Section 3. Board Membership

- The Board of Directors shall consist of members as follows:
  o a. Parents, or Adults each representing an interest in beef and/or swine and/or dairy and/or goat and/or sheep.
  o b. Treasurer of Sierra-Manteca FFA Advisory Committee with non-voting privileges. If treasurer is an elected member of the board then he/she shall have voting privileges.
  o c. The Advisory members(s), one FFA Instructor, and the immediate past Chairman of the Board of Directors shall be ex-officio members, with non-voting privileges.
  o d. Only elected members of the Board of Directors shall have voting privileges.

Section 4. How Nominated

- A committee named by the Chairperson in August shall nominate the adult candidates for the Board of Directors/Advisory Committee. The nominating committee will report a slate of adult nominees to the Board of Directors at the September meeting. The Board of Directors will announce the slate at the September meeting of the Advisory Council at which time nominations from the floor will be taken.

Section 5. How and When Board Members Elected

- Board members shall be elected by paper ballots, mailed three weeks prior to the annual meeting in October to eligible members.

Section 6. Term of Board Membership

- a. Term begins at the close of the October meeting of the year elected.
- b. Three years shall be considered a full term for adult members.

Section 7. Vacancies on Board

- Vacancies on the Board shall be filled by appointment by the Chairperson with approval of the Board of Directors. Vacancy will be formally filled at the next annual election.

Section 8. Officers of the Board

- Officers shall consist of a Chairperson, Vice Chairperson and a Secretary. The Board of Directors shall elect their Vice Chairperson and Secretary each year and the Vice Chairperson moves into the Chairperson role the following year.
Section 9. Quorum

- A quorum shall consist of a majority of the voting members of the Board of Directors.

Section 10. Meetings

- The Board of Directors shall meet quarterly. Special meetings may be called by the Chairperson with written and/or telephone notice to all members of the Board.

Article V – Advisory Meetings

Section 1. Annual Meeting

- Meetings will be held twice a year. Once in the Late Summer/early Fall and again in the Spring.

Section 2. Special Meetings

- Special meetings may be called by the Board of Directors with written and/or telephone notice to all members.
- Section 3. General Membership Meetings
- General membership meetings will be held monthly, with at least 10 meetings per year, with written and/or telephone notice to all members.

Article VI – Committees

Standing Committees shall be appointed by the Chairperson. The Committees shall be as follows:

1. Grounds
2. Trophy/Awards
3. Sale
4. Show
5. Finance
6. Awards Banquet
7. Others, as needed

Article VII – Amendments

The By-Laws may be amended at any monthly or special meeting of the Advisory Council by a 2/3 vote of the members present. Proposed changes recommended by the Board of Directors of the Advisory Council shall be announced at the meeting prior to the vote and be sent to all members prior to the monthly or special meeting.

Article VIII – Standing Rules
1. The Board of Directors shall meet quarterly at a time and place specified by the Chairperson of the Advisory Council.
2. The Order of Business shall be as follows:
   - a. Call to Order
   - b. Secretary’s Minutes
   - c. Treasurer’s Report
   - d. Other Officer’s Report
   - e. Reports of Standing Committees
   - f. Unfinished Business
   - g. New Business
   - h. Adjournment

**Article IX – Finances**

An audit committee should be appointed by the Board of Directors in October to complete an annual audit by December 31st and report the results at the Spring meeting.
Ag Education and School Farm Advisory Committee

At the direction of the Manteca Unified School Board, the Superintendent is to maintain a District Ag Education and School Farm Advisory Committee with the purpose of providing guidance, advice, and oversight relative to Ag Education in the District as well as the Manteca Unified School District Farm.

The Committee shall meet regularly and advice on issues related to both educational program and farm operations.

Any and all decisions related to the District Farm including: construction, capital improvements, land use utilization, zoning, and budget development shall be referred to the Committee prior to Administrative or Board Action for the purpose of seeking input and advice which will be presented to the School Board in the form of a recommendation from the Committee.

