

Artificial Intelligence (AI) for Dummies

Beginners



Minnesota Association of School Business Officials



A Beginner's Guide to AI

Today's Objective:

**To give you confidence to test
the waters of AI!**

Brought to You by:




Andrew Beenken-Adams
Executive Director of Business
Services, Eden Prairie Schools
MASBO Vice President

.....And Artificial Intelligence!

Audience Formative Assessment

**What is your current
level of familiarity
with generative AI
Tools?
(i.e. ChatGPT)**





Text to Text




Text to Image



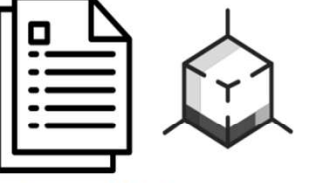
Text to Video




Text to Audio



Text to Code



Text to 3D Image



Audio to Text



Audio to Audio



Image to Text

You Might be Wondering....

**What is Generative Artificial
Intelligence or AI?**

Let's ask the expert!



Andrew A

What is ChatGPT?



ChatGPT



ChatGPT is a language model developed by OpenAI that uses artificial intelligence to generate human-like text based on the input it receives. It can understand and respond to a wide range of topics, engage in conversations, answer questions, and assist with various tasks. The underlying technology involves deep learning techniques, allowing it to learn from a large dataset and generate coherent and contextually relevant responses. Essentially, ChatGPT serves as a conversational agent that can help users by providing information and engaging in dialogue.

We Asked Chat GPT to Generate a Picture of What it Looks Like When it is Thinking...

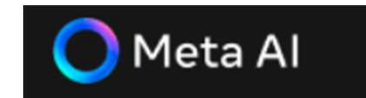


What AI Resources Exist Today?



Other Options to Explore:

(Logos are linked)



ChatGPT Picture Creation:

**Prompt: Help me
create a simple graphic
for my property tax
levy presentation:**



Refined Prompt:

Take the graphic and make it more aligned with school property tax levy:



NightCafe

My Creations My Models My Collections Explore Challenges

CREATE



667

CREATE UPLOAD

MODEL



SDXL 1.0



TEXT PROMPT ?



Close up of an individual student in a classroom using generative artificial intelligence on an iPads to complete school assignments

Describe what you want the AI to create

STYLE



Preset: Modern Comic



CREATE

1

Creation: Close up of an individual student in a classroom using generative arti...

DONE



More

83

Prompt:

Create a back to school image for Fall 2024. Incorporate a diverse group of elementary students, bus drop off, and teachers greeting them for the



