

Structure of Wisconsin Agriculture Education

Program Oversight

Career and Technical Education programs in Wisconsin at the secondary level are managed by the Wisconsin Department of Public Instruction (DPI) at 125 South Webster Street, Madison, WI 53703

Program Management

DPI provides one staff position to manage Ag Ed in Wisconsin as well as serve as State FFA Advisor. The education consultant oversees program standards, Perkins applications, and educational opportunities. This position is held by Jeff Hicken. This position has additional responsibilities with serving on a number of state wide committees and boards. FFA and student leadership activities are co-managed with the Wisconsin FFA Center. Cheryl Zimmerman is the Executive Director of the FFA Center.

What is it?

The office works closely with Wisconsin Association of Agricultural Educators (WAAE), Wisconsin Technical College System (WTCS) and the Agricultural Education Teacher Training programs at UW-Platteville and UW-River Falls. All groups work to plan and conduct teacher professional development workshops, new teacher onboarding programs as well as development of needed instructional resources for secondary Ag Ed programs.

Who to contact?

If the question deals with program design, classroom instruction or SAE call the education consultant Jeff Hicken at 608-267-9255 jeffrey.hicken@dpi.wi.gov

If the question is about FFA events, awards, scholarships, fees or FFA.Org website contact Cheryl Zimmerman at 715-659-4807 czimmerman@wisconsinffa.org or Jeff Hicken at 608-267-9255 jeffrey.hicken@dpi.wi.gov

Teaching License

- **Date of Occurrence or Due Date** The local school district will require the teacher to carry a teaching license issued by the Wisconsin Department of Public Instruction.
- **What is it?** The teaching license allows the teacher to be employed by the school district and have contact with students in that school district.
- **Who is Involved?** Licensure is the individual teacher's responsibility. The school district will require a copy of the license for their files, but they will not apply for the initial license nor make the renewal application. The license comes from the individual teacher.

- ***Cost of participation*** Application for the license has a fee payable to DPI.
<https://dpi.wi.gov/tepd/licensing/application-fee>
- ***Location of additional information*** Guidelines and the application process can be found at the DPI licensure site at <https://dpi.wi.gov/tepd/news>. You can check the status of an existing license at <https://dpi.wi.gov/tepd/licensing/check-status>
- ***Primary Contact Person*** Questions about the process can be directed to <https://dpi.wi.gov/support/contact-educator-licensing>.

Extended Contract or Summer School Report

- ***Where is it?*** <https://dpi.wi.gov/cal/summer-school-information>

A. All minutes of direct instruction with a DPI licensed teacher are counted.

- There is no longer a limit on the maximum number of minutes allowed for reimbursement per student per day of instruction per [Wis.Admin.Code.Sec. PI 17](#).
- Only the time spent by students receiving direct instruction from a DPI-licensed teacher may be counted for membership. Independent study times/study halls are not considered to be instructional time and are not eligible to be counted for state aid or revenue limit purposes.
- The total number of minutes continues to be divided by 48,600 to calculate 1.0 FTE.

B. Summer average daily membership.

- Summer average daily membership equivalent is a number determined by dividing the sum of the following by 48,600:
 - a. The total number of minutes in which pupils are enrolled in academic summer classes, interim session classes, or laboratory periods, as defined by the State Superintendent under Wis.Stat.sec.121.14.
 - b. If certain online course offerings are provided by DPI-licensed teachers, districts may count instructional minutes (see next item) for the successful completion of eligible high school online courses for resident students and students currently attending a virtual charter school via Open Enrollment for state aid and revenue limit purposes. (This is the only time you can count non-residents for revenue limit and aid membership.)
- There are three ways to account for minutes of instruction for students receiving instruction during summer or interim sessions. One, the district may use a log to determine the actual minutes of instruction a student received with a specific teacher. Two, if a course is held for a specific number of days and minutes per day, the district may use a calculation to determine the

number of instructional minutes for students enrolled in the course. Three, for certain online courses multiply the number of student credits earned by the 8,100 minutes of instruction required to earn one (1) credit.

