

**Committee: Governance**

**Meeting Date: 06.10.2025**

Meeting called to order: ~11:35AM

In attendance: Genevive, Sue, Alexis, Sarah

1. Discussion Topic: Status of prospective board members. Role of Governance in making recommendations to the Board re: general board membership vs. specific roles and terms on Board. Informational with AZ scheduled.

Decision: Move KT forward.

2. Discussion Topic: Student and parent reps. Role of orientation in onboarding student reps, value in asking returning student reps to take part in annual orientation.

Decision: Move SE forward as parent rep nominee. CM and KC confirmed.

Action Item: Ask both students to engage in orientation process to give feedback through their perspective on the process and to facilitate peer relationships within the student cohort. Schedule student rep orientation.

3. Discussion Topic: Status of current Board members. Attendance requirement.

4. Discussion Topic: Officers update.

5. Discussion Topic: Board terms/classes plan.

Decision: Place KT in the open three-year term.

Action Item: Contact New Haven BoE in August to inquire about their appointed rep to the Board. Send recommended slate to Board.

6. Discussion Topic: Committee placement for new Board members. Members have been polled for areas of interest and experience.

Action Item: Reach out to new members after June meeting and discuss committee placement, then reach out to the chairs.

Meeting adjourned: 12:26pm

**Committee: Governance**

**Meeting Date: 05.27.2025**

Meeting called to order: 9:02am

In attendance: Kyeen, Genevive, Sue, Alexis, Sarah

1. Discussion Topic: ED evaluation.

Decision: Process document will go to board, goals set. Management team in at 90 days to do an abbreviated 360.

2. Discussion Topic: Pro bono work, grants.

Decision: Continue to pursue this inquiry.

3. Discussion Topic: Prospective board members.

Decision: Advancing LC. Offering KK volunteer opportunities to give her a chance to get to know

Common Ground.

4. Discussion Topic: Student and parent reps. Have two endorsed nominees for student rep roles

(one new, one returning). Have three potential parent reps. Also could be considered to fill partial

board terms that open up.

Decision: TBD board bylaw discussion about student rep roles.

Action Item: Schedule informationals with potential parent reps. Confirm Clouds' interest in returning.

5. Discussion Topic: Board member participation and term length. Reached out to two board

members to confirm continuing interest in position.

Action Item: Reach out to members whose terms are up to confirm intent to continue or step back.

6. Officers update. Jeff is confirmed for nomination for co-chair. Carly is confirmed for nomination for

treasurer. Kyeen is confirmed for nomination for secretary.

7. Annual meeting. Business meeting followed by annual meeting. Slated to be virtual this year.

Discussion on value of meeting in person in the future. Discussion on value of holding annual meeting

before business meeting.

Meeting adjourned: 10:07am

### **Committee: Governance**

**Meeting Date: May 13, 2025**

Meeting called to order: 9:01am

In attendance:

Sue McDonald

Kyeen Andersson

Genevive Walker

Alexis Smith

Sarah Field

Agenda:

1. ED eval process and progress
2. Status with pro bono work on frozen grants
3. Status on prospective board members
4. Status on prospective parent/student reps to board
5. Status on current board members
6. Officers
7. Update on meeting with committee chairs
8. Meeting schedule / end of year schedule

Discussion Topic: ED eval. Development in process.

Action Item: Finalize

Discussion Topic: Meeting notes and minutes. Discussion on division of duties.

Currently Sarah takes

minutes and sends to committee. Ky takes notes, finalizes minutes and sends them out to board.

Decision: Switch to template format.

Action Item: Ky and Sarah will connect to coordinate.

Discussion Topic: Status with pro bono work on frozen grants.

Action Item: Check that necessary deadlines have been met.

Discussion Topic: Status on prospective board members.

Decision: Move ahead with recommendations.

Vote Results: All vote yes, JD. All vote yes, YD. Other two candidates, informational meetings set up

for next Monday.

Discussion Topic: Annual meeting schedule.

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Decision: Recommend to schedule annual meeting and June board meeting on same date rather

than two separate dates.

Discussion Topic: Status on prospective parent/student reps to board.

Action Item: Reach out to rising junior who responded to outreach email and expressed interest.

Check with Clouds on interest for next year. Put forward possible rising senior student reps. No

responses from parent outreach. Added several more parent names; committee will reach out.

Discussion Topic: Status on current board members. Outreach to board members accomplished.

Decision: Goal is to have staggered cohorts rather than significant numbers of board members

cycling off at the same time.

Action Item: Continued recruitment of prospective board members. Confirm engagement of BoE

board member. Ky will review term limits and evaluate slate to achieve staggered cycles.

Discussion Topic: Officers. Discussion of recommendations for officers to be nominated by Governance and recommended to the Board.

