

Follow along at iamed.tech/aileader-msbo26



A **FOR**

MSBO 2026: From Tickets to Time
April 29, 2026

DISTRICT LEADERS



Cache Money Tacos



Let's Taco 'Bout It!



I AM
EDTECH

Sarah Wood

sarahwood@kentisd.org

AI Collective:

bit.ly/aieducollective

Team Email:

edtech@kentisd.org

THE AI COLLECTIVE

FOR EDUCATORS

FROM Kent ISD

iamed.tech/aicollective

Draft of AI Roadmap V2

The screenshot shows the top section of the 'Learning Roadmap v2' page. It features the Kent ISD logo and the URL 'iamed.tech/airoadmap'. Below the header, there is a section titled 'HOW TO USE THIS RESOURCE' which explains the purpose of the roadmap and lists the authors: Keith Trampler, Sarah Wood, and Katherine Fredrickson. At the bottom, there is a grid of four categories under the heading 'ARTIFICIAL INTELLIGENCE DOMAINS': Literacy (Foundations, Impact), Ethics (Limitations, Developing Ethics), Fluency (Effective Use, Enhancement &), and Development (Core Concepts, Creating AI Tools).

AI Privacy & Safety Checks Tool

The screenshot displays the 'AI Privacy & Safety Checks' tool page. It includes a navigation bar with 'Home', 'Privacy & Safety', 'Resources', 'Presentations', and 'More'. The main heading is 'AI Privacy & Safety Checks' with the URL 'iamed.tech/aiprivacysafety'. The page describes the tool's purpose for educators, administrators, and technology leaders. It provides instructions on how to use the tool, including search criteria and filter options. At the bottom, there is a section for 'AI Privacy & Safety Tool Evaluation' and a 'Filter & Search for Tools' section.

Professional Learning Opportunities

The screenshot shows the 'Kent ISD EdTech Professional Learning' page. It features a search bar and a list of learning opportunities. Each opportunity includes a title, a brief description, and a 'REGISTER' button. The opportunities listed are: 'AI Summit 2026', 'Real vs. Real: Understanding AI Through Film', 'Podcast PDC: For the Purpose of...', and 'Kent Educational Technology Specialists (KETS)'. The page also includes a 'Learners First' button and a 'Show Filters' button.

HOW AI WAS USED TO PREPARE FOR TODAY

1

Purpose

AI was used to speed up planning and organize ideas so time could be spent on judgment and relevance.

2

Where AI Helped

AI supported brainstorming, outlining, early drafts to get ideas moving, and accessibility

3

Where AI Didn't Decide

Final decisions, priorities, and tone were set by a human, not the tool.

4

Review & Editing

All AI-generated content was reviewed, edited, and adapted for this audience and context.

5

Boundaries & Privacy

No personal, student, or sensitive information was entered into AI tools.

6

Access & Expectations

AI use today is shared for transparency, and a potential model for your future use.



This is fine.

WORLD'S BEST DOG

HOW TO RUN A SCHOOL DISTRICT

FINANCE COMMITTEE PRESENTATION

BUDGET DEADLINE TOOT

STATE AID ALLOCATION
BOND FUND UTILIZATION

RE-NEGOTIATE UNION CONTRACTS

BUDGETS
CURRICULUM

ANGOTHA SEA ISOUT

INLUITSE-PIR R HHT PABCOMENET

MR. PIR PABCOMENET

FORMHLOD, CTGIMNEZ BAE DAVIE

TRANSPORT

PERHASSO LUMHODSO HHT

TACKUTKS: AHA CONCLUANC ONVAK

PERHASSO: KAPZ LAMPH KOPS

TOUOURY REFTEON CYCLE

DEENRLOSJ REFRESH CYCLE

FINANCIAL AID ONSPENLENY REPORT

E RATE FUNDING APPLICATORS
ERP SYSTEM INTEGRATION

CAREBPREFO HOTEHMALES RCH BR

CLARELLIAS AMITLTON HEDICES AKAREGA

EFRECFIYD ONCLUANTY PRECESSION

HREFEIGA TEE PROCEITION

**Leadership might
feel like this image.**

District leadership today is
managing dozens of systems
simultaneously.

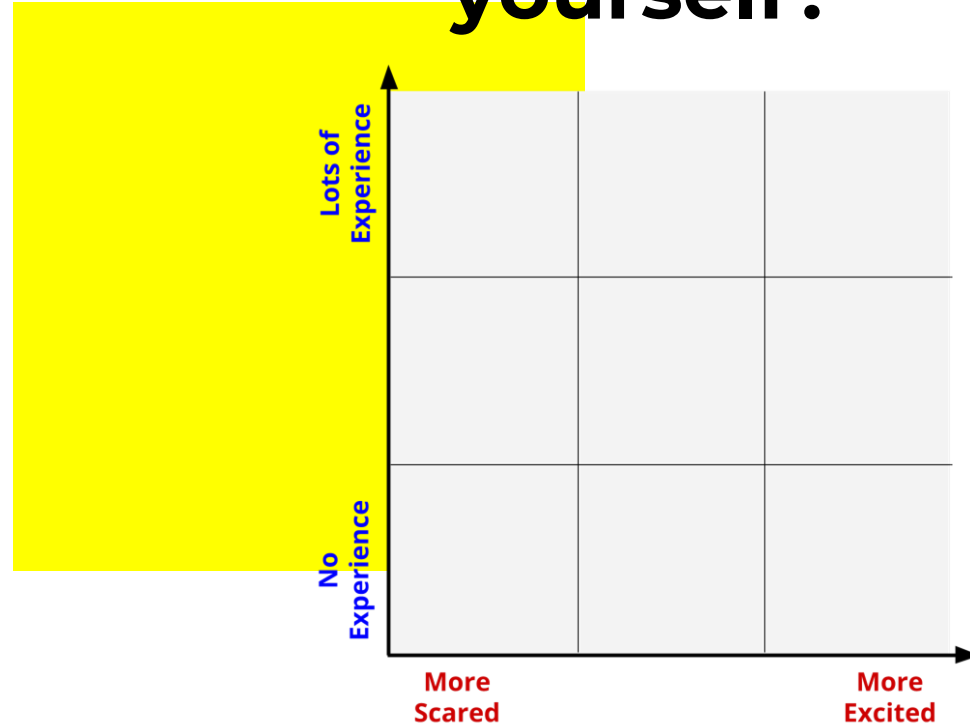
**The challenge is
having too much
information and too
little time to process it.**

Today we'll explore how AI can help
leaders manage those systems
more effectively.

PULSE CHECK

[Click Here](#)

How would you rate yourself?



IMAGINE IF...



How much would the following tech malfunctions disrupt your life?

Respond with a fist (low disruption) to five (high disruption).

IMAGINE IF...



Your email's **priority inbox** and **spam filter** crashed, showing you ALL of the emails you receive.

IMAGINE IF...



Your **GPS navigation system** crashed in the middle of a trip to an unfamiliar city.

IMAGINE IF...



Your phone's **call screening filter** crashed. You get a phone call every 5 minutes, all day long.

IMAGINE IF...



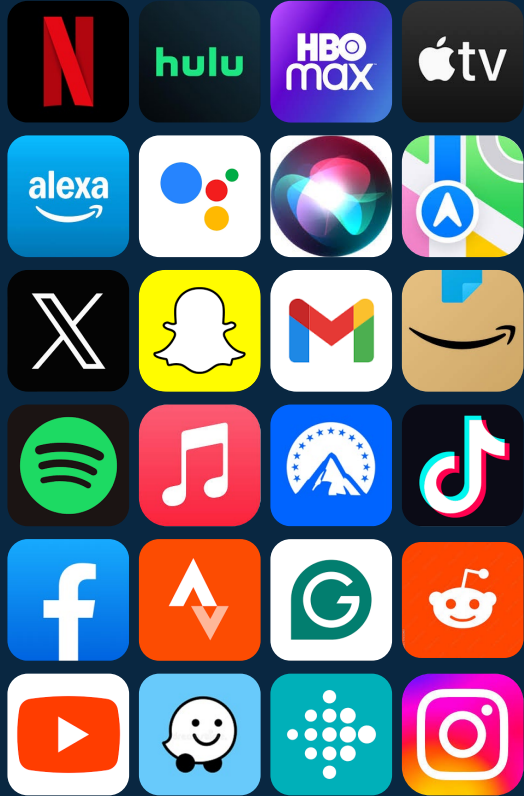
You're running late to a meeting. **Autocorrect** and **predictive text** stopped working.

IMAGINE IF...



It's payday. Your bank's **fraud detection** program crashes.

AI IN OUR DAILY LIVES



AI is powering many of
the tools we use
frequently and depend
upon.



