



# North Dakota Agricultural Education Teacher Handbook



August 2024



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Welcome to the world of Agricultural Education! This career will take you on an endeavor of many paths that include learning opportunities, adventure, and countless rewards, along with struggles and stress! This guide is meant to assist you in your journey as an Agricultural Education teacher and FFA advisor. It is not a comprehensive guide but a starting point with basic items to consider each month. Happy Teaching!

## Words of Wisdom from "Owls"

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1. Build relationships early and often: janitors, secretaries, cooks, administration, business manager, faculty, students, and parents. Work with your athletic director and coaches in an attempt to mesh schedules so members can make the most of all opportunities.
2. Communicate with parents, students, community, supporters, administration, and faculty.
3. Ask questions, find a mentor, get peer support, and utilize your fellow agricultural teachers. Find a person in a similar situation who can talk you through the event, vent to them, and celebrate with them!
4. Be intentional with your classroom, lab & shop layout. Take charge of your space!
5. Set expectations high for work and behavior. Provide examples.
6. Find a place for some personal items that show who you are and a hidden space for items for your comfort (medicine, extra clothes, shoes, snacks).
7. Be flexible.
8. Hold onto your lesson plans. Make notes on them of items you liked/disliked or ideas on how to change for next time. Back up materials in multiple locations!
9. Have a file of agricultural filler activities in case a lesson doesn't go as planned.
10. Keep students busy and engaged.
11. Prepare to be overwhelmed, feel like you are struggling and to work overtime your first year (plus, many years to come). Learn how to handle these emotions. Year three is much better and becomes a more natural routine and is easier to respond to a variety of classroom and work environment situations. Year five, everything really makes sense, and you can adopt to several situations with ease.
12. Delegate tasks to volunteers, advisory committee, and students. Use your community!
13. Have fun and laugh with your students.
14. Learn the word 'NO'. You do not have to do it all and cannot do everything.
15. You will make mistakes, admit them, learn from them, and move on.
16. Celebrate often.
17. Don't vent on social media. Stay positive! A teacher shall refrain from posting on social media that can be deemed offensive, obscene, sexually suggestive, abusive, or discriminatory, defamatory, bullying, racist, sexist, that infringes copyright or is otherwise unlawful. Do not post your frustrations about parents, students, and school policies.
18. Make lists of details, contacts, timelines, and logistics for SAE curriculum and FFA events. Next year you can refer to these and make your work a little easier.

19. Take your work for a joyride and leave it in the car when you get home. You need to have a break too.
20. Keep going. You know this isn't going to be easy, but the rewards are worth it.
21. Set boundaries. For example, "I will leave at 6:00 p.m. every day", "I will stay at school until my work is done and not bring it home", or "I will leave at 3:30 p.m. on Fridays."
22. Focus on one or two classes a year, rather than trying to recreate all the classes at once. That way, your classes get updated every three to four years in an organized fashion. This method is not as overwhelming, compared to thinking you need to recreate your entire curriculum every year.
23. Steal stuff from other people. ND Agricultural Education is very willing to share.

## Professional Organizations

North Dakota Agricultural Teachers have a unified dues package that includes the NAAE, NDAAE, ACTE, and NDACTE (details below). Annual membership signup takes place at the NDCTE Professional Development Conference at the Bismarck Events Center in August; however, membership can be started at any time by contacting the executive team of the NDDAE whose information can be found at [www.ndaae.org](http://www.ndaae.org).

Membership in these organizations is typically paid for by oneself, however, ask your administration because they may have a professional development policy and assist in payment.

1. **NAAE: National Association of Agricultural Educators** [www.naae.org](http://www.naae.org)

The National Association of Agricultural Educators is a federation of state agricultural educators' associations with more than 8,000 members. Our members are involved in school-based agricultural education at any level, from middle school through postsecondary, and state and national agricultural education leaders. We advocate for agricultural education, provide professional development for agricultural educators, and work to recruit and retain agricultural educators in the profession. We offer a variety of programs and services to support this three-pronged mission.

The following link will take you to the NAAE Membership Benefits, Service, & Programs. [www.naae.org/resources/index.cfm](http://www.naae.org/resources/index.cfm)

2. **NDAAE: North Dakota Association of Agricultural Educators** [www.ndaae.org](http://www.ndaae.org)

The NDAAE is a great way to stay in touch with what is happening state-wide and nationally in Agricultural Education. The state association offers professional development, grants, and award opportunities as well as camaraderie among the family of agricultural educators in N.D.

3. **ACTE: Association for Career & Technical Education** [www.acteonline.org](http://www.acteonline.org)

The Association for Career & Technical Education is the largest national education association dedicated to the advancement of education that prepares youth and adults for careers. It is their mission to provide educational leadership in developing a competitive workforce. ACTE is committed to enhancing the job performance and satisfaction of its members; to increasing public awareness and appreciation for career and technical programs; and to assuring growth in local, state and federal funding for these programs by communicating and working with legislators and government leaders.

**4. NDACTE: North Dakota Association for Career & Technical Education**

NDACTE is a non-profit organization dedicated to promoting and improving career and technical education in North Dakota. [www.acteonline.org/north-dakota-association-for-career-and-technical-education](http://www.acteonline.org/north-dakota-association-for-career-and-technical-education). For member benefits follow: [www.acteonline.org/about/membership](http://www.acteonline.org/about/membership).

**5. North Dakota United is the statewide, professional union of more than 11,500 educators and public employees. We are teachers, school support staff, higher education faculty and staff, city, county and municipal employees, students and retired workers, working united to make every day better for North Dakota. <https://www.ndunited.org/>.**

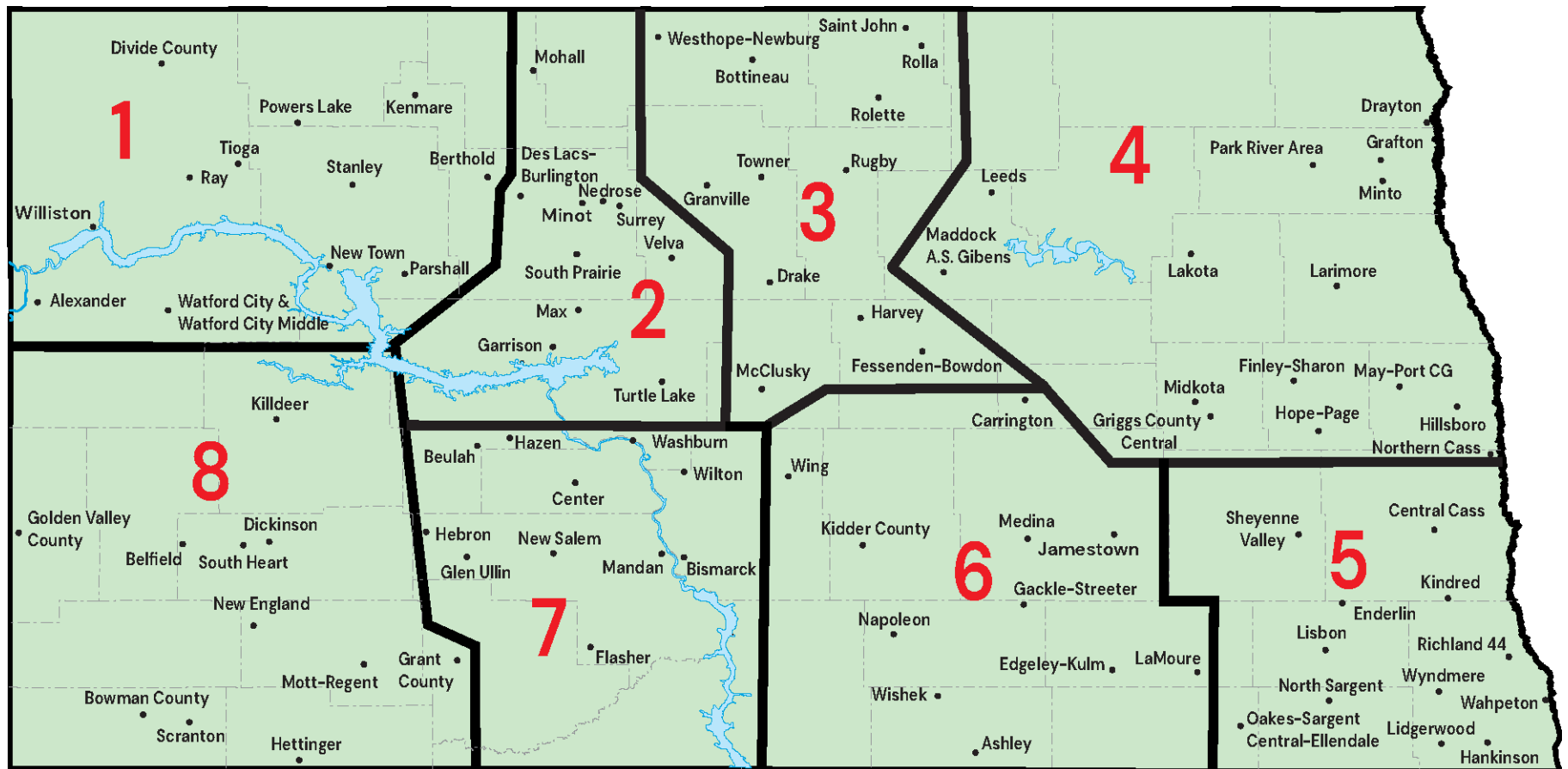
Membership among agricultural education teachers varies depending on local school district teacher's involvement. Check with teachers in your school for more information about local involvement.

