

Hollis School District Enrollment Committee

October 16, 2024

3:15pm-4:15pm

Location: HPS

MEMBERS PRESENT:

Anne Wake-DePasquale, HSB Committee Chair

Andrew Corey, Superintendent

Paula Izbicki, HPS Principal

Ellen Roos-Unger, HPS Teacher

Julia Piskorski, HPS/HUES Parent Representative

Amy Kellner, Community Representative and HSB member

Mike Leavitt, Hollis Budget Committee and Planning Board Representative

MEMBERS ABSENT:

Raphael Zack, HSB Enrollment Alternate Representative and Hollis BudCom

Stephanie Sayer, HPS Senior Secretary

GUEST: Dave Ely, architectural consultant

AGENDA and MINUTES

I. 3:15-3:25 **Welcome**

The committee approved the [September 25, 2024](#) meeting minutes.

Anne provided the following general updates:

1. Hollis BudCom released the timeline for the March 11, 2025 Town Meeting (see doc linked below)
2. Mike Leavitt provided the updated [Hollis Demographics and Housing Report](#)

II. 3:25-4:05 **Dave Ely Updates on Master Plan**

Dave presented detailed handouts to the team including an aerial concept, a revised renovation/addition plan for the HPS building, and a proposal for phasing the project over four summers.

Revised Aerial Concept (#6)

Dave presented the revision with the following highlights:

- Addition of a traffic entrance to the parking area by the far field from 122
- Proposed new traffic patterns
- Per Stephanie's request at the 9/25 meeting, changed the proposed location of the front entrance to facing 122. This slightly increased parking spaces in the area.
- Considered another egress for traffic from HPS to Drury Lane, but concluded that a full traffic study is needed with the expertise of a civil engineer in order to determine if that is possible given elevation changes, wetlands, and other factors.

Hollis School District Enrollment Committee

October 16, 2024

3:15pm-4:15pm

Location: HPS

The Team provided the following feedback:

- Paula expressed concern over the amount of traffic around Turtle Island in the proposed plan; it would not be a safe place for kids. It should be moved to the leach field on the other side of the building. The current Turtle Island location should to be converted into parking. The team agreed.
- Anne asked about the necessity of the traffic bridge over the water between the conceptual parking closer to Lund Lane and the current carpool lane. This is an important piece to making the proposed traffic pattern work. Dave stated a wetlands analyst is needed to verify this plan is feasible. The team concluded that we need that information as soon as possible, in addition to the information from the traffic study.

School Building Renovation/Addition Plan

Dave's presentation:

- The revised plan includes many of the notes that were requested from the 9/25 meeting, including:
 - the front office moved to a more central location of the floor plan
 - nurse's office was moved to the front office.
 - lockable doors separating rentable spaces (e.g. gym, stage) from the rest of the school (i.e. cut off classroom access).
- Other highlights include:
 - All grade levels are able to be grouped together in their own wings (i.e. all 6 Kindergarten rooms are in one hallway, etc.)
 - New library is 2300 sq. feet
 - PK has its own dedicated playground space
 - All specials have their own dedicated classrooms. (Dedicated special classrooms will give HPS more flexibility for scheduling when core academic subjects are taught than the current building allows.)
 - The conference room has been increased from 9' wide as it currently is, to a space that is 12' wide.

The Team provided the following feedback:

- Anne expressed concerns over the longevity of the project with only 6 classrooms per grade level, which grades 1-3 currently have. The plan only adds a classroom for K and PreK. The NESDEC projects 456 students in FY34, which would put us exactly at guidance for each grade level, provided the numbers are correct. She noted that the Council projected 380 students this year, yet we currently have 392. Therefore, it is prudent to plan for the possibility of a higher population. She requested that Dave provide flexibility for future enrollment fluctuations similar to how the Learning Commons was constructed in the past. Our current partitions were possible because the space was planned with three doors, spaced appropriately for three classrooms. She proposed that

Hollis School District Enrollment Committee

October 16, 2024

3:15pm-4:15pm

Location: HPS

the same be done with the new library space (another door would need to be added to the plan and spaced accordingly), and perhaps with the music room, if possible.

- Dave demonstrated that in FY30 the NESDEC projects the second-grade population to reach 122, which would put projected class sizes above the 20 students/classroom goal.
- Dave proposed an increase to the library size by connecting the two additions in the back, making them storage, but this would remove the natural light provided by the windows. The team agreed to keep that part of the plan as it currently is to maintain the light, but that this renovation should be considered in the future if it proves to be necessary.
- The team agreed to adding a door in the library with spacing for three classrooms.
- It was noted that the door to the ESOL room should be moved behind the lockable doors to provide added security when the space might be rented for the gym/stage.
- Adult restrooms still need to be added to the first floor

Other discussion

- Amy proposed that we consider renovation of the SAU building at the same time as this proposal. She noted that the plans are already drawn and ready to present. The building is in a poor state and it needs to be updated if we are going to attract new talent to opening positions in that office.
- Paula agreed to Amy's sentiments and expressed she has received feedback from parents that suggests the community would be in favor of such a change.
- Anne expressed the concern that while these are valid points, the SAU building was not included in the Charge for this Enrollment Committee, as defined by the HSB. She suggested this be proposed separately at the board meeting in November.

Dave's Proposed Phasing Plan

Provided a wetlands analyst and civil engineer (Keach-Nordstrom) approve the proposed plan:

- Phase I: Summer 2026, Curb Cut on 122, parking lot, bridge
- Phase II: Summer 2027, new driveway behind proposed gymnasium addition and reconfigure playgrounds
- Phase III: Summer 2027, construction of 19,000 sq. ft. addition
- Phase IV: Summer 2028, interior renovations

III. 4:05-4:15 Closing

A. We summarized and discussed the Next Steps—

1. Request for Proposal from Keach-Nordstrom for wetlands analysis and traffic study.
 - a) Dave will present Keach-Nordstrom with this RFP

Hollis School District Enrollment Committee

October 16, 2024

3:15pm-4:15pm

Location: HPS

- b) Dave noted that they are both at the end of the hours allotted by the initial proposal. Dave will send an invoice to Andy Corey and Kelly Seeley.
 - c) The wetlands analysis and traffic study proposals must be sent to the Enrollment Committee for approval before the HSB meeting on November 6th so that the Board can approve the expenditure. This will constitute a virtual meeting and will be posted accordingly and minutes provided on the Enrollment Committee website
2. Revise the Renovation/Addition plan as described above (additional door in the library, adult restrooms, move ESOL door)
 3. Include the transition of Turtle Island to parking/its movement to the leach field in the Phased Plan/Aerial Concept

B. Next Committee meeting: November 20, 2024

Useful Links For Quick Reference and Research:

[Timeline for Traditional Town Meeting \(includes deadlines for bond hearing and warrant articles\)](#)

[October Enrollment Report](#)

[September 2024 Enrollment Report](#)

[July 2024 Enrollment Report](#)

[June 4 Enrollment Meeting Minutes](#)

[June 2024 HPS/HUES Enrollment Report](#)

[HPS and HUES Building and Site Plans Folder](#)

[January 2024 Enrollment Report](#)

[NESDEC FY24 Enrollment Projection Report](#)

[NESDEC Hollis Historical Enrollment](#)

[Hollis, NH Population by Year](#)

[School Fire and Safety Inspection Checklist](#)

[Enrollment Committee Charge](#)