

Hollis School District Enrollment Committee

March 19, 2025

3:15pm-4:15pm

Location: HPS

MEMBERS in Attendance:

Anne Wake-DePasquale, HSB Committee Chair

Gina Berkskaug, Superintendent-Elect

Paula Izbicki, HPS Principal

Stephanie Sayer, HPS Senior Administrative Assistant

Ellen Roos-Unger, HPS Teacher Representative

Julia Piskorski, HPS/HUES Parent Representative

Amy Kellner, Community Representative

Mike Leavitt, Hollis Budget Committee and Planning Board Representative

Guest: Lance Finnamore, Facilities Director

Members Not in Attendance:

Andrew Corey, Superintendent

Raphael Zack, HSB Enrollment Alternate Representative and Hollis BudCom

Lauren DiGennaro, Director of Student Services

Susan Hsieh, HPS Parent Representative

MINUTES

I. 3:15-3:20 **Welcome**

A. Overview of Agenda

1. Thank you to the committee for one full year of work on this project!
2. Please reach out to architects and engineers (current or retired) in the community that may be interested in volunteering to attend our meetings and provide their expertise as we review plans and proposals.

B. Approval of Meeting Minutes: [December 18, 2025](#)

1. Minutes approved

II. 3:20-3:30 **General Updates**

A. Current Enrollment

1. 397 (+8 since [December 2024 Enrollment Report](#))
2. 44 incoming K students (2 in process, waiting on 6 from PreK)
3. Watching grade level sizes for room placement and needs.

B. Warrant Article 6 passed 109-37

1. Reflections from the Committee:

- a) Agree we should aim to present a couple different options to community prior to Town Meeting 2026

- b) Considering the option to move Third Grade to HUES:

(1) Analyze site plan (*Lance will provide an updated version that includes changes to classroom sizes since the 2023 bathroom renovations*). This is necessary as we consider enrollment for these grades in relation to the [NH DOE 50sq.ft./child room requirement](#)

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- (a) Number of classrooms that would meet [NH Fire Code](#) for PreK-1
- (b) Consider which offices could move upstairs (would a reno be needed there?)
- (c) Once we (*Paula, Stephanie, Anne, Lance*) have determined it is both physically and logistically possible to move 3rd grade from a HPS building perspective, move on to step (2)
- (2) Gather input from 3rd grade teachers regarding curricular and developmental needs that may/may not be met in a 3-6 HUES situation
- (3) Conference with HUES Principal, Candy Fowler, to walk through the logistics of a move.
- c) Mindful of what we are asking for (cost)
- d) Long Term Planning—we must consider not just what we need now; we need a solution to last 20+ years
- e) Frequently Asked Questions section on our page.
2. [Town Concerns](#) working document (contribute individually; discussion at April meeting)

III. 3:30-4:05 New Business and Discussion

A. Next steps:

1. Requests for Proposals: process and tentative timeline
 - a) 3 Architecture Bids will be required per policy.
 - b) RFPs based upon [Dave Ely's January proposal](#) (\$164, 400) including [KN](#) and [VHB](#)
 - c) Dave Ely (architectural consultant) typically puts out the Requests for Proposals. Suggested that with his part of the contract approved this year, he should write and/or distribute RFPs for architects as well.
 - d) Once RFPs are out, wait approx. 2 weeks for a response. We may not get 3 bids for all projects, but we need to get started. Jason from VHB said the traffic study would ideally start in April.
 - e) Need to create timelines for the proposal to the Budget Committee by next December. We will need to work backwards from there
2. FY 26 and Beyond: What is our classroom situation for next year through FY28?
 - a) Paula is keeping an eye on enrollment numbers and creating a plan with Andy and Gina.

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3. Thinking Ahead: Needs and Wants
 - a) [Problems and Solutions](#) document from spring 2024 (needs updating)
 - (1) Looking at planning for 7, as opposed to 6, Classrooms per grade level to ensure our plans are not shortsighted.
 - b) Anne's Meeting with Kyle Precourt (HPS PE teacher) and Tom Bender (HPS Custodian): [Gym/Cafeteria: Need or Want?](#) working document (contribute individually; discussion at April meeting)
 - (1) Concluded a gym space is clearly a need, but we must demonstrate this need to the town
 - (2) Anne connected with a company that creates modular additions; we will look at all options.

IV. 4:10-4:15 Closing

- A. Next Enrollment Committee Meeting Date: **April 16, 2025 at 3:15pm, HPS**
 1. Updates on RFP responses
- B. Next HSB meeting: April 2, 2025 at 6:00pm, HUES

Useful Links For Quick Reference and Research:

[Hollis Demographics and Housing Report](#)
[HPS and HUES Building and Site Plans Folder](#)
[NESDEC FY25 Enrollment Projection Report](#)
[NESDEC Hollis Historical Enrollment](#)
[Hollis, NH Population by Year](#)
[School Fire and Safety Inspection Checklist](#)
[Enrollment Committee Shared Folder](#)