5:30 p.m. NON-PUBLIC SESSION RSA 91-A:3, II (a) (b) (c) – Merrimack TV Training Classroom
- Student Welfare

PUBLIC MEETING

6:00 p.m. **1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**   Lori Peters

6:05 p.m. **2. PUBLIC PARTICIPATION**   Lori Peters

6:20 p.m. **3. RECOGNITIONS**   Lori Peters

6:25 p.m. **4. INFORMATIONAL UPDATES**   Lori Peters
   a. Superintendent Update
   b. Assistant Superintendent for Curriculum Update
   c. Assistant Superintendent for Business Update
   d. School Board Update
   e. Student Representative Update

6:35 p.m. **5. OLD BUSINESS**   Lori Peters

6:40 p.m. **6. NEW BUSINESS**   Lori Peters
   a. Merrimack High School End of School Year 2024-2025 Report   Steve Claire
   b. Directory Information   Everett Olsen
   c. Professional Development Review   Kathleen Scholand
   d. James Mastricola Elementary School Roof Update   Matthew Shevenell
   e. National Federation of State High School Associations Update   Laurie Rothhaus
   f. Crossing Guard Discussion   Lori Peters

7:20 p.m. **7. POLICIES**   Lori Peters
   a. First Reading of Student Use of Artificial Intelligence (EHAGA)
   b. First Reading of Staff Use of Artificial Intelligence (EHAGB)

7:25 p.m. **8. APPROVAL OF MINUTES**   Lori Peters
   a. July 14, 2025 Non-Public Minutes

7:30 p.m. **9. OTHER**   Lori Peters
   a. Committee Reports
   b. Correspondence
   c. Comments

7:45 p.m. **10. PUBLIC COMMENTS ON AGENDA ITEMS**   Lori Peters

8:00 p.m. **11. ADJOURN**

* These times are estimates and may vary depending on discussion.

MERRIMACK SCHOOL DISTRICT

School Administrative Unit #26
36 McElwain Street
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Tel. (603) 424-6200   Fax (603) 424-6229

DR. KATHLEEN SCHOLAND
*Interim Assistant Superintendent for Curriculum,
Instruction and Assessment*

EVERETT V. OLSEN, Jr.
Chief Education Officer

MATTHEW D. SHEVENELL
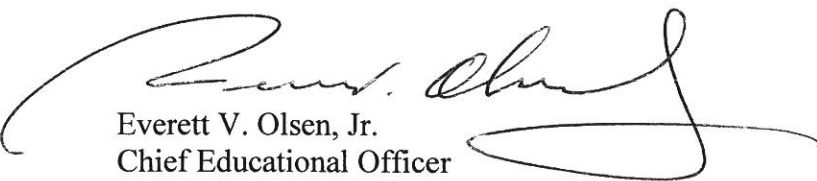*Assistant Superintendent for Business*

September, 2025

Dear Parent/Legal Guardian,

School districts throughout New Hampshire will occasionally receive a request from an individual or organization for certain information about students. Such requests are generally for information, known as *Directory Information*, which may include the following, referenced in NH RSA 189:1-e):

- Name and Address of a Student
- Field of Study
- Weight and Height of Athletes
- Most Recent Previous School Attended
- Date and Place of Birth
- Participation in Officially Recognized Activities and Sports
- Date of Attendance, Degrees, and Awards.

As a parent/legal guardian, and in compliance with NH RSA 189:1-e, you may refuse to have the above mentioned *Directory Information* disclosed to a third party. Please note that in order to refuse disclosure of your student's *Directory Information*, you must send an email to the Superintendent's office indicating that you refuse to have directory information disclosed to a third party. The notice of your refusal to allow the *Directory Information* to be disclosed to a third party needs to be sent to the Superintendent's office on or before Friday, September 26, 2025. Please send your notice of refusal to directoryinformation@sau26.org.

Thank you for your attention to this matter.

Everett V. Olsen, Jr.
Chief Educational Officer

STUDENT USE OF ARTIFICIAL INTELLIGENCE

This policy outlines the expectations for student use of Artificial Intelligence (AI) tools within the school district. It is designed to promote responsible, ethical, and academically honest practices while leveraging AI to enhance learning and prepare students for a future where AI is prevalent. The goal is for AI to support and enhance human intelligence and learning, not replace it or facilitate academic dishonesty.

