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SUBTITLE A: EDUCATION  
CHAPTER I: STATE BOARD OF EDUCATION  
SUBCHAPTER b: PERSONNEL

PART 75  
AGRICULTURAL EDUCATION PROGRAM

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**AUTHORITY:** Implementing Sections 2-3.80 and 2-3.80a of the School Code and authorized by Section 2-3.6 of the School Code [105 ILCS 5/2-3.80, 2-3.80a and 2-3.6].

**SOURCE:** Adopted at 32 Ill. Reg. 19170, effective November 26, 2008; amended at 35 Ill. Reg. 16839, effective September 29, 2011.

SUBPART A: INCENTIVE GRANTS FOR AGRICULTURAL SCIENCE TEACHER  
EDUCATION

**Section 75.10 Purpose and Applicability**

This Subpart A establishes the application procedure and criteria for the allocation of grant funds to eligible institutions of higher education under the agricultural science teacher education program established pursuant to Section 2-3.80a of the School Code [105 ILCS 5/2-3.80a].

(Source: Amended at 35 Ill. Reg. 16839, effective September 29, 2011)

**Section 75.20 Eligible Applicants**

Eligible applicants under this Subpart A shall be as specified in Section 2-3.80a of the School Code, provided that public community colleges that *provide an articulated agriculture science teacher education course of study* [105 ILCS 5/2-3.80a] are only those that offer at least:

- a) the introductory agricultural education course for which transfer credit is accepted by the public universities under the Illinois Articulation Initiative (see the information posted by the Illinois Board of Higher Education at [www.itransfer.org](http://www.itransfer.org)); and
- b) a one-semester-hour internship or other, equivalent field experience.

(Source: Amended at 35 Ill. Reg. 16839, effective September 29, 2011)

**Section 75.30 Application Procedure**

- a) When State funding is expected to be available for the agricultural science teacher education program for a given fiscal year, the State Superintendent of Education shall issue a request for applications from eligible entities. This request shall:
  - 1) indicate the amount or expected amount of the appropriation for the program and the expected range for grant awards;
  - 2) describe the required content and format of applications and identify the activities that will receive priority consideration for funding, if applicable;
  - 3) identify the data that recipients will be required to collect and report regarding the activities conducted with the funds provided and the results of those activities, as well as the timelines for reporting;
  - 4) include such certifications, assurances, and program-specific terms of the grant as the State Superintendent may require; and
  - 5) indicate the deadline for submission of applications, which shall provide applicants with at least 30 days in which to respond.
- b) Each application shall be signed by an authorized representative of the institution, and each shall be accompanied by a letter of support signed by the head of the agriculture department and, as applicable, the head of the education department or other department responsible for the education program at the applicant institution.
- c) Applicants may be requested to clarify various aspects of their proposals. The content of the approved proposal shall be incorporated into a grant agreement to be signed by the applicant's authorized representative and the State Superintendent.
- d) Each participating institution's eligibility to receive funding in fiscal years following the initial appropriation for this program, or following the institution's initial receipt of funding, as applicable, shall be contingent upon the submission of:
  - 1) a description of activities undertaken to date and any other information required to be reported, demonstrating that the project has been implemented in conformance with the grant agreement;

- 2) an updated project narrative that discusses the services and activities for which the funding will be used and a rationale for the activities to be undertaken;
- 3) an updated budget summary and payment schedule for the coming fiscal year, including a narrative budget breakdown;
- 4) signed certifications, assurances, and program-specific terms of the grant, as applicable to the renewal period.

**Section 75.40 Program Specifications; Allowable Expenditures**

Funds provided pursuant to this Subpart A may be expended only for activities and initiatives conducted in accordance with Section 2-3.80a(b) of the School Code and this Section.

- a) For purposes of this Subpart A, “teacher education candidate recruitment and retention initiatives” include:
  - 1) the identification of students in grades 11 and 12 who may be interested in pursuing agricultural education as a profession; and
  - 2) activities and strategies that are designed to attract these and other students to teaching in agricultural education, including, but not limited to:
    - A) introducing the students to multiple aspects of agricultural work and agricultural education in Illinois;
    - B) providing mentors or other forms of personal support to the students as they determine whether to pursue careers as agricultural education teachers and as they progress through the teacher preparation program; and
    - C) providing scholarships, stipends, or other forms of financial or in-kind support that will make completion of a teacher preparation program in agricultural education more affordable and accessible to students from a broad range of backgrounds.
- b) Each institution that elects to deliver professional development experiences for new teachers shall first seek approval as a provider of professional development for teachers in this field under the applicable provisions of the rules of the State Board of Education for Certification (see 23 Ill. Adm. Code 25.855 and 25.872).
- c) For purposes of this Subpart A:
  - 1) a “master teacher” is a teacher with no fewer than six years of teaching experience, ending no more than ten years prior to submission of an application under this Subpart A, in the field of agricultural education, exclusive of teaching experience on a provisional vocational or temporary provisional vocational certificate; and
  - 2) a “practitioner” is an individual who, as demonstrated by the institution’s proposal narrative:

- A) is currently engaged, or has been engaged within the previous 10 years, in an agricultural occupation requiring knowledge and skills in agricultural science, agricultural mechanization, agricultural business, horticulture, or agricultural resources; or
  - B) holds a provisional vocational certificate endorsed for a skill area related to agricultural education and is currently teaching, or has taught within the previous 10 years, in a position requiring that certificate.
- d) A university shall expend no more than 5 percent of the grant funds received for professional development for the staff of its agricultural education teacher preparation program.
- e) Activities shall be supported by funding under this Subpart A only to the extent that they do not duplicate or supplant efforts already conducted by or under the auspices of the community college or university. The use of grant funds for administrative expenditures shall be limited to amounts demonstrably necessary for the implementation or coordination of additional activities under this Subpart A.

