

Policy Handbook Checklist

Part 1: General Policies (1000 et Seq.)				
Number and Title	No action	Staff Review	Board Review	Reason for Classification
1000: Adoption/Amendment of Policies		√		Policy adopted on Aug. 15, 2019 and on website. Earlier policy B-02-2018 also on website needs to be removed and archived
1005: Association Memberships	√			Policy adopted on Aug. 15, 2019.
1010: Basis of Authority	√			Policy adopted on Aug. 15, 2019.
1015: Board Secretary			√	Included in Board bylaws (Section 4). Reword bylaws to specify the Board secretary is a staff member (not a director). Suggest cross-ref. from numbered policy on website to relevant bylaws section.
1020: Board/Staff Communication			√	Policy adopted on Dec. 12, 2019; needs to be reconciled to Board bylaws.
1025: Claims Against the District	√			Policy adopted on Dec. 12, 2019.
1030: Code of Ethics			√	Review now underway per Standing Committee Bylaws Section 1.7.3 (b).
1035: Conflict of Interest		√		Policy adopted on Dec. 12, 2019; needs Staff review to ensure that earlier policies are not still in effect.
1040: Correspondence to the Board and Staff	√			Policy adopted on Feb. 20, 2020.
<u>1042</u> : Use of Electronic Devices by Directors in Meetings	√			Policy Adopted on Jan. 20, 2020.
1045: Legal Counsel and Auditor			√	Responsibilities not described in Board bylaws.
1050: Overview of General Manager's Role			√	Responsibilities not described in Board bylaws.
1055: Legislative Advocacy			√	No policy on record.
<u>1060</u> : Privacy Policy		√		Document is gone from Policy quick link at CCSD website; needs retrieval for review.
Part 2: Administration – Financial Management (2100 et Seq.)				
2100: Accounts Receivable Policy		√		No policy on record.
2105: Asset Protection and Fraud in the Workplace		√		No policy on record.

2110: Budget Preparation		√		Policy adopted on Dec. 10, 2020 & updated May 13, 2021; on website but needs CSDA number; needs Staff review to harmonize with Purchasing Policy (#2135)
2115: Credit Card Use		√		Policy adopted Sept. 24, 2015 as part of #2135 Purchasing; due for review.
2120: Employment of Outside Contractors		√		Policy adopted Sept. 24, 2015 as part of #2135 Purchasing; due for review.
2125: Expense Authorization		√		Policy adopted Sept. 24, 2015 as part of #2135 Purchasing; due for review.
2130: Investment of District Funds		√		Policy adopted Sept. 2002; due for review.
2135: Purchasing Policy		√		Policy adopted Sept. 24, 2015; due for review.
2140: Receiving/Depositing Remittances		√		Policy adopted Jan. 27, 2018; due for review. Un-numbered "Cash Handling Policy is a memorandum from P. Duffield dated 5/19/22 as an update to CCSD's Cash Handling Policy dated 1/27/2016.
2145: Records Retention		√		No policy on record.
2150: Reserve Policy			√	Policy last updated on May 13, 2021; needs Board review pending long-term financial plan.
2155: Debt Management	√			New policy adopted 8/31/22.
2160: Internal Controls		√		Partly covered in 2155 Debt Management and 2135 Purchasing.
2170: Applying for Grants	√			Policy adopted on Feb. 11, 2021.
2175: Policy on Applying for Grants for SST Projects	√			Policy adopted Aug. 13, 2020 .
<u>2180</u> : Fund Balance Cash Reserves		√		Current policy on website has no CSDA # and no adoption date; due for review.
<u>2185</u> : Interfund Loans		√		Policy adopted Jan. 17, 2019, due for review. On website, no CSDA #.
<u>2190</u> : Capitalization		√		Policy adopted Jan. 22, 2004; due for review. On website, no CSDA #.
<u>2195</u> : Travel		√		Policy adopted April 26, 2007; due for review. May be incorporated into #2125. Also covered in #2135 Purchasing. Needs to be checked for consistency.
Part 3: Administration – Inventory & Property Management (2200 et Seq.)				
2200: Disposal of Surplus Property or Equipment		√		No policy on record.