Definitions

Artificial Intelligence (AI): A branch of computer science focused on building machines and software capable of performing tasks that usually require human intelligence, such as learning, reasoning, solving problems, understanding language, and interpreting sensory inputs. AI systems use algorithms and models to analyze data, identify patterns, and make decisions or predictions with minimal human input.

Generative Artificial Intelligence (GenAI): A type of AI that creates new content, such as text, audio, video, images, or code, using machine learning models. Unlike traditional AI, which focuses on recognizing patterns or classifying data, generative AI produces outputs that mimic human-created content.

AI Tools: Software applications and platforms that utilize AI technologies to perform specific tasks and solve problems that typically require human intelligence. This might include generative AI tools (e.g., Gemini, ChatGPT, DALL-E), AI-powered learning platforms, or other applications that use AI.

Personally Identifiable Information (PII): Information that can be used to identify a specific individual.

Guiding Principles

Learning Enhancement: AI is a tool to support student learning, creativity, and problem-solving, not to replace genuine effort or original thought.

Academic Integrity: Students must maintain honesty and integrity in their work, ensuring that any AI-assisted work genuinely represents their comprehension and effort.

Transparency and Disclosure: Students must be transparent about their use of AI tools in academic work, acknowledging when and how AI has assisted them.

Data Privacy and Security: Students must protect their own and others' personal information when using AI tools, understanding the importance of privacy safeguards.

52
53 **STUDENT USE OF ARTIFICIAL INTELLIGENCE**
54

55 <u>Ethical Use</u>: Students should use AI tools responsibly, avoiding harmful, misleading, or
56 inappropriate content or actions.
57

58 <u>Authorized Use</u>: Students should use AI tools only when permitted and as instructed by their
59 teachers.
60

61 **Permitted Uses by Students**
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63 Students may be permitted to use AI tools to support their learning and creativity, as directed by
64 their teacher and in accordance with specific assignment guidelines. Specific acceptable uses
65 may vary by grade level, subject, and assignment. Discretion and determination for use of AI
66 tools can be limited further by the classroom teacher as well.
67

68 Acceptable uses may include, but are not limited to:
69

70 • Researching topics and gathering information.
71 • Brainstorming ideas, outlining projects, or generating creative prompts.
72 • Getting feedback on writing, grammar, style, or problem-solving strategies.
73 • Using AI-powered accessibility tools like text-to-speech or translation.
74 • Participating in educator-approved AI-based learning activities.
75 • Creating presentations, graphics, or multimedia content with AI support.
76 • Simulating real-world scenarios or exploring concepts in subjects like Math, Science, or
77   Social Studies.
78 • Receiving personalized academic support or tutoring.
79 • Developing coding skills or exploring AI literacy concepts.
80

81 **Prohibited Uses by Students**
82

83 The following uses of AI tools are considered inappropriate and a breach of academic integrity
84 or the district's Code of Student Conduct:
85

86 <u>Plagiarism</u>: Submitting AI-generated work as one's own without proper attribution, citation. or
87 attempting to represent AI-generated content as original work.
88

89 <u>Cheating</u>: Using AI to complete assignments, assessments, or tests without explicit permission
90 from the teacher, including outside the parameters set by the teacher.
91

92 <u>Sharing Personally Identifiable Information (PII)</u>: Inputting student or staff PII into public or
93 unsecured AI tools or platforms.
94

<u>Creating or Spreading Harmful Content</u>: Using AI to generate or share misinformation, discriminatory content, or content intended to harass, bully, or intimidate others.

<u>Disruption</u>: Misusing AI tools to disrupt the classroom environment or hinder others' learning.

<u>Invasion of Privacy</u>: Using AI to collect, share, or manipulate personal data without consent.

<u>Circumventing Policies</u>: Using similar AI tools not explicitly named but falling under the category of prohibited tools to bypass the intended policy.

Disclosure and Citation

Students are required to disclose when they have used AI tools to assist with an assignment or task, unless otherwise directed by the educator. Clear guidelines for citing AI-generated content may be obtained from the teachers and should be followed, acknowledging the AI tool as a source. This may involve detailing which tools were used, how they were used, the prompts entered, how the output was evaluated, and where the output was used in the final submission. Students are responsible for checking on and ensuring the credibility, accuracy and integrity of their final work, regardless of AI assistance.

