STATE DEPARTMENT OF EDUCATION
Bureau of Agricultural Education

Staff Meeting Minutes
June 5 - June 7, 1973

Members Present

J. K. Baker	M. E. Fleming	W. J. Maynard
Jerry Barkley	O. S. Gilbertson	Paul Peterson
S. I. Beck	T. B. Gregg	W. D. Reed
J. L. Biggs	D. L. Hampton	J. E. Sabol
J. T. Davis	E. J. LaSalle	W. D. Wills
Lloyd Dowler	J. F. Lawrence	D. E. Wilson

The meeting was called to order at 8:40 a.m. by Mr. Don Wilson, Chief of the Bureau of Agricultural Education in the Conference Room, Hotel Wawona, Yosemite on Tuesday, June 5, 1973.

The minutes of the March Staff Meeting were approved as mailed.

Orientation to Planning Session

Warren Reed presented an orientation on the new format of our meeting. He explained that our major efforts would be devoted to problem areas rather than to our program of work as has been done in the past.

Report and Discussion of Bureau of Agricultural Education 1972-73 Accomplishment of Operational Activities

Warren Reed explained that as a result of his individual appointments with each of the Bureau Staff members he had developed two reports:

A. Evaluation of Accomplishment
B. Evaluation Log

These documents were distributed to the Staff and the Evaluation of Accomplishment was discussed in depth and several revisions were made.

Bureau of Agricultural Education Standing and Temporary Committee Year End Reports

- Reports and Publications:

Jim Maynard reported that the Vocational Agriculture Student Data Folder revisions had been made and that 1,000 copies would be printed for distribution to teachers on an initial basis with a copy of the instructions. The sheet may be purchased after the initial hand-out from Vocational Education Productions.

Jim also reported that the instructions for the California Farm Account Book are being printed now and will be available soon to Regional Supervisors and Teacher Educators.

Motion: The committee's report be accepted. (W. D. Reed)

Second: Jack Lawrence

Motion: Passed

- Scholarships and Awards:

Jerry Davis passed out a list of the Bank of America Teacher Scholarship winners and a list of the FFA Scholarship recipients. There were over 90 applicants.

Motion: It be made policy to notify all scholarship applicants as to their status as soon as possible after the winners have been selected. (Jerry Biggs)

Second: S. I. Beck

Motion: Passed

Jerry Mentioned that there was a need for more Proficiency Award applicants and passed out a descriptive list of this years winners.

A list of State Farmer Degree recipients was distributed to Staff.

Don Wilson indicated that the six winners for the Bank of America Ethnic Minority Scholarships had been selected recently in Fresno. There were twenty-two applicants and there were four young men and two young women selected as winners.

- Summer Conference Operations:

O. S. Gilbertson presented the schedule for the CATA Summer Conference.

Professional Section Staff assignments include:

a. "Innovations in Teaching" - Dennis Hampton and Ted Gregg
b. "OSHA" - Emile LaSalle and Bill Wills
c. "Summer Programs" - Jerry Biggs
d. "Program Approach" - Sandy Beck and Warren Reed

Bureau assignments for:

A. Department Meetings

- CATA Affairs - W. J. Maynard and M. E. Fleming
- Adult and Youth - J. F. Lawrence, J. L. Biggs, Emile LaSalle and Jerry Davis
- Curriculum Development - S. I. Beck, W. D. Reed, J. Barkley, W. D. Wills, Teacher Educators

B. Division Meetings

- Community College - J. K. Baker, J. F. Lawrence and Lloyd Dowler
- Secondary - all remaining Staff

Regional Supervisors were reminded to attend the Governing Board Meetings on Sunday, June 24 at 1:00 p.m. and the Governing Board Breakfast on Friday, June 29 from 7:00 to 8:30 a.m.

- Teacher Education

This committee has an established practice of meeting once per year in a two-day meeting.

As agenda items develop they are placed on a master list of agenda items so that the agenda is up to date for the annual Tec Meeting. The following are highlights of the committee activities during the year:

- A sub-committee of Teacher Trainers chaired by O. S. Gilbertson has been assigned the responsibility to study and keep posted on the Ryan Bill.

