

Hollis School District [Enrollment Committee](#)

August 13, 2025

10:30am

Location: HPS

MEMBERS Present:

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

Also in Attendance:

Lance Finnemore, SAU41 Facilities Director

MEMBERS Absent:

Raphael Zack, HSB Enrollment Alternate Representative and Hollis BudCom

MINUTES

I. 10:30-10:35 Welcome

- A. Overview of Agenda
- B. Approval of Meeting Minutes:
 - 1. [June 19, 2025](#) (as amended)

II. 10:35-11:15 Updates

- A. Community Representative Still Needed
- B. HPS Current Enrollment for FY26 (Principal Izbicki)
 - 1. [HSD August Enrollment](#)
 - a) Enrollment is still coming in.
 - b) One new K to place
 - c) Over 10 First Grade Students placed.
 - d) Admin have moved.
 - (1) SPED Director, Principal, and Director of Curriculum and Instruction will all be sharing one long, narrow room that was previously used for storage.
 - (2) It is loud back there, the sound reverberates, admin will have to wear headphones during other private conversations in an attempt to preserve confidentiality
 - e) All other room changes have happened (i.e. moving first grade teacher to second grade wing, converting case manager room to a classroom, adding a kindergarten classroom)
 - f) New Kindergarten teacher hired - Catherine Beaudette.
 - (1) Funding came from general funds not contingency funds. There are no contingency funds this year (school budget

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committee opted not to ask for the Contingency Fund this year as there were multiple financial requests. Without this fund, the teacher salary will have to come from the approved general budget. This will impact purchasing decisions this year)

- g) We are fully staffed for Professional Staff - there are just a few para positions left to fill. We have ongoing interviews.
- 2. Update [Problems and Solutions](#) document
 - a) One additional Kindergarten classroom was needed 2 years before it was anticipated, based upon NESDEC projections.
- C. Defining the “Program” and scope of the project (Brad, Gina, Paula)
 - 1. Brad Prescott from Banwell Architects is not attending today’s meeting. Per our contract, there is a defined number of meetings scheduled, which we would like to save for more critical meetings in the future.
 - 2. Paula, Lance, and Gina have worked with Brad to create the Program and it has been completed.
 - a) We looked at what we have, what we need, and what we want.
 - 3. Now Brad is creating three designs using the Program.
 - 4. We are scheduling for smaller than 484 as previously discussed.
 - 5. K & 1st we maxed out at 234 students
 - 6. 2nd & 3rd we maxed out 250 students
 - 7. Julia asked - Would the renovation amount force us to renovate more of the building to meet state codes?
 - a) Gina says no, with what we have brought up to code recently and we are relying on the architect's knowledge as he is creating his designs.
 - 8. Jonathan - Are you looking at one and done for future growth or is it going to be a short term plan?
 - a) Gina - We are looking for it to be a long term solution. We are being conservative because we would like to see this pass. We have been discussing lots of flexible spaces to allow us to accommodate bubble years.
 - 9. Mike - The schedule says we will have a design by the end of the month. Is this still true?
 - a) Gina - I believe that is what they are working on now.
 - 10. Mike - Has the Traffic Study and Civil Engineering company been done?
 - a) Gina - We are a little behind on this. Due to the July 4th holiday, we did not receive many bids initially. We extended the deadline so we could have more options. We will bring our recommendation to the board tonight.
 - b) Traffic Study has been determined to be premature at this time. We anticipate it will be conducted after the bond hearing in March
- D. [RFP](#) for Civil Engineering and bids

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1. [Fuss and O'Neil](#)
2. [TFMoran](#)
3. [Tighe and Bond](#)
4. With the above options - We focused on can they meet our needs, the cost, how well they understood the project, enthusiasm, experience with educational projects of a similar size and scope, and whether they would be responsive.
 - a) \$45,000 budgeted for Civil Engineering from the March 2025 Warrant Article. All bids came in significantly lower.

III. 11:15-11:20 Old Business

- A. What is the capacity for the HPS septic system? (Lance)
- B. HUES has a septic system that accommodates 500 students and staff (8,000 gallons).
- C. HPS has an undersized septic system for a large renovation (6,000 gallons). We anticipate there will be a need for this system to be assessed, updated, and/or replaced.
- D. Lance will add documents for the septic system.

IV. 11:20-11:25 New Business

- A. Set meeting dates for FY26
 1. September
 2. October 15, 2025 @ 3:15pm
 3. November 19, 2025 @ 3:15pm
 4. December 17, 2025 @ 3:15pm
 5. January 21, 2025 @ 3:15pm
- B. Jonathan - Have we asked for a phased building system to make it a little more comfortable?
 1. Gina - There is a 10 week window for internal renovations (summer work) but we are looking to see the plan from Banwell as to how additions could be planned and constructed during the school year.
- C. Anne - Have we discussed any modular construction with Brad?
 1. Lance - I don't think we are there yet but we can discuss that with him.
- D. Jonathan - Are we in a space where we need to be worried about HUES?
 1. Gina - Things would look different but they can handle it.

V. 11:25-11:30 Closing

- A. Next Enrollment Committee Meeting Date: **September 17th, 2025 @ 3:30pm**
- B. Next HSB meeting: **August 13 @ 6pm, HUES**

Useful Links For Quick Reference and Research:

[Hollis Demographics and Housing Report](#)
[NESDEC FY25 Enrollment Projection Report](#)
[NESDEC Hollis Historical Enrollment](#)

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[Hollis, NH Population by Year](#)

[School Fire and Safety Inspection Checklist](#)

[Enrollment Committee Shared Folder](#)