North Dakota Agricultural Education Teacher Handbook

A tool to assist you in your journey as an Agricultural Education teacher and FFA Advisor.

This is not a comprehensive guide. The purpose of the guide is to provide you with starting points and ideas of upcoming items to prepare for.

August 2021
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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 with the endeavor and is not all-inclusive; however, it is a starting point with basic items to consider each month. Happy Teaching!

**Words of Wisdom from “Owls”**

1. Build relationships early and often: janitor, secretary, 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, 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. everyday”. “I will stay at school until my work is done and not bring it home”. “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 NDAAE whose information can be found at 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
   The National Association of Agricultural Educators is a federation of state agricultural educators’ associations with more than 7,800 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

2. NDAAE: North Dakota Association of Agricultural Educators  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
   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
   For member benefits follow: www.acteonline.org/about/membership

5. North Dakota United
   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

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
<th>Location</th>
<th>Audience</th>
<th>Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>CTE Professional Development Conference</td>
<td>Bismarck</td>
<td>Teacher</td>
<td>Highly Recommended</td>
</tr>
<tr>
<td>August</td>
<td>Land Judging</td>
<td>TBD</td>
<td>Members/Advisor</td>
<td>Optional</td>
</tr>
<tr>
<td>August</td>
<td>FFA Camp</td>
<td>Wesley Acres</td>
<td>Members/Advisor</td>
<td>Optional</td>
</tr>
<tr>
<td>September</td>
<td>District FFA Advisor Meeting</td>
<td>TBD</td>
<td>Teacher</td>
<td>Highly Recommended</td>
</tr>
<tr>
<td>September</td>
<td>Range Judging</td>
<td>TBD</td>
<td>Members/Advisor</td>
<td>Optional</td>
</tr>
<tr>
<td>September</td>
<td>District Leadership Event</td>
<td>TBD</td>
<td>Members/Advisor</td>
<td>Highly Recommended</td>
</tr>
<tr>
<td>October</td>
<td>National FFA Convention</td>
<td>Indianapolis, IN</td>
<td>Members/Advisor</td>
<td>Optional</td>
</tr>
<tr>
<td>November</td>
<td>State LDE Day</td>
<td>Bismarck</td>
<td>Members/Advisor</td>
<td>District Qualification</td>
</tr>
<tr>
<td>Dec./Jan.</td>
<td>NDAE Professional Development</td>
<td>Bismarck</td>
<td>Teacher</td>
<td>Recommended</td>
</tr>
<tr>
<td>January</td>
<td>Winter Leadership Conferences</td>
<td>Bismarck</td>
<td>Members/Advisor</td>
<td>Highly Recommended</td>
</tr>
<tr>
<td>Feb.-March</td>
<td>Winter CDEs (Agronomy, Agricultural Sales, Livestock)</td>
<td>Varies</td>
<td>Members/Advisor</td>
<td>Optional</td>
</tr>
<tr>
<td>March</td>
<td>State Winter CDEs (Agronomy, Agricultural Sales, Livestock)</td>
<td>Minot</td>
<td>Members/Advisor</td>
<td>Recommended</td>
</tr>
<tr>
<td>March</td>
<td>State FFA Crops Show-Valley City Winter Show</td>
<td>Valley City</td>
<td>None</td>
<td>Optional</td>
</tr>
<tr>
<td>April</td>
<td>Proficiency Judging</td>
<td>Bismarck/Online</td>
<td>Teacher</td>
<td>Recommended</td>
</tr>
<tr>
<td>June</td>
<td>State FFA Convention</td>
<td>NDSU-Fargo</td>
<td>Members/Advisor</td>
<td>Highly Recommended</td>
</tr>
<tr>
<td>June/July</td>
<td>Washington Leadership Conference</td>
<td>Washington D.C.</td>
<td>Members/Advisor</td>
<td>Optional</td>
</tr>
<tr>
<td>July</td>
<td>ND State Fair (NDSF)</td>
<td>Minot</td>
<td>Teacher</td>
<td>Highly recommended</td>
</tr>
<tr>
<td>July</td>
<td>State Tractor Operator Contest</td>
<td>Minot/NDSF</td>
<td>Members/Advisor</td>
<td>District Qualification</td>
</tr>
</tbody>
</table>

Link to all ND Agriculture Education events. Download and sync to your calendar.

