

CALIFORNIA STATE DEPARTMENT OF EDUCATION
BUREAU OF AGRICULTURAL EDUCATION
Staff Meeting Minutes

November 6 and 7, 1968
Education Building
Sacramento, California

Present

D. E. Wilson	E. M. Juergenson
J. W. Becket (part-time)	E. J. La Salle
H. H. Burlingham	W. J. Maynard
K. B. Cutler	R. H. Pedersen
J. T. Davis	W. D. Reed
O. S. Gilbertson	R. D. Regan
E. D. Graf	J. E. Walker
G. A. Hutchings	R. E. Matthews (part-time)

Ag Mechanics Specialist Schedule

The schedule is being followed as outlined. Mr. Hutchings commented on the use of agriculture teachers in local districts acting as specialists. The idea shows promise and will be used in the San Joaquin Valley Region. Ways of financing and selecting high school teachers to act as specialists to improve the ag mechanics program should be further explored. Mr. La Salle is to pull a small group of vocational agriculture teachers together during Christmas vacation to explore possibilities of strengthening the ag mechanics program.

Decisions concerning the use of next year's specialist program will be made at the January staff meeting. Subject matter areas to be considered are rural recreation, ag mechanics, landscape horticulture, or horticulture mechanics.

National FFA Convention to Kansas City

The delegation, including three girls, was the largest group ever (113). The group flew both ways and stayed in a motel. The arrangements were considered very adequate. The flight was made by TWA, and the cost was \$200.00 per delegate.

Jeff Hanlon from Oregon is the new National President

National Judging Results

<u>Team</u>	<u>Place</u>	<u>School</u>
Meats	Gold	Lake Isabella (2nd in Nation)
Dairy	Gold	Petaluma
Milk	Silver	Hanford
Poultry	Silver	Buena Park
Livestock	Silver	Sanger

National Chapter Contest

Modesto	Gold
Chowchilla	Bronze
Escalon	Bronze
Tracy	Bronze

Replacement of Thailand and Cal Poly Team

The following are under consideration--four will be selected:

Don Rodriguez	Ventura Junior College
Jerry Pollard	Grace Davis, Modesto
Hal Carlton	Grace Davis, Modesto
Jerry Biggs	Madera
Don McCann	Eureka
Ray Rhodes	Kingsburg
Dick Boucher	Visalia
Jack Lawrence	Santa Rosa

Guatemala is also recruiting persons for short-term (10-12 weeks) in the area of forestry, ag mechanics, poultry, and swine. Appointments will be effective immediately. Knowledge of language is desirable, but not essential.

Vocational Education Program of the Month

The specialist in public relations is developing a publicity program in vocational education and may be contacting regional supervisors for suggestions on promising programs.

Department of Education Organizational Structure

There may be a division of adult and vocational education. The division may include a vocational education section and an adult education section.

Teacher Education Developments at Fresno State and Cal Poly-Pomona

A tentative teacher training agreement draft has been submitted by Cal Poly-Pomona. Currently, new institutions will not be reimbursed, but student teaching arrangements will be basically the same as those currently being utilized. The Teacher Training Committee must meet to work out details before the March meeting. At the March meeting, representatives from Fresno State and Cal Poly-Pomona will be invited to meet with the Bureau Staff.

Ag Mechanics Manual

Mr. Frank Coyes is working on revision of the manual. Each supervisor is to name two people to meet with Mr. Coyes on this project. The meeting will probably be held during Easter vacation. High school ag mechanics teachers are requested. Send names to Mr. Donald Wilson by December 1, 1968.

Advisory Committee Meeting

The attendance at the October meeting by Advisory Committee members was very poor. However, the meeting was reasonably successful in spite of the poor attendance. Mr. Stribling, Mr. Eldman, Mr. Boeger, and Mr. Frick will be retiring in June. Staff members are encouraged to make suggestions on replacements. The staff is requested to reply to Mr. Donald Wilson by December 15, 1968. Possible fields to be represented--nursery, agricultural machinery, general crops, and livestock. Geographic areas needing representation: Superior Region and Los Angeles.

California FFA Foundation

The Articles of Incorporation and a rough draft of the proposed FFA Foundation Constitution have been drawn up and are currently being put into legal form. A Board has been suggested with names inserted for organizational purposes. It was suggested that a member of the Advisory Committee be included as a member of the Board.

