

AGRICULTURAL EDUCATION STATE STAFF MEETING  
JANUARY 30 - FEBRUARY 1, 1996

ITEMS THAT REQUIRE ACTION

**ALL REGIONAL SUPERVISORS:**

1. Submit list of retiring ag teachers to Jim Aschwanden.
2. Ask teachers about developing a list of home phone numbers.
3. FAX list of regional proficiency award winners to Jim Aschwanden ASAP.
4. Designate a minimum of two teachers to assist Bob in supervising the dance on Monday night.
5. Submit a list of 5 individuals by March 1 to serve as record book evaluators at the State FFA Conference.
6. Distribute safety survey at regional meetings. Send completed surveys to Greg Hanger at Cal Poly SLO.
7. Develop a list of 6-8 grade schools in their region that are conducting agriculture programs.

**LLOYD MCCABE:**

1. Set-up meeting with convention hotel staff and regional supervisors.
2. Work with Ellen to develop a tracking system for non-delegates attending the Sunday workshops.
3. Schedule a regional meeting for each region to be held on Saturday as a conference orientation meeting.

**TED GREGG:**

1. Develop a check list for staff to complete relative to the June Staff meeting.

**KEN HARRIS:**

1. Coordinate the record book scoring activity at the State FFA Conference.

**BRAD DODSON:**

1. Develop a list for Paul of when courtesy corps members will be needed and how many will be needed.

**BOB HEUVEL:**

1. Develop a letter to be distributed to the field relative to judging activities and proper ethics.
2. Select site to host state finals competition in Ag Computers and Ag Pests.
3. Appoint a geographical committee composed of teachers and/or industry to select award finalists.
4. Work with Jim in developing a policy/procedure for coordinating fund raising efforts between the FFA and FFA Foundation.

**ERIC ZILBERT:**

1. Develop agriscience fair flyer to go into the March 1 Conference mailing. Give flyer to Charles for duplication.

**CHARLES PARKER:**

1. Work with National and other State Officers attending the State Conference about curfew and expectations.
2. Mail copies of registration materials to each regional supervisor.
3. Work with KRCC (Bud West) in putting packets together to be delivered to the supervisors Thursday evening.
4. Ask the State FFA Executive Committee about holding the Spring Exec Meeting Thursday prior to conference.
5. Work with Art in ensuring that FSU students are available for the award interviews to be conducted Sunday morning. The students should arrive by 7:30am so that they can become familiar with room locations.
6. Add the selection of a Chairman for Courtesy Corps to the State FFA Officers agenda.
7. Add a statement in conference packets regarding the policy of wearing hats of caps at the conference.
8. Work with Art to have signs made reminding all participants that hats/caps are not appropriate.
9. Work with Art to have signs made directing participants to the supply center booth.
10. Look into providing emergency cards with larger print.
11. Develop bus pass cards to be included in the materials going to the supervisors at the conference.
12. Work with Art to ensure that large signs are made for the dinner tables, identifying which award area is to set where.
13. Write a letter to each award finalist inviting his/her parents to the dinner.

**JIM ASCHWANDEN:**

1. Work with Paul in developing a system to allow excess funds from the insurance fund to be included as part of the FFA Foundation portfolio.
2. Have reserved tags for specific sponsors and/or judges to be placed on the tables.
3. Work with Bob in developing a policy/procedure for coordinating fund raising efforts between the FFA and the FFA Foundation.

**CALIFORNIA DEPARTMENT OF EDUCATION**  
**AGRICULTURAL EDUCATION**  
**STAFF MEETING**  
**JANUARY 30 - FEBRUARY 1, 1996**

**MINUTES**

The Agricultural Education Unit Staff meeting was called to order at 10:00am on Tuesday, January 30, 1996 at the Sands Motel Conference Center, San Luis Obispo, by Unit Manager Bob Heuvel. Present were Ken Harris, Jim Aschwanden, Linda Whent, Charles Parker, Ted Gregg, Glen Casey, Paul Stark, Brad Dodson, Lloyd McCabe, Eric Zilbert, Greg Beard, Jean Landeen, and Bob Heuvel.

