

CALIFORNIA STATE DEPARTMENT OF EDUCATION  
Bureau of Agricultural Education

STAFF MEETING MINUTES

January 5-7, 1971  
Room 118, Education Bldg  
Sacramento, California

Present

H. H. Burlingham	E. J. LaSalle
J. T. Davis	J. F. Lawrence
L. Dowler	W. J. Maynard
M. E. Fleming	R. H. Pedersen
O. S. Gilbertson	P. Peterson
T. B. Gregg	W. D. Reed
D. L. Hampton	R. D. Regan
E. M. Juergenson	W. D. Wills
	D. E. Wilson

The meeting was called to order by Mr. Don Wilson, chief, at 8:35 a.m. Minutes of the November staff meeting were accepted as mailed and additional items were added to the agenda. Agenda items were not considered in the order listed but rather were considered to fit the time schedule. Topics considered and actions taken were:

Curricular Activity Code

There has been a request for additional copies of the Code. Last year, only an insert was printed to go with the existing copies. Teachers have lost their complete copy in many cases. Because of these losses and the need for additional copies during state finals, 200 more are needed. Accordingly, Mr. Burlingham and Mr. LaSalle will determine if stencils were kept on the 1969 Code; and if so, they will have 200 copies run. If they were not kept, Celia will retype the stencils and run the necessary copies.

Project Competition

Personnel from the Security Pacific Bank met with Mr. Wilson, Mr. LaSalle, Mr. Maynard, and Mr. Hutchings in December to discuss the bank's participation in project competition. The bank representatives were happy with the program; however, there was some discussion given to the idea of changing the certificate now given to one of a framed certificate so that it could be appropriately displayed. The staff was generally in favor of this proposed change. Representatives of the bank thought that more emphasis should be put on non-ownership supervised work experience practice programs and suggested that a scorecard be developed to give this emphasis. The sponsoring banks will get together soon to discuss the reissue of the project competition booklet. Security Pacific and

Bank of America have already indicated a desire to assist in a reissue. Local project competition is being judged or planned now. The number of eligible members that may participate in the sectional competition will be based on the total FFA membership of the chapter. Additional study will be made concerning the type of certificate which should be presented to winners.

#### Western Fairs Association

"Californians for Fairs" have released the report made by the Commission on California State Government Organization and Economy or "Little Hoover Commission". This report suggests the combination of fairs so that the present number of 72 would be reduced to 38 district fairs. Teachers should be made aware of the proposed changes. The Bureau will take no official position at this time; however, it is recognized that a major reduction in fairs could be damaging to parts of the youth program.

A committee of fair managers have met and discussed the participation of juniors in fairs and shows. They will recommend to the fair managers at their annual meeting in February that juniors be allowed to compete in only one district or county fair. The Bureau's position on this is that a junior should be allowed to participate in his own local fair (county, district, or both), a regional show, and the State Fair. We will support this position.

#### Intern Workshop

Dr. Gilbertson reported on the intern workshop held in San Luis Obispo in December. It was generally rated as excellent by those who participated. The interns did suggest a wider range of topics to be presented and also suggested that in the future interns should have some input into the program planning.

#### Placement

Regional supervisors reported the following conditions relative to placement and job openings at the start of the second semester. Southwestern - La Habra was open for one man, but has been filled. North Coast and Superior regions report no positions open. In the South Coast region a replacement will be needed at Hartnell College to take the place of Jerry Biggs. This may create a vacancy in some high school. Mr. Fleming reported that the Southern region would have at least two high school positions open and possibly a third. There will also be a position open in one of the community colleges. Escondido and North high schools are the two schools with positions to be filled, and Apple Valley is the community college needing one man. In the Central region, Ed Leal will leave Thomas Downey to go to Modesto College, and his present position will need to be filled. There may also be an opening at Manteca for a man strong in ag mechanics.

Cal Poly will have one man available at mid-term who is strong in ag mechanics. Fresno State will have two or three teachers ready at mid-term. It is appropriate

to discuss the intern program at section meetings and at Young Farmer meetings (so that a list of potential interns can be developed).

#### AVA Report

Dr. Juergenson reported that Mr. Wilson's report already distributed to staff members covered the convention pretty completely. He attended a meeting of the Research Committee which was not reported earlier. He also reported that a summary of studies important to agricultural education made over the last three years would soon be available through Interstate Publishers. A summary of studies in the Pacific Region is available through Dr. Juergenson's office. Mr. Wilson was elected secretary of the state supervisors of agricultural education organization.