(Source: Amended at 35 Ill. Reg. 16839, effective September 29, 2011)

**Section 75.50 Criteria for the Review of Proposals; Allocation of Funds**

Each applicant may propose to expend grant funds for one or more of the four types of activities discussed in subsection (b) of Section 2-3.80a of the School Code. Subsection (a) of this Section includes review criteria for all four types of activities; however, the individual criteria that are not relevant to the activities included in a particular proposal shall be disregarded in its review. The State Superintendent of Education shall make final determinations regarding the amounts to be provided based upon the total funds appropriated for this initiative and the amounts necessary to fund high-quality proposals that are most responsive to the area or areas of priority identified in the request for applications.

- a) Quality of the Plan (80 points)
  - 1) Proposed recruitment and retention strategies appear likely to:
    - A) promote increased awareness of agricultural education as a potential career among students from varied backgrounds and communities;
    - B) create enhanced incentives for individual students to enter and persist in teacher preparation programs in agricultural education; and
    - C) help eliminate barriers that may otherwise prevent individuals from completing preparation programs in this field.
  - 2) Proposed expenditures for the services of master teachers and practitioners as support for student teaching will enhance candidates' understanding of agricultural education as a profession and broaden their awareness of the varied facets of agriculture and agriculturally based careers.
  - 3) Plans for delivery of professional development for new teachers provide evidence that the training is designed in response to the expressed needs of individuals who are in their first five years of teaching in the field of agricultural education and the districts or cooperatives where they are employed.
  - 4) Planned expenditures for professional development for a university's agricultural education staff are demonstrably related to the needs of those individuals.
- b) Cost-Effectiveness (20 points)

The proposal represents a cost-effective use of State resources, as evidenced by the amounts requested for the proposed activities in relation to the numbers of students or teachers to be served and the services to be provided.

**SUBPART B: INCENTIVE GRANTS FOR SECONDARY AGRICULTURAL EDUCATION****Section 75.200 Purpose and Applicability**

This Subpart B establishes the application procedure and criteria for the allocation of grant funds to eligible school districts and area vocational centers under Section 2-3.80 of the School Code [105 ILCS 5/2-3.80] to expand and improve the academic content areas within agricultural education.

(Source: Added at 35 Ill. Reg. 16839, effective September 29, 2011)

**Section 75.210 Eligible Applicants**

Eligible applicants under this Subpart B shall be as specified in Section 2-3.80 of the School Code. For purposes of eligibility, an “approved agricultural education program” is one that:

- a) offers a series of courses that are sequential in one or more fields of study listed at <http://www.agriculturaleducation.org/Ag-Ed%20Programs/Course-Career%20Pathways> and includes:
  - 1) at least one introductory course and one higher level course for which no less than two credits, as defined in 23 Ill. Adm. Code 1.440(c) (Additional Criteria for High Schools), are awarded for the successful completion of the course sequence; and
  - 2) courses with content that aligns with the courses approved by the State Board of Education and listed at <http://www.agriculturaleducation.org/Ag-Ed%20Programs/Course-Career%20Pathways>;
- b) unless otherwise exempt under the provisions of Section 2-3.80 of the School Code, includes a State and nationally affiliated chapter of the National FFA Organization;
- c) provides for supervised agricultural experiences (also see Section 75.220(d) of this Part); and
- d) employs qualified instructional staff, each of whom either:
  - 1) holds a current and valid teaching certificate for grades 6 through 12 endorsed for agricultural education as set forth in 23 Ill. Adm. Code 1 (Public Schools Evaluation, Recognition and Supervision) and has 2,000 hours of work experience in a field related to agriculture, food or natural resources; or
  - 2) holds a provisional, temporary provisional or part-time provisional vocational certificate issued pursuant to 23 Ill. Adm. Code 25 (Certification) and endorsed for a skill area related to agricultural education. (See 23 Ill. Adm. Code 25.70, 25.72 or 25.75, respectively.)

(Source: Added at 35 Ill. Reg. 16839, effective September 29, 2011)

**Section 75.220 Program Goals and Minimum Standards**

This Section presents the goals and the accompanying minimum standards of each goal that are associated with high-quality agricultural education programs offered in high school settings.

- a) Goal 1: Teachers are qualified and certified by the State Board of Education to teach the programs and courses assigned.

Minimum Standards: Each of the teaching staff is appropriately certified for the coursework in which he or she is providing instruction under the agricultural education program during the grant year.

- b) Goal 2: Support services are available to all students in agricultural programs.

Minimum Standards:

- 1) The agricultural education teacher shall meet at least annually with each student enrolled in the agricultural education program to provide advice and counseling relative to the student's career objectives.
- 2) The agricultural education teacher shall meet annually with the school's guidance counselor to review information at <http://www.agriculturaleducation.org> regarding career opportunities, scholarships, course offerings and other pertinent information that will assist students in meeting postsecondary and career objectives.

