

**Idaho Ag Teacher Toolbox**

Welcome to Agricultural Education in Idaho! You have selected a very challenging and rewarding career. This guide was created to provide you with basic information to aid you 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 upon for help and get answers to your questions, but know that you can call on any ag teacher for assistance. Our goal is for you to have a great year and wonderful career. We welcome you and look forward to working with you to meet our common goal of enhancing Agricultural Education and the FFA in Idaho.

**- IATA Officer Team**

**Contact Information**

**IATA Officers**See [www.theiata.com/officers](http://www.theiata.com/officers) for current list **Clara-Leigh Evans  
Idaho FFA Executive Director**Go to Clara-Leigh for all things FFA-  
including AgCN, applications, events, and National Convention housing.  
**Email:** [**clevans@uidaho.edu**](mailto:clevans@uidaho.edu)

**Phone: 208-253-8813  
  
Ben Meyer  
National FFA Organization  
Western Region Local Program Success  
Specialist**Go to Ben for anything related to  
National FFA programs, scholarships, projects, or conferences.

**Email:** [**bmeyer@ffa.org**](mailto:bmeyer@ffa.org)

**Phone: 317-802-4347 (office)**

**406-239-1213 (cell)**

**Dr. Jim Connors  
University of Idaho Department of  
Agricultural and Extension Education  
Professor and Department Head**Go to Dr. Connors for anything related to  
parliamentary procedure and UI. **Email:** [**jconnors@uidaho.edu**](mailto:jconnors@uidaho.edu) **Phone: 208-885-6358**

**Lucas Barnett  
Idaho Division of CTE  
ANR Program Manager**Go to Lucas for state division reports,  
annual review, Carl Perkins funding, state funding, IQPS

**Email:** [**lucas.barnett@cte.idaho.gov**](mailto:lucas.barnett@cte.idaho.gov) **Phone: 208-429-5510  
  
Jacob Barber  
Idaho Division of CTE   
ANR Administrative Assistant**Go to Jacob if you can’t reach Mr. Barnett **Email:** [**jacob.barber@cte.idaho.gov**](mailto:jacob.barber@cte.idaho.gov) **Phone: 208-429-5534  
  
Tammy Ackerland  
Idaho Division of CTE   
FFA Coordinator**Go to Tammy with any questions about  
FFA membership or conference registration **Email:** [**tammy.ackerland@cte.idaho.gov**](mailto:tammy.ackerland@cte.idaho.gov) **Phone: 208-429-5502**

**August:**  
  
**Classroom/ Lab**

* Meet with previous teacher and/or a prominent program supporter to discuss strengths/weakness of the program, how to work with local administration, what works for that school and what does not. Evaluate suggestions and adjust to meet your needs
* Review/ establish grading procedures
* Review/ establish safety procedures and policies
* Review/ revise curriculum
* Check condition of shop tools
* Adjust safety guards and tool rests, change blades, repair welding cables and helmets
* Order shop/ classroom supplies
* Make sure counselor has correct ISEE codes entered for ag classes- click on ISEE Manuals at <http://www.sde.idaho.gov/tech-services/isee/>

**FFA**

* Meet with FFA officer team
* Plan FFA retreat/ officer training if applicable
* Email District Advisor for District FFA Calendar
* Prepare a recruitment plans for 1st of the school year.
* Determine National FFA Convention Plans-tours, reservations, etc.
* Plan for National FFA Convention registration- opens in Sept.Recruit for Ag Days (if in fall): Handouts and information available online at <http://www.uidaho.edu/cals/agdays>

**SAE**

* Contact members to set up SAE visitations- try and have a parent at the visit and review record books
* County Fair Duties (if applicable)
* Get login information for AET and FFA.org from State FFA Executive Director

**Department**

* Attend CTE Summer Conference
* Aug. 15th-Tech Prep Reports due in the CATEMA System
* Book rooms and register for NAAE national conference
* Review IQPS requirements and ask questions
* Add yourself to the Idaho Ag Ed Listserv- link on [www.theiata.com/resources](http://www.theiata.com/resources)
* Update Ag Teacher Directory information with University of Idaho Department of Agricultural and Extension Education

