

# 2009 SBDM Trainers' Manual

The Kentucky Department of Education

The Kentucky Association of School Councils developed this Manual under  
KDE Contract  
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## WHAT IS THE PURPOSE OF THIS MANUAL?

This Manual explains how you can obtain endorsement as an SBDM Trainer from the Kentucky Department of Education. Only trainers who have followed the process in this Manual will have that KDE endorsement. As a result, only those trainers will be eligible to provide the annual council training required for new and experienced members by KRS 160.345(6). (You can find a copy of each law cited in this Manual in Appendix I.)

For principal selection training required by KRS 160.345(2)(h), this Manual also explains how you can learn about and use new materials and methods.

## WHAT ARE THE IMPORTANT DATES FOR 2009 SBDM TRAINER ENDORSEMENT?

Endorsements for 2009-2010 SBDM Trainers will expire on July 31, 2010. Endorsed trainers may begin using the 2009 materials after they receive the 2009 training. So if you are trained in March, you may use the new 2009 materials starting immediately after your training.

DEADLINE	ACTIVITY
February 2, 2009	New trainer applications or returning trainer renewal forms are due.
February 9, 2009	All new applicants will be notified whether they have qualified as finalists and whether they will be interviewed.
February 23, 2009	Interviews will be complete. Finalists will be notified whether they have received preliminary endorsement.
February 26-27, 2009 in Lexington at NorthEast Christian Church March 2-3, Kentucky Dam Village State Park March 25-26, Jenny Wiley State Park	The 2009 SBDM Trainers' Institutes will be held. To receive final endorsement, each new trainer must attend one day of New Member training and two half-day sessions of experienced council training. All returning trainers must attend two half-day sessions.
April 10, 2009	Trainers endorsed at the March Trainers Institutes will be listed at the Department of Education and KASC websites ( <a href="http://www.education.ky.gov">www.education.ky.gov</a> and <a href="http://www.kasc.net">www.kasc.net</a> ).
July 1, 2009	Trainers with final endorsement will be listed at the Department of Education and KASC websites ( <a href="http://www.education.ky.gov">www.education.ky.gov</a> and <a href="http://www.kasc.net">www.kasc.net</a> ).
July 31, 2009	All past endorsements will end at midnight.

## HOW DO I APPLY TO BECOME AN SBDM TRAINER (OR BE RECERTIFIED IF I AM A CURRENT SBDM TRAINER)?

1. You review the Qualifications for SBDM Trainers listed in Appendix A.
2. You submit your application and references to the Kentucky Association of School Councils (KASC) office. Appendix B is the application form, and Appendix C is the reference form. **For recertification, submit only Appendix G.** The application must be received or postmarked no later than February 2, 2009.
3. When your application and references are complete, you will receive an e-mail confirmation from the KASC staff. KASC staff will also be able to answer any questions you have about the status of your application. Feel free to contact them as needed at [training@kasc.net](mailto:training@kasc.net).
4. Your application and references will be used to determine whether you have an appropriate basic background to be effective under Qualifications 1-5. If you do, you will be notified that you are a finalist by February 9, 2009.
5. You may be invited to an interview with KDE. At the interviews, Kentucky Department of Education (KDE) staff will ask questions designed to learn more about how well you fit Qualifications 1-7.
6. The interview results, application, and references will be used to select the team of trainers who best meet Qualifications 1-7. Those trainers will receive preliminary endorsement and be notified of their status no later than February 23, 2009.
7. If you are selected, you will participate in the SBDM Trainers' Institute. The Institute will ensure that you can meet Qualification 8 —understanding the new curriculum and materials. New trainers must attend one day of New Member training and two half-day sessions of experienced council training. All returning trainers must attend two half-day sessions.
8. At the end of your Institute work, you will sign the **Commitment to Quality**, committing yourself to the key practices of the new training system. Your signature establishes that you meet Qualification 9.
9. You will fill out an information form showing how you want to be listed as an endorsed trainer. That will include information on which sessions you are ready to deliver and on how you can be reached to schedule training. That information will be included in the official list of endorsed trainers to make it easy for school councils to contact you and put your skills to use.
10. KDE will give final endorsement to all trainers who complete steps 1 through 9 above. Their endorsements will be effective through July 31, 2010.