- c) Goal 3: The instructional programs in agriculture are competency-based and include skills, knowledge and attitudes required for gainful employment in the occupations identified in the career pathways and are sequentially structured.

Minimum Standards:

- 1) The program shall offer a balance of classroom, laboratory, field-based and industry-based agricultural experiences (also see subsection (d) of this Section).
- 2) Written lesson plans shall contain clearly stated goals, objectives, activities and experiences that relate to the school's School Improvement Plan.

- d) Goal 4: Each agricultural education teacher uses an ongoing supervised agricultural experience program as part of the instructional program.

Minimum Standards: Each program shall include a supervised agricultural experience program that requires students to apply the lessons presented in the classroom or laboratory instruction to activities and projects beyond the classroom.

- e) Goal 5: The National FFA Organization is an integral part of the instructional program in agriculture.

Minimum Standards: The program shall incorporate into the curriculum opportunities to develop leadership skills through local, State and national FFA chapters in the agricultural education program.

- f) Goal 6: Each school conducting an agricultural education program provides adequate facilities, learning laboratories, equipment and supplies for effective operation of the program.

Minimum Standards: The facilities, equipment and supplies available to students shall enable them to have hands-on experiences that replicate up-to-date, realistic situations similar to what is occurring in the agriculture careers for which training is provided.

- g) Goal 7: The program of instruction in agricultural education is advised by a committee that is representative of all agricultural interests of the community.

Minimum Standards: The school shall establish an agricultural advisory committee whose membership shall consist of representatives of the agriculture industries operating in the community. The committee shall meet at least once a year to advise the school on the program being offered.

- h) Goal 8: The agricultural education teacher is involved in assessing the areas needed for literacy and agricultural education for the prekindergarten through adult audiences and provides or assists in providing programs to meet the needs identified in the community.

Minimum Standards: The agricultural education teacher assists in the coordination of agricultural education awareness and agriculture literacy activities for prekindergarten through adult audiences.

(Source: Added at 35 Ill. Reg. 16839, effective September 29, 2011)

### Section 75.230 Quality Indicators

Each quality indicator is intended to measure an applicant's achievement of the goal to which it applies. (See Section 75.220 of this Part.) The application for funding required under Section 75.250 of this Part shall list the specific quality indicators to be considered in a given funding cycle and their values, which shall range from 0 to 10. The total value of an individual application shall be considered on a 100 percent basis. That is, the percentage of the total represented by any quality indicator will be such that the total percentages of all quality indicators equal 100 percent.

- a) Goal 1: Not to exceed 30 percent of the total value available. Include, at a minimum, consideration of the teacher's affiliation with professional organizations, length of employment, leadership activities, professional development and other continuing education activities, college-level teaching or mentoring, and "highly qualified" status as determined under 23 Ill. Adm. Code 25.Appendix D (Criteria for Identification of Teachers as "Highly Qualified" in Various Circumstances).
- b) Goal 2: Not to exceed 10 percent of the total value available. Include, at a minimum, maintenance of student portfolios and/or career plans, provision of accommodations for students with disabilities or other special needs, and assistance raising students' awareness about agricultural careers or postsecondary agricultural education.
- c) Goal 3: Not to exceed 25 percent of the total value available. Include, at a minimum, acceptance of at least one agriculture course to meet high school graduation requirements; State-approved courses, as defined in Section 75.220 of this Part, that are offered separately or as part of other coursework; curriculum planning and course integration aligned to the Illinois State Goals for Learning (23 Ill. Adm. Code 1.Appendix D) and supportive of the applicant's School Improvement Plan; articulation with or provisions for dual credit with postsecondary institutions; inclusion of technology-based instruction, recruitment activities and career development events; use of standardized instructional and assessment systems; and teacher participation in international activities, the purpose of which is directly related to agriculture, as evidenced by an itinerary, certification of participation, correspondence from activity organizers, etc., presented as part of the application.
- d) Goal 4: Not to exceed 25 percent of the total value available. Include, at a minimum, involvement in supervised agricultural experience programs that include classroom instruction, independent study, applied learning experiences, and record-keeping activities, starting in the first semester of the school year;

experiences may include award contests, and agricultural education fairs or exhibits.

- e) Goal 5: Not to exceed 25 percent of the total value available. Include, at a minimum, instruction and activities specific to leadership development and participation of the agricultural education teacher and program in various activities and programs of a locally, State or nationally sponsored FFA organization or related agricultural organizations.
- f) Goal 6: Not to exceed 15 percent of the total value available. Include, at a minimum, classroom space of at least 600 square feet and adjacent laboratory facilities and equipment suitable for a range of agriculture specialties (e.g., plant, animal, mechanics, computer, agri-science); suitable office and storage space; inventory of equipment and designation of equipment; program budget; and receipt of grant resources other than a grant received under this Subpart B.
- g) Goal 7: Not to exceed 15 percent of the total value available. Include, at a minimum, an agricultural advisory committee that meets at least twice a year, conducts programmatic reviews in conjunction with the school administration, and provides written recommendations about the program to the district.
- h) Goal 8: Not to exceed 15 percent of the total value available. Include, at a minimum, activities specific to enhancing prekindergarten through grade 12 students' awareness about and career exploration in agriculture (e.g., fairs and expositions, job-shadowing); offering community education; and offering courses in grades 7 and 8, with National FFA Organization membership.

