



**2020-2021
QUEST Staff Handbook**



**Internal Policies and Procedures QUEST,
Mansfield ISD**

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Organizational Structure

The QUEST program at MISD is currently located on 29 campuses (23 Elementary and 6 Intermediate). The administrative team consists of a Program Director, Tina Cantu, two Program Coordinators, Bradley Berry and Adagui Gomez, an Administrative Assistant, Julissa Martin, and a Bookkeeper, Patricia McGuire. The QUEST program is a part of the Communications and Marketing Department at MISD, and is under the supervisor of Associate Superintendent, Donald Williams.

Communication

Staff Meetings – Site Supervisors will hold QUEST staff training/meetings no less than once a month to discuss updates and upcoming events for campus. Your Site Supervisor will notify you of the scheduled staff meetings at least two weeks in advance. Failure to attend scheduled staff meetings can result in disciplinary action and/or possible termination. Agendas, minutes, and sign in forms must be kept as documentation. Daily staff briefings are highly suggested.

Parent Communication – Site Supervisors will be responsible for any and all communication with parents/guardians. Only Site Supervisor should have contact with parents/guardians.

Media - District employees are not allowed to communicate directly with the media unless directed to do so. All media requests should be forwarded to Donald Williams. The Program Coordinators should be informed of any media requests you receive.

District Communication - QUEST employees shall not communicate directly with anyone on the district/central office level unless first given permission by Program Coordinator. Any questions regarding district procedures shall be directed to the Program Coordinator.

Flyers/ Letters to Parents – All written mass communication to parents and community will come only from Site Supervisor and/or QUEST Administration.

Fiscal

Payroll – Payroll cutoff calendars can be found under Documents/Forms on the MISD Payroll Department webpage.

Certified QUEST staff under a teaching MISD contract will be paid \$25/hour. Non-certified QUEST staff is paid \$12/hour. High school students are paid \$12 per hour. Paraprofessionals will be compensated according to District policy. Hourly staff cannot volunteer time.

For full-time district employees, lesson planning must occur outside of your normal duty hours. Planning time will be allotted based on the number of days and classes taught. EX. If you teach 4 classes per week, you will be allotted 1 hour per week of planning time. If additional time is needed, prior approval must be given by Site Supervisor and Program Coordinator. Planning conducted outside of normal QUEST hours (after 6:30 pm, weekends, etc.) must be approved by Program Coordinator in advance.

Weighted Overtime Rate

Non-exempt Quest staff will be compensated for overtime at a weighted overtime rate using the following calculation:

Job 1 Hours X Job 1 Pay Rate = Straight Time Job 1

Job 2 Hours X Job 2 Pay Rate = Straight Time Job 2

(Straight Time Job 1 PLUS Straight Time Job 2) DIVIDED BY Total Hours EQUALS Weighted Average Rate of Pay

Weighted Average Rate of Pay times 1.5 will be used for calculation of pay beyond 40 hours.

Non-Certified QUEST staff will be required to sign an acknowledgement page before each school year outlining their Weighted Average Rate of Pay.

MISD full-time employees will be paid on the payroll cycle according to their primary position.

Non-Exempt staff cannot volunteer time to QUEST.

Collaboration

Volunteers- Unfortunately, due to COVID-19, volunteers will not be allowed on campus until further notice.

Human Resources

Employment- All QUEST employees are non-contract employees. There is no “contractual relationship either expressed or implied”. Employment is contingent upon satisfactory job performance and student enrollment. Regardless of which campus an employee is assigned, they are hired by the QUEST Admin team and are considered MISD employees. All QUEST staff are considered “at-will” employees. Children of employees are not allowed to attend the program unless they are enrolled to attend on their home campus.

Following Directives, Guidelines, and Procedures- All QUEST employees shall read and adhere to their respective guidelines and their immediate supervisor’s directives. Any directives, guidelines, or procedures given during meetings, provided in handbooks, or other written directives shall be followed. Lack of adherence to stated guidelines, supervisors’ directives, and/or district policies shall result in disciplinary action which could result in termination of employment. The district’s employee code of conduct and policies must be followed. When in doubt of policy, you may ask the Program Coordinator or search policy online on the district website.

All questions/concerns need to be addressed with Site Supervisor. If you feel an amicable solution was not a result of the conversation, please contact your campus Program Coordinator.

Hiring- Applications for all QUEST positions will be provided on the district website. Interviews are set by the Program Coordinator and must be in person and/or via video conference. No QUEST staff members will be hired through a phone interview. Interviews must be conducted using a committee. You will be notified by a Program Coordinator when you have been fully processed and can begin work. You will complete the following tasks:

- Roles & Responsibilities Form
- Review and acknowledge Staff Handbook
- New Hire Form
- Receive TrueTime instructions and assistance with first time login in, if applicable.

