

# Application: Hellenic Classical Charter Schools - Park Slope

Joy Petrakos - Joy.Petrakos@hccs-nys.org  
2022-2023 Annual Report

## Summary

ID: 0000000030

Status: Annual Report Submission

## Entry 1 School Info and Cover Page

Completed - Jul 27 2023

### Instructions

#### Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within the [Annual Report Portal](#). When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2022-2023 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2023**) or you may not be assigned the correct tasks.

## BASIC INFORMATION

### a. SCHOOL NAME

(Select name from the drop down menu)

HELLENIC CLASSICAL CHARTER SCHOOL 800000058308

**a1. Popular School Name**

HCCS-PS

**b. CHARTER AUTHORIZER (As of June 30th, 2023)**

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**c. School Unionized**

Is your charter school unionized?

No

**d. DISTRICT / CSD OF LOCATION**

CSD #15 - BROOKLYN

**e. Date of Approved Initial Charter**

Feb 8 2005

**f. Date School First Opened for Instruction**

Sep 8 2005

**g. Approved School Mission and Key Design Elements**

*(Regents, NYCDOE and Buffalo BOE authorized schools only)*

The Hellenic Classical Charter School will provide diverse student body with a rigorous education in a dynamic environment. Using a standards-based curriculum, enriched with the Greek and Latin languages, and the classics woven throughout, students will engage in dialogue using the Socratic method to become critical thinkers. Students will become college and career ready and well – prepared to succeed and contribute to the global community as responsible citizens.

**h. School Website Address**

<http://www.hccs-nys.org>

**i. Total Approved Charter Enrollment for 2022-2023 School Year**

498

**j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment**

491

### k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

#### Responses Selected:

k
1
2
3
4
5
6
7
8

### I. Charter Management Organization

Do you have a [Charter Management Organization](#)?

No

## FACILITIES INFORMATION

### m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

No, just one site.



**School Site 1 (Primary)**

**m1. SCHOOL SITES**

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	646 5th Avenue, Brooklyn, NY 11215	718-499-0957	NYC CSD 15	K-8	K-8	No

**m1a. Please provide the contact information for Site 1.**

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Natasha Caban	Principal	718-499-0957	718-499-0958	<a href="mailto:NCaban@hccs-nys.org">NCaban@hccs-nys.org</a>
Operational Leader	Joy Petrakos	Chief of Operations	718-499-0957	718-499-0958	<a href="mailto:Joy.Petrakos@hccs-nys.org">Joy.Petrakos@hccs-nys.org</a>
Compliance Contact	Joy Petrakos	Chief of Operations	718-499-0957	718-499-0958	<a href="mailto:Joy.Petrakos@hccs-nys.org">Joy.Petrakos@hccs-nys.org</a>
Complaint Contact	Joy Petrakos	Chief of Operations	718-499-0957	718-499-0958	<a href="mailto:Joy.Petrakos@hccs-nys.org">Joy.Petrakos@hccs-nys.org</a>
DASA Coordinator	Anastasia Etimos	Dean of Guidance and Student Support	718-499-0957	718-499-0958	<a href="mailto:AEtimos@hccs-nys.org">AEtimos@hccs-nys.org</a>
Phone Contact for After Hours Emergencies	Joy Petrakos	Chief of Operations	██████████	718-499-0957	<a href="mailto:Joy.Petrakos@hccs-nys.org">Joy.Petrakos@hccs-nys.org</a>

**m1b. Is site 1 in public (co-located) space or in private space?**

Private Space

**IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC**

**m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.**

- **Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.**

**Site 1 Certificate of Occupancy (COO)**

[Certificate of Occupancy 12.27.18 Final CO.pdf](#)

**Filename:** Certificate of Occupancy 12.27.18 Final CO.pdf **Size:** 35.8 kB

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**Site 1 Fire Inspection Report**

*This is required, marked optional for administrative purposes.*

[HCCS-PS Fire Alarm Inspection 2023.pdf](#)

**Filename:** HCCS-PS Fire Alarm Inspection 2023.pdf **Size:** 164.2 kB

**n. List of owned, rented, leased facilities not used to educate students**

Separate by semi-colon (;)

N/A

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**CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR**

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**o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).**

*Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.*

No

## ATTESTATIONS

**p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).**

Name	Joy Petrakos
Position	Chief of Operations
Phone/Extension	718-499-0957
Email	<a href="mailto:Joy.Petrakos@hccs-nys.org">Joy.Petrakos@hccs-nys.org</a>

**q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click **YES** to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

## Responses Selected:

Yes

As outlined in ENTRY 10:

Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.

**Responses Selected:**

Yes

**Signature, Head of Charter School**



**Signature, President of the Board of Trustees**



**Date**

Jul 1 2023

Thank you.



**Entry 2 Links to Critical Documents on School Website**

Completed - Jul 27 2023

## Instructions

### **Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the [link](#) from the school's website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);<sup>[1]</sup>
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

<sup>[1]</sup> Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

## Form for Entry 2 Links to Critical Documents on School Website

School Name: Hellenic Classical Charter Schools - Park Slope

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**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the **link** from the school's website for each of the items:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	<a href="https://www.hccs-nys.org/annual-reports">https://www.hccs-nys.org/annual-reports</a>
2. Board meeting notices, agendas and documents	<a href="https://www.hccs-nys.org/board-of-trustees">https://www.hccs-nys.org/board-of-trustees</a>
3. New York State School Report Card	<a href="https://www.hccs-nys.org/services-minimalist">https://www.hccs-nys.org/services-minimalist</a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://www.hccs-nys.org/services-minimalist">https://www.hccs-nys.org/services-minimalist</a>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo)	<a href="https://www.hccs-nys.org/services-minimalist">https://www.hccs-nys.org/services-minimalist</a>
6. Authorizer-approved FOIL Policy	<a href="https://www.hccs-nys.org/services-minimalist">https://www.hccs-nys.org/services-minimalist</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://www.hccs-nys.org/services-minimalist">https://www.hccs-nys.org/services-minimalist</a>

Thank you.



## Entry 3 Progress Toward Goals

Completed - Jul 31 2023

## Instructions

**Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## **Entry 3 Progress Toward Goals**

### **PROGRESS TOWARD CHARTER GOALS**

#### **Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2023.

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#### **1. ACADEMIC STUDENT PERFORMANCE GOALS**

#### **Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

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2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Each year, 75% of kindergarten students who were enrolled at the School on BEDS days will perform at a Level 1 on the rhyme recognition, rhyme generation, syllable classing and initial consonants, and at a level 2 on the final consonants, blending, segmenting, ABC recognition, writing, spelling, decoding and sight word strands on the Spring administration of the Fox in a Box early literacy assessment.	Fox in a Box early literacy assessment	Met	
Academic Goal 2	Each year, 75% of the 1st grade students who were enrolled on BEDS day for two consecutive years will perform at or above a Level 4 on the spelling, decoding, vocabulary and sight words strands on the	Fox in a Box early literacy assessment	Met	

	Spring administration of the Fox in a Box early literacy assessment.			
Academic Goal 3	Each year, 75% of the second grade students who have been enrolled at the School on BEDS day for at least two consecutive years will perform at or above a Level 6 on the spelling, decoding, vocabulary, sight words and strands on the Spring administration of the Fox in a Box early literacy assessment.	Fox in a Box early literacy assessment	Met	
Academic Goal 4	Each year, students in grades 2 through 8 who were enrolled in the School at least two consecutive BEDS dates will average at least five percentile points on the growth on the NWEA MAP Reading assessment until average percentile scores reaches 85.	NWEA MAP Reading Assessment	Not Met	<p>For the 2023 the administration of the NWEA MAP Reading assessment, students in grades 2 - 8 did demonstrate growth, however did not achieve growth by 5 percentile points from the previous year's administration.</p> <p>As students continue to demonstrate growth in the area of literacy acquisition, HCCS administration and instructional stakeholders understand the need for increasing</p>

				<p>reading stamina, fluency and comprehension. HCCS is in the first year of the implementation of our phonics researched based program, Foundations to support our literacy program in grades K through 2nd grade. We plan to implement the Foundations program up to 3rd grade for the upcoming school year. HCCS continues to actively assess and monitor student reading life and progress. As adjustments are made in daily classroom instruction, the focus on explicit modeling and active engagement. In addition, we are ensuring that during the administration of the NWEA is testing conditions are conducive to students successfully testing. We will be ensuring all staff are trained to administer the NWEA with fidelity.</p>
Academic Goal 5	Each year, students in Grades 2 through 8 who were enrolled	NWEA Map Math Assessment	Not Met	Students in grades 2 - 8 have made progress in the area

in the School for at least two consecutive BEDS dates will average at least five percentile points of growth on the NWEA MAP Math assessment until average percentile scores reaches 85.

of mathematics, with achieving average percentile scores of 85. However, students declined from the previous school year and fell short of achieving this goal. We acknowledge that our students may require additional supports in mathematics instruction and ensuring proficiency within specific mathematical standards. The administration along with the instructional dean and coach, have begun to analyze specific areas of needs within the area of mathematics and its competences. A focus on our specifically designed tool box of strategies may need to be addressed and how it is utilized in daily instruction alongside the strengthening of the teacher modeling. We also need to ensure the fidelity of the administration of the NWEA assessments and that all stakeholders are available and assisting during the

				testing window of the NWEA.
Academic Goal 6	Each year, grade-level cohorts of students (for Grades 2 and above) will reduce by one-half, the gap between their average score in the previous Spring administration of the NWEA, a nationally-normed reading test, and increase the average (grade level) in the current Spring. Grade-level cohorts are expected to show at least an increase in the current year.	NWEA Assessment	Met	
Academic Goal 7	Each year, grade-level cohorts of students (for Grades 2 and above) will reduce by one-half, the gap between their average score in the previous Spring administration of the NWEA, a nationally-normed mathematics test, and increase the average (grade level) in the current Spring. Grade-level cohorts are expected to show at least an increase in the current year.	NWEA Assessment	Not Met	As discussed within the absolute value performance goal, HCCS students in grades 2 - 8 have made progress in the area of mathematics throughout the years of the pandemic. However, students demonstrated no growth from the previous school year and fell short of achieving this goal. We acknowledge that our students may require additional supports in mathematics instruction and

				<p>ensuring proficiency within specific mathematical standards. The administration along with the instructional dean and coach, have begun to analyze specific areas of needs within the area of mathematics and its competences. A focus on enhancing our previously designed tool box of strategies may need to be an area that is addressed alongside daily instruction and the strengthening of the teacher modeling. We also need to ensure the fidelity of the administration of the NWEA assessments and that all stakeholders are available and assisting during the testing window of the NWEA.</p>
Academic Goal 8	<p>Throughout the course of the charter term, HCCS will show progress towards achieving 75% of its 3rd - 8th graders, who have been enrolled at the school on BEDS day for at least two consecutive years, performing at or</p>	NYS ELA Examination	Unable to Assess	<p>N/A NYS ELA assessment data has yet to be released.</p>

	above Level 3 on the NYS ELA exam.			
Academic Goal 9	Through out the course of the charter term, HCCS will show progress towards achieving 75% of its 3rd - 8th graders, who have been enrolled at the school on BEDS day for at least two consecutive years, performing at or above Level 3 on the NYS Math exam.	NYS Math Examination	Unable to Assess	N/A NYS Math assessment data has yet to be released.
Academic Goal 10	Throughout the course of the charter term, HCCS will show progress towards achieving 75% of its 8th graders, who have been enrolled at the school on BEDS day for at least two consecutive years, performing at or above Level 3 on the NYS Science exam.	NYS Science Examination	Met	

**2. Do have more academic goals to add?**

Yes

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11	Each year, 75% of the Grade 8 students who have taken the Common Core Algebra I will pass the NYS Common Core Algebra I Regents Exam with an average passing score of at least 75%.	NYS Algebra I regent	Met	
Academic Goal 12	Each year, 75% of the Grade 8 students who are recommended by the Science Department to sit for the NYS Living Environment Regent Exam will pass the Regents exam with an average passing score of at least 75%.	NYS Living Environment regent	Met	
Academic Goal 13	Throughout the course of the charter term, HCCS will earn a score of "Good" or better on all Framework Strands as reported on the School Quality Report.	NYC School Quality Report	Unable to Assess	



Academic Goal 14	Throughout the charter term, each grade-level cohort of HCCS students will reduce by one-quarter, the gap between the percent at or above Level 3 on the previous year's NYS ELA exam and 75% at or above Level 3 in the previous year, the cohort will demonstrate growth (above 75 percent) in the current year.	NYS ELA Exam	Unable to Assess	N/A  NYS ELA assessment data has yet to be released.
Academic Goal 15	Throughout the charter term, each grade-level cohort of HCCS students will reduce by one-quarter, the gap between the percent at or above Level 3 on the previous year's NYS Math exam and 75% at or above Level 3 on the current year's NYS Math exam. If a grade-level cohort exceeds 75% at or above Level 3 in the previous year, the cohort will demonstrate growth (75 percent) in the current year.	NYS Mathematics Exam	Unable to Assess	N/A  NYS Math assessment data has yet to be released.
Academic Goal 16	Each year, the percent of HCCS students performing at or above Level 3 on the NYS ELA	NYS ELA Exam	Unable to Assess	N/A  NYS ELA assessment data

	exam in each tested grade will, in the majority of grades, exceed the average performance of students tested in the same grades of CSD 15.			has yet to be released.
Academic Goal 17	Each year, the percent of HCCS students performing at or above Level 3 on the NYS Math exam in each tested grade will, in the majority of grades, exceed the average performance of students tested in the same grades of CSD 15.	NYS Mathematics Exam	Unable to Assess	N/A NYS Math assessment data has yet to be released.
Academic Goal 18	<p>Greek Proficiency Goals</p> <p>Kindergarten: By the end of the school year, students who were enrolled on BEDS day:</p> <p>75% of the students will recognize all Greek Letters in their print form, as measured by a Greek Letter and Recognition and Writing Common Assessment</p> <p>75% of the students will be able to communicate verbally as</p>	Greek Verbal, Reading, Listening and Writing Common Assessment	Met	

	measured by the HCCS Greek Verbal Common Assessment			
Academic Goal 19	<p>First Grade: By the ends of the school year, students who were enrolled on BEDS day for at least two consecutive years:</p> <p>75% of students will be able to write all the Greek alphabet in print, as measured by a Greek Letter and Recognition and Writing Common Assessment</p> <p>75% of students will perform proficiently in listening, as measured by the Greek Listening Common Assessment</p> <p>75% of students will perform proficiency in reading, as measured by the HCCS Greek Reading Common Assessment</p> <p>75% of the students will be able to communicate verbally as measured by the HCCS Greek Verbal Common Assessment</p>	Greek Verbal, Reading, Listening and Writing Common Assessments	Met	

Academic Goal 20	<p>Second through Seventh Grades: By the end of the school year, students who were enrolled on BEDS day for at least two consecutive years:</p> <p>75% of students will perform proficiency in oral, reading, listening, and writing skills, as measured by the HCCS Greek Verbal, Reading, Listening, and Writing Common Assessments</p>	Greek Verbal, Reading, Listening and Writing Common Assessments	Met	
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**3. Do have more academic goals to add?**

Yes

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21	Each year, 75% of HCCS Grade 8 students who have been recommended by the Greek department to sit for the NYSED High School Greek Regents exam will pass the Greek Regent Exam with an average passing score of at least 75%	Greek LOTE examination	Met	
Academic Goal 22	Each year, the School will be deemed "In Good Standing" on the NYS Report Card	NYS Report Card	Unable to Assess	NYS Report Card is not yet available.
Academic Goal 23	Throughout the course of the charter term, HCCS will earn a score of "Good" or better on all Framework Strands as reported on the School Quality Report.	NYC School Quality Report	Unable to Assess	
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				

Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
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Academic Goal 62				

**4. ORGANIZATION GOALS**

**For the 2022-2023 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	At the end of each school year, HCCS will have an average daily student attendance rate of at least 95%.	ATS  Vendor Portal	Not Met	HCCS-PS ended the school year with a average daily student attendance of 94.2%. We fell less than a point short of meeting our goal. Since COVID, parents are more apt to keep their children home with the slightest of symptoms. HCCS-PS has always and will continue to express the importance of attendance to our families. We will monitor our records to help support families of students with chronic absences and speak to our families at large during our PTA meetings.
Org Goal 2	Each year, 95% of all students enrolled at HCCS during the last day of the school year will return the following September, not	ATS  Discharge Report  Vendor Portal	Met	



	including those who move out of the area.			
Org Goal 3	Each year, HCCS will comply with all applicable laws, rules, regulations, and contract terms including, but not limited to, the New York Charter Schools Act, the New York Freedom of Information Law, the New York Open Meetings Law, the federal Individuals with Disabilities Education Act, and federal Family Educational Rights and Privacy Act.	Approved Board of Regents Charter; Applicable law, rules and regulations; NY Charter Schools Act; NY Freedom Information Law; NY Open Meetings Law; Federal Individuals with Disabilities Education Act; Family Educational Rights and Privacy Act.	Met	
Org Goal 4	Per the 2010 amendment to the Charter Schools Act, HCCS shall demonstrate good faith efforts to attract, retain and meet or exceed enrollment and retention targets as prescribed by the Board of Regents, through the State Education Department, of students with disabilities, English Language Learners, and students who are eligible for the free- and reduced-price lunch program.	HCCS-PS continues to demonstrate good faith efforts to attract and retain students with disabilities, English Language Learners, and free and reduced-price lunch students. HCCS-PS strengthened their marketing initiatives this year. HCCS-PS is a member of NYC Charter Center's Collaborative for Inclusive Education. HCCS-PS is a Title I School.	Met	

Org Goal 5	Each year, the HCCS Principal will achieve ratings of Proficient or Distinguished, and an average percentile score of 85% or higher, using the VAL-ED leadership evaluation system, developed at Vanderbilt University.	Val-ED Leadership Evaluation Program HCCS-PS Principal's overall effectiveness score is 4.30. The performance level is Distinguished and the percentile rank is 96.2%	Met	
Org Goal 6	Each year, student enrollment will be within 15% of full enrollment as defined in the HCCS' charter contract. This will be analyzed annually and monitored bi-monthly.	ATS Vendor Portal	Met	
Org Goal 7	Each year, parents will express satisfaction with HCCS' program, based on the NYCDOE School Survey in which the school will receive scores of 7.5 or higher in each of the four survey domains: Academic Expectations, Communication, Engagement, and Safety and Respect. The school will only have met this goal if at least 50% of the parents participate in the survey.	NYCDOE Survey	Met	The NYCDOE survey changed the scoring and ratings structure.

Org Goal 8	<p>Each year, teachers will express satisfaction with HCCS' leadership and professional development opportunities, based on the NYCDOE School Survey in which the school will receive scores of 7.5 or higher in each of the four survey domains: Academic Expectations, Communication, Engagement, and Safety and Respect. The school will only have met this goal if at least 50% of the teachers participate in the survey.</p>	NYCDOE SURVEY	Met	The NYCDOE survey changed the scoring and ratings structure.
Org Goal 9	<p>Each year, students in grades 6 through 8 will express satisfaction with HCCS' staff and programs, based on the NYCDOE School Survey in which the school will receive scores of 7.5 or higher in each of the four survey domains: Academic Expectations, Communication, Engagement, and Safety and Respect. The school will only have met this goal if at least 50% or more of the students participate in the</p>	NYCDOE SURVEY	Met	The NYCDOE survey changed the scoring and ratings structure.

	survey.			
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

**5. Do have more organizational goals to add?**

No

**6. FINANCIAL GOALS**

**2022-2023 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Each year, HCCS will undergo an independent financial audit that will result in an unqualified opinion and no major findings.	Independent audit issued by PFK O'Connor Davies, LLP.		
Financial Goal 2	Each year, HCCS will operate on a balanced budget and maintain a stable cash flow.	Monthly internal financial statements and annual external audit by PKF O'Connor Davies		
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

**7. Do have more financial goals to add?**

No

Thank you.

**Entry 4 - Audited Financial Statements**

Incomplete

**Required of ALL Charter Schools**

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

**ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2023**. Upload the independent auditor's report,

any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

**PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.**

## Entry 4b – Audited Financial Report Template (BOR/NYC/BOE)

Incomplete

### [Instructions - Regents-Authorized Charter Schools ONLY](#)

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

**Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.**

**EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.**

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 4c – Additional Financial Documents

Incomplete

**Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents and submit by **November 1, 2023**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

1. Advisory and/or Management letter
2. Federal Single Audit
3. Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school<sup>[1]</sup>
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

<sup>[1]</sup> Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

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**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 4d - Financial Contact Information

Completed - Jul 27 2023

**Regents, NYCDOE, and Buffalo BOE authorized schools** should enter financial contact information directly into the form within the portal by **November 1, 2023**.