The Superintendent, in cooperation with the Committee, will establish and maintain Administrative Regulations, which address this policy.
MANTECA UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA ITEM

DATE: __June 12, 2007_________

SUPERINTENDENT'S REPORT
PUBLIC HEARING
X CONSENT

DEPARTMENT: Educational Services

ACTION

TITLE: Consider Adoption of New Board Policy and Administrative Regulation 1221.7, Ag Education and School Farm Advisory Committee – Second Reading and Final Adoption

Background
Consider approval of new Board Policy and Administrative Regulation 1221.7, Ag Education and School Farm Advisory Committee.

Recommendation
Administration recommends Board adoption of the second reading.

Funding
N/A
Manteca Unified School District
Ag Education and School Farm Advisory Committee

Article I - Name

The name of this committee shall be "Manteca Unified School District Superintendent's Ag Education and School Farm Advisory Committee," hereinafter referred to as Ag Advisory Committee.

Article II - Purpose

At the direction of the Manteca Unified School Board, the District Ag Advisory Committee will advise the Superintendent and School Board with the purpose of providing solutions to issues and concerns related to agricultural education throughout MUSD as well as the full scope of operations relative to the District Farm.

Article III – Functions and Duties of the Ag Advisory Committee

1. Advise on what type of Agricultural Education programs are offered and how the school farm can be an integral part of these programs.

2. Assist the ag teacher(s) in finding suitable work stations (internships, work-study, cooperative learning, partnerships) for students in both production agriculture and agri-industry occupations.

3. Help the ag instructors establish curriculum that has a hands-on, technological approach.

4. Help attract and encourage qualified/capable students into the Agricultural Education program.

5. Help in recruiting and providing opportunities for special-needs students.

6. Help to evaluate the effectiveness of Agriculture Education and School Farm program and operations. Guidelines for evaluation should be developed cooperatively with the advisory committee, administration, and the School Board.
7. Help gain support for legislation and appropriations.

8. Help the teacher(s) develop a list of capable resource persons for use as speakers, and/or judges for both in-school and out-of-school tests and contests.

9. Help obtain sponsors for appropriating funds for awards, scholarships, or needed equipment and supplies that are useful in carrying out classroom activities and F.F.A. or other youth programs.

10. Help unify the activities of the Agricultural Education program with those of other groups and agencies interested in agriculture.

11. Assist the ag teachers in determining skills needed for particular jobs at entry, technical and professional levels so that he/she may be included in the instructional program.

12. When appropriate, serve as resource people to instructor visiting workplace learning sites of students and participating in classroom instruction or demonstrations and accompanying or hosting field trips.

13. Study and make recommendations on ag educational problems as well as school farm operations to the School Board.

14. Provide the teachers with technical assistance and keep them aware of new developments in the agricultural industry.

15. Provide current resources to develop and maintain an Ag library of visual aids, magazines, and books concerning agriculture and agricultural occupations.

16. Serve as speakers at civic clubs, open houses, and career days to tell the story of school-industry cooperation.

17. Identify current standards for new equipment.

18. Assist in procuring opportunities to upgrade the teachers' technical skills and knowledge.

Article IV – Operations

1. Meetings
   1.2 The District Ag Advisory Committee will meet a minimum of three (3) times per year.
   1.3 Additional meetings may be called by the Chairperson if necessary.
1.4 Subcommittees may be established and held at the discretion of the District Ag Advisory Committee.

2. Membership and Officers
   2.1 One (1) Ag teacher from each comprehensive high school, selected by their peers to serve for one year.
   2.2 One (1) parent from each comprehensive high school, selected by the site Ag teachers to serve for one year.
   2.3 Up to seven (7) at large industry representatives, selected by the District Ag Advisory Committee to serve for three years.
   2.4 Two (2) Manteca Unified School Board Members, selected by the School Board.
   2.5 The District Ag Coordinator.
   2.6 Director of Secondary Education (non-voting member).
   2.7 The District Ag Advisory Committee will annually elect a chairperson, a vice chairperson, and a recorder.
   2.8 Officer elections will be conducted at the first regularly scheduled meeting after July 1, of each year.
   2.9 The District Ag Advisory Committee may consider a position vacant if a representative misses three (3) or more meetings in one year without a reason. The District Ag Advisory Committee may fill any At Large Vacancy once the Committee has considered the position vacant. All other Directors will be filled by the respective groups represented.