Work Hours –Instructor work hours are typically 3:15 – 6:30 pm on days when programming is offered in the afternoon. Site Supervisors are instructed to release staff when student numbers have decreased. Instructor hours are contingent on student enrollment/attendance. Instructors must call Site Supervisors if they are going to be away from programming for any reason. Failure to notify the Site Supervisor of your absences/early departure will result in termination.

TrueTime – Timecards and electronic time keeping records must accurately reflect the hours worked. No employee shall allow another employee to sign in/out, or to use the electronic timekeeping tool on their behalf. Electronic timesheets will be submitted by employees every Friday. Any changes made to the timesheet/electronic time keeping tool must be documented and approved by the Site Supervisor. Any employee who falsifies (or commits time padding) a timesheet/electronic timekeeping document, will be subject to termination of employment. A paper timesheet (exhibit O template) will be kept as a backup

documentation. Paper timesheets will be completed, signed and sent to the Program Coordinator weekly.

Deadlines – All deadlines must be adhered to. Ex. TrueTime, lesson plans, supply orders, and absence request.

Absence Request – Time off requests must be submitted to the Site Supervisor via email at least three days prior to the date requested. Inform the Site Supervisor of sick days as soon as possible. When absent, it is the Site Supervisor’s duty to find an appropriate substitute.

Site Supervisor Substitute Duties- A substitute for the Site Supervisor will assume all program responsibilities in the event of a Site Supervisor absence. The substitute will be designated as the “person in charge” and will become the point of contact for district personnel. The Site Supervisor substitute will be responsible for student discipline, staff supervisor, ensuring student safety, maintain normal program operations and ensuring the parents are officially signing out their students using the EZ Child Track system.

Disciplinary Actions -MISD’s policy regarding disciplinary action for staff members will be followed in all circumstances. Site Supervisors are responsible for ensuring that all QUEST staff adhere to district policies and procedures. If disciplinary action due to inability to follow policies or procedures becomes necessary, the Site Supervisor will notify the Program Coordinator and provide documentation. All verbal and written documentation will be sent to the administrative office and kept on file in the Program Coordinator’s office.

Employee Handbook- The MISD Employee Handbook and the QUEST Employee Handbook will be implemented with fidelity. The QUEST Employee Handbook outlines specific requirements pertaining to the afterschool program. All QUEST staff must sign verification of receipt of handbook and the Site Supervisor must keep signed forms in individual staff folders.

Training- All QUEST staff will be required to attend mandatory trainings, as scheduled. Failure to attend two or more trainings, may result in termination. Activity Instructors will be trained in lesson planning and classroom management. Site Supervisors and Program Coordinator will provide all training for incoming staff. Staff must be paid for training time.

Evaluation— Observations and Evaluations of front-line staff/activities will be conducted weekly. Site Supervisors must keep documentation of all observations/evaluations.

Site Supervisor evaluations will be completed by front line staff at the end of each semester. These evaluations will be done anonymously and returned to the Program Coordinator for review. The evaluations will be presented to the Site Supervisor at the end of each term.

Program Director/Coordinator will conduct random evaluations throughout the year. Results will be shared with the Site Supervisor, School Principal, and Associate Superintendent. Site Supervisors are encouraged to share all areas of concern as well as successes with staff.

Nepotism- No person shall be employed in the district that is related to a member of the board by blood (consanguinity) within the third degree, or by marriage (affinity) within the second degree. (See Staff handbook for specific details).

This policy shall not affect any person who has been employed by the district for a continuous period of six months prior to the date of the election of the board member to whom that person is so related or 30 days before the appointment of that member to whom that person is so related.

Service as a substitute does not constitute continuous employment for purposes of allowing the continuous employment exception. No person who is related to a central administrator shall be appointed to any office or position in the central administration. Except for employees of the central administrative offices, employees who are related may teach, work, and be assigned to the same department, division, campus, school, or other facility; however, an employee shall not supervise, evaluate, or recommend for promotion any relative. Any two employees who become related during the school year or become affected by a change in supervision status shall be allowed to complete the school year before reassignment of one of the two employees is required.

QUEST shall not use a contracted service with a conflict of interest, either implied or perceived.

Enrollment

Enrollment Numbers – All efforts should be made to market the program and increase student enrollment. A decrease in student enrollment numbers will directly impact the number of staff members available.

Family Engagement -Parents/Guardians of students enrolled in QUEST are encouraged to attend family activities. Each campus will host a minimum of two family events per semester. For the safety of your child and QUEST staff, only approved individuals listed on students EZChildtrack account may attend family events. Site Supervisors will communicate with campus administration during the planning and implementation of these events.