## Form for "Financial Contact Information"

### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Joy Petrakos	<a href="mailto:Joy.Petrakos@hccsnys.org">Joy.Petrakos@hccsnys.org</a>	718-499-0957

### 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Gus Saliba	<a href="mailto:gsaliba@pkfod.com">gsaliba@pkfod.com</a>	[REDACTED]	5

### 3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	Charter School Business Management	Karen Peters	<a href="mailto:KPeters@csbm.com">KPeters@csbm.com</a>	<a href="mailto:KPeters@csbm.com">KPeters@csbm.com</a>	[REDACTED]	1

## Entry 5 – Fiscal Year 2023-2024 Budget

Incomplete

**SUNY-authorized charter schools** should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 27 2023

**Required of ALL Charter Schools**

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

### [FinancialDisclosure2023- Capetanakis](#)

Filename: FinancialDisclosure2023-\_Capetanakis.pdf Size: 386.6 kB

### [Financial Disclosure2023 - Leonardos](#)

Filename: Financial\_Disclosure2023\_-\_Leonardos.pdf Size: 123.1 kB

### [FinancialDisclosure2023 - Rajpersaud](#)

Filename: FinancialDisclosure2023\_-\_Rajpersaud.pdf Size: 338.8 kB

### [FinancialDisclosure2023- Svokos](#)

Filename: FinancialDisclosure2023-\_Svokos.pdf Size: 589.5 kB

### [FinancialDisclosure2023 - Moustakas](#)

Filename: FinancialDisclosure2023\_-\_Moustaka\_vFg9MzH.pdf Size: 163.6 kB

### [FinancialDisclosure2023 - Angelakos](#)

Filename: FinancialDisclosure2023\_-\_Angelakos.pdf Size: 102.9 kB

### [FinancialDisclosure2023 - Theodoratou](#)

Filename: FinancialDisclosure2023\_-\_Theodoratou.pdf Size: 104.1 kB

### [FinancialDisclosure2023 - Newman](#)

Filename: FinancialDisclosure2023\_-\_Newman.pdf Size: 100.3 kB

### [FinancialDisclosure2023 - Mathews](#)

Filename: FinancialDisclosure2023\_-\_Mathews.pdf Size: 364.8 kB

### [FinancialDisclosures2023 - Lekas](#)

Filename: FinancialDisclosures2023\_-\_Lekas.pdf Size: 108.1 kB

## Entry 7 BOT Membership Table

Completed - Jul 27 2023



## Instructions

### Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

### Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

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#### Authorizer:

Who is the authorizer of your charter school?

Board of Regents

**1. 2022-2023 Board Member Information (Enter info for each BOT member)**

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Charles Capetanakis	<a href="mailto:cc@dhcl.egal.com">cc@dhcl.egal.com</a> 07/01	Chair	Educational Finance Facility	Yes	6	07/01/2020	06/30/2023	10
2	Harvey Newman	<a href="mailto:hadakamj@yahoo.com">hadakamj@yahoo.com</a>	Secretary	Educational Chair	Yes	6	07/01/2020	06/30/2023	11
3	Nikolaos Leonardos	<a href="mailto:nickl@dafnonas.com">nickl@dafnonas.com</a>	Treasurer	Finance Facility	Yes	6	07/01/2020	06/30/2023	11
4	Effie Lekas	<a href="mailto:effielekas@hotmail.com">effielekas@hotmail.com</a>	Trustee/Member	Education	Yes	6	07/01/2020	06/30/2023	11
5	Grazia Svokos	<a href="mailto:grsvokos@gmail.com">grsvokos@gmail.com</a>	Trustee/Member	Education	Yes	1	07/01/2020	06/30/2023	9
6	Dean Angelakos	<a href="mailto:hdangelakos@gmail.com">hdangelakos@gmail.com</a>	Trustee/Member	Finance Facility	Yes	5	07/01/2020	06/30/2023	5 or less
7	Bianca Rajpersaud	<a href="mailto:br@dhcl.egal.com">br@dhcl.egal.com</a>	Trustee/Member	Finance	Yes	1	07/01/2020	06/30/2023	9
8	Spiros Moustakas	<a href="mailto:smoustakas27@gmail.com">smoustakas27@gmail.com</a>	Trustee/Member	Finance Education	Yes	1	01/26/2023	06/30/2023	7
9	Liana Theodoratou	<a href="mailto:hlt1@nyu.edu">hlt1@nyu.edu</a>	Trustee/Member	Education		6	07/01/2020	06/30/2023	5 or less

**1a. Are there more than 9 members of the Board of Trustees?**

Yes

**1b. Board Member Information**

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
10	Nik Mathews	<a href="mailto:NMathews@orrick.com">NMathews@orrick.com</a>	Trustee/Member	Finance Facility	Yes	6	07/01/2020	06/30/2023	5 or less
11									
12									
13									
14									
15									

**1c. Are there more than 15 members of the Board of Trustees?**

No

## 2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2023	10
b. Total Number of Members Added During 2022-2023	1
c. Total Number of Members who Departed during 2022-2023	0
d. Total Number of members, as set in Bylaws, Resolution or Minutes	11

### 3. Number of Board meetings held during 2022-2023

12

### 4. Number of Board meetings scheduled for 2023-2024

12

### Total number of Voting Members on June 30, 2023:

10

### Total number of Voting Members added during the 2022-2023 school year:

1

**Total number of Voting Members who departed during the 2022-2023 school year:**

0

**Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:**

10

**Total number of Non-Voting Members on June 30, 2023:**

0

**Total number of Non-Voting Members added during the 2022-2023 school year:**

0

**Total number of Non-Voting Members who departed during the 2022-2023 school year:**

0

**Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:**

0

**Board members attending 8 or fewer meetings during 2022-2023**

3

**Thank you.**

## Entry 8 Board Meeting Minutes

Completed - Jul 27 2023

### Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2023**.

#### [2022-0721 HCCS SCHOOL BOARD MINUTES](#)

Filename: 2022-0721\_HCCS\_SCHOOL\_BOARD\_MINUTES.pdf Size: 223.7 kB

#### [2022-0826 HCCS SCHOOL BOARD MINUTES](#)

Filename: 2022-0826\_HCCS\_SCHOOL\_BOARD\_MINUTES.pdf Size: 396.8 kB

#### [2022-1122 HCCS SCHOOL BOARD MINUTES](#)

Filename: 2022-1122\_HCCS\_SCHOOL\_BOARD\_MINUTES.pdf Size: 224.2 kB

#### [2022-1221 HCCS SCHOOL BOARD MINUTES](#)

Filename: 2022-1221\_HCCS\_SCHOOL\_BOARD\_MINUTES.pdf Size: 234.2 kB

#### [2022-0929 HCCS SCHOOL BOARD MINUTES](#)

Filename: 2022-0929\_HCCS\_SCHOOL\_BOARD\_MINUTES.pdf Size: 244.6 kB

#### [2022-1026 HCCS SCHOOL BOARD MINUTES](#)

Filename: 2022-1026\_HCCS\_SCHOOL\_BOARD\_MINUTES.pdf Size: 110.9 kB

#### [2023-0126 HCCS SCHOOL BOARD MINUTES](#)

Filename: 2023-0126\_HCCS\_SCHOOL\_BOARD\_MINUTES.pdf Size: 249.8 kB

#### [2023-0228 HCCS SCHOOL BOARD MINUTES](#)

Filename: 2023-0228\_HCCS\_SCHOOL\_BOARD\_MINUTES.pdf Size: 246.5 kB

#### [2023-0324 HCCS SCHOOL BOARD MINUTES](#)

Filename: 2023-0324\_HCCS\_SCHOOL\_BOARD\_MINUTES.pdf Size: 232.2 kB

#### [2023-0427 HCCS SCHOOL BOARD MINUTES](#)

Filename: 2023-0427\_HCCS\_SCHOOL\_BOARD\_MINUTES.pdf Size: 147.8 kB

#### [2023-0525 HCCS SCHOOL BOARD MINUTES](#)

Filename: 2023-0525\_HCCS\_SCHOOL\_BOARD\_MINUTES.pdf Size: 224.6 kB

#### [2023-0630 HCCS SCHOOL BOARD MINUTES](#)

Filename: 2023-0630\_HCCS\_SCHOOL\_BOARD\_MINUTES.pdf Size: 244.1 kB

## Entry 9 Enrollment & Retention

Completed - Jul 27 2023

## Instructions for submitting Enrollment and Retention Efforts

### **Required of ALL Charter Schools**

Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2023-2024.

### **\*SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

## **Entry 9 Enrollment and Retention of Special Populations**

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**Good Faith Efforts to Meet Recruitment Targets (Attract)**

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>HCCS-PS is a School Wide Title 1 school with a 51% free and reduced student population.</p> <ul style="list-style-type: none"> <li>• HCCS-PS disseminates outreach materials such as their school brochure, school application and process, calendar, contact and other information about the school to prospective families.</li> <li>• HCCS-PS continues to advertise in popular and local newspapers popular in the Park Slope and Sunset Park area to specifically target economically disadvantaged students, English Language Learners and Students with Special Needs.</li> <li>• HCCS-PS continues to reach out to the community through their annual virtual or in person open house events.</li> <li>• HCCS-PS has multi-lingual staff who assist with the translations as needed regarding but not limited to information about the school, information on how to apply to the school, and contact information for the school for stakeholders to reach out to with further questions, that are accessible to all parents.</li> <li>• HCCS-PS continues to have a strong and effective partnership with their community and their families. The team effectively communicates with all families to ensure student academic achievement.</li> </ul>	<p>HCCS-PS will continue to demonstrate their best practice efforts to recruit economically disadvantaged students for school year 2023-2024.</p>
English Language Learners	HCCS-PS is a Title 1 lottery	HCCS-PS will continue to



school with limited space in all grades. During the application and lottery period for school year 2022 – 2023, HCCS tracked their wait list for prospective English Language Learners and received 39 ELL student applications. Out of the 39 applications, 21 families accepted the offer and the school registered 21 new ELL students. Most growth in our ELL numbers come from our incoming Kindergarten since there is space available. In addition to the 11 ELLs enrolled in Kindergarten, HCCS admitted three ELL students in grade 1, three ELL students in grade 2, and four ELL students in grade 5 this school year. HCCS-PS ended the 2022-23 school year with a total of 53 ELL students.

- HCCS-PS holds a lottery preference for English Language Learner students.
- HCCS-PS disseminates outreach materials such as their school brochure, school application and process, calendar, contact and other information about the school to prospective families. The school brochure specifically outlined the ENL program and was translated into Spanish. The brochures were hand delivered to local daycares, churches, and community centers in the 11215 and 11220 zip codes by bilingual staff members. Brochures were also distributed to the Welcome Center servicing District 15.
- HCCS-PS has developed a strong team of certified ELL teachers and ELL coordinator who

demonstrate their best practice efforts to recruit English Language Learners for school year 2023-2024.

receive extensive and comprehensive professional development and training to meet the needs of their special education and ELL population. ELL teachers are observed weekly by the ELL Coordinator. They also meet weekly to plan for the following week's lesson in order to create an environment for successful learning.

- HCCS-PS continues to be members of the NYC Charter School Collaborative for Inclusive Education and Literacy Trust Organization. In addition, our teachers receive extensive training in best practices and programs such as Foundations, Teachers College Reading and Writing Project, Sound Partners, Reading Rescue, Learning A-Z, and Heggerty Reading Systems.

- HCCS-PS continues to advertise in popular and local newspapers popular in the Park Slope and Sunset Park area to specifically target English Language Learners. Advertisements are translated into languages specific to those regions.

- HCCS-PS utilizes targeted digital marketing to reach multilingual families in local zip codes. These targeted displays appear on popular websites within targeted zip codes. They are also translated into languages specific to those regions.

- HCCS-PS continues to reach out to the community through their annual three open houses in December, February and March. During the open house sessions, HCCS-PS announces that they welcome ELL students and Students with Special Needs and directs them to the ELL Coordinator & Dean of Special

	<p>Education. Contact information for the ELL Coordinator &amp; Dean of Special Education is also shared with these families.</p> <ul style="list-style-type: none"> <li>• HCCS-PS has multilingual staff who assist with the translations as needed regarding but not limited to information about the school, information on how to apply to the school, and contact information for the school for stakeholders to reach out to with further questions, that are accessible to all parents.</li> <li>• HCCS-PS teachers collaborate weekly during common planning times to develop the curriculum for all learners in the classroom.</li> </ul>	
<p>Students with Disabilities</p>	<p>HCCS-PS continues to provide outreach to families documenting our Special Education program and the services the school offers to Students with Disabilities. Our goal is to engage parents of these students, encourage them to apply to the admissions lottery and then, for those who gain entry, work with the parents and the Pre-K providers to help these students transition into our school. HCCS-PS holds a preference in our lottery for Students with Disabilities. Our Dean of Special Education attends each open house to speak to our prospective families which takes place three times a year. As a school we work to build our provider's knowledge each year by providing professional development and trainings to best meet the needs of our schools population, HCCS-PS are members of NYC Charter School Collaborative for Inclusive Education. HCCS-PS has a 15%</p>	<p>HCCS-PS will continue to demonstrate their best practice efforts to recruit Students with Disabilities for school year 2023-2024.</p>

Special Education population for the 2022-2023 school year.
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Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>Students who are economically disadvantaged are supported by reaching out to the parents and providing them with any materials and tools they need to support their learning. Teaching assistants help the students with their homework assignments and work with them often during independent work time. They are also included in small groups more often than other students to ensure they receive the support they need. The guidance counselor also plays a major role in reaching out to the families to address attendance issues and other issues that may contribute to the lack of completing assignments. The guidance counselor also supports the students with their social emotional health during scheduled sessions with them. HCCS-PS continues to have a diverse student population and strong school spirit and culture. Students and Staff feel welcomed and are connected. HCCS-PS promotes strong family engagement and communication. In addition, HCCS-PS provides year round professional development earmarked toward social emotional learning, equity, diversity and inclusion.</p>	<p>HCCS-PS will continue to demonstrate their best practice efforts to retain economically disadvantaged students for school year 2023-2024.</p>
English Language Learners	<ul style="list-style-type: none"> <li>• HCCS-PS will continue to improve our ELL student enrollment. We will continue our strong outreach and provide translators at all of our open</li> </ul>	<p>HCCS-PS will continue to demonstrate their best practice efforts to retain English</p>

house events. We are grateful to our existing families who help us spread the word. We will continue to make meaningful connections with our ELL families and network with their family and community members as well.

- ELL students are supported by reaching out to the parents and providing them with any materials and tools they need to support their learning. The ELL Coordinator and ELL teachers help the students in small groups to ensure they receive the support they need. Parents are provided with various resources that they can use at home, including bilingual texts, reading materials, Learning A-Z subscriptions, supplemental activities, and support materials. Parents are invited to meet with ELL teachers twice a year at Parent-Teacher Conferences, as well as when needed. Connecting with families and providing at home support increases families' satisfaction and retention.

- The guidance counselor also supports the students with their social emotional health during scheduled sessions with them.

- HCCS-PS continues to have a diverse student population and strong school spirit and culture. Students and Staff feel welcomed and are connected. HCCS-PS promotes strong family engagement and communication. By recruiting a multilingual and diverse staff, students and families feel comfortable and connected with the school community.

- In addition, HCCS-PS provides year round professional development earmarked toward

Language Learners for school year 2023-2024.

	<p>social emotional learning, equity, diversity and inclusion. Every Book of the Month is focused on diversity and equity and opens the floor to such conversations. The ELL Coordinator and ELL teachers also make themselves available to provide support to the classroom and content teachers, including creating culturally relevant materials for the classroom, bringing in diverse texts with diverse characters, scaffolding materials to meet the needs of the ELL students, and providing translations for parent conversations.</p>	
<p>Students with Disabilities</p>	<p>Our special education percentage is 15%. To achieve a greater percentage with our subgroups we will continue to reach out to pre-schools and day cares throughout all neighborhoods to make parents aware of the option of applying to our school, distributing information about the school in multiple languages, in addition to holding in person open houses.</p> <p>Our lottery includes preferences for special education and ELL students.</p>	<p>HCCS-PS will continue to demonstrate their best practice efforts to retain Students with Disabilities for school year 2023-2024.</p>

## Entry 10 – Teacher and Administrator Attrition

Completed - Jul 27 2023

### Form for "Entry 10 – Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation



## A. TEACH System – Employee Clearance

### Required of ALL Charter Schools

Charter schools must ensure that all prospective employees<sup>[1]</sup> receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

#### 1. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

<sup>[1]</sup> Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee-fingerprint-oct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.



## B. Emergency Conditional Clearances

### Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

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### Attestation

#### Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

## Entry 11 Percent of Uncertified Teachers

Completed - Jul 31 2023

### Instructions

#### Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

## Entry 11 Uncertified Teachers

School Name:

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# Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

## CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category A: 5 or 30% whichever is less	5.0

**CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.**

	FTE Count
i. Mathematics	1
ii. Science	1
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
<b>Total Category B: not to exceed 5</b>	<b>2.0</b>

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
<b>Total Category C: not to exceed 5</b>	<b>5.0</b>

**TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)**

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total	5

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	12

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	23

**CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS**

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	35

Thank you.



**Entry 12 Organization Chart**

Completed - Jul 27 2023

[Instructions](#)



## Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

### [Organizational Chart - HCCS-PS and HCCS-SI](#)

Filename: Organizational\_Chart\_-\_HCCS-PS\_and\_a\hCQr.pdf Size: 87.2 kB

## Entry 13 School Calendar

Completed - Jul 27 2023

[Instructions for submitting School Calendar](#)

### Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools "... *unless the school's charter requires more instructional time than is required under the regulations.*"

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### [HCCS Calendar 2023-2024](#)

Filename: HCCS\_Calendar\_2023-2024.pdf Size: 124.7 kB

## Entry 14 Staff Roster

Completed - Jul 31 2023

### [INSTRUCTIONS](#)

### Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

**Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.**

**Reminders:** Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

### [PS faculty-staff-roster-template-2023](#)

Filename: PS\_faculty-staff-roster-template-2023.xlsx Size: 24.4 kB

## Optional Additional Documents to Upload (BOR)

Incomplete

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Charles Capetanakis

---

**Name of Charter School Education Corporation:**

Hellenic Classical Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Chairman

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

**Yes**    **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

Yes. Married to Dena Capetanakis, the Director of Community & Family Engagement. I do not participate in any discussion regarding her employment and recuse myself from decisions relating to her employment.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

**Yes**    **No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

N/A



4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

N/A

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.



6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

\_\_\_\_\_

**Business Address:**

\_\_\_\_\_

**E-mail Address:**

cc@dhclegal.com

**Home Telephone:**

\_\_\_\_\_

**Home Address:**

\_\_\_\_\_



7/14/2023

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Nikolaos Leonardos

---

**Name of Charter School Education Corporation:**

Hellenic Classical Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Treasurer

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

My niece is employed by HCCS. I have recused myself from any actions concerning her employment.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

N/A

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

N/A

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

N/A

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

NickL@dafnonas.com

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

*Nikolaos Leonardos*

*7/19/23*

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*



**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Bianca Rajpersaud

---

**Name of Charter School Education Corporation:**

Hellenic Classical Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

N/A

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

N/A

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

N/A

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

N/A

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**mail Address:**

br@dhclegal.com

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

*Bianca Rajpersaud*

7/13/2023

---

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*



**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Grazia Svokos

---

**Name of Charter School Education Corporation:**

Hellenic Classical Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

N/A

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

N/A

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

N/A

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

N/A

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>



7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

\_\_\_\_\_

**Business Address:**

\_\_\_\_\_

**E-mail Address:**

grsvokos@gmail.com  
\_\_\_\_\_

**Home Telephone:**

\_\_\_\_\_

**Home Address:**

\_\_\_\_\_

---

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Spiros Moustakas

---

**Name of Charter School Education Corporation:**

Hellenic Classical Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

N/A

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

N/A

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

N/A

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

N/A

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

Smoustakas27@gmail.com

**Home Telephone:**

\_\_\_\_\_

**Home Address:**

\_\_\_\_\_



7-19-23

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Dean Angelakos

---

**Name of Charter School Education Corporation:**

Hellenic Classical Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.



4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest



**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Dr. Liana Theodaratou

---

**Name of Charter School Education Corporation:**

Hellenic Classical Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

N/A

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

N/A

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

N/A

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

N/A

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest



*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

[Redacted]

**Business Address:**

[Redacted]

**E-mail Address:**

HLT1@nyu.edu

**Home Telephone:**

[Redacted]

**Home Address:**

[Redacted]

*Dr. Liana Theodoratou*

*7/27/2023*

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Harvey Newman

---

**Name of Charter School Education Corporation:**

Hellenic Classical Charter Schools

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Secretary

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

N/A

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

N/A

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If Yes, please describe the nature of your relationship and if this person could benefit from your participation.

N/A

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

N/A

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest</b>	<b>Steps taken to avoid conflict of interest</b>

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**Business Telephone:**

\_\_\_\_\_

**Business Address:**

N/A

\_\_\_\_\_

**E-mail Address:**

HADAKAMI@YAHOO.COM

\_\_\_\_\_

**Home Telephone:**

\_\_\_\_\_

**Home Address:**

\_\_\_\_\_

\_\_\_\_\_

*Harvey Newman*

*July 14, 2023*

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Nikiforos Mathews

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**Name of Charter School Education Corporation:**

Hellenic Classical Charter Schools

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

N/A

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

N/A

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If Yes, please describe the nature of your relationship and if this person could benefit from your participation.

N/A

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

N/A



6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

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**None**

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**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

nmathews@orrick.com

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]



2/15/23

Signature

Date

Acceptable signature formats include:

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last revised 04/2022

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Effie Lekas

---

**Name of Charter School Education Corporation:**

Hellenic Classical Charter Schools

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

N/A

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

N/A

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If Yes, please describe the nature of your relationship and if this person could benefit from your participation.

N/A

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

N/A

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**None**

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**None**

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**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**


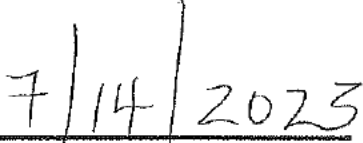
effielekas@hotmail.com

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

   
Signature \_\_\_\_\_ Date \_\_\_\_\_

Acceptable signature formats include:

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*last revised 04/2022*



**MINUTES OF  
HELLENIC CLASSICAL CHARTER SCHOOLS**

**SCHOOL BOARD MEETING  
HELD ON JULY 21, 2022 AT 9:30 a.m.**

**Members and Staff – via Zoom Conferencing**

**PRESENT**

Charles Capetanakis	Chairman
Harvey Newman	Secretary
Nikolaos Leonardos	Treasurer
Effie Lekas	Member
Dean Angelakos	Member
Grazia Svokos	Member
Bianca Rajpersaud	Member
Christina Tettonis	Superintendent
Joy Petrakos	Chief of Operations
Natasha Caban	Principal HCCS-PS
Cathy Kakleas	Principal HCCS-SI
Anastasia Etimos	Guidance Counselor
Christina Portelos	Director of Finance & Operations
Dena Capetanakis	Director of Community & Engagement
Stacy Kokkoros	Operations Manager

**ABSENT**

Dr. Liana Theodoratou	Member
Nik Mathews	Member

Mr. Capetanakis chaired the meeting. Joy Petrakos acted as recorder. There were seven board members present at the Board meeting as such having quorum.