## **ND Agricultural Education/FFA Calendar of Events**

Stay on top of important agricultural education/FFA events and dates by linking to the ND Agricultural Education/FFA calendar. To do this, go to <https://www.ndffa.org/calendar-of-events> and click the "+" sign located at the bottom of the calendar on the screen to start download.



# NORTH DAKOTA FFA Chapters and District Map



# July

## General School

1. Have you visited with administration?
  - a. What are their expectations for your program? Class content, lab activities, FFA?
  - b. Summer schedule, SAE Visits
  - c. Procedures for travel, transportation requests, students being gone during the school day, social media policy/pictures
  - d. Advisory Committee information. School should have documents with past advisory committee minutes and members names. Information about an Advisory Committee can be found at [www.cte.nd.gov/educators](http://www.cte.nd.gov/educators) under Program Advisory Committees.
2. School office staff
  - a. Who does which duty?
  - b. Who do you give your FFA events to so that they are placed on the school website/calendar?
  - c. Who manages the money, receipts, reimbursements, purchase orders? What is the process?
3. Career & Technical Education (CTE) Professional Development Conference—Bismarck, ND
  - a. This conference includes all Career and Technical Education program areas. It contains general sessions that apply to all areas, as well as specific sessions designed just for Agricultural Education.
  - b. Held at the beginning of August in Bismarck. You can find specific dates, conference location, and conference registration at [www.cte.nd.gov](http://www.cte.nd.gov).
  - c. Conference registration is due in July.
  - d. The Baymont Inn & Suites is the headquarters for Agricultural Education sessions for 2024.
    - i. Block of hotel rooms under NDAAE at Baymont Inn & Suites
    - ii. All CTE general sessions are held at the Bismarck Event Center.
    - iii. Schedule can be found at [www.cte.nd.gov](http://www.cte.nd.gov).
  - e. Participation is strongly encouraged. Reimbursement for travel and registration expenses can be placed on your travel reimbursement forms. This conference usually has specific workshops for 1<sup>st</sup> and 2<sup>nd</sup> year teachers.

## Curriculum

1. What classes are on your schedule to teach? Have you developed your course outlines?
2. What units are included in those classes? Have you looked at the course frameworks? (link for frameworks [www.cte.nd.gov/standards-frameworks-course-codes](http://www.cte.nd.gov/standards-frameworks-course-codes))
3. Have you found class content from the previous teacher?
4. Do you have textbooks? Workbooks?
5. What is your school's online learning platform? Do you have access and know how to use it?

## Classroom/Laboratory

1. Organize/clean out of drawers, cupboards, file cabinets, and storage areas
2. Organize and inventory equipment and tools
3. Do you have safety equipment?
  - a. Sanitation and safety protocols



- b. Safety glasses and face shields
- c. Welding helmets
- d. Eye wash station and first aid kit
- e. Flammable liquids storage unit
- f. Closed storage container for used oil and fuel
- g. Locked storage for all types of pesticides
- 4. New bulletin board displays, wall decorations
- 5. New set up of desks/chairs/tables (after cleaning has been done by custodians)
- 6. Can you see projects/activity examples that have been done before?
- 7. Are you allowed to put items on your walls?
- 8. Vist with custodians about cleaning, heating, & air conditioning protocols for your facility

### **SAE**

- 1. Do you have a list of students who have been visited this summer by the past instructor?
- 2. Develop implemenation plan for the SAE for all curriculum. <https://saeforall.org>
- 3. Does your school offer an SAE class for credit?
- 4. Do you have your login credentials for The Agricultural Experience Tracker (AET)?

### **FFA**

- 1. Contact the state Agricultural Education office with your contact information (if you are a new teacher) and get added to the Agricultural Ed Email Listserv for all agricultural education related announcements.
  - a. Nikki Fideldy–Doll, Agricultural Education Supervisor. [nfideldy-doll@nd.gov](mailto:nfideldy-doll@nd.gov) 701.328.3179
  - b. Darin Spelhaug, Agricultural Education Supervisor. [dspelhaug@nd.gov](mailto:dspelhaug@nd.gov) 701.328.3162
  - c. Breanna Mueller, Agricultural Education Assistant Supervisor. [muellerbreanna@nd.gov](mailto:muellerbreanna@nd.gov) 701.328.5922
- 2. Have you found a chapter roster of members, officer names, and alumni? [www.ffa.org](http://www.ffa.org) – Contact the state office for log in details. If you were in FFA as a student, do not create a new account because you will use your student account.
  - a. Chapter officer retreat – You do not need to travel anywhere to do this. This is a time to get to know your students, plan the calendar of events, Program of Activities, and set goals.
  - b. FFA meetings
- 3. Community events
  - a. County fairs/achievement days
  - b. City celebrations
  - c. These are great places for fundraisers (maybe not your first year!), service hours, networking with community and program supporters, and connecting with alumni.
- 4. North Dakota State Fair (NDSF) – Minot, ND
  - a. Dates can be found at <http://ndstatefair.com>
  - b. Are you entering livestock and static exhibits?
    - i. NDSF FFA Activities and Premium List blue books and FairEntry exhibit tags are provided to each chapter at Winter CDEs and/or mailed.
    - ii. Cannot find them? Contact the state office and check the ND FFA and NDSF website.

