

BOARD OF EDUCATION

TUESDAY, MAY 26, 2026

6:00 PM

NASHUA NORTH BOARDROOM

Meetings are broadcast live on Channel 22 via Comcast or

LIVE Stream link to watch/listen Nashua ETV is: <http://tinyurl.com/NashuaETVStream>

AGENDA

ROLL CALL

OPENING STATEMENT

PLEDGE OF ALLEGIANCE

RECOGNITION/PRESENTATION(S): 2026 Retiree(s) Recognition

CONSENT AGENDA

- | | |
|---|--------------|
| • Board of Education Meeting Minutes | May 11, 2026 |
| • Curriculum and Evaluation Committee Meeting Minutes | May 12, 2026 |
| • Finance & Operations Committee Meeting Minutes | May 18, 2026 |
| • Policy Committee Meeting Minutes | May 19, 2026 |
| • Communications | |
| ○ Email Correspondence List (sent via email) | |

ITEMS REMOVED FROM CONSENT AGENDA

COMMUNICATIONS OUTSIDE THE CONSENT AGENDA

PUBLIC QUESTION/COMMENT PERIOD LIMITED TO ITEMS ON THIS AGENDA [15-minute time limit]

SUPERINTENDENT'S COMMENTS

BOARD RESPONSE TO SUPERINTENDENT'S COMMENTS

STUDENT MEMBERS OF THE BOARD COMMENTS

COMMITTEE ON BUDGET

Monday, June 8, 2026, 7:00 PM; NHS North Auditorium - *Public Hearing - All Divisions/Departments on FY27 budget*

Wednesday, June 10, 2026, 7:00 PM; City Hall Aldermanic Chamber - *Wrap-Up Session #1 **including trust funds***

Thursday, June 11, 2026, 6:30 PM; City Hall Aldermanic Chamber - *Wrap-Up Session #2 – if needed*

Tuesday, June 23, 2026, 7:30 PM; City Hall Aldermanic Chamber - *BOA 2nd reading and possible final passage of FY27 budget*

COMMITTEE ON FINANCE AND OPERATIONS – May 18, 2026

- Recommendation to approve the Broad Street proposal/plan for the PTO donation as presented at the Finance & Operations meeting of May 18, 2026.
- Recommendation to approve the energy efficiency projects at Charlotte Ave, Fairgrounds and Ledge Street Elementary Schools, the School Administration Building and Plant Operations, taking the shorter payback period. Funding will be via utility company rebates and finance payments via the monthly electrical bills.
- Recommendation is to approve the purchase of 800 HP Fortis G1m chrome books from IT Insiders at a cost not to exceed \$250,000. Funds are available in line 91.1.992225.71228 – Computer Equipment for FY26.
- Recommendation to approve the contract between the Adult Learning Center through its program Clearway High School and the Nashua School District as presented for July 2026 thru June 2027 at the rate of \$618,000.
- Recommendation to approve the contract between the Adult Learning Center, School Age Adventures and the Nashua School District as presented for the 2026-2027 school year.
- Recommendation to approve the FY26 April Transfer Reports

COMMITTEE ON POLICY – May 19, 2026

First Reading

- ECA District Security
- ECA-R District Security Procedures
- ECAF Use of Cameras on School Buses
- EI Risk Management
- EIE School District Employee and School Board Member Indemnification
- GCI Professional Development
- JH Student Attendance
- JH-R Student Attendance Procedure
- JHA Attendance Intervention Protocol

Second Reading

COMMITTEE ON CURRICULUM AND EVALUATION – May 12, 2026

COMMITTEE ON HUMAN RESOURCES

- Recommendation to approve the Personnel Recommendations dated May 11, 2026
- Recommendation to approve the Stipend Committee changes to advisor pay for the 2026-27 school year.
- Recommendation to approve the Administrative Evaluation form.
- Recommendation to approve the Non-Affiliated Employee Handbook for 2026-2027.

UNFINISHED BUSINESS

NEW BUSINESS

- District Office HVAC Update
- Recommendation to approve the Memorandum of Understanding with the Traveling Tooth Fairies (Sealing Smiles Across NH and Nashua School District) for the 2026-2027 school year.
- Recommendation to approve the Memorandum of Understanding with the Community Council of Nashua, NH d/b/a Greater Nashua Mental Health (GNMH) for the 2026-2027 school year.
- Recommendation to approve the Nashua Education Foundation Spring 2026 Grants.
- Recommendation to approve the Unit C Secretaries Agreement between the Nashua Board of Education and The Nashua Teachers' Union, July 1, 2026 through June 30, 2029

LIAISON REPORTS

PUBLIC COMMENTS [15-minute time limit]

BOARD MEMBERS' COMMENTS

NONPUBLIC SESSION, IF NEEDED:

RSA 91 A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests an open meeting in which case the request shall be granted.

RSA 91 A:3 II (b) The hiring of any person as a public employee.

RSA 91 A:3 II (c) Matters which, if discussed in public, likely would affect adversely the reputation of any person, other than a member of the BOE, unless such person requests an open meeting.

RSA 91 A:3 II (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof, because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled....

RSA 91 A:3 III Minutes of the meetings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, *unless, by recorded vote of 2/3 of the members present taken in public session, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the Board....*

NEXT MEETING(S):

BOA/BOE Meeting, Thursday, June 4, 2026 @ 7:00 pm (City Hall, Aldermanic Chambers)

BOE Meeting, Monday, June 29, 2026 @ 6:00 pm

ADJOURNMENT;
NONMEETING FOR NEGOTIATIONS, IF NEEDED;
NONMEETING WITH COUNSEL, IF NEEDED

Broad Street Elementary



PTO-Funded Capital Improvement Projects

Project Overview

- Approximately \$185,000 raised through charitable gaming proceeds
- Three projects designed to enhance student learning and wellness
- No impact on the district operating budget
- Focus on engagement, accessibility, and long-term school improvement



Integrated Gymnasium AV System

- Modern sound and projection system for assemblies and events
- Wireless microphones and simple staff controls
- Improved speech clarity and presentation quality
- Recommended vendor: Pro-AV for best value and gym suitability



Gymnasium Climbing Wall

- 20-foot traversing climbing wall with Safari monkey bars
- Promotes strength, coordination, and confidence
- Supports inclusive physical education opportunities
- Funded through Jog & Jump fundraiser and PTO support







Outdoor Classroom

- Repurposes unused preschool playground space
- Includes seating, ADA-accessible table, and flexible learning areas
- Supports experiential and outdoor learning
- Safe, enclosed, and directly accessible from the building





Overall Impact

- Enhances student engagement and school culture
- Expands instructional and wellness opportunities
- Improves facilities without district capital expense
- Creates lasting benefits for students, staff, and families





38 Riverside Street
Nashua, NH 03060
603-966-1500, Fax: 603-594-4361

Shawn Smith
Director, Plant Operations

May 14, 2026

To: Krystal De Gray, Chief Operating Officer

From: Shawn M. Smith, Plant Operations Director

Subj: Proposal for Energy Reduction Projects at Five School Facilities

We propose to take advantage of the NH Saves program to install energy saving lighting and other electricity saving devices in three elementary schools (Charlotte Ave, Fairgrounds and Ledge St), the School Administration Building and Plant Operations. The proposed program is summarized on the attached spreadsheet.

Under this program Eversource provides a rebate of approximately 50% of the project cost and funds the remainder via financing that allows us to pay back the balance through our monthly electrical bills. The affect of this program on the bills will be cash neutral or slightly positive. After the balance is paid off (typically 26 to 51 months depending on the facility), we will reap the benefits of over \$31,000/year (or more) reduction in our energy costs per school. The Administration Building and Plant Operations buildings will reap the same benefits albeit with smaller savings due to their relatively smaller building square footage.

At the elementary schools the primary savings will come from converting from T5 fluorescent lighting to LED. We will also be installing efficient electrical outlets, installing more efficient motors in the walk-in cooler and freezer and adding new exhaust hood controls in the kitchen. In the Administration Building we will be installing LED lighting, electrical outlets and installing more efficient motors and controls in the HVAC system. At Plant Operations we will be installing LED lighting, replacing the transformers and installing new outlets.

Recommendation to approve the energy efficiency projects at Charlotte Ave, Fairgrounds and Ledge Street Elementary Schools, the School Administration Building and Plant Operations, taking the shorter payback period. Funding will be via utility company rebates and finance payments via the monthly electrical bills.

