



Mission Preparatory

General Meeting

All meetings are in-person.

Published on February 9, 2026 at 5:09 PM PST
Amended on February 9, 2026 at 10:31 PM PST

Date and Time

Thursday February 12, 2026 at 4:30 PM PST

Location

Mission Preparatory School- Coco Lounge
2501 Bryant Street - San Francisco, CA 94110

Prudential Center- 700 Boylston St - Boston, MA 02116

233 Hobbs Ave Vallejo 94589

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:30 PM
A. Record Attendance		Christina Craig-Chardon	1 m
B. Call the Meeting to Order		Jesus Garcia	1 m

	Purpose	Presenter	Time
II. Open Public Comment			4:32 PM
1 min per speaker			
A.	Public comment rules	FYI	Jesus Garcia
			1 m
<p>All stakeholders are able to publicly speak or submit in writing to the board any comment pertaining to the agenda. The time limit for such an item is ONE minute per speaker (If translation is required, an additional minute for translation purposes will be granted). The board is not able to respond to inquiry nor public comments during this period of time.</p> <p>REMOVAL OF AN INDIVIDUAL FOR INTERRUPTION²⁰ The presiding member of a legislative body or their designee may remove a person for disrupting a meeting. What is a disruption? Behavior that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting including failing to comply with reasonable and lawful regulations adopted by the legislative body or any other law</p>			
III. New Board Member Appointment			4:33 PM
A.	Appointment: New members to the Mission Preparatory School Board of Directors	Vote	Jesus Garcia
			15 m
<p>The Board will consider and vote on the appointment of new members to the Mission Preparatory School Board of Directors. These candidates have been identified through the Board’s recruitment process and are recommended based on their skills, experience, and alignment with Mission Prep’s mission, values, and strategic priorities. Approval of this item will formally add the new members to the Board, effective immediately upon the vote.</p>			
IV. Finance			4:48 PM
A.	Finance Update	Discuss	Miles Denniston
	Finance Update SY25-28		15 m
B.	LCAP Mid Year	Discuss	Cynthia Jerez
	Presentation of the 2025-26 Local Control and Accountability Plan (LCAP) Mid-Year Update for Mission Preparatory School including update for metrics identified in the		10 m

	Purpose	Presenter	Time
current LCAP, Budget Overview for Parents, and mid-year expenditure and implementation data on all actions identified in the LCAP.			
V. Executive Director Updates			5:13 PM
A. Update for SY25-26 Winter 2 Enrollment SY26-27 Lottery Attendance/ ADA, Open Enrollment SY26-27 Health Advisory Activities	FYI	Cynthia Jerez	10 m
VI. Consent Calendar			5:23 PM
A. Approve Minutes Approve minutes for General Meeting on January 22, 2026	Approve Minutes	Christina Craig-Chardon	2 m
B. Approve School Calendar SY26-27	Vote	Cynthia Jerez	2 m
C. SY26-27 Approve Salary Scale	Vote	Cynthia Jerez	3 m
D. SY25-26 Board Calendar Board must approve 2025-26 second Interim reporting by March 14th 2026. Proposal to move March 26, 2026 Board Meeting to March 5th, 2026 to meet SFUSD deadline	Vote	Cynthia Jerez	2 m
VII. Closing Items			5:32 PM
A. Adjourn Meeting	Vote		

Coversheet

Appointment: New members to the Mission Preparatory School Board of Directors

Section: III. New Board Member Appointment
Item: A. Appointment: New members to the Mission Preparatory School Board of Directors
Purpose: Vote
Submitted by:
Related Material: Board of Directors – Roles and Expectations (6).pdf



Board of Directors – Roles and Expectations

Defining the Work of the Board

The Board of Directors is responsible for ensuring that the school remains faithful to its mission, financially viable, and true to the terms of its charter. The Board of Directors is made up of a diverse group of individuals that collectively possess expertise in critical areas of charter school governance, including finance, legal, education, fundraising, community outreach, marketing, and charter school operations.

The collective and individual roles of Board members include:

- Holding the organization accountable to its charter and federal, state, and local laws
- Setting long-range organizational goals and developing strategic plans to meet them
- Reviewing and approving the school's operational budget
- Hiring and evaluating the Executive Director
- Reviewing, negotiating, and approving major contracts on behalf of the school
- Providing expertise and professional advice in areas such as law, accounting, business, finance, marketing, publicity, and educational programming
- Fundraising for capital and operating expenses as well as soliciting in-kind contributions
- Promoting the school in the local community and to the important stakeholders involved in K-12 education in San Francisco/ East Bay
- Recruiting and electing new Board members if a seat becomes vacant or the need is recognized for additional expertise

The Board is a governing body, and day-to-day management responsibilities of the school shall be delegated by the Board to reside solely with the Executive Director and the leadership team that they hire. The Board of Directors maintains active and effective control of the school primarily in their relationship with the Executive Director who report to the Board in a non-voting, ex officio capacity. Along with an effective reporting structure and attendance at regularly scheduled meetings, the Board sets in place evaluative measures that gauge the effectiveness of the Executive Director as well as the educational programs of the school. Further, the Board establishes a Governance Committee to oversee the continuing recruitment and orientation of qualified Executive Director and establish an evaluation process to assess its efficacy on an annual basis. In recent years, we have used BoardOnTrack's annual Board Assessment tool.



Board Member Job Descriptions

To ensure that board members are able to fully execute their responsibilities, a clear understanding of the requirements of the role is vital. Thus, a description of the expectations of board members, as well as the expectations and qualifications of the officers follows.

Mission Preparatory School Board Member Job Description

General Responsibilities:

Board members are responsible for ensuring that the academic program of Mission Prep is successful, that the school's program and operation are faithful to the terms of its charter.

