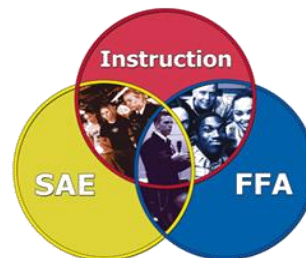


Teacher Meeting Agenda

Agriscience Program:



1. Instruction

- a. Program Grids: (www.alabamaffa.org “Teachers” page)
 - i. Career Clusters
 - ii. Career Pathways
 - iii. Programs (Definition of a Program: equivalent of 3 one-credit courses in a program area over a two-year period)
 - iv. Articulation
 - v. Embedded/Substitute Credit
 1. Highly Qualified in General Science (Praxis II General Science)
 2. Difference between embedded and substitute credit
 - vi. Credentialing Opportunities (see program grid)
- b. Alabama Course of Study: Agriscience Education (Agriculture, Food, and Natural Resources) (www.alabamaffa.org “Teachers” page)
 - i. Content Standards, Bullets, Examples
 - ii. Minimum Course Content
- c. Plans of Instruction (Agriscience Course) (www.alabamaffa.org “Teachers Page”)
 - i. Add detail to the Course of Study
- d. Lesson Plans (Agriscience Course Samples) (www.alabamaffa.org “Teachers” page “AAAE Link”)
 - i. Detailed lessons to aid in effective teaching
- e. Course Syllabus (Agriscience Course Sample) (www.alabamaffa.org “Teachers” page)
 - i. Importance of integrating academics into the curriculum
 - ii. Integrate FFA into lessons as much as possible
- f. Equipment List (Required vs. Optional) (www.alabamaffa.org “Teachers” page)
- g. Classroom Management
 - i. Records: Grades/Attendance/Student Folders – kept for 5 years
 - ii. Monitor cleanliness and attractiveness of program facilities
 - iii. Communication with students is essential (bulletin board, online, blog, etc.)
 - iv. Post or distribute a list of the “Class Rules”
 - v. Keep students on task (Idle hands are the devil’s workshop)
 - vi. Vary types of instruction (ice breakers, group work, research project, speech, presentation, collection [e. g. Leaf, Flower], construction type project)
 - vii. Safety assessments must be kept on file (100% accuracy); recommend equipment checkoff sheets in addition to safety test.
 - viii. Confrontations
 1. Try to never raise your voice during a confrontation
 2. Separate the student from their peers so they don’t have to “save face”
 3. Give some time for you and the student to “cool off” before speaking with them regarding the incident
 4. Speak with the student in a calm voice, notifying them of their undesirable behavior and the consequences if that behavior continues
 5. Be sure to follow your student/teacher handbook’s guidelines for discipline
 - ix. Elect class officers or select class representatives for when visitors come into the class/shop and teach them how to greet someone.
 - x. Develop a plan for managing large numbers in the lab. (e. g. Keep a standard easy shop plan/project for students to work on when they finish ahead of their peers.)
 - xi. Have an emergency substitute folder with projects and work ready

- h. Professional Development (www.alabamaffa.org “Calendar” page)
 - i. Ag teachers considered by some: “Jack of All Trades – Master of None”
 - ii. Broad curriculum base requires professional development
 - 1. Regional meetings sponsored by professional organization: AAAE
 - 2. AACTE Summer Conference
 - 3. Agriscience Summer Workshops
 - 4. Other: Private Companies/Postsecondary/Etc. (AGITC)
- i. Program Advisory Committee (Sample Handbook) (www.alabamaffa.org “Teachers” page)
 - i. Required component consisting of at least 5 business/industry representatives; hold 2 meetings annually
 - ii. Selection of the right individuals can be critical, don’t just get “friends”
 - iii. Use them for advice related to the program offerings/opportunities for students
 - iv. Ask them for assistance related to credentialing opportunities for students
 - v. Don’t ask them to commit to a “Life Sentence”; set term limits
 - vi. Provide them opportunities to interact with students (cookouts, chaperones for trips, etc.)
- j. Partnerships
 - i. Develop partnerships with local business and industry and base instruction on what their needs are as related to potential employees
 - ii. Foster support by building relationships with key personnel in the community
 - iii. Invite those key personnel to get involved in your program through the advisory committee, serving as a speaker, etc.
- k. Curriculum Resource: Auburn Print Shop: Kenny Boyd, boydken@auburn.edu or 334-844-5592