Shawn M. Smith

Location	Project Cost	Eversource Rebate	Total Cost	Payment Term (months)	Monthly Amount (in Electrical Bill)	Estimated Cash Flow	Est Monthly Savings (after term)	Est Annual Savings (after term)
Charlotte Elementary	\$213,525.00	\$107,897.40	\$105,627.60	50	\$2,112.55	\$694.32	\$2,806.87	\$33,682.46
				38	\$2,779.67	\$27.20		
Fairgrounds Elementary	\$217,879.00	\$113,711.40	\$104,167.60	44	\$2,367.45	\$735.25	\$3,102.70	\$37,232.36
				34	\$3,063.75	\$38.95		
Ledge St. Elementary	\$208,796.00	\$106,835.40	\$101,960.60	51	\$1,999.23	\$647.19	\$2,646.42	\$31,757.07
				39	\$2,614.37	\$32.05		
School Administration	\$55,043.00	\$26,741.70	\$28,301.30	37	\$764.90	\$228.80	\$993.70	\$11,924.40
				29	\$975.91	\$17.79		
Plant Operations	\$50,774.00	\$24,298.20	\$26,475.80	34	\$778.70	\$253.17	\$1,031.87	\$12,382.39
				26	\$1,018.30	\$13.57		
Total Savings:							\$10,581.56	\$126,978.68

To: Finance and Operations Committee and Nashua Board of Education

From: Nick Miseirvitch, Chief Information Officer

Date: May 11, 2026

RE: Chrome Book Purchase – FY26

Within three (3) years, approx. 65% of the School District's chrome book inventory (~9,000 devices) will become obsolete and will no longer be viable for student use. In order to get ahead of this issue, The Department of Information Technology is recommending the purchase of additional chrome book devices each year to avoid this looming deficit. Additionally, IT staff will be reviewing the existing inventory to optimize the placement of the current devices. Quotes were received from three (3) vendors as listed below:

<u>Vendor</u>	<u>Unit Price</u>	<u>Qty</u>	<u>Total Cost</u>
IT Insiders*	\$302.39	800	\$241,912
Connection	\$290.00	800	\$258,125
Bluum	\$299.89	800	\$265,512

Note: * IT Insiders includes the cost of the necessary Google License for each device

The opportunity to pursue another manufacturer was investigated during this process. Both have an improved modular design over previous models for the ability to replace additional damaged components as well as ruggedized features. Ultimately, it came down to the location of the power button – HP kept the location on the keyboard as opposed to moving it to the side where it is more prone to damage while bouncing around in a back pack.

The prices above reflect the distributor's inventory as of early April, 2026. The actual cost at time of order may increase due to global market conditions and demand on individual components.

Recommendation is to approve the purchase of 800 HP Fortis G1m chrome books from IT Insiders at a cost not to exceed \$250,000. Funds are available in line 91.1.992225.71228 – Computer Equipment for FY26.



**CLEARWAY HIGH SCHOOL
AND
NASHUA SCHOOL DISTRICT**

**AGREEMENT FOR SERVICES
July 2026 – June 2027**

Agreement made this _____ day of _____ 2026, by and between the Nashua Adult Learning Center, Inc., through its program, Clearway High School, 4 Lake Street, Nashua, NH 03060 (“the Program”) and the Nashua School District, 141 Ledge Street, Nashua, NH 03060 (the “District”), a cooperation organize under RSA Chapter 194 of the laws of New Hampshire.

OVERVIEW

Clearway High School was established by the Nashua Adult Learning Center, Inc. in 1977 as an alternative high school program for teenagers who need a specialized setting to be successful. Students may earn a Clearway High School diploma or a HiSET diploma.

Clearway’s mission is to educate teenagers so that they learn to function effectively as adults. We do this by helping them improve their basic academic and work skills, their decision-making skills, and daily life skills. Small class sizes offer individualized attention and promotes academic achievement. Clearway educates approximately 80 Nashua teens each year.

Whereas, Clearway High School wishes to provide academic services for Nashua students who need an alternative setting to achieve a Clearway High School diploma or prepare for the HiSET exam, the following will be provided:

SERVICES

- Clearway meets all NH State educational standards. **(See Attached Approval.)**
- Clearway is approved by the NH Department of Special Education for the education of students with identifications that include: Emotional Disturbance, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment. **(See Attached Approval from the New Hampshire Department of Education in effect through June 30, 2026.)**
- Students choosing to earn a Clearway High School diploma can do so by accumulating 20 credits and remaining enrolled in a full-time schedule for at least one calendar year.
- Some students may choose to pursue a HiSET diploma. Clearway’s HiSET curriculum provides competency in basic educational skills, including language arts, mathematics, science and social studies.

- Life Skills instruction helps students to become more proficient in the tasks that are required of adults in daily life. Students explore career opportunities, learn employability skills, and are directly supported in their efforts to seek and sustain employment and to further their education.
- Technology skills are developed in classes including instruction in basic operations, database applications, spreadsheet applications, PowerPoint, graphic design and web site design.
- Transition services include career assessment and planning, exploration of higher education and professional training institutions, SAT planning, and referrals to supportive agencies and programs including NH Vocational Rehabilitation and Adult Learning Center services, particularly the tutoring program and childcare.
- Enrichment activities are designed to expand students' vision. They include guest speakers, outdoor activities and field trips.
- Counseling is provided on a wide variety of issues important to teens in making a successful transition into adulthood.
- Students are provided with a free breakfast and lunch daily.
- All academic materials and supplies are provided at no charge to students.
- Attendance reports will be provided to the Guidance Department by written request to the Clearway Director.
- Copies of attendance letters to students who have not been attending Clearway will be provided to the District.
- Representatives from Clearway, which may include the Clearway Director, or Executive Director will be in attendance at any meetings or events scheduled by the District.
- Clearway will follow all safety policies and procedures to ensure the safety of all students and Clearway staff, to include contacting DCYF as appropriate.

SCHOOL SCHEDULE

Classes are held Monday through Friday from 8:18 AM to 2:08 PM at 40 Arlington Street in Nashua.

With few exceptions, Clearway High School follows the Nashua School District calendar.

FINANCIAL AGREEMENT

- The Nashua School District will be allocated a total of 45 spots for identified and non-identified students with a maximum cap of special education students at 10 students. Should the district need additional special education spots, they will be billed at the NH DOE approved rate.
- The rate for the FY 2026 – FY 2027 school year is \$618,000.
- The Nashua School District will provide a P.O. to the Nashua Adult Learning Center.

REFERRAL PROCESS

- All enrollment referrals must come through the Nashua School District's Guidance Department or Special Education Office.
- Clearway practices rolling admissions so that students are placed as soon as possible after the time of referral.
- An interview with Clearway's Director is required.
- Reasons for referral may include academic achievement, behavioral difficulties, attendance, health problems, or other reasons which prevent a student from succeeding in the public school.
- Although the majority of referrals are accepted, Clearway High School reserves the right to make the final determination to enroll a student.

Nashua Adult Learning Center, Inc.

Name: Carol Baldwin

Title: Executive Director

Signature

Date

Nashua School District

Name:

Title:

Signature

Date



**NASHUA ADULT LEARNING CENTER, INC.
SCHOOL AGE ADVENTURES PROGRAM**

AGREEMENT WITH NASHUA PUBLIC SCHOOLS

Agreement made this _____ day of _____, 2026, by and between the Nashua Adult Learning Center, School Age Adventures, 4 Lake Street, Nashua, NH 03060 (“The Program”) and the Nashua School District, 141 Ledge Street, Nashua, NH 03060 (“The District”), a cooperation organized under RSA Chapter 194 of the laws of New Hampshire.

Whereas, the program wishes to provide a supervised schedule of educational activities and child care for Nashua elementary and middle school children, whose parents are not home in the AM, PM or both; and whereas the district is willing to provide space in its elementary and middle school buildings for such purpose;

Now, therefore, it is agreed:

1. For the period beginning the week following the first day of school and ending on the last full day in the 2026-2027 school year, the district shall provide space to the program at Bicentennial, Birch Hill, Broad Street, Charlotte Avenue, Fairgrounds, Main Dunstable, New Searles, and Sunset Heights Elementary Schools for a rental fee of \$5 per day/per school. The rental fee shall be paid monthly, and in arrears, on the 10th day following the end of each month that the agreement is effective. Payment shall be made by check in the name of the Nashua School District and delivered to the Office of the Superintendent of Schools, 141 Ledge Street, Nashua, NH 03060.
2. That should it be necessary to provide additional custodial coverage for the program charges will be calculated consistent with the district’s policies for providing these services to any organization using the district’s facilities.
3. That an updated copy of the New Hampshire license to operate and conduct a childcare facility must be filed with the Office of Superintendent of Schools prior to the programs operation. (RSA 170-E:3)
4. The number of children served by the program daily shall be in compliance with the space and standard requirements set by the state licensing division. Barring extenuating circumstances, the hours of the program shall be:

AM 6:30 – start of school
PM 6:00 - student dismissal

5. The program will abide by all policies, regulations and administrative procedures pertaining to the use of the district's facilities.
6. The space to be provided for the program will ordinarily consist of the school cafeteria. In addition, other facilities at the school may be available to the program upon approval of the principal.
7. The program is solely responsible for its conduct and activities and shall develop procedures to minimize direct involvement of school personnel.
8. That the program will accept children with disabilities in accordance with its policy and as contained in the parent's School Age Care Handbook.
9. The program will be responsible for reimbursing the district for repairing or replacing any equipment, furniture or other damages to the facility that has been caused directly by the program's enrollees or staff and for any bodily injury resulting from the operation of the program.
10. During the term of this agreement the program shall maintain liability Insurance, naming the district as an additional insured, in the amount of \$1,000,000 for each occurrence and \$1,000,000 aggregate. Prior to the beginning of the program, a current copy of the insurance certificate must be on file with the Superintendent of Schools.
11. That provided space is available, the program shall have the option to renew this agreement for the 2027-2028 school year by written notice to the Superintendent of Schools, 141 Ledge 4Street, Nashua, NH 03060.

