



## 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>SBDM 101</i>	6 Hours	New Council Members	<i>SBDM 101</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, and personnel consultation. KDE recommends that all new council members take this in its entirety to earn their required six training hours.
<i>Bylaws and Policies</i> (online self-paced only & hosted by KET)	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>The Council's Role with Continuous Improvement (online self-paced only)</i>	3 Hours	Experienced Council Members	<i>The Council's Role with Continuous Improvement</i> highlights the process for completing the Comprehensive School Improvement Plan (CSIP) and the components that are required, as well as the council's role in the completion. The information in this module will help guide councils through the continuous improvement process and allow time for reflecting upon the school's current CSIP.
<i>Equitable Decision-Making</i>	3 Hours	Experienced Council Members	The <i>Equitable Decision-Making</i> training module provides council members an opportunity to distinguish equity from equality. Equity allows administrators, teachers, and even School-based Decision Making (SBDM) council members a lens with which to give the needed supports and support structures for each student in a manner <i>that fits</i> and is just and fair.
<i>Rise to Proficiency: Councils and Family and Community Partnerships</i>	3 Hours	Experienced Council Members	The <i>Rise to Proficiency: Councils and Family and Community Partnerships</i> training module assists council members in understanding the difference between engagement and involvement and why increasing parent, family, and community engagement in schools is important to student achievement. The module also explores how council members can help engage parents, families, and the community through their policies and decision-making processes.
<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.

### KDE 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 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.

The KDE SBDM programmatic staff also hosts trainings during the months of June and July and through a variety of formats including virtually through Microsoft Teams or in-person. Please contact your [district's SBDM Coordinator](#) for additional details regarding those opportunities.

### **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.

In addition to the annual training, SBDM trainers and coordinators attend monthly professional development webinars to remain current in SBDM laws and policies to ensure effective training and coordinating.