MA - Paralegal**, October 2002 - August 2003

**Central Virginia Legal Aid Society, Richmond, VA - Paralegal (Jesuit Volunteer Corp)**, September 1999 - August 2000

**Living in New Community (LINC), Kansas City, MO - Family Program Coordinator (Jesuit Volunteer Corp)**, September 1998 - August 1999

## **EDUCATION**

**Boston College, Chestnut Hill, MA - BA, English, 1998**

**Trinity College, Dublin, Ireland - visiting student, 1996-1997**

**Notre Dame Catholic HS, Fairfield, CT - 1994**