



Executive Director's Report September 12, 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. **Program Director – Head Start/Early Head Start:** We are excited to welcome Shannon Stockwell as Program Director – Head Start/Early Head Start. Shannon comes to us from Warren County Head Start, holds a Bachelor of Science in Early Childhood Education, and has worked serving children and families for over a decade. She will be working alongside Patricia Salvarezza until Patricia's retirement early in 2023, and participating in the fall cohort at The Academy (NHSA) to earn her HS Director Credential.
4. **Stored Tech – Migration to Office 365:** StoredTech has visited each site one to ensure full function on all stations. Becky provided StoredTech with the names and work locations of those staff members not on site during the visits so StoredTech may follow-up. The Executive Leadership Team has compiled a list of staff members requiring in depth training and sent the list to StoredTech. The training date is not yet scheduled.
5. **Outreach and Fund Development:** Zac has solidified our first fundraising event as new Executive Director and Outreach and Fund Development Coordinator. The "LEAPing Lanes" Bowling Fundraiser will be held at Broadway Lanes in Fort Edward on Sunday, October 16, from 12p-5p. This event will be an open bowling event by registration at \$32 per person, and will include a basket raffle, costume contest (judged secretly by

select staff), and prizes. We have two future events in the works: a Karaoke Contest, and Masquerade Gala. More details will follow.

6. **Directors and Executive Leadership Team:** Our Executive Leadership Team will be together for a full day retreat on Tuesday, September 13, at Wiawaka. Our agenda includes an in-depth review of the Community Needs Assessment in relation to our programs and services, preparation for strategic planning, and completion of a one year project timeline. This timeline will be used to establish projects in Asana Project Management Software.
7. **Board Recruitment, Committees, and Annual Retreat/Training:**
 - a. **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: Full
 - b. **Annual Retreat/Training:** Our by-laws specify an annual meeting will be held in April of each year. I am working to schedule a full day retreat to include training as required, and strategic planning. Potential dates:
 - i. Monday, October 24
 - ii. Monday, November 7 (This is the first Monday of the month and would normally be a board meeting date.)
 - iii. Monday, November 14
8. **Community Needs Assessment:** The Executive Leadership Team has reviewed the Community Needs Assessment and it has been submitted to the board for review, discussion, and approval.