(Source: Added at 35 Ill. Reg. 16839, effective September 29, 2011)

**Section 75.240 Determination of Individual Grant Allocations**

Individual grant allocations shall be determined by the applicant's achievement of one or more of the minimum standards and of one or more of the quality indicators established for each standard the applicant achieves. (See Sections 75.220 and 75.230 of this Part.)

- a) Programs in operation for three or more years
  - 1) The grant allocation to which each eligible applicant is entitled shall be determined no later than September 15 of each fiscal year.
  - 2) A multiplier shall be used to weight each quality indicator that the applicant has achieved and for which achievement has been verified by State Board of Education staff through the application review process.
  - 3) A dollar value for the multiplier shall be calculated by dividing the appropriation for the funding year by the total value of all quality indicators claimed and verified in the applications received as of the due date specified in Section 75.250 of this Part.
  - 4) To determine an individual applicant's grant allocation, the dollar value of the multiplier shall be multiplied by the total value of quality indicators that the applicant has achieved and State Board of Education staff has verified.
- b) All programs in operation for two years or fewer shall receive a flat grant, the amount of which shall be set forth in the application for each funding cycle. An applicant's achievement of any of the minimum standards and quality indicators shall not affect the amount to which it is entitled.

(Source: Added at 35 Ill. Reg. 16839, effective September 29, 2011)

**Section 75.250 Application Procedure**

The grant application is a measure of the components of a high-quality agricultural education program that the applicant currently has in place, and it is intended to help the applicant identify areas in which the program can be enhanced and improved.

- a) The State Superintendent of Education shall provide the electronic application format for the agricultural education incentive grant.
- b) The application shall be completed by the applicant's agricultural education teachers and submitted to the State Board of Education's Division of Career and Technical Education no later than July 15. The application shall contain:
  - 1) an indication of the applicant's achievement, in the year previous to the year for which funding is requested, of one or more of the minimum standards and of one or more of the accompanying quality indicators for the minimum standard achieved;
  - 2) evidence or other documentation of the applicant's achievement of any standard or quality indicator, which shall be kept on file and provided to the staff of the State Board of Education's Division of Career and Technical Education upon request; and
  - 3) such certifications, assurances, and program-specific terms of the grant as the State Superintendent may require (also see Section 75.260 of this Part).
- c) No later than October 15, the applicant shall submit to the Division of Career and Technical Education a budget description for the grant year that will be based either on the applicant's grant allocation or flat grant amount for programs in operation for two years or fewer. (See Section 75.240 of this Part.) The budget description shall at least list for each line item a detailed explanation of each expenditure.
  - 1) Allowable expenditures include, but are not limited to, activities that support the improvement of instruction or program improvements (e.g., curriculum development, professional development, field support services, program coordination and pilot projects). Mileage may be charged to the grant only for travel associated with supervised agricultural experience visits. The rate of reimbursement will be specified in the application.

- 2) Nonallowable expenditures include, but are not limited to, professional organization or union dues; college tuition; purchase of agricultural inputs (e.g., crop, animal); operation, maintenance, or repair costs of school laboratory machines and implements; utilities (e.g., heating, cooling, telephone); ordinary, non-specialized classroom furniture; and food and lodging.
- 3) No more than 50 percent of the applicant's allocation shall be expended for extended contracts (i.e., those that exceed nine months) or stipends, and no more than 10 percent of the allocation shall be expended for consumables.
- d) Applicants may be requested to clarify various aspects of their proposals. The content of the approved proposal shall be incorporated into a grant agreement to be signed by the applicant's authorized representative and the State Superintendent of Education or designee.

(Source: Added at 35 Ill. Reg. 16839, effective September 29, 2011)

**Section 75.260 Terms of the Grant**

- a) The grantee shall maintain on file documentation specific to its achievement of each quality indicator set forth on the application for funding; the documentation shall be made available for programmatic review and auditing purposes. Up to 10 percent of grantees receiving funding under this Subpart B in each fiscal year may be selected for an on-site review and/or audit.
- b) In the event that the grantee closes its agricultural education department, all instructional materials, tools and equipment purchased with funds provided under this Subpart B shall be relocated by the grantee's Education for Employment Regional Delivery System to other agricultural education programs located in that system upon approval of the State Superintendent of Education or designee.
- c) No subcontracting will be allowed without the prior written approval of the State Superintendent of Education.
- d) Reporting
  - 1) Each grantee shall submit to the State Board of Education's Division of Career and Technical Education, no later than 20 days after the end of the grant period, a final budget; this document will serve as the grantee's final report for the year.
  - 2) Prior to the final reporting deadline specified in subsection (d)(1) of this Section, each grantee shall submit to its Education for Employment Regional Delivery System director documentation of expenditures and/or information regarding the activities provided with funds awarded under this Subpart B.
- e) A grantee that employs any teacher who holds a temporary provisional vocational certificate shall ensure that the teacher submits documentation to the State Board of Education of his or her completion during the grant year of the coursework that is required under 23 Ill. Adm. Code 25.72 (Temporary Provisional Vocational Certificate).

(Source: Added at 35 Ill. Reg. 16839, effective September 29, 2011)

SUBPART C: INCENTIVE GRANTS FOR AGRICULTURAL TEACHER PREPARATION  
PROGRAMS

**Section 75.300 Purpose and Eligible Applicants**

This Subpart C establishes the application procedure and criteria for the allocation of grant funds under Section 2-3.80 of the School Code to regionally accredited institutions of higher education or not-for-profit entities that offer teacher preparation programs in agricultural education approved pursuant to 23 Ill. Adm. Code 25 (Certification).

