

# Application: Hellenic Classical Charter Schools - Park Slope

Joy Petrakos - Joy.Petrakos@hccs-nys.org  
2020-2021 Annual Report

## Summary

**ID:** 0000000110

**Status:** Annual Report Submission

## Entry 1 School Info and Cover Page

**Completed** Jul 13 2021

### 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 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 2020-2021 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, 2021)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

HELLENIC CLASSICAL CHARTER SCHOOL 331500860878

**a1. Popular School Name**

HCCS-PS

**b. CHARTER AUTHORIZER (As of June 30th, 2021)**

Please select the correct authorizer as of June 30, 2021 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**c. DISTRICT / CSD OF LOCATION**

CSD #15 - BROOKLYN

**d. DATE OF INITIAL CHARTER**

2/2005

**e. DATE FIRST OPENED FOR INSTRUCTION**

9/2005

**f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

MISSION STATEMENT

The Hellenic Classical Charter Schools will provide a diverse student body with a rigorous education in a dynamic environment. Using a standards-based curriculum, enriched with the Greek and Latin languages, 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.

**g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success.

KDE 1	1. A rigorous classical education that is rich in challenging content – HCCS provides rigorous instruction in a classical education model that uses standards-based curriculum, didactic instruction, coaching, and intensive academic support. HCCS blends the Paideia Model for instruction that mixes the rigors of a classical education with inclusive teaching and learning with the workshop model, which is based on Howard Gardner’s theory of multiple intelligences and Benjamin Bloom’s work regarding strategies to help students engage in the highest levels of thinking—i.e. analysis, synthesis and evaluation.
KDE 2	2. Supplementing instruction with classical study of the Greek and Latin languages, as well as history, art and other cultural and classical studies - The Greek instruction program, which includes acquisition of the Greek language and the study of Greek history and culture within a rigorous academic model that includes the standards-based curriculum, provides students with unique and

	outstanding educational experiences that support their growth and improve their competitiveness in the global economy. The alignment of the Greek program curriculum with the ELA curriculum ensures that the reading, writing and language arts instruction in English and in Greek are complimentary.
KDE 3	<p>3. Preparing students for long-term academic success - HCCS focuses on the mission of college and career readiness for our students by helping them build habits of mind necessary for long-term academic success. We help our students and families understand the high school admissions process, as well as college preparation, and other practices that support them in preparing for, selecting and applying for entrance into high quality high schools.</p> <p>Following is a summary of progress in each of the three essential questions that comprise the framework.</p>
KDE 4	(No response)
KDE 5	(No response)
KDE 6	(No response)
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

#### Need additional space for variables

No



**h. SCHOOL WEB ADDRESS (URL)**

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

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)**

498

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)**

498

**k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)**

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5, 6, 7, 8

**l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

No

## **FACILITIES INFORMATION**

## m. FACILITIES

Will the school maintain or operate multiple sites in 2021-2022?

	Yes, 2 sites
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### 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 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	7184990957	NYC CSD 15	K-8	No

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Christina Tettonis	718-499-0957	718-499-0958	<a href="mailto:CTettonis@hccs-nys.org">CTettonis@hccs-nys.org</a>
Operational Leader	Joy Petrakos	718-499-0957	718-499-0958	<a href="mailto:Joy.Petrakos@hccs-nys.org">Joy.Petrakos@hccs-nys.org</a>
Compliance Contact	Natasha Caban	718-499-0957	718-499-0958	<a href="mailto:NCaban@hccs-nys.org">NCaban@hccs-nys.org</a>
Complaint Contact	Joy Petrakos	718-499-0957	718-499-0958	<a href="mailto:Joy.Petrakos@hccs-nys.org">Joy.Petrakos@hccs-nys.org</a>
DASA Coordinator	Anastasia Etimos	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 Natasha Caban	917-561-2622	917-239-8303	<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, 2021.**

### **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**

[Fire Inpection - PS 2021.pdf](#)

**Filename:** Fire Inpection - PS 2021.pdf **Size:** 795.5 kB

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### **School Site 2**

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## m2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	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 2	1641 Richmond Avenue	718-499-0957	NYC CSD 31	K-3	K-3

### m2a. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Christina Tettonis	718-499-0957	718-499-0958	<a href="mailto:CTettonis@hccs-nys.org">CTettonis@hccs-nys.org</a>
Operational Leader	Joy Petrakos	718-499-0957	718-499-0958	<a href="mailto:Joy.Petrakos@hccs-nys.org">Joy.Petrakos@hccs-nys.org</a>
Compliance Contact	Joy Petrakos	718-499-0957	718-499-0958	<a href="mailto:Joy.Petrakos@hccs-nys.org">Joy.Petrakos@hccs-nys.org</a>
Complaint Contact	Cathy Kakleas	718-499-0957	718-499-0958	<a href="mailto:Ckagleas@hccs-nys.org">Ckagleas@hccs-nys.org</a>
DASA Coordinator	Shannon Donohue	718-499-0957	718-499-0958	<a href="mailto:SDonoue@hccs-nys.org">SDonoue@hccs-nys.org</a>
Phone Contact for After Hours Emergencies	Joy Petrakos, Cathy Kakleas	917-561-2622	917-971-9185	<a href="mailto:joy.petrakos@hccs-nys.org">joy.petrakos@hccs-nys.org</a>

**m2b. Is site 2 in public (co-located) space or in private space?**

Private Space

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

**m2d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 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, 2021.**

**Site 2 Certificate of Occupancy (COO)**

[certificate of occupancy - 1641 Richmond Avenue.pdf](#)

**Filename:** certificate of occupancy - 1641 Richmond Avenue.pdf **Size:** 608.1 kB

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**Site 2 Fire Inspection Report**

[Fire Alarm Report \(1\).pdf](#)

**Filename:** Fire Alarm Report (1).pdf **Size:** 117.5 kB

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**CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR**

**n1. Were there any revisions to the school's charter during the 2020-2021 school year? (Please include approved or pending material and non-material charter revisions).**

No

**o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?**

(No response)

## ATTESTATIONS

**p. Individual Primarily Responsible for Submitting the Annual Report.**

Name	Joy Petrakos
Position	Chief of Operations
Phone/Extension	718-499-0957-101
Email	<a href="mailto:Joy.Petrakos@hccs-nys.org">Joy.Petrakos@hccs-nys.org</a>

**p. 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

**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).**

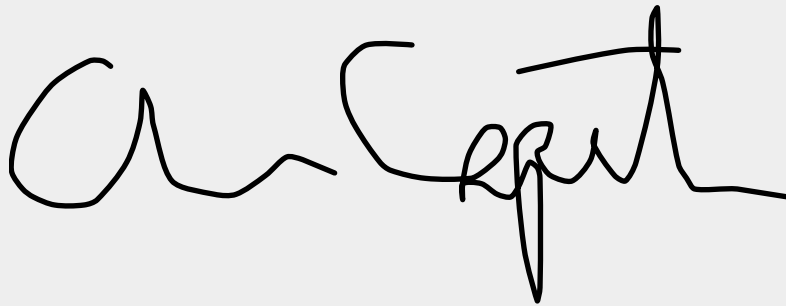
### Responses Selected:

Yes

**Signature, Head of Charter School**



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



**Date**

Jun 27 2021

**Thank you.**



## **Entry 3 Progress Toward Goals**

**In Progress** Last edited: Aug 2 2021

### **Instructions**

**Regents, NYCDOE, and Buffalo BOE-authorized charter schools**

For the 2020-2021 school year, any academic or 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”. **Deadline is November 1, 2021.**

**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

Board of Regents-authorized and NYCDOE-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 2, 2021.

#### 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2020-2021 school year, any academic 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”.**

#### 2020-2021 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	<p>Each year, 75% of kindergarten students who were enrolled at the School on BEDS day will perform at a Level 1 on the rhyme recognition, rhyme generation, syllable clapping, initial consonants, and at a Level 2 on the final consonants, blending, segmenting, ABC recognition, writing, spelling, decoding, and sight words strands on the Spring administration of the Fox in the Box early literacy assessment.</p>	<p>Fox in a Box early literacy assessment.</p>	Met	
Academic Goal 2	<p>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 Spring administration of the Fox in the Box early literacy assessment.</p>	<p>Fox in a Box early literacy assessment.</p>	Met	

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 Level 6 on the spelling, decoding, vocabulary, sight words and strands on the Spring administration of the Fox in the Box early literacy assessment.	Fox in a Box early literacy assessment.	Met	
Academic Goal 4	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 above Level 3 on the NYS ELA exam.	NYS ELA Exam		
	Throughout the course of the charter term, HCCS will show progress towards achieving 75% of its 3rd-8th graders			

Academic Goal 5	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		
Academic Goal 6	Throughout the course of the charter term, HCCS will show progress towards achieving 75% of its 4th and 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	
Academic Goal 7	Each year, 75% of the Grade 8 students who have taken Common Core Integrated Algebra I will pass the NYS Common Core Algebra I Regents Exam with an average passing score of at least 75%.	NYS Common Core Algebra I regent	Met	
	Each year, 75% of the Grade 8 students who are recommended by			

Academic Goal 8	the Science Department to sit for the NYS Living Environment Regents Exam will pass the Regents Exam with an average passing score of at least 75%.	NYS Living Environment Regent	Met	
Academic Goal 9	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 on the current year's NYS ELA exam. If a grade-level cohort exceeds 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		
	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			

Academic Goal 10	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 (above 75 percent) in the current year.	NYS Math exam		
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## 2. Do have more academic goals to add?

Yes

## 2020-2021 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, the percent of HCCS students performing at or above Level 3 on the NYS ELA exam in each tested grade will, in the majority of grades,	NYS ELA exam		

	exceed the average performance of students tested in the same grades of CSD 15.			
Academic Goal 12	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. This will be measured by an analysis of the performance compared to CSDs conducted by NYCDOE.	NYS Math exam		
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.	School Quality Report		
Academic Goal 14	Each year, the School will be deemed “In Good Standing” on the NYS Report Card.	NYS Report Card		

Academic Goal 15	Each year, students in Grades 2 through 8 who were enrolled in the School for at least two consecutive BEDS dates will average at least five percentile points of growth on the NWEA MAP Reading Assessment until average percentile score reaches 85.	NWEA MAP Reading Assessment	Unable to Assess	HCCS-PS was unable to assess students in grades 2 through 8 for the 2019-2020 school year, therefore there is no comparative data due to the COVID-19 school closure. Students were assessed in school year 2020-2021.
Academic Goal 16	Each year, students in Grades 2 through 8 who were enrolled in the School for at least two consecutive BEDS dates will average at least five percentile points of growth on the NWEA MAP Reading Assessment until average percentile score reaches 85.	NWEA MAP Reading Assessment	Unable to Assess	HCCS-PS was unable to assess students in grades 2 through 8 for the 2019-2020 school year, therefore there is no comparative data due to COVID-19 school closure. Students were assessed in school year 2020-2021.
	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			HCCS-PS was unable to assess students in grades 2 through 8 for the 2019-2020 school year, therefore



Academic Goal 17	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 MAP Reading Assessment	Unable to Assess	there is no comparative data due to COVID-19 school closure. Students were assessed in school year 2020-2021.
Academic Goal 18	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 MAP Mathematics assessment	Unable to Assess	HCCS-PS was unable to assess students in grades 2 through 8 for the 2019-2020 school year, therefore there is no comparative data due to COVID-19 school closure. Students were assessed in school year 2020-2021.
	Kindergarten: By the end of the school year, students who were enrolled on BEDS			

Academic Goal 19	<p>day:</p> <ul style="list-style-type: none"> <li>• 75% of the students will be able to recognize all Greek Letters in their print form, as measured by a Greek Letter Recognition and Writing Common Assessment</li> <li>• 75% of the students will be able to communicate verbally as measured by the HCCS Greek Verbal Common Assessment</li> </ul>	Greek Letter Recognition and Writing Common Assessment	Met	
Academic Goal 20	<p>First Grade: By the end of the school year, students who were enrolled on BEDS day for at least two consecutive years:</p> <ul style="list-style-type: none"> <li>• 75% of students will be able to write all the Greek alphabet in print, as measured by a Greek Letter Recognition And Writing Common Assessment</li> <li>• 75% of students will perform proficiently in listening, as measured by the HCCS Greek Listening Common</li> </ul>	Greek Letter Recognition, Listening, Verbal, And Writing Common	Met	

	<p>Assessment.</p> <ul style="list-style-type: none"> <li>• 75% of students will perform proficiently in reading, as measured by the HCCS Greek Reading Common Assessment.</li> <li>• 75% of the students will be able to communicate verbally as measured by the HCCS Greek Verbal Common Assessment</li> </ul>	Assessment		
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### 3. Do have more academic goals to add?