1

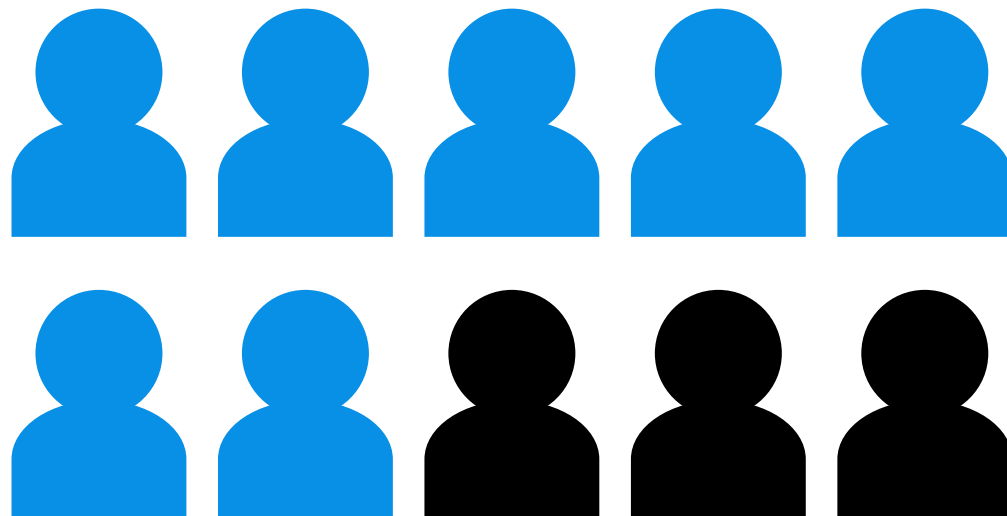
THE STATE OF AI

AI AND THE JOB MARKET

January 2026

70

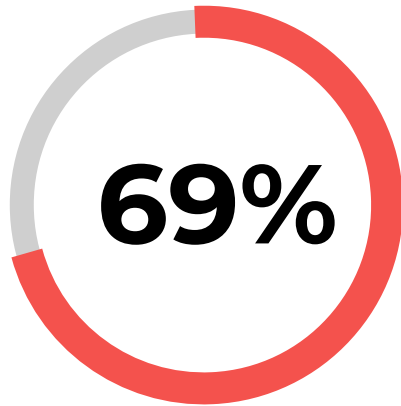
%



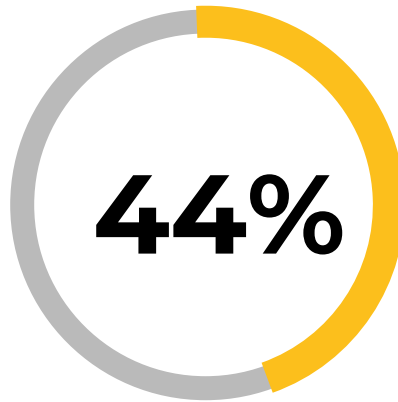
of organizations plan
to hire people with

AI USE IN THE WORKPLACE

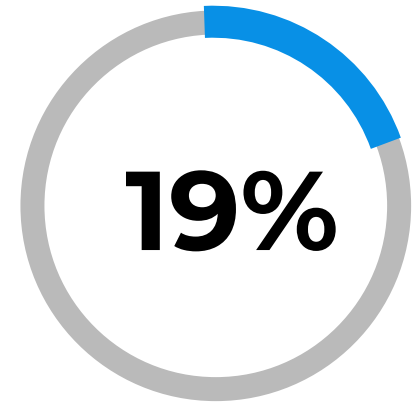
February 2026



of leaders
use AI at
work



of leaders use AI
daily or a few
times a week at
work

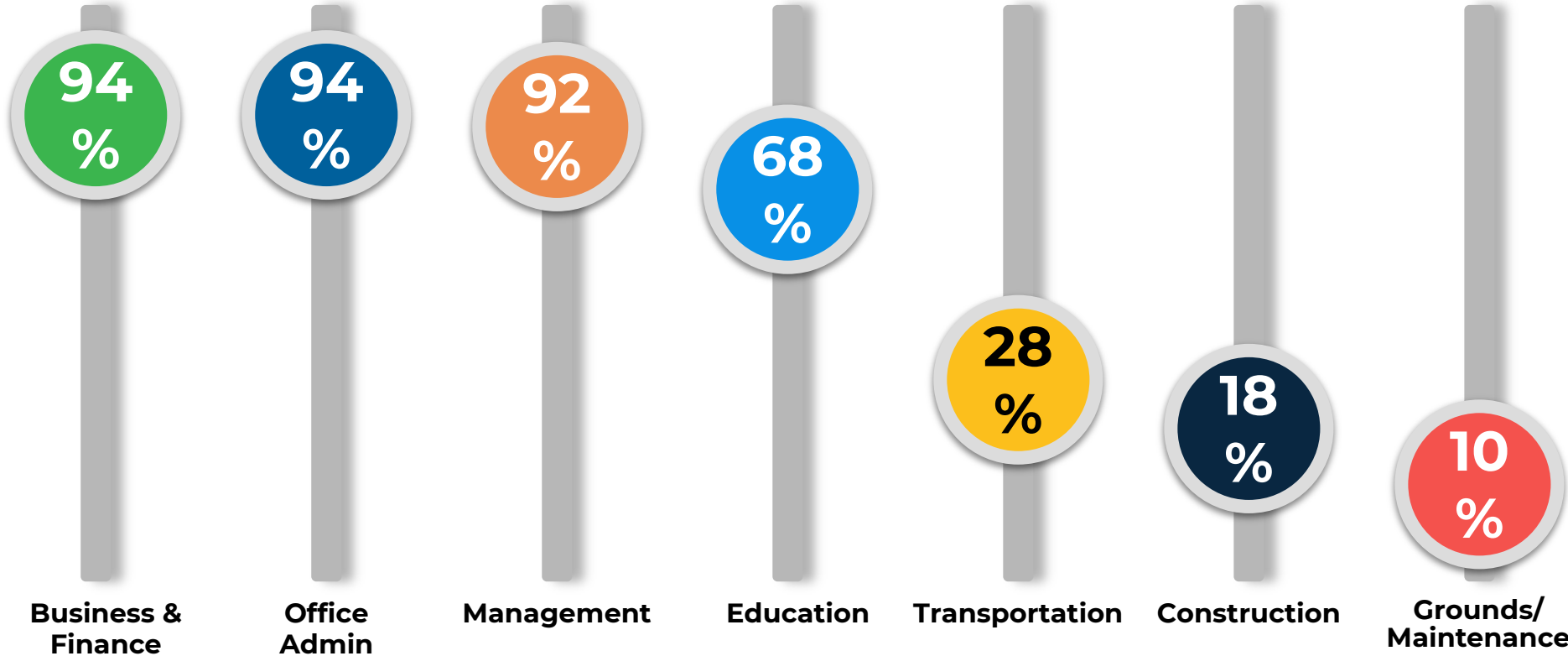


of leaders
use AI on a
daily basis
at work

March 2026

HOW MANY WORK TASKS COULD AI HANDLE?

These numbers reflect task automation, not job replacement.



BUT WHAT IS MISSING?

Context & Nuance
(Human Element)



2

LIMITATIONS OF AI

TYPES OF AI BEFORE GENERATIVE AI

EXPERT SYSTEMS

Early versions of AI focused on **knowledge databases**.



ELIZA Psychotherapy
1960s



MYCIN Diagnosis
1972

REACTIVE

Responds to inputs but **does not** learn from past experiences or form new “memories”.



Deep Blue
1996



Roomba
2001

PREDICTIVE

Analyzes data to better predict future behaviors.



Netflix
2006



Spotify
2006



TYPES OF AI GENERATIVE AI & BEYOND

GENERATIVE

Creates **new content** or outputs based on learned patterns.



ChatGPT
2022



Gemini
2023

AGENTIC

Narrowly trained autonomous AI work together to tackle **complex tasks** without human oversight.



Grok 4.0
2026



Travel Agent
Example

GENERAL (AGI)

Able to complete highly complex tasks **as a human would**.



C-3PO



Wall-E

Estimated - 2030-2040



BIAS IN AI

All AI tools have biases. Bias generally comes from:

- The **training data set** is not representative of the real population. ([Selection Bias](#))
- Teams **developing** AI systems lack diversity and may have blind spots. ([Confirmation Bias](#))
- The way **humans interact with AI** reinforces patterns of bias. ([Stereotype Bias](#))

Unchecked AI biases can **amplify harm and discrimination.**

LOOK CLOSER

What biases might the AI be holding in regards to gender, skin color, clothing, or the setting?



Create a photorealistic image of a baby dressed as a researcher. They are feeling curious as they reach for a robot at daycare.

FABRICATIONS (HALLUCINATIONS)

AI systems can confidently present incorrect information as fact.

- **Humans are necessary.** Rate responses and correct AI when it's wrong.

MISINFORMATION ← FABRICATIONS

False or inaccurate information - getting the facts wrong.

DISINFORMATION ← BAD ACTORS

False information which is deliberately **intended to mislead** - intentionally misstating the facts.

LOOK CLOSER

Does anything in this image appear unrealistic or fabricated based on real-world norms or facts?



Create a photorealistic image of a baby dressed as a researcher. They are feeling curious as they reach for a robot at daycare.

DATA STEWARDSHIP

The data you feed into AI tools may be used in surprising ways.

- Good practice: Never give AI systems **personally identifiable information** (PII).
- Always check **Terms of Service** and **Privacy Policies** before using a new tool.

Pro Tip Use the Privacy and Safety Checks developed by Sarah Wood.

iamed.tech/aiprivacysafety

LOOK CLOSER

What kinds of data were likely used to train the AI that created this image?



