



**Executive Director's Report
August 1, 2022**

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Date: August 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. **Stored Tech – Migration to Office 365:** StoredTech will visit each site one more time to ensure full function on all stations. Becky is assembling SharePoint "sites" by team to provide structure and easy access to necessary files. One person from each site will be chosen to be the liaison between LEAP and StoredTech. The liaison will also participate in training from StoredTech on effective and efficient use of Office 365. Moving forward, StoredTech will meet with LEAP (Shelley and Becky) quarterly to review system updates and usage, and address any concerns.
4. **Outreach and Fund Development:** To date, Zac has been largely focused on outreach. He and I have prioritized recruitment for HS/EHS, staff recruitment, and the Community Needs Assessment as well as an increased and more robust social media presence. Zac has several ideas for events and fundraising and has been networking. I will work with the Fund Development Committee to set a meeting in August.
5. **Community Needs Assessment:** All surveys are closed, and we are moving on to the data analysis phase of the Community Needs Assessment. We received 452 Client/Family surveys, 83 Board/Staff/Policy Council/Volunteer Surveys, and 38 Community Stakeholder Surveys.

6. **Directors and Executive Leadership Team:** We held a Directors' Retreat at Wiawaka at the end of June and are planning a full day session in September for the full Executive Leadership Team.

7. **Board Recruitment, Committees, and Annual Retreat/Training:**

- a. **Recruitment:** There are 3 open seats on the board. One is reserved for a member of Policy Council. The two remaining open seats are in the public and private sectors. I am working toward filling those seats with individuals that will increase our geographical representation.
- b. **Committees:** It is my intention to ensure compliance with all regulations, to provide each committee with guidance regarding the purpose of the committee, and to clarify the expectations of committee participation.
 - i. Audit and Finance Committee: Lacking one member and community representation
 - ii. Fund Development Committee: Lacking community representation
 - iii. Career and Family Services Committee: Full
 - iv. Head Start Committee: Lacking a Chairperson
- c. **Annual Retreat/Training:** Our by-laws specify an annual meeting will be held in April of each year. We will schedule a retreat/training/annual meeting for this fall, date TBD.