3. Meeting Procedures and Order
   3.1 The District Ag Advisory Committee shall conduct business via a public forum.
   3.2 The primary contact for the District Ag Advisory Committee shall be the Senior Director of Secondary Education.
   3.3 All meetings of the District Ag Advisory Committee shall be publicly noticed.
   3.4 The Senior Director of Secondary Education shall establish the agenda with input from the District Ag Advisory Committee and in particular the Chairperson.
   3.5 The Ag Advisory Committee will direct the Chairperson on all procedural and operational matters relative to the operation of the District Ag Advisory Committee.
   3.6 All agenda items will include backup material which includes precise estimates of costs, land measurements or use, and effect to educational program.
   3.7 The Chairperson shall moderate the meetings.
   3.8 The Chairperson will follow Roberts Rules of Order and ensure a timely flow of business which encourages orderly structure and is inclusive of all
participants’ views being heard. Comments may be limited to three (3) minutes per speaker.

3.9 All committee members will receive written minutes prior to the next regularly scheduled meeting. Minutes will be approved at each consecutive meeting by the District Ag Advisory Committee.

3.10 Decisions will be made by operating for consensus approval of all agenda items. When consensus cannot be reached or decorum is in question, the Committee will refer to Roberts Rules of Order.

3.11 An annual report from the District Ag Advisory Committee will be presented to the Manteca Unified School Board prior to August of each year.

4. Staff Services and Support

4.1 An operational budget for the District Ag Advisory Committee will be included by the Superintendent in the annually adopted District budget.

4.2 The District shall provide support for the operation of the District Ag Advisory Committee through the office of The Senior Director of Secondary Education.

4.3 The Senior Director of Secondary Education or his/her designee will take and maintain minutes of all District Ag Advisory Committee meetings.

4.4 Minutes of the meeting will be available to the community online via the District web page or through the office of Secondary Education two (2) working days following the District Ag Advisory Meeting.
District Agriculture Advisory Committee

Purpose of Agricultural Committees
With the increased need for rapid change in this technological age, there is a growing appreciation for industry representatives serving on local advisory committees. Agriculture is a complex, highly integrated industry. Employment opportunities in agriculture are constantly changing. New technologies are developed and incorporated into agriculture and educational industries. These committees were established to implement the development and improvement of educational programs. Students must be prepared for these changes as new opportunities that become available. There will be increased need for agriculturists in future occupations. Advisory committees help teachers of agriculture stay abreast of these changing opportunities. Increased interest in agriculture programs that include internships, work-study, and cooperative training will require close coordination with agricultural industry representatives.

Duties of Agriculture

- Help determine what type of Agricultural Education program is offered.
- Assist the teacher(s) in finding suitable work stations (internships, work-study, cooperation learning, partnerships) for students and agri-industry occupations.
- Help the instructor establish curriculum that is hand-on, technologcal approach.
- Help attract and encourage qualified or capable students into the Agricultural Education Tech Prep program.
- Help in recruiting and providing opportunities for special-needs students.
- Help to evaluate the effectiveness of the Ag Education program. Guidelines for evaluation should be developed cooperatively with administration, school board, and the Agricultural Education Unit of the California Department of Education.
- Help gain support for legislation and appropriations.
- Help the teacher(s) develop a list of capable resource persons for use as speakers, and/or judges for both in-school and out-of-school activities.
- Help obtain sponsors for appropriating funds for awards, scholarships, or needed equipment and supplies that are useful in car and F.F.A. or other youth programs.
- Help unify the activities of the Agricultural Education program with those of other groups and agencies interested in agriculture.
- Assist the teacher in determining skills needed for particular jobs at entry, technical and professional levels so that he/she may train.
- When appropriate, serve as resource person to instructor visiting work place learning sites of students and participating in class demonstrations and accompanying or hosting field trips.
- Study and make recommendations on problems presented to it by the school board on which further information is needed.
- Provide the teacher with technical assistance and keep him/her aware of new developments in the agricultural industry.
- Serve as speakers at civic clubs, open houses, and career days to tell the story of school-industry cooperation.
- Identify current standards for new equipment.
- Assist in procuring opportunities to upgrade the teacher's technical skills and knowledge.