Specific Responsibilities:

- 1. Determine the mission and purpose of Mission Preparatory School and keep it clearly in focus**
 - a. Create and periodically review the mission statement which:
 - i. serves as a guide to organizational planning, board and staff decision-making, volunteer initiatives, and setting priorities among competing demands for scarce resources.
 - ii. is used as the vehicle for assessing program activities to ensure that the organization is not drifting away from its original purposes.
 - iii. Understand and support the mission statement.
- 2. Select the Executive Director**
 - a. Reach consensus on the Executive Director's job description.
 - i. Current Executive Director Job Description can be found in Appendix III.
 - b. Undertake a careful search process to find the most qualified individual.
 - c. Oversee and approve contract negotiation and renewal.
- 3. Support and review the performance of the Executive Director**
 - a. Provide frequent and constructive feedback.
 - b. Compliment for exceptional accomplishments.
 - c. Provide input for an annual written performance review with a process agreed upon with the Executive Director well in advance.
 - d. Set compensation for the Executive Director.
- 4. Ensure effective organizational planning**
 - a. Approve an annual organizational plan that includes concrete, measurable goals consistent with the charter and accountability plan.



5. Ensure adequate resources

- a. Approve fundraising targets and goals.
- b. Assist in carrying out the development plan.
- c. Make an annual gift at a level that is personally meaningful.

6. Manage resources effectively

- a. Approve the annual budget.
- b. Monitor budget implementation through periodic financial reports.
- c. Approve accounting and personnel policies.
- d. Provide for an independent annual audit by a qualified CPA.
- e. Ensure the full board has the proper training to be effective stewards of public funding.
- f. Ensure adequate insurance is in force to cover students, staff, visitors, the board and the assets of the school.

7. Determine, monitor and strengthen the programs and services

- a. Assure programs and services are consistent with the mission and the charter.
- b. Approve measurable organizational outcomes.
- c. Approve annual, attainable board and management level goals.
- d. Monitor progress in achieving the outcomes and goals.
- e. Assess the quality of the program and services.

8. Enhance Mission Prep's public standing

- a. Serve as ambassadors, advocates and community representatives of the organization.
- b. Ensure that no board member represents her/himself as speaking on behalf of the board unless specifically authorized to do so.
- c. Provide for a written annual report and public presentation that details Mission Preparatory School's mission, programs, financial condition, and progress made towards charter promises.
- d. Approve goals of an annual public relations program.

9. Ensure legal and ethical integrity and maintain accountability

- a. Approve policies to guide the organization's board members and staff.
- b. Develop and maintain adequate personnel policies and procedures (including grievance mechanisms).
- c. Adhere to the provisions of the organization's bylaws and articles of incorporation.
- d. Adhere to local, state and federal laws and regulations that apply to the organization.
- e. Ensure compliance with all federal state and local government regulations.



- f. Hear and decide student expulsion matters.
- 10. Recruit and orient new board members and assess board performance**
- a. Define board membership needs in terms of skill, experience and diversity.
 - b. Cultivate, check the credentials of, and recruit prospective nominees.
 - c. Provide for new board member orientation.
 - d. Participate in an annual evaluation of the full board and individual trustees.



Board Chair Job Description

Member of and elected by the Board of Directors

Supports: Executive Director

Term of Office: One year; renewable.

General Responsibilities: The chair is the senior volunteer leader of the organization who presides at all meetings of the Board of Directors and other meetings as required. The Board Chair oversees implementation of board and organizational policies and ensures that appropriate administrative practices are established and maintained.

Specific Responsibilities:

1. Works with the Executive Director, other board officers, and committee chairs to develop the agendas for Board of Directors meetings, and presides at these meetings.
2. In consultation with other board officers, recommends the Board's approval of volunteers to key leadership positions, including positions as chair of board committees and task forces, and cultivates leadership succession.
3. Recognizes their responsibility to set the example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.
4. Works with the Board of Directors and paid and volunteer leadership, in accordance with the organization's bylaws and mission, to establish and maintain systems for:
 - a. Planning the organization's human and financial resources and setting priorities for future development.
 - b. Reviewing operational effectiveness and setting priorities for future development.
 - c. Ensuring a high legal and ethical standard.
 - d. Hiring and evaluating the Executive Director.
 - e. Developing and maintaining an effective board culture.
 - f. Developing an effective pipeline of future leaders of the board.
5. In conjunction with the Governance Committee, manages the development of the Board in order to help it work more effectively and efficiently.
6. Works with the Executive Director and other board officers to develop both immediate and long-term goals and expectations for the board that support organizational priorities and governance concerns.
7. Communicates effectively with and supports the Executive Director in their job as manager of the organization. In this capacity, focuses on ensuring that the board governs rather than manages.



8. Works with the Committee Chairs and the Executive Director to keep apprised of committee work and to ensure that committees have the resources needed to do their job. Also, works to ensure effective and efficient communications between the committees and the Board.
9. Creates a safe environment for decision-making by inviting participation, encouraging varying points of view and stimulating a frank exchange of ideas in an effort to provide shared decision-making.
10. Communicates with the Board effectively so the board information system focuses on decision-making, stimulates participation, and supports an appropriate balance of responsibility between board and staff.
11. Links with major stakeholders when it is agreed that the Chair is the most appropriate person to represent the organization at a key meeting, write an editorial for a newspaper, or thank a major donor.

Qualifications:

- Commitment to and energy to support the organization and its values; an understanding of the organization's mission and goals, and the distinctions between governance and management.
- Strong leadership skills to inspire a shared vision for the organization and for the Board's work.
- Stimulated by a commitment to the mission, the Chair should guide the Board toward articulating and committing to a commonly held perception of the future of the organization.
- Strong network of relationships within the greater community to leverage resources for the organization.
- Strong shared vision with Executive Director about school mission and goals for student achievement.
- Strong facilitation and communication skills and an understanding of group processes.
- Objectivity so that dialog is productive and contributions are encouraged from all sides of an issue.
- Decisiveness in order to tackle and resolve difficult issues and to keep the business of the Board moving forward.
- An ability and willingness to support, encourage, and develop a strong, entrepreneurial Executive Director.
- Strong organizational skills.

Indicators of effectiveness:



- Meets annual goals as identified and adopted at the beginning of the leadership term, including specific goals for development.
- Is perceived by other board members as being fair, open to all points of views, decisive, and contributing to a culture that focuses on results.
- Is perceived by the Executive Director as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.