Data Privacy and Security

Protecting the privacy and security of student and staff data is extremely important. Students must adhere to the following requirements:

- All use of AI tools must comply with applicable laws and regulations, including the Family Rights and Privacy Act ["FERPA'], Children's Online Privacy Protection Act ["COPPA"], and NH RSA 189:66 V.
  - Only district-approved AI tools may be used, as they have undergone a rigorous vendor vetting process, and comply with data privacy and security standards.
- The District's Acceptable Use Policy, see EGA "Student Computer Network and Internet use Policy.

Consequences of Misuse

Violations of this policy or the district's AI Plan will result in consequences that align with the district's existing disciplinary procedures and academic honesty policies. Depending on the nature of the violation, this may include a tiered response such as reteaching, parent engagement, administrative action, and opportunities for revision. Students are entitled to appropriate due process in accordance with the district's student discipline policies.

Consequences for students in the High School shall align with Merrimack High School Policy on Behavior Expectations and Discipline Code as revised and updated from time-to-time.

STUDENT USE OF ARTIFICIAL INTELLIGENCE

Policy Review and Updates

Recognizing the rapid pace of AI advancements, this policy is subject to regular review and updates to ensure its guidance remains relevant and effective. The district will periodically review AI strategies, policies, and approved tools, with input from stakeholders.

Resources

New Hampshire Generative AI Framework.

State of New Hampshire Use of Artificial Intelligence (AI) Technologies Policy (Doc. No.: NHS0229 Version: 2, Effective Date: 11/1/23).

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191 United Nations Secretary-General's High-Level Panel on the Teaching Profession: Transforming
192 the Teaching Profession: Recommendations and Summary of Deliberations (International
193 Labour Office, Geneva, 2024)
194
195 Presidential Actions: Advancing Artificial Intelligence Education for American Youth
196 (Executive Order, April 23, 2025)
197
198 RSA 189:68-a - Learner Online Personal Information Protection
199
200 *Research analysis was aided by Google's NotebookLM, which assisted in navigating,
201 summarizing, and extracting key information from the provided resource documents.
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207 **Legal References**
208
209 FERPA (Family Educational Rights and Privacy Act).
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211 COPPA (Children's Online Privacy Protection Act).
212
213 CIPA (Children's Internet Protection Act).
214
215 NH Student Online Personal Information Protection Act (SOPIPA or otherwise known as HB520).
216
217 RSA 5:D, Use of Artificial Intelligence by State Agencies.
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219 Education Law 2-d
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224 1st Reading: September 2, 2025
225 2nd Review:
226 Adoption:
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4
5 <div align="center">**STAFF USE OF ARTIFICIAL INTELLIGENCE**</div>
6
7 This policy establishes guidelines for the responsible, ethical, equitable, and evidence-supported
8 development and implementation of Artificial Intelligence (AI) technologies by staff within the
9 Merrimack School District. The School Board, NH Board of Education, and National Education
10 Association acknowledges the significant potential of AI tools to improve educational and
11 administrative functions. The District considers access to secure and efficient AI technology a
12 fundamental resource for all students and staff, regardless of their background or ability. This
13 policy is guided by the core principle that students and educators must remain at the center of
14 education. AI should function as a supportive instrument, enhancing human abilities and
15 interpersonal connections that drive academic achievement, critical thinking, emotional well-
16 being, and creativity, rather than substituting them. AI is intended to aid educators and education
17 and not supplant meaningful human interaction and ensure that authentic educator-to-student
18 relationships are prioritized.
19
20 **Definitions**
21
22 Artificial Intelligence (AI): A branch of computer science focused on building machines and
23 software capable of performing tasks that usually require human intelligence, such as learning,
24 reasoning, solving problems, understanding language, and interpreting sensory inputs. AI
25 systems use algorithms and models to analyze data, identify patterns, and make decisions or
26 predictions with minimal human input.
27
28 Generative Artificial Intelligence (GenAI): A type of AI that creates new content, such as text,
29 audio, video, images, or code, using machine learning models. Unlike traditional AI, which
30 focuses on recognizing patterns or classifying data, generative AI produces outputs that mimic
31 human-created content.
32
33 AI Tools: Software applications and platforms that utilize AI technologies to perform specific
34 tasks and solve problems that typically require human intelligence. This might include generative
35 AI tools (e.g., Gemini, ChatGPT, DALL-E), AI-powered learning platforms, or other
36 applications that use AI.
37
38 Personally Identifiable Information (PII): Information that can be used to identify a specific
39 individual.
40
41 **Guiding Principles**
42
43 The use of AI by staff in the Merrimack School District shall be guided by the following
44 principles:
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46
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STAFF USE OF ARTIFICIAL INTELLIGENCE

Human-Centered Approach:
AI should augment human capabilities, with educators at the heart of the learning process. It should enhance, not replace, human interaction, pedagogical principles, and the professional judgment of educators.

