

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

November 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:	7
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- National Association of Supervisors of Agricultural Education Conference
- National FFA Convention - 4 days
- Sangamon-Menard-Logan Agricultural Education Partnership Meeting
- FFA Board Meeting
- ILCAE Executive Committee Meeting
- Illinois Agricultural Education Administrative Council Meeting
- Illinois School Board Conference (2 days)

Other Activities:

- WLDS Radio Interview with Roger Ward Regarding National FFA Convention Successes
- Developed Financial Tracking Document with Megan Coy and Updated Information for Files
- Completed Review of Monthly Reports
- Submitted Financials to Parkland College for FCAE-LPS Reimbursements and Bills
- Developed Report for ISBE/ICAE Meeting Regarding FCAE-LPS Performance Measures
- Moved ROE 9 Office to Another Office Location at the ROE & Set Up New Space
- Reviewed Applicants for FCAE-LPS Program Assistant Position
- Communicated with Stakeholders Regarding Agricultural Education
- Developed Meeting Agendas and Completed Follow Ups As Needed from Previous Meetings
- ILCAE Meeting Preparation: Invitations, Awards, Plaques, Meals, Agenda, Scripts
- Hosted District 3 Beginning Ag Teacher Bus Trip Stop for Working Breakfast Meeting
- Completed FCAE-LPS Grant Periodic Final Report for FY23 in IWAS for Parkland College
- Developed Vacancy Posting for Additional Program Advisor
- Worked with Microsoft Office Education 365 Regarding Accounts for Program Advisors
- Assisted with Three Circle Grant Troubleshooting for Returned Grants
- Requisitioned Payments for Contracted Services Related to Professional Development & Annual Report
- Collaborated with ROE 9 Leadership Regarding FCAE-LPS
- Scheduled Future Meetings with Industry Partners and Stakeholders
- Oversaw Current Program Assistant Vacancy Posting & Interviews