

# **BNS TRO Program**

**2010-2011 School Year**



Blacksburg  
New School

Revised: August 2010

# BNS TROs for 2010-2011 School Year

## Overview of the TRO Program

The TRO system allows BNS to keep tuition somewhat lower than it would be by providing a system that allows the BNS community to come together to accomplish many tasks that would otherwise have to be completed by salaried workers. TROs also provide families with a way to help manage the cost of tuition. Finally, many TROs help provide BNS parents with the opportunity to spend time with other members of the BNS community.

Families will receive a \$60 credit per TRO on their monthly tuition. If you are interested in donating your TRO credit, rather than applying the credit to your monthly tuition bill, please note this on your TRO form. Donations may be made to the Scholarship Fund, or the Operating Account.

All families are guaranteed 1 TRO per child, though families are not required to do any TROs. If your family does not want to do a TRO, you can simply indicate so when filling out the TRO Request form.

We strive to provide families with their 'first choice' TRO positions whenever possible. Of course this is not always possible. Therefore, BNS follows procedures to try and ensure that TROs are distributed as fairly as possible:

- Families are asked to indicate on the TRO Request form whether or not they would like to do a TRO in 2010-2011.
- Families are asked to rank their TRO preferences and to indicate whether they would like additional TROs, if available.
- Returning families are given the first choice of TROs. People currently holding a TRO position are generally given the opportunity to keep that TRO during the following school year, if they choose to do so.
- All families who want a TRO are assigned one TRO per child.
- Once this is accomplished, TROs that remain are filled. We try to meet families' needs for 'extra TROs', whenever possible; but cannot guarantee it. Preference for extra TROs is given to families indicating that they must have extra positions in order to enroll their children in BNS. In past years, there have been enough TROs for the majority of families who strongly desire extra TROs to receive them. However this might change from year to year.
- Many TROs are already filled based on the election of Officers at the Spring 2010 BNS Corporation Meeting. A few other TROs have already been filled either because people with very specific skills agreed to fill them (e.g., computer networking) or because the person holding the position has requested to keep the position (and there is only one of that type of position available (e.g., Indoor Maintenance)).

## Classroom Lunch Duty

*Monitor a classroom during lunch and recess one day per week. Duties include:*

- Be at BNS from 11:55 to 1:10

- Watch children to ensure their safety and gently encourage children to eat their lunch
- Actively monitor children of all ages on the playground; provide guidance and work with children to help them resolve disagreements that arise. Occasionally there will be a need to set limits with children and administer time-outs when rules are disobeyed.
- [IF 'EXTRA LUNCH DUTIES' ARE NOT AVAILABLE:] Light cleaning of the classroom, including wiping tables & chairs, sweeping & changing garbage.
- Find a Lunch Duty sub for days you cannot be available.
- MUST attend a Lunch Duty Orientation during the week before school opens.
- If you are interested in a Lunch Duty position, please provide your top four choices, including Classroom and Day (e.g., Yellow Room Tuesdays, Green Room Thursdays, Yellow Room Fridays).
- Following are scheduling notes that will impact Lunch Duty positions on certain days of the week: some rooms will begin class at 12:45, please check class schedule.
- Purple Program will have 2 Lunch Duties per day and when needed, 1 will stay with students who need to stay indoors to complete work assignments.
- Purple Program will have a 45 minute lunch, from 12:00-12:45, purple lunch duties will assist on the playground.
- We will try to provide 1<sup>st</sup> choice options whenever possible. 1<sup>st</sup> choice preference will be given to people who held a Lunch Duty position this school year.

### **'Extra' Lunch Duty**

***These positions will be filled once all 'Classroom Lunch Duty Positions' are filled.*** Duties include:

- Be at BNS from 11:55 to 1:10
- Light cleaning of the six main classrooms, including wiping tables & chairs, sweeping & changing garbage.
- Assistance on the playground supervising the children, as time permits
- Occasionally fill in for a Classroom Lunch Duty when 'at the last minute' someone can not be available (e.g., due to sudden illness or family issue). NOTE: Classroom Lunch Duties are responsible for finding a sub and should not rely on using the 'Extra' in this way, unless absolutely necessary.
- MUST attend a Lunch Duty Orientation during the week before school opens.

