

# Tentative Agenda

AI Summit & Micro-Credential

April 30 - May 1, 2026 – Sheraton Suite Chicago O’Hare Hotel  
Chicago, IL

<b>WED, APRIL 29</b>		
05:00 pm - 06:30 pm	Networking Reception	
<b>THURS, APRIL 30</b>	<b>AI ESSENTIALS MICRO-CREDENTIAL</b>	<b>AI ADVANCED MICRO-CREDENTIAL</b>
07:30 am - 08:30 am	Continental Breakfast & Registration <b><i>Bags Sponsored by ESS/ Proximity Learning</i></b>	
08:30 am - 08:45 am	Welcome & Introductions <i>Kelly Coash-Johnson, Executive Director, AASPA</i>	
08:45 am - 10:00 am	<p>Modules 1–2: AI Foundations</p> <ul style="list-style-type: none"> <li>● Course overview and objectives</li> <li>● pHCLE standards alignment</li> <li>● Accessing and understanding AI tools</li> <li>● AI concepts, terminology, and tool types</li> <li>● How AI is changing work</li> <li>● Top GenAI use cases</li> <li>● Activities: Ideation exercise and rotating GenAI use-case stations</li> </ul>	<p>Module 1: Advanced Prompting Frameworks</p> <ul style="list-style-type: none"> <li>● Overview of AI model types (e.g., large language models)</li> <li>● Anatomy of a strong prompt</li> <li>● Advanced prompting strategies</li> <li>● Fact checking and human-in-the-loop review</li> <li>● Techniques for refining and improving AI outputs</li> </ul> <p>Module 2: AI Opportunity Mapping</p> <ul style="list-style-type: none"> <li>● Framework for identifying low-risk, high-impact AI use cases in PK–12 administration</li> <li>● Examples of AI applications in communications, documentation, and administrative tasks</li> <li>● Activity: AI Opportunity Map – identifying potential AI use cases</li> </ul>
10:00 am - 10:15 am	Networking Break <b><i>Sponsored by iteach, a division of K12 Coalition</i></b>	
10:15 am - 11:45 am	<p>Module 3: Responsible AI (asynchronous)</p> <ul style="list-style-type: none"> <li>● Ethics, bias, privacy, safety</li> <li>● Legal and regulatory considerations</li> <li>● Protecting individuals and organizations</li> <li>● Activity: Think Like an Ethics Officer Lab</li> </ul>	<p>Module 3: Prompt Debugging Clinics</p> <ul style="list-style-type: none"> <li>● Diagnosing and repairing ineffective prompts</li> <li>● Common prompting pitfalls and risks and how to avoid them</li> <li>● Live prompt debugging and peer feedback</li> <li>● EXMI’s Prompt Quality Framework</li> </ul> <p>Module 4: AI Governance</p> <ul style="list-style-type: none"> <li>● Data security, privacy, and FERPA considerations</li> <li>● Evaluating AI tool policies and protecting sensitive data</li> <li>● Managing risks related to synthetic media and misinformation</li> <li>● Developing responsible AI guidelines for organizational use</li> <li>● Activity: AI Opportunity Map – Risk Identification and Mitigation</li> </ul>
11:45 am - 12:45 pm	Networking Lunch	

