OFFICE OF THE SUPERINTENDENT OF SCHOOLS

106 Hancock Road
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Selectmen's Advisory Committee

Thursday, June 25, 2026

SAU Office Board Room
6:00 p.m.

Agenda

1. **Call to Order**
2. **Approve Minutes of April 23, 2026 meeting**
3. **Review notes from May 28, 2026 meeting**
4. **District Financial Updates**
    a. YTD Financial Review
5. **School Board Updates**
    a. Francestown Withdrawal Update
    b. Legislative Update
    c. Enrollment Update
    d. Other Committees
        i. Education
        ii. Communications
        iii. Facilities
        iv. Negotiations
        v. Budget & Property
6. **Summer Meeting Schedule (July, August)**
7. **Other Business**
8. **Adjourn**

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Selectmen's Advisory Committee

Thursday, April 23, 2026

SAU Office Board Room
6:00 p.m.

Minutes

Present: Betsy Villaume, George Willard, John Robertson, Bill Kennedy, Blake Minckler, Chares Pyle, Chet Bowles, Michael Hoyt, Curtis Hamilton, Neal Cass

1. **Call to Order**
   Betsy Villaume called the meeting to order at 6:00 p.m.

2. **Approve Minutes of March 26, 2026 meeting**
   Curtis Hamilton moved to approve the minutes of March 26, 2026. Charlie Pyle seconded and amended the minutes to correct the spelling of protempore. Unanimous as amended.

3. **District Financial Updates**
   a. YTD Financial Review
   Neal Cass reported that this report is through the end of the third quarter. All purchase orders are being analyzed.
   YTD totals match where we were last year with both encumbrances and budget.
   There is a surplus in salaries due to unfilled positions. Substitute positions have been hard to fill. Benefits are running a surplus, as well as insurance, as a result of unfilled positions. Health insurance was budgeted less than what was budgeted this year.
   Student services are over budget due to contracted services. Snow plowing is over budget. Mechanical repairs are also over. There is one more adequacy payment pending.
   Medicaid reimbursement is running ahead. We are going to a whole new system on July 1st.
   Fund balance estimate is $ 3,459,403. What is retained was not expended. Trust funds voted will be transferred, $750K to offset taxes, and the return of $666K in attorney fees are factored in.

   Betsy Villaume asked if teachers can ask to be paid over 12 months rather than 9.
   Neal Cass said that 21 or 26 paychecks are the options.

   b. Audit Update
   Neal Cass said that a full presentation to the School Board will take place on May 5th. It is a single audit. There were no significant or unusual transactions. No disagreement with auditors or management. There are some stale dated checks that have not been cashed. Focus on the unpaid meal balance to lower it is planned.
   The auditors will be on site the last week of July. After that, the amount to retain can be decided.

4. School Board Updates

a. Francestown Withdrawal Update

Charlie Pyle reported that they are waiting for the Commissioner to appoint the Francestown protempore Board.
Curtis Hamilton reported that the State Board did have a meeting and the State gave the certification to the district. The attorney for Francestown asked that the date be deferred to May. Charlie said that they defer to the town to make a recommendation. The time frame will be figured out. You can call a special town meeting but the election and timing notification is more complicated.
Preliminary finances will be set at the special town meeting.
Charlie Pyle said that there will also be a special warrant article to leave the SAU at the special town meeting

b. Legislative Update

Curtis Hamilton reported that open enrollment failed and it is dead. There are 55 Bills being tracked that impact education and managing a school district.
Curtis shared some of the Bills in process. Special education funding in particular is under scrutiny in terms of how it will be paid out.
Mike Hoyt said that a commission was put together to look at making all schools charter schools.

c. Enrollment Update

Much of the decrease in enrollment is due to a decrease in population.

d. Other Committees

The Facilities Committee is focusing on engaging communities around the middle schools in terms of their experiences and desires. Over the next nine months, conversations will be happening at the local level. Sharing where we are at is part of the focus. Looking at long and short term possibilities for the schools will take place.
Looking at what needs to be done in the buildings in terms of upkeep is underway.

