

A Brief History of the Work of the Hollis Enrollment Committee

This document is intended to provide the residents of Hollis with a broad overview of the work the Hollis Enrollment Committee has done since its formation in January 2024. If a reader requires further detail on actions listed in this document, please consult the meeting minutes associated with the dates provided on the [Enrollment Committee website](#). Powerpoint presentations of prior information sessions and public forums are also available there, as well as documentation of consulting services, and rationale for decisions made along the way. FAQ documents are available there as well.

For further explanations or concerns, please contact Anne Wake-DePasquale (HSB, EC Chair) at: anne.wake-depasquale@sau41.org.

Fall 2023: the Hollis School Board (HSB) discusses the enrollment trend that it has been tracking for several years. The Board concludes that a committee must be formed to study this trend in greater depth.

January 2024: Enrollment Committee (EC) is created and charged with studying increased enrollment and finding solutions to related problems at the Hollis Primary School (HPS).

February 2024: recruit members/representatives of a range of stakeholders (HPS principal, staff, teacher, parent, town community member, superintendent, Hollis BudCom/Planning board representative)

March 2024: first monthly meeting

April -June 2024: Committee identifies problems facing the school and prioritizes those to solve first. The Committee sites the 3-classroom deficit that the school was facing for FY25 as its most pressing need to address. Solution: convert the Learning Commons/library to three classrooms (purchased partitions) and convert a kindergarten classroom to the library.

August 2024-December 2024: Analysis of [NESDEC enrollment projections](#); assess current and impending challenges; explore options; consult with architect and civil engineers.

Determine a need to renovate and expand the school. HSD representative on the Hollis Budget Committee regularly reports about challenges caused by enrollment at HPS and the possibility of a proposed warrant article to study the possibility of renovating and/or expanding the building.

January 2025: propose Warrant Article 6 to Hollis Budget Committee, proposing a construction study. BudCom recommends the measure.

Information Session 1/29/25 ([PPT](#) available on EC webpage and recorded live-stream video on SAU41 Meeting site [HERE](#)) open to the public, including tours of the building and Q&A session. The HPS Multipurpose Room is full with attendees.

February 11, 2025, 7pm: [HSD Warrant Article and Budget Public Hearing](#) EC Chair presents Warrant Article 6 and the Enrollment problems facing HPS.

March 12, 2025, 7pm: Town Approves Warrant Article 6, granting \$164,400 to conduct prebond architectural renderings, site analysis and designs, and budget guidance.

April-May 2025: RFP for architectural consultant. Received 4 bids. Banwell is selected.

June-July 2025: RFP for Civil Engineers. Received 3 bids. Fuss and O'Neill are selected.

Banwell meets regularly with administration to design a program that identifies “needs,” and “wants.” Capacity numbers are determined with the Enrollment Committee based on current enrollment numbers, NESDEC projections, housing market, and other factors.

August 2025: Banwell and F&O begin preliminary architectural designs and site plans that meet program needs, keeping a value perspective in mind.

Early September: Banwell and F&O present design drafts to the executive sub-committee of the Enrollment Committee. All drafts are analyzed, three are selected for further development. A schedule is determined for sharing this information with all stakeholders. (The Executive Subcommittee is composed of the Superintendent, Principal, Director of Facilities, and Chair of EC for high-level discussion.)

September 17, 2025, 7pm: HPS teachers and staff encouraged to attend the regular EC meeting (14 attend); Banwell presents drafts. Received feedback. Evening: **public forum**. More feedback via email over next 2 weeks. PPT available on EC website [HERE](#) (PPT says “Oct 1” because this same PPT was presented to the HSB on 10/1). Link to recorded live-stream [HERE](#).)

Mid-Late September: Multiple executive sub-committee meetings regarding soft costs.

October 1, 2025: HSB Meeting, 6pm, HUES Building Design Draft Option 1A is chosen for further development.

Banwell Architects and F&O Civil Engineering immediately begin incorporating teacher, staff, and community feedback into refined architectural drawings and site plan designs for 1A.

October 14, 2025: Public Forum, 12pm, Hollis Social Library. A casual discussion and information exchange with residents. About 10 residents attend as well as the Town Planner and a representative from the Hollis Energy Committee.

October 15, 2025: Regular EC Meeting

October 16, 2025: 11:30am presentation for The Hollis Seniors at the Lawrence Barn. Late October-November 2025–Architects and engineers keep the executive subcommittee of the EC informed of developments regarding building and site designs. 3D renderings are made available to EC leaders for feedback.

November 2025: [Updated NESDEC Enrollment data](#) available.

December 4, 2025 6-8pm Public forum at HPS. Banwell Architects, Energy Efficient Engineers (EEI), and Fuss and O’Neill present and answer questions regarding the proposed site work and traffic impact, as well as the plans for both the interior and exterior of the building. Updated cost estimates were also discussed.

[PPT](#) and [link to live stream](#).

Further Scheduled Informational Sessions:

Public Forum: Wednesday, January 21, 2026 at 3:30pm in the HPS Multipurpose Room

Casual Information sessions:

Tuesday, January 20, 2026 at 11:00 am, Hollis Social Library Meeting Room

Saturday, February 7, 2026 at 11:30am, Hollis Social Library Meeting Room

How Has the Enrollment Committee attempted to keep the public informed?

Above we have included in the “Brief Summary” timeline the multiple informational sessions and public forums we have organized over the past calendar year. For your convenience, these are listed again here:

1. **January 29, 2025, 6pm:** Information Session on Warrant Article 6
2. **February 11, 2025, 7pm:** HSD Warrant Article and Budget Public Hearing E
3. **March 12, 2025, 7pm:** HSD Annual Town Meeting
4. **September 17, 2025, 7pm:** Public Forum, HPS
5. **October 14, 2025, 12pm:** Public Forum, Hollis Social Library
6. **October 16, 2025, 11:30am:** Informational Presentation with The Hollis Seniors, Lawrence Barn.
7. **December 4, 2026, 6pm:** Public Forum, HPS

In addition to the 7 abovementioned public information sessions:

We also have consistently reported on our progress, including cost estimates, in regular public meetings. At the Hollis Town Budget Committee Meetings, our school board representative reports on all school budgetary issues, including the renovation/expansion project, at every biweekly meeting. The EC Chair has also attended several of these meetings to answer questions and make presentations (most recently in October 2025).

Town Budget Committee Meetings are held every 2nd and 4th Tuesday of the month at Town Hall at 7pm. These meetings are live-streamed and recorded and minutes are taken. (Residents can sign up [HERE](#) to subscribe and receive the regular agendas and meeting minutes of any Town committee sent straight to their inboxes.)

The Enrollment Committee has also reported out at every Hollis School Board meeting since its formation in March 2024. **The Hollis School Board meets on the first Wednesday of each month at 6pm at Hollis Upper Elementary School.** These meetings are also live-streamed and recorded, and both agendas and minutes are regularly posted. Agendas and minutes can be found [HERE](#) and [HERE](#).