Implementation

Student Interest Inventory – Student interest inventories will be completed each term. The inventory will help drive programming for the upcoming term.

Activity Schedule – Each campus will develop a weekly activity schedule that shows activities offered each day at their site. A standardized template will be used. The schedule must include activities in academics and enrichment. The schedule should also indicate the staff facilitating the activity and the room number where they will be meeting. **This schedule must be turned into the Program Coordinator any time it is updated.**

Supplies –Supply requests are to be submitted on a Purchase Order Form. All orders need to be submitted at least four weeks before the order is needed. Order status will be sent to the Site Supervisors by the Administrative Assistant upon request. An inventory list must be maintained by Site Supervisor and updated upon receipt of each new item and will be submitted at the end of each semester to the Program Coordinator.

Documentation - Site Supervisors must keep documentation of hours worked by employees. This should be documented using the Staff Sign in/out template. Site Supervisors must also ensure that any campus employee is not being paid by QUEST during their normal MISD contract work hours (applies to salary and hourly employees).

Daily Operation

Operating Days – The QUEST program will follow the MISD calendar. Exhibit N.

<https://resources.finalseite.net/images/v1576681029/mansfieldisd/ucdmwrxbisli0nkqjkk/Calendar2021.pdf>

Nutritional Snacks –

- Students may bring his/her own snacks
- A refrigerator nor microwave will be available. Parents must make sure their student’s first and last name is clearly labeled on their snack.
- QUEST strives to maintain a peanut-free zone whenever possible. Parents must be cognizant of snack provided for their child due to allergies others may have.
- **QUEST staff should refrain from bringing in outside food and eating during program hours.**

Student Discipline

Children attending the QUEST Program will adhere to the discipline policy for the Mansfield Independent School District students during the core day. See MISD Student Handbook: <https://www.mansfieldisd.org/student-central/student-code-of-conduct>. QUEST participants will also follow discipline program of school day, if applicable.

Children whose behavior endangers others will be supervised away from other children. The child will have the opportunity to discuss the problem with a staff member and any other concerned party. If deemed necessary, the parent will be called to pick the child up for the day. As an instructor, you are responsible to apply classroom management skills received in training to assist with student discipline. For no reason should a child be removed from QUEST programming for an extended period of time (not to exceed 10 minutes) to “sit out” or be placed in ISS with the Site Supervisor or another adult.

Guidance will always be positive, productive, and immediate when behavior is inappropriate. No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse while in the care of QUEST staff.

The QUEST Program reserves the right to remove a child without use of the three steps listed below if the Program Coordinator deems it appropriate.

Serious behavioral problems will be documented and the following actions will be taken:

- 1) 1st Offense - child counseled, note and/or phone call to parent;
- 2) 2nd Offense - child removed from class, counseled, and note and/or phone call to parent (Program Coordinator should be informed). Proper documentation must be completed.
- 3) 3rd Offense – child may be removed from program or extended consequences may be given (documentation sent to Program Coordinator).

Only Site Supervisor in conjunction with Program Coordinator and QUEST Director will determine if removal from program is necessary. The Site Supervisor will be the only QUEST staff member to have communication with parents/guardians.

Active Involvement

Staff is required to be actively involved with the children they have been assigned. Do not spend time visiting with other staff, working on lesson plans, checking your personal emails, etc. while working with assigned students. Cell phones should only be used for emergency use. The computer labs should be used for students. Staff should be up monitoring engaging students.

The primary focus is to interact with the students on a continual basis and to provide a safe and positive environment for learning and enrichment opportunities. When possible, a student to adult ratio of 12 to 1 will be sustained.

The QUEST program staff have student safety as their number one priority. In the event a student expresses they are thinking about hurting themselves or someone else, steps will be immediately taken to ensure all QUEST participants are safe and properly cared for. The following steps will be initiated immediately upon receiving the information.

- 1.) Remove the student from their current activity and begin to investigate the claim.
- 2.) Never leave students unsupervised.
- 3.) If you are able to confirm the claim, then you will document the situation, and notify the Site Supervisor who will contact the parents to make them aware of what has happened.
- 4.) Site Supervisor will follow up with the campus Principal and Counselor immediately, with an email (if not still on campus), to let them know what is going on so they can continue the investigation into the situation and to help provide guidance for proper outcomes.
- 5.) Site Supervisor will continue to follow up with campus administration and the parents to ensure an open line of communication is available between all stakeholders.

Data Collection

Campus/QUEST Staff Surveys – Campus and QUEST staff surveys will be completed in the fall and spring of each year to determine if students enrolled in QUEST are improving academically, behaviorally, or has better attendance.