Is there any noise within that committee of perhaps being able to keep 5th grade at the elementary schools and possibly the 6th grade and closing both middle schools?
Every conceivable option will be looked at. The cost of the options will be shared and input sought.
There is a cost associated with moving fifth grade back as well. Analyzing all of it and looking for balance is important. Do families want the fifth grade in elementary schools? Educational benefits are important. Extracurricular activities might be lost for fifth grade at elementary level.

Blake Minckler asked if there is a low side threshold for the district that makes it no longer viable. There are districts of all sizes.
Curtis Hamilton said that he read that between 2K and 4K for economies of scale is ideal.
Curtis further cited the study committee on the closing of elementary schools and people were asked what the ideal number should be and it varied widely across the district.

Curtis framed the conversation in terms of what the cost would be to renovate each of the two middle schools, what it would cost to build one new middle school etc. Educating students for twenty or more years out and meeting their needs is the conversation.

Betsy Villaume spoke about the transportation burden should districts join together in geographical terms.
Mike Hoyt said that we are likely to see more consolidation of services in some areas rather than consolidation. Special education and facilities services could be shared. It would save money.

Education Committee - is working on literacy curriculum with a recommendation coming to the next School Board meeting.
A presentation on Generative AI was shared and is returning to the Policy Committee. AI presents challenges in that there are tools and programs already embedded in them.

Communications Committee - approved a communication on withdrawal and SAU responsibilities. We will look different in one year and that needs to be communicated.
A ConVal School Board Facebook page has been approved. It is for one-way communication to share information. Posting of meetings and agendas will be shared.
Chet Bowles noted that Keene, SAU 29, does a good job on their Facebook page.

Budget & Property Committee - approved trust fund guidance while looking at their purposes and definition. Suggested funding targets should come forward. The School Board will be asked to approve releasing funds for the CTE reduced scope project. We are in the pipeline for State funding. If we take no action, we are off the list. The reduced scope is within the existing footprint and not expanded. The project is estimated near $20M with eligibility for 75% funding. The cost of financing a bond will be reviewed along with the terms.

5. **Other Business**
Curtis Hamilton said that he is unsure if the high school is conducting a voter registration drive. The State has made it more challenging for people to register to vote requiring more documentation. If such an event happens, Curtis agreed to reach out to get Supervisors of the Checklist at the event.

Curtis reported that spring sports are underway and he encouraged anyone to attend.

6. **Adjourn**
Bill Kennedy motioned to adjourn at 7:05 p.m. John Robertson seconded. Unanimous.

Respectfully submitted,

Brenda Marschok

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road
Peterborough, New Hampshire

CONTOOCOOK VALLEY SCHOOL BOARD

Selectmen's Advisory Committee

Thursday, May 28, 2026

SAU Office Board Room
6:00 p.m.

Notes

Present: Betsy Villaume, John Robertson, George Willard, Michael Hoyt, Curtis Hamilton, Neal Cass, Jim Fredrickson

1. Call to Order
Betsy Villaume called the non-meeting (due to a lack of a quorum) to order at 6:02 p.m.

2. Approve Minutes of April 23, 2026 meeting
Passed over.

3. District Financial Updates
a. YTD Financial Review

Neal Cass reported that the salary line will be further expended moving toward the end of the year. The temporary salary line will also be expended further.
The health insurance line is anticipated to carry a surplus due to unfilled positions.
Replacement equipment will be expended further due to the recently approved Chromebook expenditure.
The end of year fund balance is anticipated and will be further finalized. Auditors return in July so, by the end of July a firm number will be in place.

4. School Board Updates
a. Francestown Withdrawal Update

Betsy Villaume referenced a statement that Charles Pyle sent in advance about the Francestown Independent School Board update. Charlie had reported that:

> *"On May 12 the NH Board of Education issued the Certificate of Withdrawal for the Francestown School District and the Commissioner of Education appointed Laura Mafera, KPat Troy and David Stahlin as members pro tempore of the Francestown School Board.*
> *No date has been set for a Special School Meeting. Contrary to recent reports September 8 was never officially considered. A local election cannot be held on the same date as the State primary or general election."*

Mike Hoyt said that Ann Forrest has begun to meet with Francestown. They are beginning to look at putting the school district together. In the meantime, they have said that they want to withdraw from the SAU. The process is similar to withdrawal. A withdrawal committee will be set up to study the feasibility of withdrawal of the SAU. It will go to the State where the State has 60 days to respond. From there, it will go for a vote. An SAU Board will be put together which will be composed of both school boards. A SAU budget will need to be put together by January 1st. It will be voted on next March. It would go to the towns that pay the apportionment of the SAU.

