

AGRICULTURAL EDUCATION STAFF MEETING ITEMS THAT REQUIRE ACTION

BOB HEUVEL

1. Get an Ag. Ed representative on the State Science Standards Committee A.S.A.P..
2. Write letters to university Ag. Ed students encouraging them to continue to pursue an Ag. Education career. (Names and addresses to be submitted by Teacher Educators)
3. Work with Glen Casey in meeting with community college instructors in developing an Introduction to Agricultural Education course.
4. Work with Jim Aschwanden in confirming Galt High School as the Road Show Presenter Workshop site for November 3, 1997.

CHUCK PARKER

1. Make corrections to California FFA Deposit/Expense/Reimbursement form.
2. Determine number of SLE participants allocated to each region.
3. Secure judges from 4th floor for Agri-Science Fair.
4. Again, invite Vocational Education organizations to State FFA Conference.
5. Review Record Book Manual.
6. Submit Computerized Record Book Request/Order Form to Regional Supervisors

ALL REGIONAL SUPERVISORS

1. Submit Regional FFA Budget to Bob Heuvel.
2. Submit Regional Equipment list to Bob Heuvel by October 1, 1997.
3. Expand scope of judges for State FFA Finals Public Speaking and Parliamentary Procedure contests.
4. Contact and work with Computerized Record Book Beta Test sites.
5. Duplicate Computerized Record Book disks for the Road Shows.
6. Review funding list and inform Chuck Parker of any discrepancies.
7. Work with national officer candidate to conduct a formal dinner and interview.
8. Submit list of participants to be invited to Cooperating Teacher Conference to Kim Bellah.

TED GREGG

1. Write a letter of commendation to Chuck Parker for his efforts on California FFA's success with Proficiency Award applications.

JIM ASCHWANDEN

1. Continue working with language on the gooseneck trailer issue.
2. Begin legislative plan.
3. Confirm site for Galt High School as the Road Show Presenter Workshop site on November 3, 1997.

GREG BEARD

1. Submit names/addresses of Computerized Record Book Beta Test sites to Will Gertz.
2. Work with Bill Taylor, Cal Farm Insurance, for advertisement in the FFA Insert.

KIM BELLAH

1. Develop an Ag. Education Career Fact Sheet.
2. Work with Regional Supervisors in development of Road Shows.

GLEN CASEY

1. Work with Bob Heuvel in meeting with community college instructors in developing an Introduction to Agricultural Education course.

LINDA WHENT

1. Conduct a survey of New Professional participants.
2. Identify the presenters for the New Professionals Conference and contact them far in advance of the conference.

LLOYD McCABE

1. Copy Record Book Manuals for all Regional Supervisors.
2. Work with Ken Harris and Jean Landeen on the SOEP Period for block schedules.

KEN HARRIS

1. Work with Lloyd McCabe and Jean Landeen on the SOEP Period for block schedules.
2. Secure appropriate locations for State FFA Leadership Contest Finals.

JEAN LANDEEN

1. Work with Lloyd McCabe and Ken Harris on the SOEP Period for block schedules.
2. Work with Brad Dodson and Linda Whent in the New Professionals Conference, December 4, 1997.

BRAD DODSON

1. Work with Jean Landeen and Linda Whent in the New Professionals Conference, December 4, 1997.

TEACHER EDUCATORS

1. Submit names and addresses to Bob Heuvel of the "right kids" for him to write letters encouraging them to continue to pursue an Ag. Education career.
2. Develop "How To" list for obtaining the correct credential.
 - Dennis Hampton Work on Designated Credential
 - Flint Freeman Work on out of State Credential
 - Richard Rogers Work on other Vocational Credential

DON BORGES

1. Identify Community College participants for Road Show Articulation workshops and submit names to Kim Bellah.

ANGIE MILES

1. Work with Chuck Parker in completing the California FFA Deposit/Expense/Reimbursement form
2. Secure the Regional accounts in the Bank of America.

CALIFORNIA DEPARTMENT OF EDUCATION

AGRICULTURAL EDUCATION STAFF MEETING

September 9, 1997 - FFA Headquarters
September 10-12, 1997 - University of California, Davis

A meeting of the California Department of Agricultural Education State Staff was called to order at 2:58 p.m. by State Supervisor, Bob Heuvel, on June 9, 1997.

