Secondary CTE Director Annual Checklist – FY25			Updated: 8/7/2024		
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, 2024	Jonathan/Janice	Email	
High School, Admin, Tech Center WPU review for CTE allocations, Membership	July - September	Saturday, June 24, 2024	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 28, 2024	Thalea, Kerry	USBE - Zoom	9:00 am - 12:00 pm
State Summer Agriculture Program – Application and Report	June 1st - August 1st	Saturday, August 31, 2024	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	Thursday, September 12, 2024	Jonathan	Zoom	10:00 AM - 12:00 PM
CTSO Advisory Meeting (by assignment)	September	Thursday, September 26, 2024	Thalea, Kerry	Zoom	
Skill Certification Advisory Meeting (by assignment)	September	Tuesday, September 10, 2024	Audrey	Meeting/Zoom	10:00 AM - 12:00 PM
CTE Directors Meeting	September	Wednesday, September 25,2024	Thalea, Kerry	USBE - Basement West/Zoom	9:00 am - 4:00 pm
CTE Funding Fall Update	September	Wednesday, September 25,2024	Wendi	Email/Website/Director's Meeting	
Federal Grant Requests for Reimbursement	September	Friday, September 27, 2024	Libby	Utah Grants	
School Counseling Programs – School Counselor FTE Assignments	July - September	Tuesday, October 1, 2024	Michelle Glaittli	CACTUS	
Region Pathway Coordinator Meeting	October	Wednesday, October 2, 2024	Jonathan/Janice	Zoom	10:00 AM - 12:00 PM
State Safety Committee	October	Friday, October 11, 2024	Jonathan	Zoom	10:00 AM - 12:00 PM
CTE Consortium Meeting (By Assignment)	October	Wednesday, October 16, 2024	Thalea, Kerry	USBE - Blue Room/Zoom	9:00 am - 12:00 pm
CTE Director Financial Training Federal and State	November	Friday, October 25, 2024	Wendi, Libby, Jeff Conley	TBD	8:30 am - 4:30 pm
Enter or Update Teacher Assignments in CACTUS	August - November	Friday, November 1, 2024	Educator Licensing	CACTUS	
New Director Basic Training Series#2	November	Tuesday, November 19, 2024	Jonathan	Zoom	10:00 AM - 12:00 PM
CTE Directors Meeting	November	Thursday, November 14, 2024	Thalea, Kerry	UVU Culinary Arts Building/Zoom	9:00 am - 4:00 pm
CTE Funding Mid-year update	November	Thursday, November 14, 2024	Wendi	Email/Website/Director's Meeting	
CTSO Membership - Preliminary report	November-December	Monday, December 2, 2024	Hannah, Jeff McDonald	Data Gateway	
CTE Consortium Meeting (By Assignment)	December	Wednesday, December 4, 2024	Thalea, Kerry	USBE Blue Room/Zoom	9:00 am - 12:00 pm
Perkins Performance Reports to LEAs and Postsecondary	Late December	Friday, December 20, 2024	Jeff McDonald	MOVEit	
Perkins secondary placement files released to LEAs	Late December	Friday, December 27, 2024	Jeff McDonald	MOVEit	
Federal Grant Requests for Reimbursement	December	Friday, December 27, 2024	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 22, 2025	Jonathan	Zoom	10:00 AM - 12:00 PM
CTE Directors Meeting - Secondary Directors Only	January	Wednesday, January 29, 2025	Thalea, Kerry	Zoom - Secondary Only	9:00 am - 4:00 pm
Program of Quality Survey	January - February	Friday, February 21, 2025	Jonathan	Qualtrics Online Survey	
Endorsement/Licensing Training	February	TBD	April	Zoom	
CTE Consortium Meeting (By Assignment)	March	Wednesday, March 12, 2025	Thalea, Kerry	USBE - Blue Room/Zoom	9:00 am - 12:00 pm
CTSO Membership Affiliation Due Date	July 1st- March 15th	Saturday, March 15, 2025	CTSO State Advisors	National and State Dues Paid	
Skill Certification Advisory Meeting (by assignment)	March	Wednesday, March 26, 2025	Audrey	Zoom	10:00 AM - 12:00 PM
Region Pathway Coordinator Meeting	March	Tuesday, March 18, 2025	Jonathan/Janice	Zoom	10:00 AM - 12:00 PM
New Director Basic Training Series#4	March	Thursday, March 20, 2025	Jonathan	Zoom	10:00 AM - 12:00 PM
Federal Grant Requests for Reimbursement	March	Friday, March 28, 2025	Libby	Utah Grants	
Spring Utah Grants Webinar	March	TBD	Libby, Wendi	Zoom	10:00 AM - 12:00 PM?
