



## EXECUTIVE DIRECTOR REPORT

December 1, 2023 - January 31, 2024

### SUMMARY

1. Annual Report - Hard copies shared throughout the community. Kudos to Kirsten Rabin, Trust Communications Manager, for jumping right in and ensuring the Report was completed on time.
2. FACCT Conference - Trust was well represented in Orlando at the Conference. Kristy Goldwire presented on Freedom School and the Trust received a shout out by Children's Home Society during their presentation on Community Schools.
3. Trust Offices Moved on January 29, 2024 - We are now in our new building at 4010 NW 25th Place. We have a possible tenant for the open office space in the building. I will be working with the County on a plan.

<b>MEETINGS AND EVENTS FOR PLANNING, COORDINATION, AND COMMUNITY ENGAGEMENT</b>		
<b>DATE</b>	<b>MEETING / EVENT</b>	<b>SUMMARY</b>
12/5/23	SAMIS User Collaborative	B. Wagner and D. Tyson participated in the collaborative meeting with CSC SAMIS users statewide to discuss/review system features, functionality, and enhancements.
12/6/23	Mentoring Kick-off training	On-board kick-off for providers on evaluation, programmatic data entry, and using the fiscal module in SAMIS.
12/8/23	Data Community of Practice	B. Wagner participated in the Data Community of Practice – Florida Local College Access Network for Alachua County
12/13 - 12/15/23	FACCT Conference	ED Kiner, L. Cayson, K. Goldwire, M. Jones, B. Wagner, and K. Rabin Attended the Annual Conference
12/19/23	Meeting with Pastor Gerad Duncan	ED Kiner & K. Goldwire, Dir. of Program Operations met with Pastor Duncan to discuss partnering with Pleasant Street Civil Rights and Cultural Arts Center Inc.
12/20/23	Meeting with Addison Staples and Leah Galione	ED Kiner, K. Goldwire, and M. Jones met with Mr. Staples and Ms. Galione to discuss Afterschool Initiatives. Discussion centered around tutoring needs.
12/21/23	Meeting with Lastinger Center	ED Kiner, K. Goldwire, and M. Jones met with Dr Paige Pullen to discuss the Trust partnering with the Lastinger Center on a Needs Assessment to aid in the development of a Comprehensive Literacy Plan for the County.
1/3/24	ELC Hiring Committee Meeting	ED Kiner is a member of the committee and attends the meetings.
1/4	High Springs New Century Woman's Club	L. Cayson, Community Engagement Manager attended the general meeting. Each committee provided updates and shared information about upcoming events.
1/4	City of Newberry	L. Cayson, Community Engagement Manager attended City of Newberry's ribbon-cutting ceremony for the new Publix

		Supermarket coming to town. Mayor Marlowe was excited for the new store and expressed how this will bring job opportunities for teenagers and residents.
1/5	Meeting with Doretha Anderson, Community Outreach Coordinator, Early Learning Coalition	L. Cayson, Community Engagement Manager met with Doretha Anderson from The Early Learning Coalition to discuss sponsorship opportunities. The Early Learning Coalition plans to host several upcoming events for children and families.
1/5	Cherisse Britton, Community Health Worker Program Administrator	L. Cayson, Community Engagement Manager met via Teams with Cherisse Britton. Ms. Britton was interested in learning more about the Navigator position that Children's Trust funds at Partnerships for Strong Families. Ms. Britton shared information about the Community Health Worker model. The CHW Program was formed through a partnership between the UF Workforce and Professional Development, CareerSource of North Central Florida, Alachua County Board of County Commissioners, Pastor Gerard Duncan of Community Partners and Engagement Consultants, and the Florida Department of Health in Alachua County. Recently learning about CTAC's funded navigators position she hopes there may be an opportunity for collaboration. Next steps, follow-up meeting with Marsha and Kristy.
1/6	Suwanne AHEC- Health & Wellness Fair at YMCA.	L. Cayson, Community Engagement Manager, hosted a table during the event. Shared information and resources for families. Also, CTAC t-shirts and health & safety coloring books were handed out. Photos taken and posted on CTAC's social media platform.
1/6	Beta Sigma Phi Sorority meeting	L. Cayson, Community Engagement Manager, attended the Beta Sigma Phi meeting in Gainesville. She was invited to attend and provide an update about the Children's Trust.
	High Springs New Century Woman's Club Education Committee	L. Cayson, Community Engagement Manager, attended the Education committee. The group discussed several opportunities for members to read books to children at certain schools and childcare centers in High Springs. Additionally, members voted to have ED Kiner as the guest speaker at the September 5th meeting.