#### State Officers Tour

Mr. Davis reported on the recent tour of the state officers. The officers met with friends and sponsors of the FFA in Sacramento, San Francisco, and Los Angeles. Nineteen different individuals were visited in ten different concerns. The boys were well received in every place and were invited back. The people visited liked the idea of being visited by the officers. In addition to the visits, the officers conducted a leadership conference for the Orange section.

#### Young Farmers Institute

Mr. Lawrence reported on his trip to the Young Farmer Institute held in Wichita, Kansas, December 6-9. The Institute was organized to include banquets, panels, speakers, and committee meetings. Tours of agricultural operations in the area were also conducted. The following points were made concerning the Institute.

It should remain an institute and not be a convention. It should not conflict with other dates such as AVA. Delegates should be elected by the states in a way to maintain continuity. In 1972 the meeting may be held in Sacramento.

#### FFA Membership

It appears that FFA membership will be up by at least 1,000 members this year. There are still 18 schools who have not submitted their dues. These schools are not in good standing and should not be allowed to participate in FFA activities until dues are submitted. Membership should reach 16,000 this year (see Addendum A).

### Regional and State Officers' Travel

Officer travel to regional meetings should be the responsibility of the school. The officer should be under the supervision of the local teacher (his advisor) whenever he attends local, sectional, and regional meetings. School policy should be followed at all times. Members and officers of one region are not encouraged to attend other regional meetings. Mr. Davis will make a study concerning liability of the State Association.

### FFA Dress Code

Official FFA dress is not being followed at some FFA functions. There is a need to get uniformity of thinking concerning dress. The CATA should be alerted to this problem, and it should be included in discussions at the teacher training institutions.

### FFA Executive Committee Meeting

The FFA Executive Committee will meet in San Luis Obispo January 21-22. Their main topics of discussion will involve the state convention. Each regional president will be asked to report on the activity of his region since the September meeting. Supervisors should help them with this report. Other items to consider will be constitutional changes, FFA dress, travel, and Honorary State Farmers. If a region has something that should be discussed, they should send the topic with their president.

### National FFA Week

A packet on materials available through the supply service, and on how to do various activity for National FFA Week has been distributed to each department. Each supervisor should discuss this with his teachers during sectional meetings this month. We would like to make a special push this year to correspond with additional emphasis on membership. A billboard poster has been ordered for each section. Supervisors should see that they are put in the hands of a chapter who will utilize them.

### Young Farmers

The Executive Committee meeting will be held Saturday, January 9, at the Holiday Inn in Santa Rosa. Regional presidents and vice presidents should be there. Supervisors should see that they are informed. There is a feeling among community chapters that too much time is being spent to entice junior college chapters into activities of the CYFA. More time should be spent on community chapters.

### CATA Governing Board

The Governing Board meeting will be held in Fresno on January 16-17. Supervisors may attend if they desire or if they have a presentation to make. It appears that there are no great problems to be considered at that time.

### Bureau Program Statement

The goals and objectives statement of the Bureau relative to the total program of education in vocational agriculture was distributed and discussed. It was agreed that the statement of goals should be grouped together and broadened to be more inclusive of the various facets of the total program. Several corrections were made and additional suggestions were made to improve the statement. The statement will be refined and distributed by the March staff meeting.

### VEA-Part C

It was announced that instructions are available for making application for research projects under VEA, Part C. There is \$1.3 million available for use in research in California.

### June Planning Session

The PG&E Company is making a facility available at Tiger Creek out of Jackson for the June planning session.

### Cow Palace Assignments

Bureau staff members were given assignments for the 1971 Grand National Junior Livestock Show. A confirming letter was sent to staff by Mr. Wilson on January 7.

### Intern Attendance at Summer Conference and Skills Week

Apparently there is some conflict with some of the interns and some may not be able to attend one or possibly both Skills and Conference. It is in the agreement that they will attend. If there is a conflict because their school is in progress, the excuse is valid. Also, if their summer school program is in conflict, their excuse is valid. Supervisors should make a close scrutiny of each intern's excuse if they plan not to attend.

Parliamentary Procedure Topics for Discussion

It was agreed at CATA meetings several years ago that each region would submit topics for its own contests. The staff member in charge of the state contests will have new topics for the state final. Topics for discussion at local, sectional, and regional level will not be furnished by the state office.