## WHEN AND WHERE WILL THE 2009 SBDM TRAINERS' INSTITUTES BE HELD?

Training will be held at the Northeast Christian Church in Lexington on February 26 & 27, at the Kentucky Dam Village State Park in Gilbertsville on March 2-3, 2009 and in Prestonsburg at the Jenny Wiley State Park on March 25-26, 2009.

There will be no fee charged to attend the 2009 Institutes. As with past activities for endorsed SBDM trainers, each trainer will be responsible for his or her own travel expenses.

## HOW WILL THE INSTITUTES WORK?

The first day of each Institute will orient new SBDM trainers to deliver the new council member curriculum. All new trainers must attend the first day. The second of each Institute will be divided into half-day studies of the two 2009 workshops being developed for experienced council members and a session on legal updates. Both new and returning trainers will choose *at least* two of those half-day studies to attend.

The 2009 experienced council sessions will be on 1.) Policy 2.) Roles of Council Members

The work you do will be hands-on work with the new workshop materials, reviewing key concepts, practicing the major activities you will facilitate, and thinking through challenges that may develop as you teach the material. You will work with fellow trainers and be able to observe and question trainers with strong experience using the varied methods that will be included in each workshop.

The Institute will provide appropriate breaks, energizers, morning and afternoon light refreshments, and an overall environment conducive to collaboration and learning. And, of course, each trainer will be asked for evaluation feedback on how to make future Institutes even more helpful and effective.

## CAN I LEARN ADDITIONAL PARTS OF THE CURRICULUM ON MY OWN?

Yes. By attending the required two days of the SBDM Trainers' Institute for initial endorsement, you will learn three modules—the new member session and two others of your choice. You can learn the other modules by studying the sessions on your own. For all your learning needs, KASC will be happy to answer any questions about the materials. To complete that additional study, you will need to:

- Review all the participant materials for the session.
- Study the facilitator's guide for the session.
- Contact KASC for answers to any questions you have about the content and methods for the session.

## HOW WILL COUNCILS KNOW THAT I AM AVAILABLE AS A TRAINER?

An official list of endorsed trainers will include your name and the sessions you are available to teach, and it will also tell how you wish to be contacted.

The contact information will be in a flexible format, so that each trainer has room to describe his or her special arrangement. For example, three different trainers might have information like this:

- Please send an e-mail to [aapple@generic.net](mailto:aapple@generic.net).
- I do all my work through Organization X. Please call Belinda, their scheduler, at 606/555-5555.
- Please call me at 270/555-5555 before noon any day, or send an e-mail to [ccarrot@generic.net](mailto:ccarrot@generic.net). I train mainly in western Kentucky.

The list will be available from [www.education.ky.gov](http://www.education.ky.gov) and from [www.kasc.net](http://www.kasc.net).

KDE will also communicate with all principals, SBDM Coordinators, PD coordinators, and superintendents about how to find and use the list of endorsed trainers.

Only persons on that official list will be eligible to provide the annual new and experienced council member training required by KRS 160.345(6).

## WHAT PAPERWORK WILL I HAVE TO DO FOR QUALITY CONTROL?

As an endorsed trainer, you will be expected to:

- Cooperate with KDE to arrange observation of one of your early sessions. (You can learn more about these observations under “What support will I receive...” on page 4.)
- Notify KASC monthly of the trainings you have provided.
- Use a sign-in sheet at each session.
- Tabulate the multiple-choice portion of the evaluations after each session.
- Send KASC the original sign-in sheet, evaluations and your tabulation of the evaluations.
- Keep copies of your sign-in sheets and tabulations for one year.
- Complete a self-evaluation form once a year and send it to KASC. You can see the form in Appendix H.

This information will be used to provide support to individual trainers and to analyze future needs for the whole training system. KASC will also keep each year’s sign-in sheets and evaluations on file until the end of the next full calendar year in case they are needed to answer questions from participants, trainers, KDE, or researchers evaluating the training system.