District Agriculture Advisory Committee Members

Bill Van Ryn
Farmer (Chair)

Mike Harnden
Celpri Seeds (Chair)

Marty Harris
Tuff Boy Trailers

http://musd.schoolspan.com/38QUUC3Q

5/31/2011
Sierra High School

Floriculture

Has Completed:

Course of study and practice in Floriculture and has attained a competency level of: (n/a) not applicable; (0) does not meet basic standards; (1) basic; (2) good; (3) excellent as certified by instructor in the following skill areas:

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<td>____ Identifying Cut flowers</td>
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<td>____ Flower Parts and Functions</td>
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<td>____ Handling Cut flowers</td>
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<td>____ Arranging Cut flowers</td>
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<tr>
<td>____ Corsage and Boutoniere construction</td>
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<td>____ Plant identification</td>
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<td>____ Principals of Design</td>
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<td>____ Floral History</td>
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<td>____ Wedding Arrangements</td>
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<td>____ Seasonal Arrangements</td>
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<td>____ Record Keeping</td>
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________________________________________
Advisor Signature
Summary of Application Status and Credentials Held

Summary of Application Status and Credentials Held

Following are the results of your search. To view detailed information about an existing credential, click on the document title in the Credentials Held section below. To determine the processing time of your pending application, please click on the California Commission on Teacher Credentialing Web Site in the left hand column.

Status of Application(s)

Name: GARDNER, AMANDA JEAN

Date Received  Status
12/07/2010 Online Application Granted 12/08/2010

Credentials Held

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Select to Renew Credentials eligible for online renewal.

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STATE OF CALIFORNIA
COMMISSION ON TEACHER CREDENTIALING

By virtue of the authority vested in the Commission on Teacher Credentialing by the sovereign State of California and in recognition of full preparation for service in California public schools

AMANDA JEAN WEBB

is hereby awarded a Professional Clear Specialist Instruction Credential (Agriculture) together with all the rights, privileges, and honors appertaining thereto on this twenty-seventh day of January, in the year two thousand six

Leslie Peterson Schwarze
Chair, Commission on Teacher Credentialing

Arnold Schwarzenegger
Governor, State of California

Dr. Sam W. Swofford
Executive Director, Commission on Teacher Credentialing
October
Greenhand Conference 10/5
Petting zoo 10/6
Concession stands 10/6
Central Region COLC 10/7-8
Finals 10/12-13
Concession stands 10/13
October meeting 10/18
Sectional newsletter comes out 10/20
National convention 10/25-31
No school 10/27

November
Concession stands 11/3
No school Happy birthday Mrs. Gardner
11/15 November meeting
Thanksgiving break 11/22-26

December
December meeting- strike zone
Finals 12/20-21
Last day of term 12/22
Manteca parade

January
State degree record books due 1/1
School starts 1/9
January meeting1/17
Delta cal record book scoring 1/27
Creed / job interview 1/31

February
Sectional newsletter comes out 2/9
Regional interviews 2/12
No school 2/16-19
February meeting
Regional meeting (new regional officers elected)

March
Davis field day 3/3
Finals 3/8-9
Chico field day 3/10
Delta-cal parlay pro 3/15
March meeting 3/21 Nominations for chapter officer 3/21-23
Merced field day 3/24

April
spring break 4/2-9
school starts 4/10
no school 4/13
state FFA conference 4/14-17
Fresno field day 4/14
April meeting4/25 election

May
Cal poly state finals 5/5
Delta –Cal planning/ new sectional officers elected
end of the year banquet 5/16
no school 6/28
Finals May 30-31

June
Last day of school 6/1
2007 fair 6/
Professional Growth and Development Activities 2010-2011

paid CATA Member!

CATA Regional Meeting and Road Shows

State Conference attendance, April 2011

Delta-Cal Sectional Meetings, twice a year (hosted the Fall Meeting)

Delta College Job Shadow

CATA Summer Conference, June 2011

Cal Poly Master's Degree- in process
### R2 Teacher Information

**Sierra HS, Manteca**  
**Year: 2010**

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Sierra HS
R2 Student Report
Year: 2010

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*Prior to 2010 Hispanic is listed as a race.