- c. If you are entering and delivering exhibits to the NDSF
    - i. Transportation to and from
    - ii. Are all livestock and static exhibits entered in FairEntry and tagged? Contact the state office for access to FairEntry.
    - iii. NDSF information can be found at [www.ndffa.org](http://www.ndffa.org) and <http://ndstatefair.com>
    - iv. Static Exhibits must be entered on Wednesday or Thursday before the NDSF begins. Review the NDSF FFA Activities and Premium List blue book for details.
  - d. Advisor's Assignments
    - i. Sent out via Ag Ed Listserv or can be found at [www.ndffa.org](http://www.ndffa.org)
    - ii. Advisors are expected to assist at the NDSF. At this time, you would not have a specific assignment (first year teachers), however this is a good time to meet other advisors and learn about the FFA division of the NDSF.
    - iii. Contact the state office and we will connect you with a work assignment.
5. State Tractor Operator Contest
- a. Event held on the opening day of the NDSF in Minot
  - b. Pre-qualification from the district level is needed
  - c. Typically, there is a district event and the top four from each division qualify for State.
  - d. Do you have members who are interested or qualified for this event?
  - e. Information can be found on [www.ndffa.org](http://www.ndffa.org)
6. Land Judging
- a. Location rotates around ND
  - b. Information can be found at [www.ndffa.org](http://www.ndffa.org)
  - c. Register by mid-July via Judging Card
  - d. If participating:
    - i. Administration approval/awareness
    - ii. Transportation
    - iii. Hotels needed
    - iv. Practice materials/schedule
    - v. Letter to parents with logistics, permission
    - vi. Student waiver form filled out. This can be found in AET.
7. National FFA convention planning
- a. Indianapolis, Indiana through 2031
  - b. Are you attending? Do you have members who have qualified to compete?
  - c. Online registration and housing [www.ndffa.org/national-convention](http://www.ndffa.org/national-convention).
  - d. Cost—Who is paying?
  - e. Have you asked your administration for approval?
  - f. Letter to students/parents who are interested/qualified

- g. How are you traveling?
  - i. Bus
  - ii. Group Bus
  - iii. Van/Car
  - iv. Plane

## August

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### General School

1. Career & Technical Education (CTE) Professional Development Conference—Bismarck, ND
  - a. Do I have any materials I need to bring?
  - b. This is a business casual dress event. NDAAE banquet requires banquet clothing.
2. Class schedule/daily schedule
  - a. Are the students signed up for your classes eligible to be in them?
  - b. Do you have extra duties from the school?
    - i. Hall/Lunchroom supervision, concession stands
    - ii. Study hall, class advisor
3. School in-service dates—do you have the schedule, any information you need to complete prior to the meetings?
4. Did you receive your items requested through school requisitions?
5. Do you need to submit lesson plans, calendar, plans of study to administration?
6. Do you have PowerSchool set up? Is the school's online platform setup for ag ed classes?
7. Fundraising calendar/ideas
  - a. Does your school have a master fundraising calendar or restrictions on what you can do?
  - b. What do other organizations do in your school?
8. How do you request vehicles for travel?
  - a. How many days/weeks in advance?
  - b. Do you need to find a driver?
9. Do you know your school's protocols?
  - a. Substitute? Are there forms to fill out, who do you call if you are sick, do you find your own sub?
  - b. Weather issues
  - c. Lockdowns
  - d. Early dismissals/late starts and how they affect your class schedule
10. Submit monthly travel reimbursement forms to your school administration
  - a. Found at <https://www.cte.nd.gov/educators> under Travel & Reimbursement
  - b. Guidelines for reimbursement are also found there (rates, types, etc.)
  - c. Ask your business manager how/when they would like these forms turned into them
  - d. See CTE Reporting on page 25 for an itemized list of what needs to be submitted with your reimbursement forms

## **Curriculum**

1. What are you doing on day one? Week 1? Plan and copy these materials before your school in-service days. This will allow you some extra time to tackle other projects and not compete for the copy machine or consume valuable time uploading into your school's online platform.
2. Class syllabus and course outline
3. Class rules and consequences – Have you shown these to your principal for approval and awareness of your expectations and lab safety procedures? Do your rules align with the school's rules in the Student Handbook?
4. Do you have an emergency lesson (activity, video, website search, etc.) that can be used for any class in case you don't have time to prep for a substitute?

## **Classroom/Laboratory**

1. Have you made your purchases that you had to pick from your school requisitions?
2. Are your tools/lab supplies ready for the upcoming school year?
3. Is your classroom inviting? Clean? Organized?
4. Student safety in the lab
5. Are the emergency buckets filled? (class list, rubber gloves, bandages, lockdown, fire and tornado procedures, etc.)
6. First Aid kits
7. Sanitation supplies

## **SAE**

1. Is your implementation plan of the SAE for All curriculum ready to go? <https://saeforall.org/>
2. Are you ready to use the Agricultural Experience Tracker (AET) with your students?

## **FFA**

1. Chapter Membership Roster renewal can begin at [www.ffa.org](http://www.ffa.org)
  - a. Contact state office if you have not received a login information
  - b. Check the ND FFA Calendar for deadline on roster submission
2. Land Judging team
  - a. Registration due mid-July via Judging Card
  - b. Location rotates around the state
  - c. Hotel
  - d. Travel
3. FFA meeting/officer executive meeting
  - a. Activity calendar for the year
  - b. Team building activity
  - c. Program of Activities (POA): [www.ffa.org](http://www.ffa.org) and click on resources.
    - i. This is to be developed by your members.
    - ii. A copy of the POA needs to be completed in AET and submitted to the State Office by November 1<sup>st</sup>.
4. Blue Jacket, Bright Futures applications

- a. This is a grant program for FFA jackets through the ND FFA Foundation and can be found at [www.ndffaoundation.com](http://www.ndffaoundation.com)
- 5. Leadership Conference
  - a. Registration is due early September via Judging Card
  - b. Have members pay initial registration. This will cut down on the number of students who back out. You can always reimburse members for original cost if the Chapter ends up paying.
  - c. Sign-up sheet for members to attend
  - d. Book hotel rooms NOW!
  - e. Bismarck Event Center is the headquarters for the event. Other hotels offer state rates.
  - f. Information can be found at [www.ndffa.org](http://www.ndffa.org)
  - g. Letter to parents
    - i. Costs, expectations, consequences, contact numbers, and itinerary
    - ii. Returned to you signed with their understanding
  - h. Do all members have official dress? For some younger members this might be their first event and may need a reminder.
    - i. If a member has received a jacket via the Blue Jackets Bright Futures grant, it will be awarded at this event.
- 6. National FFA Convention Planning
  - a. Indianapolis, Indiana through 2031
  - b. Administration approval
  - c. Members' payment for convention
    - i. Letter to parents/members
    - ii. Signed return of understanding of behavior policy/reimbursement/cancellation policy
    - iii. Have members pay initial registration. This will cut down on the number of students who back out. You can always reimburse members for original cost if the Chapter ends up paying.
  - d. Travel plans made (bus/plane/rented vehicle)
  - e. Online registration and housing [www.ndffa.org/national-convention](http://www.ndffa.org/national-convention).
  - f. Tour setup—the earlier the better. Tours in the Indianapolis area and on the way fill up quickly.
  - g. Letter to parents
    - i. Costs, expectations, consequences, contact numbers, itinerary
    - ii. Returned to you signed with their understanding
  - h. Fundraisers
- 7. Range Judging team
  - a. Event held in September and the location rotates around the state
  - b. Register open mid-July via Judging Card
  - c. Team sign-up
  - d. Team study materials
  - e. Hotel
  - f. Transportation
- 8. District advisors meeting

- a. A meeting is typically held the end of August/beginning of September.
  - b. Contact advisors in your district for more information.
9. Student Waiver Form
- a. All FFA members need to have the form signed. Suggest all members of agricultural education students and FFA members sign the form, no matter how active they are.
    - i. Have all members in your classes fill them out during the first week of class.
    - ii. Make a copy
    - iii. Keep them in a binder that goes with you to all FFA events.
  - b. Completed in AET
  - c. The form covers all events for one year. Review form with your members prior to each event.