- For all classes, an accurate record must be kept of attendance, late enrollments, and withdrawals. The district should have a policy to address notification that a student will not attend for the remainder of the course. To be counted as a day of membership (days of instruction available to the pupil or possible days of attendance) a student must attend at least one day and maintain enrollment.
- A day of membership is the first day of attendance plus any days where the pupil maintained enrollment. To maintain enrollment the student is either present or absent with excuse.

- **Primary Contact Person**

Assistance or questions contact: Jeff Hicken jeffrey.hicken@dpi.wi.gov or Roger Kordus at Roger.Kordus@dpi.wi.gov or 608-267-3752

SAE - Supervised Agricultural Experience for All

- **Date of Occurrence or Due Date** SAE is an ongoing program for every student enrolled in the approved agricultural education course. It occurs during the school year and may continue throughout the summer.
- **What is it?** The SAE is the individualized student program/project which is aligned to their individual career goal. It is conducted outside the direct instructional time of the course and may occur on school grounds, at the student's home, at a place of business or agricultural production farm or ranch.
- **Who is Involved?** The student, their parent or guardians, the teacher and other individuals are involved in the determination, implementation and conducting of the SAE program. Ongoing supervision of the student's work is provided by the instructor and may also involve other adults as determined by the instructor.
- **Registration or early due dates involved** The student maintains records and other data relative to the SAE program in the AET data system provide by the school. Records of

supervision is maintained by the instructor in the AET system. Students should initiate utilization of the SAE and data collection within the first semester of Ag Ed coursework.

- **Cost of participation** There is no cost to the student. Financing of the actual SAE program & projects is the responsibility of the student through various sources including grants from the national FFA and state FFA along with local support. Procuring financial support for an SAE is part of the educational goal of the program.
- **Location of additional information** SAE guidelines can be found at <https://www.ffa.org/thecouncil/sae> Additional resources for teaching SAE and AET can be found at www.FFA.org and www.theaet.com
- **Primary Contact Person** jeffrey.hicken@dpi.wi.gov

Sources of Funding for Ag Ed Programs

Overview of where your money comes from

Local District Support

The majority of funds spent on delivery of the local Agricultural Education program will come from the district budget. These are the same funds that are used to deliver elementary, middle and other high school programs. The district receives funding from Department of Public Instruction based on their total student enrollment and a multitude of categorical calculations based on various factors. These funds are distributed to the various programs and uses through the district budget.. It may also be split into instructional costs, salary, travel, equipment, ETC. There is no one way the funds are distributed within the district budget. It is beneficial to Ag Ed teachers to understand the district budget and how money is allocated. That said, don't go to the district office and demand a copy of the budget. Approach the district board clerk and ask them if they would provide you a budget so you can better understand the allocation of funds and the difficulty of managing the district accounts.

Federal Perkins Funds <https://dpi.wi.gov/cte/carl-perkins>

Details on this can be found on the handbook page titled Perkins funding.

This source of funding is formula based and requires a grant submission process by the district or the consortium the district belongs to. Perkins funds are for program enhancement or improvement. It cannot replace funds from the local district and is restricted in how the money can be spent.

Carl D. Perkins Federal Funding

What is it? Perkins funds are provided by the federal government as support for CTE programs at the secondary and post-secondary level. Funds are distributed to the state CTE agency (DPI) based on a formula. States can use 12% for state level activities (CTE Staff & Program Support) with the rest distributed to the local level as determined by formula. There is no way for a school district to change the funding allocation. Local Perkins funds in Wisconsin are split 55% to post-secondary and 45% secondary.

Purpose of Perkins funding The federal Perkins funds are not to be used for normal day to day operation of the CTE program. These costs are the responsibility of the local district and are supported with state funds. Perkins should be used to enhance the program, expand the content of the program or provide equipment, training or resources needed to enable the program to move into new areas of the industry.

How do I access Perkins funding? Schools must apply for Perkins funds via a local plan application process. Final approval of the grant/plan is given after state Perkins coordinators have determined the use of the funds to be appropriate for fund use. The federal legislation requires schools to receive at least \$15,000 in funds to submit a plan. School districts below the \$15,000 allocation must enter into a consortium from which the grant application is submitted. Most rural Ag Ed programs belong to a consortium managed by CESA the district belongs to.

