

CALIFORNIA STATE DEPARTMENT OF EDUCATION  
Bureau of Agricultural Education  
Staff Meeting Minutes

January 11, 12, 13, 1966  
Sacramento, California

Present

|                  |                |
|------------------|----------------|
| S. L. Barrett    | E. J. LaSalle  |
| H. H. Burlingham | W. J. Maynard  |
| K. B. Cutler     | R. H. Pedersen |
| E. D. Graf       | L. H. Ruth     |
| G. A. Hutchings  | J. E. Walker   |
| E. M. Juergenson | D. E. Wilson   |

The meeting was called to order at 9:00 A.M. by Donald E. Wilson, Chief, Bureau of Agricultural Education.

American Vocational  
Association Conven-  
tion

Mr. Graf attended the AVA Convention, which was held in Miami, Florida during the week of December 6-10, 1965. Also attending from California were Ben Scott and Daniel Collins, members of the State Board of Education. This was the first time Dr. Collins has attended the convention. Mr. Scott has attended several times. Both of these gentlemen are very interested in vocational education, and Mr. Graf had an opportunity to talk with them about California programs.

The following agricultural teachers from California also attended: Darwin Gubler, Gordon Tibbs, and Alfred Wm. Hansen. Mr. Hansen was elected Region I NVATA Vice President, replacing Jim Durkee of Laramie, Wyoming, who was elected President of the NVATA this year after serving three years as the Region I Vice President.

Mr. Graf reported that there was great emphasis at the convention sessions on the need for training technicians in agriculture. Four speakers at the breakfasts also emphasized farmer cooperatives. Other highlights included the following:

1. Ralph Taylor explained what is being done at Ohio State University in providing materials on off-farm occupations. There will be a meeting on June 27-July 1 to evaluate this material. They will also try to develop some instrument which all of the states can use to evaluate their own programs.
2. Other state representatives explained a few of their "experimental programs." In several instances, these experimental programs are things that California has been doing for some time. Most of the programs mentioned are small, involving only one school and about 30-35 students.

3. The tour of the Miami City School District's school farm was interesting. They have about 80 acres in an extensive ornamental horticulture program. They use one full-time manager and no other help. The students do all the work as their own individual projects.
4. Dr. Werner Von Braun was one of the featured speakers during the convention.
5. The State Supervisors present expressed dissatisfaction with the reorganization of the U. S. Office of Education. They didn't take much action during the convention except to agree to support a resolution (expressing their dissatisfaction) which was being prepared on the outside. Copies will be sent to the states' representatives later.
6. The former Pacific Region representatives met and agreed to hold a regional meeting this year. Mr. Dalton of New Mexico will issue the invitation to the workshop, which will be held February 28-March 4, 1966. The U. S. Office of Education has reorganized the regions and the new Regions 8 and 9 will take the place of the old Pacific Region.
7. Mr. Henderson, of the Southern Association for Agricultural Engineering and Vocational Agriculture, explained the things that association has been doing in putting out instructional materials for sale. This is a non-profit organization, and Mr. Henderson reported that their program has been quite successful.

The American Agricultural Engineering and Vocational Agriculture Association is being organized to develop teaching aids on the national level. This is to be financed by subscriptions from the states. The cost to California would be \$6,000 or about \$30.00 per school. The materials developed would go directly to the schools. Gordon Tibbs was quite impressed with this, and there probably will be a display of the materials at the CATA Summer Conference.

Considerable staff discussion was held on this portion of Mr. Graf's report. Mr. Burlingham stated he believes that in some states affiliate organizations have contributed to the cost of belonging to the organization. It was the concensus of the group that if the schools are going to put on the kinds of programs the Department of Education recommends, the agricultural teachers should request the equipment and facilities they need to do the job adequately.



8. During the convention there was a Farm Safety presentation. Florida is doing more in cooperation with the Extension Service than any of the other states, including California.
9. This was Dr. Mobley's final convention. The banquet was a testimonial for him. While he did not speak at the banquet, he did attend the last session of the agricultural group and gave them some impressions on what he thinks about vocational agriculture.
  - a. There should be increased emphasis on short courses for adults.
  - b. There is a need for "floriculture" in urban areas.
  - c. Production agriculture should remain, as it has in the past, the basis for vocational agriculture. It should be at least 75% of the program.
  - d. The Future Farmers must remain a strong organization in vocational agriculture.
  - e. Vocational agriculture does a bad job of letting the general public know what is going on.

