

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)

Meeting Minutes

<https://meet.google.com/rvu-kxpn-cwu>

Date: September 3, 2024

Time: 6:00 – 7:30pm

Place: Virtual and LA

Membership:

- Lane Parker (chairperson)
- Alyssa Friend (GB rep, non-voting member)
- Hanna Rich (LASA representative)
- Leanne Gossack (elementary teacher rep)
- Kara Lough (Middle school teacher rep, Secretary)
- Joanne Haas (community member, 2nd year of term)
- Zheng (John) Liu Lou (2nd of two-year term)
- **Nicole Heim (NEW parent member)**
- Katie Wood (vice-chairperson, survey administrator)
- Ian Tennery (DAC representative)
- Mr. Graeber (Administration rep, non-voting member)

Percent of Committee in Attendance: X%

Member Attendance: XX	XX	Unable to attend: XX
<i>Italics are non-voting members.</i> (V) = virtual		Guest Attendance: XX

1. Regular Meeting Call to order
2. Parent and Staff Comments to LAAC (limited to 10 minutes)
3. Vote: approval of outstanding meeting minutes
4. Welcome to Nicole Heim - new parent member
5. Consent Agenda
 - a. Governing Board Liaison Report - Alyssa Friend
 - b. Principal Report - Mr. Graeber
 - c. LASA Report - Hanna Rich

- d. DAC Report - Ian Tennery
 - e. Other committee reports - N/A
6. New/Old Business
- a. Governing Board Liaison
 - i Thanks to those who have already signed up.
 - ii Please take a minute to review the list and pick a date you can attend
 - b. Reminder - send Bio information to Lane and/or Kara for updates to the website
 - c. Secretary/Survey Admin transition
 - i Updates from Katie, Kara, and Mr. Graeber
 - d. UIP progress/review
 - e. Test data review in October, still embargoed at the school level
 - f. Survey Timelines
 - i Option 1 - same as last year (working backwards from end of year)
 - 1 April LAAC meeting - review student listening session feedback
 - 2 March 18 - present annual report to GB
 - 3 March 14 - deadline to submit annual report to GB
 - 4 March LAAC meeting - finalize recommendations and report, plan student listening session
 - 5 February LAAC meeting (adjust date if needed) - review data
 - 6 January 31 - February 9 - Survey Week
 - 7 January LAAC meeting - prepare for survey week - set goals and promotion plans
 - 8 December LAAC meeting - survey testing, final vote to approve surveys, plan roll out
 - 9 November 15 - deadline to send draft surveys to the GB
 - 10 November LAAC meeting - Review survey redlines
 - 11 October LAAC meeting - Start survey reviews
 - 12 Today, September 3 - Finalize survey timeline
 - ii Option 2 - Accelerating by a few weeks
 - 1 March 18 - present annual report to GB - the governing board doesn't get the data any sooner, but admin has access a bit earlier
 - 2 March 14 - deadline to submit annual report to GB
 - 3 March LAAC meeting - finalize recommendations and report, incorporate student listening session feedback
 - 4 End of February - student listening session
 - 5 February LAAC meeting - review data
 - 6 January 17 - January 26 - Survey Week
 - 7 January LAAC meeting - prepare for survey week - set goals and promotion plans
 - 8 December LAAC meeting - survey testing, final vote to approve surveys, plan roll out
 - 9 November 15 - deadline to send draft surveys to the GB
 - 10 November LAAC meeting - Review survey redlines
 - 11 October LAAC meeting - Start survey reviews
 - 12 Today, September 3 - Finalize survey timeline

- iii Discussion - pros and cons of each option
- g. Policy and Procedure updates - Lane will proceed with this after we set timelines