



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.

ae



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 th 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.

To build a foundation of character and a love of learning through daily Christian fellowship in a nurturing environment that promotes academic excellence.

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 5th 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

School Address and
phone

Holy Trinity Christian School
308 NW 164th 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)
Revenues					
School					
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
Total School	\$42,970.18	\$370,400.42	\$371,196.20	99.79 %	\$448,045.00
Total Revenues	\$42,970.18	\$370,400.42	\$371,196.20	99.79 %	\$448,045.00
Expenses					
School Board					
Personnel Expenses					
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 & f	\$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
Total Personnel Expenses	\$32,866.94	\$320,780.73	\$390,952.29	82.05 %	\$429,718.00
Operating Expenses					
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
Total Operating Expenses	\$1,922.14	\$20,857.49	\$21,218.00	98.30 %	\$29,900.00
Shared Church Expenses					
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
Total Shared Church Expenses	\$1,640.36	\$29,600.18	\$38,200.00	77.49 %	\$0.00
Technology Expenses					
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
Total Technology Expenses	\$37.65	\$3,946.65	\$3,900.00	101.20 %	\$4,500.00
Total School Board	\$36,467.09	\$375,185.05	\$454,270.29	82.59 %	\$464,118.00
Total Expenses	\$36,467.09	\$375,185.05	\$454,270.29	82.59 %	\$464,118.00
Net Total	\$6,503.09	(\$4,784.63)	(\$83,074.09)	0.00 %	(\$16,073.00)

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 (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*

AFFIDAVIT (Private School Compliance Statement)
Required Annually

I, Deborah K. Swanson, swear and/or affirm under oath that:

1. I am the School Director (insert title) of Holy Trinity Christian School (private school), a Lindsey Nicole Henry Scholarship Act approved private school.
2. Holy Trinity Christian School has been an approved private school for receipt of Lindsey Nicole Henry Scholarship funds since August 1, 2012. (DS)
3. Holy Trinity Christian School (private school) is in compliance with state laws for the (DS) 2012-2013 school year, including but not limited to the following:
 - Meets the accreditation requirement set by the State Board of Education or another accrediting association approved by the State Board of Education;
 - Demonstrates fiscal soundness by having been in operation for (1) school year or providing the Oklahoma State Department of Education (OSDE) 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 reasonable expected.
 - Complies with the antidiscrimination provisions of 42 U.S.C., Section 2000d;
 - Meets state and local health and safety laws and codes;
 - Will be academically accountable to the parent/legal guardian for meeting the educational needs of the student;
 - Employs or contracts with teachers who hold baccalaureate or higher degrees, or have at least three (3) years of teaching experience in public or private schools, or have special skills, knowledge, or expertise that qualifies them to provide instruction in subjects taught;
 - Complies with all state laws relating to general regulation of private schools; and
 - Adheres to the tenet of its published disciplinary procedures prior to the expulsion of a scholarship student.

FURTHER, AFFIANT SAITH NOT.

DATE: 6-5-12

Debbie Swanson

Representative of HOLY TRINITY CHRISTIAN SCHOOL

Subscribed and sworn to before me this 5th day of June, 2012 by
Dawnetta Moore.

Dawnetta Moore
NOTARY PUBLIC

My Commission No.: 12001538

My Commission Expires: Feb 15, 2016

