

CALIFORNIA STATE DEPARTMENT OF EDUCATION
Bureau of Agricultural Education

Staff Meeting Minutes

June 2-3, 1965
Hotel Mirror Room
Richardson Springs, California

Present

B. J. McMahon
E. D. Graf
S. L. Barrett
H. H. Burlingham
G. P. Couper
K. B. Cutler
G. A. Hutchings
W. J. Maynard
R. H. Pedersen
S. S. Sutherland
J. E. Walker
D. E. Wilson

Guest

E. M. Juergenson

Mr. McMahon's
Report

Mr. McMahon called the meeting to order and reviewed the developments affecting the proposed department reorganization. He stated there will be no change in the foreseeable future. Bulletins announcing the examinations for Bureau Chief and Special Supervisor will be mailed within a few days.

A letter is also being sent to agriculture teachers and other interested persons announcing the appointment of Acting Chief, Bureau of Agricultural Education and Acting Assistant State Future Farmer Adviser.

Mr. McMahon then turned the chairmanship over to Mr. Graf.

National FFA
Convention Trip

A regional supervisor will be assigned to take charge of the California delegation. The newly appointed Special Supervisor will also make the trip if he is on the job in time. There will be one CATA representative accompanying the group.

National
Foundation
Awards

Applications for local chapter awards will be received and cleared by the regional supervisors.

Applications for national chapter awards will be received by Mr. Wilson and three or four will be forwarded to the National Office.

National Judging
Contest

The dates will be announced as soon as they are known. Eligibility sheets will clear through Mr. Wilson's office.

National FFA
Report

Information from the regional supervisors is to be in Mr. Graf's office by July 15. Mr. Graf will forward a summary to Mr. Wilson. The report is due in Washington August 15.

State Fair

Mr. Pedersen will assume the responsibility for awards and publicity. Honorary State Farmer awards will be made to Mr. Norman Boeger and Mr. Clarence Jensen.

Scholarships

Miss Catherine Nolan will continue to handle the funds in the same manner as at present.

FFA Membership
Applications

Applications will be handled through Mr. Wilson's office. Regional supervisors are to remind teachers not to include girls' names. Miss Nolan will handle the dues as she has in previous years.

Services from
Cal Poly

Mr. McMahon has received a letter from Mr. McPhee offering to continue the services which Cal Poly has been rendering to the Future Farmer program. This includes the services of the Business Office in handling Future Farmer funds, publishing the Future Farmer Magazine, and the scoring of State and American Farmer applications.

Future Farmer
Magazine

Mr. Wilson will assume responsibility for the magazine. It will be published by Cal Poly. A contract will be requested for the services of Cal Poly staff members to give necessary assistance in continuing the publication of the magazine. The agreement will be initiated by Mr. McMahon.

Financial
Accounts

Mr. McMahon will write to the Bank of America authorizing Mr. Graf and/or Mr. Wilson to sign Future Farmer checks during the interim period. Mr. Couper's and Mr. McMahon's names are to remain until July 1.

Mr. Graf will replace Mr. McMahon as State Adviser of the Young Farmers Association. He and Mr. Pedersen will be authorized to sign checks on Young Farmer funds effective July 1.

Sears Project
Award Program

Regional supervisors are to review and approve invoices and forward them to Mr. Dave Hurford, Vice President, Sears Foundation, 2650 East Olympic Blvd., Los Angeles 54. The invoices will be checked against the approved budget. This procedure is to start July 1.

A staff committee will be appointed to review and make suggestions about Sears' programs -- CATA, Young Farmer, and Future Farmer.

Dave Hurford is to meet with the CATA Governing Board at Summer Conference. The teachers are to be briefed prior to this meeting.

State Future Farmer
Executive Committee
Meeting

Date - September 11, 1965
Place - San Luis Obispo

Agenda to be prepared by Mr. Wilson.

State Advisory Com-
mittee Meeting

The fall meeting will be held October 8, 1965, at Gridley. Staff members are to forward to Mr. McMahon suggested names of qualified individuals to replace Verne Hoffman, Jr., who goes off the committee July 1.

Reimbursement

Adjustments of the maximum amounts allowed on the R-3 "Final Application for Reimbursement" were recommended as follows:

	<u>One Teacher</u>	<u>Two Teachers</u>	<u>Three Teachers</u>
Summer Service	1600	2700	3200
Travel Cost	1200	2000	2400
Units of Instruction	1400	900	500
	(1st Unit)	(2nd Unit)	(3rd Unit)

Reporting
Procedures

The reports Committee will work up a form, to be mimeographed on the back of the present R-2 Report, to provide additional information needed in preparing the report for the U. S. Office of Education.

Teacher
Qualifications

The Teacher Training Committee was assigned the task of developing a section for the State Plan detailing the requirements beyond the standard credential for teaching reimbursed classes.

Dates for
1965-66

Time was devoted to the development of a list of dates for 1965-66 activities which will be sent out from the State office.

EOA

This program is handled directly, through contract, with agencies or private industries. Bureau services are available to give assistance.

ARA

Training under this program is almost identical with MDTA; the training is given in areas designated as "Depressed Areas".

Conference on Off-
Farm Agricultural
Occupations

Mr. Cutler reported on the conference he attended at the Ohio State University Center for Vocational and Technical Education. He stated that the reorganization of the U. S. Office of Education came in for considerable discussion and a lot of opposition. Instructional materials available for distribution by the Center were circulated for reviewing.

Program Planning
Committee

It was moved, seconded, and carried that a standing committee be appointed to be known as the Program Planning Committee. This is a standing committee for exploring, initiating, studying, and developing new programs in Agricultural Education, including new courses, classes, curriculum, and teaching materials. Members appointed were: Cutler, Chairman; Pedersen; Juergenson; and Burlingham.

National Future
Farmer Study
Committee

The report of the National FFA Study Committee, which met in Washington, D. C., March 29-31, 1965, was reviewed. Recommendations were developed which will be sent to Mr. Percy Kirk, Pacific Region Representative, on the National FFA Board of Directors.

Future Farmer
Test

It was moved, seconded, and carried that the test be prepared and sent to Chapter Advisers for administering. Certification of passing with a grade of 60% or better will be provided on the application blank.

It was moved, seconded, and carried that a committee of staff members be appointed to prepare the test and a study guide. Mr. Wilson, Mr. Hutchings, and Mr. Pedersen were appointed as members of this committee.

FFA Membership

The eligibility for FFA membership of students not enrolled in regular vo-ag classes was discussed. It was moved, seconded, and carried that membership be held to the plan as outlined at the State FFA Convention.

Structuring Regular
Staff Meetings

Suggested topics:

1. Teacher qualifications
2. FFA Constitution and membership eligibility
3. New programs - explore, initiate, etc.
4. Evaluate and maintain quality of program
 - a. Bureau newsletter
 - b. Time for supervisory visits
 - c. Number of outside meetings
 - d. Better communication with teachers (ad hoc committees, direct communications)
 - e. VEA evaluation and analysis of operation