

Secondary CTE Director Annual Checklist – FY23 **Updated: 8/5/2022**

Item or Activity	Date Range	Due Dates	Contact	Submission/Location	Notes/Submitted/Completed
New CTE Programs Evaluation FY23, funding FY24	September – April	Friday, April 1, 2022	Jonathan/Erin	Email	
High School, Admin, Tech Center WPU review for CTE allocations, Membership	July - September	Friday, June 24, 2022	Wendi, Jeff Conley, Jeff McDonald	Data Gateway, UTXREX, CACTUS	
CTE Consortium Meeting (By Assignment)	August	Wednesday, August 24, 2022	Thalea, Andrea	USBE - Zoom	9:00 am - 4:00 pm
State Summer Agriculture Program – Application and Report	June 1st - August 1st	Wednesday, August 31, 2022	Buddy	Utah Grants	
New Director Basic Training Series#1	August	Wednesday, August 31, 2022	Jonathan	Zoom	
CTSO Advisory Meeting (by assignment)	September	Wednesday, September 7, 2022	Thalea, Andrea	Zoom	
Skill Certification Advisory Meeting (by assignment)	September	Tuesday, September 13, 2022	Greg	Meeting/Zoom	
CTE Directors Meeting	September	Wednesday, September 21, 2022	Thalea, Andrea	Canyons SD/Zoom	9:00 am - 4:00 pm
CTE Funding FY22 Update	September	Wednesday, September 21, 2022	Wendi	Email/Website/Director's Meeting	
School Counseling Programs – School Counselor FTE Assignments	July - September	Monday, October 3, 2022	Michelle Glaittli	CACTUS	
CTE Consortium Meeting (By Assignment)	October	Tuesday, October 25, 2022	Thalea, Andrea	USBE - BlueRoom/Zoom	9:00 am - 4:00 pm
CTE Director Financial Training Federal and State	November	Thursday, November 17, 2022	Wendi, Libby, Jeff Conley	USBE Basement West/Virtual	8:30 am - 4:30 pm
Enter or Update Teacher Assignments in CACTUS	August - November	Tuesday, November 1, 2022	Educator Licensing	CACTUS	
CTE Funding FY22 Fall/Winter Update (If needed)	November	Wednesday, November 16, 2022	Wendi	Email/Website/Director's Meeting	
CTE Directors Meeting	November	Wednesday, November 16, 2022	Thalea, Andrea	UVU Cullinary Arts Building/Zoom	9:00 am - 4:00 pm
New Director Basic Training Series#2	November	Wednesday, November 2, 2022	Jonathan	Zoom	
CTSO Membership - Preliminary report	November-December	Thursday, December 1, 2022	Andrea, Jeff McDonald	Data Gateway	
CTE Consortium Meeting (By Assignment)	December	Wednesday, December 14, 2022	Thalea, Andrea	USBE Blue Room/Zoom	9:00 am - 4:00 pm
Perkins Performance Reports to LEAs and Postsecondary	Late December	Wednesday, December 21, 2022	Jeff McDonald	MOVEit	
Perkins secondary placement files released to LEAs	Late December	Saturday, December 31, 2022	Jeff McDonald	MOVEit	
Program of Quality Survey	January	Tuesday, January 17, 2023	Jonathan	Qualtric Online Survey	
Perkins Data Quality Training – Secondary	January	Wednesday, January 18, 2023	Wendi, Jeff McDonald, Libby	USBE Board Room/Zoom	1:00-2:30pm
Perkins Data Quality Training- Post-Secondary	January	Wednesday, January 18, 2023	Wendi, Steve, Libby, Jeff McDonald	USBE Board Room/Zoom	9:30am-12pm
New Director Basic Training Series #3	January	Thursday, January 26, 2023	Jonathan	Zoom	
CTE Directors Meeting - Secondary Directors Only	February	Wednesday, February 1, 2023	Thalea, Andrea	Zoom - Secondary Only	9:00 am - 4:00 pm
CTE Consortium Meeting (By Assignment)	March	Wednesday, March 8, 2023	Thalea, Andrea	USBE - Blue Room/Zoom	9:00 am - 4:00 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	Tuesday, March 28, 2023	Greg	Zoom	
New Director Basic Training Series#4	March	Thursday, March 30, 2023	Jonathan, Wendi	Zoom	
CTE Funding FY24 Legislative Estimate	April	Thursday, March 30, 2023	Wendi	Email/Website	
College & Career Awareness Application for funding and proposed budget	April	Saturday, April 1, 2023	Ashley	Utah Grants	
College & Career Awareness End of Year Summary Report for Previous Year	April	Saturday, April 1, 2023	Ashley	Utah Grants	
Work-Based Learning Application, Action Plan, Accountability and Checklist	April	Saturday, April 1, 2023	Breckon	Utah Grants	

