



RYAN WALTERS  
STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION  
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

**MEMORANDUM**

**TO:** The Honorable Members of the State Board of Education  
**FROM:** Ryan Walters  
**DATE:** May 23, 2024  
**SUBJECT:** Lindsey Nicole Henry Scholarship

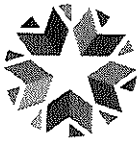
Private School Prosper Academy request approval to participate in the Lindsey Nicole Henry Scholarship for Students with Disabilities program. They are accredited through the Oklahoma State Department of Education.

Prosper Academy maintain small class sizes and employ highly qualified teachers, who implement Universal Design for Learning concepts to facilitate instruction that meets each student at their level. They also provide personalized accommodations and modifications that cater to individual student needs, such as visual aids, assignment breakdowns, extended time, flexible seating, reduced visual stimuli, multi-sensory instruction, and frequent breaks.

Included is compliance documentation that meets certain criteria in the application.

- Criteria 1: Fiscal Soundness – IRS letter and CPA letter
- Criteria 2: Non-Discrimination – Prosper Academy Handbook excerpt
- Criteria 3: Health and Safety – Prosper Academy Handbook excerpt
- Criteria 4: Academic Accountability – Prosper Academy Handbook excerpt
- Criteria 5: Teacher Requirements – Teacher Certificate
- Criteria 6: State laws and disciplinary procedures – Prosper Academy Handbook excerpt
- Criteria 7: Accreditation – Oklahoma State Department of Education letter

RW/se



Prosper Academy

Age 1-10 (OAS PK through 4)

NAME OF PRIVATE SCHOOL

GRADE LEVELS

227 N Union Ave

Shawnee

OK

74801

ADDRESS

CITY

STATE

ZIP

405-567-7280

www.prospershawnee.com

PHONE NUMBER

WEBSITE ADDRESS

Kelsie Brooks, Director

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Paige Dan, Assistant Director

pdan@prospershawnee.com

LNH CONTACT PERSON

CONTACT EMAIL

The Lindsey Nicole Henry (LNH) Scholarship Act requires, in part, that participating schools are located in Oklahoma and meet certain criteria prior to being approved. The school must provide supporting documentation that demonstrates compliance that will be reviewed by the State Board of Education (SBE) during the approval process. In many cases, the required documentation can be found in the school policies and/or school handbook.

The SBE shall approve a private school as eligible to participate in the scholarship program upon determination that the private school meets the following:

1. The private school must demonstrate fiscal soundness by having been in operation for one (1) year or providing the SBE with a statement by a certified public accountant confirming that the private school desiring to participate is insured and the owner or owners have sufficient capital or credit to operate the school for the upcoming year by serving the number of students anticipated with expected revenues from tuition and other sources that may be reasonably expected. In lieu of a statement, a surety bond or letter of credit for the amount equal to the scholarship funds for any quarter may be filed with the Oklahoma State Department of Education. **Proof of compliance required.**
2. The private school must comply with the antidiscrimination provision of 42 U.S.C. § 2000d. **Proof of compliance required.**
3. The private school must meet state and local health and safety laws and codes. **Proof of compliance required.**
4. The private school must be academically accountable to the parent or legal guardian for meeting the educational needs of the student. **Proof of compliance required.**

5. The private school must employ or contract with teachers who hold baccalaureate or higher degrees, or have at least three (3) years of teaching experience in public instruction in subjects taught. ***Proof of compliance required. A statement or excerpt from the school policies or handbook stating the educational requirement for the teaching staff is acceptable documentation.***
6. The private school must comply with all state laws relating to general regulation of private schools and adhere to the tenets of all published disciplinary procedures prior to the expulsion of a scholarship student. ***Proof of compliance required.***
7. The private school must meet the accreditation requirements set by the SBE or another accrediting association approved by the SBE. ***Submit proof of accreditation and list accreditation information in the box below.***

We are accredited by the Oklahoma State Department of Education as of 2/5/2024. Site #63 P004 000.  
New site codes: 63 P004 106.

8. The private school must be able to provide services and/or accommodations for students with disabilities. ***Please describe in detail the services, programs and support you offer to students with disabilities in the box below.***

Prosper Academy provides comprehensive support for students with disabilities through various means. We maintain small class sizes and employ highly qualified teachers, who implement Universal Design for Learning concepts to scaffold instruction that meets each student at their level, thereby enabling them to thrive. We also provide personalized accommodations and modifications that cater to individual student needs, such as visual aids, assignment breakdowns, extended time, flexible seating, reduced visual stimuli, multi-sensory instruction, and frequent breaks. Our curriculum also integrates cross-curricular project-based learning to enhance the overall learning experience for our students.

