

Secondary CTE Director Annual Checklist – FY26				Updated:	
Item or Activity	Date Range	Due Dates	Contact	Submission/Location	Notes/Submitted/Completed
New CTE Programs Evaluation FY24, funding FY25	September – April	Thursday, May 1, 2025	Jonathan/Janice	Email	
High School, Admin, Tech Center WPU review for CTE allocations, Membership	July - September	Saturday, June 24, 2025	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 27, 2025	Thalea, Kerry	USBE - Zoom	9:00 am - 12:00 pm
State Summer Agriculture Program – Application and Report	June 1st - August 1st	Monday, September 1, 2025	Amy, Libby	Agricultural Experience Tracker (AET)/Utah Grants	
Secondary Pathway Coordinator Meeting	August	Friday, August 14, 2026	Jonathan, Janice	In Office/Teams	10:00 am - 12:00 pm
Federal Grant Requests for Reimbursement for Prior Year	June 1st - August 31st	Sunday, August 31, 2025	Libby, Wendi	Utah Grants	
New Director Leadership Series#1	September	Thursday, September 9, 2025	Jonathan, Janice	Zoom	10:00 AM - 12:00 PM
Industry Certification Advisory Meeting (by assignment)	September	Wednesday, September 10, 2025	Audrey	Teams	10:00 AM - 12:00 PM
CTE Directors Meeting	September	Wednesday, September 17, 2025	Thalea, Kerry	USBE - Basement West/Zoom	9:00 am - 4:00 pm
CTE Funding Fall Update	September	Wednesday, September 25, 2025	Wendi	Email/Website/Director's Meeting	
CTSO Advisory Meeting (by assignment)	September	Thursday, September 26, 2025	Thalea, Kerry	Zoom	
Federal Grant Requests for Reimbursement	September	Friday, September 27, 2025	Libby	Utah Grants	
School Counseling Programs – School Counselor FTE Assignments	July - September	Tuesday, October 1, 2025	Michelle Glaittli	CACTUS	
Region Pathway Coordinator Meeting	October	Thursday, October 9, 2025	Jonathan/Janice	Teams	10:00 AM - 12:00 PM
State Safety Committee	October	Friday, October 10, 2025	Jonathan	Teams	10:00 AM - 12:00 PM
CTE Consortium Meeting (By Assignment)	October	Wednesday, October 15, 2025	Thalea, Kerry	USBE - Blue Room/Zoom	9:00 am - 12:00 pm
CTE Director Financial Training Federal and State	October	Thursday, October 30, 2025	Wendi, Libby, Jeff Conley	USBE - Basement West/Zoom	8:30 am - 4:30 pm
Enter or Update Teacher Assignments in CACTUS	August - November	Friday, November 1, 2025	Educator Licensing	CACTUS	
CTE Directors Meeting	November	Thursday, November 19, 2025	Thalea, Kerry	UVU Culinary Arts Building/Zoom	9:00 am - 4:00 pm
CTE Funding Mid-year update	November	Thursday, November 14, 2025	Wendi	Email/Website/Director's Meeting	
New Director Leadership Series#2	November	Tuesday, November 4, 2025	Jonathan, Janice	Teams	10:00 AM - 12:00 PM
CTSO Membership - Preliminary report	November-December	Monday, December 2, 2025	Hannah, Nivedha, Jeff McDonald	Data Gateway/Tableau	
CTE Consortium Meeting (By Assignment)	December	Wednesday, December 3, 2025	Thalea, Kerry	USBE Blue Room/Zoom	9:00 am - 12:00 pm
Secondary Pathway Coordinator Meeting	December	Thursday, December 11, 2025	Jonathan, Janice	In Office/Teams	
Perkins Performance Reports to LEAs and Postsecondary	Late December	Saturday, December 20, 2025	Jeff McDonald	MOVEit	
Perkins secondary placement files released to LEAs	Late December	Saturday, December 27, 2025	Jeff McDonald	MOVEit	
Federal Grant Requests for Reimbursement	December	Saturday, December 27, 2025	Libby	Utah Grants	
Perkins Data Quality Training – Secondary	January	Tuesday, January 20, 2026	Wendi, Jeff McDonald, Libby	USBE - Basement West/Zoom	TBD
Perkins Data Quality Training- Post-Secondary	January	Tuesday, January 20, 2026	Wendi, Tomas, Libby, Jeff McDonald	USBE - Basement West/Zoom	TBD
New Director Leadership Series #3	January	Wednesday, January 21, 2026	Jonathan, Janice	Teams	10:00 AM - 12:00 PM
CTE Directors Meeting - Secondary Directors Only	January	Wednesday, January 14, 2026	Thalea, Kerry	Zoom - Secondary Only	9:00 am - 4:00 pm
