

South Carolina Education Oversight Committee
Annual Standards Assurance Form
S.C. Budget Proviso 109.15
2016-2017
Document A

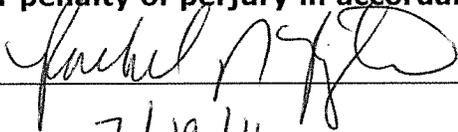
Please complete the information requested below concerning your independent school. This information will be listed on the South Carolina Education Oversight Committee's website, www.eoc.sc.gov.

| | |
|--------------------------------------|-------------------------------|
| Independent School Name: | Hilton Head Christian Academy |
| Independent School Contact Person: | Rachel Bagenstose |
| Independent School Address: | 55 Gardner Drive |
| City, State, Zip Code: | Hilton Head Island, SC 29926 |
| Independent School Telephone Number: | (843) - 681 - 2878 |
| Independent School Fax Number: | (843) - 681 - 9758 |
| Independent School E-mail Address: | rbagenstose@hhca.org |
| Independent School Website Address: | www.hhca.org |

Please review the standards below based on the 2016-17 General Appropriation Act. An "Eligible school" is defined in the Proviso as "an independent school including those religious in nature, other than a public school, at which the compulsory attendance requirement of Section 59-65-10 may be met and that does not discriminate based on the grounds of race, color, religion, or national origin." Please indicate whether your school has met each standard to ensure the following academic requirements are being met. The S.C. Education Oversight Committee reserves the right to **request additional documentation** to show the school is in compliance with the 2016-17 General Appropriation Act.

| STANDARDS | YES | NO |
|---|-------------------------------------|--------------------------|
| 1. Offers a general education to primary or secondary school students. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Does not discriminate on the basis of race, color, or national origin. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Is located in this state. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Has an educational curriculum that includes courses set forth in the state's diploma requirements, graduation certificate requirements (for special needs children), and where the students attending are administered national achievement or state standardized tests, or both, at progressive grade levels to determine student progress. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Has school facilities that are subject to applicable federal, state, and local laws. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Is a member in good standing of the Southern Association of Colleges and Schools, the South Carolina Association of Christian Schools or the South Carolina Independent Schools Association. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. Provides a specially designed program or learning resource center to provide needed accommodations based on the needs of exceptional needs students or provides onsite educational services or supports to meet the needs of exceptional needs students, or is a school specifically existing to meet the needs of only exceptional needs students with documented disabilities. Provide evidence of services or supports. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. Did this school receive any grants last fiscal year (July 1, 2015 until June 30, 2016) from any nonprofit scholarship funding organization under the Educational Credit for Exceptional Needs Children Program? If Yes, then Complete Document B. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. Will your school provide student test data from school year 2015-16? If Yes, then Complete Document C. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. Will your school provide a compilation, review, or compliance audit of the organization's financial statements, conducted by a certified public accounting firm? If Yes, then Complete Document D. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

I assure that all documents submitted to the SC Education Oversight Committee for the purpose of applying as an eligible school, as defined by the Proviso, is true, accurate, and complete under penalty of perjury in accordance with Section 16-9-10.

Signature: 

Date: 7/19/16

Print Name of Signature Above: Rachel Bagenstose

Title: Chief Financial Officer

Email: rbagenstose@hhca.org

Return this form to Melanie Barton

- Phone: 803.734.6148
- E-mail: mbarton@eoc.sc.gov
- Mail: (P.O. Box 11867)
502 Brown Building
Columbia, S.C. 29211 (29201)

Academic Resource Center

Hilton Head Christian Academy's Academic Resource Center provides a unique opportunity for K-12 students who have diagnosed learning disabilities to receive a high quality education within a college preparatory environment. The design of the program consists of three tiers of service, each with ascending levels of support and intervention. The goal of the program is to provide the remedial attention and personalized support necessary so that students of average and above average intelligence who have clinically diagnosed disabilities will be adequately prepared for college.



Teachers in the program provide a highly structured environment, using an educational approach suited to the individual student. The commitment of the faculty and staff to these students is to help them progress as whole persons, to teach them to understand themselves in an academic setting, and to guide them in celebrating their strengths and managing their weaknesses.

Meet the ARC Team

Anne Poole: Anne has worked at HHCA for 25+ years and started the Academic Resource Center in 2004. She is a National Institute for Learning Development Professionally Certified Educational Therapist and trained Barton Reading and Spelling Tutor.

Jennifer Hubbard: Jennifer has been with the HHCA Academic Resource Center since 2008. She is also a National Institute for Learning Development Professionally Certified Educational Therapist and is currently working towards her master's degree with an emphasis in Educational Therapy.