I verify that Prosper Academy complies with all the criteria listed  
NAME OF PRIVATE SCHOOL

above and will provide documentation for each as proof. The information I have provided to the SBE is correct and complete to the best of my knowledge.



4-13-2024

SIGNATURE

DATE

**Complete application and required documents may be emailed to [stacy.eden@sde.ok.gov](mailto:stacy.eden@sde.ok.gov).**

Contact Stacy Eden at (405) 521-4876 for additional Lindsey Nicole Henry Scholarship information.

## LNH Application- Supplemental Documentation- Prosper Academy

### 1. Fiscal Soundness- IRS Determination Letter



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
PO Box 2508  
Cincinnati, OH 45201

PROSPER ACADEMY INC  
227 N UNION  
SHAWNEE, OK 74801

Date:  
02/26/2024  
Employer ID number:  
93-1569275  
Person to contact:  
Name: Maurice Dwight  
ID number: 10255  
Telephone: 877-829-5500  
Accounting period ending:  
June 30  
Public charity status:  
170(c)(1)(A)(ii)  
Form 990 / 990-EZ / 990-N required:  
Yes  
Effective date of exemption:  
May 24, 2023  
Contribution deductibility:  
Yes  
Addendum applies:  
No  
DLN:  
26053593005823

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Letter 947 (Rev. 2-2020)  
Catalog Number 3515ZF

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

We sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements



April 23, 2024

To whom it may concern:

Prosper Academy is insured through Brotherhood Mutual. The school is operated as a 501(c)3 and as such is governed by a board of directors and operated by Director Kelsie Brooks. The school recently became accredited, and families have already received compensation for their tuition through the Parental Choice Tax Credit. Prosper Academy is also working with Opportunity Scholarship Fund to raise funding to further support tuition. With these efforts and a current fall enrollment of 67 students, Prosper Academy will bring in approximately \$373,800 in tuition for the upcoming school year of 2024-2025. We believe that with these efforts Prosper Academy will be able to operate financially for the upcoming school year.

Prosper Academy has been in operation since May 24, 2023 according to their IRS determination letter.

**LNH Application- Supplemental Documentation- Prosper Academy**

**2. Anti Discrimination Policy- handbook excerpt**

**ADMISSION|ENROLLMENT|TERMINATION POLICIES**

\*\*Prosper Academy admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It doesn't discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

**Criteria 3: Health & Safety**

**3. Local Health and Safety Laws- handbook excerpt**



**SAFETY AND EMERGENCY PLANS OF ACTION**

- Students will never be left alone or unsupervised.
- There will be a minimum of 2 staff members present with students during the hours of operation.
- Each employee is certified in CPR and First Aid every 2 years.
- Fire evacuation and severe weather plans will be posted.
- Fire drills will be held in the fall and spring at varying times. A record of drills is kept in the office and submitted to OSDE.
- Tornado drills will be held during the tornado months.
- Lock-down drills will be held periodically.
- In the event of an emergency when evacuation is necessary, students children will be taken to Shawnee Department of Education across the street.
- Families will be notified through the Brightwheel notification system and informed of when to pick up their children.

**PROSPER ACADEMY WILL TAKE THE FOLLOWING STEPS TO MAINTAIN THE FACILITY:**

- Clean the facility daily.
- Keep the facility in a sanitary condition always.
- Sanitize toys, furniture, and other equipment used by children, daily, weekly and when they become soiled or contaminated.
- Wash all soiled items prior to sanitization.

**CHILD ABUSE PROTECTION**

- The Director & Assistant Director of Prosper Academy are mandated by law to receive Child Abuse Detection and Prevention training. The Director & Assistant Director are required by law to immediately notify the local child protection agency if they suspect that a child has been abused or neglected.

**3. Additional supplement- Accreditation Letter from OKSDE**

## First Aid/CPR/Safety

All full time team members should maintain First Aid and CPR training through the American Red Cross or American Heart Association. This training may be paid for by the school or sponsored by Citizen Potawatomi Nation.

Our AED machine is in the main lobby outside the family bathrooms. First aid kits are located in each classroom. The Dechoker is located in the kitchen. Paige needs to be notified when the last of any items is used.

When possible, wear gloves to assist a child in an emergency. Only trained staff should deploy the AED machine.