The following individuals were in attendance: Lloyd McCabe, Chuck Parker, Angie Miles, Brad Dodson, Ted Gregg, Greg Beard, Jean Landen, Ken Harris, and Bob Heuvel.

Bob Heuvel introduced Angie Miles, California FFA's Director of Financial Services.

New State FFA and Regional Accounting Process/Procedure

- All funds will be maintained in Bank of America at the Elk Grove branch. There will be 1 master account (California FFA) and 6 regional accounts.
Account names will be:
California Association FFA
California Association FFA - (Name of Region)
- All checks should be written out as stated above.
- All existing accounts need to be closed and funds transferred over to Angie.
- When appropriate, Regional Supervisors can collect dollars and forward to Angie, but cannot spend any money.
- Advances are permissible and can be made available to a Regional FFA officer/designee or other advisor. Checks can be sent to hotels in advance, knowing it will take approximately 10 days to clear the bank.
- Revisions and additions were made to the proposed expense/deposit form. Angie Miles and Chuck Parker will work closely on this form and duplicate/disseminate them accordingly.
- Each Regional Supervisor is to submit a Regional FFA Budget to Bob Heuvel to be presented to the FFA Board of Directors. Therefore, the Board of Directors will know where to expect regional expenditures. This will allow Angie to make payment on bills in a timely fashion and prevent having to seek board approval on each expenditure.

Ken Harris moved, Brad Dodson second, that State FFA Officer meal (\$5.00, \$7.00, \$12.00) and travel(mileage) perimeters apply to Regional Officers. Motion passed by voice vote.

Lloyd McCabe moved, Brad Dodson second that each Regional Supervisor submit a Regional Equipment Inventory to Bob Heuvel by October 1, 1997. Motion passed by voice vote.

Meeting adjourned at 4:57 p.m..

WEDNESDAY, SEPTEMBER 10, 1997

The meeting was called to order at 9:15 a.m. by Bob Heuvel with the following additional individuals in attendance: Jim Aschwanden, Eric Zilbert, Glen Casey, Kim Bellah, Dennis Hampton, Richard Rogers and Don Borges.

Greg Beard distributed the back page of the minutes of the previous meeting. The back page was not included in the minutes that were originally received in the mail.

California Department of Education (CDE) Update

Bob Heuvel reported on the following activities.

- Audit process. There were no changes in the audit reports.
- FFA Fiscal Office - The Fiscal Office is in operation in Galt. Bob “commended” Jim Aschwanden for all his efforts in securing the site, obtaining the articles of incorporation and overseeing the hiring of Angie Miles, California FFA’s new Director of Financial Services. In addition, he thanked Scott Vernon and Glen Casey in securing home furnishings.
- FFA Board of Directors - There will be an organizational flow chart of the Board adopted next Friday. An ex-officio member has been added at the request of the Board, the State FFA Treasurer.
- State Superintendent’s Mission - Standards, Assessment and Accountability. We should expect to see schools adopting the new Math and English State standards. We need to seek out how to get an Agricultural Education representative when they develop the Science Standards. Bob will check into this as soon as possible. If we are not on this committee, it will be the “end of us as we know it today.”
- Contracts - There are two major changes involving contracts:
 - 1.) Can only purchase items that are reflective of the objectives.
 - 2.) Budget expenditures by line items only and cannot exceed 10%.

A break was conducted at 10:28 a.m. and the meeting reconvened at 10:46 a.m..

CATA Update

Jim Aschwanden reported on the following activities:

- Ag Network Board of Directors approved the Focus Group report and have committed staff to work on completion of the Focus Group goals.
- Legislation - Much discussion occurred regarding areas to include in proposed legislation. Individuals interested in assisting in developing legislation need to talk to Jim.
- CHP Gooseneck Bill - Efforts are being made with the California Cattleman to get language into legislation that includes “Ag Education.” Current ruling pertaining to Agriculture teachers:
 - GVW < 10,000 lbs. = Class C license okay
 - GVW > 10,000 lbs.=“E” plate. Need conditional Class A license (Conditional Class A requires written test, no driving or physical)

CATA Update counted

- Lake Sequoia - The dates are September 26 - 28, 1997. The schedule was reviewed and Jim identified the presenters.
- California Foundation - We are in need of Proficiency Award sponsors and only one heifer will be given away annually for the Jerry Biggs Memorial. Next heifer will be given away in 1998. In addition, the Foundation is looking at kicking off a capitol campaign to seek out a site for our own FFA Center.
- 1997 NVATA Conference - The dates are December 9 - 13, 1997 and in Las Vegas. California had one National Winner - Kings River Community College.
- NCAA eligibility - Lloyd McCabe will bring the credit forms for agriculture courses to Lake Sequoia.
- CATA Regional Meetings - There appears to only be one conflict and that is the Southern Region's meeting in Laughlin.