Nashua Adult Learning Center, Inc.

Print Name

Signature

Title

Date

Nashua Public School District

Print Name

Signature

Title

Date

TRANSFER REPORT

NASHUA SCHOOL DISTRICT

April 2026



NASHUA
SCHOOL DISTRICT
Gateway to Opportunity

City of Nashua, New Hampshire
NON-PAYROLL BUDGET TRANSFER
(WITHIN THE DEPARTMENT)

Department: Business

Date of Request: 4/29/2026

To: **FINANCIAL REPORTING**

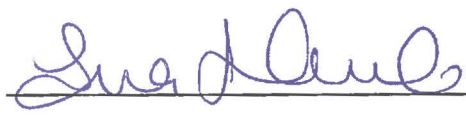
Entry # 222

Per the explanation below, please process a budgetary transfer as follows:

FROM:	Accounting Unit	Account	Activity	Account Category	Amount
	91.1.992225	53628			\$25,000.00

TO:	Accounting Unit	Account	Activity	Account Category	Amount
	91.1.012320	53128			\$25,000.00

REASONS: to remit legal fee payment

 4/29/26

Department Signature

Date

Tina Avelar, Business Manager

City of Nashua, New Hampshire
NON-PAYROLL BUDGET TRANSFER
(WITHIN THE DEPARTMENT)

Department: Mt. Pleasant Elementary School

Date of Request: 4/14/20

To: **FINANCIAL REPORTING**

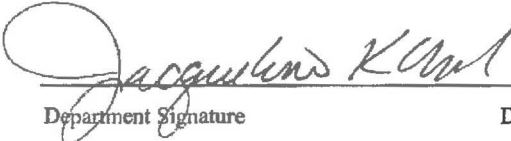
Entry # 217

Per the explanation below, please process a budgetary transfer as follows:

	Accounting Unit	Account	Activity	Account Category	Amount
FROM:	91.1.181160	61100			\$2,727.53
	91.1.181160	61135			\$2,827.99
	91.1.181160	55607			\$800.00
	91.1.181160	55600			\$88.00
	91.1.182410	61100			\$600.00
	91.1.181112	61135			\$250.00
	91.1.182130	61142			\$4.95
	91.1.182140	61135			\$75.00

	Accounting Unit	Account	Activity	Account Category	Amount
TO:	91.1.181160	71800			\$7,373.47

REASONS: Move funds to purchase student furniture


Department Signature

Date 4/14/20

City of Nashua, New Hampshire NON-PAYROLL BUDGET TRANSFER (WITHIN THE DEPARTMENT)

Department: Fairgrounds Middle School

Date of Request: 4/9/2026

To: **FINANCIAL REPORTING**

Entry # 213

Per the explanation below, please process a budgetary transfer as follows:

	Accounting Unit	Account	Activity	Account Category	Amount
FROM:	91.1.061113	61135			\$446.00
	91.1.061160	71221			\$2,054.00

	Accounting Unit	Account	Activity	Account Category	Amount
TO:	91.1.061160	71228			\$2,500.00

REASONS: To increase amount in the computer line in order to be able to renew our subscription with "Ed Puzzle" science computer software.


 Department Signature

4/9/26
 Date

City of Nashua, New Hampshire
NON-PAYROLL BUDGET TRANSFER
(WITHIN THE DEPARTMENT)

Department: Technology

Date of Request: _____

4/8/2026

To: FINANCIAL REPORTING

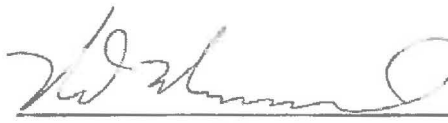
Entry # 212

Per the explanation below, please process a budgetary transfer as follows:

FROM:	Accounting Unit	Account	Activity	Account Category	Amount
	91.1.992225	55400		Conferences/Seminars	\$7,000.00

TO:	Accounting Unit	Account	Activity	Account Category	Amount
	91.1.992225	61607		Computer Supplies	\$7,000.00

REASONS: I need to purchase some additional computer supplies which we have depleted. In addition, I would like to have
funds to cover any unexpected purchases and emergencies for computer issues.



Department Signature

4/8/26

Date

City of Nashua, New Hampshire
NON-PAYROLL BUDGET TRANSFER
(WITHIN THE DEPARTMENT)

Department: District Office

Date of Request: 4/7/2026

To: **FINANCIAL REPORTING**

Entry # 211

Per the explanation below, please process a budgetary transfer as follows:

	Accounting Unit	Account	Activity	Account Category	Amount
FROM:	91.1.992225	55400			\$2,500.00

	Accounting Unit	Account	Activity	Account Category	Amount
TO:	91.1.012320	61299			\$2,500.00

REASONS: To move money to increase supplies lines within Admin Offices


Department Signature

4-7-2026

Date

City of Nashua, New Hampshire
NON-PAYROLL BUDGET TRANSFER
(WITHIN THE DEPARTMENT)

Department: New Searles Elementary

Date of Request: _____

4/1/2026

To: FINANCIAL REPORTING

Entry # 207

Per the explanation below, please process a budgetary transfer as follows:

FROM:	Accounting Unit	Account	Activity	Account Category	Amount
	91.1.191160	54450		Shared Intr - Office Equip & Repairs	\$400.00
	91.1.191160	55400		Conferences & Seminars	\$300.00
	91.1.191160	55600		Printing Services	\$190.20
	91.1.191160	55607		Postage & Delivery	\$10.00
	91.1.191160	71221		Computer Equipment	\$208.01
	91.1.191160	71800		Furniture & Fixtures	\$4,767.86

TO:	Accounting Unit	Account	Activity	Account Category	Amount
	91.1.191160	61135		Shared Instr - Educational Supplies	\$5,876.07

REASONS: Transferring remaining funds of above listed budgets to Shared Instruction - Educational Supplies budget.



Department Signature

4/1/26

Date

*ECAF, ECA-R***DISTRICT SECURITY**

The Superintendent, or their designee, shall develop and maintain District Security Procedures which will ensure the safety and security of all students, staff and visitors to District property and to safeguard District buildings, grounds, and equipment. District Security shall be reviewed annually and any changes should be made to either *Policy ECA-R District Security Procedures* or *Policy ECAF - Use of Cameras on School Buses* and submitted to the BOE for review.

The District Security Procedures will establish protocol for staff/visitor/contractor identification, building occupancy accountability, access control both during and after the school day, ~~portable classroom access~~, school dismissal procedures, key control, alarm codes, access control system programming and video surveillance.

School principals shall be responsible for implementing the District Security Procedures for their buildings. Non-instructional buildings shall each have a staff member designated as the building safety coordinator. ~~Procedures for use of cameras on school buses will use established protocol for the utilization of security surveillance as well as the recording, storage and saving of media. The District Transportation Director shall be responsible for implementing the Use of Cameras on School Buses procedure with the transportation provider.~~

Both the initial version and updates to *Policy ECA-R District Security Procedures* and ~~*Policy ECAF - Use of Cameras on School Buses*~~ will be reviewed and approved by the Board of Education.

Legal References:

Legal References Disclaimer: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Board Approved: 04/12/2010, 05/08/2017

DISTRICT SECURITY PROCEDURES

Introduction

The procedures set forth below are not designed to restrict or limit access to Nashua Public Schools for individuals who have legitimate reasons for being in the schools. Rather, these procedures have been established to properly identify all visitors to District buildings and control access so that only visitors with legitimate business are allowed to enter Nashua Public Schools. An effective access control policy will enhance the overall security of District campuses and prepare each building to respond to an emergency event.

Employee Identification

All employees will be issued photo identification/proximity reader cards by the District at the time of initial employment or transfer to a new position, including continuing and long-term substitutes. IDs will be provided through the Central Office Human Resources Office for all District staff. In a limited number of instances, the Superintendent or designee may authorize the Human Resources Office to issue an identification card to a contractor providing services to the District on a regular basis. Contractors who are issued a district ID must be fingerprinted and go through a criminal background check. ID's will not be issued to a contractor until the district has received a clear background check.

Official photo identification must be worn above the waist at all times by employees so that the ID is easily recognizable to other employees, visitors and students. Additionally, employees with keys to classroom doors shall wear those keys on lanyards at all times to provide immediate access to the keys in the event of a lockdown. Alternatives to lanyards may be approved by a school administrator.

Should an employee forget to bring his or her ID card and keys to school, the main office will issue a lanyard with a proximity reader/non-photo identification card and keys which can lock any classroom door. The employee will be asked to render his/her driver's license or other form of security (i.e., car keys) to the school secretary at the time the lanyard is provided. The identification will be returned to the employee when the lanyard is returned at the end of the day. Each school shall be responsible for safe security and return of photo IDs or other forms of security.

Upon receipt of a personnel action form terminating a staff member from the employ of the Nashua School District, the Assistant Director of Plant Operations for Safety/Security HR-Office will remove the employee from the access control system. The principal shall also retrieve the ID card and keys from the employee at the time of separation from the District and return them to the Assistant Director of Plant Operations for Safety/Security.

