



Licensed Child Caring Agency Site Visit Report Academic Boarding Schools

Licensee: St. Mary's of Medford
Executive Director: Ryan Bernard
Program Director: Darcy Yazzolino

Board Chairperson: Mirek Bobek
Date of site visit: 2-8-23
Licensing Coordinator: Irvin Minten, M.S.W.

Other Regulatory or Accrediting Agencies: Cognia.

Program Compliance: The program is or will be compliant with OAR 419-400-0005 to 419-400-0310 Licensing Umbrella Rules and OAR 419-410-0010 to 419-410-0150, for Academic Boarding Schools. Personnel records were reviewed and compliance with required background checks was documented for employees in all programs.

Program Description(s): St. Mary's School is a 153-year-old college preparatory school, offering over 20 Advanced Placement courses with functionally 100% of the students earning acceptance to four-year colleges and universities and a high level of academic achievement. The school is accredited by Cognia. St. Mary's School has 480 children grades 5-12, with 330 youth in the high school. The on-campus international boarding school can house up to 54 youth. Most of the youth are nationals of China, while an increasing number come from Korea, Vietnam, Indonesia, the UK and elsewhere. Students must have a proficiency in English as a foreign language. Students are admitted in accordance with a holistic examination of their applications, interviews, test scores and grades. The cost of tuition is \$62,000. Some students receive need-based financial aid. Employees at the international dormitory provide swing and night supervision and provide transportation, when needed. The international boarding school was started in 2011. In 2018, the current dormitory was built.

Capacity and age-range: The capacity of the international boarding school is 54, ages 12 - 18.

Funding sources: Private pay.

Contracts and sources for referrals: Referrals come from word of mouth and various study abroad companies and agencies.

Average length of stay: The average international student remains in the program for 3-4 years. The great majority of the students remain until graduation.

Average daily population served: 50

Number of children served annually: The international boarding school's average daily population is currently about 50 students.

Interviews, Observations: During the course of the review, a great deal of conversation took place with Jim Meyer, International Boarding Program Principal; Kaelynn Welburn, Director of Human Services; and Darcy Yazzolino, Director of Residential Life. In addition, individual and random interviews were held with 3 dorm staff and 4 students enrolled at the international boarding school. A tour was taken of the school's dorms, cafeteria, and kitchen.

During individual interviews with the 3-dorm staff, all reported a good understanding of the program's suicide prevention policy. All 3 staff also reported they enjoyed their jobs, that they all got along with the staff with whom they worked, that the school culture was positive and supportive, that they enjoyed working with the youth, and that they felt respected and appreciated by management staff. One of the staff stated she felt as though her job was very meaningful and that she could see how her work positively impacted the youth. Two of the youth stated that although it is great working with Ms. Yazzolino, it is stressful to see Brett Bruin, the former Director of Residential Life leave the program as he had been employed at the program for several years. Two of the staff also stated that since there is currently an open staff position in the dorm, their jobs are very busy, and they hope they are able to soon fill the position. One of the staff also reported that he thought the staff could benefit from training on conflict resolution and de-escalation, as well as additional training on culture, although this staff could not identify specifically what this would be. Two of the staff also stated that the program rules for the youth were clearly communicated and that if a child breaks a rule, they are held accountable in a consistent manner. All the staff interviewed reported they felt the youth in the program were being treated well and were safe.

During individual and randomly selected interviews with the 4 youth, all the youth reported they felt welcomed in the program and that they felt listened to and respected and were helped by staff, when needed. They also all reported they felt safe in the program both during the day and at night, and that their needs were being met. All the youth also reported the program did a good job in meeting their academic and individual needs. One of the youth reported the food was not that good, although he realized the program was doing all they could to make the food taste as good as possible. Two of the youth also stated that they enjoyed the large size of the dorm rooms, as they have heard that other schools have much smaller rooms. One of the youth stated they liked all the new friends they were making and that they enjoyed participating in the many activities and classes offered at the school, including chess, orchestra, choir, going to see movies, and participating in various sports such as basketball and soccer. Outside of the food, all of the 4 youth could not think of anything they would change about the program. All the youth also reported the program allowed them to call their parents whenever they wanted.

