



LEAD THE WAY

ARTIFICIAL INTELLIGENCE
FOR SCHOOL LEADERSHIP

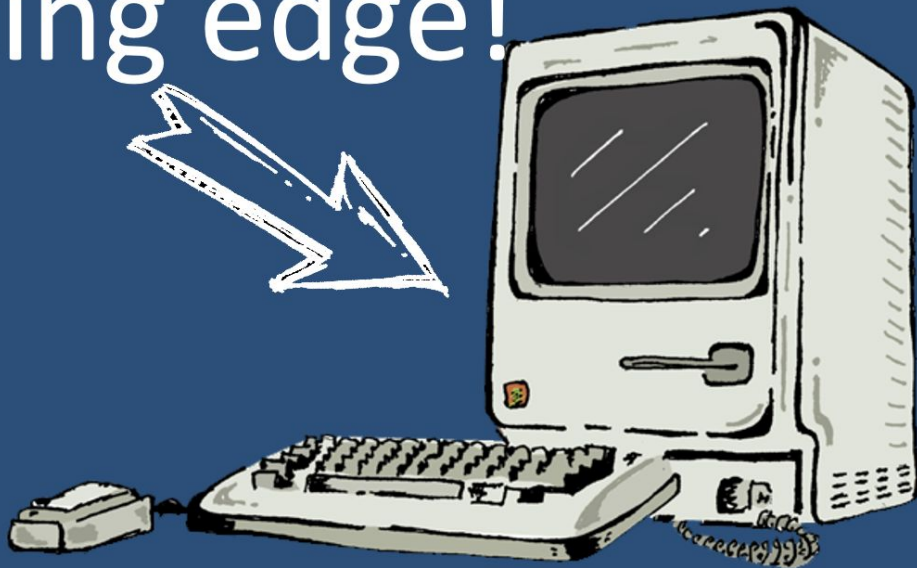


Dr. Ashley Bottiglieri
Director of Technology

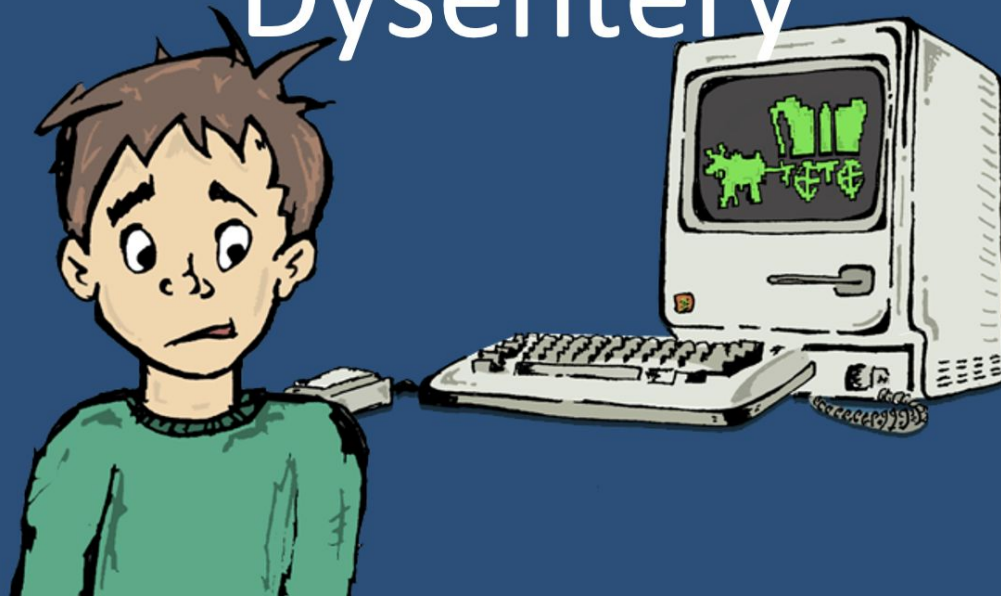
ashley_bottiglieri@pequeavalley.org



this was
cutting edge!



