



Mayor of Providence

David N. Cicilline

January 15, 2009

Honorable Members
Providence City Council
City Hall
Providence, Rhode Island 02903

Dear Honorable Members:

Pursuant to Sections 302(b) and 701 of the Providence Home Rule Charter of 1980, as amended, I am this day appointing Ms. Magaly Sanchez of 1 Lillian Ave., Providence, Rhode Island 02905, to the School Board for a term to expire on the first Monday in January, 2011, and respectfully submit the same for your approval.

Ms. Sanchez will be completing the unexpired term of Ms. Mary E. McClure, who resigned effective January 1, 2009.

Sincerely,

A handwritten signature in black ink, appearing to read "David N. Cicilline", with a long horizontal flourish extending to the right.

David N. Cicilline
Mayor

DNC: ljp

IN CITY COUNCIL
APR 2 2009

READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED AND APPROVED
A handwritten signature in black ink, appearing to read "C. M. [unclear]", written over the text "AND APPROVED".
CLERK

City of Providence, Rhode Island 02903
Phone (401) 421-7740 Fax (401) 274-8240

MAGALY SANCHEZ

1 Lillian Avenue • Providence, Rhode Island 02905
(401) 383-8496 • Mobile: (401) 578-8866 • magalys@cox.net

PROFILE

- ❖ Offering proven administrative management and leadership abilities that have been successfully leveraged to strategically oversee and implement district-wide school registration and placement programs. Definitive strengths include the ability to forge and manage relationships with interdepartmental and community-based resources, lead and direct cohesive and productive teams, and provide ongoing performance assessments to ensure the achievement of continuous-improvement objectives.

Areas of Effectiveness

- Program Planning, Evaluation and Implementation
 - Budget Management / Fiscal Accountability
 - Interdepartmental Communications
 - Cross-cultural Community Relations
 - Information Management / Data Analysis
 - Legal and Procedural Compliance
 - Staff Supervision and Training
 - Regulatory Reporting
- ❖ Highly cognizant of the critical importance of coordinating and strategically guiding staff operations to enhance the effectiveness of administrative plans that are responsive to students' needs. Innovative and resourceful in the development of problem-solving strategies that are aligned with budgetary allocations and constantly shifting administrative priorities.
 - ❖ Adept at interfacing collaboratively with administrative colleagues, staff members and external agency/department personnel at all organizational levels to maintain open communication channels, share essential information, and sustain operational efficiency.

PROFESSIONAL EXPERIENCE

Providence School Department, Providence, Rhode Island

1997 to Present

Facilitator for Student Registration and Assignment (2003 to Present)

Promoted to facilitator with leadership accountabilities centered on providing strategic operational oversight of 15 culturally diverse staff members in the execution of registration and assignment functions to process students for all schools within the Providence Public School District. Scope of responsibilities is diverse and includes decision-making autonomy for managing 10,000 to 15,000 transactions per year related to enrollments, in-school transfers, waiting-list transfers, household address changes, and student placements.

- Spearheaded the initiative to develop an operative, high-volume student registration and assignment system (School Choice Program) that refocused priorities on the achievement of outreach objectives targeting parents within the city's multicultural community. Developed a viable infrastructure by implementing results-oriented staffing and program-implementation plans.
- Pioneered the plan to partner with the Family and Community Engagement Department to develop a communication/information-sharing plan that contributed to measurable increases in the number of parents participating in the School Choice Program.
- Met the strategic goal of further increasing parental involvement by developing, compiling and strategically disseminating the application forms and marketing materials needed to foster informed choices.
- Credited with developing a common communications platform that improved information sharing between school-site personnel and internal departments.
- Instituted registration and assignment coding-system enhancements that resulted in a significant improvement in operational efficiency across all processing functions.
- Serve as the main focal point to ensure staff compliance with the medical/health evaluation mandates issued by the Department of Health, the residency-requirement policies defined by the Providence School Department, and the specific laws enforced by local, state and federal agencies.
- Verify the accurate and timely updating of registration and placement data on the department's information management system by closely monitoring and analyzing comprehensive databases.
- Review and analyze transaction data supplied by the department's registration analyst with a focus on tracking census changes and on identifying special-program enrollment trends.
- Oversee the WIDA Access Placement Test (WAPT) administration process for English language learners with efforts centered on ensuring the proper placement of students in accordance with the post-test recommendations of language proficiency evaluators.

Student Registration and Placement Officer (2000 to 2003)

- Earned a promotion and given expanded responsibilities to assess seat availability to coordinate the placement of students at schools within the district.

Student Registration and Placement Officer (2000 to 2003) . . . continued

- Verified immunization records and updated/maintained registration files on a comprehensive database.
- Interacted collaboratively with registration and placement colleagues to develop student enrollment projections and to formulate placement decisions.
- Mitigated the escalation of specific problems with the potential to impact student placements by initiating communications with parents, school principals, school administrators, and clerks as well as personnel at Special Education Offices, the Transportation Department, the Student Affairs Office, and the Rhode Island Department of Education.
- Maintained a database of educational profiles to facilitate the placement of regular education, bilingual and ESL students.

Bilingual Aide / Liaison, Spanish (1998 to 2000)

- Supported the registration and placement of immigrant students by providing Spanish-English interpreting services as one of two Spanish-speaking bilingual aides within the school district. Range of responsibilities included translating home/school-related written materials as well as acting as a liaison between parents and school personnel during Parent Advisory Board meetings and School Board meetings.
- Held concurrent responsibility for collecting and compiling busing/transportation information and student demographic data to support the registration process.
- Prepared and submitted new-student census reports in accordance with state and federal compliance guidelines.

Asa Messer Elementary School, Providence, Rhode Island

Teacher Assistant (1997 to 1998)

- Provided direct assistance to the classroom teacher in the implementation of daily lesson plans to teach third- and fourth-grade students in a combined-level, ESL classroom.
- Assisted with the administration of tests, responded to students' various learning styles by conducting one-on-one tutoring sessions, and provided translating/interpreting services during parent-teacher conferences.

EDUCATION

Cambridge College, Cambridge, Massachusetts	Candidate, 2009
Master of Education Degree, General Education	
University of Rhode Island, Kingston, Rhode Island	2007
Master of Education Degree, School Administration	
Providence College, Providence, Rhode Island	2002
Bachelor of Science Degree, Organizational Communications	
Community College of Rhode Island, Warwick, Rhode Island	1993
Associate in Science Degree, General Studies	

AWARDS

- Mayoral Citation for Community Excellence (two-time recipient)
- Providence City Council Citation for Educational Excellence
- Margarita Cepeda Award (in recognition of advancement as a young professional and for having a positive influence on young Dominican women)
- Miss Latin Rhode Island (1997)

ADDITIONAL SKILLS

- Bilingual: English-Spanish
- Working knowledge of Microsoft Word, Excel, PowerPoint, Publisher and Outlook.

MEMBERSHIPS

- Board Member, Community Preparatory School, Providence, Rhode Island
- Board Member, CVS Highlander Charter School, Providence, Rhode Island
- Member, Quisqueya in Action, Inc., Providence, Rhode Island

VOLUNTEER EXPERIENCE

Provide site management during the annual "Back to School Celebration," a statewide motivational initiative sponsored by local businesses and community partners for students returning to school each September.