

*"New Agricultural Education Program" means an agricultural education program approved by the State Board of Education in a school district that has not had an agricultural education program for a period of 10 years or more prior to the date of application for a grant.*

*"Personal Services Cost" means the cost (salary and benefits) of a teacher providing 60 additional days, which shall mean 400 additional hours, outside the teacher's regularly scheduled teaching duties for the benefit of agricultural education. The 400 additional hours shall be any activity that is to the benefit of agricultural education, as defined by the State Board in in this Subpart E, regardless of the time of year the activity occurs. [105 ILCS 5/2-3.80b(a)]*

"School Code" means 105 ILCS 5.

"School District" means a public school district or area vocational center.

"Supervised Agricultural Experience" or "SAE" means activities that are work-based learning activities such as degree/award preparation, SAE visits, record book instruction, training or assistance. The recommended minimum level of activity for this component is 17 days or 136 hours.

"Three Circle Model" means a model used to identify the central components of an agricultural education program. The central components are:

Classroom/laboratory instruction: Including contextual, inquiry-based instruction and learning.

FFA: Fostering the development of premiere leadership, personal growth, and career success through engagement in its programs and activities.

SAE: Including experiential, service and work-based learning.

"Work-based Learning" means an activity or interaction among the teacher, student and/or employer or industry representative who provides experience related to an agricultural career interest. Work-based learning includes, but is not limited to, SAEs, job shadowing, internships, apprenticeships, school-based enterprises, industry-led projects and challenges or competitions.

(Source: Added at 41 Ill. Reg. 14099, effective November, 3, 2017)

**Section 75.510 Purpose and Objectives**

This Subpart E establishes the application procedure and criteria for the allocation of formula grant funds to eligible school districts and area vocational centers created pursuant to Section 10-22.31a of the School Code to support personal service costs of teachers' time spent outside the regularly scheduled teaching duties in order to expand and improve their ability to carry out activities based on the three circle model for agricultural education.

(Source: Added at 41 Ill. Reg. 14099, effective November, 3, 2017)

**Section 75.520 Eligible Applicants**

Eligible applicants under this Subpart E shall be Illinois school districts and area vocational centers created pursuant to Section 10-22.31a of the School Code that employ full-time middle or secondary school teachers in a State approvable agricultural education program as defined by Section 75.210 or is an approvable middle school program.

(Source: Added at 41 Ill. Reg. 14099, effective November, 3, 2017)

**Section 75.530 Application Procedure**

- a) School districts shall submit an intent to apply application to the State Board of Education. The application must include all information necessary in completing the formula calculations for this grant. This information shall include, at a minimum, the names of the teachers the school district used the grant to pay, current year base salaries, how the extra hours are an extension of the teachers' regular duties, and the anticipated number of individuals impacted. School districts shall also indicate the initial prorated funding level at which the district would elect to opt out of the grant. Applicants will have a minimum of 30 days from the date the applications are released to submit their intent to apply.
- b) Once the preliminary allocations have been determined and a total funding request has been identified, the State Board will distribute funds to school districts as follows:
  - 1) if the total appropriated funding allotment for the grant program is less than the total amount requested in the initial application, the allocation amounts to each school district will be prorated. Allocations will be based on the school district's identified opt-out funding level in place of the prorated preliminary allocation. School districts that choose to opt out forfeit their preliminary allocation. The remaining school districts will be recalculated to determine the final allocation to each school district.
  - 2) if the total appropriated funding allotment for this grant program is equal to or exceeds the total amount requested in the initial applications, the school district's preliminary allocations will become the final allocation.
- c) Once the final allocations have been determined, the school district must complete and submit a budget application.

(Source: Added at 41 Ill. Reg. 14099, effective November, 3, 2017)