The ConVal School Board and Francestown will need to meet to negotiate the title to the school. They do want to send their students to middle and high school. A tuition agreement will need to be negotiated.
They have a pro tempore School Board but one will need to be elected.
If successful to withdraw from the SAU, Betsy Villaume said that it seems that it would likely be at least a year.
Who will be in the SAU budget will be determined.
Curtis Hamilton said that the SAU Withdrawal process is very much out of ConVal's hands.
The vote to withdraw from the SAU is purely a Francestown vote.
The SAU Board will be made up of our board and Francestown's board. Who would Laura Mafera represent?

b. Legislative Update

Betsy Villaume said that the Committee of Conference has settled on a compromise where tax caps would not apply on the school district budget but the administrative component would be capped at 6% per year.
Discussion took place.
Curtis Hamilton spoke about the special education reimbursement and the conditions placed on state aid along with the reporting requirements. This would be mandated one year in advance.
One of the requirements is that parents use their insurance, much of which has not been considered.
Curtis said that Mary Murphy's withdrawal bill vote to withdraw from a district only needs to happen in the town it impacts and would require a 60% vote from that town. The remaining towns would not have a say. That Bill passed the House and went on to the Senate. The Senate said that you can't close an elementary or high school without a majority vote of the communities served. It requires a special meeting with an in person vote with 7 days notice. If a majority of those that show up to vote, it moves to the Selectboards in that town to determine if they want to enter into a preservation clause with 60 days to negotiate. If they can't negotiate, it goes to the DOE to determine.
Mike Hoyt said that a study to combine all of the SAU's in a county was also suggested.

c. Enrollment Update

Mike Hoyt shared that the May 1st data reflected that we have 1,870 students in the school district. It is 66 fewer than last year. In preparation for budgeting, enrollment is being closely watched. Open enrollment is also being watched.
Curtis Hamilton said that open enrollment died in the House. It is still alive statewide with a bill about parental choice. The State would choose which students would be approved.

d. Other Committees

i. Education

Mike Hoyt reported that the implementation of a new elementary and math program is underway. In addition, how AI will be incorporated into classes and the professional development that will be needed to implement it was discussed.

ii. Policy

This committee has been working on an AI policy. They have been working on financial policies that require annual review.

iii. Communications

Curtis Hamilton reported that a School Board Facebook page will be put together and rolled out this summer. It will post meetings, links, agendas etc. It will have a limited scope but this will meet people where they are. Other districts have been successful with Facebook pages.
Past School Boards who have been recognized as "Boards of Excellence" are being reviewed to look at what makes those boards stronger. Jaffrey-Rindge has strong streaming options and uses Zoom. They allow public comment remotely. Gilford uses TikTok.

A new communication about withdrawal procedures will be released. What the SAU Board will entail will be shared.

iv. Facilities

Mike Hoyt said that this committee is looking at putting together ways to reach out to the constituencies to talk about the things about their middle schools that they really like and what should be improved upon to see how buildings might be best used. Large and small meetings, as well as a forum, will be scheduled to get as much input as possible.
Curtis Hamilton said that from a facilities point of view, we have two aging buildings with a good visibility of what will be required to keep them both going. Renovations are possible. Putting the two middle schools together might be an option. There has been opposition to consolidating the two schools in the past. What people are looking for is what will be sought.
Jim Fredrickson said that looking at what it will take to keep the schools safe, clean and dry is the current mode.
A Capital Improvement Plan going out several years will help share what it will cost out for a number of years.
Facilities are looking to start these conversations in September, or shortly after.

v. Negotiations

Jim Fredrickson said that there are two negotiation teams; one for Francestown Withdrawal and the second for the CVEA.

vi. Budget & Property

Jim Fredrickson said that budget guidance for FY'27/28 will be discussed at the next meeting.
Retention of funds, up to 2.5% by policy or 5% by State rules is possible.
A baseline budget will be determined. The Capital Improvement will be part of this. Healthcare costs will be better known in October. Self-funding insurance will be investigated. Other items to consider are the revenue from the Francestown school building. Transportation will be discussed.

