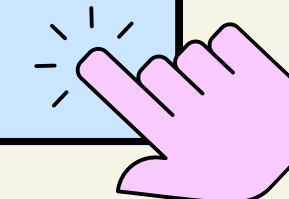


REPORTING

FAMILY & CONSUMER SCIENCES

END OF THE YEAR TO DO





Final CESI Reports

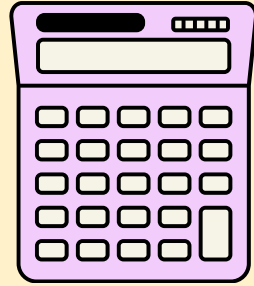
- Using [CTIMS](#), add students who were not reported on your initial CESI submission
 - Additions at semester
 - New students
 - Rotated classes
- Ask your counselor for assistance obtaining new CESI student information
- CESI Guidebook found [here](#).
- **DUE May 31**

Why?

Our FCS numbers matter! This is how we grow as a division and how we justify asking for more!

Where?

Completed in CTIMS; Download excel/PDF and upload to 5 YR Folder



412 Expenditure Report

- Request this expenditure report often from your financial office.
 - You know how much you have to spend in your classroom.
- 412 Money can be spent on:
 - Classroom Equipment
 - Instructional Supplies
 - Professional Development
- 412 Expenditure Reports are looked at yearly.
- **DUE MAY 31**

Why?

Illustrates all the \$ spent in your classroom for the fiscal year. Proves our programs are utilizing funds for improvements!

Where?

Detailed 412 Reports should be uploaded to Standard 4 in FCS 5 YR Folder

Budget Analysis

Options: Year: 2019-2020, Date Range: 7/1/2019 - 6/30/2020, Print Detail: True

Classification	PO/IE	Date	Pay No	Date	Appropriation	Encumbered	Paid	Encumbered	Unencumbered	% Enc	
					Ven No Vendor		CC Vendor Reference	Balance	Balance	Budget	
									Paid	Amount	
2019-2020											
Fund - 11 GEN FUND-FOR OP											
Project - 412 VOCATIONAL PRGS ASST GRANTS <i>Facs</i>											
Function - 1000 INSTRUCTIONAL											
641 BOOKS						1,200.00	0.00	0.00	1,200.00	0.00%	
653 SUPPLIES/TECH RELATED						1,500.00	0.00	0.00	1,500.00	0.00%	
681 COCURRICULAR SUPPLIES						2,700.00	2,114.84	1,614.84	585.16	78.33%	
210	08/13/2019	917	11/04/2019	60164	WAL-MART				497.83	497.83	
210	08/13/2019	1375	12/06/2019	60164	WAL-MART				2.17	2.17	
316	09/24/2019	1375	12/06/2019	60164	WAL-MART				327.14	327.14	
316	09/24/2019	1648	01/07/2020	60164	WAL-MART				136.44	136.44	
316	09/24/2019	1928	01/31/2020	60164	WAL-MART				27.55	27.55	
316	09/24/2019	2226	03/04/2020	60164	WAL-MART				8.87	8.87	
355	10/16/2019	1398	12/13/2019	61133	MCGRAW HILL EDUCATION				39.42	39.42	
443	01/24/2020	2226	03/04/2020	60164	WAL-MART				500.00	500.00	
448	01/28/2020	1991	02/21/2020	61453	REALITY WORKS				75.42	75.42	
483	02/19/2020			60164	WAL-MART				0.00	500.00	
Total Function - 1000 INSTRUCTIONAL						\$5,400.00	\$2,114.84	\$1,614.84	\$500.00	\$3,285.16	39.16 %
Function - 2213 INST STAFF TRAINING SERVICES											
580 STAFF TRAVEL						800.00	255.84	255.84	544.16	31.98%	
169	07/12/2019	306	08/26/2019	60617	SHELBY MICHAEL				255.84	255.84	
860 STF REGISTR & TUIT						300.00	120.00	120.00	180.00	40.00%	
255	08/30/2019	349	09/13/2019	61722	FCCLA SOUTHEAST DISTRICT 4				120.00	120.00	
Total Function - 2213 INST STAFF TRAINING SERVICES						\$1,100.00	\$375.84	\$375.84	\$0.00	\$724.16	34.17 %
Total Project - 412 VOCATIONAL PRGS ASST GRANTS						\$6,500.00	\$2,490.68	\$1,990.68	\$500.00	\$4,009.32	38.32 %
Total Fund - 11 GEN FUND-FOR OP						\$6,500.00	\$2,490.68	\$1,990.68	\$500.00	\$4,009.32	38.32 %
Total 2019-2020						\$6,500.00	\$2,490.68	\$1,990.68	\$500.00	\$4,009.32	38.32 %
Report Total						\$6,500.00	\$2,490.68	\$1,990.68	\$500.00	\$4,009.32	38.32 %



