

Policy Committee

Wednesday, August 12, 2026 10:00 AM

KCSD Administration Board Room, 86 Administration Drive, Mill Hall, PA 17751

1. Meeting Opening		
1.A. Call to Order		Speaker (s) : Chair, Mr. Christopher Scaff
2. Discussion		
2.A. Policy 301 Creating a Position		Speaker (s) : Chair, Mr. Christopher Scaff
2.B. Policy 320 - Freedom of Speech by Employees		Speaker (s) : Chair, Mr. Christopher Scaff
2.C. Policy 328 - Compensation Plans/Salary Schedule		Speaker (s) : Chair, Mr. Christopher Scaff
2.D. Policy 915 Relations With PTO/Booster Organizations Access Public		
2.E. Nepotism		Speaker (s) : Chair, Mr. Christopher Scaff
3. Hearing of Visitors		
3.A. Public Comment		Speaker (s) : Chair, Mr. Christopher Scaff
4. Future Meeting		
4.A. Meeting time and dates: The next Policy Committee meeting will be held on October 14, 2026 at 10:00 AM, in the Boardroom in the Administration Office.		Speaker (s) : Chair, Mr. Christopher Scaff
5. Adjournment		Speaker (s) : Chair, Mr. Christopher Scaff

Title: **Creating a Position**

Code: 301

Book: Policy Manual

Section: 300 Employees

Authority

Positions for administrative, professional and support employees shall be established by the Board in order to provide the effective leadership and management necessary to operate district schools and to provide quality educational programs and services, consistent with the needs of the schools and the resources of the community.

The need for creating positions shall be determined by the Board, based on the recommendation of the Superintendent. The Board reserves for itself the final determination of the number and type of staff positions deemed necessary for effective management of the district and operation of the schools.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The initial salary or salary range for a new position shall be determined by the Board when creating the position, based upon the recommendation of the Superintendent and supporting documentation.[\[5\]](#)

In the exercise of its authority to create a new position, the Board shall give primary consideration to the following **such as but not limited to:**

1. Effective management of district programs.
2. Number of students enrolled.
3. Special needs of students.

Commented [SF1]: Delete and insert "factors which include, but are not limited to, the following:"

4. Operational needs of the district.

5. Financial resources of the school community.

The Superintendent shall be responsible for recommending a new, **or** additional, administrative, professional or support position **and relevant job description with wage and/or salary range** to the Personnel Committee. The Personnel Committee shall **recommend to the Board for approval of said job description/s, additions, and wage/salary ranges.**

Commented [SF2]: Do not delete "or".

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Delegation of Responsibility

Recommendations for a new or additional position shall include:

1. Job description clearly stating the duties for which the position was created.

2. Title that conforms with the appropriate certificate if certification is required.

3 Supporting data and other rationale relevant to the recommendation **such as but not limited to student enrollment and/or academic need.**

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4. **Funding source for said position such as but not limited to General or Title Fund.**

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The **Personnel Committee Chair and/or the** Board may, through the Superintendent, seek the advice of administrative staff when creating a new position or increasing the number of employees in existing positions.

The Superintendent or designee, **in cooperation with the Personnel Committee and Business Manager**, shall be responsible for **continuously reviewing and** maintaining a comprehensive and up-to-date set of job descriptions **and wage/salary ranges** for all positions in the district. Job descriptions shall be prepared in

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accordance with applicable federal and state laws and regulations. [6]

Job Description Posting

Legally compliant job descriptions will focus on essential functions and responsibilities, utilize neutral language, avoid discriminatory terms, and adhere to federal and state employment laws for fair hiring practices. Job postings shall include, but are not limited to:

- **Job title:** A brief description of the job, which should be consistent with other job titles of similar roles within the Commonwealth of Pennsylvania's Department of Education.
- **Job purpose:** Provide a high-level overview of the role, level, and scope of responsibilities.
- **Job duties and responsibilities:** Outline the core responsibilities and the fundamental nature and essential functions of the job which occupies a large portion of the employee's time.
- **Qualifications:** Include a list of hard and soft skills, the required level of job knowledge (i.e., education, experience, knowledge, skills, and abilities).
- **Working conditions:** Identify the conditions and physical demands that directly relate to the essential job duties and responsibilities such as but not limited to, the type, intensity, frequency, and duration of physical or mental capabilities required to do the job.
- **Wage and salary compensation:** All internal and external job openings and postings shall include the agreed-upon wage and/or salary range given in the relevant CBA or work agreement.

