

Mission Statement: To provide each child with a content-rich, academically rigorous education using a well-defined, sequential curriculum in a safe, orderly, and caring environment.

Littleton Academy Accountability Committee (LAAC)
January 2026 Meeting Agenda

Date: January 6, 2026
Time: 6:00 p.m. – 7:30 p.m.
Location: Littleton Academy Room 101
Virtual: <https://meet.google.com/yfu-jcwh-onv>

Percent of LAAC Members in Attendance: 89%

Member Attendance: <i>James Graeber</i> Nicole Heim (V) (2nd year) Beckie Lagerborg (V) (1st year) Kara Lough (V) (2nd year) Kawana Perry (V) (1st year) Ian Tennery (2nd year) Diana Treinin (V) - LASA representative Katie Wood (V) (2nd year)	Unable to attend: <i>Tonia Christian - LAGB representative</i>
<i>Italics are non-voting members.</i> (V) = virtual	Guest Attendance: XX

Agenda

1. Regular Meeting Call to Order - 6:03 PM
2. Parent and Staff Comments to LAAC (limited to 10 minutes) - None
3. Consent Agenda
 - a. Approval of outstanding meeting minutes: Diana motioned to approve; Katie seconded. All in favor - motion passes and approves.
 - b. LAGB Liaison Report (Tonia Christian): Tonia absent. Ian attended the last meeting: LA is working on ADA compliance for updating websites—certain components will need to be updated to meet requirements. LAGB is looking into salary metrics because LPS teacher salaries are flatlined this year, but LAGB wants to raise salaries at LA to distinguish ourselves.
 - c. Principal Report (LA Dean of Students, Principal’s Designate, James Graeber):

- Fence update: finally getting installed, moving along pretty smoothly. Should be done within the next 2 weeks
 - 2 morning detentions, 1 ISS, 1 safety plan (no-contact plan) up for review
 - GLOW party coming up soon, as is Girls' Gala
 - Great start today with the first day of the quarter
- d. LASA Liaison Report (Diana Treinen): reallocation of the budget (LASA funnels funds to GB, which then pays to the school due to newer rules) - aiming for a \$30,000 gift to the school at the end of the year. Moved some funds to a short term CD for better interest rate.
- e. DAC Representative Report (Nicole Heim): No update because they did not meet in December.
- f. 2025-2026 Strategic Planning Committee Representative Report (Ian Tennery): have developed actual goals, have listed actual benchmarks following a narrowing down process. Now on a tight timeline to get everything done, but needed to take the time since this is a 5-year plan (previously it had been a 3-year plan).
- g. Other committee reports: None.

4. New/Old Business

- a. Schedule February Meeting. In-person only, no virtual attendance, executive session (closed to the public). Ian will send out a survey to choose a date for it.
- b. Survey Live Testing
- i Divide attendees among available surveys for testing
 - ii Take notes of any thoughts, changes: need to update the logo to be our current LA logo
 - iii Discuss, implement any approved changes: will add page breaks for sections
 - iv Vote to approve surveys: informal vote will occur after we receive the final versions of them.
- c. Survey Week Planning
- i Week before Survey Week

1 Promotion. Create list of tasks and volunteers

Task	Volunteer
Make a flyer - To send out 1/30 as an email to parents - To put in Gator Bites starting 1/15 - To go in Thursday folders 1/22	Ian Tennery
Stickers on students on 1/30	Jim Graeber
Signs for survey week	Check LASA's storage?

ii Survey Week

1 Promotion. Create list of tasks and volunteers

Task	Volunteer
Giant thermometer	Katie will provide daily updates on progress. Jim will hold during carpool.
Sending out link to guardian emails a couple times that week	Ian (with Kelly Childers)

d. LAAC Bylaws

- i Ian's charge. Bylaws are a work in progress, no update at this time.

e. LAGB Election - LAAC will be in charge of running the LAGB election process.