Minority Group Teachers

The Bank of America is interested in supporting a program to encourage minority groups to become agriculture teachers. A committee will be appointed to draw up plans and procedures. By January 1, 1969, supervisors and teacher trainers are requested to identify persons from minority groups (at any level), including those in college who are potential teachers of agriculture.

Area Planning

Mr. Matthews reported that an advisory group from the Junior College unit is working on area planning. The Junior College unit offices will be located at 21st and O Streets in Sacramento.

Development for Students with Special Needs

The Wednesday afternoon program was devoted to the "development for students with special needs." Mr. Becket of Compensatory Education reported that Compensatory Education makes available to districts \$200.00 per handicapped student. Students with special needs are students with:

1. Lack of education background.
2. Migrant--moves 6-10 times a year.
3. Low income.

Must meet definition of Title I: An educationally deprived child is of low income (\$3,000.00 per year). Programs include remedial reading and English as a second language. Mr. Harvey Delbona, Consultant in Teacher Training in the Bureau of Compensatory Education already has 100 students selected to become teachers.

Mr. Ralph Alvarez, Lucia Mar District Special Education, reported that there is need to conjure up a new image of Mexican-Americans. Mexican-Americans outnumber Negroes 2:1. Mr. Alvarez discussed why Mexican-American students are reluctant to enroll in vocational education. He provided considerable insight into vocational education as viewed by Mexican-Americans and the problems involved. Mr. Raymond Morton and Mr. Dennis Stewart, teachers at Yolo High School, reported on the continuation program at that school. Teacher education and in-service upgrading needs to be evaluated in terms of what is being done for students with special needs. Agreement was reached on the need for in-service training for teachers in sensitivity training, manipulative training, and related areas. Separate courses must be developed in secondary schools for students with special needs.

Vocational Education Section Organization

A Task Force (Dave Graf, Chairman) from the Vocational Education Staff has been formed which will work on developing a plan to implement the new vocational act. This Task Force will be augmented from the field. Mr. Richard Nelson will act as Assistant Director during the next seven months while the planning committee is in session. The Staff may be involved in a shift of duties and responsibilities during this period. Current legislation expires June 30, 1969, so all vocational education programs will be operating under the new act July 1, 1969.

Criteria for Vocational Education in Agriculture

Moved, seconded, and passed to accept the committee report.

(See page 4A)

Report of Committee on Interns

Procedures for interns in regard to credentialing and agreements were developed by the committee and reviewed by the Bureau.

(See page 4B)

Motion was passed to accept a report on procedures and withdrawal procedures. The agreement procedure report was returned to the teacher education committee to develop a statement concerning a workshop for interns to be held prior to the opening of school.

It was agreed that teacher educators will send a letter to each regional supervisor indicating the current status of interns and their credential status. Supervisors must check by January 1, last year's interns to see if they have credentials that are current. If there are any questions, supervisors are asked to check with the teacher trainers.

CRITERIA COMMITTEE REPORT

The following criteria are recommended for determining whether a program in agriculture is vocational:

1. The purpose of instruction is to prepare students for gainful employment or advancement in agriculture, for further study in vocational education in agriculture, or for determining career opportunities in agriculture.
2. The purpose of each student enrolled in the educational activity is to enter or advance in the occupation or occupations for which the instruction is intended.
3. Provision will be made through the instructional program for the conduct of supervised practice in agriculture for each student.
4. It has been determined that at the conclusion of the instruction there will be opportunities for placement or advancement in the occupation or occupations for which the instruction is given.
5. The instructor has a credential authorizing him to teach the subject and is technically competent to do so.
6. The instructional content and sequence is designed to meet the needs of the occupation or occupations utilizing the advice of an advisory committee representative of the industry.
7. The facilities, equipment, materials, and resources utilized in instruction will be those common to the occupation or occupations.
8. There is evidence that the students enrolled are able to profit occupationally from the instruction.

Committee Report

PROCEDURES FOR THE VOCATIONAL AGRICULTURE
INTERNSHIP TEACHING PROGRAM

The normal supervisory procedures utilized for student teachers should be used for vocational agriculture interns. Where no supervisory teacher exists, special effort should be made by teacher educators and regional supervisors to utilize local administrative evaluations. The procedural steps concerning the enrollment of individuals in the special intern program are as follows:

- (a) The candidates are to be referred to one of the two teacher education institutions to determine if they are eligible for the special internship program including examination of credential qualifications.
- (b) The teacher education institution then recommends the candidate to the Assistant Bureau Chief to determine if he meets Bureau standards as outlined in the "State Plan for Vocational Education."
- (c) After a candidate has been determined qualified for an internship, he is referred to the regional supervisor or supervisors in whose region or regions placement opportunities exist in order for him to apply for a position.
- (d) As a condition to implementing the program, the administrator and the intern shall submit to the regional supervisor, teacher educator, and Assistant Bureau Chief the signed Internship Teaching Agreement.
- (e) After the intern has been employed, he is referred to the appropriate teacher educator for submitting an internship credential application and development of a program to complete requirements.

