

Facilitating Coordination in Agricultural Education - Coordinator
February 2023, Summary of Activities for Dean Dittmar

*virtual

Meetings/Conventions/Conferences Attended(14)

- *Junior MANRRS Advisor Meeting(2)
- *FCAE LPS Evaluation Meeting with Brian Myers
- *ROE Meeting on New Coordinator with Donna Kaufman and Gary Lewis
- *State AITC Coordinator Meeting
- FCAE Staff Meeting, Springfield
- FFA Alumni Conference, Springfield (2 days)
- *IL Agri-Food Alliance Meeting with Tyler Strom
- *IL Agri-Food Alliance Meeting with Tyler Strom and Shanell Rainey
- *ILCAE Executive Committee Meeting
- *Midwest Climate Summit and Workforce Session, St. Louis, MO
- *State Staff Meeting
- St. Louis AgriBusiness Club Meeting and Professional Development, St. Louis, MO
- GROW Exhibit Advisory Meeting for the Saint Louis Science Center, St. Louis, MO

Miles Traveled - (381)

Other Activities(19)

- Judged MANRRS Competition Papers Online
- GAST Grant Download, Print, and Review for Staff Meeting
- Prepared Agendas for FCAE Staff and State Staff Meetings
- Contacted Companies to Print the 2022 AFNR Annual Report
- Reviewed and Sent Revised Evaluation Questions to Brian Myers
- Downloaded and Separated Email Addresses for Brian Myers
- Planned and Contacted Schools and Agribusinesses for Junior MANRRS Leadership Institute
- Prepared and Sent Lesson Plans & Activity Sheets for AgCareers.com Guide Email Message
- Prepared and Sent New FCAE Coordinator Announced Email Message
- Prepared and Sent ILCAE Next Meeting March 31 - Jan Meeting Minutes - Update Email Message
- Prepared and Sent Ag Ed Principal Consultant Job Vacancy Posting at ISBE Email Message
- 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