ARC provides different types of services:

Educational Therapy addresses cognitive and perceptual processing deficits associated with learning disabilities. Educational Therapy targets the underlying causes of learning problems, not only subject-based difficulties. [\[Read More\]](#)

Tutoring is considered to be a specific subject area focus for short-term intervention or remediation. In addition to the 3:00-3:30 tutoring time offered by classroom teachers, students can contact HHCA's Academic Resource Center for additional classroom support. ARC teachers can assist in matching students with tutors who meet their needs. A list of outside tutors is available upon request as well.

Levels of Services and Fees

| TIER STRUCTURE | COST | REQUIREMENTS |
|--|-------------------------|--|
| <p>Tier 3:</p> <p>This is our highest level of support and intervention. Students in this tier receive individualized educational therapy from our NILD certified instructors. They also receive support in the form of study strategies, organizational strategies, and targeted tutoring as needed in specific content areas. Students in this tier attend the ARC for support five days per week in lieu of an elective period. Students in this tier receive classroom and testing accommodations as indicated in their psychological report.</p> | <p>\$3,600 per year</p> | <p>A current (within two years) Psychological Evaluation</p> |

| TIER STRUCTURE | COST | REQUIREMENTS |
|---|-------------------------|--|
| <p>Tier 2:</p> <p>This is our most common level of support and intervention. Students in this tier do not receive educational therapy. Rather, they receive support in the form of study strategies, organizational strategies, and targeted tutoring as needed in specific content areas. It is not uncommon for students in this tier to be able to work within small groups of similar students led by our ARC instructors. Students in this tier attend the ARC in lieu of an elective period. Students in this tier receive classroom and testing accommodations as indicated in their psychological report.</p> | <p>\$2,700 per year</p> | <p>A current (within two years) Psychological Evaluation</p> |
| <p>Tier 1:</p> <p>This tier is for students who could benefit from additional academic support structures. Unlike the other tiers, there is no psychological report required for this tier. However, sessions are scheduled and billed on an individual basis and are subject to scheduling and space limitations. Students in this tier can take advantage of additional coaching in study and organizational strategies. They can also receive subject area tutoring as available from our ARC instructors. Sessions are scheduled during the student's elective period as a pullout activity. In cases where a student does not have a psychological report indicating the appropriateness of classroom and testing accommodations, accommodations cannot be given.</p> | <p>\$40 per session</p> | <p>An interview between the student's parents and ARC staff is required. Tier 1 services are subject to availability once the needs of all Tier 2 and Tier 3 students have been met.</p> |
| <p>Lower School Track:</p> <p>Students in the lower school track receive individualized educational therapy, subject area tutoring, and classroom support. Students in this track will work with our ARC instructors during times scheduled as pullout sessions from their specials periods. ARC staff will work with parents and the student's teachers to schedule the sessions in a manner most beneficial to the student.</p> | <p>\$2,700 per year</p> | <p>Students may be admitted to the Lower School Track if a Psychological Evaluation is being sought, but not yet completed.</p> |

ACCOMMODATIONS

According to the National Center for Learning Disabilities, "accommodations are alterations in the way tasks are presented that allow children with learning disabilities to complete the same assignments as other students. Accommodations do not alter the content of assignments, do not give students an unfair advantage, or in the case of assessments, do not change what a test measures. They do make it possible for students with learning disabilities to show what they know without being impeded by their disability."

Accommodations that HHCA can reasonably offer students include:

1. Permission for the use of laptop computers in the classroom.
2. With permission from the instructor, the use of a recording device in the classroom.
3. Assistance with note taking.
4. Extended time for students to complete tests and classroom assignments.
5. The use of a word processing program for spelling and composition.
6. In cases of extreme disability in a given area, alterations in course requirements may be considered on a case-by-case basis.
7. Oral reading and/or interpretation of directions and test questions.
8. Testing in a separate location.

External Testing Accommodations

ARC works with students and the guidance department on College Board (PSAT, SAT and AP) tests as well as ACT tests. There is a different process for College Board and ACT applications and require additional time to process. See Academic Accommodations Guidelines for procedure.

[CLICK HERE for Academic Accommodations Guidelines](#)

Document B Grants Received

Educational Credit for Exceptional Needs Children (ECENC) Application 2016-2017

Independent School Name: Hilton Head Christian Academy

An independent school applying for or continuing to participate in the Educational Credit for Exceptional Needs Children Program for Fiscal Year 2016-17 is required to submit the following information:

Number and total amount of grants received from each nonprofit scholarship funding organization from July 1, 2015 through June 30, 2016.