## WHAT MATERIALS WILL I RECEIVE FOR USE IN TRAINING?

During each session at the SBDM Trainers’ Institute, you will work with the materials for the workshop being studied.

SBDM Trainer materials will be available on the KASC website. This will allow you to print your own copies as needed for training.

If a handout needs to be updated, KASC will post a downloadable copy on its website and notify all trainers by e-mail that it is available.

KASC will also send trainers regular updates on developing SBDM issues, including changes in laws, regulations, and KDE recommendations.

## WHAT SUPPORT WILL I RECEIVE DURING THE YEAR?

When you have questions about the curriculum and materials, KASC will always be ready to respond by phone or e-mail, and when a question seems likely to interest other trainers, KASC will share the response with them as well.

As already noted, KASC will also send regular updates on emerging issues and notices any time a handout is revised. Materials and updates will also be posted to KASC’s trainer-only website which can be accessed through KASC’s members-only website found at <http://www.kasconline.net/online>.

In addition:

- KASC will review your evaluations as you submit them and offer help if the forms show any difficulties.
- If difficulties continue, KASC may ask a veteran trainer to attend one of your workshops, take notes and offer advice.
- If you have consistent difficulties as shown in participant evaluations and on-site observation, KASC may provide intensive assistance.

Finally, KDE will schedule an observation of your training work soon after you are endorsed. A KDE staff member will do the evaluations. These observations will have three goals:

- To provide trainers with constructive feedback on their individual work.
- To provide KASC with constructive feedback on the curriculum and materials.
- To provide KDE and KASC with on-site understanding of how the training system as a whole is working.

## WHAT WILL HAPPEN IF I AM OFFERED INTENSIVE ASSISTANCE?

KASC will work with the trainer to create a plan that addresses individual learning needs and may include such activities as:

- On-line training.
- E-mail Q-and-A.
- Observation of a highly-experienced trainer to gain ideas for your own training work.
- On-site coaching and feedback from a highly-experienced trainer who observes your work.
- Other steps that might fit your specific needs.

Helping the trainer succeed will be the goal of all intensive assistance plans.

## HOW COULD AN SBDM TRAINER'S ENDORSEMENT BE REVOKED?

KDE and KASC agree that our goal is never to use this process. Nevertheless, endorsement can be revoked for two reasons:

- Significant violations of the signed ***Commitment to Quality***.
- Inability to deliver the curriculum effectively after being offered intensive support.

## WHAT ARE THE COSTS FOR BECOMING A TRAINER?

For 2009-10, KDE has contracted to pay KASC the full costs of the SBDM Trainers' Institute, ongoing support, and any needed updates to materials during the first year of the new trainers' network. The only costs to trainers (or their organizations) will be for the trainers' own time and travel.

## HOW CAN I RENEW MY ENDORSEMENT FOR 2009-10?

Once you have completed initial endorsement, you will be renewed if you:

- Have honored your ***Commitment to Quality*** during the previous year.
- Submit a self-evaluation form to help KASC and KDE think about future support needs.
- Attend at least two half-days of the 2010 SBDM Trainers' Institute. That Institute will offer opportunities to study all parts of the current curriculum, and we hope to offer additional sessions for study.
- Sign a new ***Commitment to Quality***.

## **HOW WILL PRINCIPAL SELECTION TRAINING BE HANDLED?**

Principal selection training focuses on the key council choice of a new instructional leader for your school. Each council is required to receive specific training prior to choosing a principal for your school.

Under KRS 160.345(2)(h), councils choose the person to provide the training. State law does not require that a principal selection trainer be approved, endorsed, or recommended by KDE, so councils can select anyone they believe will provide the council with effective learning.

KDE has contracted with KASC to design curriculum and materials on this important issue. We recommend following these steps when using our principal selection materials:

- Review all the participant materials for the session.
- Study the facilitator's guide for the session.
- Contact KASC for answers to any questions you have about the content and methods for the session.