my biggest concern
was avoiding
Dysentery

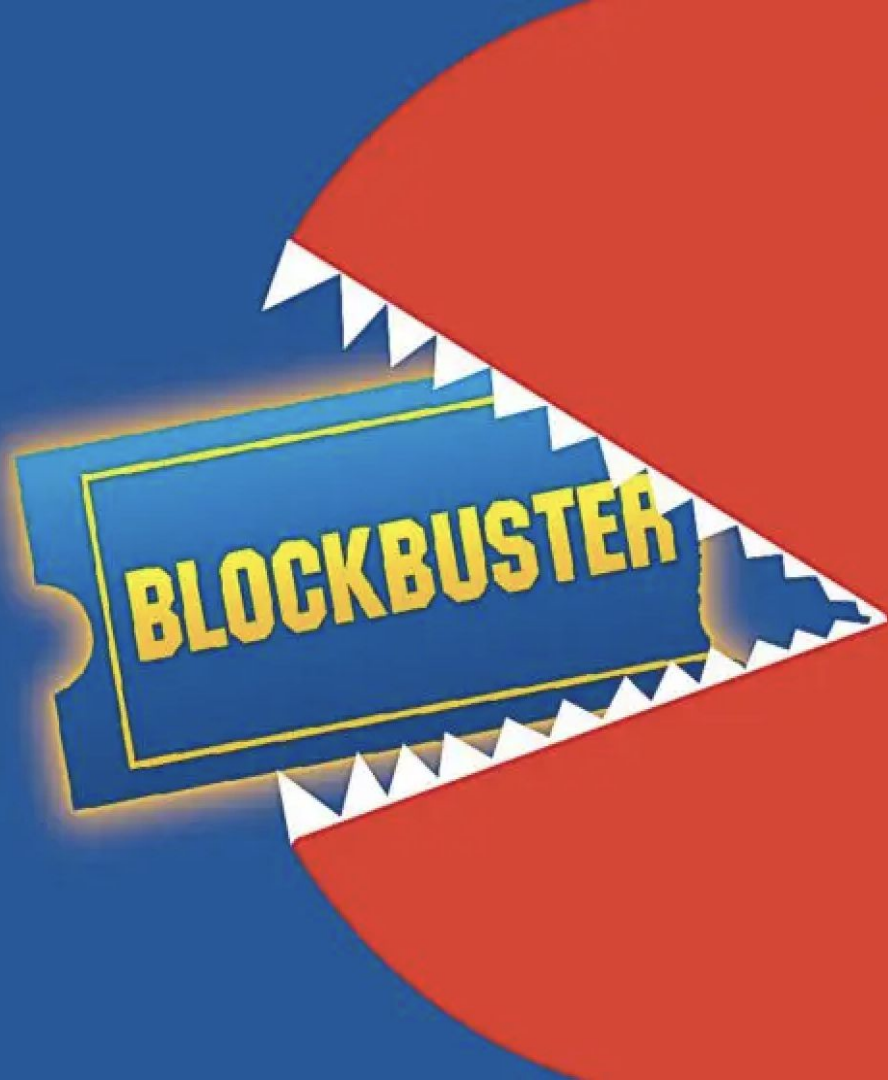


BLOCKBUSTER



BLOCKBUSTER

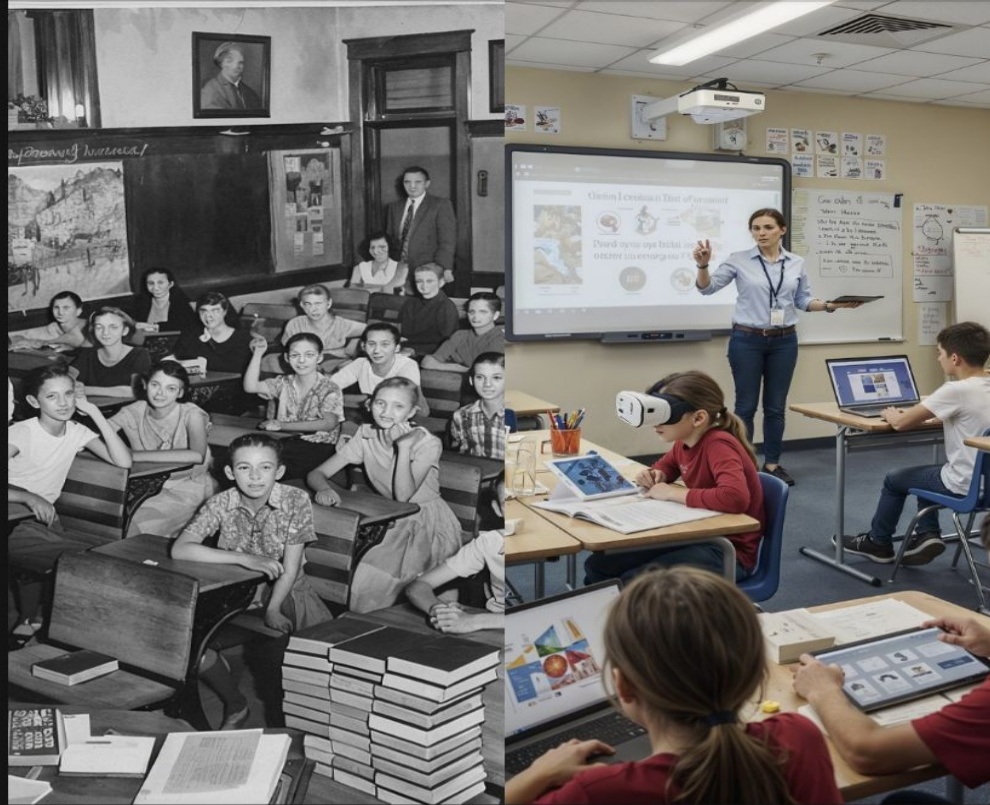




NETFLIX

N





The Classroom In 1955 Vs The Classroom Today. One Ran On Chalk And Discipline. The Other, Wi-Fi And Flexibility.



We've embraced scary technology before...

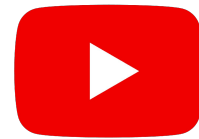
Google



grammarly



WIKIPEDIA
The Free Encyclopedia



YouTube

2015

This is the most

DISRUPTIVE MOMENT

ever in education.

*But, the traditional concepts of what
schools should be are being*

**FUNDAMENTALLY
CHALLENGED**

by the ~~Web~~ AI

Today's kindergarten class won't know "school" without AI



Netscape

Google



Facebook

Twitter





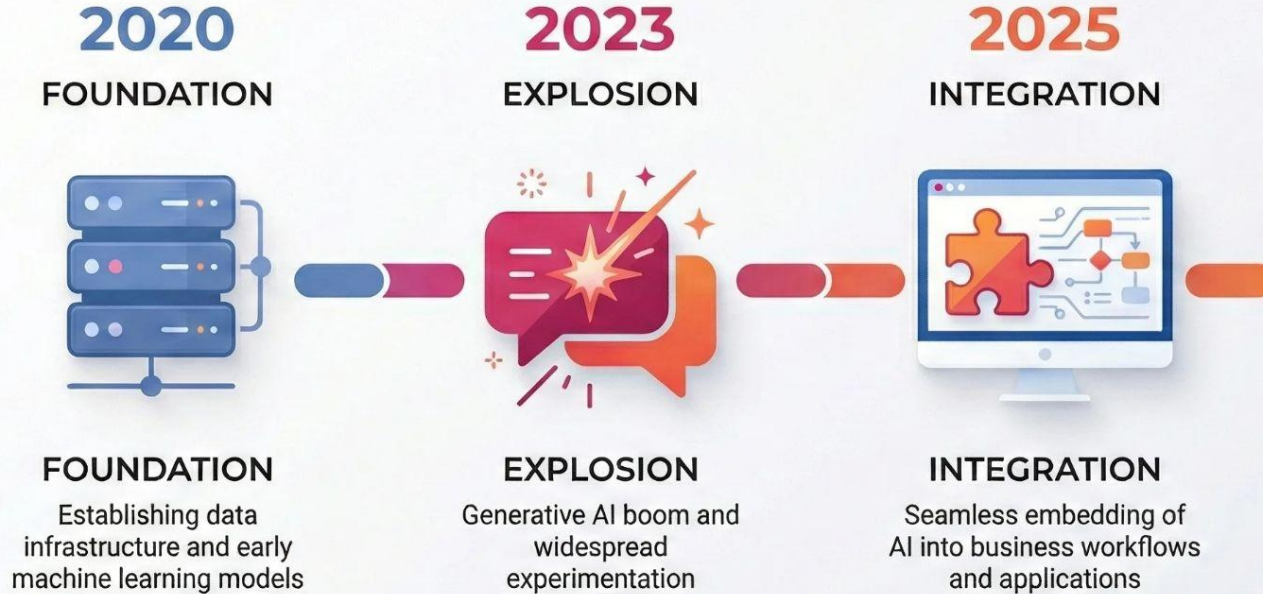
**DID YOU
KNOW
2026**

What AI Is (and Is Not)