https://calendar.google.com/calendar/embed?src=ndffa1%40gmail.com&ctz=America/Chicago

### North Dakota FFA Chapters and District Map

![North Dakota FFA Chapters and District Map](image-url)
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 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 is a conference that 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 and conference location at www.cte.nd.gov
   d. The Radisson Hotel is the headquarters for Agricultural Education sessions.
      i. Block of hotel rooms under NDAAE at Radisson Hotel (701.255.6000).
      ii. All CTE general sessions are held at the Bismarck Event Center.
      iii. Schedule can be found at 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 1st and 2nd 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
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. Organization/clean out of drawers, cupboards, file cabinets and storage areas.
2. Organization and inventory of 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 (of course only 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 implemenatiion plan for the SAE for All curriculum. [https://saeforall.org](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. Craig Kleven, Agricultural Education Supervisor. crkleven@nd.gov 701.328.3162
   b. Nikki Fidelny-Doll, Agricultural Education Supervisor. nfidelny-doll@nd.gov 701.328.3179
   c. Suzie Weigel, Agricultural Education Administrative Assistant. sweigel@nd.gov 701.328.3185
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. Do not create a new account because you will use your student account.
   a. Chapter Officer Executive Meeting?
   b. 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.
   c. FFA meeting?
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](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](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. This event is 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 then the top four from each division qualify for State.
   d. Do you have members who are interested or qualified for this event?
6. Land Judging:
   a. Location rotates around ND.
   b. Information can be found at www.ndffa.org.
   c. 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 on www.ndffa.org.

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 at https://convention.ffa.org (typically due August 1st).
   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

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**August**

**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. Monthly travel reimbursement forms into BRP.
   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 20 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? Course Outlines?
3. Class Rules? 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. Land Judging Team:
   a. Location rotates around the state.
   b. Hotels? Travel?
2. FFA Meeting/Officer Executive meeting
   a. Activity calendar for the year.
   b. Team Building Activity.
   c. Program of Activities (POA): 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 turned into the state office prior to FFA District Leadership.
3. 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 at https://convention.ffa.org (typically due August 1st).
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.

4. Range Judging Team:
   a. Event held in September and the location rotates around the state.
   b. Team sign-up.
   c. Team study materials.
   d. Do you need to reserve a hotel?
   e. Transportation.

5. District Leadership – Leadership Development Events (LDEs)
   a. LDEs specifics can be found on www.ndffa.org.
   b. A district map to see what chapters are in your district can be found on www.ndffa.org.
   c. Location and discussions among district advisors usually occur during the CTE Professional Development conference in August and at the fall district meeting.
   d. Vehicle reserved with transportation person at your school.
   e. Administration has been made aware that students will be gone on that day.
   f. Online registration and submission of participant materials at www.nddffa.org.
   g. Study materials ready for members.
   h. Practice schedule.
   i. Official dress for members.

6. 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.

7. 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.
   c. A copy needs to be scanned and uploaded at www.ndffa.org.
   d. The form covers all events for one year. Review form with your members prior to each event.

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**September**

**General School**
1. From your teacher in-service-have you returned and completed all forms needed?
2. MIS03 Forms completed. For correct MIS03 codes, refer to: 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 20 for details. The following items are provided to your administration. They enter them into BRP. Due September 30.
a. Teaching Course Outline: What units you plan to teach in each of your classes for the current year are uploaded into BRP.
b. Master Teaching Schedule for your school uploaded into BRP.
c. Copy of all of your teaching contracts uploaded into BRP.

4. Travel Reimbursement into BRP.

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

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.
5. AET (Agricultural Experience Tracker) set up. 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 and password.
   d. Can be used for POA, chapter calendar, student accounts and is required for all award applications (proficiencies, degrees, etc.)

FFA

1. Chapter Membership Roster renewal can begin at www.ffa.org
   a. If you have not received a login/password from the State Office contact them.
   b. Check the ND FFA Calendar for deadline on roster submission.
2. Range Judging
   a. Location rotates around the state.
   b. Hotels? Travel?
3. District Leadership LDEs
   a. Practice Schedule
   b. You may be asked to provide names of people for judges
   c. Members have talked to teachers about assignments while they are absent from school.
   d. Letter to parents
   e. Student Waiver Form completed and uploaded on www.ndffa.org
   f. Program of Activities to turn into state office prior to District Leadership.
   g. Lunch Money for members
   h. Do you have qualifiers for LDE Day in November at the ND Heritage Center and ND State Capitol in Bismarck?
      i. Travel vehicle, hotel if needed
      ii. Administration aware of date/event
      iii. Letter to parents
4. National FFA Convention
   a. Travel Plans coming together
   b. Letter to parents
      i. Costs, expectations, consequences, contact numbers, itinerary.
      ii. Returned to you signed with their understanding.
   c. Fundraisers
October