- 5 Positions will become available once all Classroom Lunch Duty Positions are filled. If you are interested in an Extra Lunch Duty position, please note this on the TRO form. Day preferences will be given to people who indicate on their forms now that they would like to volunteer for one of these positions and also to people who were Extra Lunch Duties this year.

## **Sunshine Duties**

Sunshine Duties are responsible for watching the children during the 8:30 - 9AM 'drop-off period. Teachers are on site during this time, though they are not responsible for monitoring the children during this time period as they use this time to prepare for class. Duties of this position include:

- Be at BNS from 8:25 to 9:05 two and a half times per week.
- Sunshine Duties work on an alternating schedule – three mornings one week and two mornings the next week.
- It is essential for Sunshine Duties to be on time every time (no later than 8:25 am)
- Watch children to ensure their safety and help them start their school day in a positive manner.
- Actively monitor children and provide guidance. As needed, work with children to help them resolve disagreements that arise.
- Children generally play outdoors during the morning unless it is too cold or raining.
- MUST attend a Sunshine Duty Orientation during the week before school opens.
- Schedule A is every Monday and Thursday and every other Wednesday; Schedule B is every Tuesday and Friday and every other Wednesday.
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## **Cleaning TROs**

For the 2010-2011 school year, there are ten five cleaning TRO positions on each Monday and Wednesday. The school is cleaned by a professional cleaning company on Tuesdays, Thursdays and over the weekend. In addition to this we have three dusting TRO positions once a week, and two outdoor maintenance positions, one mid-week and one weekend.

**Dusters** (three positions) need to dust once a week. Dusters are responsible for dusting bookshelves, desks, computers and computer keyboards, and windowsills, tops of door frames, TV carts, TVs/DVD players, and dusting ceiling fans quarterly.

**Specific area cleaning** (twenty positions) responsibilities will be provided to people in those positions prior to the start of school and a brief cleaning orientation session will also be held the week before school starts.

In general, people in these positions will be required to:

- Clean assigned rooms/areas of the school after 5 PM on a specific day of the week. If needed, it is okay to clean on the following morning, as long as cleaning is completed no later than 7:30AM.
- **If you cannot clean on a particular day, you must find a cleaning substitute.**

**Classrooms / Conference Rooms / Teachers' Office:** sweep floors and vacuum area rugs; mop (with just water) classroom and outside hall; wipe tables and chairs; clean water fountains; wipe door handles, light switches, and phone; empty trash cans if full and/or if they have food and replace liners.

**Bathrooms:** clean with disinfectant; clean sinks, toilets & urinals; clean mirrors, light switches, paper towel receptacles and door handles; sweep and mop floor; empty trash and replace liners; restock paper towels, toilet paper, and hand soap as needed

**Hallways:** sweep floors & mop (with just water); clean water fountains; wipe light switches; spot clean major marks on walls in hallways on the second week of every month

**Lobby:** sweep floors and mop (with just water); clean door handles, tidy-up the sofa and shelf areas; wipe phone and light switches; wipe tables and empty trash can and replace liners

**Kitchen:** sweep floors and mop if necessary; clean counter tops, door handles, phone, light switches, cabinet handles and doors, exterior of refrigerator and stove; empty trash can and replace liners; scour sinks; clean out microwaves; replace paper towel and hand soap as needed; periodically clean inside of refrigerator; and empty trash cans and replace liners

**All Cleaners:** ensure all collected trash is taken to the dumpster in the BNS parking lot.

**Outdoor Maintenance Assistant** (two positions) works with the Outdoor Maintenance person to maintain the BNS grounds. Specifically responsible for:

- Keeping walkways and porches swept and tidy
- Maintain and sweep outdoor classroom area
- Sweep / pickup around trash dumpster
- Keeping ice melt supplies stocked
- Occasional help with other outdoor maintenance tasks as worked out with the Outdoor Maintenance person, including spreading mulch, weeding, etc.
- Wipe down porch water fountain and door knobs

**In total there are 14 cleaning areas** (this includes the 10 specific cleaning areas, 3 dusting areas, and back porch outdoor area).

