

APPROVED minutes 6-24-26

ROXBURY VILLAGE SCHOOL COMMITTEE MEETING

WEDNESDAY, June 24, 2026 4:00-8:00 P.M. @ ROXBURY VILLAGE SCHOOL

Present: Kristen Getler, Judy Lusk, Jim Rogler, Heather Holter, Bob Ketchel, Heidi Albright

Absent: Tom Frazier

Public: Nate Donahue

Guests: Andrea Van Liew, Ben Doyle

1. CALLED MEETING TO ORDER (4:02 p.m.)

2. COMMITTEE RETREAT facilitated by Andrea Van Liew Sugar Moon Ceremonies & Consulting, LLC

We engaged in a facilitated retreat with Andrea to explore and establish understanding of our processes, including reviewing the existing structures mandated by the charge from the selectboard, and also created ground rules and guidelines to help us work effectively in the future.

- The group agreements we established are:
 - ◆ Use a “parking lot” to keep track of issues that we want to address in the future.
 - ◆ Try to stick to identified timeframes during our meetings and in completing committee tasks.
 - ◆ Allow ourselves to be called back into our group agreements and processes when we stray; and work to be non-defensive when we are called back in.
 - ◆ Listen well, with reframing and reflecting back for clarity.
 - ◆ Limit side conversations during meetings.
 - ◆ Assume best intentions with each other because we love our community.
 - ◆ Respect each other’s ideas and opinions.
 - ◆ Keep an open mind.
 - ◆ Check in on process at the beginning and end of each meeting.
 - ◆ Be willing to change our perspective.
 - ◆ Routinely revisit group agreements and processes, as well as the charge of the committee from the town selectboard.
 - ◆ Appreciate the skills and experiences of each committee member.
 - ◆ Be patient with each other and the process.
 - ◆ If something has already been said, we will say “ditto” or “I agree” instead of restating.
 - ◆ Stick to the agenda with start and end times; or negotiate a change and make use of the “parking lot.”
- Listened to a presentation from Ben Doyle, Preservation Trust of Vermont. He sees his primary role is to help connect us with skilled people and resources. His overall message was that this type of project requires collaborative leadership and a lot of optimism. Hard work, persistence and patience are key. It is also essential to find “the thing” that will work for Roxbury, at the right scale, and that our job is to both find/support the right renter(s) and be flexible.
- We explored tools and processes for effective group decision-making such as: voices (responsive, consultative and decision-making) for establishing roles and sharing responsibilities, looked at several decision making processes, explored gradients of agreement techniques and remembered guidance for making decisions by considering what constitutes a quorum, committee membership, and public participation. We then applied these tools to establish that we will use gradients of agreement to check in with each other before making a decision, and provide an opportunity to express reasoning/opinions around the decision. We agreed to build time into our agendas for checking in as part of our process. We also looked at refinement strategies to have more efficient meetings that end on time.

- We used a blueprint drawing of RVS to create a visual vision for the building, using sticky notes and some chose to “dot vote.” We discussed hanging up the diagram at a future community gathering for community members to add to or dot vote on ideas.
- We discussed and used the Eisenhower Matrix to prioritize our work plan. We established our top priorities:
 - ◆ to draft a Maintenance Plan by November 1 (Bob and Kristen)
 - ◆ develop a draft Budget for FY27 by September 1. (Heidi and Jim)
 - ◆ apply for a REDI grant. (not yet assigned)
- We closed the retreat by listing these next steps we will take:
 - ◆ Choose someone to connect with Tom, once he is on the mend, so he is up to speed with the group agreements and processes.
 - ◆ Contact Ben Doyle with specific requests for technical assistance – ask for a completed workplan from another similar community who have successfully re-purposed their town school building, or asked to see a building budget for a similar project...
 - ◆ Re-visit the Eisenhower matrix to assign and prioritize projects and an order of operations.
 - ◆ Utilize a version of Gradients of Agreements to take the temperature of the group before making a decision.
 - ◆ Design a plan to survey the community on ideas for how the building could be used.
 - ◆ Create a plan to increase participation in the committee and its projects.

COMMITTEE BUSINESS MINUTES

1. No additions or deletions to the agenda
2. No PUBLIC COMMENT (Nate Donahue)
3. Motion made and seconded to amend and APPROVE minutes (6-0-0) for [6/10/26](#) as amended (fix typo of extra word “Facility”)
4. COMMITTEE BUSINESS
 - a. Reviewed end of fiscal year expenditure process and timeline:
 - i. any invoices need to get to the Town Clerk by June 29 and Selectboard will approve purchased materials up to \$5K. A question was raised around using Building Maintenance funds, and it was made clear we can always make a request to Selectboard to use those funds instead of FY appropriations, and if we run over-budget before the end of FY, Selectboard has stated they will continue to support. Emphasis was on the importance of creating the draft budget to ensure fiscal responsibility.
 - b. Updates on identified spending priorities
 - i. Paper + cleaning products: Kristen is looking into whether the town contracted paper supplier has products that match the school paper dispensing units. This will simplify things if we can use an existing contract rather than starting a new one.
 - ii. Building keys: Judy spoke with Lenny, and he gave a “guesstimate” of ~\$6400 to rekey the interior locks, he will get a formal quote to Judy very soon. We agreed this is an important step and we will need it done no matter what. Lenny is looking up the cost of materials, etc and will need to order the locks. There are many more interior locks than exterior which is why his estimate is higher than what was paid for the outside locks.
 - iii. Materials and supplies for raised bed gardens: Heather got the estimate for the cost of materials to rebuild all the garden beds: lumber cost \$1386, does not include hardware

or labor. After some discussion we agreed to move ahead with purchasing just enough lumber to repair rather than replace, to rally volunteers and used donated hardware.

- iv. Materials for building repairs: Bob is making progress on purchasing materials to do interior repairs, will submit invoices to Tammy.

5. ADJOURN (~8:24 p.m.)

6. NEXT MEETING **July 8, 6-8pm @ RVS**

approved