Each employee must immediately report the loss of an employee identification card to the principal or principal's designee. The school office must then make arrangements with the Human Resources Office for the employee to obtain a new identification card.

An employee will be provided with one free replacement card ~~once every three years~~. Thereafter, the employee will be charged \$10 for each additional replacement of his or her identification card ~~within the three-year period~~. The District may periodically re-issue identification cards to all employees.

Employee identification will be accepted for access at every school, although employees other than Plant Operations maintenance personnel must sign in on the visitor logs in schools to which they are not routinely assigned. Plant Operations maintenance personnel are required to radio the head custodian of their presence when they arrive at a school.

There will be a zero-tolerance policy for employees releasing their issued employee identification cards to other unauthorized staff members, students or members of the public. Staff members found in violation of this policy will be subject to disciplinary action, up to and including dismissal.

Substitute Identification

At the beginning of his/her shift, a substitute will report to the main school office where he/she will be issued a lanyard with a proximity reader/non-photo identification card and keys to lock classroom doors. The lanyard shall be worn at all times. The substitute will be asked to render his/her driver's license or other form of security (i.e., car keys) to the school secretary at the time the lanyard is provided. The identification will be returned to the substitute when the lanyard is returned.

Visitors to the School

All visitors must be vetted prior to being granted admittance into the school. Examples of vetting include confirming a parent/guardian's identity for dismissal purposes, verifying that a staff member is expecting the individual for a scheduled meeting, or ensuring that a contractor is authorized and scheduled to perform work on the property. Vetting should occur while the visitor remains outside the main entrance, utilizing the door intercom system. Once vetting is complete, the visitor may be allowed into the school vestibule. Visitors are required to remain in the vestibule to conduct their business unless they have a scheduled meeting. Visitors with confirmed appointments may be admitted into the main office.

If the visitor will require access beyond the vestibule aAll visitors are required to sign in at the school's main office or security office.

All schools will have a visitor log located in the main office or security office for visitors to sign before proceeding further into the school. The visitor log shall consist of the date of the visit, the visitor's full name, the time in and the time out, who he/she is visiting, and the purpose of the visit.

Each visitor will be required to display an official school visitor pass on the outside of his/her clothing above the waist at all times until he/she signs out to leave the building. ~~BOE members may use their school identification badge.~~ The pass will be a disposable sticker, and must include the visitor's name as well as the school and date of the visit.

It is the responsibility of each visitor to sign out of the building each day and, if applicable, return his/her pass to the school office.

Visitors or individuals who cause a disruption on campus or who are found to be trespassing on campus may be asked to leave the campus. Nashua Police may be called for any individual not complying with the school's request to leave the campus.

It is the responsibility of the school to ensure that visitors other than district staff members, designated volunteers, and approved contractors receive a staff escort to their destination and a staff escort back to the main office or security office once their visit has finished.

All visitor login sheets and other documents pertaining to visitor entry should be kept on file with the school for the duration of the school year. These documents shall be kept on file for a minimum of 30 days beyond the end of the school year.

Vendor/Contractor Identification

Any vendor or contractor requiring access beyond the main office, kitchen or loading areas shall be required to sign in as a visitor and receive a temporary visitor's pass. Vendors shall present appropriate identification, such as an employee's identification badge or driver's license.

When delivering supplies or working inside a District building, the principal may require the vendor to be accompanied by authorized school personnel.

Occupancy Accountability

Each school must develop a procedure to access lists of all students present in the building at the point an emergency incident occurs at the school. These lists must be readily accessible and transferable during an emergency event. Each school should designate a primary and alternate staff member responsible for this task during any incident that requires occupancy information.

Any lists of adults present in the building (visitor or staff log) shall be readily accessible and transferable during an emergency event, with a primary and alternative staff member responsible for this task during any incident that requires occupancy information.

Access Control During the School Day – Classroom and Building Doors

All classroom doors must be shut and locked when classrooms are unoccupied. Custodial and mechanical closets must also be locked at all times unless Plant Operations staff is present.

Doors may be unlocked for morning entry points for arriving students and dismissal passage at the end of the school day. All entrances must be locked during the school day from the start of classes until dismissal.

Building administrators have the discretion to temporarily unlock doors during the school day for special school events that may require usage of these doors by parents and other visitors to the events.

~~All school doors opened for arriving students, student dismissals, visitors for special events and other occasions during the school day shall be monitored by school staff. If a building administrator elects to open one or more doors for arriving students or special events during the school day, they are responsible for ensuring that a staff member is assigned to each open door to monitor activity and prevent unauthorized entry into the building.~~

~~All schools, where applicable, will develop a system utilizing theatre style roping systems to funnel visitors into the main office for screening upon building entry.~~

All visitors to elementary and middle school building main entrances and kitchen/loading dock doors will be screened by main office personnel viewing CCTV monitors and requesting visitors to state their names and business prior to entering the building. Visitors to NHS North and NHS South will have their initial screening, identification verification and pass issuance completed through the security ~~station~~ office.

School personnel have the authority to deny a visitor access to the building, and to request further identification before he or she is permitted to enter the building. In all cases where access is denied, an administrator shall be notified immediately of the circumstances of the denial. Personnel should not step outside of the building to conduct additional screening. If there is any indication that the visitor may be agitated, dangerous or unstable, the School Resource Officer or Nashua Police Department should be immediately notified.

Unauthorized opening of perimeter doors exposes buildings to undue risk and defeats the purpose of the security system developed by the District. Because of the seriousness of this violation, security personnel and school administrators must make all reasonable attempts to identify and take appropriate disciplinary action against offenders.

Portable Classrooms

~~All portable classroom doors must remain locked while classes are in session.~~

~~A student who is approved by a staff member to travel to and from the main building during class time will be provided with a temporary proximity card to gain access to the main building~~

~~The access control system will be programmed to unlock designated doors at the main building to enable students to move freely between the school building and portable classrooms during class transition times.~~

~~The school principal is responsible for ensuring that during class changes at least one staff member is assigned to be outside between the main building and portables monitoring the safe transition of students from one building to the other and assuring no unauthorized individuals attempt to enter the building.~~

School Dismissals

All schools must establish a dismissal process that allows for an orderly school dismissal, monitored by school personnel at each perimeter door utilized for the dismissal.

Schools shall follow the procedures for early dismissal of students as outlined in procedure JH-R, *Student Attendance Procedures*.

Any other special circumstances for dismissal, whether temporary or permanent, and requiring an older sibling, relative or neighbor to accompany a student must be authorized in writing and signed by the student's parent or guardian.

After School Activities and Security Procedures

Following the dismissal of students, all school doors not designated as after school entrances should be secured by the school personnel at those doors. Within 30 minutes after dismissal school maintenance staff will insure that these school doors are secured and locked.

If schools do require access for after school activities, unique procedures for each school must be developed to allow for specific doors to remain open for those activities.

Each after school/weekend activity will have a designated advisor who is responsible for ensuring the supervision of participants.

Access Control Program Administration

All access control technology and equipment will be purchased and maintained through the Plant Operations Department. Requests for repairs to access control technology and equipment must, therefore, be made through the Department's work order process.

Any serious violations of access control policies and/or procedures may, in fact, be illegal and constitute trespassing or a violation of other criminal statutes. In circumstances where a criminal violation may exist, a report must be made immediately to the Nashua Police Department.

In consultation with the Director of Plant Operations, the Superintendent shall designate the Assistant Director of Safety and Security to provide district-level oversight of school security procedures and access control program administration. This individual may periodically conduct internal reviews or audits at the District or school level to assure compliance with policies and procedures.

Keys

All new Nashua School District keys must be stamped with an identification number in order to be correctly tracked and inventoried.

All schools will be responsible for maintaining a key log provided by the Plant Operations Department. The key log will note each numbered key issued, who the key was issued to, what areas the key will unlock, and when the key was returned.

The school principal is responsible for ensuring that all keys are appropriately issued to new employees and documented through the key log, and for ensuring that all keys are appropriately returned and signed back in when an employee leaves the employ of the School District or transfers to another building.

An employee must immediately report a lost or missing key to the school principal or designee.

Inside master keys and outside master keys shall only be issued to administrative and maintenance staff. Outside master keys may only be issued to those staff members who have a pin code to arm/disarm the security alarm system.

There will be a zero-tolerance policy for employees releasing their issued key(s) to other unauthorized staff members, students or members of the public. Staff members found in violation of this policy will be subjected to disciplinary actions, up to and including dismissal.

Alarm Codes

All requests to issue new alarm system pin codes or remove existing codes from the alarm system shall be approved by the Plant Operations Department. Staff members who do not hold an outside master key or have after-hours access privileges assigned to their access control employee identification card will not be issued an alarm system pin code.

It is the duty of the principal to immediately notify the Plant Operations Department of any staff member holding an alarm system pin code who leaves the employ of the District or transfers to another building.

Alarm system pin codes will only be issued to administrative staff, maintenance staff, and select high school athletic staff.

