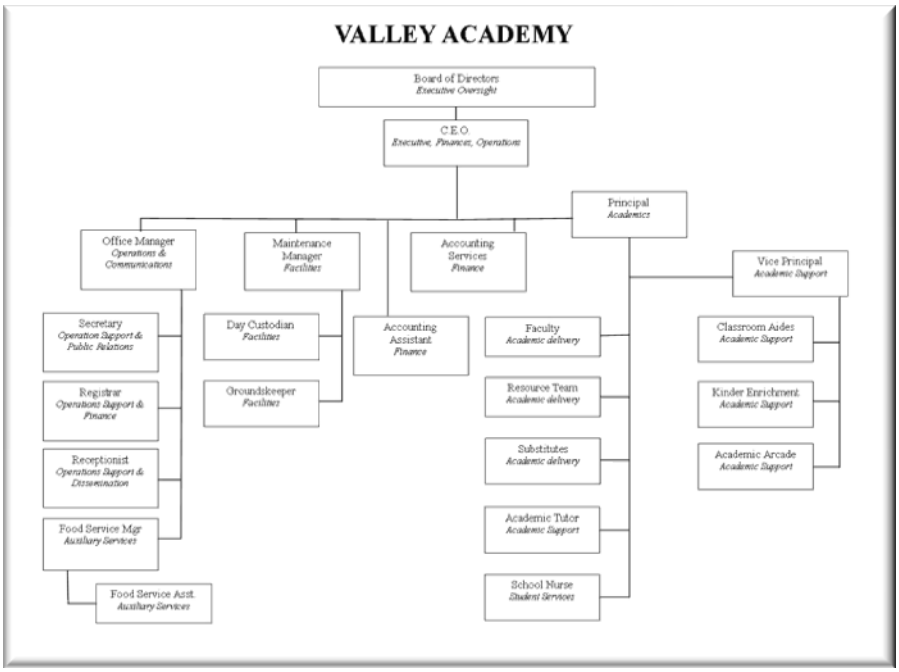
ORGANIZATION CHART



The Board of Directors is responsible for adopting and directing school policies and procedures, assuring that policies and procedures are implemented and maintaining compliance with the charter contract, applicable State and federal laws and the school's accounting requirements. The Board hires and oversees the C.E.O.

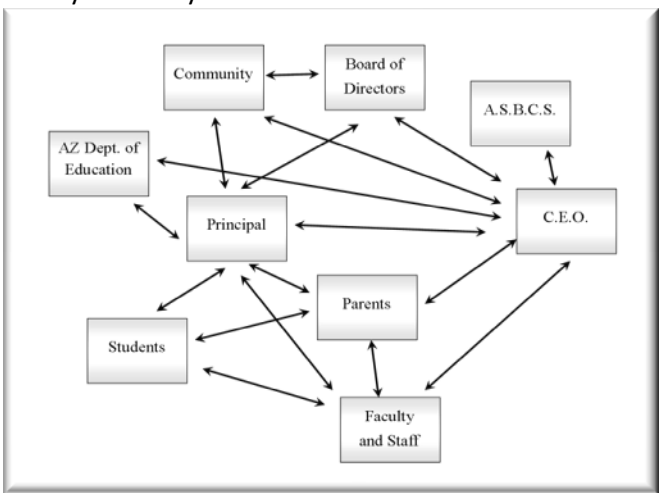
The C. E. O. reports to the Board and is responsible for the operation of the school, including all business and academic areas. Specifically, the C.E.O. is responsible for compliance to all applicable rules and regulations; supervises the Principal to ensure academic goals are met; is responsible for Public Relations; oversees the financial operations and long-term financial goals; oversees Human Resources administration; supervises administrative and maintenance staff; oversees construction projects and related financing packages; and works with the Board of Directors on developing long range strategic plans for the school.

The Principal of the school reports to the C.E.O. and is in charge of managing the academic program at Valley Academy. Specifically, the Principal oversees and manages the day to day operations of the school's programs of education; ensures that the academic program stays true to the mission of the school; serves a liaison between the school and parent/students; continuously evaluates student learning; enforces student disciplinary policies; hires faculty and evaluates teacher performance; provides professional development opportunities; supervises the Special Education program; and assists in the development of long-range academic plans. The Vice Principal, who reports to the Principal, assists with these duties and has direct oversight of classroom Aides and ancillary programs.

The Classroom Teachers, who report to the Principal, provide direct instruction in an environment that supports the traditional, back-to-basics philosophy of the school using the school-adopted curriculum. Teachers work as a team to ensure that lesson plans, time lines, and skills are consistent within the grade level. Teachers also work vertically with other grade levels to ensure a cohesive, sequential K-8 education. As indicated on the organizational chart, the school support staff includes an Office Manager, accounting personnel, administrative personnel, a school nurse, maintenance personnel, food service personnel, and academic Aides.

COMMUNICATION CHART

Valley Academy communicates with its constituencies in a number of ways, including:



- Monthly newsletters written jointly by administration and the parent organization.
- The school website at www.ValleyAcademy.com. The website features the latest news, classroom links, news from the Parent Organization, information for prospective employees, Board Member information, curriculum outlines for each grade, and much more.
- A school-wide email and voice messenger system which is used for routine and, if needed, emergency communication.
- Monthly public board meetings.
- Meetings with the Valley Academy Parent Organization (VAPO) governing council.
- Parent Information Night meetings.
- New Parent Orientation seminars.
- New Parent guided tours through the school.
- Flyers and letters sent home via students.
- Teacher newsletters to parents in print and/or email.
- Parent-Teacher conferences
- One-on-one email or telephone communications.

The school maintains a united, cohesive staff by employing many communication methods, including:

- Daily bulletins which are emailed to employees and posted in the staff lounge.
- Monthly school faculty meetings.
- Weekly grade level meetings.
- Monthly lead teacher meetings.
- Monthly vertical team meetings.
- Monthly meetings with Academic Aides.
- Monthly Faculty-Staff Advisory Committee meetings.
- New Employee orientation meetings.
- Staff Development activities.
- Learning Community meetings.

Valley Academy prides itself on maintaining a welcoming campus with an open door policy in which parents are encouraged to communicate frequently and openly with the school.