Mr. Lowell A. Burkett, the former Assistant Executive Secretary of the American Vocational Association, will replace Dr. Mobley as Executive Secretary effective January 1, 1966.

10. Mr. Graf had an opportunity to discuss the U. S. Office of Education reorganization with Elmer Johnson, who retired December 31, 1965. The agricultural people are bitter about the reorganization. Nine regions have been proposed, but to date, only one regional coordinator has been appointed. Three people have been appointed as Specialists in Agriculture. However, they are currently required to work with two and three regions and are not effective. Mr. Johnson has no idea how fast the regions can be staffed. During the convention, agricultural education problems as they relate to the U. S. Office of Education were hardly discussed, and no solutions were presented.

Public Speaking  
Program

Mr. Wilson informed the Bureau staff members that this program will operate exactly as it did last year. The checks have been made out by regions. Two sheets are attached to the checks. One is to be returned to Leland Ruth in the Sacramento office with the name of the winner filled in. The sectional contests are to run from 8-10 minutes. If the State Winner has to cut the time to six minutes, he can adjust his speech later. Local awards will be presented as they were last year.

New Mexico Conference

An invitation has been received by California from the New Mexico Department of Vocational Education for representatives to attend a "Conference on Problems of Maintaining, Improving, and Developing Programs of Agricultural Education." The conference will be held at the Hilton Hotel in Albuquerque, New Mexico from February 28 to March 4, 1966.

March Bureau Staff Meeting

Due to a conflict with the conference mentioned above, the March bureau staff meeting again has been re-set for February 23, 24, and 25, 1966. Staff members were advised that this is definite, and the dates will not be changed again.

VEA Applications Reviewed

Mr. Graf reported that a review team of 29 members met at the Sacramento Inn January 4, 5, and 6, 1966 to review 345 applications for VEA funds. The applications requested funds totaling \$5,000,000. Unfortunately there are only one and a half to two million dollars available. There were eighteen projects in vocational agriculture, totaling \$128,300. One of the agricultural projects requested \$38,000 for construction. Mr. Wilson requested the regional supervisors to review the applications before leaving the Sacramento area on January 13th so he could be ready on Tuesday, January 18th to submit them to the Department staff for approval. If corrections are made on the master application, the regional supervisors were requested to initial the corrections and date them.

Official Ruling on Land for School Farms

On August 16, 1965, Mr. Wesley Smith wrote to Dr. Walter M. Arnold, Assistant Commissioner for Vocational and Technical Education and asked, "Can land be purchased or rented by a school district to be used for instructional purposes--- not for the purpose of constructing buildings?" He also asked, "If land is to be acquired, or is presently owned, are the following reimbursable expenditures?"

- a. Fencing the land for the purpose of security or for controlling livestock
- b. Irrigation systems for watering the land
- c. Land leveling and grading for agricultural purposes"

Dr. Arnold replied, "In answer to your first question, reference is made to Section 8 of the Vocational Education Act of 1963. The last sentence of the definition of Vocational Education excludes 'the construction or initial equipment of buildings or the acquisition or rental of land.' The purchase or rental of land for instructional purposes would be contrary to this language and therefore would be precluded."

On January 17, 1966 Mr. LeRoy Cornelsen, Acting Commissioner replied to Mr. Smith's other questions as follows:



"The cost of fencing an area for the purpose of protecting or controlling livestock may be supported with Federal funds if the expenditure is in conjunction with a bona fide program of agricultural education.

"Irrigation equipment may be similarly supported if the equipment is to be used in conjunction with a bona fide vocational agriculture program.

"Federal funds may be used to support purchase of equipment used for this purpose (land leveling and grading for agricultural purposes) or for the cost of contracting to have the necessary leveling and grading accomplished provided, again, if this is necessary as a part of the vocational education program."

#### State Plan Revision

Mr. Walker distributed material that he had prepared and presented to the State Plan Revision Committee. He discussed the committee's recommendations and the present draft of the revised State Plan. The Bureau Chiefs have been requested to present their reactions to this draft to Mr. Smith. Considerable discussion was held on this matter, and staff members recommended that changes be made in Sections 1.53-1.1, 1.53-1.11, 1.53-1.12, 2.51-32, and 2.41.

