

# Facilitating Coordination in Agricultural Education Local Program Success - Summary of Coordinator, Jennifer Waters

**December 2023**

## Total Assistance Visits

7

### Secondary Schools Assisted Through In-Person or Virtual Visits:

Dwayne Andreas Ag Academy  
Pleasant Plains  
Taylorville  
North Mac  
Staunton  
A-C Central  
New Berlin

<b>Presentations/Workshops Provided:</b>	#Participants/#Workshops	0	0
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<b>PM4: Consumer Outreach Activities</b>	#Participants/#Activites	0	0
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<b>Meetings/Conventions/Conferences Attended:</b>	9
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ILCAE Annual Meeting & Awards Luncheon  
ROE 9 Leadership Team Meeting  
FCAE State Staff Meeting  
Illinois Soybean Association Future Planning Meeting  
ISBE/ROE/FCAE Leadership Meeting  
Met with Allyn Buhrow to Plan ILCAE Meeting Final Needs  
Lincoln Land Community College Open House  
State Teach Ag Results (STAR) Meeting  
IAVAT Professional Development Committee Meeting

### Other Activities:

Assisted with Professional Development Planning  
Organized Documents/Materials for ILCAE Meeting  
Ordered Food and Organized Materials Needed for ILCAE Meeting  
Contacted ILCAE Award Winners and Meeting Participants Regarding the Meeting  
Developed Slide Presentation for ILCAE Meeting  
Reviewed & Requisitioned Monthly Reports for FCAE Team Members  
Processed PCard Financials for Parkland  
Developed ILCAE Member Nomination Applications and Posted on Website  
Contacted Microsoft Office 365 for Education for Program Advisor Computers  
Facilitated Development of FCAE State Staff Agenda  
Contacted Hotel for Meeting Space During Alumni Conference  
Processed Payments for FCAE Donations Account  
FCAE Program Assistant Interviews & Process  
Updated ILCAE Active and Advisory Member List for 2024 & Listserve Group Updates  
Ordered Supplies as Needed for FCAE Team Members  
Worked with LTC Program Regarding Computer Purchases for FCAE Team  
Contacted ISBE Licensure Regarding Grade Bands Related to Licensing and Teaching 5th/6th Grades  
Collaborated with MANRRS Regarding Dues Payments & National Conference Registrations