- AI tools predict and generate, they do not “think” or “know”
- Outputs are based on patterns, not intent or truth
- AI should be treated like a powerful assistant, not an authority



EVOLUTION OF AI ADOPTION





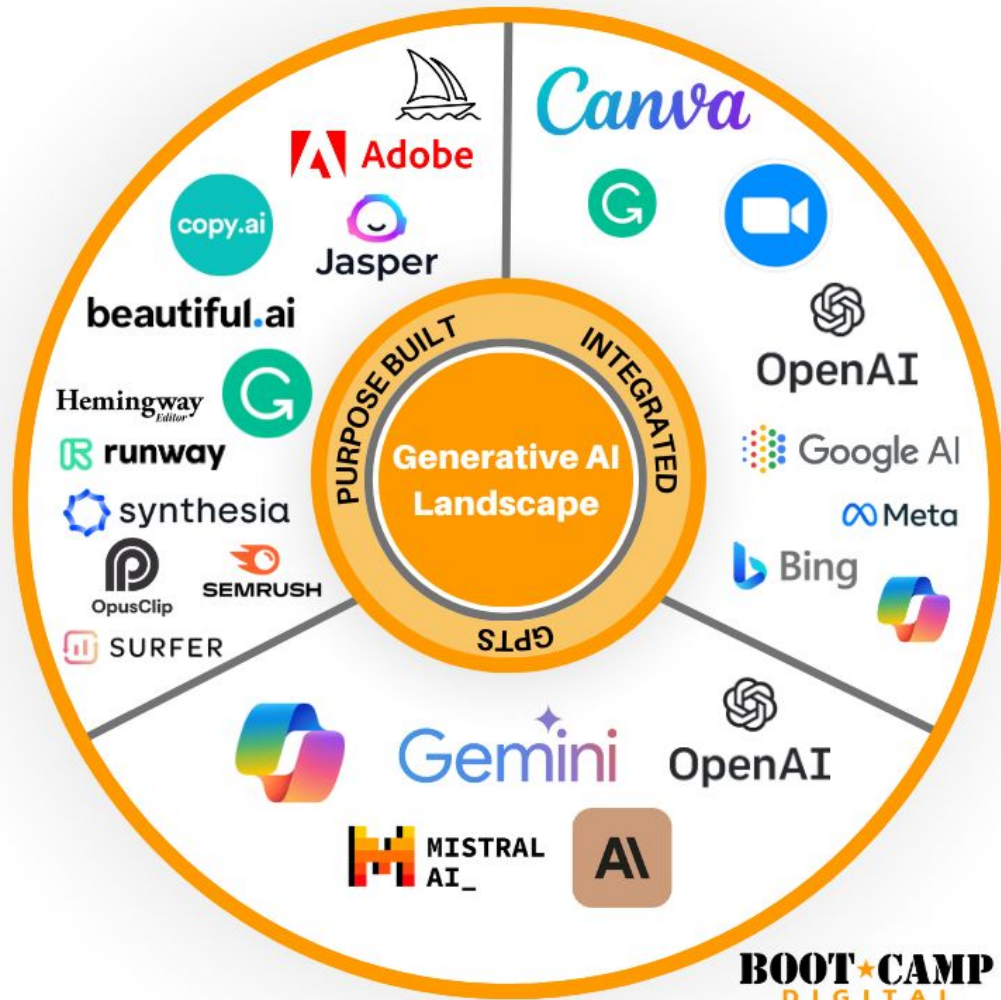
NEW TECH AT CITIZENS BANK PARK



AI REVOLUTION

ROBOTS TRANSFORMING THE FUTURE OF FARMING





GENERATIVE AI TOOLS



Copilot



Gemini

ChatGPT



Claude

Generative Pre-Trained Transformers

ChatGPT Sprints to One Million Users

Time it took for selected online services to reach one million users



* one million backers ** one million nights booked *** one million downloads

Source: Company announcements via Business Insider/LinkedIn





**ChatGPT now
has 800
million weekly
active users as
of November
2025**

HOW PEOPLE USE GENERATIVE AI in 2025

This analysis by Marc Zao-Sanders for **Harvard Business Review** groups insights from thousands of forum posts in the last year.



CONTENT CREATION



SUPPORT



LEARNING & EDUCATION



TECHNICAL ASSISTANCE



RESEARCH & ANALYSIS



CREATIVITY & RECREATION

2024

2025

Change in rank from 2024



K-12 USAGE STATS

ChatGPT has 800 million weekly active users

83% of K-12 teachers use generative AI for school-related tasks

60% of educators use AI tools “regularly”. What does that mean?

**Regular User = 30-60 min/day
Saves approx 5 hours/week**

**Power User = 2-5 hours/day
Saves approx 10+ hours/week**



Why AI Governance Matters in K-12

- AI is already being used formally or informally
- Risk is not using AI, but using it without clarity or guardrails
- Administrators set the tone for ethical, compliant adoption



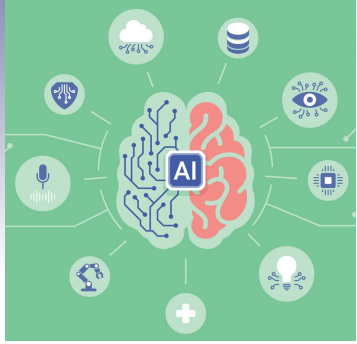
40% of K-12

employees say their school or district doesn't have an AI policy

EDUCATION WEEK

Successful adoption of artificial intelligence in K-12 organizations requires guidance that considers it a systems change rather than a passing fad.

How AI Works



New Query



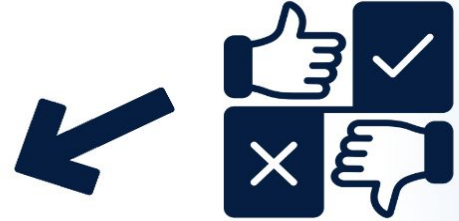
Data Input



Processing Algorithms



Feedback



Outcome



PII & Sensitive Data

- Student data
- Staff data

Rule of Thumb: If you wouldn't email it or post it publicly, don't paste it into AI



A stylized signpost with a white vertical post and a yellow border. Two arrow-shaped signs are attached to the post. The sign on the left is purple and points to the left, containing the word 'FREE' in white. The sign on the right is blue and points to the right, containing the word 'PAID' in white. The background is a solid yellow color.

