

**Secondary CTE Director Annual Checklist – By Due Date  
July 1, 2020 – June 30, 2021**

<b>Item or Activity</b>	<b>Due Date</b>	<b>Contact</b>	<b>Submission Method</b>	<b>Y</b>
• Data Gateway Data Quality Reports	July 1 – June 26	Wendi, Jeff	Data Gateway	
• Skill Certification Advisory Meeting (by assignment)	August 17	Greg		
• CTE Consortium Meeting (by assignment)	August 18	Thalea		
• 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 2	Andrea		
• CTE Directors Meeting	September 23	Thalea, Andrea		
• New Director Basic Training Series#1	September 23	Jonathan, Wendi		
• Program Approval Training (FY20)	September 23	Jonathan		
• CTE Director Financial Training (one day) (secondary)	September 24	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		
• Non-Traditional District Grants (when available)	TBD	Brandon		
• CTE Consortium Meeting (By Assignment)	October 14	Thalea, Andrea		

• CTE Directors Meeting	November 10	Thalea, Andrea		
• New Director Basic Training Series#2	November 10	Jonathan, Wendi		
• CTSO Membership - Preliminary report	Dec 1 <sup>st</sup>	Jeff, Andrea	Data Gateway	
• CTE Consortium Meeting (By Assignment)	December 2	Thalea, Andrea		
• Perkins Data Quality Training – Secondary	January 21	Wendi, Jeff, Camille	WebEx	
• Perkins Data Quality Training- Post-Secondary	TBD	Wendi, Camille, Jeff	TBD	
• Perkins Data Review Improvement Plan	February	Wendi, Jeff, Camille	TBD	
• New Director Basic Training Series #3	February 3	Jonathan, Wendi		
• CTE Directors Meeting	February 3 <sup>rd</sup>	Thalea, Andrea		
• Skill Certification Advisory Meetings (1 director per region)	March 16	Greg		
• CTE Consortium Meeting (By Assignment)	March 17	Thalea, Andrea		
• New CTE Programs Application	April 1	Jonathan/Erin	Email	
• School Counseling Programs - School Counselor Ratio Plan (if applicable)	April 1 <sup>st</sup>	Jerri Sagers	Email	
• Proposed Budget and Funding Application for CCA Due	April 1	Ashley Higgs	Email	
• Deadline for affiliation & payment to NationalCTSO's	March 15	Andrea/Jeff		
• CTSO Advisory Meeting (By assignment)	April 14	Thalea,		
• CTE Directors Meeting	April 21	Thalea, Andrea	USU Brigham City	
• New Director Basic Training Series#4	April 21	Jonathan, Wendi		
• CTE Membership Reports - Preliminary Data Uploads	April - May	Jeff		
• CTSO Final Report	April 15	Andrea/Jeff		
• State Summer Agriculture Program Application	May 1 <sup>st</sup>	Buddy	Email	
• School Counseling Programs – Interim (3year) Review Report (if applicable)	May 1	Jerri Sagers	Email	
• School Counseling Programs – Letter of Intent (if applicable)	May 1	Jerri Sagers	Email	
• CTE Consortium Meeting (By Assignment)	May 11	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 – Annual Performance Self-Evaluation	June 1	Jerri Sagers	Saved in the School Counselor Electronic Evidence Box	
• 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 <sup>st</sup> week July	Jeff	Utrex	
• Fiscal Monitoring	All year	Wendi, Camille		
• Program Approval - On Site evaluation	Every 4 years	Jonathan		