



FLAEYC Work Status Report

January 2019

- **The Shared Services Coordinator provides on-going services including:**
 - Back end support including filing, copying, mail processing which includes tracking distribution of mail received, and other administrative/operational services.
 - Answering calls and returning messages on the FLAEYC dedicated phone line (754-999-0544) with Spanish-speaking personnel available as needed.
 - Assisting accounting department/contractor with weekly reporting.
 - CEU management services (review application requests for setting up learning events, invoicing, collecting and maintaining participant completion records, learning gains verification, and issuance of CEU certificates)
 - 9 learning events set-up in January 2019
 - 63 CEU certificates issued in January 2019

- **Children's Forum I.T. Team provides support and service to FLAEYC**
 - Children's Forum team regularly updates FLAEYC's social media outlets (Facebook and Twitter) with general early care and education content
 - Continual "clean-up" to FLAEYC website - corrections to outdated information with plans to create a new site
 - In Phase 1 of re-design as of January 2019 with target completion in February - March 2019

- **2019 FLAEYC Annual Conference**
 - First Conference planning meeting held 1/25/19
 - Planning meetings scheduled bi-weekly for initial planning stages and will increase as we move closer to target dates
 - Information and updates to be posted on FLAEYC website in February 2019, including:
 - Save the Date (image attached)
 - Presenter RFP (draft attached)
 - Sponsorships & Exhibitors (drafts in process as of January 11)

The following Children's Forum staff members are actively involved in the coordination of services for FLAEYC:

- Phyllis Kalifeh, President and Chief Executive Officer
- Denise Bishop, Vice President, Chief of Outreach, Innovation, and Training
- Bill Kirchoff, Vice President, Chief Technology Officer
- Jinan As-Siddiq, Shared Services Coordinator
- Jenna Jacobsen-Brown, Communications Director



- Lisa Roberts, T.E.A.C.H. Scholarship Outreach Coordinator
- Angel Kreucher, Graphic Designer
- Paul Robinson, Web Developer/Video Production Specialist

flaeyc Florida Association for the
Education of Young Children

2019 ANNUAL CONFERENCE

Best Practices in Early Learning for Florida's Children



SAVE THE DATE!

September 4 - 8, 2019

Rosen Shingle Creek - Orlando, FL

An Affiliate
of **naeyc**