There will be a zero-tolerance policy for employees releasing their issued pin code to other staff members, students or members of the public. Staff members found in violation of this policy will be subjected to disciplinary actions, up to and including dismissal.

Video Surveillance

Cameras may be placed in all areas other than areas where people have an expectation of privacy such as change rooms, locker rooms and bathrooms. Areas chosen for surveillance shall be where surveillance is a necessary and viable deterrent.

- Only authorized personnel shall have access to the surveillance monitor controls. Only an administrator, authorized staff members, or police officers shall have access to the video monitors while they are in operation.
- Only those authorized by the Superintendent/designee, Principal/designee, Assistant Director of Safety and Security, ~~or Director of Transportation~~ shall have access to the recordings.
- Video monitoring of buildings or areas will be retained for at least three weeks and then will be erased.
- Copies of recordings of incidents subject to investigations, court cases or due process hearings must be saved and retained until resolved.
- Video surveillance may be used for inquiries and proceedings related to law enforcement, student and employee hearings.
- A copy of a video recording can be released to appropriate authorities.

Requests by the public or media for viewing a video recording must be made in writing to the Superintendent or his/her designee and, if the request is granted, such viewing must occur in the presence of the District's designated custodian of the recording. Under no circumstances will the District's video

recording be duplicated and/or removed from District premises unless in accordance with a court order, subpoena and/or in conjunction with an investigation conducted in cooperation with law enforcement agencies.

Legal References:

***Legal References Disclaimer:** These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

Board Approved: 09/09/2013, 05/30/2017, 03/11/2019, 10/16/2019, 04/30/2020

USE OF CAMERAS ON SCHOOL BUSES

~~In order to promote school bus safety for students attending the public, private and parochial schools in the Nashua School District the Board of Education empowers the Superintendent of Schools to utilize security cameras on those bus routes under the jurisdiction of the District. Security cameras may be utilized on those routes where the behavior of riders is such that the regular methods of discipline have failed to insure a safe bus ride to and from school. All media will be used in a manner that is consistent with protecting the confidentiality of persons pictured. Students may be suspended from riding the bus in accordance with RSA 189:9-a.~~

General Authorization

Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2.

NOTE CONCERNING AUDIO RECORDINGS: Recordings that include audio must also comply with the limitations of RSA 570-A:2, II (k)(2), which provides in pertinent part: "In no event, however, shall the recording be retained for longer than 10 school days unless the school district determines that the recording is relevant to a disciplinary proceeding, or a court orders that it be retained for a longer period of time. An audio recording shall only be reviewed if there has been a report of an incident or a complaint relative to conduct on the school bus, and only that portion of the audio recording which is relevant to the incident or complaint shall be reviewed."

Notification

This policy constitutes notification that audio and video recordings may be made on school buses used in the district. See also Board policy JICK - Student Safety and Violence Prevention - Bullying.

The Superintendent or his/her designee shall ensure that there is a sign prominently displayed on the school buses informing the occupants of the school buses that such video and audio recordings are occurring. Notification of such video and audio recordings on the bus will also be included in the Student-Parent Handbook as well as the District and school websites.

Procedures Concerning Usage and Retention of Audio Recordings

The Superintendent is charged with establishing additional administrative procedures consistent with this policy to address the length of time which any audio recording is retained, ownership of the recording, limitations on who may view and listen to the recording, and provisions for erasing or destroying the recordings. Video recordings without audio may be used, retained or destroyed as provided in Board policy EEAA.

Recordings may be viewed/heard only by the following persons and only after expressly authorized by the Superintendent:

- Superintendent or designee
- Transportation Coordinator
- Investigators or attorneys retained by district
- Business Administrator

- Building Administrator
- Law Enforcement Officers
- Parent/guardian of any student involved in disciplinary proceedings and present on the recording.

The Superintendent is authorized to consult with the District's attorney relative to the use and retention of an audio and video recording either generally or in reference to a particular occurrence.

Student Records

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

Legal References:

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Board Approved: 12/15/2003 (replaces 5421); 05/08/2017; 06/26/2017

RISK MANAGEMENT

The Board recognizes its responsibility for properly managing the resources of the school system. This responsibility includes concern for the safety of students, employees and the public, as well as concern for protecting the system's property from loss. No new policy or procedure will be adopted or approved by the board without first giving careful consideration to the school system's risk exposure.

Responsibility for risk management is delegated to the Superintendent of Schools and his/her designees. The Superintendent may, subject to Board approval, retain the services of such consultants and attorneys as are necessary to protect the interests of the District. Risk management includes the procurement and management of an appropriate insurance or self-insurance program, attendance at hearings, the management and settlement of litigation, and the effort to reduce risk in the operations of the District. It is the intent of this policy to neither expand nor contract the general duty of care that the District owes its students, employees and the public.

The Board realizes that the assumption of some predictable risks is the most economically feasible method of treating certain exposures. When it is in the apparent best interest of the system, the board may budget for and retain limited and predictable risks of financial loss, through the use of contingency funds, deductibles, etc. or participation in pooled risk management programs with other School Districts.

When the purchase of commercial insurance is deemed necessary, such purchase will be made on the basis of service offered by the insurer, the reliability and financial stability of the insurer, and the price of the insurance as competitively determined.

The Board does not recognize any obligation to purchase insurance from a particular agent, broker or insurer representative or from any group of agents, brokers or insurer representatives other than an obligation based on the above stated considerations.

The Board charges the Superintendent with the responsibility for preparing an annual risk management audit report. The report shall include a description of the system's current risk management program and a summary of the existing insurance coverages. Minimum information to be maintained for planning, budgeting, loss control and overall financial management, includes at least the following: 1) policy roster; 2) losses incurred and paid; 3) property valuations; 4) inspection and maintenance records for all property; 5) emergency plans.

The Board authorizes the Superintendent to seek professional risk management advice, if necessary, in order to develop, implement, maintain and audit an effective risk management program for the system.

Settlement Authority

The Superintendent or their designee is hereby authorized to represent the District in litigated matters and, when appropriate, to negotiate a settlement on behalf of the District. The Superintendent shall be authorized to settle all claims other than personal injury claims up to a sum of **\$25,000**, and all personal injury claims, without Board approval, provided the settlement is within the budgetary constraints imposed on the District. Nothing in this delegation of authority shall preclude the Superintendent from seeking the prior advice, counsel, or approval of the Board in those matters if they deem appropriate.

The settlement of all non-personal injury claims in excess of \$25,000 shall require the approval of the Board. Such settlements shall be either pre-authorized by the Board or negotiated subject to Board approval. The Superintendent shall not enter into any settlement, which alters Board policy or binds the members of the Board without approval of the Board.

Communication with the Board

The manifest submitted to the Board shall clearly indicate when a proposed expenditure is in settlement of a claim or litigated matter. In addition, when a settlement is proposed that involves a matter of public record the Superintendent shall provide the Board with timely notification of the nature of the matter and its resolution. The Superintendent or his designee shall also report to the Board on no less than a quarterly basis as to the status of the District's risk management issues, and make timely recommendations to the Board as to how it can best manage and reduce risk in the District.

Legal References:

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Board Approved:

SCHOOL DISTRICT EMPLOYEE AND SCHOOL BOARD MEMBER INDEMNIFICATION

Consistent with the provisions of the New Hampshire revised statutes annotated 31:105, the Nashua School District shall indemnify and save harmless for loss or damage any person employed by said district and any member or officer of the Board of Education, administrative staff, and Superintendent from personal financial loss and expense including reasonable legal fees and costs, if any, arising out of any claim, demand, suit or judgment by reason of negligence or other act resulting in accidental injury to a person or accidental damage of property if the indemnified person at the time of the accident resulting in the injury, damage or destruction was acting in the scope of employment or office.

Legal References:

RSA 31:104, Powers and Duties of Towns: Liability of Municipal Executives

RSA 31:105, Powers and Duties of Towns: Indemnification of Damages

RSA 31:106, Powers and Duties of Towns: Indemnification: Civil Rights Act

RSA 31:107, Powers and Duties of Towns: Purchase of Insurance

Board Approved: 08/22/2016

PROFESSIONAL DEVELOPMENT

The primary purpose of professional development in an educational environment is to increase the effectiveness of all who are engaged in the teaching-learning process. To this end, each member of the professional staff must develop his knowledge and skill to the maximum and the educational environment must provide a positive environment which encourages and establishes the necessary development machinery for each professional staff member to participate.

The means available by which professional development evolves are many. Workshop, conference, in-service training-advance studies, research and development and pilot programs are examples of the avenues available to a professional staff member to increase professional proficiency.

A professional staff member as the term "professionalism" implies, is expected to pursue and participate in those activities which will enhance his/her knowledge and skill in the teaching-learning process.

The Board of Education has adopted a Professional Development Master Plan in order to foster the continuing education of its personnel. The primary purpose of the staff development plan is the betterment of students' learning experiences through increased effectiveness of teachers, specialists and administrators. Each certified educator's individual professional development plan, required under Ed 512.03, shall be aligned with the District's Professional Development Master Plan and shall be updated in accordance with state requirements.