NightCafe

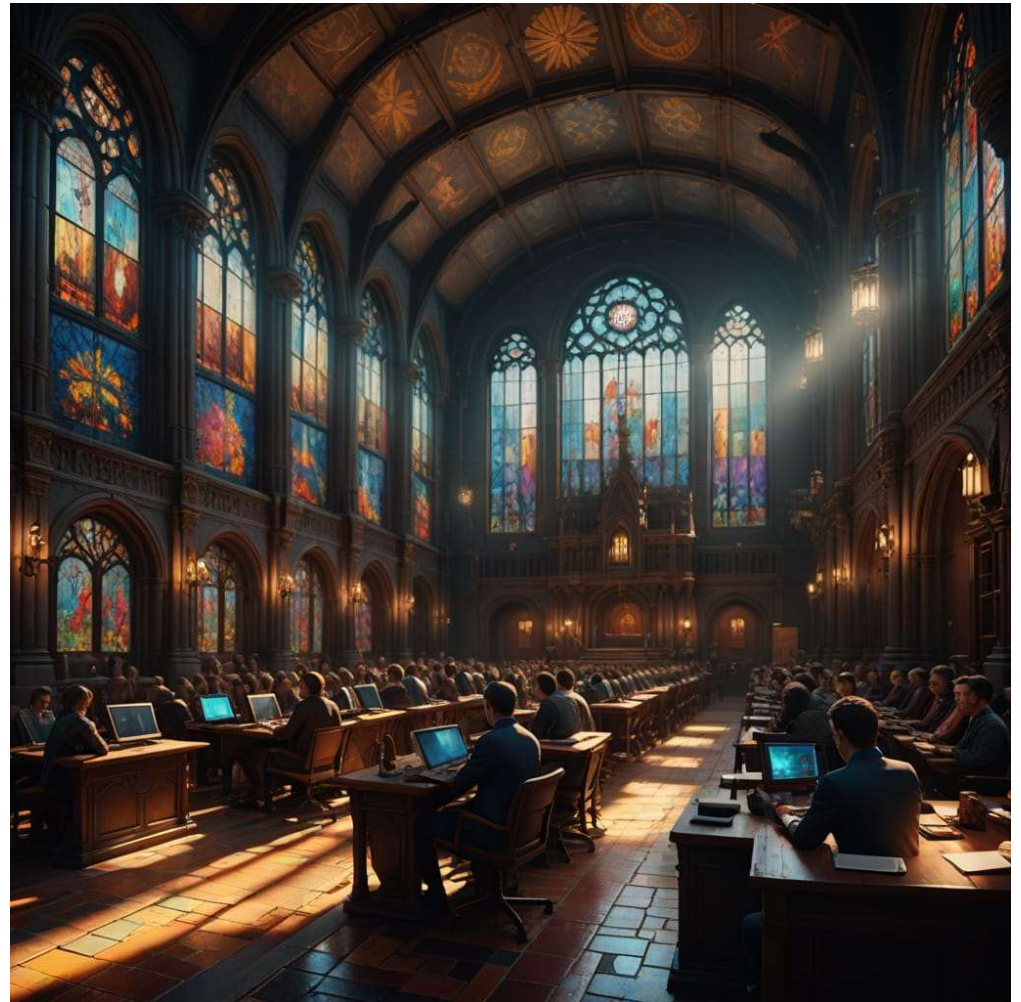
Refined Prompt:

Now fix the name on the bus,
include teachers and add
school building....

NightCafe



PROMPT: School Business Officials gathering to learn about artificial intelligence in Austin, MN



Loudly

Generator

Discover

Text to music

Browse

Library



UPGRADE



Genre



Duration



Instruments



Genre Blend



Energy



Structure



Hip Hop




Instruments




6/7

Randomise 

 Drums

- 1 +

 Synth

- 1 +

 Bass

- 1 +

 Keys

- 1 +

 Guitar

- 0 +

 Vocals

- 0 +

 FX

- 0 +

 Strings

- 1 +

 Brass/Woodwind

- 0 +

 Percussion

- 1 +

GENERATE

AI Music Generator

Create AI music in seconds



Build Your Song

Select genre and other options to make your music unique.



Generate Tracks

Get new music tracks fast and listen to your creations.



Save and Download

Select the ones you like, add to your library or download.



invideo AI

The Future of Gen AI: Revolutionizing Education +

Create New +

Upgrade





Currently previewing in 480p. You can export in HD.



Give me a command to edit the video **Generate >**

Regenerate

History

-  Switch the narrator to an American female voice ✓ ^
- Switching the narrator to an American female voice
- Regenerated voiceover 2/2 ✓
-  Changed the voice to a new one



How Can I Use AI in the Office?

Drafting and Editing Documents

- Email Writing
- Report Creation

Scheduling and Planning

- Meeting Agendas
- Task Management



How Can I Use AI in the Office?

Research Assistance


- Information Gathering
- Data Analysis


Office Communication

- Internal Communication
- Customer Interaction



Use it to Summarize Documents!


 SOD Special Operating Plan Instructio...
PDF

 Please summarize this document focusing on the key points that I need to understand

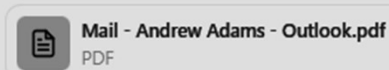
The document you provided is a set of instructions for school districts and charter schools in Minnesota that are in Statutory Operating Debt (SOD) as of June 30, 2023. The key points to understand are:

1. **Statutory Operating Debt (SOD) Definition:** SOD occurs when a school district's operating debt exceeds 2.5% of the most recent fiscal year's expenditures.
2. **Special Operating Plan Requirement:** Schools in SOD must develop and implement a Special Operating Plan by January 31 of the following fiscal year. This plan must be formally approved by the school board and submitted to the Minnesota Department of Education (MDE).
3. **Plan Components:**
 - **Explanation of SOD Position:** A narrative explaining the reasons behind the SOD status.
 - **Budget Development and Financial Management:** Detailed descriptions of the processes for revenue projections, expenditure management, and budgeting, including contingency plans.
 - **Ongoing Financial Monitoring:** Procedures for ensuring that restricted expenditures do not exceed available revenues and for regularly reporting financial status to the school board.

