

**Secondary CTE Director Annual Checklist – By Due Date
July 1, 2019 – June 30, 2020**

Item or Activity	Due Date	Contact	Submission Method	Y
• Skill Certification Advisory Meeting (by assignment)	August 13	Greg		
• State Summer Agriculture Program – Report	August 31	Buddy	Email	
• High School, Admin, Tech Center WPU review for CTE allocations	August and September	Wendi		
• CTE Membership Audits and Monitoring	Aug – Feb	Wendi, Sarah, Jeff	MoveIT	
• New CTE Programs Application	September 1	Jonathan/Erin	Email	
• CTSO Advisory Meeting (by assignment)	September 3	Thalea		
• CTE Directors Meeting	September 18	Thalea, Andrea		
• New Director Basic Training Series#1	September 18	Jonathan, Wendi		
• Program Approval Training (FY20)	September 18	Jonathan		
• CTE Director Financial Training (one day) (secondary)	September 19	Wendi, Camille		
• Program Approval - Online evaluation	TBD	Jonathan	Data Gateway	
• Special Projects Applications & Budgets	All year	Wendi, Camille	Email/Utah Grants	
• School Counseling Programs – School Counselor FTE Assignments	October 1	Jerri Sagers	CACTUS	
• Enter or Update Teacher Assignments in CACTUS	October 1	Educator Licensing	CACTUS	
• CTE Director Financial Training (1/2 day) (post-secondary)	October 2	Wendi, Camille		
• Data Gateway Data Quality Reports	July 1 – June 26	Wendi, Jeff	Data Gateway	
• Non-Traditional District Grants (when available)	TBD	Brandon		
• CTE Consortium Meeting (By Assignment)	October 24 th	Thalea, Andrea		
• CTE Directors Meeting	November 5 th -6 th	Thalea, Andrea		
• New Director Basic Training Series#2	November 5 th	Jonathan, Wendi		

• CTSO Membership - Preliminary report	Dec 1 st	Jeff, Andrea	MoveIT, website	
• Perkins Data Quality Training – Secondary	TBD	Wendi, Jeff, Camille	TBD	
• Perkins Data Quality Training- Post-Secondary	TBD	Wendi, Camille, Jeff	TBD	
• Perkins Data Review Improvement Plan	February	Wendi, Jeff, Camille	TBD	
• CTE Consortium Meeting (By Assignment)	January 15 th	Thalea, Andrea		
• New Director Basic Training Series #3	January 29 th	Jonathan, Wendi		
• CTE Directors Meeting	January 31 st	Thalea, Andrea		
• Skill Certification Advisory Meetings (1 director per region)	February 25 th	Greg		
• CTE Consortium Meeting (By Assignment)	March 25 th	Thalea, Andrea		
• School Counseling Programs - School Counselor Ratio Plan (if needed)	April 1 st	Jerri Sagers	Email	
• Deadline for affiliation & payment to National CTSO's	April 5 th	Andrea/Jeff		
• CTSO Advisory Meeting (By assignment)	April 15 th	Thalea,		
• CTE Directors Meeting	April 22 nd	Thalea, Andrea		
• New Director Basic Training Series#4	April 22 nd	Jonathan, Wendi		
• CTE Membership Reports - Preliminary Data Uploads	April - May	Jeff		
• CTSO Final Report	May 1 st	Andrea/Jeff		
• State Summer Agriculture Program Application	May 1 st	Buddy	Email	
• School Counseling Programs – Letter of Intent	May 1	Jerri Sagers	Email	
• CTE Consortium Meeting (By Assignment)	May (if needed)	Thalea, Andrea		
• Federal Perkins –Applications and needs assessment	TBD	Wendi, Camille	Utah Grants	
• Federal Perkins Budgets and Performance Indicators	TBD	Wendi, Jeff, Camille	Utah Grants	
• College & Career Awareness Application for Funding and Proposed Budget	June 1	Ashley	PDF Form	
• College & Career Awareness End of Year Summary Report for Previous Year	June 1	Ashley	Email	
• LEA Tech Center qualification verification summary	June 1	Wendi, Camille	Email PDF Form	

• Work-Based Learning Application, Action Plan, Accountability and Checklist	June 1	Brandon	TBD	
• School Counseling Programs - RFF Applications	June 1	Jerri Sagers	Email	
• School Counseling Programs - Data Projects	June 1	Jerri Sagers	Email	
• Verify School Days table for CTE membership reports	May 1	Camille, Wendi	TBD	
• CTSO Membership - Final report (posted)	June 1	Jeff	website	
• Third Party Industry Test & Credentials – Submission	June 15th	Greg/Susan/Jeff	MoveIT	
• CACTUS Data Final Changes	June 26th @ 10:00am	Educator Licensing	CACTUS	
• Federal Grant Requests for Reimbursement	Quarterly	Wendi, Camille	Utah Grants	
• Federal Grant Requests for Reimbursement for Prior Year	Final Request in August 31st	Wendi, Camille	Utah Grants	
• CTE Membership Reports - Final Utrex Upload	1 st week July	Jeff	Utrex	
• Fiscal Monitoring	All year	Wendi, Camille		
• Program Approval - On Site evaluation	Every 4 years	Jonathan		