

Agricultural Education Teachers' Calendar & Checklist



Gary Mattheis
Big Timber

Foreword

Welcome to Agriculture Education in Montana. You have selected a very challenging and most rewarding career. I hope this monthly calendar/checklist provides you with a basis of information and items that you should be accomplishing throughout the year. This document is not all-inclusive, but acts as a starting point that will get you going in the right direction. There are references made for contact people in the state that you can call on for help and get answers to your questions. Please call upon them or any Ag teacher for assistance. Our goal is for you to have a great year and a wonderful career. On behalf of the AG-ED family, we welcome you and look forward to meeting you and working with you to meet our common goal of enhancing Agriculture Education and the FFA.

Agricultural Education Teachers' Calendar & Checklist

AUGUST

- Prepare for the new school year
 - Review and revise curriculum
 - Update lesson plans
 - Check condition of shop tools
 - Prepare for CDE's
 - Meet with Superintendent/Principal for current school policy
 - Review school policy handbook
 - Attend PIR days
 - Serve on a school committee
 - Consult with school custodian about maintenance performed over the summer in your area
 - Meet your staff/school clerk
 - Find locations of pertinent rooms/locations in your school
 - **Get a MetNet account in your name – VERY IMPORTANT**
 - Contact your State FFA Advisor – Mr. Bill Jimmerson – for FFA related information. 1-406-994-7050
 - Contact Dr. Brad King, AG-ED Specialist, at OPI in Helena for questions pertaining to Perkins money, certification etc. 1-406-444-4451
 - Contact MSU-Bozeman for Curriculum needs - Dr. Carl Igo – 1-406-994-3693

- SAE Visitation
 - Have student record books to hand out
 - Contact members to set up a visitation
 - Try and have a parent available at the visit
 - Provide instruction during your visit
 - Go over student record books with them/parents

SEPTEMBER

- Review safety rules and policies
 - Put up safety posters
 - Set safety rules for shop

- Review grading procedures
 - Become familiar with school's grading program

- Develop FFA Program of Activities
 - Work with officer team to establish committees and assign members to serve on those committees
 - Set up a POA work meeting – Vice President is in charge
 - Vote to approve the POA
 - Distribute copies to the membership
 - A copy needs to be submitted to the State FFA Advisor by Nov. 1st

- Attend FFA District Leadership Schools

- Contact your district chair or the state advisor for the date and location of your district's DLS
- Put up a DLS sign up list in your classroom. Emphasis the importance of DLS, especially for officers and new members
- Get needed purchase orders and bus scheduling arranged
- Good time to meet and find out when your district CDE's will be held
- Plan for Program Advisory Committee meeting
 - Contact advisory committee members to set a time and date for your first meeting of the year
 - Have minutes from the previous meeting available
 - If you do not have an advisory committee, work towards establishing one
 - Review goals or needs addressed at the last meeting
 - Select new officers for this years committee (if needed)
 - Share National Quality Program Standards (NQPS) for your program with them. Contact the previous instructor if you don't have access to those standards. As you do a reevaluation of your program each year, continue to share that information with your advisory committee. Ask for their input and expectations
- Work with FFA Alumni
 - Meet with your FFA Alumni, find out who the chairperson is
 - Be a **“member”** of and not the **“leader”** of your Alumni
 - Take part in the Alumni's activities; encourage your chapter members to assist with alumni events/activites
- SAE Visitation
 - Refer to August

OCTOBER

- Send FFA dues, membership rosters and POA's to the State FFA Advisor
 - Due to Mr. Jimmerson by Nov 1st in order to be a chapter in good standing.
 - **A chapter not in good standing is not able to compete above the chapter level in FFA activities**
 - Information on filling out rosters was handed out at DLS – Contact Bill J. with questions
 - **If you're not already on METNET, Get R Done, as this is the life line for AG-ED in Montana**
- Attend MACTE Conference (Montana Association for Career and Technical Education)
 - Go to MACTE website for early bird registrations forms
 - Attendance is important toward your professional development
 - Conference takes place during teacher's convention
 - Rotates to a different location each year
 - Great time to meet other Ag teachers in the state and work on professional development
 - If you haven't yet paid your professional dues, do it now

