

CAVA at San Mateo

LCAP Advisory Committee Meeting Minutes

Meeting Date: 2/19/2026 | Time: 3:04 PM – 4:21 PM

1. Welcome and Introductions

Leah Fellows welcomed all attendees and expressed appreciation for their participation. She introduced herself as the Director of Engagement Community, acknowledged the Spanish interpreter Mirna from the Compass team, and introduced Katy and Rhesa as members of the SEL team who would be capturing notes for the record.

2. Call to Order

- Meeting was called to order by **Leah Fellows** at **3:04 PM**.

3. Roll Call (First/Last Name)

- Representative from grades TK–2 – **Heaven Curl**
- Representative from grades 3–5 – *Not present/recorded*
- Representative from middle school – **Lisa Kim**
- Representative from high school – *Not present/recorded*
- Two student representatives from middle school or high school – *Not present/recorded*
- Alternate – *Not present/recorded*

Staff/Support Present

- Katy Shobe– SEL Team, Counseling Specialist
- Rhesa Curry – SEL Team, Counseling Specialist
- Mirna Dahlen – Spanish Interpreter, Compass Team

4. Public Comment Specific to LCAP (3 minutes)

Community member **Melissa Ramirez** offered public comment. Her remarks addressed the following concerns:

- **Absenteeism:** Requesting more robust supports beyond emails and reminders to make attendance easier for families.

- **Graduation plans:** Requesting that high school students have access to their graduation plans at any time, along with greater access to counselors to support A–G requirement completion.
- **English learner supports:** Requesting clarification on what human teacher supports accompany the new online ELD program recently adopted by the board.
- **Family engagement:** Requesting more opportunities for families to understand and take advantage of available student supports.

5. Review of Bylaws that Govern Committee Operations

Leah Fellows noted that bylaws had been shared with committee members in advance. Katy and Rhesa were asked to drop the bylaws into the chat for anyone who needed a reminder. The committee operates under the **Green Act**, which is less formal than the Brown Act used for board meetings. Meetings are open, and members are welcome to interject, ask questions, or share feedback at any time. Meetings are not recorded, but Katy and Rhesa capture notes, which will be uploaded to the CAVA website under Public Notices within a couple of weeks.

6. Presentation of LCAP

Presenter: Leah Fellows, Director of Engagement Community

Note: Krista Mount, Director of Categorical Programs, was originally scheduled to present but was absent. Leah Fellows delivered the presentation in her place.

Leah Fellows presented a mid-year LCAP update covering the following:

- Overview of LCAP strengths and areas for improvement.
- Alignment with the requirement to increase or improve services for unduplicated students (English learners, foster youth, and low-income students).
- Review of the five LCAP goals: (1) maximize academic achievement, (2) ensure a safe and effective learning environment, (3) provide a high-quality education, (4) decrease chronic absenteeism, and (5) increase the graduation rate.
- Review of current actions and services tied to each goal, including professional development, instructional coaching, English learner supports, SEL prevention and intervention, the Compass program, student internet reimbursement, and high school graduation supports.
- Mid-year progress data review with a focus on services for unduplicated students.

7. Committee Review, Discussion, and Feedback

Discussion occurred with committee members Heaven Curl and Lisa Kim. Key themes raised included the layered nature of student supports and how services connect families to resources. Both committee members confirmed that they felt CAVA San Mateo is moving in the right direction. Melissa Ramirez echoed this sentiment, affirming that progress is being made while reiterating her hope to see continued improvement across all programs when the committee reconvenes in May or June.

Leah Fellows acknowledged all feedback shared, confirmed that committee input would be captured and reviewed by the leadership team, and noted that mid-year data is subject to fluctuation when new students enroll mid-year. She emphasized the school's commitment to supporting all students, particularly those with high levels of need.

8. Date of Next Meeting

- Late May or early June (exact date to be confirmed once the 2026 LCAP is finalized). Leah Fellows will reach out to committee members in advance.

9. Adjourn Meeting

- Meeting was adjourned at **4:21 PM**.