Mike Hoyt said that withdrawal will have an impact. The tuition agreement will impact.
Avoiding spikes in the tax rates is a factor.

Discussion took place about the yearly return of funds and the impression that leaves. Open positions are positions that are deemed to be important for the education delivery for children. Salary and healthcare lines are impacted surplus wise by unfilled positions.

5. Summer Meeting Schedule (June, July, August)

Passed over. Meanwhile, a June meeting will be held.

6. Other Business

Jim Fredrickson said that all are invited to attend open Budget & Property Committee meetings.

Curtis Hamilton said that he likes the new agenda for the Selectmen's Advisory Committee. He suggested that an overall "School Board Update" be added.

Mike Hoyt reported that one of the Student School Board reps will be awarded the NHSBA Student Rep award at the June 16th school board meeting.

7. Adjourn

The meeting concluded at 7:06 p.m.

Respectfully submitted,

Brenda Marschok

Contoocook Valley (ConVal) School District
Expense/Revenue Report for Fiscal Year 2025-2026
as of 05/31/2026

Expenses						
Object	Description	FY26 GL Budget	YTD Expense	Encumbered	Balance	% Rem.
110	REGULAR SALARIES	17,504,095.62	14,371,688.10	2,382,212.39	750,195.13	4.29%
111	PARAPROFESSIONAL SALARIES	3,155,601.50	2,681,763.95	317,081.43	156,756.12	4.97%
112	ADMN ASSISTANTS	1,357,467.28	1,158,815.61	120,301.01	78,350.66	5.77%
113	CUSTODIAL/MAINTENANCE	777,245.84	693,754.54	59,139.73	24,351.57	3.13%
114	ADMINISTRATOR	3,271,658.82	2,966,240.43	265,336.04	40,082.35	1.23%
115	DEPARTMENT HEADS	45,000.00	34,183.36	10,816.64	-	0.00%
119	SUPPORT SERVICES	1,098,767.88	958,202.79	85,140.36	55,424.73	5.04%
120	TEMPORARY SALARIES	1,030,801.01	878,581.43	33,643.19	118,576.39	11.50%
130	OVERTIME	38,900.00	26,410.00	232.79	12,257.21	31.51%
211	HEALTH INSURANCE	8,707,586.11	6,845,726.17	552,700.35	1,309,159.59	15.03%
212	DENTAL INSURANCE	259,795.38	195,912.17	11,179.25	52,703.96	20.29%
213	LIFE INSURANCE	42,163.08	38,510.66	3,110.49	541.93	1.29%
214	LONG TERM DISABILITY	67,490.69	55,992.37	8,189.15	3,309.17	4.90%
220	FICA	2,143,793.41	1,793,789.58	257,660.45	92,343.38	4.31%
231	NON - TEACH RETIRE	872,518.54	757,080.74	76,209.06	39,228.74	4.50%
232	TEACHER RETIRE	3,876,528.30	3,253,212.21	495,782.45	127,533.64	3.29%
250	UNEMPLOYMENT COMP	29,060.00	29,060.00	-	-	0.00%
260	WORKERS' COMP	102,017.00	102,017.00	-	-	0.00%
291	OTHER BENEFITS - 403(B) MATCH	50,000.00	44,101.98	1,730.12	4,167.90	8.34%
299	OTHER BENEFITS - LT CARE & ANNUITIES	263,323.60	16,520.80	1,173.80	245,629.00	93.28%
321	PROF SERVICES	100,200.00	73,142.60	-	27,057.40	27.00%
322	STAFF SERVICES	101,830.00	17,793.70	-	84,036.30	82.53%
323	PUPIL SERVICES	2,074,293.70	1,409,612.50	659,594.84	5,086.36	0.25%
330	PURCHASED/PROF	1,960,730.25	1,638,305.35	322,511.32	(86.42)	0.00%
340	STATISTICAL SERVICES	31,850.00	31,464.50	-	385.50	1.21%
380	PURCH SERVICES	477,428.16	101,958.67	141,881.26	233,588.23	48.93%
411	WATER/SEWER	105,250.62	70,577.04	23,835.41	10,838.17	10.30%
420	ENVIRONMENTAL DISPOSAL	2,080.00	-	-	2,080.00	100.00%
421	DISPOSAL	61,154.07	52,659.85	8,571.30	(77.08)	-0.13%
422	SNOW PLOWING	180,080.40	173,222.50	9,057.60	(2,199.70)	-1.22%
430	REPAIR/MAINT	326,827.06	231,641.18	213,805.96	(118,620.08)	-36.29%
431	STRUCTURAL REPAIRS & MAINTENANCE	102,803.00	67,255.46	49,132.30	(13,584.76)	-13.21%
432	ELECTRICAL REPAIRS & MAINTENANCE	45,483.39	28,700.70	8,981.98	7,800.71	17.15%
433	MECHANICAL REPAIRS & MAINTENANCE	57,658.00	57,237.06	31,513.36	(31,092.42)	-53.93%
434	HVAC REPAIRS & MAINTENANCE	61,232.46	32,412.57	8,488.44	20,331.45	33.20%
435	SAFETY REPAIRS & MAINT	48,430.00	30,033.90	32,481.22	(14,085.12)	-29.08%
436	Copier Repairs	50,971.98	51,204.97	-	(232.99)	-0.46%
443	Equip Rental: Copiers	72,795.00	72,778.63	-	16.37	0.02%
449	Equip Rental - Postage Meter	4,800.00	3,238.74	1,079.58	481.68	10.04%
510	OTHER TRANSPORTATION	391,799.84	270,115.71	102,602.93	19,081.20	4.87%
519	PUPIL TRANSPORTATION	3,291,052.44	2,512,462.79	602,421.34	176,168.31	5.35%
520	INSURANCE	145,352.00	145,352.00	-	-	0.00%
530	TELEPHONE/WEB ACCESS	199,513.50	176,828.16	18,197.67	4,487.67	2.25%
531	Cellular Phones	32,650.30	29,669.56	4,824.27	(1,843.53)	-5.65%