Create a photorealistic image of a baby dressed as a researcher. They are feeling curious as they reach for a robot at daycare.

DATA PRIVACY AND SAFETY CHECKS



iamed.tech/aiprivacysafety

A database of AI tools used in education settings.

- Safety ratings based on a **180 point review**.
- Grade-band ratings
- Tool comparison
- Vendor-verified
- REMC DPA

AI Privacy & Safety Tool Evaluation

AI Privacy and Safety Checks © 2025 by Sarah Wood is licensed under Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International. To view a copy of this license, visit <https://creativecommons.org/licenses/by-nc-nd/4.0/>

Filter & Search for Tools

Search or use the filters below to explore tools that match your needs. Note: The primary ranking applied across all views is based on the tool's Privacy Score.

Search & Basics

Search tool name or keyword: List View Mode: Sort By: Filter by Grade Band:

Privacy, Environmental, and Social Justice Filters

Tool Use

Find & Compare Tools

ENVIRONMENTAL IMPACT

The processing power required for utilizing AI has impacts on our environment.

AVERAGE GEMINI PROMPT



0.24 Wh of energy

Charge a phone for
1 minute



0.03 grams of CO₂

Sending 3 emails



0.26 mL of water

1/50th of a
teaspoon

**Approximately 2,500 prompts
are generated every second.**

[How much energy does Google's AI use? We did the math - Google Cloud](#)

LOOK CLOSER

Did I craft this prompt
with intention to limit
my environmental
impact?



Create a photorealistic image of a baby dressed as a researcher. They are feeling curious as they reach for a robot at daycare.

ENVIRONMENTAL IMPACT COMPARISON

	Power Consumption	Daily Use	Daily Power Consumption
ChatGPT	0.34 wH per Query Source	2.5 Billion Queries Source	0.85 Billion wH
TikTok	0.6 wH per Minute Source	7.1 Billion Minutes 52 Minutes per User (in U.S.) Source 136 Million Active Users (in U.S.) Source	4.2 Billion wH
Netflix HD Streaming	6.1 kWh per Hour Source	203 Million Hours Source	1.3 Billion wH
Google Search	0.3 Wh per Query Source (2009)	3.5 Billion Queries Source	10.5 Billion wH

Note: Information about environmental impact of AI and other technologies are not well-documented. The data shown is estimated based on available information.

COPYRIGHT & FAIR USE

AI has a unique and messy relationship with copyright law.

General Rule: Fair-use applies to inputs.
(subject to change) Copyright does NOT apply to outputs.

Fair Use Guidelines

EXCERPT

Use small excerpts instead of the whole book.

ATTRIBUTE

Cite and directly link to the original sources.

PURPOSE

Use the original work for a different purpose. Share alike.

LICENSING

Use OERs or check your textbook license.

LOOK CLOSER

Could parts of this image resemble or borrow from copyrighted designs?



Create a photorealistic image of a baby dressed as a researcher. They are feeling curious as they reach for a robot at daycare.

CITATION & DISCLOSURE

Even though AI-generated works are not protected by copyright law, it is important to disclose when you're using AI in your work.

APA Style

OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model]. <https://chat.openai.com/chat>

MLA Style

"Describe the symbolism of the green light in the book *The Great Gatsby* by F. Scott Fitzgerald" prompt. ChatGPT, 13 Feb. version, OpenAI, 8 Mar. 2023. chat.openai.com/chat.

Chicago Style

1. ChatGPT, response to "Explain how to make pizza dough from common household ingredients." OpenAI, March 7, 2023.

LOOK CLOSER

What sources did you and AI borrow from to create this image?



Create a photorealistic image of a baby dressed as a researcher. They are feeling curious as they reach for a robot at daycare.



Clippy Then



Clippy Now

The AI systems we have today will soon be considered **primitive.**

The potential for **HARM** and **GOOD**
lies within the **HUMANS** who use AI.



3

TOOL FLUENCY

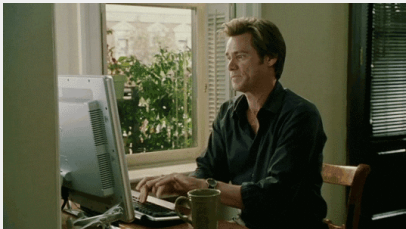
MISTAKES DISTRICTS ARE MAKING

5

mistakes
district leaders
might be
making

1. **Chasing tools** instead of solving problems
2. **Writing policies** before understanding how the tools work
3. **Treating AI adoption** as optional learning instead of organizational change
4. **Measuring success** by tool adoption instead of outcomes
5. **Forgetting the human role in decision-making**

USING THE TOOLS RIGHT



Efficiency

Use AI systems to improve your productivity.

Get back time and energy to focus on other priorities.

There is value here.



Enhancement

Use AI systems to level-up the work you do.

Generate new ideas, strategies and resources.

But the true power of AI lies here.



Empowerment

Use AI systems to remove barriers and lift quiet voices.

Meet the needs of others by improving accessibility.



AI IS AN AMPLIFIER

AI should **amplify the things that make you, you!**

Use AI to

- **deepen your thinking**
- **explore your curiosities**
- **amplify your voice**
- **enhance your creativity**

... not to replace them.

WHERE AI TOOLS FIT IN THE WORKFLOW


Gemini
for Education









NotebookLM

 ChatGPT

 Copilot

 Claude

 perplexity

	Gemini for Education	NotebookLM	ChatGPT	Copilot	Claude	perplexity
Understand (Conversational AI)	✓	✓	✓	✓	✓	✓
Explore (Resource -Based)	 Drive Files & Uploads	✓	 File Uploads	 Microsoft Data & Uploads	 File Uploads	 File Uploads
Standardize (Reusable Workflows)	✓ Gemini Gems	✗	✓ Custom GPTs	 Studio / Agents	✓ Projects	✗
Streamline (Time-Based Automation)	✓ Scheduled Actions	✗	✓ Scheduled Tasks	✓ Power Automate	✓ Automations	✗
Empower (AI Development)	✓ Canvas	✗	✓ Canvas	 Pages (Loop)	✓ Artifacts	✗

AI ASSISTANTS COMPARISON

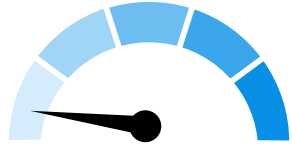


Data Privacy Score How well the tool protects user data and follows privacy standards.	83% Pass	86% Pass	82% Pass	86% Pass	86% Pass	91% Pass
Environmental Impact How much carbon emissions, energy, and water the tool consumes when used.	Low	Low	Medium	Low	Low	Low
Social Justice Impact How equitable, transparent, and bias-aware the tool's practices are.	Low	Low	Low	Medium	N/A	N/A

AI USE & CONFIDENCE GROWS OVER TIME



AI USE PROGRESSION



UNDERSTAND

Clarify your thinking with AI
Gemini Chat

- Brainstorm and test ideas
- Draft and refine language
- Translate questions into actionable next steps



EXPLORE

Engage with your own content
NotebookLM

- Analyze reports and documents
- Surface patterns in your data
- Generate resources from existing content



STANDARDIZE

Build reusable workflows
Gemini Gems

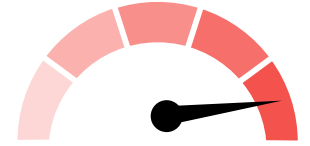
- Set the rules
- Reuse the workflow
- Keep outputs consistent



STREAMLINE

Automate information flow
Gemini Scheduled Actions

- Schedule recurring summaries
- Pull key updates automatically
- Reduce repetitive reporting



EMPOWER

Build AI-powered tools
Gemini Canvas

- Build tools or applications with AI
- Prototype solutions to real problems
- Design systems that support your organization

Select up to
2 choices.

[Click Here](#)

Which “Exits” would you like to learn more about today?

Exit 1	Exit 2	Exit 3	Exit 4	Exit 5
UNDERSTAND	EXPLORE	ST...	...	VER

Conversational AI

Resource-Based

Reusable Workflows

Time-Based Automation

Visual Coding



Project Management

HOW TO RUN A SCHOOL DISTRICT

ANDREWS

OUTLINES

OUTLINES

WORLD'S BEST DOG

FINANCE COMMITTEE PRESENTATION

BUDGET DEADLINE TIGHT

STATE AID ALLOCATION

BOND FUND UTILIZATION

RE-NEED TO UPDATE CONTRACTS

SPENDING BUDGET CLOSURE

BUDGETS RETIREMENT OFFICE

PACKAGES ANA CONSTRUCTION RETIRE

E-RATE FUNDING APPLICATIONS

LAP SYSTEM APPLICATION

BUDGETS

CURRICULUM

MEETS THE V. ONE PROPOSALS

CONTRACTS FOR I. BUDGET BUDGET

CONTRACTS FOR I. BUDGET BUDGET

DURATION BUDGET BUDGET BUDGET

CONTRACTS FOR I. BUDGET BUDGET





Exit 1

UNDERSTAND

Clarify your thinking with AI



PROBLEM:

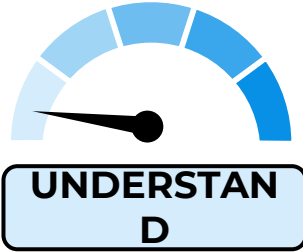
You are facing complex issues
and need a way to quickly
organize your thinking before
making decisions

PROMPT ENGINEERING

UNDERSTAND

Clarify your thinking with AI

AI USE PROGRESSION UNDERSTAND



Use AI when you need to think something through, not automate a task.