Adopted: **March 02, 2017**

Last Reviewed: **August 14, 2024**

Legal References:

- [1. 24 P.S. 1001](#)
- [2. 24 P.S. 1106](#)
- [3. 24 P.S. 1107](#)
- [4. 22 PA Code 4.4](#)
- 5. Pol. 328

Commented [SF7]: Under this section, I recommend deleting the first paragraph together with all of the bullet points and simply state that "All District job descriptions shall be compliant with any and all applicable Federal, State, local, and Keystone Central School District Policies, laws, statutes, codes, ordinances, regulations, guidelines and rules."

From my perspective, and particularly as it relates to litigation between the District and the Association, I would like to avoid Policy language concerning job description requirements as it will bind the District to requirements that, though not relevant to an underlying grievance issue, could jeopardize the outcome of a corresponding arbitration hearing as the Association could argue that a job description was not specifically compliant with District policy. In other words, requiring such specificity in job descriptions via Policy could elevate form over substance as it relates to an employment grievance.

Thus, in an arbitration regarding an employment issue, the District could be correct on the substance of an argument but still lose the arbitration award due to an alleged technical defect in a job description, which defect could be largely inadvertent.

- 6. Pol. 104
- [24 P.S. 1075](#)



Policy Number	915
Title	Relations With PTO/Booster Organizations
Adopted	6/15/2023
Revised	4/16/2026
Version	v1 · 6/21/2026

Relations With PTO/Booster Organizations

Purpose

The Board recognizes the existence and appreciates the efforts of the various community-based Booster/Support Clubs at work in the school community. The Board and administration are also fully cognizant that without the countless hours members of these groups give to their respective organizations, district programs, athletic and nonathletic, would suffer. Collaboratively, these activities should be consistent with the philosophy and objectives of the district and its Board policies. In this regard, equity principles and compliance benchmarks described in Title IX law must be used to guide fundraising.

Definition

A **Booster/Support Club** is defined as any parental (i.e., P.T.O.) or community support group that provides services, awards, funds and/or equipment for school district sponsored programs. These programs shall include, but are not necessarily limited to, athletic and nonathletic as well as interscholastic and extracurricular programs.

Authority

Booster/Support Clubs shall annually place on record a list of officers and contacts with the Board Secretary or designee. This list shall include all officers by name and address or names of contact persons who will represent the interests of their organization. Any change of officers or contact persons after July 1 shall immediately be reported, to the board secretary (PTO) or Athletic Director (Booster Clubs), who will forward the changes to the Board.

The Board wishes to further provide Booster/Support Clubs the opportunity to support local school programs, both athletic and nonathletic, however, the Board also acknowledges that these Booster/Support organizations must adhere to all Board, district, and state-wide promulgated rules and policies. In order to maintain good standing with the Board, all

Booster/Support organizations which are recognized by the Board shall adhere to the established guidelines. Failure to comply shall result in the loss of Board recognition and, subsequently, the right to utilize or access school facilities, and access to the district's liability insurance.

Guidelines

Finances

The Board recognizes that the focus of each Booster/Support Club is student-centered and, thus, these groups contribute in a material way through services, supplies, or other equipment to school district students. Often, this can have a direct result which lessens the financial burden to the district taxpayers; however, it is the school's responsibility to know what resources are coming into a program and to avoid any disparity that the resources may create. The Board specifically acknowledges that expenditure reports are necessary to ensure compliance with Title IX regulations.