Board Vice Chair Job Description

Member of and elected by the Board of Directors

Supports the Chair

Term of Office: One year; renewable.

General Responsibilities: The Vice Chair is the secondary volunteer leader of the charter school and as such, discharges the duties of the Chair as required in the Chair's absence. The Vice Chair supports the activities of the Chair including sharing responsibilities as appropriate.

Specific Responsibilities:

1. In Chair's absence:
 - a. Presides at meetings of Board of Directors
2. Recognizes their responsibility to set the example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.
3. Works with the Chair to assist in developing the agendas for Board of Directors meetings.
4. Advises the Chair on appointing volunteers to key leadership positions, including positions as chair of board committees and task forces.
5. Assists the Chair by taking on responsibility as necessary for communication with Committee Chairs.
6. Supports and challenges the Chair in all their responsibilities to ensure organizational priorities and governance concerns are addressed in the most effective and efficient manner.
7. Represents the board in the community, especially at events at which the Chair cannot attend.
8. Other duties as delegated by the Chair.

Qualifications:

- Commitment to and energy to support the organization and its values; an understanding of mission and goals, and the distinctions between governance and management.
- Strong leadership and collaborative skills to support the Chair and to offer alternative proposals in the interest of best serving the organization.
- Strong facilitation and communication skills and an understanding of group process.
- Objectivity so that dialog is productive and contributions are encouraged from all sides of an issue.



- Decisiveness in order to tackle and resolve difficult issues and to keep the business of the board moving.
- Strong organizational skills.

Indicators of effectiveness:

- Meets annual goals as identified and adopted by the board at the beginning of the leadership term.
- Is perceived by other board members as being fair, open to all points of views, decisive, and contributing to a culture that focuses on results and student achievement.
- Is perceived by the Executive Director as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.



Board Treasurer Job Description

Member of and elected by the Board of Directors

Supports the Executive Director, Business Manager, accountant or bookkeeper, and auditors as necessary.

Term of Office: One year; renewable.

General Responsibilities: Provides direction for the financial management of the organization and facilitates the board in meeting its financial oversight responsibilities.

Specific Responsibilities:

1. Chairs the Finance Committee.
2. Provides direction for the oversight of the organization's record keeping and accounting policies.
3. Ensures the presentation of timely and meaningful financial reports to the board.
4. Ensures the development of an annual budget and its submission to the Board for its approval. Leads the monitoring of budget implementation.
5. Oversees development and board review of financial policies and procedures. With the Finance Committee, monitors the adherence to financial policies and procedures adopted by the Board.
6. Develops and monitors any investment policies adopted by the Board.
7. Ensures that assets are protected and invested according to board policy.
8. Leads the board in assuring compliance with federal, state and other financial reporting requirements.
9. Presents the recommendation of the auditor to the Board for their approval. With the Finance Committee reviews the results of the audit including the management letter, develops a plan for remediation, if necessary, and presents the results to the Board.
10. Recognizes their responsibility to set the example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.
11. Takes responsibility for designing an annual board education program so that all board members can effectively conduct oversight of the financial health of the organization.

Qualifications:

- The treasurer must display a commitment to the organization and its principles, mission and goals, and the distinctions between governance and management.



- A strong understanding of the record keeping, accounting systems, financial reports and financial policies and procedures.
- An ability to focus on both the short-term and long-term financial health of the organization.

Indicators of effectiveness:

- Meets annual goals as identified and adopted by the board at the beginning of the leadership term.
- Is perceived by other board members as being transparent and efficient in delivering financial reports and as being aggressively protective of the integrity of the organization's fiscal management.
- Is perceived by the Executive Director as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.



Board Secretary Job Description

Member of and elected by the Board of Directors

Supports member of the staff or volunteer taking minutes (if not taking them directly)

Term of Office: One year; renewable.

General Responsibilities: Provides direction for the keeping of legal documents including minutes of all meetings of the board of the school.

Specific Responsibilities:

1. Certify and keep at the principal office of the corporation the original, or a copy of the bylaws as amended or otherwise altered to date.
2. Maintain organized digital and internet-accessible of records of all meetings of the Trustees and meetings of committees, such that they can be readily printed out at the principal office of the corporation or at such a place as the Board may determine. Minutes shall record time and place of meeting, whether regular or special, how called, how notice was given, the names of those present or represented at the meeting and the proceedings thereof.
3. Present for approval by the Board copies of all minutes of meetings of the board.
4. Ensure that all notices are duly given in accordance with the provisions of the by-laws or as required by law.
5. In general, serves as the protocol officer of the board, ensuring that the keeping and posting of meeting minutes, meeting notifications, adherence to open meeting laws, and other procedural requirements are followed legally and ethically.
6. In general, perform all duties incident to the Office of the Clerk and such other duties as may be required by law, by the Articles of Incorporation or by-laws, or which may be assigned to him or her from time to time by the Board of Directors.
7. Recognizes their responsibility to set the example for other board members by contributing financially at a level that is meaningful to him/her and by playing a major role in fundraising activities.

Qualifications:

- A commitment to the organization and an understanding of the organization and its values, mission and goals and the distinctions between governance and management.
- An understanding of the required record keeping and the laws of the jurisdiction (city, state) in which the organization operates.
- A capacity for attention to detail.



Indicators of effectiveness:

- Meets annual goals as identified and adopted by the board at the beginning of the leadership term.
- Is perceived by other board members as being an accurate and reasonable steward of the decision-making history of the organization and as being ever mindful of the duties and requirements of public service.
- Is perceived by the Executive Director as supporting and adding value to their work.
- Is perceived by a majority of parents and other community members as being accessible, fair, constructive, and representative of the interests of the broader school community.



Board Member Attendance Policy

Purpose

This policy was developed with the recognition that Board membership is voluntary and that individual members contribute their time and energy in different ways. However, because Board meetings are the only forum during which the Board can discuss and vote on major organizational policies and decisions, attendance at these meetings carries a special importance. All Board members will receive a copy of this policy to ensure that everyone is properly informed about the expectations for Board attendance.