The first item on the agenda is the approval of the minutes of the past two meetings on May 26, 2022 and June 29, 2022. On a motion made by Mr. Newman and seconded by Mr. Leonardos, the minutes were unanimously approved.

Mr. Capetanakis moved to amend the minutes from the meeting on May 26, 2022 to reflect that we did not have quorum. There was an action item for the approval of the two budgets. Mr. Leonardos motioned to approve the two school budgets. Mr. Newman second the motion on the adoption of the budgets. The motion carried unanimously.

Mr. Capetanakis asked for a motion to go to executive session. The motion was made by Mr. Leonardos and Mr. Newman seconded the motion. The meeting went to executive session at 9:36 a.m.

The meeting resumed at 10:19 a.m.

Mrs. Tettonis' described in her report that the children received summer enrichment packets to complete over the summer. The summer packets included reading lists, reading response activities, a school wide activity, math enrichment, supply lists and a school calendar. The teachers with the direction of their instructional leaders collaboratively authored curriculum maps for math, science, social studies, reading

and writing. Our students received their final report cards on the last day of school. The individual NWEA scores were included in their report cards. The Summer Boost Program was offered to students in grades K-8, from July 5, 2022 to August 4, 2022.

In addition, The New York State Education Department will provide the Grades 3-8 English Language Arts (ELA) and mathematics (math) preliminary assessment data to schools prior to the beginning of the 2022-23 school year. Schools will receive their preliminary data in August so it can be used to help inform instructional decisions and to develop individualized learning plans for our students at the start of school. This will also allow parents to receive their student's information much earlier than in past years. This change will have final Grades 3-8 ELA, math, Grades 4 and 8 science, New York State Alternative Assessment (NYSAA), New York State English as a Second 2 Language Achievement Test (NYSESLAT), and Annual Regents Examinations. SED has not released the Math and ELA scores as of date. We have received instructional reports for grades 3-8.

Mrs. Petrakos presented to the Board a proposal to bring in a new system of using finger print identification for clocking in and clocking out every day for the staff in both schools. Mr. Leonardos asked how is it is being currently performed. Mrs. Petrakos explained that the staff physically signs in and out of a binder in the main office. Mr. Leonardos asked what the cost of this new system. Mrs. Petrakos answered that the cost is low. Each machine will cost approximately \$250 and the monthly fee for the software will be \$129 for 100 employees.

Mr. Leonardos stated that he likes it. Mr. Angelakos added that with automation there is concern with security for personal information. He asked if adequate security is provided with this system. Mrs. Petrakos explained that this system will work off of our Wi-Fi which is protected by strong firewall systems that are constantly being updated by a two-step authentication system. Mrs. Petrakos will give the Board a full report on how we are protected. If our Wi-Fi is protected, we are protected. Mrs. Petrakos stated that this system works independently from our payroll company. Only our IT department will be doing any updates on this system. The only staff members that will have access to this system are Mrs. Petrakos, Mrs. Portelos, Mrs. Caban, Mrs. Kakleas and Mrs. Tettonis. They will have a log in and they will be able to track employees to see who is late and who is in or not. It will be a more efficient system rather than just grabbing a binder and see who signed in or not.

Mrs. Caban also added that the only information on this system will be the teacher's name and their fingerprint. This system is not connected to the payroll company.

There being no unfinished business, Mr. Capetanakis asked for a motion to adjourn. The motion to adjourn was made by Mrs. Lekas. Mr. Newman seconded the motion. The meeting was adjourned at 10:30 a.m.

The next Board meeting will be held via Zoom Conferencing on August 26, 2022 at 9:30 a.m.

*Harvey Newman*

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Harvey Newman, Secretary

**MINUTES OF  
HELLENIC CLASSICAL CHARTER SCHOOLS**

**SCHOOL BOARD MEETING  
HELD ON AUGUST 26, 2022 AT 9:30 a.m.**

**Members and Staff – via Zoom Conferencing**

**PRESENT**

Charles Capetanakis	Chairman
Nikolaos Leonardos	Treasurer
Harvey Newman	Secretary
Effie Lekas	Member
Grazia Svokos	Member
Dean Angelakos	Member
Christina Tettonis	Superintendent
Joy Petrakos	Chief of Operations
Natasha Caban	Principal HCCS-PS
Cathy Kakleas	Principal HCCS-SI
Christina Portelos	Director of Finance & Operations
Dena Capetanakis	Director of Community & Engagement
Stacy Kokkoros	Operations Manager

**ABSENT**

Dr. Liana Theodoratou	Member
Bianca Rajpersaud	Member
Nik Mathews	Member

Mr. Capetanakis chaired the meeting. Joy Petrakos acted as recorder. There were six Board members present at the Board meeting as such having quorum.

The first item on the agenda is the approval of the minutes of the meeting on July 21, 2022. On a motion made by Mr. Newman and second by Mr. Leonardos, the minutes were unanimously approved.

Mrs. Tettonis stated that we are preparing for a new school year and she is very proud of both school teams. She made the Board aware that the YMCA is no longer going to be operating in HCCS-PS. We were surprised by this news given the late notice, however, Mrs. Petrakos already went into action and we will be starting our own after school program. Our families have been notified and pleased we will be coordinating our own program.

Next, Mrs. Tettonis reported that there is a new phase of the pandemic. Many of the restrictions have been lifted and there are new guidelines. We are excited for a more back to normal opening. Our new plan, which was approved by our legal team, is posted on our website.

She also reported that the NYSED assessment scores have been sent to the schools but they have been embargoed; therefore, they cannot be discussed. There are no comparisons since they have not been made public.

The board was informed that there are vacancies in both schools for teaching positions and we are actively looking for teachers. Mrs. Tettonis explained that she is confident that we will fill the vacancies. As of date, the following positions needed to be filled: HCCS-PS has (2) math; (1) special education, (1) ESL and (2) teacher assistant vacancies. HCCS-SI has (1) classroom-4<sup>th</sup> grade, (1) Greek, (1) Special Ed and (1) physical education vacancy.

Mr. Newman stated he is concerned since we are a week away from school opening. Mrs. Caban answered that it has been difficult throughout the city. Mrs. Kakleas answered that vaccinations are also a factor. Mrs. Petrakos added that several positions require special qualifications and charter school salaries are slightly lower than what the DOE is offering. Mr. Newman suggests that we revisit this. Mrs. Petrakos stated that we are doing our best within our budget. Mr. Newman explained that we are only as good as our teachers and this is a major priority. Mrs. Petrakos stated that the only challenge she would have with increasing entry level salaries is that we need to ensure veteran teacher salaries are also adjusted accordingly.

Mr. Newman answered that a plan must be created to address this. We must have an understanding of what the scope of our need is and create budgets moving forward. We have great leadership, and we need great classroom teachers. Mrs. Svokos added that she agrees and she understands that we would need to shift every salary up and figure what the salaries are and figure if we are underpaying the veteran teachers. Mrs. Tettonis added that there is a shortage of teachers nationwide. This is also a factor. Mr. Newman stated that this is discouraging talent from going into the teaching profession.

Mr. Capetanakis suggests that they discuss this matter after the Board's weekly construction meetings on Fridays. Mrs. Petrakos recommends that the financial team meet to brainstorm. Mrs. Petrakos also stated that sustainability is a matter that needs to be discussed. Mrs. Lekas agrees and suggests that we revisit fundraising.

Mrs. Tettonis added the training a teacher receives while working at Hellenic is superior. We have an excellent system in place to train new teachers. Even if a trained teacher decides to relocate to a different school, in a different state, it is comforting to know that children will benefit from highly skilled teachers we trained at HCCS.

Mr. Newman stated that our benefits package will never compete with the DOE. We have to figure out how to market ourselves to attract new teachers and to keep them as long as we can. Mrs. Petrakos is optimistic that we will find great teachers.

Mrs. Capetanakis reported that the galas for both schools are set for April 2023. Save the dates will be sent out soon.

Mrs. Petrakos let the Board know that over the summer they had a visit from Mr. Spiros Moustakas with his family in Park Slope. They toured the school. He is eager to join the

Board. Mr. Capetanakis asked if there are any objections to him joining the Board. There are none.

The lawsuit against SED has been filed for the miscalculation concerning the PPA for a prior year. It was also discussed that the DOE is disallowing the full amount of rental reimbursement for HCCS-SI that we are entitled to. There have been discussions with our legal team and plan on sending the DOE legal notice.

There being no unfinished business, Mr. Capetanakis asked for a motion to adjourn. The motion to adjourn was made by Mrs. Lekas. Mr. Svokos seconded the motion. The meeting was adjourned at 10:10 a.m.

The next Board meeting will be held via Zoom Conferencing on September 29, 2022 at 9:30 a.m.

*Harvey Newman*  
Harvey Newman, Secretary

**MINUTES OF  
HELLENIC CLASSICAL CHARTER SCHOOLS  
SCHOOL BOARD MEETING  
HELD ON NOVEMBER 22, 2022 AT 9:30 a.m.**

**Members and Staff – via Zoom Conferencing**

**PRESENT**

Charles Capetanakis	Chairman
Harvey Newman	Secretary
Effie Lekas	Member
Dr. Liana Theodoratou	Member
Bianca Rajpersaud	Member
Spiros Moustakas	Prospective Member
Christina Tettonis	Superintendent
Joy Petrakos	Chief of Operations
Natasha Caban	Principal HCCS-PS
Cathy Kakleas	Principal HCCS-SI
Christina Portelos	Director of Finance & Operations
Dena Capetanakis	Director of Community & Engagement
Stacy Kokkoros	Operations Manager

**ABSENT**

Nikolaos Leonardos	Treasurer
Grazia Svokos	Member
Dean Angelakos	Member
Nik Mathews	Member

Mr. Capetanakis chaired the meeting. Joy Petrakos acted as recorder. There were five Board members present at the Board meeting as such having quorum.

Mr. Capetanakis motions to revise the agenda to add a new agenda item. The acceptance of Spiros Moustakas as a Board member. Mrs. Lekas, seconds the motion. All in favor. Motion carries unanimously.

The first item on the agenda is the approval of the minutes of the meeting on October 26, 2022. On a motion made by Mr. Newman and seconded by Dr. Theodoratou, the minutes were unanimously approved.

Mr. Capetanakis explained that the Board previously accepted a Board resolution to acquire a new facility at HCCS-Staten Island and that a written resolution was required by NYSED. Mrs. Petrakos circulated the Board Resolution to the Board. Mr. Capetanakis motions to adopt the resolution. Mr. Newman seconds the motion. Mr. Capetanakis asked Mrs. Petrakos to explain the request from NYSED. Mrs. Petrakos reported that we received notice from Dr. Lisa

Long, Executive Director of the NY State Education Department asking about the new facility. Dr. Long sent an email stating that we are required to submit a charter revision pertaining to the acquisition of the new facility. Part of the process to submit this charter revision is a Board resolution that states the summary of the plan and the approval. The resolution states that we had an open meeting on September 29, 2020 approving the Bond financing. There were six Board members present and a quorum was declared. The charter revision will be submitted by the deadline, December 1, 2022. After SED receives and reviews the charter revision request, they will come in to inspect the facility to make the official approval. The facility has to be officially approved by NYSED in order to occupy the premises. This is a non-material change because we are not moving out of the district or going to another borough. Mr. Capetanakis asked if there is any further discussion. There being no further discussion the motion carried unanimously.

Mr. Capetanakis motions for the approval of a new school board member, Spiros Moustakas to join the HCCS School Board. Dr. Theodoratou seconds the motion. There being no discussion the motion carries unanimously. Mr. Moustakas accepts. He is honored and looks forward to working with everyone in the future. Mrs. Tettonis congratulates Mr. Moustakas.

Mrs. Tettonis thanks Mr. Capetanakis for joining them at the Fun Run. It was a wonderful event she states. She wished everyone a Happy Thanksgiving.

Mrs. Tettonis reported that students are thriving, teachers are working hard and everyone is getting ready for the renewal. She has a meeting with Michael Kohlhagen from CEI to discuss both HCCS-PS and HCCS-SI renewals. It is a tedious process that needs to begin now. The submission of the applications are due on August 16, 2023. She expects onsite visits and lots of cooperation from everyone. She asked if there were any questions. There were none.

Mrs. Tettonis further reported that they are having a leadership team retreat on December 1<sup>st</sup>, 2022 for half a day in HCCS-PS for both schools. This includes the instructional leadership team. They will meet in HCCS-PS and they will have data drill downs.

Mrs. Tettonis informed the Board that in her report she included data that was requested by Mr. Leonardos from the previous Board meeting. He specifically asked for a comparison between 2019-2022. She reported that there are significant gaps between 2019-2022. She cautioned the Board when looking at this report you cannot compare each year because of the pandemic. She said to please keep in mind the different home circumstances that each child must have had. In addition to that there was no testing in 2020. It is difficult to compare. She expressed the significant gap. The good news is that she is very proud of the student subgroup data of 2022 for State assessments for black, Hispanic and English Language Learners. We have exceeded every single section. She is really proud of the work.

Mrs. Tettonis reminded the Board that there are interim assessments three times a year. The students have completed the first interim assessment (NWEA). It is a growth scale. These results are also included in the report by grade and by class.

She wants everyone to know there are many things happening in both schools. Both schools will be having their Holiday Spectacular Shows on December 22, 2022. Each school will be having two performances. One will be at 9:30 a.m. and the second at 1:30 p.m.

A newly hired Greek dance teacher will begin in Park Slope on Monday, December 5<sup>th</sup>, 2022. His name is Dimitri Carabas.

AGT and NHDF have begun preparing for their research and trips to Greece. Dena Capetanakis, Maria Bonakis and Mrs. Tettonis are going to Greece with the students in January. Maria Bonakis and Per Jansen are going in February.

OXI Day Performances and Parent Teacher Conferences were both very successful.

There are two galas coming up in April for both schools. Dena Capetanakis and both PTA's are working hard.

The SED report was submitted on November 1<sup>st</sup> which included the HCCS Financial Audits.

There being no unfinished business, Mr. Capetanakis asked for a motion to adjourn. The motion to adjourn was made by Dr. Theodoratou. Mr. Newman seconded the motion. The meeting was adjourned at 9:50 a.m.

The next Board meeting will be held via Zoom Conferencing on December 21, 2022 at 9:30 a.m.

*Harvey Newman*

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Harvey Newman, Secretary



**MINUTES OF  
HELLENIC CLASSICAL CHARTER SCHOOLS**

**SCHOOL BOARD MEETING  
HELD ON December 21, 2022, AT 9:30 a.m.**

**Members and Staff – via Zoom Conferencing**

**PRESENT**

Charles Capetanakis	Chairman
Harvey Newman	Secretary
Nikolaos Leonardos	Treasurer
Effie Lekas	Member
Grazia Svokos	Member
Bianca Rajpersaud	Member
Dean Angelakos	Member
Spiros Moustakas	Member
Christina Tettonis	Superintendent
Joy Petrakos	Chief of Operations
Natasha Caban	Principal HCCS-PS
Dena Capetanakis	Director of Community & Engagement
Stacy Kokkoros	Operations Manager

**ABSENT**

Dr. Liana Theodoratou	Member
Nik Mathews	Member
Cathy Kakleas	Principal HCCS-SI
Christina Portelos	Director of Finance & Operations

Mr. Capetanakis chaired the meeting. Joy Petrakos acted as recorder. There were eight Board members at the Board meeting as such having quorum.

The first item on the agenda is the approval of the minutes of the meeting on November 22, 2022. On a motion made by Mr. Newman and seconded by Mrs. Lekas, the minutes were unanimously approved.

Mr. Capetanakis congratulated Mrs. Tettonis on her thorough Superintendent report. He asked the Board if there were any questions. There were none. Mr. Capetanakis informed the Board that the annual holiday party that was held on Friday, December 16<sup>th</sup>, 2022 had great energy. Mr. Leonardos added that there were so many new faces along with the old faces. Mrs. Tettonis thanked them both for coming.

Mr. Newman brought to the Board's attention that social media has featured the drop in school enrollments and waitlists. There are charter schools that have closed because of drop in enrollment as well as other various reasons. He said that the best schools are hemorrhaging and there is a lot of speculations as to why. Mr. Newman suggests there should be a discussion to strategize to reach out to the parents that are in these schools that are phasing out and are in serious need of help. He asks that we think about this for the next school year and how we can reach out to these parents. Mr. Leonardos

adds that this might be an opportunity to annex other schools. Mr. Newman thinks we should conduct surveys to see what is going on. He would not want to take over another school but he says we are here to serve the community. Mr. Leonardos states that if we have an opportunity to do something and we don't take it we will regret it. Mr. Newman recommended that we reach out to the appropriate officials and act rapidly. Mr. Newman asked Mrs. Tettonis what her opinion is.

Mrs. Tettonis stated that she does not know which schools are closing and it would be useful to call the Charter Center to get the information. Mr. Capetanakis suggests we reach out to Erik Joerss. He does their government relations. Mr. Capetanakis added that the Governor is going to put in her budget that the cap should be lifted. Mr. Newman stated that if we know that charters are declining, and we know that public schools are declining he believes this will put pressure on the UFT to further go against charter schools. He believes that they will become more aggressive than ever addressing charter schools. The city is in serious trouble with their budgets. The biggest budget in the city is the public school system. If they haven't cut the school system yet they will have to cut it. Mr. Moustakas asked if there will be capacity issues now that students will be leaving charter schools and potentially going into the public school system. Mr. Newman answered that they have changed construction plans on school buildings because of the decrease in population. Mr. Moustakas added that this is interesting with the influx of immigrants that have arrived. Mr. Newman also states that the team understand what breakage means. When you lose ten percent of your students it becomes very hard to sustain a budget in a school. Also, this decline has been masked by COVID money.

Mrs. Petrakos states that in previous conversations they have heard about this challenge in District 15 and how many schools are losing at least 13-15% of their student body. She wants our parents to know that in HCCS-SI we have zero decline and a waitlist and in HCCS-PS we have a two percent decline in only kindergarten and that is because there was a mass exodus of families that left the City and State of New York with the pandemic. At the beginning of the year at HCCS-PS we were down about eighteen students. We have been recruiting and doing everything we could to bring in students. Today, we are registering a new student. We are down two percent in kindergarten only. Mr. Newman states that is close to \$200,000.00. Mr. Leonardos asked if the two percent was of the total population of the school or of just the kindergarten classes. Mrs. Petrakos answered that it is of the total population. We need to register about ten more students. Grades 1<sup>st</sup> through 8<sup>th</sup> are full with a waitlist. Mrs. Petrakos continued to report that many people have moved and we have exhausted the wait list. We currently have families asking to come in now. Families outside of the district are now wanting to come in.

Mr. Newman stated that people of the lowest levels are taking a long term view of the education for their children and opting out of the city. This is one of the theories of what is happening. People are exiting the city because of what is happening system wide.

Mr. Leonardos asked if this is coincidence. He added if this is because of the economy or because of the pandemic. Mr. Newman answered that he was at a meeting where this was a discussion. District 15 schools are hemorrhaging but real estate is going up. One of the interesting theories are that the uncertainty of leadership in NYC and the ability of parents to make plans had a severe impact on their future planning. Parents want to move to a state where there is a certainty that their child will be in a school all day.

Mr. Leonardos takes the position of what can we do to hold them and to bring more students in.

Mr. Newman says that this is also a marketing issue. We should get out a message that we are a PreK through 8<sup>th</sup> grade school. We need to say, look at where our graduates went and promote that. Your child will be taken care of. When parents have that feeling they will stay in our schools.

Mr. Petrakos agrees with Mr. Newman's comment about marketing and informed the Board that we have increased our marketing for all of the reasons being discussed today. We are now advertising in Brooklyn Parent Magazine, which we were not doing in the past and we are still advertising in the El Specialito, which is the local Spanish newspaper. We are hoping to receive new applicants starting in January of students that have migrated here. At our open house meetings, we emphasize that we have a robust program, that we are a Pre-K – 8<sup>th</sup> grade school and have an amazing ESL team. We are trying, we hear you and we agree with the Board.

Mr. Leonardos asked if we can introduce an earlier registration for Park Slope? Offer an incentive that if you register now you will automatically get a seat for next year. Mrs. Petrakos answered that we take students at any time of the year if there is an open spot. Mrs. Petrakos informed the Board that students receive a seat through a lottery which takes place after April 1<sup>st</sup>. Mr. Leonardos is recommending to do an early decision. Mrs. Petrakos further explained that the lottery generates names.

Mr. Newman asked Mrs. Tettonis to put together a strategy that you think will work and present it to the Board. Mrs. Tettonis states that this is great and we need to be a team and strategize together.

Mr. Leonardos asked what happens if we are short \$200,000.00 at the end of the year? Mrs. Petrakos answered that we report every two months to the State. This way the correct numbers are reported. At the end of the year we do a reconciliation report if there are any discrepancies of the ins and outs we go back where they owe us. At the end of the year we reconcile. Mr. Leonardos asks if we think it will be a wash. Mrs. Petrakos answered that it would be for the months of July-September where there would be a discrepancy. In that period of time we bill for 498 students after that the numbers were corrected.

