

**LOS GATOS-MONTE SERENO SAFE ROUTES TO SCHOOL  
REGULAR BOARD MEETING  
ANNUAL MEETING OF THE BOARD OF DIRECTORS**

**AGENDA**

**DATE: May 14, 2019  
3:30pm-5:00pm**

**LOCATION: Los Gatos Parks and Public Works  
41 Miles Avenue, Los Gatos, CA**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. APPROVAL/AMENDMENTS TO THE AGENDA**
- IV. PUBLIC COMMENT**

Members of the public are always welcome at meetings. Individuals wishing to address the members of the Board regarding agenda items may do so when an item is under consideration. Oral communications regarding items not on the agenda may be made during the Public Comment opportunity listed on the agenda. Board members would appreciate it if you would identify yourself by name and address when addressing the Committee and limit your comments to three minutes. Individuals requiring special accommodation, including but not limited to an American sign language interpreter, accessible seating or documentation in accessible formats, should contact the Business office at least two working days before the meeting date.

**V. CONSENT AGENDA**

Information concerning the consent items listed below has been forwarded to each Board member prior to the meeting for study. All items on the consent agenda will be approved with one motion which is not debatable and which requires unanimous vote for passage. If any member of the Board so requests, an item shall be removed from the section and placed on the regular order of business following the approval of the consent agenda.

**a. Minutes - February 2019 and March 2019**

The March 13, 2018 minutes are presented to the Board for approval and action.

**b. Financial Report for March-April 2019**

The Financial Report for March-April 2019 is presented to the Board for approval and action.

**c. Resolution #1.51419**

The Board adopts resolution #1.51419 designating Sgt. Greg Borromeo of the Los Gatos Monte Sereno Police Department as the Los Gatos-Monte Sereno Police Department Representative to Los Gatos-Monte Sereno Safe Routes to School.

**d. Staff Report**

Karen Briones, Executive Director, has submitted her resignation effective June 30, 2019.

Attachment: Resignation Letter from Karen Briones

- Role of Measure B – Matt Morley  
Attachment: Measure B
- Fundraising efforts – Karen Briones

*Minutes: Executive Director, Karen Briones provided a financial review of the organization as prepared by Chief Financial Officer, Mark Silver.*

*Matt Morley updated the Board on the status of Measure B. The Board discussed the role of the supporting organizations and additional outreach.*

## **VII. REPORTS (4:50-5:00pm)**

### **a. Board of Directors**

#### **i. President**

*Minutes: Thomas Cook reported doing outreach to the New Millennium Foundation at Los Gatos High School.*

#### **ii. Chief Financial Officer**

#### **iii. Board of Directors**

*Minutes: Matt Morley provided information on the Trail Connector at Highway 9 Project.*

### **b. Police Department Liaison**

## **VIII. Adjourn**

*Thomas Cook adjourned the meeting at 4:51pm.*

## **FUTURE MEETING DATES**

March 12, 2019 - Board of Directors Special Meeting - LGUSD Office

April 12, 2019 Board of Directors Special Meeting - LGUSD Office

May 14, 2019 - Board of Directors Regular Meeting – Parks and Public Works, Annual Meeting

June 11, 2019 - Board of Directors Special Meeting - LGUSD Office

**LOS GATOS-MONTE SERENO SAFE ROUTES TO SCHOOL  
REGULAR BOARD MEETING**

**MINUTES**

**DATE: February 5, 2019  
3:30pm-5:00pm**

**LOCATION: Town of Los Gatos Parks and Public Works  
41 Miles Avenue, Los Gatos, CA**

**I. CALL TO ORDER**

*Board President Thomas Cook called the meeting to order at 3:35pm.*

**II. ROLL CALL**

*Present:*

*Thomas Cook – President*

*Matt Morley – Town of Los Gatos Designated Director*

*Adam Minyard – LGSUHD Representative for Designated Director*

*Paul Johnson - LGUSD Designated Director*

*Kalipo Kauwelo – Police Department Representative*

*Karen Briones – Executive Director*

*Guest: Greg Borromeo – Los Gatos Police Department*

*Not Present: Mark Silver – Chief Financial Officer, Hillbrook Designated Director*

**III. APPROVAL/AMENDMENTS TO THE AGENDA**

*Motion: Matt Morley made the motion to approve the agenda.*

*Seconded by Adam Minyard seconds the motion.*

*Motion Passed*

**IV. PUBLIC COMMENT**

*No public comment presented*

**V. CONSENT AGENDA**

*Motion: Thomas Cook made the motion to approve the agenda.*

*Seconded by Paul Johnson seconds the motion.*

*Motion Passed*

**a. Minutes October 2018**

The October 9, 2018 minutes are presented to the Board for approval and action.