Definitions

Notified Absence: For an absence to be a “notified” absence, a Board member must notify the person running the meeting (usually the Chair or Vice-Chair) by 12:00 pm the day of the meeting that he/she will be absent. *Un-notified Absence:* For an absence to be an “un-notified” absence, a Board member failed to notify the person running the meeting (usually the Chair or Vice-Chair) by 12:00 pm the day of the meeting that he/she will be absent.

Board Attendance Problem

If any of the following conditions exist, it is considered a Board attendance problem:

1. The member has two “un-notified” absences in a row.
2. The member has two “notified” absences in a row.
3. The member misses one quarter of the total number of Board meetings during one of their term years.

Remote Participation

Board members are allowed to attend and participate remotely with prior permission of the Chair. Remote participation requires proper notification of their location on agendas in compliance with the Brown Act.

Process for Responding to a Board Attendance Problem

The Board Secretary will keep track of Board member attendance through the Board meeting minutes and will provide this information to the Chair. The Chair will directly contact a Board member who is at risk of potentially violating the policy to issue both a verbal and written warning as well as discuss the problem. If a Board member does violate the policy, the Chair will bring this to the attention of the Board for discussion, after which point a majority vote will be held to determine possible termination from the Board.

Coversheet

Finance Update

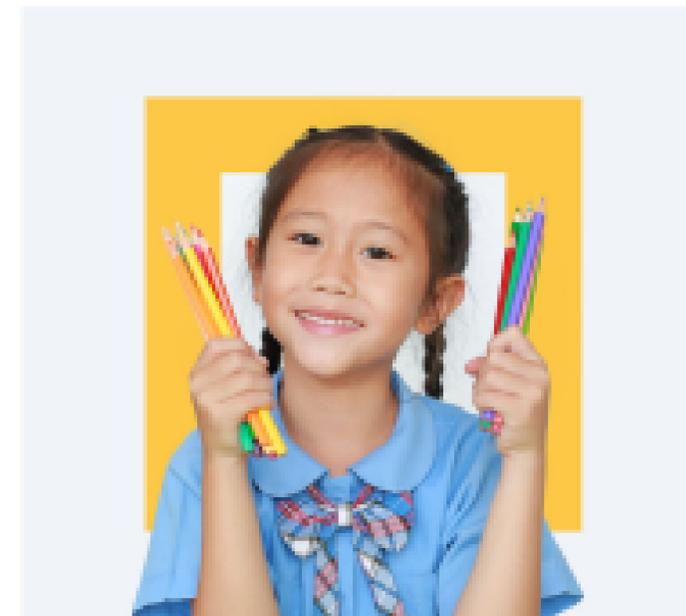
Section: IV. Finance
Item: A. Finance Update
Purpose: Discuss
Submitted by:
Related Material: Mission Prep financial board report summary Feb 2026.pptx



Monthly Financial Board Report

Prepared for: Mission Prep

Prepared by School's CSMC SBM - Miles Denniston



Importance of Average Daily Attendance

Average Daily Attendance (ADA)

Nearly all of Mission Prep's revenue is based on what is called Average Daily Attendance (ADA). So if Mission Prep has 493 students enrolled, but if on average only 460 are in school on the average school day, Mission Prep only gets paid for the 460, not the 493.

This is the case for all districts and charter schools in the state. The state believes that if a student is not in school, they are not learning, and so it wants to make sure the school does everything it can to get kids in school.

Mission Prep will get about \$23,000 per each ADA. So when a child does not come to school for one day, that means we don't get that funding for that student's day – which works out to about \$160 that the school will not get for that one child's one day of absence! All of these absences add up to a lot of money – **over \$700,000 for Mission Prep just this year!**

Multi-Year Projections

Mission Preparatory FY25-26 Budget

CATEGORY	25-26	26-27	27-28	28-29
TOTAL ENROLLMENT	493	493	493	493
AVERAGE DAILY ATTENDANCE	461.9	461.9	461.9	461.9
REVENUE				
State LCFF Revenue	6,134,094	\$ 6,325,008	\$ 6,541,153	\$ 6,757,823
Federal Revenue	635,377	\$ 658,573	\$ 678,462	\$ 698,952
Other State Revenue	2,938,597	\$ 2,416,636	\$ 2,332,725	\$ 2,394,717
Local Revenue	1,002,111	\$ 1,038,696	\$ 1,070,064	\$ 1,102,380
TOTAL REVENUE	10,710,180	\$ 10,438,913	\$ 10,622,404	\$ 10,953,872
EXPENSES				
Certificated Salaries	3,101,889	\$ 3,148,417	\$ 3,195,643	\$ 3,243,578
Classified Salaries	2,440,161	\$ 2,476,763	\$ 2,476,335	\$ 2,513,480
Benefits	1,295,364	\$ 1,314,794	\$ 1,341,090	\$ 1,381,323
TOTAL PERSONNEL EXPENSES	6,837,413	\$ 6,939,974	\$ 7,013,068	\$ 7,138,380
Books and Supplies	1,010,017	\$ 1,043,638	\$ 1,071,817	\$ 1,100,756
Services and Other Operating Expenses	2,790,847	\$ 2,883,616	\$ 2,961,927	\$ 3,042,300
Capital Outlay	17,462	\$ 18,043	\$ 18,531	\$ 19,031
Other Outgoing	1,009	\$ 1,043	\$ 1,071	\$ 1,100
TOTAL OTHER EXPENSES	3,819,336	\$ 3,946,340	\$ 4,053,345	\$ 4,163,186
TOTAL EXPENSES	10,656,749	\$ 10,886,315	\$ 11,066,413	\$ 11,301,567
SUMMARY				
SURPLUS\ (DEFICIT)	53,431	(447,402)	(444,009)	(347,695)
<i>% of Expenses</i>	<i>0.5%</i>	<i>-4.1%</i>	<i>-4.0%</i>	<i>-3.1%</i>
BEGINNING FUND BALANCE	\$ 2,419,094	\$ 2,478,579	\$ 2,031,177	\$ 1,587,168
ENDING BALANCE	\$ 2,472,525	\$ 2,031,177	\$ 1,587,168	\$ 1,239,473
<i>% of Expenses</i>	<i>23.2%</i>	<i>18.7%</i>	<i>14.3%</i>	<i>11.0%</i>

Many of the revenues we receive arrive significantly after we have to spend money to run our school. For instance, we run nearly a full month of school in August, but get very little revenue from state and federal sources that entire month. Another example is federal revenue, which acts as a very late reimbursement of expenses we have months before.



