

FOUNDATION FOR EARLY CHILDHOOD EDUCATION

Monthly Report of Activities

This is a certification form only. Contemporaneous records (i.e., appointment calendar, client record, etc.) must be attached or retained by employee for a minimum of three years.

Please type or print clearly using ball point pen.

MONTH/YEAR OF THIS REPORT	NAME OF EMPLOYEE	POSITION/TITLE OF EMPLOYEE
		Administrative Assistant/Secretary
DIVISION/SITE		NAME OF IMMEDIATE SUPERVISOR
Head Start/State Preschool		DIRECTOR II

Certification

I certify that the information recorded on this report is true and correct to the best of my knowledge.

SIGNATURE OF EMPLOYEE	DATE SIGNED

SIGNATURE OF SUPERVISOR	DATE SIGNED

Agency has a total of 42 classrooms; 18 Part-day; 13 Full-day and 13 Dosage

All applicable as they pertain to Director II

Monthly Activities:

- 1) Provide Administrative support to Director of Head Start and State Preschool program**
- 2) Assist the front office in greeting visitors and answering phones for business needs.**
- 3) Coordinate meetings for Director and assist with travel plans as needed - provide agendas and minutes for meetings**
- 4) Prepare Board Meeting agenda and materials as directed by the Director**
- 5) Ensure that all Board Meeting approvals are recorded in final format**
- 6) Responsible for the retention of agency records such as Board of Directors agendas and minutes, funding contracts, monitoring reports, Administration Meeting agendas and minutes**