## **Elected 2010-2011 TROs**

### **President** (1 Tuition Waiver)

Leads the administration of the school by overseeing the activities of committees, the Board of Directors and the teachers. Chairs meetings of the Board and the Corporation and brings before the Board all items of concern to the school. Facilitates communication throughout the school, meeting at least weekly with the teaching staff and with parents several times per week. Additional duties include:

oversees the activities of the committees, the Board of Directors, and the teachers, and coordinates the operation of the school in accordance with the provisions of the Bylaws and the current operating procedures of the school; chairs meetings of the Corporation and the Board, and brings before the Board all items of concern to the school; solicits members for standing committees each year

from volunteers or members solicited to volunteer, subject to the Board approval; appoints ad hoc committees as needed, subject to the consent of the Board; executes in the name of the Corporation all contracts or other instruments in the regular course of business or contracts or other instruments not in the regular course of business which are authorized either generally or specifically by the Board.

### **Vice President** (2x)

Primary duty is to manage the TRO program. Based upon request received, assigns parents / guardians to non-officer TRO positions.

Duties include:

- assesses the needs of the Corporation for parent work-time and establishes and administers a system of contracts to distribute the work equitably among parents following policies established by the Board of Director
- allocates TRO positions in accordance with the policies and operating procedures of the Blacksburg New School; it periodically assesses the required amount of parent volunteer activity makes recommendations, as needed, to the Board of Directors for increased or decreased hours of parent labor in satisfaction of TROs;
- monitors contract fulfillment;
- conducts annual evaluations of the TRO system

### **Treasurer** (3x)

Manages the school's budget and communicates the financial health needs, constraints and budget alternatives to the Corporation.

Duties include:

- prepares the proposed budget of the Blacksburg New School, and presents it to the Board for its approval.
- reports the financial position of the Corporation at all regular meetings of the Board of Directors, and presents a list of monthly expenditures at all Board meetings for Board review.
- is accountable for all special funds and accounts of the Corporation.
- signs checks with the President or another Corporation member designated by the Board.
- shall have the custody of the funds and securities of the Corporation and shall keep or cause to be kept regular books of accounts for the Corporation.
- executes payments of bills and pay roll.
- shall arrange for periodic audits as required by law or accreditation agencies.
- shall be assigned by the President or the Board.

## **Secretary**

The Secretary records and distributes to all members of the Blacksburg New School the minutes of the meetings of the Board of Directors and the Corporation.

Other duties include:

- records and distributes minutes from board and corporate meetings to all members of the Blacksburg New School, and files them for permanent collection
- assists the President with correspondence, serves as teller of votes at Corporation meetings and co-signs contracts required by law or as the Board so designates, with the President.

## **Specialty 2010-2011 TROs**

### **Assistant Treasurer** (2x)

Maintains family tuition accounts including monthly tuition billing, ASP charges, registration fees, semi-annual supply charges and other miscellaneous charges, as well as TRO credits

### **Personnel** (2x) (appointed by the President as stated in the by-laws)

Oversees all Personnel matters, which includes overseeing:

- Filling vacant faculty and staff positions subject to the Board's approval
- Review of teacher contracts, and recommends needed revisions for the approval of the Board
- Conducting semi-annual evaluations of all teachers, taking parent and teacher evaluations into account
- Handling personnel concerns and problems brought to the committee by the teachers and parents, relaying those to the Board as appropriate
- Meetings of the Personnel Committee
- Arranges for substitutes as needed for last minute and planned teacher absences.

## **Scholarship**

Head the Scholarship Committee:

- Distributes Scholarship request forms to BNS Parents and works with the Committee to award Scholarship funds.
- Represents the needs of Scholarship families to the Board and the Corporation
- Works with the fundraising Committee to develop fundraisers in support of the Scholarship Program

## **Classroom Assistants**

Each of the main classrooms is offered the opportunity to have a Classroom Assistant. There is also a Classroom Assistant for Art. Each teacher has somewhat different needs and will work with their Assistant to develop a list of exact 'duties'. For your reference, examples of the responsibilities of these positions are outlined below. Classroom assistants will also work in conjunction with the Personnel Chair in coordinating activities for Teacher Appreciation events. In total, there are 7 of these positions available. As with other positions, preference will be given to current Classroom/Teacher Assistants. Also, parents are not limited to only being Assistants in classes in which their children are enrolled.

