

Minutes of the Advisory Meeting
for the Curriculum Development Project
"Revisions Committee"
Host International Hotel, September 10, 1983

I. Attendance

Members

*Paul Stark
*John Baber
*Mimi VanSickle
Dr. James Cothorn
*Jack Havens
Warren Weaver
*Robert Actis
Ray Bianchi
*John Ventuleth
*Christine Dickson
*Cindy Reed

*In Attendance

Guests

*Bud West
*Larry Michel

Ex-Officio

*Kim Perry
*Gary Varrella
O. E. Thompson

II. Agenda

A. The meeting was convened by Paul Stark at 9:35 a.m.

B. Minutes - Approved as read.

C. Reports/Unfinished Business

1. Out of State Contacts - G. Varrella reported that he had not contacted the states of Idaho, Tennessee, and Illinois to discuss the strengths and weaknesses of their record books.
2. Front Cover - G. Varrella presented the draft of the front cover. The format was accepted. Suggestions for improvement included the need for "more citrus in the south part of the state," the need to "show O.H." and to be certain that any people depicted not indicate any particular ethnicity.
3. Inside of Back Cover - G. Varrella presented a draft. The format was accepted. It was agreed that the following should be included: Surveyor's measure; square measure; cubic measure; linear measure; liquid measure; dry measure; metric linear, weight and temperature equivalents; livestock breeding chart (including mare, cow, sow, ewe, doe rabbit, doe goat, chickens and turkeys); normal temperature, pulse, etc. (including cattle, sheep, goats, swine, horses and rabbits); expected average daily gain of market animals; pounds of feed/pounds of gain for market animals; rate of feed consumption/day and month; weight expectations for age of market animals; dressing percentages (of sheep, cattle, hogs, poultry, rabbits); average daily water requirements (of horses, cattle-beef/dairy, hogs, sheep,

chickens, turkeys); general machinery custom rates and a list of the expected average yield/acre and seeding rates for the "top 10 to 15 California crops."

It was left to the curriculum staff to fit the above into one page if possible.

4. Outside of Back Cover - G. Varrella presented two similar alternatives. Accepted was that one which depicts California and all counties (named), a star at Sacramento (city), the national SOE symbol (lower left) and the words "supervised occupational experience" (upper right).
5. Color - A shade of medium blue was requested. G. Varrella is to present examples of alternatives at a future date.
6. Budget Page - The page as revised by G. Varrella (including the lining of specific boxes) was accepted. There were a number of small modifications which G. Varrella will make and present at the next meeting.
7. Calendar and Students' Planning Calendar
 - a. C. Reed presented the format of a one page student planning calendar. The format was accepted with a draft to be ready by October 1.
 - b. MSP - That the general calendar to precede the students' planning calendar be a "perpetual calendar".
 - c. MSP - That the perpetual calendar and the students' planning calendar precede the monthly calendar pages.
8. Special Presentation on the Manual to Accompany the Record Book - Larry Michel

The text of L. Michel's discussion follows:

HIGH SCHOOL RECORD BOOK COMMITTEE

1. What should be the relationship of the record book and an accompanying manual?
 - a. Needs to be first a how to book on the record book using a step by step approach.
 - b. Needs to be written for the student and preferably at about a ninth grade level.
 - c. Needs to be separate from the record book itself.
 - d. Needs to contain all the information about record keeping that a

student would need in high school.

- e. It could ultimately discuss filling out award applications.
 - f. Needs an introduction including:
 - (1) Why keep records?
 - (2) Why the student must have a project? The types of projects available to the student.
 - (3) General record keeping hints and suggestions--neatness, use a pencil, forming the record keeping habit, etc.
 - (4) A brief discussion of what the record book will do and how it all fits together. Its use as a management tool should also be briefly addressed.
 - (5) The idea of skill development by the student through occupation experience needs to be discussed.
 - (6) How FFA, SOEP, and classroom fit together in developing the whole student? The FFA should not be emphasized because the book should be for all students, but it needs to have a place in the book's perspective.
 - g. The book needs to address each section of the record book in a separate chapter.
 - (1) The separate sections should provide information of a how to nature.
 - (2) The sections should have a glossary or incorporate and define the terms.
 - (3) Also the sections must teach how to do whatever is needed, for instance, on the Depreciable Property Inventory Depreciation/ACRS applications should be taught.
 - (4) The book should include practice problems and/or examples.
 - (5) Each section should address how the section fits in with the rest of the book and what goes where.
 - h. The sections need to be written so they stand alone, allowing the teacher to choose what to teach when. The record book would probably not all be taught in one year. The manual would also address the problem of how to get a student in an advanced class into using the book.
 - i. A chapter might be added addressing production records that a student could use and/or develop depending on their project.
 - j. A chapter should be written on how to close out the record book and start the next book.
2. Should the manual address only the basic record book or more complex record principles?
- a. The basic principles should be addressed in teaching the process of using the record book.
 - b. Additional chapters might ultimately be added into some additional areas: machinery and equipment records, labor records, enterprise accounting how and why, etc.