Program Strengths: The quality of academics at the school is very high. The staff to student ratio is also low, approximately 1 teacher to every 10 students. Youth get a great degree of choice in the curriculum in which they enroll, and students can receive college credit for many of the classes. The school has a high percentage of teachers with advanced degrees, and the turnover rate for teachers is very low. The international school can recruit youth with a history of academic success and a desire to be accepted into an elite college. The program challenges the students academically and prepares them for entrance into an elite college. The boarding school's AP and SAT scores are also much higher than the local

and state average, and they continue to improve. Students at the boarding program do not attend the school for the sole purpose of graduating or to get a grade; rather they enroll with the expectation that they will be challenged academically and that they will thrive in the genuine intellectual community. During the pandemic, the program had a few outbreaks of COVID-19 in their dormitory; however, the program's management is proud of how the program was uniquely responsive to limiting the spread and protecting the youth.

Program Challenges: The COVID-19 presented significant challenges as the great majority of the international boarding students had to take on-line classes while sitting in the high school cafeteria, as most of their parents did not provide them permission to participate in in-person classes on the high school campus. However, currently all classes are in-person. Integrating the students who are enrolled in the international boarding school with the students of the St. Mary's School who come from the local community can be a challenge, something which was made even more difficult due to COVID-19. International students may also find it difficult to break into the "cliques" within the St. Mary's School community, although this continues to gradually improve since the on-campus dorms were built in 2018. Roommates in the dorm also do not get along sometimes.

Changes that have occurred in the last 2 years: The program hired a new Executive Director on July 1, 2022, after Frank Phillips retired after many years. The program also hired Darcy Yazzolino as the new Director of Residential Life in January 2023. In addition, over the past 2 years the program has created a Suicide Prevention Handbook, with a great deal of input coming from the Jackson County Crisis Center, who also provides yearly suicide prevention training to all St. Mary's Academy staff. The school has also recently installed a new track.

Lawsuits: NA

Grievances and complaints filed in the last two years: There have not been any grievances filed in the past 2 years. If a grievance is filed, the individual would first have a meeting with Darcy Yazzolino, Director of Residential Life. If the dispute persisted, the individual would be provided a meeting with James Meyer, International Boarding Program Principal. Finally, if the grievance continued to not be resolved, the individual would be afforded a meeting with Ryan Bernard, the program's Executive Director.

Corrective Actions and Timeframes: Please submit the following to verify compliance.

Within 45 days of receipt of this report St. Mary's of Medford must submit a letter of verification indicating the agency is in compliance with the specific rules cited above and describing how compliance will be maintained going forward. Along with the letter of verification, the agency must submit any and all specific documentation requested in the body of this report. The letter of verification and any additional requested documents can be emailed directly to Irvin Minten at Irvin.minten@dhsosha.state.or.us or sent by regular mail to the following address:

Department of Human Services, Children's Care Licensing Program
Attn: Irvin Minten
201 High St SE, Suite 500
Salem, OR 97301

Recommendations: NA

Exceptions: NA

Changes in License: NA

Summary of Review				
Program and Services 419-400-0020 (2)	Yes	No	N/A	Corrective Actions/Comments
Program and services are in scope of license	X			
Governance of the Agency 419-400-0040	Yes	No	N/A	Corrective Actions/Comments
(1)(a) Minimum of 5 board members	X			
(2)(f) Formally evaluate the exec. Director's performance annually	X			
(2)(g) Approves annual budget	X			
(2)(h) Obtain and review an annual independent financial review or audit of financial records.	X			
(2)(k) Written quality improvement program	X			
(2)(l) Meeting minutes	X			
Executive Director or Program Director 419-400-0040	Yes	No	N/A	Corrective Actions/Comments
(3)(a) knowledge of requirements for providing care and treatment appropriate to programs	X			
(3)(g) Approval from BCU	X			
Discipline, Behavior Management, and Suicide Prevention 419-400-0150	Yes	No	N/A	Corrective Actions/Comments
(3) Agency uses appropriate and positive methods of behavior management based on a child's needs, developmental level, and behavior.	X			
(3)(b)(C) Agency does not use chemical and mechanical restraint (excluding medically necessary devices/prescriptions)	X			