#### Consultant in Agricultural Education-Junior Colleges

Mr. Graf reported that as far as he could determine, four persons took the examination. Mr. Lee Baldwin completed the orals during the week of January 3rd, and the results should be known shortly.

#### Sears Program

Mr. Wilson reported that Mr. Hurford may attend the Bureau Staff Meeting in February, and he would expect suggestions for new programs involving Sears-Roebuck Foundation support. There was considerable discussion on this matter, and the following tentative suggestions were made:

Money should be used for

- a. Livestock grants
- b. Machinery grants

(it was suggested that if the Foundation does not wish to support grants for both of these items, perhaps a rotation system might be set up to include both of them, as well as other areas, on a yearly basis)

- c. Scholarships (graduate and undergraduate)
- d. Sears show (bureau members feel that this is good and that it serves a greater purpose than perhaps Mr. Hurford realizes)
- e. Watches for the Star Teachers

Revisions in Standing  
Committee Assignments

1. REPORTS AND PUBLICATIONS COMMITTEE

Mr. Wilson requested two additional members of the staff to serve on this committee. Membership shall be as follows:

W. J. Maynard, Chairman  
S. L. Barrett  
H. H. Burlingham  
E. M. Juergenson  
R. H. Pedersen  
L. H. Ruth

2. SCHOLARSHIP AND AWARDS COMMITTEE

Mr. Wilson removed his name from the membership list of this committee and requested Mr. Ruth to serve. Membership shall be as follows:

L. H. Ruth, Chairman  
K. B. Cutler  
G. A. Hutchings  
J. E. Walker

3. SUMMER CONFERENCE OPERATIONAL COMMITTEE

Mr. Wilson removed his name from the membership list of this committee and requested two other staff members to serve. Membership shall be as follows:

H. H. Burlingham, Chairman  
K. B. Cutler  
G. A. Hutchings  
E. J. LaSalle  
L. H. Ruth

4. TEACHER EDUCATION COMMITTEE

Mr. Wilson removed his name from the membership list of this committee and requested Mr. LaSalle to serve. Membership shall be as follows

J. E. Walker, Chairman  
S. L. Barrett  
H. H. Burlingham  
E. M. Juergenson  
E. J. LaSalle

In addition to these changes, there were revisions in individual assignments. Please refer to page 2, Appendix A of these minutes.



Summer Conference

Mr. Burlingham reviewed action taken at the November staff meeting and said he had received additional suggestions from the field relative to the 1966 Summer Conference and Skills Week:

1. The South Coast Region suggested a new session for Skills Week on Data Processing in Agriculture.
2. One of the instructors from the Central Region suggested a Skills Week session on The Training of Artificial Inseminators.

In the staff discussion of these suggestions, it seemed to be the feeling that sessions could not be presented successfully at Skills Week since adequate equipment would not be available. The difficulty of obtaining competent instructors was also discussed.

Mr. Burlingham reported Gordon Tibbs had suggested that the theme of the conference be built around "overall four-year curriculum planning in the teaching of agricultural science as well as agricultural mechanics." Mr. Tibbs also suggested a display area of instructional materials from many sources.

Staff members offered the following suggestions:

1. Panel discussion of the Delano Grape Harvest
2. Presentation on the Safe Use of Agricultural Chemicals
3. Professional section on Instructional Materials
  - a. Instructional Materials Program - Cal Poly
  - b. New information
  - c. Other
4. Panel presentation of Commodity Reports (the members of the State Advisory Committee on Agricultural Education could be used on this)
5. Invitations should be issued to:
  - a. Mr. Ben Scott and Dr. Daniel Collins to attend and speak on the "Study of Vocational Education", which the State Board of Education has underway.
  - b. Dr. Max Rafferty to speak
  - c. An administrator to speak (not necessarily on Administrators' Day). Dr. Walter Garcia was tentatively suggested.
  - d. Lt. Governor Glenn Anderson to speak
6. Keynote Speaker - Mr. Julian A. McPhee
7. No banquet speaker
8. Theme suggestions
  - a. Keystone to Prosperity
  - b. Serving Agriculture

- c. Adjust to the Times
  - d. Challenging Times
  - e. New Challenge in Agriculture
  - f. Meeting the Challenge
  - g. The Image of Agriculture
9. The New Programs Committee should be responsible for one of the professional sessions, and Gordon Tibbs should be included in the planning and development of it.

