

Facilitating Coordination in Agricultural Education - Coordinator
April 2023, Summary of Activities for Dean Dittmar *virtual

Meetings/Conventions/Conferences Attended(12)

*FCAE Staff Meeting
Food Career Event, Illinois Tech University, Chicago
IL Agri-Food Alliance Meeting with Tyler Strom, Shanell Rainey Jacob, and FCAE Staff, Atlanta, GA
FFA Center Administrative Council Meeting, Springfield
St. Louis AgriBusiness Club Meeting and Professional Development, St. Louis, MO
Diversity Summit, MANRRS, Atlanta, GA
MANRRS37 Conference, Atlanta, GA (4 days)
ROE Leadership Meeting, Champaign
*Ag Ed State Staff Meeting
*Vet for A Day Meeting with Veterinary Association Staff
*MANRRS and IL Agri-Food Alliance Meeting with Tyler Strom and Dakarai Howard
*IL Agri-Food Alliance Meeting with Tyler Strom and Shanell Rainey Jacob

Miles Traveled - 2641-Total Car-1153 Train-520 Air-968

Other Activities(21)

Drafted ILCAE Meeting Invite Letter to Dr. Tony Sanders, State Superintendent
Interviewed on AFNR Education Accomplishments and Teacher Openings, J, Stiers, Freelance Writer
Interviewed on AFNR Education Accomplishments and Teacher Openings, Taylor Snoke
Completed ROE Quarterly Report
Worked with Parkland College Staff in Getting Invoices Paid in Susie Scott's Absence
Prepared and Sent Administrator Workshop PD at State FFA Convention Email Message
Prepared and Sent Counselor Workshop PD at State FFA Convention Email Message
Prepared and Sent CoverCress Summer Job Email Message to Section 15 and 22 Ag Teachers
Prepared and Sent Saint Louis Science Center STEAM Summer Camp Email Message to AITC
Prepared and Sent ILCAE Meeting Announcement to Members and Friends
Updated TeachAg Panels for the State FFA Convention Program
Assisted SScott in Completing Office Lease Contracts
Started FY24 FCAE LPS Budget in IWAS
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