Approval of Minutes from Fall Meeting: **Harris moved that the minutes from the Fall Meeting be approved as submitted, Dodson seconded the motion. Motion passed by voice vote.**

CDE Report: Bob gave a brief update to the staff on the developments within the department. Items discussed included:

- High School Division is scheduled to move back to 721 Capitol Mall March 1, 1996.
- Introduction of new staff member to be stationed in San Luis and cover the South Coast Region - Greg Beard
- Announcement that permission has been received to have Charles Parker transferred back into the Agriculture Education Unit.
- Susan Reese, Division Director, will effectively leave the Department on January 31, 1996.
- FFA Foundation presented Susan Reese with a very nice plaque and thanked her for the support that she has given to vocational education and particular to agriculture education.
- Staff was informed that office contracts are getting harder to write, it is difficult to include support staff in any contracts.
- Proposal to form a focus group on agriculture education has been submitted to Eastin for her approval. Both the industry and agriculture teachers are looking forward to the group being named and meetings held.

CATA Report: Jim Aschwanden informed the staff on pertinent issues that are or could affect agriculture education. Items covered included:

- In federal legislation it is looking more like block grants will be approved.
- Senate Bill 643, Workforce Development, has as a possible amendment the elimination of the education code.

- Winter Governing Board had an interesting meeting in Fresno in mid-December. Some results of the meeting include:
  - \* Curricular Code meetings will be held Sunday, June 23, from 1 - 4 pm.
  - \* Conference keynote speaker is Eric Chester.
  - \* Retiring teachers activity to occur during the banquet with a limited presentation.
- Lake Sequoia will continue in a similar format as 1995.
- CATA is currently attempting to develop a list of agriculture teachers with home phone numbers. Regional supervisors are being asked to work with their teachers in developing a regional list.

Meeting adjourned for lunch at 12:15pm.

Meeting reconvened at 1:30pm.

New Professional Institute Report: Linda Whent gave an update on the conference.

- 110 teachers invited.
- 36 teachers attended, 15 were repeats with 21 new attendees.
- Suggested that in the future have only one program for all who attend.
- Recommendation was to place the conference on a three year cycle, with each year highlighting a specific agenda. Year four would then be a Sacramento Experience.

Professional Development Update: Glen Casey presented the activities undertaken as part of the professional development contract.

- Preservice
  - \* There is continued concern about the future funding for preservice education.
- Inservice
  - \* Developing a manual for the Computerized Record Book. Two students from U.C. Davis will be writing the manual with 6 teachers serving as readers and resources.
- Prioritizing Conferences
  - \* First priority is to be the Student Teacher Conclave.
  - \* Second priority is the New Professional Institute.
  - \* Third priority is the Cooperating Teacher Conference.

Computerized Record Book: Eric Zilbert and Arlene Dutschke gave an update on the status of the computerized record book project. The windows version is currently being tested by students at U.C. Davis with revision being forwarded to the contractor. Eric reviewed the computer program with the staff, highlighting the major functions of the program and displaying input screens. The plan is to have final edits to the contractor so that inputs can be made and final testing can occur by the end of February. A workshop will be scheduled for CATA Conference to update teachers on the program and its benefits to their program. Hopefully hands on inservice courses will be offered during skills week activities over the summer at each of the teacher training institutions.

Teaching Positions and Placement: A summary of potential teaching openings and potential new teachers was conducted with input from both supervisors and teacher educators. The results are as follows:

- Potential teacher candidates - 50
  - \* Cal Poly Pomona 3
  - \* Cal Poly SLO 22
  - \* Chico State 5
  - \* Fresno State 12
  - \* U.C. Davis 8
  
- Potential teacher openings - 55
  - \* Central Region 10
  - \* North Coast Region 5
  - \* San Joaquin Region 10
  - \* South Coast Region 3
  - \* Southern Region 20
  - \* Superior Region 7

State Judging Finals: Review was conducted for each of the institutions coordinating a state finals activity. All institutions are to collect entry fees for state finals contests according to code policy and then submit a list of teams and the funds collected to the State FFA. Distribution of funds collected will be in accordance to policy. The following is a list of the results of the discussions.