(3)(c) Agency uses appropriate time-out rooms (adequate space, heat, light and ventilation and is not capable of locking) and documents use in child's record when applicable			X	
(3)(e) Agency uses seclusion appropriately/consistent with policy			X	
(4) Agency has plan in place to respond to suicidal behavior/warning signs	X			
Contractors (if applicable) 419-400-0120(6)	Yes	No	N/A	Corrective Actions/Comments
(a) Agency ensures the contractor meets the requirements of this rule and Chapter 413 division 215	X			
(b)(B) Contract includes the following: (i) Services provided (ii) Contractor fees (iii) Disclosure of information from contractor to agency (iv) Lines of authority (v) Adherence to rules, including background check (vi) Any liability of the agency for acts of the contractor, rights of indemnity and limitations on liability	X			
Restraints and Involuntary Seclusion 419-400-0180	Yes	No	N/A	Corrective Actions/Comments
(11)(d) Each child caring agency that submits a report under this section shall make its quarterly report available to the public upon request at the Child Caring Agency's main office and on the child caring agency's website if applicable.	X			
Supplemental Information Provided by CCA	Yes	No	N/A	Corrective Actions/Comments
Documents as indicated on the form titled "Renewal Licensing Required Documents"	X			
Documents as indicated on form titled "Required Financial Documents and Information"	X			
All required policies and procedures as identified in the "Umbrella Rules" (419-400-0150(3)) Behavior Management. (a) The behavior management policy of the child-caring agency must identify appropriate and positive methods of behavior management based on a child's needs, developmental level, and behavior. (b) The policies must include a description of the model, program, or techniques used and its use of each of the following:		X		The program must adopt a nationally recognized behavior management model which meets the requirements of OAR 419-400-0150(3)(b) . This includes creating discipline and behavior management policies and procedures which meet all the requirements.

(A) De-escalation System. For purposes of this rule, "De-escalation System" means <i>a nationally recognized, holistic system for defusing escalating behavior and safely managing aggressive behavior.</i> The agency's choice of a "De-escalation System" must be conveyed to and approved by the Department.				
All required policies and procedures as identified in "Agency Type Specific Rules"		X		During this 2-year licensing review, St. Mary's of Medford's policies and procedures were reviewed. Following this review, it was found that the program's behavior management and mandatory abuse reporting policies and procedure needed to be updated to comply with requirements. It was also recommended that St. Mary's update their mandatory abuse reporting policy and procedure, adding more information about the various abuse types and more information about the process of reporting.
Educational Services 419-410-0020	Yes	No	N/A	Corrective Actions/Comments
School is accredited				
Accrediting body ____ Cognia _____	X			
(3) Secondary schools verify academic standards for students to obtain admission to institutions of higher education and receive a high school diploma or GED			X	
Physical Plant	Yes	No	N/A	Corrective Actions/Comments
Foster Rights Posted (if children in DHS custody)			X	
419-400-0100(1) Sufficient safe space, equipment, and office equipment	X			The dorm of the international boarding school is about 5 years old, is very nicely maintained, and offers an inviting atmosphere.
419-400-0230(12) License is posted in common area at each facility	X			
419-410-0030(2)(a)&(c) Buildings are smoke free, clean and in good repair	X			
419-410-0030(2)(d) Rooms are free of harmful drafts, odors, and excessive noise	X			