Each Booster/Support group or organization shall submit to the Board, on an annual basis, a comprehensive financial plan which shall, at a minimum, outline the proposed fundraising activities, the specific purpose of the fundraising activities, and any anticipated or recently completed major expenditures for the time period. The Board shall coordinate the proposed fundraising and expenditures so that the administration and Board can oversee the comprehensive fundraising plan for all organizations so as to avoid duplication of effort and improper activities. For purposes of this policy, annual basis shall mean and require that the organization submit their financial report and fundraising plan one (1) month before the defined fall, winter, or spring seasons begin. All summer fundraisers must be submitted for approval at the May Board meeting. Organizations may also list anticipated or unanticipated summer fundraisers on the June submission form, which will be reviewed by the Board in July.

The Board shall expect all Booster/Support Clubs to notify them through the Athletic Director or Board Secretary of anticipated fundraisers annually.

Each Booster/Support group shall name an FDIC insured depository bank into which all proceeds and receipts shall be deposited. Booster/Support groups must follow appropriate accounting practices in maintaining and disbursing funds. It is also recommended that all booster club treasurers or individuals handling the money for the club be bonded.

PTOs and Booster/Support groups shall not use the district tax-free number for purchases. Groups should consider filing with the Commission on Charitable Organizations, Department of State, as a charitable nonprofit organization.

All contributions of supplies and equipment must go through the Athletic Director or designee before purchasing so as to ensure compliance with Title IX regulations. All contributions of supplies and equipment become property of the Keystone Central School District and subject to related district policies. When using existing supplies and equipment, it must be restored to its original status. [\[1\]](#)

Proposed improvements to the district buildings and grounds being made by the Booster/Support organization must have the approval of the Supervisor of Property Services and the principal receiving the contribution. Consultants to the Booster/Support groups for various projects (i.e., construction) should not be engaged without School Board approval.

Reasonable carryover funds should be encouraged for long-term success of the club.

Annual Reports

On an annual basis, each organization shall submit a post-season fundraising financial report to the Board and confirm that its finances are in good standing and have been reviewed and submitted by the Treasurer. The letter must be signed by both the Booster/Support group President and Treasurer. The financial report should be submitted no later than the last day of school for that school year. This report must be submitted within a timeframe designated by the district. The group or organization shall submit on an annual basis to the district a listing of all officers by name and address or names of contact persons who will represent the interests of their organization. Any change of officers or contact persons after July 1 shall immediately be reported, in writing, to the Board Secretary or Athletic Director, who will forward the changes to the Board. Failure to submit the report will result in the suspension of the Booster/Support Club's recognition.

Concessions

Booster/Support organizations involved in concessions at school events shall follow district guidelines for use of, and payment for, facilities. The group using the concession stand is responsible for clean-up of the facility. Equipment must not be removed without permission. Booster/Support organizations involved in concessions at school events shall follow district guidelines and are encouraged to follow the district Student Wellness Policy. [\[2\]](#) [\[3\]](#)

Involvement With District

Any and all purchases of equipment, materials or instruction for a program or organization shall have the prior written approval of the district Athletic Director or Curriculum Director and the Superintendent. No direct payments, outside P.I.A.A. guidelines, shall be made to any student

athlete or other participant for attendance at tournaments, camps, or the like.

Only those Booster/Support groups or other support organizations that have specifically and directly received recognition by the Board shall be eligible to be associated with the respective district activity which it supports. All unrecognized Booster/Support groups shall be denied the use of school facilities and equipment unless they have properly submitted a third party request for use of the rental of the facilities and equipment. [\[3\]](#)

The head coach or club advisor should have an active role in their respective Booster/Support organization and the decision-making process of the Booster/Support Club. They should be involved in the structure of the organization's agenda for meetings and actively participate in the meeting. If the head coach/advisor cannot attend, a representative from the coaching/curriculum staff should attend. At the first meeting of the athletic season or school year, the head coach, club advisor or president shall be responsible for distributing copies of this policy and the Annual Requirement list to all officers of the organization.

