

George Washington Academy (GWA) has established a Charter Trust Land Council in accordance with state law and administrative rule. Modifications to this specific procedure must have board approval per Trust Land Requirements.

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 the specific number of parents/grandparents. In addition, membership may also include 2 Staff Members and 4 parents or grandparents. If only 3 parents volunteer for the committee, the committee will search for an “other member,” other members include community members that have a vested interest in GWA and the GWA Community. There must be 2 more parents than employees that serve on the committee each year.
2. **Council Size.** The Council shall consist of 6 members. Specifically, there shall be 4 parents/grandparents, the Executive director who is a voting member and 1 staff member, with the potential of 1 other member (vested GWA Community member) if the position is not filled by a parent/grandparent.
3. **Election Procedures for Parents/Grandparents.** On or before September 1, each year, the Executive Director will notify parents/guardians about Council membership opportunities and the necessary steps to become a member. Notification will be posted on the website and distributed via email and the weekly newsletter.
  - 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 via electronic survey 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. If two or more candidates receive the same number of votes, the Executive Director will flip a coin to determine who the committee member will be.
    - vi. The Executive Director will oversee the election to ensure compliance with these election procedures.

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- b. If the number of interested individuals is less than or equal to the number of open positions, an election is not required. Appointments by the Executive Director will be made to fill any open seats.
4. **Parent/Grandparent Terms.** Terms shall be for a period of one year and members are eligible for re-election.
5. **Procedures for Staff Members and Other Members.** Staff members that are interested in joining the committee will fill out an interest survey and will be appointed by the committee. Other members that may need to fill an opening will be appointed by the committee.
6. **Staff and Other Members Terms.** Terms shall be for a period of one 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 may not hold an officer position.
8. **Filling Vacancies.** If a member resigns and is unable to complete their term, a new member shall be appointed. If there was an election where not all interested parents/grandparents were able to serve due to higher interest, the next interested individual that did not qualify per vote count, and was next in line for position based on vote count, shall be appointed. In a non-elected year, the Executive Director and committee chair shall appoint a parent/ grandparent or other member to serve the rest 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 behavior plan.