1/8	Visit by High Springs Commissioner Andrew Miller	L. Cayson, Community Engagement Manager, organized a meeting with Commissioner Andrew Miller and ED Kiner. Commissioner Miller provided a donation to CTAC. Photos taken and posted on social media regarding the donation.
1/8	Meeting with Commission Chair Mary Alford	ED Kiner met with Chair Alford to discuss Trust initiatives.
1/9	Meeting with Chanae Jackson	ED Kiner met with Ms. Jackson to discuss community needs and gun violence initiatives.
1/11	Mentoring Kick-off training	On-board kick-off for providers on evaluation, programmatic data entry, and using the fiscal module in SAMIS.
1/15	Dr. Martin Luther King Jr. Day of Celebration in Newberry	ED Kiner and L. Cayson, Community Engagement Manager attended the event. ED Kiner was the guest speaker. Sharing an inspirational speech, she received a standing ovation. Mayor Jordan Marlowe in his remarks acknowledged the Children's Trust and said he was grateful for the ongoing support. L. Cayson took pictures and posted them on social media.
1/16	ELC Hiring Committee Meetings	ED Kiner participated in interviews for ELC Director.
1/16	SAMIS User Collaborative	B. Wagner and D. Tyson participated in the collaborative meeting with CSC SAMIS users statewide to discuss/review system features, functionality, and enhancements.
1/16	High Spring's Mayor's Youth Council	L. Cayson, Community Engagement Manager attended the installation ceremony. She shared comments on behalf of Children's Trust in support of the youth council. Also, pictures shared on CTAC's social media platforms.

1/18	Hawthorne Chamber of Commerce meeting	L. Cayson, Community Engagement Manager attended Hawthorne's Chamber of Commerce meeting. Children's Trust was acknowledged at the meeting for its ongoing support of the Chamber's goals and sustaining membership. The guest speaker was Alachua County Sheriff Emery Gainey.
1/18	Alachua County Relay for Life	L. Cayson, Community Engagement Manager attended the Relay for life community meeting held in the City of Alachua. Children's Trust will participate in Relay for Life scheduled for April 26th from 6-10pm at Hal Brady Recreation Complex.
1/18	Meeting with ACPS Staff	ED Kiner, K. Goldwire, & M. Jones met with Jaquette Rolle and Karla Hutchinson to discuss partnering on a pilot tutoring program for select elementary schools in the county.
1/19	Safety Net Collaborative meeting	L. Cayson, Community Engagement Manager attended the meeting. The guest speaker was Yessenia Perez, President & Executive Director of Redefine Ministries. Members shared upcoming events. Gainesville Fire Rescue provided flyers and thanked Children's Trust for sponsoring the "Healthy Afternoons with Fire Rescue" which allows them once a month themed activities for families.
1/19	GEZ Meeting	ED Kiner, K. Goldwire, & M. Jones met with James Lawrence and staff to discuss the needs of the Empowerment Zone and how the Trust could help.
1/22	Meeting with Porter's Community Leaders	ED Kiner and K. Goldwire met with Ms. Faye Williams and others at the Porter's Community Center to discuss needs and possible partnerships.
1/24	Meeting with Hawthorne Mayor Randall	ED Kiner met with Hawthorne Mayor Jacquelyn Randall to discuss community needs around sports and literacy.
1/24	Literacy Advisory Committee Meeting	Staff met with the Literacy Advisory Committee to update them on the offer from the Lastinger Center to assist in the development of a Literacy Needs Assessment to aid in the development of a Comprehensive Literacy Plan.