FREE

PAID

Privacy Policies and Terms of Use



- **Data Usage:** Are vendors using school data to train their models?
- **Compliance:** Are tools compliant with FERPA, COPPA, and state-specific student data privacy laws?
- **Parental Consent:** Are tools COPPA-compliant for under-13 users?
- **Data Retention:** How long is data kept and can it be deleted?

How AI systems amplify bias

Image recognition systems that use biased machine learning data sets will inadvertently magnify that bias. Researchers are examining ways to reduce the effects.



COOKING

COOKING

COOKING

COOKING

COOKING

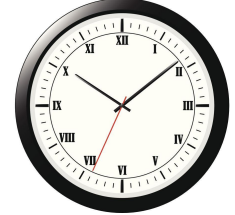
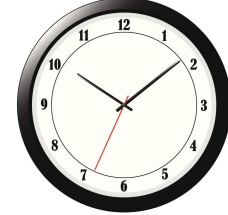
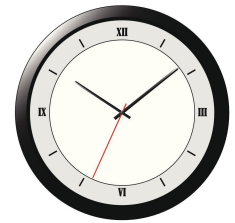
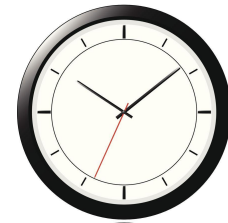
ROLE	VALUE
AGENT	▶ WOMAN
FOOD	▶ PASTA
HEAT	▶ STOVE
TOOL	▶ SPATULA
PLACE	▶ KITCHEN

ROLE	VALUE
AGENT	▶ WOMAN
FOOD	▶ FRUIT
HEAT	▶ —
TOOL	▶ KNIFE
PLACE	▶ KITCHEN

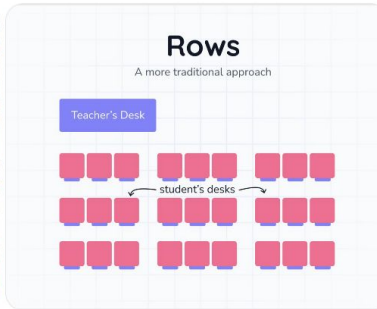
ROLE	VALUE
AGENT	▶ WOMAN
FOOD	▶ MEAT
HEAT	▶ GRILL
TOOL	▶ TONGS
PLACE	▶ OUTSIDE

ROLE	VALUE
AGENT	▶ WOMAN
FOOD	▶ VEGETABLES
HEAT	▶ STOVE
TOOL	▶ TONGS
PLACE	▶ KITCHEN

ROLE	VALUE
AGENT	▶ MAN
FOOD	▶ —
HEAT	▶ STOVE
TOOL	▶ SPATULA
PLACE	▶ KITCHEN



🏠 "Typical" Classroom Setup



YOUR AI TOOLBOX





Different Tools.



Different Personalities.



Better Together.



Curious. Knowledgeable. Reliable.

I'm here to help with (almost) anything you need.

- Answer questions
- Write and edit
- Brainstorm ideas
- Analyze and explain
- Research and summarize
- Plan and organize
- And so much more

Let's get things done!



Personality : Fast. Enthusiastic. Energy 24/7.

A TOTAL PEOPLE PLEASER!








Rule: Never let the assistant send anything without your approval or verification.

Tool	Best Use	Examples	Watch-outs
<p>ChatGPT</p> <p><i>All-Purpose Assistant</i></p>	<p>Brainstorming, drafting, talking points, tone-shifting, rewriting</p>	<p>Superintendent communications, cabinet prep, community messaging, first drafts for presentations and FAQs</p>	<p>No student or staff PII; always verify tone, facts, and citations</p>

Claude

The Polished Writing Assistant

Thoughtful, Articulate. Reliable.
I help you communicate with clarity, elegance, and impact.





-  Write with clarity and style
-  Edit and refine
-  Improve tone and flow
-  Summarize with insight
-  Communicate professionally
-  Thoughtful and trustworthy
-  Always here to help



Personality : Thoughtful.
Purposeful tone. Oxford English degree.

A BIT OF A SNOB.

Rule: Use when “how” you say it matters more than “what” you say.

Tool 	Best Use 	Examples 	Watch-outs 
<p>Claude</p> <p><i>Polished Writing Assistant</i></p>	<p>Careful and thoughtful writing and summarizing</p>	<p>Board policy review, administrative procedures, job descriptions, professional development materials, translation of family communications</p>	<p>Do not treat output as legal advice, can miss cultural dialects, no PII</p>



The Google Ecosystem Assistant

I connect the dots across Google apps and services to help you get more done, faster.



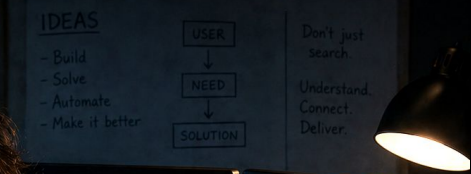
Work seamlessly
Create, collaborate, and organize with Drive, Docs, and more.

Stay on top
Summarize emails, find important info, and never miss a thing.

Plan with ease
Manage your schedule and appointments effortlessly.

Explore and decide
Get directions, recommendations, and local insights.

Learn and discover
Get answers, watch, and learn from the best of YouTube.



Personality : Sits in the dark in front of 3 monitors. Fast reader. Loves a deep dive.

NOT VERY CONVERSATIONAL.

Rule: Use for heavy lifting and work with other Google applications.

Tool	Best Use	Examples	Watch-outs
<p>Google Gemini</p> <p><i>Google Ecosystem Assistant</i></p>	<p>Numbers, data, scheduling, or any work inside of Google Workspace</p>	<p>Planning docs, business office forecasting, scheduling, collaborative work with admin teams</p>	<p>Review admin controls, data settings, and sharing rules before rollout</p>



Perplexity AI

The Research Assistant

I don't do jokes.
I do research.
Accurate. Verified. Relevant.
Every time.

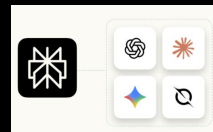
- Search deeply
Scours the web and academic sources
 - Cite everything
Real references.
No made-up info.
 - Filter the noise
Surface what matters
from credible sources
 - Summarize clearly
Get to the point,
with full context
 - Stay up to date
Real-time information
you can trust
 - Fact > opinion
Evidence first.
Always.
- Answer with clarity.
Backed by evidence.



Personality : Annoyingly accurate. Sources every fact. Enjoys strategizing.

ZERO SENSE OF HUMOR.

Rule: The one you trust for when accuracy matters most.