- Cal Poly Pomona
  - \* Overall Supervision Lloyd McCabe
  - \* Small Animals Lloyd McCabe
  
- Cal Poly San Luis Obispo
  - \* Overall Supervision Paul Stark
  - \* Ag Mechanics Bill Kellogg
  - \* Agronomy Arlene Dutschke
  - \* Best Informed Greenhand ? Tom Munter
  - \* Dairy Cattle Ken Harris
  - \* Dairy Foods Ted Gregg
  - \* Farm Power and Machinery Jim Aschwanden
  - \* Farm Records Charles Parker
  - \* Floriculture Jean Landeen
  - \* Forestry Karl Bakken
  - \* Land Judging Larry Rathbun
  - \* Light Horses Flint Freeman
  - \* Livestock Art Parham
  - \* Marketing Jerry Davis

* Marketing Plan	? Dennis Hampton
* Meats	Lloyd McCabe
* Ornamental Horticulture	Brad Dodson
* Poultry	Paul Stark
* Small Engines	Glen Casey
* Vegetables	Richard Rogers

- Fresno State

* Overall Supervision	Ken Harris
* Cotton Judging	Ken Harris
* Citrus Judging	Ken Harris
* Fruit Tree Pruning	Ken Harris
* Grapevine Pruning	Ken Harris
* Advanced Parliamentary Procedure	Ken Harris
* Ag Pests	Ken Harris
* AgriScience Fair	Eric Zilbert
* Computers in Agriculture	Jean Landeen
* Creed Recitation	Greg Beard
* Extemporaneous Speaking	Paul Stark
* Fruit Tree Judging	Ken Harris
* Grapevine Judging	Ken Harris
* Job Interview	Jim Aschwanden
* Novice Parliamentary Procedure	Ken Harris
* Prepared Public Speaking	Lloyd McCabe
* Scrapbook	Ted Gregg

- U.C. Davis

* Overall Supervision	Bob Heuvel
* Agricultural Sales	Bob Heuvel

Program Certification: Paul Stark updated the staff on the status of program certification for the 95-96 year.

- Invitations to participate in a program certification were mailed to 44 schools.
- 21 schools responded to the invitation.
- 11 schools agreed to undergo the review during the spring of 1996.
 

* Arroyo Grande	May 24
* Brawley	June 17
* Canoga Park	May 16
* Lindsay	March 12
* Morgan Hill-Live Oak	May 14
* Riverside-Norte Vista	May 21
* Palmdale	May 22

* Petaluma	June 3
* Ponderosa	???
* Rosamond	June 20
* Santa Ynez	May 29

Supervised Occupational Experience Report: McCabe moved that the SOE report be optional for the 95-96 year, Beard seconded the motion. *Motion passed by voice vote.*

Livestock Insurance: Paul Stark gave a report on the condition of the insurance program.

- As of 1/30/96 the fund had a balance of \$ 58,253.45.
- Suggested that the FFA Foundation be contacted about including the excess funds as part of their investment portfolio.
- Staff recommends that the Livestock Insurance Committee consider transferring unused funds to the FFA Foundation general fund.

Day one of the staff meeting was adjourned at 5:15pm.

## DAY TWO

Day two of the Agricultural Education State Staff Meeting was called to order at 8:00am by Bob Heuvel in the Sand Hotel Conference Room. Present at the second day was Jean Landeen, Dennis Hampton, Ken Harris, Lloyd McCabe, Eric Zilbert, Ted Gregg, Charles Parker, Paul Stark, Brad Dodson, Glen Casey, Jim Aschwanden, Richard Rogers, Linda Whent, Ellen Calcagno, Flint Freeman, Greg Beard, Larry Rathbun, Bob Heuvel, and Arlene Dutschke.

June Staff Meeting Update: Ted Gregg informed staff of the accommodations that will be available for the staff meeting to be held in the Chico area in early June.

- Dye Creek Preserve
  - \* \$20 per night per person
  - \* \$90 for nine meals
  - \* \$150 total cost per person
  - \* Receive a guided tour of the ranch on Thursday morning of the staff meeting

Student Teacher Conference: Dennis Hampton reported on the success of the conference. Survey of conference participants was extremely positive.

Cooperating Teacher Conference: Richard Rogers updated staff on the upcoming conference for cooperating teachers/schools. The conference will be centered on the clinical supervision of teachers. The conference is scheduled for February 23-24 at the Ramada Inn in Fresno. Fifty teachers said that they will participate in the event.