Mr. Burlingham requested that regional supervisors continue to work with their teachers and get some more specific suggestions and ideas for the programs and present them at the February meeting.

Evaluation and Review  
of Objectives of Vo-  
cational Agriculture  
and Functions of the  
Bureau

A general discussion period followed in an attempt to define the role of the Bureau staff functions and duties. The primary duty was defined as the improvement of the instructional program, coordination, and promotion of agricultural education. It was felt that due to increased pressures, staff can no longer afford to do the job as it has been done in the past.

Discussion centered on the future organizational structure and how it should provide for the continuance and improvement of areas in present and future programs that will need to be served.

Mr. Wilson will review, with the aid of a committee to be selected by him, materials from prior Bureau policy statements relative to the leadership role of agricultural education and, with the committee, develop a report relative to the policies and operation of the Bureau of Agricultural Education.

School Accredita-  
tion Visits

Mr. Wilson requested that each staff member sign up for at least one school accreditation during the balance of the school year.

Vocational Education  
Administrative Staff  
Retreat

This has tentatively been scheduled for February 16, 17, and 18, 1966.

Specialist Requests  
for Remainder of the  
Year

Specialist requests for the remainder of this year have come from the South Coast Region. Mr. Wilson will notify Mr. Warren Smith.

Policy on Requests  
for Specialists for  
Next Year

1. Programs in the regions should be introduced on a workshop basis by region or sections.
2. The specialists will work with individual teachers and schools following the workshop.



3. Services of specialists should be requested for a several-weeks period in
  - a. Ornamental Horticulture
  - b. Ornamental Horticulture Mechanics
  - c. Curriculum Development
  - d. Agricultural Mechanics
  - e. Farm Power

It was recommended that for next year a request be made for an ag mechanics specialist for one semester and for an OH specialist for one semester.

Oklahoma State  
University Course

Dr. Juergenson announced that Oklahoma State University will conduct a training institute, beginning June 6 for 6 weeks, to "Up-grade Teachers of Vo-ag in Distributive Education and Supervised Training in Off-Farm Agricultural Education." Mr. Wilson will include this announcement in the next Vo-Ag Service Letter.

Sears Staff Committee

Mr. Wilson appointed the following staff members to this committee:

K. B. Cutler, Chairman  
S. L. Barrett  
G. A. Hutchings  
R. H. Pedersen  
L. H. Ruth

The function of the committee is to review present Sears-Roebuck Foundation-Bureau of Agricultural Education programs.

For the 1966 Conference, Sears does not choose to continue to support the annual CATA barbeque. It was suggested that tickets be sold to cover the cost of the barbeque.

The committee will meet Tuesday evening, February 22, 1966 at the Capitol Vue Motel in Sacramento.

National FFA Board  
of Directors

The National FFA Board of Directors will meet in Washington D. C. from January 24-28, 1966. Bureau staff members were requested by Mr. Wilson to submit to Leland Ruth any suggestions they may have regarding changes in the National FFA program.

Unfilled MT-1s

Mr. Wilson requested regional supervisors, who have unfilled MT-1s, to send a memo to him with carbon copies to Mr. Smith and Mr. Eissler on the status of the programs, and indicate why they are not moving ahead.

R-2 and R-20 Forms  
Smith-Hughes, VEA  
Reimbursement

Mr. Graf led the discussion on this subject and pointed out that some programs can be reimbursed either under Smith-Hughes or VEA, and the regional supervisors are to make certain that one program is not reimbursed twice. They are

also to see that reimbursement to a school does not exceed 50% of the total cost of the program. One of the ways to be sure of this is to add the salary, travel, and units of instruction plus any VEA funds. If this is less than half of the total cost of the program in question, reimbursement may be approved. There was some discussion of when the R-2 and R-20 forms should be submitted. It was finally decided the submission dates would remain the same.

### California Young Farmer Convention

Mr. Pedersen gave a brief report on the progress of plans for the 1966 convention. There was some discussion on the increase in prices for meals and registration. Mr. Pedersen said the Hawaiian Young Farmer delegates will be in California fourteen days. Letters have gone to the regional supervisors and teachers who will be involved with the plans for these people.