How do I access Perkins funds? Ag instructors need to be involved in the development of the Perkins plan. If the school is in a consortium, then they should work with teachers from the other schools to plan how the funds will be used. This could include selection of new equipment & training, teaching resources, or attending a professional development.

How is Perkins funds spent? Once the plan is approved by the state Perkins coordinator the district is authorized to expend funds. The district must first expend their own funds then submit documentation to the state Perkins office for reimbursement. Spending funds prior to plan approval are not eligible for reimbursement. Spending funds for items, services or materials not identified and approved in the plan will also disallow those costs for reimbursement. Any funds allocated to a district not claimed by the end of the fiscal year are forfeited and will be returned to state Perkins office.

What can't Perkins funds be used for? You cannot purchase supplies for the shop, greenhouse or classroom with Perkins funds. Any permanently attached structure or classroom furniture are also disallowed. Replacing equipment already in the program is not allowed unless the new equipment is significantly different from what is being replaced. (This could be more technologically advanced)

Special requirements for Perkins funds Only approved programs with credentialed instructors can spend Perkins funds. Allowing program approval to lapse or not being credentialed during the school year eliminates the school from spending money on that program.

Primary Contact Person jeffrey.hicken@dpi.wi.gov

Steps for Implementing National Quality Program Standards (NQPS)

- **Date of Occurrence or Due Date** Annual review by the chapter
- **What is it** The National Quality Program Standards for Secondary (Grades 9-12) Agriculture, Food and Natural Resource Education is a tool designed for local agriculture, food and natural resource education programs to analyze their program and develop clear goals and objectives for program growth. This tool is designed to be used by local teacher(s) in cooperation with, administrators, community partners, advisory committees, FFA support groups and/or an external assessment team.
- **Access the NQPS document**
at: https://www.ffa.org/SiteCollectionDocuments/tc_national_quality_program_standards_revised.pdf
- **Review the document prior to utilizing in your local programs.** NQPS are NOT curriculum standards. NQPS stands for National Quality Program Standards. This is a document to help you to manage efficiently and effectively a total program of agricultural education. The seven sections of NQPS include: Program Design and Instruction, Experiential, Project and Work Based Learning, Leadership and Personal Development, School and Community Partnerships, Marketing, Certified Agriculture Teachers and Professional Growth, Program Planning and Evaluation.
 1. Establish your evaluation group (advisory committee, stakeholders, administration) – see document for clarification
 2. Plan to do one section of the document at a time; the first section is the most involved and might take multiple review times (sessions)
 3. Do a pre assessment yourself of the section to review; contact a member of Team Ag Ed for clarification on any standards/quality indicator
 4. During monthly advisory meeting, work through a section and ask for specific feedback from each of the review committee members
 5. Have specific minutes taken for suggestions and baseline information
 6. Partnerships and Marketing can both be handled in one meeting
 7. Upload the results from the survey into the online NQPS system **found on your FFA.org** chapter account.
 8. Utilize the information in the review sessions with data from the last section to develop a five-year plan of growth and improvement for the program. This is done in the online system on FFA.org
 9. Be sure to list ONLY 3 achievable goals – do not solve all programmatic issues in one year. Utilize this to create your programmatic five-year plan.
 10. Once completed submit the online version to the state using the submit button provided.
- **Plan to spend about 8 hours with the review process over one year.** It will take a much longer time frame for the teacher in planning, preparation and goal setting following the process.
- **Location of additional information**
https://www.ffa.org/SiteCollectionDocuments/tc_national_quality_program_standards_revised.pdf

- **Primary Contact Person** jeffrey.hicken@dpi.wi.gov

Programs of Study

What, Why & How?