Tool	Best Use	Examples	Watch-outs
<p>Perplexity</p> <p><i>Research Assistant</i></p>	<p>Pulling current information, comparing guidance, gathering examples, and building source-backed projects</p>	<p>State guidance checks, legislative updates and summaries, vendor comparisons, grant writing, professional learning, curriculum comparisons</p>	<p>Check source quality and date; cited does not always mean district-approved, PII and sensitive data, bias from public resources</p>

Tool	Best Use	Examples	Watch-outs
<p style="text-align: center;">ChatGPT</p> <p style="text-align: center;"><i>All-Purpose Assistant</i></p>	<p>Brainstorming, drafting, talking points, tone-shifting, rewriting</p>	<p>Superintendent communications, cabinet prep, community messaging, first drafts for presentations and FAQs</p>	<p>No student or staff PII; always verify tone, facts, and citations</p>
<p style="text-align: center;">Google Gemini</p> <p style="text-align: center;"><i>Google Ecosystem Assistant</i></p>	<p>Numbers, data, scheduling, or any work inside of Google Workspace</p>	<p>Planning docs, business office forecasting, scheduling, collaborative work with admin teams</p>	<p>Review admin controls, data settings, and sharing rules before rollout</p>
<p style="text-align: center;">Claude</p> <p style="text-align: center;"><i>Polished Writing Assistant</i></p>	<p>Careful and thoughtful writing and summarizing</p>	<p>Board policy review, administrative procedures, job descriptions, professional development materials, translation of family communications</p>	<p>Do not treat output as legal advice, can miss cultural dialects, no PII</p>
<p style="text-align: center;">Perplexity</p> <p style="text-align: center;"><i>Research Assistant</i></p>	<p>Pulling current information, comparing guidance, gathering examples, and building source-backed projects</p>	<p>State guidance checks, legislative updates and summaries, vendor comparisons, grant writing, professional learning, curriculum comparisons</p>	<p>Check source quality and date; cited does not always mean district-approved, PII and sensitive data, bias from public resources</p>



EFFICIENCY - EMPLOYEE HANDBOOK

< **E** Employee Handbook Update

Description

Ask questions about school policies, programs, and other

Instructions ⓘ

understand the policies.
* Maintain a helpful 'service-oriented' demeanor at all times.

Default tool ⓘ No default tool ▾

Knowledge ⓘ

Test Emplo...e Hand...
Google Docs

Preview

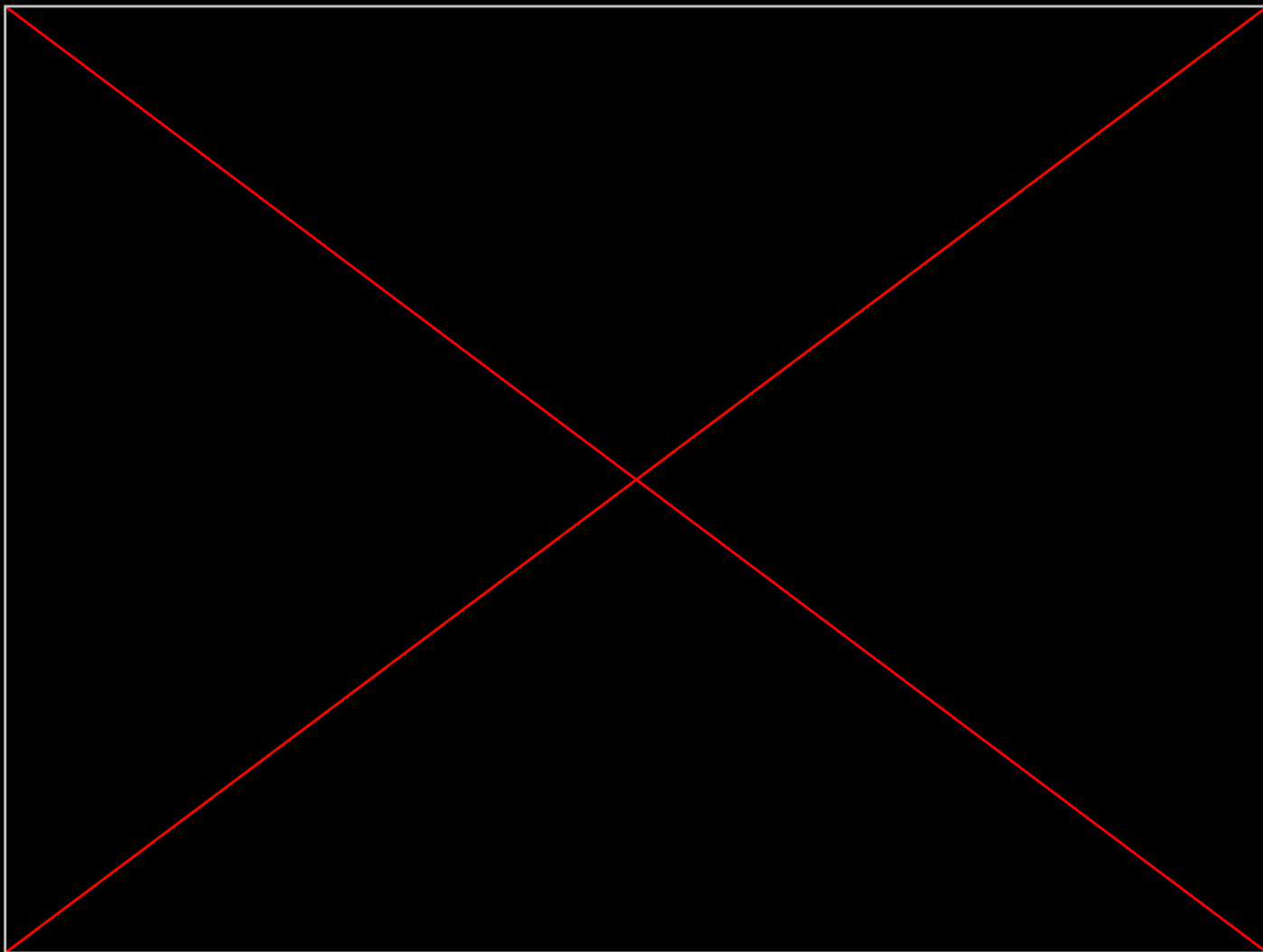
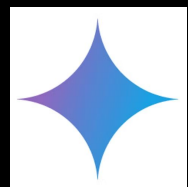
E

Employee Handbook

Ask questions about school policies, programs, and other relevant documents.

