

**AGENDA
SPECIAL MEETING
BOARD OF DIRECTORS
Insight School of California
January 12, 2026
1:00 P.M.**

Primary Location:

Zoom Meeting: <https://zoom.us/j/6274679928>

Conference call: (720) 707-2699

Meeting ID: 627 467 9928

Alternate Locations:

2252 Seton Ct., Claremont, CA 91711
1950 Wallace Ave. Apt F, Costa Mesa, CA 92627

ORIGINAL

**INSTRUCTIONS FOR PRESENTATIONS TO
THE BOARD BY PARENTS AND CITIZENS**

The Insight School of California ("School") welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided.

1. Agendas are available to all audience members at the door to the meeting or by requesting the agenda from the School Office (805-581-0202). You may also email carobinson@caliva.org.
2. "Requests to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communications." Speakers may also request to be placed on "Speakers List" by calling the School Office (805-581-0202) or emailing carobinson@caliva.org seventy-two hours in advance of the meeting.
3. The "Oral Communications" portion is set-aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item. In the event a member of the public speaks to the Board in a language other than English, their allowed public comment time will be doubled to allow time for translation of their comments.
4. With regard to items that are on the agenda, you may specify that agenda item on your blue request form and you will be given an opportunity to speak for up to five (5) minutes when the Board discusses that item.
5. Citizens may request that a topic related to school business be placed on a future agenda by submitting a written request at least seventy-two (72) hours in advance of any regular meeting. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.

In compliance with the Americans with Disabilities Act (ADA) and upon request, Charter School may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order participate in Board meetings are invited to contact INSIGHT office at (805)581-0202.

I. PRELIMINARY

A. CALL TO ORDER

Meeting was called to order by the Board Chair at 1:02 P.M.

B. ROLL CALL

| | Present | Absent |
|-------------------------------|------------|----------|
| Mr. Kelly Fellows (President) | <u> X </u> | <u> </u> |
| Ms. Devon Freitas (Secretary) | <u> X </u> | <u> </u> |

C. FLAG SALUTE

- Devon led

II. COMMUNICATIONS

A. ORAL COMMUNICATIONS: Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

B. For Information: Director's Report

This is a presentation of information which has occurred since the previous Board meeting.

C. For Information: Board/Staff Discussions

Board and staff discuss items of mutual interest.

D. Approval of Previous Board Meeting Minutes

N/A

III. CONSENT AGENDA ITEMS

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The director recommends approval of all consent agenda items.

IV. SCHEDULED FOR ACTION

A. BUSINESS

None

B. PERSONNEL

None

C. INSTRUCTION AND CURRICULUM

Student Behavioral Health Concern Referral Policy

BDRPT 01

- No questions asked. Insight did hire a social worker a few years ago that's assisting with this.

APPROVED

D. PUPIL SERVICES

None

V. ITEMS SCHEDULED FOR INFORMATION

None

VI. ADJOURNMENT

The meeting was adjourned at 1:07 P.M.

**TO: INSIGHT SCHOOL OF CALIFORNIA
GOVERNING BOARD**

BOARD REPORT # 01

VIA: INSIGHT STAFF
January 12, 2026

APPROVED

SUBJECT: Student Behavioral Health Concern Referral Policy

PROPOSAL: It is proposed that the Governing Board of Insight School of California approve the Student Behavioral Health Concern Referral Policy.

BACKGROUND: *EC* Section 49428.2 requires the governing board or body of a local educational agency (LEA) to adopt a policy on referral protocols for addressing pupil behavioral health concerns in grades seven to twelve before January 31, 2026. The policy was developed in consultations with stakeholders and school-linked behavioral health professionals and support services.

In addition to adopting a policy on referral protocols for addressing pupil behavioral health concerns, *EC* Section 49428.2 requires, on or before July 1, 2029, LEAs to certify to the CDE that 100 percent of certificated employees and 40 percent of classified employees who have direct contact with pupils in any of grades seven to twelve have received youth behavioral health training at least one time.

BUDGET IMPLICATIONS: None

RECOMMENDATIONS:

It is recommended that the Governing Board:

1. Review and approve the Student Behavioral Health Concern Referral Policy

RESPECTFULLY SUBMITTED:

Kimberly Odom
Head of School

PREPARED BY:

Kimberly Odom
Head of School

PRESENTED BY:

Kimberly Odom
Head of School

Ayes: 2

No: 0

Abstain: 0

Approved: Yes Witnessed: *Casey Robinson* Date: 1/12/2026

| Name | Aye | No | Abstain | Absent | Moved | Second |
|---------------|-----|----|---------|--------|-------|--------|
| Kelly Fellows | X | | | | X | |
| Devon Freitas | X | | | | | X |



Student Behavioral Health Concern Referral Policy

Student Behavioral Health Concern Referral Policy

Legal Notification

Pursuant to California Education Code (EC) Section 49428.2(b)(1) and (b)(2)(6), the Governing Board of Insight Schools of California has developed this policy to establish referral protocols for addressing pupil behavioral health concerns in grades 9–12. This policy is based on the model policy developed by the California Department of Education in accordance with EC Section 49428.1. It has been adapted to meet the unique needs of our virtual charter school environment.

Governing Board Policy Statement

(EC Section 49428.2(b)(1))

The Governing Board hereby adopts the following policy on referral protocols for addressing pupil behavioral health concerns in grades 9–12. This policy has been developed in consultation with school educational partners and behavioral health professionals and establishes the adopted procedures for referrals to behavioral health professionals and support services.