Subcommittee meetings were convened.

Proficiency Awards: Any new sponsors for proficiency awards for the 1996 year had to be confirmed by Friday, February 9, 1996.

State FFA Leadership Conference:

- Hotels
  - \* Regional supervisors will assign rooms.
- Registration
  - \* Send packets of registration materials to regional supervisors.
- General
  - \* Lloyd and Ellen are responsible for developing a tracking system for non-delegates on Sunday during the workshops.
  - \* Chuck will work with KRCC (Bud West) in putting packets together in order to have them ready to be delivered to the supervisors Thursday evening.
  - \* Lloyd is to schedule a regional meeting for each region on Saturday.
  - \* Chuck is to ask the State FFA Executive Committee about holding the Spring Exec Meeting Thursday prior to conference.
  - \* Chuck will work with Art in ensuring that FSU students are available for the interviews conducted Sunday morning. The students should arrive by 7:30am so that they can become familiar with room locations.
  - \* Brad is to develop a list of when courtesy corps will be needed and how many will be needed. Brad will forward this information to Paul.
  - \* Chuck will add Chairman for Courtesy Corps to the delegate process.
  - \* Chuck is to add a statement in conference packets regarding the policy of wearing hats or caps at the conference. Hats/caps will not be allowed when a student is in the official FFA uniform. Hats/caps will be collected from students at the door to the convention sessions. Hats/caps collected will be placed in a room, the students will receive a tag, and the hats/caps will be available for pick-up Tuesday following the final session.
  - \* Chuck is to have signs made reminding all participants that hats/caps are not appropriate.
  - \* The FFA Supply Sales booth will sell caps only on Tuesday.
  - \* Each regional supervisor is to designate a minimum of two teachers to assist in supervising the dance on Monday night.
  - \* Chuck is to have signs made directing participants to the supply center booth.
  - \* Chuck is to attempt to provide emergency cards with larger print.
  - \* Chuck is to develop bus pass cards to be included in the materials going to the supervisors at the conference.

- Awards Dinner

- \* Chuck is to have large signs made for the dinner tables, identifying which award area is to set where.
- \* Jim is to have reserved signs for specific sponsors and/or judges to be placed on the tables.
- \* Chuck is write a letter to each award finalist inviting his/her parents to the dinner.

Integrated Leadership Development Program: Brad Dodson reported on the 1995-96 leadership conferences.

- 42 conferences held in 95-96 attended by 4500 students compared to the 33 conferences held in 94-95.

National FFA Convention: McCabe moved that Bob consider Tom Munter's proposal regarding organizing the National Convention trip, Dodson seconded the motion. *Motion passed by voice vote.*

Tour of Paso Robles High School Farm: Glen Casey coordinated a tour of the Paso Robles High School Agriculture Department. The new facilities provide a positive appearance and serve as a shining light to the outstanding program.

Meeting was adjourned for dinner at 5:30pm

Staff meeting was reconvened at 8:30pm.

Awards and Applications: Beard moved that the State Winner only complete the National Application and the National Application be submitted by a deadline prior to receiving his/her award check. Failure to submit a National application will result in the student forfeiting the check, McCabe seconded the motion. *Motion passed by voice vote.*

Harris moved that award finalists record books be graded Sunday morning during the FFA Conference by ag teachers, McCabe seconded the motion. *Motion passed by voice vote.*

McCabe moved to eliminate the record book score for scholarships, Dodson seconded the motion. *Motion passed by voice vote.*

Harris moved that proficiency scorecards be made available to students upon request of their teacher, Landeen seconded the motion. *Motion passed by voice vote.*

McCabe moved that the State FFA Advisor appoint a geographical committee composed of teachers and/or industry representatives to select the state finalists for proficiencies, scholarships, and internships, Beard seconded the motion. *Motion passed by voice vote.*

McCabe moved that the proficiency and star award scorecards be based on 500 for the application, 250 points for the record book, and 250 points for the interview, Harris seconded the motion. *Motion passed by voice vote.*

Day two of the meeting was adjourned at 11:30pm

### DAY THREE

Day three of the Agricultural Education State Staff Meeting was called to order at 8:00am by Bob Heuvel in the Sand Hotel Conference Room. Present at the third day was Jean Landeen, Dennis Hampton, Ken Harris, Lloyd McCabe, Eric Zilbert, Ted Gregg, Charles Parker, Paul Stark, Brad Dodson, Glen Casey, Jim Aschwanden, Richard Rogers, Linda Whent, Ellen Calcagno, Flint Freeman, Greg Beard, Bob Heuvel, and Arlene Dutschke.