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12:45 pm - 02:00 pm	<p><b>Module 4: Implementing Generative AI</b></p> <ul style="list-style-type: none"> <li>● Fact checking and AI hallucinations</li> <li>● Writing effective prompts</li> <li>● Workplace applications: research, idea generation, content creation</li> <li>● Activity: AI Bio and content creation</li> </ul> <p><b>Module 5: Prompt Engineering</b></p> <ul style="list-style-type: none"> <li>● Writing effective prompts</li> <li>● Prompt frameworks and best practices</li> <li>● Activity: Prompting Lab</li> </ul>	<p><b>Module 5: Visual Generation &amp; Communication</b></p> <ul style="list-style-type: none"> <li>● Using AI to generate images, infographics, and short videos</li> <li>● Best practices for accessibility and clarity</li> <li>● Maintaining brand consistency in AI-generated visuals</li> <li>● Activity: Image and video generation case exercise</li> </ul>
02:00 pm - 02:15 pm	Networking Break <b><i>Sponsored by Vanteo</i></b>	
02:15 pm - 03:45 pm	<p><b>Module 6: Applying AI in Human Capital Management</b></p> <ul style="list-style-type: none"> <li>● AI use in HR functions such as talent acquisition, talent development in total rewards</li> <li>● Activity: Practical HR application exercise</li> </ul>	<p><b>Modules 6–7: Building Your AI-Powered Productivity System</b></p> <ul style="list-style-type: none"> <li>● Moving from one-off AI use to structured workflows</li> <li>● Designing repeatable AI-supported administrative processes</li> <li>● Creating custom instruction sets for AI tools</li> <li>● Building prompt libraries and documentation for teams</li> </ul> <p><b>Module 8: Team Workflow Design Sprint</b></p> <ul style="list-style-type: none"> <li>● Analyzing current administrative workflows</li> <li>● Identifying opportunities for AI integration</li> <li>● Designing human-in-the-loop checkpoints</li> <li>● Developing implementation and evaluation plans</li> <li>● Activity: Design your AI workflow</li> </ul>
03:45 pm - 04:00 pm	Networking Break	
04:00 pm - 05:15 pm	AI Sandbox	
05:15 pm - 06:30 pm	Networking Reception	

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<b>FRI, MAY 1</b>		
08:00 am - 08:30 am	Welcome Back & Breakfast <b><i>Sponsored by BloomBoard</i></b>	
08:30 am - 09:30 am	AI in Recruitment & Talent Acquisition	The Modern Investigator: Blending Due Process, Practical Wisdom and AI Tools in School HR Investigations - <i>Hillary Brewer &amp; Rachel Rissetto</i>
09:30 am - 09:45 am	Networking Break <b><i>Sponsored by International Alliance Group (IAG)</i></b>	
09:45 am - 10:45 am	I Am Not Really An Expert - <i>Pete Theis</i>	From Backlog to Board-Ready: How AI Can Rescue Your HR Policies - <i>Jessica Bennington</i>
10:45 am - 11:00 am	Networking Break <b><i>Sponsored by Marathon Health</i></b>	
11:00 am - 12:00 pm	Sponsor Speed Networking	
12:00 pm - 12:45 pm	Networking Lunch	
12:45 pm - 01:45 pm	The Gem Finder: Leveraging AI to Limit Bias and Go Beyond "Gut Feelings" - <i>David Norman &amp; Dr. Susan Coleman</i>	Professional Development & Workforce Upskilling
01:45 pm - 02:00 pm	Networking Break <b><i>Sponsored by Nimble Hiring</i></b>	
02:00 pm - 03:00 pm	Legal Guidelines for Safe, Ethical, and Compliant AI Use in Education - <i>Gretchen Shipley &amp; Chas Griffin</i>	From Compliance to Coaching: The Future of AI Driven Performance Development - <i>Jeff Horton</i>
03:00 pm - 03:15 pm	Wrap Up & Evaluation <i>Kelly Coash-Johnson, Executive Director, AASPA</i>	

\*Topics and times are subject to change.

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### **Session Descriptions:**

#### **From Backlog to Board-Ready: How AI Can Rescue Your HR Policies**

##### **AI Strategy & Governance for School Districts, Legal & Compliance Deep Dive & Case Studies from Districts**

*Presented by Jessica Bennington, Executive Director of Human Resources, Ogden School District, Ogden, UT*

Are you drowning in a backlog of outdated Human Resources Board policies and ever-changing state and federal regulations? You do not have to tackle the compliance mountain alone. In this engaging, practical session, discover how to leverage Artificial Intelligence as your ultimate HR compliance partner. We will explore real-world strategies for using AI to instantly cross-reference decades-old policies against current employment laws—like the ADA, Title IX, and state-specific statutes—to quickly identify hidden legal vulnerabilities and generate precise, board-ready redlines. Whether you are an AI novice or looking to refine your workflows, you will leave with actionable tools, prompt engineering tips, and the confidence to transform tedious policy reviews from a months-long headache into a streamlined, highly efficient process.