419-410-0030(2)(e) Rooms are adequate in size and arrangement	X			
419-410-0030(2)(f) System provides a continuous supply of hot and cold water	X			
419-410-0030(2)(h) Building is well ventilated and room temperature is within a normal comfort range	X			
Room and Space Requirements 419-410-0040	Yes	No	N/A	Corrective Actions/Comments
(2) There is a separate living room or lounge area – 15 SF minimum per child	X			
(5) There is a separate dining room with capacity for ½ of children in care and 15 SF per child in care	X			
(7) Laundry is separate from living areas, kitchen and dining	X			
(8) Separate storage areas are provided for food, kitchen supplies, utensils, clean linens, soiled linens and clothing, cleaning supplies and equip, poisons, chemicals, outdoor recreational and maintenance equipment	X			
(9) Outdoor activity area is protected from vehicles and other hazards and of a size and availability appropriate to the age and needs of children in care	X			- The grounds of the school are nicely maintained, and security fencing borders the program.
(11) Time out rooms have adequate space, heat, light and ventilation and is not capable of locking	X			
Room and Space Requirements Bedrooms 419-410-0040(3)	Yes	No	N/A	Corrective Actions/Comments
(a) Adequate furnishings and personal items	X			
(b) Separate from rooms used for dining, living, laundry, kitchen, and storage	X			
(c) Outside room with window allowing egress from building	X			
(d) Ceiling at least 90 inches	X			
(e) Minimum 60 SF per bed	X			
(f) No more than 25 if dorm style	X			
(g) Permanently wired fixtures	X			
(h) Window covering	X			
(i) Beds are 3 ft apart and maintained to ensure safety	X			
Room and Space Requirements Bathrooms 419-410-0040(4)	Yes	No	N/A	Corrective Actions/Comments
(a)(A)&(B) 1:8 ratio for toilets and sinks	X			
(a)(D) Hot and cold running water, soap, and approved hand drying options	X			
(a)(E) 1:10 ratio for shower or bathtub	X			
(a)(F) Individual privacy	X			
(a)(G) Window covering	X			
(a)(H) Permanently wired fixtures	X			
(a)(I) Adequate ventilation	X			
Room and Space Requirements	Yes	No	N/A	Corrective Actions/Comments

Kitchen 419-410-0040(6)				
(a) Used exclusively for storage, food preparation, dishwashing and activities related to eating	X			- The school's main cafeteria includes a very well-equipped commercial kitchen. The food is prepared by Aladdin-Lexington Food Services, with whom the program has a contract.
(b) Walls, floors are easily cleanable	X			
(c) Equipment and utensils are easily cleanable, durable, nontoxic, and kept clean	X			
(e) Equipment is easy to clean beneath, between and behind	X			
Furnishings and Personal Items 419-410-0050	Yes	No	N/A	Corrective Actions/Comments
(1) There is a bed with frame, clean mattress and pillow and personal storage (dresser, closet)	X			
(2) Linens are in good repair. There is a waterproof mattress cover or mattress. Linens are appropriate and towels and washcloths are provided	X			
(3) Bedding is changed weekly or when soiled	X			
(4)&(5) Personal hygiene supplies and appropriate clothing are provided	X			
Food Services 419-410-0080	Yes	No	N/A	Corrective Actions/Comments
(1)(a) Meals are arranged daily, consistent with normal mealtimes that occur during the hours of operation	X			
(b) Snacks are available and provided as appropriate to the age and activity levels of children.	X			
(c) Menus are prepared in advance in accordance with USDA guidelines, provide a variety of foods and are adjusted for seasonal changes.	X			
(c) Menus are maintained for at least 6 months	X			
(d) Drinking water is freely available	X			
Academic Boarding School Safety 419-410-0090	Yes	No	N/A	Corrective Actions/Comments
(2)(a) Written emergency plan	X			
(2)(b) Telephone numbers for local police and fire are posted near all telephones	X			
(2)(c) Operative flashlights sufficient in number are readily available to staff	X			
(3)(a) Evacuation drill occurs monthly under varying conditions, is retained 2 yrs. and contains: (A) identify of person conducting drill (B) date & time (C) notification method (D) staff participating (E) # of children & staff evacuated (F) special conditions simulated		X		The program is completing monthly evacuation drills. However, the program's evacuation drill log needs to be modified to include: 1. Identity of person conducting drill; 2. The names of the staff participating; and 3. The number of children and staff evacuated. It is also strongly recommended that the program create separate columns for: 1. Special conditions simulated; and 2. Problems