Mrs. Tettonis, states that right now we contracted with CEI for our renewal application. On January 3<sup>rd</sup>, we are meeting with the team that was put together for us. It might be a good idea to ask the team if they have any new ideas for recruitment. Mr. Newman asked if all of our Pre-K students get a seat in our Kindergarten class. Mrs. Petrakos said yes they matriculate to Kindergarten.

Mrs. Tettonis reported that HCCS-SI has a robust waitlist, and every class is full. We will reach out to the charter schools that are closing and have those students apply here. She will come up with a plan and present it and the next Board meeting.

Mr. Moustakas added that one of the keys is in the report and it will take some research and some legwork to get our arms around the variables with our own solutions that are contributing to the conditions that currently exist and we foresee. He asked if we can forecast the influx of incoming immigrant population.

Mr. Newman asked Mrs. Petrakos if we are getting applications from Red Hook? Mrs. Petrakos answered that she is part of a COO group and in discussion she receives information that the immigrants are applying everywhere. All schools are getting a good amount. She cannot give a specific number.

Mrs. Svokos added that a simple brochure in both English and Spanish that educates not only about us but about the process. As a child of immigrants, it is very difficult to navigate the NYC public school system. She recommends that we hand it out to our parents to give out to friends and family. Also, contact reporters that this is a story. We are successful and this is how we are doing it. Mr. Newman loves this idea. Mrs. Petrakos states that she will ask our ESL coordinator Ms. Stephanie Houry to create a brochure in English and Spanish.

Mrs. Tettonis stressed her concern that we still do not have a science teacher. We have exhausted every possible opportunity. She has networked, they have advertised and have spoken to anyone and everyone. They have reached out to universities. Teacher recruitment is an issue right now. We have received few resumes. It is a talent issue. Mr. Capetanakis informed Mrs. Tettonis that this is going on in every industry. Mr. Moustakas suggested reaching out to retirees. Mrs. Tettonis said if we know of anyone to please let her know. Mr. Leonardos suggested looking for a part time person. This might make the position more appealing. Mrs. Tettonis also informed the Board that our librarian moved to New Jersey. Mr. Newman asked if you looked at your present staff and if you have someone who you think would be interested and if they are to incentivize their doing it. Mrs. Tettonis said that we did this with Math. The problem is that middle school science is not something that everyone wants to do. Mrs. Bader and Ms. Mousouroulis have been filing in the gap. This cannot be sustained. Mrs. Rajpersaud suggested that we partner with CUNY schools to find a science teacher. Mrs. Tettonis states that we have reached out to Brooklyn College. She is willing to reach out to CSI. Mrs. Tettonis will also be reaching out to Buffalo.

Mrs. Lekas asked if there is a date for the opening for HCCS-SI. Mrs. Petrakos answered that there is no date set as of yet.

There being no unfinished business, Mr. Capetanakis asked for a motion to adjourn. The motion to adjourn was made by Mr. Newman. Mrs. Svokos seconded the motion. The meeting was adjourned at 9:50 a.m.

The next Board meeting will be held via Zoom Conferencing on January 26, 2023 at 9:30 a.m.

*Harvey Newman*  
Harvey Newman, Secretary

**MINUTES OF  
HELLENIC CLASSICAL CHARTER SCHOOLS  
SCHOOL BOARD MEETING  
HELD ON SEPTEMBER 29, 2022 AT 9:30 a.m.**

**Members and Staff – via Zoom Conferencing**

**PRESENT**

Charles Capetanakis	Chairman
Harvey Newman	Secretary
Nikolaos Leonardos	Treasurer
Effie Lekas	Member
Dr. Liana Theodoratou	Member
Dr. Grazia Svokos	Member
Spiros Moustakas	Prospective Member
Christina Tettonis	Superintendent
Joy Petrakos	Chief of Operations
Natasha Caban	Principal HCCS-PS
Cathy Kakleas	Principal HCCS-SI
Christina Portelos	Director of Finance & Operations
Dena Capetanakis	Director of Community & Engagement
Stacy Kokkoros	Operations Manager
Myra Alejandra Aguilar	HCCS-SI Parent
Alexia Parent	HCCS-SI Parent

**ABSENT**

Bianca Rajpersaud	Member
Dean Angelakos	Member
Nik Mathews	Member

Mr. Capetanakis chaired the meeting. Joy Petrakos acted as recorder. There were five Board members present at the Board meeting as such having quorum.

The first item on the agenda is the approval of the minutes of the meeting on August 26, 2022. On a motion made by Mr. Newman and seconded by Dr. Theodoratou, the minutes were unanimously approved.

Mr. Capetanakis congratulated the superintendent for her thorough report. He asked if anyone had any questions on her report. Ms. Lekas asked if all the vacant positions were filled in the two schools. Mrs. Tettonis responded that we are fully staffed, and she wanted to thank Mrs. Caban, Mrs. Kakleas Mrs. Petrakos and the whole team for an incredible job. In HCCS-PS we only have one vacancy for a teaching assistant. We are actively looking to fill the position. We are very pleased with our selections. She thanked everyone for their support. She mentioned that an added benefit to our staff is that we offer robust professional development for all

teachers. We also have our Deans of Academics that provide the professional development for all the new hires.

Mr. Capetanakis stated that given what is going on in academia today the fact that we found teachers and we are happy with our selections, is tremendous. Mr. Capetanakis asked how many students are registered for the high school exam prep course that we offer. Mrs. Caban responded that we are still receiving permission slips. We have about 10-15 students enrolled as of today. The test prep begins on October 3<sup>rd</sup>. Mrs. Bonakis, our Dean of Student Development & Greek Cultural Studies and Mrs. Etimos, our Dean of Guidance are both overseeing the program. Mr. Wong, our 8<sup>th</sup> Grade Common Core Algebra Teacher, is teaching the math portion and Ms. Wright, our 7<sup>th</sup> grade ELA Teacher is teaching the reading portion. The test is scheduled for December 3<sup>rd</sup> or 4<sup>th</sup>. The SHSAT test date has not been confirmed yet. The TACHTS test is scheduled for November 5th. Today will be our first High School meeting for 8<sup>th</sup> grade families geared specifically for the private high school application process. The next meeting will be for the public school application process. They are two very different processes. Mr. Capetanakis informed everyone that the Board has authorized test prep courses to all students for free. It is important for the Board to help the students. Mrs. Caban added that in previous years we used Kaplan for test prep but we recently had our own staff performing the test prep as we have found that our own staff is more effective. Mr. Moustakas added that it is evident through the results. He is very excited.

Mr. Capetanakis stated that he toured the HCCS-SI building with the Staten Island Borough President last week when he granted the school \$10k grant. He also stated that the new building looks awesome. Mrs. Petrakos updated the Board that the construction in HCCS-SI is on schedule. There were a few delays regarding deliveries, which was a nationwide issue. Moving forward, the fence pricing has been received. The brick work looks great. It is underway. The building is moving along nicely. It is gorgeous, said Mrs. Petrakos. The inside is also shaping up well. The room wall partitions are up. We are on track for a January completion and expecting to move in during the February break.

Dr. Svokos asked if we are planning an opening day. Mrs. Petrakos answered that Mr. Leonardos had an idea to do a ribbon cutting for the new building to share with the Board and the whole community.

Mr. Capetanakis asked if the mobile classrooms, which are amazing, he added, if they can be easily removed. Mrs. Petrakos answered that they can be removed within a couple of days. It involves the actual removal of the classrooms and then the electrical, plumbing, etc. She added security is there at all times. The parking lot is closed off so there is no movement when school is in session. It really has worked out well. There is staff watching the students as they move from classrooms to gym, to lunch and back to the classrooms. Mrs. Tettonis added that Mrs. Petrakos will have a whole transition plan in place for how the students will be moved into the new building once it is ready to be occupied. Mrs. Petrakos will have a plan in place and will work with Mrs. Kakleas and the team to make sure that it happens seamlessly. Mrs. Petrakos added that after the mobile units are gone the gravel in the parking lot will be removed and the parking lot will be new.

Mrs. Petrakos reminded the Board that the consultants meet on site every Tuesday. The minutes are distributed and the whole team knows the status of the project. It is an incredible team.

Mrs. Tettonis added that we had successful in person Curriculum Night events. Parents were able to see their children's classrooms. In HCCS-SI the parents were able to visit the mobile units and were able to see how amazing they are.

Mr. Capetanakis asked if there were any further questions for the Superintendent. There were none.

There being no unfinished business, Mr. Capetanakis asked to go into executive session. Mr. Newman seconds the motion. The meeting went to executive session at 9:50 a.m. There were no votes taken during executive session.

The next Board meeting will be held via Zoom Conferencing on October 26, 2022 at 9:30 a.m.

*Harvey Newman*  
Harvey Newman, Secretary

**MINUTES OF  
HELLENIC CLASSICAL CHARTER SCHOOLS**

**SCHOOL BOARD MEETING  
HELD ON OCTOBER 26, 2022, AT 9:30 a.m.**

**Members and Staff – via Zoom Conferencing**

**PRESENT**

Charles Capetanakis	Chairman
Harvey Newman	Secretary
Nikolaos Leonardos	Treasurer
Effie Lekas	Member
Grazia Svokos	Member
Bianca Rajpersaud	Member
Spiros Moustakas	Prospective Member
Christina Tettonis	Superintendent
Natasha Caban	Principal HCCS-PS
Cathy Kakleas	Principal HCCS-SI
Christina Portelos	Director of Finance & Operations
Dena Capetanakis	Director of Community & Engagement
Stacy Kokkoros	Operations Manager

**ABSENT**

Dr. Liana Theodoratou	Member
Dean Angelakos	Member
Nik Mathews	Member
Joy Petrakos	Chief of Operations

Mr. Capetanakis chaired the meeting. Christina Portelos acted as recorder. There were six Board members present at the Board meeting as such having quorum.

The first item on the agenda is the approval of the minutes of the meeting on September 29, 2022. On a motion made by Mr. Leonardos and seconded by Ms. Svokos, the minutes were unanimously approved.

The second item on the agenda is the approval of the Financial Policies and Procedures Manual on the agenda. Mr. Capetanakis entertains a motion to adopt the approval of the Financial Policies and Procedures Manual. Mr. Newman seconds the motion. There being no discussion the motion carries unanimously.

There being no unfinished business, Mr. Capetanakis asked to go into executive session. Mrs. Svokos seconds the motion. The meeting went to executive session at 9:46 a.m.

Meeting resumes at 10:30 a.m.



Mr. Leonardos informed the public that there were no votes were taken during the executive session.

Mrs. Tettonis reported to the Board that HCCS-PS and HCCS-SI exceeded the NYS and NYC Exam in both Districts in both ELA and Mathematics. She applauded both leadership teams, the parents and especially the students for all of their hard work.

Mr. Leonardos asked for an analysis of how the scores compared to pre-pandemic. Mrs. Tettonis will prepare this for him. But she stressed that the pandemic did affect the students and there are gaps.

Mrs. Kakleas reported that the open houses were very successful. Applications are coming in every day. She continued to report that the construction is moving forward. Tiles are being installed in the hallway and the bathrooms and windows are being installed. Turf is also being installed in the playground. The church has rented a lift to replace the gym lights.

Mrs. Tettonis added that HCCS-PS will be going to Greece twice this year. The National History Fair students will be going in January to research Dr. Georgiou Papanikolaou. The Ancient Greek Theatre Club (AGT) will be going in February to research Antigone which they will be performing in May. We are very excited, she added. Mrs. Tettonis will be attending the NHD trip in January.

Mrs. Caban reported that we are preparing for high school admissions. We have already had two high school eighth grade meetings with the families and one for the seventh grade families. This year the criteria has changed for acceptances. Students will be put in tiers based on their averages. Fifteen percent is based on averages and that is how they will receive their high school acceptances. Our students are being prepared for the SHSHAT exam in November. They are also taking the TACHS exam as well. Transcripts are being put together. She believes that most of our families will be leaning towards the private sector. Mrs. Caban showed the slides from the high school meeting showing the Board the breakdown of high school acceptances. Twenty-two students have been taking the prep course. Students are preparing brag sheets for the teachers to write their recommendation letters.

Mrs. Caban added that one of the second grade teachers resigned and we are now transitioning in a new teacher into the position. We will make the transition smooth for the children.

There being no unfinished business, Mr. Leonardos asked for a motion to adjourn. The motion to adjourn was made by Mrs. Svokos seconded the motion. The meeting was adjourned at 10:35 a.m.

The next Board meeting will be held via Zoom Conferencing on November 22, 2022, at 9:30 a.m.

Harvey Newman  
Harvey Newman, Secretary

**MINUTES OF  
HELLENIC CLASSICAL CHARTER SCHOOLS**

**SCHOOL BOARD MEETING  
HELD ON JANUARY 26, 2023 AT 9:30 a.m.**

**Members and Staff – via Zoom Conferencing**

**PRESENT**

Nikolaos Leonardos	Treasurer
Effie Lekas	Member
Dr. Liana Theodoratou	Member
Grazia Svokos	Member
Bianca Rajpersaud	Member
Spiros Moustakas	Member
Christina Tettonis	Superintendent
Joy Petrakos	Chief of Operations
Natasha Caban	Principal HCCS-PS
Cathy Kakleas	Principal HCCS-SI
Christina Portelos	Director of Finance & Operations
Stacy Kokkoros	Operations Manager

**ABSENT**

Charles Capetanakis	Chairman
Harvey Newman	Secretary
Dean Angelakos	Member
Nik Mathews	Member

Mr. Leonardos chaired the meeting. Joy Petrakos acted as recorder. There were six Board members present at the Board meeting as such having quorum.

The first item on the agenda is the approval of the minutes of the meeting on December 21, 2022. On a motion made by Mr. Moustakas and seconded by Mrs. Svokos, the minutes were unanimously approved.

Mrs. Tettonis wished everyone a happy new year. She thanked Mrs. Lekas for her annual tradition of donating “vasilopites” to each class. The students loved it. She continued by thanking Mr. Moustakas for attending the annual holiday show along with NYSED Executive Director, Dr. Lisa Long. She asked Mr. Moustakas for his impressions.

Mr. Moustakas stated that as a father of a little girl who has been to a couple of these holiday shows he was very impressed with the choreography and the overall talent and unique songs that every grade had. He liked the overall way it was professionally done. It was a unique experience and he recommends everyone to attend a show in the future. You can tell the amount of work that the teachers put into it, he added. It was evident from the enthusiasm of

the audience. He looks forward to seeing them every year. He also stated that he was able to speak to Dr. Long and he believes that she had similar words of congratulations on how the school was performing. He mentioned that we had one question to Dr. Long about when SED would come do an audit and she did not have a specific date. It was great that we had the opportunity to speak to her after the performance and to make the personal connection.

Mrs. Tettonis added that it was a huge honor to have both Mr. Moustakas and Dr. Long at the show. She congratulated both principals and both teams for their hard work on putting the shows together. She informed the Board that HCCS-PS and HCCS-SI had two shows on the same day and that she and Mrs. Petrakos went to both campuses on that day to see the shows.

She continued to report that Mr. Capetanakis will be hosting a Staten Island Delegation Day in HCCS-SI on Friday, February 10, 2023. More information will follow. She thanked Mrs. Kakleas for hosting this event.

The biggest news is that we have started preparing the charter renewal. Within that she reported that we hired Empire Charter Consultants through an introduction from CEI. Every week, Mrs. Tettonis, Mrs. Petrakos, Mrs. Caban, Mrs. Kakleas and the leadership team will meet with the consultants to prepare the two applications. The applications will be submitted in August. By the end of June, the final draft will be ready for the Board to approve. The site visits will be in the Fall of 2023. In preparation for the applications, she shared in HCCS-SI we were number one in English Language Arts statewide for charters schools that only tested one grade statewide. That is amazing. There were twelve schools that tested statewide, and HCCS-SI was number one. In addition, based on test scores in Staten Island, we were the highest performing school in District 31. This is based on third grade scores only. HCCS-SI also scored 10% higher in Math and 14% higher in ELA.

Mrs. Tettonis reported that in Park Slope we tested grades 3rd – 8th and we scored higher than the district and the city in both ELA and Math. The only other charter schools that scored higher than us was Success, ICahn and the Classical Schools. We are now prepping students for the state exams that are coming up in the Spring. Mr. Leonardos asked if other schools scored higher than HCCS. Mrs. Tettonis answered that she would get him that information.

Mrs. Tettonis further reported that at the previous school board meeting, Mr. Newman had asked to come up with a strategy for student recruitment. We have been working nonstop on it and it is included in her report. We have hired Stephanie Stroud full time. She now has a dual role as ESL Coordinator and Operations Assistant and has been working on these efforts. Mrs. Tettonis stressed that we have been working diligently to make sure our recruitment efforts remain strong.

Since the last school board meeting, HCCS-PS has admitted 4 new students in Park Slope. There are 11 seats available.

Mrs. Tettonis thanked Ms. Rajpersaud for her assistance with the battery storage facility situation on behalf of the families. Ms. Rajpersaud reported that a battery storage facility was going to place containers on Richmond Avenue across the street from HCCS-SI. This would

have been the first time that a project like this would have been put in a residential area specifically on Staten Island. They worked diligently on the back end with Staten Island elected officials and the company felt pressured and they withdrew their application. Ms. Rajpersaud stated that she is still working with the community board to keep an eye on this company. She thanked Mrs. Tettonis and Mrs. Petrakos for helping her with all the calls.

Mrs. Tettonis informed the Board that we went to Greece with the 5 National History Day Fair students from Park Slope. The students studied Dr. Papanikolaou. They interviewed his niece on the island of Aegina, they traveled to Kimi where he grew up, they went to Gennadius Library, and so many other sites. It was amazing. It is so impressive how much the students learn in one week. The documentary is complete and now submitted. The Ancient Greek Theater group will be going in February with Per Janson, Maria Bonakis and Dena Capetanakis as well as the sixteen students. It is tremendous learning experience. One of the reasons that she wanted to go is because we are growing and in two years HCCS-SI will be sending students to Greece and we have to take a look at how we will send so many students to Greece. Until you really experience it is indescribable, she said. Congratulations to the entire team that spends so much time on this. She thanked the donors because without all of the donations this would not be possible. She asked the Board if anyone knows someone who would like to donate to please let them know. She is so proud of the program.

We are gearing up for state testing, promotion in doubt and report cards.

Dena Capetanakis is going to Kansas City and is representing our school at the annual convention for the Diverse Charter Schools Coalition. This year's theme is demanding Equity in Integration.

There will be two Galas this spring. The HCCS-SI gala will be held on Thursday, April 20, 2023 at Arrianna's South in Staten Island and the HCCS-PS gala will be held on Friday, April 28, 2023 at The Dyker Heights Golf Club in Brooklyn.

Mrs. Petrakos presented her Chief of Operations report. She asked that the Board take a look at her report, specifically the enrollment chart per school that shows that we are fully enrolled with the exception of the kindergarten in Park Slope. In the past fifty students is considered full but because we extended the enrollment it should be at fifty-seven, fifty-eight. We are missing about eight to eleven students. We can also fill one or two seats in other grades as well. All in all, we are down eleven students in Park Slope. We were down fifteen students but we did gain four students in the past month since the last school board meeting. We are also reaching out to several families of English Language Learners and Students with Special Needs that are looking to go into first or second grade for September and we are asking them if they would like to apply for the current year. She wants everyone to know that we are continuing our efforts and trying to fill the kindergarten seats. The chart shows the number of students in each grade. She included columns of students with special needs in different categories and English Language Learners.

As you know in HCCS-SI we are fully enrolled. We are currently at 20% with Special Ed students and 11% of English Language Learners. Mrs. Petrakos stated that we are at a 2%

decline in HCCS-PS, which is damaging for our operating revenue, but it is only at a 2% decline because of our recruitment efforts throughout the years. She said she has heard of other schools that are at a decline of ten, twenty or even thirty percent in their enrollment. Our team is working very hard to recruit. It is damaging, but we are grateful that it is not much worse.

She also included with her report our advertisements in El Specialito, the Brooklyn and Staten Island Family and Parent Magazine, NEO magazine, Anamnesis, National Herald and Greek News. This is ongoing. Marketing is over \$50,000 per year. We will continue to enhance it.

As Mrs. Tettonis mentioned, we have a new Operations Assistant, Stephanie Stroud. She is handling recruitment in terms of marketing. She speaks Spanish and has created the brochure that is attached. This brochure is specifically targeting students with special needs and English language Learners. Mrs. Petrakos asked the Board if they need us to do anything further to please let her know. There is also a QR code on the brochure that goes directly to our website. Stephanie Stroud will be visiting local churches and spreading the word and will be working with the New York Charter Center to try to recruit immigrant Ukraine students to our school. These Ukraine students are being brought to centers. Mrs. Stroud asked if she can include our name on this list. She called Eric Joerss for guidance.

Mrs. Stroud is also looking to recruit teachers. She went to a job fair and she brought us eight resumes.

Mrs. Petrakos continued to inform the Board that our Charter Revision was approved. The State needed some clarification and information for the Charter revision and it was done and approved. This is for the facility acquisition for approval from the State before we can occupy the new building in Staten Island. HCCS-SI continues to have monthly meetings with the landlords. The first meeting was on January 5, 2023. It went well. They will continue to strengthen the partnership.

Mrs. Petrakos reported that there was a water lead test conducted on December 28, 2022 in Park Slope and we passed. We are required to have one every five years.

She reported that in Park Slope we budgeted to be at a surplus of one million before depreciation and we are in line with the budget. We are at a two percent enrollment decline in Park Slope. In Staten Island the financials we budgeted to be at a surplus of \$840k before depreciation and we ended the month with a surplus of one million mostly due to timing of expenses. Of course we have a receivable of \$590k on the books from FY 22 related to the amount we believe we are due from the DOE for the rental reimbursement that we have not received yet. So we added that in.

The guidance counselors of both schools and Mrs. Petrakos attended a webinar on student and staff mental health.