General School
1. Travel Reimbursement into BRP.
2. CTE Items needed for reimbursement. See page 20 for details. The following items are provided to your administration. They enter them into BRP. Due September 30.
   a. Teaching Course Outlines: What units you plan to teach in each of your classes for the current year are uploaded into BRP.
   b. Master Teaching Schedule for your school uploaded into BRP.
   c. Copy of all of your teaching contracts uploaded into BRP.

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 1st 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.ndffafoundation.com/programs/ and the National grants are both done using 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. Do you have qualifiers for LDE Day in November at the ND Heritage Center and ND State Capitol in Bismarck?
   a. Travel vehicle, hotel if needed
   b. Administration aware of date/event
   c. Letter to parents
   d. Chapters not involved are able to come and watch the final round on online at www.ndffa.org
3. Winter Fundraisers
   a. What/who/when
   b. Delivery times
   c. Money collection
   d. Is it worth your time and effort?
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.ndffafoundation.com
   b. Typically, due the beginning of November.
5. SAE Expansion and Beginning SAE Grants due, a program of the ND FFA Foundation and National FFA.
   b. Typically, due mid-November
November

General School
1. Does your school require semester tests?
2. Travel Reimbursement into BRP.

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. Winter Leadership Conferences
   a. Registration is due the beginning of December
   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 early! Now!
   e. Ramkota Hotel is the headquarters for the event 258.7700. Other hotels offer state rates.
   f. Information can be found at www.ndffa.org
2. Blue Jacket Bright Futures Applications due to the ND FFA Foundation
3. SAE Grant Applications due via the AET.

December

General School
1. Semester Tests?
2. Do you need to make changes for the 2nd 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 BRP.

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 2nd semester
3. Lab/Shop supplies for 2nd semester

FFA
1. Winter Leadership Conference
   a. Registration Due—will be online and a link can be found at www.ndffa.org
   b. Letter to parents
      i. Costs, expectations, consequences, contact numbers, and itinerary.
      ii. Returned to you signed with their understanding.
   c. Hotel rooms
   d. Do all members have official dress? For some younger members this might be their first event and may need a reminder.
   e. If a member has received a jacket via the Blue Jackets Bright Futures grant it will be awarded at this event.
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

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/.
4. Travel Reimbursement into BRP.

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 under Career Development Events.
   a. Sign-up form, practice schedule
   b. 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?
   c. Travel arrangements made with the transportation people at your school
d. Study materials made for team members
e. Do you need hotels for any CDEs?
f. State CDE is the end of March in Minot at the NDSF Center.
   i. Only one team is allowed in each event.
   ii. There is no prequalification for the event.
   iii. 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. Due the beginning of 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. Link to information: wwwffa.org/participate/awards/proficiencies
4. State Degree, American Degree Applications
   a. American Degree Application Due late January/Early February.
   b. State Degree the beginning of April.
c. They are submitted online to the State Office via AET.
d. Have your students started completing these? They are completed in AET.

5. FFA Banquet/Awards night
   a. Date chosen? Submit the date and state officer request via 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

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 BRP.

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. State FFA Crop Show
   a. North Dakota Winter show in Valley City
   b. Date is typically the first week in March
   c. Details can be found at www.northdakotawintershow.com and www.ndffa.org.
3. Proficiency Applications
   a. Due the beginning of 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
4. State Degree, American Degree Applications
a. American Degree Application Due late January/Early February.
b. State Degree the beginning of April.
c. They are completed and submitted online to the State Office via AET.

5. FFA Banquet/Awards night
a. Date chosen? Submit the date and state officer request via 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

General School
1. Advisory Committee Meeting?
2. Travel Reimbursement into BRP.