(G) problems encountered (H) time to complete				encountered. The program's evacuation drill log must meet all rule requirements.
Umbrella Safety 419-400-0200	Yes	No	N/A	Corrective Actions/Comments
(1)(b)(B) Vehicle has insurance policy, is smoke free, safe operating condition, and has first aid kit and fire extinguisher 2-A:10-BC	X			- The international boarding program utilizes a large van which appears new, well-kept and maintained. The program also has access to a second van, when needed, and this van also appears new and well kept.
(1)(b)(A) Each vehicle used to transport a child in care must be: properly registered, covered by an insurance policy in full force and effect, maintained in safe operating condition, and smoke-free.	X			
(3) If a child-caring agency has a swimming pool on the premises that is accessible to children in care or if a child-caring agency plans to have children in care engage in swimming, the child-caring agency must have and adhere to policies and procedures that address, at a minimum, providing disclosures and obtaining consents, assessing swimming ability of children in care, and ensuring the safety of pool access.			X	
(4)(a) The school protects children from potentially harmful items and materials.	X			
(4)(b) Direct supervision of children who do not have the ability to adjust and control water temperature	X			
(4)(c) Light fixtures have protective covers unless designed to be used without one	X			
Medication 419-410-0110	Yes	No	N/A	Corrective Actions/Comments
(3)&(4) Medications have a prescription, are current, secured, and kept in the original container	X			
(5) Medications are disposed in accordance with state and federal law	X			
(6) Written record of the disposal of medications is maintained and includes: (a) description (b) name (c) reason (d) method (e) staff & witness signature		X		The program's medication disposal log does not require a staff and witness signature for all disposed medications. The program's medication disposal log must require a staff and witness signature for each disposed medication.
(7) Written record of the administration of medication includes: (a) name (b) description (c) dates, times (d) missed doses	X			

(e) medication disposed (f) method of administration (g) ID of person administering (h) possible adverse reactions (i) medication taken outside facility				
Minimum Staffing Requirements 419-410-0120	Yes	No	N/A	Corrective Actions/Comments
(1) Supervision is adequate for the type of program, location, time of day or night, age and type of children	X			
(2)(a) When one staff on duty, there is additional staff immediately available with max response time of 30 minutes	X			
Separation of Children 419-410-0130	Yes	No	N/A	Corrective Actions/Comments
(1) There is adequate supervision of children when there is children 18 years or older in care	X			- The female boarding students live on the first floor of the dorm, and male students reside on the second floor.
(2) There is adequate supervision of children if both males and females are served by the program	X			

Personnel Files 419-400-0120	Yes	No	N/A	Corrective Actions/Comments
Staff Name	X			- 3 employee personnel files were randomly selected and reviewed as a part of this review. - The international boarding school maintains some electronic and some hard copy personnel records.
Position	X			
(3)(g) Date of Hire	X			
(3)(a) record of education, training and previous employment	X			
(1)(b) & (3)(b) reference checks complete and documented		X		• 1 of 3 personnel files reviewed did not contain a documented reference check. The program must ensure that all employee files contain a documented reference check for the position which the employee is currently employed.
(1)(a) & (3)(c) Background check was completed and documented	X			
(3)(d) Annual performance evaluations	X			
(3)(f) Record of personnel actions	X			
(3)(g) Termination date, reason for termination	X			
(3)(h) Current job description (1)(c) Employee meets minimum qualifications stated in current job description		X		• 1 of 3 personnel files reviewed did not contain a current job description for the employee. The program must ensure that all employee files