## **HOW WILL ON-LINE SBDM TRAINING BE HANDLED?**

Working with Kentucky Virtual High School, KDE has designed on-line sessions for council training including "SBDM New Member Training," and "Keys for Proficient Councils", and "Council Work and School Culture." These sessions offer a valuable option to council members who cannot attend a face-to-face session.

KVHS will select endorsed SBDM trainers and will be seeking people with strong training records to teach the on-line sessions. More information about on-line training will be available at the Trainers' Institutes. At that time KDE will collect names of those who might be interested in teaching these sessions.

## HOW WILL THE SYSTEM BE EVALUATED?

Two sets of standards will be used:

- ***School Council Proficiency***, a document listing standards and descriptors for what councils should know and be able to do. That definition was developed by KASC with input from council members, council trainers, KDE staff, and leaders of partner organizations. It has been selected by KDE as the framework for the SBDM curriculum and for evaluations of council learning.
- ***Standards and Indicators for Improving School Council Learning***, a document describing the research-based practices that should characterize a system strong enough to develop proficient councils. A shorter name for the document is “SISI-for-SBDM,” and it is intentionally based on *Kentucky’s Standards and Indicators for School Improvement*. It was also developed by KASC with broad input, and it has been selected by KDE for use in evaluating and improving the systems that help councils learn. In addition to formal on-site training, the included standards require follow-up support, mentoring and advice, on-line resources, and publications as parts of the total system.

To evaluate the system against those standards, data will come from several sources:

- Participant evaluations of workshops.
- KDE observations of trainers and workshops.
- Feedback from trainers.
- Feedback from council members.
- Discussions with trainers, KASC board members, KDE staff, and others with active SBDM roles.

## HOW WILL FURTHER IMPROVEMENTS BE PLANNED?

The evaluation results will be used as a needs assessment for future planning. KDE and KASC are committed to working with a wide array of partners to build council proficiency. The changes described in this Manual will be important steps forward, to be followed by added steps based on future data. Like Kentucky schools, we plan to make this a standards-based, data-driven process of continuous improvement.

## HOW CAN I LEARN MORE?

If you have questions, please feel free to contact the KASC staff for further information by writing to [training@kasc.net](mailto:training@kasc.net) or 859/238-2188. Liz Erwin in KASC’s Training Department will be happy to help!

## APPENDIX A: QUALIFICATIONS FOR SBDM TRAINERS

IN SELECTING TRAINERS FOR PRELIMINARY ENDORSEMENT, KDE WILL CHOOSE INDIVIDUALS WITH:

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1. Ability to explain Kentucky's goal of proficiency by 2014 and give reasons why it is achievable.
2. Ability to share from credible experience with Kentucky school-based decision making.
3. Ability to share from credible experience working to enhance student performance.
4. Ability to facilitate other adults as they work to learn new ideas or skills.
5. On-going access to a computer with e-mail, Internet, a CD-ROM drive, Microsoft Word, and Acrobat Reader.

IN SELECTING TRAINERS FOR PRELIMINARY ENDORSEMENT, KDE WILL SELECT A GROUP OF TRAINERS WHO, AS A TEAM:

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6. Can meet the needs of all councils across the state and throughout the year.
7. Can respond to diverse ethnic and economic backgrounds, council roles and experience, and learning styles.

IN ADDITION, TO RECEIVE FULL ENDORSEMENT AND BEGIN DELIVERING TRAINING, KDE WILL REQUIRE **NEW** SBDM TRAINERS TO:

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8. Develop understanding of the new SBDM curriculum and materials by participating in two days of the SBDM Trainers' Institute, one of which must address the new member curriculum.
9. Sign a formal **Commitment to Quality**.
10. Provide information on how councils can contact the trainer to arrange for training.

OR

IN ADDITION, TO RECEIVE FULL ENDORSEMENT AND BEGIN DELIVERING TRAINING, KDE WILL REQUIRE **RETURNING** SBDM TRAINERS TO:

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11. Develop understanding of the new SBDM curriculum and materials by participating in two half-days of the SBDM Trainers' Institute.
12. Sign a formal **Commitment to Quality**.
13. Provide information on how councils can contact the trainer to arrange for training.