**September:**

**Classroom/ Lab**

* Order shop/classroom supplies
* Allow students to decorate bulletin boards
* Give Workplace Readiness Assessment (WRA) pretest to all seniors that will be enrolled in ag classes and Technical Skills Assessment pretest to all pathway completers (not required)
* Create one week's worth of emergency sub plans for all classes in case of illness or unexpected absence

**FFA**

* Start training teams for Soils/ Land Evaluation and Range CDEs
* Develop FFA POA if it hasn’t been accomplished yet
* Meet with local FFA Alumni, parents, supporters to go over yearly calendar
* Finalize National Convention plans, register
* Order FFA jackets if needed
* Help Reporter/ Historian update chapter scrapbook

**SAE**

* SAE visitations/update record books

**Department**

* Complete overnight trip requests/ bus requests/ sub requests for the year per school requirements
* Plan for Program Advisory Committee Meeting- set dates, contact individuals, find minutes from last meeting, set agenda
* Register for University of Idaho Ag Ed 560 – Beginning Teacher Induction in Agriculture (if applicable)
* Attend CTE Beginning Teacher Workshop (if applicable)

**October:**

**Classroom/ Lab**

* Parent contacts for all struggling students and some outstanding students

**FFA**

* Oct. 1st

- State Range and Soils Field Day Registration due to the State FFA Executive

Director

- Deadline to declare intent to affiliate for membership purposes

* Finalize sub plans and prepare paperwork for National FFA Convention (if applicable)
* Help students start FFA Agriscience Fair projects (if applicable)
* Help Reporter/ Historian update chapter scrapbook

**SAE**

* SAE visitations/record book updates

**Department**

* Oct. 15th

- 10-D Course and Projected Enrollment report due

* Propose any new courses for NEXT school year to school administration/ counselor
* Attend CTE Beginning Teacher Workshop (if applicable)
* Attend October Inservice Days as your district allows

**November:**

**Classroom/ Lab**

* Before Thanksgiving- order greenhouse plugs for Mother’s Day sale date
* Apply or recertify greenhouse and/or floral license (if applicable)
* Order greenhouse consumables (plastics, soils, etc) for January delivery
* Order Workplace Readiness Assessment (WRA) (required) and Technical Skills Assessment (if applicable) from CTECS

**FFA**

* Hand out State Degree Study guide to State Degree candidates- found on [www.idahoffa.org](http://www.idahoffa.org)
* Have members select Honorary State and American Degree, Distinguished Service, and VIP individuals and fill out applications- due at MidWinter Meeting
* Reserve hotel rooms for 212/360/Day on the Hill
* Help Reporter/ Historian update chapter scrapbook

**SAE**

* SAE visitations/record book updates

**Department**

* Nov 1st  
  - Advisory Committee minutes from previous year (Nov 1st-Oct 31st) due to state CTE office
* Hold fall Advisory Committee Meeting
* Attend NAAE Convention (if applicable)

**December**:

**Classroom/ Lab**

* Parent contacts for all struggling students and some outstanding students

**FFA**

* Dec. 1st

-FFA roster due online

- FFA Program of Activities due to State FFA Executive Director

* Hand out Applications/Sign-ups for 212/360/ Day on the Hill
* Complete applications for Honorary State and American Degree, Distinguished Service, and VIP individuals and turn in to your District Director to take to MidWinter Meeting
* Reserve rooms for SLC in Twin Falls
* Reserve rooms for State CDE’s in Moscow (if not staying in the dorms)
* Help Reporter/ Historian update chapter scrapbook

**SAE**

* SAE visitations and finalizing record books for calendar year
* Seek out student internship/ placement opportunities for spring SAEs

**Department**

* Work with school on next year’s registration/ course guide
* Consider applying for and fill out applications for IATA/ NAAE awards

**January:**

**Classroom/ Lab**

* Change/update bulletin boards in classroom
* Order vegetable seeds for Mother’s Day Sale date
* Receive delivery and re-order if needed for greenhouse consumables

**FFA**

* Create a plan for FFA Week
* Find out deadline for and turn in 212/360 registration
* Find out deadline for and turn in Cenarrusa FFA Day on the Hill/Legislative luncheon registration to AMG office in Meridian
* Have seniors work on FFA Scholarship Applications online
* Start planning the end of year banquet
* Start training SLC CDE Teams for open events
* Help Reporter/ Historian update chapter scrapbook

**SAE**

* Closeout past year record books and open new year record books
* Fill out state degree application
* State Degree Tests and Sifting

