

**FACILITATING COORDINATION IN AGRICULTURAL EDUCATION - 2**  
**August 2019 Summary of Activities for LUKE ALLEN**

**I. ON SITE ASSISTANCE – SCHOOLS – 7**

**COUNTY PARTNERSHIPS - 0**

**SCHOOLS** – Herscher (x2), Marquette, Momence, Naperville, Newark, WILCO,  
**COUNTY PARTNERSHIPS** –

**II. PROFESSIONAL DEVELOPMENT PROVIDED – 0**

**PARTICIPANTS – 0**

**III. MEETINGS/CONVENTIONS/CONFERENCES ATTENDED – 8**

Beginning Ag Teacher Conference, Springfield  
State Staff Meeting, Champaign  
Champaign/Ford ROE Staff Meeting, Champaign  
Illinois Team AgEd Meeting, Springfield  
Wieghat Graphics conference call  
Section 6 IAVAT Meeting, Burlington  
Section 10 IAVAT Meeting, Bourbonnais  
ILCAE Meeting, Decatur

**IV. MILES TRAVELED – Auto: 1700**

**V. OTHER ACTIVITIES - 10**

Prepared for Section IAVAT Back to School Meetings  
Maintained Teacher Logins in myCAERT  
Moved, Added, and Updated Teacher and School Data in the Database  
Sent Teacher and Individual Informational Requests  
Worked with Candidates in Completing Requirements for CTE Licensure with Stipulation Certification  
Managed and Maintained the Website, Communicate with Programmer  
Assisted Ag Teachers and Administrators with Three Circle FFA and SAE Grant Questions  
Wrote and Sent Email Messages/Updated Email Addresses on the Listserv  
Prepared for Meetings  
Completed Monthly Reports

**VI. COMMENTARY**

August consisted of many phone calls and emails from teachers and staff members about the roster & event registration system. I also focused on visiting or scheduling visits to all of my new teachers. Teachers have generally had good feedback about the new website system, it seems to be easy for students to verify info and add courses. The date has been set and planning has begun for the Urban Forestry CDE, and this year we are trying to involve more schools without Ag programs. I took many more days off this month than I normally do but I made myself as available as I could be to address teacher questions and concerns.