Parent Surveys – Parent surveys will be completed in fall and spring to determine satisfaction with the program and impact on students in school and at home.

Student Interest Inventories and Focus Groups -- Student interest inventories and/or focus groups will be held/completed throughout the year for all students. The inventory will help drive programming for upcoming terms.

Attendance- Attendance will be monitored through EZChildTrack. Rosters will be used during activity rotation and will be used daily to document when a child leaves. You will submit these rosters to the Site Supervisor daily.

Internal Monitoring—Continuous monitoring is necessary to provide evidence of a safe, intentional, high-quality program for our QUEST families.

Monitoring - Campus monitoring will be done through classroom observations by the Site Supervisor and will measure strategy effectiveness, ability to teach new skills, and implementation of training. The Program Coordinator will review campuses when possible using the Site Observation Form to ensure program compliance, MISD compliance, and implementation of best practices. The Program Coordinator will send copies of all observations to Site Supervisors.

DATA SECURITY

- a) CQ Legal. "Sensitive personal information" means: 1. An individual's first name or first initial and last name in combination with any one or more of the following items, if the name and the items are not encrypted: a. Social security number; b. Driver's license number or government-issued identification number; or c. Account number or credit or debit card number in combination with any required security code, access code, or password that would permit access to an individual's financial account; or 2. Information that identifies an individual and relates to: a. The physical or mental health or condition of the individual; b. The provision of health care to the individual; or c. Payment for the provision of health care to the individual.
- b) All QUEST must adhere to the FERPA guidelines and policies.
- c) "Sensitive personal information" does not include publicly available information that is lawfully made available to the public from the federal government or a state or local government. It is each employee's responsibility to follow the guidelines of acceptable and appropriate use.
- Employees will not save district sensitive personal information to ANY external device (thumb drive, CD, laptop, smart device, etc.) This includes personal computer hard drives.
 - Employees will not take sensitive student and staff data out of the district
 - Employees will encrypt files with a SSN with a password
 - Employees will use proper password protection- do not write down your password and leave it in the open for others to view (ie: sticky note)
 - Employees will lock their computer when it is unattended. (push Windows key + letter "L")
 - Employees will not email or interoffice sensitive personal information.
 - Employees will not use an Apple computer when handling sensitive personal information because it cannot be managed by Windows active directory is therefore not secure.

Acknowledgement of Privacy Act

In the course of my duties as QUEST staff for Mansfield ISD, I may have access to records and information containing individual identifiable material that is protected from unauthorized disclosure by the Family Educational Rights and Privacy Act (FERPA). I hereby acknowledge that I fully understand that the willful or intentional disclosure, by me, of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or intentional unauthorized disclosure is also against the policy of the Mansfield Independent School District and could constitute cause for my dismissal regardless of whether criminal or civil penalties are imposed.

2020-2021 Acknowledgment of Receipt of QUEST Site Supervisor Handbook

I acknowledge that I have received and read the QUEST Instructor handbook and agree to follow all procedures outlined there in.

Acknowledgment of Position

I acknowledge and understand that this QUEST position is an external part-time position and that I must reapply at the end of each school year.

Name

Signature

Date

Acknowledgement of Privacy Act

In the course of my duties as QUEST staff for Mansfield ISD, I may have access to records and information containing individual identifiable material that is protected from unauthorized disclosure by the Family Educational Rights and Privacy Act (FERPA). I hereby acknowledge that I fully understand that the willful or intentional disclosure, by me, of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or intentional unauthorized disclosure is also against the policy of the Mansfield Independent School District and could constitute cause for my dismissal regardless of whether criminal or civil penalties are imposed.

Signature: _____

Date: _____



Handbook Exhibits



QUEST Unit Plan

Exhibit A: Unit Plan
with Guidance

Activity Description:	<u>Basic description of overall activity. What are the end goals/ outcomes?</u>
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Top of Form

<p>S.M.A.R.T. (Specific, Measurable, Attainable, Relevant, Time-Bound) Goal:</p> <p><u>Specific- an exact outcome, backed up by data.</u></p> <p><u>Measurable- outcome can be measured/ quantified</u></p> <p><u>Attainable – the content being taught is at the proper level for the group being taught.</u></p> <p><u>Relevant- Is the class/lesson useful/relevant to the student’s growth or interests.</u></p> <p><u>Time-bound- activity/ goals can be completed/reached in the amount of time available. (Hour, day, semester, etc.)</u></p> <p>By the end of the semester students will increase their understanding of the writing process by using different activities. They will be able to explain the writing process more completely and will complete their own novels. (This would be a SMART goal for a 4th grade writing class).</p>	
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Duration:	<i># In weeks</i>	Grade Level:		Frequency:	<i>MIW</i>
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Instructional Strategy: **Should use multiple strategies throughout the semester.**

