



**JANET BARRESI**  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION  
STATE OF OKLAHOMA

**MEMORANDUM**

**TO:** The Honorable Members of the State Board of Education

**FROM:** Janet Barresi

**DATE:** June 28, 2012

**SUBJECT:** Lindsey Nicole Henry Scholarships for Students with Disabilities

Approval is requested for Holy Trinity Christian School, Oklahoma Private School Accreditation Commission (OPSAC) private school, wishing to participate in the Lindsey Nicole Henry Scholarship for Students with Disabilities program.

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# Holy Trinity

Christian School

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JUN - 6 2012

Special Education Services

June 5, 2012

Oklahoma State Department of Education  
Special Education Services  
Attention: Anita Eccard  
2500 North Lincoln Boulevard  
Oklahoma City, OK 73015

Dear Ms. Eccard:

Holy Trinity Christian School was established in 1987 by the members of Holy Trinity Lutheran Church to educate and serve not only the members of Holy Trinity Lutheran Church but to serve also as a mission arm of the church and a witness to the community. Our mission statement is to "build a foundation of character and a love of learning through daily Christian fellowship in a nurturing environment that promotes academic excellence." To better serve our student who may need special instruction we seek to become a Lindsey Nicole Henry scholarship approved private school. We trust that the following information will support our application.

Grades Offered	Preschool through 5 <sup>th</sup> grade
Services Available to LNH Scholarship Recipients	Smaller class sizes. One on one tutoring with teacher assistants. Speech services if needed.
Accreditation Statement	Holy Trinity Christian School is accredited by the National Lutheran School Accreditation. This accreditation organization is recognized by OPSAC.
Financial Resources	Holy Trinity Christian School is financially supported through tuition revenues in addition to budget appropriations and facility resources provided by Holy Trinity Lutheran Church.

The budget for the upcoming 2012-2013 year is attached.

Facilities Description

Holy Trinity Christian School is located within the facility of Holy Trinity Lutheran Church. We have four preschool classrooms, two kindergarten classrooms, 5 elementary classrooms, a lunch room, library, computer lab, music room, gym and 2 separate playgrounds.

Student to Teacher Ratios

Preschool classes are 2 to 15 in our three year old classes, 1- 12 in pre- k classes, 1 – 16 in kindergarten , and 1- 16 in all of our elementary classes.

Teacher Credentials

Teaching staff are all certified professionals. Early childhood or elementary education degrees are required for kindergarten through 5<sup>th</sup> grade.

Antidiscrimination Statement

See attached sheet.

Compliance to Health and Safety requirements

Holy Trinity Christian School complies with all federal, state and local health and safety regulations. See attached sheet.

Statement of Academic Accountability to Parents And Students

Holy Trinity meets and exceeds all state pass skills. Holy Trinity Christian School is now working towards complying with the common core curriculum.

Statement of compliance to private school requirements.

Holy Trinity Christian School through it accreditation process with NLSA Was able to become compliant with the requirements for private schools

Statement of adherence to Expulsion policies for scholarship Recipients.

See attached sheet from parent/student handbook- page 9.

School Website

[www.holytrinityedmond.org](http://www.holytrinityedmond.org)

School Address and  
phone

Holy Trinity Christian School  
308 NW 164<sup>th</sup> Street  
Edmond, OK 73013  
405/844-4000

Funds from the Lindsey Nicole Henry Scholarship will be used to supplement instruction by employing a dedicated teacher's aide with specialized training directly related to the scholarship recipients' disability, teacher training and the purchasing of special instructional materials.

Please contact me if you have any questions or require additional information related to our program.

Sincerely,



Debbie Swanson  
School Director

Holy Trinity Lutheran Church  
 Analysis of Revenues & Expenses - Detail for School  
 School Board

July 2011 to April 2012

Note: The Report Option to include Open Transactions is selected.