Please complete the following chart. If no grants were received from a nonprofit scholarship funding organization indicate with "0" and "\$0."

| Nonprofit Scholarship Funding Organizations | Total Number of Grants Received | Total Amount of Grants Received |
|---|---------------------------------|---------------------------------|
| Advanced Carolina SFO | | \$ |
| Donors Enriching Students' Knowledge (DESK) | | \$ |
| Palmetto Kids FIRST Scholarship Program, Inc. | 28 | \$ 241,347.50 |
| St. Thomas Aquinas Scholarship Funding Organization | | \$ |

Total number of grants is the number of individual children/students who received a grant even if the school received more than one grant for a specific child/student. The total amount of grants per child/student should not have exceeded \$10,000.

Return this form & report to EOC:

Fax: 803.734.6167
Phone: 803.734.6148
Mail: P.O. Box 11867
Columbia, SC 29211

Document C

Student Assessment Data

Educational Credit for Exceptional Needs Children (ECENC) Application 2016-2017

Independent School Name: Hilton Head Christian Academy

An independent school applying for or continuing to participate in the Educational Credit for Exceptional Needs Children Program for Fiscal Year 2016-17 is required to submit the following information:

Student test scores, by category, on national achievement or state standardized tests, or both, for all grades tested and administered by the school.

In working with its nine-member advisory committee, the EOC has determined that, to maintain student privacy and to recognize the educational needs of students, each school must submit the following:

- Summative assessment data from the 2015-16 school year that documents for *each grade tested* and for *each grade with at least 10 students in the grade*, the English language arts (reading) and mathematics achievement of students in the grade. Examples include: *TerraNova, Stanford 10, Iowa Test of Basic Skills, etc.*
- *For schools with less than 10 students per grade level, whole school results should be used for reporting purposes.*
- For grades 9-12, the school may provide average PSAT, SAT, ACT, or other scores as appropriate.
- For Support Level III schools, those schools that specifically exist to meet the need of only exceptional needs students with documented disabilities, the EOC will work with the Support Level III schools to provide information (including formative assessments, portfolios, etc.) that document the students' academic and social development
- Please DO NOT provide personally identifiable student information.

The following is a template that you may use for reporting purposes. For questions, contact the EOC.

PLEASE SEE ATTACHED CHART OF SCORES.

2015-16 School Year Results for _____ Assessment
National Percentiles Mean Scale Scores, Average Scores, Grade Equivalents, etc.

| Grade | English language arts (Reading) | Mathematics |
|--------|---------------------------------|-------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 etc. | | |

Return this form and assessment data to EOC:

Fax: 803.734.6167
Phone: 803.734.6148
Mail: P.O. Box 11867
Columbia, SC 29211

| Grade Level | Test | | | | | |
|-------------|--------------------------------------|----------|------------|---------|-----|--|
| | SAT Scores | | | | | |
| | CR | Math | SAT Total | Writing | ACT | |
| 12 | 513 | 533 | 1046 | 503 | 23 | |
| 11 | 510 | 518 | 1028 | 484 | 21 | |
| | PSAT Scores | | | | | |
| | CR | Math | PSAT Total | | | |
| 10 | 487 | 484 | 971 | | | |
| 9 | 464 | 457 | 921 | | | |
| | Iowa Tests (percentiles) | | | | | |
| | Reading | Language | Math | Total | | |
| 8 | 71 | 66 | 62 | 68 | | |
| 7 | 67 | 64 | 65 | 64 | | |
| 6 | 67 | 62 | 60 | 62 | | |
| 5 | 80 | 75 | 77 | 78 | | |
| 4 | 73 | 71 | 69 | 71 | | |
| 3 | 78 | 79 | 81 | 80 | | |
| | Iowa Tests (grade level equivalents) | | | | | |
| | Reading | Language | Math | Total | | |
| 8 | 11.4 | 11.2 | 10 | 10.8 | | |
| 7 | 9.3 | 9.5 | 9.1 | 9.2 | | |
| 6 | 8 | 7.9 | 7.5 | 7.7 | | |
| 5 | 7.8 | 8 | 7.6 | 7.7 | | |
| 4 | 6 | 6.2 | 5.7 | 5.9 | | |
| 3 | 5 | 5.3 | 4.9 | 5 | | |
| | MAP (percentiles) | | | | | |
| | Reading | Math | | | | |

Document D

Educational Credit for Exceptional Needs Children (ECENC) Application 2016-2017

Independent School Name: Hilton Head Christian Academy

An independent school applying for or continuing to participate in the Educational Credit for Exceptional Needs Children Program for Fiscal Year 2016-17 is required to submit the following information:

A copy of a compilation, review, or compliance audit of the organization's financial statements, conducted by a certified public accounting firm. By law, the compilation, review or compliance audit will be posted online at www.eoc.sc.gov.