<input type="checkbox"/> Interactive Instruction	<input type="checkbox"/> Project Based Learning	<input type="checkbox"/> Inquiry Based Learning
<input type="checkbox"/> Cooperative Grouping	<input type="checkbox"/> Service Learning	<input type="checkbox"/> Independent Study
<input type="checkbox"/> Other:		

Bottom of Form

Evidence of Success:	
	<u>How will you know the class was successful? What data will help support that conclusion?</u>

Lessons at a Glance: (List corresponding lessons for this activity)

1	<u>All lessons do not need to be listed at the beginning of the semester. Lessons must be added at least one week in advance though.</u>
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Education Field Trips: (if applicable)	Personnel & Facilities:
	<u>Which room will you use? What unique qualifications will this teacher have?</u>
Equipment and Supplies	Activity Author:
<u>List supplies needed to the entire semester. Additions need to be brought to the Site Supervisors attention so that items can be purchased if needed.</u>	<input type="checkbox"/> Certified Teacher
	<input type="checkbox"/> Curriculum Specialist
	<input type="checkbox"/> QUEST Staff Member
	<input type="checkbox"/> Community Partner
	<input type="checkbox"/> Vendor
	<input type="checkbox"/> Other:
Reflections:	
<u>Complete this section at the end of the semester. Will be informed by the individual lesson reflection responses.</u>	



QUEST Unit Plan

Exhibit A:
Unit Plan Template

Activity Description:	
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<p>S.M.A.R.T. (Specific, Measurable, Attainable, Relevant, Time-Bound) Goal:</p> <p><u>Specific- an exact outcome, backed up by data.</u></p> <p><u>Measurable- outcome can be measured/ quantified</u></p> <p><u>Attainable – the content being taught is at the proper level for the group being taught.</u></p> <p><u>Relevant- Is the class/lesson useful/relevant to the student’s growth or interests.</u></p> <p><u>Time-bound- activity/ goals can be completed/reached in the amount of time available. (Hour, day, semester, etc.)</u></p> <p>By the end of the semester students will increase their understanding of the writing process by using different activities. They will be able to explain the writing process more completely and will complete their own novels. (This would be a SMART goal for a 4th grade writing class).</p>					
Duration:		Grade Level:		Frequency:	
<p>Instructional Strategy: <u>Should use multiple strategies throughout the semester.</u></p>					
<input type="checkbox"/> Interactive Instruction		<input type="checkbox"/> Project Based Learning		<input type="checkbox"/> Inquiry Based Learning	
<input type="checkbox"/> Cooperative Grouping		<input type="checkbox"/> Service Learning		<input type="checkbox"/> Independent Study	
<input type="checkbox"/> Other:					

Bottom of Form

Evidence of Success:

Lessons at a Glance: (List corresponding lessons for this activity)

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Education Field Trips: (if applicable)	Personnel & Facilities:
Equipment and Supplies	Activity Author:
	<input type="checkbox"/> Certified Teacher
	<input type="checkbox"/> Curriculum Specialist
	<input type="checkbox"/> QUEST Staff Member
	<input type="checkbox"/> Community Partner
	<input type="checkbox"/> Vendor
	<input type="checkbox"/> Other:
Reflections:	

Activity Name	Lesson Name	Lesson #
<u>Name of Activity on Schedule-</u> Super Soccer	<u>Name of individual Lesson -</u> Learning to Pass the ball	#/ total # lessons
Lesson Description:	<u>Basic description of overall class period.</u> Will work on passing the soccer ball.	

Lesson Objective:	<u>What do you want the students to learn? How does that fit in with the overall goals of the class? What is the take away?</u> Students will learn the rules/regulations regarding passing as well as strategies to use when passing a soccer ball.
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Equipment & Supplies	<u>Detailed list of supplies. Should be on Unit Planning worksheet so coordinator can order items if needed.</u> - 2 Soccer nets - 8 Gym Cones -4 Soccer balls - Whistle
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Intended Instructor:	
<input type="checkbox"/> Certified Teacher	<input type="checkbox"/> College Student/Degreed
<input type="checkbox"/> Paraprofessional	<input type="checkbox"/> High School Student
<input type="checkbox"/> Instructor Other:	