Legal References:

NH Code of Administrative Rules, Section Ed 306.16, Professional Development

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Board Approved: 02/09/1981; 05/08/2017 [Replaces 2360];

JH-R, JHA

STUDENT ATTENDANCE

The Nashua Board of Education has a duty to provide elementary and secondary education for students in Nashua. Daily attendance by each student is vital for fulfilling this duty. It is the right of every student to receive a public education and it is the legal responsibility of parents to ensure that students attend on a daily basis.

When students are truant, the Board is committed to trying to assist parents with their duty to have students attend school. However, if the truancy persists after genuine efforts to assist parents, the Board may request court intervention to compel attendance.

The principal of each school is responsible for attendance and truancy issues at his/her school. Principals may designate an individual to assist them as the coordinator of attendance and truancy issues.

I. Definitions

These definitions apply to all attendance related policies:

1. Tardy. Any student who is not at school or in class on time and has not been excused is tardy.
2. Half Day of Absence. “Half day of absence” means that a student received at least three hours of instructional time, but less than a full day of instructional time.
3. Truancy. “Truancy” means an unexcused absence or tardiness from school.
4. Habitual Truancy. “Habitual truancy” means ten half days or more of unexcused absences during a school year.
5. Unexcused Absence. An “unexcused absence” is an absence which has not been excused.
6. Excused Absence. An “excused absence” is an absence approved by a school principal.
7. Early Dismissal. “Early Dismissal” is any dismissal before the end of the school day.

II. Absences

Excused Absences

Excused absences, late arrivals and early dismissals are sometimes necessary for the health and welfare of the student, or result from a significant family emergency or school-sponsored activity. When an excused absence originates from outside the school, it must be documented and, when possible, this documentation should be done in advance. ~~Policy JH-R gives detailed information about the requirements and procedures to be followed.~~

The Board considers the following to be excused absences:

- a. Illness
- b. Recovery from an accident
- c. Required court attendance
- d. Medical and dental appointments
- e. Death in the immediate family

- f. Observation or celebration of a bona fide religious holiday
- g. Approved participation in a school co-curricular or extra-curricular activity
- h. Field trips
- i. Out-of-school suspensions
- j. College visits
- k. Such other good cause as may be acceptable to the Principal or permitted by law

Principals (or their designees) may consider requests from parents/guardians to approve excused absences for other extenuating circumstances.

Unexcused Absences

~~Note that the following are considered unexcused absences:~~

- ~~• Family vacations~~
- ~~• Work~~
- ~~• Car or transportation problems, not including late bus arrival~~
- ~~• Non-medical appointments~~
- ~~• Providing child care~~

~~At the discretion of the principal, class time missed due to habitual tardiness may be counted towards half days of unexcused absence.~~

~~If parents are dissatisfied with an unexcused absence decision, they may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider the initial determination. However, the Principal's decision shall be final.~~

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

In the event of an illness, parents must call the school and inform the District of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Principal may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance.

If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The Principal will make a determination as to whether the stated reason for the student's absence constitutes good cause and will notify the parents via telephone and writing of his/her decision. If the Principal determines that good cause does not exist, the parents may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider his initial determination. However, at this juncture, the Principal's decision shall be final.

Absence and Extracurricular Activities

In order to participate in extracurricular activities students must attend a full day of school on the day of the activity, or, if the activity occurs on a non-school day, the last school day preceding the activity. Exceptions for an excused absence may be granted by a school administrator.

III. Intervention

Truancy

Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Ten half-days of unexcused absence during a school year constitutes habitual truancy.

A half-day absence is defined as a student missing more two hours of instructional time and less than three and one-half hours of instructional time.

Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

The Principal or Truant Officer is hereby designated as the District employee responsible for overseeing truancy issues.

Intervention Process to Address Truancy

The Principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process that identifies students who are habitually truant, as defined above.

When the Principal identifies a student who is habitually truant or who is in danger of becoming habitually truant, he/she shall commence an intervention with the student, the student's parents, and other staff members as may be deemed necessary. The intervention shall include processes including, but not limited to:

1. Investigates the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy;
3. Involves the parents in the development of a plan designed to reduce the truancy;
4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the District's policies and administrative guidelines on student discipline; and
5. Determination as to whether school record keeping practices and parental notification of the student's absences have an effect on the child's attendance.

Parental Involvement in Truancy Intervention

When a student reaches habitual truancy status or is in danger of reaching habitual truancy status, the Principal will send the student's parent a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant;
2. A statement of the parent's responsibility to ensure that the student attends school; and
3. A request for a meeting between the parents and the Principal to discuss the student's truancy and to develop a plan for reducing the student's truancy.

Developing and Coordinating Strategies for Truancy Reduction

The Board encourages the administration to seek truancy-prevention and truancy-reduction strategies along the recommendations listed below. However, these guidelines shall be advisory only. The Superintendent is authorized to develop and utilize other means, guidelines and programs aimed at preventing and reducing truancy.

1. Coordinate truancy-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents.
2. Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.
3. Encourage and coordinate the adoption of attendance-incentive programs at school sites and in individual classrooms that reward and celebrate good attendance and significant improvements in attendance.

The Board directs the Superintendent, Truant Officer(s), Principals and staff to intervene and ensure daily school attendance according to the District attendance protocol policy **JHA**.

When necessary and after the steps of policy **JHA** have been followed, the Truant Officer(s) may pursue available legal remedies to resolve the truancy.

IV. Reporting

The Superintendent will provide a report to the Board in ~~January and~~ June of each year on District attendance. At a minimum this report will provide both a breakdown of excused absences and unexcused absences for each school. ~~Each of these breakdowns will include the numbers of students who have: 0-4, 5-10, 11-15, 16-20, 21-25, 26-30, and 31 or more absences. The number of five (5) and ten (10) day letters that have been waived will also be reported.~~

Procedures for Excused Absences and Late Arrivals

All excused absences originating from outside the school must be documented through written/phone communication from the parent, and verified as necessary by the school.

Parents should report an absence, including the reason for the absence, on the morning of or evening before the absence.

When the school has not been contacted prior to an absence, parents must provide a note including the student's name, grade, date(s) of absence, specific reason for the absence and the parent/guardian's name, phone number and signature.

Additionally:

- For an **Illness**. A doctor's note may be required for absences that exceed five (5) consecutive school days or ten (10) cumulative school days in a school year, or to document a long-term or chronic health condition.
- **Religious holidays** are restricted to those holidays regularly observed as part of the family's faith.

- Attending the **funeral of a family member**. If the funeral requires an absence of more than three days, the school should be notified in advance. A school administrator may excuse an absence for the funeral of another individual who has played a significant role in a student's life.
- **Field trips**. If the field trip leaves after the beginning of the school day or returns before the end of the school day, students are expected to attend all of the classes up until the scheduled departure and upon return. If the student does not attend those classes, he/she will be considered truant from them.
- **Personal or family emergencies** requiring student absences. These are approved at the discretion of the school administrator.
- **College visitations**. Must be approved in advance by a school administrator.
- **Family obligations**. Require prior approval from a school administrator.

Procedures for Early Dismissal

Parents requesting dismissal before the end of the school day must make a written/phone communication request. Parents of elementary and middle school students must come into the school office to get the student and sign him/her out. High school students must have signed permission by parents if under age 18 and all students must properly sign out before leaving. Signed permissions are subject to verification. Early dismissal should be requested only in an emergency or extenuating circumstance.

V. Consequences

~~Any secondary student with twenty or more unexcused absences may be prohibited from any extra-curricular activities and may lose all privileges for a period of one year from the date of the last offense.~~

The District reserves the right to pursue legal action with parents who fail to meet their legal responsibility to ensure their children attend school on a daily basis. It may result in DCYF involvement.

Legal References:

RSA 193:1 Duty of Parent; Compulsory Attendance by Pupil

RSA 193:7 Penalty

RSA 193:8 Notice Requirements

RSA 193:16 School Attendance

NH Code of Administrative Rules, Section Ed 306.04 (a) (1), Attendance and Absenteeism

NH Code of Administrative Rules, Section Ed 306.04 (c), Policy Relative to Attendance and Absenteeism

NH Code of Administrative Rules, Section Ed 306.18 (c) (6)

RSA 189:35-a Truancy Defined

RSA 189:1-a Duty to Provide Education

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Board Approved: 03/14/2011 [Replaces POPPS 3209, 3209.1, and 3243];

11/14/2011;

10/30/2017:
05/23/2022

STUDENT ATTENDANCE PROCEDURES

Procedures for Excused Absences and Late Arrivals

All excused absences originating from outside the school must be documented through written/phone communication from the parent, and verified as necessary by the school.

Parents should report an absence, including the reason for the absence, on the morning of or evening before the absence.

When the school has not been contacted prior to an absence, parents must provide a note including the student's name, grade, date(s) of absence, specific reason for the absence and the parent/guardian's name, phone number and signature.

