

Summer Ag Program

Standard Operating Procedure:

The Standard Operating Procedures for a Summer Ag Program are outlined in **R277-911-10**.

Disbursement of Funds – Summer CTE Agriculture Programs. A copy of R277-911-10 is attached to this document (Appendix A).

March

- CTE Director
 1. Legislative Estimate
 - a. If you operated a Summer Ag Program the previous year, and you will **not** be adding participants to or subtracting participants from your district’s Summer Ag Program, you do not need to do anything. The teachers who operated a Summer Ag Program the previous year will be automatically added to the current year Legislative Estimate.
 - b. If you plan on adding agricultural education teachers, through new positions, you must notify the State Specialist-Agricultural Education by March 1st. The new positions will then be added to your allocation on the Legislative Estimate.

May

- Teacher/Intern:
 1. Develop a calendar of activities which shall be approved by the LEA and reviewed by the Superintendent (State Specialist-Agricultural Education). (R277-911-10-2-b)
 - a. Calendar used must be the planning calendar found in AET (Agricultural Experience Tracker)
 - b. Calendar must outline a plan of work of not less than 360 hours. (R277-911-10-6-a)
 - c. The calendar must be submitted to the LEA (District CTE Director) and the Superintendent (State Specialist-Agricultural Education) by May 15, 2022.
 2. Enroll a minimum of 35 students in the Summer Ag Program. (R277-911-10-6-a)
 - a. Student’s must be enrolled through AET in the “Summer Ag Program – 2022” Course.
 - b. The students must meet the criteria outlined in R277-911-10-4-a-d.
 - c. The students must be enrolled, and the enrollment report submitted to the LEA (District CTE Director) and the Superintendent (State Specialist-Agricultural Education) by May 15, 2022.
- CTE Director:
 1. Review and approve the calendars submitted by the agricultural education teachers in the district that will operate a Summer Ag Program.
 2. Review and approve the list of students that will participate in the Summer Ag Program.
 3. If you have added or subtracted participants in the Summer Ag Program from what was in the March Legislative Estimate, you will need to notify the Superintendent (State Specialist-Agricultural Education) with that update so that adjustments to your allocation can be made.

June

- Teacher/Intern:
 1. Complete the “Teacher Journal Summary Report” in AET (Agricultural Experience Tracker) reporting activities from the start of the “Summer Ag Program” through June 30, 2022. (R277-911-10-2-e)

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2. Send a copy of the “Teacher Journal Summary Report” to the LEA (District CTE Director) and the Superintendent (State Specialist-Agricultural Education) by July 1, 2022.
- CTE Director:
 1. Review and approve the “Teacher Journal Summary Report” submitted by the agricultural education teachers participating in the Summer Ag Program.

July

- Teacher/Intern:
 1. Complete the “Teacher Journal Summary Report” in AET (Agricultural Experience Tracker) reporting activities from the start of the “Summer Ag Program” through July 31, 2022. (R277-911-10-2-e)
 2. Send a copy of the “Teacher Journal Summary Report” to the LEA (District CTE Director) and the Superintendent (State Specialist-Agricultural Education) by August 1, 2022.
- CTE Director:
 1. Review and approve the “Teacher Journal Summary Report” submitted by the agricultural education teachers participating in the Summer Ag Program.

August

- Teacher/Intern:
 1. Complete the “Teacher Journal Summary Report” in AET (Agricultural Experience Tracker) reporting activities from the start of the “Summer Ag Program” through August 31, 2022. (R277-911-10-2-e)
 2. Send a copy of the “Teacher Journal Summary Report” to the LEA (District CTE Director) and the Superintendent (State Specialist-Agricultural Education) by August 31, 2022.
- CTE Director:
 1. Review and approve the “Teacher Journal Summary Report” submitted by each agricultural education teachers participating in the Summer Ag Program. (R277-911-10-5-b)
 2. Utah Grant System – Summer Ag Program will **GO LIVE** in August.
 3. Utah Grant System – Summer Ag Program will **CLOSE** September 1, 2022.
 4. By September 1, 2022, the CTE Director will:
 - a. Complete the LEA Request for Funding – Summer 2022 – Summer CTE Agriculture Program application (Appendix B), and
 - b. upload in the grant the following items.
 - LEA Request for Funding – Summer 2022 - Summer CTE Agriculture Program application (Appendix B).
 - “Teacher Journal Summary Report” for each participant in the program.

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Appendix A:

R277-911-10. Disbursement of Funds – Summer CTE Agriculture Programs.

(1)(a) To receive state summer CTE agriculture program funds, an LEA shall submit to the Superintendent, an application for approval of the LEA's program.

(b) An LEA shall submit its application prior to the annual due date specified by the Superintendent each year.

(c) The Superintendent shall send notification of approval of an LEA's program within ten calendar days of receiving the application.

