

AI Institute: From Policy to Practice

Adopting an AI policy is the first step. Then comes the work that makes it mean something — building the guidance, training the staff, and creating the systems that turn a board-approved document into daily practice. Policy adoption is the starting line, not the finish line. This institute is designed for what comes next — turning that policy into practice your staff understands, your families trust, and your board can stand behind.

INSTITUTE FORMAT

▶ 2 Full-Day Strategic Sessions

With intentional work time between sessions

▶ Up to 8 Districts per Cohort

Focused on depth and honest conversations

▶ Location

ESC of Northeast Ohio, Independence, OH

▶ **Proprietary AI Continuum Framework** Meet your district exactly where it is

WHO SHOULD ATTEND (TEAMS OF 5–6)

Required (all 3)

- Superintendent or Assistant Superintendent
- Curriculum Director
- Technology Director

Recommended Additions (2–3; 6 maximum)

- Teacher Leader
- Instructional Coach
- Building Principal
- HR Director

INSTITUTE AGENDA

SESSION ONE

Strategic Foundation

Policy Audit

What your policy commits you to – and what it leaves dangerously undefined

Continuum + Implementation Gap

Determine where implementation stands vs policy expectations

Staff Reality Check

Build an honest staff visual; all staff

Strategic Alignment + Priorities

Connect implementation to strategic planning and develop priorities

SESSION TWO

Building the Infrastructure

AUP + Tool Vetting

Draft parameters and repeatable tool approval process

Training & PD Plan

Phased differentiated plan for all audiences

Family & Board Communication

Proactive messaging that shapes the narrative, including accountability structures

12-month roadmap

Milestone mapping from accountability checkpoints and success criteria

WHAT YOUR TEAM LEAVES WITH

Policy Audit

Gap analysis with guided notes

Implementation Continuum

4 pillar gap map + priority domains

Staff Landscape Map

Awareness, champions, anxieties, usage

AUP Framework Draft

Role-based AUP draft: permitted, restricted, prohibited

Staff Facilitation Guide

Protocol to replicate AI conversations with your full staff

Training & PD Plan

Phased, differentiated plan with owners, sequence, and timeline

Tool Approval Process

Vetting checklist + current tool inventory, sorted

Family Communication Plan

Core messaging + concern responses + timeline

Board Accountability Plan

Reporting cadence + success indicators

Implementation Priority Map

Highest leverage implementation priorities

12-Month Roadmap

Owners, milestones, checkpoints, success criteria

Board Presentation Outline

Narrative ready to share with your Board

POST-INSTITUTE SUPPORT

60 days

Priority email support – questions answered within 48 hours

90 days

Up to three 60-min office hour sessions – virtual

6 months

Cohort check-in

\$500

per district team

Teams of 5-6 · Limited to 8 districts

Introductory Pricing May/June Cohort

May 26 & June 1

8:30AM – 3:30PM

ESC of Northeast Ohio

EMAIL ME TO REGISTER

gretchen.lawn@escneo.org

Space is limited!

Gretchen Lawn

AI Implementation & HR Strategy Consultant

Shared Services Alliance



Shared Services
ALLIANCE