(Source: Added at 35 Ill. Reg. 16839, effective September 29, 2011)

**Section 75.310 Program Goals and Minimum Standards**

This Section presents the goals for teacher preparation programs in agricultural education and the accompanying minimum standards of each that are associated with high-quality preparation programs.

- a) Goal 1: A continuing program of recruitment is undertaken to ensure that a sufficient number of competent agricultural education teachers are prepared to meet the demand for new teachers in Illinois.

Minimum Standards:

- 1) A program is offered in which students may transfer credit earned in agricultural education coursework from other postsecondary institutions.
- 2) Each student who progresses to student teaching must have a 3.5 grade point average on a 5.0 scale or a 2.5 grade point average on a 4.0 scale.
- 3) A minimum of one faculty member of the program is responsible for recruitment of students, including women and minorities, for the agricultural education teacher preparation program, as outlined in a written recruitment plan developed in conjunction with the program advisory committee.

- b) Goal 2: Practicing professionals and outstanding undergraduate students in agriculture are identified, selected and supported to develop their leadership potential through master's and, when appropriate, doctoral study in numerous areas of need in agriculture.

Minimum Standards: Graduate-level credit is awarded to students seeking advanced degrees in agricultural education through courses and/or workshops taught by agricultural education faculty.

- c) Goal 3: The agricultural education faculty have regular contact with students majoring in agricultural education to ensure that they are progressing in their degree program and toward obtaining teacher certification; faculty answer questions and solve problems of currently enrolled students and provide counsel to prospective students for a degree program in agricultural education.

Minimum Standards: All students enrolled in agricultural education are advised by agricultural education faculty.

- d) Goal 4: Students preparing to teach agriculture are knowledgeable about a variety of teaching methods prior to beginning the student teaching experience. Teacher quality is demonstrated by technical and professional competence. Teacher preparation graduates must possess a well-developed repertoire of teaching skills.

Minimum Standards:

- 1) A methods course in teaching agriculture is required prior to beginning the student teaching experience.
- 2) A minimum of 12 weeks is spent student teaching under the guidance of a cooperating teacher who meets the requirements set forth in Section 75.210(d) of this Part.
- 3) Adult education principles are taught as a part of a required agricultural education course.

- e) Goal 5: Students preparing to teach agriculture are technically competent in their specialty teaching area.

Minimum Standards:

- 1) All agricultural education graduates must complete at least 40 hours of agricultural courses.
- 2) Chemistry and biology courses are required for agricultural education students.

- f) Goal 6: The agricultural education staff provides a clearinghouse and counseling service for graduating seniors and other newly qualified agricultural education teachers to ensure that the highest proportion of newly trained teachers are placed in agricultural teaching positions.

Minimum Standards: One agricultural education faculty member is responsible for coordinating activities for placing agricultural education teachers into jobs; these activities include maintaining an up-to-date list of agricultural education teacher positions in Illinois in cooperation with other teacher preparation institutions offering agricultural education.

- g) Goal 7: Professional development activities are available for all agricultural education students and faculty as an integral part of their academic program.

Minimum Standards:

- 1) An agricultural education student organization is integrated into the instructional program and is available to all students majoring in agricultural education.
  - 2) Faculty are involved in scholarly and professional activities and/or participate in organizations related to teacher training leadership, technical training and/or dissemination of research results.
- h) Goal 8: Agricultural education students understand the importance of and are able to assist high school students in developing and carrying out supervised agricultural experience programs (including maintaining records).

Minimum Standards:

- 1) All student teachers receive instruction about the requirements for obtaining the certification that a student may need to perform specific workplace learning activities.
  - 2) All agricultural education students receive instruction in planning, developing, implementing and evaluating supervised agricultural experiences, which include record-keeping methods, in a required agricultural education course.
- i) Goal 9: Agricultural education students are knowledgeable about the National FFA Organization and its use as an integral part of a complete agricultural education program, as well as the role of the FFA advisor.

Minimum Standards:

- 1) Agricultural education students participate in at least two FFA events prior to the completion of their student teaching.
- 2) All students develop a program of activities for an FFA chapter prior to the completion of their student teaching.
- 3) All students assist in completing FFA degree and award applications prior to the completion of student teaching.
- 4) Agricultural education faculty attend the State and national FFA conventions.

- j) Goal 10: Students in agricultural education programs understand the role of and gain experience in leading an agricultural advisory committee.

Minimum Standards:

- 1) Methods and strategies for organizing and using advisory committees is part of the instruction offered in a course required for agricultural education.
- 2) All student teachers observe and participate in at least one agricultural advisory committee during their student teaching.

(Source: Added at 35 Ill. Reg. 16839, effective September 29, 2011)

**Section 75.320 Quality Indicators**

Each quality indicator is intended to measure an applicant's achievement of the goal to which it applies. (See Section 75.310 of this Part.) The application for funding required under Section 75.340 of this Part shall list the specific quality indicators to be considered in a given funding cycle and their values, which shall range from 0 to 10. The total value of an individual application shall be considered on a 100 percent basis. That is, the percentage of the total represented by any quality indicator will be such that the total percentages of all quality indicators equal 100 percent.