Mr. Wilson appointed the following staff members, in addition to Mr. Pedersen, to assist with the Young Farmer Convention.

G. A. Hutchings  
E. J. LaSalle  
L. H. Ruth

Mr. Wilson will also be on hand for this event.

### Training Program for Supervising Teachers

Mr. Wilson reminded the group that this matter had been discussed at the last staff meeting. At that time, Dr. Juergenson and Mr. Burlingham presented a proposal whereby approximately 60-70 supervising teachers would be brought in for  $3\frac{1}{2}$  days to attend a workshop. It would be held at some central location in the state. Resource people within and without the state would be used to instruct the supervising teachers so they can effectively train student teachers. Mr. Wilson explored the possibility of doing this as a Bureau teacher training activity. In discussing the matter with Mr. Younggreen, he was given tentative approval to submit a formal request for a budget augmentation. If it is not approved this way, it can be submitted as a VEA Project later. Mr. Wilson probably should have indication shortly after March 1 whether or not approval is likely.

Dr. Juergenson said they wanted to use all of the present supervising teachers plus any teachers the regional supervisors feel might be desirable to include in the group. The workshop will be held in the summer before State Fair time so the teachers would be available to participate in FFA activities at the State Fair. The workshop probably will be held at the Del Webb Motel in Fresno. The teacher's transportation and expenses while attending the workshop will be paid.



The regional supervisors will be given more information on the program at a later date. Dr. Juergenson said out-of-state resource people will be contacted in a preliminary way pending final approval of the program.

Designated Subjects  
Credential

Mr. Wilson gave a report on what has been done on this matter to date. Mr. McMahon had submitted the material worked up by Mr. Sutherland and the Bureau committee on this last March. Mr. Smith wrote to Dr. Larson on March 15, 1965, and apparently nothing further was done. Mr. Wilson contacted Mr. Smith and Dr. Larson in December, 1965. On December 9th, Dr. Larson wrote to Dr. Lawrence asking how the matter should be presented to the State Board of Education. Mr. Wilson will continue to follow up on this matter.

Permit Teachers

Mr. Graf pointed out that the Bureau is receiving requests for permit teachers after they have gone to work. Letters from the Superintendent or Principal, requesting approval for the use of permit teachers, should be sent to the Bureau prior to the time these people go to work if the school expects to be reimbursed. The letters must contain a verification of the qualifications of the individuals involved.

Staff discussion of this problem brought out the fact that some of the regional supervisors would like to have a form for this type of request. The form could contain the name of the individual, his credentials, his qualifications, and the date he would start teaching. It should have a place for the administrator to sign, and a space for the regional supervisor to make his recommendation.

The matter was referred to the Reports Committee for study and a recommendation as to whether such a form should be devised.

State Farmer  
Degree Test

Mr. Ruth presented the group with the following schedule

1. Study guides and answer keys will be sent to all schools during the week of January 17-21.
2. FFA Executive Committee members will review the study guide and select the 100 questions to be used in the exam by January 29.
3. Applications are due in the regional supervisor's office February 1.
4. The regional supervisor is to let Leland Ruth know by February 7 the number of applicants in his region, their names, and the names of their schools.



5. Leland Ruth will make up the test, answer key, and certification slip, and will see that they are sent to schools by February 15.
6. Teachers are to administer the test and return the certification slips to the San Luis Obispo office by February 28, certifying that the applicants passed the test with a score of 60% or better, plus a list of those who did not pass.
7. Applications are due in the San Luis Obispo office from regional supervisors by March 15.
8. Applications will be scored March 28-April 15.
9. Briefs will be prepared April 15-May 1.

#### Farm Mechanization

Mr. Wilson reported that a meeting had been held on December 10, 1965 with representatives of the Farm Labor Section of the Department of Employment, the California Farm Bureau Federation, and the Department of Education on the possibility of exploring the need for training programs in various areas so that qualified people will be available to operate the new machines that are coming out to serve agriculture. Copies of the minutes of that meeting were distributed to staff members. Another meeting will be held in Sacramento on January 20, 1966, and four members of the State Advisory Committee on Agricultural Education will be invited to attend. As a result of these meetings, MDTA programs on up-grading might be possible.