Agriculture Safety: Greg Hanger, Senior Graduate at Cal Poly, asked the state staff to assist in obtaining information regarding safety instruction being conducted in high schools in California. Supervisors are to conduct the survey during their regional meetings and return the data to Greg at Cal Poly.

Insurance: Jean Landeen reported on her latest efforts in completing the defensive drivers class for the department. She informed the staff that it may be to their advantage to take the course.

Private Schools' Involvement in FFA: Ken Harris asked if it was possible to have private school students enrolled in the FFA. According to State Law private school students, unless they are enrolled in a public school, are not eligible for membership in the FFA.

Middle Grades: Jean Landeen asked each supervisor to formulate a list of schools conducting 6-8 grad agriculture programs and forward the list to her.

FFA Foundation/FFA Fundraising: Staff should encourage participation by donors into the Foundation. Bob is to work with Jim in developing a policy/procedure for coordinating fund raising efforts.

Agriculture Incentive Grant Application: McCabe moved that the application be left alone with minor refinements being done by a subcommittee, Heuvel seconded the motion. *Motion passed by voice vote.*

Teacher Educators Report: Glen gave a report from the Teacher Educators breakout meeting.

- Single Subject Standards
  - \* Program - Purpose and Philosophy
  - \* Animal Science
  - \* Plant and Soil Science

- \* Ornamental Horticulture
- \* Natural Resources and Forestry
- \* Agricultural Business Management
- \* Agricultural Mechanics
- \* Specialization in Agriculture
- \* Ag Education as a Profession
- \* Integration (internal and external)
- \* Field Experiences
- \* Minimum of 1500 hours of occupational experience
- \* Ag Technology
- \* Diversity in the Program
- \* Teaching and Assessment
- \* Safety Procedures
- \* Coordination of the Program
- \* System of Student Advisement
- \* Assessment of Subject Matter
- \* Program Review and Development

- Agriculture Specialist

- \* Basic Credential in Agriculture
  - ^ Variant Concurrent
  - ^ 3000 hours occupational experience to exit program
  - ^ 160 hours on site at school
- \* Professional Competencies
  - ^ Advanced competency in at least one ag field
  - ^ Ag program planning and operation
    - Advisory committee
    - Department plan
    - Certification process
    - Budget process
    - Sources of funds
    - SOE/FFA/Classroom philosophy
    - Facilities management
    - Relevant curriculum
    - Report forms
    - Incentive Grant
    - Charts of responsibilities
    - Department of calendar of events
    - Liability
    - Financial management
    - Administration relationships
    - Daily log
    - Program costs
    - Program promotion
    - Sequencing of courses
    - Booster clubs
    - School farms/labs

- Accountability
- Work ethic
- ^ Advising FFA activities
  - Practical integration
  - Philosophy and purpose
  - Structure
  - Awards
  - Applications
  - Career Development Events (contests)
  - Leadership instruction opportunities
  - Field experience
  - Financial management
  - Ethics
  - Parliamentary Procedure
  - Fairs and shows
  - Resources
  - Commitment
- ^ Supervising Occupational Experience
  - Record book - how does it fit in
  - Ethics
  - Philosophy and purpose
  - Field experience (prior to and during student teaching)
  - How do we teach and integrate
  - Variety
  - Growth - Scope
  - Project Competition
  - Visits
  - Financial management (liability)
  - Teaching skills for supervising projects
  - Industry relevance
  - Fairs and shows
  - Workplace learning sites
- ^ Principals and practices in ag education
  - Interdisciplinary relationships with other voc-ed and other academic courses
  - Evolution of voc-ed
  - Relationship with ag industry
  - Current emphasis in education and voc-ed
  - Students develop their philosophy
  - Foundation - things that do not change
  - Legislation
  - Professional organizations and responsibilities
  - Education structure delivery system

The staff meeting was adjourned at 2:45pm.