

Secondary CTE Director Annual Checklist – FY24					Updated: 7/13/2023	
Item or Activity	Date Range	Due Dates	Contact	Submission/Location	Notes/Submitted/Completed	
New CTE Programs Evaluation FY24, funding FY25	September – April	Monday, May 1, 2023	Jonathan/Janice	Email		
High School, Admin, Tech Center WPU review for CTE allocations, Membership	July - September	Saturday, June 24, 2023	Wendi, Jeff Conley, Jeff McDonald	Data Gateway, UTREX, CACTUS		
Special Projects Applications & Budgets	July- January	As requested/Needed	Wendi, Steve, Libby	Email/Utah Grants		
Perkins Non-Traditional and Special Pops Grants	July - January	As requested/Needed	Libby, Ephraim, Wendi	Email/Utah Grants		
Perkins Teacher Recruitment and Retention Grants	July - January	As requested/Needed	Wendi, Steve, Libby	Email/Utah Grants		
CTE Consortium Meeting (By Assignment)	August	Wednesday, August 23, 2023	Thalea, Kerry	USBE - Zoom	9:00 am - 12:00 pm	
State Summer Agriculture Program – Application and Report	June 1st - August 1st	Thursday, August 31, 2023	Ag Specialist	Utah Grants		
Federal Grant Requests for Reimbursement for Prior Year	June 1st - August 31st	Saturday, August 31, 2024	Libby, Wendi	Utah Grants		
New Director Basic Training Series#1	September	Wednesday, September 13, 2023	Jonathan	Zoom	10:00 AM - 12:00 PM	
CTSO Advisory Meeting (by assignment)	October	Thursday, October 12, 2023	Thalea, Kerry	Zoom		
Skill Certification Advisory Meeting (by assignment)	September	Tuesday, September 12, 2023	Greg	Meeting/Zoom	10:00 AM - 12:00 PM	
CTE Directors Meeting	September	Wednesday, September 20, 2023	Thalea, Kerry	USBE - Basement West/Zoom	9:00 am - 4:00 pm	
CTE Funding FY24 Update	September	Wednesday, September 20, 2023	Wendi	Email/Website/Director's Meeting		
Federal Grant Requests for Reimbursement	September	Friday, September 29, 2023	Libby	Utah Grants		
School Counseling Programs – School Counselor FTE Assignments	July - September	Tuesday, October 1, 2024	Michelle Glaittli	CACTUS		
State Safety Committee	October	Wednesday, October 11, 2023	Jonathan	Zoom	10:00 AM - 12:00 PM	
CTE Consortium Meeting (By Assignment)	October	Tuesday, October 24, 2023	Thalea, Kerry	USBE - BlueRoom/Zoom	9:00 am - 12:00 pm	
CTE Director Financial Training Federal and State	November	Wednesday, November 1st, 2023	Wendi, Libby, Jeff Conley	USBE - Basement West/Zoom	8:30 am - 4:30 pm	
Enter or Update Teacher Assignments in CACTUS	August - November	Wednesday, November 1, 2023	Educator Licensing	CACTUS		
New Director Basic Training Series#2	November	Tuesday, November 7, 2023	Jonathan	Zoom	10:00 AM - 12:00 PM	
CTE Directors Meeting	November	Wednesday, November 15, 2023	Thalea, Kerry	UVU Cullinary Arts Building/Zoom	9:00 am - 4:00 pm	
CTE Funding FY24 Fall/Winter Update (If needed)	November	Thursday, November 16, 2023	Wendi	Email/Website/Director's Meeting		
CTSO Membership - Preliminary report	November-December	Friday, December 1, 2023	Hannah, Jeff McDonald	Data Gateway		
CTE Consortium Meeting (By Assignment)	December	Wednesday, December 13, 2023	Thalea, Kerry	USBE Blue Room/Zoom	9:00 am - 12:00 pm	
Perkins Performance Reports to LEAs and Postsecondary	Late December	Thursday, December 21, 2023	Jeff McDonald	MOVEit		
Perkins secondary placement files released to LEAs	Late December	Friday, December 29, 2023	Jeff McDonald	MOVEit		
Federal Grant Requests for Reimbursement	December	Friday, December 29, 2023	Libby	Utah Grants		
Perkins Data Quality Training – Secondary	January	TBD	Wendi, Jeff McDonald, Libby	Basement West	TBD	
Perkins Data Quality Training- Post-Secondary	January	TBD	Wendi, Steve, Libby, Jeff McDonald	Basement West	TBD	
New Director Basic Training Series #3	January	Wednesday, January 24, 2024	Jonathan	Zoom	10:00 AM - 12:00 PM	
CTE Directors Meeting - Secondary Directors Only	January	Tuesday, January 30, 2024	Thalea, Kerry	Zoom - Secondary Only	9:00 am - 4:00 pm	
Program of Quality Survey	January - February	Friday, February 23, 2024	Jonathan	Qualtric Online Survey		