- Attend FFA Extravaganza
 - Fundraiser for the State FFA Association
 - Great place to showcase your students
 - Visit with Ag Industry leaders from across the state

- Attend NILE (Northern International Livestock Exposition) Billings
 - Send in NILE entry forms early – available @ NILE website
 - NILE – Sales and Service, Livestock Judging, Horse Evaluation CDE’s
 - Schedule motel rooms (if needed)
 - Arrange for bus to travel to NILE

- Attend National FFA Convention
 - Arrange for substitute
 - Complete all required paperwork for having students out of school (and out of state, based on your school’s policies)
 - Go to National FFA website, www.ffa.org to find online convention planning guide and information

- SAE Visitation
 - Refer to August
 - Update student record books

NOVEMBER

- Due Dates and CDE’s
 - Roster, Dues and POA’s are due to the State Advisor in Bozeman by Nov 1st.
 - **Reminder: to be a chapter in good standing, you must submit the above by the due date**
 - MLC/MALC/CPC
 - Student Leadership Conference hosted by the State Association. The state advisor will put info out on METNET regarding registration and cost
 - Conference is set up to meet the needs of your members. Divided into MLC for 1st and 2nd year members, MALC for upper classman and officers and CPC for chapter presidents.
 - Book rooms for conference
 - Send in registration

- MSU AG Days
 - Held on campus of MSU – Bozeman
 - Includes a vast majority of our CDE’s
 - Watch METNET for registration materials
 - Book motel rooms early
 - Complete necessary forms for substitute and for transportation

- State Floriculture CDE
 - This is the only Floriculture CDE held during the year and the winner will represent MT at the National FFA Convention
 - Currently held in conjunction with AG Days – may be subject to change

- CDE Prep
 - Prepare teams for the various competitions
 - Ask your alumni, advisory board or other community members to assist with training teams. They are great resources and it takes some pressure off of you

- Degree and Award Applications
 - Update student record books
 - Begin working on State FFA Degrees and Proficiency Applications
 - Handbooks for these are available online at www.ffa.org very helpful
 - Ask other advisors for assistance in completing the degrees and applications

- SAE Visitations
 - See August

DECEMBER

- Degree and Awards
 - Work with students on their degrees and award applications
 - Remind students to finalize their record books during the Christmas break and bring in their completed books when school resumes
 - Record book information will be needed to complete Form 2's

JANUARY

- Record Books
 - Finalize student record books and submit completed Form 2 to the State Advisor
 - **Form 2 is required to be a chapter in good standing**

- Degree and Award Applications
 - Complete State FFA Degrees and award applications
 - State Degree checklist and cover page can be found on METNET in the Montana FFA folder with the AG-ED conference
 - Check your Montana FFA Association Calendar for important due dates. State degrees, applications, Form 2's, CDE dates etc.

- CDE's
 - KMON- Great Falls
 - Registration materials will be mailed to you by the Cascade County Extension Office
 - Ag Sales CDE is held at Cascade High School
 - All other CDE's are held at the fairgrounds
 - The State CDE for Meats Evaluation is held at KMON

 - Fergus Mechanics/Winter Meeting
 - Watch METNET for registration information
 - Annual AG Teachers Winter Meeting
 - Conducts business for MAAE (Montana Association of Agricultural Educators)
 - Professional Development

- Make your travel plans and motel reservations for State Convention (March)
- Student Scholarships
 - College Scholarships are generally due by Feb 1 (MSU, MSU-Northern, Montana Tech, Northwest College, Sheridan College, MCC, Dawson, etc.)
 - Scholarships through the National FFA are due by mid February
 - Encourage your seniors to apply for these – Lots of money available and not difficult to complete.
- SAE Visitations
 - See August