Skills Week

A survey was made at regional meetings--110 teachers indicated that they would attend Skills. Subjects most frequently suggested were natural resources, ag mechanics, crop science, and ornamental horticulture. The time periods for skills will be similar to previous years. The schedule is set for this year. Schedules for future years should be discussed with teachers. Community colleges may develop on EPDA support. They will consider technical classes particularly in natural resources and ag mechanics. The following subject areas and class titles are suggested from the survey:

NATURAL RESOURCES

- Wildlife Management
- Wildlife Identification
- Forestry Skills, Scaling
- Fire Control
- Upland Game Management
- Teaching Techniques

ORNAMENTAL HORTICULTURE

- Landscape Design
- OH Equipment, Repair & Maintenance
- Gardening
- Identification

AG MECHANICS

- Concrete Work
- Plumbing
- Advanced & Beginning Welding
- Safety Practices
- Use of Surveying Equipment
- Machine Shop Lathe
- Hydraulics - fluid system
- Ford Powertrain Workshop

CROP SCIENCE

- Plant Tissue Testing
- Calibration of Equipment
- Irrigated Pasture & Turf Management
- Proper Use of Insecticides
- Mini Crop Production

ANIMAL SCIENCE

- Horse Husbandry
- Livestock Practicum

## Conference

The conference was discussed. The following information and suggestions will be made to the governing board at the Fresno meeting.

### PROFESSIONAL SECTIONS (possibilities)

- Disadvantaged and Handicapped
- Imagination in Teaching
- Community College Curriculum Development
- Beaches and Parks
- Adult Education
- Work Experience (summer & cooperative

### SPEAKERS

- Wilson Riles (Administrators' Day)
- Congressman Quie
- Don McDowell (Keynote Speaker)
- Mr. Kamsberg
- Carl Winters
- Mr. Kattman
- Mr. Cunningham

- Assemblyman Ketchum (Natural Resources)
- Allen Grant (Natural Resources)
- Emil Mrak (Natural Resources)

### PANELS

- Ecology
- Farm Labor
- Ag Legislation
- Mini Symposium (sheep/swine)
- Manpower Legislation
- Farm Safety
- Administrator-Ag Teacher Relations
- Teacher Liability

## Course of Study Ag Mechanics

The course of study for ag mechanics is available through VEP at Cal Poly. The cost is \$3.50. Student teachers should be encouraged to purchase their own.

## Junior Livestock Auction

Mr. LaSalle reported on a survey he had recently taken. A summary of the results was handed out and discussed. Supervisors may feel free to use the results as they see fit.

### March Staff Meeting

The March staff meeting will be held in Santa Rosa. Mr. Pedersen will take care of arrangements. The meeting will start at ~~8:30 a.m.~~ <sup>8:00 A.M.</sup> on March 9 and may go through March 11, to 4:30 p.m. Committees will meet with possibly two meetings going on simultaneously.

### Programs for the Handicapped

Mr. Ted Hawthorne of the Program Planning Unit presented information concerning his unit's efforts for the handicapped and discussed various programs around the state. He is in the process of developing a handbook on handicapped for state staff and educators. Funds might be used to send teachers to workshops to develop skills necessary to work with handicapped.

### Programs for Disadvantaged

Mr. Fred Martinez of the Program Planning Unit reported on his work with schools in the area of disadvantaged students. Mr. Martinez explained how he made contacts with schools and ways and approaches he takes to get programs started. Mr. Martinez believes that funds for disadvantaged can be used to promote and recruit students into the program. It might also be used as an incentive by making jobs available and paying students for work. He is available to work with supervisors to develop and evaluate programs for the disadvantaged.

### Program of Work

The staff Program of Work was discussed. Areas that have not been completed according to assignment should be reviewed with the idea of completing as many of the items as possible before the end of the year.

The multiman workshop which will be held as noted in the Program of Work should develop a handbook on the administration of multiman departments.

### State Plan Standards

The requirement for 12 months service as a part of the State Plan was discussed. If it appears that the State Plan will not be revised, the provision will be left as it is. On the other hand, if it is to be revised, this provision may be reworded to give more flexibility in programs.

### Sears-Roebuck Support

Mr. Davis reported on the new thinking concerning the Sears-Roebuck support program. It appears that much of our program may be curtailed due to new directions to be taken by the Foundation. Supervisors should turn in requests for schools



in their region. These requests may be honored at least through the rest of the school year. The support program was cut down by 20% at the start of this year. Probably we will be able to spend only about \$6,000 before the major change takes place in the program.

#### Project Competition Scorecard

The scorecard revised by the special committee was discussed. It was accepted as handed out after discussing some suggested amendments. Each supervisor will follow the scorecard as closely as possible so that uniformity can be maintained. The committee will write new directions to accompany the scorecard.

#### Bureau Reports

The question of whether reports should be sent to the principal's office instead of the department chairman was discussed. It was decided that supervisors should continue to send the reports to the department chairman as in the past.

#### Council of California Growers

Mr. Dan Soloman, audio visual specialist for the Council, explained the work of the Council and discussed areas of concern relative to educational publications for agriculture. There are several projects being considered now to publicize agriculture. The Council's new film "The Way It Is" was previewed. It is an excellent production, not meant for farm groups and should probably be considered as a high school or adult group movie.