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Endorsement/Licensing	February	TBD	April	Zoom	
CTE Consortium Meeting (By Assignment)	March	Wednesday, March 13, 2024	Thalea, Kerry	USBE - Blue Room/Zoom	9:00 am - 12:00 pm
CTSO Membership Affiliation Due Date	July 1st- March 15th	Wednesday, March 15, 2023	CTSO State Advisors	National and State Dues Paid	
Skill Certification Advisory Meeting (by assignment)	March	Wednesday, March 27, 2024	Greg	Zoom	10:00 AM - 12:00 PM
New Director Basic Training Series#4	March	Thursday, March 21, 2024	Jonathan	Zoom	10:00 AM - 12:00 PM
Federal Grant Requests for Reimbursement	March	Friday, March 29, 2024	Libby	Utah Grants	
Spring Utah Grants Webinar	March	Wednesday, March 20, 2024	Libby	Zoom	10:00 AM - 12:00 PM?
CTE Funding FY25 Legislative Estimates	April	Wednesday, April 17, 2024	Wendi	Email/Website	
CTE Directors Meeting	April	Wednesday, April 17, 2024	Thalea, Kerry	SLCC, West Pointe Campus	9:00 am - 4:00 pm
CTE Funding FY24 Final Allocation	April	Wednesday, April 17, 2024	Wendi	Email/Website/Director's Meeting	
State Safety Committee	April	Thursday, April 18, 2024	Jonathan	Zoom	10:00 AM - 12:00 PM
College & Career Awareness Application for funding and proposed budget	May	Wednesday, May 1, 2024	Ashley	Utah Grants	
College & Career Awareness End of Year Summary Report for Previous Year	May	Wednesday, May 1, 2024	Ashley	Utah Grants	
Work-Based Learning Application, Action Plan, Accountability and Checklist	May	Wednesday, May 1, 2024	Breckon	Utah Grants	
State Summer Agriculture Program Application	May - August	Wednesday, May 1, 2024	Ag Specialist	Email	
New CTE Programs Application FY25 Review, Funding FY26	January - May	Wednesday, May 1, 2024	Jonathan, Janice	Email	
Verify School Schedules For School DaysTable for CTE MembershipReports	January - May	Wednesday, May 1, 2024	Jeff Conley, Wendi	Survey/Email	
School Counseling Programs – Letter of Intent (required for LEAs opening a new school 7-12 to receive school counseling program CTE-add on funding)	May	Wednesday, May 1, 2024	Bethany Marker	Email	
LEA Tech Center Qualification Verification Summary	February - April	Wednesday, May 1, 2024	Jeff Conley, Wendi	Survey/Email	
CTSO Advisory Meeting (By assignment)	May	Wednesday, May 1, 2024	Thalea,Kerry	Zoom	
CTSO Membership - Final Report	April - May	Wednesday, May 1, 2024	Hannah, Jeff McDonald	Email/Website	
CTE Consortium Meeting (By Assignment)	May	Wednesday, May 15, 2024	Thalea, Kerry	USBE Blue Room/Zoom	9:00 am - 12:00 pm
Perkins Data Review Improvement Plan	January - May	TBD	Wendi, Jeff McDonald, Libby	Utah Grants and Email	
Federal Perkins –Application and Budget	May	TBD	Wendi, Jeff McDonald, Libby	Utah Grants	
Program Approval PQR Training	May	Tuesday, May 14, 2024	Jonathan	Zoom	10:00 AM - 12:00 PM
CTE Internship Portfolios	December - June	Saturday, June 1, 2024	Breckon	MOVEit (Upon Request)	
Perkins Secondary Placement Returned To Jeff	January - May	Saturday, June 1, 2024	Jeff McDonald	MOVEit	
School Counseling Programs - Data Projects	June	Saturday, June 1, 2024	Michelle Glaittli	Email	

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School Counseling Programs - RFF Applications	June	Saturday, June 1, 2024	Michelle Glaittli	Email	
Third Party Industry Test & Credentials – Submission	July 1st - June 15th	Saturday, June 15, 2024	Greg/Libby/Gaby	MOVEit	
CACTUS Data Final Changes	July 1st - June	Friday, June 28, 2024	Educator Licensing	CACTUS by 10:00am	
CTE Data Quality Reports, Membership Reports - Final Utrex Upload	September – June	Friday, June 28, 2024	Wendi,Jonathan,Jeff McDonald	Data Gateway, UTREX, CACTUS	
Federal Grant Requests for Reimbursement for Prior Year	June 1st - August 31st	Saturday, August 31, 2024	Libby, Wendi	Utah Grants	
Secondary State MOE Review	December-January	As requested by USBE	Jeff Conley, Wendi	Email	
CTE Membership Monitoring	August - March	As requested by USBE	Jeff Conley, Wendi	MOVEit (Upon Request)	
Fiscal Monitoring	July 1st - June 30th	As requested by USBE	Wendi, Libby, Jeff Conley	As needed	
Federal Grant Requests for Reimbursement	June	Friday, June 28, 2024	Libby, Wendi	Utah Grants	