



# Illinois State Board of Education

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Dr. Randy J. Dunn  
State Superintendent of Education

September, 2006

## MEMORANDUM

TO: EFE System Directors, Local Administrators, Agricultural Education Teachers

FROM: Ronald L. Reische, Principal Education Consultant, Agricultural Education

RE: Agricultural Education Incentive Funding Grant Review Visits

In order to assure consistency among agricultural education programs completing the grant application, the Illinois Committee for Agricultural Education has recommended that the Illinois State Board of Education continue to conduct onsite review visits at 10% of the participating districts each fiscal year. These districts will be reviewed based upon the following selection criteria: geographic coverage of the state, direct requests from districts, teacher turnover and audit issues. Visits will be arranged in advance with each school to avoid inconvenience and scheduling concerns.

The following are the items that should be readily available on the day of the review visit and that may be examined: (references to quality indicators below are from the FY06 grant application)

- The current plus the last two fiscal years' applications and budgets
- Documentation of the agricultural education teachers 2000 hours of paid work experience in agriculture/horticulture outside of education.
- Documentation substantiating instructor employment contract length (Indicator A4)
- Documentation substantiating "highly qualified" credential per NCLB (Indicator A10)
- Samples of individual student career plans (Indicator B1) and portfolios (if applicable Indicator B2a)
- Class schedule for school showing all agricultural education courses taught (Section C and E of application)
- Sample lesson plans demonstrating use of the Illinois Agricultural Education Curriculum CD (Indicator C1) and Agricultural Academic Assessments (if applicable Indicator C4b) and SAEP instruction (if applicable Indicator D1) and leadership development activities (if applicable Indicator E3)
- Program specific articulation agreements with the community college are on file (if applicable for Indicator C4a)

- Location of live internet connection and data projection equipment within the agricultural education department (if applicable Indicator C5a and C5c)
- Documentation of teacher international institute attendance and/or teacher or student travel outside the country. (Indicator C9)
- Examples of student agriscience projects (if applicable Indicator D3)
- Current or most recent year's official FFA Roster (Section E)
- A current written inventory denoting specific items purchased with Incentive Funds **for all years** grant has been received by the district (indicator F6)
- Advisory council membership list and minutes (if applicable Indicator G1,G2,G3)
- Documentation outlining specific awareness activities and dates conducted (if applicable Indicator H1,H2,H3,H4)

Access to all agricultural education facilities including classroom(s), office, laboratories, and equipment should also be available.

### **AGRICULTURAL EDUCATION INCENTIVE FUNDING GRANT ONSITE SCHEDULE**

The visit should be approximately **2 hours** in length with the following schedule:

1. Initial check in at building office (**15 minutes**)
2. Review of documentation and agricultural education department facilities with the agricultural education Instructor(s) (**1 ½ hours**)
3. Exit conference with administrator summarizing the visit and report content (**15 minutes**)

A written report will be sent to the district 2-3 weeks after the completion of the visit with copies to the EFE System Director and FCAE Field Advisor..