Accounts	MTD Actual (This Year)	YTD Actual (This Year)	Annual Budget (This Year)	% of Annual Budget Used (This Year)	Annual Budget (Next Year)
<b>Revenues</b>					
<b>School</b>					
4032 - Tuition - School	\$30,271.18	\$265,483.67	\$291,164.80	91.18 %	\$311,395.00
4036 - School Enrollment/Supply F	\$3,325.00	\$25,117.00	\$13,300.00	188.85 %	\$23,800.00
4037 - Stay and Play	\$3,215.50	\$29,914.00	\$17,000.00	175.96 %	\$42,000.00
4038 - Mother's Day Out	\$1,655.00	\$15,981.00	\$17,550.00	91.06 %	\$23,100.00
4039 - Before & After School Care	\$2,493.50	\$22,065.50	\$23,000.00	95.94 %	\$22,750.00
4041 - Camp Boomerang	\$1,910.00	\$5,224.25	\$3,381.40	154.50 %	\$17,400.00
4044 - Book Fees - School	\$100.00	\$6,615.00	\$5,800.00	114.05 %	\$7,600.00
<b>Total School</b>	<b>\$42,970.18</b>	<b>\$370,400.42</b>	<b>\$371,196.20</b>	<b>99.79 %</b>	<b>\$448,045.00</b>
<b>Total Revenues</b>	<b>\$42,970.18</b>	<b>\$370,400.42</b>	<b>\$371,196.20</b>	<b>99.79 %</b>	<b>\$448,045.00</b>
<b>Expenses</b>					
<b>School Board</b>					
<b>Personnel Expenses</b>					
5805 - Teacher's Salaries	\$20,851.13	\$204,415.10	\$249,708.94	81.86 %	\$276,003.00
5810 - Directors Salaries	\$2,678.60	\$27,036.00	\$35,701.86	75.73 %	\$33,763.00
5815 - Teacher Aide's Salaries	\$4,575.65	\$41,978.05	\$48,127.78	87.22 %	\$43,855.00
5818 - Camp Boomerang	\$0.00	\$0.00	\$0.00	0.00 %	\$9,300.00
5820 - FICA Taxes	\$2,156.44	\$20,982.57	\$25,727.12	81.56 %	\$27,762.00
5821 - Benefit Plans - Disability & I	\$2,331.47	\$23,272.30	\$26,086.59	89.21 %	\$33,435.00
5825 - Continuing Education	\$78.19	\$660.44	\$1,500.00	44.03 %	\$1,500.00
5828 - Professional Organization F	\$0.00	\$625.00	\$2,000.00	31.25 %	\$2,000.00
5829 - Payroll Service & Backgrou	\$195.46	\$1,811.27	\$2,100.00	86.25 %	\$2,100.00
<b>Total Personnel Expenses</b>	<b>\$32,866.94</b>	<b>\$320,780.73</b>	<b>\$390,952.29</b>	<b>82.05 %</b>	<b>\$429,718.00</b>
<b>Operating Expenses</b>					
5358 - Camp Boomerang	\$0.00	\$43.53	\$0.00	0.00 %	\$600.00
5851 - Advertising	\$473.61	\$2,296.98	\$4,000.00	57.42 %	\$4,000.00
5855 - Kitchen Supplies & Snacks	\$0.00	\$106.04	\$300.00	35.35 %	\$300.00
5856 - Copier Paper and Maintena	\$600.00	\$5,512.84	\$7,000.00	78.75 %	\$7,000.00
5858 - Supplies and Fees	\$848.53	\$8,828.05	\$9,918.00	89.01 %	\$10,000.00
5859 - Book Fee Expenses	\$0.00	\$4,070.05	\$0.00	0.00 %	\$8,000.00
<b>Total Operating Expenses</b>	<b>\$1,922.14</b>	<b>\$20,857.49</b>	<b>\$21,218.00</b>	<b>98.30 %</b>	<b>\$29,900.00</b>
<b>Shared Church Expenses</b>					
5864 - Insurance	\$0.00	\$5,497.00	\$7,000.00	78.53 %	\$0.00
5865 - Utilities	\$847.00	\$17,763.76	\$17,000.00	104.49 %	\$0.00
5866 - Janitorial Supples & Service	\$693.36	\$5,939.42	\$13,000.00	45.69 %	\$0.00
5867 - Telephone & Internet	\$100.00	\$400.00	\$1,000.00	40.00 %	\$0.00
5868 - Postage	\$0.00	\$0.00	\$200.00	0.00 %	\$0.00
<b>Total Shared Church Expenses</b>	<b>\$1,640.36</b>	<b>\$29,600.18</b>	<b>\$38,200.00</b>	<b>77.49 %</b>	<b>\$0.00</b>
<b>Technology Expenses</b>					
5872 - Software Fees	\$0.00	\$3,909.00	\$3,400.00	114.97 %	\$4,000.00
5873 - Computer Maintenance	\$37.65	\$37.65	\$500.00	7.53 %	\$500.00
<b>Total Technology Expenses</b>	<b>\$37.65</b>	<b>\$3,946.65</b>	<b>\$3,900.00</b>	<b>101.20 %</b>	<b>\$4,500.00</b>
<b>Total School Board</b>	<b>\$36,467.09</b>	<b>\$375,185.05</b>	<b>\$454,270.29</b>	<b>82.59 %</b>	<b>\$464,118.00</b>
<b>Total Expenses</b>	<b>\$36,467.09</b>	<b>\$375,185.05</b>	<b>\$454,270.29</b>	<b>82.59 %</b>	<b>\$464,118.00</b>
<b>Net Total</b>	<b>\$6,503.09</b>	<b>(\$4,784.63)</b>	<b>(\$83,074.09)</b>	<b>0.00 %</b>	<b>(\$16,073.00)</b>

### Non-Discrimination Policy

Holy Trinity Lutheran Church School does not discriminate on the basis of race, sex, age, color, national origin, ancestry, handicap, or any other factors not considered pertinent to performance in administering our education policies, programs, activities, and employment practices.