### **Possible Duties of Classroom Assistants:**

- Generally a flexible schedule, with occasional specific time commitments (e.g., helping set up an Authors' Tea). Responsibilities should average approximately 1 to 1 ½ hours per week, though they may vary week to week (e.g., some weeks may require 3-4 hours while other weeks will require no time at all)
- Getting books from and to the library as needed by the teacher (usually you will be given 3-5 days notice that books on a particular topic are needed) (most teachers request this)
- Photocopy and prepare materials (many teachers request this)
- Help set up and clean up special activities, such as Authors' Tea and Science Fair (as needed/ requested by the teacher)
- Help coordinate parent-teacher conference schedules (as needed by the teacher)
- Research and coordinate field trips (as needed by the teacher)
- Research topics studied in the classroom (as needed by the teacher)
- Sharpen pencils
- Launder rest towels, pillows, etc.

## **Scholastic Book Coordinator**

Responsible for the Scholastic Book orders that go out to parents for all of the classes by the 15 of the month. Will also coordinate distributing books to parents when they come in.

## **Scripts Program**

Responsible for implementation of the Scripts Program, as well as Kroger, Food Lion and similar programs.

- Solicits Scripts orders on an ongoing basis, collects orders and helps to distribute cards
- Sends periodic reminders to the BNS community to help encourage usage of these programs and strives to find new ways to increase usage of these programs

## **Computer Lab Coordinator**

Maintains the BNS computer lab. Duties include:

- Set up
- Maintenance
- Overseeing the computer lab and teachers' computers according to the needs of the teachers and the curriculum.

## **Outdoor Maintenance**

Responsible for upkeep of the exterior of the building and the grounds, including the playground equipment. Duties include:

- Monitor landscaping. Responsible for occasional pruning and replacing small numbers of plants as needed. If major landscaping issues arise, make recommendations about how to handle.
- Respond to maintenance requests made by teachers. If the maintenance required entails a 'big fix', make recommendations about how to handle the issue. [NOTE: Will keep an 'Outdoor Maintenance Log' (notebook) in their family mailbox where outdoor maintenance needs can be reported.]
- If there are issues with existing playground equipment, fix the equipment or make recommendations (if a 'big fix' is required).
- Maintain the outdoor fountain (i.e., occasional cleaning, checking that water is flowing properly).
- Solicit help from the BNS community periodically for activities such as mulching
- Not responsible for mowing the grass.

## **Indoor Maintenance**

Responsible for the upkeep of the school building interior.

Proactively monitors interior of building to try and identify issues before they become problems.

Perform a 'walk through' of building approximately once a month to identify any issues that may need to be addressed.

- Performs simple repairs as necessary and makes recommendation regarding arrangements for more difficult repairs.
- Change all air filters once per month (will also need to purchase filters monthly – and get reimbursed for them)
- Respond to maintenance requests, such as burned out light bulbs. If the maintenance required entails a 'big fix', make recommendations about how to handle the issue. [NOTE: Please keep an 'Indoor Maintenance Log' (notebook) in your family mailbox where outdoor maintenance needs can be reported and the status of outstanding issues can be checked.]

- Clean bathroom and closet fans each semester
- Clean out Art Room clay sink traps each semester

### **Cleaning Coordinator**

Responsible for overseeing the cleaning of the school by parents in Cleaning TRO positions.