- A major undertaking started in 1971 was a proposed revised system for selecting Cooperating Schools. Pilot Programs were undertaken in the Southern and South Coast Regions for the Fall of 1972. A sub-committee was appointed to plan and carry out this new program. Members of this committee were W. D. Reed, Chairman; E. M. Juergenson and Emile LaSalle. Warren Reed developed the bulk of the material needed to implement the pilot program.

All parts of the program were satisfactory except the requirement of a personal appraisal evaluation and consultation with interested schools. This was the heart of the proposal and because of a jittery fall due to reorganization problems it seemed impossible to accommodate this part of the plan. The staff shall continue to review and suggest improvements to this program.

- Another major undertaking was the planning and operation of two intern workshops. Bill Wills coordinated and organized these workshops which were held at Delta College and Hemet High School. Attendance was good and it appears that the workshops were helpful.

- Program Approach and Curriculum Development

The committee report was made by Sandy Beck. A packet of materials was handed out. Don Wilson reported that it appeared some EPDA money would be made available for the implementation of this project.

- FFA Instructions in Fifth Year of Teacher Preparation

Jerry Davis passed out the committee report. The report was a survey which determined the pattern for the five teacher training institutions relative to FFA instruction in the fifth year of teacher preparation.

Motion: Accept the report. (Jerry Davis)

Second: Jerry Biggs

Motion: Passed

- Supervised Practical Experience in Vocational Agriculture

No report.

- Alternate Ways of Meeting Bureau of Agricultural Education Objectives

Jerry Biggs distributed the committee report. The report recommended that Supervisors spend one section meeting reviewing the activities with the agriculture teachers and that the item be placed again on the March Staff Meeting agenda.

Motion: Accept the Committee Report. (Jerry Biggs)

Second: Sandy Beck

Motion: Passed

1973 FFA Convention Critique

The general feeling of the group indicated that the Convention was very good. The following recommendations were made:

1. Provide special badges for the State Farmers.

2. Provide more activities for the State Farmers.

3. House the State Officers away from the other Delegates.

4. Motel arrangements for the girls will be made by the Regional Supervisors.

5. State FFA Advisor will recommend that State Farmers not attend the Convention unless they are properly supervised.

6. Pre-registration will remain optional.

1973 FFA Judging Finals Critique

The report was presented by Emile LaSalle.

Motion: Recommend to CATA that the deadline for mailing entries for the State Final Contests is 14 days prior to the contest. Entries submitted after the deadline are subject to rejection. (W. D. Reed)

Second: Ted Gregg

Motion: Failed

Committee Assignments

The Staff was dismissed to the committee meetings.

Reports from the three committees are included as Addendum A, B, and C.

Credential Status Report

Warren Reed reported that the Commission is meeting on June 9. Agriculture is on the agenda for Single Subject designation.

Lloyd Dowler indicated that Assemblyman is ready to present legislation if necessary to name Agriculture as Single Subject Designation.

Vocational Agriculture Graduate Follow-Up

Sandy Beck passed out the committee report and a post card which could serve as a guide for student follow-up.

Motion: Accept the concept of the mini-follow-up survey. (M. E. Fleming)

Second: Joe Sabol

Motion: Passed

Placement

Warren Reed handed out the most recent Placement Letter. Discussion followed on possible new openings and the status of student teachers.

Regional and Sectional Assignments for the North Coast Region 1973-74

a. FFA and CATA - Warren Reed
b. Alameda Section - Emile LaSalle
c. Sonoma Section - Sandy Beck
d. Humboldt-Mendocino Section - Ted Gregg

Pilot Cooperating School Selection Process

Maurice Fleming and Emile LaSalle reported that the pilot process was valuable; however there was too much paper work.

Motion: Supervisors who wish to use the pilot selection system should use it. (Maurice Fleming)

Second: Jack Lawrence

Motion: Passed

Volunteers:

a. Continue - E. J. LaSalle and M. E. Fleming
b. New - J. L. Biggs, S. I. Beck and W. J. Maynard

Motion: A list be developed by each supervisor and the teacher training institution will notify the Bureau Office in Sacramento which schools it wishes to use. (Lloyd Dowler)

Second: S. I. Beck

Amendment: Those supervisors following the pilot selection process will allow the cooperating school to select the training institution it prefers to work with.