Yes

### 2020-2021 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
	Second through Seventh Grades: By the end the school year, students who were enrolled on BEDS day for at least			

Academic Goal 21	<p>two consecutive years:</p> <ul style="list-style-type: none"> <li>• 75% of students will perform proficiently in oral, reading, listening, and writing skills, as measured by the HCCS Greek Verbal, Reading, Listening, and Writing Common Assessments.</li> </ul>	Greek Letter Recognition, Listening, Verbal, And Writing Common Assessment	Met	
Academic Goal 22	Eighth Grade: 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 Regents Exam with an average passing score of at least 75%.	NYSED High School LOTE Greek Regents exam	Unable to Assess	N/A NYSED High School LOTE Greek regent exam was not offered for the 2020-2021 school year.
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
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Academic Goal 31				

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Academic Goal 62				

#### 4. ORGANIZATION GOALS

**For the 2020-2021 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”.**

#### 2020-2021 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
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				Not Applicable
Org Goal 1	Each year, HCCS will have an average daily student attendance rate of at least 95%.	ATS  HCCS-PS Average Daily Attendance rate: 97.7	Met	
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 including those who move out of the area.	ATS Discharge Report  ATS Roster	Met	
Org Goal 3	Each year, 90 percent of all instructional staff employed during the prior school year will return and/or be asked to return the following school year.	NYSED TEACH  BEDS REPORT  Quickbooks Accounting & OASIS (HR)	Met	
Org Goal 4	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,	TBD	Unable to Assess	N/A

	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.			
Org Goal 5	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.	TBD	Unable to Assess	N/A
	Each year, students in grades 6 through 8 will express			



Org Goal 6	<p>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 survey.</p>	TBD	Unable to Assess	N/A
Org Goal 7	<p>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.</p>	<p>ATS and The NYC DOE Charter School Vendor Portal</p>	Met	
	<p>Per the 2010 amendment to the Charter Schools Act, HCCS shall demonstrate good faith efforts to attract, retain and meet or exceed enrollment and</p>	<p>HCCS-PS continues to demonstrate good faith efforts to attract and retain students with disabilities, ESL students and free and reduced</p>		

Org Goal 8	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.	price lunch students. HCCS-PS enrolled 31 English Language Learners and 31 Students with Special Needs. HCCS-PS is a member of NYC Charter Center's ELL and Special Education Consortium. HCCS-PS is a Title I School.	Met	
Org Goal 9	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 of Information Law; NY Open Meetings Law; Federal Individuals with Disabilities Education Act; Family Educational Rights and Privacy Act.	Met	
Org Goal 10	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	Val-ED Leadership Evaluation Program  HCCS-PS Principal's overall effectiveness score	Met	

	leadership evaluation system, developed at Vanderbilt University.	is 4.63. The performance level is Distinguished and the percentile rank is 99.4%		
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
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Org Goal 18				
Org Goal 19				
Org Goal 20				

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

No

## 6. FINANCIAL GOALS

## 2020-2021 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, 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.		Met	
Financial Goal 2	Each year, HCCS will undergo an independent financial audit that will result in an unqualified opinion and no major findings.			
Financial Goal 3	Each year, HCCS will operate on a balanced budget and maintain a stable cash flow.		Met	
Financial Goal 4				
Financial Goal 5				

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

(No response)

## 2020-2021 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 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

Thank you.

## Entry 4 - Audited Financial Statements

Incomplete

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

**ALL SUNY-authorized charter schools** must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021**. SUNY CSI will forward to NYSED CSO.

**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, 2021**. 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 protection are turned off.

**PLEASE NOTE: 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 website at [2020-2021 Charter School Annual Report webpage](#). Upload the completed file in Excel format. **Due November 1, 2021.**

**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

**Instructions - Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents in this section **by November 1, 2021**. 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. CSP 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

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

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

## Entry 4d - Financial Services Contact Information

Completed Jul 29 2021

**Instructions:** Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021**.

## Form for "Financial Services Contact Information"

### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Christina Portelos	<a href="mailto:cportelos@hccs-nys.org">cportelos@hccs-nys.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>	201-712-9800	3

## 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
	Kiwi Partners	Ken Hafner	237 W. 35th St, New York, NY 10001	<a href="mailto:khafner@kiwipartners.com">khafner@kiwipartners.com</a>	212-532- 7171	5

## Entry 5 - Fiscal Year 2021-2022 Budget

Incomplete

**Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY21 Budget using the 2021-2022 [Projected Annual Budget template](#) in the portal or from the Annual Report website **by November 1, 2021**.

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.

**Instructions - SUNY authorized charter schools** should download the [2021-2022 Budget and Quarterly Report Template](#) on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

**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 29 2021

### **Required of ALL Charter Schools by August 2**

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 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)
- SUNY- Authorized Charter Schools: [SUNY Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. **If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee.** (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 Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation. Note: Docusign is accepted.

### **FinancialDisclosure2021 - Capetanakis**

**Filename:** FinancialDisclosure2021 Capetanak 3EftWmu.pdf **Size:** 131.0 kB

### **FinancialDisclosure2021 - Svokos**

**Filename:** FinancialDisclosure2021 Svokos 5fh59QD.pdf **Size:** 178.0 kB

### **FinancialDisclosure2021 - Rajpersaud**

**Filename:** FinancialDisclosure2021 Rajpersau 10Qvbqh.pdf **Size:** 187.5 kB

### **FinancialDisclosure2021 - Lekas**

**Filename:** FinancialDisclosure2021 Lekas IzFPI9J.pdf **Size:** 425.0 kB

### **FinancialDisclosure2021 - Leonardos**

**Filename:** FinancialDisclosure2021 Leonardos v3OHriR.pdf **Size:** 116.8 kB

### **FinancialDisclosure2021 - Theodoratou**

**Filename:** FinancialDisclosure2021 Theodorat 1OxVXBP.pdf **Size:** 198.3 kB

### **FinancialDisclosure2021 - Newman**

**Filename:** FinancialDisclosure2021 Newman yHeHkuz.pdf **Size:** 92.5 kB

### **FinancialDisclosure2021 - Mathews**

**Filename:** FinancialDisclosure2021 Mathews r4QYHv3.pdf **Size:** 2.9 MB

### **FinancialDisclosure2021 - Angelakos**

**Filename:** FinancialDisclosure2021 Angelakos.pdf **Size:** 94.3 kB

## **Entry 7 BOT Membership Table**

**Completed** Jul 24 2021

## **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.

### 1. 2020-2021 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 Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
1	Charles Capetanakis	cc@dhcgal.com	Chair	Education, Financial, Facilities	Yes	2	07/01/2020	06/30/2023	12
2	Harvey Newman	hnewman@thechildrens-pea.org	Secretary	Education Chair	Yes	2	07/01/2020	06/30/2023	9
3	Nick Leonardos	NickL@dafnonas.com	Treasurer	Financial, Facilities	Yes	2	07/01/2020	06/30/2023	12

		om							
4	Effie Lekas	Effielekas@hotmail.com	Trustee/Member	Education	Yes	2	07/01/2020	06/30/2023	12
5	Grazia Svokos	grsvokos@gmail.com	Trustee/Member	Education	Yes	2	07/01/2020	06/30/2023	10
6	Nikiforos Mathew	Nmathews@orrick.com	Trustee/Member	Financial, Facilities	Yes	2	07/01/2020	06/30/2023	5 or less
7	Dean Angelakos	Dangelakos@chaccompanies.com	Trustee/Member	Financial, Facilities	Yes	2	07/01/2020	06/30/2023	5 or less
8	Dr. Liana Theodora tou	hlt1@nyu.edu	Trustee/Member	Education	Yes	2	07/01/2020	06/30/2023	7
9	Bianca Rajpersaud	br@dhcl.egal.com	Trustee/Member	Financial	Yes	2	07/01/2020	06/30/2023	11

**1a. Are there more than 9 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, 2021	9
b.Total Number of Members Added During 2020-2021	1
c. Total Number of Members who Departed during 2020-2021	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

## 3. Number of Board meetings held during 2020-2021

12

## 4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

## Entry 8 Board Meeting Minutes

Completed Jul 24 2021

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

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 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 2, 2021.

## [HCCS Minutes - July 2020 - May 2021](#)

**Filename:** HCCS Minutes July 2020 May 2021.pdf **Size:** 2.1 MB

## [2021-0629 SCHOOL BOARD MINUTES](#)

**Filename:** 2021 0629 SCHOOL BOARD MINUTES.pdf **Size:** 237.0 kB

### **Entry 9 Enrollment & Retention**

**Completed** Aug 2 2021

#### [Instructions for submitting Enrollment and Retention Efforts](#)

**ALL charter schools must complete this section.** Describe the good faith efforts the charter school has made in 2020-2021 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 2021-2022.

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

#### [Instructions for Reporting Enrollment and Retention Strategies](#)

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, 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 2021-2022.

#### **Recruitment/Attraction Efforts Toward Meeting Targets**

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
	<ul style="list-style-type: none"><li>• HCCS-PS is a School Wide Title 1 school with a 57% free and reduced student population.</li><li>• HCCS-PS visits feeder schools</li></ul>	

Economically Disadvantaged	<p>and disseminate outreach materials such as their school brochure, school application and process, calendar, contact and other information about the school to prospective families.</p> <ul style="list-style-type: none"> <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>	HCCS-PS will continue to demonstrate their best practice efforts to recruit economically disadvantaged students for school year 2021-2022.
	<ul style="list-style-type: none"> <li>• HCCS-PS is a Title 1 lottery school with limited space in all grades. During the application and lottery period for school year 2020 - 2021, HCCS tracked their wait list for prospective English Language Learners and received</li> </ul>	

## English Language Learners

31 ELL student applications. Out of the 31 applications, 12 families accepted the offer and the school registered 12 new ELL students. Most growth in our ELL numbers come from our incoming Kindergarten since there is space available. HCCS-PS ended the 2021 school year with a total of 32 ELL students.

- HCCS-PS holds a lottery preference for English Language Learner students.
- HCCS-PS visits feeder schools (Pre-k's) and disseminate outreach materials such as their school brochure, school application and process, calendar, contact and other information about the school to prospective families.
- HCCS-PS has developed a strong team of certified ELL teachers who receive extensive and comprehensive professional development and training to meet the needs of their special education and ELL population.
- HCCS-PS continues to be members of the NYC Charter School Special Education Collaborative. In addition, our teachers receive extensive training in best practices and programs such as Orton Gillingham, Reading Rescue and Haggerty 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.
- HCCS-PS continues to reach out to the community through their

HCCS-PS will continue to demonstrate their best practice efforts to recruit English Language Learners for school year 2021-2022.

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 & special education coordinator.

- HCCS-PS has multi-lingual staff who are 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.
- HCCS-PS continues to have a strong and effective partnership with their ELL and Special Education families. The team effectively communicates with all families to ensure student academic achievement.
- HCCS-PS teachers collaborate weekly during common planning times to develop the curriculum for all learners in the classroom.

- HCCS-PS is a Title 1 lottery school with limited space in all grades. During the application and lottery period for school year 2020 - 2021, HCCS-PS tracked their wait list for prospective Students with Special Needs. HCCS-PS registered 12 new students with IEP's. HCCS closed the 20-21 school year with 72 Special Education students.
- HCCS-PS works collaboratively with the Committee of Special Education (CSE) to inform and

## Students with Disabilities

educate parents about the services, settings, and special program features available at the school.