## September

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### General School

1. Have you returned and completed all forms needed from your teacher in-service?
2. MIS03 Forms completed. For correct MIS03 codes, refer to: [www.cte.nd.gov/standards-frameworks-course-codes](http://www.cte.nd.gov/standards-frameworks-course-codes)
  - a. Your administration would give these to you (or they may complete them, and you will not see them at all!) The form goes back to your administration.
  - b. They document your class names and number of students enrolled
3. CTE items needed for reimbursement. See page 25 for details. The following items are provided to your administration.
  - a. Due September 30
  - b. Teaching Course Outline – What units you plan to teach in each of your classes for the current year.
  - c. Master Teaching Schedule for your school will be pulled from PowerSchool
4. Travel Reimbursement into school administrator
5. Advisory Committee
  - a. Do you have a committee set up?
  - b. Contact your administration for past documents if you do not know.
  - c. Information can be found at <https://www.cte.nd.gov/educators> under Program Advisory Committees.
  - d. Two meetings a year are required, and minutes need to be submitted by your school.
  - e. This committee might be in conjunction with other CTE programs in your school.

### Curriculum/Classroom/Laboratory/SAE

1. Rules/guidelines posted
2. Weekly assignments/schedule posted
3. Monthly cleanup/supply check/organization – Choose a class, take 30 minutes, and give them each a task and do a whirlwind put away, sweep under the benches, and check basic supplies.
4. Cleanup job descriptions/expectations posted

5. AET (Agricultural Experience Tracker) set up. [www.theaet.com/Login](http://www.theaet.com/Login)
  - a. Online record keeping system for all students in your classes
  - b. Provided by the ND FFA Association
  - c. Contact the state office for login information
  - d. Can be used for POA, chapter calendar, student accounts and is required for all award applications (proficiencies, degrees, etc.)

## **FFA**

1. Range Judging
  - a. Registration due mid-September in Judging Card
  - b. Location rotates around the state
  - c. Hotels
  - d. Travel
2. National FFA Convention
  - a. Travel Plans come together
    - i. Housing due mid-September
  - b. Letter to parents
    - i. Costs, expectations, consequences, contact numbers, itinerary
    - ii. Returned to you signed with their understanding
  - c. Fundraisers

# October

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## **General School**

1. Travel Reimbursement into your administrator
2. CTE Items needed for reimbursement. **See page 25 for details.** The following items are provided to your administration.
  - a. Due September 30
  - b. Teaching Course Outlines: What units you plan to teach in each of your classes for the current year.
  - c. Master Teaching Schedule will be pulled from PowerSchool

## **Curriculum/Classroom/Laboratory/SAE**

1. Monthly cleanup/supply check/organization – Choose a class, take 30 minutes, and give them each a task and do a whirlwind put away, sweep under the benches, and check basic supplies.
2. End of 1<sup>st</sup> nine-week period
  - a. When are grades due?
  - b. Parent Teacher Conferences: Do you know the school procedures?

3. SAE expansion and beginning SAE grants due, a program of the ND FFA Foundation and National FFA
  - a. Submission for the ND FFA Foundation <https://www.ndffaoundation.com/programs/> and the National grants are both done using [www.FFA.org](http://www.FFA.org) login credentials
  - b. Typically, due mid-November

### **FFA**

1. National Convention
  - a. Substitution deadline
  - b. Note for students with what to and not to bring
  - c. Detailed itinerary for students, parents, administration
  - d. Sub plans
2. Winter fundraisers
  - a. What/who/when
  - b. Delivery times
  - c. Money collection
  - d. Is it worth your time and effort?
3. SAE expansion and beginning SAE grants due, a program of the ND FFA Foundation and National FFA.
  - a. Submission for the ND FFA Foundation <https://www.ndffaoundation.com/programs/> and the National grants are both completed using [www.ffa.org](http://www.ffa.org) login credentials
  - b. Typically, due mid-November

## **November**

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### **General School**

1. Does your school require semester tests?
2. Travel Reimbursement into school administrator

### **Curriculum/Classroom/Laboratory/SAE**

1. Monthly cleanup/supply check/organization – Choose a class, take 30 minutes, and give them each a task and do a whirlwind put away, sweep under the benches, and check basic supplies.
2. SAE Grant Applications due via the AET

### **FFA**

1. District Leadership LDEs
  - a. Registration due late November via Judging Card
  - b. Practice schedule
  - c. You may be asked to provide names of people for judges
  - d. Members have talked to teachers about assignments while they are absent from school
  - e. Letter to parents
  - f. Student Waiver Form completed and uploaded in AET



- g. Program of Activities due
  - i. Do in AET and turn into state office by November 1<sup>st</sup>.
- h. Lunch Money for members
- i. Do you have qualifiers for LDE Day?
  - i. Travel
  - ii. Hotel
  - iii. Administration aware of date/event
  - iv. Letter to parents

## December

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### General School

1. Semester tests
2. Do you need to make changes for the 2<sup>nd</sup> semester?
3. Try and stay away from the school during your Christmas break, specifically between Christmas and New Year's. Enjoy your time off!
4. Travel reimbursement into school administrator

### Curriculum/Classroom/Laboratory/SAE

1. Monthly cleanup/supply check/organization – Choose a class, take 30 minutes, and give them each a task and do a whirlwind put away, sweep under the benches, and check basic supplies.
2. Curriculum needs for 2<sup>nd</sup> semester
3. Lab/Shop supplies for 2<sup>nd</sup> semester

### FFA

1. Do you have qualifiers for LDE Day in December at the Bismarck Event Center in Bismarck?
  - i. Travel
  - ii. Hotel
  - iii. Administration aware of date/event
  - iv. Letter to parents
  - v. Chapters not involved are able to come and watch the final round on online at [www.ndffa.org](http://www.ndffa.org)
2. FFA Banquet/Awards Night Planning
  - a. Chapters usually hold an awards event in March or April.
  - b. Get a date on your school calendar early and request that no events be planned for the same night.

## January

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### General School

1. Semester tests
2. New class schedule for semester two
3. Changes for course offerings and curriculum

- a. Discuss with administration for the upcoming year
  - b. Check to see that changes you make still allow students to complete the application for the CTE scholarship. Information can be found at [www.nd.gov/dpi/SchoolStaff/SAO/grantscholar/](http://www.nd.gov/dpi/SchoolStaff/SAO/grantscholar/)
4. Travel Reimbursement into school administrator

### Curriculum/Classroom/Laboratory/SAE

1. Monthly cleanup/supply check/organization – Choose a class, take 30 minutes, and give them each a task and do a whirlwind put away, sweep under the benches, and check basic supplies.
2. Supplies ordered for labs/projects for the upcoming semester
3. Class curriculum and course outlines ready

### FFA

1. Winter CDEs – Agricultural Sales, Agronomy, and the Livestock CDEs will begin with local events at the beginning of February. Dates are on the Agricultural Education calendar. The CDE Guide is located on [www.ndffa.org](http://www.ndffa.org) under Career Development Events.
  - a. Sign-up form
  - b. Practice schedule
  - c. Calendar of events you are attending
    - i. Have you shared this with your administration, parents, and students?
    - ii. Does it include departure times and expected return times?
  - d. Travel arrangements made with the transportation people at your school
  - e. Study materials made for team members
  - f. Do you need hotels for any CDEs?
  - g. Winter CDEs are the end of March in Minot at the NDSF Center
    - i. Registration due via Judging Card mid March
    - ii. Only one team is allowed in each event
    - iii. There is no prequalification for the event
    - iv. There are several hotels in Minot that offer state rates
2. National FFA Week Plans
  - a. What events do you plan to do?
  - b. Committee
  - c. Publicity
  - d. Have students plan these events to take ownership and pride in the activities?
3. Proficiency Applications
  - a. Application due early April
  - b. They are judged by each district before the state due date and the top two from each area are submitted online the state office via AET.
  - c. Have you begun updating/completing these? They are all completed in AET. January is a great time to do this as it is the end of the financial year. [www.ffa.org/participate/awards/proficiencies](http://www.ffa.org/participate/awards/proficiencies)