Room Preparation & Materials Setup	<u>What steps do you need to take to make sure everything is in place so class can begin at the designated time?</u> Set up soccer field boundaries using the gym cones. Place a net at each end of the created field.
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Instructional Plan	Facilitation Tips:
<p><u>Give Step by Step instructions for how the entire class will run. If you (the instructor) is absent, a sub should be able to read this and teach the entire lesson.</u></p> <p>Go outside and line students up on the white basketball court line.</p> <p>5-10 Minutes- Warm up Stretches</p> <ul style="list-style-type: none"> - Touch toes - Lean left - Lean right - Stretch right arm across body, etc. <p>30 Minutes – Passing Lesson – Student/Teacher demonstration</p> <ul style="list-style-type: none"> - Why pass? What body parts can we use? - How should your feet look? <p>5-10 minutes- Cool down stretches/ water break</p> <p>Conclusion: Restate top points. “Today we learned...”</p> <p style="text-align: center;"><u>Preview next lesson.</u></p> <p><u>What will I do to explain the topic?</u></p> <p><u>What will I do to illustrate the topic in a different way?</u></p> <p><u>Give real life, relevant examples.</u></p> <p><u>Estimate a timeline. Be realistic.</u></p> <p><u>Plan extra activities in case the original timeline doesn’t work out.</u></p> <p><u>If applicable, can include a diagram of class setup. (or attach to this plan)</u></p>	<p><u>Guiding Questions go here.</u></p> <p>Stretch for approx.. 5 minutes. Talk about why it is important to stretch and remind them to listen to their bodies and not over do it.</p> <p>Select weak player to show off skills.</p>



QUEST Lesson Plan

Exhibit A: Lesson Plan Template

Activity Name		Lesson Name	Lesson #
Lesson Description:			

Lesson Objective:	
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Equipment & Supplies	
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Intended Instructor:	
<input type="checkbox"/> Certified Teacher	<input type="checkbox"/> College Student/Degreed
<input type="checkbox"/> Para Professional	<input type="checkbox"/> High School Student
<input type="checkbox"/> Instructor Other:	



Instructional Plan	Facilitation Tips:



ABC Observation Form

Student's Name: _____

Teachers Name: _____

Date: _____

Time: _____

Setting (class, activity, event):

Antecedent- What happened before? :

Behavior- Appropriate or Inappropriate? :

Consequence - What happened afterward? : (Only to be filled out to site supervisor.)



May 28, 2019

Memo To: Dr. Karen Wiesman, Associate Superintendent Business and Finance
Donald Williams, Associate Superintendent Communications and Marketing

From: Holly Teague, Special Projects Manager

Subject: Weighted Overtime Rate for Quest Workers

I was asked to research and make recommendations regarding the use of overtime for Quest workers who were also a full-time non-exempt employee of Mansfield ISD. This memo gives three recommendations:

- a.) Fiscal Information to be included in the Quest Staff Handbook;
- b.) Example of the use of a weighted overtime rate; and
- c.) Statute that allows the weighted overtime rate to be used.

Fiscal Information to be included in the Quest Staff Handbook

Site Supervisors are compensated at \$30 per hour. QUEST staff who are currently serving as a MISD teacher are paid \$25/hour. Non-exempt QUEST staff is paid \$12/hour. High school students are paid \$12/hour. Non-exempt Quest staff will be compensated for overtime at a weighted overtime rate using the following calculation:

Job 1 Hours X Job 1 Pay Rate = Straight Time Job 1
Job 2 Hours X Job 2 Pay Rate = Straight Time Job 2

(Straight Time Job 1 PLUS Straight Time Job 2) DIVIDED BY Total Hours EQUALS Weighted Average Rate of Pay

Weighted Average Rate of Pay times 1.5 will be used for calculation of pay beyond 40 hours.

Non-Certified QUEST staff will be required to sign an acknowledgement page before each school year outlining their Weighted Average Rate of Pay.

MISD full-time employees will be paid on the payroll cycle according to their primary position.

Non-Exempt staff cannot volunteer time to QUEST.

Example of the use of a weighted overtime rate

Non-exempt staff member is an administrative assistant for the district with a pay rate of \$25 per hour and also works in the QUEST program at a rate of \$12/hour.