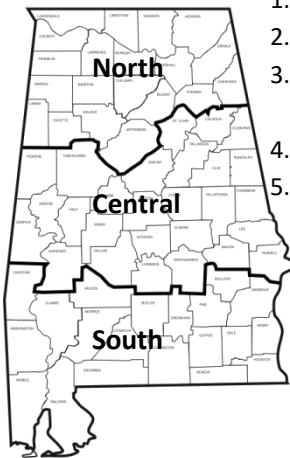
2. Supervised Agricultural Experience (SAE): Learning By Doing

- a. Students have a project based on one or more of the following categories:
 - i. Entrepreneurship: Own and operate an agricultural business (e. g. a lawn care service, a pay-to-fish operation, holiday poinsettia production and sales.)
 - ii. Placement: Get a job or internship on a farm or ranch, at an agriculture-based business, or in a school or factory laboratory.
 - iii. Research and Experimentation: Plan and conduct a scientific experiment. (e. g. Determine whether the phases of the moon affect plant growth, or test and determine the efficacy of different welding methods.)
 - iv. Exploratory: Explore careers in agriculture by attending an agriculture career fair, or creating a report or documentary on the work of a veterinarian.
- b. Program goal should be that every student has some type of SAE. As you can see above, it shouldn’t be difficult.
 - i. Make instruction on SAEs a priority.
 - 1. www.ffa.org “About Us” “Who We Are” “Supervised Agricultural Experience” also click on “SAE Resources”
 - 2. www.alabamaffa.org “Teachers” page: “Teacher SAE Resources” and “AAAE Link”
 - ii. Give a grade for the student’s SAE records.
 - iii. Encourage students to apply for FFA recognition based on their SAE program.
 - 1. FFA Proficiency Awards
 - 2. Agri-entrepreneurship Awards
 - 3. State FFA Degree (District/State Star Farmer)
 - 4. American FFA Degree (American Star Awards)
 - 5. Risk Management SAE Contest
 - iv. Resource: www.theaet.com – linked to National FFA’s Web site

3. **FFA** (Resource: *The Official FFA Manual*: <https://www.ffa.org/about/who-we-are/official-manual>)
- a. Leadership organization for students of agriscience education.
 - i. Must have enrolled for at least one course
 - ii. If they cannot enroll in an ag course in a subsequent year (after they have been a member), then they can maintain their FFA membership if:
 - 1. The chapter's constitution allows it.
 - 2. The student maintains active participation in the chapter.
 - 3. The student maintains records for their SAE.
 - b. Alabama FFA Structure
 - i. **Local FFA Chapter**
 - 1. Chapter Charter with Chapter Number (e. g. AL1234)
 - a. Local chapter consist of the following individuals:
 - i. Chapter members
 - ii. Chapter officers
 - 1. President-
 - a. Preside over meetings according to accepted rules of parliamentary procedure
 - b. Appoint committees and serve them as an ex-officio, non-voting member
 - c. Coordinate the activities of the chapter and evaluate the progress of each division of the POA
 - d. Represent the chapter in public relations and official functions
 - 2. Vice President-
 - a. Assume all duties of the president if necessary
 - b. Develop the POA and serve as an ex-officio, non-voting member of the POA committees
 - c. Coordinate all committee work
 - d. Work closely with the president and advisor to assess progress toward meeting the chapter goals.
 - 3. Secretary-
 - a. Prepare and post the agenda for each chapter meeting
 - b. Prepare and present the minutes of each chapter meeting
 - c. Place all committee reports in the secretary's file
 - d. Be responsible for chapter correspondence
 - e. Maintain member attendance and activity records and issue membership cards
 - f. Have on hand for each meeting:
 - i. The secretary's file
 - ii. Copy of the POA, including all standing and special committees
 - iii. Official FFA Manual/Official FFA Student Handbook
 - iv. Copy of the chapter constitution and bylaws
 - 4. Treasurer-
 - a. Receive, record and deposit FFA funds and issue receipts
 - b. Present monthly treasurer reports at chapter meetings
 - c. Collect dues and special assessments
 - d. Maintain neat and accurate treasury records
 - e. Prepare and submit the membership roster and dues to the National FFA Organization through the state FFA association in cooperation with the secretary
 - f. Serve as chairperson of the finance committee