- i No action at this time

5. Public Comments to LAAC (limited to 10 minutes): None

6. LAAC Member Comments/Questions: None

7. Adjourn: Diana motioned to adjourn. Beckie seconded. All agreed, motion approved. Adjourned at 7:11 PM.

Next Meeting: [February XX, 2025 – Executive Session, In-Person Only]

Addendum

2025/2026 LAAC Members:

- Regular Members (Parents)
 - o Beckie Lagerborg (Assistant Survey Administrator)
 - o Ian Tennery (Chairperson, LAAC Liaison to LAGB, LAAC Representative to SPC)
 - o Katie Wood (Vice-Chairperson, Survey Administrator)
 - o Nicole Heim (DAC Representative)
 - o *[Fifth Parent Member]
- Community Member
 - o *[At Large Community Member (Littleton Public Schools community member who does not have a child currently enrolled at LA. If recruitment is unsuccessful this role may be filled by a Parent)]
- Staff Members
 - o James Graeber (LA Dean of Students, Administration Representative, Designee of LA Principal) (advisory role, *non-voting member*)
 - o Kara Lough (LA Teacher, Middle School Representative)
 - o Kawana Perry (LA Teacher, Elementary School Representative)
- Littleton Academy Liaison Members
 - o Tonia Christian (LAGB Liaison) (*non-voting member*)
 - o Diana Treinen (LASA Liaison)

[Littleton Academy 2025-2026 School Year Calendar](#)

Survey Timeline:

- a. *September LAAC Meeting: Finalize survey timeline*
- b. *October LAAC Meeting – Begin Survey reviews*
- c. *November LAAC Meeting – Review Survey redlines*
- d. *Mid November - deadline to send draft surveys to LAGB*
 - i *Friday, November 14, 2025*
 - ii *Wednesday, November 19, 2025 – Presentation of Approved Survey to LAGB*
- e. *December LAAC Meeting –*
 - i *Ian to present Parent Survey Homework Questions to LAGB, as edited*
 - ii *LAGB to vote on LAAC proposals of Parent Survey Homework Questions*
 - iii *Once finalized and approved by LAGB, Katie, Beckie and Ian will create/update the Surveys*
- f. **January 2026 LAAC Meeting**

- i Survey testing, final vote to approve surveys, plan roll out
 - ii Survey Week preparation; prepare promotion plans
- g. Survey Week – End of January through 1st week of February
 - i Friday, January 30, 2026, to Sunday, February 8, 2026
- h. February LAAC Meeting – Review Survey data (in-person, executive session)
- i. March LAAC Meeting – Finalize recommendations and report
- j. One week prior to March LAGB Meeting (second week of March) – Deadline to submit Annual Report to LAGB
 - i Friday, March 13, 2025
- k. March LAGB Meeting (3rd Tuesday) – LAAC presentation of Annual Report to LAGB
 - i Tuesday March 17, 2025

Survey Week Preparation (Finalize at January 2026 Meeting):

1. Review promotion plan and materials
2. Newsletter Announcement
 - a. The Thursday prior to Survey Week (Thursday, January 22).
 - i. **Ian has drafted a brief letter to the parents to be added to Gator Bites.**
 - b. The Thursday the day before Surveys go live (Thursday, January 29)
 - c. The Thursday of Survey Week (Thursday, February 5)
3. Stickers- Monday or Tuesday of Survey Week
 - a. **Volunteers:** _____
4. Flyers in Thursday Folders
 - a. Grayscale on paper
 - i. **Ian has created the flyer.**
 - ii. **Print and add to folders:** _____
 - b. Color for electronic
 - i. **Ian has created the flyer.**
 - ii. **Add to Gator Bites:** _____
5. Friday the second link– through Infinite Campus
 - a. Front office resends emails to all parents/guardians who have an email on record.
6. Periodic updates on percentages
 - a. **Katie is able to see this.**
7. Thermometer updates outside school building and signs outside school
 - a. Post yard signs by start of morning carpool.
 - b. Update response rate yard sign
 - c. Update final response rate yard sign and post “Thank You” sign.
 - d. Remove yard signs