

CALIFORNIA STATE DEPARTMENT OF EDUCATION  
Bureau of Agricultural Education

STAFF MEETING MINUTES

June 1-4, 1971  
PG&E Tiger Creek Powerhouse

Present

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

James W. Becket, Guest  
Richard S. Nelson, Guest

The first session was called to order at 1:00 p.m., Tuesday, June 1, 1971, by Chief Don Wilson. Announcements were made and the overall organization of the planning session was outlined. Mr. Don Taylor of PG&E was introduced. He explained how the PG&E facilities happened to be available at this time and welcomed staff members to the use of the facility. Mr. Taylor's address is Room 2733, 77 Beale Street, San Francisco, California 94106.

Mr. Dick Nelson, Program Operations Unit, of the Department of Education was introduced to bring the staff up to date on current information pertaining to vocational education in California. Mr. Nelson reports that the vocational education staff may not be greatly affected this year by major changes which will be made in the department. There may, however, be some position changes. Beginning July 1, 1971, the Vocational Education Section will be a task force called "Career Education". Career Education may be a "cradle to the grave" approach to education. The year 1971-72 will not see much change; however, 1972-73 will bring many changes. The word is "accountability". A cross section of the department will be on task forces. Any member of the staff may be assigned to a task force and the assignment may not pertain to the present job of the staff member. It will be necessary to set priorities on what is presently being done by the bureau so that this work can be done as "task force" assignments are assumed.

Mr. Nelson listed eight points which may guide the direction and thrust of the Vocational Education Section in the future. These were:

- 1) Vocational education must be part of the experience of all students.
- 2) Vocational education must be a principal element in the education of all students between kindergarten and 12th grades.
- 3) Vocational education must be responsive to local, state, and national labor markets.

- 4) There must be multiple options to youth which may come through the "cluster of occupations" approach.
- 5) Placement and follow-up is important; we must know what happens to vocational students.
- 6) Vocational education youth groups must continue to expand and be involved in "decision-making" in vocational education programs.
- 7) Private schools and private industry must be included and expected to contribute to vocational education for some youth. (This may be through contract.)
- 8) Performance incentive contracting--for certain aspects of the vocational program may be used. (We may buy the service of companies to do part of the vocational preparation for some students.)

All of these must bring a redirection of the efforts of the Bureau of Agricultural Education. The necessary changes will have to be handled by the leadership of the bureau. It might be done by cutting 50% of the services presently being done by the bureau so that this time could be spent in these new areas. It might also be done by adding 50% more staff. This is highly unlikely; so the 50% more work will have to be done by the present staff. The staff should be thinking in terms of prime responsibilities, shared responsibilities, and delegated responsibilities so that priorities can be set.

We are moving to expand contact time "across the board" on a school-by-school basis. The bureau staff members must be ready to move into new and related agricultural occupation areas.

#### Review and Evaluation of 1970-71

Each staff member reported on his activities relative to accomplishing goals and objectives set in the 1970-71 Bureau Program of Work. A high percent of accomplishments was reported with approximately 75% of the set objectives being accomplished. A final, special report on the accomplishment by items will be made.

#### Review of 1971-72 BAE Program Statement

After input from members of the bureau staff, the Program Statement was revised several times over the year. The last revision presented at the March Staff Meeting was not substantially changed. The format for the Program of Work for 1971-72 will be as a supplement to the Program Statement. The Program Statement will be the governing document for the bureau's activities in 1971-72.

Special Meeting - State FFA Convention and State Finals

Special problems which arose at the convention and contests were discussed and the following recommendations were made:

- 1) Have a common rule for supervision of boys and girls.
- 2) Have both boys and girls register in the same place.
- 3) Make a more detailed set of directions to be mailed to each school.
- 4) Develop a new registration form so that girls can easily be identified.
- 5) Have registration go through the region so that supervisors know who is attending from their region.
- 6) Regional supervision for girls will be one chaperone for ten or fewer girls. If there are more than ten girls attending, go back to the section for chaperones.
- 7) Instruct everyone that there must be no prior registration.
- 8) Envelopes should not be stuffed with delegate material.
- 9) Regional presidents should be available Wednesday morning to assist in line.
- 10) Seat delegates on stage, State Farmers in rear of Little Theater.
- 11) No speaker on banquet program.
- 12) Check on medallions for awards program. Investigate the possibility of using a common medallion for several awards.
- 13) Seat people from center out for the banquet.
- 14) Have a more definite place for committees to meet.
- 15) Make sure that chairmen of committees know their assignments.
- 16) Keep delegates not on committees busy in session.
- 17) Mr. Fleming and Mr. Biggs will direct ballot counting in 1972.
- 18) Make sure that meeting rooms are always open.
- 19) Use table for officers in place of officer stands.

- 20) There is too much lunch; cut out part of it and leave out the bottle opener.
- 21) Get individual rooms for regional meetings.
- 22) Transportation of delegates back to bus depot is the responsibility of the region.
- 23) Continue the Vespers Service.

The State Contest ran very smoothly; however, it is suggested that we raise the entry fees to \$1.00 per team member and require that they register at least one week ahead of the contests.

#### Committee Reports

Committee reports were made by each chairman and a copy of their reports submitted for inclusion in the minutes. (See attachments A through L)

Record Book Committee - Mr. Maynard indicated that there will be one more meeting for the final okay of the teachers. A report will be made to the CATA Governing Board in January, 1972, for their approval. The new book, if accepted, will be ready for use in the 1972-73 school year. A progress report will be made at the Fall Staff Meeting, 1971.

