

## MINUTES – March 6, 2020 – PA FFA Board of Directors

The meeting was called to order by President Thebes in room 118 of the ASI building at PSU, at 2pm. The FFA State Officers performed opening ceremonies, followed by a welcome. In attendance were: Timber Thebes, Brandon Bixler, Michael Riggs, Thomas Strong, Killiann George, Arilyn Oatman, McKenzie Glass, Joanna McKelvey, Ayla Miller, Renee Cambuzzi, Amy Kline, Mark Anderson, Doug Masser, Roarke Miller, Kevin Curry, Alex Barzydlo, Kacey Rice, Kelly Bier, Ron Frederick, Cliff Wallace, Andrea Isenberg, Mike Brammer, and guests Libby Baker-Mikesell, and Thomas Gabel.

The minutes from the December 2019 meeting were presented – *Oatman/George moved to approve. Motion passed. Kline/R. Miller moved to concur – Motion passed.*

Brammer provided Executive Directors report followed by the financial report, which will be filed for audit.

State Officer Team report was presented by Riggs. He provided a recap of all activities since elected.

Regional Coordinators Bier, Wallace and Frederick provided updates. Frederick expressed concerns about Turf Grass Management CDE and approving new programs for an FFA Charter – Need a process to follow.

### STANDING COMMITTEES

1. CDE/LDE committee report provided verbally by Barzydlo. Working on an appeals process, discussing location of CDE's and LDE's, looking for direction from the board.
2. SAE Committee – Written report presented by Bier
  - A. *Miller/Bixler moved to budget \$800 for keystone reviewers for next year, with eight per region of \$25 each participating in a zoom training session. Motion FAILED.*
  - B. Recommended Constitutional Amendment be sent to the delegates. No objections noted.
  - C. POLICY UPDATE – State Proficiency Awards – *A. Miller/R. Miller moved to accept the proposed policy update on Proficiency Awards. Motion passed. Riggs/Bixler moved to concur – Motion passed. (Policy is listed at the end of the minutes and needs a second vote in May)*
  - D. *Bixler/A. Miller moved to update the policy manual by inserting the new judging process as Appendix E. Motion passed. Oatman/Riggs moved to concur. Motion passed.*

### SPECIAL COMMITTEES

1. State FFA Convention – **SECOND VOTE TAKEN** – *A. Miller/Kline moved to accept. Motion passed. Bixler/Riggs moved to concur – Motion passed. NOW POLICY: IF STUDENTS DO NOT REPORT TO THEIR SCHEDULED EVENT, THEY WILL BE SENT HOME FROM THE EVENT. STUDENTS WILL REMAIN AT HEADQUARTERS UNTIL THEIR PARENTS/GUARDIANS ARRIVE. IN THE INSTANCE OF ILLNESS, THE NURSE ON STAFF MUST EXCUSE THE MEMBER FROM THE PLANNED DAILY ACTIVITY IN WHICH THEY ARE REGISTERED.*
2. Affiliate membership committee  
*Cambruzzi/Anderson moved to accept the new policy statement on defining an FFA member:*
  - Any unduplicated secondary student (9-12 grade) who elects to takes an Agricultural Course.

- An Agricultural Course is defined as any course that falls into an Agricultural Program's scope and sequence. This does not include Academic Courses that support an Agricultural Program's hour requirements. If an Agricultural Program is not approved through the Pennsylvania Department of Education, any elective course taught by the Agricultural teacher(s) that is related to Agriculture Science, Agricultural Mechanics, or Environmental Sciences will count as an Agricultural Course. If a class is compulsory for a certain grade level (not elective) membership is at discretion of the FFA Advisor. An example is if every 9<sup>th</sup> grade student is required to take an Introduction to Agriculture course as a short term rotation.
- All **graduated students** wishing to continue active FFA membership.
- All middle school students (7<sup>th</sup> - 8<sup>th</sup> grade) that choose to be active FFA members or are required by state determination. See II.c. regarding 7<sup>th</sup> and 8<sup>th</sup> grade membership.
  - NOTE: Only for middle school students that are a part of a high school chapter, not for standalone chartered middle school programs.

