Organizational Chart Narrative

The Young Scholar's Academy is formally governed by the corporate board of the non-profit corporation (Young Scholar's Academy Charter School Corporation). This board is composed of three members, Tonya Smith, Steven Smith, and Patricia Applewhite. This board was originally formed in 1996, with the formation of the non-profit corporation. All original members have remained on this board. According to the by-laws, two of the members of this board (or representatives they choose on behalf of this board) must serve on the school governing board. Each of these members has various levels of direct involvement with Young Scholar's Academy Charter School. Patricia Applewhite has the lowest level of direct involvement with the daily school operations and policies, and serves solely as a member of the non-profit governing board. Steven Smith has a medium level of involvement, as he serves both on this board as well as on the school governing board. He is also an authorized signer on the charter contract. In addition, he performs maintenance on occasion on the school premises. Member Tonya Smith has the highest level of direct involvement with the school. Mrs. Smith is the school Director, thereby holding the greatest amount of influence and control over the school's daily operations and policies. No member of this board receives any compensation or benefit for their service to the school in this capacity.

The school governing board is the next level of hierarchy in this organizational structure. This five-member board is composed of two members of the non-profit governing board (as described in the above paragraph), a teacher representative (elected by the current teaching staff), a parent representative (elected through the parent-teacher association), and a business representative (chosen by a unanimous vote of the two non-profit board members and the teacher representative). This board is responsible for making policy decisions in regard to the school. They approve budgets, approve expenditures, approve contracts, monitor school spending, and other various items as are brought before them.

Beneath the school governing board, is the position of Director. The Director of the school is Tonya Smith. Young Scholar's Academy was the dream and vision of Mrs. Smith during her beginning teaching career. Her vision was of an excelling school which would provide an individualized curriculum for each student, focusing on both the strengths and weaknesses of the individual student, as well as a highly- disciplined environment where the student can feel safe to learn and grow. Young Scholar's Academy has become that vision! Mrs. Smith believes this school to be her calling in life and responds to that call in every aspect of her school and personal life. The Director is responsible for all daily operations of the school, all staff, students, and parents, as well as all business operations of the school. She reports to the school governing board on a monthly basis. All administrative decisions are made by her, with the assistance of the Office Manager and the Assistant to the Director.

Below the Director position, four additional positions are noted. The Assistant to the Director is responsible for attendance reporting, student records, staff records, parent phone calls, overseeing the maintenance staff, coordination of school events, maintaining updates on the school website, public relations, collection of necessary monies from parents or students, immunization requirements, student's daily interactions, and other "offensive lineman" duties. The Assistant to the Director has authority to carry out the normal requirements of her position, however, all processes are approved by the Director.

The Office Manager is responsible for payroll, purchasing, insurance, coordinating with the outside accounting firm, bill payment, and other various accounting and office duties. The Office Manager has authority to carry out the normal requirements of her job duties, however, all process are approved by the Director.

