



Executive Director's Report
April 10, 2023

Administrative Offices
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Career & Family Services
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Head Start
Phone: 518.747.2816
Fax: 518.747.8445

Date: April 10, 2023

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:** Please refer to the Director's Report for program related updates.
4. **Board Vacancies:**
 - a. Hudson Falls Mayor John Barton is interested in appointing Hudson Falls Village Clerk, Cassandra Allen, to represent him on the LEAP Board of Directors. Ms. Allen has indicated she will accept the appointment. I have requested the required letter of appointment from Mr. Barton. Upon receipt of the written appointment, I will submit Ms. Allen (as Mr. Barton's assignee) as an applicant to the LEAP Board of Directors.
 - b. Roxanne Waters, President of Whitehall Central School District School Board, has appointed Patrick Dee, Superintendent of Schools (Whitehall) to represent her on the LEAP Board of Directors. I enjoyed meeting with Mr. Dee and discussing LEAP's programs and plans. He is a certified Bridges Out of Poverty trainer, passionate about workforce development, and is excited to engage with LEAP. The required letter of appointment is in the Board Portal and approval of Mr. Dee as a board member is among out action items for this meeting. Mr. Dee could not be present due to a prior commitment, but we can look forward to seeing him soon.

5. **Fundraising:** Several months ago, I met Lisa Munter at an ARCC event. Lisa is the founder of Knitt, a business born from Lisa's diverse experience. Through her work in philanthropic businesses and in the nonprofit world, Lisa experienced the desire many business owners have to be more intentional in their giving, as well as the need nonprofits have to connect with donors who are truly supporters. The purpose of Knitt is to connect nonprofits with donors – like match.com for philanthropy. I met with Heather LaFountain, Knitt's Community Relations Director, to learn more and, following that conversation, decided to create a profile for LEAP on GetKnitt.com. The up front cost was \$50, and there are no further fees until we reach \$5,000 in annual donations through Knitt, at which time we begin paying a monthly installment of \$40. This amount increases incrementally in correlation with increased annual donations. The maximum monthly installment is \$120 for annual donations over \$75,000.

6. **In Kind Forms:** Please remember to submit In Kind Forms (found on the Board Portal) after each board meeting. If you have any questions or need assistance, please reach out to Emily Fagle or me.