Job 1 Hours X Job 1 Pay Rate = Straight Time Job 1

Job 1 Hours	Job 1 Pay Rate	Straight Time Job 1
37.5	\$25	\$937.50

Job 2 Hours X Job 2 Pay Rate = Straight Time Job 2

Job 2 Hours	Job 2 Pay Rate	Straight Time Job 2
15	\$12	\$180

(Straight Time Job 1 PLUS Straight Time Job 2) DIVIDED BY Total Hours EQUALS Weighted Average Rate of Pay

Straight Time Job 1 PLUS Straight Time Job 2	Total Hours	Weighted Average Rate of Pay
\$1117.5	52.5	\$21.29

	Hours	Rate	Pay
Administrative Assistant Straight	37.5	\$25	\$937.50
QUEST Program Straight	2.5	\$12	\$30
QUEST Program Overtime	12.5	\$21.29 * 1.5	\$399.13
Compensation Due			\$1,366.63

Statute that allows the weighted overtime rate to be used

I. Employees Working at Two or More Rates

29 C.F.R. 778.115 - Employees working at two or more rates.

Where an employee in a single workweek works at two or more different types of work for which different non-overtime rates of pay (of not less than the applicable minimum wage) have been established, his regular rate for that week is the weighted average of such rates. That is, his total earnings (except statutory exclusions) are computed to include his compensation during the workweek from all such rates, and are then divided by the total number of hours worked at all jobs.

Source: Texas Workforce Commission

I have also included an Excel spreadsheet that may be used to calculate the weighted overtime rate. My recommendation is the QUEST staff require and maintain the acknowledgement page. It should be the determination of the Business Office of who creates the acknowledgement page and the contents of that page. Quest office staff will provide the information needed by the Business Office.

EMPLOYEE WARNING NOTICE

Exhibit D

Date: _____

Employee Name: _____ Employee Number: _____

Supervisor Name/Title: _____ Site: _____

TYPE OF VIOLATION:

Attendance		Failure to Follow Instructions	
Lateness/Early Quit		Willful Damage to Equipment	
Rudeness to Children or Staff		Insubordination	
Violation of Policies and Procedures		Violation of Rules	
Carelessness/ Violation of Safety		Unsatisfactory Work	

PREVIOUS WARNINGS:

	ORAL	WRITTEN	DATE	BY WHOM
1 st warning				
2 nd warning				
3 rd warning				

STATEMENT FROM SITE COORDINATOR:

EMPLOYEE STATEMENT:

- I agree with the Site Coordinator's statement.
 I disagree with the Site Coordinator's statement because _____

PLAN FOR IMPROVEMENT:

The employee will:

The Site Coordinator will:

Consequences for Further Infractions (further disciplinary action(s) can include termination):

By signing this form, you acknowledge your receipt of a copy of the document. Signing the form does not necessarily indicate that you agree with the content of this document.

- I wish to respond to this document in writing within 10 business days.

Employee's Signature

Date

Supervisor's Signature

Date

QUEST Staff Conference Form

Exhibit E

Employee's Name: _____

Supervisor's Name: _____

Meeting Date: _____

Items Discussed: _

Employee's Signature Date

Supervisor's Signature Date



STUDENT ACTION PLAN

Exhibit F

Student's name _____

1st Action Plan 2nd Action Plan 3rd Action Plan 4th Action

This is what I did wrong:

This is how I will solve the problem:

In the future I will:

Discussion Date and Participants: _

Items Discussed:

Child's Signature

Date

Site Supervisor

QUEST Site



Incident/Accident Report Form



Today's Date: _____

QUEST Site: _____

QUEST Site Supervisor: _____

Date and Time of Incident: _____

Student(s) Involved:

Witnessed by:

1. _____ Contact Info: _____

2. _____ Contact Info: _____

Details of incident: Give place, details, all involved, circumstance, etc. Feel free to attach additional pages for witness statements:

Action Taken:

Program Staff Member & Title

Parent Signature

Site Supervisor Signature

Only submit Incident Reports to the project director that requires a Dr.'s visit, involve intervention from the police department, and fire department, 911 and/or special investigations. All other reports are o stay on file at the school.



QUEST Schedule of Activities



Site Name:			Term:		
Monday	Activities	Goal	Grades	Staff	Location
7:00-8:00 AM	Rise and Shine Lil Buffs!	Academic			
Session 1:					
3:30-4:30	Kinder Academics	Academic			
3:30-4:30	1st grade academics	Academic			
3:30-4:30	2nd grade academics	Academic			
3:30-4:30	3rd grade academics	Academic			
3:30-4:30	4th grade academics	Academic			
3:30-4:30	5th grade academics	Academic			
Session 2:					
4:30-5:30	Art Exploration 1	enrichment			
4:30-5:30	Arts and Crafts	enrichment			
4:30-5:30	Tech Time 1	enrichment			
4:30-5:30	Math Games 1	academic			
4:30-5:30	Soccer 1	enrichment			
4:30-5:30	Cheerleading	enrichment			
4:30-5:30	Wacky Science 1	enrichment			
Tuesday	Activities	Goal	Grades	Staff	Location
7:00-8:00 AM	Rise and Shine Lil Buffs!	Academic			
Session 1:					
3:30-4:30	Kinder Academics	Academic			
3:30-4:30	1st grade academics	Academic			
3:30-4:30	2nd grade academics	Academic			
3:30-4:30	3rd grade academics	Academic			
3:30-4:30	4th grade academics	Academic			
3:30-4:30	5th grade academics	Academic			
Session 2:					
4:30-5:30	Gym Games 2	enrichment			
4:30-5:30	Art Exploration 2	enrichment			
4:30-5:30	Tinker Time	enrichment			
Wednesday	Activities	Goal	Grades	Staff	Location
7:00-8:00 AM	Rise and Shine	Academic			
Session 1:					
Session 2:					
Thursday	Activities	Goal	Grades	Staff	Location
7:00-8:00 AM	Rise and Shine	Academic			
Session 1:					
Session 2:					
Friday / Time	Activities	Goal	Grades	Staff	Location
7:00-8:00 AM	Rise and Shine	Academic			