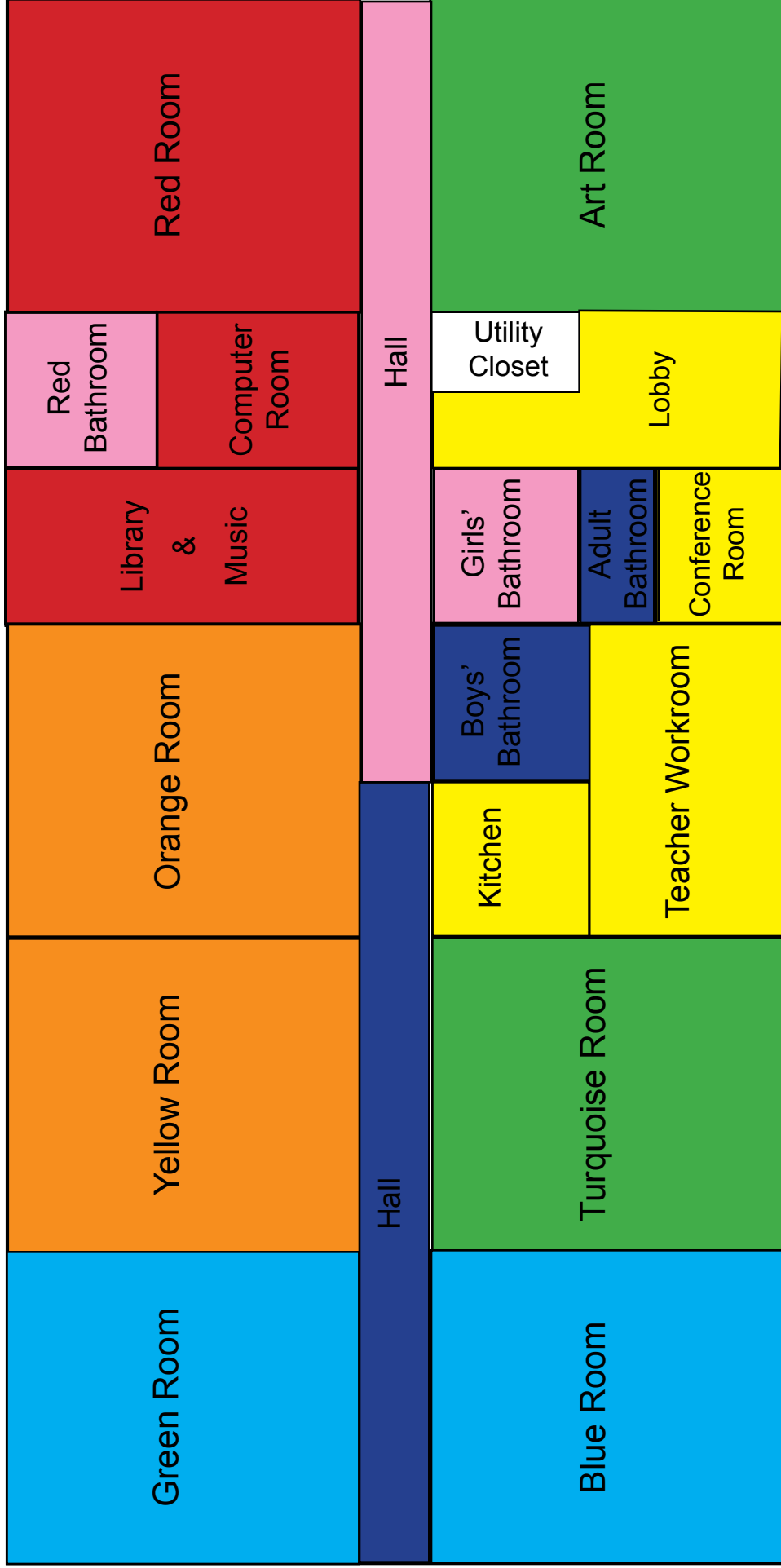
- Proactively monitors cleaning and bathroom supplies (including cleaning solutions, toilet paper, paper towels, trash bags, soap, mop heads, vacuum bags, sponges/rags, etc.) and orders supplies in a timely basis to ensure adequate supplies are always available
- Unpacks and stores supplies soon after they are delivered to the school
- Actively communicates with parents in Cleaning TRO positions to ensure school is being cleaned adequately
- Performs other activities to ensure parents in Cleaning TROs have what they need to clean the school: refill spray bottles with cleaners; wash and sanitize sponges and rags; empty vacuum bags as needed
- Proactively talks with teachers to ensure their cleaning needs are being met

### **Recycling / Compost**

Responsible for taking recyclable materials from the school to a recycling center.

- Checks recycling bins (mixed paper and containers) at least twice per week to ensure they are emptied as necessary
- Proactively recommends new ways in which BNS could potentially 'recycle/reuse'
- Empties classroom compost bins at least 1-2 times per week as needed