Enter a prompt for Gemini

Tools Fast ▾





DEEP DIVE - CONSTRUCTION BID DOCS



CONSTRUCTION BID DOCUMENTS

TABLE OF CONTENTS

- 00 Procurement and Contracting Requirements
- 01 General Requirements
- 02 Existing Conditions
- 03 Concrete
- 04 Masonry
- 05 Metals
- 06 Wood, Plastics, and Composites
- 07 Thermal and Moisture Protection
- 08 Openings
- 09 Finishes
- 10 Specialties
- 11 Equipment
- 12 Furnishings
- 13 Special Construction
- 14 Conveying Systems
- 21 Fire Suppression
- 22 Plumbing
- 23 Heating, Ventilating, and Air Conditioning (HVAC)
- 26 Electrical

BID SET

PROJECT TEAM

A6.01

Prompt:

You are acting as an experienced construction project manager, facilities director, and risk analyst with expertise in K-12 school projects.

I am providing construction bid documents. Please conduct a thorough, structured review with a focus on identifying risks, gaps, and potential issues that could impact cost, timeline, or quality.

Specifically, analyze the documents for:

1. Risk Identification

- **"Areas that could lead to cost overruns"**
- **"Timeline risks or sequencing issues"**
- **"Dependencies that may not be clearly defined"**

2. Missing Scope / Gaps

- **"Items that are commonly required but not explicitly included"**
- **"Ambiguities that could lead to disputes or assumptions"**
- **"Any scope that appears incomplete or underdefined"**

3. Potential Change Orders

- **"Items likely to result in future change orders"**
- **"Areas where allowances, unit pricing, or undefined quantities may create cost variability"**

4. Inconsistencies & Conflicts

- "Conflicts between drawings, specifications, and bid language"
- "Mismatched quantities, timelines, or requirements"

5. K-12 / Public Sector Considerations

- "Compliance risks (safety, accessibility, codes, procurement rules)"
- "Impact on school operations (phasing, student/staff safety, scheduling)"

6. Questions to Ask the Contractor

- "Generate a list of clarifying questions I should ask before awarding the bid"

Output Format:

- "Organize findings into clear sections (Risks, Gaps, Change Orders, Inconsistencies, Questions)"
- "Use bullet points for readability"
- "Highlight high-risk issues separately"
- "Be concise but specific—reference sections of the document when possible"



COMMUNICATIONS - NEW AI POLICY PRES

Create a 5-slide presentation-ready deck

Topic: new AI Board Policy adopted

Audience: Teachers and staff

Purpose: Inform on new guidelines.

Desired outcome: Teachers and staff will have general knowledge about key points of the new policy and "the why" behind it.

Length: 5 slides.

Tone/style: Professional and practical.

Design preference: Clean, modern, education/government style; light background; minimal clutter.

Key points: The need for an AI policy in schools, expectations for use along with acceptable use, and the requirement of human decision-making in all areas of the policy (grading, hiring, etc).

Visuals: one checklist slide

Citations: if needed according to attached policy

Speaker notes: yes.

Output: presentation-ready deck.

Artificial Intelligence Board Policy

What Every Teacher and Staff Member Needs to Know

Adopted: February 2026 | Policy Reference: Artificial Intelligence

1

Why Our District Needed an AI Policy

AI tools are already in our classrooms and offices. This policy creates a clear, shared framework so we can use them responsibly.



Student Learning

AI is changing how students complete assignments. We need standards that prepare students to use AI ethically and critically.



Privacy & Data Security

Student records are protected by FERPA. Only pre-approved AI tools may be used with student information.



Fairness & Accountability

AI can reflect bias. Human decision-making must remain central to grading, hiring, and operational tasks to ensure equity.

2

Expectations for Use: The AI Honesty Scale

Teachers must communicate to students which level of AI use is permitted on each assignment.

0	No AI Use Completed independently. No AI tools.	No disclosure required
1	AI-Assisted Idea Generation AI used for brainstorming only.	No disclosure required
2	AI-Assisted Editing AI refines student work — no content generation.	Student must disclose AI use
3	AI for Specified Task AI completes certain elements with human oversight.	Student must disclose AI use
4	Full AI Use w/ Human Oversight AI used throughout; student provides oversight and evaluates all output.	Student must disclose AI use

Adapted from North Carolina DPI / Dr. Lynn Fosse et al.

3

Your Compliance Checklist

Key actions every teacher and staff member is responsible for:

✓	Privacy	Use only Director of Technology-approved AI tools with student data (FERPA compliance).
✓	Communication	Clearly communicate the permitted AI level (0-4) to students before any assignment begins.
✓	Disclosure	Require student disclosure statements when AI levels 2, 3, or 4 are permitted.
✓	Grading	AI may assist with grading, but all final grade decisions must be made by the teacher.
✓	Data Security	Keep personally identifiable student records secure when using any AI-assisted grading tool.
✓	Prof. Dev.	Complete required professional development training on ethical and appropriate AI use.
✓	Filtering	Use district-managed devices/internet; content filters block harmful AI-generated content (CIPA).

4

People First. Always.

The policy is clear: AI may assist, but humans must make the final call — every time.



Grading

Teachers make all final grade decisions. AI is a support tool only.



Hiring & HR

Hiring, promotions, and evaluations require human decision-making.



Operations

Budgeting and forecasting output must be verified by staff before use.

AI-based Policy — Adopted February 2026

Questions?