Second: Joe Sabol

Amendment: Defeated

Motion: Passed

Future Farmers of America Report

Jerry Davis reported that the Regional Leadership Conference will be held on July 8, 9, 10, and 11. Each Supervisor should select a teacher to attend and assist the Regional Officers. The Supervisor should plan to attend their Regional Meeting on July 10. There will be no Legislator's Luncheon due to the legislative recess.

State Officers will be available again this year to help schools, sections, or regions, according to Jerry Davis.

Jerry suggested that membership should be our major thrust next year.

A list of new Chapters was distributed along with the list of new Regional and State Officers.

Deadlines this year include:

a. Scholarships, State Farmer and American Farmer Applications - March 1.

b. Proficiency Awards, Minority Scholarships, and Master Chapter - April 1.

c. Bank of America Teacher Scholarships - May 1.

Jerry Davis mentioned that a change has been made in the Golden State Farmer Degree application. All applications must have a check for the gold key attached. If the applicant isn't selected, the check will be returned.

Jerry also reported that the National Convention trip will include a tour of Washington, D. C. The chartered airplane is full.

Pacific Gas and Electric Report

Jerry Biggs passed out the Pacific Gas and Electric Course report. All agriculture teachers wishing to pre-register in the course should contact local Pacific Gas and Electric Representatives. The course will be open to anyone interested.

Review and Discussion of Vocational Agriculture Program Evaluation Guidelines

The evaluation guideline was distributed to the Staff. A limited supply will be mailed to the Supervisors. The teacher training institutions will reproduce their own supply.

Intern Approval System

All recommendations for change must be sent to Don Wilson prior to CATA Summer Conference.

Coordination of Regional Meeting Dates

Several Regions have not had their planning sessions as yet and had no recommended dates. The following Regions have recommendations.

Region	Fall Meeting	Spring Meeting
Southwestern	October 27	February 23
Southern	November 3	February 23
South Coast	November 30 or December 1	--

T-10's for Experienced Teachers

Warren Reed reminded the Supervisors to complete T-10's on all teachers on the placement list and those that are leaving. Completed forms should be sent to the Sacramento Bureau Office.

Specialist's Report

Bill Wills reported that he held sixteen - three day workshops; two mini workshops; one - three hour workshop and two intern workshops.

He also assisted in developing a questionnaire which will go to all vocational teachers. He assisted with one department evaluation and visited seventeen high school departments. He also made classroom presentations at all of the teacher training institutions in addition to assisting at Cal Expo and Cow Palace.

Jack Lawrence presented a printed report. He also distributed a policy statement on adult and continuing education. Action will be taken on this policy statement at the next Staff Meeting.

A recommendation from the Young Farmers on the roll of the Regional Supervisors to the Young Farmers was passed out. The Staff agreed with the recommendations.

Jack recommended that we become active in the licensing of pest control operators in our adult education programs.

Motion: Jack Lawrence's recommendations on pest control education in adult education be accepted. (Ted Gregg)

Second: Jerry Barkley

Motion: Passed

A plan of action will be presented to Warren Reed and Don Wilson by Jack Lawrence.

Jerry Barkley reported good progress in Cooperative Education. He encouraged continued support through:

a. Supervisors and Staff
b. Professional Sections
c. Skills Week
d. Teacher Training Institutions

Jerry explained that Cooperative Education is:

a. Educational
b. Meeting student needs
c. Providing expansion and diversity to programs
d. Generally advantageous to most schools

Major areas of concern are:

a. Size of enrollments
b. Related group instruction

Jerry Barkley will provide Mr. Wilson with a list of schools <u>not</u> providing regular related group instruction.

<u>Evaluation of Planning Session Format</u>

Most of the Staff agreed that the change of format was good. The following suggestions were made:

a. The critical areas must have highest priorities.
b. Suggestions for committee topics should be made at the March Staff Meeting and the topics should be decided upon by the entire Staff.
c. More pre-planning on topics so we can get moving in the right direction faster.
d. Reduce the number of general session topics so that we may devote more time to committee topics.
e. It is important to follow up on the topics and on committee recommendations.
f. Have shorter interval committee meetings with general session meetings between.
g. Break down general session topics to:
   1. Informational
   2. Action
i. Have general session topics at the beginning of the meeting instead of at the end.
j. Extend the length of the June Planning Meeting.

