

FOR ARKANSAS BOARDS OF EDUCATION

A sample agenda item and motion for AI training.

Your superintendent can adapt this sample to bring a district AI training plan to the board for a vote. It includes a short background paragraph for the board packet and a motion the board can use as written or change.

AGENDA ITEM

Item: Approval of the district's AI staff training plan for the [school year] school year.

BACKGROUND FOR THE BOARD PACKET

The Board adopted Policy [number] on the use of artificial intelligence. Arkansas Act 848 of 2025 asks every public school district to have a written AI policy that names authorized uses, keeps a person in charge of every final decision and trains employees on appropriate use. The superintendent recommends a training plan so that every teacher, administrator and support staff member learns the district's policy and uses AI safely and well. The plan includes training in each building, ongoing support for staff during the school year and an Annual AI Report to the Board each May.

FILL IN FOR YOUR DISTRICT

Provider:	Total cost:
Funding source:	Buildings and staff served:
Professional development hours:	Start date:

SAMPLE MOTION

"I move that the Board approve the district's AI staff training plan for the [school year] school year as presented by the superintendent, at a cost not to exceed \$[amount], paid from [funding source], and that the superintendent present an Annual AI Report to the Board in May."

This sample gives your superintendent a clear starting point. **Please have your district's attorney review the final wording** before it goes in the board packet, and adjust it to match your board's own format.