Best Practices of the Year

THE BEST ADVICE I RECEIVED WHILE IN THE CLASSROOM

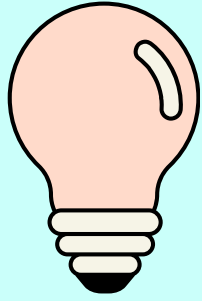
- Reflect on what your students REALLY responded to in the classroom.
- Type this lesson plan out via the [FCS Lesson Plan Template](#) (on ctYOU).
 - How did you incorporate learning objectives?
Accommodate/Modify for unique learners?
 - What Work-based learning (WBL) skill did this lesson utilize?
 - How did you incorporate classroom technology into this lesson?
- Keep the sweet notes you receive from students!
You will want to keep them to look at later!
- **DUE MAY 31**

Why?

Reflection of what worked in your classroom can help you prepare for the next school year.

Where?

Detailed Lesson Plans should be uploaded to Standard 2 in FCS 5 YR Folder



Advisory Committee Reports

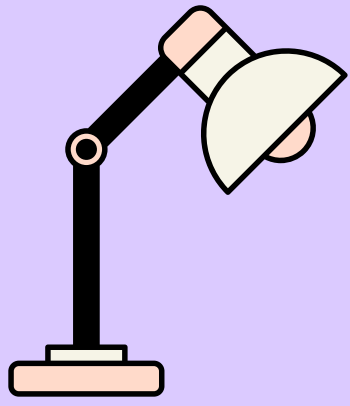
- [Resources for Advisory Committee](#) located on ctYOU.
- DO NOT PANIC! You have a functioning FCS Program... now is the time to show off, gain stakeholder input, and prep for how your program can make an impact in the community.
- Do not feel like you have to host a 2 hr meeting... KISS - **Roster**, Reflect, Render, **Report**.
- **DUE MAY 31**

Why?

The Advisory Committee should be the guiding force of a FCS program... They assist in determining what direction is best for community need.

Where?

Advisory Committee Reports should be uploaded to Standard 3 in FCS 5 YR Folder



5 Year Program Folders Updated

- Utilize the [Documentation Examples handout](#) to collect materials from the current school year.
- Login to ctYOU and navigate to your [program evaluation folder](#).
 - Create a folder “**2024-2025, Beebe**” in each of the standards.
- Scan materials using notes app or school scanner
- Upload materials to corresponding evaluation standard.
- **DUE MAY 31**

Why?

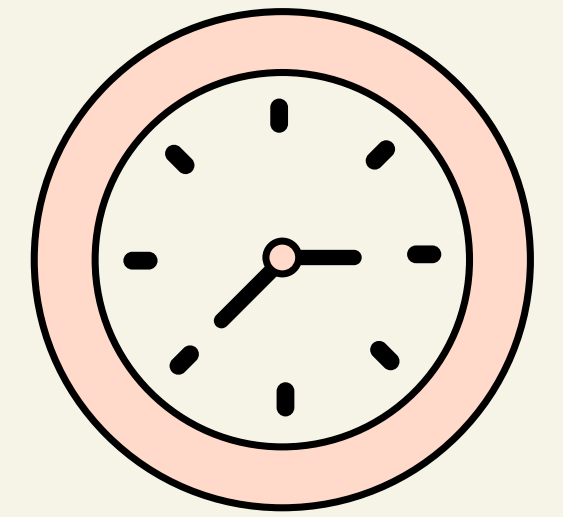
Trust me... you will want to upload evaluation documentation as you go... you won't be stressed later! :)

Where?