Committee Report

STUDENT TEACHERS (OR INTERNS) WITHDRAWING
FROM TEACHER EDUCATION PROGRAM

The following represents what seems to me to be the procedure the committee worked out in the event a student teacher or intern withdraws or is dropped from the teacher education program. Naturally a great deal of consultation and tact, as well as exhausting all advisory resources should be utilized before we get to the point of dropping a student teacher. However, once this point is reached, there must be some procedure following in order that we both have a record to use for future directions.

1. The institution requests that the student teacher send a letter, hopefully indicating why he has withdrawn from the program. A copy of this is sent to the Bureau of Agricultural Education in Sacramento together with a summarization of the circumstances by the teacher educator. Copies of this are also sent to pertinent persons, but must include the regional supervisor, the supervising teacher, the administrator, and the candidate himself.
2. The Bureau of Agricultural Education in Sacramento then corresponds with the cooperating school and advises them regarding the fiscal matters concerning the student teacher and what procedures should be followed for the school to get whatever reimbursement is involved.
3. The teacher educator writes an appropriate letter to the administrator recognizing their contribution and making whatever additional explanation is necessary regarding the student teacher leaving his school. A copy of this goes to the regional supervisor, the supervising teacher, and the Bureau of Agricultural Education in Sacramento.

Naturally each case will be somewhat different, and invariably it takes several informal phone calls in order to insure that all is progressing smoothly, and that cooperating schools and their supervising teachers have not been damaged by this experience.

New Project Record Book

Motion was passed to accept a page on Annual Project Summary.

(See pages 5A and 5B)

A motion by Mr. Pedersen and seconded by Mr. Walker was passed that the new Record Book be tried at the discretion of the regional supervisor in one school per section. Mr. Walker was to proceed with his contact with IMP (Cal Poly) to print 2500 copies. It was suggested that term occupational be used rather than work experience.

California Bankers Association Scholarship & Certificate of Merit Program

An application form has been developed. However, regional and state awards should be limited to seniors.

Descriptive Report

A form for gathering Descriptive Report material, developed by Mr. Davis, was accepted. This is to be submitted by the regional supervisors by June 1, 1969. The report is to include a bureau number and "State Department of Education" should be included on the heading.

(See page 5C)

A motion was passed to accept material for the Descriptive Report.

Vocational Education Act of 1968

Mr. E. D. Graf, Chairman of the Planning Amendments Committee reported. Public Law 90-576 Act has three titles: I, II, III. Title I--main vocational act (includes the amendments), no money available during the 1968-69 school year.

The act was carefully reviewed by Mr. Graf, and the point was made that the Staff should be able to answer questions concerning the act. It is recommended that presentations be made at section meetings as early as possible using the transparencies available from headquarters in Sacramento.

Reports by Supervisors

Each regional supervisor reported on new developments, enrollments, etc., in their respective regions. In general, enrollments are up and class size is increasing in number, and morale is high. Los Angeles City Schools enrollment in agriculture was over 22,000 for the first time. Leadership training sessions for FFA officers has been most successful. New programs include Marine Biology in relation to agriculture, Small Animal Technician program, and Use of Teacher Aid. Teachers are being used to attend agricultural industry meetings due to the large number of meetings and the wide diversity. There is need for better relationship with county superintendents. This topic will be included on the agenda of future staff meetings. The item of class size was discussed and will be include in the January meeting.

ANNUAL PROJECT SUMMARY

Student _____

Year _____

	<u>Hours</u>	<u>Income</u>
Non-Ownership Projects: Improvement Projects	_____	_____
Unpaid Work Experience	_____	_____
Paid Work Experience	_____	_____
Ownership Projects: <u>Enterprise</u>		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
GRAND TOTAL	_____	_____

PREFACE

Supervised work experience is an essential feature of a course in vocational agriculture. Your experience should include the production and marketing of crops and livestock and other experiences necessary for successful careers in agriculture. For many students, this chance for experience may be available at home. Other students with limited opportunities at home may find that placement with cooperating employers on such places as farms, nurseries, and agricultural businesses which are approved by the school may be the best way to get the needed experience. In either case this record book will assist you and your teacher in planning and conducting a program of practical work experience that will supplement your class instruction and guide you in attaining your objectives.