Object	Description	FY26 GL Budget	YTD Expense	Encumbered	Balance	% Rem.
534	POSTAGE	17,543.50	14,099.70	2,292.50	1,151.30	6.56%
540	ADVERTISING	28,825.00	6,881.98	-	21,943.02	76.12%
550	PRINTING	9,550.00	8,290.50	60.00	1,199.50	12.56%
561	TUITION	1,721,669.74	1,408,038.88	245,853.64	67,777.22	3.94%
580	MILEAGE	65,762.93	37,923.75	23,158.96	4,680.22	7.12%
581	TRAVEL	11,065.00	3,306.65	2,394.93	5,363.42	48.47%
610	GENERAL SUPPLIES	754,295.47	676,690.15	252,955.89	(175,350.57)	-23.25%
615	TESTING SUPPLIES	23,099.98	20,224.42	2,721.20	154.36	0.67%
622	ELECTRICITY	695,947.62	504,295.41	191,351.23	300.98	0.04%
623	BOTTLED GAS	25,400.00	12,479.63	12,920.37	-	0.00%
624	FUEL OIL	481,617.05	379,659.02	14,810.10	87,147.93	18.09%
640	BOOKS	80,447.30	59,678.17	11,462.53	9,306.60	11.57%
641	PERIODICALS	19,088.00	17,506.96	-	1,581.04	8.28%
649	OTHER INFO SOURCES	4,443.48	4,148.90	-	294.58	6.63%
650	SOFTWARE SUPPORT	623,428.26	544,752.95	53,183.22	25,492.09	4.09%
656	GASOLINE	250,400.00	150,559.67	100,172.69	(332.36)	-0.13%
733	NEW FURNITURE	6,000.00	4,645.24	1,000.00	354.76	5.91%
734	NEW TECH EQUIPMENT	2,680.00	197.94	400.00	2,082.06	77.69%
737	REPL FURNITURE	16,440.00	5,773.30	10,456.28	210.42	1.28%
738	REPL EQUIPMENT	482,865.87	188,150.60	277,132.83	17,582.44	3.64%
739	NEW EQUIPMENT	78,497.78	31,217.04	12,161.62	35,119.12	44.74%
810	DUES & FEES	200,190.83	119,228.09	19,741.59	61,221.15	30.58%
890	TRANSFER TO FOOD SERVICE	150,000.00	-	-	150,000.00	100.00%
TOTAL FY26 EXPENSES		**$ 60,369,338**	**$ 48,376,981**	**$ 8,154,849**	**$ 3,837,508**	6.36%