Flint Freeman joined the meeting.

Tech Prep Update

Don Borges reported on the following activities:

- 1997-98 Goals and Objectives - Distributed and reviewed them.
- Articulation Workshop in Road Show - Articulation workshops can be included in those Road Shows that have time and have community college representatives that will attend them. Don will hook up with Kim Bellah by October 19, 1997 to inform her of the names/number of community college participants to count on.

Meeting adjourned for lunch at 1:07 p.m. and reconvened at 2:07 p.m..

Reinventing Ag. Education 2020 (RAE 2020)

- Glen Casey and Kim Bellah conducted activities that the agriculture teachers participated in at the previous workshop in Reno. The workshop was well attended and the participants were positive and active during the two days. It was recommended that the 1998 Road Shows serve as the Commission on RAE 2020.

We broke into State Staff and Teacher Educator group meetings at 3:38 p.m..

State Staff Meeting chaired by Ted Gregg

Lloyd McCabe moved, second by Ken Harris, that cellular phones be purchased for State Staff. Motion passed by voice vote.

Chuck Parker distributed the following materials:

- 1998 State FFA Degree Process
- 1998 California FFA Proficiency Awards

It was moved and second that the chairperson write a letter of commendation to Chuck Parker for his efforts with the California Proficiency Award winners.

Motion passed by voice vote.

- Integrated Leadership Development Brochure
- MFE - Chuck announced that a Regional Supervisor or designee must be in attendance to serve as chaperone/contact person.
- Greenhand Conference Handout
- Sacramento Leadership Experience - It was agreed that the applications be sent to all chapters and the applications be returned to the Regional Supervisor. He/She will then select the participants based on the available slots allocated to their region. This number, based on a percentage of the state-wide membership, will be sent by Chuck Parker. State FFA officer home regions will be included in the allocation. There will be a total of 40 participants.
- COLC - Brad explained the flexibility in the schedule. Just let him know of expectations. He requests that the Regional and State FFA officers meet Friday night prior to the conference.
- ROLC - Brad recorded the following recommendations:
 - Bring back public speaking in an extemporaneous format.
 - Make available a conference evaluation form for the participants.
 - The food needs to be improved drastically. Dave Caetano has indicated to Brad that we should move the location if the food does not improve.
- State Leadership Conference
 - Conference Committee Assignments/Reports
 - 1998 tentative schedule:
 - Extend scope of judges to include "California Policy Makers" to enhance Public Speaking and Parliamentary Procedure judging panel and awareness of the quality of contests/participants.
 - Look at 4th floor of CDE building to secure Ag. Sci. Fair judges.
 - Again, invite California Vocational Education organizations.
 - Ken Harris needs to work with Richard Rogers on securing rooms that are appropriate for a State FFA Finals Leadership Contest.

The meeting was adjourned at 4:34 p.m..

THURSDAY, SEPTEMBER 10, 1997

Chuck Parker distributed the Sectional and Regional Extemporaneous Speech topics.

Teacher Educators Report -

Glen Casey reported on the following items:

- Agriculture Biology - It was recommended that we rewrite the Agriculture Biology curriculum. It was decided that we would wait until the State Science Standards are written.
- New Professionals Conference - Potential date change. We will finalize during Friday's session.
- Student Teacher/Cooperating Teacher Workshop - Potential site change. This decision will be based on site costs.
- Community College - The universities are requesting a "piece of the pie" by helping community colleges reach their goals.
- Credential Fact sheet - To assist Regional Supervisors, the following individuals will be working on a single fact sheet on how to get an appropriate credential to teach agriculture.
 - Dennis Hampton Work on Designated Credential
 - Flint Freeman Work on out of State Credential
 - Richard Rogers Work on other Vocational Credential
- Projected Teacher Outlook-Although we will be up this year, 61 potential candidates, we will still be short in filling all the vacancies in 1998. We anticipate 10 openings in the Spring. Discussion occurred on the need to fill the gap. The following ideas came about from the discussion:
 - 1.) Teacher Educators will forward names/addresses of the "right kids" to Bob Heuvel for him to write a letter encouraging them to continue to pursue an agriculture education career.
 - 2.) Selected community college teachers be invited together to seek out the possibility of an Introduction to Ag. Education course.
 - 3.) Kim Bellah is to develop a fact sheet on Agricultural Education to include salary, benefits and future demand.