#### National FFA Officers

Mr. Ruth reported that the National FFA Officers and Mr. William Paul Gray will be in California February 26-March 6. The Kern County Land Company is making arrangements for accommodations for the time the group will be in San Francisco (February 26-29). On March 1 they will go Los Angeles and will stay at the Roosevelt Hotel. They will travel to Palm Springs on March 1 and attend a dinner that evening and a breakfast the next morning sponsored by the Agricultural Council of California. On March 6 they will appear on Television in Los Angeles. During the time they are in California, Bill Naylor will accompany them. Mr. Ruth will also be with them for most of their California tour.

Mr. Wilson said that Mr. Gray also has requested time to meet with the Bureau staff members. A definite date will be set later when Mr. Gray's itinerary has been established.

#### Cal Poly Specialists

This matter was discussed previously during the three-day meeting, but it was brought up again while Mr. Warren Smith was in attendance. Mr. Smith was informed that the South Coast Region has requested the assistance of a specialist for two sections for the remainder of this year. Mr. Smith



reported that the response from the ag teachers to Cal Poly on the program has been outstanding. He believes that the one year requests for specialists are good and does not believe the Bureau should ask for them on a short-term basis. Mr. Wilson asked if it would be possible to request an ornamental horticulture specialist for half of the year and perhaps an ag mechanics specialist for the other half of the year. Mr. Smith replied that it would be very difficult to arrange this and suggested alternating the two, using the OH specialist one year and the ag mechanics specialist the next year, or if money is available, perhaps it would be wise to use both for the year.

Staff members agreed that if funds are limited, they prefer to have the OH specialist. Mr. Wilson said a written request would be submitted to Cal Poly by April 1.

#### Cow Palace

A discussion followed on the arrangements made for the Junior Grand National Livestock Show and the controversy over some of the decisions made by the Advisory Committee.

Mr. Wilson and Mr. Pedersen will get together soon to decide on staff assignments.

#### 1965 Co-op Quiz Contest

Mr. Ruth gave a brief report on the contest and indicated where and when the winners would receive their awards. A discussion followed on issuing invitations to the ag teachers. They have not been invited this year because the awards are to be presented during the day; however, there is no reason why they should not attend if they wish to do so. Bureau staff members felt that the Agricultural Council should send an official letter to the administrator regarding the winner and the award presentation and specifically request the administrator to allow the teacher to attend the ceremonies with the winner. Mr. Ruth agreed to convey this to the Council.

Mr. Ruth said Graham Allen has been hired by the Council, and he will handle the Co-op Quiz in the future.

#### New Programs Committee Report

Mr. Wilson pointed out that action had been taken at the Richardson Springs meeting in June to establish this committee, and he asked if it could function or what should be done about it. Members are K. B. Cutler, Chairman; H. H. Burlingham; E. M. Juergenson; and R. H. Pedersen.

A discussion was held on what the duties of the committee should be. It was decided the members should make recommendations to staff on new materials and ideas that can be presented to teachers. They are not to be responsible

for the actual distribution of the material that may be developed.

Mr. Cutler said something could be presented to the teachers at Summer Conference. Mr. Wilson requested the committee to outline a plan of action for the committee to go beyond Summer Conference.

The committee will meet the morning of February 23, 1966 at 8:30 A.M., in Room 166 of the State Education Building, in Sacramento.

### Placement

Mr. Graf reported that the following teachers have been placed:

Charles Garcia - Yuba City  
Clarke McAfee - Esparto  
Jerry Pollard - Modesto, Grade Davis  
Homer Bowen - Modesto Junior College  
Leland Bucknell - Modesto Junior College  
Leonard De Ruiter - Hanford

There are vacancies at the following schools:

Santa Maria  
Merced Junior College  
Marysville - 3rd man (ready to interview now)  
Pierce - 2nd man  
Fullerton  
Antelope Valley  
North Hollywood  
Rubidoux (Jurupa Unif. SD)  
Cabrillo

At the February staff meeting, a decision will be made on when to start the placement letter and the procedure to follow.

### Service Awards

Mr. Wilson requested the regional supervisors to submit information to him immediately on those eligible for the Thirty-year Farm Bureau Award and the CATA fifteen and twenty-five year awards. He also reminded the regional supervisors that brief biographies for the nominees for the Honorary State Farmer Degree must be submitted immediately so the information could be presented to the FFA Executive Committee when it meets at the end of the month.

