

**Facilitating Coordination in Agricultural Education**  
**Megan Coy, District IV Program Advisor**  
**November 2018 Report**

**On-Site Assistance – 7 High Schools, 1 Community College**

**Program Visits:**

- Arthur-Lovington-Atwood-Hammond HS
- Casey-Westfield HS
- Martinsville HS
- Newton HS
- St. Joseph- Ogden HS
- Teutopolis HS
- Urbana HS

**Community College Visits:**

- Lake Land Community College

**Meetings/Conferences/Conventions**

- PAS Conference
- BUILD Conference
- Lake Land College Career Fair
- ILCAE Meeting
- ILCAE Meeting
- FCAE Staff Meeting
- National Officer Experience Week Conference Call
- Professional Development Committee Conference Call

**Other Activities**

- STAR Budget Work & Final Report
- Completed and submitted STAR 2019 paperwork and set meeting
- Developed reminders for teachers on the Incentive Funding Grant & 3 Circle Grant
- Corresponded with teachers and administrators of schools who had grants sent back for corrections
- Assisted Karen Jones in preparing paperwork & project for the Agriculture Experience project for the ILCAE Committee Meeting
- Communicated with Decatur Public Schools to assist in scheduling the ILCAE meeting
- Wrote letter, made mailing labels, collected university logos, printed and stuffed Elite letter to send with picture to parents of students who attended
- Worked with Ag Ed students on resume/cover letter for applying for jobs
- Continued to develop & coordinate plans for the national officer experience in February
- Assisted Jennifer Fink in logistics planning for the District IV Ag in the Classroom meeting
- Worked with Jennifer to create the annual report and located appropriate pictures
- Meet and discussed development of Ag Advisory board for new program at Meridian High School
- Update Remind.com calendar with links
- Worked with 1st year teachers on behavior management plan & provided Ag Business-marketing resources
- Updating & adjusting the STAR ELITE/ GAST Tracking Document
- Developed and posted listserv messages
- Email correspondence with various individuals in agricultural education.

- Completed monthly reports and weekly activity log sheets.

**Miles Traveled –1125 miles**

**Commentary**

This month a major focus was on assisting the teachers in work on the Incentive Funding Grant, Strategic Plan and 3 Circle Grants. I found it helpful to create a list of all of the schools in District IV and all of the deadlines that needed to be complete (FFA Membership, IAVAT Membership, 3 Circle Grant Budget, Incentive Funding Grant Budget, Chapter Strategic Plan). It was one place that I could go to and update from the various sources, what schools were on track and who needed a little extra guidance. I was very happy to see that each deadline was met by over 91% of schools and teachers in the district. Another highlight of this month was that the FCAE staff was granted further access to the 3 Circle Grant. It has been unbelievably helpful to be able to assist districts better, by seeing applications with them. I also feel that I have been better able to get the schools that have had errors on their budgets corrected without having to add to our two ISBE contractual employees. While spending time with the grants and deadlines was a large part of my month, I was also able to go out and travel with the section and state officers during their visits in Section 17 & 20. My goal was to travel at least one day of visits in each section. It was nice to get to touch base with the teachers and see the students engaging with the officers. I also enjoyed getting to have lunch and visit different communities with the officers!