(2) A teacher of a summer CTE agriculture program shall:

(a) hold a valid Utah teaching license, with an endorsement in agriculture, as outlined in Subsection R277-911-3(7);

(b) develop a calendar of activities which shall be approved by LEA administration and reviewed by the Superintendent;

(c)(i) work a minimum of eight hours a day in the summer CTE agriculture program;

(ii) An LEA may approve exceptions which shall be reflected in the calendar of activities;

(d) not engage in other employment, including self-employment, which conflicts with the teacher's performance in the summer CTE agriculture program;

(e) develop and file a weekly schedule and a monthly report outlining accomplishments related to the calendar of activities with:

(i) the school principal;

(ii) the LEA CTE director; and

(iii) the Superintendent; and

(f) visit the participating students a minimum of two times during the summer program with a minimum average of four on-site visits to students.

(3) College interns may be approved to conduct summer CTE agriculture programs upon approval by the Superintendent.

(4) Students enrolled in the summer CTE agriculture program shall:

(a) have on file in the LEA office the student's Plan for College and Career Readiness goal related to agriculture;

(b) in conjunction with the student's parent or employer and the teacher, develop an individual plan of activities, including a supervised occupational experience program;

(c) have completed the eighth grade; and

(d) have not have graduated from high school.

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(5)(a) The Superintendent shall collect data from the program and staff of each LEA to ensure compliance with approved standards.

(b) An LEA shall submit to the Superintendent a final program report, on forms provided by the Superintendent on the annual due date specified by the Superintendent.

(6)(a) The Superintendent shall allocate Summer CTE agricultural funding to each LEA conducting an approved program for a minimum of 35 students lasting nine weeks.

(b) An LEA may receive funding for no more than nine weeks or 35 students.

(7) An LEA operating a program with fewer than 35 students per teacher or for fewer than nine weeks may only receive a prorated share of the summer CTE agricultural allocation.

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Appendix B:

LEA Request for Funding – Summer 2022
Summer CTE Agriculture Program
<p>Duration of Program: May 15, 2022 through August 31, 2022</p>
<p>Eligible Applicants: Utah School Districts or Utah Charter Schools with approved CTE Agricultural Education programs. Teachers who hold a valid Utah teaching license, with an endorsement in agriculture, as outlined in Subsection R277-911-3(7); or College Interns enrolled in a Teacher Preparation program for agricultural education.</p>
<p>LEA Assurances:</p> <ol style="list-style-type: none">1. To receive state summer CTE agriculture program (R277-911-10) funds, an LEA shall submit to the Superintendent, an application for approval of the LEA’s program. An LEA shall submit its application prior to the annual due date specified by the Superintendent each year.2. An LEA shall submit to the Superintendent a final program report, on forms provided by the Superintendent on the annual due (August 31, 2022) date specified by the Superintendent.3. An LEA may receive funding for no more than 360 hours or 35 students.4. An LEA operating a program with fewer than 35 students per teacher or for fewer than 360 hours may only receive a prorated share of the summer CTE agricultural allocation.
<p>Teacher/Intern Assurances: The Teacher/Intern Shall:</p> <ol style="list-style-type: none">5. hold a valid Utah teaching license, with an endorsement in agriculture, as outlined in Subsection R277-911-3(7);6. develop a calendar of activities which shall be approved by LEA administration and reviewed by the Superintendent;7. work a minimum of 360 hours in the summer CTE agriculture program;8. enroll a minimum of 35 students in the CTE summer agriculture program9. not engage in other employment, including self-employment, which conflicts with the teacher's performance in the summer CTE agriculture program;10. develop and file a weekly schedule and a monthly report outlining accomplishments related to the calendar of activities with:<ol style="list-style-type: none">a. the school principal;b. the LEA CTE director; andc. the Superintendent; and11. visit the participating students a minimum of two times during the summer program with a minimum average of four on-site visits to students.
<p>Student Assurances: The student shall:</p> <ol style="list-style-type: none">12. have on file in the LEA office the student’s Plan for College and Career Readiness goal related to agriculture;13. in conjunction with the student's parent or employer and the teacher, develop an individual plan of activities, including a supervised occupational experience program;14. have completed the eighth grade; and15. have not graduated from high school.

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LEA Request for Funding– Summer 2022			
Summer CTE Agriculture Program			
Applicant LEA			
LEA Address			
LEA CTE Director			
Address (If different than above)			
Phone			
Email Address			
Information for school(s) – teacher(s) receiving Summer CTE Agriculture Program funding. Include all schools and the teachers in the school who will receive Summer CTE Agriculture Program funding.			
#	School	Teacher	Teacher Email Address
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Signature indicates willingness to meet all requirements of the program and expenditures align with appropriate State funding guidelines.

LEA CTE Director		Date	
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