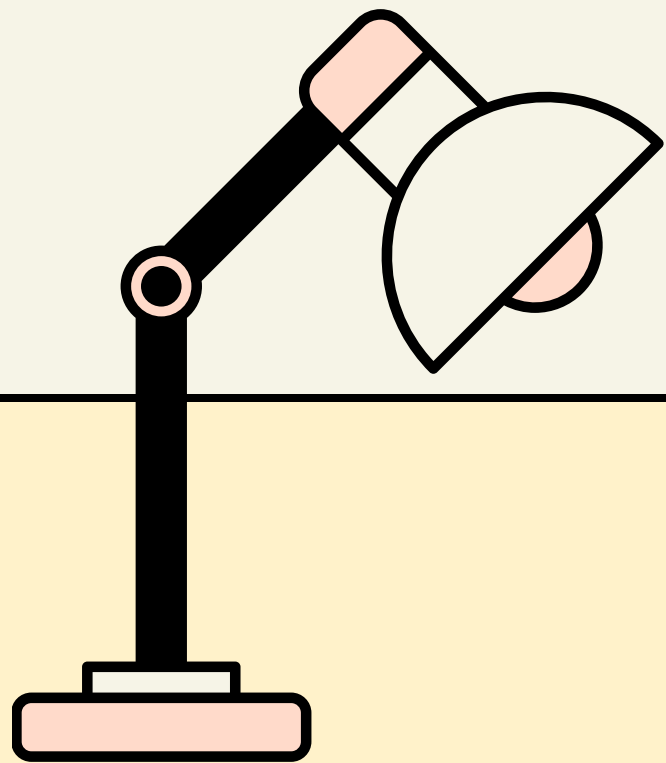
5 YR Program Folders are accessible through ctYOU

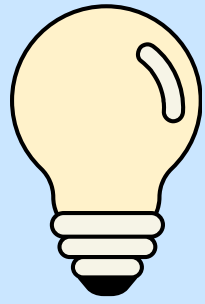


SPRING PI

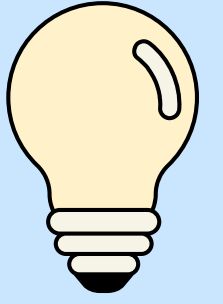


Required District wide meeting in which items are discussed, reminders are given, next year's dates are planned, collaboration efforts occur, and so much more!





PRO TIPS



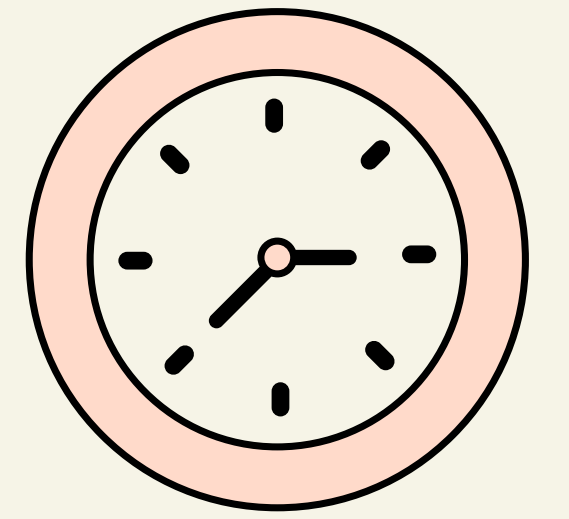
Don't wait until your students are gone to clean & do your classroom inventory.

Keep a folder on your desk/desktop... if you think a document/resource could go in your 5 YR, put it in the basket.

Don't be afraid to surplus what you KNOW you will not utilize during instruction.

Plan your advisory committee meeting now! Spring is busy, its easy to forget... Also if you feed them they will come!

Please finish your reporting before you go enjoy your summer break... :)



QUESTIONS