Retirements

The following teacher retirements were reported:

Jim Elsea	- Superior Region
Lindsay (Red) Jewett	- Central Region
Paul Wade	- Southern Region

Material to be Prepared for Administrators

This item will be placed on the November Staff Meeting agenda with Maurice Fleming to be responsible.

Curricular Activity Code Revisions

All recommended Curricular Activity Code revisions must be sent to Emile LaSalle prior to the Governing Board Meeting.

Project Competition

Sandy Beck indicated that we have many problems in regard to our Project Competition Programs. He recommended that we devote one sectional meeting to the improvement of this activity.

Follow-up on Sears Projects

Don Wilson stated that he was concerned about the status of the Sears Projects. A great deal of money was provided for livestock and equipment prior to the termination of the program some three years ago.

Motion: Regional Supervisors prepare a current status report on Sears Projects and that report be referred to a CATA committee for action on the disposition of the program. (Warren Reed)

Second: Lloyd Dowler

Amendment: Substitute Bureau Staff in place of CATA committee. (Jerry Davis)

Second: Dennis Hampton

Amendment to Amendment: Add by November 15, 1973. (Emile LaSalle)

Second: Jerry Barkley:

Amendment to Amendment: Passed

Amendment: Passed

Motion: Passed

How to Better Handle Section Meetings

Motion: Add to November Staff Meeting agenda. (Warren Reed)

Second: Dennis Hampton

Motion: Passed

Procedural Manual for Bureau of Agricultural Education

Warren Reed informed the Staff that an out of date procedural manual is in existance and asked if it should be updated.

No action was taken.

Secretarial Rotation

The assignment will be made prior to the next Staff Meeting by Don Wilson.

Satellite Skills Week at Cal Poly - Pomona and Chico

Paul Peterson announced that notices on the Pomona Skills Week had been sent to all agriculture teachers.

Dennis Hampton indicated that notices on the Chico Skills Session would be sent out shortly.

Cow Palace

According to Jerry Biggs the Cow Palace Advisory Committee recently met and recommended some sweeping revisions in the Beef Show. The minutes of the Agriculture Teachers Meeting at Cow Palace will be mailed to Staff.

Great Western

Mr. Fleming announced that the Great Western will be held on April 5 - 9.

VEP Input

Emile LaSalle indicated that he serves on the VEP Advisory Committee. He needs more information from the field on what is needed. Requests should come from sections rather than from individual teachers.

Evaluation on Work Experience Education

Don Wilson reported that the program is not operating according to the handbook in most districts. The Bureau Chiefs have been asked for advice on how Work Experience Education can be more involved in Vocational Education at the local school level.

Mr. Wilson asked that information be submitted to him if Staff knows of any teacher working with students bilingually.

Forms

- Revised T-14 forms were distributed by Emile LaSalle and Bill Wills. It was decided that the revised forms will be printed and used.
- A-50 California Banker's Association Report.

Motion: Eliminate the A-50 Form. (Maurice Fleming)

Second: Jack Lawrence

Motion: Passed

- The following revisions were recommended for the R-2 Form.

  a. Adult enrollment be included.
  b. Clarification on total enrollment and vocational enrollment.

Staff Meeting Dates

a. November 6, 7, and 8.
b. January 8, 9, and 10.
c. March 5, 6, and 7.
d. June 4, 5, 6, and 7.

Future Farmers of America Foundation

Jerry Davis reported on the progress of the Foundation. He stated that the Staff must give encouragement. Sectional CATA Presidents will act as Foundation contacts.

Jerry stated that membership will vary and all contributions are welcome. Funds will be used for:

1. Developing leadership
2. Awards
3. Travel expenses for FFA Officers
4. Etc.

Jerry Davis requested that Supervisors explain the FFA Foundation at section meetings.

Program of Work - Revisions

The Staff reviewed the Program of Work in great detail and recommended revisions to Mr. Wilson.

A revised Program of Work will be printed and distributed to Staff.

Adjournment

The Meeting was adjourned on Thursday, June 7, 1973 at 4:25 p.m. by Mr. Don Wilson.

Ted Gregg
Secretary