Additionally:

- **For an Illness.** A doctor's note may be required for absences that exceed five (5) consecutive school days or ten (10) cumulative school days in a school year, or to document a long-term or chronic health condition.
- **Religious holidays** are restricted to those holidays regularly observed as part of the family's faith.
- **Attending the funeral of a family member.** If the funeral requires an absence of more than three days, the school should be notified in advance. A school administrator may excuse an absence for the funeral of another individual who has played a significant role in a student's life.
- **Field trips.** If the field trip leaves after the beginning of the school day or returns before the end of the school day, students are expected to attend all of the classes up until the scheduled departure and upon return. If the student does not attend those classes, he/she will be considered truant from them.
- **Personal or family emergencies requiring student absences.** These are approved at the discretion of the school administrator.
- **College visitations.** Must be approved in advance by a school administrator.
- **Family obligations.** Require prior approval from a school administrator.

Procedures for Early Dismissal

Parents requesting dismissal before the end of the school day must make a written/phone communication request. Parents of elementary and middle school students must come into the school office to get the student and sign him/her out. High school students must have signed permission by parents if under age 18 and all students must properly sign out before leaving. Signed permissions are subject to verification. Early dismissal should be requested only in an emergency or extenuating circumstance.

Legal References:

RSA 193:1 Duty of Parent; Compulsory Attendance by Pupil

RSA 193:16 School Attendance

RSA 189:35-a Truancy Defined

Ed. 306.18 C 6

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

Board Approved: 03/14/2011
05/23/2022

*JH, JH-R***ATTENDANCE INTERVENTION PROTOCOL**

Each school within the Nashua School District shall follow the attendance intervention protocol. This common protocol will ensure that parents understand the obligation of RSA 193:1 to have their children attend school and the children themselves will be encouraged to attend each school day.

1. The Principal (or Principal's designee) in each school shall be designated as the attendance coordinator and shall be responsible for implementation of the student attendance protocol, coordination of attendance issues for the school, and shall serve as the liaison with the District's attendance officer.
2. Each Principal shall ensure that his/her school has an effective attendance team. Responsibilities of the attendance team may be added to an existing team—such as a Child Assistance Team (CHAT) team—or the Principal may appoint a new team. At a minimum each attendance team shall:
 - a. set goals, timeframes, and positive strategies for improving attendance;
 - b. evaluate attendance data and trends;
 - c. make resulting recommendations to the Principal for improving upon the school's attendance protocol (to the extent it exceeds district protocol requirements);
 - d. conduct case reviews for those students who are truant or are in danger of becoming truant. The case review shall include a review of any additional school or community services that may support the student in attending school, and a determination regarding the appropriateness of a referral for evaluation for Special Education services.

~~3. Parents and students (as appropriate by age) enrolling in a new school within the District may be asked to sign an attendance contract. The parent will be provided with a copy of the signed contract.~~

~~4.3.~~ When a student's level of absences prompts a concern, a teacher, Principal or other school staff member shall make reasonable attempts to contact the parent to discuss the concern and shall notify the attendance coordinator for the school.

~~5. When a student is absent five (5) or more days prior to January 31, a "five-day letter" shall be sent home. A copy of the State of New Hampshire compulsory attendance law shall be included with the letter. This letter may be waived if the attendance team or Principal is aware of health or other conditions which legitimately prevent the student from attending school.~~

~~6.4.~~ Any time a student is absent ten (10) or more days during the school year, a "ten-day letter" shall be sent home. A copy of the State of New Hampshire compulsory attendance law shall be included with the letter. This letter may also be waived if the attendance team or Principal is aware of health or other conditions which legitimately prevent the student from attending school.

~~7.5.~~ A student who has at least ten (10) unexcused ~~half~~ days of absences and/or is habitually truant and can be referred to the district attendance officer for further action. Prior to referring a student to the district attendance officer, the school shall make reasonable attempts to meet with the parent(s) to discuss their student's attendance and to develop a remediation plan which the parent(s) will be asked to sign.

If a remediation plan for a student cannot be developed—either because a parent is unwilling to meet or because an agreement cannot be reached—or if the remediation plan is not successful, a student will be referred to the district attendance officer for further action. A letter will be sent to the parent informing him or her of this action.

8.6. At any ~~time~~time, a student is absent fifteen (15) ~~consecutive~~ days unexcused, a “15-day letter” shall be sent home. A copy of the State of New Hampshire compulsory attendance law shall be included with the letter. This letter may also be waived if the attendance team or Principal is aware of health or other conditions which legitimately prevent the student from attending school.

~~9. If a remediation plan for a student cannot be developed—either because a parent is unwilling to meet or because an agreement cannot be reached—or if the remediation plan is not successful, a student will be referred to the district attendance officer for further action. A letter will be sent to the parent informing him or her of this action.~~

7. Within ten (10) days of the beginning of the school year, each school shall submit to the district attendance officer a list of students who are registered to attend but have not shown up to school after efforts have been made to contact the parent. This list shall include each student’s name, address, date of birth, telephone number, and parents’ names. The school will notify the attendance officer if any of these students begin attending school. The attendance officer will notify the school regarding the final disposition of his investigation into the status of each student on the list.

8. When a student has 20 consecutive days absent, a certified letter is sent to the last known address informing the parent/guardian of the steps that have previously been taken and informing them that their child will be removed from the school roster on the 25th consecutive day of absence. Upon return, they are welcome to re-enroll their child as a newly registered student. (Template of letter will be provided for schools to complete and send).

9. At any time, school staff can follow up with emails and/or phone calls to initiate communication with the family as is best practice. Additionally, if there are other significant concerns, the school can contact DCYF and/or the Nashua Police Department to conduct a well-being check on the household.

10. When any student withdraws from the Nashua School District, each school must identify the reason from the drop-down options in the “Student Membership – Entry and Exit Codes”. This is necessary for state reporting and our own internal tracking purposes.

Board Approved: 03/14/2011; 05/23/2022;



38 Riverside Street
Nashua, NH 03060
603-966-1500, Fax: 603-594-4361

Shawn Smith
Director, Plant Operations

May 21, 2026

To: Krystal De Gray, Chief Operating Officer

Fm: Shawn M. Smith, Plant Operations Director

Subj: Administration Building Air Conditioning Unit

This past Monday the air conditioning unit for the school administration building failed. Basically, the compressor failed, taking along with it several other components. It is complicated by the very-dated freon used in the system. It is a unit manufactured by Trane, installed when the building first opened in the late 1980s. We've been able to keep it running through the years with just minor hiccups along the way.

Trane visited the Wednesday and determined the compressor will definitely need to be replaced along with the freon. Trane provided a quote to repair the system of \$15,890. We have a few follow-on questions concerning the quote, but the work will approximate that amount, plus the cost of freon (which we will provide). This won't require BOE approval since it is below the \$25,000 purchasing level.

Given the age, I will be adding a replacement of the main air conditioning unit to our deferred maintenance/capital list, in the next couple of years.

Shawn M. Smith

Memorandum of Understanding (MOU)

Between Traveling Tooth Fairies - Sealing Smiles Across NH and the Nashua School District

Purpose

The purpose of this Memorandum of Understanding (MOU) is to outline the responsibilities of Traveling Tooth Fairies - Sealing Smiles Across NH and the Nashua School District in providing a cavity prevention program within Nashua schools during the 2026–2027 school year.

Responsibilities of Sealing Smiles Across NH

Sealing Smiles Across NH will provide the following services for students with informed written parental consent:

- Oral health screenings
- Toothbrush cleaning
- Toothbrush and toothpaste
- Oral health education

All participating students will also receive:

- A report to the school nurse and parent/guardian detailing the child's care, with written parental consent
- A list of local dentists for further care, if needed
- Assistance locating a local dentist, if needed

Sealing Smiles Across NH may provide care once or twice per year, depending on each child's needs and program capacity.

Care will be provided by a New Hampshire Certified Public Health Dental Hygienist. Preventive services may also be administered by advanced dental hygiene students or advanced dental students under appropriate supervision.

All individuals performing services under this MOU shall successfully complete a criminal background check in accordance with RSA 189:13-a and District policies.

All care shall be overseen by a licensed New Hampshire Certified Public Health Dental Hygienist or a licensed New Hampshire dentist.



There shall be no charge to parents or guardians. However, with written parental/guardian consent, Medicaid plans may be billed to support program sustainability.

Responsibilities of the Nashua School District

The Nashua School District agrees to provide the following support:

Space for Dental Services

Including room for:

- Dental chairs and children's chairs
- Electrical outlets for equipment and printers
- Tables for supplies and printers
- Wi-Fi access, if available.

Additional Preventive Services

Following the screening, and based on each student's needs and written parental consent, the program may provide:

- Silver Diamine Fluoride (SDF) on back teeth to help arrest and prevent further decay
- Sealants to protect the chewing surfaces of back teeth from decay
- Radiograph(s), if clinically indicated
- Protective fillings to help prevent further decay
- Fluoride varnish on all teeth to help prevent decay

The Nashua School District will also assist with:

- A letter to parents/guardians accompanying the consent forms provided by Sealing Smiles Across NH. The letter shall explain any fees or insurance billing and include a statement that the program is not school-sponsored and is provided solely by Sealing Smiles Across NH.
- Electronic communication of parental consent forms
- Distribution and collection of parental consent forms
- Facilitating emergency care in accordance with the school's standard procedures, if needed



Insurance

Sealing Smiles Across NH shall maintain the following insurance coverage during the term of this MOU:

- General liability insurance of \$1,000,000 per occurrence and \$2,000,000 aggregate, including contractual liability coverage for indemnification obligations
- Professional liability insurance of \$1,000,000 per occurrence and \$2,000,000 aggregate
- Workers' compensation insurance in accordance with New Hampshire statutory requirements

Prior to commencing services, Sealing Smiles Across NH shall provide the Nashua School District with a Certificate of Insurance and policy endorsement demonstrating that the Nashua School District, SAU #42, and its officials, agents, volunteers, and employees are named as additional insureds on the general liability policy on a primary and noncontributory basis.