*Ayla Miller/Kline moved for Division of the Question – to consider the first two bullet points separately from the last – Motion passed.*

*Masser/Kline moved to amend bullet point one by striking ELECTS TO TAKE and inserting IS ENROLLED IN – Motion passed.*

*Vote to accept bullet points one and two as amended – PASSED. Bixler/George moved to concur – Motion passed.*

*Ayla Miller/Anderson moved to amend bullet three by striking out NOTE: Only for middle school students that are a part of a high school chapter, not for standalone chartered middle school programs. Amendment passed. Riggs/Glass moved to concur – Motion passed. Vote on the third bullet point as amended FAILED – It was determined the current policy statement is sufficient.*

**SECOND VOTE NEEDED IN MAY ON ADDING:**

**SECTION II: MEMBERSHIP – II.c. (Making current policy II.c (II.d) (Page 12)**

**II.c**

**define an FFA member as follows:**

**Pennsylvania FFA will**

- Any unduplicated secondary student (9-12 grade) who is enrolled in an Agricultural Course.
  - An Agricultural Course is defined as any course that falls into an Agricultural Program's scope and sequence. This does not include Academic Courses that support an Agricultural Program's hour requirements. If an Agricultural Program is not approved through the Pennsylvania Department of Education, any elective course taught by the Agricultural teacher(s) that is related to Agriculture Science, Agricultural Mechanics, or Environmental Sciences will count as an Agricultural Course. If a class is compulsory for a certain grade level (not elective) membership is at discretion of the FFA Advisor. An example is if every 9<sup>th</sup> grade student is required to take an Introduction to Agriculture course as a short term rotation.
- All graduated students wishing to continue active FFA membership.

## UNFINISHED BUSINESS

SLLC Update provided by George – 486 registered/576 registered for the breakfast including nearly 60 Legislators.

Delegate Process – George/Oatman provided recommended constitutional amendments to submit to the delegates in June concerning the delegate process as written. No objections noted.

Hall Of States – Masser presented ideas and will return in May with final recommendation.

Summer Internship – Ayla Miller reported an offer was made to the new intern which will start in May.

Leadership/Program Coordinator position update – Brammer asked for updates from the region reps – North will Schanbacher, South Central will be Hines (who volunteered to chair), East and West will decide after regional meetings.

Convention/Activities Week Update provided by Brammer. Costs are the same as last year for students and teachers – Housed in Pollock and South dorms – using Pollock dining hall. Registration will open April 1 and close May 4.

## NEW BUSINESS

Incident at ACES – Anderson/Masser moved to have President McKelvey send a statement on the list serve concerning our code of conduct and have the officers do a presentation at SLLC on the same. A. Miller/R. Miller moved to divide the question. Motion passed. First part vote was approved as listed – **McKelvey to send a statement** – Bixler/Oatman moved to concur – Motion passed. A. Miller/Bixler moved to postpone the second part indefinitely. Motion passed. Bixler/Oatman moved to concur – Motion passed.

Revised NOC Process – Recommendation provided by Libby Baker-Mikesell and Thomas Gabel. A. Miller/Anderson moved to accept the new policy (Listed at the end) Motion passed. George/Riggs moved to concur – Motion passed. **SECOND VOTE NEEDED IN MAY**

Bixler provided an update on the Puerto Rico product drive – Kline/Anderson moved to allow up to \$2,000 to be used if necessary to ship the items. Motion passed. Bixler/Oatman moved to concur – Motion passed.

Election of New Board members – Brammer reminded the Board three seats would be up for election. McKelvey (West) finishing up two-three year terms. Miller (South Central-willing to serve another term) finishing up one term and Anderson (East-willing to serve another term) finishing up one term. Brammer will be sending nomination requests to the respective regions soon.

Discussion on students taking Ag Ed classes at two different schools – Can only be on one roster. No action.

COVID19 – Discussion on future – Discussed to have the nurse cover proper hygiene at SLLC and explore hand sanitation stations.

**GOOD OF THE ORDER**

PA FFA Foundation provided a written report of goals by Andrea Isenberg. She asked about conducting a career fair at convention 2021 – No objections noted.

Dr. Curry provided an update (verbal and written) on PSU teacher education/Center report.

PAAE update provided (verbally and written) by Kacey Rice.

Commission for Agriculture Education Excellence update provided by Wallace and Curry.

**ANNOUNCEMENTS:**

Next meeting will be May 15 at noon in Harrisburg at PDA.

Convention meetings – June 3 and 4 at 6:30am – headquarters at PSU.

The meeting was adjourned with closing ceremonies at 7pm.

Respectfully,

A handwritten signature in cursive script, appearing to read "Michael Brammer".

