AIMS K-12 College Prep Charter District

Governance Committee Meeting

Date and Time

Tuesday June 2, 2026 at 5:00 PM PDT

Location

171 12th Street, Oakland, CA 94607

Members of the public, staff, and faculty may join virtually at:

https://us05web.zoom.us/j/4853268122?pwd=Mk9yUUdzRFdkVzBFMzlQeVVDUFIrUT09
Meeting ID: 485 326 8122
Passcode: rcjFZ5

Click here to Submit Public Comment - https://bit.ly/aimsboardcomment

AIMS is committed to ensuring accessible participation for individuals with disabilities. Disability-related modifications or accommodations needed to take part in this meeting may be requested by contacting **Suzen Chu** at **510-390-1624** at least 24 hours in advance, if possible, so appropriate arrangements can be made.

The meeting agenda will be posted at least 72 hours prior to the scheduled meeting time.

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171 12th Street, Oakland, CA 94607

Members of the public, staff, and faculty may join virtually at:

Join Zoom Meeting
https://us06web.zoom.us/j/87594605508?pwd=7SSXWXx9FN7mP2gIp1YbkkoWRshdkQ.1

One tap mobile
+12532050468,,6614266860#,,,,*071330# US
+12532158782,,6614266860#,,,,*071330# US (Tacoma)

Meeting ID: 661 426 6860
Passcode: 071330
Find your local number: https://us02web.zoom.us/u/kb9RJj161W

Board Remote Locations:

- Kimi Kean 4153 Fruitvale Ave, Oakland 94602
- Tiffany Lascato 1900 Fruitvale Ave, Oakland 94601

AIMS does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Abigail Genova has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in open and public meetings at AIMS. Please notify Abigail Genova (510) 220-1730 at least 24 hours in advance of any disability accommodations being needed in order to participate in the meeting.

Click on the link below to submit Public Comment:
https://docs.google.com/forms/d/e/1FAIpQLScK0rD4rkfpiHrMyGtxnKaPECne4SfCG-5ezqD3xUALg0OTAQ/viewform?usp=sharing

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Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**5:00 PM**
A.	Call the Meeting to Order		Tiffany Lacsado	
B.	Record Attendance		Abigail Genova	1 m
C.	Adoption of Agenda	Vote	Tiffany Lacsado	1 m
D.	Public Comment on Agenda Items	Discuss	Tiffany Lacsado	10 m

Public comment on agenda items is reserved for members of the public to address items on the Board's agenda prior to consideration of each item. The Board of

		Purpose	Presenter	Time

Directors will not respond to or take action on public comment, except to ask clarifying questions or provide direction to staff. **Comments are limited to two (2) minutes per person. Total time allotted for public comment may be limited at the discretion of the Board to facilitate the orderly conduct of the meeting.**

E. Public Comment on Non-Agenda Items — Discuss — Tiffany Lacsado — 10 m

Public comment on non-agenda items is reserved for members of the public to address items on the Board's agenda prior to consideration of each item. The Board of Directors will not respond to or take action on public comment, except to ask clarifying questions or provide direction to staff. **Comments are limited to two (2) minutes per person. Total time allotted for public comment may be limited at the discretion of the Board to facilitate the orderly conduct of the meeting.**

II. Action Items

III. Non-Action Items — 5:22 PM

A. Employee Handbook Updates — Discuss — Abigail Genova — 15 m

Additions:
- Consensual Relationship Policy
- Blackout Dates

B. New Board Member Recommendations — Discuss — Kimi Kean — 15 m

Jones Wu, President, Board of Directors, Shoong Family Cultural Center
https://www.linkedin.com/in/jones-wu-9b0a743b2/

Brandee Stewart, Chief Academic Officer
https://www.linkedin.com/in/brandee-stewart-ed-d-9707b0132/

IV. Closing Items — 5:52 PM

A. Adjourn Meeting — Tiffany Lacsado

B. Accessibility Notice — FYI — Abigail Genova

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Coversheet

Employee Handbook Updates

Section: III. Non-Action Items
Item: A. Employee Handbook Updates
Purpose: Discuss
Submitted by:
Related Material:
Handbook Update.pdf
Black out days .pdf
AIMS Consensual Relationship Policy and Agreement (4939-1347-2912.v1) (1).docx.pdf