In the event of an emergency, the senior team member on the scene should assist the victim. The assistant or volunteers should retrieve Paige or Kelsie, or our volunteer nurse if possible. The assistant should also assign an adult to call 911. The educator or a member of the leadership team (Kelsie, Paige, Hannah) should then notify the parent. An injury log should be filled out for our records once the child or victim is stable.

## Bullying/Harassment Policy

Prosper Academy believes that bullying is an act of aggression that expresses an inner hurt.

Prosper treats each accusation of bullying or harassment seriously. All children have the right to a safe and healthy school environment. All reported instances of bullying must immediately be investigated. A child found to be guilty of behaviors that fall into the category of bullying or harassment must instantly be put onto a behavioral plan of action. This begins with a phone call to the parent or guardian and can include disciplinary action up to expulsion from the school.

## Emergency/Drills

Prosper Academy will follow Oklahoma Homeland Security's guidance concerning school security preparation and drills, and will report all completed drills to DHS.

Drills are as follows:

**Security Drills:** September 6 and January 11. **Eager Explorers-** The assistant will exit the nearest window and the teacher will hand children out to the assistant. The teacher will exit last. **Lively Learners-** Students will exit the east door of their classroom and leave the building. Both classes will meet at Pioneer Library or at Shawnee Public School Administration.

**Tornado Drills:** September 5 and March 5. Students will go to the innermost bathroom of the building or the basement.

**Fire Drills:** September 12 and January 9. Classes should exit the nearest safe exit (the eastern door across from the community garden or the western door into the church) and get out of the building. Both classes will meet at Pioneer Library or at Shawnee Public School Administration, depending on the direction of the emergency.

### LNH Application- Supplemental Documentation- Prosper Academy

#### 4. Academic Accountability- excerpts from handbook

##### **PARENT/GUARDIAN COMMUNICATION**

- Family conferences will take place for all children twice per year. Topics discussed will include interests, development, strengths, and areas of individual need.
- Parents of children in the program will have daily opportunities at morning drop off and pick up to discuss the events of his/her child's day. Communication may be sent in your child's folder, so please make sure to check it weekly.
- Parents may also receive and/or send communication to the director and staff through the communication application Brightwheel, which is a free download to a computer and/or phone.
- Special conferences may be requested by the director or child's parents as needed.
- To further foster whole family relationships, parents or guardians of children enrolled at Prosper Academy are welcome to visit at any time, by scheduling a time that works best for both the teachers and them.

##### **BRIGHTWHEEL**

- Brightwheel is our operating system. Each family will have a Brightwheel account for enrollment, arrival, dismissal, communication with teachers, tracking progress, tuition payments, fees, records, etc. It is our informational hub.



# Criteria 5: Teacher Requirements

## LNH Application- Supplemental Documentation- Prosper Academy

5. Teacher certification- SDE Educator search
  - a. (Amanda) Paige Dan- Librarian, assistant director
  - b. Kelsie Brooks- Director, educator
  - c. Jordan Cleveland- educator

### Oklahoma Educator Certificate

This certifies that Kelsie M. Brooks has fulfilled requirements of state law and regulations of the State Board for Educator Certification and is hereby authorized to perform duties as designated below:

Certificate	Endorsement	Grades	Effective Date	Expire Date	Status
Standard	EARLY CHILDHOOD	Pre-K to Grade 3	5/1/2022	6/30/2027	Issued
Standard	ELEMENTARY EDUCATION	Grades 1 to 8	5/1/2022	6/30/2027	Issued

### Oklahoma Educator Certificate

This certifies that Jordan B. Cleveland has fulfilled requirements of state law and regulations of the State Board for Educator Certification and is hereby authorized to perform duties as designated below:

Certificate	Endorsement	Grades	Effective Date	Expire Date	Status
Standard	EARLY CHILDHOOD	Pre-K to Grade 3	6/1/2021	6/30/2026	Issued
Standard	ELEMENTARY EDUCATION	Grades 1 to 8	6/1/2021	6/30/2026	Issued

### Oklahoma Educator Certificate

This certifies that Amanda P. Dan has fulfilled requirements of state law and regulations of the State Board for Educator Certification and is hereby authorized to perform duties as designated below:

Certificate	Endorsement	Grades	Effective Date	Expire Date	Status
Alternative Standard	LIBRARY MEDIA SPECIALIST	Pre-K to Grade 12	1/1/2022	6/30/2027	Issued
Alternative Standard	MID-LEVEL SOCIAL STUDIES	Grades 5 to 8	1/1/2022	6/30/2027	Issued

~~6. Disciplinary procedures- handbook excerpt and Behavior Plan-~~

### Prosper Academy Behavior Growth Scale

The purpose of this action plan is to assist students with behavior that has been deemed dangerous to oneself or to others. Prosper Academy loves all students enough to expect and uphold the highest behavioral expectations. This allows our school to function in such a way that every single student is safe, known, and loved.