AI is an emerging branch of computer science and educators should exercise care to fact-check and review the veracity, credibility, quality and authenticity of the information generated by AI. In particular, educators are reminded that AI tools may not always generate outcomes or products that meet the quality standards expected of the District's educators or its students. In addition, educators should exercise care to ensure that the AI tools do not provide bias in content.

Educational Enhancement:
AI should directly support and enhance teaching and learning, aligning with educational goals. It should promote personalized learning and increase student engagement.

Access and Inclusion:
AI should promote access and reduce bias, ensuring all learners benefit. AI tools should be accessible to all learners, including those with disabilities.

Privacy and Security:
Learner and staff data must be protected and used responsibly, adhering to strict privacy regulations, including FERPA, COPPA, RSA 189:66 V, and other state-specific laws. Personally identifiable information should not be shared with consumer-based or open AI systems.

Transparency and Accountability: AI systems should be transparent, with understandable decision-making processes where applicable. Stakeholders, including educators, learners, families, and the public, should understand how AI is being used in schools.

Ethical Use: AI should be used ethically, avoiding harmful or discriminatory applications. Staff should model responsible and ethical AI use.

Human Oversight: Human oversight is essential in all stages of AI implementation and decision-making processes, especially critical decisions or high-stakes interactions.

Collaboration and Stakeholder Engagement: Educators, learners, parents, and policymakers should be involved in discussions about AI use. Staff should collaborate with colleagues and share best practices.

AI Literacy: All stakeholders should be equipped with the knowledge and skills to use AI effectively and ethically. Staff should be trained to effectively integrate AI into their practice and guide students.

STAFF USE OF ARTIFICIAL INTELLIGENCE

Permitted Uses by Staff

Staff are permitted to use district-approved AI tools to enhance their professional practice and support student learning, provided such use aligns with this policy and district guidelines.

Examples of permitted uses include, but are not limited to:

<u>Instructional Planning and Content Creation</u>: Staff are permitted to use district-approved AI tools to enhance their professional practice and support student learning, provided such use aligns with district policy and guidelines. Examples of permitted uses include streamlining lesson planning, organizing lessons efficiently, brainstorming ideas for assignments and research, creating differentiated learning materials, developing presentations, graphics, writing prompts, rubrics, and datasets (AI-created rubrics and materials require educator review), and generating explanations of complex concepts. AI can also support assessment and feedback by quickly assessing objective assignments, providing preliminary feedback on writing for educator refinement, analyzing learner response patterns, generating practice problems and error analysis, and using AI-powered assessment tools with educator oversight for formative and summative evaluation.

<u>Administrative and Communication Tasks</u>: Automating routine tasks can free up valuable time so more attention can be spent on helping students and teachers. AI tools can assist in drafting communications to parents and learners, with the added benefit of potentially translating content for multilingual families. Furthermore, AI can enhance various operational functions within the school district, such as scheduling and data analysis.

<u>Professional Learning and Research</u>: AI tools can support professional growth by suggesting resources on teaching strategies, subject knowledge, and classroom management. They can also help staff stay informed about the latest innovations in education. Furthermore, AI can be used for exploring and analyzing data or complex systems relevant to educational research or practice.

Prohibited Uses by Staff

Staff are prohibited from using AI tools in ways that violate academic integrity, compromise data privacy and security, or disrupt the educational environment. Prohibited uses include, but are not limited to:

<u>Sharing Confidential or Sensitive Information</u>: Inputting any personally identifiable information (PII) or sensitive/confidential district information (e.g., student records, staff personnel data, copyrighted student/staff work) into unvetted, public, or unsecured AI tools. All use of AI must comply with current data privacy laws and regulations.