### FFA Executive Committee Meeting

Mr. Ruth reported that the meeting would be held at the Hotel California in Fresno January 28 and 29. He said the committee would get copies of 133 questions and would be requested to select 100 to be used in the official State Farmer test.



Unpurchased 1965  
Sears Items

Mr. Wilson checked with the individual regional supervisors on unpurchased items which had been requested from the 1965 Sears budget.

Reports and Publica-  
tions Committee

Mr. Maynard reported on the work of the committee as follows:

1. They recommend that the two forms used to collect data on Smith-Hughes and VEA programs be combined and that one form be used for all federally-funded programs. The confusion resulting from the revision of the VEA form makes it difficult for the committee to devise a state form which will insure the collection of all the data the Federal Government may want.
2. The committee recommended changes in the Follow-Up Record Card, but after considerable discussion, the staff members agreed the form should be reproduced in its present form.
3. The committee recommended the revision of the B-13 Field Activity Report but asked that it be deferred until a decision has been made by the Vocational Education Work Load Study Committee. Mr. Wilson agreed that this could be deferred.
4. The FFA Sears Project Invoice should be revised to coincide with the process actually followed. Copies of the invoice should go to Mr. Hurford, Leland Ruth, and the Regional Supervisors. In the discussion period, the regional supervisors stated they wanted to know when the invoice has been paid. At the present time, they are not notified. The matter was deferred until Mr. Wilson and Mr. Ruth can discuss it with Mr. Hurford.
5. At the present time, the Scholarship Application Form lists the month, day, and year the form is due. If the year were omitted, the form could be used continually without revision. Staff members objected to making the change, and it was decided to leave the form as it is.

It was mentioned that the Guide for FFA Dues is out of date, and the Committee was requested to review it and revise it. When it has been revised, the regional supervisors should hold sessions with the teachers to make sure the form is prepared correctly in the future.

Sears-Roebuck  
Foundation

It was pointed out that Bureau staff members are not using or spelling the Foundation name correctly. Particular attention is to be paid to this, and it should be listed correctly on all correspondence and forms in the future.

"Mechanization in  
Agriculture"

A 19-minute, 16mm Color sound film on "Mechanization in Agriculture" was shown to the group by Dr. Juergenson. This film is available, upon request, from the Department of Agricultural Engineering, University of California, Davis. When it is requested, one or two alternate dates should be given.

Instructional  
Materials

1. Dr. Juergenson reported that "Audio Visuals in Ornamental Horticulture", "Plant Propagation Calendar", and "Seeds and Seedlings" had been reproduced and that 1,000 copies were available. He asked staff members how they should be distributed. It was decided that one copy of each of the publications would be included with the Bureau Vo-Ag Service Letter on February 4th and would be sent to the director of each agricultural department. Mr. Wilson said that a supply would also be given to the regional supervisors so they can remind teachers the material was included with the service letter and should be given attention.
2. Mr. Graf distributed materials produced by Ohio State University and informed the group of the prices for each publication. It was decided that an item would be included in the February Vo-Ag Service Letter regarding this material and the prices, and the teachers would be informed that copies could be reviewed in the regional offices and State headquarters, so they could decide how much of the material should be purchased for their schools. It was requested that Mr. Wilson and Mr. Graf suggest to Ohio State that it would be helpful if they would prepare a catalog or brochure and order blanks on the material they are developing.

CATA Governing  
Board Meeting

Mr. Wilson asked the group for suggestions on what should be discussed with the teachers at their Governing Board meeting. The following items were brought out:

1. Sears barbecue
2. Results of comments on Sears programs
3. Complaints should be channeled through the proper departments of the CATA

Suggested Agenda  
Items for February  
Staff Meeting

1. Committee reports
2. Sears Program - Mr. Hurford
3. Reports from regional supervisors
4. Placement
5. CATA Summer Conference
6. Mr. Hutchings' contact with Fairs and Exposition Division regarding the addition of floriculture and ornamental horticulture on the Master Premium List.



