

What is included.

A complete audio series on practical AI use, built for the people who keep a district running, and delivered ready to record in your own voice with your own examples.

1. The series

Ten episodes of three to five minutes each, arranged in two stages, plus a recap that closes each stage. Built for non-instructional staff: transportation, facilities, custodial, grounds, food service, the business office, the school front office, technology support, safety, warehouse.

STAGE	EPISODES
The Spark	The mindset and the method. What AI actually is, what staff are allowed to do with it, why chasing new tools is the wrong move, how to set up a workspace, and how to make the output sound like them.
The Click	The same method pointed at real work. The message nobody wants to send, AI in the field, AI at a desk, capturing what only one person knows, and what to do when it gets something wrong.

Every episode stands on its own. Any one can be played cold to a room with no setup, which matters when staff join partway through or a supervisor wants to open a meeting with one.

2. The materials

INCLUDED	DESCRIPTION
12 scripts	Ten episodes and two stage recaps, written to a consistent structure and checked for language that reads wrong inside a school district.
12 recording files	Spoken words only, formatted for immediate recording. No preparation required.
10 companions	One-page takeaways, one per episode. Editable source and print-ready file for each.
Series site	A complete, self-contained web page with a built-in player, staged release, and full transcripts.
Build guide	Production manual covering customisation, recording, publishing, and writing your own future episodes.
Lunch-and-learn kit	Session topics and agendas drawn from the series, for your team to facilitate.
LMS embedding guide	Written for your administrator to execute on your platform.

3. How it becomes yours

This is a template, not a finished product with somebody else's name on it.

Your voice. You record all ten episodes in whatever voice you choose, a member of your team or a synthetic one. Nothing ships pre-narrated.

Your tools. The scripts deliberately name no products. They use placeholders where your approved tools go, so the series teaches the approach rather than a set of buttons, and it does not go stale when a vendor redesigns an interface.

Your examples. Swap in the situations your staff actually recognise. The framework holds. The examples are yours to change.

Your branding. Every page carries a branding slot, and the visual design is controlled by a handful of colour values you set once.

4. What it runs on

Nothing you have to get approved.

- No vendor platform, no logins, no accounts, no seats

- No outside access to district systems at any point
- Runs from an intranet, a static host, a shared drive, or inside your existing learning platform
- Works on a phone, which is how most field staff will use it
- Full transcripts of every episode, readable and searchable, for staff who cannot use audio

The materials are plain text, standard documents, and standard audio. Everything remains usable if the people who built it disappear tomorrow.

5. What the build guide covers

Delivered with the license. Nine sections, written so your team can run the series and keep producing episodes without outside help.

SECTION COVERS

1 to 2	Everything you receive, and the five decisions to make before you start
3 to 4	Customising the scripts, and the full recording workflow including consistency, pacing, pronunciation and export
5 to 6	Producing the companions and publishing the site, including staged release
7	Music and asset licensing
8	Writing your own episodes: the structure, the length, the voice, the language standard, and the rules the content depends on
9	Troubleshooting

6. What is not included

- **Music.** Any audio used in a demonstration is licensed for that demonstration only. You source your own, and the build guide explains what to check for.
- **Voice talent.** You choose and record your own narrator.
- **AI tools.** The series works with whatever your district has already approved. Nothing here asks you to buy software.

Prepared as an overview of the licensed materials. The production manual, source files and editable assets are delivered on execution of a license agreement.