Common Leadership Uses:

Clarify your thinking with AI

- Brainstorm and test ideas
- Draft and refine language
- Translate questions into actionable next steps

- Draft a difficult email to staff or community
- Pressure-test an idea before presenting it
- Turn a messy problem into clear next steps
- Rewrite communication for clarity and tone
- Prepare talking points for a meeting

GEMINI FOR EDUCATION TOOLS

gemini.google.com



Deep Research

Generate in-depth reports in minutes



Guided Learning

Go beyond answers and build a deep understanding



Canvas

Create, code, and collaborate with Gemini in one space



Create Images 🌟

Generate and edit images from simple text descriptions



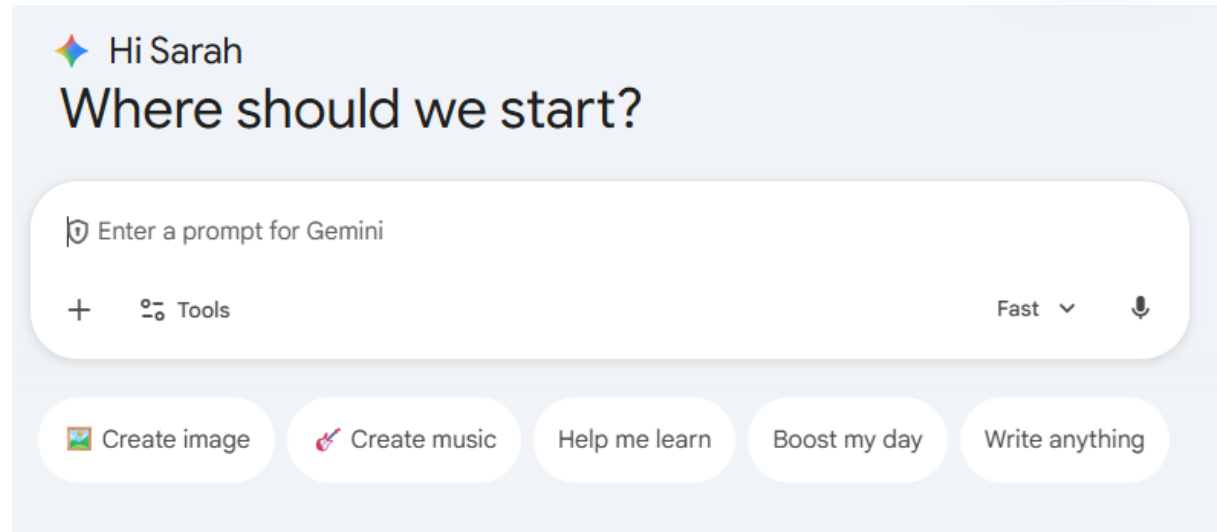
GEMS

Customize chatbots to automate redundant tasks



STARTING A CHAT

1. gemini.google.com
2. Use the text box to enter a prompt to start a chat with Gemini.
3. Rename your chat so you can easily search/locate it later
4. Previous chats will be shown in the left navigation



PREPARE YOUR PROMPT

P

PROMPT

Introduce the task

R

ROLE

Give the AI a role or focus

E

EXPLICIT

Provide instructions and resources for context

P

PARAMETERS

Set the structure of the response

A

ASK

Ask AI to ask you follow up questions

R

RATE



Ask AI to rate its response and suggest improvement areas

E

EMOTIONS

Set the tone of the response

POWER UP PROMPT



Power Up Your Prompt

with the PREPARE Framework

bit.ly/prepare-prompt

Use this table to develop a prompt you could use

P	PROMPT Introduce the task	
R	ROLE Give the AI a role or focus	
E	EXPLICIT Provide instructions and resources for context	
P	PARAMETERS Set the structure of the response	
A	ASK Ask AI to ask you follow-up questions	
R	RATE Ask AI to rate its response and suggest improvements	
E	EMOTIONS Set the tone of the response	

1

Think of a materials you could generate for an upcoming lesson.

2

Use the Power Up Prompt template to PREPARE a prompt that will help you build materials.

bit.ly/prepare-prompt

PROMPT

Introduce the task

Create a concise monthly leadership update summarizing the work completed by the Technology Services department during the past month.

ROLE

Give the AI a role or focus

You are the Assistant Superintendent of Technology Services at a large ISD.
You specialize in translating operational reports into clear executive updates.

EXPLICIT

Provide instructions and resources for context

Use the information in the [attached monthly service report](#).

Identify key focus areas, notable patterns in support provided, and emerging needs.

PARAMETERS

Set the structure of the response

The update should be 1–2 short paragraphs.

It should highlight patterns rather than listing every activity.

It should be appropriate for a superintendent, executive leadership, or cabinet briefing.

ASK

Ask AI to ask you follow up questions

Ask me questions about anything you are uncertain about before you begin to build your response.

RATE

Ask AI to rate its response and suggest improvement areas

Please rate your response on how well it meets all of the criteria I've given you.

Suggest areas that may be improved.

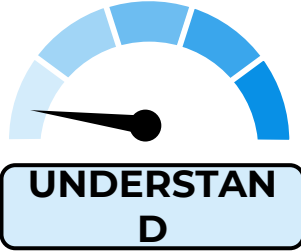
EMOTIONS

Set the tone of the response

The tone should be professional, concise, and leadership-focused.

Technol
ogy

AI USE PROGRESSION UNDERSTAND



Use AI when you need to think something through, not automate a task.



Common Project Management Uses:

- Brainstorm project goals or outcomes
- Identify possible risks or challenges
- Turn a vague idea into clear project steps
- Draft a project overview or proposal
- Refine communication about the project

Clarify your thinking with AI

- Brainstorm and test ideas
- Draft and refine language
- Translate questions into actionable next steps

PROMPT

Introduce the task

Create a clear project plan for upgrading HVAC systems across multiple district buildings to improve energy efficiency and reliability.

ROLE

Give the AI a role or focus

You are a Facilities Director responsible for planning and coordinating district building projects. You specialize in translating operational needs into organized project plans.

EXPLICIT

Provide instructions and resources for context

The project involves evaluating current HVAC systems, prioritizing buildings for upgrades, coordinating with vendors, and minimizing disruption to school operations. The plan should consider budget constraints, scheduling during school breaks, and coordination with district leadership.

PARAMETERS

Set the structure of the response

The project plan should include major phases, key milestones, and suggested timelines.
Identify responsible roles for major tasks.
Include potential risks such as supply delays, budget limits, or operational disruptions.

ASK

Ask AI to ask you follow up questions

Ask me questions about anything you are uncertain about before you begin to build your response.

RATE

Ask AI to rate its response and suggest improvement areas

Please rate your response on how well it meets all of the criteria I've given you.
Suggest areas that may be improved.

EMOTIONS

Set the tone of the response

The tone should be professional, concise, and leadership-focused.

An orange oval containing the word "Facilities" in white text.

Facilities

DISTRICT LEADERSHIP PROMPTS

Full List of Prompts: iamed.tech/prompts-districtleaders



Technology



HR



Security



Facilities



Superintendent



Business

EDIT YOUR PROMPT

E

EVALUATE the strength of the response
How well does this align with my needs and goals?

D

DETERMINE accuracy and corroborate
Is the information true, valid, and verifiable?

I

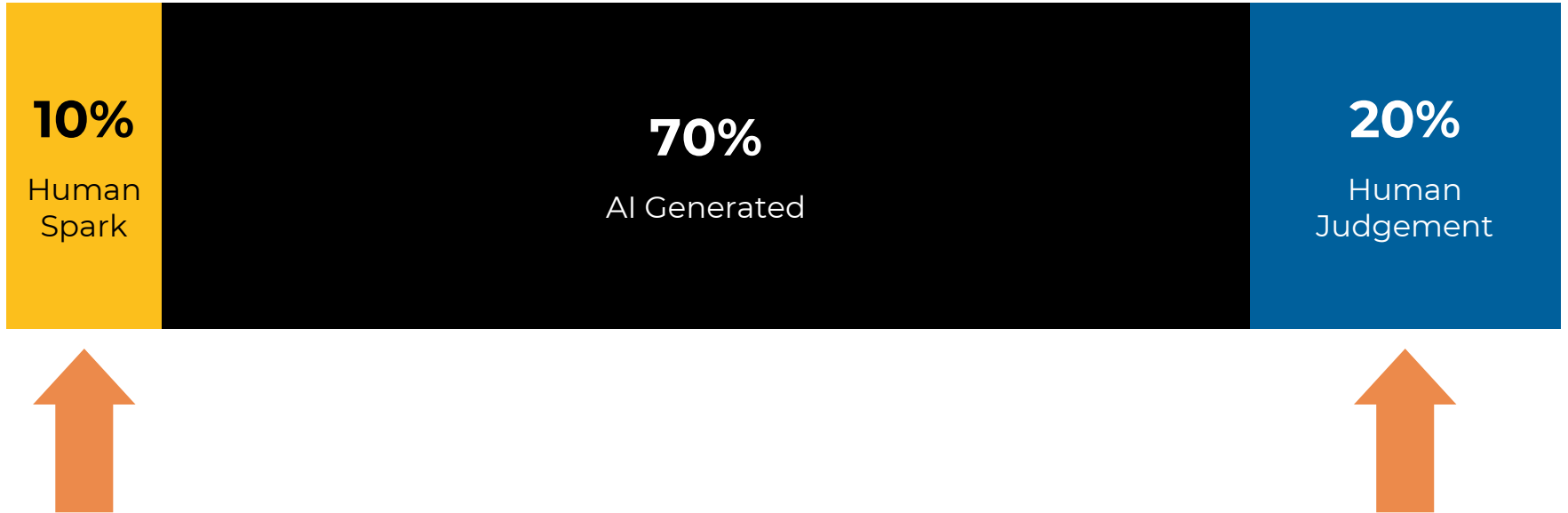
IDENTIFY any bias and misconceptions
Is the information free of bias and context error?