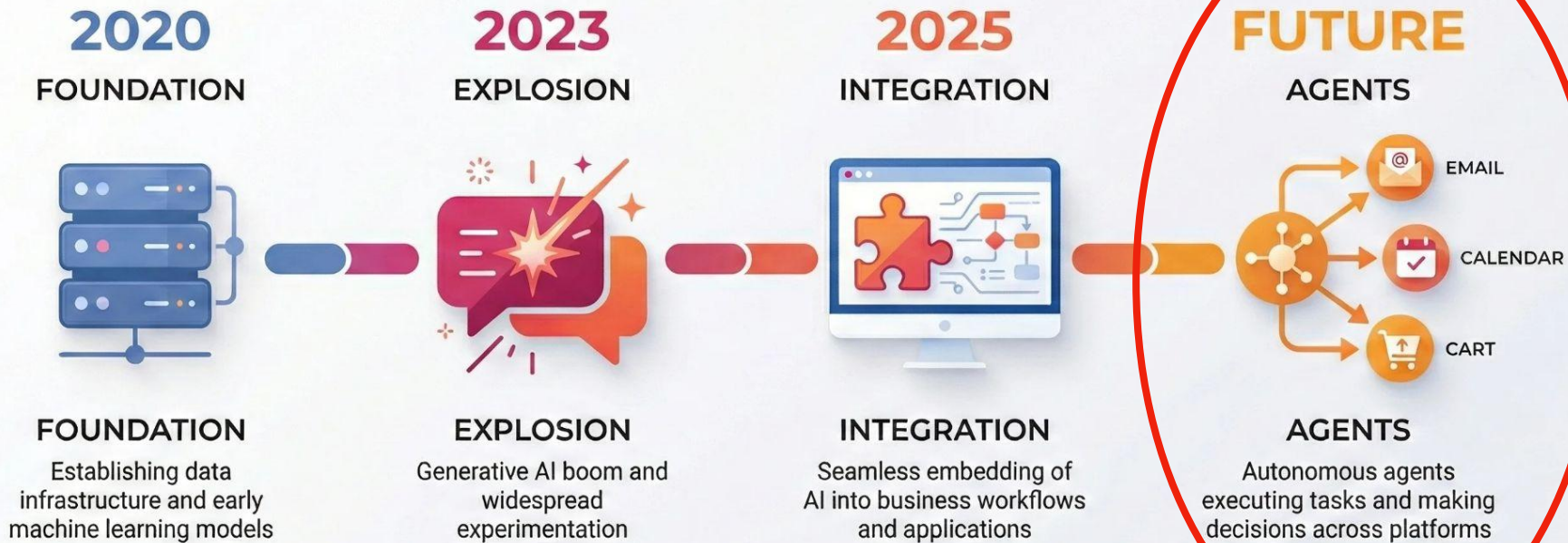
Contact the
Director of Technology
for tool approvals

Contact your
Building Principal
for policy questions

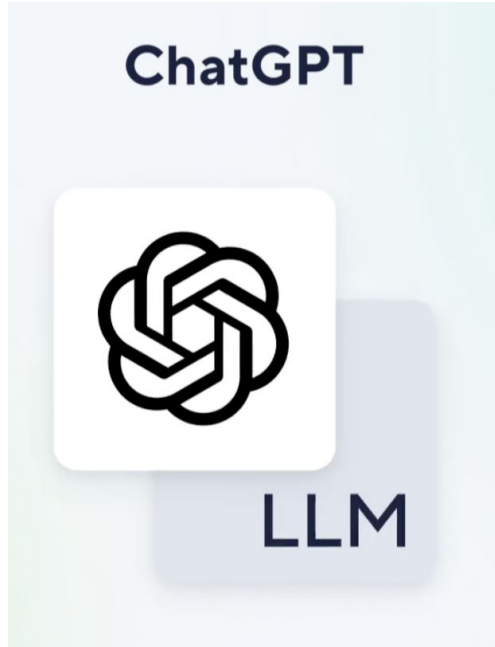
Professional development
training will be
scheduled by the
Superintendent

5

EVOLUTION OF AI ADOPTION



Generative AI vs Agentic AI



Creates content from a prompt



Plans, acts, and uses tools to finish a task

**What Does
This Mean for
YOU?**

Next Steps...



Adopt Thoughtfully: try these tools in your daily work.

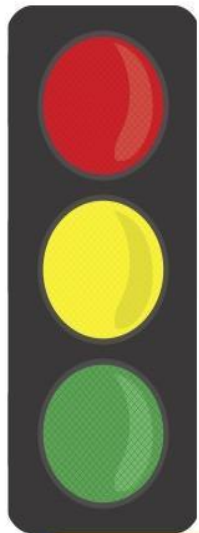


Model safe, ethical use for staff and students.



Set expectations with guardrails and policy: protect PII, provide clarity on usage, adopt a board policy.

AI GUIDELINES FOR CLASSROOM USE



Option #1 - RED LIGHT

Collaboration with AI Tools is not permitted on this activity; all work must be original creation.

Example Instruction:

"Do not use AI tools for this assignment. All content must be original and any use of AI will be treated as plagiarism."

Application:

- Traditional quizzes and exams designed to assess individual knowledge.
- Short-answer questions that require personal reflection or opinion.
- Activities that are part of a larger assessment, where individual contributions need to be isolated for fair evaluation.

Option #2 - YELLOW LIGHT

Learners may use AI tools for specific parts of their assignment, but are required to obtain permission from their facilitator first.

Example Instruction:

"You can employ AI tools to assist brainstorming or initial research, but the main content, arguments, and conclusions should be your own."

Application:

- Long-term projects that require research and synthesis of information.
- Group activities where individual contributions are part of a collective grade.
- Case studies or problem-solving tasks that could benefit from multiple perspectives.



Option #3 - GREEN LIGHT

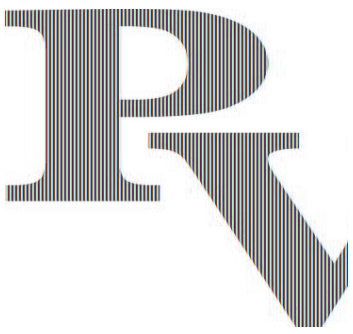
Learners are encouraged to use AI tools, but must discuss with their facilitator how they plan to use and cite these tools in their work.

Example Instruction:

"You may use AI tools as you see fit to enhance your assignment and demonstrate your understanding of the topic, but proper citation is required."

Application:

- Creative writing assignments where AI can serve as a brainstorming tool.
- Research projects that involve gathering and analyzing large sets of data.
- Activities that encourage innovation and exploration, such as coding or design tasks.



815.1

PSBA Policy

Combo of PSBA
and Sweet,
Stevens, Katz &
Williams

XXX. ARTIFICIAL INTELLIGENCE	
1. Purpose	The board's purpose of implementing a policy on Artificial Intelligence (AI) is to ensure the ethical and responsible use of AI technologies to enhance teaching, learning, and administrative processes while safeguarding student privacy and data security. By establishing clear guidelines and procedures, this policy aims to promote transparency and accountability, while fostering a safe learning and working environment.
2 Delegation of Responsibility	The Superintendent shall develop procedures to implement this policy, and may delegate to his/her designee(s) the right to enforce this policy.
3. Definitions	Artificial intelligence (AI) refers to computer systems and algorithms that mimic human cognitive functions, such as learning, reasoning, problem-solving, and decision-making. AI encompasses a broad spectrum of techniques and methodologies, including machine learning, natural language processing, computer vision, and robotics, aimed at creating intelligent systems capable of performing tasks autonomously or with minimal human intervention.
4. Guidelines	<u>Instruction on AI Tools</u> The board directs that students at all grade levels receive age-appropriate instruction on the proper use of AI tools, encompassing fundamental principles such as the necessity of proper human supervision, critical thinking, and skepticism regarding accuracy. Such instruction should aim to empower students with the knowledge and skills needed to navigate the increasingly prevalent presence of AI technologies in their academic and professional lives, fostering a culture of responsible and ethical use.