## APPENDIX B: 2009 SBDM TRAINER APPLICATION FORM FOR NEW TRAINERS

*If you have questions about this application form, please feel free to contact the Kentucky Association of School Councils (KASC) at 859/238-2188 or [training@kasc.net](mailto:training@kasc.net).*

PLEASE SHARE YOUR CONTACT INFORMATION.

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Name:

E-mail:

---

U.S. mail address:

---

---

Daytime phone:

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Current employer:

---

Current job title:

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PLEASE ATTACH YOUR ANSWERS TO QUESTIONS 1-8 BELOW, USING A MAXIMUM OF 250 WORDS FOR EACH QUESTION. (250 WORDS IS APPROXIMATELY HALF OF ONE SINGLE-SPACED PAGE.)

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1. List the councils on which you have served, the month and year your service began, and the month and year it ended.
2. List the SBDM committees on which you have served, the month and year your service began, and the month and year it ended.
3. List any other work you have done with school councils, including the schools you worked with and the time period when you worked with them, plus a brief description of your role. (For example, work as a district SBDM coordinator, a KDE SBDM consultant, or an SBDM trainer could be listed here, or you may have played another role that has given you relevant experience.)
4. Describe your most important experiences working to enhance student achievement at your school or schools, including the schools and the years when you did that work. (For example, this could be work in your own classroom as a teacher, as a school or district leader, as a volunteer in your community's schools, as a council or committee member, or other work that has given you relevant experience.)
5. List the five best workshop sessions you have facilitated for adults, describing the audience, the date, the topic and the objectives of the session.
6. KDE is seeking a team of trainers that, together, can meet the needs of all councils across the state and throughout the year. Describe how much training you would like to do, what parts of the state you want to serve, and which times of year you will be available.
7. KDE is seeking a team of trainers that, together, can respond to diverse ethnic and economic backgrounds, council roles and experience, and learning styles. Please tell us about how you could contribute to this goal. (For example, you might tell us about something about your heritage, your academic studies, your past work projects or volunteer efforts, or any other feature of your experience that would be relevant.)
8. The official list of trainers will include information on how to contact you to arrange training. What information do you want listed? (For samples of possible statements, please see page 3 of the SBDM Trainers' Manual. KASC will be happy to update your information each time you report a change.)

PLEASE ANSWER QUESTION 9 AND 10 BY MARKING THIS FORM.

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9. The official list of trainers will indicate which sessions you are willing to offer. Please circle the topics you expect to offer (KASC will also be happy to update this information whenever you ask.)

- Introduction to School-Based Decision Making (for new members)
- Parent Engagement and Student Achievement
- Leading Middle Schools and High Schools to Proficiency
- Planning For Achievement
- Research, Instruction, and Action
- Council Work and School Culture
- Teamwork for Results
- Policy
- Keys for Proficient Councils
- Budget
- Student Proficiency

10. Please let us know about your access to technology that will be used to support the network of SBDM Trainers. Circle each item below that you can use on a daily basis:

- E-mail
- Internet
- A CD-ROM Drive
- Microsoft Word
- Acrobat Reader

PLEASE NOTE ADDITIONAL REQUIREMENTS FOR INITIAL ENDORSEMENT.

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To become an endorsed trainer:

1. You must submit two references using the form in Appendix C of the SBDM Trainers' Manual.
2. You must be selected as a finalist based on this application and your references.
3. You must participate in a selection interview (unless exempted because KDE already knows your abilities).
4. You must participate in two days of the 2009 SBDM Trainers' Institute, one of which must address the new member session.
5. You must sign the **Commitment to Quality** to establish that you meet SBDM Trainer Qualification 9.
6. The Kentucky Department of Education does not provide endorsed SBDM training. While you are a KDE employee or a Highly Skilled Educator, you will not be an endorsed trainer. (Current employees who are considering retirement or other career options are welcome to apply.)

Signing this application shows that you understand and accept these requirements.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Please mail to KASC, PO Box 784, Danville Kentucky, 40423.