5. Reporter-
 - a. Serve as chair of the POA public relations committee
 - b. Plan public information programs with local radio, television, newspaper and service clubs and make use of other opportunities to tell the FFA story
 - c. Release news and information to local and regional news media
 - d. Publish a chapter newsletter or website
 - e. Prepare and maintain a chapter scrapbook
 - f. Send local stories to area, district and state reporters and to any school publications
 - g. Send articles and photographs to FFA New Horizons and other national and regional publications and websites.
 - h. Work with local media on the radio and television appearances and FFA news
 - i. Serve as the chapter photographer
6. Sentinel-
 - a. Assist the president in maintaining order
 - b. Keep the meeting room, chapter equipment and supplies in proper condition
 - c. Welcome guests and visitors
 - d. Keep the meeting room comfortable
 - e. Take charge of candidates for degree ceremonies
 - f. Assist with special features and refreshments
- iii. Chapter Advisor-(stress role)
 1. Supervise chapter activities year-round
 2. Inform prospective students and parents about FFA
 3. Instruct students in leadership and personal development
 4. Build school and community support for the program
 5. Encourage involvement of all chapter members in activities
 6. Prepare students for involvement in career development events and leadership programs
- iv. Chapter Advisory Committee
- v. School Administration and Board of Education
2. Chapter Constitution
 - a. Samples online (www.ffa.org)
 - b. Must not be in conflict with the Alabama FFA Constitution or the National FFA Constitution and Bylaws
 - c. Must have chapter officers selected annually
 - i. Recommend selecting officers with a nominating committee through an interview process. More reliable than popular vote.
3. Regularly held meetings (recommend monthly)
 - a. Work with officers on developing agendas
 - b. Involve speakers from the community as much as possible
 - c. District and State Officers are looking for opportunities to speak to your chapters, they just need an invitation. Their contact info can be found at www.alabamaffa.org.
 - d. Encourage participation by making it competitive (e. g. T-Shirt design contest)

4. Challenging Program of Activities (POA)
 - a. Samples online (www.ffa.org) (www.alabamaffa.org “Teachers” page)
 - b. Most chapters have some sort of retreat in the summer to develop
 - c. Must be voted on and passed in a chapter business meeting
 - d. Serves as a road map for planning activities and accomplishing local chapter goals.
 - e. Divided into three divisions: Student Development, Chapter Development, and Community Development
 - f. Be sure to include involvement in the local, district, state, and national FFA activities (CDEs, Leadership Conferences, State Convention, National Convention, Livestock Shows, etc.)
 - g. Must include **FUNDRAISING**. You can’t do much without the finances required to travel.
 - i. Check LEA policy on fundraising and public (fees) vs. non-public (FFA) funds
 - h. Be sure to include school and community involvement (Teach students what it means to be civic-minded members of society)
 - i. Be sure to promote what you are doing in the local newspaper (You want others to know the great things happening in agriscience education and FFA).
- ii. **County FFA (Dates set by County Chairman)**
 1. Each County has an identified Chairman that is responsible for coordinating and reporting the winner of those events that have the first elimination on the County level.
 2. Only one chapter per County can compete at the next level (District) in the following Career Development Events (CDEs):
 - a. Prepared Public Speaking (winning manuscript due to District Specialist by March 15)
 - b. Extemporaneous Public Speaking
 - c. Creed Speaking
 - d. Livestock*
 - e. Forestry*
 - f. Safe Tractor Driving
 - g. Zero Turn Compact Tractor Driving (Central District Only)
 3. County Chairman reports county contest results to District Specialist