- Programs of Study (POS) are required for every approved program participating in Perkins funding. More importantly they are the critical tool which enables every student to develop their academic career plan (ACP). The POS contains information on industry certifications, certificates and degrees that a student could obtain while preparing for a career in that pathway. While a single POS will meet the Perkins requirement, if the Ag program is going to provide the necessary information for its students to prepare their ACP for Ag careers; then the program should have multiple POS available covering the majority of pathways a student could choose to follow.
- How does the POS relate to the SAE
- The revised SAE Philosophy and Guiding Principles adopted by the National Council for Agriculture Education in 2015 expects every Ag student to start their SAE with career exploration experiences designed to connect the student's interest with a career opportunity. This leads to the creation of their academic career plan (ACP) and the selection of the SAE experiences that provide the student work-based learning opportunities aligned to their career objective. The POS document provides the student information needed for them to complete their career plan portion of the SAE by informing them of the course work required at the post-secondary level which guides the selection of the courses they take in high school.

How does the POS relate to the FFA?

- When a student is knowledgeable of their career goal and the steps necessary to prepare for that career then they can use that information to make informed choices concerning their involvement in FFA. Selection of CDE's, leadership roles, and other educational and personal development activities can be focused on preparing the student for their next level of education and the workplace.

How to use the POS?

- When the student is filling out their academic career plan in Ag for the counselor they should utilize the POS for their career pathway to determine what courses they should be taking while in high school. They can also use the POS to learn more about the post-secondary program they are working toward. Understanding the cost of the program, application processes and other items concerning the institution are all part of preparing for life after high school. The career plan then becomes part of the SAE supervision, reflection and growth discussions that occur throughout the student's high school Ag career. If at some point in time they determine they need to make a change in their career

direction, then providing them the POS that aligns to their new interest allows them to adjust the career plan accordingly.

Other uses for the POS

- Make a chart of the information on the POS and post them around the classroom to promote careers. Put your student's pictures on the POS they are following to show other students who is interested in their same career area. The POS and Career Plans become the guiding document telling the student why they are in the Ag course and why they need to learn the knowledge, skills and abilities taught in the other courses. If they are following the career plan they created which was based on information from the POS in their career path, then every course they are taking is related to their career goal.

Where do I find the POS?

- <https://dpi.wi.gov/sites/default/files/imce/cte/doc/11ccpathsummary.doc>

Alumni

- **What is it?** Agriculture teachers rely on FFA Alumni to help them get more support from the community for their agriculture programs and to give them more time and freedom to do what they do best – teach kids. Through their commitment to FFA and agricultural education, Wisconsin FFA Alumni help guide the students in their communities down the path to success.
- **Who is Involved?** FFA relies on alumni members for help with recruiting students and raising funds for chapter activities and scholarships. FFA Alumni also assist at FFA camps and conferences, the National FFA Convention & Expo and other personal development programs.
- **Registration or early due dates involved** None.
- **Cost of participation** Membership fees vary from \$0 cost (Associate) to \$350 (Lifetime) depending on the type of membership. FFA Alumni membership runs from August 1st – July 31st. More information on membership types and fees can be found at <http://wisconsinffaalumni.org/>
- **Location of additional information** There is a wealth of information regarding the Alumni, including starting a local Alumni Chapter, can be found at: <http://wisconsinffaalumni.org/>.
- **Primary Contact Person** Cheryl Steinbach execdir@wisconsinffaalumni.org

Local Ag Advisory Committee

- **Date of Occurrence or Due Date:** Local Ag Advisory committee should meet all year as needed, with a minimum of two meetings per year.
- **What is it:** The local Ag Advisory Committee is a group of community members who give input and advice to the local Agriculture Education Program. Activities may include: review of curriculum, Program evaluation (NPQS), selection of awards, review of FFA Activities, development of school based SAE's, and general support of the instructor.
- **Who is involved:** The committee should be made up of business and industry people and represent a diverse cross-section of ethnicity and gender. Members may also include: administrators, school board members, students and the instructor.
- **Where to find more information:** www.ffa.org
- **Contact Person:** Jeff Hicken jeffrey.hicken@dpi.wi.gov

Wisconsin Association of Agricultural Educators Membership

- **Date of Occurrence or Due Date** Dues should be paid as close to July 1 for the coming school year as possible.
- **What is it?** WAAE (Wisconsin Association of Agricultural Educators) is a professional organization made up of middle school, high school and post-secondary agriculture teachers. We are dedicated to agricultural educators in developing knowledge and sharpening skills about the ever-evolving agricultural industry.

