



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF VOCATIONAL AND ADULT EDUCATION

THE ASSISTANT SECRETARY

OCT 25 2002

MEMORANDUM

TO: State Supervisors of Agricultural Education
State Staff for Agricultural Education
FFA Executive Secretaries / Directors
Head Teacher Educators
State Teacher Representatives
State Foundation Executive Directors

FROM: Carol D'Amico *Carol D'Amico*
Assistant Secretary

SUBJECT: National Agricultural Education Workshop
(February 6-8, 2003; Indianapolis, IN)

Annually, in cooperation with the National FFA Organization, the National Association of Supervisors of Agricultural Education (NASAE), the American Association of Agricultural Educators (AAAE), the National Association of Agricultural Educators (NAAE) and the U. S. Department of Education, Office of Vocational and Adult Education (OVAE) conduct the National Agricultural Education Workshop to provide inservice training for state leadership of Agriculture Education.

The purpose of this memo is to encourage your participation in the 2003 workshop that will be held February 6-8 in Indianapolis, Indiana. Priority topics include: a focus on raising secondary academic standards, including more rigorous courses of all types for all students; integrating math and science to meet state standards; orientation on the state scholars program; evaluation and accountability; essential learning for student leadership, personal growth and career success; career cluster development; and developing vital secondary/postsecondary connections, including the growth and development of collegiate level student activities.

This workshop will also be an excellent opportunity to exchange best practice ideas and gain insight on educational leadership and management strategies for achieving the objectives of "No Child Left Behind." The projected end result for attendance will be support of successful local programs to ensure all students succeed in college and their chosen career.

A draft agenda for the 2003 workshop is enclosed along with registration materials.

Best wishes for a successful workshop.

CC: State Directors of Career and Technical Education

Enclosure

DATE: October 25, 2002

TO: State Staff (Advisors, Executive Secretaries/Directors and other state staff)
Teacher Educators
Teacher Leaders

FROM: Dr. Larry Case, Coordinator, Agricultural and Rural Education, USDE
National FFA Advisor and CEO, National FFA Organization
Bernie Staller, COO, National FFA Organization and FFA Foundation
Anna Melodia, Education Division Director, National FFA Organization
Dr. Jay Jackman, Executive Director, NAAE
C. Coleman Harris, USDE and Executive Secretary, National FFA Organization

RE: 2003 National Agricultural Education Inservice

You are invited to attend the 2003 National Agricultural Education Inservice. This annual event will be held February 6 – 9, 2003 at the Downtown Adams Mark Hotel in Indianapolis, Indiana. This year's conference will include an opportunity for agricultural education leadership from across the country to get together to further explore and focus on current issues that will impact the overall future of agricultural education.

In addition, the National New State Staff Inservice (NSSI) will be conducted February 5 – 6, 2003 at the same location (Adams Mark). The New State Staff Inservice will run from noon on Wednesday, Feb. 5 until noon Thursday, Feb. 6. At the conclusion of NSSI, New State Staff will also have an opportunity to attend the National Agricultural Education Inservice. If you wish to attend NSSI, please check the appropriate box on the inservice registration form.

Detailed information on both the National Ag Ed Inservice and New State Staff Inservice are enclosed (i.e. participant guidelines, registration form, and draft agendas). Please review the information carefully and complete the registration form. For a quick response, you may reply electronically by emailing (preferred method - email) the form to **Michele Gilbert** at mgilbert@ffa.org or faxing it to her at 317-802-5301. Meeting the registration deadline of **December 4, 2002** will ensure funding for those who qualify.

In continuing the commitment to building state leadership capacity, the National FFA Organization has joined as a part of TEAM AG ED to provide funding for this year's conference. The guidelines for attending the upcoming event are outlined in the enclosed registration information. The guidelines are designed to assist you in completing the registration form. Please read closely the section that best applies to your leadership role in agricultural education and to the details on transportation and housing.

The National FFA Organization continues to welcome additional attendees to the National Agricultural Education Inservice at the participant's expense. The hotel and conference center package cost, depending on room preference, is on the registration form and will be charged directly by the hotel. Upon registration, the hotel requires a credit card to guarantee reservations and to cover incidentals during the conference. The hotel does not provide transportation to or from the airport, but several options are available. Once your registration is received, you will be sent additional information including transportation to and from the hotel, information for booking your flight, Indianapolis information and confirmation number for your room.

If you have additional questions or concerns regarding the Inservice, please contact Tony Small at 317-802-4300.

Enclosures

2003 Ag Ed Inservice Registration Information

The National Agricultural Education Inservice will be held February 6-9, 2003 at the Downtown Adams Mark Hotel in Indianapolis, Indiana.

As a part of its longstanding commitment to state leadership in agricultural education, the National FFA Organization is again providing financial assistance for participants to attend the National Agricultural Education Inservice. The following detailed information was assembled in an effort to clarify those eligible for reimbursement. We want to offer state leadership the flexibility to determine those who should attend and establish guidelines that allow for managing the annual investment.

The National FFA Organization will provide state participants with airfare (booked by **December 4, 2002**) and hotel expenses (based upon double occupancy). The 2003 Inservice will emphasize the importance of building strong Team Ag Ed connections within states. The following table lists suggested participants:

Recommended Participant	Details
State Supervisors, Directors:	Selected by the lead State Staff Director or Supervisor.
State Executive Secretary/Directors:	Selected by lead State Staff Supervisor or Director.
Teacher Educators:	Each University with an agricultural education teacher preparation program is encouraged to send one person actively involved in preservice education. The State Supervisor/Director should work with the department chair(s) to determine the participants.
Teacher Leaders:	Represent the state professional organization as the state president or president-elect. Coordination with the State Teacher Leader is encouraged.