Indemnification

To the fullest extent permitted by law, Sealing Smiles Across NH shall protect, defend, indemnify, save, and hold harmless the Nashua School District, SAU #42, including its officials, agents, volunteers, and employees ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest, and expenses, including reasonable attorney and paralegal fees, arising directly or indirectly out of this MOU or the activities of Sealing Smiles Across NH or its agents, employees, contractors, or subcontractors.

This includes, but is not limited to, claims involving bodily injury, personal injury, death, economic injury, or property damage to the extent caused by the acts or omissions of Sealing Smiles Across NH.

Additionally, Sealing Smiles Across NH shall defend, indemnify, and hold harmless the Indemnified Parties from any claims or determinations alleging that Sealing Smiles Across NH personnel are employees of the Indemnified Parties, including claims related to wages, benefits, taxes, workers' compensation, unemployment compensation, Social Security, Medicare, or similar employment-related obligations.

These indemnification obligations shall survive termination of this MOU.

The Nashua School District, SAU #42, shall not be required to defend or indemnify Sealing Smiles Across NH, its subcontractors, or professional service providers.



Termination

Either party may terminate this MOU upon written notice in accordance with mutually agreed-upon terms and applicable policies.

Independent Contractor

Sealing Smiles Across NH acknowledges and agrees that it is acting as an independent contractor. Nothing in this MOU shall be construed to create an employer-employee relationship, partnership, or joint venture between Sealing Smiles Across NH and the Nashua School District.

Sealing Smiles Across NH shall be solely responsible for the acts, omissions, and conduct of its personnel.

Signatures

By signing below, both parties agree to the terms and responsibilities outlined in this MOU.

Traveling Tooth Fairies – Sealing Smiles Across NH Representative

Signature: 

Print Name: Myra Nikitas

Title: Director

Date: 05/19/2026

Nashua School District

Signature: _____

Print Name: _____

Title: _____

Date: _____



MEMORANDUM OF UNDERSTANDING

Between
Community Council of Nashua, NH d/b/a Greater Nashua Mental Health
and
Nashua School District

This Memorandum of Understanding (MOU) sets for the terms and understanding between Community Council of Nashua, NH d/b/a Greater Nashua Mental Health (GNMH) and the Nashua School District (NSD) to provide mental health services to students, families, and staff.

I. PURPOSE

NSD understands that engaging in a comprehensive effort to address the social-emotional, behavioral, and mental health needs of its students will promote student wellness, improve engagement in learning and support student success in school and community. Toward this end, NSD seeks to collaborate with GNMH to develop and implement an integrated behavioral health referral and delivery system for NSD's school-aged youth experiencing or at risk for mental health concerns and their families. The collaboration outlined in the MOU will support the strengthening of the NSD-GNMH partnership to leverage resources, create common understandings, and increase access to high-quality, trauma-informed mental health services and supports to meet the needs of all members of the school community.

II. FACILITATED REFERRAL

Under this MOU, NSD and GNMH will collaborate to develop processes that support a facilitated referral pathway for screening, assessment and mental health treatment for students identified by school personnel. With appropriate authorization and consent, GNMH will share outcome and disposition of facilitated referrals, including successful referrals, wait time, average lengths of treatment, frequency, and types of services, with relevant NSD staff.

III. ROLES AND RESPONSIBILITIES

Under this MOU, GNMH agrees to:

- Identify Coordinator of School-based Services (CSBS) to manage collaboration processes as outlined in this MOU. This coordinator will be available to participate in District-Community Leadership Team (DCLT), consult with school RTI teams and facilitate the referral process.
- Assign clinicians to various schools within the district based on individual school needs and acceptance, as staffing is available.
- Provide therapeutic services during the school day on school grounds for students who have completed the referral process to become clients of GNMH and are deemed clinically appropriate for school-based services through the psychosocial intake assessment. In cases where it is not appropriate for a student to access mental health services in the school setting, clinic-based services will be offered.

- Will collaborate with NSD in the delivery of therapeutic services and care coordination activities that will be provided in a manner that is client and family centered.

Under this MOU, NSD agrees to:

- NSD will identify a building specific contact for collaboration with GNMH's CSBS and assigned staff to provide referrals in accordance with the processes outlined in this MOU.
- Identify and provide a consistent and private space within the school building for GNMH clinicians to meet with students.
- Provide a confidential process for excusing students from class to participate in therapeutic sessions.
- Develop process for ongoing communication related to scheduling changes, client attendance and disciplinary events and concerns and other information deemed relevant for consistent and ongoing treatment.
- Support relevant staff's engagement in clinical collaboration with GNMH clinician.
- Provide Wi-Fi access to clinicians to facilitate internet access for clinician's GNMH laptop.

IV. FINANCIAL CONSIDERATIONS

GNMH will obtain consent to provide and bill students' insurance and/or financially responsible guardian for services provided directly to students under this MOU. NSD will not be held liable for any non-payment for billable services provided to students.

V. DURATION

This MOU is at-will and may be terminated at any time by either party with notice as detailed below. This MOU shall be effective upon signature of authorized officials of GNMH and NSD and will remain in effect until such a time as it is modified by mutual consent of authorized officials of both parties, terminated by any one of the parties through written notification of intent to terminate at least thirty (30) day notice, or on 8/31/2025.

VI. ADDITIONAL SERVICE OPTIONS (UNDER SEPARATE CONTRACT)

In addition to the provision of facilitated referral process and co-located therapeutic services outlined above, GNMH and NSD may develop a separate contract related to compensation to GNMH to provide additional services that are not covered under this MOU. Such services could include, though not limited to:

- RENEW (Rehabilitation for Empowerment, Natural Supports, Education and Work) transition-planning process for at risk youth not covered by NH Medicaid insurance (Note, this service may be provided at no cost to NSD for Medicaid-eligible students)
- Brief 7-Challenges Substance Abuse Intervention
- Facilitation of school-based Tier-2 psychosocial/psycho educational counseling groups to promote social, emotional and mental health for students identified by school personnel
- Provision of consultation, mental health education and prevention information for school personnel
- Planning and delivery of universal Tier-1 supports school wide, grade-level and/or classroom-level to promote positive social, emotional and behavior skills and wellbeing for all students

- Support development and delivery of parent outreach and education programming
- Provide professional development training to any and all school personnel around mental health related issues and trauma-informed practices
- Serve as an internal coach and support for school-based behavioral health staff

VII. INDEPENDENT CONTRACTOR

It is expressly understood and agreed by both parties that, in the provision of services, GNMH and its employees shall always act as an independent contractor and not as an employee or agent of NSD. Further, it is expressly understood and agreed by the parties that nothing contained in this MOU shall be construed to create a joint venture, partnerships, association, or other relationship between the parties, it being specifically agreed that their relationship is and shall remain that of independent parties for a contractual relationship as set forth in this MOU. In no event shall either party be liable for the debts or obligations of the other, except as otherwise specifically provided in this MOU. GNMH, in providing services under this MOU, shall not have any claim under this MOU or otherwise against NSD for the direct compensation of GNMH employees.

VIII. CONFIDENTIALITY

The Parties acknowledge that in the performance of this Agreement, NSD may have access to protected health information, the confidentiality of which is protected by law. Both parties shall comply with federal law outlined in the Health Insurance Portability and Accountability Act (HIPAA), and state laws and regulations, regarding the confidentiality of client information. Neither party, its employees, nor its contractors shall disclose to a third party any client information, medical record information, or other protected health information, except where permitted by the client in a GNMH approved informed consent, written authorization, or as required by law. Substance use disorder records are also protected under the federal regulations governing Confidentiality and Substance Use Disorder Patient Records, 42 C.F.R. Part 2, and cannot be disclosed without written consent unless otherwise provided for by the regulation.

IX. AUTHORITY

The persons executing this MOU on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter this MOU on behalf of the entity for which they sign.

Cynthia Whittaker
President/CEO
Greater Nashua Mental Health

Date

Mario Andrade, Ed D
Superintendent of Schools
Nashua School District

Date

NEF Spring 2026 Grant Awards: Nashua School District

Awarded To	Program Name	Grant Amount
Nate Burns, NHSN	Tough Techs 141 Season 25-26	\$4,000.00
Trisha Kaufmann, NS	Kidney Dry Eerase Tables	\$2,100.00
Erin Knoetig, NHSN	iPad Tech Station for Adaptive Arts	\$4,916.63
Lisabet Forman, NHSN	Drone Technology	\$4,895.00
Heather Robinsin, LD	Band and Music for All	\$5,000.00
	TOTAL:	\$20,911.63