Organizations which are primarily public facing shall create a designated email account for the organization with a descriptive address which is to be transferred and shared among leadership as necessary. This is to ensure continuity and availability in public communications and outreach.

Requirements

A Booster Group or Support Organization, in order to gain the recognition of the Board, must adhere to the following guidelines.

The Booster Group or Support Organization must submit to the Board a set of bylaws or similar rules which govern the activities of the organization. The bylaws or similar rules must be consistent with the philosophy, mission and policies of the district. These bylaws must, at a minimum, contain the following elements:

1. The official name of the organization or group.
2. The group's purpose.
3. The group's membership eligibility criteria.
4. A specific statement that there shall be no discrimination.
5. Dues, if any.

6. Names and titles of all club officers.

7. The duties of the officers.

Concerns or issues of individual members of Booster Clubs, parental or other support groups regarding the team, athletic program or club should follow the chain of command indicated below:

Step 1 – Coach/Club Advisor

Step 2 – Athletic Director

Step 3 – Building Principal

Step 4 - Superintendent or designee

Step 5 – Board of Education (Curriculum/Co-curricular Committee)

Design Keystone Central School District Advisory Council

The group or organization must acknowledge that they shall not require mandatory participation by students in any fundraising activity as a condition of participation in the school-sponsored programs. Booster/Support Clubs are adult organizations, which sponsor fundraising activities carried out in the name of the school. Students are not to be involved in fundraising activities during school hours and are not to sell games of chance (i.e., 50-50, raffles, lotteries, etc.).

The Booster/Support organization shall acknowledge that the club or organization is in compliance with all rules and regulations promulgated by the School Board, the P.I.A.A. and the laws of the Commonwealth of Pennsylvania.

It is imperative for the Booster/Support organizations to communicate with the parents/guardians at the first possible opportunity, prior to tryouts if possible. Letters should go home to parents/guardians explaining the fundraisers. Parents/Guardians should be informed of the meeting dates, location, and when fundraising agenda items will be discussed and/or voted on in the organization. If the majority of the membership is against a fundraiser, the organization should look at alternative ways to raise money.

The organizations shall prohibit the sale or consumption of alcoholic beverages and are to prohibit the use and sale of any tobacco products at any and all functions on school district property or at any club or organization-sponsored function at which students are in attendance. This may include but not be limited to banquets, picnics, and team get-togethers including those held beyond the school year.

Any and all awards, gifts, or other items given to the participants of said programs must not violate the policies of the district, the P.I.A.A. or the N.C.A.A. This may include but not be limited to gifts of cash, gift cards, or gift certificates.

In conducting its activities, all Booster/Support organizations shall comply with the Solicitation of Funds for Charitable Purposes Act, as amended, the Pennsylvania Small Games of Chance Act, or any other requirements established regarding fundraising. No Booster/Support Club shall engage in any activities outside the guidelines established by the P.I.A.A. or the state.[\[4\]](#)

Should the Board deem that the efforts or activities of any club are not in the best interest of the district and its students, the authorization to operate the club may be withdrawn.

Booster/Support organizations do not have the authority to direct the duties of a school district employee and/or approved volunteers. The schedule of contests, rules for participation, methods for earning letters and all other criteria dealing with interschool programs are under the jurisdiction of the school district administration.

Title IX is part of the Education Amendments of 1972 that prohibit sex discrimination in educational institutions that receive federal funds.[\[5\]](#)

Coaching Staff

A district's coach's/advisor's role with the booster club is solely as an advisor. They shall not handle money or make purchases in the name of the booster club.

Footnotes

[1] Pol. 702
Policy Reference [Open policy](#) 

[2] Pol. 246
Policy Reference [Open policy](#) 

[3] **Pol. 707**
Policy Reference [Open policy](#) 

[4] **10 P.S. 162.1**
palegis.us
palegis.us
Legal Reference [View source](#) 

[5] **34 CFR 106.41**
ecfr.gov
ecfr.gov
Legal Reference [View source](#) 