



Mission Preparatory

General Meeting

All meetings are in-person.

Published on March 2, 2026 at 2:59 PM PST

Date and Time

Thursday March 5, 2026 at 4:30 PM PST

Location

The Mission Preparatory School Annex
2501 Bryant St San Francisco, CA 94110

Board Member Remote:

233 Hobbs Ave
Vallejo CA 94589

350 Camino Pablo
Orinda, CA 94563

Agenda

| | Purpose | Presenter | Time |
|-----------------------------|---------|-------------------------|----------------|
| I. Opening Items | | | 4:30 PM |
| A. Record Attendance | | Christina Craig-Chardon | 2 m |

Purpose Presenter Time

- **Quorum Requirement:** A majority of the legislative body must be physically present at a designated, noticed location.
- **Remote Participation Limits (Effective Jan 1, 2026):** Under SB 707, members may only attend remotely twice per year (if meeting monthly or less), five times (twice per month), or seven times (three+ times per month).
- **"Just Cause" & Emergency Rules:** Members may attend remotely without posting their location for specific, limited reasons, such as illness, caregiving needs, or emergencies.
- **Public Access:** If a member attends remotely, the public must be able to access the meeting via a two-way audio-visual platform or two-way telephonic service.
- **Voting:** All votes, particularly when members are participating remotely, must be taken by roll call.

B. Call the Meeting to Order Jesus Garcia 1 m

Board chair or presiding member calls a meeting to order by publicly announcing the start time, confirming a quorum is present, and ensuring the meeting is held in a properly noticed, accessible location. The meeting must follow the posted agenda, allowing public comment on items before or during consideration.

II. Open Public Comment 4:33 PM

1 min per speaker

A. Community Norms & Engagement of Public Comments FYI Jesus Garcia 3 m

All stakeholders are able to publicly speak or submit in writing to the board any comments 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 inquiries nor public comments during this period of time.

REMOVAL OF AN INDIVIDUAL FOR INTERRUPTION. 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.

| | Purpose | Presenter | Time |
|---|-----------------|-------------------------|----------------|
| III. Finance | | | 4:36 PM |
| A. Finance Updates | Discuss | Miles Denniston | 15 m |
| Finance Update | | | |
| Review 2nd Interim for Board Approval | | | |
| IV. Consent Calendar | | | 4:51 PM |
| A. Approve Minutes | Approve Minutes | Christina Craig-Chardon | 3 m |
| Approve minutes for General Meeting on February 12, 2026 | | | |
| B. MPS 2nd Interim | Vote | Miles Denniston | 5 m |
| V. Board Resolutions | | | 4:59 PM |
| Discuss & Vote | | | |
| A. Board Resolutions - Updates | Vote | Cynthia Jerez | 10 m |
| B. Resolution on Reimbursement | Vote | David Monte | 5 m |
| VI. Closed Session | | | 5:14 PM |
| A. Evaluation | Discuss | Jesus Garcia | 20 m |
| CLOSED SESSION | | | |
| 1. Public Employee Performance Evaluation (Gov. Code § 54957) | | | |
| Title: Executive Director | | | |
| 2. Conference with Labor Negotiators (Gov. Code § 54957.6) | | | |
| Agency Negotiator: [Jesus Garcia /Chair] | | | |
| Unrepresented Employee: Executive Director | | | |
| B. CLOSED SESSION | FYI | Share Maldonado | 8 m |
| Public Employee Discipline/Dismissal/Release (Government Code § 54957) | | | |
| VII. Executive Director Compensation and Employment Agreement | | | 5:42 PM |

| | Purpose | Presenter | Time |
|--|---------|-------------|------|
| A. Board Review of Compensation Comparability Study in Open Session | Vote | Nick Driver | 5 m |

Prior to the Board taking action to approve the new employment agreement, the Board must first exercise due diligence by reviewing & adopting the compensation practices of comparable non-profit schools and charter schools in open session

VIII. Board Review and Vote of Agreement 5:47 PM

| | | | |
|--|------|--------------|------|
| A. Board Review and Vote of Agreement | Vote | Jesus Garcia | 10 m |
|--|------|--------------|------|

Once the Board has completed its discussion of any confidential aspects of employment in closed session, and after it has reviewed and adopted the Compensation Comparability Study in open session, the Board may move onto the review and approval of the Employment Agreement. Again, this must occur in open session of a regular Board meeting. Prior to approval, the Board may discuss any technical aspects of the agreement, such as the terms, pay, form of employment, etc.

The Brown Act was recently amended to require that immediately prior to the Board's approval of an executive's employment agreement, the Board must orally report out to the public the exact compensation to be paid to the executive. As such, before the Board votes on the Employment Agreement, the Board must announce in open session the amounts of total compensation to be paid, including any base pay, benefits, retirement, stipends, vacation pay, life insurance, etc. After all aspects of compensation are read out into open session, the Board may vote to approve the Agreement.