- HCCS-PS visits feeder schools (Pre-k's) and disseminate outreach materials such as their school brochure, school application and process, calendar, contact and other information about the school to prospective families.
- HCCS-PS has developed a strong team of certified Special Education teachers who receive extensive and comprehensive professional development and training to meet the needs of their special education and ELL population.
- HCCS-PS continues to be members of the NYC Charter Schools Special Education Collaborative. In addition, our teachers receive extensive training in best practices and programs such as Orton Gillingham and Wilson 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 and Students with Special Needs.
- 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 announces that they welcome students with special needs and directs them to the special education coordinator.
- HCCS-PS has multi-lingual staff

HCCS-PS will continue to demonstrate their best practice efforts to recruit Students with Disabilities for school year 2021-2022.



	<p>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.</p> <ul style="list-style-type: none"> <li>• HCCS-PS continues to have a strong and effective partnership with their ELL and Special Education families. The team effectively communicates with all families to ensure student academic achievement.</li> <li>• HCCS teachers collaborate weekly during common planning times to develop the curriculum for all learners in the classroom.</li> </ul>	
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### Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
	<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</p>	

Economically Disadvantaged	<p>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>	HCCS-PS will continue to demonstrate their best practice efforts to retain economically disadvantaged students for school year 2021-2022.
English Language Learners	<p>HCCS-PS will continue to improve our ELL student enrollment. We will continue our strong outreach and provide translators at all of our open house events. We are grateful to our existing families who help us spread the word. 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 ESL Coordinator and ESL teacher help the students in small groups to ensure they receive the support they need. 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.</p>	HCCS-PS will continue to demonstrate their best practice efforts to retain English Language Learners for school year 2021-2022.

	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.	
Students with Disabilities	HCCS-PS provides strong academic support for the SWD's depending on their specific needs. Our Dean of Special Education supports the Special Ed Teachers on a daily basis. In addition, the Guidance Counselor provides push in or pull out services to meet the needs of the children's IEP's. 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.	HCCS-PS will continue to demonstrate their best practice efforts to retain economically disadvantaged students for school year 2021-2022.

## Entry 10 - Teacher and Administrator Attrition

Completed Jul 13 2021

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

## **A. TEACH System - Employee Clearance**

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 that 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.

<sup>[1]</sup> Employees that 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.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.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.

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## **B. Emergency Conditional Clearances**

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must simultaneously 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

<http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf>.

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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** Aug 2 2021

### **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:**

# Instructions for Reporting Percent of Uncertified Teachers

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

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, 2021)	6
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	2
Total Category A: 5 or 30% whichever is less	8.0

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

	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, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	1
Total Category B: not to exceed 5	1.0

**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, 2021)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category C: not to exceed 5	0.0

**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	0

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

	FTE Count
Total Category E	38



## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	46



Thank you.

## Entry 12 Organization Chart

Completed Jul 13 2021

### [Instructions](#)

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

Upload the 2020-2021 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart

### [Organizational Chart](#)

**Filename:** Organizational Chart.pdf **Size:** 124.8 kB

## Entry 13 School Calendar

Completed Jul 13 2021

### [Instructions for submitting School Calendar](#)

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

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2<sup>nd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

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 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.

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

## **PS & SI-School Year Calendar 2021-22**

**Filename:** PS SI School Year Calendar 2021 22.pdf **Size:** 142.3 kB

### **Entry 14 Links to Critical Documents on School Website**

**Completed** Jul 13 2021

#### **Instructions**

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

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. Most recently filed Annual Report (i.e., 2019-2020 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

### **Form for Entry 14 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 5: Authorizer-approved DASA 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:**

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	<a href="https://www.hccs-nys.org/annual-reports">https://www.hccs-nys.org/annual-reports</a>
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	<a href="https://www.hccs-nys.org/board-of-trustees">https://www.hccs-nys.org/board-of-trustees</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://www.hccs-nys.org/board-of-trustees">https://www.hccs-nys.org/board-of-trustees</a>
3. Link to NYS School Report Card	<a href="https://data.nysed.gov/profile.php?instid=800000058308">https://data.nysed.gov/profile.php?instid=800000058308</a>
4. Lottery Notice announcing date of lottery	<a href="https://www.hccs-nys.org/applications">https://www.hccs-nys.org/applications</a>
5. Authorizer-approved DASA 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>
6. District-wide Safety Plan	<a href="https://www.hccs-nys.org/services-minimalist">https://www.hccs-nys.org/services-minimalist</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="https://www.hccs-nys.org/services-minimalist">https://www.hccs-nys.org/services-minimalist</a>
7. Authorizer-Approved FOIL Policy	<a href="https://www.hccs-nys.org/services-minimalist">https://www.hccs-nys.org/services-minimalist</a>
8. Subject matter list of FOIL records	<a href="https://www.hccs-nys.org/services-minimalist">https://www.hccs-nys.org/services-minimalist</a>

Thank you.



## **Entry 15 Staff Roster**

**Completed** Jul 29 2021

### **INSTRUCTIONS**

#### **Required of Regents-Authorized Charter Schools ONLY**

Please click on [the MS Excel Staff Roster Template](#) and provide the following information for ANY and ALL instructional and non-instructional employees.

- Full name for any and all employees
- TEACH IDs for any and all employees
- Using the drop down menu, select a role/position (or the best fit) for each employee in the charter school. (Please provide additional information to the Notes Section of the Staff Roster Template as necessary)
- Date of hire and employment start dates
- Number of years each employee has had in their respective professions
- Number of years each employee has had in their current role in the charter school
- Using the drop down menu, select the correct explanation as to why a teacher is teaching outside of their certification area.

### **[AnnualReportBoRStaffRoster - PS](#)**

**Filename:** AnnualReportBoRStaffRoster PS.xlsx **Size:** 22.5 kB

<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
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**Name:**

**CHARLES CAPETANAKIS**

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Hellenic Classical Charter Schools**

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Chairman**

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_ **Yes** \_\_\_ **x** \_\_\_ **No**

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

**N/A**

3. Are you related, by blood or marriage, to any person employed by the school?

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

**Yes. Married to Dena Capetanakis, the Director of Community & Engagement. I recuse myself from decisions relating to her employment.**

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

**No.**

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

**N/A**

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

**No.**

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

**N/A**

6. 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**   x   **No**

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

**N/A**

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

<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>
<b>NONE.</b>			

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "**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
None.				



June 9, 2021

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Signature

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Date

*Please note that 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. Personal contact information provided below will be redacted.*

**Business Telephone:** [REDACTED]

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**Business Address:** [REDACTED]  
[REDACTED]

**E-mail Address:** [REDACTED]

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**Home Telephone:** [REDACTED]

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**Home Address:** [REDACTED]

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*last revised 04/2021*



<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
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**Name:**

\_\_\_\_ **GRAZIA SVOKOS** \_\_\_\_\_

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

\_\_\_\_ **Hellenic Classical Charter Schools** \_\_\_\_\_

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Member**

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_ **Yes** \_\_x\_\_ **No**

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

**N/A**

3. Are you related, by blood or marriage, to any person employed by the school?

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

**No.**

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

**No.**

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

**N/A**

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

**No.**

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

**N/A**

6. 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**

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
<b>NONE.</b>			

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "**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
None.				



Signature

Date

*Please note that 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. Personal contact information provided below will be redacted.*

**Business Telephone:** [REDACTED]

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**Business Address:** [REDACTED]

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**E-mail Address:** [REDACTED]

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**Home Telephone:** [REDACTED]

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**Home Address:** [REDACTED]

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*last revised 04/2021*

<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
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**Name:**

\_\_\_\_ **BIANCA RAJPERSAUD** \_\_\_\_\_

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

\_\_\_\_ **Hellenic Classical Charter Schools** \_\_\_\_\_

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Member**

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_ **Yes** \_\_x\_\_ **No**

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

**N/A**

3. Are you related, by blood or marriage, to any person employed by the school?

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

**No.**

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

**No.**

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

**N/A**

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

**No.**

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

**N/A**

6. 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** \_\_\_ **x** **No**

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

**N/A**

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
<b>NONE.</b>			

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "**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
None.				

*Bianca Rajpersaud*

6/8/2021

Signature

Date

*Please note that 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. Personal contact information provided below will be redacted.*

**Business Telephone:** [REDACTED]

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**Business Address:** [REDACTED]

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**E-mail Address:** [REDACTED]

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**Home Telephone:** [REDACTED]

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**Home Address:** [REDACTED]

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*last revised 04/2021*



<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
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**Name:**

\_\_\_\_ **EFFIE LEKAS** \_\_\_\_\_

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the 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. president, treasurer, parent representative).

**Member**

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_ **Yes** \_\_x\_\_ **No**

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

**N/A**

3. Are you related, by blood or marriage, to any person employed by the school?

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

**No.**

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

**No.**

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

**N/A**

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

**No.**

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

**N/A**

6. 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** \_\_\_x\_\_\_ **No**

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

**N/A**

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
<b>NONE.</b>			

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "**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
None.				

Signature

Date

*Please note that 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. Personal contact information provided below will be redacted.*

**Business Telephone:** [REDACTED]

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**Business Address:** [REDACTED]

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**E-mail Address:** [REDACTED]

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**Home Telephone:** [REDACTED]

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**Home Address:** [REDACTED] [REDACTED] [REDACTED]

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*last revised 04/2021*

<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**Name:**

\_\_\_\_ **NIKOLAOS LEONARDOS** \_\_\_\_\_

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

\_\_\_\_ **Hellenic Classical Charter Schools** \_\_\_\_\_

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Treasurer**

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_ **Yes** \_\_x\_\_ **No**

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

**N/A**

3. Are you related, by blood or marriage, to any person employed by the school?

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

**No.**

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

**No.**

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

**N/A**

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

**No.**

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

**N/A**

6. 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**

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
NONE.			

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "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
None.				

  
Signature

  
Date

*Please note that 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. Personal contact information provided below will be redacted.*

**Business Telephone:** [REDACTED]

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**Business Address:** [REDACTED]

---

**E-mail Address:** [REDACTED] *NICKL@DAFNONAS.COM*

---

**Home Telephone:** [REDACTED]  
[REDACTED]

---

**Home Address:** [REDACTED]

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*last revised 04/2021*



<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**Name:**

\_\_\_\_ **DR. LIANA THEODORATOU** \_\_\_\_\_

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

\_\_\_\_\_**Hellenic Classical Charter Schools**\_\_\_\_\_

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Member**

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_**Yes** \_\_x\_\_**No**

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

**N/A**

3. Are you related, by blood or marriage, to any person employed by the school?

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

**No.**

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

**No.**

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

**N/A**

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

**No.**

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

**N/A**

6. 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**

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
<b>NONE.</b>			

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "**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
None.				



Signature

Date

*Please note that 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. Personal contact information provided below will be redacted.*

**Business Telephone:** [REDACTED]

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**Business Address:** [REDACTED]

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**E-mail Address:** [REDACTED]

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**Home Telephone:** [REDACTED]

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**Home Address:** [REDACTED]

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*last revised 04/2021*

<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
---

**Name:**

\_\_\_\_ **HARVEY NEWMAN** \_\_\_\_\_

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

\_\_\_\_ **Hellenic Classical Charter Schools** \_\_\_\_\_

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Secretary**

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_ **Yes** \_\_x\_\_ **No**

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

**N/A**

3. Are you related, by blood or marriage, to any person employed by the school?

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

**No.**

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

**No.**

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

**N/A**

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

**No.**

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

**N/A**

6. 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** \_\_\_x\_\_\_ **No**

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

**N/A**

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

<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>
<b>NONE.</b>			

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write “**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
None.				