**b. Grant for 2018-2019**

The following grant is presented to the Board for approval and acceptance.

## VI. ACTION ITEMS

### a. Board of Directors Expectations (INFORMATION) (3:35-3:40)

The Board will review the meeting requirements and expectations of the Board

Attachment: Calendar of Events for Winter and Spring 2019

*Minutes: The Board reviewed the expectations of Board Members as outlined in the bylaws.*

- Board Members are expected to attend the quarterly regular Board Meetings.
- SR2S Meetings will be led by the President and an additional Board member.
- All Board Members are encouraged to attend encouragement and education events to help move the mission forward and show support of volunteers and staff.

### b. Executive Director Update (ACTION) (3:40-3:50)

Executive Director, Karen Briones, will provide an update on the organization's activities and the work of the Executive Director. Action may be taken

Attachment: LG-MS SR2S Executive Director Current Job Responsibilities

*Minutes: Executive Director, Karen Briones, provided an update on the activities of the organization and of the additional work of the Executive Director.*

- Hey: Wear Your Helmet premiere
- Calendar Updates
- LGUSD working on priority list of summer projects that include SR2S
- School Bus Pilot messaging and support.

*Karen Briones announced her intention to step down as Executive Director at the end of the fiscal year, June 30, 2019.*

*Thomas Cook and Paul Johnson provided information on increasing Executive Director hours by 3.5 hours a week to support the work of the organization.*

*Motion: Matt Morley made motion to approve the appropriation of up to \$7000 in support of the additional hours through the end of the June, 2019.*

*Second: Adam Minyard*

*Motion Passed*

*Action Item: The Board directs Adam Minyard to reach out the New Millennium Foundation for support of SR2S.*

### c. Sustainability of LG-MS SR2S (ACTION) (3:50-4:50)

The Board will discuss the following items as they pertain to the long-term sustainability of the organization. Action may be taken.

- Financial overview – Mark Silver and Karen Briones
  - Attachment: FY 2018-2019 Budget
- Role of supporting organizations – Thomas Cook and Paul Johnson

- Role of Measure B – Matt Morley  
Attachment: Measure B
- Fundraising efforts – Karen Briones

*Minutes: Executive Director, Karen Briones provided a financial review of the organization as prepared by Chief Financial Officer, Mark Silver.*

*Matt Morley updated the Board on the status of Measure B. The Board discussed the role of the supporting organizations and additional outreach.*

## **VII. REPORTS (4:50-5:00pm)**

### **a. Board of Directors**

#### **i. President**

*Minutes: Thomas Cook reported doing outreach to the New Millennium Foundation at Los Gatos High School.*

#### **ii. Chief Financial Officer**

#### **iii. Board of Directors**

*Minutes: Matt Morley provided information on the Trail Connector at Highway 9 Project.*

### **b. Police Department Liaison**

## **VIII. Adjourn**

*Thomas Cook adjourned the meeting at 4:51pm.*

## **FUTURE MEETING DATES**

March 12, 2019 - Board of Directors Special Meeting - LGUSD Office

April 12, 2019 Board of Directors Special Meeting - LGUSD Office

May 14, 2019 - Board of Directors Regular Meeting – Parks and Public Works, Annual Meeting

June 11, 2019 - Board of Directors Special Meeting - LGUSD Office

**LOS GATOS-MONTE SERENO SAFE ROUTES TO SCHOOL  
SPECIAL BOARD MEETING**

**MINUTES**

**DATE: March 12, 2109  
3:30pm-5:00pm**

**LOCATION: Los Gatos Union School District  
17010 Roberts Road, Los Gatos, CA**

**I. CALL TO ORDER**

*Board President Thomas Cook called the meeting to order at 3:35pm.*

**II. ROLL CALL**

*Present:*

*Thomas Cook – President*

*Matt Morley – Town of Los Gatos Designated Director*

*Paul Johnson - LGUSD Designated Director*

*Greg Borromeo – Police Department Representative*

*Karen Briones – Executive Director*

*Not Present: Adam Minyard – LGSUHD Representative for Designated Director*

**III. APPROVAL/AMENDMENTS TO THE AGENDA**

*Motion: Thomas Cook made the motion to approve the agenda.*

*Seconded by Matt Morley seconds the motion.*

*Motion Passed*

**IV. PUBLIC COMMENT**

*No public comment presented*

**V. ACTION ITEMS**

**a. Development of Executive Director Job Description (3:35-4:00)**

The Board will discuss the development of the job description and responsibilities of the Executive Director.