Please answer the following questions:

| | YES | NO |
|--|-------------------------------------|--------------------------|
| Did your school receive any grants last fiscal year, between July 1, 2015 and June 30, 2016, under the ECENC program? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <p>If Yes, are you attaching a compilation, review or compliance audit conducted by a certified public accounting firm to this Document and submitting it to the EOC by December 30, 2016.</p> <p>Does the audit:</p> <ul style="list-style-type: none"> • Document and verify that all grants received under the Educational Credit for Exceptional Needs Children Program in 2015-16 were for eligible children enrolled in the school? • Document the total amount of each grant per child from every scholarship funding organization (SFO)? • Document that no grant exceeded \$10,000 during school year 2015-16? • Document that the independent school returned a prorated amount of the grant to the SFO if any student withdrew during the school year? <p>Also, document that the total amount of each grant was used for tuition which is defined as "the total amount of money charged for the cost of a qualifying student to attend an independent school including, but not limited to, fees for attending the school and school-related transportation."</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| If No, will your school submit a compilation, review or compliance audit conducted by a certified public accounting firm by June 30, 2017 to the EOC if you receive tuition grants this fiscal year, between July 1, 2016 and June 30, 2017? | <input type="checkbox"/> | <input type="checkbox"/> |

Return this form & report to EOC:

Fax: 803.734.6167
 Phone: 803.734.6148
 Mail: P.O. Box 11867
 Columbia, SC 29211



Robinson Grant & Co., P.A.

CERTIFIED PUBLIC ACCOUNTANTS
MEMBERS OF THE AMERICAN INSTITUTE OF CPAS & S.C. ASSOCIATION OF CPAS

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HILTON HEAD ISLAND, SC 29925-2959

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POST OFFICE BOX 1406
BEAUFORT, SC 29901-1406
(843) 524-3003
FAX (843) 524-1372

Independent Accountants' Report on Applying Agreed-Upon Procedures

July 10, 2016

Hilton Head Christian Academy, Inc.
55 Gardner Drive
Hilton Head Island, SC 29926

SC Education Oversight Committee
Attn: Melanie Barton, Executive Director
1205 Pendleton Street, Room 502 – Brown Building
Columbia, SC 29201

We have performed the procedures enumerated below, which were agreed to by Hilton Head Christian Academy, Inc. and the SC Education Oversight Committee, solely to assist you with respect to the accounting records of Hilton Head Christian Academy, Inc. as of July 5, 2016. Hilton Head Christian Academy Inc.'s management is responsible for the organization's accounting records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

- 1) Procedure: review Hilton Head Christian Academy, Inc.'s internal records to confirm that any/all grants received by them and under the Educational Credit for Exceptional Needs Children Program were for eligible students enrolled in their school during the 2015-16 school year.

Finding: our procedure confirmed that any/all students for which Hilton Head Christian Academy Inc. received scholarship funds under the Educational Credit for Exceptional Needs Children program were for eligible recipients enrolled at Hilton Head Christian Academy during the 2015-16 school year.

- 2) Procedure: review internal school and accounting records to confirm the school can document the total amount of each grant received per student.

July 10, 2016

Page Two

Finding: our procedures confirmed that internal school and accounting records can document the total amount of grant funds received per student.

- 3) Procedure: review internal school and accounting records to determine that no grant funding received during the 2015-16 school year exceeded \$10,000.

Finding: Our review of internal school and accounting records confirmed that no grant funding received by Hilton Head Christian Academy, Inc. exceeded \$10,000.

- 4) Procedure: determine that Hilton Head Christian Academy, Inc. returned a prorated amount of grant fundings to the SC Education Oversight Committee for any student that withdrew from the school during the school year.

Finding: our procedures discovered that no students which were awarded grant fundings through the Educational Credit for Exceptional Needs Children program withdrew from Hilton Head Christian Academy during the 2015-16 school year. As a result, no grant fundings were applicable to be returned.

- 5) Procedure: determine that the total amount of each grant was used for tuition which is defined as *the total amount of money charged for the cost of a qualifying student to attend an independent school including, but not limited to, fees for attending the school and school-related transportation.*

Finding: our procedure confirmed that all of the grant fundings received by Hilton Head Christian Academy from the Educational Credit for Exceptional Needs Children program were applied directly towards tuition costs.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of Hilton Head Christian Academy, Inc. and the SC Education Oversight Committee and is not intended to be and should not be used by anyone other than those specified parties.

Robinson Grant & Co, P.A.