

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
		Parent Involvement Coordinator
DIVISION/SITE		NAME OF IMMEDIATE SUPERVISOR
Head Start		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 42 Classrooms; 18 are Part-day and 13 are Full-Day and 11 Dosage

Monthly Activities:

- 1) Plan, facilitate and conduct Parent Meetings at the Site and Agency level
- 2) Supervise Parent Involvement Staff
- 3) Assist with facilitating of Parent Education meetings dealing with mental health, parenting, or social services
- 4) Develop MOUs with Community Agencies to provide resources to families
- 5) Complete Grantee and OHS reports as needed.
- 6) Assist as back up Parent Involvement Staff
- 7) Assist Governing Parent Policy Committee with clarification and implementation of Program Governance
- 8) Facilitate Policy Committee meetings.
- 9) Complete and submit all Agency reports as required by Service Area

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