Action Item: Confirm interest in roles.

Meeting adjourned: 10:03AM

## **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

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

### **Governance committee meeting notes**

April 22, 2025

In attendance: Ky, Alexis, Genevive, Sue, Sarah

Meeting schedule: Switch to every two weeks in May. Prepare for annual meeting.

Goal: Move to once a month after that.

Board membership: YD has confirmed interest in board membership as general board member. Next step: Ky will set up meeting with Genevive. LH, have not been able to contact. JD and Ky have entered discussion. Ky will set up informational meeting between with Genevive and Alexis. KK, also still interested. Committee will confirm review of CV and Ky will set up informational meeting. LC also interested in

pursuing board membership. Committee will review CV and Ky will set up informational meeting if the committee so moves.

Board membership recommendations: Discussed asking Monique for recommendations for parent reps. Genevive put forward either of KC's parents. (KC is a current sophomore.) General all-call will go out in newsletter for parent and student reps, but a more focused nomination approach would likely be more effective. Genevive will draft a synopsis of the student rep commitment and Sarah will address Core 10 to explain the role and ask for volunteers.

Brainstorm discussion: Develop synopsis descriptions of roles for student reps, teacher rep, and parent rep. Student reps are responsible for carrying student and school experiences to the board and carrying information from the student council to the board. Student reps would join student council meetings or get reports from student council, but not be elected by the student body and would not be voting members of the student council. They would remain a board representative, chosen by the board. Student reps are not responsible for being the voice of the board to the student body. Teacher rep, on the other hand, could be responsible for carrying information from the board to the student body to build understanding and community connection.

Discussion: LC has offered pro bono legal work re: grants.

Skillset assessment: Will be helpful in recruiting; keep a mind to staggering term lengths for cohorts with similar skillsets to avoid sudden loss of expertise. Create master list of board members, terms, and committee assignments.

Access to board email list: Still pending. Genevive will connect with Amanda.

Discussion of committee meeting minutes: Consent agenda can be beneficial to protect board meeting time for critical agenda items. Not required to post committee minutes to org website. Could couple consent agenda with two-minute verbal summary during board meeting.

## **Governance Committee meeting notes**

April 15, 2025

Present: Alexis, Ky, Sue

### 1. Discussion of draft process for ED goal-setting and evaluation:

- Agreed it was appropriate for us to discuss the draft process (that Alexis circulated on 3/4/25 to the Committee, for comment) despite Genevive's absence today. Our objective was suggesting modifications to the draft and identifying topics for discussion at our next

committee meeting, on 4/22/25, when Genevive will be present for further discussion of this topic.

- Discussed some possible models for who should oversee ED goal-setting and evaluation, raising issue of appropriate role of Governance Committee. Preliminary sense that Gov should be responsible for process design but not for process leadership.
- Suggested a few modifications to Alexis's first draft, including, e.g., specifying a target date for completion of goal-setting.
- Identified some additional topics for future consideration, including, e.g., possible frameworks for goal-setting, who from Board should lead/participate with Genevive in goal-setting, who from Board should lead/participate in evaluation, and possible methods for stakeholder feedback.
- Agreed we are eager to learn Genevive's thoughts and recommendations at next Gov meeting, to inform and lead to agreement on and implementation of a finalized process.
- Alexis agreed to prepare a revised draft document "Common Ground Executive Director evaluation process" and circulate it in advance of 4/22/25 Gov meeting.

## 2. Action items updates:

Ky reported that many have been done; Ky will follow up on all others individually offline.

### **Governance committee meeting notes**

April 8, 2025

Present: Kyeen, Alexis, Genevive, Sarah, Sue

Review action items.

Parent rep to the board. Recommend YD to Development Committee as community member. Position as paid consultant with NHEP during school year prevents board membership during this cycle.

Ky taking over in reaching out to JD re: interest in board membership.

Board terms run July through June. Need to identify possible parent, teacher, and student reps this spring for vote at the annual meeting this summer, to be ready to start at start of board term.

LC, interested community member with legal experience in USDA grant funding, offers pro bono work, would like to get involved. Submitted CV for board position. Set up informational meeting.

Discussion around streamlining flow for identifying and interviewing potential board members. Informational meetings with ED and at least one board member to avoid

overscheduling potential members with multiple meetings. With multiple candidates potentially coming in as a cohort, can hold group meet and greet.

ED update. Contingency plans for delegation will be put in place for upcoming trip. Sarah emailed Liz to make sure Genevive is able to receive invitations to School Committee.

Discussion of document management. Set baseline, create plan for quarterly update and review. ED will identify each staff member for Amanda to coordinate with for organizational document review and updates. Amanda will be the staff member assigned to most board documents. Plan for maintaining high level board documents TBD. Follow up in two weeks.

