



Sequoia Career Academy School Site Council

School Site Council

Sequoia Career Academy Main Campus

1031 N. State Street * Ukiah, CA 95482

(707) 463-7080

December 3, 2025, @ 2:00 p.m.

Welcome! The agenda is provided for this annual/organizational meeting of the School Site Council of *Sequoia Career Academy*. Business of the Council is limited to these items and is conducted to adhere to legal mandates in conformance with Council By-laws. Please notify the chairperson if you wish to speak or present written comments. A copy of any items identified as “back-up” is available upon request.

I. Welcome

A. Welcome to the School Site Council 2025-2026/Call to Order/Roll Call of Elected

Sean Allen (*4th/5th-grade Teacher*) -

Katrina Cavender (*Academic Services Coordinator*)

Melinda Decker (*Principal*) -

Andrew Sellars (*Parent*) -

Maggie Singleton (*6th-grade Teacher*) -

Calleigh Wear (*Student*) -

Winston Westhafer (*Student*) -

B. Adoption of Agenda

II. Annual/Organizational Meeting - Action Items

A. Approval of Minutes of the October 1, 2025, meeting – Council members are requested to approve the minutes of the last meeting. (back-up)

III. Discussion and Reports

A. Review of LCAP

IV. Public Comment for Items Not on the Agenda

The Council reserves 10 minutes for members of the public to address the Board on items not on the agenda and within its jurisdiction.

V. Next Regular Meeting

- Wednesday, February 4, 2026, @ 2:00 p.m. @ SCA Main Campus.

VI. Adjournment



Sequoia Career Academy School Site Council

School Site Council

Sequoia Career Academy Main Campus

1031 N. State Street * Ukiah, CA 95482

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October 1, 2025 @ 2:00 p.m.

Welcome! The agenda is provided for this annual/organizational meeting of the School Site Council of *Sequoia Career Academy*. Business of the Council is limited to these items and is conducted to adhere to legal mandates in conformance with Council By-laws. If you wish to speak or present written comments, please notify the chairperson. A copy of any items that are identified as “back-up” is available upon request.

I. Welcome and Training

- A. Welcome to the School Site Council 2025-2026
- B. Call to Order
- C. Roll Call of Members

Melinda, Calleigh, Sean, Andrew, Katrina, Winston, Maggie were always in attendance. Melina was not in attendance

- D. Adoption of Agenda Training by the Principal regarding actions required of the School Site Council

Andrew motioned to adopt the agenda, Maggie seconded, unanimously approved

II. Annual/Organizational Meeting - Action Items

- A. Election of Officers

- The Council is requested to elect a chairperson and vice-chairperson/secretary to serve until the next organizational meeting

Maggie nominated Andrew for Chairperson, and Sean nominated Katrina to be vice-chairperson/secretary, both were unanimously approved

- B. Approval of Minutes of the February 5, 2025 meeting

- Council members are requested to approve the minutes of the last meeting. (back-up)

Sean motioned to approve the minutes, Andrew seconded, unanimously approved

- Adoption of Calendar 2025-2026

- The Council is requested to approve October 1, 2025, as the date of the annual and organizational meeting, December 3, 2025, and February 4, 2026, at 2:00 p.m. as meeting dates.

Katrina motioned to adopt the calendar, Sean seconded, unanimously approved

- Review and Adoption of Title I Parent Involvement Policy

- The Council is requested to review the Charter Academy of the Redwoods Parent Involvement policy and revise it as needed to adopt for the school. (back-up)

Andrew motioned to have Parent Square included in the Title I Parental Involvement Policy, Maggie seconded, unanimously approved

III. Discussion and Reports

- A. Review of state performance data

In Science there was a big jump in the scores, the 8th grade class didn't test and thus their data wasn't included...we still did better for those that did it.

EL students, English students, and Math students all improved in their scores.

IV. Public Comment for Items Not on the Agenda—The Council reserves 10 minutes for members of the public to address the Board on items not on the agenda and within its jurisdiction.

Winston said that the milk has an onion flavor when he ate it and it was not out of date. Melinda will take this to Amie and see if maybe the vegetables are being stored with the milk and if that can change.

V. Next Regular Meeting - Wednesday, December 3, 2025, @ 2:00 p.m. @ SCA Main Campus.

VI. Adjournment

Andrew motioned to adjourn the meeting, Sean seconded, unanimously approved.

Sequoia Career Academy LCAP Outline-DRAFT

2025-2026

Goals:

1. Improve the school's average score in ELA and math as measured on CAASPP to be above state average.
2. Increase number of students with a post-secondary career plan.
3. Increase the rate of unconditional promotions to the next grade.
4. Foster a positive school climate.

Actions to Achieve Goals:

1. **Ongoing purchase and implementation of standards-aligned curriculum, materials, equipment, and activities. (#1, 3, 4)**
 - All curriculum, novels, workbooks, items for experiments, microscopes, calculators, etc. **(LCFF)**
 - All academic field trips and activities **(LCFF)**
2. **Provide technology access (hardware and software) and support for school operation and instructional use (#1, 2, 3, 4)**
 - All tech services **(LCFF)**
 - All software programs **(LCFF)**
 - All hardware for students and staff including computers, projectors, Chromebooks, printers, copiers, etc. **(LCFF)**
 - 5% Principal **(LCFF)**
 - 10% of Co-Executive Director **(LCFF)**
3. **Provide professional development on PD days or meetings, trainings, and collaborations to support curriculum alignment, improve instruction, and create a positive school climate (#1, 2, 3, 4)**
 - All PD on and off-campus costs including registration, staff time, and substitutes **(Title II then Ed. Effectiveness, then LCFF)**
4. **Continue to improve school activities that support a positive school climate (#1, 2, 3, 4)**
 - Honor Assembly costs (rental, paper, awards, employee time) **(AM)**
 - Promotion costs (rental, decorations, paper, cakes, awards, employee time) **(AM)**
 - All costs associated with assemblies, school events, and Spirit Week **(AM)**
 - Family Fun Night costs **(AM)**
 - Showcase costs **(AM)**
 - **Cultural Community Assemblies (AM)**
 - Community building field trips for students including staff, sub costs, field trip costs **(AM)**
 - School celebrations of success including staff, sub costs, field trip costs **(AM)**
 - Contracts with local organizations to provide enrichment activities and mental health services. **(AM)**
 - 19% of Academic Services Coordinator **(LCFF)**