The update for the construction project is that the team continues every Tuesday. The building is about 95% complete. The NYC Fire Department paperwork was submitted. We are waiting

for an inspection date. We are working on a few things with the DEP. There is an annual Investors call scheduled for tomorrow for the new building.

Mr. Leonardos asked since the last meeting is there any update as to the TCO? It looks like end of February. We are looking at a March move in.

Mrs. Petrakos further informed the Board that we also extended the builders risk insurance. To March 31<sup>st</sup>, 2023. It was due to expire.

Mrs. Lekas asked about the Park Slope landlord and potential purchase of more property. Mr. Leonardos answered that there is an ongoing discussion with the corner building. However, the community wants to continue with the project without the corner property.

Mrs. Petrakos asked about the Park Slope improvement project extension, are we going to extend it? Mr. Leonardos answered, yes, the money that we have remaining for the project cannot be transferred to the Staten Island Project. It can only be used in Park Slope.

Mrs. Caban reported that it is very busy in Park Slope. We are getting ready for State testing. Some of the private high school acceptances have come in. Great news, we have a student who received a full academic scholarship from two schools Xavarien and Fontebonne Hall Academy.

We are preparing for monitoring student progress. Identifying students that are at risk of attending summer school or potential hold overs for the next school year. We are contacting families with attendance and lateness issues. We see a connection of students that attendance is not strong to academic progress. Parent teacher conferences are in March. Progress reports have gone out. Public school acceptances will not be out until May or June. We had an amazing science fair. The best yet. Our students presented on their laptops and had PowerPoint presentations. They are ready to take over the world she said.

Mrs. Lekas asked if every student that applied to Catholic schools was accepted. Mrs. Caban confirmed that they did. Mrs. Lekas also stated that the scholarship money was also very impressive. She congratulated Mrs. Caban and the team for their hard work. Mrs. Caban thank her and stated that we always push the bar. There is always room to grow. Mrs. Caban says that we feel confident about Specialized high schools. Mrs. Lekas expressed her gratitude of the accomplishments of this dream team, the administration, the teachers the parents and the students. She stated that the Board is so grateful and appreciative of all your efforts at all times. She has been on the Board of HCCS since day one and just when you think we have reached our best you guys out do yourselves and you reach the next level. The sky is definitely the limit at Hellenic. Every member must be very proud to be serving on this Board.

Mrs. Lekas suggests an in-person retreat for the Board soon.

The Greek parade is on Sunday, April 30, 2023.

Mrs. Kakleas reported that they are moving full steam ahead in HCCS-Staten Island. It is VIP reader week and the volunteers are over whelming. Today we have State Senator Gounardes reading to the first-grade class. She continues to report that progress reports and PID letters have gone out. Teachers have called the parents. They are getting ready for Parent Teacher Conferences. Test prep is going on for third and fourth graders. The sports program is going great. Family participation is wonderful here. We are doing well. Open houses are well attended.

There being no unfinished business, Mr. Leonardos asked for a motion to adjourn. The motion to adjourn was made by Dr. Theodoratou. Mrs. Svokos seconded the motion. The meeting was adjourned at 10:30 a.m.

The next Board meeting will be held via Zoom Conferencing on February 28, 2023 at 9:30 a.m.

*Harvey Newman*  
Harvey Newman, Secretary

**MINUTES OF  
HELLENIC CLASSICAL CHARTER SCHOOLS**

**SCHOOL BOARD MEETING  
HELD ON FEBRUARY 22, 2023 AT 9:30 a.m.**

**Members and Staff – via Zoom Conferencing**

**PRESENT**

Harvey Newman	Secretary
Nikolaos Leonardos	Treasurer
Effie Lekas	Member
Dr. Liana Theodoratou	Member
Grazia Svokos	Member
Dean Angelakos	Member
Spiros Moustakas	Member
Christina Tettonis	Superintendent
Joy Petrakos	Chief of Operations
Natasha Caban	Principal HCCS-PS
Cathy Kakleas	Principal HCCS-SI
Christina Portelos	Director of Finance & Operations
Dena Capetanakis	Director of Community & Engagement
Anastasia Etimos	Dean of Guidance
Stacy Kokkoros	Operations Manager
Karen Daniels	COO Charter School Business Management
Kamilah O'Brien	Charter School Business Management
Karen Peters	Charter School Business Management

**ABSENT**

Charles Capetanakis	Chairman
Bianca Rajpersaud	Member
Nik Mathews	Member

Mr. Newman chaired the meeting. Joy Petrakos acted as recorder. There were seven Board members present at the Board meeting as such having quorum.

The first item on the agenda is the approval of the minutes of the meeting on January 26, 2023. On a motion made by Mr. Moustakas and seconded by Dr. Theodoratou, the minutes were unanimously approved.

Mrs. Petrakos began by introducing the Charter School Business Management (CSBM) team. They have been working with Mrs. Petrakos and Mrs. Portelos for the last couple of weeks. As you all know, Christina Portelos has resigned from the Hellenic Classical Charter Schools. Her last day is March 3<sup>rd</sup>. We want to thank her for her work and everything that she has brought to us with her professionalism and knowledge and want to wish her well on all of her future



endeavors. Having said that Mrs. Petrakos introduced the new finance team, CSBM, that will be taking over the finance department at Hellenic. The operations piece will be managed by Mrs. Petrakos and the operations managers/team. Mrs. Petrakos asked Karen Daniels, the President and COO of CSBM to say a few words.

Karen Daniels thanked Mrs. Petrakos and stated that she is thrilled for the opportunity to work with everyone. She stated that she is the President and COO of Charter School Business Management and they have been around for 17 years. CSBM started out managing the finances for Charter Schools in New York and also New Orleans and have since then expanded to markets all over the United States. What we provide is a do it for you or teach you how to model. So eventually any levels of service in the finance department we can play a role in any department. If you have a team already in place we can step in and provide professional development for your team. We also provide management services which we have been providing HCCS for the past couple of years. We are beyond thrilled to be here and I see many familiar faces. I have always been a huge supporter and am thrilled to join you. We also do grant management services. I have attended many HCCS events and are excited for the opportunity to partner with you. Kamilah O'Brien has also been on the team for seven years and is not new to the charter world. Karen Peters is our lead here as well and has been working in the Charter world for twelve years. Please feel free to ask us any questions.

Mr. Newman thanked her for the explanation and pending the formal vote we are glad that you know the schools and will be part of the process moving forward in both a professional and personal level. This only enhances the ability. Mr. Newman would like to understand the structure of the relationship. He asked who will be the person the team will be working with most directly? How do they interface with the rest of your organization? Ms. Daniels answered that we operate on a team approach. She explained that our Finance Associate, and CSBM team member Franklin will be on the controller level and will be handling the day to day operations. Your strategic partner and the client lead and project manager will be Karen Peters. Kamilah O'Brien will oversee and will work on all the initiatives with Mrs. Petrakos. In addition to that, Gretchen is our Director of Development, and she will be helping with the compliance and grant work, applications, final submissions. You have the support of the whole team, she said. The team is made of CFO's, CPA's, people from public and private accounting. Our motto allows us to leverage their expertise when we need it in reference to the bond deal for example.

Mr. Newman thanked Ms. Daniels. Mr. Leonardos asked about their specializing in grants. He asked if this is part of the contractual services or is this contracted separately. Mrs. Daniels answered that we have already had a grant agreement prior to this new engagement. We are supporting with the CSP grant for HCCS-SI. We are also supporting with the Consolidated Application and the ESSER/ARP grants. This will be supported once everything is in place. We will be playing a larger role in taking over the items that Mrs. Portelos was working on prior. We specialize in the federal grants. We do not do too much work with the private grants.

Mr. Newman asked Ms. Daniels if she had any questions or concerns for the Board. She asked if there is anything that keeps the Board up at night. What are the Board's priorities? She

continued by stating that their role is to keep the Board calm about the school's financials. Mr. Leonardos answered that the biggest issue is to finish the project in HCCS-SI and to get the students into the building. That is our goal right now. The school is doing very well and we are able to meet our obligations.

The Board and all attendees introduced themselves to the new financial team.

Mr. Leonardos motions to approve a contract with CSBM and Hellenic Classical Charter Schools for services rendered from February 23, 2023 until June 20<sup>th</sup>, 2023 as well as a new contract with CSBM from July 1, 2023 - June 30, 2024. Dr. Theodoratou seconds the motion. Motion carries with a unanimous vote to approve the contractual relationship.

### **SUPERINTENDENT REPORT**

Mrs. Tettonis also welcomed CSBM to Hellenic. She has known Karen Daniels for years and has always admired her expertise and dedication. She is thrilled that her team will be working with us. As she said earlier Ms. Daniels has attended many of our events at the school and she knows Hellenic very well. Mrs. Tettonis wished Mrs. Portelos all the best to her and her family.

Mrs. Tettonis continued by thanking Mr. Capetanakis and Ms. Rajpersaud for hosting Delegation Day in HCCS-SI. They both did tremendous work. She also thanked Mrs. Kakleas, Mrs. Capetanakis and the whole team for putting together a great event. We had many people that attended including Regent Christine Cea and Assemblyman Michael Tannooussis. There were at least thirty representatives and leaders from Staten Island that came to our school. Thank you to Mr. Capetanakis and Ms. Rajpersaud and the New York City Charter School Center for hosting an amazing event.

She also congratulated HCCS-PS National History Day Fair students for winning first place in New York City competition. Our students will now compete on the NYS level. She congratulated Dena Capetanakis for her management of the trip. She is very organized. This trip cannot happen without her and the rest of the team Maria Bonakis, Per Janson and Joy Petrakos.

The Ancient Greek Theater Group just returned from Greece. Same team made it happen. They will be performing ANTIGONE on May 25<sup>th</sup>, 2023 at 5:00 p.m. Mrs. Capetanakis is preparing the invitations and links to the upcoming events for May and June.

Both schools will have their Greek Independence Day performances on Thursday, March 23, 2023.

The Greek Independence Day Parade will be on Sunday, April 30, 2023.

The Board will be receiving invitations to our two upcoming Galas. HCCS-SI is having theirs on Thursday, April 20<sup>th</sup>, 2023 and HCCS-PS will be having theirs on Friday, April, 28<sup>th</sup>, 2023.

Ribbon cutting for the new building in HCCS-SI is being planned.

Mrs. Tettonis continued to report that we are preparing for the charter renewals for both schools. Every Monday, we meet with the team from Empire Charter Consultants.

We are preparing for report cards, Parent Teacher Conferences and promotion in doubt letters are being prepared in both schools. State testing is beginning very soon. Students are in after school for test prep.

Mr. Newman asked if HCCS-SI scored first in New York State? Mrs. Tettonis answered that they were number one in third grade out of ten schools.

HCCS-PS did extremely well in comparison to the local district. They exceeded the city, the state and the district.

Mrs. Tettonis stated that we have to share our participation rates in addition to the scores regarding how many students actually took the test. Our participation rate is currently:  
HCCS-Park Slope: 98% in ELA and 98% in Math vs District 15 77%  
HCCS-Staten Island: 96% in ELA and 98% in Math vs District 31 88%

Mr. Newman stated that two meetings ago we discussed the recruitment process. He knows that it has become a priority and that we a team to help coordinate this effort. He was happy to hear that it has born some fruit since we began this discussion. We have increased our enrollment in HCCS-PS from down eleven to down seven. Are there any new updates? Mrs. Tettonis answered that we are doing more outreach and marketing and we are preparing a new brochure. Mr. Newman asked Ms. Daniels on some feedback from her about enrollment in other schools.

Karen Daniels answered that overall in New York City enrollment is down. We did see a mass exodus after COVID. Because of the emergency COVID funding ending the schools are making an effort to decrease their expenses and it has been pretty dramatic because the funding will be ending in 2024. Mr. Newman stated that HCCS-SI is full and HCCS-PS was down 17 and we are now down 7. Mr. Newman asked Ms. Daniels, with this information are we doing well in comparison with other charter schools? She answered that we are in an excellent position. That is phenomenal. She sees declines in enrollment in other schools. Schools are making dramatic changes to their budgets. Ten students is phenomenal in comparison to the market. Mr. Newman stated that we have been proactive in recognizing this. Mr. Newman continued to ask what do you attribute to this loss? Ms. Daniels answered that it is the mass exodus to other states after the pandemic. Mr. Newman also asked, in terms of addressing this situation have you seen any initiatives that are worthy of sharing and are successful? Ms. Daniels answered that the one thing that was working with one of her clients was they were able to partner with other Charter schools to fill their gap.

Mr. Newman asked the Board if there are any other questions about this issue.

Mrs. Svokos asked if this is attributed to the flight out of the city or is it a change in attitude about charter schools. Ms. Daniels does not feel that it has anything to do with charter schools.

Mr. Moustakas asked what are the other charter schools doing to deal with the loss. Ms. Daniels answered that in the beginning of the pandemic there was a big push to give staff bonuses to stay and keep everyone on board. At this point where the money is running out and enrollment is going down, they are budgeting more conservatively. They are cutting salaries. This is the only influx that we are seeing.

Mr. Leonardos asked about if any charter schools have collaborated together to meet some of these deficits. If so, how do they work together? Second, are they having any budget cuts? What are they doing exactly, dismissing employees or just not giving increases in the new year or are they eliminating programs. Ms. Daniels answered that as far as how schools are collaborating is to refer students to other schools. If the school does not have a wait list and have exhausted all measures sees if there is any opportunity to come to their school. In regards to the measures that they are taking there is a head count decrease it is tricky. You want to keep the staff that you need as well as keep a balanced budget and not scare off the staff you have to serve your students and not remove any of your programs.

Mrs. Petrakos reported that we have seen some movement in enrollment in Park Slope. We are down in kindergarten. Except for kindergarten all of our other classes are maxed out. In kindergarten we have fifty total, twenty in each class. We are trying to enroll three or four in each class.

How many siblings will be coming into Kindergarten. Mrs. Petrakos reports that the team at Park Slope has been working on recruiting new families for Kindergarten.

Mr. Newman asked Mrs. Kakleas about enrollment in HCCS-SI. Mrs. Kakleas answered that they have over 304 applications for September for all grades. Mr. Newman stated that this is remarkable.

Mrs. Petrakos being that it is Christina Portelos' last board meeting, she would like her to give the summary of the financials.

Mrs. Portelos reported HCCS-SI budgeted for an income of \$925,000 and we ended the month with \$1.1 million. The rental reimbursement has not been fully received yet. She also noted on the balance sheet for HCCS-SI we do have \$300,000 that HCCS-SI borrowed from HCCS-PS. When the per pupil allocation is received that will be returned.

HCCS-PS we did budget for a surplus of \$1.1 million and we are pretty much in line for 498 and we invoiced for 483 students.

At this point Mrs. Portelos thanked Mrs. Petrakos for the opportunity to say a few words to the Board. This is her last Board meeting and this Friday, March 3, 2023 officially as an employee. Mrs. Portelos will continue consulting on the consulting project until the end of next month. She thanked the Board for the opportunity to work with a strong dedicated team. She admires the teams hard work and dedication. She is very happy that CSBM was joined the team to support Mrs. Petrakos and she just wishes the schools continued success.

The board thanked Mrs. Portelos and wished her continued success.

Mrs. Petrakos continued by reporting that the construction at HCCS-SI is going well. We were on the construction call with the construction team. There are a few tweaks that have to be worked on. They hope to get the COO approval to they can move into the site. We had an Investors call which is annual. It went very well.

Mrs. Petrakos thanked Mrs. Portelos for the easy transition. Christina Portelos' departure is a smooth one and she thanked both teams, HCCS and CSBM for all their hard work during the transition.

Mr. Newman thanked Mrs. Petrakos for her report. He expressed the reaction that he had when he read the narrative about the group that Mrs. Capetanakis accompanied to Greece. He feels that the students that traveled to Greece and the work that they did there was meaningful and lifelong memories a student can take. It sounded like a miraculous trip. It would be interesting to see the student's own reaction. Mrs. Capetanakis thanked Mr. Newman and answered that it is was an intense four days starting at 7:00 a.m. and ending at 10:00 p.m. We make it very engaging and fun. Part of what we changed this year was add some student reflections. Mrs. Capetanakis stated that the team is just amazing and the support from administration is wonderful. It is wonderful to attend. NHD in January has five students, five chaperones, Ms. Bonakis, Mr. Per, Mrs. Tettonis and Mrs. Capetanakis. The February trip was the AGT group with fifteen students, fifteen parents and a total group size of thirty-three people. Mr. Newman said that this is amazing. The focus for the first trip was a research project.

Mrs. Capetanakis is the trip coordinator. Mrs. Bonakis spearheads the research piece, Mr. Janson helps coordinate the educational piece with the students. This trips research was based on Dr. Papanikolaou's creation of the pap smear. The research was based on secondary resources in Athens. We went to his home town of Kymi, Evoia where we saw his childhood home and we visited a hospital which was named after him. We also went to the island of Aegina and met with his great niece and she was able to show us firsthand letters and different items that they still had from Dr. George. It was really an amazing trip for the students, their families and the faculty members. They opened up their home for us. We were also able to meet different people with various items that they had from him. Mr. Newman remarked that they are looking forward to hearing from the students. It is a credit to our school that we do these things. It was something extra special.

Mrs. Capetanakis added that for our theater group (AGT) that went on the trip were philhellenes. The feedback was amazing. One of the dads actually brought her to tears on how thankful and appreciative he was for the experience. What we do is handle the logistics. A lot of the parents are fundraising. This trip changed and this trip gave them the opportunity to bond with their children.

There being no unfinished business, Mr. Newman asked for a motion to adjourn. The motion to adjourn was made by Mr. Leonardos. Mr. Lekas seconded the motion. The meeting was adjourned at 10:50 a.m.

The next Board meeting will be held via Zoom Conferencing on March 24, 2023 at 10:45 a.m.

*Harvey Newman*

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Harvey Newman, Secretary

**MINUTES OF  
HELLENIC CLASSICAL CHARTER SCHOOLS**

**SCHOOL BOARD MEETING  
HELD ON MARCH 24, 2023 AT 9:30 a.m.**

**Members and Staff – via Zoom Conferencing**

**PRESENT**

Charles Capetanakis	Chairman
Harvey Newman	Secretary
Nikolaos Leonardos	Treasurer
Effie Lekas	Member
Dean Angelakos	Member
Dr. Liana Theodoratou	Member
Bianca Rajpersaud	Member
Spiros Moustakas	Member
Christina Tettonis	Superintendent
Joy Petrakos	Chief of Operations
Natasha Caban	Principal HCCS-PS
Cathy Kakleas	Principal HCCS-SI
Dena Capetanakis	Director of Community & Engagement
Stacy Kokkoros	Operations Manager
Karen Peters	CSBM Senior Financial Manager

**ABSENT**

Grazia Svokos	Member
Nik Mathews	Member

Mr. Capetanakis chaired the meeting. Joy Petrakos acted as recorder. There were eight Board members present at the Board meeting as such having quorum.

The first item on the agenda is the approval of the minutes of the meeting on February 28, 2023. Mr. Newman asked for a correction on the minutes. He asked that the time announcing next month's meeting be corrected. It should read 9:30 a.m. not 10:45 a.m. Mr. Newman made a motion which was seconded by Mr. Moustakas. Mr. Capetanakis abstained since he was not present for the meeting. The motion carried.

Mr. Capetanakis informed the Board that Mrs. Tettonis has been invited to give an interview with WCBS radio after today's Board meeting.

Mr. Capetanakis reported that the Superintendent and Chief of Operations reports are quite thorough.

Mr. Capetanakis asked if there were any questions for the Superintendent. Mr. Moustakas asked about teacher retention. Mrs. Tettonis answered that preference sheets will be going out in the next two weeks. Right now we have no information other than teachers are returning in September. Mrs. Tettonis reported that we have hired a science teacher for Park Slope.

Mr. Newman asked Mrs. Tettonis if we are advertising about the test results of our students in both Staten Island and Park Slope to the community. Mrs. Tettonis answered that this was done back in the fall. She stated we released high school admissions where we did outrageously well. Mr. Newman would like for us to focus on the broader community given the recruitment focus that we have. Even if we released the information out earlier he said, there might have been people who did not see it. It might be best to get it out to the consciousness of both communities to hear how outstanding the results have been. He would also like for us to self-promote and get this information out there. Mr. Capetanakis states that the reason that this is important is because the DOE and the Charter Center are losing students and we are not. He states it is important to advocate for us to say that we are not losing students. Mrs. Tettonis said that we are very proud that we exceed the District, the City and the State. Mr. Newman stated that we should inform our community and go beyond our community. He mentioned during our renewal we will be asked about outreach to the community. He suggested putting a press release in a newspaper and or in a circular.

Mrs. Petrakos added that she is looking into digital advertising so that our schools pop up first in news feeds. She received some quotes. We will be adding digital advertising soon.

Mrs. Lekas also added that HCCS will be doing press interviews about how we are a National Blue Ribbon School and that we exceed on retention, test scores, participation and celebrate our victories.

Mr. Moustakas asked if there are any student to student social networks that share their activities and promote our community. Mrs. Tettonis answered that because they are minors we should not do that.

### CHIEF OF OPERATIONS

Ms. Petrakos reported that we are close to obtaining the TCO for HCCS-SI. We have a zoom meeting every Friday with the team and receive updates. Mrs. Petrakos reported that we are at the finish line. We have passed the special inspections, the boiler, the fire alarm, standpipe and all other inspections. We are very excited. We are putting the finishing touches on the library, the bulletin boards are up, the floors are finished and are being buffed. Landscapers were on site providing quotes. The parking lot islands located in the middle of the parking lot will have landscaping added. Technology wiring is being prepared for the classrooms. Smartboards are being delivered, everything is looking great. March 31<sup>st</sup> is the target completion date. The next step will be to have the trailers dismantled and removed from the premises. Once removed the contractors can put the permanent plaque with the established date. The parents got to see the building at the last PTA meeting when we gave a tour of the new building. They were very happy. Mr. Leonardos added that twenty years ago this was a dream that has now become a reality. Third and fourth grades will only be moving into the new building hopefully by the end of April. The second grade will move in September. The new building will only house



grades second – eighth. Mrs. Petrakos spoke with the construction team to make sure that they will finish on a timely manner. She also received a quote for the narrow space between the two buildings. They want over \$25,000. It is 25 x 4 foot space. She said that it is expensive and suggested we install pavers instead.