### **Governance committee meeting notes**

April 1, 2025

Present: Alexis, Genevive, Ky, Sarah, Sue

ED update:

Genevive identified the ongoing need to accomplish more clarity and specific direction for staff roles and responsibilities. She shared thoughts on process, participation, and format of her first board meeting (3/31). Committee discussion led to agreement that Genevive will start taking ownership of future Board meeting agendas and will prescreen directors' reports going forward. She said she has no immediate needs for additional information from the Committee, at least until she's synthesized current information.

Board positions recruitment:

Sarah will follow up with YD to offer committee membership (because of Board COI issue).

Sarah and Ky to follow up with LS asap.

Alexis to set up informational meeting with JD.

Alexis to reach out to KK to catch up on where they are in the recruitment process.

Genevive to participate going forward in the informational meetings with active Board candidates.

Terri is now on both "Board and ED" distribution list and "Board" distribution list.

Amanda is now the sole person responsible for controlling/maintaining these lists.

Board lists maintenance discussion:

Confirmed that Amanda is assigned to manage the lists. She and Ky will have view and edit access to the lists. All other Board members will have view access only.

Draft Board member survey:

Intent is that Genevive will send the final survey to Board members as a Google form with a 1-week turnaround. Ky to initiate committee feedback on Genevive's draft this week via email, to complete feedback to Genevive this week.

Operations plan for ED's scheduled absence April 10-18:  
Genevive will discuss with Management Team later today.

"ED Information Sheet" documents list review:

Sue reported on some recent updates to documents linked to the ED Information Sheet, and identified which documents were still missing or in need of updating. Agreement that Amanda and Genevive are to own the document and the responsibility to work with Management Team members to keep the linked documents updated. Discussion of organization of the Google Drive to facilitate this assignment to take place at next Committee meeting.

## **Governance committee meeting notes**

March 25, 2025

Present: Kyeen, Alexis, Genevive, Sarah, Sue

ED recap: Busy first week of meetings, identifying priorities, transitioning board from operating role back to supporting role as circumstances allow.

Board positions: Conflict of interest discussion around paid work with organization. Determination: Bylaws prohibit parent reps from having paid employment with NHEP/CGHS. Teacher and student reps are exempted from that prohibition.

Offer YD position on a committee, potentially development, as non-board member. JD able to join board in May pending informative meeting, confirmation, and vote. Awaiting response from KK. Look into other recommendations for parent rep.

Board email list updated and accurate. AB will be sole employee managing email lists moving forward.

Strategic idea: Set up matrix of board needs and available expertise. Start with current board members, brief survey: length of time on board, town of residence, skillset, employment, board position.

Invite for board meet and greet, 4:30pm, 3/31, light refreshments.

Discussion on flow of reporting to ED and at board meetings.

## **Governance committee meeting notes**

March 18, 2025

In attendance: Alexis, Sue, Sarah, Ky, Genevive

Welcome and introductions with ED.

Governance Committee overview and summary of duties for ED.

Bylaw discussion: Student/teacher/other representative roles on the board. Board has committed to having agenda discussion at start of executive sessions to allow for recusals in a timely manner.

Bylaw discussion: Consistency in phrasing for range of board member numbers.

Update on open student and parent rep positions. Sarah will reach out to Joel to place notice in Student & Family newsletter for an interim student rep. Informational video call scheduled with potential parent rep for this afternoon.

Check that previous parent rep and current board secretary Terri is re-added to the board email list through the end of her current term and find out who is managing the email lists.

Two other interested board members. Confirm moving forward with one and follow up on interest of the other.

Consider possibility of expanding specific role for staff member in handling board communications (currently Amanda).

ED transition. Finalized schedule for first two weeks.

Meet and greet for ED and board scheduled for day of next board meeting, March 31.

Update on ED first day.

ED support going forward:

Share history of 2019-2022 strategic plan. Set priorities for planning going forward. Share history of board. Support connection and interaction of three arms of organization.

## **Governance committee meeting notes**

March 11, 2025

In attendance: Alexis, Sue, Sarah

Scheduling in progress for the ED's first two weeks, starting Monday. Stakeholders have been invited to share their priorities and feedback on the proposed schedule.

Documents list and prioritization is complete ready for committee input. Goal is to have that solidified by Friday.

Amanda and Joel will be able to act as initial support and guides during ED transition.

Board openings:

There is one student rep. position open. Will advertise in the student newsletter and identify candidates to fill the position through the end of the school year.

Informational meeting with potential parent rep rescheduled to later this month.

## **Governance committee meeting notes**

March 4, 2025

Present: Kyeen Andersson, Sarah Field, Shelly Hicks, Sue McDonald, Alexis Smith

### 1. Parent Representative to the Board

Informational meeting has been set up for Thursday, 3/6/25.

