

Hollis School District [Enrollment Committee](#) MEETING MINUTES

June 19, 2025

10:00am

Location: HPS

MEMBERS PRESENT:

Anne Wake-DePasquale, HSB Committee Chair

Gina Berskaug, Superintendent-Elect (via phone)

Paula Izbicki, HPS Principal

Stephanie Sayer, HPS Senior Administrative Assistant

Ellen Roos-Unger, HPS Teacher Representative

Julia Piskorski, HPS/HUES Parent Representative

Mike Leavitt, Hollis Budget Committee and Planning Board Representative

Also in Attendance:

Lance Finnemore, SAU41 Facilities Director

Brad Prescott, Banwell

MEMBERS ABSENT:

Raphael Zack, HSB Enrollment Alternate Representative and Hollis BudCom

MINUTES

I. 10:00-10:05 Welcome

A. Overview of Agenda

1. Agenda Adjustment: Add Capacity Planning after Kindergarten discussion

B. Approval of Meeting Minutes:

1. [April 16, 2025](#) as amended
2. [May 21, 2025](#)
3. Both approved by committee

II. 10:05-10:35 Updates

A. Community Representative Still Needed

B. EOY Enrollment (Principal Izbicki)

1. [June Enrollment Report](#)

C. Progress with Banwell (Gina Berskaug)

1. Banwell is in the building - walking around with Lance
2. Reviewed the document detailing every space
3. For the rest of the day we will be reviewing the space needs and program walk through at 1:00pm.
4. We sent out an RFP for Civil Engineers.
 - a) Reviewing them on July 2nd and Interviews on July 8th.

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III. 10:35-11:00 Discussion

A. Kindergarten FY26

1. **Current number: 89** (NB: FY25 Kindergarten finished at 71 students. Enrollment usually continues throughout the summer and even into the school year with Kindergarten classes)
2. The situation:
 - a) Kindergarten will need 6 classrooms (we currently have planned for 5)
 - (1) HSD [Policy IIB](#) dictates that K-1 class sizes cap at 18; grades 2-3 cap at 20
 - (a) We have surpassed the guidelines of this policy in the recent past when needed (FY24, grade 1)
 - b) New K teacher to Room 209 (Formerly Mrs. McMullen)
 - c) Mrs. McMullen is moving to 107 (Mr. Ashley's Old Room)
 - d) New 2nd Grade Teacher is going into Room 101 (Current Case Managers)
 - e) Case managers are moving to the 2 administrative offices.
 - f) Administration (Paula, Abby, and Sarah) are moving into the back staff workroom (216)
 - g) Which teacher/class would go on a cart?
 - (1) If there is another first grade class, Art would move to a cart.
 - h) Mike: There are 32 houses for sale in Hollis. One development that could be 40 houses. About 150 houses are sold each year.
 - (1) Anne: According to the [SAC](#) document that the Town Planner provided, the 40-house development on Silver Lake is age-restricted. Deacon Hill will be 35 units and will not be age-restricted.
 - i) Anne: Is it possible to leave third grade in classes of 20 as they have been over the past 2 years and a third grade teacher go to K?
 - (1) Paula - The concern is the size of the classrooms: [HPS Classroom sizes](#).
 - (2) Ellen: We do not want the kids to be impacted, we as staff would rather carry the burden than the kids.
 - (3) Paula: We didn't have a book fair this year because we didn't have the storage for it.
 - (4) Gina: While they have had this grouping of students every year. I believe they would benefit with a year being spread out receiving more individualized instruction.

B. Capacity Planning

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1. Enrollment is above NESDEC projections again; we need to determine a number that we are planning for
 - a) Brad offered an anecdote - In Windham everyone has different viewpoints, they ended up using a median number of all three.
 - b) Do we plan for 7 classes that may fluctuate one room between K&1 and 2&3.
 - c) We need to make sure that the amount of students can be held in the gym and the cafeteria.
 2. Anne: I would like to see this renovation lasting 15-20 years, minimum. It is not clear that our town population is leveling out, this year's K class is a reflection of families moving in with young children/babies that are not accounted for in the NESDEC projections from births.
 - a) What we should potentially plan for:
 - (1) 4 PreK, 6 Kindergarten, 7 First Grade, 7 Second Grade, 7 Third Grade
 - (2) Library (make it a flex space to accommodate some of these rooms above).
 - (3) Capacity for a total of 31 classrooms. We are envisioning a building for a capacity of 450-480 students plus staff.
 - (4) Specialists could be on the second floor. Would need to install an elevator if we build up.
 3. Brad: NESDEC has been pretty spot on. Design Capacity (example core to fit 480 but designed plans that we can grow on). Nurse, Library, Cafeteria, Gym - all spaces that need to be taken into consideration with the total amount.
 4. Anne: The numbers NESDEC has come up with has been lower than the lived experience for some years now. We are looking at being conservative but practical with what is being predicted.
- C. Potential Relocation of 3rd Grade to HUES (revisiting)
1. Septic Question
 - a) [Tank](#), [Septic Close up](#), [Overall Plan](#)
 - b) **What is the capacity for the HPS septic system?** (Lance)
 - (1) Lance does not have this information at this time.
 2. FAQ response for this question is included on the FAQ page document
 - a) Julia: best not to include links to site plans for security reasons
- D. Other items for the [FAQ page](#)
1. Members did not have any other feedback or edits to the document

IV. 11:10 - Closing

- A. Next Enrollment Committee Meeting Date: **August 13, 2025 10:30 HPS Cafe**
 1. Communication over the summer
- B. Next HSB meeting: **August 13 @ 6pm, HUES**

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Useful Links For Quick Reference and Research:

[Hollis Demographics and Housing Report](#)

[NESDEC FY25 Enrollment Projection Report](#)

[NESDEC Hollis Historical Enrollment](#)

[Hollis, NH Population by Year](#)

[School Fire and Safety Inspection Checklist](#)