

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

July 2023

Total Assistance Visits

0

Secondary Schools Assisted Through In-Person or Virtual Visits:

Presentations/Workshops Provided:	#Participants/#Workshops	0	0
PM4: Consumer Outreach Activities	#Participants/#Activites	0	0

Meetings/Conventions/Conferences Attended:	12
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- Administrative Council On-Boarding and Meeting
- FCAE Staff Retreat (2 days)
- Planning Meeting with ISBE, FCAE-CRM, & Kevin Daugherty (ICAE)
- Experienced Ag Teacher Conference/AGED498 (2 days)
- Human Resources Meeting with Donna Kaufman
- ICAE Meeting
- Cutting Edge Curriculum Meeting with Lindi Kocher
- Joint Board Meeting of Illinois FFA & Illinois Association of Vocational Agriculture Teachers
- Illinois Association of Vocational Agriculture Teachers Board Meeting
- Database and Monthly Report Documentation Meeting with Megan Coy
- Parkland College Fiscal Agent Meeting with Chris Randles
- Agricultural Education Partnership Meeting

Other Activities:

- National FFA Agriscience Fair Judging
- ROE #9 Office Organization of Files from O'Fallon Office
- Delivering Materials to ROE #9 Storage
- Updating and Maintaining FY24 Professional Development Budget for Summer Conferences
- Assisted Program Advisors in Material Preparation for Summer Conferences
- Communications with Stakeholders Regarding Budgets, Future Plans & Setting Meeting Dates
- Completed Monthly Reports
- Developed Meeting Agendas & Communicated Meeting Details to Members
- Reviewed & Approved Monthly Professional Staff Reports & Expenses
- Development of Documents/Spreadsheets for Financial Management of the Project