IX. Closing Items 5:57 PM

| | | | |
|---------------------------|------|--|--|
| A. Adjourn Meeting | Vote | | |
|---------------------------|------|--|--|

Coversheet

Finance Updates

Section: III. Finance
Item: A. Finance Updates
Purpose: Discuss
Submitted by:
Related Material: Mission Prep FY25-26 2nd Interim Alt Form.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

Mission Prep FY25-26 2nd Interim Alt Form.xlsx

Coversheet

Approve Minutes

Section: IV. Consent Calendar
Item: A. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for General Meeting on February 12, 2026

APPROVED



Mission Preparatory

Minutes

General Meeting

All meetings are in-person.

Date and Time

Thursday February 12, 2026 at 4:30 PM

Location

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

Prudential Center- 700 Boylston St - Boston, MA 02116

Directors Present

C. Craig-Chardon, D. Monte (remote), E. Arroliga, J. Garcia, N. Driver

Directors Absent

D. Goldberg, J. Pacheco, S. Cronin

Guests Present

C. Jerez (remote), J. Herrera, M. Denniston (remote)

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 Feb 12, 2026 at 4:41 PM.

II. New Board Member Appointment

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

New candidates Jorge Pacheco and Ericka Arroliga. Jorge is a Mission Prep parent and San Francisco firefighter. Ericka is also a Mission Prep parent and physician. The board has accepted their candidacies.

J. Garcia made a motion to Approve the new board candidates.

C. Craig-Chardon seconded the motion.

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

III. Finance

A. Finance Update

Importance of Average Daily Attendance (ADA) for student progression and for funding Mission Prep (\$160 per student per day). Student absences this school year alone means MP will have \$700,000 less funding for services. MP will have slightly less revenue next year due to a one-time grant ending, but is expected to end this school year with a small surplus.

B. LCAP Mid Year

Local Control Accountability Plan (LCAP) is created by the community to decide on additional supports for socioeconomically disadvantaged students, English Language Learners, and foster youth. Major program goals for MP include curriculum, academic support, learning platforms like Zearn and Lexia, instructional strategies, teacher professional development, ELD support, before and after school care, tri-annual support for students with exceptional needs, etc.

IV. Executive Director Updates

A. Update for SY25-26 Winter 2

Socioeconomically disadvantaged and English learners are improving in math and reading. Lottery for new enrollments and continuing enrollment is looking very good. MP will be hosting Kindness Day, Black History Month events, a science fair for 4-8th grades, and a March Literacy Day.

V. Consent Calendar

A. Approve Minutes

N. Driver made a motion to approve the minutes from General Meeting on 01-22-26.

J. Garcia seconded the motion.

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

B. Approve School Calendar SY26-27

N. Driver made a motion to Approve school calendar.

J. Garcia seconded the motion.

Unable to create long Veteran's Day weekend due to unavailability of after school care partners.

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

C. SY26-27 Approve Salary Scale

N. Driver made a motion to Approve salary scale.

J. Garcia seconded the motion.

There will be a Cost of Living Adjustment (COLA) and milestone year bonuses added to staff and teacher salaries.

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

D. SY25-26 Board Calendar

N. Driver made a motion to Approve the board calendar.

J. Garcia seconded the motion.

Change next board meeting to March 5th.

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

VI. 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 5:37 PM.

Respectfully Submitted,

J. Garcia

Coversheet

MPS 2nd Interim

Section: IV. Consent Calendar
Item: B. MPS 2nd Interim
Purpose: Vote
Submitted by:
Related Material: Mission Prep FY25-26 2nd Interim Alt Form.xlsx

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Coversheet

Board Review of Compensation Comparability Study in Open Session

Section: VII. Executive Director Compensation and Employment Agreement
Item: A. Board Review of Compensation Comparability Study in Open Session
Purpose: Vote
Submitted by:
Related Material: Mission Preparatory Executive Compensation Study 2026.pdf



Compensation Report

Prepared 02/27/2026

Organization: Mission Preparatory

Role: Executive Director

Region: California

Industry: Charter Education

Edgility selected Executive Director/Superintendent/President benchmark roles at Charter schools and Primary/Secondary schools in California. Annual salary, total cash compensation (TCC), and total compensation (TC) were researched using 990 data, our top industry database (CompAnalyst), and data from recent Edgility compensation studies. All compensation was aged by 4% yearly up to March 1st, 2026, to account for historical growth in compensation and labor markets.