Computerized Record Book

Will Gertz conducted a brief Computerized Record Book demonstration.

Following the demonstration, a timeline was determined to ensure successful Computerized Record book workshops at the 1997 Road Shows.

September 15, 1997	Beta Test
October 15, 1997	Data Back to Will Gertz
October 13, 1997	Identify potential Road Show presenters
October 30, 1997	Lloyd receives manuals to copy for all regions
November 3, 1997	Presenters workshop in Galt (Jim and Bob will confirm)
November 15, 1997	All Regional Supervisors receive disks to duplicate
December 1, 1997	Everybody ready to go for Road Shows

The Regional Supervisors will contact and work with those individuals who will Beta Test the Record Book, but Will will forward the disks and conduct all communication regarding problems with the program.

All requests to change the Computerized Record Book will go through Bob or his designee.

Will Gertz recommended that we seek out copy rights on the Computerized Record Book.

Chuck Parker, Flint Freeman, Warren Weaver and Krim Caetano will review the manual prior to it being sent to Lloyd McCabe for duplication.

Chuck Parker will fax Regional Supervisors an order form to help them obtain information from their teachers on the types of disks they need for the computers they have in their program.

Road shows should allow 1 ½ hours for a Computerized Record Book workshop.

Beta Test Sites/Individuals

<u>Teacher</u>	<u>Site</u>	<u>Region</u>	<u>Computer</u>
Frank Marinelli	Tulare	SJ	IBM
Tim Sailors	Yosemite	SJ	IBM
Don Lopez	Liberty	NC	IBM
Mark Nower	White-Carson	SC	MAC/IBM
David Wemp	Chico	SUP	IBM/MAC
Heather Thomas	Williams	SUP	IBM
Laurie Goss	East Nicolaus	SUP	IBM
Jack Havens	Gonzales	SC	IBM/MAC
Karen Falconer	Las Plumas	SUP	IBM
Tony Herron	Sanger	SJ	IBM
David McCreery	Fallbrook	SO	IBM
Sharon Weisenberger	Quartz Hill	SO	MAC
Mike Clifford	Fullerton	SO	MAC
Jan Maddux	Chowchilla	SJ	IBM
Tammy Franklin	Merced	C	IBM
Dean Archer	Linden	C	MAC
Sandy Dale	Fortuna	NC	MAC
Carl Wright	Galt	C	MAC

Copies should also be sent to State Staff and Kim Bellah. IBM

The meeting was adjourned at 12:37 for lunch and reconvened at 1:37 p.m..

Community College Update

Kim Perry distributed and explained the following materials:

- Implications of Pending "Perkins" Legislation
- Chancellors Office Organizational Chart of the Educational Services and Economic Development Division. She continued to explain and describe the rotation of positions and "players" and implication to Agricultural Education.
- 1997 - 98 VATEA-Funded Projects for Agriculture/Natural Resources

<u>Project Development</u>	<u>Funding</u>	<u>College</u>	<u>Director</u>
Professional Development	\$95,000.	Kings River CC	Dave Lopes Ron Nishinaka
Student Leadership	\$50,000.	Kings River CC	Dave Lopes Ron Nishinaka
Ornamental Hort Curric.	\$50,000.	Modesto J.C.	Mark Bender
State Advisory Comm.	\$12,500.+ \$18,125.	Kings River CC	Dave Lopes Ron Nishinaka

Focus Group Report

The Focus Group has completed its assignment following their meeting with Delaine Eastin. Delaine accepted the report, supports it, but needs help financially to implement it. Jim Aschwanden informed everyone that as this evolves, it is bigger and will involve more than Agricultural Education as we know it today.