New forms for district plan reporting - Mr. Fleming discussed the new forms for use in reviewing district plans and processing applications. The forms will be used this year. A set will be used on every district plan. If the district has no agriculture program, this will be noted. These forms will be duplicated and furnished by Mr. Fleming's office. A supply will be mailed to supervisors as soon as they are available. The forms will be accepted if done in longhand.

Operational Program Standards - The committee suggested that a booklet be developed to include operational program standards for secondary vocational education in agriculture. These standards are guidelines only, and it is not expected that all districts would strictly follow these guidelines. Staff members will review the document and return it within one week to Mr. Reed with suggestions for improvement or revision. It was suggested that copies of the Program Statement be handed to teachers at section meetings and to anyone else requesting it. It was also suggested that this document might serve as a guideline for the evaluation instrument being developed by the evaluation committee.

Local Program Goals and Objectives - Mr. Gregg made the report and it was accepted as reported. The report will be edited, printed, and made available to teachers.

Evaluation Committee - Mr. Dowler recommended that the committee be continued and that a revised instrument be prepared for the Fall Staff Meeting for their review.

Student Records Committee - This committee will continue to work and will report their progress at the January Staff Meeting. Mr. Maynard will continue as chairman

Glossary of Terms Committee - The completed committee report was given by Mr. Gregg. One or two minor corrections will be made, and then it is suggested that enough of the booklets be printed so that each teacher will have one. An index will be added before final printing.

Administration of Multiman Departments - Mr. LaSalle reported that three EPDA workshops were in progress. They are being held in various areas of the state. A handbook on the operation of multiman departments will be developed.

#### Vocational Education Management Workshop

Mr. Fleming reported on the workshop which he attended. A major area studied in the workshop was how to organize and conduct a workshop. Mr. Fleming suggested that the staff look into the possibility of holding such a workshop. He will check with other members of the Department of Education who were in attendance to see if it could be worked out as a Vocational Education Section workshop. Mr. Fleming will report back at the June 28 Staff Meeting.

#### Critique of State Judging Finals

Mr. LaSalle reported on the State Judging Finals. There were very few problems in the actual running of the contest. There was a loss of money on the contests this year. One cause may be that a few teams do not pay before the contest and collections are not made. It is proposed that teams register and pay for judging at least one week before the contest. Mr. LaSalle will make this proposal to the Curricular Activity Committee. It will also be suggested that entry fees be raised to \$1.00. It is also suggested that the following revisions be made:

- 1) Page 1. Chaperones for girls, "when 5 or more ...", could infer that 4 or less would not require a chaperone.
- 2) Page 2. Being present at awards assembly to accept award. Some were not.
- 3) Page 3. An error in the fee which must be corrected.
- 4) We should include in the Curricular Code the 24-hour requirement for FFA activities.
- 5) We should have an explanation regarding "transfer" students between schools—how to clear the record on them.

- 6) Have all sponsoring institutions follow the Code. Some schools are deviating.
- 7) Public Address System at Awards Assembly.
- 8) Sweetheart Contest - duties and responsibilities.

A committee of Mr. Davis, Mr. LaSalle, Mr. Biggs, and Mr. Maynard will develop a recommendation on girl chaperones for the Curricular Committee.

#### Regional Supervisor "Contact Person"

Mr. Wilson discussed the job of the regional supervisor relative to acting as a contact person for districts. A memo from Mr. Nelson is considered as the guideline to follow. It includes responsibilities of the supervisor in "across-the-board" contacts. Mr. Wilson will check with Mr. Nelson concerning across-the-board supervision of ROC/ROP programs especially in multi-district programs. A statement will be developed to indicate the position of the bureau on the supervisor as a contact person.

#### The Program Approach to Agricultural Education

Mr. Reed discussed the program approach to agricultural education in the secondary schools. Supervisors should accept this system in lieu of the course approach. We are currently operating under the USOE four-digit system, and this system should be used in making VE-45 and VE-48 reports. It is suggested that the staff move in the direction of the program approach and that they promote this method to teachers. The Business Education outline (handed to each staff member) should be accepted as a pattern to follow. The program approach is a broad approach aimed at clusters of occupations. The Curriculum Guide Committee will follow this system. The supervisors have the responsibility of converting the course titles on the VE-48 form to four-digit numbers before the form is transferred to the coordinators.

#### 1971-72 Calendar Items

A calendar of events will be developed and dispensed in the near future. Supervisors who have items for the calendar should send them in now.

#### Strengthening Regional and Sectional Meetings

Sectional meetings should be workshops or professional improvement-type meetings. They should be planned as a series of professional improvement inservice training sessions for teachers.

#### EPDA Workshops

Any communications going to teachers concerning these workshops should be duplicated and sent to the state and regional offices. Supervisors should assist in making the selection of teachers who take part in EPDA programs. Supervisors should know who will be involved from their region.

Increasing FFA Membership

The following steps will be taken to increase FFA membership in 1971-72.

- 1) Special workshops in large schools with heavy vo-ag enrollment and low FFA membership.
- 2) A state officer will spend two weeks in each region to visit schools early in the year.
- 3) Regional officers will be available to help.
- 4) Special letters will be sent to schools.
- 5) Percent of increase trophies will be awarded.
- 6) This item will be considered in a CATA professional workshop.

Teacher Placement

A decision on full-pay interns will be made at summer conference. Supervisors should communicate quickly with Mr. Reed's office whenever positions are opened or filled in their region.

The meeting was adjourned at 11:00 a.m., Friday, June 4, 1971.

Respectfully submitted,

Jerry T. Davis, Secretary

