



Kentucky Department of Education School-Based Decision Making (SBDM) Training Modules

The Kentucky Department of Education (KDE) offers several School-Based Decision Making (SBDM) training modules at no cost to Kentucky’s schools and districts. Details of the training modules can be found below. To obtain the training materials for any of the modules, please contact the Kentucky Department of Education’s [SBDM Program Consultant](#) to request the needed materials.

Module Title	No. of Training Hours	Intended Audience	Module Overview
<i>Introduction to SBDM</i>	6 Hours	New Council Members	<i>Introduction to SBDM</i> is designed for new council members and assists them in understanding the purpose of school-based decision making and the council’s work related to budgeting, improvement planning, personnel consultation, and principal selection. KDE recommends that all new council members take this in its entirety to earn their required six training hours.
<i>Advanced SBDM</i>	3 Hours	Experienced Council Members	<i>Advanced SBDM</i> covers the statutory requirements of council members, election procedures, removing council members, budgetary responsibilities, and principal selection.
<i>Bylaws and Policies</i>	3 Hours	Experienced Council Members	The <i>Bylaws and Policies</i> training module assists school councils in analyzing and improving their school council bylaws and policies to ensure that those bylaws and policies meet legal expectations and contribute to improving student achievement.

Module Title	No. of Training Hours	Intended Audience	Module Overview
<i>Family and Community Engagement</i>	3 Hours	Experienced Council Members	This training module emphasizes the importance of having a connection between schools and the resources that exist in a community. <i>Family and Community Engagement</i> reinforces the need for a shared responsibility among the school, the families of the students at that school, and the community-at-large to increase student achievement and outcomes.
<i>Roles and Responsibilities</i>	3 Hours	Experienced Council Members	<i>Roles and Responsibilities</i> helps participants understand how their role as either a parent, teacher, or principal contributes to the overall achievement of the students in the school. This session also assists council members in understanding how to carry out each role and responsibility in the most effective way.
<i>Teamwork for Achievement</i>	3 Hours	Experienced Council Members	<i>Teamwork for Achievement</i> focuses on how school councils work with community shareholders to ensure all students achieve at high levels. Participants will understand the importance of setting common goals and how effective consultation and principal selection processes lead to getting the best people for the school's team.

Training Materials Include the Following:

- Sample Training Agenda
- Facilitator's Guide
- Participant's Guide
- Accompanying Activities/Supplemental Materials

Other SBDM Training Opportunities

Organizations outside of KDE also offer KDE approved trainings. To schedule a training through those organizations or to obtain information regarding costs and availability, please contact the [Kentucky Association of School Administrators \(KASA\)](#), the [Kentucky Association of School Councils \(KASC\)](#), or the [Kentucky Education Association \(KEA\)](#). Kentucky Educational Television (KET) also offers KDE-approved [SBDM Online Training Options](#). Those stakeholders interested in having an SBDM training module approved by KDE may contact the [SBDM Program Consultant](#) for additional details.

SBDM Trainers

KRS 160.345(6) states that “[s]chool council member training...shall be conducted by trainers endorsed by the Department of Education.” The Kentucky Department of Education endorses SBDM trainers annually through online webinars and/or face-to-face trainings. By attending the annual training offered by the KDE, each trainer is provided with the information and resources necessary to effectively provide all of Kentucky’s schools with high-quality SBDM professional development activities. KDE’s annual training ensures that a district’s SBDM coordinator and/or trainer, as well as various other external providers know how to effectively implement SBDM policies and procedures. Those SBDM trainers who have been endorsed to provide the required SBDM training for SBDM membership are listed on the [SBDM Endorsed Trainer List](#). Those stakeholders interested in becoming an endorsed SBDM trainer may contact the [SBDM Program Consultant](#) for additional details.