Attachment: LG-MS SR2S Executive Director Current Job Responsibilities

Minutes: The Board discussed the responsibilities of the Executive Director including a model for funding the position.

Paul Johnson and Matt Morley proposed the following:

LGUSD – 8 hours/week

Town of Los Gatos – 10-12 hours/week

**b. Recruitment Plan for Executive Director (4:00-4:30)**

The Board will discuss the development of the plan to recruit an Executive Director.

*Minutes: LGUSD and the Town to work on the details of the job posting and payment rate.*

*The Board directed the following:*

- *Matt Morley to reach to the City of Monte Sereno for financial support possibly through Measure B funds.*
- *Paul Johnson to coordinate the posting of the job.*
- *Karen Briones to review the bylaws regarding the confirmation process for the new Executive Director.*

**VI. Adjourn**

*Thomas Cook adjourned the meeting at 4:38pm.*

**FUTURE MEETING DATES**

April 12, 2019 Board of Directors Special Meeting - LGUSD Office

May 14, 2019 - Board of Directors Regular Meeting – Parks and Public Works, Annual Meeting

June 11, 2019 - Board of Directors Special Meeting - LGUSD Office

# Los Gatos Monte Sereno Safe Routes to School

## STATEMENT OF ACTIVITY

January 1 - May 6, 2019

	TOTAL
Revenue	
Non-Profit Revenue	3,100.00
Uncategorized Revenue	265.00
<b>Total Revenue</b>	<b>\$3,365.00</b>
GROSS PROFIT	<b>\$3,365.00</b>
Expenditures	
Advertising & Marketing	336.99
Insurance	557.00
Program Expenses	8,380.75
Taxes & Licenses	25.00
<b>Total Expenditures</b>	<b>\$9,299.74</b>
NET OPERATING REVENUE	<b>\$ -5,934.74</b>
NET REVENUE	<b>\$ -5,934.74</b>



**Karen Briones  
141 Hollycrest Drive  
Los Gatos, CA 95032**

May 1, 2019

Los Gatos-Monte Sereno Safe Routes to School  
17010 Roberts Road  
Los Gatos, CA 95032

Dear Board of Directors,

I have enjoyed my work with SR2S over the last 10 years. The program has grown from a small group of parents and school administrators into a thriving organization that is empowering children to embrace active and alternative transportation. You see the signs everywhere in Town. There are shiny new green bike lanes, connected sidewalks, smiling crossing guards and a bike riding raccoon to name just a few of the accomplishments. I've learned about travel data, traffic signal infrastructure, bus schedules and how to handle community complaints. All this adds up to more children walking and rolling throughout the community. It's been an honor to be a part of this group, but it is time for me to step down and let the next "voice of SR2S" take the lead. I submit my resignation as Executive Director effective June 30, 2019.

Happy Walking,



Karen Briones

**LOS GATOS - MONTE SERENO SAFE ROUTES TO SCHOOL  
2019-2020**

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**Board of Directors**

**Thomas Cook: President**

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**Mark Silver: Chief Financial Officer**

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**Paul Johnson**

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Los Gatos Union School District  
17010 Roberts Road  
Los Gatos, CA 95032

**Matt Morley**

(408) 399-5774  
[mmorley@losgatosca.gov](mailto:mmorley@losgatosca.gov)  
Town of Los Gatos: Parks and Public Works  
41 Miles Ave.  
Los Gatos, CA 95030

**Adam Minyard**

(408) 354-2730  
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Los Gatos Saratoga Union High School District/Los  
Gatos High School  
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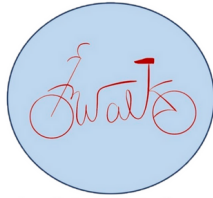
**Los Gatos-Monte Sereno Police Department  
Representative**