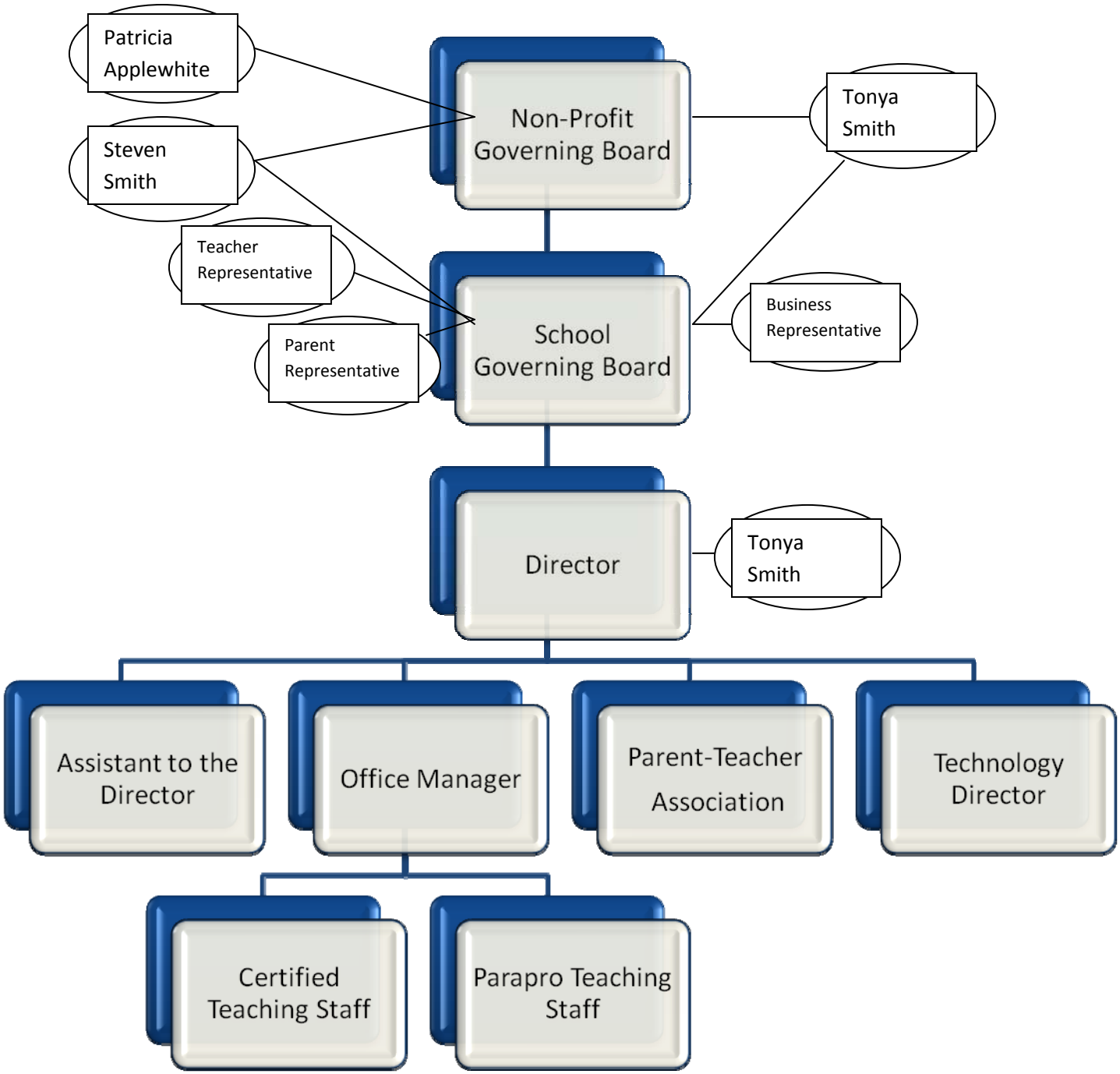
The Parent-Teacher Association is approved to operate on behalf of the school by the Director. The Parent-Teacher Association elects officers from the parent-base and teaching staff of the school and meets on a monthly basis on the second Thursday of each month (unless otherwise notified). The main function of the Parent-Teacher Association is to raise funds to support the various programs of the school and students. The Parent-Teacher Association is authorized by the National Parent-Teacher Association and reports directly to them, in addition to having all functions approved by the Director. They have helped to achieve such accomplishments as a cooperative playground shade project with the Legacy Foundation (raising a total of $62,000 for this project), an Eagle Scout project of outdoor gardens (raising a total of approximately $11,000 and helping this scout earn his Eagle badge), providing extra classroom funds for each teacher, and raising additional funds for various school projects! All items purchased through the PTA are then gifted to the school and then become the property of Young Scholar's Academy.

The Technology Director is responsible for the technology access and technology maintenance for the school, both for the administration and for the students. This involves maintenance of the main school network, including three office computers, a computer lab (twenty-six student computers and one server), eighteen teacher computers, and approximately fifty-five classroom computers. The Technology Director has authority to perform all tasks involving network operations, but must have the Director's approval for any major changes to the system and any purchases made for the technology department.

The final level of the hierarchy is composed of the classroom teaching staff. This includes all certified teachers (including special education) and all paraprofessionals. The Office Manager manages the teaching staff, under the authority of the Director. The teaching staff answers directly to the Office Manager in all respects as to insurance, payroll, employment files, staff discipline, and other managerial matters. The teaching staff reports directly to the Director

in all respects regarding teaching in the classroom, classroom discipline, or parent communication.

In addition, there are many “unmentioned” responsibilities throughout the school. The teaching staff and administrative staff work together to determine responsibility and to find solutions to these matters. One of the beliefs of the Director (and the staff) is that the administrative staff should be minimal and the teaching staff should be maximized, thus giving the most benefit to the classroom learning environment. To achieve this goal, all staff members work cooperatively in matters which may be undefined as to responsibility and share equally in the solution of these matters. In this matter, a cooperative spirit of school leadership and ownership is gained by every staff member of Young Scholar’s Academy!


Patricia Applewhite
Steven Smith
Teacher Representative
Parent Representative
Non-Profit Governing Board
Tonya Smith
School Governing Board
Business Representative
Director
Tonya Smith
Assistant to the Director
Office Manager
Parent-Teacher Association
Technology Director
Certified Teaching Staff
Parapro Teaching Staff