				contain a current job description for the employee.
New Employee Orientation (30 days)	Yes	No	N/A	Corrective Actions/Comments
419-400-0120(4)				
(a) Agency policies and procedures	X			
(b) Ethical and professional guidelines	X			
(c) Organizational lines of authority	X			
(d) Attributes of population served	X			
(e) & (5)(a) to (c) Mandatory reporting that includes: (a) legal definition of child abuse ORS 419B.005, Oregon Laws 2016, chapter 106, section 36 (b) legal responsibility to immediately report (c) legal responsibility to report is personal to the employee	X			
(f) Privacy laws	X			
(g) Emergency procedures	X			
Crisis Intervention Training Standards and Certification				
419-400-0160(4) (as applicable)				
(a) Complete a minimum of 12 hours of initial training in person from a certified instructor, including but not limited to a minimum of six hours of training focused on positive behavior support, nonviolent crisis intervention and other methods of nonphysical intervention to support children in care during a crisis			X	
(d) Receive a certificate that states: (A) The dates during which the certification is current (B) The type of restraint which the individual is certified to perform if applicable (C) The type of training the individual is certified to conduct if applicable (D) Any special endorsements earned by the individual (E) The level of training (F) The name of the certified instructor who conducted the training and administered the assessment of proficiency.			X	
(e) A certification issued: (A) Must be personal to the individual certified by the training provider (B) May be valid for no more than two years with recertification			X	
Ongoing Training	Yes	No	N/A	Corrective Actions/Comments
419-410-0080(2)(b) Employees who handle food served to children have a valid food handler's card			X	
419-400-0120(5) Mandatory reporting (annually) that includes: (a) legal definition of child abuse ORS 419B.005, Oregon Laws 2016, chapter 106, section 36	X			

(b) legal responsibility to immediately report (c) legal responsibility to report is personal to the employee				
419-410-0090(1)(a) Employees transporting children meet the driver requirements (current driver's license, insurance, trained in emergency procedures, and training for 15+ passenger vans if applicable)	X			
419-410-0120(2)(b) One staff over 18 and current CPR/First Aid certification on site all times when children are in care	X			
419-400-0160(4)(b) Receive continuing education (as applicable on crisis intervention training) from a certified instructor on an annual basis	X			
Comments:				

Children's Records	Yes	No	N/A	Corrective Actions/Comments
Name of Child	X			
Health Services – Medical History 419-410-0100	Yes	No	N/A	Corrective Actions/Comments
(2) Medical history obtained within 30 days (significant findings, current immunizations, history of surgical procedures-health issues-injuries, allergies, dental, vision, hearing, behavioral health, and physician orders)	X			
(3)(a) to (f) Medical exams (3 in first year of life, 2,4,6,9,14)			X	
Consents 419-410-0140	Yes	No	N/A	Corrective Actions/Comments
(a) Consent to provide routine and emergency medical care	X			
(b) Consent to provide care	X			
(c) Consent to allow access	X			
Authorizations 419-410-0140	Yes	No	N/A	Corrective Actions/Comments
(3) Authorizations are pre-approved to allow children to participate in potentially hazardous activities, including but not limited to using motorized yard equipment, swimming, and horseback riding.	X			
Information about children in care 419-410-0150 Files contain the following information:	Yes	No	N/A	Corrective Actions/Comments

(1) The name, gender, and date of birth	X			
(2) The date of admission	X			
(3) The name, address, and telephone number of: (a) The child in care's parents. (b) The child in care's legal guardian, if different than the parents, and a copy of the document that provides for his or her authority over the <i>child in care</i> .	X			
(4) Incident Reporting. A written description of any injury, accident, or unusual incident	X			
(5) Any required signed consents and authorizations.	X			
Records Relating to Restraint & Involuntary Seclusion	Yes	No	N/A	Corrective Actions/Comments
419-400-0180 (12) Records	X			
419-400-0190(1) Information provided to children in care relating to Restraint & Involuntary Seclusion	X			
Records and Documentation	Yes	No	N/A	Corrective Actions/Comments
419-400-0140				
(1) Stored safely	X			
(2) Permanent, legible, dated, and signed	X			
(3)&(4) Uniform in organization, readily identifiable and accessible, current, and complete, containing all required info. No eraser tape or white out.	X			
(7) Permanent registry for each child in care includes (name, gender, birth date, names, addresses of parents or guardians, dates of admission, and placement upon discharge)	X			
Comments:				

Licensing Coordinator's Signature:  Date: 02-17-2023

Manager Review:  Date: 02-15-2023