



## Executive Director's Report July 1, 2022

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Date: July 1, 2022

To: L.E.A.P. Board of Directors  
From: Shelley Smith, Executive Director  
Re: Executive Director's Report

1. **Head Start:** Please refer to the Director's Report for program related updates.
2. **Career and Family Services:** Please refer to the Director's Report for program related updates.
3. **Community Needs Assessment:** The Community Needs Assessment is going smoothly. We're getting a good response from the community. Career and Family Services has mailed paper copies to approximately 100 people, HS/EHS staff are working to ensure each family has the opportunity to complete the survey, and community partners in all sectors have been engaged. The Community Stakeholder Survey, and Staff/Board/Policy Council/Volunteer Survey will be released in the beginning of July.
4. **StoredTech - Migration to Office 365:** We have encountered a few minor hiccups in the migration process, but nothing that is unusual or unexpected. Becky Rosick and StoredTech staff have worked well together and been very responsive to any challenges.
5. **Project Management:** I have had demonstrations from 2 companies and received quotes. I will review the quotes and specs, then move forward in early August.