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State Summer Agriculture Program Application	April - August	Saturday, April 1, 2023	Buddy	Email	
New CTE Programs Application FY24 Review, funding FY25	January - April	Saturday, April 1, 2023	Jonathan/Erin	Email	
Verify School schedules for school days table for CTE membership reports	January - April	Saturday, April 1, 2023	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)	April	Saturday, April 1, 2023	Bethany Marker	Email	
LEA Tech Center qualification verification summary	February - April	Saturday, April 1, 2023	Jeff Conley, Wendi	Survey/Email	
CTSO Advisory Meeting (By assignment)	April	Wednesday, April 12, 2023	Thalea, Andrea	USBE - Blue Room/Zoom	
CTE Directors Meeting	April	Wednesday, April 19, 2023	Thalea, Andrea	Catalyst Center Davis SD/Zoom	9:00 am - 4:00 pm
CTE Funding FY23 Final Allocation	April	Wednesday, April 19, 2023	Wendi	Email/Website/Director's Meeting	
CTSO Membership - Final Report	April - May	Monday, May 1, 2023	Andrea/Jeff McDonald	Email/Website	
CTE Consortium Meeting (By Assignment)	May	Wednesday, May 10, 2023	Thalea, Andrea	USBE Blue Room/Zoom	9:00 am - 4:00 pm
Perkins Data Review Improvement Plan	January - May	Tuesday, May 16, 2023	Wendi, Jeff McDonald, Libby	Utah Grants and Email	
Federal Perkins –Application and Budget	May	Tuesday, May 16, 2023	Wendi, Jeff McDonald, Libby	Utah Grants	
Program Approval Training/Program of Quality Review (FY22)	May	Wednesday, May 17, 2023	Jonathan	Zoom	
CTE Internship Portfolios	December - June	Thursday, June 1, 2023	Breckon	MOVEit (Upon Request)	
Perkins secondary placement returned to Jeff	January - May	Thursday, June 1, 2023	Jeff McDonald	MOVEit	
School Counseling Programs - Data Projects	June	Thursday, June 1, 2023	Michelle Glaittli	Email	
School Counseling Programs - RFF Applications	June	Thursday, June 1, 2023	Michelle Glaittli	Email	
Third Party Industry Test & Credentials – Submission	July 1st - June 15th	Thursday, June 15, 2023	Greg/Libby/Gaby	MOVEit	
CACTUS Data Final Changes	July 1st - June	Wednesday, June 28, 2023	Educator Licensing	CACTUS by 10:00am	
CTE Data Quality Reports, Membership Reports - Final Utrex Upload	September – June	Wednesday, June 28, 2023	Wendi,Jonathan,Jeff McDonald,	Data Gateway, UTREX, CACTUS	
Federal Grant Requests for Reimbursement for Prior Year	June 1st - August 31st	Thursday, August 31, 2023	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	
Special Projects Applications & Budgets	September - January	As requested/Needed	Wendi, Steve, Libby	Email/Utah Grants	
Federal Grant Requests for Reimbursement	September, December, March, June	Quarterly	Libby, Wendi	Utah Grants	
Perkins Non-Traditional District Grants	July - June	TBD	Libby, Ephraim, Wendi	Email/Utah Grants	When Available