T

TRANSFORM and update content
How do you need to adjust the content for your context?

**USE
YOUR
HUMAN
JUDGEMENT**

THE ART OF PROMPTING



GEMINI GUIDANCE

Guidance that will help you understand what Gemini for education offers to educators.

Includes scenarios to practice using Gemini to support.







bit.ly/gemini-guidance

GEMINI FOR EDUCATION

Guidance from Kent ISD

Gemini for Education

Gemini and NotebookLM are now core services for all Google for Education domains. All K-12 educators and students now have free and unlimited access to Gemini, Gemini in Classroom, and NotebookLM. Here's what you need to know.

 Gemini for Education Safe, secure, and unlimited free access to Gemini.	 Gemini in Classroom AI-powered tools for teachers in Google Classroom.	 NotebookLM An AI tool where you control the training data.	 Gemini for Workspace Paid tier AI integrations in Drive, Gmail, etc.
---	--	--	--

Responsible and Engaging Learning Experiences for Students

- Gemini flags and prevents inappropriate content from getting to your students.
- Gemini double-checks fact-based questions against web content for accuracy.
- Gemini for education is built for learning, using learning science to inspire curiosity and support active learning.

Private, Secure, and Free

- Gemini provides the same enterprise-grade protection as other core services like Drive, and Gmail.
- Your data is your data, and it's not reviewed or used to train AI models or for ad targeting.
- Gemini is compliant with industry regulations, including COPPA, FERPA, HIPAA, FedRamp and more.
- Free access provides students and educators equitable access to critical tools and helps develop AI literacy.

AI USE FOR DISTRICT LEADERS DEEP RESEARCH



Prompt	Conduct deep research and create a report on practical ways district leaders are using artificial intelligence to improve operational efficiency, communication, and decision-making in school systems.
Role	<p>You are an expert in educational leadership and organizational strategy in K-12 school systems.</p> <p>You have extensive experience supporting district leaders, superintendents, and operational departments such as technology, facilities, finance, and human resources.</p> <p>You specialize in translating complex research and emerging technologies into practical leadership strategies that can be implemented in school districts.</p>
Explicit	<p>Use recent research, case studies, and credible reports about AI adoption in leadership, government, and education organizations.</p> <p>Focus on high-impact leadership use cases such as operational planning, project management, policy development, communication, and data-informed decision-making.</p>
Parameters	<p>Include specific examples of how AI can support district leadership work.</p> <p>Provide clear explanations of each strategy and why it matters for school systems.</p> <p>Highlight opportunities, potential risks, and considerations for responsible implementation in K-12 environments.</p>

[EXAMPLE OUTPUT - DOC](#)

[EXAMPLE OUTPUT -
INFOGRAPHIC](#)



PROJECT MANAGEMENT GUIDED LEARNING



Prompt

I am a district leader working on a project related to _____. I've attached relevant documents, reports, or notes. Help guide my thinking as I plan next steps and make informed decisions.

Role

- You are an expert in K–12 educational leadership and district operations.
- You are skilled at coaching leaders through complex decisions by asking thoughtful questions and surfacing important considerations.
- You help leaders clarify priorities, identify risks, and think strategically about implementation.

Explicit

- Guide my thinking by asking reflective and strategic questions before offering suggestions.
- Help me identify important factors such as stakeholders, timelines, budget implications, and operational impact.
- Surface potential challenges, unintended consequences, or additional data that may be needed.

Parameters

Do not immediately generate a full solution.

Instead, guide me step-by-step through the thinking process so I can clarify goals, evaluate options, and determine next steps.



Pro Tip

Attach reports, planning documents, board goals, or operational data so the AI can ask more relevant leadership questions.

PROJECT PLANNING DASHBOARD CANVAS



Prompt Design and code a simple web-based School Project Planning Dashboard that district leaders can use to track major initiatives, timelines, responsibilities, and progress.

Role Act as an experienced software developer and K-12 operations consultant who specializes in building practical tools that help district leaders manage complex projects and initiatives.

- Explicit**
- Create a dashboard that allows users to track projects, owners, timelines, and progress status.
 - Include sections for project goals, milestones, risks, and next steps.
 - Use visual elements such as status indicators, progress bars, or color coding to show project progress.
 - Allow users to add, edit, and update project entries easily.

Parameters The app should be written in HTML and JavaScript, be mobile-friendly, and have a clean, simple interface suitable for leadership teams.

Pro Tip

Canvas works well for building quick custom leadership tools like initiative trackers, facility planning dashboards, or budget scenario calculators.



EXAMPLE OUTPUT



Exit 2

EXPLORE

Engage with your own content



PROBLEM:

You want to better understand all of the different information sources you have

SOURCE ANALYSIS

EXPLORE

Engage with your own content

NOTEBOOKLM FOR EDUCATION TOOLS



NotebookLM for Education

Audio Overview

Turn documents into audio summaries

Video Overview

Generate visual explainer videos of materials

Mind Map

Transform complex documents into visual maps

Reports

Generate reports based on uploaded sources

Flashcards

Create flashcards from uploaded documents

Quiz

Build auto-generated quizzes

Infographic

Turn dense information into visual graphics

Slide Deck

Produce slide decks from source materials

Data Table

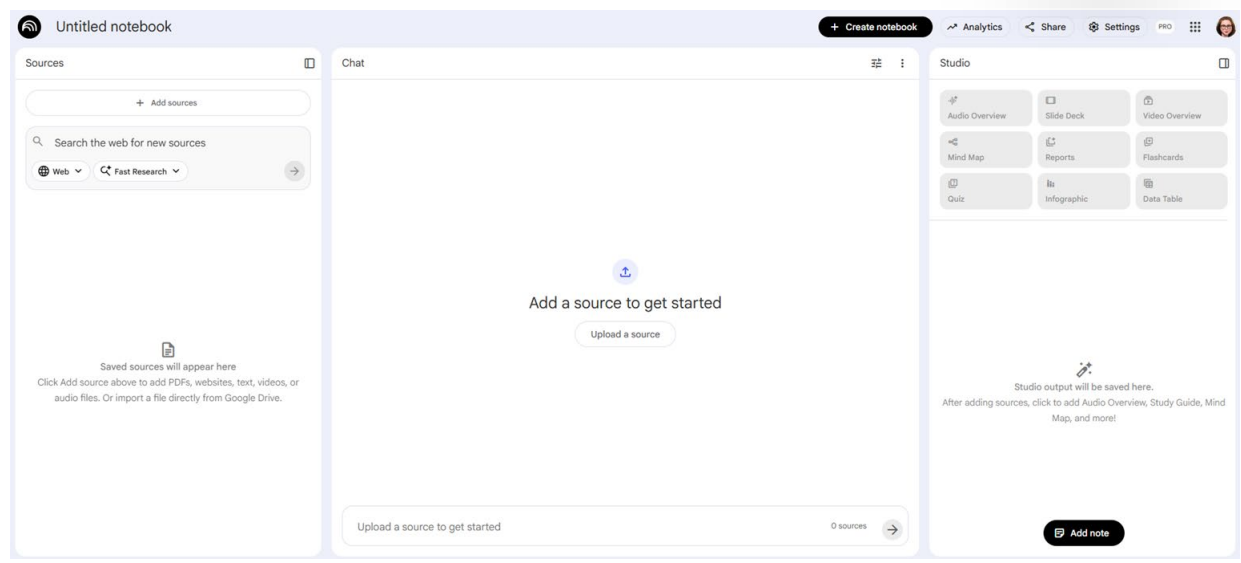
Generate a data table from your sources

notebooklm.google.com



CREATING A NOTEBOOK

1. notebooklm.google.com
2. Add sources
3. Interact with your sources in the **Chat**
4. Create resources in the **Studio**



AI USE PROGRESSION EXPLORE



EXPLORE

Engage with your own content

- Analyze reports and documents
- Surface patterns in your data
- Generate resources from existing content

Use AI when you want to learn from your own reports, documents, or data.



Common Leadership Uses:

- Identify patterns across reports or datasets
- Summarize lengthy documents or policy updates
- Pull key insights from meeting notes or surveys
- Compare trends across months or departments
- Turn existing reports into presentations or summaries

TALK WITH YOUR RESOURCES

NOTEBOOK LM



1 **GATHER** resources that you want the AI to source from.