# Monday & Wednesday Cleaning Areas



**Area 1**  
Green & Blue

**Area 2**  
Turquoise & Art

**Area 3**  
Kitchen, Teacher Workroom, Conf. Room & Lobby

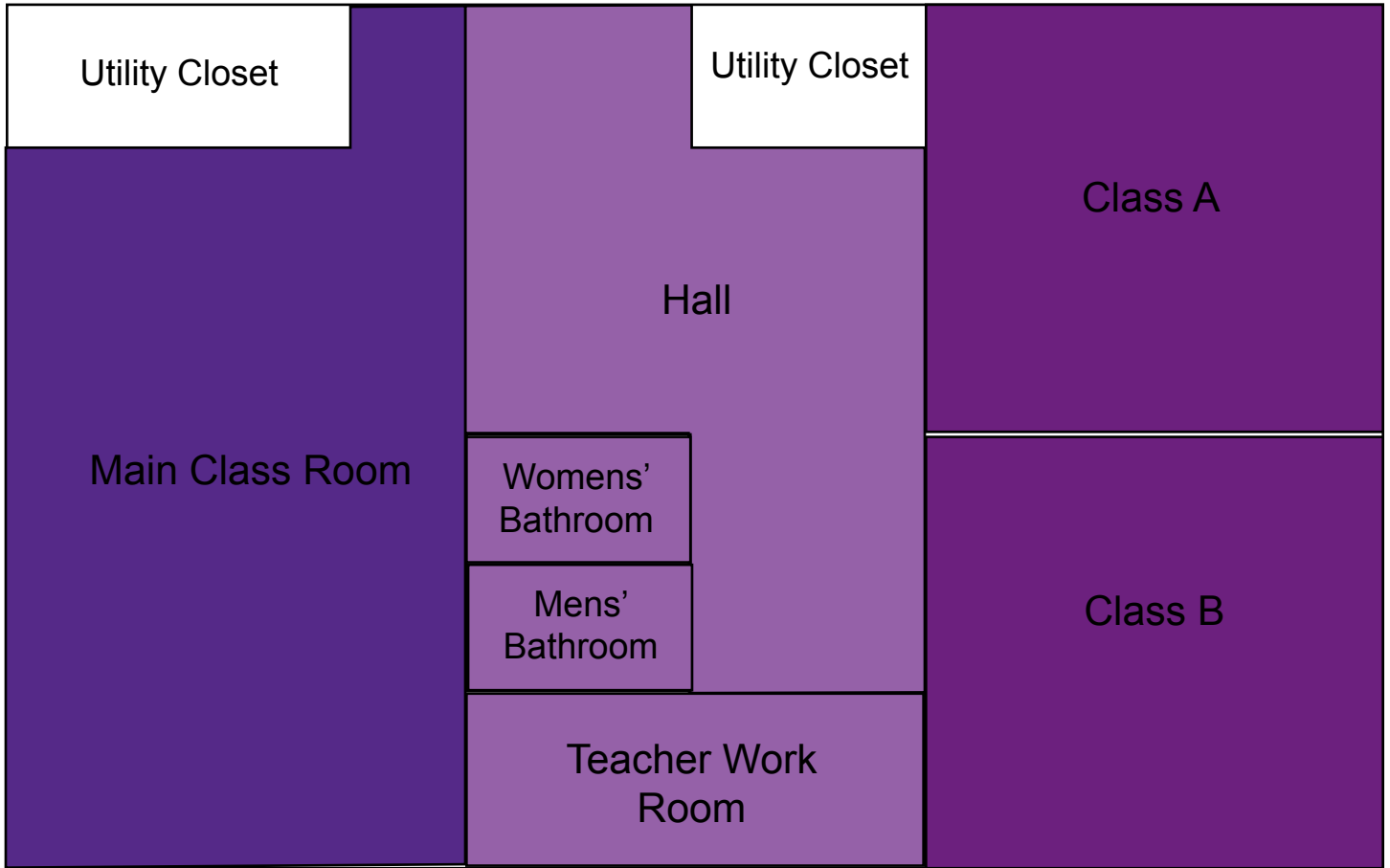
**Area 4**  
Yellow & Orange

**Area 5**  
Library, Computer Room & Red

**Area 6**  
Boys & Adult Bathrooms & Half Hall

**Area 7**  
Red & Girls' Bathrooms & Half Hall

# Monday & Wednesday Cleaning Middle School Areas

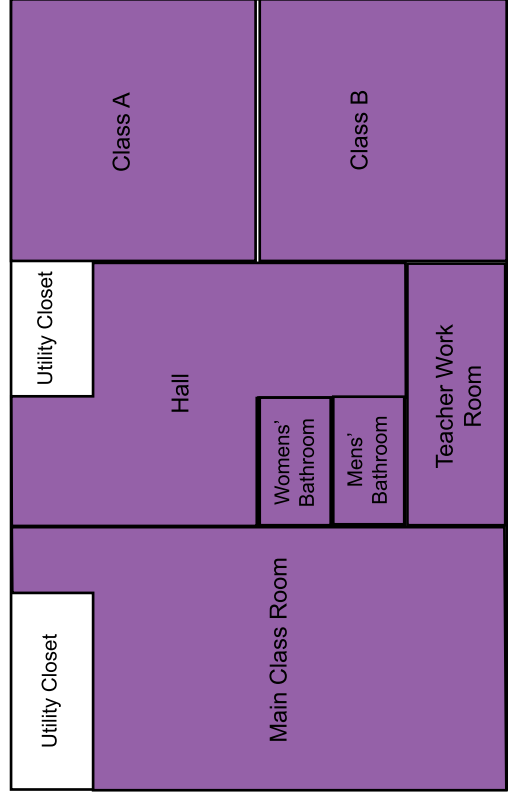