Market Findings

| | Position/Title | 50th Salary | 75th Salary | 50th TCC** | 75th TCC** | 50th TC** | 75th TC** |
|------------------------|--|------------------|------------------|------------------|------------------|------------------|------------------|
| 990s (Sector Analysis) | President CEO Executive Director CEO/Superintendent | \$220,770 | \$231,296 | \$223,409 | \$244,598 | \$247,801 | \$263,380 |
| CompAnalyst | Superintendent of Primary/Secondary Schools | \$202,300 | \$244,050 | \$202,300 | \$244,050 | - | - |
| | Weighted Average | \$211,535 | \$237,673 | \$212,855 | \$244,324 | \$247,801 | \$263,380 |

*Salary.com CompAnalyst parameters: San Francisco, CA | Public Elementary & Secondary Education | FTEs 100 - 200, Revenue \$10M - \$50M.

**TCC (Total Cash Compensation) includes salary and any variable compensation (eg. bonuses, stipends)

**TC (Total Compensation) includes Total Cash Compensation with retirement and other benefits provided.

Recommendation

We typically recommend targeting between the 50th and 75th percentile for executive-level incoming salaries to ensure competitiveness within the marketplace. Financial sustainability should be carefully considered. We also recommend maintaining a consistent target percentile for all staff within the school/ organization. **Based on a survey of the marketplace using the above parameters, we've identified a base salary range of \$159,000 to \$265,000 for this position.** You may elect to adjust this starting salary range up or down based on the potential for Total Cash Compensation at your school/ organization.

New Hire Guidelines

Identifying the Appropriate Offer for a New Staff Member

In general, new staff **fully meeting the requirements** of a vacancy should be brought in at market (at the band mid-point of their band if anchored to P50). Exact placement within the band should be determined by how many of the job qualifications they fulfill upon hire/promotion as follows.

When determining a candidate's appropriate salary level, look at:

- \ Years of experience and credentials on their resume
- \ Proven results achieved (communicated in interviews, references, and on resume)

See the framework below for more information on where a new staff member should fall on their salary band.

| Range Low | Low-Mid | Range Mid | High-Mid | Range High |
|---|--|---|---|--|
| <p>New Hires who demonstrate potential but do not meet the requirements defined in the job description.</p> <p>Will require substantial support. Only hire in this area when the manager has capacity to offer robust coaching & support beyond the norm.</p> | <p>Meets many, but not all requirements of the role, and/or demonstrates experience in some but not all areas of job responsibilities.</p> | <p>Fully meets but does not exceed role qualifications.</p> <p>Has demonstrated proficiency in main role responsibilities</p> | <p>Has demonstrated success in all aspects of job responsibilities.</p> <p>Exceeds some job requirements.</p> | <p>Seasoned with exceptional skill set or knowledge applicable to role. Has exceeded requirements in prior roles.</p> <p>May become bored quickly with limitations of role and seek a promotion within 6-12 months. Limit for when a role is about to expand and grow quickly.</p> |

Making the Offer: Recommended Talking Points

- \ **Convey Excitement!** Express your enthusiasm for the candidate and why you think they would be great for your organization, and why this role would be great for them. Share some of the positive feedback that was shared about them during the process
- \ **Build Credibility.** A lot of organizations try to lowball candidates at the offer stage, so they may be afraid that is your approach. Share your compensation philosophy with them. Tell them that your organization does not lowball because we want candidates to feel good about joining a team that treats its staff fairly from the onset of the relationship. Explain that offers are based on a combination of the market value of their role and the candidate's experience and qualifications
- \ **Make the Offer.** Once you have set the stage, tell them what you are offering for salary.
- \ **Talk About Other Benefits.** Speak to the many other advantages of working at your organization such as the impact of your work, caliber of colleagues, tight relationships among staff, and other positives about the organization.
- \ **Offer to Answer Questions.** They may need time to consider things, but it is always good to open the door for questions.
- \ **Send them Love!** Ask everyone on the interview team to reach out and convey excitement about the possibility of them joining the team.

Challenging Situations & Recommended Approaches

| | Recommended Approach |
|---|--|
| \ New hire is paid way below market | We do not consider a candidate's pay history when determining the correct offer level. We consider the market rate and the candidate's demonstrated level of proficiency, experience, and credentials. Therefore, a candidate should be brought in at a fair market rate regardless of the level of increase that would require. |
| \ New hire is paid way above market coming from the non-profit space | Explain your philosophy highlighting your commitment to fairness and equity. Highlight that compensation is only one factor in overall employee satisfaction and that your organization has other things to offer to compensate for the anticipated pay cut (highlight opportunities for growth, professional development, caliber of program, caliber of team, and any other unique aspects of the opportunity). Explain what it would take for the person's earning potential to increase and how long that might take. Perhaps within a year or two they might be making even more if a promotion is possible on the horizon. |
| \ New hire paid way above market coming from the for-profit space | Explain your philosophy highlighting your commitment to fairness and equity. Highlight that compensation is only one factor in overall employee satisfaction and that your organization has other things to offer (highlight opportunities for growth, professional development, caliber of program, caliber of team, and any other unique aspects of the opportunity). Be sure to highlight things that came out in the interview process as key attractors for the candidate to the opportunity other than compensation. |