- a) Goal 1: Not to exceed 15 percent of the total value available. Include, at a minimum, provision of scholarships for agricultural teacher preparation programs; communication with teachers in high schools and community colleges (e.g., newsletters, website, brochures); speaking engagements involving representatives of the agricultural teacher preparation program and high school students; on-campus recruitment activities for high school students; and receipt of a grant under Subpart A of this Part.
- b) Goal 2: Not to exceed 10 percent of the total value available. Include, at a minimum, graduate assistantships for students specializing in teacher preparation; enrollment of students in the graduate agricultural education program; graduate courses (other than online courses) that complement schedules of secondary teachers of agriculture; master's of education program and additional coursework leading to an endorsement in agricultural education; and online coursework in agricultural education that is available to graduate students.
- c) Goal 3: Not to exceed 10 percent of the total value available. Include, at a minimum, assignment to each agricultural education faculty of no more than 25 undergraduates; interview conducted by a panel prior to each student beginning his or her student teaching; and qualification of graduates being eligible for dual endorsements (i.e., in agriculture and another subject area) due to the faculty providing candidates with information about endorsement options and requirements.
- d) Goal 4: Not to exceed 25 percent of the total value available. Include, at a minimum, requiring student teachers to develop a minimum of one lesson plan a week, provide instruction to at least one adult education class, and participate in at least three cooperative learning experiences during their student teaching component; faculty observation and evaluation of student's teaching, with results shared with the student teacher (three half-day visits to the site required); developing teaching skills related to online and other electronic learning;

information about the structure of Illinois' agricultural education system integrated into a required agricultural education course; and activities available to all students related to assessing community needs, developing lesson plans for cooperative teaching with nonagricultural education staff, and designing a sequential course of study in an agricultural field.

- e) Goal 5: Not to exceed 10 percent of the total value available. Include, at a minimum, completion of at least one course in each technical agricultural education field (i.e., agronomy, animal science, horticulture, agricultural business and agricultural mechanics technology); credit provided for technical internships in agriculture; and completion by graduates of requirements necessary to obtain an endorsement on a teaching certificate for agricultural education and for a related science or mathematics field of study, as identified in the application for funding.
- f) Goal 6: Not to exceed 10 percent of the total value available. Include, at a minimum, conferences at least annually for supervisors of student teachers focused on their roles and responsibilities; requiring students to develop professional portfolios; maintaining placement records of graduates in the agricultural education files; and placement of at least 40 percent of graduates in teaching positions at secondary or postsecondary institutions.
- g) Goal 7: Not to exceed 25 percent of the total value available. Include, at a minimum, ensuring agricultural education students are members of the Illinois Association of Vocational Agriculture Teachers (IAVAT) Student Branch, and that they demonstrate commitment to professionalism, as evidenced by their participation in various professional activities (e.g., IAVAT Student Branch conference, Central States Research Conference, Alpha Tau Alpha Student Teacher Conference, Intra-University Student Teacher Exchange); faculty members also attend and participate in professional conferences and meetings (i.e., IAVAT annual conference, Central States Research Conference and Illinois Team Ag Ed meetings) and connect to instruction at the secondary level.
- h) Goal 8: Not to exceed 15 percent of the total value available. Include, at a minimum, that student teachers, during their student teaching, conduct supervised agricultural experience visits (e.g., outside of the school), provide instruction relative to supervised agricultural experience record-keeping, plan and develop a school-based supervised agricultural experience for their students, and participate in National FFA Organization proficiency award judging beyond the local chapter level; instruction about agricultural-based supervised agricultural experiences is integrated into a required agricultural education course at the postsecondary level.

- i) Goal 9: Not to exceed 15 percent of the total value available. Include, at a minimum, student teachers' attendance at State and national FFA conventions and at least three leadership and/or career development events; agricultural education students' completion of award applications specified in the application for funding; students' membership in Collegiate FFA and/or National Postsecondary Agricultural Student Organization.
- j) Goal 10: Not to exceed 10 percent of the total value available. Include, at a minimum, an advisory committee of the agricultural teacher preparation program that meets at least two times a year and has representation of agricultural organizations, agricultural business and industry, teachers and a student teacher, and produces an annual report that includes recommendations to be given to the teacher preparation program and presented at the annual IAVAT conference.

(Source: Added at 35 Ill. Reg. 16839, effective September 29, 2011)

**Section 75.330 Determination of Individual Grant Allocations**

Individual grant allocations shall be determined as set forth in Section 75.240(a) of this Part.

(Source: Added at 35 Ill. Reg. 16839, effective September 29, 2011)

**Section 75.340 Application Procedure**

Applications shall be submitted in accordance with the procedures set forth in Section 75.250 of this Part, except that the applicant shall submit a budget summary and payment schedule and a budget description that includes a detailed explanation of each expenditure.

- a) Allowable expenditures must relate directly to the agricultural education program and that includes, but is not limited to, activities that support the improvement of instruction or program improvements (e.g., purchased professional services, registration and travel for professional events, temporary or overtime salaries, instructional materials, and equipment and software).
- b) Indirect costs are not allowed.
- c) No more than 50 percent of the applicant's allocation shall be expended for extended contracts (i.e., those that exceed nine months) or stipends, and no more than 30 percent of the allocation shall be expended for travel expenses (e.g., mileage, lodging) other than for student visits.