- **Action Plan:** A detailed strategy to eliminate SOD status, including necessary budgetary adjustments.
 - **Special Financial Operating Plan Spreadsheet:** A specific Excel spreadsheet prepared by MDE that the school must complete, detailing financial data and projections.
 - **Board Resolution:** A formal resolution from the school board approving the Special Operating Plan.
4. **Submission Process:** The completed plan, including narratives and the spreadsheet, must be submitted electronically to designated MDE officials.
 5. **Legislative and Financial Context:** The document references relevant Minnesota statutes, such as sections 123B.81 and 123B.83, which govern expenditure limitations and the requirements for schools in SOD.
 6. **Consequences of Non-Compliance:** Failure to comply with the special operating plan requirements may result in the school not receiving certain state aids.

This summary covers the main points you need to understand for managing SOD and preparing the required Special Operating Plan. Let me know  you need more detailed information on any specific section.

Use it to Summarize Lengthy E-Mails!



Please summarize the email in the attached pdf.

Here's a summary of the key points from the email in the attached PDF:

1. Timeline Reminders:

- Important dates for submitting ESEA-related applications and reports, including the September 15, 2024 deadline for Title I Schoolwide Program forms and the September 30, 2024 deadline for ESSER III and ESEA Title fund obligations.

2. ESSER III Spending Deadline:

- ESSER III funds must be spent by September 30, 2024. Schools are encouraged to plan and use remaining funds effectively to support students.

3. Advisory Groups and Committees:

- Opportunities to join advisory groups for Title IV, Part A and the Title I Committee of Practitioners, which provide input on guidance and technical assistance.

4. Training Opportunities:

- Various training sessions are available for school staff, including those focused on ESEA application closeout, English Learner coordination, and fiscal requirements for Title I funds.

5. Increased Reimbursement Limits:

- Temporary increase to 150% for SFY24 reimbursement requests in certain ESEA finance codes due to feedback from school leaders.

6. Plan for Year-End Reporting:

- Schools need to complete all financial closeout activities and submit End of Year Reports for SFY24 by November 30, 2024, to ensure compliance.

This summary should help you focus on the essential actions and deadlines for the upcoming period. Let me know if you need further details on any specific part.

Use it to Summarize Market Updates!

 September 2024 MNtrust Newsletter...
PDF

Please provide a brief summary of the MNTrust Newsletter for key takeaways.



Here's a brief summary of the key takeaways from the September 2024 MNTrust Newsletter:

1. Market and Economic Trends:

- August saw mostly positive stock and bond returns, despite early concerns about growth and employment.
- The Federal Reserve's focus has shifted from inflation to employment, with potential rate cuts expected in the upcoming meetings.
- Consumer spending and employment are viewed as potential headwinds for the economy.

2. Economic Indicators:

- Inflation, as measured by the Consumer Price Index (CPI), showed minimal month-on-month growth (0.2%) in July.
- Unemployment rose to 4.3% in August, and nonfarm payrolls were lower than expected at 114K.
- Consumer confidence improved slightly in August.

3. Interest Rates:

- Markets anticipate rate cuts in September and subsequent meetings, with at least a 2.00% total reduction by mid-2025.
- The MN Trust Liquid Investment rate was 5.20% as of August 31, 2024, showing stable growth.

4. Fund Performance:

- Total MN Trust assets reached \$3.6 billion as of August 2024.
- Performance data for various market indexes, including the S&P 500, showed solid year-to-date growth, with the S&P up 19.52%.

5. Upcoming Holidays:

- The fund will be closed on several upcoming holidays, including Columbus Day, Veterans Day, and Thanksgiving.

These points highlight the economic outlook, investment opportunities, and upcoming changes that could impact fund performance and market conditions (September 2024 MNtrust ...).

How Can You Use AI in Finance?

Financial Analysis and Reporting:

- Data Interpretation
- Report Writing
- Procedure Manual updates

Budgeting and Forecasting:

- Budget Preparation
- Forecasting Models



How Can You Use AI in Finance?