4. State Degree, American Degree Applications
  - a. American Degree application due mid-February
  - b. State Degree application due early April
  - c. They are completed and submitted online to the state office via AET
  - d. Have your students started completing these?
5. FFA Banquet/Awards Night
  - a. Date chosen?
    - i. Submit the date and state officer request via [www.ndffa.org](http://www.ndffa.org)
  - b. Location
  - c. Invitations
    - i. Cost for banquet—who pays – parents, members, no one?
    - ii. Other chapters invited
    - iii. Advisory committee, administration, teachers
  - d. Certificates/Plaques
    - i. For what events? People? Degrees?
    - ii. Where are you getting these from? National supply store or local?
  - e. Meal
    - i. Is it catered? Are you cooking?
    - ii. Is it a full meal, desserts, lunch?
  - f. Speaker
    - i. Guest speaker
      1. Optional
      2. Community, administration, outside entertainment
    - ii. State officer speaking
  - g. Are you doing any ceremonies? New officer instillation? Honorary Chapter Degree?

## February

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### General School

1. When are requisitions of supplies due to administration?
  - a. What is your budget?
  - b. Carl Perkins funding
  - c. Are there certain places/businesses they want you to purchase from?
  - d. How do the forms need to be filled out?
2. Travel reimbursement into school administrator

### Curriculum/Classroom/Laboratory/SAE

1. Monthly cleanup/supply check/organization – Choose a class, take 30 minutes, and give them each a task and do a whirlwind put away, sweep under the benches, and check basic supplies.
2. Students update records in AET.

## FFA

1. National FFA Week
  - a. Publicity
  - b. Activities
  - c. Who is in charge?
  - d. Costs
2. Proficiency Applications
  - a. Application due early April
  - b. They are judged by each district before the state due date and the top two from each area are submitted online the state office via AET.
  - c. Have you begun updating/completing these? They are all completed in AET.  
[www.ffa.org/participate/awards/proficiencies](http://www.ffa.org/participate/awards/proficiencies)
3. State Degree, American Degree Applications
  - a. American Degree application due February 15th
  - b. State Degree application due February 15th
  - c. They are completed and submitted online to the state office via AET
4. FFA Banquet/Awards night
  - a. Date chosen? Submit the date and state officer request via [www.ndffa.org](http://www.ndffa.org)
  - b. Location
  - c. Invitations
    - i. Cost for banquet—who pays – Parents, members, no one?
    - ii. Other chapters invited
    - iii. Advisory committee, administration, teachers
  - d. Certificates/Plaques
    - i. For what events? People? Degrees?
    - ii. Where are you getting these from? National Supply Store or Local?
  - e. Meal
    - i. Is it catered? Are you cooking?
    - ii. Is it a full meal, desserts, lunch?
  - f. Speaker
    - i. Guest speaker
      1. Community, administration, outside entertainment
    - ii. State officer speaking
  - g. Are you doing any ceremonies? New officer installation? Honorary Chapter Degree?

## March

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### General School

1. Advisory Committee meeting
2. Travel reimbursement into school administrator

### Curriculum/Classroom/Laboratory/SAE

1. Monthly cleanup/supply check/organization – Choose a class, take 30 minutes, and give them each a task and do a whirlwind put away, sweep under the benches, and check basic supplies.
2. End of nine weeks
3. Students update records in AET

### FFA

1. Winter CDEs are the end of March in Minot at the NDSF Center
  - a. Agricultural Sales, Agronomy, and Livestock Evaluation CDEs
  - b. Only one team is allowed in each event
  - c. There is no prequalification for the event
  - d. Registration is due mid-March via Judging Card
  - e. There are several hotels in Minot that offer state rates
2. Proficiency Applications
  - a. Application due early April
  - b. They are judged by each district before the state due date and the top two from each area are submitted online the state office via AET.
  - c. Have you begun updating/completing these? They are all completed in AET. Link to information: [www.ffa.org/participate/awards/proficiencies](http://www.ffa.org/participate/awards/proficiencies)
  - d. Try to participate in the State Proficiency Application judging. This is a great way to see and learn how to fill out quality applications.
3. State Degree Applications
  - a. Application due mid-February
  - b. Completed and submitted online to the state office via AET
4. District FFA Advisors meeting
  - a. Proficiency judging
  - b. State Convention items
  - c. Summer activities
5. Chapter officer elections
  - a. When?
  - b. Application or screening committee process
  - c. When are you installing them?

## April

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### General School

1. CTE items needed for reimbursement. See page 25 for details. These items are given to your administration and then they turn them in with their end of the year reports.
  - a. Advisory Committee minutes (Two meetings required per year)
  - b. State Advisory Committee form completed and submitted
  - c. Travel reimbursement into school administrator (not submitted to CTE)
2. Final Tests

### **Curriculum/Classroom/Laboratory/SAE**

1. Monthly cleanup/supply check/organization – Choose a class, take 30 minutes, and give them each a task and do a whirlwind put away, sweep under the benches, and check basic supplies.
2. Students update records in AET

### **FFA**

1. Horse Evaluation
  - a. Registration due early May via Judging Card
  - b. Location at NDSU
  - c. Hotels
  - d. Travel
2. State FFA Convention
  - a. Dates are always the first full week of June
  - b. Registration due early May via Judging Card
  - c. State Convention CDE Guide can be found at [www.ndffa.org](http://www.ndffa.org) under Career Development Events
  - d. Study material gathering
  - e. Sign-up sheet for CDEs
  - f. Registration due early May via Judging Card
  - g. Who are your delegates?
  - h. Talent/courtesy corps, chorus
  - i. State FFA officer candidates
  - j. Travel
  - k. Letter to parents/students

## **May**

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### **General School**

1. Final tests
2. End of year checklist for administration
3. What needs to be turned into your administration?
4. When are grades due?
5. Did you give your summer calendar to your administration?
6. Travel reimbursement into school administrator
7. See page 25 for details.

### **Curriculum**

1. Make a list of curriculums you would like to add or changes you would like to make for the following year.
-

### Classroom/Laboratory

1. What items need to be moved for summer cleaning? Schedule this with your custodians in order for you to still have a space to work in during your summer schedule!
2. Schedule a day for students to assist in inventory, supplies list, cleaning, organizing
3. Do you have tools that need to go in for repairs/safety checks?
  - a. What is your school procedure on these?
  - b. Where do you take them?
  - c. Budget

### SAE

1. SAE Visit
  - a. Make sure you visit with administration about use of vehicles and approval
  - b. Students contact information
  - c. Employer contact information
  - d. Schedule with students
  - e. Form to fill out. Student/parent/employer to sign to acknowledge you visited. These are kept for your own records
  - f. Take pictures

### FFA

1. State FFA Convention
  - a. Registration due early May via Judging Card
  - b. State Convention CDE Guide can be found at [www.ndffa.org](http://www.ndffa.org) under Career Development Events
  - c. Registration due early May via Judging Card
  - d. Have members pay initial registration? This will cut down on the number of students who back out. You can always reimburse members for original cost if the Chapter ends up paying.
  - e. Courtesy Corp, Chorus, Talent auditions need to be recorded and submitted electronically
  - f. State FFA officer applications
  - g. Letters to parents/expectations/what do they need to bring
  - h. Practice schedule
  - i. Study materials
  - j. How are you traveling there?
2. County Fair exhibits
3. Horse Evaluation
  - a. Registration due early May via Judging Card
  - b. Location at NDSU
  - c. Hotels
  - d. Travel
4. Summer activities for chapter
  - a. Meetings
  - b. Community events
5. District Tractor Operator contest

- a. Visit [www.nd.ffa.org](http://www.nd.ffa.org) for contest materials
- b. Date set? Location? Travel Logistics? Practice Materials and Times?