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. State FFA Crop Show
   a. North Dakota Winter show in Valley City
   b. Date is typically the first week in March
   c. Details can be found at www.northdakotawintershow.com and www.ndffa.org
2. State CDE is 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. There are several hotels in Minot that offer state rates.
3. Proficiency Applications
   a. Due the beginning of 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
4. State Degree Applications
   a. Due the beginning of April.
   b. They are completed and submitted online to the State Office via AET.
5. District FFA Advisors Meeting
   a. Proficiency Judging
   b. State Convention Items
   c. Summer activities
6. Chapter Officer Elections
   a. When?
   b. Application or screening committee process?
   c. When are you installing them?

April

General School
1. CTE Items needed for reimbursement. See page 20 for details. These items are given to your administration and then they turn them in with their end of the year reports into BRP.
   a. Summer Calendar into BRP
   b. Advisory Committee Minutes (Two meetings required per year) into BRP.
   c. State Advisory Committee Form completed and submitted into BRP.
   d. Travel Reimbursement into BRP.
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. Proficiency Applications, State Degree Applications
   a. Typically, due the first week of April
   b. Completed and submitted online via AET.
   c. Try to participate in the State Proficiency Application judging. This is a great way to see and learn how to fill out quality applications.
2. State FFA Convention
   a. Dates are always the first full week of June
   b. State Convention CDE Guide can be found at www.ndffa.org under Career Development Events
   c. Study material gathering
   d. Sign-up sheet for CDEs
   e. Registration due first week of May
   f. Who are your delegates?
   g. Talent/courtesy corps, chorus
   h. State Officer Candidates
   i. Travel?
   j. Letter to parents/students
May

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? Needs to be uploaded in to BRP.
6. Travel Reimbursement into BRP
7. See CTE Reporting on Page 20 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. State Convention CDE Guide can be found at www.ndffa.org under Career Development Events
   b. Registration Due
   c. 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. Courtesy Corp, Chorus, Talent auditions need to be recorded and submitted electronically.
   e. State FFA Officer Applications
   f. Letters to parents/expectations/what do they need to bring
   g. Practice Schedule
   h. Study materials
   i. How are you traveling there?
2. County Fair exhibits
3. Summer Activities for Chapter
   a. Meetings
   b. Community events
4. District Tractor Operator Contest
   b. Date set? Location? Travel Logistics? Practice Materials and Times?
June

**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 20 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. [www.ndffa.org](http://www.ndffa.org) for registration details.
   b. Are your students registered?
   c. Travel logistics? Forms Required?
3. North Dakota State Fair (NDSF) – Minot, ND
   e. Dates can be found at [http://ndstatefair.com](http://ndstatefair.com)
   f. 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.
   g. 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](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.
   h. 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.
   e. State Tractor Operator Contest:
      i. This event is 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).

**Congratulations, you have survived the year!**
Trust yourself. You’ve survived a lot, and you’ll survive whatever is coming. – Robert Tew –

19
CTE Reporting

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

1. **Master School Schedule:** Due September 30 in BRP.
   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. **All Teacher Contracts:** Due September 30 in BRP.
   Includes signed and official regular nine-month contract, extended contract, and FFA contract.

3. **Summer Schedule:** Due September 30 in BRP.
   The schedule is used to verify the reimbursement of your extended contract. This is a good way to show your administration that your extended contract is necessary and justified. Again, the format you submit to CTE is very flexible but should outline the days you are using your extended contract and for what purpose. The report can be in lists or calendar layout form.

4. **Course Outline:** Units taught for the current school year. Due September 30 in BRP.
   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 21 & 22.

5. **Travel Reimbursement Claim** completed each month and submitted to your business manager (or other designated school contact) to upload to BRP.
   Travel reimbursement is allowed for instructors only. NO personal student/member travel costs will be covered. It is important to do these promptly (preferably monthly). Discuss with your school business manager/administration for details on how bills must be submitted to the school. For example—do they require receipts for meals, or should mileage be reported on a separate travel form than meals/lodging/misc. expenses? Do they follow state reimbursement guidelines?

   When filling out travel forms be sure to use the current state rates and specifically what type of vehicle you are driving and whether it was in or out of state travel. Only your trip to State Convention and one other State Leadership Activity can be reimbursed at $0.95/mile if you took a 16-passenger bus or larger. Go to [https://www.nd.gov/cte/forms/docs/TravelPerDiemGuide.pdf](https://www.nd.gov/cte/forms/docs/TravelPerDiemGuide.pdf) for all the reimbursement rules. This includes meals, lodging, mileage, and reimbursable activities. For the national FFA convention, the in-state mileage rate is used for in-state miles plus the first 300 miles out of state (round trip). The remaining miles for the trip are calculated at $0.18/mile. Official ND CTE Travel Expense Report Fillable PDF: [https://www.nd.gov/cte/forms/docs/TravelExpenseReport.pdf](https://www.nd.gov/cte/forms/docs/TravelExpenseReport.pdf)
   a. Excel version of travel reimbursement: [https://www.ndffa.org](https://www.ndffa.org)
   b. A sample travel reimbursement form is included on page 23.