FEBRUARY

- Due Dates and CDE's
 - February 10th – Form 2 due to the State Advisor
 - February 12th – State FFA Degrees due to the State Advisor
 - February 19th – Proficiency applications due to the state advisor
 - February 19th – State Officer Applications and State Office NonCom applications due to the Sate Advisor
 - February 26th – National Chapter Applications due to the State Advisor
 - **Please check your Montana FFA Association Calendar (handed out during DLS) for the most current due dates**
- Districts and State FFA Convention
 - Prepare for District CDE's – Some of these may have been held earlier in the school year
 - **In order to compete at a State CDE, you must have had a team compete at the district level in that given CDE area. Note: To qualify for the State Ag Sales CDE, teams must be from the top 50% of the teams in your district.**
 - **Watch METNET for State CDE registration material**
 - Read and understand all rules associated with attending and competing at State Convention. These are included with your registration information on METNET
 - Continued CDE preparation – **Bring your best, Look your best and Do your best**
- Student Enrollment Reports
 - These are sent to your school from OPI in Helena
 - Check with your Administrator to see if they arrived
 - You can also access them from METNET
 - Check with your Superintendent whether they would like the report turned into them or if you should send them to OPI yourself. (Our Superintendent collects them from all the vocational areas in our school and then submits them all at once).
 - Very important if you want to receive your state CTE money
 - Refer questions to Dr. Brad King, OPI AG Specialist @ 406-444-4451
- National FFA Week

- Watch for a mailing from the National FFA – contains materials to be used to promote National FFA Week
- Resource material also available on ffa.org
- Work with your chapter officers to implement a plan of action for your chapter and school
- SAE Visitations
 - See August

MARCH

- Due Dates and CDE's
 - March 5th – JAAM
 - State Contests for AG Issues, AG Communications, Marketing Plan and Job Interview
 - Held in Cascade – Contact Eric Tilleman via METNET
 - March 6th - Conrad Seminar
 - Mechanics and Agronomy CDE's
 - Workshops in the morning, Contest in the afternoon
 - Contact Joylynn Petrosky via METNET
 - March 10th – State Talent Applications due
 - Available on METNET
 - *Getting the importance of being on METNET yet???*
 - March 10th - State Scholarships due
 - March 15th – State Convention registration due – May change from year to year depending on dates
- State FFA Convention
 - Continued preparation of teams and individuals
 - Insure registration is complete and submitted
 - Rooms should have been booked by now !!!!
 - Bring your chapter banner to convention
 - Bring needed meal purchase orders (if you use them)
 - **Remember – Bring your best, Look your best and Do your best**
- SAE Visitations
 - See August

APRIL

- Recruit students
 - Have chapter officers present a program to the 8th graders as a recruitment tool
- Prepare for election of next year's chapter officers
- Envirothon – Lewistown
 - State Environmental/ Natural Resources CDE
- Chapter Banquet Planning

- Work with your officer team to plan the banquet
- Place orders for banquet supplies, plaques etc.
- Plan meal function
- SAE Visitations
 - See August
 - Update SAE records

MAY

- Annual Report
 - Complete and submit annual report
 - Due May 1st to the State Advisor
 - Posted on METNET to print off
- Plan and submit summer program plans to school administration
 - Talk to your administrator about their expectations of your summer contract
- Update Inventory
 - Inquire as to who is the controller for your school's inventory
 - Complete inventory by due date
 - Ask about specifics for the inventory – what needs to inventoried
- Prepare and submit requisitions for the upcoming school year
 - Talk to your administrator about your school's policy for completing requisitions
- Advisory Council
 - Hold an end of the year meeting to assess how the year went
 - Review curriculum and needs for the upcoming school year
 - Review laboratory needs for the upcoming school year
 - Revisit and reevaluate your National Quality Program Standards – do another assessment with your council members
- Perkins
 - Talk to your administrator about preliminary work on Carl Perkins paperwork.
 - Contact Dr. King at OPI for pertinent information
- Chapter Banquet
 - Usually held this month.
 - Remember this is the opportunity for parents/supporters to see what the members have accomplished throughout the year – make it about them, not about you...
- SAE Visitations
 - See August
 - Update records