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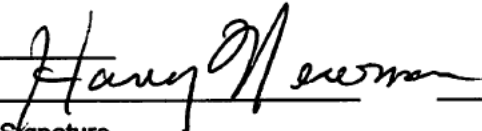
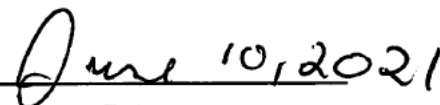
Signature

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Date

*Please note that 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. Personal contact information provided below will be redacted.*

			organization conducting business with the school(s) and the nature of the interest	conflict of interest
None.				

Signature

Date

*Please note that 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. Personal contact information provided below will be redacted.*

Business Telephone: [REDACTED]

Business Address: N/A

E-mail Address: [REDACTED]

Home Telephone: [REDACTED]

Home Address: [REDACTED]

*last revised 04/2021*



**Disclosure of Financial Interest by a Current or Proposed Board of  
Trustees Member**

**Name:**

\_\_\_\_ **NIKIFOROS MATHEWS** \_\_\_\_\_

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

\_\_\_\_ **Hellenic Classical Charter Schools** \_\_\_\_\_

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Member**

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_ **Yes** \_\_\_x\_\_\_ **No**

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

**N/A**

3. Are you related, by blood or marriage, to any person employed by the school?

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

**No.**

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

**No.**

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

**N/A**



5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No.

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

N/A

6. 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 \_\_\_\_x\_ No

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

N/A

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
NONE.			



8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "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
None.				

Signature

Date

*Please note that 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. Personal contact information provided below will be redacted.*



**Business Telephone:** [REDACTED]

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**Business Address:** [REDACTED]

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**E-mail Address:** [REDACTED]

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**Home Telephone:** [REDACTED]

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**Home Address:** [REDACTED]

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*last revised 04/2021*

<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
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**Name:**

\_\_\_\_\_**DEAN ANGELAKOS**\_\_\_\_\_

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Hellenic Classical Charter Schools**

\_\_\_\_\_

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Member**

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_\_**Yes** \_\_\_**x**\_\_\_ **No**

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

**N/A**

3. Are you related, by blood or marriage, to any person employed by the school?

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

**No.**

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

**No.**

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

**N/A**

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

**No.**

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

**N/A**

6. 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**

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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
<b>NONE.</b>			

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "**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
None.				

Dean Angelakos 7/29/2021  
Signature M Date

*Please note that 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. Personal contact information provided below will be redacted.*

**Business Telephone:**



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**Business Address:**



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**E-mail Address:**



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**Home Telephone:**



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**Home Address:**



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*last revised 04/2021*



**MINUTES OF  
HELLENIC CLASSICAL CHARTER SCHOOLS**

**SCHOOL BOARD MEETING  
HELD ON JULY 29, 2020 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
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	Business Administrative Assistant

**ABSENT**

Dean Angelakos	Member
Nik Mathews	Member
Dr. Liana Theodoratou	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 June 24, 2020. On a motion made by Mr. Newman and seconded by Mrs. Svokos, the minutes were unanimously approved.

Mr. Capetanakis congratulated administration on their hard work in putting together the reopening plan. The entire Board all concurred that the plan was well thought out and very thorough. Mrs. Tettonis added that the reopening plan is being reviewed by the attorney to make sure that all of the employee mandates required by the State of New York Education Department is accurately reflected. Mr. Capetanakis motioned to adopt the approval of the reopening plan subject to attorney review and nothing material has to change. Mr. Newman seconds the motion. All in favor, motion carried unanimously.

Mrs. Tettonis stated that our families are depending on our safe reopening in September. She continued to say that it has been a tremendous job to reimagine our school given the COVID-19 situation. It is our goal to continue to maintain our school culture, while following social distancing guidelines. The parent surveys were very helpful to the team because it provided insight on what our parent's thoughts are as far as returning to school in September. The team

felt that it was important to address all parent questions. Therefore, all parent questions were answered and posted as part of our reopening plan.

Mrs. Tettonis congratulated her team in Park Slope and Staten Island for their dedication and hard work. Hellenic will not be the same for a long time, she said. She reported that Mrs. Petrakos, Mrs. Caban and Mrs. Kakleas have been working night and day planning, ordering all kinds of PPE to keep us safe and honoring our parent's concerns. Today the team will be sharing the reopening plan with the staff to keep them up to date.

Mrs. Svokos asked what the feedback from teachers is regarding the reopening of school. Mrs. Tettonis answered that a survey was sent out to the staff giving them the opportunity to express if they have any special circumstances that we should be aware of. Not one teacher has formally applied for any exemptions. Mrs. Tettonis informed the Board that this afternoon there will be an informational meeting with the staff to present the reopening plan. Mrs. Tettonis expressed that the teaching staff are super heroes and hopefully next year they will be able to revisit their salaries with the Board approval. The support from the teachers have been tremendous.

Mr. Leonardos asked if we will have yellow buses for the students and if we do not what is our contingency plan. Mrs. Petrakos answered that we do not have any official notice from the city at this time other than they will provide us with Metro Cards for our students. Mr. Newman asked what type of latitude we have financially to be able to address any ongoing needs that we have like developing our own transportation for our students.

Mrs. Petrakos answered that at this time, based on the parent surveys, we have not heard of any concerns from parents about getting to/from school. Mrs. Petrakos reported that our budget appears healthy, and we are in a recovery zone. Mrs. Petrakos was hesitant to say that we are in a good place to say that we can afford to make accommodations for all families in need of busing but would review on a case by case basis. HCCS will always be there for our families if any concerns should arise. She believes that we will find a way to help. Should this happen she would request assistance from the Board if necessary.

Mr. Newman suggests that we set aside funds as a contingency, since it is unknown to us what will happen in September with transportation and it is imperative that we get students to/from school. Mrs. Petrakos agreed to set aside funds with Board approval in the event of the unknown such as transportation.

Mr. Capetanakis asked when will we apply for the PPP forgiveness? Mrs. Portelos answered that Sterling National Bank has not opened their application as of yet to apply for forgiveness. She explained that she and Mrs. Petrakos had a call with the auditors and their team spearheading the PPP forgiveness and have a list of documents to provide them in order for them to complete the application for the school.

Mr. Capetanakis asked that in line with some of the concepts that have been discussed whether he can assume that there is room in HCCS-SI to accept more students. He anticipates parents will show further interest in charter schools and may bring them to us. Mrs. Petrakos reported that registration is going extremely well at HCCS-SI. There are 63 registered students in Kindergarten, 51 in the First grade with a waitlist, 37 in the Second grade and 18 in PreK. We purchased two banners that are displayed on Richmond Avenue and Victory Boulevard side of HCCS-SI. In addition, HCCS-SI purchased lawn signs for the parents to display which read

"WE ARE PROUD PARENTS OF HCCS STUDENTS", along with the school email, address and telephone number. Mrs. Petrakos continued to state that they are constantly reaching out and advertising. HCCS-SI renovations to the existing building are beginning next week and will be finished by August 20<sup>th</sup>. She added that there will be some minor renovations in HCCS-PS as well. Athena's corner will become a small classroom, the gym will be painted as well as the outer parking lot entrance/exit. Partitions were purchased for the gym and lunchroom for instruction. Hand sanitizing dispensers, thermal cameras, safety/social distancing signs, face coverings and so much more have been purchased for the safety of students and staff. Mrs. Petrakos along with Mrs. Caban and Mrs. Kakleas measured each and every classroom to map out where each child's desk will be and as per our reopening plan in order to adhere to the six feet social distancing requirement.

Mrs. Lekas asked if the students will be coming in with their own masks or will the school be providing them with masks. Mrs. Petrakos answered that it will be a combination of both. They will come in with their own but the school has enough masks to give out if they need as well as face shields.

Mrs. Lekas stated that this was such a successful exercise in the planning and execution of the reopening plan. She congratulated the team on their extraordinary work.

Mrs. Tettonis brought to the Board's attention that she and Mrs. Petrakos met with the SED for HCCS-SI, and they were informed that due to a formula based on enrollment we did not have enough students and therefore we are presently not eligible to be a Title I school for our first year in operation.

Mrs. Tettonis reported to the Board that we need more diversity on our staff. Mrs. Petrakos was instrumental in getting us a grant to help us support this. This is for staff recruitment.

Mrs. Petrakos brought to the Boards attention the purchasing of webcams for each classroom and livestreaming. She explained that there will be a webcam in every classroom to livestream for the students that are remote. With the webcam the teacher can teach her/his lesson whether the student is in the classroom or at home. In the event that a teacher has a compromised situation and has to stay home, they can teach from home with the web came, provided that there is an adult in the classroom with the students. Mrs. Caban added that this was one of the main parent questions/concerns from the surveys. Their concern was if it would be the same teacher in the classroom providing instruction. This is a big appeal that the same teacher will be teaching in class and remotely. Mrs. Petrakos reported that with the help of Mr. Underwood they were able to keep costs down in the purchasing of this equipment.

Mrs. Petrakos reported that we purchased fan towers for the classrooms to help keep the classrooms cool. We have \$150,000.00 saved to go towards air conditioning but we still need \$400,000.00 to complete the project. We are hopeful that these funds will be raised so our staff and students will have air conditioning throughout the building in the near future.

Mr. Leonardos motioned to extend the budget submission to the Board and operate both HCCS-PS and HCCS-SI for forty (40) days in order to prepare the budget for 2020-2021. Mr. Capetanakis seconds the motion, the motion carries unanimously.

Mrs. Petrakos requested that moving forward we prepare one set of minutes for both schools since we have now merged.

Mr. Capetanakis reported on the HCCS-SI expansion plan indicating that we are closer to finalizing an extension of our existing lease where we would take over 13,000 square feet of the parking lot and construct a structure of 46,500 square feet to house grades third-eighth. We would remain in the existing building for grades Prek – Second Grade. We would have exclusive rights to the new structure. He continued to report that Avison Young, our brokers, Kelmar will be the contractor and Jennifer Gerakaris is the architect on the project. Mr. Leonardos informed the Board they followed the process of requesting three bids from vendors for the general contractor and the architect before deciding on using the same contractor and architect that they felt comfortable with to proceed with the project. Mr. Capetanakis also reported that financing will be through a tax free bond application and will finance 100% of the school's fixed costs. In the context of filling out the bond application they combined the HCCS-PS debt together so that we can pay off the HCCS-PS mortgage and/or refinance but pull out and do some of the projects that they have been planning on such as the air conditioning project and the kitchen in the fourth floor gymnasium. This will cost approximately two million dollars. The goal now is to lump the two transactions into one bond offering. Mr. Capetanakis and Mr. Leonardos are planning on approaching the HCCS-PS landlords to re-negotiate some of the lease obligations.

Mr. Capetanakis informed the Board that with respect to HCCS-PS, the landlord Kimisis, has purchased a building on 19<sup>th</sup> street on the side street and are also in the process of purchasing the building next to the school on 5<sup>th</sup> Avenue. Their goal is to knock down both buildings to expand and give us additional space which will enable us to add one more class per grade.

Mrs. Tettonis stated that because we are remote she has had the opportunity to participate in several of the building meetings. She wanted to acknowledge the amount of time, effort and work that both Mr. Capetanakis and Mr. Leonardos are putting into this project. It is unbelievable and impressive, and she is very grateful.

There being no unfinished business, Mr. Capetanakis asked for a motion to adjourn. The motion to adjourn was made by Mrs. Leka. 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 August 27, 2020 at 9:30 a.m.

*Harvey Newman*

Harvey Newman, Secretary

**MINUTES OF  
HELLENIC CLASSICAL CHARTER SCHOOLS**

**SCHOOL BOARD MEETING  
HELD ON AUGUST 27, 2020 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
Dr. Liana Theodoratou	Member
Dean Angelakos	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	Business Administrative Assistant

**ABSENT**

Nik Mathews	Member/Excused
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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 July 29, 2020. On a motion made by Mr. Newman and seconded by Mr. Leonardos, the minutes were unanimously approved.