To submit electronically, please send this form and your attachments as a Word or PDF document no later than 5:00 p.m. Eastern Standard Time on February 2, 2009. Use your own e-mail address as a substitute for providing your signature and send your e-mail to [training@kasc.net](mailto:training@kasc.net).

## APPENDIX C: SBDM TRAINER REFERENCE FORM FOR NEW TRAINERS

*If you have questions about this reference form, please feel free to contact the Kentucky Association of School Councils (KASC) at 859/238-2188 or [training@kasc.net](mailto:training@kasc.net).*

NAME OF THE PERSON  
COMPLETING THIS FORM:

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E-MAIL ADDRESS:

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TELEPHONE NUMBER:

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NAME OF THE PERSON  
APPLYING TO BE AN SBDM TRAINER:

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PLEASE ATTACH YOUR ANSWERS TO QUESTIONS 1-4 BELOW, USING A MAXIMUM OF 250 WORDS FOR EACH QUESTION. (250 WORDS IS APPROXIMATELY HALF OF ONE SINGLE-SPACED PAGE.)

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1. An effective SBDM trainer can show how Kentucky's goal of proficiency by 2014 is achievable. Please tell us whether you think this person can do that, and explain why you think so.
2. An effective SBDM trainer can share credible experiences with Kentucky school-based decision making. Please tell us whether you think this person can do that, and explain why you think so.
3. An effective SBDM trainer can share credible experiences working to enhance student performance at one or more schools. Please tell us whether you think this person can do that, and explain why you think so.
4. An effective SBDM trainer can facilitate other adults as they work to learn new ideas or skills. Please tell us whether you think this person can do that, and explain why you think so.

SIGNATURE:

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DATE:

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Please mail to KASC, PO Box 784, Danville Kentucky, 40423.

To submit electronically, please send this form and your attachments as a Word or PDF document no later than 5:00 p.m. Eastern Standard Time on February 2, 2009. Use your own e-mail address as a substitute for providing your signature and send your e-mail to [training@kasc.net](mailto:training@kasc.net).

## APPENDIX D: COMMITMENT TO QUALITY

As an endorsed SBDM trainer I will:

- Cooperate with Kentucky Department of Education (KDE) to arrange observation of one of my early sessions.
- Use the approved curriculum and current approved materials in all training sessions I offer for SBDM-endorsed training credit.
- Provide only information that I have good reason to believe is accurate, being willing to seek follow-up information when I am uncertain about how to answer a question and avoiding passing on rumors and speculation I have not had a chance to verify.
- Establish and model expectations that everyone in my workshops will respond to everyone else with respect, courtesy and interest in their concerns and ideas.
- Offer positive, credible illustrations of how Kentucky students can reach proficiency.
- Offer positive, credible illustrations of how Kentucky councils can work effectively.
- Collect a complete sign-in sheet listing all participants in each session I offer for SBDM-endorsed training credit.
- Collect completed evaluations from all participants in all sessions I offer for SBDM-endorsed training credit.
- Tabulate the evaluations and use the results to improve my own work.
- Submit the originals of my sign-in sheets, evaluations, and tabulation of evaluations to the Kentucky Association of School Councils (KASC) within 10 business days after each session for SBDM-endorsed credit.
- By the 5<sup>th</sup> of each month, send KASC a list of all sessions I offered for SBDM endorsed training credit the previous month.
- Keep copies of my sign-in sheets and my tabulations of evaluations for 365 days after each session is completed.
- Notify KASC promptly if I accept a position as a KDE employee or a Highly Skilled Educator.
- Notify KASC promptly if I decide to change my contact information, stop providing a particular workshop, or stop providing SBDM training at all.