**Department**

* Finalize registration/ course guide information for next school year
* Schedule new student recruitment with Junior High or Middle School
* Register for UI Ag Ed 560 – Beginning Teacher Induction in Agriculture (if applicable)

**February:**

**Classroom/ Lab**

* Plant geranium plugs for Mother’s Day sale
* Plant hanging baskets for Mother’s Day Sale- end of February
* Make parent contacts for all struggling students and some outstanding students
* Give Workplace Readiness Assessment (WRA) to all seniors enrolled in ag class during the year

**FFA**

* Have the following students fill out State FFA applications:

-State officer candidates\*

-State FFA Talent\*  
 -State FFA Proficiency candidates\*  
 -FFA Officers- National Chapter\*  
 -FFA Officers- Superior Chapter\*  
 -Sophomores- WLC Scholarship\*

* Feb 15th National FFA Scholarships Applications Due
* Conduct activities for National FFA Week
* Help Reporter/ Historian update chapter scrapbook

**SAE**

* Find out district deadline for and turn in State Degree Applications
* Plan for spring county fair weigh-ins

**Department**

* Feb 1st  
  -Kindschy-Lawrence, Riesenberg, & Dirksen Scholarship Apps due to UI AEE for seniors majoring in ag education
* Feb 15th  
  -10-E Unduplicated Enrollment Report due online for semester based schools (lead instructor only)  
  -10-SS Summary of Student Status Report due online (CTE Online Administrator only)
* Take a mental health day on a Monday to help reduce stress and relax
* Register for NAAE Region 1 Conference (if applicable)

**March:**

**Classroom/ Lab**

* Plant pepper seed for Mother’s Day Sale- highly recommended to use a heating mat
* Plant tomato seeds mid March

**FFA**

* Beginning of March- promote SLC, create sign-up/ applications
* At FFA meeting, discuss the role of delegates at SLC and select members to represent chapter
* Print off delegate issues packet and allow delegates to review with chapter members
* March 1st

- All applications marked with a \* from previous month due to State FFA

Executive Director

* March 15th  
  - Last day to enroll FFA member eligibility and participation at SLC
* Find out deadline for and submit State Leadership Conference registration
* Find out due date for and submit Job Interview Portfolios, Prepared Public Speaking Manuscripts, and Agriscience Fair (if applicable)
* Help Reporter/ Historian update chapter scrapbook

**SAE**

* SAE visitations/record book updates

**Department**

* March 15th

-10-E Unduplicated enrollment report due online for trimester based schools (lead instructor only)

* Register for IATA Summer Inservice

**April:**

**Classroom/ Lab**

* Transplant peppers and tomatoes when they reach the true leaf stage
* Make parent contacts for all struggling students and some outstanding students
* Administer Technical Skills Assessments (TSA) for all junior and senior pathway completers (if applicable)

**FFA**

* Attend FFA SLC
* Hold FFA End of Year Banquet
* Start training teams for State CDE’s in June
* Help Reporter/ Historian update chapter scrapbook

**SAE**

* SAE visitations/record book updates

**Department**

* Plan for spring Program Advisory Committee Meeting
* Attend NAAE Region 1 Conference (if applicable)

**May:**

**Classroom/ Lab**

* Backup computer files and write down passwords
* Update inventory
* Complete requisition request for next school year
* Complete maintenance request for summer

**FFA**

* May 1st

- Last day to enroll FFA members for the year

* Find out deadline for State CDE Registration due to UI Department of Agricultural Education and Extension
* Help Reporter/ Historian update chapter scrapbook

**SAE**

* Meet with administrator about summer contract expectations and plans
* Department
* May 15th

- Local Annual Application due to State CTE Office (provides statement of assurance and budget information)

* Register for CTE Summer Conference
* Submit final PO requests

**June:**

**Classroom**

* Clean-up classroom and lab, file papers and organize supplies

**FFA**

* June 1st  
  - Annual FFA Chapter Report due to State FFA Executive Director  
  - American Degree Applications Due to State Executive Director
* Attend State CDE’s in Moscow
* June 30th  
  - CDE Team Verification Forms due online at www.ffa.org (for teams representing Idaho at Nationals)
* June 30th  
  - Idaho CTE Foundation scholarship application due for students attending National Convention on a 1st place team
* Plan officer retreat (any time during summer)
* Plan for National Convention housing- contact FFA Executive Director

