

# **Facilitating Coordination in Agricultural Education - Coordinator**

## **July 2021, Summary of Activities for Dean Dittmar** \*virtual

**Assistance to Schools(1)** - Carriel Jr. High - O'Fallon

### **Professional Development Events Provided(1)      Participants(36)**

State AFNR Curriculum History and Availability for Beginning Teachers Conference,  
Ag Teachers, Springfield - 36 (2 days)

### **Meetings/Conventions/Conferences Attended(12)**

\*AFNR Curriculum Subscription Negotiations Meeting with ISBE(Jennifer, Marci, Andrew)  
and CEC(Mindy, Doug, Jay)  
Ag Ed State Staff Meeting and Future Visioning Session, Decatur  
FCAE Staff Meeting, Decatur  
FCAE Update Meeting with ROE Assistant Superintendent, Donna Kaufman, Champaign  
\*ICAE Meeting  
\*IAVAT Legislative Committee Meeting  
\*Ag Ed State Staff Meeting  
\*State Teach Ag Results (STAR) Meeting  
\*University Council Meeting  
\*FCAE Staff Meeting  
Performance Review Meeting with Casey Bolin, O'Fallon  
\*IAVAT Curriculum Sub-Committee Meeting on Ag Biology Course Development

### **Miles Traveled - Auto(600)**

### **Other Activities(17)**

\*Interviewed on RFD Radio with Rita Frazier on Teacher Supply & Demand, Golden Owl Awards  
Prepared Agenda and Meals for State Ag Ed Staff and FCAE Staff Meetings  
Reviewed Monthly Reports of Cutting Edge Curriculum with the Agribusiness Library Revision  
Reviewed MANRRS Grant Final Reports and Invoices for Payment  
Explored Hotel Rooms for the School Board and NASAE Conferences  
Prepared New Format for Monthly One Page Report and Guidance  
Prepared Staff Annual Performance Review Reports  
Created and Submitted FY21 FCAE IWAS Grant Amendment #4  
Created and Submitted FY20 and FY21 Quarterly GATA Reports  
Sent Teacher and Individual Informational Requests  
ILCAE, IAVAT, CAERT/CEC, FCAE, ICAE Individual Member Phone Calls  
Assisted Susie Scott with Tasks  
Mentored and Assisted Staff with Projects  
Reviewed Staff Monthly Reports and Travel Reports  
Prepared for Presentations and Meetings  
Wrote and Sent Email Messages/Made and Returned Phone Calls and Texts  
Completed Monthly Reports