1/24	Choice Neighborhood Planning Grant Steering Committee Meeting	ED Kiner participated in the Committee Meeting where an overview of the community snapshot of East University Avenue was provided.
1/25	32nd Annual Robert W. Hughes Teacher of the Year Program presented by The Education Foundation of Alachua County	L. Cayson, Community Engagement Manager, attended the Teacher of the Year event. This event brings together community and business leaders to recognize the contributions of our amazing Alachua County Public School teachers. The 2024 Alachua County Teacher of the Year is Dwynette Smith, Metcalfe Elementary School. Photos taken and posted on CTAC's social media platforms.
1/25	Meeting with Commissioner Anna Prizzia	ED Kiner met with Commissioner Prizzia to provide an update on Trust initiatives.
1/26	Center for Nonprofit Excellence Advisory Committee Meeting	ED Kiner participated in the Committee Meeting discussion topics included the new member program offerings by the Center and new membership tiers.
1/27	Children Beyond Our Borders Health Fair	L. Cayson, Community Engagement Manager participated at this event and provided information and resources for families. CTAC t-shirts and health & safety coloring books were handed out. Photos taken and posted on CTAC's social media platform.

## PROGRAMS CALENDAR

January	
Wednesday, January 3, 2024	Webauthor and CTAC Meeting
Thursday, January 4, 2024	Head Start Summer Bridge with Episcopal Children's Services
Wednesday, January 10, 2024	Birth Culture
Thursday, January 11, 2024	Mentoring Kick-off and SAMIS Training
Thursday, January 11, 2024	Early Learning Coalition Quality Committee Meeting
Thursday, January 11, 2024	FACCT Policy Meeting
Thursday, January 11, 2024	Campaign for Grade Level Reading Advisory Committee
Friday, January 12, 2024	Roadmap Advisory Board Launch Meeting
Friday, January 12, 2024	Annual Meeting of North Central Florida Human Trafficking Task Force
Tuesday, January 16, 2024	SAMIS S3 Collaboration Meeting
Tuesday, January 16, 2024	Programs Team Meeting
Wednesday, January 17, 2024	Maternal Child Health and Doula Pre-Planning Meeting with Healthy Start
Thursday, January 18, 2024	Literacy Meeting with Alachua County School District
Thursday, January 18, 2024	FACCT Policy Meeting
Wednesday, January 17, 2024	Webauthor and CTAC Meeting
Wednesday, January 17, 2024	CTAC and Frankel Weekly Check-In Meeting
Thursday, January 18, 2024	LMS Overview with CTAC
Tuesday, January 23, 2024	CTAC and Frankel Final Concept Presentation
Wednesday, January 24, 2024	PRG Advisory Council Meeting
Wednesday, January 24, 2024	Comprehensive Literacy Committee Meeting
Tuesday, January 30, 2024	Maternal Child Health Initiative
Tuesday, January 30, 2024	Roadmap System Transformation Sub Workgroup
Wednesday, January 31, 2024	Maternal Child Health and Doula Pre-Planning Meeting with Healthy Start

February	
Thursday, February 1, 2024	FACCT Lunch and Learn High Impact Tutoring
Thursday, February 1, 2024	Child Care Summit Discussion with EPIC
Friday, February 2, 2024	Campaign for Grade Level Reading Advisory Committee
Friday, February 2, 2024	CTAC and ELC Joint Meeting
Friday, February 2, 2024	Campaign for Grade Level Reading Advisory Committee
Tuesday, February 6, 2024	Program Affinity Group
Wednesday, February 7, 2024	Webauthor and CTAC Meeting
Thursday, February 8, 2024	Promising Literacy Practices Training
Thursday, February 8, 2024	Head Start Summer Bridge Planning Follow-up
Friday, February 9, 2024	Into to Florida Afterschool Network for CTAC and Providers
Monday, February 12, 2024	Children's Trust Board Meeting
Tuesday, February 13, 2024	Programs Team Meeting
Tuesday, February 13, 2024	Comprehensive Literacy Committee Meeting
Wednesday, February 14, 2024	Webauthor and CTAC Meeting
Wednesday, February 14, 2024	Literacy Follow-up Meeting with Alachua County School District and Peak Literacy
Thursday, February 15, 2024	Children's Mental Health Group Meeting
Friday, February 16, 2024	DISC Communication Workshop for CTAC Staff
Tuesday, February 20, 2024	Quarterly Resource Center Meeting
Tuesday, February 20, 2024	SAMIS S3 Collaboration Meeting
Tuesday, February 20, 2024	Early Childhood Leaders of Color REST Convening
Wednesday, February 21, 2024	Webauthor and CTAC Meeting
Sunday, February 25, 2024	Florida Early Learning Roadmap Planning Retreat
Tuesday, February 27, 2024	Children's Week
Tuesday, February 27, 2024	Programs Team Meeting
Wednesday, February 28, 2024	Webauthor and CTAC Meeting