**SAE**

* SAE visitations/ record book updates

**Department**

* Attend IATA Summer Inservice

**July:**

**Classroom/ Lab**

* Complete maintenance and repair of shop tools
* Work on curriculum

**FFA**

* July 1st  
  - National FFA Convention Band, Chorus, & Talent Applications due to the National FFA Office  
  -National Chapter Applications and proficiency applications advancing to the national level due to State FFA Executive Director

**SAE**

* SAE visitations/record book updates

**Department**

* Complete credit requirements for IATA Summer Inservice (if applicable)

**Teacher Strengths – Updated 2018**

The following list was created by Idaho agriculture teachers at Summer Conference 2009. Contact information can be found in the Idaho Ag Ed Directory.

**Ag Communications**

Mike Martin – Marsing

Jeremy Falk – UI

Tom Jacobsen - North Fremont

**Ag Mechanics**

Jack McHargue – UI, retired

Joe Blackstock – Kuna

Nick Davis - Middleton

Tom Woodland – Gooding

Val Johnson – Madison

Alan Schoen – Rimrock

Vince Wray – Shelley

o Large Engines

Lex Godfrey – Rigby

o Trailer Construction

o Welding

Jesse Miller - Declo

Don Bird – West Jefferson

Ray Shirts – Vallivue

Alan Heikkila - Meridian

Jason Tindall - Ridgevue

Larin Crossley - Preston

**Ag Issues Forum**

Marc Beitia – American Falls

Tom Jacobsen – North Fremont

Dr. Jim Connors – UI

**Agriscience**

Jaysa Fillmore – Cassia

Jeremy Falk - UI

**Ag Sales**

JR Morrow – Genesee

Jason Bair – Madison

Dan Billington-Castleford

Steve Wilder – Meridian

Ray Shirts – Vallivue

Keith Hyatt – Payette – Retired

Nick Davis- Middleton

**Agronomy**

Shawn Dygert – Kuna

Don Bird – West Jefferson

Mike Tesnohlidek – Fruitland

Jack Blattner- Meridian

Trent VanLeuven- Mackay

Stuart Nesbitt - Wieser, retired

**Animal Science**

Vince Wray - Shelley

Kattlyn Wolf - UI

Amy Nichols – Cambridge

Joe Blackstock – Kuna

Steve Wilder – Meridian

Liz Russell - Meridian, Equine

Alan Willmore - Jerome

**Aquaculture**

Matt Wilson – CSI

JR Morrow – Genesee

Jason Bair – Madison

Daniel Knapp – Hagerman

Mike Tesnohlidek – Fruitland

Trent VanLeuven- Mackay

**Computer Technology**

Nicole Lebsack- Jerome

Jaysa Fillmore - Cassia

Lex Godfrey - Rigby, AET

Casey Zufelt - National FFA

Ben Meyer - National FFA

Dr. Kasee Smith - UI, AET

Cami Schumann - Raft River, AET

**Conduct of Meeting**

Shawn Dygert - Kuna

Robert Hale - Rigby

Marc Beitia – American Falls

**Creed Speaking**

Cathy Mosman – Nezperce - parent

Marc Beitia – American Falls

Larin Crossley – Preston

**Dairy Cattle**

Jim Summers – Westside, retired

Shawn Dygert – Kuna

Larin Crossley – Preston

Vince Wray - Shelley

Dan Billington - Castleford

**Dairy Foods**

Cody Porath – Kimberly

Tom Clifton – Jerome

Ray Shirts – Vallivue

Mike Tesnohlidek – Fruitland

Kyle Stapleton – Nezperce

Cathy Mosman - parent in Nezperce

**Environmental and Natural Resources**

Nathan Low – Emmett

Tom Woodland – Gooding

Karen Launchbaugh – UI