Coversheet

LCAP Mid Year

Section: IV. Finance
Item: B. LCAP Mid Year
Purpose: Discuss
Submitted by:
Related Material: Mission Preparatory LCAP Mid-Year Update 2025-26 (1).pptx



MISSION
PREPARATORY
SCHOOL
Mid-Year

Update

Board
Presentation
February 12, 2026



Agenda

- Overview of Requirements
- Updated Budget Overview for Parents
- LCAP Goals
 - Implementation and Expenditure Status
 - Progress towards meeting goal



Local Control Accountability Plan (LCAP)

What is it?

A comprehensive state plan required of districts and charter schools that details key goals, actions, and budgeted expenditures.

Focus Area

How additional funds are being used to benefit higher need student groups
(Low Income, English Learner, and Foster Youth)

Updated Budget Overview for Parents

Budget Overview for Parents

Budget Item	Original Forecast 25-26	Current Forecast 25-26 Budget as of 10/31/25
Total LCFF funds	\$ 5,933,216	\$ 6,134,094
LCFF supplemental and concentration grants	\$ 957,947	\$ 1,030,609
All other state funds	\$ 2,361,193	\$ 2,888,597
All local funds	\$ 671,570	\$ 1,002,111
All federal funds	\$ 716,562	\$ 641,432
Total projected revenue	\$ 9,682,541	\$ 10,666,234
Total budgeted general fund expenditures	\$9,678,245	\$ 10,656,749

LCAP Goals: Progress and Implementation



Goal 1

Enable high academic achievement for all students to ensure high school preparation.

Action #	Action Title (* increased service for high need students)	Status	Budgeted Amount	Expenditures as of 10/31/25
1.1	Curriculum *	Fully Implemented	\$45,000	\$29,343
1.2	Differentiated Academic Support *	Fully Implemented	\$380,446	\$475,019
1.3	Instructional Strategies	Fully Implemented	\$865,000	\$445,019
1.4	Formative and Summative Assessments *	Fully Implemented	\$50,000	\$61,320
1.5	Learning Platforms *	Fully Implemented	\$75,000	\$7,394



Goal 1

Enable high academic achievement for all students to ensure high school preparation.

Action #	Action Title (* increased service for high need students)	Status	Budgeted Amount	Expenditures as of 10/31/25
1.6	Teacher Professional Development, Training, and Coaching *	Fully Implemented	\$165,000	\$115,421
1.7	ELD Support *	Partially Implemented	\$5,000	\$35,958
1.8	Support for Students with Exceptional Needs	Fully Implemented	\$607,528	\$726,539
1.9	Summer and Afterschool	Fully Implemented	\$350,000	\$253,521
1.10	Broad Course of Study	Fully Implemented	\$140,000	\$108,758

Available Goal 1 Outcomes

Metric	Baseline	Year 2 Outcome	Year 3 Target	Current Difference from Baseline
% of total teachers and EL teachers fully qualified & properly assigned	2021-22 67.5%	2023-24 31%	82.5%	-36.5%
% of students with access to their own copies of standards-aligned instructional materials	100%	100%	100%	0%
% of students with access to arts instruction	100%	100%	100%	0%
EL Reclassification Rate	2023 4%	2024 31%	15%	N/A
Level of Implementation of state-adopted content standards	Full	Full	Full	N/A

Available Goal 1 Outcomes

Metric	Baseline	Year 2 Outcome	Year 3 Target	Current Difference from Baseline
CAASPP ELA % Met/ Exceeded	2022-23 All students: 41% SED: 38% EL: 25% SWD: 9% Hispanic/Latinx: 41% Black/African American: 0%	2024-25 All students: 55% SED: 52% EL: 25% SWD: 15% Hispanic/Latinx: 52% Black/ African American: 57% Homeless: 45%	+15	All students: +14 SED: +14 EL: Maintained SWD: +6 Hispanic/Latinx: +11 Black/African American: +57
CAASPP Math % Met/ Exceeded	2022-23 All students: 28% SED: 23% EL: 15% SWD: 12% Hispanic/Latinx: 25% Black or African American: 0%	2024-25 All students: 39% SED: 35% EL: 18% SWD: 19% Hispanic/Latinx: 36% Black or African American: 14% Homeless: 35%	+15	All students: +11 SED: +12 EL: +3 SWD: +7 Hispanic/Latinx: +11 Black or African American: +14

Available Goal 1 Outcomes

Metric	Baseline	Year 2 Outcome	Year 3 Target	Current Difference from Baseline
CA Science Test (CAST) % Met/Exceeded	2022-23 All students: 19% SED: 14% EL: 0% SWD: 0% Hispanic/Latinx: 15%	2024-25 All students: 30% SED: 27% EL: 5% SWD: 15% Hispanic/Latinx: 30%	100%	All students: +11 SED: +13 EL: +5 SWD: +15 Hispanic/Latinx: +15
% of English learners making progress	2022-23 37%	2024-25 53%	55%	+16



Goal 2

We will foster a positive school culture and strong student engagement that will foster the development of self-directed learners that are able to advocate for themselves and their communities.

