

Hollis School District [Enrollment Committee](#)

May 21, 2025

3:15pm-4:15pm

Location: HPS

MEMBERS:

Anne Wake-DePasquale, HSB Committee Chair

Gina Berskaug, Superintendent-Elect

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

Lance Finnemore, SAU41 Facilities Director

Also in Attendance:

Brad Prescott, Banwell

Adam Jenness, EEI (Energy Efficient Investments)

Members Absent:

Raphael Zack, Hollis School Board Vice Chair

AGENDA

I. 3:15-3:20 Welcome

A. Overview of Agenda

B. Approval of Meeting Minutes: [April 16, 2025](#) (corrected spelling of "Learning")

1. Update HPS Capacity spreadsheet titles to clarify

2. Minutes will be resent for approval over email and then posted to the Committee website

II. Updates

A. Community Representative Still Needed

1. Announcement made at May 7th HSB meeting and May 12th BudCom meeting.

B. Current Enrollment (Principal Izbicki)

1. [May 2025 Enrollment Report](#)

2. Incoming Enrollment Numbers as of today

a) 77 Incoming Kindergarten Students (*compare with current Kindergarten class of 72 students*)

b) 72 First Grade Students

c) 96 Second Grade Students

d) 101 Third Grade Students

C. [PreBond Architectural Services Recommendation Letter](#) Presented to HSB on May 7, 2025.

HSB voted to authorize contracted services with Banwell Architects.

D. Next Steps with Banwell (Gina Bergskaug and Brad Prescott)

1. One thing we are looking for are RFP's for civil engineering and traffic study

a) This is a straightforward process. RFP will go out ASAP to have bids ready for the June 3rd HSB meeting.

2. Mechanism for providing construction management services

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- a) Banwell and EEI have great depth to help with this.
 - b) EEI has offered to do the construction management and estimating
 - (1) Will there be a fee schedule provided for the construction management service to bring to the school board?
 - (a) Yes there will be. Next school board meeting is June 3, 2025
3. Communication
- a) Brad explained there is typically an enrollment committee that helps with design work and then there is an executive committee that day to day communication goes to. Who should the executive committee be?
 - (1) Executive committee is Gina Bergskaug and Lance Finnamore. All emails CC'd to Anne (Chair) and Paula (HPS Principal)
4. Draft Schedule presented
- a) Warrant/Bond Prep to board by Thanksgiving.
 - b) We are now in review project detail
 - c) Looking for a spreadsheet of all available space in the building. This will be used to create a Program.
 - (1) The Program is a list of all spaces and what they are currently used for. Banwell will take the Program and use this for redesigning the space to ensure the needs are met.
 - (2) Brad requested a Zoom call with executive committee to review the lists of all spaces.
 - d) Facilities Assessment
 - (1) Review previous builds and renovations
 - (2) Walk through the building and review all spaces for anything that needs attention.
 - e) Civil RFP
 - (1) Banwell has a list of firms to contact in addition to posting publicly.
 - f) Traffic Study
 - (1) Typically this is not done until after the bond vote for the project.
 - (2) PickUp/Drop Off Information from Paula Izbicki
 - (3) The traffic information will be added to the Program.
 - (4) Reviewed the reason for an earlier traffic study.
 - (a) Banwell suggests to stick a pin in this and wait to see what the site plan looks like and the bond vote is passed.
 - g) Develop Preferred Option
 - (1) Meet with FD/Inspector/DOE and create a soft number.
 - h) Mid October send to EEI to put together a pre bond estimate number and then discussions to review number and then submit to School Board for approval
 - i) Present to the public.
 - (1) Anne - We have held one forum already, we planned on another one in the fall. Potentially we change that to November to present the plan.
 - (2) Banwell - we can host public forums as needed. Community involvement is important.

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5. June Meeting - Banwell Needs/Plans
 - a) Solidify classroom needs with Gina, Lance, and Paula
 - b) Provide us with a draft Program.
 - c) RPF (and bids) for civil engineers
6. Only doing a survey of Hollis Primary School.
 - a) Anne - We are also looking to survey land between HPS and HUES to see about a possible traffic exit to rt. 130
7. Design Capacity
 - a) No number has been determined; we will need to create a viable number with the reasoning for the proposed number.
 - b) Banwell needs this number to start the programming. Gina to provide the information
8. Stephanie to provide maps for Banwell with room numbers, room capacity, and space use.

III. 4:05-4:15 Discussion

A. Potential Relocation of 3rd Grade to HUES

1. Septic Question (Lance)
 - a) [Tank](#), [Septic Close up](#), [Overall Plan](#)
 - b) We did not have time to discuss these documents. We will return to this when discussing the relocation of third grade option in June.
2. Anne's Meeting with Candice Fowler, HUES principal, and Abby Diaz, Curriculum Director for PreK-6
 - a) Meeting was on May 9, 2025
 - b) Utilized floor plans to map out current space use and how to accommodate the additional 5 classrooms needed.
 - c) Thoughtfully planned the scenario and all options for what would be the best use of space.
 - d) Ultimately concluded that this would have a detrimental impact on programming and staffing at HUES.
 - e) [FAQ on this issue—DRAFT](#): electronic feedback to Anne by June 1st, please. We will discuss openly at the June meeting.

B. Converting [Town Concerns](#) document to an active FAQ page for June

1. Anne will send out a revised document in FAQ format. Please respond promptly.
2. We will review and finalize at June 19th meeting.

IV. 4:15-4:20 Closing

A. Next Enrollment Committee Meeting Date

1. Meeting - **June 19, 2025 at 10:00am - HPS**

B. Next HSB meeting: **TUESDAY June 3, 2025 at 5:00pm, HUES**

Useful Links For Quick Reference and Research:

[Hollis Demographics and Housing Report](#)

[NESDEC FY25 Enrollment Projection Report](#)

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[NESDEC Hollis Historical Enrollment](#)

[Hollis, NH Population by Year](#)

[School Fire and Safety Inspection Checklist](#)

[Enrollment Committee Shared Folder](#)