Mrs. Petrakos further reported that in Park Slope there was tons of furniture that was not being used. They rented a U-Haul truck and took the furniture to Staten Island. This was very helpful.

Mrs. Petrakos reported that they are continuing to plan for work to be done in Park Slope. EDC came and they looked at the improvement areas that we are planning on working on and said that everything looked good. Kelmar, the contractor provided a construction schedule. All the work will begin in July when most of the students will be out of the building. The construction will be soft and mostly outside. There will be a new gate installed, we are redoing the stucco, a new sidewalk all around the building, new tiles on the second and third floors, the storage rooms will be shelved.

Mr. Capetanakis brought to the Board's attention that the Staten Island project has gone over budget. He states that the reason is because of the delays that were caused by the professionals. The main out of pocket costs are the trailers for the 3<sup>rd</sup> and 4<sup>th</sup> grades.

Mr. Capetanakis asked to discuss news from the state legislature and the governor's budget. Ms. Rajpersaud reported that the Governor placed in her executive budget to lift the cap for Charters. There has been push back in both houses to lift the cap. She states that we are in the midst of budget negotiations. Last week the Senate released their budget and so did the Assembly. They were both rejected for the cap lift. During this week and next week both the Senate assembly and the executive chamber will be sitting down to negotiate their priorities. From what we are hearing it seems like zombies are the most favorable topic when it comes to Charters. There may be a possible win come April where zombies will be revitalized and that could go to NYC mom and pop charters. The budget is due April 1<sup>st</sup>. It does not look like we will have it by April 1<sup>st</sup>. We might have an overdue budget in two weeks. It seems like we will have a win. Mr. Leonardos asked if there will be an increase on the per pupil allocation. Mrs. Rajpersaud answered that this is part of the push back. Mr. Capetanakis said the per pupil funding will be consistent with the Charters appropriate share of the districts spending. He states that we will not be getting the rental assistance for the 67 schools who are not eligible. That is next year's project.

Mr. Newman, thinks that the City is going to fight against any facilities very hard because they have the immigrants coming in who are increasing the cost to the City to almost four billion dollars. That will mitigate against any voluntary or encouraged increase on behalf of the City. On the revenue per student, Mr. Capetanakis indicated that there is a formula based on NYC spending which means there is a lag in this formula. What we get next year is based upon what was expended last year. This could work to our benefit because NYC's budget for education has not decreased but its population has decreased in excess of ten percent so that the capitated expenditure has actually increased which down the line could be to our benefit.

Mr. Leonardos states that in reality there will be vacant buildings. Something needs to happen to provide help. Mr. Newman is looking at the reality of what is happening to the City.

Mrs. Petrakos reported that Karen Peters from CSBM will be presenting the financials. She thanked Ms. Peters on a job well done. Mrs. Peters gave a brief overview. Mrs. Peters stated that this has been a very smooth transition. There are no significant changes from last month. She reported that we are tracking well. Everyone knows that enrollment is going well. The cash position in Park Slope is strong at 3.4 million. We are keeping an eye on Staten Island which is at \$900,000 she reported. We will keep moving forward and keep working with your team to make sure you are in good financial health. Mrs. Petrakos stated that she has a very high level of comfort in the whole transition.

Mrs. Tettonis congratulated both principals on an amazing Greek Independence Day show from each school yesterday. She is proud of them both.

Mr. Leonardos asked to hear from the two principals.

Mrs. Caban reported that they are preparing for New York State ELA tests that are on April 19th and 20<sup>th</sup>. New York State Math Tests are on May 2<sup>nd</sup> and May 3<sup>rd</sup>.

Mrs. Kakleas reported that they had a full house at the Greek Independence Day Show yesterday. It went really well. We are also preparing for State tests. We have two grades taking the tests, 3<sup>rd</sup> and 4<sup>th</sup> grades. They are also waiting eagerly to get into the new building. The lottery is coming up in a couple of weeks. They are still receiving applications.

There being no unfinished business, Mr. Capetanakis asked for a motion to adjourn. The motion to adjourn was made by Mrs. Lekas. Mr. Newman seconded the motion. The meeting was adjourned at 10:10 a.m.

The next Board meeting will be held via Zoom Conferencing on April 27, 2023 at 9:30 a.m.

*Harvey Newman*  
Harvey Newman, Secretary



**MINUTES OF  
HELLENIC CLASSICAL CHARTER SCHOOLS**

**SCHOOL BOARD MEETING  
HELD ON APRIL 27, 2023 AT 9:30 a.m.**

**Members and Staff – via Zoom Conferencing**

**PRESENT**

Charles Capetanakis	Chairman
Harvey Newman	Secretary
Nikolaos Leonardos	Treasurer
Grazia Svokos	Member
Dean Angelakos	Member
Dr. Liana Theodoratou	Member
Bianca Rajpersaud	Member
Spiros Moustakas	Member
Christina Tettonis	Superintendent
Joy Petrakos	Chief of Operations
Natasha Caban	Principal HCCS-PS
Cathy Kakleas	Principal HCCS-SI
Anastasia Etimos	Guidance Counselor
Dena Capetanakis	Director of Community & Engagement
Stacy Kokkoros	Operations Manager
Karen Peters	CSBN Senior Financial Manager
Mrs. Panos	HCCS-PS Parent

**ABSENT**

Effie Lekas	Member
Nik Mathews	Member

Mr. Capetanakis chaired the meeting. Joy Petrakos acted as recorder. There were eight Board members present at the Board meeting as such having quorum.

The first item on the agenda is the approval of the minutes of the meeting on March 24, 2023. On a motion made by Mr. Newman and seconded by Dr. Theodoratos, the minutes were unanimously approved.

The second approval on the agenda is the Board resolution on the HCCS-Staten Island school to expand up to grade six. Mr. Capetanakis motions for the expansion and seconded by Mr. Moustakas, the resolution was unanimously approved.

The third approval on the agenda is the HCCS-Park Slope school expansion to add a third class in grades Kindergarten and First starting in school year 2025. Mr. Leonardos

motions for the expansion and seconded by Mr. Newman. The expansion was unanimously approved.

The next item on the agenda is to add a new policy to our Financial Policy and Procedures Manual that states HCCS-PS and HCCS-SI will purchase USA products to the best of their abilities. That statement will be added to our FPP (Financial Policy & Procedures) and once this is added by our consultants Mrs. Petrakos will reintroduce the new policy to the Board at the next Board meeting for approval. Mrs. Petrakos is asking the Board for approval to proceed to add to the policy. The Board agrees for Mrs. Petrakos to move on with this.

Mr. Capetanakis informed the Board that the ribbon cutting ceremony for HCCS-SI will have to be rescheduled because they are still waiting for the Certificate of Occupancy. They will be informed of the new date. Dena Capetanakis will be making personal calls to the invited guests to inform them of the postponement. Mr. Capetanakis states that this has been a difficult period but the admiration of the Board to administration is endless for all of their hard work. They know how especially hard it has been for Mrs. Petrakos to make decisions about whether to cancel or keep the mobile classrooms and all the work and time that has gone into this. He commends the team for all of the work that the administration does for our schools. Dr. Theodoratou thanked them as well for all of their hard work.

Mrs. Tettonis added that the team is extraordinary but she applauds the Board because without them this would not be happening. We are very blessed.

Mr. Newman states that the condition of the school is strong and getting stronger. The leadership is outstanding and getting better. The board has to continue to work harder. Mr. Newman further states that an ongoing concern has been enrollment. He asked Mrs. Tettonis how the lottery went and if she can give the Board the fine points. Mrs. Tettonis reported that Mrs. Petrakos and her team, Joyce Liappas and Stacy Kokkoros from Park Slope and Maria Krisilas and Dawn Demenagas from Staten Island are in charge of the lottery. As shown in her report they had a great turn out of applications. She reported that it was more than efficiently done. The lottery was seamless. It was the most seamless lottery that we have ever had. The team is incredible. As you can see in the report Park Slope has 431 applications and Staten Island had 379 applications, very few seats. It was very difficult for the parents that did not get in. There is a waitlist in both schools. We did better than last year, she said. Our numbers are growing in both Park Slope and Staten Island. The lottery was held in seconds. It was a public lottery and the parents were immediately informed. The best part of the whole thing was that an independent auditor was on the Staten Island lottery. Mrs. Tettonis further reported that over the spring break the administrative team was handling all the lottery inquiries that were coming in from prospective families all on their own. Mr. Newman understood that there was an overwhelming response and that it was better than last year. He asked about what it means demographically. Mrs. Tettonis answered that our numbers are better than last year in applications because we have been doing this for a while it is more seamless and we are used to the new automated system. It is electronic. The lottery is electronic and time efficient. Mr. Newman asked if we are getting the same diversity? Mrs. Tettonis answered that we are. We actually listed our outreach in our reports. We did tremendous outreach with our new brochures that are in both English and Spanish so that we are able to reach our Special Ed and ELL students. We have a QR code to make it easier for parents to look us up. We have done

more outreach than ever before. In addition, Mrs. Petrakos and Ops Associate are working with a media group.

Mr. Newman asked if we have the availability to fill the eighth grade classes. Mrs. Petrakos answered that when we lose a seventh or eighth grade student and we have room in Kindergarten or first grade we fill the Kindergarten or first grade seat first. We have the flexibility to do so. Mrs. Petrakos further reported that in April we enrolled two more students in Park Slope. We are only nine students below from when we started with 19 students below in the beginning of the year. Mr. Newman asked how do we address this moving forward for next year. Mrs. Tettonis answered that families are registering, we are completely full for September and we have a huge waitlist. Mr. Leonardos asked that when families apply and then receive an offer is there a reason why they would decline the offer?

Is there something that we need to enhance to make the school better to raise the bar? Mrs. Tettonis answered that there is never a day that we do not try to get better. What we do is have practices in place where we do reflections with the leadership team and the teachers and we get together and we make sure we just keep climbing. But we are constantly meeting, reflecting and looking at data and looking at our practices to make us better. It could be from implementing structures for data meetings and drill downs, teacher retreats, professional developments, to activities and listening to our families. Parents have great ideas. Everyone together we try to make sure it is a happy place to come together to go to school and to learn and at the same time we want to make sure we are meeting the needs for all learners and it is rigorous enough for every child. Mrs. Tettonis also added that we just came out of a very difficult time in history. We are still catching up. We are bringing back some of the programs we had before COVID. We are trying to catch up right now. Trying to have all of the programs that we had before COVID, we were able to do it this year, but not to the fullest extent. It was a lot of work to do.

Mr. Leonardos' second question is if the current building up to par to handle new programs and initiatives that the team wants to implement. Is there something that we should be looking at for the new expansion in Park Slope. Mrs. Tettonis answered that we could discuss this. Mrs. Caban answered that what appeals to the families is the strength of our teachers because we give them a lot of professional development. Another appeal is just how hard it is to get into Hellenic. The reputation that we have. We have to be in it to win it mentality. Mr. Capetanakis added that you are also great at retaining employees. Mrs. Tettonis reported that teacher preference sheets have been put out to prepare for September. They are also preparing for New York State Exams.

The team is working hard on the Charter Renewal.

HCCS-SI had their first Gala last week and HCCS-PS will have their gala this week.

The six grade students in Park Slope won first place in the National History Day Fair and they are going to Nationals in June. They are all very proud.

Mr. Capetanakis asked Karen Peters from CSBM to give the financial report. Mrs. Peters reported that there is no significant differences. She noted that we are 75% into the year. The

monthly budget is very conservative. We are trending right on track for your expenses. Your revenues are right on track. So glad to hear that we are fully enrolled. Mrs. Petrakos added that Karen and she started the budget planning. The executive team and she will be having planning meetings to get the budget ready for the Board's approval by June 30th.

Mr. Leonardos reminded the Board that the Greek Independence Day parade is the Sunday, April 30<sup>th</sup> and invites the Board to march with us. Mrs. Petrakos also invites the Board to the Parade Gala at The Hilton on Saturday April 29<sup>th</sup>. She will forward the information to the Board.

Mr. Capetanakis asked to go into executive session. Mr. Leonardos seconds the motion. The meeting went to executive session at 10:01 a.m. All in favor. The Board returned from executive session at 10:13am. There being no unfinished business, Mr. Capetanakis asked for a motion to adjourn, Mr. Leonardos made the motion and Mrs. Lekas seconded the motion. The meeting was adjourned at 10:14am.

The next Board meeting will be held via Zoom Conferencing on May 25, 2023 at 9:30 a.m.

Harvey Newman  
Harvey Newman, Secretary

**MINUTES OF  
HELLENIC CLASSICAL CHARTER SCHOOLS**

**SCHOOL BOARD MEETING  
HELD ON MAY 25, 2023 AT 9:30 a.m.**

**Members and Staff – via Zoom Conferencing**

**PRESENT**

Charles Capetanakis	Chairman
Harvey Newman	Secretary
Nikolaos Leonardos	Treasurer
Effie Lekas	Member
Grazia Svokos	Member
Bianca Rajpersaud	Member
Spiros Moustakas	Member
Christina Tettonis	Superintendent
Joy Petrakos	Chief of Operations
Natasha Caban	Principal HCCS-PS
Cathy Kakleas	Principal HCCS-SI
Anastasia Etimos	Guidance Counselor
Dena Capetanakis	Director of Community & Engagement
Karen Peters	CSBN Senior Financial Manager
Stacy Kokkoros	Operations Manager
Mrs. Panou	HCCS-PS Parent
Rosario Guaman	HCCS-PS Parent

**ABSENT**

Dr. Liana Theodoratou	Member
Dean Angelakos	Member
Nik Mathews	Member

Mr. Capetanakis chaired the meeting. Joy Petrakos acted as recorder. There were seven Board members present at the Board meeting as such having quorum.

The first item on the agenda is the approval of the minutes of the meeting on April 27, 2023. On a motion made by Mr. Newman and seconded by Mr. Moustakas, the minutes were unanimously approved.

Mr. Capetanakis brought to the Board's attention the action item on the agenda. He asked Ms. Petrakos to explain the action item. Mrs. Petrakos answered that she will create a Board resolution for next month's Board meeting. There will be two items on one board resolution. The first item will be that the Board approves the Charter revision that will go into the charter renewal. One being the organizational chart change since we no longer have a Director of Operations and Finance (DOF). Since our DOF resigned we have engaged with CSBM. In addition, there are a few other items that she and Mrs. Tettonis would like to change such as



who reports to who. These changes are considered a charter revision and will be submitted with the renewal. The next item is a board approval for the submission of the renewal application for both schools. The resolution is required to give board approval to a school officer besides the Board Chairman, Charles Capetanakis. Our Chief of Operations, Joy Petrakos will be the person that will submit the renewals on the SED portal. The Board must give her the authority to do so. Our consultants said the Board has to authorize this action.

Mrs. Petrakos states that there are no action items today. As discussed at the previous board meeting we added the “MADE IN THE USA” policy to our FPP.

Mr. Capetanakis asks that the Superintendent report and the Chief of Operation reports be adopted into the minutes. He asked if there are any questions for the Superintendent and the Chief of Operations on their reports? There are none. Mr. Capetanakis then asked if there any questions for our Senior Finance Manager, Karen Peters? There are none.

Mr. Capetanakis asked for an update on the temporary Certificate of Occupancy in HCCS-SI. Mr. Leonardos reported that we received the construction sign off yesterday. That means that the document will be signed any day. This is great news he said and we will finally be able to use the building. We have been waiting six months.

Mrs. Petrakos asked if we are having the ribbon cutting ceremony in Staten Island. Mrs. Capetanakis would also like to confirm this. She is unsure if they are able to get the word out in time and have an event in the Hellenic fashion. Mr. Leonardos states that if the document is actually signed in the next few days we can continue with the scheduled day. Mrs. Capetanakis states that if we delay by a week we start running into our graduations. There is an event every day she said. Mrs. Capetanakis also said that she will do whatever the team wants her to do.

Mrs. Svokos asked if we are worried about support from the community or the politicians? She asked if we think that this is not enough time. Mrs. Capetanakis answered that there is enough time but she does not know what their schedules look like with the event so close. If we send it out tomorrow it is two weeks ahead.

Mrs. Tettonis added that as soon as we have the signed Certificate of Occupancy in our hands we will have a quick meeting to move forward with the Ribbon Cutting Ceremony.

Mr. Capetanakis added that if the community members can make it, they will. If they cannot make it they will send a representative.

Mr. Capetanakis asked if the seventh graders in Park Slope are showing interest in the high school test prep for next year. Mrs. Caban answered that they are very eager. We have received many permission slips. Mrs. Tettonis added that we had a high school meeting last night. It was very well attended. Mrs. Tettonis also informed the Board that we have had nonstop events at both schools. For example, the Soap Box Derby in Staten Island. There were seventy schools competing and we came in second. She congratulated Mr. Adam Konstantopoulos and Mr. Kevin Linehan for starting the club in HCCS-SI. Mrs. Kakleas reported to the Board that the students actually built the car and then they

selected one student to race it by school vote. The student that they chose to drive in the derby is in the 3<sup>rd</sup> grade and has been in the school since kindergarten. On the day of the race it was raining all morning but all of the parents and students stayed until the end to cheer him on when he won second place. It was amazing.

Mr. Capetanakis asked to go to executive session at 9:55 a.m. Mr. Leonardos seconds the motion. The meeting went to executive session at 9:55 a.m. All in favor. The Board returned from executive session at 10:10 a.m. and stated that no votes were taken during executive session. There being no unfinished business, Mr. Capetanakis asked for a motion to adjourn, Mr. Leonardos made the motion and Mrs. Lekas seconded the motion. The meeting was adjourned at 10:11 a.m.

The next Board meeting will be held via Zoom Conferencing on June 30, 2023 at 9:30 a.m.

Harvey Newman  
Harvey Newman, Secretary

**MINUTES OF  
HELLENIC CLASSICAL CHARTER SCHOOLS**

**SCHOOL BOARD MEETING  
HELD ON JUNE 30, 2023 AT 9:30 a.m.**

**Members and Staff – via Zoom Conferencing**

**PRESENT**

Charles Capetanakis	Chairman
Harvey Newman	Secretary
Nikolaos Leonardos	Treasurer
Effie Lekas	Member
Dean Angelakos	Member
Bianca Rajpersaud	Member
Spiros Moustakas	Member
Christina Tettonis	Superintendent
Joy Petrakos	Chief of Operations
Natasha Caban	Principal HCCS-PS
Cathy Kakleas	Principal HCCS-SI
Anastasia Etimos	Guidance Counselor
Karen Peters	CSBN Senior Financial Manager
Stacy Kokkoros	Operations Manager

**ABSENT**

Grazia Svokos	Member
Dr. Liana Theodoratou	Member
Nik Mathews	Member

Mr. Capetanakis chaired the meeting. Joy Petrakos acted as recorder. There were seven Board members present at the Board meeting as such having quorum.

The first item on the agenda is the approval of the minutes of the meeting on May 25, 2023. On a motion made by Mr. Newman and seconded by Mr. Angelakos, the minutes were unanimously approved.

The second item on the agenda is the adoption of the two budgets. Mr. Capetanakis asked Mrs. Petrakos to speak about the budgets for both schools. Mrs. Petrakos reported that she and Ms. Peters (CSBM) have been working on both budgets. Before she continued she thanked Ms. Peters. This is the first year they have worked together on the budgets and she wanted the Board to know that she is great to work with, quick and very supportive. Mrs. Petrakos reported that on the PS budget we added the additional classrooms as we plan to expand enrollment and have a third class in our Kindergarten – eighth grades eventually. We will begin with a third class in Kindergarten and 1<sup>st</sup> grade in year three of this new budget in school year 2025-2026. Therefore, we included two columns in the Park Slope budget as stated

in her email, the shaded column is the one that includes the enrollment increase and the white column is without. She wanted the Board to have an idea of where we would be in either case. We are definitely in a better position with the enrollment increase but we are sustaining and we are balanced with both.

The Staten Island budget looks great. Part of why it is in a better position is because we are adding 75 students each year as the school is still growing and of course the rental assistance will help greatly now that we have our new building. She continued to report that she added the three percent employee increase in both schools for our teachers. We have not yet included the Deans and the Director, a few employees are shared employees. We will finalize their salaries and inform the Board.

Mr. Newman stated that it is a requirement under the rules and regulations we have to submit a balanced budget, which you have created. Mr. Newman asked Mrs. Petrakos, last year, when the budget was submitted, can she tell us how close we came to conforming to last year's approved budget. Mrs. Petrakos said that this is a very good question. She explained that Ms. Peters gives us percentages on the last column of the financials to see where we are on the budget. She asked Ms. Peters to report to the Board where we are right now on the budget. Mrs. Petrakos believes that we are at 70%. Mrs. Peters answered that we are trending to do better than the projected budget. Right now if we look at where we would be for the eleven months of the budget your projected net income would be \$684,000 actual net income is \$910,000. Changes will happen in this last month with all of the year end events. But right now you are trending really well. She does not see any problems with not only meeting the budget but having higher net revenue than expected. Mr. Newman states that this is a material plus for us. That is nearly \$300,000.00. If we follow the script from last year that what you have presented to us would be a fairly conservative budget. Would that be fair to say? Mrs. Peters agreed. She stated that they went back and forth and based the budget on incremental budgeting starting from the base of last year. Mr. Newman thanked Ms. Peters and Mrs. Petrakos for the perspective.