STAFF USE OF ARTIFICIAL INTELLIGENCE

Misrepresenting Work: Submitting AI-generated content as their own original work without appropriate disclosure or using AI to complete tasks in a way that falsely represents the work as solely their own. While AI can be used as a starting point or tool, the final output must be the product of the staff member's critical thinking, expertise, and refinement.

Making Critical Decisions without Human Oversight: Relying solely on AI tools for critical decisions regarding students (e.g. grading final assessments, determining academic performance, making disciplinary decisions, or determining student placement, without rigorous human oversight and judgment). AI can support, but not replace, the educator's professional judgment.

Using Unvetted or Unapproved Tools: Using AI tools with students that have not been vetted and approved by the district, particularly those that do not comply with privacy and security standards (FERPA, COPPA, RSA 189:66 V) or authorizing students to use unapproved AI tools.

Creating or Spreading Harmful Content: Using AI to create or spread content that is inappropriate, biased, discriminatory, harmful, misleading, or violates copyright laws. Staff must critically evaluate AI outputs for accuracy, bias, and appropriateness.

Disrupting the Environment or Invading Privacy: Using AI tools to disrupt classroom activities, hinder others' learning, engage in inappropriate online behavior, or collect, share, or manipulate personal data of self or others without consent.

Engaging in these prohibited uses shall be considered a potential violation of the State Department of Education's Code of Conduct and Ethics for educators, a potential violation of District Policy EHAA as well as the District's standards with regard to educator conduct and professionalism. Hence, an employee may be subject to disciplinary action, up to and including termination of employment, depending on the severity of the infraction.

Data Privacy and Security

Protecting the privacy and security of student and staff data is extremely important. Staff must adhere to the following requirements:
- All use of AI tools must comply with applicable laws and regulations, including FERPA, COPPA, NH RSA 189:66 V, the Individuals with Disabilities Education Act privacy requirements as well as District Policy EHAA.
  - Only district-approved AI tools may be used, they have undergone a rigorous vendor vetting process, and comply with data privacy and security standards.
- Staff must never input personally identifiable information (PII) or sensitive/confidential district information into public or unvetted AI tools.
- Staff should take part in training provided by the district on data privacy and security best practices related to AI.

STAFF USE OF ARTIFICIAL INTELLIGENCE

Academic Integrity and Transparency

Staff play a critical role in fostering academic integrity in the age of AI and promoting transparency about its use. Staff responsibilities include:
- Modeling ethical and responsible AI use for students and colleagues.
- Teaching students about ethical use, disclosure, and citation of AI tools.
- Clearly communicating to students when and how AI use is permitted or prohibited for specific assignments, consistent with district policy and guidelines.
- Requiring students to disclose when they have used AI tools to assist with assignments and establishing clear guidelines for citing AI-generated content where appropriate.
- Designing assignments that focus on process, critical thinking, reflection, and higher-order skills that make it harder to use AI output to complete.
- Critically evaluating all AI-generated content (e.g., lesson materials, rubrics, student feedback) for accuracy, bias, developmental appropriateness, and alignment with learning standards before use. Do not use AI output without review.
- Addressing suspected plagiarism or academic dishonesty involving AI in accordance with district procedures.

Professional Learning and Support

The district is committed to providing ongoing professional learning and support to equip staff with the knowledge and skills necessary to effectively, ethically, and responsibly use AI in education. Staff are expected to actively participate in district-provided professional learning opportunities focused on AI literacy, ethical considerations, pedagogical strategies for AI integration, data privacy, and the evaluation of AI tools.

Human Oversight and Decision Making

AI is a tool to support human expertise and judgment, not replace it. Staff must maintain human oversight in all stages of AI implementation and use. Critical decisions, especially those impacting student learning, assessment, well-being, or personnel matters, must remain under rigorous human oversight and judgment. Staff must retain agency in decision-making and ensure AI use aligns with educational goals and values.

Policy Review and Updates

Recognizing the rapid pace of AI advancements, this policy is subject to regular review and updates to ensure its guidance remains relevant and effective. The district will periodically review AI strategies, policies, and approved tools, with input from stakeholders.

STAFF USE OF ARTIFICIAL INTELLIGENCE

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Presidential Actions: Advancing Artificial Intelligence Education for American Youth (Executive Order, April 23, 2025)

RSA 189:68-a - Learner Online Personal Information Protection

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306 Education Law 2-d
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331 1st Reading: September 2, 2025
332 2nd Review:
333 Adoption:
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