Mrs. Tettonis reported that we are ready to open on September 10<sup>th</sup>, 2020. She expressed the tremendous amount of work that Ms. Petrakos, Ms. Caban and Ms. Kakleas did specifically, as well as the whole team in both schools to make this happen. She informed the board that she sent a copy of the Town Hall meetings to them. There was a lot of planning involved but they have been very beneficial for transparency with our parents and the community. She continued to explain that a town hall meeting is set up and all the parents are invited. During the meeting the parents ask questions in the chat room and then the questions are answered and emailed to the parents a few days later. She feels that we have gotten positive emails from our parents and we have been really communicating well with them.

Mrs. Tettonis continued to say that during the PS Town Hall meetings a big question that was asked is the installing of air conditioners in the classrooms. Some of the parents suggested

installing air conditioners in the windows but after consulting with legal we were told that they were not safe because of the possibility to spread COVID19. The families were informed that the Board is working on a project and are optimistic that they will have good news in the coming months regarding the possibility of AC installation.

Mrs. Tettonis also informed the Board that one Greek teacher, Georgia Kopani will not be returning in September. In addition, Greek teacher Maria Gonakis (SI) will need to return to Greece since her student visa will expire and she will work remotely co-teaching/consulting with a new Greek teacher. We are in the process of hiring two new Greek teachers.

She continued to report that the DOE is in the process of delaying their opening. We have been asked by our parents what will happen if DOE does not open on September 10<sup>th</sup> and how this will affect our schools. Mrs. Tettonis assured the Board that we are ready to open on September 10<sup>th</sup>, thanks to everyone who has worked endlessly this whole summer. We think that with all the communication that we have had with our parents they feel very comfortable to send their children to school. As stated in Mrs. Tettonis' report most parents want their children in school. She continued to explain the three cohorts. Cohort A is in-person three days: Monday, Wednesday and Friday, Cohort B is in-person two days: Tuesday and Thursday and Cohort C is all remote. When not in-person, our student will be participating via live webcams in the classrooms. Our instructional team and principals have really worked hard to make sure that all our students are learning at the same time.

Mr. Newman inquired if we have any staff that have asked for special situations for themselves and if so, how many. Mrs. Tettonis answered one staff member has asked for accommodations in HCCS-PS and we are doing our best to accommodate. This staff member is not opting to work from home for themselves but their family situation. She was asked how critical is this person? Mrs. Tettonis answered that they are critical. There might also be one employee in HCCS-SI but it is not yet confirmed.

Mr. Newman stated that with the preparation that has been done, both schools are prepared to open on September 10<sup>th</sup>. Given all the work that has been done to implement and with three options, Mr. Newman said that he thinks we should go ahead remembering this can all be reversed. To answer your question if DOE do not open their schools, what should we do? He thinks that one of the of the benefits of having our own autonomy is making our own decisions. Since we have option of operating virtually for those students who cannot make it to school because of transportation they will still get instruction.

Mr. Capetanakis stated, regarding how DOE delaying their opening will affect us, that some services such as special education are mandated by law. Busing is also mandated by law to children who are in the one mile radius of the school and under the sixth grade. So whether or not the DOE is open, there will be busing. Mr. Capetanakis completely agrees with reopening. He congratulated the team with what they have done with engaging the parents and the staff.

Mr. Newman added that he works with other schools, we have the lowest number of people asking for accommodations. In other schools there is twenty five percent of employees asking for accommodations.

Mr. Newman asked if we have any updates from Food Services. Mrs. Petrakos replied that she and Mrs. Caban had a meeting with food services and it looks promising. We will have breakfast and lunch cold express, grab and go service. The grab and go for our remote students

will be at a designated area, not here. It was a very good meeting and they complemented us at how organized we are. We had to provide them our daily schedules because of our cohorts. It looks like we will have food services. Mrs. Petrakos emailed the DOE regarding HCCS-SI and is awaiting a response.

Mr. Newman inquired as to the availability of devices and connectivity for our students in both schools. Mrs. Petrakos and Mr. Underwood have been planning so that every child will have their own device, regardless if they are completely remote or in Cohort A or B. In the event that we have to go completely virtual, we will be ready to go. Mr. Newman voiced that he is very impressed. He then asked about connectivity. Mrs. Petrakos answered that in one of the grants that we received we asked for mobile hotspots so we can make sure that families with no internet received it. We have discussed all of this at the town hall meetings and we have helped our families. Mrs. Petrakos continued to report that we have been approved for a RESO A grant from the Brooklyn Borough President. This grant will help ensure that all devices are updated. Mrs. Petrakos is very happy with Mr. Underwood and how he solves our technology issues. We have purchased the classroom webcams and we have modeled to our staff and families how they will be used. We are helping our teachers record their mini lessons. We have purchased Qualtrics to confirm everyone's safety daily for staff either on their phone or computer. If anyone answers yes to any of the health survey questions, they will not be allowed into the building. The office will receive an alert about who cannot come into the building. These steps add to the safety of our buildings.

Mr. Newman asked what type of feedback we hear about stresses in the home Mr. Newman wanted to know if we have any resources available to our families to deal with these stresses. Mrs. Tettonis answered that we have had ten deaths in the community. Countless parents that have lost their jobs. We offer the weekly huddles, which are counseling sessions online. Our guidance counselors are prepared to handle any situation online. There are all kinds of stresses she stated. I do have to say that for example, the administration team have only taken one day off. Our school would no way be opening if it wasn't for their strength and love for the school. Mrs. Lekas congratulated their commitment and "filotimo".

Mrs. Lekas added the separation anxiety of children coming back to school. Our children need to come back to school, she said. Mrs. Caban's biggest hurdle will be not being able to hold and console our students. Mrs. Lekas asked if we have any performance arts like music art to make it a fun environment on the first day of school. She also asked if lunch be at their desks. Mrs. Tettonis answered yes they will be having lunch at their desks.

Mrs. Tettonis stated that if anyone has any suggestions and or articles to please forward them to the team. It is going to be a day by day situation. It will be challenging.

Ms. Rajpersaud asked in regards to the opening of the schools, once the school reopens are we looking to phase in after school programs, tutoring or recreational programs. Mrs. Caban indicated that she had a meeting with our middle school after school program, NY Edge, and her meeting with them went really well. They are ready to begin on September 10<sup>th</sup>. They have their own regulations and guidelines; 10 students to one staff member. They will have snacks, grab and go and four set activities so they can ensure social distancing. We are happy that they are able to offer their program. We have not received confirmation from the YMCA in HCCS-PS or HCCS-SI for elementary grades.

Dean Angelakos, sits on the Board of the YMCA, of the Greater New York, and will reach out to find out about the program.

We are providing all of our daily enrichment programs except for chess. We will be having NYC Ballet, virtual, and Studio in a School.

In HCCS-SI, the landlord has cancelled all programs until January 2021.

Mr. Capetanakis asked if there is any discussion concerning the budget item on the agenda. Mr. Leonardos inquired as to whether there will be a decrease in funding. Mrs. Petrakos answered that she takes part in all the weekly webinars with the State, City and NY Charter Center. What we were told recently that the funding that has been given to the schools cannot change. They do not anticipate anything changing. However, the state aid will be decreased by 20%, temporarily. Mr. Leonardos stated that is very important to make sure that the funding will be available to cover our exposure in both locations.

Mr. Capetanakis asked about the per pupil allocation that was received in July and if it was the anticipated amount. Mrs. Petrakos answered yes. We will most likely know what changes there will be by the November 1<sup>st</sup> payments.

Mr. Leonardos asked if we assume budget cuts will happen, have we considered what effect this will have on us. We need to give some guidance to the team, he said. How are we going to address the deficit if there is one? Mr. Capetanakis answered that we might be faced with layoffs, budget cuts, after schools programs, plays, trips, etc. Mr. Leonardos asked if there is a deficit from pupil allocation where will there be cuts. Mrs. Petrakos indicated that we are thinking about these things. Obviously we will have to go into Plan B and revisit everything in order to make it work. We have prepared several versions of the budget to help us plan should there be any cuts in the future. Regarding the question as to whether we are expecting any other funding to come in, Mrs. Petrakos answered that we are constantly looking to apply for grants. We are researching opportunities as they arise. We recently received a \$5k grant to help us recruit teachers of color. Teachers of color typically do not apply to our school because they think we are a Greek language school. In HCCS-SI, we have the CSP grant that we are expecting. If we are eligible to apply for more grants we will apply to them. Mrs. Petrakos asked the Board to consider hiring a consultant for the CSP Grant. The grant can be anywhere from \$750k – 1.2m. The consultant will cost approximately \$20,000 and can be paid as part of the grant. It is a non-competitive grant. The money is ours for HCCS-SI. Mr. Leonardos motioned to hire a consultant. Mr. Capetanakis seconded the motion to hire a consultant. Motion carried unanimously.

Mr. Capetanakis entertained a motion to adopt the budget as presented with various different percentages of possible budget cuts. Mr. Capetanakis added that there is a budget that has us as full funding, 5% reduction, 10% reduction, 20% and 25% reduction. Mr. Leonardos motioned and Mr. Angelakos seconded the motion. The motion carried unanimously.

Mrs. Leonardos asked whether we are we done with the key money owed to Kimisis. The goal was to pay everything off by November 2020. Mrs. Petrakos stated that is the goal and she is meeting with Mr. Mallas to discuss further.

Mrs. Petrakos reported to the Board that she and Mrs. Portelos were on a call with Noah, from Build NYC regarding a traffic analysis test for HCCS-SI. They want us to conduct a traffic



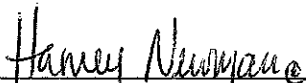
analysis test. It is a requirement and can be costly. Mr. Leonardos stated that we have to hire a company to do this where there is no conflict of interest. The study determines traffic and construction and safety flows.

Mrs. Petrakos reported that HCCS-SI soil borings are taking place today.

Mrs. Petrakos informed the Board that our lawyers have asked for an increase.

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

The next Board meeting will be held via Zoom Conferencing at 9:30 a.m. on September 29, 2020 at 9:30 a.m.

  
Harvey Newman, Secretary

**MINUTES OF  
HELLENIC CLASSICAL CHARTER SCHOOLS**

**SCHOOL BOARD MEETING  
HELD ON SEPTEMBER 29, 2020 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
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	Business Administrative Assistant

**ABSENT**

Dr. Liana Theodoratou	Member
Dean Angelakos	Member
Nik Mathews	Member
Anastasia Etimos	Guidance Counselor

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 was the approval of the minutes of the meeting on August 27, 2020. On a motion made by Mr. Newman and seconded by Mrs. Lekas, the minutes were unanimously approved.

Mr. Capetanakis explained to the board the school's intent to obtain bond financing through Build NYC. He noted that we have an outstanding debt for HCCS-PS of approximately \$7M. This debt came about originally as a construction loan and ultimately a permanent loan. At the time the Board was able to leverage a long-term lease with the landlord, Kimisis Theotokou, to get an 8.28M loan. We were able to do so because the HCCS-PS lease had a value of \$12.5m. With HCCS-SI, we have a short term lease and have been negotiating a long term lease with the intention of leveraging that lease as well to finance the construction of the new building in the HCCS-SI parking lot. In addition, we intend to refinance the HCCS-PS mortgage in one package and in addition to refinancing the HCCS-PS lease, we are going to pull out money in

equity to pay for certain improvements in HCCS-PS, such as the air conditioning, fourth floor kitchen and COVID related items. Mr. Capetanakis further reported that this was a huge application that began in the spring with the New York City Economic Development Corp. He explained the steps as follows: the Economic Development Corp. votes on the package and then sends it to City Hall for approval. All the work is done at the council level. It was a huge amount of work, he said. The team at the school did an amazing job putting together the package that was approved by EDC. We are now waiting for them to send the application to City Hall for approval.

Mr. Capetanakis reported that the HCCS-SI community has agreed to a long-term lease and they and we are ready to move on with the application.

Mr. Capetanakis gave a breakdown of the \$44m loan:

- \$7M to pay off the HCCS-PS loan
- \$2M for the additional leasehold improvements for Park Slope, including the air conditioning system, etc.
- \$28m for the construction of HCCS-SI including all the professional fees such as legal, banking, appraisal, environmental, real estate brokerage feed, etc.. Mr. Capetanakis reported that the beauty of this package is that it is 100% financing. So wherein 2012 we received a \$8M loan but we also had to come out of pocket to complete the construction at HCCS-PS, here we are financing 100%. This allows us to pay comfortably because the initial terms will be interest only and they recognize that our increase in student population will lead to increased revenue later.