PDFs, Docs, Sheets, Slides, Websites, YouTube Videos, Text

2 **ADD** the sources to your notebook

3 **USE** the prompts below to create materials based on the sources that you've uploaded.

Review	Create a bullet list of the 5 most important insights from the uploaded report that a district leadership team should understand when reviewing staff retention
Action Plan	Based on the information in the uploaded source, identify three practical actions district leadership could take in the next 90 days to address emerging needs or opportunities.
Leadership Briefing	Create a short executive briefing summarizing key patterns, challenges, and notable progress across the uploaded source that could inform cabinet-level discussion.
Insight Summary	Analyze the uploaded document and identify major trends, recurring challenges, and areas where departments may need additional support or resources.

Pro Tip

Use the  icon next to Audio or Video Overview to create a customized podcast.

[SOURCE SAMPLE](#)

AI USE PROGRESSION EXPLORE



EXPLORE

Engage with your own content

- Analyze reports and documents
- Surface patterns in your data
- Generate resources from existing content

Use AI when you want to learn from your own reports, documents, or data.



Common Project Management Uses:

- Analyze past project reports
- Summarize vendor proposals
- Compare project plans from different districts
- Identify patterns in maintenance or technology requests
- Generate briefing notes from multiple documents

PROJECT MANAGEMENT NOTEBOOK LM



1

USE NOTEBOOK LM to analyze user-curated sources to create deeper understanding.

District leaders can compile project plans, facilities reports, budget documents, and planning guides into a single NotebookLM workspace to analyze complex initiatives and generate practical leadership insights.

- Identify key risks, timelines, and dependencies across major projects
- Ask questions in chat mode to quickly surface insights from multiple reports
- Generate summaries such as Audio Overviews, Slides, or executive briefings
- Compare strategies or recommendations across different leadership resources
- Develop action plans, talking points, or project updates based on the sources

PROJECT MANAGEMENT FOR DISTRICT LEADERS

1 GUIDANCE



iamed.tech/notebooklmguide

Notebook LM for Education

Guide from Kent ISD

Link to this document: iamed.tech/notebooklmguide

Notebook LM for Workspace for Education

Gemini and NotebookLM are now core services for all Google for Education domains. All K-12 educators and students now have free and unlimited access to Gemini, Gemini in Classroom, and NotebookLM. Here's what you need to know about Notebook LM.



Learn More

1. **Sources:** The curated materials that define what NotebookLM can see, use, and respond to.
2. **Chat:** A space to ask questions and think through your sources in real time
3. **Studio Tools:**
 - a. **Audio Overview:** Generate an AI podcast based on your sources
 - b. **Video Overview:** Generate an explainer video presented to you by AI
 - c. **Mind Map:** Generate an AI mind map based on your sources
 - d. **Reports:** Generate reports based on your sources
 - e. **Flashcards:** Generate flashcards based on your sources
 - f. **Quiz:** Generate an AI interactive quiz based on your sources
 - g. **Infographic:** Generate an AI infographic based on your sources
 - h. **Slide Deck:** Generate an AI slide deck based on your sources
 - i. **Data Table:** Generate a data table from your sources

Notebook LM for Workspace for Education by Kent ISD © 2023 by Keith Tromper, Sarah Wood, Katherine Fredrickson is licensed under CC BY-NC-SA 4.0



Guidance that will help you understand what Notebook LM for Workspace for Education offers to educators.

Includes scenarios to practice using Notebook LM to support.



Exit 3

STANDARDIZE

Build reusable workflows



PROBLEM:

You repeat the same types of tasks over and over, such as summarizing reports or drafting updates

REUSABLE AI ASSISTANTS

STANDARDIZE

Build reusable workflows



GEMINI GEMS

WHAT ARE GEMS?

Custom AI assistants in Gemini that **use predefined instructions and resources** for **specific tasks**.

They ensure consistent outputs without repetitive prompting.

Why District Leaders Use Gems

- **Turn** complex workflows into repeatable processes
- **Ensure** consistent responses and formatting
- **Save** time on routine leadership tasks
- **Embed** district context, policies, or frameworks

AI Uses for District Leaders:

- **Analyze** reports, identify key insights
- **Draft** summaries and communications
- **Organize** initiatives into action plans
- **Interpret** policies and guidance



CREATING A GEM

1. gemini.google.com
2. Click on **GEMS** on the left navigation
3. Click on the **+ New Gem** button
4. Enter a Name, brief Description, and Instructions for what you would like the Gem to do

The screenshot shows the 'New Gem' creation interface. At the top left, there is a 'New Gem' button with a heart icon. At the top right, there is a 'Save' button. The interface is divided into two main sections: 'Name' and 'Preview'. The 'Name' section has a text input field with the placeholder text 'Give your Gem a name'. Below it is a 'Description' section with a text area containing the placeholder text 'Describe your Gem and explain what it does'. Below the description is an 'Instructions' section with a text area containing an example instruction: 'Example: You are a horticulturist with a background in natural lawns and native plants, and you help people plan low water gardens. Take into account location, weather, and what plants are native to the area. You are'. Below the instructions are three small icons: a left arrow, a right arrow, and a pencil. Below the instructions is a 'Default tool' section with a dropdown menu currently set to 'No default tool'. Below the default tool is a 'Knowledge' section with a text area containing the placeholder text 'Add files for your Gem to reference'. The 'Preview' section on the right shows a large empty area with a heart icon and the text 'To preview your Gem start by giving it a name'. At the bottom of the preview section, there is a text input field with the placeholder text 'Enter a prompt for Gemini' and a 'Fast' dropdown menu.

AI USE PROGRESSION STANDARDIZE



**STANDARDI
ZE**

Build reusable workflows

- Set the rules
- Reuse the workflow
- Keep outputs consistent

Use AI when you want consistent outputs for work you do repeatedly.



Common Leadership Uses:

- Create a standard format for monthly leadership updates
- Build a reusable prompt for summarizing department reports
- Standardize project update summaries across teams
- Generate consistent board briefing summaries
- Create templates for meeting agendas and follow-up notes

DIFFICULT CONVERSATION COACH GEMS



WHAT IS IT? Empowers school leaders to navigate sensitive staff concerns by providing professional scripts, clear talking points, and dialogue strategies.

- **Who:** K-12 District leaders
- **What:** Input a specific workplace concern. Generate a structured conversation guide and growth-oriented next steps.
- **Best when used:** Addressing performance issues, behavioral concerns, or maintaining professional standards within a school.
- **How does it help?**
 - Provides respectful, direct opening scripts.
 - Identifies key points, impacts, and professional expectations.
 - Suggests questions to foster collaborative dialogue.
 - Prepares leaders for potential emotional or defensive reactions.
- **Starting Prompt:** Help me prepare for a difficult conversation with a staff member regarding _____.

[Use the Gem](#)

[Prompt Used to Create](#)

[Make Your Own Copy](#)

AI USE PROGRESSION STANDARDIZE



**STANDARDI
ZE**

Build reusable workflows

- Set the rules
- Reuse the workflow
- Keep outputs consistent

Use AI when you want consistent outputs for work you do repeatedly.



Common Project Management Uses:

- Create a standard format for project status updates
- Build a reusable template for project kickoff plans
- Generate consistent meeting agendas and action summaries
- Standardize vendor evaluation or proposal reviews
- Create a repeatable structure for project milestone tracking

INITIATIVE PLANNING ASSISTANT GEMS



WHAT IS IT? Transforms district initiatives into clear implementation plans by identifying goals, milestones, stakeholders,

- **Who:** District leaders planning initiatives or major projects
- **What:** Upload planning documents. Generate structured implementation steps and timelines.
- **Best when used:** Strategic initiatives, district improvement plans, or cross-department projects
- **How does it help?**
 - Turns broad ideas into clear action steps
 - Identifies milestones, roles, and timelines
 - Highlights risks or coordination needs across departments
 - Supports clearer leadership planning and communication
- **Starting Prompt:** Help me turn this district initiative _____ into a clear implementation plan.

[Use the Gem](#)

[Prompt Used to Create](#)

[Make Your Own Copy](#)

NOTE:

This Gem is specific to Kent ISD. Make a copy and upload new sources to make it specific to your own district.



Exit 4

STREAMLINE

Automate information flow



PROBLEM:

You want important information to surface automatically instead of constantly searching for it

AUTOMATED BRIEFINGS

STREAMLINE

Automate information flow



SCHEDULED ACTIONS GOOGLE GEMINI

WHAT IS IT?

- Enable Gemini to automatically run prompts and deliver updates on a schedule.
- Instead of manual searching, Gemini monitors topics and sends timely summaries.