THE HUMAN ELEMENT



AI ADOPTION IN EDUCATION

Different starting points. Different comfort levels. Same goal: preparing students for their future.

NOT TOUCHING IT

Resistant or hesitant.
Sticking to what
we've always done.



EXPLORING & LEARNING

Curious and cautious.
Trying, learning, and building
confidence.

This is where most of us are.



ALL IN

Embracing and empowering.
Using AI daily to innovate,
lead, and help others.



🎯 → **OUR JOB ISN'T TO PICK A SIDE.
IT'S TO MOVE EVERYONE FORWARD.**



Students have
calculators in
their pockets.



They have GPS
everywhere
they go.



They have access
to limitless
information.



Our job is to teach
them how to use it
wisely and ethically.

**IT'S NOT ABOUT
THE TOOL.**

It's about balance,
exposure, and
teaching them to adapt.



IF THIS ISN'T ON OUR AGENDA, THEY'RE BEHIND THE CURVE.

PREPARE THEM FOR WHAT'S NEXT.

A medium shot of Jerry Seinfeld, a middle-aged man with short, graying hair, smiling warmly. He is wearing a dark blue suit jacket, a white dress shirt, and a dark blue tie. The background is a blurred cityscape at night, with numerous lights from buildings and streetlights. The overall lighting is soft, highlighting his face.

THE TONIGHT SHOW

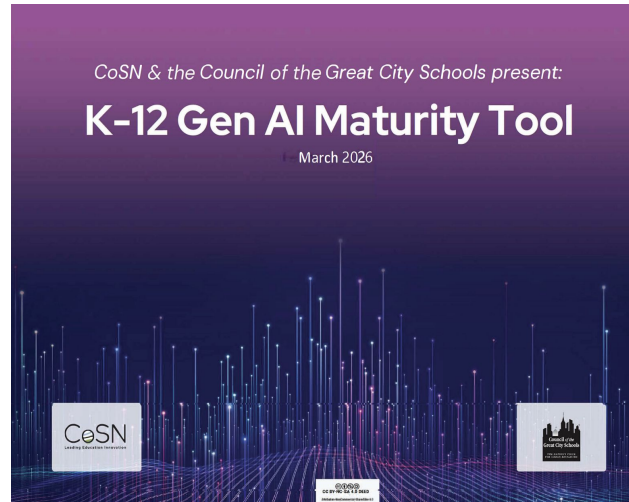
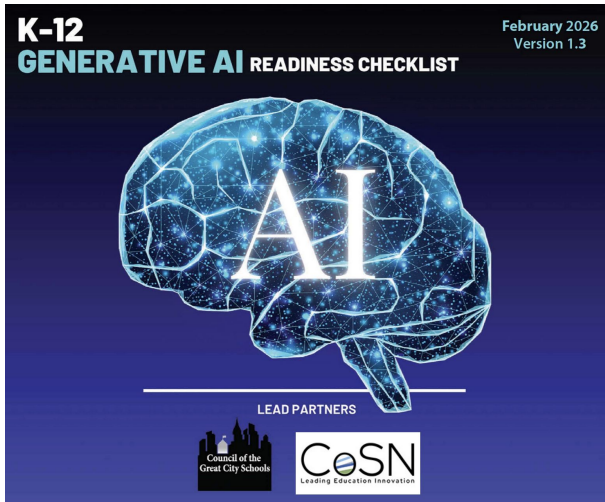
JERRY SEINFELD

RESOURCES

[COSN K-12 Generative AI Readiness Checklist](#) - “Are we ready?”

[COSN K-12 Generative AI Maturity Tool](#) - “Phases of Implementation”

[CommonSense Media AI Toolkit](#) - Road map, vision alignment, tools, etc.



A stack of colorful sticky notes in shades of pink, yellow, and light blue. The top note is light blue and features the text "LET'S TALK" written in a bold, black, hand-drawn font.

LET'S
TALK

*What
questions
can I
help to
clarify?*

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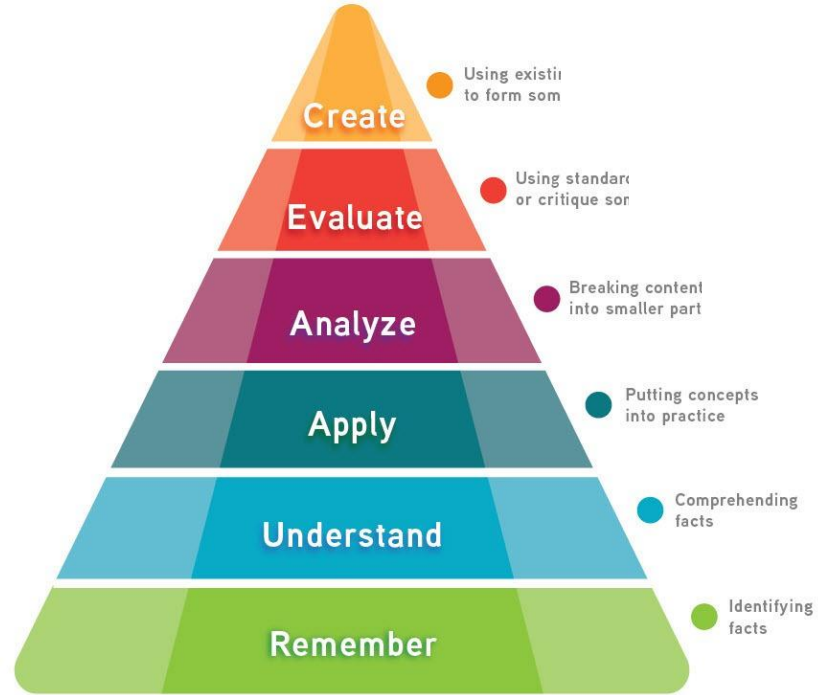
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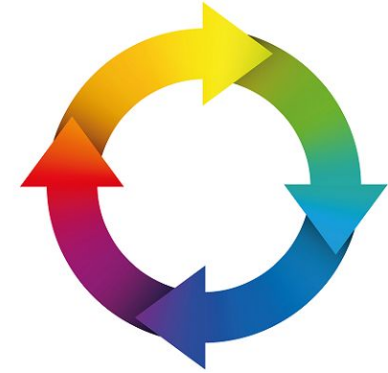
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Programming
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