July 2013
- Submit to local newspaper the announcement of Nondiscrimination statement for publication prior to beginning of school year. (Civil Rights Requirement)
- Recruit new teachers for any vacancies in program areas

August 2013
- PER due August 15th
- Perkins Grant due August 16th
- Review legislative activity.
- Student Attendance Accounting Handbook 2013-2014 saved to desktop!
- Review initial PEIMS data for new courses listed-check for accuracy
- Review master schedule to ensure all CTE courses are properly coded
- Request itinerary from Career Prep/Practicum teachers who are beginning their year. Remind them of 15 day requirement for training plans. Reminder: Career Prep are PAID only
- Conduct New CTE staff orientation
- Conduct CTE staff development for all CTE teachers
- Set up Advisory Committee for CTE programs
- Meet with counselors regarding Programs of Study, impact of schedule changes for CTE students, 6 yr. plans, etc. Bring chocolate!
- Problems and Solutions Research plans need to be on file by the 15th day.

September 2013
- Have counselors continue review of class counts, monitor and adjust schedules as needed
- Host Open House/Meet Your Teacher Night
- Request PEIMS 170 record report for courses and class counts
- Follow through with establishing new student organizations-FCCLA, HOSA, SkillsUSA, FFA, BPA...
- Complete collection of Career Prep PAID training plans and Practicum training plans if applicable
- Coordinate identification of CTE students as 2 & 3 for PEIMS Snapshot
- Review and compare 1st 6 weeks Principals and Superintendents FTE report to in-house FTE report
- TEA-sponsored CTE professional development events for teachers (Sept 30 - Oct 2)

October 2013
- TEA-sponsored CTE professional development events for administrators & counselors (Oct 2-4)
- Review preliminary PEIMS data from central office-PEIMS Coordinator
- Request spreadsheet of Career Prep students and employer information and a copy of signed Training agreements from Career Prep and Practicum teachers
- 7th and 8th grade counselors administer career interest/aptitude test
- 1st Advisory Committee Meeting
- Budgets to departments

November 2013
- Prepare for CTE Education Week in February-order supplies (Reception for counselors-breakfast for CTE teachers...) 
- Review and compare 2nd 6 weeks Principals and Superintendents FTE report to in-house FTE report.
- Review department expenditures to date
- Begin working on course catalog for 2013-2014
December 2013
• Recruitment plan for pre-registration
• Review and compare 3\textsuperscript{rd} 6 weeks Principals and Superintendents FTE report to in-house report

January 2014
• Resolve 2\textsuperscript{nd} semester schedule changes
• Review new semester course offerings
• Review WBL students PEIMS (170 record) data-job changes, new training agreements
• Review activities for CTE Education Week

February 2014
• Begin pre-registration activities for HS students
• CTE Education Week/Month activities
• Review budget expenditures to date
• Review and compare 4\textsuperscript{th} 6 weeks Principals and Superintendents FTE report to in-house report
• Begin pre-registration activities for MS students-tour of CTE facilities
• Conduct Interest/Aptitude assessment for 7\textsuperscript{th} and 8\textsuperscript{th} graders
• Conduct CTE program evaluations

March 2014
• Host 2\textsuperscript{nd} Advisory Committee meeting
• Meet with teachers regarding course offerings for next year based on pre-registration numbers
• Conduct equipment inventory
• Review and compare 5\textsuperscript{th} 6 weeks Principals and Superintendents FTE report to in-house report

April 2014
• Close Federal expenditures
• Close local expenditures
• Prepare for staff to attend summer professional development conferences
• Provide input in District and Campus Improvement Plans

May 2014
• Review final FTE report for estimated funding
• Review district STAARS/TAKS assessment data specific to CTE students
• Be available for questions on PEIMS 415 and 410 records for course completers and attendance (only 2 week period to do that)
• Secure number of students in certifications/licensures attained

June 2014
• Prepare final CTE program report to Superintendent/School Board
• Review and compare 6\textsuperscript{th} 6 weeks Principals and Superintendents FTE report to in-house report