CTE Funding Legislative Estimates	April	Wednesday, April 16, 2025	Wendi	Email/Website	
CTE Directors Meeting	April	Wednesday, April 16, 2025	Thalea, Kerry	SLCC, West Pointe Campus	9:00 am - 4:00 pm
CTE Funding Final Allocation	April	Wednesday, April 16, 2025	Wendi	Email/Website/Director's Meeting	
State Safety Committee	April	Thursday, April 17, 2025	Jonathan	Zoom	10:00 AM - 12:00 PM
College & Career Awareness Application for funding and proposed budget	May	Thursday, May 1, 2025	Ashley	Utah Grants	
Work-Based Learning Application, Action Plan, Accountability and Checklist	May	Thursday, May 1, 2025	Breckon	Utah Grants	
State Summer Agriculture Program Application	May - August	Thursday, May 1, 2025	Ag Specialist	Email	
New CTE Programs Application FY25 Review, Funding FY26	January - May	Thursday, May 1, 2025	Jonathan, Janice	Email	
Verify School Schedules For School Days Table for CTE Membership Reports	January - May	Thursday, May 1, 2025	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	Thursday, May 1, 2025	Bethany Marker	Email	
LEA Tech Center Qualification Verification Summary	February - April	Thursday, May 1, 2025	Jeff Conley, Wendi	Survey/Email	
CTSO Advisory Meeting (By assignment)	April	Wednesday, April 9, 2025	Thalea, Kerry	Zoom	
CTSO Membership - Final Report	April - May	Thursday, May 1, 2025	Hannah, Jeff McDonald	Email/Website	

ADA Compliant: September 2024

CTE Consortium Meeting (By Assignment)	May	Wednesday, May 14, 2025	Thalea, Kerry	USBE Blue Room/Zoom	9:00 am - 12:00 pm
Perkins Data Review Improvement Plan	January - May	Thursday, May 1, 2025	Wendi, Jeff McDonald, Libby	Utah Grants and Email	
Federal Perkins –Application and Budget	May	Sunday, June 1, 2025	Wendi, Jeff McDonald, Libby	Utah Grants	
Program Approval PQR Training	May	Tuesday, May 13, 2025	Jonathan	Zoom	10:00 AM - 12:00 PM
CTE Internship Portfolios	December - June	Sunday, June 1, 2025	Breckon	MOVEit (Upon Request)	
Perkins Secondary Placement Returned To Jeff	January - May	Sunday, June 1, 2025	Jeff McDonald	MOVEit	
School Counseling Programs - Data Projects	June	Sunday, June 1, 2025	Bethany Marker	Email	
School Counseling Programs - RFF Applications	May	Thursday, May 1, 2025	Bethany Marker	Email	
Third Party Industry Test & Credentials – Submission	July 1st - June 15th	Saturday, June 15, 2025	Audrey/Libby/Gaby	MOVEit	
CACTUS Data Final Changes	July 1st - June	Thursday, June 26, 2025	Educator Licensing	CACTUS by 10:00am	
CTE Data Quality Reports, Membership Reports - Final Utrex Upload	September – June	Friday, June 27, 2025	Wendi,Jonathan,Jeff McDonald	Data Gateway, UTREX, CACTUS	
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 27, 2025	Libby, Wendi	Utah Grants	
Federal Grant Requests for Reimbursement for Prior Year	June 1st - August 31st	Friday, August 29, 2025	Libby, Wendi	Utah Grants	
Program Approval - On Site evaluation (Secondary & Postsecondary)	Sept 1st - April 1st	TBD	Jonathan	As needed or 4 year rotation schedule	
OCR Training		TBD	Ephraim		