Please print your name:

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Signature:

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Date:

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## APPENDIX E: 2009 SBDM TRAINERS' INSTITUTE SCHEDULE OF EVENTS

<b>DAY ONE</b>	
8:00-8:30	Sign-in and Coffee
8:30-9:00	Orientation
9:00-12:00	<b>New Member Session</b>
12:00-1:30	Lunch (on your own)
1:30-4:30	<b>New Member Session</b> (continued)
4:30-5:00	Question and Answer Time (participation is optional)
<b>DAY TWO</b>	
8:00-8:30	Sign-in and Coffee
8:30-11:30	<b>Experienced Council Training #1</b>
11:30-1:00	Lunch (on your own)
1:00-1:10	Discussion of on-line training
1:10-4:10	<b>Experienced Council Training #2</b>
4:10-4:30	Question and Answer Time (participation is optional)

## APPENDIX F: 2009 RETURNING SBDM TRAINER FORM

*If you have questions about this application form, please feel free to contact the Kentucky Association of School Councils (KASC) at 859/238-2188 or [training@kasc.net](mailto:training@kasc.net).*

NAME: \_\_\_\_\_

PLEASE PROVIDE THE FOLLOWING INFORMATION SO WE MAY UPDATE OUR FILES:

E-MAIL ADDRESS: \_\_\_\_\_

U.S. MAIL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Please mail to KASC, PO Box 784, Danville Kentucky, 40423.

To submit electronically, please send this form and your attachments as a Word or PDF document no later than 5:00 p.m. Eastern Standard Time on February 2, 2009. Use your own e-mail address as a substitute for providing your signature and send your e-mail to [training@kasc.net](mailto:training@kasc.net).

## APPENDIX G: KENTUCKY LAWS DISCUSSED IN THIS MANUAL

### ANNUAL SCHOOL COUNCIL TRAINING KRS 160.345 (6) SAYS:

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The Department of Education shall provide professional development activities to assist schools in implementing school-based decision making. School council members elected for the first time shall complete a minimum of six clock hours of training in the process of school-based decision making, no later than thirty days after the beginning of the service year for which they are elected to serve. School council members who have served on a school council at least one year shall complete a minimum of three clock hours of training in the process of school-based decision making no later than one hundred twenty days after the beginning of the service year for which they are elected to serve. *School council training required under this subsection shall be conducted by trainers endorsed by the Department of Education,* and school council members shall complete the required training no later than thirty days after the beginning of the service year for which they are elected to serve. By November 1 of each year, the principal through the local superintendent shall forward to the Department of Education the names and addresses of each council member and verify that the required training has been completed. School council members elected to fill a vacancy shall complete the applicable training within thirty days of their election. [Underlining and italics added to identify the key passage.]

### PRINCIPAL SELECTION TRAINING KRS 160.345(2)(H) SAYS:

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From a list of applicants submitted by the local superintendent, the principal at the participating school shall select personnel to fill vacancies, after consultation with the school council, consistent with subsection (2)(i)10 of this section. The superintendent may forward to the school council the names of qualified applicants who have pending certification from the Education Professional Standards Board based on recent completion of preparation requirements, out-of-state preparation, or alternative routes to certification pursuant to KRS 161.028 and 161.048. Requests for transfer shall conform to any employer-employee bargained contract which is in effect. If the vacancy to be filled is the position of principal, the school council shall select the new principal from among those persons recommended by the local superintendent. *When a vacancy in the school principalship occurs, the school council shall receive training in recruitment and interviewing techniques prior to carrying out the process of selecting a principal. The council shall select the trainer to deliver the training.* Personnel decisions made at the school level under the authority of this subsection shall be binding on the superintendent who completes the hiring process. Applicants subsequently employed shall provide evidence that they are certified prior to assuming the duties of a position in accordance with KRS 161.020. The superintendent shall provide additional applicants upon request when qualified applicants are available. [Underlining and italics added to identify the key passage.]

## APPENDIX H: SELF-EVALUATION FORM

*If you have questions about this self-evaluation form, please feel free to contact the Kentucky Association of School Councils (KASC) at 859/238-2188 or [training@kasc.net](mailto:training@kasc.net).*

NAME: \_\_\_\_\_

DATE: due **November 2009**

We want to help each trainer be successful. In thinking about SBDM training you have done this year, please share areas in which you could grow and improve and ways KASC might help.

Please circle the appropriate number for each of the criteria below.