AIMS K-12 College Prep Charter District
Board Submission Cover Letter

Submitter Information

Full Name: Abigail Genova
Position/Title: Coordinator of Communications
Department: Communications

Item Details:

Title of Item: Handbook Update
Is this item a: ☑ New Submission ☐ Renewal
If Renewal: Please summarize any changes from the previous submission:

Approvals:

Has this item been reviewed & approved Yes ☑ No ☐

☐ **Superintendent**
☐ **Chief of Business Operations (If budget changes)**
☑ **Director of Compliance (If plan changes)**
☐ **Other**

Signature:

Committee Review:

Has this item been through the appropriate review process? Yes ☑ No ☐
If yes: Please specify which committee(s) and provide minutes or approval documentation:
Legal counsel and Director of Compliance
If no: Please explain why:

Deadline Information:

Is there a submission deadline for this item? Yes ☐ No ☑
If yes: Please indicate the deadline date (MM/DD/YYYY):

Financial Information (if applicable):

Total Cost: $ N/A
Is this expenditure included in the annual budget? Yes ☐ No ☐
Please specify in which plan this expense is indicated:
SPSA ☐ LCAP ☐ Other:

Blackout Days

To support the effective operation of the School and to ensure adequate staffing during critical periods, the School designates certain dates as blackout days. Blackout days are dates on which employees are not permitted to take vacation, personal days, or other discretionary time off, except as otherwise required by applicable law. The School will publish the list of blackout days prior to the start of each school year and **may update the list as needed to meet operational demands or other legitimate business needs**. Employees are responsible for reviewing the blackout days schedule when planning time off. Requests for leave that fall on a blackout day will be denied unless the leave is legally protected or the employee receives advance written approval from the School. Employees who are absent from work on blackout days without advance written approval or legal authorization shall have their absence be unpaid and may also be subject to disciplinary action. Nothing in this policy limits an employee's right to take legally protected leave, including but not limited to leave under state or federal law.

Blackout periods now also include buffer days around holidays to ensure continuity of instruction, staffing coverage, and operational stability.

Blackout days include:

- School opening period first 10 instructional days
- First 4–6 weeks of school (stabilization period)
- 1–2 days before and after all scheduled school holidays and breaks
    - Harvest Break
    - Winter Break
    - Spring Break
    - Federal holiday weekends (when applicable to school closure calendar)
    - Extended school-wide breaks or intersession periods.
- State and local testing windows.
- End of year closeout (final 10–15 instructional days + graduation week)

AMERICAN INDIAN MODEL SCHOOLS

Consensual Relationship Policy

Consensual relationships in the workplace are discouraged. Consensual relationships between supervisors and employees and between employees and parents or adult students are potentially exploitative and must be avoided. They raise serious concerns about the validity of the consent, conflicts of interest, and unfair treatment of others. Moreover, consensual relationships in the workplace can lead to problems with morale, decreased productivity and increased liability. American Indian Model Schools ("AIMS" or the "School") has a strong policy against unlawful harassment, discrimination, and retaliation and is concerned that consensual relationships might potentially violate the policy. AIMS aims to prevent unlawful harassment, discrimination, and retaliation from occurring in the workplace. To help prevent unlawful harassment, discrimination, and retaliation, employees who enter into consensual relationships must notify the administration regarding the relationship, as well as review the unlawful harassment, discrimination, and retaliation policy. Moreover, employees are expected to abide by this policy, behave professionally at work, and not let the relationship affect their work or the workplace.

The following guidelines have been developed to provide AIMS employees with some examples of how consensual relationships in the workplace will be treated:

- Employees involved in consensual relationships in AIMS's workplace are prohibited from evaluating the work performance of others with whom they have a relationship, or from making hiring, salary, or similar decisions which may impact such persons.

- During non-working time, such as lunches, breaks, and before/after work periods, employees are not prohibited from having appropriate personal conversations in non-work areas as long as their conversations and behaviors could in no way be perceived as offensive or uncomfortable to any person in the surrounding area(s).

- Supervisors, managers, executives, or anyone else in sensitive or influential positions must disclose the existence of any relationship with another co-worker that has progressed beyond a platonic friendship. This disclosure will enable the organization to determine whether any conflict of interest exists because of the relative positions of the individuals involved.

