

**FACILITATING COORDINATION IN AGRICULTURAL EDUCATION - District 2
July 2019 Summary of Activities for LUKE ALLEN**

I. ON SITE ASSISTANCE – SCHOOLS – 1

COUNTY PARTNERSHIPS - 1

SCHOOLS – Obama STEM Middle School, Chicago Heights
COUNTY PARTNERSHIPS – Will

II. PROFESSIONAL DEVELOPMENT PROVIDED – 2

PARTICIPANTS – 47

SAE For All Summit, Ag Teachers, ISBE, Springfield – 25
Kendall/Will/Grundy/LaSalle Counties Summer Ag Institute, JJC, Joliet – 22

III. MEETINGS/CONVENTIONS/CONFERENCES ATTENDED – 7

State Staff Meeting, Ramada Hotel, Springfield (2 Days)
Section 1/2/3 Fair Manager fair tool rollout meeting, Lanark
2nd Year Ag Teacher Conference, Sherman
Meeting Haley Sierjiej- Nutrients for Life- soils workshop materials, Countryside
State Teach Ag Results Committee conference call
Section 9 Fall IAVAT Meeting, Bloomington
Beginning Ag Teacher Conference, Springfield

IV. MILES TRAVELED – Auto: 2289

V. OTHER ACTIVITIES - 11

Prepared for Section IAVAT Back to School Meetings
Maintained Teacher Logins in myCAERT
Moved, Added, and Updated Teacher and School Data in the Database
Sent Teacher and Individual Informational Requests
Worked with Candidates in Completing Requirements for CTE Licensure with Stipulation Certification
Managed and Maintained the Website, Provided Feedback to Programmer
Assisted Schools in Posting Teacher Vacancies and Finding Quality Candidates
Assisted Ag Teachers and Administrators with Three Circle FFA and SAE Grant Questions
Wrote and Sent Email Messages/Updated Email Addresses on the Listserv
Prepared for Meetings
Completed Monthly Reports

VI. COMMENTARY

Work has been progressing steadily on the new website. We have developed a good system for communicating about the projects and their priorities. I will begin scheduling new teacher visits in early August, as I have dedicated a lot of office time to working on the website rollout. This process has required a LOT of calls/texts/emails from fair managers, FFA Center and FCAE staff, and teachers with questions.