- 1 = I excel at this criteria.
- 2 = I do well at this criteria.
- 3 = I meet this criteria.
- 4 = I need some help meeting this criteria.
- 5 = I need a great deal of help meeting this criteria.

POSITIVE TRAINING ENVIRONMENT				
	CRITERIA	SCORE	WHAT I CAN DO TO IMPROVE (IF NEEDED):	WHAT KASC CAN DO TO HELP ME IMPROVE:
<b>1</b>	Established positive climate – greeted participants, smiled, seemed happy to be there	1 2 3 4 5		
<b>2</b>	Modeled belief that all kids can learn at high levels	1 2 3 4 5		
<b>3</b>	Showed enthusiasm for KERA and CATS	1 2 3 4 5		
<b>4</b>	Showed enthusiasm for SBDM	1 2 3 4 5		
<b>5</b>	Focused on student achievement	1 2 3 4 5		
<b>6</b>	Gave special attention to keeping parents involved in this session	1 2 3 4 5		
<b>7</b>	Started and finished on time, and good pacing throughout	1 2 3 4 5		
<b>8</b>	Made eye contact with all participants	1 2 3 4 5		
<b>9</b>	Used comments, gestures and facial expressions to affirm participant learning	1 2 3 4 5		
<b>10</b>	Circulated during activities and talked	1 2 3 4 5		

	and listened to participants			
11	Seemed relaxed and confident in front of group	1 2 3 4 5		
12	Shared stories or personal experiences to add interest and understanding	1 2 3 4 5		
13	Was willing to say, "I don't know, but I'll find the answer for you."	1 2 3 4 5		
14	Helped participants feel comfortable sharing and asking questions	1 2 3 4 5		
15	Kept participants in a positive frame of mind and focused on the task at hand	1 2 3 4 5		
16	Responded to negative or difficult participants in a way that reduced the negative impact on others	1 2 3 4 5		
17	Used workshop activities to provide active learning experiences and address various learning styles	1 2 3 4 5		
18	Encouraged involvement of reluctant participants	1 2 3 4 5		
19	Thanked the participants for coming and ended on a positive note	1 2 3 4 5		
<b>COMMITMENT TO QUALITY and OTHER CRITERIA</b>				
20	Used approved curriculum and current approved materials, including updates	1 2 3 4 5		
21	Provided only information I believe is accurate	1 2 3 4 5		
22	Established and modeled expectations of respect, courtesy and interest among everyone at workshop	1 2 3 4 5		
23	Offered positive, credible illustrations of how Kentucky students can reach proficiency	1 2 3 4 5		
24	Offered positive, credible illustrations of how Kentucky councils can work effectively	1 2 3 4 5		
25	Collected complete sign-in sheets	1 2 3 4 5		

<b>26</b>	Collected completed evaluations from all participants	1 2 3 4 5		
<b>27</b>	Tabulated evaluations and used results to improve my own work	1 2 3 4 5		
<b>28</b>	Submitted original sign-ins, evaluations and tabulation of evaluations to KASC within 10 business days of each session	1 2 3 4 5		
<b>29</b>	Sent KASC a list of all sessions I offered in the past month by the 5 <sup>th</sup> of each month	1 2 3 4 5		
<b>30</b>	Kept copies of my sign-ins and tabulations of my evaluations for 365 days after the session is completed	1 2 3 4 5		
<b>31</b>	Notified KASC if I accept a position as a KDE employee or a Highly Skilled Educator	1 2 3 4 5		
<b>32</b>	Notified KASC of any changes in status or contact information	1 2 3 4 5		
<b>33</b>	I am responsive to any help offered to me by KASC.	1 2 3 4 5		

OVERALL AREAS OF STRENGTH
1.
2.

OVERALL AREAS FOR GROWTH
1.
2.

Please mail to KASC, PO Box 784, Danville Kentucky, 40423.

If you prefer to submit electronically, please send your evaluation as a Word or PDF document to [training@kasc.net](mailto:training@kasc.net).

You can also fax this evaluation to KASC at 859/238-0806.

*The Positive Training Environment section of this Self-Evaluation was adapted from a tool used the Highly Skilled Educators' Program*