It was moved, seconded, and passed that the Bureau staff commend the California Council of Growers for their work on this film. The Council of Growers is hereby commended for their work.

#### Transfer of Student Teachers

The teacher trainers should get together on the problem of applicants moving from institution to institution to shop for "deals" when they do not come well recommended. The four teacher training centers should develop a common attitude in handling these situations. This should be discussed in the teacher training committee.

#### Work Experience

Mr. Hampton reported that AB 2032 is officially dead. The bill will have to be resubmitted this year. A packet containing information on cooperative work experience has been developed for use by interested people. Mr. Hampton is available to work with supervisors and teachers interested in cooperative work experience.

### Committee Reports

(Note to staff members: Committee reports will not be retyped and added to these minutes. Where assignments have been made relative to committee reports, please refer to the material which was handed to you during the meeting.)

Teacher Education Committee - The committee reported on and discussed the work they had done on the manual developed at the supervising teacher workshop in August, 1970. The manual which is a report of the workshop was reviewed only to show the Bureau attitude toward specific items in the report. It was moved, seconded, and passed that the staff approve the committee report on the manual as far as the committee was able to go. The committee will continue their work on the manual at the March meeting.

Mr. Reed will now be in a position to coordinate the work relating to future meetings of supervising teachers and other work pertaining to student teachers.

Reports Committee - Mr. Maynard made the report for the committee. The staff accepted the Reed form as handed out. The committee will continue to study and determine particulars about the report form such as when it should be completed, why it should be made, etc.

The report on enrollment and instruction in vocational agriculture (R-2) was accepted as amended. It was amended by striking line 7, first page (refer to your copy).

The report form on supervised practice programs in vocational agriculture was accepted as revised (refer to your copy).

The follow-up card or individual record card and certificates of proficiency were handed out.

The committee will continue to work on revised instructions on how to fill out B-2 reports.

Committee for Standardizing Forms for Reporting Local District Plans - Mr. Fleming handed out three forms to be used in reporting progress to the bureau chief. They were:

1. VEA plan evaluation sheet Function 10.
2. Review of claims for VEA funds.
3. Review of application for funds.

The forms were accepted as handed out (refer to your handouts)

Standardized Guidelines to be Used in Development Local Plans - A prepared standardized guideline was handed out and discussed. It should be used by teachers in developing the agricultural portion of the district plan. It was suggested that a workshop or professional section at conference be held to

acquaint the teachers with the guidelines. Also next year a section meeting should be devoted to it unless there is a drastic change in the total plan of VEA. The decision on a professional section will be made in March (refer to your handout).

Committee on Terms - A rough draft of the work done so far was distributed. The staff will review the handout on terms and return them to Mr. Gregg by February 15. Mr. Gregg will have a completed rough draft ready for review by the March meeting (refer to your handout).

Evaluation Committee - The report was made by Mr. Dowler, chairman. The committee met in Fresno in December and made many changes in the existing evaluation instrument. The results of the committee's work was handed out and considered by the staff. These results are to be studied by the staff, and staff members are to respond to Mr. Dowler by February 15. He will make whatever changes seem to be necessary and prepare a report for the March staff meeting (refer to your handout).

Local Program Goals and Objectives - Mr. Gregg reported for the committee. Material was handed out for staff study. The staff is to study the material and send ideas and suggestions to Mr. Gregg by February 15. Other members of this committee will complete their assigned work and mail it to him. A more complete document will be ready by the March meeting (refer to your handout).

Operational Program Standards Committee Report - No report was given; however, this will be handled by mail between now and the March meeting. It should be completed by February 15.

Curriculum Guide - Dr. Gilbertson reported that the material completed by this date will be presented to members of the CATA Governing Board at their annual mid-winter meeting. A report will be made at the March meeting.

The meeting was adjourned at 2:20 p.m., January 7, 1971.

Respectfully submitted,

JERRY T. DAVIS

JTD/clh  
1/15/71

UNPAID FFA MEMBERSHIP AS OF 1-14-71

NORTH COAST REGION

Fremont-Washington

SOUTH COAST REGION

King City  
Salinas  
San Jose-James Lick  
San Jose

SUPERIOR REGION

Arbuckle  
Burney

CENTRAL REGION

Manteca  
Newman-Orestimba  
Vacaville

SAN JOAQUIN VALLEY REGION

Chowchilla  
Parlier

SOUTHERN REGION

San Jacinto

SOUTHWESTERN REGION

Camarillo  
Los Angeles-Crenshaw  
Los Angeles-Washington  
Mission Viejo  
Torrance