Mrs. Petrakos further reported that they looked closely at the salaries of the shared employees. Now that SI is getting bigger, the responsibilities are becoming greater. Therefore, the PS budget was lightened with the percentages of the shared employees and they brought it to an even percentage. Where up until now Park Slope was picking the larger portion of the salaries of the shared employees. That also made a difference. In 2028, they changed the percentages when Staten Island will be a larger school and Staten Island will be picking up more of the salaries of the shared employees. Mr. Capetanakis stated that the employee salaries have been allocated in a more realistic way.

Mr. Capetanakis stated that until he saw the breakdown he had not realized the disparity in Special Ed and General Ed funding. Mrs. Petrakos added that there has been no increase in many years. Mr. Capetanakis commented that it is ironic from a policy standpoint that charter schools are always criticized for not having their fair share of special ed and English language learners. We as a school have made adjustments in our lottery preferences to accommodate to pull in more students. But the fact that the funding disparity is even larger on Special Ed students as opposed to mainstream charter school students is unbelievable. Mr. Capetanakis

asked Ms. Peters how do we compare with other charter schools. Ms. Peters answered we are making the adjustment from having the ESSER funds to not having the ESSER funds much better compared to other schools. Other schools did not transition well. Mr. Capetanakis found this very interesting. Mr. Capetanakis congratulated the team, Mrs. Tettonis, Mrs. Petrakos, Ms. Caban and Mrs. Kakleas for all of their hard work.

Mr Capetanakis asked if there are any other questions for the budgets. There were none. On the motion to approve the budgets of the Hellenic Classical Charter Schools made by Mr. Leonardos and seconded by Mr. Moustakas and there being no further discussion Mr. Capetanakis asked for a vote. The motion carried unanimously.

Mrs. Petrakos reports that we need a Board Resolution approval to change our HCCS Organizational Chart to be submitted in the renewal. The changes need to be submitted as charter revision. Our consultants have expressed that this is a non-material charter revision because any changes on the organization chart from the principal and above (ex. Principals, Chief of Operations and Superintendent) is a material change. Anything below the Principals is a non-material change. We now have Charter School Business Management (CSBM) serving as our finance team and we removed the Director of Finance and Operations position. Our consultants said that we do not need to show CSBM on the Org Chart because they are an outside company however Mrs. Petrakos asked to put in a dotted line showing that they and Mrs. Petrakos work together so there is some evidence of a finance team. The next thing we did was move our Director our Communication and Family Engagement to work under the Chief of Operations. The current organizational chart reads that this position reports to the Deans of Academics. The Greek teachers were also moved from reporting to the Deans of Academics to the Principals. We also added a Director of Operations. We are not currently hiring a Director of Operations but throughout the next Charter term she recommends that we do. The future Director of Operations will be reporting to the Chief of Operations and will be responsible for human resources, working with the finance department, would need to have some medium level finance knowledge, compliance & operations experience for both schools that would help us tremendously. We are building our operations team and we are doing a great job doing that. Mrs. Petrakos wanted the Board to know how proud she is of our Operations Manager in Park Slope, Stacy Kokkoros, and all the other associates including Carla Elboustani who stepped up this year and helped the department greatly. She works very well with Stacy Kokkoros in Park Sloep and Maria Krisilas in Staten Island and of course the whole team.

Mr. Newman had a question about the organizational chart as he is looking at it. The way he reads it the Board of Trustees is on top, the Superintendent is under the Board of Trustees, under the Superintendent is the Chief of Operations and under the Chief of Operations are the two Principals. His question is the way he is reading this it looks like the Principals report to the Chief of Operations. Mrs. Tettonis answers that she oversees the Chief of Operations and the Principals. In the narrative it states that Principals report to the Superintendent, but the Chief of Operations is over the Principals. Mr. Newman only expressed that this chart does not reflect that. Mrs. Petrakos recommends that they add another line from the Superintendent to the Principals. The Superintendent and the Chief of Operations supervise both schools. Mr. Newman would like to see a line added between the Superintendent and the Principals.

Mr. Capetanakis motions to approve the Board Resolution to change the HCCS Organizational Chart subject to the amendments that were discussed. Mr. Newman seconds the motion. There being no further discussion the motion carries unanimously.

Mr. Capetanakis informed the Board that he attended the 8<sup>th</sup> grade graduation and he said that it was the best graduation that Hellenic ever had. Sonia Park was the keynote. At the graduation he told the story of how they went to CEI and the history of how Sonia Park supported them where no one else did. Mr. Capetanakis felt that the audience enjoyed the history. It dawned on him that there are so many new faculty members and members of the community, and it would be nice to tell them about our history. He believes that the new staff would appreciate the sense of foundation that we have. Mr. Newman added that at this moment, he is looking at the zoom meeting screen and he sees that their history is encapsulated in this vision. He expressed to the Board that he has served on many charter school Boards over the years. He does not think that any charter school that he knows of that still has the original core that we have. Basically, has maintained the stability and enriched itself with new members the way we have. It is an organic process. We have gone from strength to strength in identifying people who embrace the vision. He believes that the history of these Board members and their relationship to the school should be memorialized.

Mr. Capetanakis continues by informing the Board that there is a situation that they need to reach out to Betty Rosa. If you can imagine, in order to occupy the Staten Island campus we need a physical visit from the New York State Education Department. They keep pushing back with some documentation that may or may not be complete but they also came up with travel and staff challenges. We are running the risk of not being able to open and letting the students into the building in September. He asks that when Mrs. Petrakos has all the paperwork that they need, we need to start pushing. Mrs. Petrakos updated the Board that the mobile classrooms will be removed next week. She continued to state that we had the TCO and we could have had the third and fourth grade students out of the mobile classrooms in the beginning of June, which was a hot month and the air quality was horrible. She sent SED an email informing them that we have students with asthma and the air quality is horrible and if we can please move them in the new building since we have the TCO with DOB approval. We should be receiving the final letter of approval from the Fire Department any day, she understands the process but because of the unique situation, she asked SED for a visit so once we get the Fire Department letter of approval we can move in. However, they did not allow us to move the children. Mr. Leonardos added that by the time they show up for a visit the TCO might expire. The TCO is only for three months and we can only renew it once or twice. Mrs. Petrakos informed the Board that they will be in touch with NYSED and hope for the best. The HCCS team meets with the construction team every week on Tuesdays at 9:00am. The FDNY will be inspecting us on July 28<sup>th</sup>. She asked the team to ask for an overtime visit not a regular visit. They are allowed to do this after they schedule a regular visit. They just have to show a need. Mr. Capetanakis thinks that Mrs. Tettonis and Mrs. Petrakos should reach out to Regent Cea and Regent Cashin.

Mrs. Petrakos reported to the Board that while working with our consultants they reviewed the performance framework criteria that both schools need to submit for the renewal. Both of our

schools in early March, were listed under the 2019 performance framework. Now, just a couple of weeks ago, SED updated their list and they have our Staten Island school under the 2015 performance framework. Mrs. Petrakos emailed SED and let them know that SI should be under the 2019 performance framework. They responded and they said that SI is under the 2015 performance framework since the merger. When we merged, SI was the surviving entity in 2018 and it remained under the 2015 performance framework. Mrs. Petrakos does not want the Board to worry, there are minor changes in the 2015 & 2019 performance frameworks. She respectfully responded to SED and informed them that our schools were listed with different performance frameworks months apart. It is now confirmed that we will submit the 2019 performance framework for Park Slope and 2015 performance framework for Staten Island. She has this in writing. When it is renewal time, if there is any discussion, she wants the Board to be informed of this information.

Mr. Capetanakis thanked the Superintendent for her thorough report. Mrs. Tettonis started by thanking Mr. Moustakas for attending Park Slope's Kindergarten graduation and Mrs. Lekas for attending Park Slope's Seventh Grade Ring Ceremony. She stressed how happy Mr. Capetanakis makes everyone when he calls up all the alumni at the eighth grade graduations. Mrs. Tettonis explained that many years ago Mr. Capetanakis asked how many alumni were in the audience during the graduation and they come up to the stage and they let us know what school they are now attending. Since then, it has become a tradition. This year we had about thirty alumni attend the graduation. Mr. Capetanakis stated that they ranged from high school students to young professionals in the workplace. For example, we had a Carnegie Melon student, a teacher and a JP Morgan employee. It was a moving moment. So many alumni going to all of these universities. It created this wonderful family moment that we are so proud of. All of the families were moved. It showed the eighth graders how close we are. Mrs. Petrakos added that this moment shows the eighth graders and our families how close we stay even after they graduate. It sends a very nice message on their way out. This is still home.

Mr. Moustakas added that he has always heard about "the Hellenic way" and he was able to experience it in person at the Kindergarten graduation. It was unbelievable. The students sang songs, the amount of preparation that must of gone into the event. The part that struck him was every child was asked what they want to be when they grow up and why. Some of the answers were truly amazing but just the amount of time and the effort from the teachers and staff to make that event go up like that is very impressive. I had my daughter's stepping up ceremony a couple of days later and to be honest it was not even comparable. I now have a genuine understanding of "the Hellenic way". Everyone should be very proud of that.

Ms. Lekas, added, yes "the Hellenic way". She stated that she has been an original member of this Board and each and every time she goes to Hellenic they raise the bar. The sky is the limit at Hellenic. It takes a lot of preparation. What made Mrs. Lekas' day was how proud the parents were of their children. They trusted us with their children and they would do it over again. She added that she attended Park Slope's performance of ANTIGONE. It was also amazing, cutting edge and impressive. She congratulated our new theater director Per Janson.

Mrs. Petrakos reported that Park Slope improvements will begin on July 10, 2023. The cafeteria floor will be replaced and new tiles will be replaced in the old building corridors. Mrs. Petrakos is still waiting for quotes from the architects for the gate installation.

Mrs. Petrakos informed the Board that the landlord of Staten Island asked them to replace their sign on their gate on Victory Boulevard with a smaller sign on Victory to the side of the gate.

Mrs. Petrakos will send out a new schedule of Board meetings for the new year.

Mr. Capetanakis asked to go into executive session. Mr. Leonardos seconds the motion. All in favor. The meeting went to executive session at 10:24 a.m.

The Board returned from executive session at 10:29 a.m. No votes were taken during executive session. There being no unfinished business, Mr. Newman asked for a motion to adjourn, Mr. Leonardos made the motion and Mr. Moustakas seconded the motion. The meeting was adjourned at 10:35am.

The next Board meeting will be held via Zoom Conferencing on July 7, 2023 at 10:30 a.m.

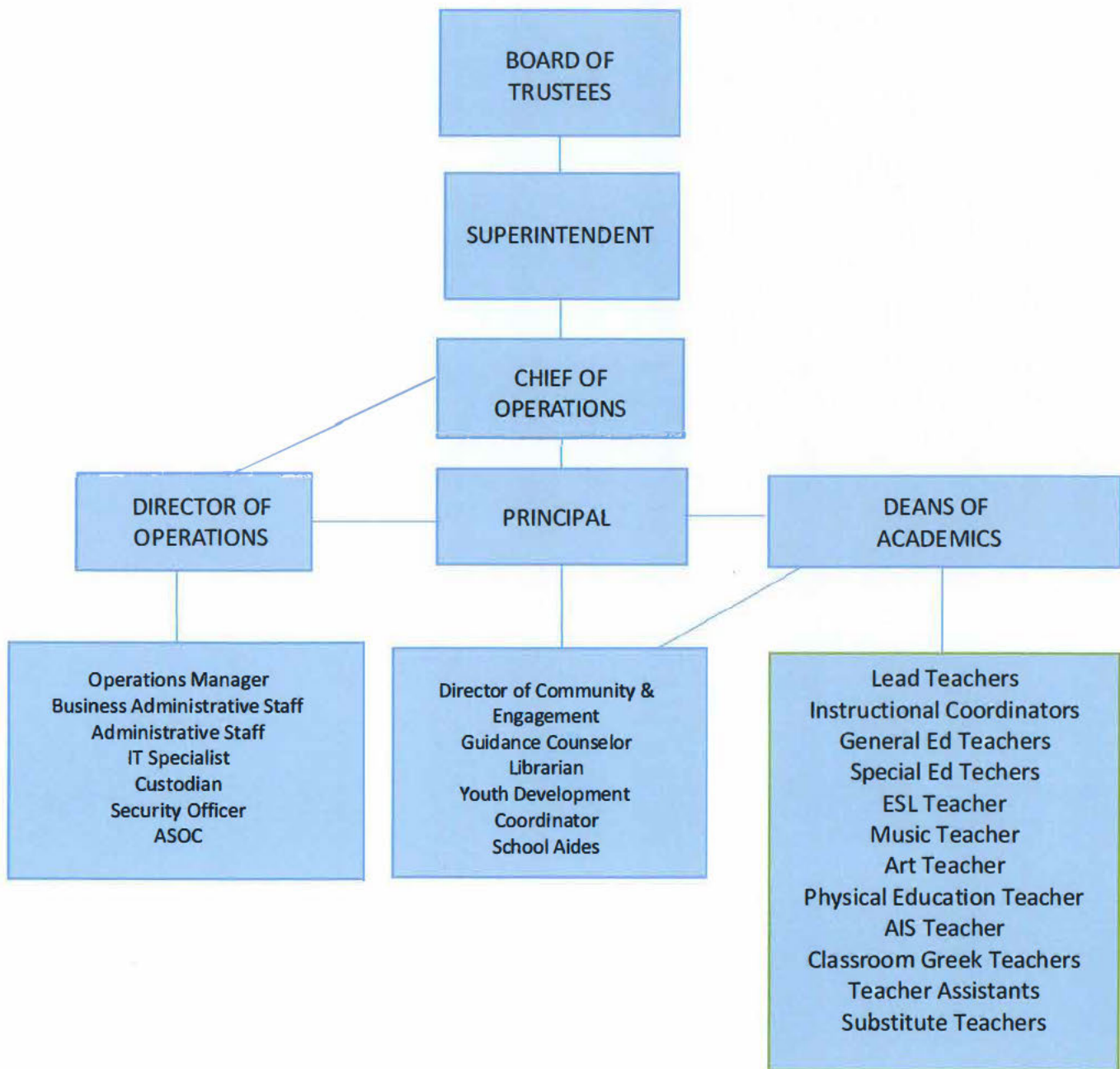
*Harvey Newman*  
Harvey Newman, Secretary





**Hellenic Classical Charter School (HCCS)**  
**Park Slope (PS), est. 2005**  
**Staten Island (SI), est. 2018**

**Organizational Chart**



July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September – 18 days						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Instructional Hours – 121.5

October- 21 days						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Instructional Hours – 141.75

November- 19 days						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Instructional Hours – 128.25

December- 16 days						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Instructional Hours – 108

January- 21 days						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Instructional Hours – 141.75

February- 16 days						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Instructional Hours - 108

March- 20 days						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Instructional Hours - 135

April- 14 days						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Instructional Hours – 94.5

May- 21 days						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Instructional Hours – 141.75

June – 16 days						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Instructional Hours – 108

Hellenic Classical  
Charter Schools  
Park Slope &  
Staten Island

12 Month Calendar  
2023-2024

182 Instructional Days

1229 Instructional  
Hours

Notes:	
	Staff Reports
	Early Dismissal/ Superintendent Conference Day
	Holiday/Recess (No students or staff)
	NYSED Testing Exams/Regents
	September 7, 2023 – First Day of School
	All grades report
	June 26, 2024- Last Day of School

# Fire Alarm and Life Safety System Inspection Certificate

*For*

Hellenic Charter School; Brooklyn  
646 5th Ave.  
Park Slope  
Brooklyn, NY 11215

Tested to NFPA 72 Standards

*This Inspection was performed in accordance with applicable NFPA Standards. The subsequent pages of this report provide performance measurements, listed ranges of acceptable results, and complete documentation of the inspection. Whenever discrepancies exist between acceptable performance standards and actual test results, notes and/or recommended solutions have been proposed or provided for immediate review and approval.*

*Inspection Date*  
Jul 21, 2023

Building: Hellenic Charter School; Brooklyn  
Contact: Ms. Joy Petrakos  
Title: Chief of Operations

Company: ADT Commercial LLC  
Contact: dave 6. fitzgerald  
Title: inspector

## *Executive Summary*

*Generated by: BuildingReports.com*

### Building Information

**Building:** Hellenic Charter School; Brooklyn  
**Address:** 646 5th Ave.  
**Address:** Park Slope  
**City/State/ZIP Code:** Brooklyn, NY 11215

**Contact:** Ms. Joy Petrakos  
**Phone:** 718-499-0957  
**Fax:**  
**Mobile:**

<b>Country:</b> United States of America	<b>Email:</b>	
<b>Inspection Performed By</b>		
<b>Company:</b> ADT Commercial LLC	<b>Inspector:</b> dave 6. fitzgerald	
<b>Address:</b> Red Hawk Fire & Security	<b>Phone:</b> 9147461451	
<b>Address:</b> 6 Skyline Dr.	<b>Fax:</b>	
<b>City/State/ZIP Code:</b> Hawthorne, NY 10532	<b>Mobile:</b> 9147461451	
<b>Country:</b> United States of America	<b>Email:</b> davefitzgerald@adt.com	
<b>System Control Unit</b>		
<b>Manufacturer:</b> Edwards	<b>Inspection Date:</b> 07/21/2023	<b>IDC Style:</b> B
<b>Model Number:</b> EST-3	<b>Install Date:</b> 01/06/2014	<b>SLC Style:</b> 6
<b>Software Version:</b> 4.01	<b>Version Date:</b> 08/19/2015	<b>NAC Style:</b> Y
<b>Location:</b> 1st Main Office	<b>Current Protection:</b> Breaker	

<b>Inspection Summary</b>								
<b>Category</b>	<b>Total Items</b>		<b>Serviced</b>		<b>Passed</b>		<b>Failed/Other</b>	
	<b>Qty</b>	<b>%</b>	<b>Qty</b>	<b>%</b>	<b>Qty</b>	<b>%</b>	<b>Qty</b>	<b>%</b>
Control	19	20.00%	19	100.00%	19	100.00%	0	0.00%
Indicating	4	4.21%	4	100.00%	4	100.00%	0	0.00%
Initiating	59	62.11%	59	100.00%	59	100.00%	0	0.00%
Supervisory	13	13.68%	13	100.00%	13	100.00%	0	0.00%
<b>Totals</b>	<b>95</b>	<b>100%</b>	<b>95</b>	<b>100.00%</b>	<b>95</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>

<b>Certification</b>	
<b>Company:</b> ADT Commercial LLC	<b>Building:</b> Hellenic Charter School; Brooklyn
<b>Inspector:</b> dave 6. fitzgerald	<b>Contact:</b> Ms. Joy Petrakos

## *Inspection & Testing*

*Generated by: BuildingReports.com*

<b>Building:</b> Hellenic Charter School; Brooklyn		<b>Control Panel:</b> 1 - Edwards EST-3		
<i>The Inspection &amp; Testing section lists all of the items inspected in your building. Items are grouped by Passed or Failed/Other. Items are listed by Category. Each item includes the services performed, and the time &amp; date at which testing occurred.</i>				
<b>Device Type</b>	<b>Location</b>	<b>Service</b>	<b>Time</b>	<b>Date</b>
<b><i>Passed</i></b>				
<b>Control</b>				
Annunciator	1st Main Entrance	Tested	9:53:17 AM	07/21/2023
Battery	1st Booster Panel	Tested	8:41:37 AM	07/21/2023
Battery	1st Booster Panel	Tested	8:42:05 AM	07/21/2023
Battery	1st Booster Panel	Tested	8:42:13 AM	07/21/2023
Battery	1st Booster Panel	Tested	8:56:19 AM	07/21/2023
Battery	1st Booster Panel	Tested	8:56:21 AM	07/21/2023
Battery	1st Booster Panel	Tested	8:56:24 AM	07/21/2023
Battery	1st Booster Panel	Tested	8:56:27 AM	07/21/2023
Battery	1st Booster Panel	Tested	8:56:29 AM	07/21/2023
Battery	1st MFACU	Tested	8:54:56 AM	07/21/2023
Battery	1st MFACU	Tested	8:55:01 AM	07/21/2023
Communication Line	1st MFACU 718-499-2437	Tested	8:54:52 AM	07/21/2023
Communication Line	1st MFACU 718-499-2443	Tested	8:54:44 AM	07/21/2023
Control Panel	1st Main Office	Tested	8:42:30 AM	07/21/2023
Power Supply	1st Main Office	Tested	8:41:18 AM	07/21/2023
Power Supply	1st Main Office	Tested	8:41:28 AM	07/21/2023
Power Supply	1st Main Office	Tested	8:41:48 AM	07/21/2023
Power Supply	1st Main Office	Tested	8:42:17 AM	07/21/2023

