

DOWNRIVER CAREER TECHNICAL CONSORTIUM

CTE (In House and Transfer) Teachers/Dual Enrollment Program Coordinators

Tentative Due Dates and Commitments 2023-2024

AUGUST 2023		FEBRUARY 2024	
	Welcome Back:)	1	Marketing Meeting - 3:00 pm
24	New Teacher CTE Requirement Training at DCTC 9:00 - 11:00	2	1st Semester CTE Grades Due for CTEIS (DCTC)
30	CTE Staff Professional Development Day @ DCTC 12:00 - 3:00	6	CTEIS 1st Tri/Semester Roster Verifications Due (B Ratusznik)
		7	Spring Count Day
Ongoing	Submit Wish List Items for Equipment and Purchased Services	16 & 19	No CTE Transportation due to District Mid-Winter Breaks
SEPTEMBER 2023		MARCH 2024	
		5	Student Career Fair @ WHS - WBL Opportunity
6	CTE Transportation Begins	8	Ford/Corky Hancock Scholarship/Recognition Apps Due
22	Advisory Committee Roster Due - S. Tarrow	11	CIP Self Review Portal - C08 Articulation/Agreements (Tarrow)
		11	CIP Self Review Portal - C08 Program of Studies (Tarrow)
		13	Spring Advisory- 6:00 pm Location CHS
OCTOBER 2023		14	Marketing Meeting - 3:00 pm
4	Fall Count Day	15	2nd Trimester CTE Grades Due for CTEIS (DCTC)
5	Marketing Meeting - 3:00 pm	22	CTEIS 2nd Tri/Semester Roster Verifications Due - (B Ratusznik)
5	Manufacturing Day - WBL Opportunities	25-29	DCTC Closed - Spring Break
13	Construction Trades Activity Fair @ DCTC 8:30 - 12:00	TBD	All Equipment and Supplies Budgets Must be Encumbered
16 - 30	5th Grade CTE Initiatives (Program Representation Needed)		
16	CIP Self Review Portal - C01 Teacher Certification	APRIL 2024	
16	CIP Self Review Portal - C04: GAP Analysis (If Applicable)	1	No CTE Transportation due to District Spring Breaks
16	CIP Self Review Portal - C04: Syllabi for ALL Courses	8	CIP Self Review - C02 Professional Development
16	CIP Self Review Portal - C04: Instructional Design		(Two Documents: Program Specific & DPPD Form)
18	Fall Advisory Meeting - 6:00 pm Location CHS	11	Marketing Meeting - 3:00 pm
20 - 21	MME (Michigan Marketing Educators) Conference	26	8th Grade CTE Initiative @ WCCCD (Representation Needed)
NOVEMBER 2023		MAY 2024	
1 - 30	5th Grade CTE Initiatives (Program Representation Needed)	2	Marketing Meeting - 3:00 pm
7	CTE Staff Professional Development Day 12:00 - 3:00 pm	3	Work-Based Learning Student Logs Due for CTEIS (B Ratusznik)
20	CIP Self Review Portal - C07 Room Arrangement	3	CIP Self Review Portal - C04 Safety
20	CIP Self Review Portal - C07 Environment (Displays/Posters)	3	CIP Self Review Portal - C05 Work-Based Learning
20	CIP Self Review Portal - C07 Program Recruitment	3	CIP Self Review Portal - C06 CTSO's
28	Career Expo - 6:00 pm @ Flat Rock High School	8	Outstanding Student Dinner - 6:00 pm
30	Follow Up Surveys Due for CTEIS (DCTC)	17	Credentials Student Logs Due for CTEIS (B Ratusznik)
		17	CIP Self Review Portal - C03 Agenda (Spring Meeting)
DECEMBER 2023		17	CIP Self Review Portal - C03 Sign In (Spring Meeting)
1 - 15	5th Grade CTE Initiatives (Program Representation Needed)	17	CIP Self Review Portal - C03 Minutes (Spring Meeting)
1	1st Trimester CTE Grades Due for CTEIS (DCTC)	17	CIP Self Review Portal- C03 Program Inventory
18	CIP Self Review Portal - C03 Membership Roster	17	CIP Self Review Portal - C08 Perkins Recognized Credentials
18	CIP Self Review Portal - C03 Agenda (Fall Meeting)	17	CIP Self Review Portal - C08 Additional Credentials (Optional)
18	CIP Self Review Portal - C03 Sign In (Fall Meeting)	17	CIP Self Review Portal - Completed and Ready for Submission
18	CIP Self Review Portal - C03 Minutes (Fall Meeting)		
25 - 1/7	DCTC Closed - Winter Break	JUNE 2024	
		3	All CTE Transfer Students and Senior Grades Due for CTEIS
		4	CIP Professional Development for Required Changes
JANUARY 2024			(If applicable) 12:00 - 3:00 pm
11	NTHS Induction - 6:30 pm @ Flat Rock High School	10	CTEIS Final Roster Verifications Due - (B Ratusznik)
16	CTE Staff Prof. Development Day 12:00 - 3:00 pm	10	All CTE Student Grades Due for CTEIS - DCTC
16 - 19	CTE Staff Prof. Development Alternate Dates 12:00 - 3:00 pm	13	Staff Check-Out Materials Due
28 - 30	Career Ed Conference (Grand Rapids)		
			Have a GREAT summer!
*PLEASE NOTE THAT ALL DATES AND TIME ARE SUBJECT TO CHANGE			

CTE transfer teachers should enter student grades in student home school district pupil accounting systems (MiStar and PowerSchool) per district guidelines and due dates. Additionally, grades should be sent to DCTC for CTEIS by above due dates.