Expense Tracking and Management:

- Expense Reports
- Cost Analysis
- Spreadsheets

Financial Documentation:

- Compliance and Regulation
- Documentation Templates



How Can You Use AI in Human Resources?

Recruitment and Hiring

Job Descriptions and Postings

- Drafting:
- Keywords and Optimization:

Screening and Initial Assessment

- Resume Analysis:
- Interview Questions:

Candidate Communication

- Outreach:
- Feedback:



How Can You Use AI in Human Resources?

Employee Relations and Communication

Policy Creation and Updates

- Drafting Policies
- Communication

Conflict Resolution

- Guidance
- Communication Tips



How Can You Use AI in Human Resources?

Administrative Tasks

Documentation and Record Keeping

- Templates
- Record Maintenance

Data Analysis

- Reporting
- Insights



How Can You Use AI in Human Resources?

General HR Support

Employee Engagement

- Surveys
- Initiatives

Compliance

- Regulations
- Audits



COMPLIANCE



Need a Joke to Start a Presentation? Use AI!

PROMPT: I need a joke to start out a presentation on artificial intelligence.

Chat GPT: How about this one? “Why did the AI go to art school? Because it wanted to master the art of drawing conclusions!”

Can't Think of a Nice Way to Say Something? Use AI!

PROMPT: I need to find professional phrasing for “Taking out the Garbage”...

Chat GPT: Here are some professional phrases for “Taking out the Garbage”

1. Disposing of waste materials
2. Managing waste removal
3. Handling refuse disposal
4. Overseeing the disposal of trash
5. Executing waste management tasks

Trying to Name Something? Use AI!

PROMPT: I am starting a new support group for district administrative assistants and I want a catchy name for them.

Chat GPT: Here are a few name ideas for your support group:

1. Admin Ally Network AAN
2. District Admin Collective
3. Support Squad for Admins
4. District Admin Champions
5. The Admin Bridge
6. District Admin Circle

Do any of these resonate with the group you're forming?



Let's Try a More Complicated Task Using ChatGPT

Prompt:

Create a job description for a
Chef at a Public K-12 School

Job Title: School Chef

Location: [School Name], [City, State]

Department: Nutrition Services

Reports To: School Principal / Director of Nutrition Services

Employment Type: Full-Time, 10-Month Position

Salary: [Salary Range] (based on experience and qualifications)

Job Summary:

The School Chef will be responsible for planning, preparing, and serving nutritious and appealing meals to students in accordance with federal, state, and local guidelines. This role requires creativity, a passion for healthy cooking, and a commitment to meeting the diverse dietary needs of students. The chef will work closely with the school administration, nutrition staff, and suppliers to ensure that all meals are of high quality, budget-conscious, and contribute to a positive school environment.

Key Responsibilities:

- **Menu Planning:**

- Develop weekly and monthly menus that meet **USDA National School Lunch Program (NSLP)** guidelines and accommodate various dietary restrictions and preferences (e.g., vegetarian, gluten-free, allergies).
- Incorporate fresh, seasonal, and locally sourced ingredients into meals whenever possible.
- Ensure that menus are diverse, culturally inclusive, and appeal to students of all ages.

- **Meal Preparation:**

- Prepare and cook meals in large quantities, ensuring consistency in quality, taste, and presentation.
- Oversee the preparation of meals by kitchen staff, providing training and guidance as needed.
- Implement and maintain high standards of cleanliness, food safety, and sanitation in the kitchen and storage areas.

- **Inventory Management:**

- Monitor inventory levels of food, supplies, and equipment; place orders as needed while staying within budget.
- Ensure proper storage and handling of food items to minimize waste and spoilage.
- Collaborate with suppliers to source high-quality ingredients at competitive prices.

- **Compliance and Documentation:**

- **Maintain records of food usage, inventory, and meal production to ensure compliance with NSLP and other relevant regulations.**
- **Participate in audits and inspections, addressing any issues promptly.**
- **Adhere to all health and safety regulations, including proper food handling, allergen management, and kitchen safety protocols.**

- **Team Collaboration:**

- Work closely with school administrators, nutrition staff, and other stakeholders to align food services with school goals and student needs.
- Provide input on school wellness programs, nutrition education, and initiatives to promote healthy eating habits.
- Engage with students, parents, and staff to gather feedback and continuously improve the school meal program.