Marc Beitia – American Falls

Trish Stokes - Meridian

Sue Poland - Homedale

Jodie Mink - Cambridge

Heather Hendren - Kimberly

Daniel Knapp - Hagerman

Jason Bair - Madison

**Extemporaneous Speaking**

Cathy Mosman – Nezperce - parent

Shawn Dygert – Kuna

Amy Nichols – Cambridge

Steve Wilder – Meridian

JR Morrow – Genesee

**Farm Business Management**

Joe Blackstock – Kuna

Robert Hale – Rigby

Larry Church – Payette – retired

Don Bird – West Jefferson

Ray Shirts - Vallivue

Cody Porath – Kimberly

**FFA Alumni/Chapter Activities**

Alan Heikkila – Meridian

Brian Wolf – Filer

Sid Freeman- Caldwell

Mark Pratt- Idaho FFA Alumni

Ben Meyer- National FFA

Alan Krick - Genesee, Alumni

**Floriculture**

Leslie Blackburn – CWI

Mike Tesnohlidek – Fruitland

Janna Volkers – Nampa

Sue Poland – Homedale

Jodie Mink- Cambridge

Chance Munns- CSI

Heather Hendren - Kimberly

Brandee Lewis - Shoshone

**Food Science and Technology**

Tom Woodland – Gooding

Cody Porath – Kimberly

Jodie Mink - Cambridge

Nicole Lebsack- Jerome

Liz Russell- Meridian

Dr. Jeremy Falk- UI

Dr. Brennan Smith - UI

**Forestry**

Robert Hale - Rigby

Ray Shirts - Vallivue

Travis Edwards - Kuna

Troy Wright - Fruitland

Tom Woodland - Gooding

Nicole Lebsack - Jerome

Val Johnson - Madison

**Horse**

Joe Burrie – Malad , retired

Lori Idsinga – Homedale – Idaho FFA

Robert Hale – Rigby

Travis Edwards – Kuna

Billie Jo Blackson - Technical Careers HS

Liz Russell - Meridian

**Horticulture/Greenhouse**

Jeff Gerard – Hansen, retired

Robert Hale – Rigby

Mike Tesnohlidek – Fruitland

Bill Dean – Emmett, retired

Jason Bair – Madison

Shawn Dygert – Kuna

Daniel Knapp – Hagerman

Trent VanLeuven - Mackay

Chance Munns - CSI

**Job Interview**

Jason Bair – Madison

Kyle Stapleton – Nezperce

Jack Blattner – Meridian

Katie Mosman - Grangeville

**Livestock**

Joe Blackstock – Kuna

Steve Wilder – Meridian

Troy Wright – Fruitland

Daniel Knapp – Hagerman

Joe Maxwell- Kimberly

Shane Wetzel - Madison

**Marketing Plan**

Jeff Gerard – Hansen, retired

Mike Martin – Marsing

Trent VanLeuvan – Mackay

Marc Beitia - American Falls

**Meats**

Jack Blattner – Meridian

Joe Blackstock – Kuna

Robert Hale – Rigby

Mike Tesnohlidek – Fruitland

Tom Woodland – Gooding

Brian Wolf - Filer

Troy Bird - Minico

Stacie Reid - Potlatch

**National Chapter**

Marc Beitia – American Falls

Shawn Dygert – Kuna

Heather Hendren – Kimberly

Sue Poland - Homedale, retired

Steve Wilder - Meridian

**Nursery**

Robert Hale – Rigby

Nick Davis – Middleton

Trish Stokes – Meridian

Jodie Mink- Cambridge

**Parliamentary Procedure**

Joe Blackstock – Kuna

Steve Wilder – Meridian

Dr. Jim Connors – UI

Jack Blattner – Meridian

Val Johnson – Madison

Robert Hale – Rigby

Tom Clifton – Jerome

**Carl Perkins Law and Funding**

Josie Chancey – CTE

Val Johnson – Madison

Shawn Dygert- Kuna

**Prepared Public Speaking**

Jim Summers – Westside, retired

Larin Crossley – Preston

Alan Heikkila – Meridian

Steve Wilder – Meridian