Mr. Capetanakis motioned for the Board to approve the bond financing with Build NYC. Mr. Capetanakis asked if there were any more questions. Mr. Newman seconded the motion. The motion carried unanimously.

Mr. Newman asked if there was any mention regarding the fiscal situation that the State is in and the potential impact on future revenue streams. Mr. Capetanakis answered that with essentially a zero PPA increase, we were not questioned if there would be any budget cuts. Mrs. Petrakos added that when the project manager presented our application to the Build NYC Board they said that although the school has shown a deficit in the past, it is typical for charter school's to run a deficit. They emphasized that we are a Blue Ribbon School. Mr. Capetanakis stated that the Board explored other financing options including Civic Builders. Fiscally this made the most sense, he said. Mr. Capetanakis added that he and Mr. Leonardos have consistently looked at other potential properties. There was one in particular at 2424 Hylan Blvd. in Staten Island. It was a supermarket that is going out of business. It would have been a great site but where we are is a better site. Mr. Leonardos added that on average we will be paying a higher interest rate on this new loan but overall the project is built around the finances of the school. Mr. Leonardos is expecting the percentage to be starting at approximately 5%. Mr. Newman asked if moving forward we can look at this as moving towards capacity at HCCS-SI. He questioned how much will this project cost per student? Mr. Leonardos answered that we have not had such a study and it might be a little early for such a study. Mr. Newman further questioned as we work towards full enrollment will our cash stream be sufficient. Mrs. Petrakos answered that if we do not have any material cuts in funding we will

be able to meet our obligations. Mr. Newman asked if we have an optimistic view of projected enrollments. Mrs. Kakleas answered that she is very optimistic. Everyday we are receiving new student applications and registration is ongoing. She reported that capacity at HCCS-SI is 175 and we are at 174 right now. Mrs. Petrakos continued to report that we have little space in kindergarten and second grade. The first grade is full with two classes but we do not have the space to open up a third classroom. Mr. Leonardos stated that he understands that space is limited in the first grade but let's assume that we have more children that want to register. What do we do? Do we add them to the existing classes or open up another class? Mrs. Petrakos answered that we have 26 students in each first grade and that is where we stopped. In this case we started a wait list. The team discussed opening up a third class and what would the cost be? They decided that we would need to register at least twenty students. Mr. Newman was happy to hear that we have a waitlist. He continued to ask Mrs. Kakleas where the students we are registering coming from? Are they coming from public schools and if so he asked whether she has any sense if they are committed for long term. Mrs. Kakleas answered that most new registrations are from public schools and they are very happy to be with us. She believes that they are committed for the long term.

Mrs. Tettonis reported that she cannot even begin to communicate the superhero work that both HCCS-PS and HCCS-SI have done. She has never received so many beautiful emails from parents expressing how happy they are to attend HCCS in the history of our school since we have been open. She complimented everyone. She said that we had an extraordinary reopening. The teams are doing an amazing job and our parents are very grateful. Everyday it just keeps getting better and better. Everyone sees the work we are doing. We recently held Curriculum Night, virtually. Our teachers were working in small groups and having one on one conferences with the parents. We are monitoring progress and we are doing what is right for our students. Between meet and greets, welcome letters, planning, studying data and reflecting on everything that needs to be done for our kids, the communication has been extraordinary, and our parents have shown trust in us.

Mr. Leonardos asked about the front door at HCCS-PS and about a fire drill two weeks ago where central station was not informed, and therefore, the fire department came to the school. Mrs. Tettonis assured him that this was addressed with the office staff. Mrs. Petrakos also assured Mr. Leonardos and the Board that the building is safe, the door is scheduled to be repaired today and thankfully we were not written up for not informing central monitoring.

Mrs. Lekas asked how are the students coping with the new policies and wearing masks all day. Mrs. Tettonis answered that they are wonderful. She said that the children are resilient. The students were really happy to be in school. Everyone is cooperating as far as social distancing and wearing their masks. Mrs. Tettonis added that in the event that we have to go fully remote we are prepared.

Mr. Capetanakis asked how our students who lost parents and family members due to COVID are dealing with it. Mrs. Tettonis answered that it is very difficult for children to have so much loss and to not be in school with their friends and their teachers. There is a lot of social emotional work going on and we are being as nourishing as possible. We are trying to get everyone back to normalcy. Mrs. Caban added that the students are doing well. She noted that

Mrs. Etimos is going to the classrooms offering social emotional support. We are trying to meet all of their needs.

Mrs. Petrakos congratulated Mrs. Portelos on all her work with the audit. Mrs. Portelos thanked Mrs. Petrakos and reported that this year the audit will be presented in two separate financials because officially as of June 30<sup>th</sup> we were considered two separate education corporations. Next year we will have one consolidated financial audit. She continued to note that the audit is going very well so far. The auditors have sent us samples and schedule request which are being sent remotely. Regarding the PPP, she noted that we had a call with Gus Saliba, our audit partner, last week to see how the PPP funding we received will be reflected since we applied for the PPP under one Tax ID even though our audits will be presented separately. He suggested that we keep the loan amount on the liability of the PS books which is what we are currently reflecting in our internal financials. Unless he gets other guidance, this is how it will be reflected on the audit. Mr. Capetanakis asked when will we get a draft. Mrs. Portelos answered that she believes we can expect a draft around the middle of October.

Mrs. Svokos congratulated the whole team for all of their hard work. She noted how very proud she is of everyone.

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

The next Board meeting will be held via Zoom Conferencing at 9:30 a.m. on October 27, 2020.

Harvey Newman

Harvey Newman, Secretary

**MINUTES OF  
HELLENIC CLASSICAL CHARTER SCHOOLS**

**SCHOOL BOARD MEETING  
HELD ON OCTOBER 27, 2020 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
Dr. Liana Theodoratou	Member
Bianca Rappersaud	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	Business Administrative Assistant

**ABSENT**

Nik Mathews	Member
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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 was the approval of the minutes of the meeting on September 29, 2020. On a motion made by Mr. Newman and seconded by Mr. Angelakos, the minutes were unanimously approved.

Mrs. Petrakos reported that the audit will be completed soon.

Mr. Capetanakis stated that there was an outstanding due diligence call with the underwriters, bankers, lawyers and mostly with the City of New York. He congratulated Mrs. Petrakos on her interview with the City.

Mr. Leonardos reported on the construction projects and to approve the second proposal for phase two for the HCCS-PS location. He stated that we are only looking to see if we get a better price that was proposed.

Mr. Capetanakis asked if there were any questions from the Board.

Mrs. Lekas inquired if the air conditioning project will be funded by the new financing. Mr. Capetanakis answered that this is the intention.

### **SUPERINTENDENT'S REPORT**

Mrs. Tettonis thanked Mrs. Lekas for asking about everyone's safety at the schools. She continued by thanking the entire Board and the team for the exciting experience of being part of the bond transaction. She congratulated them on the tremendous amount of time and work that went into this. She said that there are a lot of great things happening at the school. She began her Superintendent's report by stating that the two students that tested positive for COVID-19 are both fine and have returned to school. The teachers and staff who were in contact with these two students are also back and well. It was a very difficult time for the school, said Mrs. Tettonis. She reported that both schools have followed all the required procedures. She added that we also have an unbelievable legal team. She thanked Mrs. Petrakos, Ms. Caban and Mrs. Kakleas for their tremendous work. She reported that the team was methodical, and all procedures were followed. The team had to think of the safety of the faculty, students and the community at all times. She stated that she could not have done any of it without their tremendous support. She is inspired by their dedication. Teaching remotely and in-person at the same time is an extraordinary undertaking. The teachers and teaching assistants make it look so effortless. She is extremely grateful to each faculty member for making it look effortless. Their flexibility during these challenging times are very much appreciated. Governor Cuomo has announced a new cluster initiative to address areas where the COVID-19 infection rate has increased significantly. New York City has implemented restrictions in three zones identified by New York State, red, orange and yellow. HCCS-PS is presently in the yellow zone.

As of October 16, 2020, any school in the state's yellow zone is required to test 20% of its in-person students, teachers and staff for COVID-19 at least once per week. This testing requirement must continue for as long as the school remains in the yellow zone.

It was very labor intensive to figure out how to actually do this. There were many unanswered questions. Will there be testing on site? Do parents staff have to go to their own labs? If testing was onsite could our RN administer the test? There were many questions and we really did not have any answers for a long time. The team reached out for support from the New York State Education Department, the Department of Health, the Governor's office, The Charter Center and more. HCCS-PS implemented this testing requirement immediately. Our students and faculty were randomly selected each week to go to a testing site of their choice and then report their results to us. The administrative office staff followed up with the families by making phone calls and answering questions. Mrs. Petrakos and the office keeps all the documentation and Mrs. Petrakos reports all of the data to the DOH daily. The team now has all of these additional responsibilities. These are brand new administrative tasks that were not expected. In these challenging times that the team has taken on all of this at the same time as trying to teach remotely, teach in person, keep everyone safe and dealing with children who tested positive. The team accomplished these tasks. Additionally, the school is mandated to report the number of individuals tested and any positive cases through the daily NYS School

COVID-19 Report Card. This Friday 20% mandate was made and everyone tested negative. We were able to report the results on time. Mrs. Tettonis thanked Mrs. Petrakos for entering the data on a daily basis. The first tested cohort all tested negative and the State mandate was met. She added that everyone who was asked to be tested was tested. None of the students opted to go to remote and our families do want the school to stay open. Mrs. Tettonis predicts that we will be in the yellow zone for a while and if and when this is lifted she does not know whether this mandate will continue. Mrs. Tettonis also reported that there are some parents that feel that they are extremely inconvenienced by not having onsite testing and they voiced their opinion. Mrs. Tettonis explained to the Board that she informed the parents that this is the Governor's initiative and in order for the school to remain open 20% of the in person staff and students must be tested weekly and adhere to Governor Cuomo's initiative. Parents want the school to remain open. She also stated that the Department of Health informed her that they would be coming to visit the school to review the mandate. She reported that there are only a handful of Charter Schools that are fully open. The Charter Center has been very supportive. They supplied us with information with what it would take to have onsite testing. Mrs. Tettonis was told that Bio-Reference Laboratory would charge \$65 a person to have onsite testing and we would have to test approximately 95 people a week. We do not know how long this mandate will last. The team developed a comprehensive plan that worked. Communication was implemented with the parents, making phone calls and emailing parents, keeping very careful notes, documentation and entering it into the system. These steps have enabled us to meet the State mandate, so that the school could remain open.

Mr. Leonardos asked what happens if anyone tests positive. Mrs. Tettonis answered that we would have to close the cohort. This means the cohort and all the staff that come in contact with this student would have to quarantine for two weeks. She continued to state that it is in the school's policy that the sibling's class would quarantine as well. She also reported that if there are two students who test positive at the same time the whole school would close. Mrs. Tettonis wants the Board to know there was no option to pay for testing prior to last week. The nurse that we have on staff is not licensed to do COVID testing. HCCS-PS will continue to test as long as we are in the yellow zones. She asked the Board if they would like for the school to further pursue the onsite testing at \$65 per person with Bio-Reference or any other lab. Mr. Leonardos asked if parents have to pay when they go to their own site for testing. Mrs. Tettonis answered that it is free but it is not convenient for working parents. She added that we are accommodating families to test all of their children in the same week. Mr. Newman suggests that we continue in the direction that the school is going. He added that in the future for some reason people are not adapting to the guidance that we are offering then we can reconsider it. At this time it is more feasible for parents to test at their own sites.

Mrs. Tettonis replied that parents are asking why we are not providing onsite testing when DOE is offering this service. Mr. Newman answered that having a consistent message that the school is doing a more comprehensive job with the students than the average public school in NYC. Only about one quarter of NYC public school students are in attendance, three quarters of DOE students are virtual. Hellenic is working so hard to accommodate and parents have to work with us as well.