**Michael Brammer**

# **PA FFA SAE Committee Meeting**

## **December 19, 2019**

### **Conference Call – 3-4pm**

**Committee Members:** Sherisa Nailor – PA FFA Board Chairperson; Phil Haussener – East; Laura Metrick – West (not present); Kelly Bier – South Central; Curtis Swineford – North; Carole Fay – SAE Specialist (Non-voting)

#### **I. Review of 2019 Keystone Evaluation Process**

- a. Roughly 21 juniors applied and earned the degree this year
- b. Concerns with consistency of evaluation across regions
- c. Star keystones
  - i. 14 regional winners (4 Production, 4 Placement, 3 Agribusiness, 3 Research)
  - ii. Concern from teachers that application is too long
  - iii. Due date next year will return to December 5<sup>th</sup> week

#### **II. Moving forward with the Keystone FFA Degree**

- a. Looking ahead for 2021 changes (IDEAS)
  - i. Shorten length of the application
  - ii. Missing signatures = automatic denial of degree
  - iii. Remove signatures required from guidance, principal/superintendent
  - iv. Reduce redundancy: descriptions and plans
  - v. Are SAE agreements needed?
  - vi. Change “Description” section to “Project Review”
  - vii. Add review to Agriscience projects
  - viii. Add page for misc. information or explanation of unique details
  - ix. Add question: Do you plan to apply for the American FFA Degree?
  - x. Consider stipend for review committee in each region

#### **III. American FFA Degree Process**

- a. Records will stop feeding into the application on December 31<sup>st</sup>
- b. Review process will be the same as last year
  - i. All applications will be reviewed by Carole and one other panel member

#### **IV. Proficiencies**

- a. Kelly Bier will coordinate efforts in 2020, but a replacement is needed for 2021
  - i. Groups for evaluation will be pre-assigned based on award categories
- b. Applications are due at SLLC and must be pre-registered
- c. Applicants must have 2019 records or will be declared “participant”
- d. Submission of printed records are required for 2020 applications, but is being considered unnecessary for 2021

## V. SAE in Pennsylvania

- a. How should the SAE Committee and the SAE for All group coexist?
  - i. SAE Committee: Awards and Degrees, Regulation, Recommend to Board
  - ii. SAE for All: Steering, Philosophy, Curriculum

### Recommendations to the PA FFA Board of Directors:

1. Budget for a stipend to be provided to each region to compensate members of the evaluation committee (disregarding the regional coordinator) according to the policy: Section IV.a.i.1.

***Rationale:*** We compensate the review panel for American FFA Degrees, where there are less than 100 to review; however, we do not provide compensation for the committees reviewing 300-400 Keystone applications. The Regional Coordinators are already compensated through salary to conduct the evaluation.

## 2. CONSTITUTIONAL AMENDMENT

Amend ARTICLE VII, Section E.

A standing SAE **Awards and Degrees** committee will report to the PA FFA Board of Directors at each meeting on SAE-related **award and degree** issues.

Committee members will include a chairperson from the FFA Board of Directors and one nonboard member teacher from each of the four regions. In addition, the SAE Specialist or their designee will serve in ex-officio, nonvoting capacity. Roles and responsibilities of the committee will be: ~~• Overview and Guidance of SAE in PA~~

- Management of Degree Programs (American and Keystone--Application, Verification, Education)
- Management of Proficiency Programs (Application, Verification, Education)
- ~~Management~~ **Recommendation** of Financial Literacy **Needs** (Professional Development and Student Education) **to the Center for Professional Personnel Development, SAE for All Task Force, PA Association of Agriculture Education, and the Commission for Agriculture Education Excellence.**

***Rationale:*** With the inclusion of the SAE for All Task Force, there is some overlap in perceived duties and responsibilities. This amendment clarifies the working relationship between the groups and additional stakeholders in the educational development of students and teachers.

## 3. Policy Update

Section IV.c State Proficiency Awards

### 1. State Proficiency Award Eligibility Criteria

- i. FFA affiliate fees have been paid for year covered by the application **and the applicant is a member in good standing.**
- ii. Applicant has been out of high school for not more than one year and has completed at least three full years of agricultural education, or all the agricultural education offered in the last school attended. NOTE: Applicants that are still in high school and enrolled in agricultural education at the time of applying are eligible to participate at all