6. **Advisory Committee Form SFN (15256):** Due June 30 in BRP. [https://www.nd.gov/cte](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.

7. **Advisory Committee Minutes:** Due June 30 in BRP.
   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](https://www.nd.gov/cte/forms/docs/AdvisoryCommitteeGuide.pdf)
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 for a number of purposes: they are needed 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 in BRP 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

<table>
<thead>
<tr>
<th>Unit Title</th>
<th>Unit Length</th>
<th>ND Standards &amp; Benchmarks</th>
<th>Unit Description/Activities</th>
</tr>
</thead>
</table>
| Unit 1: Leadership Development | 4 weeks     | Career Ready Practices (CRP): FFA Student Handbook/Leadership                            | Class Orientation  
- Parliamentary Procedure Review  
- Agricultural Demonstrations |
| Unit 2: Agronomy (Plant & Soil Science) | 8 weeks     | Plant Systems Standards: 8.1.2, 8.1.3, 8.2.1, 8.2.2                                    | Composition of Soils  
- Soil Profiles of ND  
- Soil Texture  
- Nutrients in Soil  
- Plant Nutrient Needs  
- Factors of Plant Identification  
- Crop (Seeds and Mounts) Identification  
- Monocot/Dicot Differences  
- Elevator Field Trip? |
| Unit 3: Animal Science      | 4 weeks     | Animal Systems Standards: 3.3, 3.7                                                       | Veterinary Science Terminology  
- Common Diseases in Livestock  
- Animal Nutrition  
- Feeding Rations |
| Unit 4: Agricultural Sales  | 4 weeks     | Agribusiness Systems Standards 2.5.2 CRP: 2                                              | Types of Sales  
- Presentation Skills  
- Sales Practicum  
- Motorsports Business Field Trip |
| Unit 5: Agricultural Economics | 4 weeks   | Agribusiness Systems Standards: 2.2.2, CRP: 2                                             | Income Statements  
- Inventory Statements  
- SAE Update |
- Arc/MIG Welding Processes  
- Welder Identification  
- Electrode Characteristics  
- Welding Joints  
- Plasma Cutting |
| Unit 7: Advanced Carpentry  | 4 weeks     | Power, Structural, & Technical Systems Standards: 9.4.1, 9.4.2, 9.4.3                    | Router Safety  
- Table Saw Safety  
- Large Wood Working Project-Bar Stool |
# Sample Travel Reimbursement Claim Form

<table>
<thead>
<tr>
<th>Day</th>
<th>Explanation of Travel</th>
<th>Time Travel Began</th>
<th>Time Travel Ended</th>
<th>Mileage</th>
<th>Meals</th>
<th>*Lodging</th>
<th>Miscellaneous</th>
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<td>1</td>
<td>FFA District Leadership-Stanley @ $.575/mile</td>
<td>7:15 a.m.</td>
<td>4:00 p.m.</td>
<td>54</td>
<td>10.50</td>
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<td>20</td>
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<td>56.00</td>
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<tr>
<td>23</td>
<td>In-State Miles (+300 miles fr. border) @ $.575/mile</td>
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<td>27</td>
<td>National FFA Convention Indianapolis, IN</td>
<td>10:00 a.m.</td>
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<td>7.00</td>
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</table>

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

Instructor Signature: [Signature] Date: 10/31/2020

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

Authorizing Official Signature: [Signature] Date: 10/31/2020

\[
\text{Total Miles: } 2467 \times \$0.575 = 983.48 \\
\text{Meals Total: } 371.00 \\
\text{*Lodging Total: } 776.19 \\
\text{Miscellaneous Total: } 0.00 \\
\]

Grand Total $2,030.67

*See In-State Travel Table for lodging and mileage rates at www.nd.gov/cteforms
Sample Advisory Committee Form