## June

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### General School/Classroom/Laboratory

1. Tool/Lab/Classroom repairs
  - a. Have they been done or taken where they need to be?
2. Classroom cleaning? When is it done? Coordinate with custodians so you know when you will not have access to your spaces.
3. See CTE Reporting on Page 25 for details

### Curriculum

1. Course outline and lesson plan updates. Review and search for new curriculum

### SAE

1. SAE visits
  - a. Schedule in place
  - b. Forms Ready
  - c. Take Pictures

### FFA

1. State FFA Convention
  - a. There is a checklist on [www.ndffa.org](http://www.ndffa.org) titled Student Checklist
  - b. FFA & NDSU Student Waiver Form
  - c. Extra jackets/ties/scarves
  - d. CDE materials
2. FFA Camp
  - a. Registration due mid-June via Judging Card
  - b. Are your students registered?
  - c. Travel logistics
  - d. Forms Required
3. North Dakota State Fair (NDSF) – Minot, ND
  - a. Dates can be found at <http://ndstatefair.com>
  - b. Registration is due mid-July via FairEntry for all static exhibits and livestock
  - c. Are you entering livestock and static exhibits?
    - i. NDSF FFA Activities and Premium List blue books and FairEntry exhibit tags are provided to each chapter at Winter CDEs and/or mailed
    - ii. Cannot find them? Contact the state office and check the ND FFA and NDSF website.
  - d. If you are entering and delivering exhibits to the NDSF:
    - i. Transportation to and from



- ii. Are all livestock and static exhibits entered in FairEntry and tagged? Contact the state office for access to FairEntry.
  - iii. NDSF information can be found at [www.ndffa.org](http://www.ndffa.org) and <http://ndstatefair.com>
  - iv. Static Exhibits must be entered on Wednesday or Thursday before the NDSF begins. Review the NDSF FFA Activities and Premium List blue book for details.
- e. Advisor's Assignments:
  - i. Sent out via Agricultural Education Listserv or can be found at [www.ndffa.org](http://www.ndffa.org)
  - ii. Advisors are expected to assist at the NDSF
- f. Tractor Operator contest
  - i. Event held on the opening day of the NDSF in Minot
  - ii. Pre-qualification from the district level is needed
    - 1. Typically, there is a district event and then the top four from each division qualify for State
    - 2. Do you have members who are interested or qualified for this event?
    - 3. Information can be found on [www.ndffa.org](http://www.ndffa.org)
- 4. Land Judging
  - a. Event held in August, location varies
  - b. Register due late July via Judging Card
  - c. Team sign-up
  - d. Team study materials
  - e. Hotel
  - f. Transportation

**Congratulations, you have survived the year!**

***Trust yourself. You've survived a lot, and you'll survive whatever is coming.***

Robert Tew

# CTE Reporting

(The following should be submitted to your administration on specific dates as noted below and throughout the guide.)

**1. Master School Schedule: Pulled from PowerSchool on Sept 30**

This is used to verify the classes that are being taught this school year. ND CTE only reimburses approved Agricultural Education courses for grades 9–12.

**2. Course Outline: Units taught for the current school year. Due September 30**

A course outline identifies what you are teaching for the current school year and helps you as a guide for instruction. As a state-funded program, there are minimum expectations of topics and student competencies that should be covered in each class. Reference the class frameworks on the CTE website for these. The details required and suggested format to submit to ND CTE is located on page 22 & 23.

**3. Advisory Committee Form SFN (15256): Due June 30** <https://www.nd.gov/cte>

The completed form should list the members for the current school year, all questions are answered, and the form is signed by the chairperson.

**4. Advisory Committee Minutes: Due June 30**

To receive state funding from ND CTE, your agricultural education program is **required** to complete two advisory committee meetings each year. This can be a stand-alone committee for just your agriculture program, or it can be a shared committee with other CTE programs in your school. Quality minutes need to be taken by the instructor at each meeting and submitted to CTE at the end of each year. For samples and all the information, you need on running a successful advisory committee, go to: <https://www.nd.gov/cte/forms/docs/AdvisoryCommitteeGuide.pdf>

ND Career and Technical Education  
600 E Boulevard Avenue, Dept. 270  
Bismarck, ND 58505-0610  
[www.cte.nd.gov](http://www.cte.nd.gov)  
701.328.3185

## CTE Reporting To-Do List

The following should be submitted to your administration on specific dates as noted below and throughout the guide.

Date Completed	Description of Item	CTE Deadline
	<b>Master School Schedule</b> – This is used to verify the classes that are being taught this school year. ND CTE only reimburses approved Agricultural Education courses for grades 9–12.	September 30th
	<b>Course Outlines</b> – A course outline identifies what you are teaching for the current school year and helps you as a guide for instruction. As a state-funded program, there are minimum expectations of topics and student competencies that should be covered in each class. Reference the class frameworks on the CTE website for these. The details required and suggested format to submit to ND CTE is located on page 22 & 23.	September 30th
	<b>Travel Reimbursement Claim completed each month and submitted to your business manager (or other designated school contact)</b> – Follow your school's policy on submitting travel claims. No travel will be submitted to ND CTE.	Not submitted to CTE
	<b>Advisory Committee Form SFN (15256)</b> – The completed form should list the members for the current school year, all questions are answered, and the form is signed by the chairperson.	June 30th
	<b>Advisory Committee Minutes</b> – To receive state funding from ND CTE, your agricultural education program is <b>required</b> to complete two advisory committee meetings each year. This can be a stand-alone committee for just your agriculture program, or it can be a shared committee with other CTE programs in your school. Quality minutes need to be taken by the instructor at each meeting and submitted to CTE at the end of each year. For samples and all the information, you need on running a successful advisory committee, go to: <a href="https://www.nd.gov/cte/forms/docs/AdvisoryCommitteeGuide.pdf">https://www.nd.gov/cte/forms/docs/AdvisoryCommitteeGuide.pdf</a>	June 30th

# CTE COURSE OUTLINE

Formerly known as Calendar of Units

All approved CTE programs are required to submit a course outline for each course taught at their school. The course outline is used to identify reimbursable courses, to determine if course content aligns with standards, and are helpful in the evaluation process.

Required elements of a course outline are:

- School Name
- Instructor Name(s)
- School Year
- Course Name
- MIS03 course code
- Grade Level
- Awarded Credit (none, 1/4, 1/2, 1, 2)
- Unit Outline

A course outline template can be found on the next page.

Course outlines should be submitted to CTE with the Revised Budget by September 30.





