

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

AGENDA

**DATE: March 12, 2019
3:30pm-4:30pm**

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

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

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

VI. Adjourn

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

SR2S Executive Director Current Responsibilities

Leadership and Management

- Responsible for Bylaw compliance
- Coordinate BOD Meetings
 - Work with President on agenda formation
 - Maintain minutes and materials
 - Provide appropriate and timely notification in compliance with bylaws
- Maintain corporate records and documents in compliance with applicable laws and regulations
- Coordinate SR2S Meetings with partners and stakeholders
 - Secure location
 - Work with BOD on agenda
 - Messaging
- Work with Education and Development Teams providing guidance and support.
- Coordination and support of volunteers
 - Encouragement events
 - Support school-based programs
 - Encouragement Days
 - Barcode Program
 - Traffic and Safety Concerns
 - Education outreach
- Financial accounting including managing reimbursements, payments to vendors, and fundraising
 - Includes donation documentation and receipts
 - Seeking financial support for programs
 - Work with CFO on tax filings and license renewals

Collaboration and Communication

- LGUSD liaison to Town of Los Gatos Bus Pilot
 - Assist with messaging
 - Providing support for discipline issues
- LGUSD liaison to Los Gatos Monte Sereno Police Department for crossing guard program
- Represent SR2S at Town, County and community meetings
 - Traffic Safe Communities Network (TSCN)
 - Santa Clara Public Health Safe Routes to School Providers Group
 - Los Gatos Drug Free Meeting Group
 - Silicon Valley Bike Coalition Bike Summit Planning Group
 - Presentations and Updates to Town Council and committees, LGUSD Board of Trustees, and community organizations
- Official spokesperson for organization
- Oversee the publication and editing of *Footnotes* Newsletter
- Website coordinator
- Responsible for messaging in school newsletters, website, social media outlets
- Manage responses to community complaints and concerns

Education and Outreach

- Curriculum review and development
- Planning of events and education calendar
 - *Right From the Start* (beginning of school year)
 - First Day of School Community Meet and Greet
 - Wildcat Days Outreach and Data Collection
 - Fisher Camp Trojan
 - Elementary Level Pedestrian Skills Education
 - Bike Rodeos
 - Helmet Educators Training
 - Encouragement Days (ongoing efforts)
 - Walk & Bike 2 School Week
 - Scooter 2 School Day
 - Walk 2 School Day
 - Carpool 2 School Day
 - Bike 2 School Day/Bike 2 Breakfast
 - Coordinating LCI teaching staff for bike rodeos at elementary sites
 - Training and support of volunteers to deliver in classroom pedestrian education
 - Oversee Helmet Educator Program
- Work with LGUSD and LGHS staff to provide safe and effective on-site infrastructure to support walking and biking
- Education of school staff regarding pedestrian and bike incidents and support of education messaging and efforts
- Data Collection
 - Coordination with school sites
 - Input of data to SRTS National Database
 - Review of data for program development and improvement