#### Level 3 | Behavior Agreement

This is the final level in a student's relationship with Prosper Academy. The team at Prosper Academy desperately, prayerfully desires to serve each family and child brought through our doors. We must also balance one student's choices with the safety of the entire school. In this step, Prosper Academy will develop a Behavior Agreement. Prosper Academy will outline several agreements for the school to adhere to for continual support of the student and family. The Behavior Agreement will include promises for families to adhere to outside of the school day to further support the student in their growth. Our genuine goal is to assist our students in changing their poor or dangerous behavioral choices and into the young man/woman God created them to be. If step 3 is successful, the hope is that the student will enjoy a long relationship with Prosper Academy. As outlined in the Parent Handbook and Behavior Agreement, if the undesired behavior is not completely eradicated, the student's enrollment will be terminated immediately.

#### Level 2 | Individual Action Plan

As per our Parent Handbook, which each parent is required to sign prior to enrollment, if an undesirable behavior continues, parent(s) will be called in for a meeting with the student's teacher and the director of our school. The parent will be informed of the concern(s) observed and the Prosper team will inquire as to the situation at home and outside of school to better understand the circumstances and get to the root of the undesired behavior. The parent(s) and the Prosper team will work together as a cohesive unit to develop a plan for the child to adjust and correct the undesired behavior. This plan will be executed for an agreed amount of time before meeting again to monitor progress and growth. If level 2 has taken place and the undesired behavior continues, level 3 must be initiated.

#### Level 1 | All Students

All students are on Level 1. All students are expected to need minor correction for mistakes from time to time as a part of their holistic growth. Teachers will observe and inform parents through brightwheel or by phone conversation of any behavior that is not conducive to a safe, respectful learning environment. Teachers will utilize age appropriate, logical consequences for a child's undesired behaviors demonstrated within the classroom. Teachers will also make every effort to document concerns, areas of growth, and the successes of each student. The Lead Teacher in each classroom should be the main point of contact with parents throughout this process. Once a parent has been notified that a behavior is causing danger to the student or to any other person on the premises and the teacher has utilized the in-class Love and Logic methods to encourage good choices, the undesired behavior is expected to immediately improve. Continuous undesired behaviors will result in a student moving to level 2 of the Prosper Academy Behavior Growth Plan.

### LNH Application- Supplemental Documentation- Prosper Academy

#### **TERMINATION OF STUDENT ENROLLMENT**

Prosper Academy reserves the right to terminate a family contract for the following reasons (but not limited to):

- Failure to pay invoices as they are due
- Failure to complete required forms, as required
- Lack of parental cooperation
- Physical or verbal abuse of any person or property by a child and/or parent that is not corrected by an improvement plan set by the director and the parents.
- Lack of compliance with handbook regulations
- False information given by parent either verbally or in writing
- Disciplinary reasons as outlined previously

Prosper Academy also understands that life circumstances may arise that would require families to remove a child from our care. In that instance, we request the following:

- 90 days advance written notice stating when a student will be removed from Prosper Academy
- Payment for the last 12 weeks of school
- If the child is pulled without a 90 days notice, payment is to be made immediately for the final weeks.



RYAN WALTERS  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION  
OKLAHOMA STATE DEPARTMENT OF EDUCATION

February 13, 2024

Keisia Brooks, Director  
Prosper Academy  
227 N. Union Ave  
Oklahoma City, OK 74801

Dear Ms. Brooks:

Your accreditation changes for school year 2024-2025 have been approved as follows:

**NEW COUNTY/DISTRICT CODE**

Prosper Academy, site# 63 P004 000 will open, serving Pre-Kindergarten – 3<sup>rd</sup> grade.

**NEW SITE CODES**

Prosper Academy, site# 63 P004 106 will open, serving Pre-Kindergarten – 3<sup>rd</sup> grade.

Please use the codes effective with the new school year when reporting to the Oklahoma State Department of Education.

Sincerely,

Handwritten signature of Ryan Pieper in black ink.

Ryan Pieper  
Executive Director  
Accreditation Division

RP/ab

2500 NORTH LINCOLN BOULEVARD, OKLAHOMA CITY, OK 73105-4599  
PHONE: (405) 521-4885 • SDE.OK.GOV • RYAN.WALTERS@SDE.OK.GOV