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Select a school:  << Select a School >>  [GO >]

**Data for Year:** 2010-2011

**School:**  
# CA0401  Manteca - Sierra  
Sierra HS  
1700 Thomas St.  
Manteca, CA  95337  
[Get Map]

**Teachers:** 2

**Courses Offered:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Course</th>
<th>Enrollment</th>
<th>H.S. Grad Credit</th>
<th>UC Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag Biology</td>
<td>Ag Biology</td>
<td>32</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Ag Mechanics</td>
<td>Ag Welding I</td>
<td>23</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Ag Mechanics</td>
<td>Ag Welding I</td>
<td>22</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Ag Mechanics ROP</td>
<td>Ag Construction</td>
<td>18</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Ag Mechanics</td>
<td>Welding 1</td>
<td>24</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Ag Mechanics</td>
<td>Welding 1</td>
<td>24</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Agriscience I</td>
<td>Ag Science 1</td>
<td>34</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Agriscience I</td>
<td>Ag Science 1</td>
<td>35</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>O.H./Floral</td>
<td>Floriculture 1</td>
<td>35</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>247</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Average Class Size:** 27.4

**FFA Students by Pathway:**

<table>
<thead>
<tr>
<th>Pathway</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag Mech.</td>
<td>141</td>
</tr>
<tr>
<td>Agriscience</td>
<td>101</td>
</tr>
<tr>
<td>O.H.</td>
<td>21</td>
</tr>
</tbody>
</table>

**FFA Students by Grade Level:**

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>112</td>
</tr>
<tr>
<td>10</td>
<td>77</td>
</tr>
<tr>
<td>11</td>
<td>40</td>
</tr>
</tbody>
</table>

12 31
13 3
Total 263

**FFA Students by Years in Ag:**

<table>
<thead>
<tr>
<th>Years in Ag</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>202</td>
</tr>
<tr>
<td>2</td>
<td>34</td>
</tr>
<tr>
<td>3</td>
<td>18</td>
</tr>
<tr>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>263</td>
</tr>
</tbody>
</table>

**Average Years** 1.4

Ed Data provides basic demographic data for schools in California. To view this data click on the button.

View Ed Data
## FFA Membership by Grade Level (2010)

### Central Region

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST Year</td>
<td>6152</td>
<td>1747</td>
<td>1445</td>
<td>1319</td>
</tr>
<tr>
<td>SECOND Year</td>
<td>—</td>
<td>3421</td>
<td>813</td>
<td>728</td>
</tr>
<tr>
<td>THIRD Year</td>
<td>—</td>
<td>—</td>
<td>1748</td>
<td>462</td>
</tr>
<tr>
<td>FOURTH Year</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>1171</td>
</tr>
</tbody>
</table>

**Total:** 19017

---

**Home | Calendar | Comments | Links | Search**

Site developed and maintained by the California FFA Association.
MANTECA UNIFIED SCHOOL DISTRICT
CONFERENCE ATTENDANCE FORM

Conference Attendee(s): Amanda Gardner
Position/Title: Ag Teacher
Address: 1700 Thomas Street, Manteca, CA
Program/Funding Resource Management #: Funding Code 3550

School or Department: SHS Ag
Name of Conference: MJC Articulation Conf.
Conference Date(s): Dec 10th, 2010
Conference Location: Modesto, CA

DIRECTIONS: This completed form and all required documents must be received by the District Office Purchasing at least 30 business days prior to registration deadlines to allow for processing. No advance payments will be made for forms received after that date. Actual expenditures should be submitted within 60 days after the conference per Board policy. Original receipts must be submitted for all expenses.

*** CONFERENCE ATTENDEE IS TO MAKE ALL NECESSARY RESERVATIONS! ***

Registration
- [ ] Direct to Pay (attach separate requisition)
- [ ] Reimburse (paid by employee)

Lodging
- [ ] Direct to Pay (attach separate requisition)
- [ ] Reimburse (paid by employee)

Travel Costs
- [ ] Personal Miles (0) x $0.415 $0.00
- [ ] Airfare (attach separate requisition if PO is accepted)
- [ ] Other (attach Substitute Request Form)

Meals including Tips
- [ ] Per Diem Requested
- [ ] Personal Reimbursement Requested

Other Costs (Receipts Required)

Substitute
- [ ] Substitute needed for (partial) days

ESTIMATED COSTS

REIMBURSEABLE COSTS

$ 46.00

TOTALS

$ 46.00

REQUEST/APPORVAL TO ATTEND CONFERENCE

Amanda Gardner
Signature of Employee
10/18/10

Regan
Signature of Administration/Supervisor
10/19/10

(MSP # - if applicable)

