

FOR ARKANSAS BOARDS OF EDUCATION

Using AI in your own board work.

Many board members already use AI at home and at work. This page shows how to use it well in board service while protecting students, staff and the trust your community places in you.

Good ways to use AI in your board work

- Ask AI to explain a topic in plain language, such as a school finance term or a new state rule.
- Summarize a public document, such as a published board packet or a state report.
- Draft your own remarks for a public meeting, then edit them in your own words.
- Prepare questions you want to ask the superintendent at the next meeting.
- Check your understanding of a policy before the board discusses it.

Keep these out of any AI tool

- Any student's name, records or personal details.
- Personnel matters and anything discussed in executive session.
- Legal advice from the district's attorney and pending legal matters.
- Security details, such as building safety plans and passwords.
- Anything you would not want read aloud at a public meeting.

Your board writing can be a public record.

The Arkansas Attorney General has said that email among school board members about school business is a public record under the Freedom of Information Act. Treat what you write in an AI tool about board business the same way, and write it as if it could be read in public.

Board discussion belongs in a public meeting.

Please do not use a shared AI chat or a shared AI document to discuss board business with other members outside a meeting. Your board's attorney can tell you how the Open Meetings law applies to your board.

Check every fact before you use it.

AI tools can sound sure of themselves and still be wrong. Confirm any number, date or legal point with the superintendent or the original source before you repeat it.

Use the tools your district approves.

When your district gives board members an approved AI tool or a district account, use it for board work instead of a personal account, so your work follows the same privacy rules as your staff.

Growth Right Solutions can lead a short session for your board on using AI well in board service. **Your board leads by example when it uses AI the same careful way it asks its staff to.**