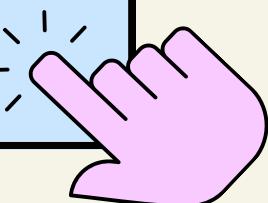


# REPORTING FAMILY & CONSUMER SCIENCES

END OF THE YEAR TO DO





# Final CESI Reports

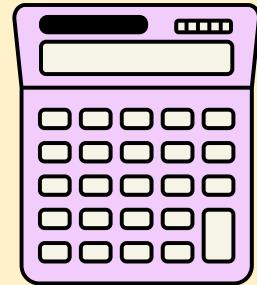
- Using [CTIMS](#), add students who were not reported on your initial CESI submission
  - Additions at semester
  - New students
  - Rotated classes
- Ask your counselor for assistance obtaining new CESI student information
- CESI Guidebook found [here](#).
- **DUE May 31**

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 Expenditure Tracker\*\*](#)
- 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/JE	Date	Appropriation		Encumbered	Paid CC Vendor Reference	Encumbered Balance	Unencumbered Balance Paid	% Enc Budget Amount						
		Pay No	Date											
2019-2020														
Fund - 11 GEN FUND-FOR OP														
Project - 412 VOCATIONAL PRGS ASST GRANTS														
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	500.00	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	0.00	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	0.00	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

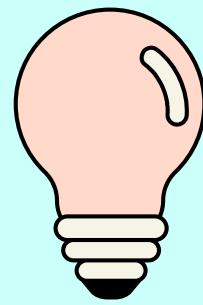
- Reflect on what your students REALLY responded to in the classroom.
- Type this lesson plan out via the [FCS Lesson Plan Template](#) (on ctYOU).
  - How did you incorporate learning objectives?  
Accommodate/Modify for unique learners?
  - What Work-based learning (WBL) skill did this lesson utilize?
  - 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... K.I.S.S. - **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 “2025-2026, Beebe” in each of the standards.
- Scan materials using notes app or school scanner
- Upload materials to corresponding evaluation standard.
- **DUE MAY 31**

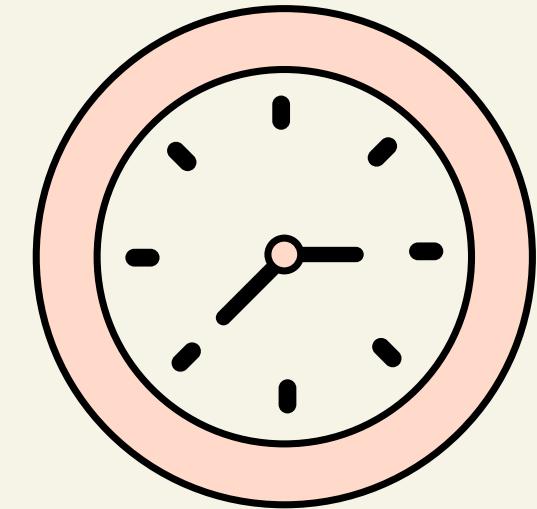
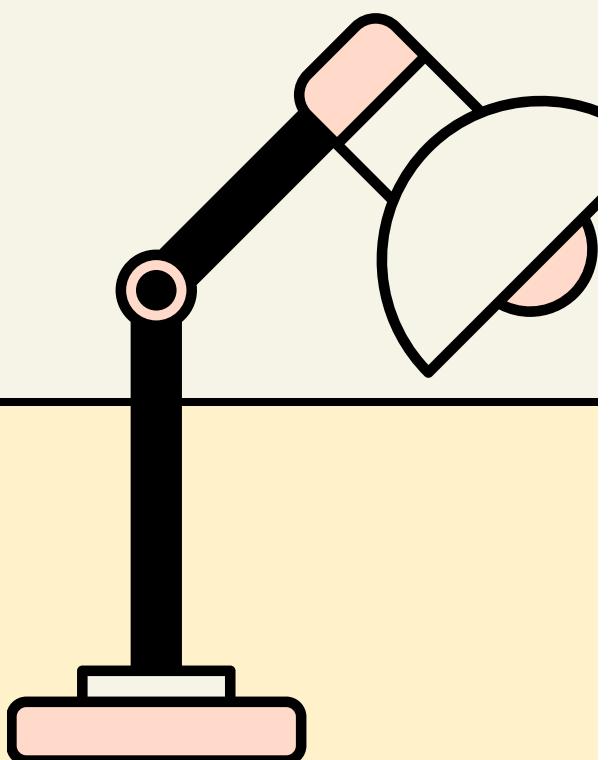
Why?