Device Type	Location	Service	Time	Date
<i>Passed</i>				
Special Control	1st MFACU	Tested/Cleaned	8:56:38 AM	07/21/2023
<b>Indicating</b>				
Bell	1st MFACU Alarm Bell	Tested	8:44:34 AM	07/21/2023
Bell	1st MFACU Trouble Bell	Tested	8:44:41 AM	07/21/2023
Bell	1st MFACU Water Bell	Tested	8:44:25 AM	07/21/2023
<b>Initiating</b>				
CO Detector	Ground Classroom Corridor	Tested	9:28:17 AM	07/21/2023
Duct Detector	4th RTU- 1 Return Roof	Tested/Cleaned	8:43:31 AM	07/21/2023
Duct Detector	4th RTU- 1 Supply Roof	Tested/Cleaned	8:43:24 AM	07/21/2023
Duct Detector	4th RTU- 2 Return Roof	Tested/Cleaned	8:43:14 AM	07/21/2023
Duct Detector	4th RTU- 2 Supply Roof	Tested/Cleaned	8:43:00 AM	07/21/2023
Duct Detector	4th RTU- 3 Return	Tested/Cleaned	9:19:15 AM	07/21/2023
Duct Detector	4th RTU- 3 Supply	Tested/Cleaned	9:10:04 AM	07/21/2023
Heat Detector	Basement Inside Boiler Room	Visually Checked	9:10:56 AM	07/21/2023
Heat Detector	Basement Inside Boiler Room	Visually Checked	9:11:15 AM	07/21/2023
Heat Detector	Basement Inside Fire Pump Room	Visually Checked	9:11:18 AM	07/21/2023
Heat Detector	Basement Inside Kitchen	Visually Checked	9:11:01 AM	07/21/2023
Heat Detector	Basement Inside Kitchen	Visually Checked	9:11:08 AM	07/21/2023
Heat Detector	1st Elevator Lobby	Visually Checked	9:30:40 AM	07/21/2023
Heat Detector	4th Break Room By The Gym	Visually Checked	9:15:09 AM	07/21/2023
Pull Station	Basement Boiler Room Rear Exit	Tested	9:34:43 AM	07/21/2023
Pull Station	Basement Stair A	Tested	9:34:15 AM	07/21/2023
Pull Station	Basement Stair B	Tested	9:33:52 AM	07/21/2023
Pull Station	1st Main Entrance Lobby	Tested	9:29:11 AM	07/21/2023
Pull Station	1st Stair A	Tested	9:27:39 AM	07/21/2023
Pull Station	1st Stair B	Tested	9:28:22 AM	07/21/2023
Pull Station	1st main Entrance	Tested	8:57:42 AM	07/21/2023
Pull Station	2nd Stair A	Tested	9:23:49 AM	07/21/2023
Pull Station	2nd Stair B	Tested	9:23:12 AM	07/21/2023
Pull Station	2nd Stair C	Tested	9:24:32 AM	07/21/2023
Pull Station	2nd Stair D	Tested	9:25:24 AM	07/21/2023
Pull Station	3rd Stair C	Tested	9:21:30 AM	07/21/2023
Pull Station	3rd Stair D	Tested	9:22:02 AM	07/21/2023
Pull Station	3rd Stair A	Tested	9:21:34 AM	07/21/2023
Pull Station	3rd Stair B	Tested	9:20:45 AM	07/21/2023
Pull Station	4th Stair A	Tested	9:16:16 AM	07/21/2023
Pull Station	4th Stair C Gym	Tested	9:13:20 AM	07/21/2023
Pull Station	4th Stair D	Tested	9:12:14 AM	07/21/2023
Pull Station	4th Storage Stair D by Stage	Tested	9:19:11 AM	07/21/2023
Smoke Detector	Basement Electric Room	Tested/Cleaned	9:34:39 AM	07/21/2023
Smoke Detector	Basement Elevator Mechanical Room	Tested/Cleaned	9:34:55 AM	07/21/2023
Smoke Detector	1st Admin Office	Tested/Cleaned	9:35:18 AM	07/21/2023
Smoke Detector	1st Handicapped Lift	Tested/Cleaned	9:53:14 AM	07/21/2023
Smoke Detector	1st In Center Stair	Tested/Cleaned	9:35:23 AM	07/21/2023
Smoke Detector	1st North Corridor By Center Stair	Tested/Cleaned	9:30:37 AM	07/21/2023
Smoke Detector	1st Room 105 Fire Shutter	Tested/Cleaned	9:35:26 AM	07/21/2023
Smoke Detector	1st Room 105 Fire Shutter	Tested/Cleaned	9:35:54 AM	07/21/2023
Smoke Detector	1st Besides Main FACP	Tested/Cleaned	9:29:59 AM	07/21/2023
Smoke Detector	1st Besides Main Corridor By Double Door	Tested/Cleaned	9:35:14 AM	07/21/2023
Smoke Detector	2nd By Smoke Fire Door	Tested/Cleaned	9:23:26 AM	07/21/2023
Smoke Detector	2nd By Smoke Fire Door	Tested/Cleaned	9:26:10 AM	07/21/2023
Smoke Detector	2nd Elevator Lobby	Tested/Cleaned	9:25:37 AM	07/21/2023
Smoke Detector	3rd Elevator Lobby	Tested/Cleaned	9:22:19 AM	07/21/2023
Smoke Detector	3rd IT Room	Tested/Cleaned	9:22:23 AM	07/21/2023
Smoke Detector	4th Electrical Room	Tested/Cleaned	9:18:12 AM	07/21/2023
Smoke Detector	4th Elevator Lobby	Tested/Cleaned	9:18:08 AM	07/21/2023
Smoke Detector	4th Top Of Stair D	Tested/Cleaned	9:14:29 AM	07/21/2023
Smoke Detector	4th Top Of Stair Stair A	Tested/Cleaned	9:17:58 AM	07/21/2023
Smoke Detector	4th Top Of Stair Stair C	Tested/Cleaned	9:19:17 AM	07/21/2023
Smoke Detector	Roof Top Of Stair B	Tested/Cleaned	9:19:06 AM	07/21/2023
Waterflow Switch	Basement Bypass Valve	Tested	9:53:41 AM	07/21/2023
Waterflow Switch	1st North Stair	Tested	9:53:09 AM	07/21/2023
Waterflow Switch	2nd Floor Stair A	Tested	9:53:05 AM	07/21/2023

Device Type	Location	Service	Time	Date
<b><i>Passed</i></b>				
Waterflow Switch	3rd Floor	Tested	9:52:56 AM	07/21/2023
Waterflow Switch	4th North Stair	Tested	9:52:48 AM	07/21/2023
<b>Supervisory</b>				
Tamper Switch	Basement Bypass Valve	Tested	9:53:44 AM	07/21/2023
Tamper Switch	Basement Jockey Pump	Tested	9:53:27 AM	07/21/2023
Tamper Switch	Basement Jockey Pump	Tested	9:53:30 AM	07/21/2023
Tamper Switch	Basement Fire Pump Room	Tested	9:53:25 AM	07/21/2023
Tamper Switch	Basement Fire Pump Room	Tested	9:53:33 AM	07/21/2023
Tamper Switch	Basement Fire Pump Room	Tested	9:53:47 AM	07/21/2023
Tamper Switch	Basement Fire Pump Room Main Valve	Tested	9:53:22 AM	07/21/2023
Tamper Switch	Basement Fire Pump Room Main Valve	Tested	9:53:36 AM	07/21/2023
Tamper Switch	Basement Fire Pump Room Main Valve	Tested	9:53:38 AM	07/21/2023
Tamper Switch	1st North Stair	Tested	9:53:11 AM	07/21/2023
Tamper Switch	2nd Floor	Tested	9:53:02 AM	07/21/2023
Tamper Switch	3rd Floor	Tested	9:52:58 AM	07/21/2023
Tamper Switch	4th North Stair	Tested	9:52:52 AM	07/21/2023

## ***Service Summary***

*Generated by: BuildingReports.com*

<b>Building: Hellenic Charter School; Brooklyn</b>
<i>The Service Summary section provides an overview of the services performed in this report.</i>

Device Type	Service	Quantity
<b><i>Passed</i></b>		
Annunciator	Tested	1
Battery	Tested	10
Bell	Tested	3
CO Detector	Tested	1
Communication Line	Tested	2
Control Panel	Tested	1
Duct Detector	Tested/Cleaned	6
Heat Detector	Visually Checked	7
Power Supply	Tested	4
Pull Station	Tested	19
Smoke Detector	Tested/Cleaned	21
Special Control	Tested/Cleaned	1
Tamper Switch	Tested	13
Waterflow Switch	Tested	5
<b>Total</b>		<b>94</b>
<b>Grand Total</b>		<b>94</b>

## ***Sound and Visual Testing***

*Generated by: BuildingReports.com*

<b>Building: Hellenic Charter School; Brooklyn</b>						
<i>The Sound and Visual Testing section lists various points throughout your building where audible and visual alarm notification devices were tested. Any bar-coded audible and visual devices will appear in the Inspection and Testing section of this report. Items in this section are grouped by Passed or Failed/Other. Where specific decibel readings were recorded, they will appear under the ambient and alarm columns. The Voice column indicates whether the Sound Test Point passed the Voice Intelligibility requirements. The STI or Sound Transmission Index is shown if recorded.</i>						
Location	Comment	Ambient	Alarm	Intelligibility		Sound Test
		dB	dB	Voice	STI	

**Passed**

**Sound Test Points**

All Floors

Passed

..

0001

## Battery & Power Supply Testing

Generated by: BuildingReports.com

Building: Hellenic Charter School; Brooklyn

Control Panel: 1 - Edwards EST-3

The Battery & Power Supply Testing section details the readings and measurements of batteries and power supplies used to provide power to the fire alarm and life safety systems. Items are grouped by Passed or Failed/Other.

**Battery**

Type	Location	Rated Ah	Rated Volts	Pre Test	Post Test	Min Ah	Tested Ah
<b>Passed</b>							
Sealed Lead Acid	1st Booster Panel	7	12				
Sealed Lead Acid	1st Booster Panel	7	12				
Sealed Lead Acid	1st Booster Panel	7	12				
Sealed Lead Acid	1st Booster Panel	7	12				
Sealed Lead Acid	1st Booster Panel	7	12				
Sealed Lead Acid	1st Booster Panel	7	12				
Sealed Lead Acid	1st Booster Panel	7	12				
Sealed Lead Acid	1st MFAFU	26	12				
Sealed Lead Acid	1st MFAFU	26	12				

**Power Supply**

Protection Type	Location	Rated Ah	Rated Volts	Charging Voltage
<b>Passed</b>				
Breaker	1st Main Office	10	120	
Breaker	1st Main Office	10	120	
Breaker	1st Main Office	10	120	
Breaker	1st Main Office	10	120	

## Inventory & Warranty Report

Generated by: BuildingReports.com

Building: Hellenic Charter School;  
Brooklyn

Control Panel: 1 - Edwards EST-3

The Inventory & Warranty Report lists each of the devices and items that are included in your Inspection Report. A complete inventory count by device type and category is provided. Items installed within the last 90 days, within the last year, and devices installed for two years or more are grouped together for easy reference.

Device or Type	Category	% of Inventory	Quantity
Annunciator	Control	1.05%	1
Battery	Control	10.53%	10
Bell	Indica ing	3.16%	3
CO Detector	Initiating	1.05%	1
Communication Line	Control	2.11%	2
Control Panel	Control	1.05%	1
Duct Detector	Initiating	6.32%	6



Device or Type	Category	% of Inventory	Quantity
Heat Detector	Initiating	7.37%	7
Power Supply	Control	4.21%	4
Pull Station	Initiating	20.00%	19
Smoke Detector	Initiating	22.11%	21
Sound Test	Indica ing	1.05%	1
Special Control	Control	1.05%	1
Tamper Switch	Supervisory	13.68%	13
Waterflow Switch	Initiating	5.26%	5

Type	Qty	Model #	Description	Install Date
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***In Service - 5 Years to 10 Years***

<b>Ultra Tech</b>				
Battery	2	ISO9001	Sealed Lead Acid	09/30/2016
<b>EST</b>				
Duct Detector	2	Siga-SD	Photoelectric	08/31/2015
Smoke Detector	2	Siga2-PS		08/31/2015
<b>Edwards</b>				
Duct Detector	4	Siga-SD	Photoelectric	08/31/2015
<b>EST</b>				
Annunciator	1	3-RLCM	LCD Display	11/11/2014
Heat Detector	1	Siga-HRS		11/11/2014
Heat Detector	5	Siga-HRS	Rate-of-Rise	11/11/2014
Pull Station	1	SIGA-270		11/11/2014
Pull Station	18	SIGA-270	Single Action	11/11/2014
Smoke Detector	1	SIGA-270		11/11/2014
Smoke Detector	1	Siga-PS		11/11/2014
Smoke Detector	10	Siga-PS	Photoelectric	11/11/2014
Smoke Detector	5	Siga2-PS	Photoelectric	11/11/2014
<b>Edwards</b>				
Bell	1	439D-10AW		11/11/2014
Bell	1	439D-6AW		11/11/2014
Bell	1	439D-8AW		11/11/2014
Heat Detector	1	Siga-HRS	Rate-of-Rise	11/11/2014
Power Supply	4	BPS-10A		11/11/2014
Smoke Detector	1	Siga-PS	Photoelectric	11/11/2014
Smoke Detector	1	Siga2-PS	Photoelectric	11/11/2014
<b>FSI</b>				
Special Control	1	Diagram	Riser Diagram	11/11/2014
<b>Lansdale internatio</b>				
Tamper Switch	2	GBT4		11/11/2014
<b>Leoch</b>				
Battery	1	BPS-10A	Sealed Lead Acid	11/11/2014
Battery	5	DJW12-7	Sealed Lead Acid	11/11/2014
<b>Macurco</b>				
CO Detector	1	CM-15A		11/11/2014
<b>Potter Electric</b>				
Tamper Switch	1	OSYSU-2		11/11/2014
<b>Power-Sonic</b>				
Battery	2	PS-12260	Sealed Lead Acid	11/11/2014
<b>System Sensor</b>				
Tamper Switch	3	OSY2		11/11/2014
Waterflow Switch	4	WFD25		11/11/2014
<b>Verizon</b>				
Communication Line	2	POTS		11/11/2014
<b>Victaulic</b>				



Tamper Switch	1	704W	11/11/2014
Tamper Switch	3	705W	11/11/2014
Tamper Switch	1	Series 705	11/11/2014
Tamper Switch	2	Series 728	11/11/2014
Waterflow Switch	1	Series 705ttt	11/11/2014

**Edwards**

Control Panel	1	EST-3	01/06/2014
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## Zone Address Report

*Generated by: BuildingReports.com*

**Building: Hellenic Charter School; Brooklyn      Control Panel: 1 - Edwards EST-3**

*The Zone Address Report lists all of the devices and items that have an individual address, or are grouped together under a common zone. The device type, location, and description are included for your reference.*

Address	Device Type	Location	Type	ScanID
<b>Zone/Circuit: 02</b>				
0001	Smoke Detector	1st Room 105 Fire Shutter		33741267
0002	Smoke Detector	Basement Elevator Mechanical Room	Photoelectric	33741141
0003	Smoke Detector	Basement Electric Room	Photoelectric	45687801
0005	Smoke Detector	1st Room 105 Fire Shutter		33741135
0007	Heat Detector	Basement Inside Boiler Room	Rate-of-Rise	32786752
0008	Heat Detector	Basement Inside Fire Pump Room	Rate-of-Rise	38972675
0010	Heat Detector	Basement Inside Kitchen	Rate-of-Rise	32786753
0011	Smoke Detector	3rd Elevator Lobby	Photoelectric	32786784
0012	Smoke Detector	2nd Elevator Lobby	Photoelectric	32786785
0015	Heat Detector	Basement Inside Kitchen	Rate-of-Rise	32786754
0016	Smoke Detector	2nd By Smoke Fire Door	Photoelectric	33741130
0017	Smoke Detector	2nd By Smoke Fire Door	Photoelectric	33741131
0020	Smoke Detector	Roof Top Of Stair B	Photoelectric	33742146
0023	Smoke Detector	1st Besides Main FACP	Photoelectric	32786789
0025	Smoke Detector	1st Handicapped Lift		33741163
0026	Smoke Detector	1st Admin Office	Photoelectric	33741090
0027	Smoke Detector	1st Besides Main Corridor By Double Door	Photoelectric	32786788
0028	Smoke Detector	1st North Corridor By Center Stair	Photoelectric	32786786
0029	Smoke Detector	1st In Center Stair	Photoelectric	33741143
0128	CO Detector	Ground Classroom Corridor		33741296
0132	Tamper Switch	Basement Fire Pump Room		38972940
0133	Tamper Switch	Basement Fire Pump Room Main Valve		38972936
0135	Waterflow Switch	2nd Floor Stair A		32786796
0136	Tamper Switch	2nd Floor		32786795
0137	Waterflow Switch	3rd Floor		32786793
0138	Tamper Switch	3rd Floor		32786794
0139	Pull Station	Basement Boiler Room Rear Exit	Single Action	32786778
0141	Tamper Switch	Basement Fire Pump Room Main Valve		38972935
0155	Waterflow Switch	1st North Stair		32786797
0156	Tamper Switch	1st North Stair		32786798
0158	Waterflow Switch	Basement Bypass Valve		38972937
0159	Tamper Switch	Basement Bypass Valve		38972938
0160	Tamper Switch	Basement Fire Pump Room		38972939
0161	Tamper Switch	Basement Fire Pump Room		38972677
0162	Tamper Switch	Basement Jockey Pump		38972934
0163	Tamper Switch	Basement Jockey Pump		38972933
0203	Pull Station	3rd Stair A	Single Action	32786768
0204	Pull Station	3rd Stair B	Single Action	74802095
0205	Pull Station	2nd Stair A	Single Action	32786772
0206	Pull Station	2nd Stair B	Single Action	32786771
0207	Pull Station	1st Stair A	Single Action	32786775
0208	Pull Station	1st Stair B	Single Action	32786779
0209	Pull Station	Basement Stair A	Single Action	32786776
0210	Pull Station	Basement Stair B		32786777
0211	Pull Station	3rd Stair C	Single Action	32786766

0212	Pull Station	2nd Stair C	Single Action	32786770
0213	Pull Station	1st Main Entrance Lobby	Single Action	74802096
0214	Pull Station	1st main Entrance	Single Action	33741151

**Zone/Circuit: 03**

0002	Smoke Detector	3rd IT Room	Photoelectric	74802094
0005	Smoke Detector	4th Top Of Stair D		33742148
0007	Smoke Detector	4th Elevator Lobby	Photoelectric	32786781
0010	Duct Detector	4th RTU- 2 Supply Roof	Photoelectric	33741129
0011	Duct Detector	4th RTU- 1 Return Roof	Photoelectric	33741125
0012	Duct Detector	4th RTU- 2 Return Roof	Photoelectric	33741128
0013	Duct Detector	4th RTU- 1 Supply Roof	Photoelectric	33741126
0014	Duct Detector	4th RTU- 3 Supply	Photoelectric	33742151
0015	Duct Detector	4th RTU- 3 Return	Photoelectric	33742150
0016	Smoke Detector	4th Top Of Stair Stair C	Photoelectric	33742152
0017	Smoke Detector	4th Top Of Stair Stair A	Photoelectric	32786780
0018	Smoke Detector	4th Electrical Room	Photoelectric	32786782
0126	Pull Station	2nd Stair D	Single Action	32786773
0127	Pull Station	3rd Stair D	Single Action	32786769
0128	Pull Station	4th Stair C Gym	Single Action	32786764
0129	Pull Station	4th Stair D	Single Action	32786765
0130	Pull Station	4th Stair A	Single Action	32786763
0131	Pull Station	4th Storage Stair D by Stage	Single Action	33742147
0134	Tamper Switch	Basement Fire Pump Room Main Valve		38972676
0142	Waterflow Switch	4th North Stair		32786792
0143	Tamper Switch	4th North Stair		32786791

# Certificate of Occupancy

**CO Number: 310136493F**

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

<b>A.</b>	<b>Borough:</b> Brooklyn	<b>Block Number:</b> 00634	<b>Certificate Type:</b> Final
	<b>Address:</b> 224 18TH STREET	<b>Lot Number(s):</b> 34	<b>Effective Date:</b> 12/24/2018
	<b>Building Identification Number (BIN):</b> 3336795	<b>Building Type:</b> Altered	
<i>For zoning lot metes &amp; bounds, please see BISWeb.</i>			
<b>B.</b>	<b>Construction classification:</b> 1	(Prior to 1968 Code)	
	<b>Building Occupancy Group classification:</b> E	(2014/2008 Code)	
	<b>Multiple Dwelling Law Classification:</b> None		
	<b>No. of stories:</b> 4	<b>Height in feet:</b> 59	<b>No. of dwelling units:</b> 0
<b>C.</b>	<b>Fire Protection Equipment:</b> Fire alarm system, Sprinkler system, Fire Suppression system		
<b>D.</b>	<b>Type and number of open spaces:</b> Parking spaces (10), Parking (1953 square feet)		
<b>E.</b>	<b>This Certificate is issued with the following legal limitations:</b> None		
<b>Borough Comments:</b> None			



Borough Commissioner



Commissioner

*Certificate of Occupancy*

**CO Number: 310136493F**

Permissible Use and Occupancy						
All Building Code occupancy group designations are 1968 designations, except RES, COM, or PUB which are 1938 Building Code occupancy group designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
CEL	6	OG	E		3	ACCESSORY KITCHEN, BOILER ROOM, STORAGE
CEL	190	OG	A-3		3	CAFETERIA
OS P		60	S-2		3	PARKING 10 CARS
ME Z	34	100	E		3	CLASSROOM
001 001 134		60	E		3	CLASSROOMS, OFFICES, LOBBY, LIBRARY.
002 002 254		60	E		3	CLASSROOMS, OFFICES.
003 003 243		60	E		3	CLASSROOMS, OFFICES, NURSE'S ROOM
004	294	100	A-3		3	MULTIPURPOSE SPACE (GYNASIUM, LECTURE HALL) STORAGE/MOVABLE STAGE AREA, STORAGE ROOMS
RO F		40	E		3	STAIR BULKHEAD AND MECHANICAL EQUIPMENT
FIRE DEPARTMENT APPROVAL DATED MARCH 31, 1969 (INTERIOR FIRE ALARM) AND ACCOUNT #C 706735 ISSUED 1968 (FUEL OIL) NO SCENIC ELEMENTS						
<b>END OF SECTION</b>						



Borough Commissioner



Commissioner

**END OF DOCUMENT**