Updated:



2020-2021 School Year

To: QUEST Families/Staff

RE: Inclement Weather Policy

As we enter into the winter months, the Mansfield ISD QUEST After-School Program would like to inform you of the district inclement weather policy. Your safety, the safety of your children, and the safety of our QUEST team members are of the utmost importance.

In the event of inclement weather/adverse conditions, the following procedures will be implemented for the before and after-school program:

- **If schools have a delayed opening, QUEST will only offer afternoon programming.**
- **If schools require an early dismissal or cancel after-school activities, QUEST will cancel afternoon programming.**
- **If schools are closed for the day, QUEST will also be closed.**

It is our hope that weather conditions this year do not cause any cancellation of programming, but it is important to be prepared. We encourage all parents and guardians to monitor posted announcements on the district website (www.mansfieldisd.org), Facebook page, Twitter, mobile app, and local news stations.

Please also make sure that your email address is updated in Skyward Family Access so that you receive any district emails and texts as well.

We appreciate your cooperation. Thank you for choosing QUEST to care and enrich your child(ren).

QUEST After-School Program
QUEST@misdmail.org



Staff Expectations:

- Be on time- 30 minutes prior to program (3-6:30 pm)
 - Notify the Site Supervisor know 48 hours in advance of an absence
 - Personal time off must be in writing (email) 48 hours in advance
 - You are the only one that can call in your absence
 - Don't bring your own children to work with you unless previously discussed with site supervisor who has had it approved by the Program Coordinator.
 - Dress professionally
 - Sign in and out each day you work
 - No cell phone usage during work hours
 - Take class attendance and sign roll sheets
 - Attend all staff meetings
 - Report major issues immediately
 - Meet all deadlines
 - Keep Confidentiality- all student and parent information
 - Stay on task
 - Use cafeteria/gym/playground time to engage/monitor students; not to talk with co-workers
 - Maintain professional communication with all stakeholders
 - Use same terms as school/program for bathroom/hallway monitoring- "walk on the blue line", "hands behind back", "peace sign" etc.
 - Actively supervise to ensure student safety
 - Respect each classroom when you enter during and after programming time Instructors can't remove students from the classroom or dismiss students from the program.
- Leave class room better than when you found it- pick up trash, push in chairs, etc.
- Return all items used back to appropriate storage area after programming
 - Turn in lesson plans in a timely manner in order for Site Supervisor to review them and order any supplies needed before the 4 week- PO deadline.
-



Activity Ideas

- Drone Coding – students learn how to code their own drones to fly automatically
 - Boat Regatta- students build a boat (that can hold 4 students) out of cardboard and race it at an event in May
 - Tinkertime -Take apart old items to learn about the inner workings.
 - Makerspace
 - Junior Achievement – Community and Financial Literacy
 - Computer coding (Apple App game for programming or Google coding program) (www.technovationchallenge.org) (www.madewithcode.com)
 - Caine’s Arcade
 - Ipad Piano Lessons
 - Ipad band
 - code.org
 - Claymation: Stop motion animation
 - DIY with recyclables
 - North Texas Regional Future City Junior Competition www.dfwfuturecity.org)
 - Strategy Club- Escape rooms: <https://www.breakoutedu.com/>
 - Boston Children’s Museum- NASA Activities <http://www.beyondthechalkboard.com/>
 - Fashion Design using recyclables
 - Kerbal Space Edu game software
 - Gardening (outdoor and indoor hydroponic)
 - Robotics
 - Guitar
 - Soccer
 - Running club
 - Zumba
 - Boys/Girls Leadership clubs
 - Chess
 - Old School Gym Games
 - Digital Photography
 - Cooking Around The World
 - Sewing/Crochet/Latch Hook
 - Scrapbooking
 - Sign Language
 - Yoga
 - Cool Science
 - Forensic Club
 - Podcasting
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