JUNE

- Attend the AG-ED Summer Update Conference
 - Pay your professional dues
 - Promotes professional development
 - Credits are available
 - Become a Yellow Dog
 - Apply for new teacher award and other professional awards after you complete your first year of teaching

- Make preparations for taking students to the National FFA Convention
 - Go to National FFA website – www.ffa.org - to find online convention planning guide and registration information
 - Insure you know and meet the applied deadlines for registration etc.
 - Room planning and travel plans should have been set in the summer
 - Encourage interested students to apply for National Band, Choir and Talent.

- Summer CDE's and Activities
 - Montana Range Days
 - Rotates every two years – one more year in Miles City (2010)
 - Workshops for students the day prior to the contest
 - Great learning experience for your students and yourself
 - Alumni Leadership Camp
 - Held at the Highwood Camp in the mountains out of Belt
 - Camper registration and forms are posted on METNET
 - Contact Bob Anderson of the Montana FFA Alumni via METNET for details and questions
 - Great leadership experience for your students
 - Chapter Officer Retreat
 - Can be done anytime
 - Work with the officer team to plan the next year's activities and POA
 - Montana Agricultural Tour
 - Contact Ramey Lunceford – Montana FFA Foundation Director for details @ 406-582-4118 and watch METNET

- SAE Visitations
 - See August

JULY

- Participate in County and State Fair Educational Activities
 - Meet your local county agent (s)
 - Become familiar with your county fair rules
 - Attend county fair board meetings
 - Take on an active role during the fair – Help with market, breeding and showmanship classes, in the barns etc
 - Introduce yourself to other fair leaders ie. 4-H Leaders, Judges
 - Introduce yourself to community leaders, county commissioners
 - Introduce yourself to FFA and 4-H members parents

- Introduce yourself to FFA and 4-H members
- Become familiar with State Fair rules
- Prepare entries for State Fair (if needed)
- Book rooms for State Fair in Great Falls (if needed)

- Maintenance and Repair of shop tools

- Work on Curriculum

- SAE Visitations
 - See August

Addendum

Additional Essential Information:

- 1) Set up a METNET account – contact Steve Meredith at OPI in Helena for assistance
 - a) This will keep informed of everything that is happening in AG-Ed
- 2) Join MAAE. In addition to providing professional development and licensure renewal opportunities, you get professional liability insurance with your membership!
- 3) Shortly before or after school begins, host a chapter BBQ/hamburger/hotdog supper. Invite freshman students and their parents, as well as current students and their parents. Have your Chapter Treasurer set up ready to accept dues and write receipts. Also invite your administrators, advisory council and alumni.
- 4) Hold regular monthly chapter FFA meetings
 - a) Set a consistent date, ie. 3rd Thursday
 - b) Officers in official dress at the minimum
 - c) Select a class to bring in treats for the meeting
- 5) Post your Montana FFA Association Calendar in a convenient place
 - a) Great pre-planning tool
- 6) Let your FFA members plan the Chapter banquet and **START EARLY** – involve your alumni and parents in getting things ready for banquet, ie decorations, meal, set-up, etc.
- 7) Each of the eight Agricultural Education district in Montana holds their district CDE's at different times throughout the year. Find out who your district advisor is and attend your District Planning meetings. (Also pay attention to your District Folder on METNET
- 8) Schedule a SAE visit to **EVERY** student at least once **EVERY** grading period.
- 9) Keep copies of all forms and reports you complete and submit to your administrators, to the Montana FFA Office and to OPI.
 - a) Student Enrollment Report
 - b) Form 2's
 - c) Annual Report
 - d) Carl Perkins
 - e) Etc.
- 10) Another summer activity for students is WLC (Washington Leadership Conference) You will get a mailing for this event.
- 11) Use a committee of teachers or alumni or other supporters to select the annual Chapter Star Awards/proficiency awards, etc. This will help keep you from becoming the target of disenchanting students and/or parents.