



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

The Kentucky Department of Education (KDE) offers several 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 visit the Kentucky Department of Education's [SBDM Training webpage](#). Each training module includes the participant's booklet, facilitator's guide and other supplemental materials to successfully lead the training. For copies of Effective Instructional Leadership Act (EILA) certificates associated with each of the KDE trainings, please contact the [SBDM Program Consultant](#).

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>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 guide councils through the continuous improvement process and allow time for reflecting upon the school's current CSIP.

Module Title	No. of Training Hours	Intended Audience	Module Overview
<i>Decisions with Data</i>	3 Hours	Experienced Council Member	<i>Decisions with Data</i> helps experienced council members understand the importance of data in their decision making and how data-driven decision making impacts student achievement. Council members will understand how data can be leveraged in decision making processes which in turn impact student achievement. Participants will engage in an overview of the basics of data, a review of publicly available data and will be equipped with tools to help them analyze data.
<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 (in-person and self-paced online)</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.

Module Title	No. of Training Hours	Intended Audience	Module Overview
<i>SBDM Leadership: A Principal's Guide</i> <i>*New*</i> <i>(online self-paced only)</i>	3 Hours	Experienced Principal Members	The <i>SBDM Leadership: A Principal's Guide</i> training module covers topics specifically related to the chair's role on council. Some of the topics include Open Records and Open Meetings, rules related to special-called meetings and council composition. This module will equip principals with the knowledge and skills necessary to effectively lead and guide their SBDM council members. <i>SBDM Leadership: A Principal's Guide</i> will assist principals in understanding their role and best practices for fostering data-driven collaboration and decision making.

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 Kentucky Educational Television (KET). 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 or 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.