- c. The need for students to understand the correct terminology is very important and this should be included within the manual.
- d. There might be a chapter on management use of record keeping for advanced students.
- e. The manual should carry the student through all the information needed in four years of high school.
- f. Somewhere the use of computers in record keeping needs to be addressed.

D. New Business

1. Business Agreements - Enterprises

- a. MSP to accept Wyoming's general format for the new California Business Agreement.
- b. The committee reviewed the agreement in total making suggestions for modifications which G. Varrella will incorporate into a draft.
- c. MSP to have the adjoining page to the enterprise agreement a blank with lines only (to continue detailed items from the front of the page).

2. Business Agreements - Work Experience

- a. MSP to accept Wyoming's general format of "Employment Training Agreement."
- b. The committee reviewed the agreement in total making suggestions for modifications which G. Varrella will incorporate into a draft. It was requested that an attempt be made to collapse the agreement down to one page.

3. Journal

- a. MSP to develop a journal draft separating expenses and receipts.

4. Journal Expenses

- a. MSP to adopt the basic format of the National Record Book for Ownership Experience Programs in Agriculture/Agribusiness.
- b. The expenses will be shown on two pages with an entry system similar to the one currently used in the California Vo-Ag Record Book.

- c. Specific Items on the left page include: Lines numbered 1-20 (1 "total expenses brought forward"; date; kind of expense; paid to; quantity; price/unit; total cash and total charge.
 - d. Specific Items on the right page include: Lines numbered 1-20 (identical to the left page), 6 columns for specific enterprises, one column to record payment on previous charges.
 - e. It was agreed that all columns would show dollars and cents.
 - f. It was agreed that a brief summary of directions would be listed at the top of only the first pair of expense pages.
5. Journal Receipts
- a. MSP - to adopt the basic format of the National Record Book for Ownership Experience Programs in Agriculture/Agribusiness.
 - b. The receipts will be shown on two pages with an entry system similar to the one currently used in the California Vo-Ag Record Book.
 - c. Specific items on the left page include: Lines numbered 1-20 (1 "total receipts brought forward"; 2-19 for entries; 20 "totals"); kind of receipts, received from; quantity; price/unit; total cash and total due.
 - d. Specific items on the right page include: Lines numbered 1-20 (identical to the left page); 6 columns for enterprises; one column to record money paid by debtors toward the total due (items/services extended on credit).
 - e. It was agreed that all columns would show dollars and cents.
 - f. It was agreed that a brief summary of directions would be listed at the top of only the first pair of receipts pages.
6. Journal - Labor
- a. MSP - Accept the "Labor for Calendar Year ____" page from the Record Book for Ownership Experience Programs in Agriculture/Agribusiness.
 - b. (The column space for enterprises in the labor journal will need to be modified to match the format of the other journal pages.)
7. Accounts and Notes Payable/Receiveable - MSP to delete the existing "accounts and notes payable/receivable" page in the California Vo-Ag Record Book.

8. Loan Information

- a. MSP to develop a new page called "Loan Information" to replace the old "Accounts and Notes Payable."
- b. It was agreed that the new "Loan Information" page would follow the same format as the deleted "A. & N. P." page.
- c. Included would be the following: Date borrowed, name and address of person or firm, purpose of loan, total amount, interest rate, final payment due, date paid, amount paid on interest and principal (payment schedule) and principal owed.
- d. It was requested that the form be situated lengthwise on the page with one schedule having 12 monthly payment spaces and all following schedules having 4 payment spaces.

9. (It should be noted that as of this time all receivables related to SOE's are to be recorded only in the receipts section of the record book.)

10. Non SOE Journal

- a. MSP to have a 1-1/2 page "Non-Ag Earnings and Investments" category and a 1/2 page (following the above) "Income From Investments" section.
- b. Non-Ag Receipts and Expenses - Categories to include: Date, description of item, hours, receipts, related expenses, gifts and inheritance.
- c. Income from Investments - Categories to include: date, name and address, description of investment, total, interest rate, statement date, amount received - interest, balance.

11. Timeline Revision - The completed draft of the record book will be compiled after the next revisions meeting.

12. Field Testing

- a. The committee agreed that the materials developed thus far need to be tested before further revisions. G. Varrella is to compile the materials developed and provide them to the committee members for field testing.
- b. The group agreed the existing drafts should be tested in as many different program areas as possible. The following informal testing assignments were made:

Crops	Jon Baber
Shop	Chris Dickson
Horticulture	John Ventuluth
Market & Breeding	Mimi VanSickle and Bob Actis
Sales & Service	Jack Havens
Dairy	Cindy Reed

13. Fall Regional Meetings - It was recommended the Curriculum Specialist make only a brief progress report at the Fall Regional Meetings.
14. Manual - The committee requested G. Varrella contact Larry Michel and discuss the possibility of him developing sample manual sections for 2 of the section drafts of the California Vo-Ag Record Book (as developed by the revisions committee).
15. National Record Book - G. Varrella is to mail copies of the national book to all advisory members.
16. Next Meeting Date - November 2, 1983 at the Host Hotel at the Sacramento Airport.

Gary Varrella, Specialist
Curriculum Development in
Agricultural Education

GV:mm