### 2. Potential Board Members

Materials for one potential board members are still being reviewed by committee members; arrangements for an informational meeting to be made following full committee approval. Still attempting to reach the second potential board member to follow up on expressed interest. No immediate action planned on possible Board membership for other names, pending exploration of possible committee assignments instead based on expressed interest.

### 3. Board of Education representative to CG Board

Committee members will conduct research to determine whether the current CG Board membership of Michelle Sepulveda, a New Haven Board of Education employee, satisfies the requirement to have a New Haven Board of Education member as a member of Common Ground's Board.

#### 4. ED Transition

HR pre-start-date onboarding process has begun. Start date is 3/17/25. Governance Committee will continue to coordinate with Management Team to plan and execute onboarding process. Goals: Set priorities; create schedule for ED's initial 2+ weeks, including meetings with key staff and Board leaders; evaluate and prioritize essential reference documents/links to provide to ED on or before start date; arrange for Board's annual ED goal setting and evaluation process; arrange meet and greet with the board on 3/31 (night of board meeting); ensure appropriate staff support for execution of onboarding elements.

#### 5. Next meeting

The committee will continue to meeting weekly during the ED transition.

### **Governance committee meeting notes**

February 25, 2025

Present: Kyeen Andersson, Sue McDonald, Alexis Smith, Sarah Field, Shelly Hicks

#### 1. Parent Representative to the Board

Initial application approved by committee. Will set up informational meeting.

#### 2. Potential Board Members

Following up with two potential board members.

#### 3. Contract Negotiation Committee

Task is completed, ED has been hired. Start date March 17, 1 year contract.

#### 4. ED Transition

Will coordinate with Management Team to plan onboarding process. Goals: Set priorities, create schedule, arrange meet and greet with the board on 3/31 (night of board meeting).

### **Governance committee meeting notes**

February 18, 2025

Present: Alexis Smith, Kyeen Andersson, Sue MacDonald, Sarah Field

Brief discussion of process for amending bylaws during annual meeting.

Discussion of guidelines around board roles, onboarding process, recusals and abstentions during executive sessions and votes, historic role of teacher and student board seats in NHEP organizational structure. Discussion will continue.

ED Transition Team will meet weekly.

### **Governance committee meeting notes**

January 23, 2025

Present: Ky Andersson, Sue McDonald, Alexis Smith, Shelly Hicks, Sarah Field

We covered the following items during the governance committee meeting:

1. Filling the parent rep slot on the Board. We have at least one candidate plus potential others. Committee is taking steps to review credentials and set up meetings with the one candidate and reach out to the other for their next steps.
2. Filling other Board member positions: We are following up on several leads. We are also following up with Development on one lead that may be useful for their committee.
3. Student Board members: We are reaching out to provide interim orientation as needed.
4. Regular meeting time: Schedules have changed for one committee member so we are determining a new regular meeting time for the Governance Committee.
5. Contract negotiation/compensation committee for new ED: We discussed the need for this, and Alexis will be determining an ad hoc committee for this purpose.
6. Board of Ed representative: Alexis will be following up with our current BoE rep and understanding who qualifies for this role per State law.
7. ED transition committee: We are meeting again this week to discuss this and determine next steps forward. We will communicate a plan with the Board following this next meeting.

### **Governance committee meeting notes**

December 12, 2024

Present: Ky Andersson, Sue McDonald, Alexis Smith, Karen Jenkins

We covered the following items during the governance committee meeting:

1. We welcomed Ky back to the committee and the board. Ky will join the board officially at the January meeting.
2. Parent representative
  - a. Terri Snell, who currently serves as the parent representative on the board no longer has a child at Common Ground. Alexis will reach out and thank Terri for her service and the CG board will look to identify another parent representative. Karen will ask Joel and Monique to communicate with school families to gauge

interest in serving on the board. The governance committee will review the names of individuals interested and reach out to them for further conversation.

3. Governance committee's role in the transition for new ED in January and beyond
  - a. The committee will serve as the transition committee for new executive director. The goal will be to ensure the onboarding process is smooth and will also work with the new ED to identify goals and objectives. The committee will also include at least one member of the ED search committee and possibly an additional board member.
  
4. Regular meeting schedule
  - a. We decided to hold regular monthly meetings beginning in January. Ky will send the schedule out to the committee members.
  
5. Recruiting new board members
  - a. We discussed the need to add additional board members over the next several months. We will ask Audrey and the communications team to include an open call for board members in the newsletter. We will also work with board members to make direct asks of people they know. The governance committee will be responsible for reviewing all individuals interested in joining the board and make recommendations to the full board.