Mrs. Lekas congratulated the team with everything that they have accomplished and asked about air purifiers in the classrooms. Mrs. Petrakos answered that air purifiers have been purchased for each classroom in HCCS-PS, not the common areas. Both schools have the HVAC Merv filters throughout the whole building.

Mr. Newman stated that research shows that the preventative measures that are in effect are not only warding off the virus but they are also reducing the outbreaks of flu and colds. Parents and children are much healthier. It is a positive impact on children. Mrs. Tettonis welcomes all new ideas. She thanked the Board.

Mrs. Tettonis continued by reporting that the attendance in HCCS-PS is 98.6% and HCCS-SI is 98%. She is very proud of these statistics. It is very difficult to teach in person and remotely at the same time she said. It takes a tremendous amount of planning, coordination, resilience, and dedication. She thanked the entire team and all the teachers. This is not being done in many places. Unfortunately, we have some technical issues sometimes but we work through it. We are going above and beyond for our students while trying to keep up the culture of the school. We are doing the best we can with the circumstances that we have.

Mrs. Tettonis reported that HCCS-SI is also doing so well. She congratulated the whole team. The PTA meetings have great attendance. She congratulated Mrs. Kakleas and the entire team there. This year the Pre-K class was opened, and it is wonderful. HCCS-SI has upcoming virtual open house dates scheduled. There are 176 registered students in HCCS-SI. Registration is continuous, she added.

Mr. Capetanakis asked if there are any high school admission test dates available. Mrs. Tettonis answered that the DOE has not scheduled anything yet. The guides have been delivered and sent out to our students. She also reported that we had virtual high school admission workshops. The team has also been writing nonstop recommendations for students applying to private schools.

Mrs. Svokos informed the Board that New Jersey offers free testing sites. She asked if there is something in NYS to sign up for this. She continued to ask if our parents can volunteer to be tested for certain dates. Mrs. Petrakos answered that this is a great idea. The schools give families one week to get tested. Mrs. Petrakos added that we have shared our best practices and questions. She stated that we overestimate the amount of students and staff asked to get tested and we have families who volunteered without asking. Mr. Leonardos asked if there are COVID-19 money in grants to apply towards testing. Mrs. Petrakos does know of any available grants for testing other than the ESSER due in November. We have received grants from the NYC Charter Center, the Charter School Growth Fund and The Walton Foundation. Mrs. Tettonis added that she is on calls with the Charter Center every week and they have been supportive in connecting her with any available grants. Mr. Leonardos suggests that we get together with other Charter Schools to help provide us with in house testing. Mrs. Tettonis replied that we have exhausted all avenues. The Governor's office is supplying free testing to everyone in the City.

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

The next Board meeting will be held via Zoom Conferencing at 9:30 a.m. on November 23, 2020 at 9:30 a.m.

Harvey Newman

Harvey Newman, Secretary

**MINUTES OF  
HELLENIC CLASSICAL CHARTER SCHOOLS**

**SCHOOL BOARD MEETING  
HELD ON NOVEMBER 23, 2020 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
Dean Angelakos	Member
Dr. Liana Theodoratou	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	Business Administrative Assistant

**ABSENT**

Nik Mathews	Member
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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 October 27, 2020. On a motion made by Harvey Newman and seconded by Dean Angelakos, the minutes were unanimously approved.

Mr. Capetanakis made a motion to adopt the resolution that was circulated so that we can borrow on the HCCS-PS and HCCS-SI campuses. These resolutions are specific language for the Build NYC Bonds and the lease assignments and subleases. Mr. Capetanakis entertained a motion for the adoption of the resolutions. Mr. Angelakos motioned the adoption of the resolutions and Mr. Newman seconded the motion.

Mrs. Svokos asked if this resolution will allow us to consolidate and borrow more. Mr. Capetanakis answered that we will be signing a long-term lease with the Staten Island church and leveraging the lease in order to get them to allow us to construct on the premises. Along

the way of exploring this option we realized that we can refinance our HCCS-PS debt along with financing additional new improvements including an elevator upgrade, new air conditioning units and some COVID19 related improvements to name a few that we would not normally have the money for. This transaction is basically one hundred percent financing and we do not go out of pocket and instead of not only our construction costs but our soft costs such as the architects, engineers, legal fees, and the commissions are going to be put together in a transaction including some monies that we have already expended. For instance in HCCS-SI we have expended over \$100,000.00 and we will be reimbursed these monies. Mr. Leonardos stated that the whole transaction is tailored to our budget.

Mr. Newman asked how soon after the approval can we draw on this. Mr. Capetanakis answered that we are being held up slightly due to a delay in our tax-exempt approval by the IRS. He believes by the end of January 2021 and start drawing down by early February 2021.

Mr. Leonardos stated that there was a discussion with the bankers to possibly not close during the holidays.

Mr. Newman asked if there is a release of funds early in the year what is the length of time to make HCCS-PS a viable premise for a summer program for large number of students as it relates to air conditioning. Mr. Leonardos answered that once we close we can start working very quickly. Worst case scenario, if we close in January, we can have the parts in February to install.

Mr. Angelakos asked if the rooftop condensers are in place right now. Mr. Leonardos said they are not. Everything will be a brand-new system.

Mr. Capetanakis stated that the initial bond repayments will be interest only at a rate of four percent and explained that the bankers have created a schedule that HCCS-PS will pay their portion and HCCS-SI their portion and this really will help us with our cash flow.

Mrs. Portelos will circulate to the Board the latest Sources and Uses of Funds scheduled. There are no personal guarantees.

Mr. Leonardos mentioned that there is possible environmental issue at the HCCS-PS campus and they are requiring a second air sampling test. Hopefully it will be resolved before the closing. Mrs. Petrakos asked if the samples that they will be taking are going to be evasive. Mr. Leonardos answered that he will look into it. He said that they will taking soil samples. He stated that it can be an extremely expensive proposition. Mr. Angelakos added that anytime you open up the ground you never know what you will find.

Mr. Capetanakis asked if there are any further discussion. The motion carried unanimously.

### **SUPERINTENDENT REPORT**

Mr. Capetanakis congratulated Mrs. Tettonis on her meticulous report that outlined everything that is going on at both campuses.

Mrs. Tettonis thanked the Board and the team for all of their hard work. Mrs. Tettonis reported that both campuses are closed due to multiple cases of COVID-19 and will reopen on December 7, 2020. She further thanked everyone for all their hard work in getting the schools to go fully remote. She told the Board that this is being done for the safety of the students and faculty. She said that it was a smooth transition. It was a lot of work, but the team made it look very easy. She is confident both campuses will reopen on December 7, 2020.

Mrs. Tettonis reported that virtual Parent Teacher Conferences were held on Tuesday, November 10, 2020. NWEA testing has begun to get base line assessment. Everything is going very smoothly she said.

HCCS-SI is now in the yellow zone and are testing twenty percent of the students and faculty. HCCS-PS is out of the yellow zone and have stopped testing. She continued to report that our parents have been compliant, and we have been able to stay open. Mrs. Petrakos has submitted daily COVID data to the Department of Health and we have been compliant. There have been surprise visits from the Department of Health and the schools have been perfect in everything that we have been doing. She thanked Mrs. Kakleas and Mrs. Caban on everything that they are doing, on being able to stay focused on instruction and that the right thing is being done for the students. The parents are extremely grateful, and we are receiving many thanks from the parents. Mrs. Tettonis expressed that it is unfortunate that we had to close for two weeks but it had to be done.

Mrs. Tettonis reported that HCCS-SI has had virtual open houses and they have been very successful. She thanked the HCCS-SI team for their hard work.

Mr. Newman stated that he appreciates all the hard work that everyone is doing. He continued to state that in the media we read about all of the criticisms of the current state of affairs in schools. He asked if we have any way of measuring how effective we are. The spirit of Hellenic is positive and ultimately the school is all about outcomes. Is there any way of measuring short term, medium term or long term in discreet ways to see how we are actually doing? Mrs. Tettonis answered that we measure in three ways. Attendance, participation, and we just finished the first round of NWEA testing which is our new interim assessment that we use. She continued to report that we also use Fountas and Pinnell as a measuring tool. They are looking at benchmarks and are measuring that progress since we just finished progress reports and report cards. All of these data systems are being used to measure growth and monitor progress for the students.

Mrs. Tettonis informed the Board that the children are having a very difficult time working from home. The majority will have a harder time catching up. She said that we have academic, small group instruction and we are getting better and better at it. Is there a definite gap? Absolutely, she said. Being in school twice a week is not the way it should be. But Hellenic is doing an extraordinary job. She cannot imagine working any harder. She reminds

the Board that our teachers are teaching in person and remotely at the same time. HCCS does not have the funds to have separate teachers teaching remotely. The teachers have gone above and beyond. The teachers spend so much of their own time looking at student work, making sure that the standards are met and so much more. The teachers collaborate with each other. Making sure that they are engaging in meaningful professional development and activities. They cannot be asked to do anymore. Our teachers are dedicated and extraordinary. There are actions plans in place for the students that are not meeting the benchmarks. There are goals and actions plans for them as well as outreach.

Mr. Newman thanked Mrs. Tettonis. He stated that part of the concern is the long term effect and whether or not there are things that we should be considering for long term impact, socially, emotionally and academically and whether or not there are things we should be considering as supplemental for the long term for the short comings of the short term.

Mrs. Tettonis answered that when we transition to five days a week we need to be prepared that we will need to have a lot of academic intervention services in both mathematics and ELA especially for students with special needs and ELL students. These students will need extra support.

Mr. Leonardos stated that he believes that this will impact the whole education system. He asked if we think the State will provide any special resources to help with this. Mrs. Tettonis answered that everything we do will be solely on our own. Mr. Leonardos asked how other charter schools are dealing with this. Mrs. Tettonis answered that these discussions are ongoing, and she is part of these think tanks and she believes that everyone is struggling with this.

Mrs. Kakleas reported that HCCS-SI is in a good place. She stated that we receive positive feedback from our parents. The students are learning how to read and there is growth. HCCS-SI had a Teacher's College staff developer working virtually with small groups. Mrs. Kakleas is happy with how things are going.

Mr. Angelakos asked in relation with the summer program can students be accepted from other schools to receive additional funding. Mrs. Tettonis answered that the State only provides funds for our own registered students.

Mr. Newman also added that there are many schools that are having a major financial challenge because of added costs relating to COVID, technology, stress on teachers and teachers not being required to go into schools. Budgets were not equipped for COVID-19. The fact that HCCS has been able to weather this financial challenge is also as important to being to weather it in other ways.

The Board was presented with revised budgets for both schools. Mr. Leonardos asked Mrs. Portelos what the revisions to the budget were.

Mrs. Portelos answered for HCCS-SI the biggest change is the loan interest to reflect RBC's debt service schedule and the rental concession as per the final executed lease. For HCCS-PS,

for year five we eliminated the expansion and we also added the real estate taxes to Kimisis Theotokou.

Mr. Leonardos reported to the Board that the City of New York will now begin taxing parishes that rent out building to schools that are not for profit organizations and are collecting rent. According to our lease we will be responsible to pay for any real estate taxes that will be charged to the community. Mr. Leonardos reported that we have not been billed yet. At the general assembly meeting for Kimisis Theotokou there was a discussion about a number that will be billed to the school in the amount of \$77,000 for the last three years of real estate taxes that we haven't been billed yet.

Mr. Capetanakis stated that because we do not yet have approval from our authorizers, we revised a budget to do without our intended expansion, just to be conservative. We have carved out in our loan documents our ability in the future to enter into a new lease and expand our student population.

Mr. Leonardos motioned to approve the budget. Dr. Theodoratou seconded the motion. There being no further discussion the motion carried unanimous.

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 9:50 a.m.

The next Board meeting will be held via Zoom Conferencing at 9:30 a.m. on December 21, 2020 at 9:30 a.m.