Action #	Action Title (* increased service for high need students)	Status	Budgeted Amount	Expenditures as of 10/31/25
2.1	School Community	Fully Implemented	\$750,000	\$576,944
2.2	Attendance *	Fully Implemented	\$36,960	\$500
2.3	High School Preparedness	Fully Implemented	\$40,740	\$31,323
2.4	Social-emotional learning & emotional well-being *	Fully Implemented	\$30,000	\$71,659
2.5	Student Behavior Supports *	Fully Implemented	\$101,926	\$105,636
2.6	Support with Wraparound Services *	Fully Implemented	\$4,800	\$48,494
2.7	Health & Safety Team	Fully Implemented	\$412,838	\$342,578

Available Goal 2 Outcomes

Metric	Baseline	Year 2 Outcome	Year 3 Target	Current Difference from Baseline
Chronic Absence Rate	2022-23 19%	2024-25 21%	<7%	+2
Attendance Rate	2023-24 94.38%	94.12% as of P1	95%	Maintained
Suspension Rate Expulsion Rate	2022-23 0% 0%	2024-25 3.6% 0%	0%	+3.6
Middle School Dropout Rate	2022-23 1%	2023-24 0%	0%	-1
Facilities Condition	2022 Good	2025 Poor	Good	Declined



Goal 3

We will maintain strong communication and substantive collaboration with families and the community.

Action #	Action Title (* increased service for high need students)	Status	Budgeted Amount	Expenditures as of 10/31/25
3.1	Family Engagement *	Fully Implemented	\$152,741	\$82,730
3.2	Communication *	Fully Implemented	\$67,741	\$9,131
3.3	Data-Based Parent-Teacher Conferences	Fully Implemented	\$10,000	\$3,330

Available Goal 3 Outcomes

Metric	Baseline	Year 1 Outcome	Year 3 Target	Current Difference from Baseline
% of parents attending conferences	2023-24 93%	2024-25 94%	100%	+1
# of parents on our board	2023-24 4	2024-25 3	2	-1
% of families responding to family survey	2023-24 85%	2024-25 45%	90%	-40

Thank you for working together to review our progress towards meeting our LCAP goals!



Coversheet

Approve Minutes

Section: VI. Consent Calendar
Item: A. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for General Meeting on January 22, 2026

APPROVED



Mission Preparatory

Minutes

General Meeting

All meetings are in-person.

Date and Time

Thursday January 22, 2026 at 4:30 PM

Location

2501 Bryant St
San Francisco, CA 94110

Directors Present

C. Craig-Chardon, D. Goldberg (remote), D. Monte, J. Garcia, N. Driver, S. Cronin (remote)

Directors Absent

None

Guests Present

C. Jerez, J. Herrera

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. Garcia called a meeting of the board of directors of Mission Preparatory to order on Thursday Jan 22, 2026 at 4:37 PM.

II. Finance

A. Finance Update

Moved to next board meeting.

III. Consent Calendar

A. Approve Minutes

D. Goldberg made a motion to approve the minutes from Board Meeting on 12-11-25.

D. Monte seconded the motion.

The board **VOTED** to approve the motion.

B. School Accountability Report Card (SARC) 2024-25

School building has some minor issues that need to be addressed by the district, including leaky faucets and ceiling tiles in need of repair. The school is also using attendance recovery strategies like Saturday school to address absenteeism that stems from the political climate. Mission Prep is making progress with CAASP scores, however there is a noticeable gap between achievement in math and science between boys and girls, with girls needing more supports in these areas. There is also a drop in parent involvement in student led conferences and events so MP is working on that.

N. Driver made a motion to Approve SARC report.

C. Craig-Chardon seconded the motion.

The board **VOTED** to approve the motion.

C. Finance

Audit discrepancy with food and nutrition program. Mission Prep has gone back to families who did not fill out the federal form for free and reduced lunch. The number of families who qualify impacts how much funding MP receives, as well as community services that families qualify for. Everything else is in order in the finance report.

N. Driver made a motion to Approve the 2024-25 audit.

D. Monte seconded the motion.

The board **VOTED** to approve the motion.

D. Approve SY26-27 Calendar

Vote moved to February 12th meeting because more community input needed for Veteran's Day holiday.

E. Approve Pay Scale for SY 26-27

2.5% salary increase for staff without addition of Cost of Living Adjustment (COLA) increase for 2026-27.

IV. Closed Session

A. B. Governance

Review of new potential board members.

V. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:39 PM.

Respectfully Submitted,
C. Craig-Chardon

Coversheet

Approve School Calendar SY26-27

Section: VI. Consent Calendar
Item: B. Approve School Calendar SY26-27
Purpose: Vote
Submitted by:
Related Material: Draft SY 26-27 Mission Prep Calendar - Calendar 26-27.pdf



THE MISSION PREPARATORY SCHOOL

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DRAFT 02/2026

DRAFT 02/2026

2026-27 School Year Calendar

2026

July

Sun	M	Tu	W	Th	F	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

0 Instructional Days

August

Sun	M	Tu	W	Th	F	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

16 Instructional Days

September

Sun	M	Tu	W	Th	F	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

21 Instructional Days

October

Sun	M	Tu	W	Th	F	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

20 Instructional Days

November

Sun	M	Tu	W	Th	F	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

15 Instructional Days

December

Sun	M	Tu	W	Th	F	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14 Instructional Days

2027

January

Sun	M	Tu	W	Th	F	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

18 Instructional Days

February

Sun	M	Tu	W	Th	F	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

18 Instructional Days

March

Sun	M	Tu	W	Th	F	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

20 Instructional Days

April

Sun	M	Tu	W	Th	F	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

20 Instructional Days

May

Sun	M	Tu	W	Th	F	Sat
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

19 Instructional Days

June

Sun	M	Tu	W	Th	F	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9 Instructional Days