<table>
<thead>
<tr>
<th>School</th>
<th>Program Area</th>
<th>School Year</th>
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<tbody>
<tr>
<td>Any High School</td>
<td>Agricultural Education</td>
<td>2020-21</td>
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</tbody>
</table>

**COMMITTEE CHAIRPERSON**

<table>
<thead>
<tr>
<th>Name</th>
<th>Occupation</th>
<th>Date Membership Expires</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ella Mentry</td>
<td>Accountant</td>
<td>5-2022</td>
<td>59999</td>
</tr>
<tr>
<td>Address</td>
<td>City</td>
<td>State</td>
<td></td>
</tr>
<tr>
<td>PO Box 1182</td>
<td>Anderson</td>
<td>ND</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td>701-565-7891</td>
<td>Email Address</td>
<td>tnm@<a href="mailto:thechair@hotmail.com">thechair@hotmail.com</a></td>
</tr>
</tbody>
</table>

**COMMITTEE MEMBERS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Occupation</th>
<th>Date Membership Expires</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
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<td>Bill Board</td>
<td>Crop Insurance Agent</td>
<td>5-2021</td>
<td>701-555-7475</td>
</tr>
<tr>
<td>Address</td>
<td>City</td>
<td>State</td>
<td>ZIP Code</td>
</tr>
<tr>
<td>PO Box 454</td>
<td>Anderson</td>
<td>ND</td>
<td>58999</td>
</tr>
<tr>
<td>Hugh DeMann</td>
<td>Occupation Farmer</td>
<td>5-2023</td>
<td>701-555-5830</td>
</tr>
<tr>
<td>Address</td>
<td>City</td>
<td>State</td>
<td>ZIP Code</td>
</tr>
<tr>
<td>250 17th St. NW</td>
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<tr>
<td>Robin Banks</td>
<td>Occupation Agriculture Loan Officer</td>
<td>5-2021</td>
<td>701-555-5830</td>
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<tr>
<td>Chris P. Cream</td>
<td>Occupation Auctioneer</td>
<td>5-2022</td>
<td>701-555-6661</td>
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<td>PO Box 440</td>
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<tr>
<td>Annie Body</td>
<td>Occupation Farm Equipment Dealer</td>
<td>5-2021</td>
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<td>Eileen Left</td>
<td>Occupation Rancher</td>
<td>5-2023</td>
<td>701-555-4322</td>
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<td>PO Box 350</td>
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<tr>
<td>Hedda Lettuce</td>
<td>Occupation Electrician</td>
<td>5-2022</td>
<td>701-555-5391</td>
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Does the Advisory Committee have an operational Program of Work?  Yes  No

Does the Advisory Committee make recommendations for program improvement?  Yes  No

Does the Advisory Committee approve the continuation of this program for the following year?  Yes  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  [Signature]
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

## June 2022 – Summer Calendar – Any School – Teacher: Farmington Aggie

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<th>Sunday</th>
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<td>Memorial Day</td>
<td>CDE WORKOUTS IN CARRINGTON</td>
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<td>CDE WORKOUTS FFA MEETING</td>
<td>CDE WORKOUT IN RUGBY</td>
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<td>FINISH INVENTORY--</td>
<td>SHOP ORGANIZATION</td>
<td>SAE VISITS--</td>
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<td>VACATION DAY</td>
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<td>SAE VISITS—PROJECTS FOR ACHIEVEMENT DAYS</td>
<td>SAE VISITS—PROJECTS FOR ACHIEVEMENT DAYS</td>
<td>FFA MEETING</td>
<td>County Fair Board Meeting</td>
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<td>Prepare for County Fair</td>
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Resources

1. ND Secondary Agricultural Education Listserv:  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.mycaert.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
   a. Agricultural Education and other CTE program areas distant education curriculum and resources.

5. The Agricultural Experience Tracker (AET): 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))

   a. Suzie Weigel (State Office) will send you your login and password. 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
   a. Locate all of the FFA forms/guidelines/CDE/LDE guides.
   b. Click on calendar tab to download all the events to your calendar.
   c. Ag Ed Directory that will have all of the advisors in it from across the state.

8. ND FFA Foundation: www.ndffafoundation.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
    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.  

14. **AgEdNet:** [www.agednet.com](http://www.agednet.com)  

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/](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 Power Point 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](https://thecouncil.ffa.org)  
   a. National AFNR Standards  
   b. SAE Information  
   c. Resources tab to curriculum and other useful websites.

   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.