Qualifications:

- **Education and Experience:**

- Culinary degree or equivalent experience in a professional kitchen setting, preferably in a school or institutional environment.
- Experience with large-scale food preparation and knowledge of USDA school meal requirements is highly desirable.

- **Skills and Abilities:**

- Strong culinary skills with the ability to create nutritious, flavorful, and visually appealing meals.
- Excellent organizational and time-management skills, with the ability to manage multiple tasks in a fast-paced environment.
- Strong communication skills, both written and verbal, with the ability to work collaboratively with diverse groups of people.
- Knowledge of food safety standards and regulations.
- Ability to adapt to changing circumstances and dietary trends.

- **Certifications:**

- ServSafe Food Handler Certification or equivalent (required).
- Additional certifications in nutrition, food safety, or culinary arts (preferred).

PITFALLS



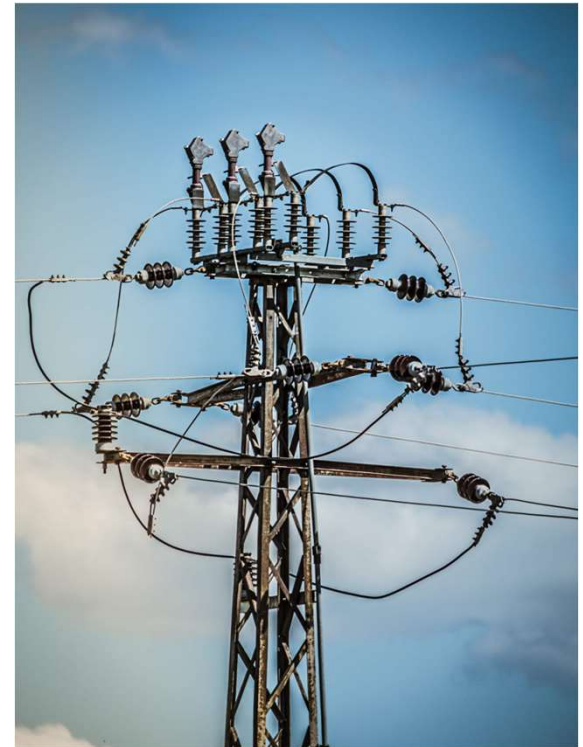
- Accuracy
- Context
- Bias
- Hallucinations
- Security and privacy concerns
- Lack of emotional intelligence
- Ethical concerns
- Creativity and originality

Concerns for Electric Grid

A single Chat GPT query uses 2.9 watt-hours of electricity, a google search uses 0.3 watt-hours.

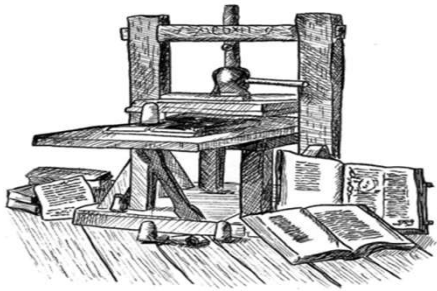
In 2022 data centers accounted for 2% of global electricity usage. By 2028 it is expected to be 19%!

9.5 times current use in 6 years!

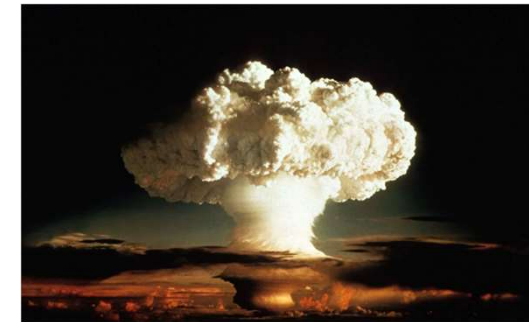


Other Environmental Concerns

- Energy Consumption
- Carbon Footprint
- Resource Use
- E-Waste
- Supply Chain Impact
- Biodiversity Impact
- Social and Ethical Implications



Which image best represents your current thinking regarding artificial intelligence?



Who has the first question?



Andrew Beenken-Adams



Chat GPT, self identified

THANK YOU!