SEMESTER 1	
DATE	EVENT
Jul 4	Independence Day
Jul 13-Jul 24	Administrative Office Open (Mon-Thurs 8am-4pm)
Jul 27-Aug 7	Staff Professional Development / No School
Jul 31	Staff Retreat / Administrative Office Closed
Aug 6	Family Orientation
Aug 10	First Day of School: TK, K, 1st & 6th Grade (1:30pm Dismissal)
Aug 11	First Day of School: All Students (1:30pm Dismissal)
Aug 17	First Day of Extended Day Programming
Sep 4	Professional Development (1:30pm Dismissal)
Sep 7	Labor Day / No School
Sep 10	Back to School Night (No afterschool programming)
Oct 2	Latinx Heritage Month Celebration
Oct 8	End of 1st Quarter
Oct 9	Wellness Break / No School
Oct 12	Dia de la Raza, Indigenous Peoples' Day / No School
Oct 17	STEAM Community Day
Oct 21-23	Student Led Conferences (1:30pm Dismissal)
Oct 30	Character Day
Nov 2	Day of the Dead Student Celebration
Nov 11	Veterans Day / No School
Nov 19	Gratitude Lunch
Nov 20	Professional Development (1:30pm Dismissal)
Nov 23-27	Fall Break / No School
Dec 11	Middle School Dance (6th-8th Grade)
Dec 16	Winter Showcase for Parents
Dec 18	Room of Joy & Kindness & Student Winter Celebration
Dec 18	Professional Development (1:30pm Dismissal)
Dec 21-Jan 1	Winter Vacation / No School
Jan 4	Professional Development / No School
Jan 5	First Day of Spring Instruction (All Students)
Jan 8	End of 2nd Quarter

SEMESTER 2		
KEY	DATE	EVENT
	Jan 18	Martin Luther King, Jr. Day / No School
	Jan 20-22	Student Led Conferences (1:30pm Dismissal)
	Feb 12	Wellness Break / No School
	Feb 15	Presidents' Day / No School
	Feb 26	Black History Month Celebration
	Mar 13	Literacy Community Day
	Mar 19	End of 3rd Quarter
	Mar 26	Professional Development (1:30pm Dismissal)
	Mar 29-Apr 2	Spring Vacation, Cesar Chavez Day / No School
	Apr 14-16	Student Led Conferences (1:30pm Dismissal)
	Apr 16	Career Day
	May 7	Spring Showcase for Parents
	May 10-21	State Testing Window (Attendance required)
	May 27	AAPI History Month Celebration
	May 28	Wellness Break / No School
	May 31	Memorial Day / No School
	Jun 4	8th Grade Graduation
	Jun 8	TK, Kindergarten, and 5th Grade Graduation
	Jun 10	1:30pm Dismissal
	Jun 11	Last Day for Students (1:30pm Dismissal)
	Jun 11	End of 4th Quarter
	Jun 14-16	Administrative Office Open
	Jun 17	District Office Closed for Summer Vacation

190 Instructional Days / 54 Professional Development Days

- First/Last Days for Students & End of Grading Period
- Conferences & Community Days
- 1:30pm Dismissal
- In School Events & Graduations
- Vacation / Holidays (School Closed)
- Professional Development (School Closed)





Coversheet

SY26-27 Approve Salary Scale

Section: VI. Consent Calendar
Item: C. SY26-27 Approve Salary Scale
Purpose: Vote
Submitted by:
Related Material: DRAFT 2026-27 Salary Schedule - Draft Salary 26-27 ONLY.pdf



THE MISSION PREPARATORY SCHOOL

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Salary Schedule: Operational Year 16

Years of Previous Full Time Comparable Experience	Row 1: Hourly Part-Time Employees (Extended Learning)	Row 2: Hourly Full-Time Employees (Teaching Assistants and Operations Non-Exempt)	Row 3: Credential Programming in Process & ER Credential (Non-credential)	Row 4: Credentialed Salary (Teacher & Ed Specialist)	Row 5: Operations Coordinators & Managers (Non-Certificated)	Row 6: Coordinators, Counselors, Deans	Row 7: Director Salary
0 (1st year in role)	\$26.78	\$28.84	\$68,556.80	\$78,101.88	\$79,382.63	\$83,520.64	\$106,977.00
1 (2nd year in role)	\$27.45	\$29.56	\$70,613.50	\$78,882.90	\$80,176.45	\$84,773.45	\$110,186.31
2 (3rd year in role)	\$28.14	\$30.30	\$72,731.91	\$79,671.73	\$80,978.22	\$86,045.05	\$111,839.11
3 (4th year in role)	\$28.84	\$31.06	\$74,913.87	\$80,468.45	\$81,788.00	\$87,335.73	\$113,516.69
4 (5th year in role)	\$29.56	\$31.83	\$75,663.01	\$81,273.13	\$82,605.88	\$88,645.76	\$115,219.44
5 (6th year in role)	\$30.30	\$32.63	\$76,419.64	\$82,085.86	\$83,431.94	\$89,975.45	\$116,947.73
6	\$31.06	\$33.45	\$77,183.83	\$82,906.72	\$84,266.26	\$91,325.08	\$118,701.95
7	\$31.83	\$34.28	\$77,955.67	\$83,735.79	\$85,108.92	\$92,694.96	\$120,482.48
8	\$32.63	\$35.14	\$78,735.23	\$84,573.15	\$85,960.01	\$94,085.38	\$122,289.72
9	\$33.44	\$36.02	\$79,522.58	\$85,418.88	\$86,819.61	\$95,496.66	\$124,124.06
10	\$34.28	\$36.92	\$80,317.80	\$86,273.07	\$87,687.80	\$96,929.11	\$125,985.92
11	\$35.14	\$37.84	\$81,120.98	\$87,135.80	\$88,564.68	\$98,383.05	\$127,875.71
12	\$36.02	\$38.79	\$81,932.19	\$88,007.16	\$89,450.33	\$99,858.79	\$129,793.85
13	\$36.92	\$39.76	\$82,751.51	\$88,887.23	\$90,344.83	\$101,356.68	\$131,740.76
14	\$37.84	\$40.75	\$83,579.03	\$89,776.10	\$91,248.28	\$102,877.03	\$133,716.87
15	\$38.79	\$41.77		\$90,673.86	\$92,160.76	\$104,420.18	\$135,722.62
16	\$39.76	\$42.81		\$91,580.60	\$93,082.37	\$105,986.49	\$137,758.46
17	\$40.75	\$43.88		\$92,496.41	\$94,013.19	\$107,576.28	\$139,824.84
18	\$41.77	\$44.98		\$93,421.37	\$94,953.33	\$109,189.93	\$141,922.21
19	\$42.81	\$46.11		\$94,355.58	\$95,902.86	\$110,827.78	\$144,051.04
20	\$43.88	\$47.26		\$95,299.14	\$96,861.89	\$112,490.19	\$146,211.81
21	\$44.98	\$48.44		\$96,252.13	\$97,830.51	\$114,177.55	\$148,404.98
22	\$46.10	\$49.65		\$97,214.65	\$98,808.81	\$115,890.21	\$150,631.06
23	\$47.26	\$50.89		\$98,186.80	\$99,796.90	\$117,628.56	\$152,890.53
24	\$48.44	\$52.16		\$99,168.67	\$100,794.87	\$119,392.99	\$155,183.88
25	\$49.65	\$53.47		\$100,160.35	\$101,802.82	\$121,183.88	\$157,511.64
26	\$50.89	\$54.80		\$101,161.96	\$102,820.85	\$123,001.64	\$159,874.32
27	\$52.16	\$56.17		\$102,173.58	\$103,849.06	\$124,846.67	\$162,272.43
28	\$53.47	\$57.58		\$103,195.31	\$104,887.55	\$126,719.37	\$164,706.52
29	\$54.80	\$59.02		\$104,227.26	\$105,936.42	\$128,620.16	\$167,177.12
30	\$56.17	\$60.49		\$105,269.54	\$106,995.79	\$130,549.46	\$169,684.77
31	\$57.58	\$62.01		\$106,322.23	\$108,065.74	\$132,507.70	\$172,230.04
32	\$59.02	\$63.56		\$107,385.45	\$109,146.40	\$134,495.32	\$174,813.49
33	\$60.49	\$65.15		\$108,459.31	\$110,237.86	\$136,512.75	\$177,435.70
34	\$62.00	\$66.77		\$109,543.90	\$111,340.24	\$138,560.44	\$180,097.23
35	\$63.55	\$68.44		\$110,639.34	\$112,453.65	\$140,638.85	\$182,798.69
36	\$65.14	\$70.15		\$111,745.73	\$113,578.18	\$142,748.43	\$185,540.67
37	\$66.77	\$71.91		\$112,863.19	\$114,713.96	\$144,889.65	\$188,323.78
38	\$68.44	\$73.71		\$113,991.82	\$115,861.10	\$147,063.00	\$191,148.64
39	\$70.15	\$75.55		\$115,131.74	\$117,019.71	\$149,268.94	\$194,015.87
40	\$71.91	\$77.44		\$116,283.06	\$118,196.99	\$151,509.98	\$196,926.11