Revenue

Function	Description	FY26 Budget	YTD Revenue	Expected	Balance	% Rem.
Assessment Overview:						
1121	LOCAL PROPERTY TAX & SWEPT	42,612,105	41,175,938	1,436,167	-	0.00%
3120	ADEQUACY GRANT	8,084,522	8,103,816	-	19,294	0.00%
Revenue from Local Sources:						
1311	REGULAR EDUCATION TUITION	34,500	36,116	-	1,616	4.68%
1312	PRESCHOOL TUITION	80,500	98,934	-	18,434	22.90%
1322	SPECIAL EDUCATION TUITION FROM LEA	75,000	126	-	(74,874)	-99.83%
1323	VOC ED TUITION FROM INSTATE LEAs	25,000	50,576		25,576	102.30%
1510	INTEREST EARNED	75,000	241,508	19,500	186,008	248.01%
1740	REVENUE FROM STUDENT SPORTS FEES	-	10,850	-	10,850	0.00%
1910	FACILITIES RENTAL REVENUE	-	9,082	-	9,082	0.00%
1980	REFUND OF PRIOR YEAR REVENUE	-	3,113	-	3,113	0.00%
1990	OTHER LOCAL REVENUE	75,000	747,261	-	672,261	896.35%
Revenue from State Sources						
3250	SPECIAL EDUCATION AID	438,421	534,182	-	95,761	21.84%
3191	OTHER STATE REVENUE	-	43,829	-	43,829	0.00%
Revenue from Federal Sources						
4580	MEDICAID REIMBURSEMENT	70,000	328,240	-	258,240	368.91%
TOTAL REVENUE		**51,570,048**	**51,383,572**	**1,455,667**	**1,269,191**	**2.46%**

Projected Year End Fund Balance June 30, 2026

Expenditures - Montly Budget Report		**3,837,508**		
Subtract:				
Reserve for Expenditures	650,000			
Food Service	175,000			
Reserve for Audit Adjustments	150,000			
		975,000		
Amount Expenditures under budget		**2,862,508**		4.74% of budget
Revenues over Budget		1,269,191		
		4,131,699		
Retained Fund Balance (from previous year)		1,212,827		
TOTAL ESTIMATED FUND BALANCE			**5,344,526**	

Projected Fund Balance Use	
Voted - Building CRF	500,000
Voted - Equipment ETF	25,000
Voted - Energy ETF	25,000
Voted - Building CRF	425,000
Offset Taxes (per budget presentation)	750,000
Returned Attorney's Fees	666,228
	2,391,228

FY26 Net Assessment	
Local Apportionment	42,612,106
SWEPT	4,348,888
TOTAL	46,960,994
2.5% Retainage	**1,174,025**

Summary Review - Estimated FY25-26 Year End Fund Balance					
Sources		**Disposition**		**To Reduce Taxes**	
FY26 Expenses	2,862,508	Trust Funds	975,000	Budget	750,000
FY26 Revenue	602,963	Retention	1,174,025	Legal Fees	666,228
Attorney Fees	666,228	Reduce Taxes	3,195,501	Additional	1,779,273
Retained FY25	1,212,827				
Total	**5,344,526**		**5,344,526**		**3,195,501**