- iii. **District FFA (For dates visit www.alabamaffa.org “Calendar” page)**
 1. State divided into three districts: North, Central, and South (see map)
 2. District FFA Officers selected annually to conduct District business
 3. District Eliminations held annually to determine the chapter which will represent the District in State Competition
 4. Must have chapter membership paid prior to District Competition
 5. Career, Leadership, and Talent Development Events in which District is the first level of competition are:
 - a. Agricultural Construction and Maintenance
 - b. Agricultural Mechanics
 - c. Conduct of Chapter Meeting
 - d. Floriculture
 - e. Land
 - f. Nursery-Landscape
 - g. Parliamentary Procedure
 - h. Poultry
 - i. Quartet
 - j. Quiz Bowl
 - k. Small Engines
 - l. String Band
 - m. District Only Events:
 - i. Central: Compact Tractor Driving
 - ii. South: Scrapbook

<p>District Specialists: (Your main contact at SDE)</p> <p>North: Andy Chamness jchamness@alsde.edu 334-694-4746</p> <p>Central: Collin Adcock Collin.adcock@alsde.edu 334-844-5595</p> <p>South: TBD 334-694-4746</p> <p>Administrative Assistant: Tolina Davis tdavis@alsde.edu 334-694-4746</p>

6. State Only Events: Career, Leadership, and Talent Development Events in which State is the first level of competition are:
 - a. Ag Education CDE
 - b. Meats Evaluation CDE
 - c. Aquaculture CDE
 - d. Veterinary Science CDE

7. Chapter Officer Leadership Workshop: held in July annually

*South and Central District allows these teams to advance directly to district from the chapter without a county qualifier starting Fall 2015.

- iv. **State (Alabama) FFA Association** (For dates visit www.alabamaffa.org "Calendar" page)
 - 1. State FFA Association comprised of:
 - a. Chapter Delegates (State Convention Business Session)
 - b. State Officers (selected annually to conduct State business)
 - c. State Staff (Advisor, Executive Secretary, District Specialists)
 - d. State Department of Education (State CTE Director, State Superintendent)
 - 2. State FFA Constitution sets the structure for the organization
 - 3. State FFA Program of Activities sets the opportunities for members at the State level
 - 4. State FFA Convention held annually in Montgomery
 - 5. Contests and Awards Booklet (outlines the opportunities for FFA members in contests and awards: CDEs, Proficiencies, Scholarships, M.K. Heath, Crime Prevention, Degrees, etc.)
 - 6. State CDEs in which the State is the first level of competition are:
 - a. Dairy
 - b. Horse
 - c. Meats
 - d. Aquaculture
 - e. Veterinary Science
 - 7. Three annual requirements of the Alabama FFA Association for local chapters (**by March 1**):
 - a. Submission of members online and payment of those members (at least 10)
 - i. Chapter Affiliation an option starting in 14-15
 - b. Payment of \$100 chapter fee as set forth in the constitution
 - c. Submission of the annual chapter report (www.alabamaffa.org) "Home" page
- v. **National FFA Organization** (visit www.ffa.org)
 - 1. National FFA comprised of:
 - a. State Delegates
 - b. National Officers
 - c. National Advisory Leaders
 - d. National Board of Directors
 - e. U. S. Department of Education
 - 2. National FFA Constitution and Bylaws sets structure for the organization
 - 3. National FFA Programs (www.ffa.org "Programs")
 - a. Awards (numerous)
 - b. Degrees (Discovery, Greenhand, Chapter, State, American)
 - c. Grants/Scholarships
 - d. Outreach
 - e. Global
 - 4. National FFA Events (www.ffa.org "Events")
 - a. National FFA Convention
 - b. National FFA Week
 - 5. Membership (www.ffa.org)
 - a. You must contact Pam Kilpatrick at 334-242-9114 or skilpatrick@alsde.edu or Andy Chamness at 334-242-9114 or jchamness@alsde.edu in order to set up your account with your chapter
 - b. You will then create accounts for your students so they can log into www.ffa.org and modify their own profile
 - c. A reference guide to FFA membership may be found at www.alabamaffa.org by opening up the membership tab.

4. Other

- a. Extended Contract RFP: for those teachers on a 220 day contract or less that have taught at least 1 year and are 100% CTE
- b. BIC Documents
- c. Teacher Information Sheet
- d. Consent/Release Forms