REQUEST FOR REIMBURSEMENT

I hereby certify that the above expenses are actual and were necessarily incurred in the performance of my official duty and further that no part of the above claim has heretofore been paid:

Signature of Employee

Signature of Administration/Supervisor

Rev. 06/06
Central Region Agriculture Instructors

Modesto Jr College Agriculture Department will be hosting an Articulation Workshop on Friday, December 10th from 12:00 noon – 2:30pm. If you are interested in attending, please e-mail me the names of the individuals attending and which courses you would like to articulate. Lunch will be provided.

Thanks – Don Borges
High School/SJDC Faculty Job Shadow Project 2011
Substitute Reimbursement Form

The Substitute Reimbursement Forms consist of the following four required parts:

**Part I:** Contact information.
**Part II:** Information required to reimburse your school District for Substitute Reimbursement.
**Part III:** Letter on your District letterhead specifying name, title, and address of person the reimbursement check should be sent to, paperwork with total dollar amount from District requesting sub.
**Part IV:** Complete the evaluation questions.
**Part V:** Required signatures of the Teacher and High School Principal or Administrator.

The completed Substitute Reimbursement & Evaluation Form is due in Dr. Hazel Hill’s office within one month from date of Job Shadow. Any claims submitted after that date will be denied. Please mail or deliver the Substitute Reimbursement & Evaluation Forms to:

Dr. Hazel Hill, Dean of Workforce & Economic Development  
San Joaquin Delta College  
5151 Pacific Avenue, Administration 201F  
Stockton, CA 95207-6370  
(209) 954-5093 or lhill@deltacollege.edu

### Part I – Contact Information

<table>
<thead>
<tr>
<th>Participants Name:</th>
<th>Amanda Gardner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check one:</td>
<td>X Teacher □ Counselor □ Administrator □ Other (explain)</td>
</tr>
<tr>
<td>Phone/Email:</td>
<td>209-858-7410 Sierra High School or e-mail at: <a href="mailto:agardner@musd.net">agardner@musd.net</a></td>
</tr>
<tr>
<td>High School:</td>
<td>Sierra High School</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>1700 Thomas Street</td>
</tr>
<tr>
<td>City &amp; Zip:</td>
<td>Manteca, CA 95337</td>
</tr>
<tr>
<td>School District Address:</td>
<td></td>
</tr>
</tbody>
</table>

### Part II – Substitute Reimbursement

Attach a copy of the District Substitute Request Form which includes who sub is requested for, dates sub needed, and total amount paid. The following information must be completed for each substitute for which reimbursement is requested.

<table>
<thead>
<tr>
<th>High School/SJDC Faculty Job Shadow Substitute Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub Date</td>
</tr>
<tr>
<td>SJDC Faculty Shadowed:</td>
</tr>
</tbody>
</table>
Part III – Letter on District Letterhead

Please prepare a letter on your District letterhead addressed to Dr. Hazel Hill specifying the name, title, and address of the person the reimbursement check should be sent to, plus supporting District paperwork requesting substitute that shows the total cost of the substitute.

Part IV – Tour Evaluation

Please answer the following questions about your SJDC Faculty Job Shadow day. Attach additional pages if necessary.

1. How do you plan to implement/integrate/utilize the information obtained on your Delta Faculty Job Shadow day? I really enjoyed the day that we spent with Mike Toscano at Delta College for the Job Shadow. He is an extremely knowledgeable person in the field of Horticulture. I was able to observe one of his lectures, quizzes and labs. I was able to walk the campus with him and observe how he interacted with the students in the lab. The lab consisted of collecting samples of various plants, shrubs, trees, and flowers from the Delta College Campus. I was able to observe and reflect on how I could use those same strategies in my high school classes. I think that what he was able to accomplish with his students can also be accomplished with my students as well. Everything he did in his lab was very hands-on learning, which ties in very closely with how I teach my classes as well. It was nice to see the same information taught and presented in a different way I learned a lot from him.

