

MINUTES OF THE ADVISORY MEETING FOR THE CURRICULUM DEVELOPMENT PROJECT,
"RECORD KEEPING FOR SPECIAL STUDENTS"
Host International Hotel, August 15, 1983

Morning (General) Session

I. Attendance

A. Participants

Cindy Reed	Mimi Van Sickle
Ken Harris	Don Wilson
Christine Dickson	Bud West
Kim Perry	O. E. Thompson
Bob Actis	Jim Cothorn
Larry Michel	Paul Stark
Warren Weaver	Gary Varrella

B. Panelists

Jon Baber	Ray Bianchi
Jean Landeen	Richard Rogers
Sandy Beck	

II. Agenda

A. The meeting was convened by Gary Varrella at 9:45 a.m.

B. Introductions to the Project

1. Objectives - G. Varrella outlined the objectives of the project:

- a) Revise and up-date the California Vo-Ag Record Book.
- b) Design a series of practice problems in record keeping for students in vocational agriculture.
- c) Develop an instructor's guide for all record keeping materials produced.
- d) Provide inservice "hands-on" workshops to increase instructor awareness and competencies in record keeping skills for all vo-ag students, including disadvantaged and limited English speaking students.

2. History - Don Wilson briefly discussed the activities of the project from its inception in the early 1970's to date. He noted that historically, vo-ag curriculum development in California is a cooperative effort between vo-ag teachers, industry representatives, and the curriculum project staff.

The importance of the current project was discussed, noting that the challenge is to develop a record book that more high school vo-ag teachers and students will use.

C. Panel Presentation and Discussion, "Record Keeping for California Vocational Agriculture," moderator - Don Wilson.

1. Summary of Panelists Comments

a) Reasons for a records system in California vo-ag

- To develop a habit of keeping records.
- To learn how to use and understand a practical records system.
- To teach the value of records for sound decision making.
- To maintain a written record of students' accomplishments/skills/activities.
- To provide a vehicle whereby every vo-ag student learns simple records skills.

b) Suggestions

- Information should be organized in the book in a manner to facilitate easy retrieval for applications.
- Records of hours on activities should be more consistent.
- The book itself should be treated as an enterprise
- The record book must be simple enough for 9th graders to use.
- More attention (and space) must be provided for projects other than animal production (e.g. crops, work experience, etc.).
- Room should be provided for footnotes (i.e. explanations) of unique entries.
- A "cash flow budget" should be included.
- Provisions should be made for every student to experience all sections of the record book, perhaps facilitated by an on-going realistic records problem available to all ag departments.
- Teacher educators should continue to make a concerted preservice effort to teach record keeping skills and the value of record keeping for all vo-ag students.
- Section(s) for listing skills (improvement, supplemental, etc.) should be included in the record book.

c) Comments

- The net result of the records project should be a convenient "package" that is easy for teachers to use, or it will not be well accepted.
- Inservice on record keeping should be consistent and ongoing.

2. Summary of Comments from the Floor

- a) Awards: The book should be designed specifically for project record keeping, not awards. (An organized record book will allow for convenient retrieval of information for awards applications.)
- b) Components: The possibility of developing an "expandable" book for use with more complex/sophisticated projects should be considered. The most important components are those relating to finances and hours (and type) of work.
- c) Manual: A thorough manual must be written to accompany the record book.
- d) Level of Complexity: The "basic" book must be designed for use by 9th graders. A more complex book provides more opportunity for errors.

- e) Computerization: The burgeoning possibilities for microcomputer software and the problems/benefits that may result were discussed.
 - f) Motivation of Teachers: The desired result of the project must be a basic record keeping system that is easy to use and neatly packaged, otherwise teachers in the field will not readily incorporate it into their curricula.
- D. Morning Session Summary: At the conclusion of the discussion the group briefly summarized the purposes and goals of recording keeping for vocational agriculture students as follows:
1. The record keeping system should teach basic utilizable records principles.
 2. The system and principles should be adaptable and transferable to other systems of accounting and farm record keeping. (For that time when the student enters the world of work or pursues post-secondary study.)
 3. The records should emphasize the supervised occupational experience.
 4. There should be an increased emphasis in work experience documentation.
 5. The record keeping system must be consistent in its documentation.
 6. Sections should be included to accommodate planning of future enterprise expenditures and goals.
 7. It must remain above all a straightforward and lucid system.

Afternoon Advisory Meeting

I. Attendance

A. Members

Warren Weaver
Bob Actis
Cindy Reed
Christine Dickson
Mimi Van Sickle
*Jack Havens
Paul Stark
Jim Cothorn

*Not in attendance

Ex-Officio

Orville Thompson
Kim Perry
Gary Varrella

Guest

Bud West

II. Agenda

- A. Meeting convened at 1:05 p.m. by Paul Stark

B. General Timeline

1. September 26, 1983, draft of record book ready.
2. February 1, 1984, practice problems returned to G. Varrella.
3. February 1, 1984, draft of manual to accompany record book prepared.

C. Next Advisory Meeting: MSP to meet September 10th. G. Varrella to make arrangements.

D. Out-of-State Record Books

1. G. Varrella passed out a summary of the contents of 12 records systems from other states and provided a sample of out-of-state record books for the committee's review.
2. MSP that G. Varrella reproduce the record books from Idaho, Tennessee, and others of his choice to be mailed to the advisory members for review prior to the September 10th meeting.
3. MSP that G. Varrella contact state staff and agriculture instructors from the above states to discuss their experiences with their record books.

E. Number of Record Books to be Developed

1. MSP that one vocational agriculture record book be developed for California.

F. Review of Record Book Component

1. Cover

- a) Front - The emblem should be deleted. The name shall be California Vocational Agriculture Record Book. The covers of the Idaho and Wyoming should be used as samples for the development of the front cover of the California book. Included on the front cover should be:

Name _____

School _____

Year in Agriculture _____

Record Book for Year Beginning _____, 19____

Ending _____, 19____

Instructor(s) _____

- b) Interior of Front - Will contain the Table of Contents.

- c) Interior of Back - G. Varrella will develop a draft of charts, measures, etc., that will be presented at the September 10 meeting.

- d) Back - Will have a map of California identifying all counties and their names printed on it.

- e) Color - To be presented at a later date by project staff.

2. Calendar

- a) MSP to keep the current calendar in the record book as is.
- b) The group agreed to have a one page addition (back to back) with 16 calendar years on it (e.g. 1984-1999).
- c) Cindy Reed will develop a draft of a two page "year in summary" (with 6 months on each page) to be presented at the September 10th Advisory meeting.

3. Business Agreement

- a) MSP to delete the current business agreement and have G. Varrella provide samples of agreements from other states for the members to review before the next meeting on September 10.

4. Budget

- a) Specific Modifications - Net income is to be moved to the bottom of the page, cents column should be blocked out. Estimated expenses terms should be made "generic." A space should be provided for enterprise net income, and total net income.
- b) Other Suggestions were made which G. Varrella will incorporate into a draft for presentation at the September 10th meeting.

G. The meeting was adjourned at approximately 3:30 p.m.

Respectfully Submitted,



G. F. Varrella