- Where problems or potential risks are identified the organization will work with the parties involved to consider options for resolving the conflict. The initial solution will be to make sure that the parties involved no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions, financial transactions, etc. are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage.

- In some cases more extreme measures may be necessary such as transfer to other school sites, positions or departments. Refusal of reasonable alternative positions, if available, will be deemed a voluntary resignation.

- Continued failure to work with the organization to resolve such a situation in a mutually agreeable manner may be ultimately deemed insubordination, and therefore serve as a basis for immediate termination.

- The provisions of this policy apply regardless of the sexual orientation of the parties involved.

- Where doubts exist as to the specific meaning of the terms used above, employees should make judgments on the basis of the overall spirit and intent of this policy.

- Any employee who feels they have been disadvantaged as a result of this policy, or who believes this policy is not being followed, should immediately raise any concerns in this regard to AIMS.

Violations of this policy may result in disciplinary action, up to and including termination from employment.

Consensual and Voluntary Relationship Agreement

American Indian Model Schools (the "School") is committed to maintaining a work environment free from harassment, discrimination, retaliation, conflicts of interest, exploitation and favoritism. Accordingly, the parties referenced herein agree as follows:

1. **School Policy:** It is against School policy to use a position of authority to induce another person to enter into a nonconsensual relationship. Indeed, even consensual relationships in the workplace can cause disruption and other problems in violation of School policy.

2. **Consensual/Voluntary Agreement:** This is a Consensual and Voluntary Relationship Agreement between the following Parties (hereinafter referred to as the "Parties" or each "Party"):

_____ and _____
(Name of Employee) (Name of Employee)

3. **Purpose of Agreement:** The purpose of this agreement is to affirm that both Parties to this Agreement have agreed to engage in a consensual and voluntary relationship.

4. **Acknowledgement of Current School Policy:** Both Parties have received copies of the Employee Handbook which prohibits unlawful harassment, discrimination, and retaliation.

5. **Public Display of Affection in Workplace:** Both Parties understand and agree that conduct or speech in the workplace that is sexual or amorous may be objectionable or offensive to others. Therefore, they agree not to engage in such conduct on School property or when performing work-related tasks in public areas. Examples of such conduct include, but are not limited to, holding hands or touching in an affectionate or sexually suggestive manner; kissing or hugging; romantic or sexually suggestive gestures; romantic or sexually suggestive gestures; romantic or sexually suggestive oral or written communications; and display of sexually suggestive objects or pictures. Regardless of the status of this relationship, the Parties agree to behave professionally and appropriately at work, consistent with School policy and this Agreement.

6. **No Favoritism:** Both Parties agree that neither Party will engage in conduct that could be regarded by others as providing favored treatment to the other.

7. **No Conflicts of Interest:** Both Parties agree that neither Party will engage in conduct that could be regarded by others as a perceived or actual conflict of interest with respect to the terms and conditions of employment for either Party.

8. **School Contact In Event of Relationship Termination:** Both Parties agree that, should any issues that may impact the workplace arise or if the relationship terminates, the following authorized School employee should be advised:

   (Name of Authorized School Employee): _____

9. **No Direct Supervisor/Reporting Relationship While Relationship Continues:** While a relationship continues between them, neither Party will request, apply for, seek in any way, or accept a direct supervisor or reporting relationship with the other.

10. **No Retaliation If Relationship Terminates:** Both Parties acknowledge and agree that either has the right and ability to end their relationship at any time without repercussion of any work-related nature, and without retaliation of any form by the other.

11. **Future Work Performance/Conduct:** This Agreement represents a commitment by the Parties to continue to follow School policies and procedures and act in a professional manner at all times.

12. **Liaison For Contact Purposes:** The Parties each understand that the following authorized School employee is available to discuss any issues relating to this Agreement or matters impacting our ability to work effectively:

(Name of Authorized School Employee): _____

13. **Confidential Agreement:** This Agreement is confidential and is not intended as an invasion of privacy; rather it is intended as an affirmation that both Parties have been provided with all relevant School policies, have had an opportunity to discuss the policies, agree to follow these policies, and the terms of this Agreement.

_____	_____
Name	Name
_____	_____
Signature	Signature
_____	_____
Date	Date

TO BE COMPLETED BY THE SCHOOL

_____

Name of Authorized School Employee

_____

Signature

_____

Date