Middle Grades Report

Jean Landeen distributed the following materials:

- Resources for Agricultural Education in the Middle Grades
- FFA International Programs and Descriptions - She indicated the involvement of California FFA members and advisors in these programs. They will be highlighted in the November-December issue of the *California FFA News*.
- Heidrick Ag. History Center Brochure - Grand opening within two weeks.

University Reports

CSU, Chico - Dennis Hampton

- Now identified as a College of Agriculture rather than a School of Agriculture.
- Dean Dickinson's health has improved and he has a positive outlook. He is very happy and honored over receiving the Honorary American FFA Degree in Kansas City, Missouri.

CSU, Fresno - Richard Rogers

- Dr. Rich Nef is serving as the Interim Dean. Dan Bartell is on a 6 month leave while still with Fresno, but serving in a different capacity.
- Former Dean Smallwood had a serious head injury, but recovering well.

University Reports contd.

U.C. Davis - Eric Zilbert

- Discussed the re-organization of the Department within the College of Ag.

Cal Poly, Pomona - Flint Freeman

- The College of Agriculture has "Agri-scapes." This "Epcot Center in Pomona" is in conjunction with the Kellogg Foundation and a local landfill. It includes a golf course and Agri-Center.
- The College of Agriculture converted their old Ag. Engineering building into a 12 million dollar garment manufacturing plant for the military.

Cal Poly, San Luis Obispo - Glen Casey

- The Deans office has additional and new staff.
- New name, Ag. Education and Communication
- Cal Poly ranked 2nd in nation, behind Texas Tech, in production of student teachers and 10th in undergraduate enrollment.

The meeting adjourned at 3:40 p.m. for a break and reconvened at 3:47 p.m..

Agriculture Incentive Grant Check-List

Ken Harris distributed and explained to Teacher Educators the new Agriculture Incentive Grant Check-List and illustrated the Program Management binder.

1997-98 Ag. Incentive Grant

Chuck Parker disseminated the:

- 1997-98 Funding List - Chuck encouraged us to check for accuracy. Any changes should be brought to Chuck's attention as quickly as possible.
- We will fund at @ 93% of requested dollars compared to last years 98%.
- Ag. Incentive Billing History
- List of all Certified programs to include dates of certification.

Ken Harris moved, Lloyd McCabe second, that \$1,000. Program Certification incentive funding not kick in until the following fiscal year. Motion passed by voice vote.

2nd Apportionment payments will be generated in the following priority:

- 1.) New programs
- 2.) Any adjustment on standards
- 3.) Remaining programs

Road Show

Kim Bellah collected tentative schedules from each Regional Supervisor.

The Regional Supervisors will continue to work with Kim in preparing for the Road Shows.

National FFA State Staff Conference

All staff need to make plans to attend the February 21 - 24, 1998 Conference. Specifics will be forwarded from the National Office.

National Convention Results

- Chuck announced/discussed the following:
 - National Convention trips are full. Additional housing has been located.
 - A list of California FFA competing members/chapters in Kansas City.
 - National Officer Candidate - Each Regional Supervisor needs to:
 - a.) Conduct a mock interview at COLC
 - b.) Critique his performance at COLC.
 - c.) Conduct a formal dinner/interview with individuals he does not know.

Parliamentary Procedure Judges list -

Chuck Parker distributed the 1997-98 Certified Parliamentary Procedure Judges List.

National FFA Proposals

Chuck distributed the following materials:

- Request for Proposal for FFA Program Revision for the Year 2001
- Proposed Honorary American FFA Degree Application for Teachers

1998 National FFA Proficiency Award Applications

Because we had 7 no shows for the national competition, it was agreed that the deadline date for 1998 winners will be the State CATA Conference. Any applications not turned in at that time will result in the 2nd place winner being asked to submit the application and receive the \$100.00. once they have submitted a quality application.

The meeting was adjourned at 5:22 p.m..

FRIDAY, JUNE 12, 1997

The meeting was called to order at 9:04 a.m..

FFA Center

Following yesterdays meeting, Ted visited the Heidrick Ag. History Center and spoke with individuals regarding available land for an FFA Center. 4 acres are available and the individuals "were excited about the possibilities."