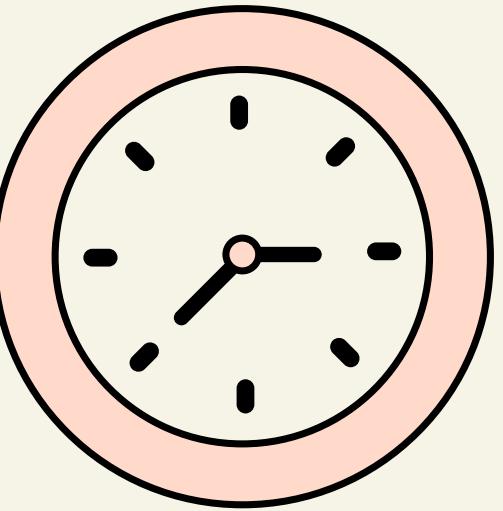
Trust me... you will want to upload evaluation documentation as you go... you won't be stressed later! :)

Where?

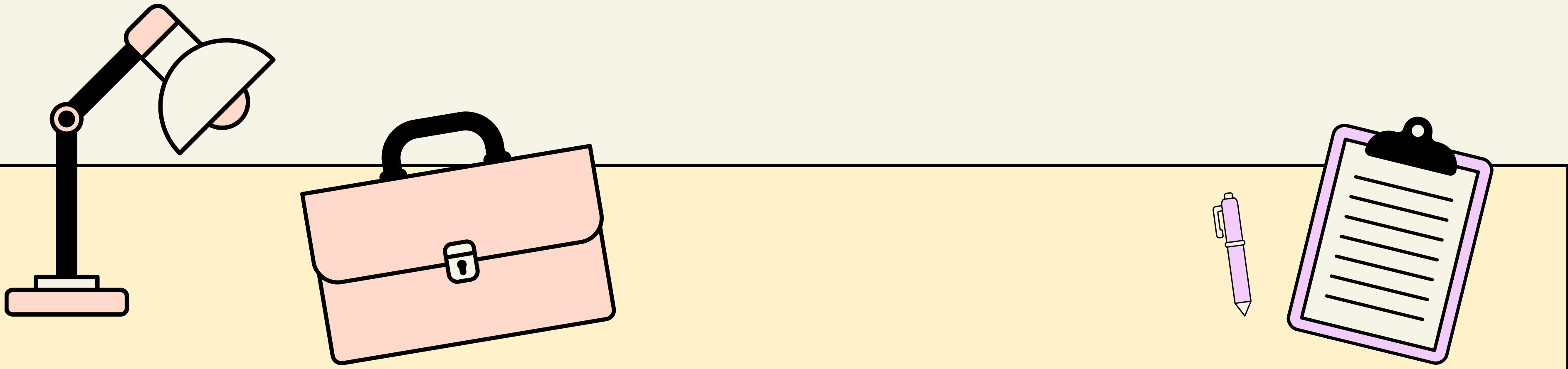
5 YR Program Folders are accessible through ctYOU

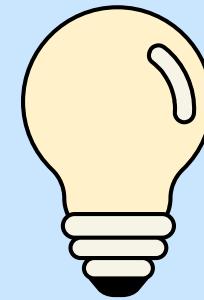
- ▶  [1 Leadership and Administration](#)
- ▼  [2 Instruction and Training](#)
  - ▶  [2023-2024](#)
  - ▼  [2024-2025](#)
    - ▶  [24-25, \(QI 1-1\) Syllabi and Plan of Study](#)
    - ▶  [24-25, \(QI 1-2\), Certifications](#)
    - ▶  [24-25, \(QI 1-3\) Adaptation](#)
    - ▶  [24-25, \(QI 1-4\), Instruction for Quality](#)
    - ▶  [24-25, \(QI 2-1\) Resources \(Variety of Instructional Strategies Used\)](#)
    - ▶  [24-25, \(QI 3-1\) Leadership Development](#)
    - ▶  [24-25, \(QI 3-2\) FCCLA integration into FACS curriculum](#)
    - ▶  [24-25, \(QI 3-3\) Chapter in good standing](#)
    - ▶  [24-25, \(QI 3-4\) FCCLA participation and leadership](#)
    - ▶  [24-25, \(QI 3-5\) FCCLA participation at State and National](#)
    - ▶  [24-25, \(QI 3-6\) Ethical and professional conduct](#)
  - ▶  [3 Support Services](#)
  - ▶  [4 Measurement and Analysis](#)
  - ▶  [5 Personnel](#)



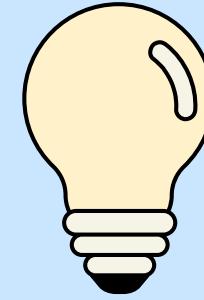


**Required District wide meeting in which items are discussed, reminders are given, next year's dates are planned, collaboration efforts occur, and so much more!**





## 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!**