**Greg Borromeo, Sergeant**

(408) 354-6848  
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Los Gatos-Monte Sereno Police Department  
110 E. Main Street  
Los Gatos, CA 95030

**Los Gatos-Monte Sereno Safe Routes to School**

**Executive Director: TBD**



Los Gatos-Monte Sereno  
Safe Routes to School  
www.lgsaferoutes.org

## Los Gatos-Monte Sereno Safe Routes to School

### Board of Directors Meeting Schedule 2019-2020

Date	Time	Meeting	Location	Topic
<b>August 13, 2019</b>	3:30pm	Regular	Los Gatos Union School District	Planning for 2020-20 Approve Annual Budget
September 10, 2019	3:30pm	Special		
<b>October 8, 2019</b>	3:30pm	Regular	Parks and Public Works	Release of Annual Report
November 12, 2019	3:30pm	Special		
January 14, 2020	3:30 pm	Special		
<b>February 11, 2020</b>	3:30 pm	Regular	Los Gatos Union School District	Interim Budget Update Budget Planning
March 10, 2020	3:30 pm	Special		
April 14, 2020	3:30 pm	Special		
<b>May 12, 2020</b>	3:30pm	Regular	Parks and Public Works	Annual Meeting
June 11, 2020	3:30 pm	Special		

Meetings marked in bold are regular quarterly meetings.



## Los Gatos-Monte Sereno Safe Routes to School Calendar 2019-2020

<b>Date</b>	<b>Time</b>	<b>Meeting</b>	<b>Location</b>	<b>Topic</b>
August 2019	TBD	Event/Outreach	Los Gatos High School	<b>Wildcat Days Outreach and Data Collection</b>
August 2019	TBD	Event/Outreach	R.J. Fisher Middle School	<b>Camp Trojan Outreach</b>
August 14, 2019	9:00-10:00am	ED Team	LGUSD Office Small Conference Room	Check-in for Community Meet & Greet
August 15, 2019	7:45-8:30am	Event	School Sites	First Day of School <b>Community Meet &amp; Greet</b>
August 28, 2019	9:00-10:30am	ED Team	TBD	Planning for the School Year
August 26-September 6, 2019			School Sites	Data Collection Window
September 18, 2019	9:00-10:30am	SR2S Meeting	LGMS PD Operations Center	Welcome to SR2S and Updates
September 19, 2019		Bike Rodeo	Daves Avenue	
September 23-27 2019		Event	School Sites	<b>Los Gatos Walk and Bike 2 School Week</b>
September 24, 2019		Bike Rodeo	Van Meter	
September 25, 2019	12:00-12:30	Helmet Training	R.J. Fisher	Training new Helmet Educators
September 26, 2019		Bike Rodeo	Blossom Hill	
October 9, 2019		Event	School Sites	<b>National Walk 2 School Day</b>
November 6, 2019	9:00-10:30am	ED Team	TBD	Data Review and Planning for Gift of Safety
November 13, 2019		Event	School Sites	<b>Scooter 2 School Day</b>
December 2019			School Sites	<b>Gift of Safety Month</b>



## Los Gatos-Monte Sereno Safe Routes to School Calendar 2019-2020

<b>Date</b>	<b>Time</b>	<b>Meeting</b>	<b>Location</b>	<b>Topic</b>
January 15, 2020	9:00- 10:30am	SR2S Meeting	LGMS PD Operations Center	Updates from our partners.
February 5, 2020	9:00- 10:30am	ED Team	TBD	Mid-year check-in
February 12, 2020		Event	School Sites/Bus Stops	<b>Carpool 2 School Day/School Bus Driver Appreciation</b>
March 9-13 2020		Event	School Sites	<b>Crossing Guard Appreciation Week</b>
April TBD, 2020		Bike Rodeo	Lexington	
April 15, 2020	9:00- 10:30am	SR2S Meeting	LGMS PD Operations Center	Planning for end of year activities
April 19(?) and 22, 2020		Event	Town of Los Gatos	<b>Spring Into Green/Earth Day</b>
May 6, 2020		Event	School Sites	<b>Los Gatos Bike 2 School Day/LGHS Bike 2 Breakfast</b>
May 7, 2020 (Tentative)		Event	Town of Los Gatos/Silicon Valley Bike Coalition	<b>Bay Area Bike to Work Day</b>
May 27, 2020	9:00- 10:30am	SR2S Meeting	TBD	SR2S Thank You Breakfast and Celebration