

Charter Trust Land Council

Election Procedures

Adopted by the governing board on: March 24, 2026

Pinnacle Canyon Academy has established a Charter Trust Land Council in accordance with state law and administrative rule.

1. Charter Trust Land Council (the "Council") Composition Requirements.

The number of Council members who are parents or grandparents of students enrolled at the school shall exceed all other members combined by at least two. Parents or grandparents must have a student actively enrolled at the charter school to be eligible to run or serve on the council.

a. If the School's governing board meets the size and composition requirements above, the governing board may serve as the Council.

b. If the governing board does not serve as the Council, the Council shall consist of 2 parents/guardians.

i. An individual employed by the school, including an administrator, who is also a parent of a student attending the school, is eligible to serve as a parent member of the charter council provided the individual is elected or appointed in accordance with the parent election procedures (see #3 below). Such individuals shall be designated and counted as a parent member for purposes of council composition and shall comply with all applicable conflict-of-interest requirements.

1. Conflict of Interest Provision - A parent member who is also an employee of the school, including the founder or principal, shall not participate in or vote on any matter that directly affects their employment, compensation, or personal financial interest. In such cases, the member must recuse themselves, and the matter shall be referred to the governing board for review or approval as necessary. All recusals must be documented in the official meeting minutes.

i. For purposes of this policy, recusal means that the parent/employee member may provide input if requested but shall not vote or make determinations on the matter. Documentation of the recusal must be included in council meeting minutes.

2. Council Size.

The Council shall consist of 2 members. Specifically, there shall be 2 parents/grandparents, one of whom may also be an employee of the school (including the director/principal) and will be counted as a parent member, 0 staff members, 0 other members.

3. Election Procedures for Parents/Grandparents.

On or before September 1st each year, the Director/Principal will notify parents/guardians about Council membership opportunities and the necessary steps to become a member. Notification will be posted on the school webpage (www.pcaschool.com), school calendar, and announced during Back-to-School Night. Interested parties must complete the School LAND Trust Council Interest Form.

- a. If the number of interested individuals exceeds the number of open positions, an election will take place. If an election is required, the school will notify families of the election process at least ten (10) days before voting commences.
 - i. Only parents of students currently attending the school are eligible to vote.
 - ii. Each parent will be given one (1) vote regardless of the number of family members that attend the school.
 - iii. Voting by secret ballot will be done electronically through Google Forms and instructions for voting (including when voting opens/closes, submission information as well as the candidate list will be included in the election notice described in paragraph 3(a) above.
 - iv. Absentee voting is not allowed
 - v. The governing board selects between the tied candidates during a public meeting.
 - b. If the number of interested individuals is less than or equal to the number of open positions, an election is not required. Appointments will be made by the Pinnacle Canyon Academy Administration Team or Governing Board to fill any open seats. The Director/Principal will oversee the election process to ensure compliance with these procedures. If the Director/Principal is a candidate for a parent member position, the election shall be overseen by the Governing Board or a designated member of the school's administration team who is not a candidate.
4. Parent/Grandparent Terms. Terms shall be for a period of one (1) year, and members are eligible for re-election.
 5. Election Procedures for Staff Members and Other Members.
Staff or other individuals may serve on the Council only if they qualify as a parent or guardian of a currently enrolled student. Such individuals will be included and counted as parent members and must follow the same election or appointment procedures as other parent members. No additional staff or other member positions are established for the Council.
 6. Staff and Other Members Terms.
Terms shall be for a period of one (1) year, and members are eligible for re-election.
 7. Officers.
Once established, the Council members shall elect from its membership a parent or grandparent of a student enrolled at the school to serve as Chair. The director/principal may not hold an officer position. In the event the Council consists of only two members, the non-employee parent member shall serve as Chair.

8. Filling Vacancies.

If a Council member resigns prior to the completion of their term, the vacancy shall be filled promptly. The school will repost the position on the school webpage and reopen the interest form, allowing eligible parents/guardians to apply. The School Administration Team or Governing Board will review applicants and appoint a replacement to serve the remainder of the term.

9. Quorum.

A quorum consists of a majority of the current members of the Council.

10. Meetings.

The Chair shall schedule, provide notice, and convene the meetings of the Council consistent with the School Community Council Open and Public Meeting Act, 53G-7-1203.

11. Council Responsibilities.

In accordance with state board rule regarding charter trust land council expenditures and funding limits, a Council shall:

- a. Prepare a plan for the use of School LAND Trust Program money.
- b. Work with students, families, and educators and hold at least an annual discussion with charter school administrators to develop and incorporate safety principles at the school level.
- c. Provide input to the school's principal on a positive behaviors plan.