2. What part of the experience was most beneficial to you? I would have to say walking around and observing how he interacted with his students was the most beneficial thing. I was able to see what kind of questions were being asked by the students and was able to hear his responses. He was also able to show me a student binder which consisted of over 200 types of plants. I was really impressed with the binder/portfolio and I would like to try to have my students (at high school) compile on of those binders as well. I think I will be able to scale-down the binder to make it more appropriate for high school students (with a little less info) that was in the college portfolios. The binder was a great idea!

3. What changes, if any, would you recommend for future job shadow events? I really was impressed with the job shadow... Since this was my first job shadow at a college, I am not really sure what I would suggest to change. He kept the information and day very entertaining and I was able to gain a lot from this experience. If possible, I would like to have had 2 different instructors to observe... just to be able to see things in a more broad spectrum.
Part V - Signatures

I have read the information in this report and verify that the information is correct.

Amanda Gardner  
Teacher Signature  Date

High School Principal  Date

Approved for Payment:

Dr. Hazel Hill, MJC-CTEGrant Director  Date

Mail/deliver completed Substitute Reimbursement & Evaluation Forms to:
Dr. Hazel Hill, Dean of Workforce & Economic Development
San Joaquin Delta College
5151 Pacific Avenue, Administration 201F
Stockton, CA 95207-6370
209-954-5093

All claims for reimbursement must be received within one month from date of Job Shadow
Please allow 4-6 weeks for processing

3
5 Year Facility and Equipment Acquisition Plan
Sierra- Manteca FFA Chapter

Pat Ariaz discussed the 5 year plan. Amanda Gardner stated that 8th grade recruitment needs to be a top priority for a plan. The 5 year plan was placed into the following order:

1. 8th grade recruitment
2. Sierra-Manteca FFA Boosters Club—establish as soon as possible
3. Storage Room—to be placed next to the floral fridge.
4. Shade House—to be placed next to Greenhouse.
5. Concession Trailer

Motion was made by Pat Ariaz and seconded by Scott Long (advisory committee member) to accept this order.
California Department of Education
AGRICULTURAL CAREER TECHNICAL EDUCATION INCENTIVE GRANT
2010–11 APPLICATION FOR FUNDING
(Due Date: To be received in Regional Supervisor's Office by June 30, 2010)

DATES OF PROJECT DURATION - JULY 1, 2010 TO JUNE 30, 2011

Sierra High  Manteca Unified
(School Site) (District)

Certification: I hereby certify that all applicable state and federal rules and regulations will be observed; that to the best of my knowledge, the information contained in this application is correct and complete; and that the attached assurances are accepted as the basic conditions of the operations in this project/program for local participation and assistance.

Signature of Authorized Agent

Signature of Agriculture Teacher
Responsible for the Program

Agriculture Teacher
Title

Signature of Principal

Contact Phone Number  209-858-7410

Date of Approval of Local Agency Board:

Funds Requested - Part

<table>
<thead>
<tr>
<th>Part I</th>
<th>$4,500.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part II</td>
<td>$2,040.00</td>
</tr>
<tr>
<td>Part III</td>
<td>$0.00</td>
</tr>
<tr>
<td>Part IV</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Part V</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$10,540.00</strong></td>
</tr>
</tbody>
</table>

Number of Different Agriculture Teachers at Site: 2

PART I - QUALITY CRITERIA 1-9 (REQUIRED) ALLOCATION

<table>
<thead>
<tr>
<th>Quality Criteria</th>
<th>Will Meet Criteria</th>
<th>Variance Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Curriculum and Instruction</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>2. Leadership and Citizenship Development</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>3. Practical Application of Occupational Skills</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>4. Qualified and Competent Personnel</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>5. Facilities, Equipment and Materials</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>6. Community, Business and Industry Involvement</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>7. Career Guidance</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>8. Program Promotion</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>9. Program Accountability and Planning</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Formal Variance Request must be included if requesting a variance. A variance is a proposed plan for bringing the program into compliance with required quality criteria. Variances should result in compliance prior to the following year's application. All variances must be approved with the application. Non-compliance with the terms of the approved variance will result in a loss of funds.
PART I - CONTINUED
Departmental Allocation: Meeting the criteria in PART I makes the program eligible for the following amounts based on the number of teachers in the program.