(Source: Added at 35 Ill. Reg. 16839, effective September 29, 2011)

**Section 75.350 Terms of the Grant**

- a) The grantee shall maintain on file documentation specific to its achievement of each quality indicator set forth on the application for funding. The documentation shall be made available for programmatic review and auditing purposes. Up to 25 percent of grantees receiving funding under this Subpart C in each fiscal year may be selected for an on-site review and/or audit.
- b) In the event that the grantee discontinues its agricultural teacher preparation program, all instructional materials, tools and equipment purchased with funds provided under this Subpart C shall be relocated by the State Board of Education to other agricultural teacher preparation programs in the State.
- c) No subcontracting will be allowed without the prior written approval of the State Superintendent of Education.
- d) Activities shall be supported by funding under this Subpart C only to the extent that they do not duplicate or supplant efforts already conducted by or under the auspices of the grantee. The use of grant funds for administrative expenditures shall be limited to amounts demonstrably necessary for the implementation or coordination of additional activities under this Subpart C.
- e) No later than 20 days after the end of the grant period, each grantee shall submit a final narrative report, in a format specified by the State Superintendent of Education, regarding the services and activities provided and their impact on the agricultural teacher preparation program.

(Source: Added at 35 Ill. Reg. 16839, effective September 29, 2011)

## SUBPART D: FACILITATING THE COORDINATION OF AGRICULTURAL EDUCATION

**Section 75.400 Purpose and Objectives**

- a) This Subpart D establishes the application procedure and criteria for award of one or more grants to eligible applicants for the following purposes, set forth in Section 2-3.80(d) of the School Code:
  - 1) *development of a curriculum and strategy for the purpose of establishing a source of trained and qualified individuals in agriculture;*
  - 2) *a strategy for articulating the State program in agricultural education throughout the public school system; and*
  - 3) *a consumer education outreach strategy regarding the importance of agricultural education in Illinois.*
  
- b) In order to facilitate and coordinate agricultural education programs offered in public elementary and secondary schools in Illinois, projects funded under this Subpart D shall meet at least the following objectives:
  - 1) implementation of agricultural education initiatives as part of career and technical education through the use of a sufficient number of qualified professional and support staff, including designation of a director, who are located in identified regions of the State that at least include representation in each of the five districts established by the Illinois Association of Vocational Agriculture Teachers (see [http://isbe.net/career/pdf/iavat\\_dist\\_map.pdf](http://isbe.net/career/pdf/iavat_dist_map.pdf));
  - 2) review of existing or development of new curriculum and assessments, ensuring alignment to the Illinois State Goals for Learning.
    - A) Agricultural education curriculum and assessments will be evaluated, revised, as needed, and disseminated to programs and teachers in prekindergarten through grade 12, as applicable; and
    - B) Inservice training will be provided to assist teachers with planning, developing and implementing the materials using currently available technology;

- 3) coordination of statewide consumer education outreach initiatives with a focus on agriculture and designed to increase literacy in and awareness of agriculture at all grade levels;
- 4) coordination of a statewide system of professional development and provision of on-site technical assistance for agricultural education teachers at all grade levels;
- 5) coordination of the identification, compilation and dissemination of information and resources that include data collection from agricultural education programs and maintenance of the agriculture website found at [www.ilaged.org](http://www.ilaged.org); and
- 6) coordination of efforts between the business community and educators to improve agricultural education.

(Source: Added at 35 Ill. Reg. 16839, effective September 29, 2011)

**Section 75.410 Eligible Applicants**

Eligible applicants under this Subpart D are public community colleges and universities that offer an agricultural program of study. For purposes of this Subpart D, an “agricultural program of study” is one that offers a series of courses in agriculture, foods or natural resources that may be transferred to other universities or enables a student to pursue either a minor or major concentration in one of those areas of study.

(Source: Added at 35 Ill. Reg. 16839, effective September 29, 2011)

**Section 75.420 Application Procedure for Initial Proposals**

Programs established under this Subpart D shall be funded for a five-year period. Funding in each year subsequent to the initial grant year is subject to a sufficient appropriation for the program and satisfactory progress of the grantee in the previous grant year. (See Section 75.435 of this Part.)

- a) When State funding is expected to be available under this Subpart D for a given fiscal year, the State Superintendent of Education shall issue a request for proposals to eligible entities. This request shall:
  - 1) indicate the amount or expected amount of the appropriation for the program and the expected range for grant awards;
  - 2) describe the required content and format of proposals and identify the services and activities that will receive priority consideration for funding, if applicable;
  - 3) identify the data that recipients will be required to collect and report regarding the services and activities conducted with the funds provided and the results of those services and activities, as well as the timelines for reporting;
  - 4) identify the categories of allowable expenditures and require the submission of a budget summary and payment schedule, completed on the forms provided, as well as a narrative budget description that provides a detailed explanation of each line item of expenditure;
  - 5) include the information to be provided regarding any subcontractors proposed to provide services or conduct activities;
  - 6) include certifications, assurances, and program-specific terms of the grant that the State Superintendent may require (also see Section 75.440 of this Part); and
  - 7) indicate the deadline for submission of proposals, which shall provide applicants with at least 30 days in which to respond.
- b) Each proposal shall be signed by an authorized representative of the applicant entity.

- c) Applicants may be requested to clarify various aspects of their proposals. The content of the approved proposal shall be incorporated into a grant agreement to be signed by the applicant's authorized representative and the State Superintendent of Education or designee.