Other Salary Considerations: For FT Employees	
Add-Ons, Stipends, & Bonuses	
Spanish Bilingual Add-On (Requires Passing Test)	\$1,000
Masters Degree Add-On	\$2,000
PhD/ EdD Degree Add-On	\$3,000
Hard to Staff (Math, Science, SPED)	\$1,000
Admin Credential Stipend	\$5,000
SPED Credential Stipend	\$5,000
National Board Certification - each year	\$2,500
Athletic Director (communication, scheduling)	\$2,000
Athletic Support (coaching)	\$500
Teacher Retention Bonus	\$500/year
Milestones	
Milestone: Year 3 @ MP	\$3,000
Milestone: Year 5 @ MP	\$5,000
Milestone: Year 10 @ MP	\$5,000
Signing Bonus Eligibility at Discretion of Executive Director	up to \$1,000
Credentialing and Ongoing Learning Stipends	
Reach U* (for up to 2 years- requires acceptance to program and ED Approval)	\$8,500.00
MP will provide a yearly credentialing or admin support stipend for approved programs (outside of d Reach) up to 2 years with Executive Director Approval/ Available funding	\$2,500.00
*Paid to Partner on Employee's behalf	
Moving Stipends - Paid at 90 days of employment	
From within Bay Area	\$1,000
From outside of Bay Area (in California)	\$1,500
From out of State/Country	\$2,000

Benefits & Retirement	
Health & Wellness Benefits	
For Employee Medical - Comprehensive coverage covered by the employer	Up to 90%
Dependent Medical Coverage - Employer contribution toward dependent medical premiums	up to 20%
For Employee Dental Insurance - Quality coverage to support preventive and ongoing oral health care	Paid By MP
For Employee Vision - coverage to support routine eye care and vision needs	Paid By MP
For Employee Employer-Paid Life Insurance	Up to 25,000
For Employee Flexible Spending Accounts Fee (FSA & Dependent Care) - to help manage eligible expenses using pre-tax dollars	\$12 P/E P/M
For Employee Commuter - Pre-tax commuter benefits to support parking, transit, and transportation costs	\$6 P/E P/M
For Employee Paid Time Off & Sick Leave - Generous paid time off and sick leave to support rest, recovery, and work-life balance	See Handbook
For Employee CalSTRS Retirement (Eligible Employees only) - Employer contribution to CalSTRS for qualifying members	Rate 19.1%
For Employee 403(b) Retirement Match (Eligible Full-Time Employees non CalSTRS) - Employer match to support long-term financial wellness and retirement planning	3%

Notes:

What counts as a year of teaching?

Charter, Independent School, or District Schools
Instructional Coach at school
Overseas (if Classroom Teacher & validated)
Preschool (4 & up - TK equiv.)
Private School (if Lead Teacher)
Other Academic Programming (adult ed, continuation school, etc. if Lead Teacher)

What doesn't count as a year of teaching

Substitute or long-term substitute experience
Instructional assistant, classroom aide, or after school educator experience
Teacher resident or student teaching experience
Daycare, homeschooling, or independent study experience
Pre-school teaching experience ages 3 & under
College teaching assistant experience
School or district roles not related to instructional leadership

What counts as relevant experience for Director?

Charter, Independent School Dean, VP, AP, Principal, Executive Director, Director
District Schools Assistant Principal, Principal, Director