<table>
<thead>
<tr>
<th>Total Number of Teachers</th>
<th>Amount Eligible</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Teacher or Less</td>
<td>$4,000</td>
<td></td>
</tr>
<tr>
<td>Two Teachers</td>
<td>$4,500</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>Three Teachers or More</td>
<td>$5,000</td>
<td></td>
</tr>
</tbody>
</table>

PART II - PROGRAM ENROLLMENT ALLOCATION

<table>
<thead>
<tr>
<th>Total Number of Students</th>
<th>2009-10 R2 Number</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>List Number from R2 Report ($8/Member)</td>
<td>255</td>
<td>$2,040.00</td>
</tr>
</tbody>
</table>

PART III - SAE AND RETENTION ALLOCATION

| Number of State Degrees in 2009 | 0 |
| Percent of Students (R2) Receiving State Degree | 0% |
| SAE/Retention Standard Funds - If percentage of State Degree recipients is 5% or greater, then you are eligible for $200 per degree awarded. Maximum of $10,000. | FALSE |

PART IV - QUALITY CRITERIA 10-11 (OPTIONAL) ALLOCATION

Schools which qualify for a Departmental Allocation may apply for additional amounts for each specific Quality Criteria (10 and 11) met.

* Amounts requested in Quality Criterion 10 will be the indicated amount for that criterion, multiplied by the full-time equivalent (FTE). To count a preparation period, the teacher must be teaching Career Technical Education courses in Agriculture for 50% or more of their teaching periods.

* Amounts requested in Quality Criterion 11A will be the indicated amount for each teacher who was compensated a minimum of $2,000 for year-round employment.

* Amounts requested in Quality Criterion 11B will be the indicated amount for each teacher who is provided a project supervision period. Project periods will be counted if the teacher has a preparation period as part of the regular teaching day.

Number of FTE Agriculture Teachers at Site: 2

List the Names of the Agriculture Teachers:

| Amanda Gardner | 4 |
| Pat Ariaz      | 5 |
| 3              |   |

Number Meeting Criteria

<table>
<thead>
<tr>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criterion 10 - Student/Teacher Ratio</td>
</tr>
<tr>
<td>Criterion 11A - Year-Round Employment</td>
</tr>
<tr>
<td>Criterion 11B - Project Supervision Period</td>
</tr>
</tbody>
</table>

TOTAL FUNDS REQUESTED PART IV | $4,000.00

PART V - QUALITY CRITERION 12 (OPTIONAL) ALLOCATION
Quality Criterion 12 Form is attached and all criteria has been met. If the answer is yes, list $3,000 (funds requesting) in space to the right.

### PART VI - FINANCIAL SCHEDULE

#### Part A

<table>
<thead>
<tr>
<th>Line</th>
<th>Acct. No.</th>
<th>Classification</th>
<th>A: Description of Item for which Funds will be Expended</th>
<th>B: Incentive Grant Funds</th>
<th>C: Matching Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4000</td>
<td>Books &amp; Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>Subtotal for 4000</td>
<td>$6,540.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3</td>
<td>5000</td>
<td>Services and other Operating Expenses such as: Personal Services of Consultants, Staff Travel, and Conference; Rentals, Leases, and Repairs; Bus Transportation</td>
<td>1 Travel</td>
<td>4,000.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>6</td>
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<td>7</td>
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<td></td>
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<tr>
<td>8</td>
<td></td>
<td></td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>6000</td>
<td>Capital Outlay: Includes Sites and Improvements of Sites; Buildings and Improvement of Buildings; Equipment</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
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<td>13</td>
<td></td>
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<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td>Subtotal for 5000</td>
<td>$4,000.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total for 4000-6000</td>
<td>$10,540.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL 2010–2011 Incentive Grant Allocation:**

$10,540.00

#### Part B - Complete this portion if a waiver of the matching requirement was granted:

<table>
<thead>
<tr>
<th>Line</th>
<th>Acct No.</th>
<th>Classification</th>
<th>A: Description of Item for which Funds were Expended</th>
<th>B: Incentive Grant Funds</th>
<th>C: Amount of Salary and Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>1000</td>
<td>Salaries</td>
<td>Teachers' Summer Service Salaries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>1000</td>
<td>Salaries</td>
<td>Teachers' Salaries for Project Supervision Period</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>3000</td>
<td>Benefits</td>
<td>Benefits for the Above Items (1000)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td>TOTAL</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>