

Hollis School District Enrollment Committee

March 12, 2024 3:00 PM

Meeting Minutes

3:00 - Introductions & Goals for Joining the Committee

Anne Wake-DePasquale, HSB Committee Chair

- Ms. W-D has taught in schools in the past that have sacrificed libraries and teacher spaces (i.e. lounges, copy/work rooms) in order to accommodate expansions. She has found the loss of a library has a detrimental effect on the school community and loss of teacher spaces greatly impacts staff morale. She would like to see these spaces preserved at HPS.

Andrew Corey, Superintendent

- Mr. Corey enjoys the challenges of hearing new perspectives for problem-solving in a cost-effective manner.

Paula Izbicki, HPS Principal

- Mrs. Izbicki has been living with this growing population for some years now and feels she can contribute much-needed context for the challenges ahead of us.

Stephanie Sayer, HPS Senior Secretary

- Ms. Sayer handles enrollment of students throughout the year and works closely with administration when organizing spaces and making accommodations. She is able to provide this firsthand perspective.

Alana Cote, HPS PreK

- Mrs. Cote feels there is a need to ensure the voice of the PreK is heard and considered when making decisions for the district.

Ellen Roos-Unger, HPS Teacher

- Mrs. Roos-Unger has been with the school for eight years and has experienced the impact of increased enrollment in her classroom. Increased class sizes have affected the way she teaches and manages space.

Julia Piskorski, HPS/HUES Parent Representative

- Mrs. Piskorski is a parent of three children at HPS and HUES. She is serving to gain insight on the scope of the challenge and hear the considerations and concerns associated with possible solutions.

Amy Kellner, Community Member

- Mrs. Kellner has served on the Hollis School Board for a number of years and has chosen to remain actively involved with the school because of her love for and support of the district.

Mike Leavitt, Hollis Budget Committee and Planning Board Representative

- Mr. Leavitt has been involved with the district for over eight years in a range of capacities. His children attended the district and he is happy to help find solutions for our Hollis students.

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3:07 - Anne Wake-Depasque read and reviewed [charge](#) - Approved by Board in January

- Andy Corey requests all information to reflect PreK - 6. Everything is currently listed as K-6.

3:15 - Anne - Reviewed meeting agenda

- Reviewed [Problems/Needs List](#)
 - Office Space, Storage, Gym/Cafeteria Issue, Parking, Class Growth
 - Paula Izbicki - Preschool grade level specs
 - PreK Cap at 12 per session with 1:1 students who push into classroom
 - The enrollment numbers for preschool is fluid - enrollment changes throughout the year based on when students need special education services.

3:22 - Building walk through with Paula Izbicki

- Integrated K-3 Program - students need to be in close proximity to the door. They require a quieter space.
- Storage in classes - Big cabinets not on wheels. Teachers must empty these cabinets at the end of the year for cabinets to be removed from rooms to strip floors and clean room thoroughly.
- Looking for grade level storage so as new programs come in they are located in one place not split up between classes.
- Reading/Math team (4 teachers) that all share one room. Each teacher has a corner of the room. They each provide services to students in this room. It can be 1 student at a time or groups of 3. There is no private space to make phone calls or quiet space to complete paperwork.
- Case manager Room (4 teachers) that all share one room. Each teacher has a corner of the room. They each provide services to students in this room. It can be 1 student at a time or groups of 4. There is no private space to make phone calls or quiet space to complete paperwork.
- Music Room - her room is typically loud (as a music room should be) so it needs to be further away from others. She has a lot of big items (pianos, xylophones, drums, a stage) That take up a lot of room and can make it challenging to have full classes in her room.
- While making our bathrooms ADA compliant we lost our school psychologist space and a storage space for files. Now it is more of a walkway and very small storage area.
- We do not have space for all of the tech supplies to be kept together so they are broken up in between different spaces.
- We have 6 specialists two of which do not have a classroom space. We have cleaned out a custodial closet to make storage for one specialist to store some items she rotates through during the year.
- The staff room has to remain as the staff room due to the one exit and built stairs to a window exit.

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- Preschool room is used for two sessions with very minimal storage. The room is also far from the bathrooms.
- Conference room is quite small - Can hold about 8-10 people but is cramped. You can hear the toilet flushing during meetings.
- All administration/office staff share offices (Principal & Curriculum Coordinator, Special Ed Coordinator & Special Ed Secretary, School Resource Officer & Technical Specialist, Front Office Secretary & Senior Secretary). These spaces can get very tight and make it hard to have private conversations when necessary.
- Gym/Cafeteria/Auditorium - dictates the school schedule. There needs to be 4 lunches 30 minutes each to provide teacher/support staff lunch breaks - this runs 3 Hours to include set up break down and cleaning. With only one space and the smaller size it is hard to have events with any more than two family members attending the event. When it's winter time or raining, everyone comes in with wet feet there is a mad rush to dry the floor before the first gym class.

3:55 - Wrap up and Observations

- Amy Kellner - Saw the numbers of students and staff but never really appreciated the impact it had on space.
- Mike Leavitt - Familiar with building but unaware of space issues for storage or how people are grouped together in rooms.
- Julia Piskorski - Found it Interesting about grade level floor constraints. When did Preschool and Intensive Needs PreK start at HPS? Preschool has been here for at least 10 years, if not longer. Intensive needs preschool has been here for about 5 years.
- Andy Corey- Hollis Schools were bigger at one point. However Kindergarten is now full day (2 rooms lost) Preschool room & Intensive needs rooms require 3 rooms.
- Alana Cote - In the proposed budget there is another half day Preschool room needed for next year.

Next Steps:

- Walk through at HUES - Next meeting to be held meeting there
- Andy is speaking with fire lieutenant about space issues
- Brainstorm ways to improve using current spaces.
- Mike - Are you considering getting a consultant involved? Andy - We have money put aside to have an architect come in. Brainstorming & Tour will help us decide where that expertise is needed.
- Update information to include PK
- Next Meeting at HUES - April 16th @ 3:15
- Post Agenda for town about committee meeting