



COMMON GROUND

HIGH SCHOOL, URBAN FARM, AND ENVIRONMENTAL EDUCATION CENTER

358 Springside Ave • New Haven, CT • 06515 • (203) 389-4333 • www.commongroundct.org

Committee: Governance

Meeting Date: April 29, 2025

Meeting called to order: 9:04AM

In attendance: [list both committee members and guests]

Sue McDonald

Kyeen Andersson

Genevive Walker

Alexis Smith

Sarah Field

1. Discussion Topic: Template for minutes of committee minutes

Decision: Finalize/distribute to committee chairs and follow up as needed

Action Item: Genevive/Amanda to circulate template; Sue/Ky to meet with committee chairs

2. Discussion Topic: New Board members; New Board parent/student reps

Decision: Continue recruiting, outreach, and vetting process

Action Item: Ky to follow up and schedule informational meetings with Sue/Genevive and rest of committee for new board members; Genevive/Sarah to do the same for new parent/student reps and delineate interim responsibilities and roles for students pending further development of these positions

3. Discussion Topic: ED evaluation and process

Decision: To begin in May 2025

Action Item: Alexis to circulate draft of process and initiate evaluation with Genevive

4. Discussion Topic: EOY calendar/meetings for committee

Decision: Move from weekly to biweekly meetings; coordinate calendar for end of fiscal year

Action Item: Ky to circulate draft of proposed timeline

5. Discussion Topic: Legal assistance with federal grants/contracts

Decision: Pursue pro-bono offers of assistance

Action Item: Genevive and Audrey to coordinate on next steps



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6. Discussion Topic: Attendance/Board member participation

Decision: To be continued

Action Item: Ky to move this into future agenda

Attached Documents: N/A

Meeting adjourned: 10:04AM