

MDS CAP Progress Report Links

I-A-00

https://drive.google.com/file/d/1_nC1xUBs7_vPkFgsGKtitsuezHGJt41g/view?usp=sharing

III-A-04

Meeting 1: <https://drive.google.com/file/d/1TsvTSjiOSmly8qZPChlClvzb8f3p-Jhu/view?usp=sharing>

Meeting 2: https://drive.google.com/file/d/16Cq8-Mq7X7Vnf69Ynu061H_5pJ753dQ8/view?usp=sharing

40th BEP: https://drive.google.com/file/d/1Lif9oG3kQMeC_3sBBx-_pcll8oQirx4a/view?usp=sharing

IV-A-00:

[Business Office Internal Policies and Procedures](#) Cash receipts training for Leadership Team:

Documents ([Cash Receipts](#) and [Reimbursements](#)). [Agenda](#). [Attendance](#)

***[Evidence of second review](#) (Staff) ***[Evidence of second review](#) (Contractor)

•Board minutes: https://www.mdscs.org/apps/publications/index.jsp?parentREC_ID=1608

***Board approved policy-see above

***Evidence of staff training-see above ***[Credit card files](#) ***[Procedure for two signers on all checks](#)

***[Report from the Finance Committee regarding review of transactions and payments made in a timely fashion](#)

•[Itemized inventory of capital assets that matches trial balance](#)

•[Evidence that the MOU between the school and the foundation include a requirement that the Foundation maintain a treasurer.](#)

•[Year-End Balance sheet reconciliations tied to the trial balance.](#)

V-A-00

1) Opens Meeting Act ([link](#)) 2) Board By-Laws ([link](#)) 3a) COI Policy: [Conflict of Interest Policy 3b](#))

Minutes: [Board Minutes Adopting COI Policy](#) 4) [Board member statement](#)

VI-A-00

[Table of Contents](#)

VI-A-02

The Business Manager registers the employee for the background check upon return of hiring packet and prior to beginning of contract.

[Board Approved Background Check Policy](#)

December CAP Progress Update Links

1-A-00

1. Evidence of the [TESOL email list-serve](#).
2. A sample of communications and/or PD opportunities shared with the TESOL teacher(s). Maintained [communication with TESOL](#) ListServe to ensure they stayed up to date with WIDA communications.
3. A sample of the ELD student roster(s) provided to teacher(s) this academic year.
 - [ELD Roster and sample \(online PD\) option](#)
4. Evidence of the annual stipend provided to teacher(s) with their TESOL certification.
 - [Evidence from the business office](#)

III-A-04

The CSD Team requests that the school provide its investigation status of each of the nine student errors, to include what the school is doing to correct the error from being repeated on 80-Day reporting. Please redact the students names from the requested follow-up but leave the school's notes and/or investigation actions for correcting each of the errors yielded on the [40-Day ELP Error Report](#).

VI-A-00

The CSD Team requests that the school [revise bullet point #1 on its personnel checklist](#) to ensure alignment with all background check statutory requirements.

VI-A-02

The CSD Team requests that the school revise its "*Applicant Background Investigation*" policy to fully align with legislative changes approved in 2019. Specifically, the school is responsible for the cost of the pre-employment background check, not the candidate.

See change on personnel checklist (VI-A-00)

VII-A-00

The CSD Team requests evidence of a [draft emergency drill schedule](#) and/or [template forms](#) for accurately recording the various types of emergency drills that the school will use once it is deemed safe and approved by the Governing Board to transition students to the hybrid-learning model.