**Section 75.540 Allocation of Funds**

- a) Funding in each year is subject to appropriation and satisfactory progress of the school district in the previous grant year.
- b) All eligible applicants shall receive funds in accordance with Section 75.530(b).
- c) Each teacher identified in the intent to apply application must complete 400 hours of approved activity. No more than 400 hours will be paid according to the parameters of the grant. Eight hours shall equal one day. Only hours when the teacher is representing the program/chapter or supervising students shall be counted and must relate to agricultural education. No hours related to activities of a personal nature are permitted. The hours of activity must be in approved activities based on the agricultural education three circle model and shall fall into one of the three following categories: work-based learning (SAE), career and technical student organization, and curricular/intra-curricular related activities.
- d) Determination of School District's Personal Service
  - 1) Existing agricultural education programs may apply for an *amount not to exceed 50% of the days for personal services cost for each agricultural education teacher employed.*
  - 2) *New agricultural education programs may apply for an amount not to exceed:*
    - A) *100% of the days for personal services cost for each agricultural education teacher in the program's first and second year; and*
    - B) *80% of the days for personal services cost for each agricultural education teacher in the program's third and fourth year. [105 ILCS 5/2-3.80b(c)]*
- e) Personal service costs and/or extended contracts shall be based upon the following:
  - 1) the reasonably expected personal services cost for a teacher based on the cost of each teacher's regularly scheduled teaching duties, including all costs paid by the district at the daily rate of each teacher; and
  - 2) the daily rate of each teacher (base salary of each teacher in the current year divided by 180 days). This rate will be multiplied by 60 days of

approved activities for each teacher in the school district as indicated in subsection (d).

- f) Allocations may be prorated if the amount of funds allotted for this program is insufficient to cover the grant requests for funding. If funds are prorated, school districts will have an opportunity to opt out of the grant.

(Source: Added at 41 Ill. Reg. 14099, effective November, 3, 2017)

**Section 75.550 System for Reporting Hours**

An electronic mechanism will be provided for school districts to report hours of approved activities fulfilling the reporting and documentation requirements of the State Board. This mechanism will collect a report for school districts to determine the activity, hours and impact of the teacher's activities. This report will include, at a minimum, the school district and teachers' names, date and time of activity, a description of how the activity performed relates to the activities approved under the grant, number of hours spent on each activity, and the number of individuals impacted. This report must be submitted prior to approval of the subsequent fiscal year's grant budget approval.

(Source: Added at 41 Ill. Reg. 14099, effective November, 3, 2017)

**Section 75.560 Terms of the Grant**

- a) The teacher shall be a full-time teacher (i.e., under at least a current nine month (180 days) contract based on an eight hour day).
  - b) A school district may apply for a grant for personal services of each full-time agricultural education teacher.
  - c) Activities funded under this grant as personal services shall occur outside of the regularly scheduled teaching duties for the benefit of agricultural education.
  - d) Grants are available to eligible school districts to assist with the personal services costs of agricultural education teachers beyond or outside of the nine month contract but not to exceed the total of 12 months in any given year.
  - e) Each teacher identified in the intent to apply application is responsible for completing and documenting the 400 hours of approved activities beyond the regularly scheduled teaching duties for the benefit of agricultural education. The school district shall submit that documentation to the State Board of Education, along with documentation substantiating the total payment (its share of the cost of payments to each teacher as well as the allocated funds).
- 1) Grant Term Violations
    - A) Failure to Submit Required Documentation  
If a school district fails to submit the required documentation in order to meet the grant requirements, the district is considered the offending party.
    - B) Failure to Meet the 400 Hour Extra Work Commitment  
If an individual teacher within the district (if there is more than one agricultural education teacher) fails to complete or document the 400 hours, that teacher is the offending party. If all teachers in a district fail to complete or document the 400 hours, the district is the offending party.
  - 2) Penalty for Failing to Meet the Documentation or Work Hour Requirement  
Failure to meet a program requirement will result in the ineligibility of the offending party for a grant in the subsequent year.



- 3) The State Board of Education can waive this ineligibility in extenuating circumstances when completion of the requirements is not possible and/or is out of the district's control (e.g., severe illness, death, etc.). The district shall document the circumstance as applicable.
- f) In the case of a teacher on leave or long-term illness (e.g., sabbatical, sick leave, maternity leave), it is possible for a school district to request that a long-term substitute or equivalent representative fulfill the hours to receive the funds so long as the teacher or the substitute completing the hours receives those funds.
- g) The district will hold the teacher harmless in the event:
  - 1) the grant is prorated subject to Section 75.530(b). The teacher shall be entitled to the extended contract benefits or additional hours outside of the teacher's regularly scheduled teaching duties for the benefit of agricultural education, as agreed to by the school district and teacher prior to the grant application; or
  - 2) a district applies for the grant and then the grant becomes no longer available. The teacher shall be entitled to the extended contract benefits or additional hours outside of the teacher's regularly scheduled teaching duties for the benefit of agricultural education, as agreed to be the school district and teacher prior to acceptance of the grant.

(Source: Added at 41 Ill. Reg. 14099, effective November, 3, 2017)