The WAAE organization has a dynamic system to help its members:

- Develop and maintain curriculum.
- Provide state, regional and national professional development opportunities.
- Network with business leaders, colleagues and sponsors developing relationships between the classroom and the industry.
- Advocate for the local agricultural education program and industry.
- Provide a support system and mentor program to retain agricultural education teachers.

NAAE seeks to advance agricultural education and promote the professional interests and growth of agriculture teachers as well as recruit and prepare students who have a desire to teach agriculture. The organization is dedicated to developing professional pride and competency, to nourishing a spirit of unity among classroom teachers, and to recognizing members for conducting outstanding programs. It monitors governmental affairs affecting agricultural

education and assists in the development of priorities and strategies to effect federal legislation and appropriations.

Membership Dues are often paid for by school funds. Speak to your accounts secretary to ask what process to follow. Dues may be paid by check or credit card. Dues forms are posted by and returned to Nicole Nelson, Executive Director, PO Box 935, East Troy, WI 53120.

Cost of Participation

Amount Due

WAAE \$73

NAAE \$60

ACTE \$80

- **Location of additional information**

- <http://waae.com/>

- www.naae.org

- www.acte.org

- **Primary Contact Person** WAAE Officers <http://waae.com/contact/> or Nicole Nelson, WAAE Executive Director, 262-470-8369 or nicole@waae.com

WAAE/NAAE Awards

Awards available:

Agriscience Teacher of the Year: recognizes teachers who have inspired and enlightened their students through engaging and interactive lessons in the science of agriculture.

Outstanding Agricultural Education Teacher Award: distinguishes NAAE members who are at the pinnacle of their profession — those who are conducting the highest quality agricultural education programs. The award recognizes leadership in civic, community, agriculture/agribusiness, and professional activities.

Outstanding Young Member Award: a means of encouraging young teachers to remain in the profession and to encourage and recognize participation in professional activities. NAAE members who are in their third, fourth or fifth year of teaching at the time they apply are eligible for this award.

Outstanding Middle/Secondary Program Award: a goal of NAAE is to promote outstanding programs in agricultural education and effectively communicate success stories. The Outstanding Middle/Secondary School Ag Ed Program Award promulgates that goal. Agricultural education programs in middle schools and secondary schools are eligible to participate in this recognition program.

Outstanding Postsecondary/Adult Program Award: recognizes exemplary 2-year postsecondary institutions and full time young farmer and adult agricultural education programs. Qualifying young farmer and/or adult agriculture education program staff must devote at least 50 percent of their teaching time to this level of instruction.

Teacher Mentor Award Application: If you ask agriculture teachers what motivated them to enter and stay in the teaching profession, predominately they will attribute their decision to another agriculture teacher who encouraged them. Many state agricultural education associations have recognized the importance of positive relationships between beginning and experienced teachers by creating formal organizational structures to connect beginning and experienced teachers. This award program will provide additional incentives for experienced teachers to become mentors for beginning teachers, and it will provide beginning teachers a way to say thank you to the experienced teachers who have influenced them.

Ideas Unlimited Award: The Ideas Unlimited state contest is held at the Mid-Winter conference and is designed to give members an opportunity to exchange classroom, SAE, leadership, and other teaching ideas.

Outstanding Cooperation Award Application: recognize organizations, agribusiness companies, and others who have given outstanding support to agricultural education with the Outstanding Cooperation Award.

Outstanding Service Citation Application: recognize current and retired NAAE members who have made significant contributions to agricultural education at the state, regional, and national levels with the Outstanding Service Citation.

Lifetime Achievement Award Application: recognize retired NAAE members who have made significant contributions to agricultural education at the state, regional, and national levels with Lifetime Achievement Award.

More information about awards can be found at
<http://www.naae.org/resources/awards/index.cfm>

WAAE Timeline:

Award winners will be selected by WAAE officers.

Awards will be given at the Summer Professional Development Conference.

State winners will complete their National level application.

Applications should be submitted by Dec. 17th.

<http://waae.com/pages/award-form/>