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MATERIAL FOR DESCRIPTIVE REPORT

I. High School

A. Regular Programs

Number of high schools supervised _____
Number of FFA chapters supervised _____
Number of vocational agriculture students _____

B. Special high school classes (are these classes serving students with special needs)

Kind of class _____

Type of student served _____

C. Work Study Programs

Number of work study programs _____
Number of students in work study programs _____
Special features of work study programs _____

D. Adult Programs (number) _____

II. Junior College

A. Regular Programs

Number of junior colleges with agriculture programs _____
Number of agriculture students in junior college programs _____

B. Special or unusual features of agriculture classes in junior college _____

C. Adult Classes (not regular junior college students)

Number _____
Type of Class _____

III. Facilities (new construction)

A. New facilities for high school _____

B. New facilities for junior college _____

IV. Pictures: If you have any pictures that can be used in describing the agricultural education activities in your region, will you please submit them with this form.

Mileage Claims

Supervisors are reminded to check excessive mileage claims and bring such claims to the attention of administrators. No further action on mileage and use of courtesy pickup.

Designated Subject Credential

This has been presented to a committee of the State Board and will have to be represented again with some clarification. The Staff should return suggestions as soon as possible and send in for specific subjects to be taught, e.g., agricultural equipment operator. Use of the USOE list of occupational titles was suggested.

Sears Program

Supervisors, by December 1, 1968, must have handed in both livestock and machinery priority lists to Mr. Davis. Mr. Cutler was to decide on a date to pull a group of teachers together to evaluate the Sears program prior to summer conference.

Currently there was no need to visit the Los Angeles beautiful program this year. However, in another year interested persons other than sectional presidents should go. Mr. Wilson will get a note out at the first of the year indicating who will go from the staff.

Descriptive Material on California Young Farmers Association

Mr. Reed made a plea for materials, e.g. 2x2 on CYFA. The IMP program was to pursue a multimedia approach to gathering material on CYFA.

Summer Conference and Skills Week

The 1968 Summer Conference and Skills Week was rated good to excellent. The Staff should come to the January meeting loaded with ideas and suggestions for skills week and conference. Suggestions at the January meeting must include theme and desired speakers.

A place should be provided on the evaluation sheet to indicate the number of years teaching so comments can be categorized.

Regional supervisors are requested to check in sections and know by the spring regional meeting if teachers want a post-session on skills week.

List of Occupations

The list of job titles will be duplicated by Mr. Wilson and distributed in the January newsletter.

Course Outline

The possibility of a State Course of Study was discussed. The January meeting is to have a two hour session devoted to the development of course outlines of units listing teaching resources available. This idea refers to an expansion of Core curriculum to the implementation level. Both teacher education institutions may also have materials developed in this general direction.

Also available is teaching material on AAAE and VA. Each supervisor will receive a set of material.

Department Evaluation

Regional supervisors are reminded to evaluate two schools in their respective regions during the school year.

October 15 R-2 Reports

Supervisors are requested to submit R-2's by December 15. Please include a "dummy" R-2 for any VEA only programs. A one-page summary listing last year's enrollment and current enrollment should also be submitted.

Girls Uniforms

Prototype has been decided and seven jackets are being made and presented to Governing Board and State FFA Convention.

Committee Assignments

Many committees must meet as per program of work so committees are urged to proceed rapidly.

Mr. Cutler requested each supervisor transmit to him a list of how teachers are involved in CATA activities.

Liaison Committee Report for Agricultural Occupations

The committee met at the University of California in Riverside and heard the report by Mr. Becket on agricultural study.

~~Financial System~~

~~Committee met and made plans to include the system in the new State Plan.~~

Supervised Practice Report

The report is required by regional supervisors and due February 1, 1969, for the previous calendar year ending December 31. It does not include Freshmen but does include graduating Seniors.

MDTA Programs

Problems can be avoided if early cooperation between regional supervisors and MDTA Staff occurs.

Young Farmer Convention

The California Young Farmers Association Convention will be held February 6, 7, and 8 at Stockton Inn in Stockton.

Respectfully submitted,

E. M. Juergenson