2205: District Electronic Resources Policies and Procedures	√			To be covered by new or updated policies #2415, #2420, #2430 and #2435.
2210: Use/Rental of District Facility		√		No policy on record.
2215: Naming of District Parks and Facilities		√		No policy on record.
2220: Flag Display Policy		√		No policy on record.
<u>2225</u> : Camping on District Property	√			Policy adopted on July 8, 2021
<u>2230</u> : District-owned Vehicle Policy		√		Policy on website with no CSDA # and no adoption date; needs review.
Part 4: Administration – Risk Management (2300 et Seq.)				
2300: Emergency Preparedness		√		No policy on record.
2305: Emergency Response Guidelines for Hostile or Violent Incidents		√		No policy on record.
2310: Workers Compensation		√		Included in personnel policies to be reviewed by Staff.
Part 5: Administration – Communications and Technology (2400 et Seq.)				
2400: Customer Relations		√		No policy on record.
2405: Press Relations		√		No policy on record.
2410: Public complaints		√		No policy on record.
2415: Social Media Use	√			Adopted 9/16/21;
2420: Web Page		√		No policy on record;
2425: California Public Records Act Response Procedures		√		BOD approved 8/12/21.
2430: Electronic Document Retention Policy		√		No policy on record; see also #4220 (regarding retention of Board minutes).
2435: Internet and Email policy		√		Policy adopted in 2003, needs updating; see also #2415,
Part 6: Administration – Miscellaneous (2500 et Seq.)				
<u>2510</u> : Discontinuance of Residential Water Service		√		Policy adopted on Dec. 12, 2019, needs to be assigned number on website.
Part 7: Board of Directors (4000 et Seq.)				
4100: Attendance at Meetings	√			In current (2022) bylaws.
4105: Committees of the Board of Directors	√			In current (2022) bylaws (Sections 9 & 10).
4110: Duties of Board President	√			In current (2022) bylaws (1.2).

4115: Ethics Training	√			Not in current (2022) bylaws; Covered by current ethics training requirement of Board, Senior Staff and Committee members; (included in Section 14 of 2013 bylaws.).
4120: Members of the Board of Directors	√			In current (2022) bylaws (Section 5).
4125: Training, Education and Conferences			√	Only reimbursement covered in current (2022) bylaws (8.5); (topic fully covered in Section 14 of 2013 bylaws).
4150: Filling Mid-Term Vacancies on Board of Directors	√			Policy adopted on Jan. 21, 2021.
4200: Board Actions and Decisions	√			Section 6 of current (2022) bylaws.
4205: Board Meeting Agenda	√			In current (2022) bylaws (Section 3).
4210: Board Meeting Conduct	√			In current (2022) bylaws (5.2-3).
4215: Brown Act Compliance; Open Meeting Requirements			√	Brown Act not specifically referenced in current bylaws. Review needed to decide what aspects of Act, if any, to include in bylaws.
4220: Minutes of Board Meetings			√	In current (2022) bylaws (Section 4) but needs review for consistency with a new electronic document retention policy (to be #2430).
4225: Review of Administrative Decisions			√	Not in current bylaws; see Code of Civil Procedure Sec. 1094.6.
4230: Rules of Order of Conduct of Board and Committee Meetings	√			Rosenberg's/Roberts rules referenced in current (2022) bylaws (5.4). (Clarification of y policies as to abstentions, roll-call votes & public's right to record meetings was added in 2022.)See Jan. 17, 2013 bylaws for relevant material.
4235: Types of Board Meetings			√	Not in current bylaws. CSDA rule summarizes Brown Act on meeting types; see also #4215.
4300: Board Standing Committees	√			Included in Website text of 2022 Standing Committee bylaws.
4350: Reimbursement of Standing Committee Travel Expenses	√			Policy adopted on Aug. 13, 2020.