# CTE COURSE OUTLINE

**School:** Any School  
**Instructor:** Chris Farmington  
**School Year:** 2020–21  
**Course Name:** Foundations of Agriculture  
**MIS03 Code:** 01012  
**Grade Level:** 10th – 36 Weeks—52 Minute Class Period  
**Awarded Credit:** One Credit

Unit Title	Unit Length	ND Standards & Benchmarks	Unit Description/Activities
Unit 1: Leadership Development	4 weeks	Career Ready Practices (CRP): FFA Student Handbook/Leadership	<ul style="list-style-type: none"> <li>• Class Orientation</li> <li>• Parliamentary Procedure Review</li> <li>• Agricultural Demonstrations</li> </ul>
Unit 2: Agronomy (Plant & Soil Science)	8 weeks	Plant Systems Standards: 8.1.2, 8.1.3, 8.2.1, 8.2.2	<ul style="list-style-type: none"> <li>• Composition of Soils</li> <li>• Soil Profiles of ND</li> <li>• Soil Texture</li> <li>• Nutrients in Soil</li> <li>• Plant Nutrient Needs</li> <li>• Factors of Plant Identification</li> <li>• Crop (Seeds and Mounts) Identification</li> <li>• Monocot/Dicot Differences</li> <li>• Elevator Field Trip?</li> </ul>
Unit 3: Animal Science	4 weeks	Animal Systems Standards: 3.3, 3.7	<ul style="list-style-type: none"> <li>• Veterinary Science Terminology</li> <li>• Common Diseases in Livestock</li> <li>• Animal Nutrition</li> <li>• Feeding Rations</li> </ul>
Unit 4: Agricultural Sales	4 weeks	Agribusiness Systems Standards 2.5.2 CRP: 2,4	<ul style="list-style-type: none"> <li>• Types of Sales</li> <li>• Presentation Skills</li> <li>• Sales Practicum</li> <li>• Motorsports Business Field Trip</li> </ul>
Unit 5: Agricultural Economics	4 weeks	Agribusiness Systems Standards: 2.2.2, CRP: 2	<ul style="list-style-type: none"> <li>• Income Statements</li> <li>• Inventory Statements</li> <li>• SAE Update</li> </ul>
Unit 6: Ag Mechanics: Arc/MIG Welding	8 weeks	Power, Structural, & Technical Systems Standards: 9.1.2, 9.1.3	<ul style="list-style-type: none"> <li>• Welding Safety</li> <li>• Arc/MIG Welding Processes</li> <li>• Welder Identification</li> <li>• Electrode Characteristics</li> <li>• Welding Joints</li> <li>• Plasma Cutting</li> </ul>
Unit 7: Advanced Carpentry	4 weeks	Power, Structural, & Technical Systems Standards: 9.4.1, 9.4.2, 9.4.3	<ul style="list-style-type: none"> <li>• Router Safety</li> <li>• Table Saw Safety</li> <li>• Large Wood Working Project–Bar Stool</li> </ul>

# Sample Travel Reimbursement Claim Form

These should be kept on file, but do not need to be submitted to CTE



**TRAVEL EXPENSE REPORT**  
Department of Career and Technical Education

State Capitol 15<sup>th</sup> Floor  
600 East Boulevard Ave Dept 270  
Bismarck, ND 58505-0610  
Phone 701-328-3180  
Fax 701-328-1255

**CTE reimbursement will not exceed state rates.**

School/Institution Any High School		Service Area Agricultural Education				Month of October 20 20	
Day	Explanation of Travel (Include person or place visited. Describe misc. expenses)	Time Travel Began	Time Travel Ended	*Mileage	Meals	*Lodging	Miscellaneous
1	FFA District Leadership-Stanley @ \$.575/mile	7:15 a.m.	4:00 p.m.	54	10.50		
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20	National FFA Convention Indianapolis, IN	4:00 p.m.			17.50	106.35	
21					56.00	99.84	
22					56.00	570.00	
23	In-State Miles (+300 miles fr. border) @ \$.575/mile			1063	56.00		
24	Out of State Miles @ \$.18/mile			1340	56.00		
25					56.00		
26					56.00		
27	National FFA Convention Indianapolis, IN		10:00 a.m.		7.00		
28							
29							
30							
31							

I certify the expenses claimed are factual and do not represent any duplication.

*Fanny D. Aguiar* 10/31/2020  
Instructor Signature Date

I certify that this payment was made from a district fund and receipts, if applicable, are available for verification.

*Fanny D. Aguiar* 10/31/2020  
Authorized Official Signature Date

2457 X .36 = 883.48  
Total Miles

Meals Total: 371.00

\* Lodging Total: 776.19

Miscellaneous Total: 0.00

\*See In-State Travel Table for lodging and mileage rates at [www.nd.gov/cte/forms](http://www.nd.gov/cte/forms)

**Grand Total \$ 2,030.67**



# Sample Advisory Committee Form

**PROGRAM ADVISORY COMMITTEE**  
DEPARTMENT OF CAREER AND TECHNICAL EDUCATION  
SFN 15256 (06-2017)

State Capitol 15<sup>th</sup> Floor  
600 E Blvd Ave Dept 270  
Bismarck ND 58505-0610  
Phone 701-328-3180  
Fax 701-328-1255

Each program approved by the Department of Career and Technical Education shall establish a local Advisory Committee to give direction in program offerings including up-to-date curriculum content. A copy of the minutes for each meeting held during the last 12 months must be attached.

School Any High School	Program Area Agricultural Education	School Year 2020-21
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## COMMITTEE CHAIRPERSON

Name Ella Mentry	Occupation Accountant	Date Membership Expires 5-2022
Address PO Box 1182	City Anderson	State ND
Telephone Number 701-555-7691	Email Address i'mthechair@hotmail.com	ZIP Code 58999

## COMMITTEE MEMBERS

Name Bill Board	Occupation Crop Insurance Agent	Date Membership Expires 5-2021	Telephone Number 701-555-7475
Address PO Box 454	City Anderson	State ND	ZIP Code 58999
Name Hugh DeMann	Occupation Farmer	Date Membership Expires 5-2023	Telephone Number 701-555-5830
Address 250 17th St. NW	City Anderson	State ND	ZIP Code 58999
Name Robin Banks	Occupation Agriculture Loan Officer	Date Membership Expires 5-2021	Telephone Number 701-555-5830
Address 1822 29th Ave. NW	City Anderson	State ND	ZIP Code 701-555-5661
Name Chris P. Cream	Occupation Auctioneer	Date Membership Expires 5-2022	Telephone Number 701-555-4463
Address PO Box 440	City Anderson	State ND	ZIP Code 58999
Name Annie Body	Occupation Farm Equipment Dealer	Date Membership Expires 5-2021	Telephone Number 701-555-5730
Address 1322 5th Ave. NW	City Anderson	State ND	ZIP Code 58999
Name Eilenn Left	Occupation Rancher	Date Membership Expires 5-2023	Telephone Number 701-555-4322
Address PO Box 350	City Anderson	State ND	ZIP Code 58999
Name Hedda Lettuce	Occupation Electrician	Date Membership Expires 5-2022	Telephone Number 701-555-5391
Address PO Box 400	City Anderson	State ND	ZIP Code 701-555-5391

Does the Advisory Committee have an operational Program of Work?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the Advisory Committee make recommendations for program improvement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the Advisory Committee approve the continuation of this program for the following year?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

This signature assures that the committee does not advocate, permit, nor practice discrimination on the basis of race, color, national origin, sex, genetics, religion, age or disability as required by various state and federal laws.

Signature of Committee Chairperson 	Date 5-2-2021
--	------------------

# Sample Advisory Committee Minutes

Agricultural Education Advisory Committee Meeting Minutes

Any High School, Agricultural Education Classroom

7:00 pm – October 8, 2021

**Members Present:** Ella Mentry, Bill Board, Hugh Demann, Annie Body, Eilenn Left, Hedda Lettuce

**Members Absent:** Robin Banks, Chris P. Cream

**Others Present:** None

**Call to Order:** Chairperson Mentry called the meeting to order at 7:03 pm. Mentry expressed appreciation for attendance and participation. She stressed the importance of the committee's continuing support and assistance through the year. Members introduced themselves and shared their occupation.

**Minutes:** Minutes from the April 11, 2020 meeting were approved as submitted.

**Old Business:** The committee reviewed and completed a lab exercise lead by Farmington Aggie regarding the updated electrical course outline units, electrical tools used, and the new lab exercises that the local electrician, Hedda Lettuce, provided input on.

The committee reviewed the agricultural education program's updated inventory from last spring. A walk through of the shop/laboratory was made and recommendations on the layout of the shop and storage spaces were provided.