Future Staff  
Meetings

Mr. Wilson said he would appreciate receiving individually or in staff meetings any comments or suggestions on how to improve the meetings or whether the structure of the meetings should be changed. He received the following comments:

1. Why hold all of the meetings in Sacramento
2. Rotate them among the regions
3. Start on Tuesdays instead of Mondays
4. Devote a half day of the meeting to talks evaluating the services of the Bureau. Invite administrators, Young Farmers, or agriculture teachers to participate. Perhaps each regional supervisor could bring in one person in these categories. Arrange for group luncheon on that day.

Mr. Wilson asked the group to feel free to bring up any items or subjects they wished to discuss in staff meetings or with individual staff members and to keep the lines of communication open.

CALIFORNIA STATE DEPARTMENT OF EDUCATION  
BUREAU OF AGRICULTURAL EDUCATION

*Appendix A*

1965-66 STANDING COMMITTEES  
Revised January 18, 1966

I. General Policies on Committees

- A. Bureau Committees for 1965-66 have been appointed with the idea that they can give preliminary consideration to topics assigned to them and will save time of the entire staff. Committee recommendations must be approved by the Chief of the Bureau and a majority of the staff before they are considered as accepted staff procedure.
- B. Committee meetings will be held at the call of the chairman. The Chief of the Bureau and the Assistant Chief will receive announcements of all committee meetings.
- C. The Chief of the Bureau and the Assistant Chief will be considered as ex officio members of all committees and will attend meetings as time permits.
- D. Standing committees will be appointed for a period of one year and will be continued or discontinued at the end of the year at the discretion of the Chief of the Bureau.

II. Committees

A. New Programs Committee

|                        |                  |
|------------------------|------------------|
| K. B. Cutler, Chairman | E. M. Juergenson |
| H. H. Burlingham       | R. H. Pedersen   |

B. Reports and Publications Committee

|                         |                  |
|-------------------------|------------------|
| W. J. Maynard, Chairman | E. M. Juergenson |
| S. L. Barrett           | R. H. Pedersen   |
| H. H. Burlingham        | L. H. Ruth       |

C. Scholarship and Awards Committee

|                      |                 |
|----------------------|-----------------|
| L. H. Ruth, Chairman | G. A. Hutchings |
| K. B. Cutler         | J. E. Walker    |

D. Staff Committee-Sears Program

|                        |                |
|------------------------|----------------|
| K. B. Cutler, Chairman | R. H. Pedersen |
| S. L. Barrett          | L. H. Ruth     |
| G. A. Hutchings        |                |

E. Summer Conference Operational Committee

|                            |               |
|----------------------------|---------------|
| H. H. Burlingham, Chairman | E. J. LaSalle |
| K. B. Cutler               | L. H. Ruth    |
| G. A. Hutchings            |               |

F. Teacher Education Committee

|                        |                  |
|------------------------|------------------|
| J. E. Walker, Chairman | E. M. Juergenson |
| S. L. Barrett          | E. J. LaSalle    |
| H. H. Burlingham       |                  |



III. Individual Assignments

1. Agriculture Department and teacher records kept up to date on permanent record cards - D. E. Wilson
  2. Bureau representative in Los Angeles area on special problems - K. B. Cutler
  3. Bureau representative in San Francisco Bay area on special problems - R. H. Pedersen
  4. Fairs and Shows representative to Fairs and Exposition Division of the State Department of Agriculture - G. A. Hutchings
  5. Future Farmer activities, including State and American Farmer Applications - L. H. Ruth
  6. Grand National Junior Livestock Show FFA activities - R. H. Pedersen
  7. Great Western Livestock Show FFA activities - W. J. Maynard
  8. Los Angeles County Fair FFA activities - K. B. Cutler
  9. Publicity and Public Relations - L. H. Ruth
  10. Sears-Roebuck Foundation Program - L. H. Ruth
  11. State Fair FFA activities - S. L. Barrett
  12. State Final FFA Judging Contests - E. J. LaSalle
  13. Vo-Ag Service Letter to Agriculture Teachers - D. E. Wilson
  14. Summarization of State Reports - E. D. Graf
  15. Teacher Placement - E. D. Graf
  16. Young Farmers - R. H. Pedersen
  17. Preparation of agendas for staff meetings - E. D. Graf
- IV. Temporary committees may be appointed by the Chief of the Bureau to deal with special problems as they occur.