Program of Quality Survey	February	Friday, February 20, 2026	Jonathan	Qualtrics Online Survey	
Third Party Industry Test & Credentials – Submission - First half of Year	February	Sunday, February 1, 2026	Audrey	MOVEit	
Secondary Pathway Coordinator Meeting	February	Wednesday, February 18, 2026	Jonathan, Janice	Teams	10:00 am - 12:00 pm
CTE Consortium Meeting (By Assignment)	March	Wednesday, March 18, 2026	Thalea, Kerry	USBE - Blue Room/Zoom	9:00 am - 12:00 pm
CTSO Membership Affiliation Due Date	July 1st- March 15th	Sunday, March 15, 2026	CTSO State Advisors	National and State Dues Paid	
Industry Certification Advisory Meeting (by assignment)	March	Wednesday, March 25, 2026	Audrey	Teams	10:00 AM - 12:00 PM
Region Pathway Coordinator Meeting	March	Tuesday, March 19, 2026	Jonathan/Janice	Teams	10:00 AM - 12:00 PM
New Director Leadership Series#4	March	Thursday, March 17, 2026	Jonathan, Janice	Teams	10:00 AM - 12:00 PM
Federal Grant Requests for Reimbursement	March	Saturday, March 28, 2026	Libby	Utah Grants	
CTE Funding Legislative Estimates	April	Thursday, April 16, 2026	Wendi	Email/Website	
CTE Directors Meeting	April	Wednesday, April 22, 2026	Thalea, Kerry	SLCC, West Pointe Campus	9:00 am - 4:00 pm
CTE Funding Final Allocation	April	Thursday, April 16, 2026	Wendi	Email/Website/Director's Meeting	
State Safety Committee	April	Friday, April 17, 2026	Jonathan, Janice	Teams	10:00 AM - 12:00 PM
Work-Based Learning Application, Action Plan, Accountability and Checklist	May	Friday, May 1, 2026	Breckon	Utah Grants	
State Summer Agriculture Program Application	May - August	Friday, May 1, 2026	Amy	Agricultural Experience Tracker (AET)/Utah Grants	
New CTE Programs Application FY25 Review, Funding FY26	January - May	Friday, May 1, 2026	Jonathan, Janice	Email	
Verify School Schedules For School Days Table for CTE Membership Reports	January - May	Friday, May 1, 2026	Jeff Conley, Wendi	Survey/Email	
School Counseling Programs – Letter of Intent (required for LEAs opening a new school 7-12 to receive school counsel)	May	Friday, May 1, 2026	Bethany Marker	Email	
LEA Tech Center Qualification Verification Summary	February - April	Friday, May 1, 2026	Jeff Conley, Wendi	Survey/Email	
CTSO Advisory Meeting (By assignment)	April	Wednesday, April 9, 2026	Thalea, Kerry	Zoom	
CTSO Membership - Final Report	April - May	Friday, May 1, 2026	Hannah, Nivedha	Email/Website/Tableau	
CTE Consortium Meeting (By Assignment)	May	Wednesday, May 13, 2026	Thalea, Kerry	USBE Blue Room/Zoom	9:00 am - 12:00 pm
Perkins Data Review Improvement Plan	January - May	Sunday, March 1, 2026	Wendi, Jeff McDonald, Libby, Hannah	Utah Grants and Email	
Federal Perkins –Application and Budget	May	Monday, June 1, 2026	Wendi, Jeff McDonald, Libby	Utah Grants	
Program Approval PQR Training	May	Tuesday, May 5, 2026	Jonathan, Janice, Wendi, Jeff C, Tomas	Teams	10:00 AM - 12:00 PM
CTE Internship Portfolios	December - June	Monday, June 1, 2026	Breckon	MOVEit (Upon Request)	
Perkins Secondary Placement Returned To Jeff	January - May	Monday, June 1, 2026	Jeff McDonald	MOVEit	
School Counseling Programs - Data Projects	June	Monday, June 1, 2026	Bethany Marker	Email	
School Counseling Programs - RFF Applications	May	Friday, May 1, 2026	Bethany Marker	Email	
Third Party Industry Test & Credentials – Submission	July 1st - June 15th	Saturday, June 15, 2026	Audrey	MOVEit	
CACTUS Data Final Changes	July 1st - June	Thursday, June 26, 2026	Educator Licensing	CACTUS by 10:00am	
CTE Data Quality Reports, Membership Reports - Final Utrex Upload	September – June	Friday, June 26, 2026	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, 2026	Libby, Wendi	Utah Grants	
Federal Grant Requests for Reimbursement for Prior Year	June 1st - August 31st	Saturday, August 29, 2026	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		