



THE STATEWIDE
AI WORKGROUP
BUSINESS & TECHNOLOGY OPERATIONS

AI Staff Integration Challenge Cards:

Michigan K-12 Staff Edition

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AI Scenarios for Technology & Business Operations

Developed for the Michigan K-12 AI Task
Force | Technology & Business Operations
Subcommittee

Exploring ethical and effective use of AI in
school operations

How to use these cards: Each card presents a scenario about AI integration into operations. Use them to generate discussions with the appropriate operations staff.



Color Code Guide

- Operational Readiness: Low barrier tools & resources for understanding AI's infrastructure impact.
- Strategic Implementation: Requires applying policies or frameworks to local district processes.
- Leadership Simulation: Scenario-based activities exploring risk, ethics, and procurement decisions.

Scenario 1: The Predictive Procurement Problem

- **Context:** Your district is reviewing proposals for new AI-powered student analytics software. One vendor promises cost savings and early warning dashboards powered by predictive algorithms, but cannot fully explain its data model or training sources.
- **Tasks:**
 - Determine what questions to ask the vendor before considering adoption.
 - Identify how your procurement process can remain compliant with FERPA, state privacy laws, and local data governance frameworks.
 - Discuss how 'explainability' and transparency affect your procurement rubric.
- **Follow-Up Discussion:** What safeguards can you build into contracts and RFPs to ensure long-term ethical and sustainable AI use?

See a draft AI procurement evaluation rubric prompt & example output on [Slide 6](#).

Scenario 2: The Help Desk Whisperer

- **Context:** Your ISD is piloting an AI chatbot for staff tech support—designed to answer password reset, Student Information System (SIS) access, and device troubleshooting questions. Initial testing shows time savings, but staff are reporting inconsistent advice and possible exposure of internal URLs.
- **Tasks:**
 - Identify the operational benefits and risks of deploying AI in frontline IT support.
 - Determine what internal controls (data retention, conversation logging, escalation rules) should exist before rollout.
 - Decide who is accountable when AI advice causes an error or breach.
- **Follow-Up Discussion:** How do you balance efficiency with trust, accuracy, and security in AI-enabled support systems? What are the types of tasks that we would want the AI to cover and what types of tasks are important to continue to have humans handle?

For demonstration purposes, see a simulated IT help desk agent prompt on [Slide 6](#).

Scenario 3: The Budget Forecasting Black Box

- **Context:** Your business office is using an AI-driven budgeting tool that predicts enrollment trends and staffing needs. The model is outperforming manual estimates, but it has begun to recommend reductions in certain programs serving small subgroups.
- **Tasks:**
 - Evaluate the ethical and equity considerations of relying on algorithmic predictions for staffing or program funding.
 - Identify what data might introduce bias and how you would audit it.
 - Identify the types of questions that would limit the liability of an AI error.
 - Discuss when human judgment should override model output.
- **Follow-Up Discussion:** How can AI-driven decision tools support equitable outcomes without eroding local control or transparency?

For demonstration purposes, refer to a staffing trends analysis prompt on [Slide 6](#).

Exemplars

Slide 1 Draft Evaluation Rubric

Example Prompt: "Generate a procurement evaluation rubric for AI vendors that includes categories for data privacy, interoperability, accessibility, and sustainability." [Example Output](#).

Exemplars

Slide 2 Help Desk Simulator

Example Prompt: “Act as an IT Help Desk chatbot for a K-12 public school district. Your job is to help staff, students, and parents solve common tech issues (logins, Wi-Fi, printing, devices, Google Workspace, LMS access, etc.). Prompt me to determine the parameters of behaviors (friendly, clear, etc.), process (escalation, etc.), and boundaries (follow FERPA, district policies, procedures, etc.)” [Example Output](#)

Exemplars

Slide 3 Example

Example Prompt (use MISchoolData.org staffing data for your district): “Using the attached staff data file, perform the following analysis to reveal key workforce insights. Staff Composition: What is the total HeadCount distribution across the main StaffGroup categories (e.g., Teachers, Administrators)? Teacher Experience: For the 'Teachers' StaffGroup, aggregate and visualize the HeadCount by their 'Longevity' Report Category (e.g., '1-2 Years', '6-10 Years') to show the experience distribution.” [Example Output](#)