(Source: Added at 35 Ill. Reg. 16839, effective September 29, 2011)

**Section 75.430 Criteria for the Review of Initial Proposals; Allocation of Funds**

Proposals submitted for funding under this Subpart D shall be evaluated in accordance with the following criteria.

- a) Quality of the Plan (80 points)
  - 1) The proposed professional development and technical assistance activities appear likely to accomplish the purposes and objectives set forth in Section 75.400 of this Part. The approaches selected are comprehensive in scope and will provide effective and relevant professional development and technical assistance activities.
  - 2) The proposal demonstrates an understanding of the agriculture, food and natural resource industry, generally, and of agricultural education in prekindergarten through adult, specifically. The services and activities that are proposed will be accessible to teachers and others throughout the State.
  - 3) Sufficient evidence is presented of the applicant's capabilities to review, modify, and develop, as needed, agricultural education curriculum and other instructional resources designed to improve and enhance the quality of agricultural education programs. Understanding of the relationship of agricultural education to the Illinois State Goals for Learning is evident.
  - 4) Skills related to website management are clearly articulated and adequate for maintaining and updating, as needed, the State Board of Education's agricultural education website.
  - 5) The qualifications of staff and any proposed subcontractors demonstrate extensive experience in delivering the services and activities proposed. The applicant has presented convincing evidence of its ability to manage large-scale programs on a statewide or comparable basis.
  - 6) The evaluation strategies are likely to gauge the effectiveness of the services provided and measure the impact that the activities will have on agricultural education statewide, while yielding sufficient data that can be used to improve agricultural education through the project.
  - 7) The applicant proposes innovative use of existing resources, leveraging a variety of State and local resources in delivering and coordinating its activities and work.

b) Cost-Effectiveness (20 points)

The proposal represents a cost-effective use of State resources, as evidenced by the amounts requested for the proposed activities in relation to the numbers to be served and the services to be provided, and sufficient evidence is presented of the applicant's financial stability.

c) Priority consideration may be given to proposals with specific areas of emphasis, as identified by the State Superintendent of Education in a particular RFP.

(Source: Added at 35 Ill. Reg. 16839, effective September 29, 2011)

**Section 75.435 Application Content and Approval for Continuation Programs**

- a) Each grantee's eligibility to receive funding during the grant period in each year following the grantee's initial receipt of funding shall be contingent upon the submission of:
  - 1) a description of activities undertaken to date and any other information required to be reported, demonstrating that the project has been implemented in conformance with the grant agreement;
  - 2) an updated project narrative that discusses the services and activities for which the funding will be used and a rationale for the activities to be undertaken;
  - 3) an updated budget summary and payment schedule for the coming fiscal year, including a narrative budget description;
  - 4) information about any subcontractors proposed to provide services or conduct activities; and
  - 5) signed certifications, assurances, and program-specific terms of the grant, as applicable to the renewal period.
- b) A program established under this Subpart D shall be approved for continuation, provided that:
  - 1) a need continues to exist for the program, as evidenced by the proposed number of secondary agricultural education programs whose needs are not currently being met;
  - 2) the activities and services proposed will be effective in facilitating curriculum development, ensuring the availability of trained and qualified individuals in agriculture, articulating the State program in agricultural education throughout the public school system and raising awareness about the importance of agricultural education in Illinois;
  - 3) the proposed budget is cost-effective, as evidenced by the cost of proposed services in relation to the numbers to be served and the services to be provided; and

- 4) in the year previous to the continuation application, the applicant complied with the terms and conditions of any grant it received pursuant to this Subpart D.

(Source: Added at 35 Ill. Reg. 16839, effective September 29, 2011)

**Section 75.440 Terms of the Grant**

- a) Subcontracting is allowed with prior written approval of the State Superintendent of Education.
- b) Activities shall be supported by funding under this Subpart D only to the extent that they do not duplicate or supplant efforts already conducted by or under the auspices of the grantee. The use of grant funds for administrative expenditures shall be limited to amounts demonstrably necessary for the implementation or coordination of additional activities under this Subpart D.
- c) The grantee shall submit a mid-term report and final narrative report regarding the services and activities provided and their impact on agricultural education in a format and according to timelines specified by the State Superintendent of Education or designee. The final report shall include either one copy of printed materials developed through the project or electronic access to those materials.
- d) The grantee shall designate a project director, who will have responsibility for:
  - 1) coordinating all grant activities with staff in the State Board of Education's Division of Career and Technical Education, which shall include attendance at monthly project meetings with the agency's head agriculture consultant; and
  - 2) the preparation, submission and maintenance of all written project documentation, including, but not limited to, budget amendments, mid-year and final reports, expenditure reports and other information related to personnel.
- e) The grantee shall be required to attend the meetings of the Illinois Leadership Council for Agricultural Education and the Illinois Committee for Agricultural Education established pursuant to Section 2-3.80 of the School Code.
- f) Funds may not be used for out-of-state travel unless first approved by the State Board of Education at least 30 days in advance of the first day of travel. Requests for approval shall contain the name or description of the function that personnel will be attending, number of travelers, projected cost, dates of travel and benefit to the project. Out-of-state travel will be approved only if it is related to or benefits the project.

- g) The initial RFP and each continuation application shall specify the specific indirect cost rate to be used for the grant period, provided that in no case shall the indirect cost rate exceed 8 percent.

(Source: Added at 35 Ill. Reg. 16839, effective September 29, 2011)