Because we are a church body, certain positions demand extensive understanding of and commitment to the doctrinal view of The Lutheran Church—Missouri Synod. For such situations it is necessary for us to seek out individuals with specific religious training and synodical recognition. To the extent allowed by State and Federal Law, the school and congregation may give preference in hiring of persons who are members in good standing of a Lutheran Church—Missouri Synod congregation. Periodic evaluation of policies and practices in relation to equal opportunities shall be made.

**Standard 8: THE SCHOOL MAINTAINS A SAFE AND HEALTHY ENVIRONMENT.**

Indicate whether or not the school meets the required indicators of success by circling Yes or No. Evaluate the level of implementation for each of the other indicators of success, total the points, and explain your responses in the comment section.

*Indicators of Success:*

- YES**      **\*8:01 There is compliance with all federal, state, and local health and safety regulations which pertain to the following topics**
- Emergency evacuation drills (e.g. fire, flood, tornado, earthquake)
  - Specific procedures for crisis intervention/safety management are outlined in NLSA Self-Study, Section VI: Personnel, Section 3.0, HTCS' Handbook for Administrators, Teachers and Support Staff, page 42; and NLSA Self-Study, Section III: Leadership, Section III-A Governance, Section 2.0, Policy and Procedures Manual, Section 9.0.
  - Reporting of suspected child abuse
  - Reporting communicable disease and transferable infections
  - Maintaining health records for students and staff
  - Dispensing of medicines
  - Building inspections
  - The School/Church is inspected regularly by all mandated agencies. Any Deficiencies are recorded and all necessary actions are taken to rectify the Deficiency.
  - Posting emergency fire, police, ambulance contact phone numbers
  - All emergency fire, police and ambulance number are located on the speed dial on telephones which are in every class room.
  - Labeling and storing of toxic chemicals
  - All toxic chemicals are labeled and stored in lockable storage cabinets out of reach of children. MSDS sheets on all toxic chemicals are kept in the Administrator's office and are readily available if needed.
  - Transportation
  - Food service

### **Non-Discriminatory Statement**

Holy Trinity Christian School does not discriminate on the basis of gender, race, color, national or ethnic origin in the award of any Tuition Assistance.

### **Tuition Assistance Application Process**

**Step 1: Fill out an application.** Since all types of assistance require an evaluation of a family's need, a Tuition Assistance Application must be completed by the parent/guardian online at [www.online-cfa.com](http://www.online-cfa.com) (or faxed or mailed) and pay the applicable fee to Development Testing Services. In addition to this, we require that the family provide:

- A complete copy of last year's IRS form 1040
- A letter of explanation of any unusual or extenuating circumstances that you would like the School Board to consider.

**Step 2: Review by the HTCS School Board.** The Board will review the processed application in light of the type of assistance for which it qualifies and the amounts available for distribution. The personal information provided is kept confidential within the Board.

**Step 3: Decision.** The school Director will inform families of the Board's decision and discuss arrangements for payment of the remainder of the tuition bill.

### **Review and Cancellation of Awards**

The school reserves the right to review and cancel tuition assistance at any time because of changes in financial resources, residency, marital status, because of failure to pay any outstanding tuition amounts in a timely fashion, or because of the student's failure to remain in good standing at the school in both academics and discipline.

### **Timely Payment of Tuition Accounts**

Once assistance is approved, it is expected that the portion of the family's tuition bill that is not covered by tuition assistance will be paid in a timely manner. A family not keeping the tuition payment schedule as agreed upon at the time they were notified of their assistance package might jeopardize their assistance award. This is subject to review at the end of each semester.

### **Acceptable Behavior**

A student is expected to maintain appropriate conduct at HTCS. If a student is suspended for more than one day (not including in-school suspension) during a semester he or she may become ineligible for continued assistance at the end of that semester.

### **Parent's Responsibility**

The following responsibilities comprise the minimum requirements to maintain eligibility for the Tuition Assistance Program.

1. Complete all application materials accurately. Inaccuracies or errors can result in delays in your consideration for tuition assistance and may result in your inability to receive assistance due to the lack of funds. Intentional misreporting of information on applications may require that funds be paid back to the school and result in forfeiture of future financial aid.
2. Complete all application material on time and send them to the appropriate place.
3. Understand the conditions under which your financial aid package is offered and comply with the criteria for retaining your financial aid awards.
4. Pay in a timely manner any portions of your tuition bill not covered by tuition assistance.
5. Notify the school office of any changes in your financial or marital status.
6. *Parent(s) must also complete at least 25 hours of volunteer service per semester to the school by participating in special programs or fundraisers, special projects, assisting in the school*