**New Business:** Chairperson Mentry asked that the committee review the course outlines for each class. These were emailed to the committee with the meeting agenda and minutes from the last meeting. The committee reviewed the units and made suggestions on areas they feel are being overlooked or could be enhanced. Mrs. Left suggested adding a unit on alternative fuels to the Agricultural IV class since the new ethanol plant is being built south of town and many community members will be employed there. The committee feels that students should learn about drones, GPS systems, and software they will be using in the precision agricultural workplace. Instructor Aggie commented that there are Perkins dollars that can be used to upgrade precision agricultural equipment this coming school year. Instructor Aggie will add precision agriculture to the course outlines for grades 10-12 and enroll in precision agricultural professional development opportunities.

Discussion took place on the community wide fundraiser that will be conducted to raise funds for new meat and food science equipment purchases to enhance the lab.

Instructor Aggie passed around a calendar of events for the upcoming FFA year. Highlights include the chapter banquet on March 28 and the local winter CDEs that are going to be held on February 23 at the events center. The Any High School FFA Alumni and Supporters chapter is assisting with the chapter banquet and hosting and conducting the local winter CDEs.

The committee toured the greenhouse to review the updates that were completed over the summer. A new sunshade, flood tables and three new grow lights were added based on the committee recommendations.

The next meeting will be April 8, 2022 at 7:00 p.m. in the agriculture education classroom at Any High School.

**Adjournment:** The meeting was adjourned at 9:13 p.m.

Minutes submitted by Farmington Aggie, Secretary.



## Sample Summer Schedule

Include each month. This is not submitted to the state, but is used to communicate with your administration.

June 2023 – Summer Calendar – Any School – Teacher: Farmington Aggie						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30 Memorial Day	31 CDE WORKOUTS IN CARRINGTON	1 CDE WORKOUTS	2 CDE WORKOUTS FFA MEETING	3 CDE WORKOUT IN RUGBY	4
5	6 STATE FFA CONVENTION NDSU	7 STATE FFA CONVENTION	8 STATE FFA CONVENTION	9 STATE FFA CONVENTION	10	11
12	13 FINISH INVENTORY	14 SHOP ORGANIZATION	15 SAE VISITS	16 SAE VISITS	17 VACATION DAY	18
19	20 TRAVEL TO NAAE REGION 3 St. Cloud, MN	21 NAAE REGION 3 St. Cloud, MN	22 NAAE REGION 3 St. Cloud, MN	23 NAAE REGION 3 St. Cloud, MN	24	25
26	27 SAE VISITS— PROJECTS FOR ACHIEVEMENT DAYS	28 SAE VISITS— PROJECTS FOR ACHIEVEMENT DAYS	29 FFA MEETING Prepare for County Fair	30 County Fair Board Meeting	1	2

## Resources

1. **ND Secondary Agricultural Education Listserv:** [SDT-AGED@listserv.nodak.edu](mailto:SDT-AGED@listserv.nodak.edu)
  - a. This is where updates and state emails come through or teachers can email questions asking all teachers for input.
2. **MyCAERT Agricultural Curriculum:** [www.mycart.com](http://www.mycart.com)
  - a. Agricultural curriculum provided free of charge by ND CTE. Contact the state office for your log in credentials.
  - b. Online resources for distant learning.
3. **SAE for All Curriculum:** <https://saeforall.org>
  - a. Curriculum provides overview of SAEs, explain how SAEs work, and provide SAE options, implementation tips and appendices, including learning plans, career plan templates, supervision plans and much more.
4. **ND CTE Distance Education Resources:** [www.cte.nd.gov/distance-education-resources](http://www.cte.nd.gov/distance-education-resources)
  - a. Agricultural Education and other CTE program areas distant education curriculum and resources.
5. **The Agricultural Experience Tracker (AET):** [www.theaet.com](http://www.theaet.com)
  - a. This is the record keeping system for SAE, State & American Degree Applications, Agriscience Fair, Proficiencies, etc.
  - b. Your login would be your ND FFA Chapter number (ND\_\_\_\_\_ (4 digits))
6. **National FFA:** [www.ffa.org](http://www.ffa.org)
  - a. State office will send you login information. You will use your student FFA member account. This is the how you will access your FFA Chapter Roster information.
  - b. This site contains lots of information on FFA and curriculum resources.
  - c. Click on the "subscribe" tab to enroll for important timely FFA updates.
7. **ND FFA Association:** [www.ndffa.org](http://www.ndffa.org)
  - a. Locate all FFA forms/guidelines/CDE/LDE guides.
  - b. Click on calendar tab to download all the events to your calendar.
  - c. Ag Ed Directory will include all advisors from across the state.
8. **ND FFA Foundation:** [www.ndffaoundation.com](http://www.ndffaoundation.com)
  - a. This site has many opportunities and grants for chapters, individuals, and educators.
  - b. A Handbook for Parents of ND FFA Members.
9. **ND FFA Alumni:** <http://northdakotaffaalumni.org>
  - a. Grants for FFA chapters and members.
10. **ND Association of Agricultural Educators (NDAAE):** [www.ndaae.org](http://www.ndaae.org)
  - a. ND's agricultural educator's professional organization.
  - b. Click on NDAAE Cloud and you will be taken to the "cloud" that has resources ND Agricultural Education teachers have shared.

11. **North Dakota Department of Career and Technical Education:** [www.cte.nd.gov](http://www.cte.nd.gov)
  - a. Contains the ND Agricultural Education Standards and Course Frameworks. [www.cte.nd.gov/agricultural](http://www.cte.nd.gov/agricultural)
  - b. Program Advisory Committees: [www.cte.nd.gov/educators](http://www.cte.nd.gov/educators)
  - c. Travel Guidelines & Reimbursement: [www.cte.nd.gov/budgeting-finance](http://www.cte.nd.gov/budgeting-finance)
12. **ND Agricultural Education Standards, Frameworks & MISO3 Course Codes:** [www.nd.gov/dpi/SchoolStaff/SAO/PK12CourseCodes](http://www.nd.gov/dpi/SchoolStaff/SAO/PK12CourseCodes)
13. **ICEV:** [www.icevonline.com](http://www.icevonline.com)
  - a. Online Curriculum, Instructional Materials & Certification Testing CTE.
  - b. Lots of practice videos for: Horse, Livestock, Dairy, and Meat Evaluation.
14. **AgEdNet:** [www.agednet.com](http://www.agednet.com)
  - a. Classroom-ready lessons available for purchase.
15. **Colorado FFA: Agricultural Education:** [www.ffa.cccs.edu](http://www.ffa.cccs.edu)
  - a. Click on the "Teachers" drop down menu for curriculum resources.
16. **Georgia Agricultural Education:** <https://www.georgiaffa.org/>
  - a. Select Curriculum & SAE
  - b. Various middle school, high school, instructional resources, and distant learning.
17. **Glen Rose FFA Ag Lesson Plans:** [www.glenrosearkansasffa.com/lesson%20plans.htm](http://www.glenrosearkansasffa.com/lesson%20plans.htm)
  - a. Lesson plans in PowerPoint format dedicated to the busy teacher. Free to download and use the files as you need.
18. **CTE Online California:** [www.cteonline.org](http://www.cteonline.org)
  - a. CTE Online Lesson Plans
19. **National Council for Agricultural Education (The Council):** <https://thecouncil.ffa.org>
  - a. National AFNR Standards
  - b. SAE Information
  - c. Resources tab to curriculum and other useful websites.
20. **Agriculture Teacher's Manual:** <https://ffa.app.box.com/v/agteachersmanual>
  - a. Provides information and guidance for agriculture education teachers.
  - b. Is somewhat dated but contains lots of information that can be adopted and useful. The manual is divided into 26 sections and 208 pages, so do not become overwhelmed.



