

Instructional Leadership Council

Meeting Minutes for April 10, 2025

Attendees: Lindsay Ali, Nicole Barry, Angela Carpin, Carrie Casey, Dwayne Cerbone, Heather Clayton, Maribeth Curran, Kathy Curtis, Shana Cutaia, Maureen Datovech, Kate Gibbons, Meredith Graham, Liz Grizzanti, John Halldow, Amanda Kirkebye, Matt Kwiatkowski, Jason March, Kate Milne, Jodi Orman, John Pizzutelli, Mark Puma, Teresa Roets, Brian Shafer, Elizabeth Woods

Chairperson: Heather Clayton

Co-Chair: Nicole Barry

Note Taker: Liz Norten

Approved Minutes are on the Pittsford School District ILC webpage and members can access in Microsoft Teams.

Minutes from March 6, 2025 meeting: Approved.

Agenda: Approved.

Artificial Intelligence (AI) Building Background Knowledge:

Heather and Nicole presented the group with a brief background of AI including an introductory video from Common Sense Media.

Guidance, Policy and Laws:

CIT has been studying the topic of AI and gathering feedback from faculty and staff. Heather circulated a DRAFT copy of "Guidelines for the Appropriate Use of Artificial Intelligence (AI) in the Pittsford Central School District". While drafting these guidelines, CIT took the following into consideration:

- Embed AI policy into existing district policies - not intended to be a stand-alone policy.
- Be mindful of how to support teachers and students through professional development, operational considerations, etc.

Members read through the draft guidelines and then offered feedback on each of the sections.

Belief Statement and Purpose Statement:

- Check for alignment with culturally responsive instruction throughout document (particularly last paragraph of belief statement).

AI Considerations:

- Age-appropriate vs. developmentally appropriate; research or guidance on how we determine that; add partner documents.
- Transparency – how is data protected; teachers will need exact communication.
- Procedure for accidental exposure of PII.
- Link to all policies affected by each of these things. Hyperlink to definitions or a glossary (i.e. what does 2D mean?)
- Will there be AI embedded in Technology Standards?
- Data Privacy Compliance: is it reasonable to believe PCSD can vet *all* AI tools? All vendors/partners associated with PCSD have to be compliant with Ed Law 2D.
- Guidance for students and teachers on how we should be fact-checking student work. School librarians provide learning for students.

AI Use for Faculty and Staff:

- Importance of not using PII (maybe a graphic with PII with slash that would be used wherever it was appropriate).
- Review Academic Honesty forms to check for alignment with AI guidance.
- Are there resources that teachers can use to verify student work authenticity? If we communicate that we will be checking student work for AI, teachers need to know

exactly what tools are available for those checks.

AI Use for Students:

- Students should be able to know if AI is enhancing their learning or replacing their learning.
- Students should be warned about entering their own work into cyberspace - part of digital literacy.
- Education around how to create a good AI prompt. What do librarians already cover with students in the area of AI?
- How to cite "AI" vs. actual source documents.
- Will be looking at Acceptable Use Policy - could add statement that AI may be used in classroom.

Compliance with NYS Education Law 2D:

- Is it realistic for PCSD to consistently keep families informed about all AI tools being used in the classroom?
- Can PCSD use an in-house AI to protect PII without it being prohibitively expensive?

Share with constituent groups:

- Share with ILT - conversation about guidance around what to do if you suspect student work with AI
- There will be summer dates set for MTSS sub-group work
- Grading AdHoc Committee meets on 4/22 to focus on gathering feedback on reporting of learning behaviors.
- SAC meets on 4/23 to focus on incompletes and late work.

Next Meeting: 5/1/25