California FFA News

Bob Heuvel indicated that Bill Taylor, Cal Farm Insurance, will provide an additional 5% discount on insurance to parents of FFA members and he would like to advertise in the *California FFA News*. Ted Gregg moved, Lloyd McCabe second, that Greg Beard work with Bill Taylor in the development of an advertisement/article for the *California FFA News* to include the costs for submission. Motion passed 5-4.

Ken Harris moved, Lloyd McCabe second, that individuals and corporations be permitted to advertise at the discretion of State Staff with advertisements limited to 2 pages. Motion passed 6-3.

State Officer Travel/Chapter Visit Schedule

Brad Dodson disseminated the State FFA Officer Itinerary and Chapter Visit schedule.

Regional Supervisor Report

South Coast Region - Greg Beard

- 2 new positions, 3 teachers relocated and 7 teachers changed or left the region.
- Looking forward to being out of the office more and in the field at the request of teachers. He will spend energies in improving FFA involvement and professional development of chapters/instructors in the LA Section.

Travel

Bob Heuvel indicated the reduction in travel funds and told Regional Supervisors to limit their travel so that there is not a travel freeze in the Spring.

SOEP Period For Block Schedule

Much discussion occurred on acceptance of an SOEP period in a Block Schedule. After a lengthy spirited discussion, the following will serve as the 'final word' until the committee reports back:

- a.) 8100 minutes a year into a SOEP period.
- b.) These minutes can be spread throughout the year.

The committee will consist of Ken Harris, Jean Landeen and Lloyd McCabe. They will report back at the February State Staff meeting.

New Professionals Conference

Linda Whent reminded the Regional Supervisors to submit the names of the New Professionals to her office so that she can conduct a survey and invite the participants. There will not be a date change. Jean Landeen and Brad Dodson will oversee the conference in Linda's absence. The U.C. Davis staff will still coordinate the conference, but Jean and Brad will assist during the conference. They will meet on December 4, 1997, 9:00 a.m. to finalize the conference responsibilities.

Cooperating Teacher Workshop

Each Regional Supervisor is to originate a list of participants, consult with their respective university for consensus and then forward the list to Kim Bellah by October 15, 1997.

Cow Palace Advisor Supervision

The following will serve as appropriate expectations for the 1997 Cow Palace.

- 1.) If a teacher does not sign an entry form, the principal can do so and assumes full responsibility for the student(s).

Cow Palace Advisor Supervision contd..

- 2.) A fellow teacher within the section may serve as the advisor, provided both principals of the schools involved are aware of this supervision responsibility.
- 3.) While at the Cow Palace, Chuck Parker will ask an adult to pick up the exhibitor passes and that individual will serve as the contact person in the event of an emergency and/or discipline problem. He needs an advisor on location to assist in a crisis situation should one arise.
- 4.) In all instances, the principal must be aware of the individuals responsible.

Superior Region Coverage

The Retired Annuitant option is not available. All of the On-Site Reviews will be completed by January. Dialogue has occurred within the CDE regarding Ted's replacement, but no date has been determined. Bob will work off of the existing list of applicants to fill the available position. When Ted retires in January, the following will occur:

- FFA Regional Officer Supervision - Ray Bianchi
- CATA Activities - Regional CATA Leaders and Teachers
- State FFA Degree Scoring - One teacher in each section will be responsible.
- State FFA Conference - Ray Bianchi and Ted Gregg

Remaining Regional Supervisor Reports

Southern Region - Lloyd McCabe

- 16 new additional teachers, 10 replacements and 4 positions unfilled (14 of these teachers have credential problems) Expect to fill remaining positions with completed student teachers in January.
- Working on Regional Supervisors Handbook.

North Coast Region- Brad Dodson

- Continue "stealing Ken's ideas."

San Joaquin Region - Ken Harris

- 12 new additional teachers added to his region.
- Ken has a wall chart of FFA participation for each section.
- Each of Kens' programs and those he is responsible for in the Central Region received a "Program Management" binder.

Superior Region - Ted Gregg

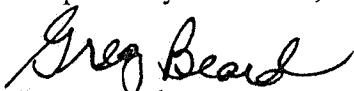
- Hired the most teachers ever and conducting a New Teacher workshop.

Central Region- Jean Landeen

- 34 changes within the region.

The meeting was adjourned at 12:55 p.m..

Respectfully submitted,


Greg Beard