Because each state is responsible for serving different numbers of students and teachers, category determination is based upon the number of agricultural education students engaged in more than one component of an integral agricultural education program—specifically, their FFA membership. In an effort to provide every state an equitable opportunity for representatives to attend, the following breakdown has been established.

Agricultural Education Students w/ FFA membership	# Of Participants Allotted to Receive Assistance - Housing (double occupancy) - Airfare (Booked by Dec. 4th/Saturday night stay over)
States with fewer than 10,000 paid FFA membership:	Four (4) participants
States with 10,000 to 19,999 paid FFA membership:	Five (5) participants
States with 20,000 to 39,999 paid FFA membership:	Six (6) participants
States with more than 40,000 paid FFA membership:	Eight (8) participants
**Additional representatives are welcome at their expense (responsible for all costs including \$100 registration fee)	**Unlimited

States with multiple teacher education institutions, responsible for preservice teacher education, are encouraged to send a representative. State alumni representation and a member from all state Team Ag Ed affiliates are also encouraged to attend. It will be very useful in developing a quality Team Ag Ed as state members work together.

The 2003 Ag Ed Inservice is open to all who wish to participate and gain valuable insight on current trends and information in agricultural education. States wishing to register additional participants for the inservice are encouraged to do so.

Your hotel registration information is located on the bottom of the registration form. Please include any specific requests for rooming arrangements when registering. Hotel confirmation numbers and roommate assignments will be provided once the registration deadline has passed.

All flights paid for by the National FFA Organization must be booked through our new travel agent, Carefree Travel. All tickets issued will be E-Tickets. Any additional costs will be incurred by the traveler (i.e. paper tickets, change fees, etc.). We ask all participants who use FFA funding for air transportation to expect a Saturday night stay over to ensure lower costs for transportation. The Saturday night stay will schedule a departure on Sunday, February 9, 2003.

For prompt efficient service, send the registration form electronically to the email address/fax number listed on the form. Please pay close attention to the due date (**December 4, 2002**). You will receive contact information for coordinating travel along with all pre-inservice information soon after the reservations are complete.

Checklist for Registration Form

- ✓ Contact your Lead State Staff Supervisor to determine if you are considered a designated paid participant. (See page 2)
- ✓ Complete the registration form by providing all information requested.
- ✓ Send all e-registration forms electronically or by fax to the contact listed on the forms. This will ensure prompt service to you.
- ✓ Send the registration fee or purchase order and a copy of all forms to the address listed on the forms.

National Ag Ed Inservice Draft Agenda

“Does Agricultural Education Make a Difference”

Thursday, Feb 6, 2003

Theme of the day:

“Agricultural Education in an Accountable World. Where are We?”

1:00- 3:00 P.M.: Registration

3:00 p.m. Opening remarks

Update on Agricultural Educations effectiveness (Educational Studies)

Working with your Team Ag Ed (Interactive workshop)
(Breaking into six groups by region)

7:30 p.m.: Mixer (Light food) Great opportunities to dine in the area.

Friday, February 7, 2003

Theme for the day:

“Counting on Team Ag Ed. What needs to be done?”

8:00 a.m.: Special reflections for the day

Teacher Induction Process (New and Returning)

What does your Boss want?

Building commitment to Team Ag Ed in your state.

State Relationships “ Team Ag Ed its Working”

Volunteerism Practices that work

Your Alumni can make a difference

Collegiate services designed to close the gap
Interactive workshop with your Team Ag Ed

Dinner on your own

Saturday, February 8, 2003
Theme for the day: "Tools you can Count On"

Start time: 8:30 a.m. Tool Time

Integration of Math and Science Standards

Tools for integrating Math and Science into the curriculum

Interactive Workshops for your Team Ag Ed

Essential Learnings "The Big Picture"

Awards, Applications and Resources, Tools to Connect

New Technology that will increase efficiency

New Alternatives for Leadership Development

Education Resources for the future

Keynote Speaker

6:30 p.m.: National Agricultural Education Inservice Banquet

NEW STATE STAFF AGRICULTURAL EDUCATION INSERVICE

Draft Agenda

February 5-6, 2003

Wednesday, February 5th

10:00 a.m. – 12:00 p.m.	Registration – Adams Mark Hotel
12:00 – 1:00 p.m.	Lunch
1:30 – 2:00 p.m.	Inservice Orientation
	<i>First Session - Kickoff & State Relationship Management</i>
1:00 – 2:00 p.m.	Education Division Introduction
2:00 – 2:15 p.m.	<i>Break</i>
2:15 – 3:15 p.m.	Education Division Program Functions
3:15 – 3:30 p.m.	<i>Break</i>
3:30 – 4:30 p.m.	Program Implementation and how it all works
4:30 – 4:45 p.m.	<i>Break</i>
4:45 – 5:45 p.m.	Alumni & Collegiate Services
6:00 p.m.	Dinner – Downtown Indy

Thursday, February 6th

	<i>Second Session – Business & Development Services</i>
8:00 – 10:30 a.m.	FFA Merchandise Customer & Distribution Services
10:30 – 10:45 a.m.	<i>Break</i>
10:45 – 11:45 a.m.	Information & Technology Services Marketing & Communication Services
11:45 a.m. – 12:15 p.m.	Foundation
12:30 – 1:30 p.m.	Lunch & Briefing on Inservice
1:30 p.m.	Registration for National Ag. Ed. Inservice