- grade levels. ~~iii. The grand total income/earnings of the applicant exceeds the change in net worth during the period of time covered by the application.~~
- ~~iv. After the first year, the beginning, inventory is the same as the ending inventory for the previous year.~~
- ~~v. Applicant's share of beginning and ending inventories as recorded for the "Scope, Income and Expense Summary of all Ownership Type SAE Programs" are the same as reported for the applicant's share of "Inventory Related to this Proficiency Area" and as reported on "Applicant's Financial Net Worth Statement."~~
- ~~vi. Non-cash feed costs, non-cash operating expenses, and non-cash expenses for use of buildings, fences and equipment are also listed as either other earned income or as income other than earnings.~~
- ~~vii. Quantity of a specific class of livestock on hand reported as ending inventory is equal to or less than the size of enterprise.~~
- ~~viii. The application is signed by the applicant, parent/guardian, and agricultural instructor, superintendent/principal and in the case of work experience the applicant's most recent employer.~~
- ~~ix. The application contains no more than six photographs which are no larger than 5" x 7".~~
- ~~x. The captions accompanying the photographs must fit within the provided application space and meet font size specifications.~~
- ~~xi. No supplemental pages, beyond the one permitted in the application, are included except the pages containing photographs.~~
- xii. **iii.** Application must be typed or computer generated.
- xiii. ~~State-approved~~ **iv.** Records Books substantiating all years of activity covered by the application must accompany the application.
- xiv. **v.** Photo copies of the required state-approved records book will be acceptable.
- xv. **vi.** All proficiency applications will be judged at a statewide judging event coordinated by **a chair appointed by the PA FFA Board of Directors the FFA Facilitator.**

## 2. Scoring

- i. **The statewide judging event will be coordinated and executed according to the PA FFA Proficiency Judging Process approved by the PA FFA Board of Directors and included in Appendix E of this policy manual. Scoring of the applications will be done with the points suggested for each section as printed on the application with score sheets returned to the student.**
- ii. ~~No agricultural education instructor will be allowed to score an area in which he/she has a member competing.~~
- iii. ~~Awards are at the discretion of the selection committee. The following constitutes reasons for not awarding a state winner or state finalist:~~
  - ~~a. Insufficient SAE scope.~~
  - ~~b. Unrealistic values or expense figures without explanation.~~
  - ~~c. Unrealistic hours of labor.~~
  - ~~d. No explanation of numbers out of the ordinary.~~
- iv. ~~Applications may be scored low because of the following:~~
  - ~~a. Mathematical errors.~~

- ~~b. Grammar and/or spelling errors.~~
- ~~c. Application was not neat.~~
- ~~v. State finalists will receive \$25 each and plaques and the state winners going onto national competition will receive a plaque and monetary award per~~  
National FFA vi. ii. State winners and finalists will be awarded and recognized at the State FFA Convention with a plaque and monetary award. FFA Activities Week in June.
- vii. iii. State winning applicants will be allowed and encouraged to improve their applications before being submitted for national competition.
- viii. iv. The FFA Regional Coordinators will oversee committees to choose regional representatives for the state proficiency scoring, if necessary. In each award category, a region may submit up to three qualified applications. ix. All applications submitted will be returned with comments.
- ~~x. All state approved record books (or copies thereof), which relate to the application should be submitted with the application for verification purposes.~~

#### 4. Policy Update

Insert the PA FFA Proficiency Judging Process as Appendix E to the PA FFA Association Policy Manual.



## Revised Pennsylvania NOC Selection Process

### VII.c. National Officer Candidate Selection Process

To be eligible to become Pennsylvania's National Officer Candidate, the following minimum qualifications must be met:

1. The candidate must have obtained the Keystone Degree
2. The section below entitled "Minimum Requirements for National Officer Candidate" must be met.
- 3.

A letter of intent must be submitted by the second Saturday of October. **A candidate must have their American FFA Degree or have approval from the State SAE Specialist that the candidate will be approved to receive their degree at the National FFA Convention where they will serve as Pennsylvania's National Officer Candidate.**

National Officer Candidate applications must be sent out by November 15 to be returned to the Board by December 1.

Interviews will occur on the day of the December Board meeting. If additional interviews are required, a second day may be proposed. Each candidate will be interviewed by a 6 (six) member committee consisting of:

1. A current State Officer
2. A National Officer Candidate at least two years removed
3. Two members of the Board of Directors of PA FFA, appointed by the Adult President
4. One Agriculture business & industry representative
5. One representative from the College of Ag Sciences of either The Pennsylvania State University or Delaware Valley University.
- 6.

After the candidate is chosen and announced, they must submit a completed written plan of action for the candidacy training process, explicitly explaining the actions they will take in preparing for the process at the National level.