#### **From Compliance to Coaching: The Future of AI Driven Performance Development**

##### **Professional Development & Workforce Upskilling, AI and Labor Relations & Case Studies from Districts**

*Presented by Jeff Horton, Superintendent, SouthWest Metro, Shakopee, MN*

What do you do when 69% of your workforce is in their first three years and turnover is approaching 30%? For SouthWest Metro, the answer wasn't to ask administrators to work more hours—it was to leverage AI to change the nature of the work itself. In this session, we explore how districts can implement AI-powered analysis tools that have revolutionized teacher coaching and evaluation. Too often, performance management in education is a "check-the-box" compliance exercise, often delayed by weeks of administrative bottleneck. By utilizing 360-degree classroom technology and AI aligned to teacher performance frameworks, SouthWest Metro has cut evaluation and coaching times by 90%, allowing for same-day, data-rich feedback while simultaneously creating improved work-life balance for all staff.

#### **I Am Not Really An Expert**

##### **AI for HR Operations & Workflow Automation**

*Presented by Pete Theis, Director of Human Resources, Libertyville D70, Libertyville, IL*

This interactive, hands-on session will demonstrate how various AI platforms can enhance efficiency and quality in our professional lives. Attendees will explore practical examples and participate in guided attempts to see how AI can be a supportive, non-intimidating tool for their work.

#### **Legal Guidelines for Safe, Ethical, and Compliant AI Use in Education**

##### **AI Strategy & Governance for School Districts, Legal & Compliance Deep Dive and Case Studies from Districts**

*Presented by Gretchen Shipley, Partner and Chas Griffin, Associate, F3 Law, Carlsbad, CA*

Join an interactive, real world discussion led by education technology attorneys who have helped thousands of school districts navigate AI adoption and staff training with confidence. This session moves beyond theory to deliver practical guidance, real case examples, and ready to use policy considerations. Attendees will learn how to safeguard student data, manage legal and operational risks tied to AI hallucinations, bias, and deepfakes, and determine when parental consent is required for student use of open AI tools. Participants will leave with actionable strategies and tangible resources to support compliant, responsible and effective AI implementation across their districts.

#### **The Gem Finder: Leveraging AI to Limit Bias and Go Beyond "Gut Feelings"**

##### **Bias, Equity & Ethical AI in Hiring**

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*Presented by David Norman, Principal & Dr. Susan Coleman, Superintendent, Golf School District 67, Morton Grove, IL*

Every school district is on a quest to "Find Their Gem", that candidate who blows you out of the water and who will transform a learning environment. However, traditional hiring practices are often clouded by unconscious biases, affinity for specific universities, "gut feelings" about cultural fit, or unintended filters in job descriptions which can cause us to overlook talent. This session will explore how LLM and Generative AI can support school Human Resources administrators in limiting their bias in the hiring process. We will show how AI can unearth hidden value in candidate pools, create competency-based rubrics, create interview questions that support meeting Title VII, and limiting bias within the process

**The Modern Investigator: Blending Due Process, Practical Wisdom and AI Tools in School HR Investigations**

**Employee Relations & Investigations**

*Presented by Hillary Brewer, Director of Personnel Development and Rachel Rissetto, Labor Relations Specialist, Franklin-Essex BOCES, Malone, NY*

Investigations are at the heart of effective HR leadership in schools. This session blends legal precision with modern efficiency, exploring best practices when conducting thorough, unbiased investigations while introducing practical AI tools to streamline the process. We'll walk through every investigative step—from complaint intake and interviews to report writing and follow-up—while highlighting how tools like Otter.ai and ChatGPT can enhance accuracy, consistency, and time management.