WHY district leaders should use it:

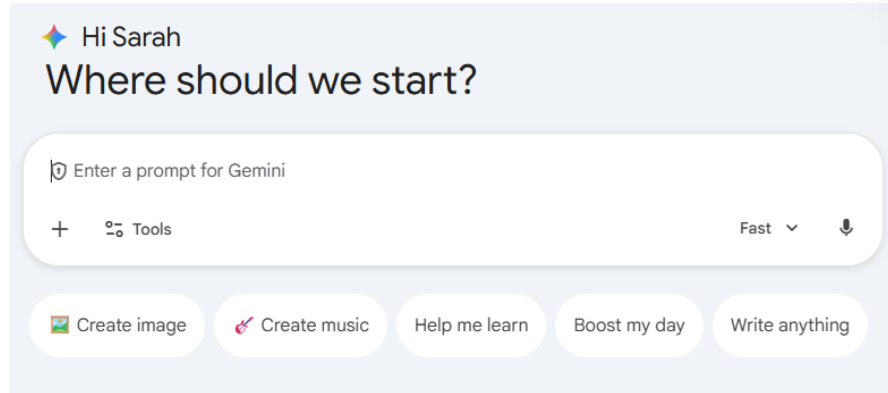
Scheduled Actions help leaders:

- **Stay** informed without searching
- **Surface** key developments quickly
- **Reduce** time spent reviewing reports
- **Receive** concise, decision-ready briefings



CREATING A SCHEDULED ACTION

1. gemini.google.com
2. Start by prompting that you want to create a scheduled action
3. Give directions for what you would like the scheduled action to do
4. See all scheduled actions at gemini.google.com/scheduled



I want to create a scheduled action

What time should I schedule this for?

I want it to run every Friday at 4:30 AM

What action or information would you like me to provide every Friday at 4:30 AM?

AI USE PROGRESSION STREAMLINE



STREAMLINE

Use AI when you want information to move automatically instead of manually.



Common Leadership Uses:

- Schedule recurring executive summaries of department updates
- Automatically summarize meeting notes and action items
- Generate weekly leadership briefings from multiple reports
- Pull key updates from project or operational documents
- Reduce repetitive report writing and status updates

Automate information flow

- Schedule recurring summaries
- Pull key updates automatically
- Reduce repetitive reporting



EXAMPLE USE CASES SCHEDULED ACTIONS

LET INFORMATION COME TO YOU

District leaders don't have time to track every report, update, and trend.

Example:

[Weekly District Leadership Briefing](#)

Operations: Report recurring operational challenges (transportation, tech outages, service disruptions).

Business: Weekly summary of funding, economic trends, and budget-related policy changes impacting financial planning.

Facilities: Monitor school construction, maintenance best practices, sustainability, and capital improvement strategies.

HR: Summaries of staffing trends, workforce developments, recruitment, and labor issues.

Technology: Track new tools, cybersecurity, and AI developments relevant to district operations.

Security: Summaries of school safety, threat assessment, and risk management trends.

AI USE PROGRESSION STREAMLINE



STREAMLINE

Automate information flow

- Schedule recurring summaries
- Pull key updates automatically
- Reduce repetitive reporting

Use AI when you want information to move automatically instead of manually.



Common Project Management Uses:

- Generate automatic project status summaries each week
- Compile updates from multiple teams into one project briefing
- Summarize meeting notes and assigned action steps
- Produce recurring progress reports for leadership or the board
- Flag potential project delays or emerging issues



EXAMPLE USE CASES PROJECT MANAGEMENT

PROJECT MANAGEMENT IS COMPLEX

Major initiatives require awareness of timelines, risks, strategies, and evolving best practices.

Example:

[Strategic Initiative Monitoring](#)

Operations: Summarize best practices and strategies for managing district operational projects (transportation, service delivery, system implementations).

Business: Summarize developments in school finance, budgeting, and economic conditions influencing major district initiatives.

Facilities: Summarize developments in school construction management, capital improvement, and facilities project oversight for district leaders.

HR: Summarize trends and strategies for managing staffing, recruitment, and workforce development projects in schools.

Technology: Summarize best practices and challenges in managing large technology implementations, infrastructure upgrades, and digital transformation in districts.

Security: Summarize developments in planning and implementing school safety initiatives (threat assessment, emergency preparedness, security improvements).



Exit 5

EMPOWER

Hand off work to AI



PROBLEM:

You recognize a need for better systems but lack time or resources to build them

VIBE CODING

EMPOWER

Build AI-powered tools

GEMINI CANVAS



WHAT IS IT?

- A collaborative workspace where Gemini helps you build and refine tools, documents, or applications.
- Instead of generating one response, Canvas helps you develop ideas, prototypes, and solutions step-by-step with AI.

Canvas helps leaders:

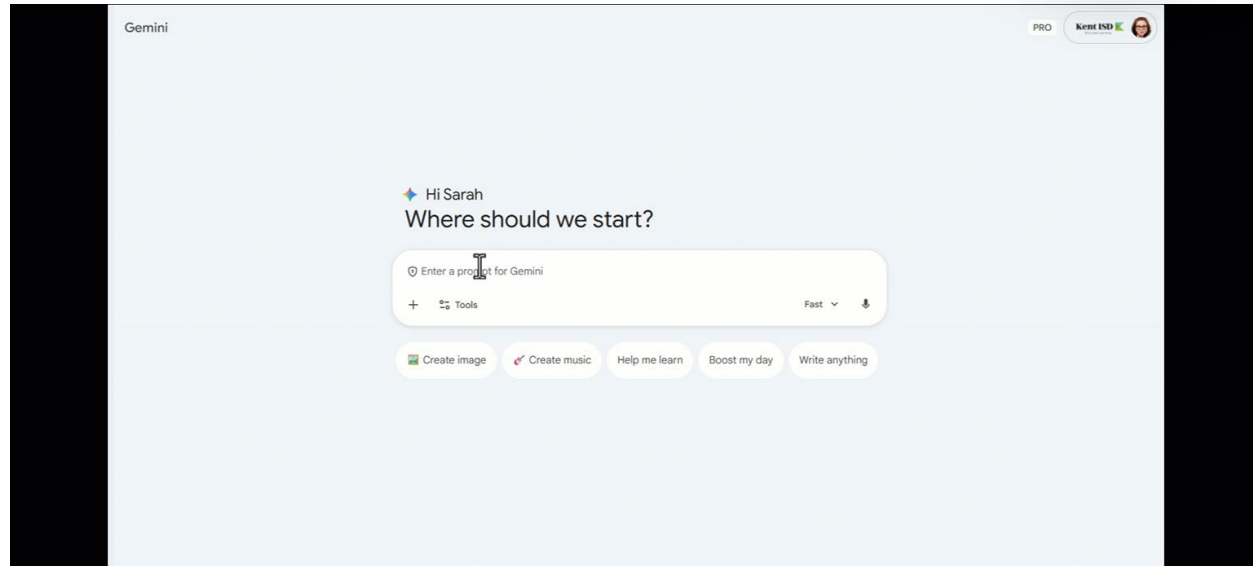
- Prototype solutions to real operational challenges
- Develop tools that support teams and initiatives
- Design workflows that improve how work gets done
- Build resources tailored to district needs

Canvas moves us from using AI to actually **building things** with AI.

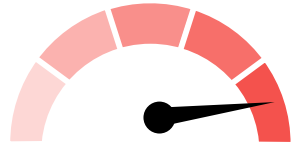


VIBE CODING GEMINI CANVAS

1. gemini.google.com
2. (Optional) Use Gemini to help brainstorm ideas and build a prompt.
3. Put prompt into Gemini
4. Change the Tool to **Canvas**
5. Interact in the chat on the left to refine your application



AI USE PROGRESSION EMPOWER



EMPOWER

Use AI when you want to develop solutions, not just generate outputs.

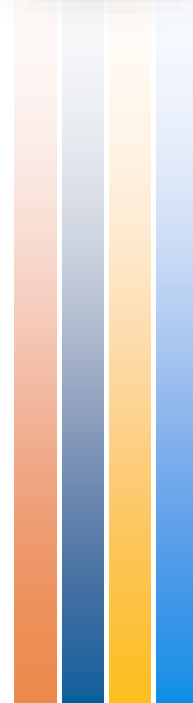


Common Leadership Uses:

- Prototype tools that solve operational challenges
- Build dashboards or simple web tools for teams
- Design communication tools or decision-support resources
- Create planning tools for initiatives or strategic priorities
- Develop systems that help teams organize complex work

Build AI-powered tools

- Build tools or applications with AI
- Prototype solutions to real problems
- Design systems that support your organization





CANVAS USE CASES DISTRICT LEADERS

BUILD SOLUTIONS WITH AI

District leaders don't always need another report.

Sometimes they need a tool, system, or workflow that solves the problem.

Example:

[Decision Prioritization Tool](#)

[Documentation](#)

Operations: Prototype tools that help track recurring operational challenges or service disruptions.

Business: Build financial planning resources that organize funding updates, budget scenarios, or economic trends.

Facilities: Create dashboards or planning tools that support capital improvement and maintenance planning.