Upon receiving the candidacy position, the candidate must collaborate with state staff to form a support committee consisting of at least two mentors that should consult with the candidate as often as necessary, with **monthly reports**.

Candidates are to complete the following tasks leading up to the National FFA Convention:

- i. Plan & execute a large group workshop at the Fall Leadership Conference
- ii. Travel with and represent the Pennsylvania FFA Foundation at business and industry events.
- iii. Attend at least one National Officer Candidate school, paid for by the Association.
- iv. Complete "mock" workshops, interviews and speeches with the support committee a minimum of twice each month.

Should the candidate not meet the American Degree minimum qualifications, thus not receiving their American Degree, the candidate will not be eligible to run for National Office and Pennsylvania will not have a candidate that year.

Minimum Qualifications:

1. Candidate must complete a satisfactory interview by the national officer selection committee. The candidate must receive approval by 2/3 of the members on the selection committee by closed ballot vote.
2. Candidate must be in good standing with the laws of the Commonwealth of Pennsylvania and the United States at all times during the running for national Officer.
3. Have received or will be receiving their American Degree of membership.

**The Pennsylvania National Officer Selection Process should closely mimic the first phase of the National FFA Officer selection process. For more information on each of the rounds, please see the National Officer Selection Process Manual.**

**1. Writing Exercise**

- a. The writing exercise should consist of a five-paragraph, typed essay about a current agricultural topic. The essay may be in the form of a news article, blog post, etc, and should reflect the candidate's knowledge of current agricultural issues. A laptop without internet access will be provided to each candidate to complete this task. Each candidate will have an hour and a half to complete their essay. Essays will be graded on content knowledge, organization, and professionalism.**

**2. Interview I – Introduction Round**

- a. This six minute round shall consist of an interview with the entire committee. The candidate shall answer questions related to their desire to serve as a National FFA Officer, their goals for their year of service, and their personal leadership style.**

**4. Interview II – One-On-One Round Robin Interviews**

- a. The candidates will participate in one-on-one interviews with each member of the selection committee. Each interview will be 10 minutes long and should include questions about the candidate's character.**

**5. Interview III – Stand and Deliver Round**

- a. The stand and deliver public speaking round shall consist of a 20 minute preparation period. The candidates will only be given notecards and a writing utensil during this preparation period. This period will be immediately followed by a five minute presentation. Following the presentation, a five minute question round will begin where one individual on the selection committee that has been designated as the round "expert" and will ask candidates knowledge-based questions about the topic.**

**All rounds will be graded based on rubrics that closely mimic national scoring rubrics. These rubrics will be developed from past national rubrics and created by a designated individual who will not be serving on the selection committee and has not helped prepare any candidates for the current year. All rubrics, topics, and questions should be prepared by the individual two weeks before the interview date.**

**The deliberation process should use scoring as their primary criteria, but scores themselves should not be a definitive qualifier for a national officer candidate. The ideal candidate should have a combination of high scores, authenticity, and coachability.**

**Out of respect for all candidates, those interviewing for the National Officer Candidate position will be notified of the committee's decision the day of interviews, and the National Officer Candidate will be announced to Pennsylvania FFA members at the annual MidWinter Convention.**

After the candidate is chosen and announced, they must submit a completed written plan of action for the candidacy training process, explicitly explaining the actions they will take in preparing for the process at the National level.

Upon receiving the candidacy position, the candidate must collaborate with state staff to form a support committee consisting of at least two mentors that should consult with the candidate as often as necessary, with reports **at each board meeting**.

Candidates are to complete the following tasks leading up to the National FFA Convention:

- v. Plan & execute a large group workshop at the Fall Leadership Conference
- vi. Travel with and represent the Pennsylvania FFA Foundation at business and industry events.
- vii. Attend at least one National Officer Candidate school, paid for by the Association.
- viii. Complete “mock” workshops, interviews and speeches with the support committee a minimum of twice each month.

Should the candidate not meet the American Degree minimum qualifications, thus not receiving their American Degree, the candidate will not be eligible to run for National Office and Pennsylvania will not have a candidate that year.

Minimum Qualifications:

1. Candidate must complete a satisfactory interview by the national officer selection committee. The candidate must receive approval by 2/3 of the members on the selection committee by closed ballot vote.
2. Candidate must be in good standing with the laws of the Commonwealth of Pennsylvania and the United States at all times during the running for national Officer.
3. Have received or will be receiving their American Degree of membership.