Dr. Katllyn Wolf - UI

**Proficiency Awards**

Shawn Dygert - Kuna

Lex Godfrey – Burley

Sue Poland - Homedale, retired

**Range**

Shawn Dygert – Kuna

Karen Launchbaugh – UI

Tom Woodland – Gooding

Cody Porath – Kimberly

Daniel Knapp – Hagerman

Sue Poland - Homedale, retired

Jodie Mink - Cambridge

**Recordbook/State Degree**

Lex Godfrey – Rigby

Shawn Dygert – Kuna

Brian Wolf – Filer

**Scrapbook**

Heather Hendren – Kimberly

Marc Beitia – American Falls

Sue Poland - Homedale, retired

Jodie Mink - Cambridge

**Small Engines**

Alan Heikkila – Meridian

Ray Shirts – Vallivue

Randy Hillman – South Fremont

Jack McHargue – UI, retired

Joe Blackstock – Kuna

Don Bird – West Jefferson

Vince Wray – Shelley

Alan Schoen - Rimrock

**Soils**

Lex Godfrey – Rigby

Tom Woodland – Gooding

Shawn Dygert – Kuna

Larin Crossley - Preston

Don Bird – West Jefferson

Larry Church – Payette , retired

Anita Falen – UI

Kyle Stapleton - Nezperce

JR Morrow - Genesee

Tom Clifton - Jerome

Sam Hoffman - Troy

**Structures/Woods**

Ron Corbett – Council

Harley Wilson – Middleton

Kyle Stapleton – Nezperce

Val Johnson - Madison

**Trailers/Metal Fab**

Lex Godfrey – Rigby

Zebbie Miller – Shelley, retired

Jesse Miller – Declo

Keith Hyatt – Payette , retired

Jason Tindall – Ridgevue

Val Johnson - Madison

Harley Wilson - Middleton

**Welding**

Brian Wolf – Filer

Lex Godfrey – Rigby

Alan Heikkila – Meridian

Jesse Miller – Declo

Jack Blattner – Meridian

Val Johnson – Madison

**Vet Science**

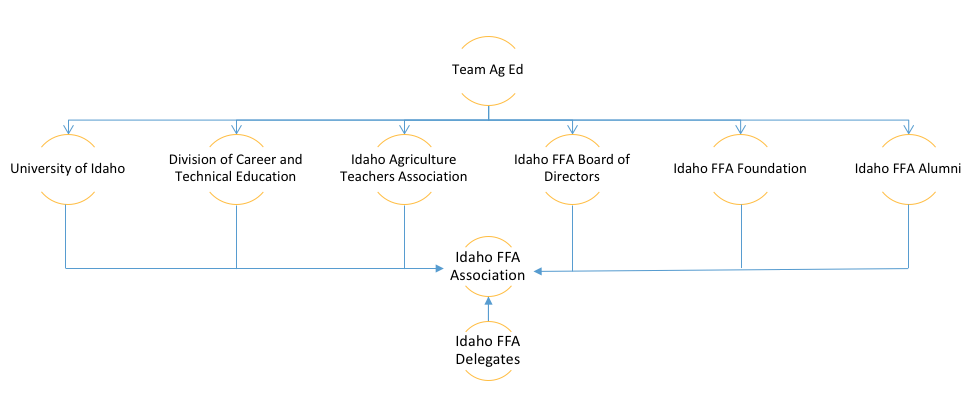
Janna Volkers - Nampa

Brian Wolf - Filer

Steve WIlder - Meridian

Heather Hendren - Kimberly

**Team Ag Ed Structure**

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**Helpful Links**

**Program Management**

* Idaho Division of Career and Technical Education: <http://www.cte.idaho.gov>
* Idaho State FFA CDE Rules and Policies:
* <http://www.uidaho.edu/cals/agricultural-and-extension-education/agricultural-educators/career-development-event>
* Idaho State Department of Education Certification/ Re-certification web page: <http://www.sde.idaho.gov/site/teacher_certification/>
* Idaho Ag Ed List-Serve/email distribution: <https://lists.uidaho.edu/mailman/listinfo/idahoaged> to sign up, [idahoaged@uidaho.edu](mailto:idahoaged@uidaho.edu) to send
* Idaho Ag Teacher Directory: <https://www.uidaho.edu/cals/aee> Click on “Agricultural Educators” and “Idaho Teacher Directory”

**Associations**

* NAAE: <http://www.naae.org/index.cfm>
* ACTE: <https://www.acteonline.org/>
* CTEI: <http://www.ctei.org/>
* IATA: <http://theiata.com>
* Idaho FFA: <http://www.idahoffa.org>

**Curriculum**

* Communities of Practice: <http://communities.naae.org/welcome>
* Idaho Ag Ed Curriculum: <https://www.uidaho.edu/cals/agricultural-and-extension-education/agricultural-educators/curriculum-guides>
* FFA.org My Journey: <https://www.ffa.org/my-journey>
* UI Range Website:

<https://idahorange.wordpress.com/>

* UI ENR Website:

<https://idahorange.wordpress.com/>