Addressing the Needs of High-Risk Groups

(EC Section 49428.2(b)(3))

The Governing Board recognizes the importance of ensuring equitable access to behavioral health support for all students, and hereby adopts this policy to address the needs of high-risk pupil groups, which include but are not limited to the following:

- Pupils with disabilities, mental illness, or substance use disorders.
- Foster youth and youth placed in out-of-home settings.
- Homeless youth.
- Pupils experiencing bereavement or loss of a close family member or friend.
- Pupils for whom there is a concern due to behavioral health disorders, including common psychiatric conditions and substance use disorders such as opioid and alcohol abuse.
- Lesbian, gay, bisexual, transgender, or questioning pupils.

The Lead Trauma Guidance Counselor and Social Worker coordinate the implementation of these group-specific referral protocols in collaboration with the Academic Administrator, Director of Special Education, the Director of Engagement, and school site administrators. Insight Schools of California may also identify additional pupil groups at local discretion, such as English learners or recently immigrated students, if local data or partner input show increased behavioral health risks.

Virtual Learning Environment Considerations

Referral protocols have been adapted to address the unique aspects of online learning, including virtual observation of student behavior, remote communication with families (learning coaches), and referrals to external behavioral health providers.

Student Privacy

Insight Schools of California recognizes and agrees to abide by federal and state student data privacy laws and regulations (including but not limited to the Family Educational Rights and Privacy Act [FERPA], EC Section 49073, et seq.) with which the school must comply in connection with its policy on referral protocols for addressing pupil behavioral health concerns and in connection with implementation of its policy and protocols.

Referral Protocols and Procedures

The following referral protocols and procedures relating to referrals to behavioral health professionals and support services will be implemented:

1. Needs Assessment

The Head of Schools or designee shall conduct an annual needs assessment to:

- Identify behavioral health trends;
- Review available resources; and
- Detect service gaps within the school community.

The site will review referral volume, response times, and outcomes each trimester for continuous improvement.

2. Capacity Building

Insight Schools of California shall:

- Provide professional development on referral pathways and staff roles;
- Clarify responsibilities among staff;



Student Behavioral Health Concern Referral Policy

- Ensure all staff are trained in identifying behavioral health concerns in a virtual learning environment.
- Partner with community providers

3. Planning

The Head of Schools or designee shall:

- Define referral pathways for crisis and non-crisis concerns, including protocols specific to virtual crisis identification and response;
- Establish goals and assign responsible roles for each step in the referral process.

4. Implementation

The appropriate RAISE Referral and Student Crisis Protocol will be followed to:

- Initiate referrals;
- Document concerns;
- Notify parents/guardians (learning coaches) consistent with law via phone, video conference, or secure electronic communication;
- Triage level of need;
- Link pupils to appropriate services, including virtual and in-person options; and
- Schedule follow-up checks via virtual meetings, phone calls, or in-person appointments as appropriate.

5. Evaluation and Continuous Improvement

An annual evaluation of referral protocols will be conducted that includes:

- Data collection and analysis;
- Input from staff, families, and community stakeholders; and
- Targeted improvements based on results.

Evaluation monitors outcomes such as:

- Median time to first contact;
- Percentage of follow-ups completed within ten school days;
- Referral closure rates; and
- Results for the pupil groups identified in EC Section 49428.2(b)(3).

A summary of results is reported to the Governing Board annually to support transparency and continuous improvement.

Training

(EC Section 49428.2(b)(4), (c)-(e))

Insight Schools of California shall ensure that teachers of students in grades 9–12 receive training on pupil behavioral health.

Training materials shall include:

- How to identify appropriate contacts for behavioral health evaluation, services, or both evaluation and services, at both the school site and within the larger community, and
- When and how to refer pupils and their families to those services.

Optional elements may also include:

- Recognizing the signs and symptoms of youth behavioral health disorders;
- Maintaining pupil privacy and confidentiality in a manner consistent with federal and state privacy laws;
- Safe de-escalation of crises involving pupils with a youth behavioral health disorder in virtual settings; and
- Cultural competency and trauma-informed practices.

Subject to EC Section 49428.2(d), Insight Schools of California shall certify, on or before July 1, 2029, to the California Department of Education that 100 percent of its certificated employees and 40 percent of its classified employees who have direct contact with pupils in grades 9–12 have received youth behavioral health training at least once, in accordance with EC Section 49428.2(c)(1)–(5). Insight Schools of California may meet the requirements of EC Section 49428.2(c) through an alternative approach by adopting a policy that explains how it is consistent with the goals specified in EC Section 49428.2(c) and better meets the needs of pupils.

Authorization and Scope of Practice



Student Behavioral Health Concern Referral Policy

(EC Section 49428.2(b)(5))

In order to ensure that all school employees act only within the authorization or scope of their credential or license, Insight Schools of California shall:

- Provide training and guidance to staff clarifying their roles in the referral process and the limits of their credential or license;
- Direct employees to refer pupils to appropriately credentialed or licensed professionals when behavioral health concerns are identified;
- Maintain referral protocols that specify which staff positions are authorized to act at each stage of the referral process;
- Review job descriptions and assignments to confirm they align with credentialing and licensing requirements; and
- Inform staff clearly that only licensed or credentialed professionals are permitted to diagnose or treat behavioral health conditions.

Consistent with EC Sections 49428.1(b)(8) and 49428.2(b)(5), nothing in this policy shall be construed as authorizing or encouraging school employees to diagnose or treat youth behavioral health disorders unless they are specifically licensed and employed to do so.

Policy Review

This policy shall be reviewed at least every two years and updated as necessary to reflect changes in law, best practices, and the school's service model. The next scheduled review will occur in 2027.

Adopted by the Governing Board:

[DATE]