

Facilitating Coordination in Agricultural Education - Coordinator
December 2022, Summary of Activities for Dean Dittmar *virtual

Assistance to Schools (2) - O'Fallon,
Springfield School District #186 (Curriculum Committee Meeting)

Meetings/Conventions/Conferences Attended(19)

Illinois Farm Bureau Annual Meeting, Chicago (2.5 days)
*University of Illinois-Chicago College of Education Staff Meeting
ILCAE Annual Meeting and Awards Luncheon, Springfield
*FFA Board Meeting(2)
State Staff Meeting and Christmas Luncheon with FFA State Officers and Parents, Springfield
*Evaluation of FCAE LPS Project Meeting with Brian Myers
*ISBE/FCAE Meeting with Andrew Klein
*Ag/Food Alliance Meeting with Tyler Strom (6)
St. Louis AgriBusiness Club Meeting and Professional Development, St. Louis, MO
*Administrative Council Meeting
*National Jr. MANRRS Advisor Meeting
*Illinois Jr. MANRRS Advisor Meeting
*Illinois Jr. MANRRS Leadership Institute Planning Meeting

Miles Traveled - Total(1201) Auto(779) Train(422)

Other Activities(18)

Checked AV Equipment for ILCAE Meeting at Lincoln Land College, Springfield
Prepared Agendas for FCAE Staff and State Staff Meetings
Prepared and Summarized Data for the State Ag Ed Report
Prepared Subcontractor Form and Submitted FCAE LPS Grant Amendment
Prepared and Sent Statewide Email Message on Coordinator Job Vacancy and Retirement
Prepared and Sent Statewide Email Message on Ag Teacher Supply and Demand
Contacted Cahokia School Staff on the FY22 Jr. MANRRS Continuation Stipends
Developed Contract and Performance Measures for Agri-Food Career Coordinator New Position
Purchased and Prepared Staff Christmas Gifts and Cards
Organized and Went Through Files in O'Fallon Office
Sent Teacher and Individual Informational Requests
Communicated with ILCAE, IAVAT, CAERT/CEC, FCAE, ICAE Individual Members
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