- 5% of Advisors for SEL curriculum implementation (**ESSER/Learning Recovery**)
 - SEL curriculum (**ESSER Learning Loss/Learning Recovery**)
 - MTSS training (**Other state funding/MTSS grant**)
- 5. Provide after-school help hour conducted by the teacher, after-school tutorials, and after-school enrichment. (#1, 3, 4)**
- 3% of teachers' time (**ESSER Learning Loss/Learning Recovery**)
 - 4-6 After-school program in line with the ELOP (**ELOP**)
 - After school tutorial four times a week-4 hours Sr. Instructional Assistant (**ESSER Learning Loss**)
 - After-school electives (**ESSER/ELOP**)
- 6. Provide course recovery program (#1, 2, 3)**
- 18% of Academic Services Coordinator (**LCFF**)
 - Course recovery software (**LCFF**)
- 7. Continue Student Service Coordinator to plan academic and career field trips and speakers; provide grade monitoring and lunch tutorial; provide support for financial aid and scholarship applications; provide support for post-secondary applications. (#1, 2, 3, 4)**
- 20% of Academic Services Coordinator (**LCFF**)
- 8. Develop a career-focused educational program by continuing to offer a CTE pathway, dual enrollment courses on campus, career exploration classes, and college courses at Mendocino College. (#2, 3, 4)**
- All of the Dual-Enrollment/CTE pathway costs with MC, 36% of the Co-Executive Director, and class materials, curriculum costs (**LCFF**)
 - All Mendocino College Fees and book costs (**LCFF**)
 - 9% of Principal's time (**LCFF**)
 - 5% of Academic Services Coordinator (**LCFF**)
 - **Staff cost- Life Skills (Bethany), College/Career Advisement (11th and 12th-grade advisement teachers) (LCFF)**
- 9. Provide free breakfast and lunch to all students. (#1, 3, 4)**
- Cost to WC/food (**LCFF**)
 - 4 hours of Campus Aid/Instructional Asst. time for transport (**LCFF**)
 - 5% of Campus Aid/Instructional Asst. time (**LCFF**)
 - 10% of Office Assistant's time (**LCFF**)
- 10. Provide safety provisions, facilities, and equipment needed for on-campus learning. (#4)**
- Expenses for staff and supplies needed to deliver first aid and other health-related services (**AM**)
 - PPE costs (**AM**)
 - Supplemental cleaning costs (**AM**)
 - Security cameras, fire alarm, and other safety equipment (**LCFF**)
 - Cost of the facility's maintenance and construction (**LCFF**)
- 11. Provide summer school and expanded grade 4-6 summer program. (#1, 3, 4)**
- All staff supplemental costs (**LCFF**)

- ELOP summer program (**ELOP**)

12. Provide attendance monitoring and supports (#1, 2, 3, 4)

- 10% of Principal's time (**LCFF**)
- 15% of Coordinator of Operations (**LCFF**)

13. Administer benchmark assessments including CAASPP Interims and Summatives, STAR Reading and STAR math, IXL Diagnostic, and the ASVAB. (#1, 3)

- 0.5% teacher time per core class that takes the interims (60 hours) (**ESSER Learning Loss/Learning Recovery**)
- 2% of Principal for set up, reporting, etc (**ESSER Learning Loss/Learning Recovery**)
- 5% cost of Renaissance Learning (**ESSER Learning Loss/Learning Recovery**)

14. Targeted counseling regarding grades and post-secondary options for low-income pupils, ELL, foster and RFEP students. (#1, 2, 3, 4)

- 20% of Academic Services Coordinator (**LCFF**)

15. ELPAC testing and ELD instruction through small group pull-out. (#1, 3)

- 18% of English teacher (**LCFF**)
- EL program software

16. ELD support in English class. (#1, 3)

- All English classes (**LCFF**)

17. Provide tutor to support EL, foster, and socioeconomically disadvantaged students. (#1, 3, 4)

- Instructional Assistant (**LCFF**)

18. Provide embedded tutorial periods within the regular school day to support student success in all classes. (#1, 2, 3, 4)

- Tutorial teachers (**Title I, IV**)

19. Provide Special Education program. (#1, 2, 3, 4)

- SPED teacher (**SPED pass-through and the LCFF**)
- SPED paraprofessional (**SPED pass-through and the LCFF**)
- SPED materials (**SPED pass-through and the LCFF**)
- Contract services for a school psychologist, school nurse, counseling, and any other necessary services. (**SPED pass-through and the LCFF**)

20. Hire a temporary part-time intervention teacher to provide intervention support using a research-based curriculum. (#1)

21. Provide new course options/curriculum that will bolster unduplicated pupils' educational options/exposure/success (#5)

- 9% of Ethnic Studies teacher's time (**Equity Multiplier**)
- 36% of new CTE pathway teacher's time (**Equity Multiplier**)
- SEL software i.e. Thrively (**Equity Multiplier**)
- Increase sports offerings and improve fitness facilities (**Equity Multiplier**)

Note: Bolded actions are designated as contributing to improved/increased services for unduplicated EL, Foster, and socioeconomically disadvantaged.