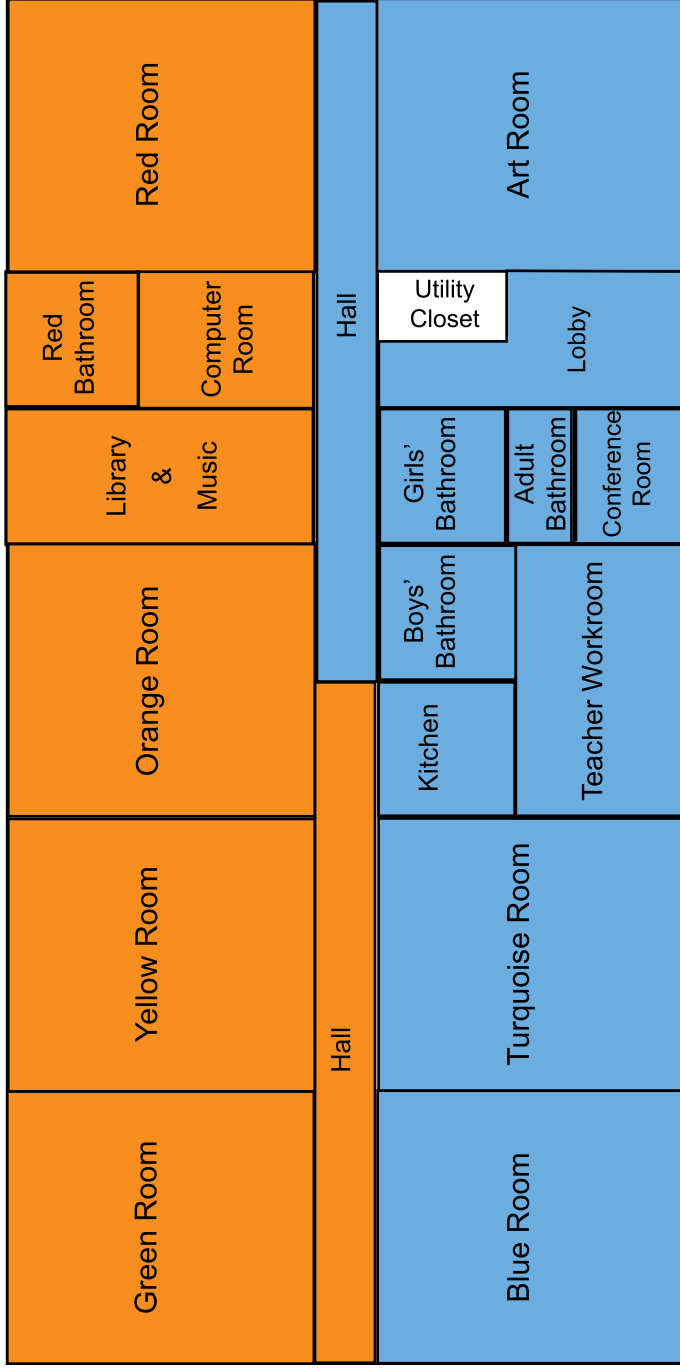


**Area 8**  
Main Class Room

**Area 9**  
Lobby, Hall, Bathrooms, Teacher Workroom

**Area 10**  
Class A and Class B

# Dusting Areas



**Area 8**  
**Back School Rooms**  
 (green, yellow, orange, library & music, computer and red rooms)

**Area 9**  
**Front School Rooms**  
 (blue, turquoise, teacher, conference lobby, and art rooms)

**Area 10**  
**Purple Addition**  
 (all classrooms, hall and teacher work room)