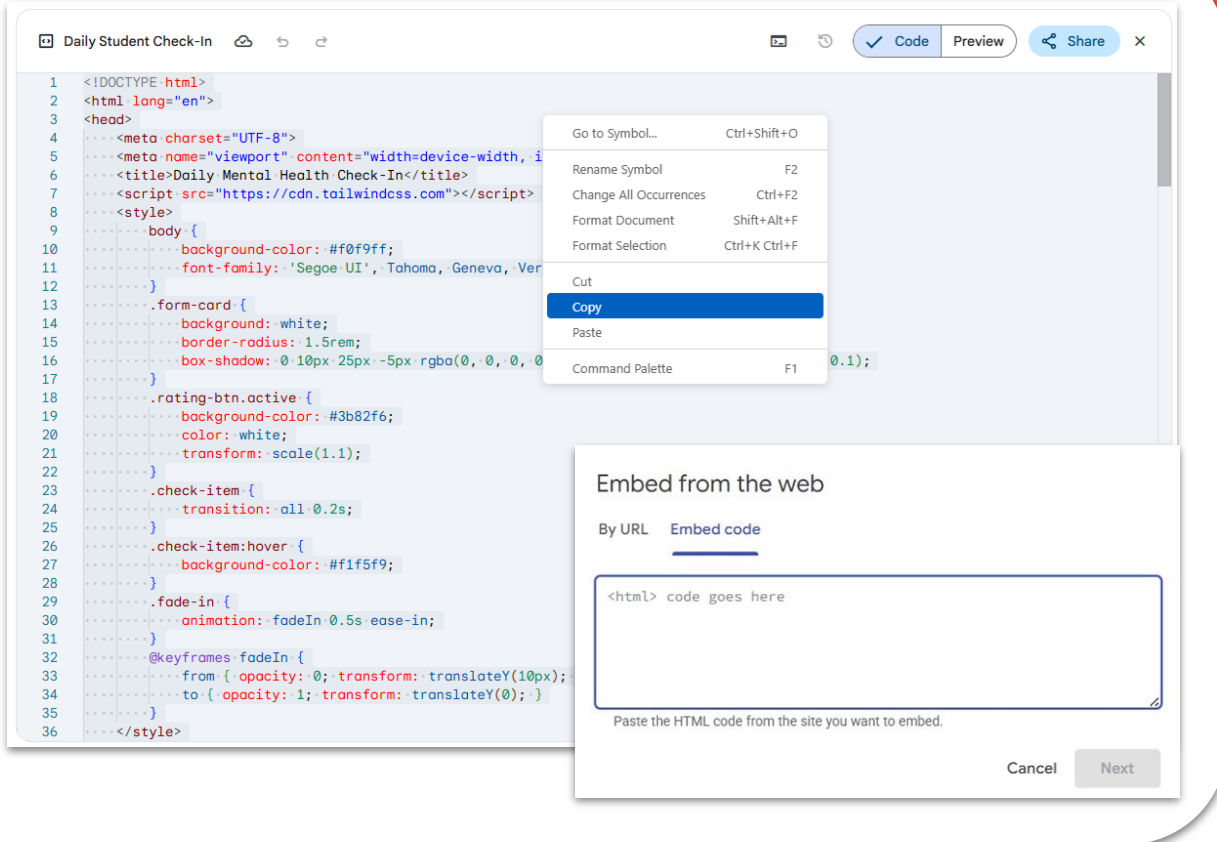
HR: Design structured resources that help guide hiring, onboarding, or workforce planning.

Technology: Develop tools that help teams evaluate emerging technology or track implementation progress.

Security: Build planning frameworks that support risk assessment, preparedness, and safety coordination.

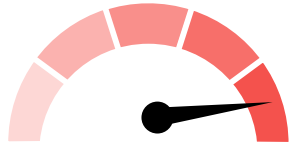
SHARING GEMINI CANVAS

1. **In Gemini Canvas:** Click on **Code** and then copy all of your code
2. Navigate to a Google Site or other tool that will allow you to embed and publish HTML code.
3. Use the **Embed** object to add to your site.
4. **Paste** the code into the embed box.



Visual Walkthrough

AI USE PROGRESSION EMPOWER



EMPOWER

Use AI when you want to develop solutions, not just generate outputs.



Common Project Management Uses:

Build AI-powered tools

- Build tools or applications with AI
- Prototype solutions to real problems
- Design systems that support your organization

- Build project planning tools or trackers
- Create dashboards that visualize project progress
- Develop templates that guide project implementation
- Prototype tools for tracking milestones and risks
- Design systems that help teams coordinate complex initiatives



CANVAS USE CASES PROJECT MANAGEMENT

BUILD SOLUTIONS WITH AI

District leaders don't always need another report.

Sometimes they need a tool, system, or workflow that solves the problem.

Example:
[Department Initiative Tracker](#)

[Documentation](#)

Operations: Build tools that track operational initiatives, timelines, and service improvement efforts.

Business: Create budget planning dashboards that help monitor project costs, funding sources, and financial milestones.

Facilities: Develop project trackers for construction, renovations, and capital improvement planning.

HR: Design onboarding or hiring project planners that track milestones and responsibilities across teams.

Technology: Build implementation dashboards for technology rollouts, upgrades, or system integrations.

Security: Create planning tools that help coordinate safety initiatives, drills, and preparedness efforts.

EDUCATOR VIBE CODING EXAMPLES

GEMINI CANVAS

- [Pep Talk Generator](#)
- [Contrast Checker App](#)
- [Mock Interview Prep](#)
- [AI Classroom Climate Meter](#)
- [Relationships & AI Escape Room](#)

CANVA CODE

- [AI Beach Safety: Red/Yellow/Green Flags](#)
- [AI Mysticism](#)
- [Cards of Clarity](#)
- [Buzzword Bingo](#)
- [AI Tools & Student Engagement](#)



4

WHAT DOES THIS MEAN?

AI CAPABILITIES VS OVERSIGHT

Tool	Ease of Setup	Consistency	Automation	Context Awareness	Workflow Depth	Governance Risk
	Setup difficulty	Predictable output	Autonomy level	Data grounding	Workflow complexity	Oversight required
Understand (Conversational AI) Gemini	★	★★	★	★	★	★★★
Explore (Resource -Based) NotebookLM	★★	★★★	★	★★★★★	★★	★★
Standardize (Reusable Workflows) Gemini Gems	★★★	★★★★	★	★★	★★	★★
Streamline (Time -Based Automation) Gemini Scheduled Actions	★★★★	★★★★	★★★★★	★★	★★★	★★★★
Empower (Vibe Coding) Gemini Canvas	★★★★	★★★★	★★	★★	★★★★★	★★★★★

AI IN OUR DAILY JOBS

5

things district
leaders can do
with AI today



1. **Rewrite** a sensitive message to a parent or staff member to ensure tone is calm and professional.



2. **Generate** meeting notes and action steps from leadership meetings.



3. **Upload** a research article and generate a leadership briefing.

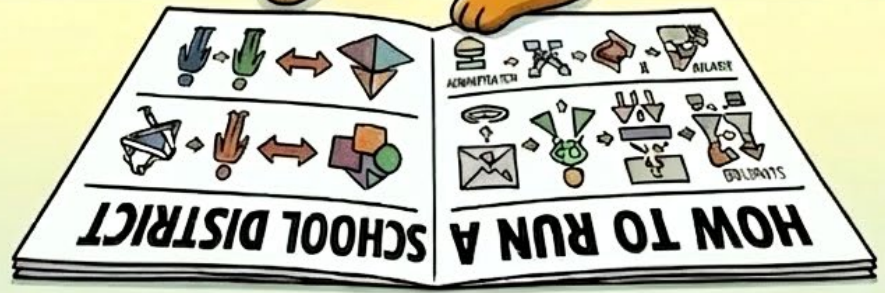


4. **Plan** a multi-school visit day by optimizing travel time between buildings.



5. **Draft** a community communication post explaining a district initiative.

ORGANIZATION





QUESTIONS?





Cache Money Tacos

**Sarah
Wood**



I AM EDTECH

**Katherine
Fredrickson**



**Keith
Tramper**



Visit the I AM EdTech
website: bit.ly/iamedtech
edtech@kentisd.org

Kent ISD



AI SUMMIT 2026

AI Summit 2026

- **Date:** Monday, April 27, 2026 4:30-7:30pm at KCTC East. \$50 registration fee includes dinner.
- **[Register for the AI Summit:](#)** Sign up to reserve your spot at the Summit! The cost is \$50 and you will receive dinner, keynote speaker, and 2 breakout sessions packed with AI learning.



Kent ISD

MyEDTECHworld

REAL VS. REEL

Understanding AI Through Film



Real vs. Real: Understanding AI Through Film

- This **FREE** self-paced course helps educators explore and learn about AI Literacy, Ethics, Fluency, and Development through film. Watch, reflect, and think AI's role in society, education, and everyday life.
- **Dates:** June 1 - August 31, 2026
- Register today and earn up to 62 credits iamed.tech/realreel26-reg

EdTech Cheer

2026

EdTech Cheer 2026

- Warm up your practice with this **FREE** asynchronous 6-week winter journey focused on professional judgment and responsible AI development. Each week uses winter-inspired scenarios to help educators make clearer decisions and adapt when conditions change.
- **Dates:** November 2 - December 31, 2026
- Register today and earn up to 6 credits iamed.tech/etc26-register

EDTECH CONNECT



Kent ISD 
NEWSLETTER

The Kent ISD EdTech Newsletter

- Updates from our team and our communities.
- EdTech resources and events we're running.

SIGN UP

The Kent ISD EdTech Podcast

- Keep up with edtech trends and big ideas.
- Make connections to your school-wide efforts.
- Get involved and earn FREE SCECHs!

TUNE IN