## **PLANNING, RESEARCH, AND EVALUATION**

### **SAMIS Implementation**

- Support for providers beginning to enter programmatic and fiscal information into our new information management system (SAMIS).
  - Hosted Mentoring Kick-off training on 12/6/23 & 1/11/24 to on-board providers on evaluation, programmatic data entry, and using the fiscal module.
  - Develop, share, and post “how to” documents and videos to the SAMIS website.
  - Office hours and one-on-one meetings with provider staff.
- Configuring, customizing, and testing picklists, features, requirements, and functionality for summer programs (e.g., TeensWork, Summer Camps).
  - SAMIS training will be provided to TeensWork Alachua staff in February.
- Participation in coordination and development meetings:
  - Monthly SAMIS User Collaborative
  - Weekly SAMIS Webauthor Check-in
  - Biweekly SAMIS Internal Check-in
- Submit and oversee tickets for SAMIS enhancements.
- Developing views and reporting for Trust and provider staff to monitor data entered.
- Received an overview and demonstration of Learning Management System (LMS) software that is available as an additional module in SAMIS.

### **Program Development, Monitoring, & Renewals**

- Review and development of performance measures, data collection, and monthly reporting for new and continuing programs.
- Provider meetings/evaluation discussions with program staff to review results and discuss data collection, and performance measures.
- Completed site monitoring visits with six (6) afterschool programs to review and discuss data collection, quality as well as provide support/tips in using SAMIS.
- CQI data review and tool distributed for internal staff assessments of programs.
- Collaborative planning meetings, correspondence, literature, and document review for the Access to Comprehensive Care and Maternal Child Health RFPs.

### **Analysis, Reporting and Presentations**

- Completed staff report and PowerPoint for Afterschool and Summer presentation.



- Completed presentation for Head Start Summer Bridge.

**Collaboratives/Committees/Professional Memberships:**

- Drafted KSAs (i.e., knowledge, skills, abilities) and work hours for an Evaluation intern.
- Participated in the Data Community of Practice – Florida Local College Access Network for Alachua County on 12/8/23 & 1/26/24.
- Participated in the Annual Conference of the Florida Alliance for Children’s Councils & Trusts (FACCT) between 12/13/23 – 12/15/23.

## **FINANCE AND ADMINISTRATION**

November 2023 Checks and Expenditures Report  
December 2023 Checks and Expenditures Report  
First Quarter Budget Reports  
Programmatic Award and Expense Report

## COMMUNICATIONS for Jan 1-31, 2024

The annual report copies have arrived and are being distributed, as well as several copies available for interested community members.

### In the News

- Two, 30-second WUFT radio spots, aired 32 times
- [TeensWork Alachua seeks local businesses, students for summer employment program](#)  
| Gainesville Sun
- Sponsorship of Mainstreet Daily News' Citizens of the Month, for ACPS students, a quarter page ad in the last issue of the month. View our first one, for December, [on the Mainstreet Daily News website](#).

### Prepared and awaiting distribution

- Two more 30-second spots to air on WUFT in February, same 32 times
- Social media calendar is in the works, and we have otherwise been engaging more on the platforms to begin to build the follower counts.

### New templates

- News release
- Letterhead

### Coming soon

- Brochure
- Summer programs guide

## **SUCCESS STORIES**

The following is a success story shared from Project Youth Build's Parenting Program. The program is designed to provide support to parents between 16-18 years old.

A student in the current PYB cohort, has been struggling to attend class while trying to afford the full cost of his 2-year-old son's childcare - a responsibility he recently had to take up because his son's mother was in an accident and no longer able to help with payments. The Program coordinator was able to connect him to childcare funding, as well as go through the application and eligibility process to receive full-time funding. This support will enable him to get back on track towards graduation, which is potentially in jeopardy due to his absences. It would also ensure his son received the socio-emotional benefits of continuing to attend childcare.