Harvey Newman

Harvey Newman, Secretary

**MINUTES OF  
HELLENIC CLASSICAL CHARTER SCHOOLS**

**SCHOOL BOARD MEETING  
HELD ON DECEMBER 22, 2020 AT 9:30 a.m.**

**Members and Staff – via Zoom Conferencing**

**PRESENT**

Charles Capetanakis	Chairman
Nikolaos Leonardos	Treasurer
Effie Lekas	Member
Grazia Svokos	Member
Dr. Liana Theodoratou	Member
Dean Angelakos	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	Business Administrative Assistant

**ABSENT**

Harvey Newman	Secretary
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 November 23, 2020. On a motion made by Mr. Leonardos and seconded by Dr. Theodoratou, the minutes were unanimously approved.

There being no action items Mr. Capetanakis asked Mrs. Tettonis to report to the Board.

Mrs. Tettonis started by expressing her heartfelt gratitude to all who make the HCCS community an amazing place for the HCCS children. In the spirit of the holiday season, she extended her thanks to the school board, school leaders, teachers & faculty for everything that they do for our school. Mrs. Tettonis shared how both schools work tirelessly to carefully follow our reopening plan and keep our community safe. She complimented her teams for being able to master smoothly transitioning from in-person learning to all remote learning and also teach in-person and remotely at the same time.



Mrs. Tettonis informed the board that there was an email sent to all schools with an opportunity to apply for 2021–22 Pre-K dual language program. Dual Language programs provide instruction in two languages: English and a target language determined by community need. At HCCS the target language would be Greek and it would mean converting our existing general education program to a pre-k dual language program. This opportunity was strictly for Pre-K. Mrs. Tettonis spoke about the benefits of the dual language program but also discussed the teacher certification concerns and compliance. She also reached out to a public school principal that has a dual language Italian program. Mrs. Tettonis shared the principal's experience with the dual language program.

Dr. Theodoratou asked if there are any repercussions if we do not apply this year given all the challenges with COVID-19. Mrs. Tettonis answered no. Mr. Angelakos added that with all the challenges that we have before us right now, adding this would be very stressful. He asked if it this can be revisited at a later time. Mrs. Tettonis answered that she believes we can apply next year if it is offered. Mrs. Petrakos also agreed and added that the DOE visited HCCS-PS a few years ago to observe our Greek Language program and were highly impressed. Mrs. Petrakos agreed that there will be another opportunity to apply in the future. Mrs. Lekas added that it is absolutely clear that it is not the right thing for us at this time. Dr. Theodoratou also added that she believes this might be difficult at this time. However, recruiting ELLS must continue to be our priority.

Mr. Capetanakis reported that there is a dual language charter school in Washington Heights that is not doing well and the Regents may revoke their charter. Michael Kohlhausen from CEI reached out to Mr. Capetanakis and asked if HCCS would be interested in resuming offered for us to take it over. Mrs. Kakleas added that when a student is at an L reading level they do much better when they are fluent in their own language. Mrs. Caban agreed with Mrs. Kakleas. She added that she also feels that staffing would be very difficult.

Mrs. Tettonis reported to the Board that the NYC does not provide free COVID-19 testing to charter schools and the DOE schools do have free COVID-19 testing in their schools. The NYC Charter Center wrote a letter to the Mayor requesting free COVID-19 testing. After speaking with legal and our executive board, HCCS has signed on. We feel that free COVID-19 testing should be offered to us as well.

Mrs. Petrakos stated that in case the free testing from the Charter Center falls through she and Ms. Rajpersaud have been looking into purchasing COVID testing kits. They met with Abdul Raj, CEO of Phoenix Pro Health. They discussed what his company has created with rapid testing kits. It is really great and at a low cost, she reported. She continued to explain that basically we would train an individual(s) from our staff to administer the test. The kit consists of a nasal swab, the authorized staff member would have to administer the test. The result shows right away. This would happen on site in the schools. With the immediate result we could help our families not have to wait on the crazy long lines. The test kits are available to us for \$26 a kit. She is asking approval from the Board. Legal and David Frank, from SED, suggested that we go ahead with purchasing these kits. Ms. Rajpersaud added that this is a rapid antigen kit that can be performed on site. It is a simple swab that is put into a solution and in a matter of seven minutes you receive the results. You would not have to send the swab to a lab. The best thing that is good about this test is that it has a 100% specificity rate for the

test. The NYC DOE and the NYC Transit Authority uses this testing kit. The Phoenix Pro Health antigen rapid testing kit is reasonably priced for \$26. Mrs. Petrakos added that they were doing a pilot program with the State. Mrs. Petrakos stated that she and Mrs. Tettonis discussed who would actually be tested. They concluded that we would just use it for staff members only. A plan would be put in place. The school nurse is not allowed to administer the test.

Mr. Leonardos is concerned that this is something that will not go away. We will need to continuously test for a number of years. He questioned whether the kits expire? Ms. Rajpersaud answered that the kits do not expire. She added that the kits are CDC compliant and FDA approved. Mrs. Kakleas asked if they have to be stored in a special way. Ms. Rajpersaud answered room temperature.

Mrs. Petrakos reported that when HCCS-PS was in the yellow zone 98 staff/students had to be tested weekly. If HCCS-SI is in the yellow zone they have to test 38 weekly. At this time HCCS-SI has stayed under the positivity rate therefore they did not have to continue testing. Both schools continue to submit the COVID-19 report cards to the DOH.

Mr. Leonardos proposes that we purchase 150 kits and have them on standby.

Mr. Leonardos asked how difficult is it to train a staff member to administer the test. Ms. Rajpersaud answered that the individual would have to watch a five minute YouTube video.

Mr. Leonardos motioned to purchase 150 kits to have them available. Ms. Lekas seconds the motion. Mr. Capetanakis and Ms. Rajpersaud abstained from further discussion. The rest of the Board voted in favor of purchasing 150 kits. Motion passed with the majority.

Mr. Capetanakis updated the Board on the financing transaction. He reported that City Hall has approved the transaction. The investment bankers are mailing the public announcement to the various investment community. We will possibly close on Wednesday, January 27, 2021.

Mr. Leonardos spoke about the environmental issue in PS and will create a system where fresh air will come into the building.

Mr. Capetanakis asked Mrs. Portelos to circulate the HCCS-SI renderings to the whole Board.

There being no unfinished business, Mr. Capetanakis asked for a motion to adjourn. The motion to adjourn was made by Mr. Leonardos. Mrs. Lekas seconded the motion. The meeting was adjourned at 10:00 a.m.

The next Board meeting will be held via Zoom Conferencing at 9:30 a.m. on January 26, 2021.

*Harvey Newman*  
Harvey Newman, Secretary

**MINUTES OF  
HELLENIC CLASSICAL CHARTER SCHOOLS**

**SCHOOL BOARD MEETING  
HELD ON JANUARY 26, 2021 AT 9:30 a.m.**

**Members and Staff – via Zoom Conferencing**

**PRESENT**

Charles Capetanakis	Chairman
Nikolaos Leonardos	Treasurer
Effie Lekas	Member
Grazia Svokos	Member
Dr. Liana Theodoratou	Member
Bianca Rajpersaud	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	Business Administrative Assistant

**ABSENT**

Harvey Newman	Secretary
Dean Angelakos	Member
Nik Mathews	Member
Dena Capetanakis	Director of Community & Engagement

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 December 22, 2020. On a motion made by Mr. Leonardos and seconded by Dr. Theodoratou, the minutes were unanimously approved.

Mr. Capetanakis confirmed that there are no Board resolutions on today's agenda.

**SUPERINTENDENT'S REPORT**

Mrs. Tettonis was pleased to share that our *Annual VIP Reader Week* was celebrated virtually the week of January 25<sup>th</sup>. It was a great success and we had the highest number of VIP reader volunteers since we first started this annual event in 2007. We had over 50 VIP readers this year which included parents, care takers, grandparents, countless community members, alum, teachers and students. Several of our special VIP Reader guests included: Grazia Svokos, HCCS School Board Member; David Frank, Executive Director of the NYS Education

Department Charter School Office; Kimberly Santiago, NYS Education Department; Katerina Servi, Greek author of *Myrine the Athenian*; Mabel Lajes Guiteras, Charter School Growth Fund, Investment Principal, Seed; Alexis Gambino, PTA President Staten Island; . I was pleased to read, *What do you do with a Chance*, by Kobi Yamada. Joy, Natasha and Cathy were also thrilled to read to the children. My personal favorite VIP readers are the children VIPs. Our students always look forward to this annual event.

Other successful events this month included our annual science fair (virtual this year), our Pre-K & K art exhibition, Dr. Martin Luther King Jr., part I of our virtual trip to Greece. Students in grades 5 – 8 watched the theater production called, *Theseus and the Minotaur*.

Mrs. Tettonis reported that HCCS-PS transitioned to fully remote learning for ten days and closed to in-person learning because we had two positive COVID-19 cases at the same time (January 19 – 26). She reported that we are continuing to follow our reopening plan while keeping our school community's safety as a priority. These closures are determined case by case. When there are two incidents at the same time it becomes necessary to close.

Mr. Leonardos asked if we can revise the reopening plan to reflect that the school will close with more than two COVID-19 positive case at the same time.

Mrs. Tettonis answered that they can revisit the reopening plan after consulting with legal. She added, that thus far, our positive COVID-19 cases have been determined case by case. The last school in-person closure at HCCS-PS was determined because a staff member and a student both tested positive (not related to each other). The faculty member was an out of classroom service provider which added to the number of exposures. In addition these positive cases led to asking several teachers from the same middle school grade to quarantine as a precaution. She stressed how difficult this was to make this decision however, she was pleased that the transition to fully remote went smoothly. She added that as always, The Department of Health and The New York State Education Department were notified. The school is working tirelessly to keep everyone safe.

Mrs. Petrakos added that they are resilient and detailed in making decisions concerning COVID-19 related school closures. She stated that there are a lot of moving parts in making these decisions and requires many hours of working together with our team to reach a determination as to whether we should close.

Mrs. Petrakos recommends that in order to make any changes to the reopening plan they would need to adhere to the CDC and New York State guidelines. Language in our policy can read that depending on the case the school may or may not go remote with two or more positive cases. Contact tracing is also the biggest big factor in making these decisions.

Mrs. Petrakos recommends that depending on the case we may go all remote for two cases or we may not. There are a lot of moving pieces that go into us making these decisions. But

language can be considered to be added to state that closures will be determined case by case. All of our decisions are run through legal.

Dr. Theodoratou further reinforced that COVID-19 closures should be determined case by case.

Mrs. Petrakos expressed to the Board that our families were prepared for the closure. There were no complaints. Administration has received countless emails thanking the team for keeping their children safe. Again Mrs. Petrakos stated that they look at the most minor details before making any decisions. We do not want to close to in person learning unless absolutely necessary, she commented.

Mrs. Tettonis added that our teachers are prepared at a moment notice to go fully remote. She also reported that administration is working tirelessly. They have to report to the Department of Health and conduct accurate contact tracing, in addition to the difficulty of class scheduling. She gave much credit to Mrs. Petrakos. She has now become our COVID-19 expert.

Mrs. Svokos added that the Board trusts administration with their decision making. She asked if we have thought about registering who is vaccinated. Mrs. Tettonis answered that our teachers/faculty were all emailed as soon as the vaccination information became available. They are not mandated to disclose if they were vaccinated. However, the staff is supplied with an employment verification letter upon request. We estimate that approximately fifteen faculty members have been vaccinated at this time. Students are not mandated to take the vaccine. As information and guidelines become available we adhere to them. Mrs. Tettonis stated that at P.T.A meetings shared that staff members are starting to get vaccinated.

Mrs. Tettonis informed the Board that the number one question being asked by our parents is when we are going to provide five days a week of in person instruction. Mrs. Tettonis explained that it is very difficult to do this because there is not enough space to provide five days a week of in-person instruction while adhering the CDC guidelines of 6 feet social distancing. The NYCDOE is advertising that they are providing five days a week instruction however they do not have 80% of their students in attendance for in person instruction like HCCS. If the restrictions are still six feet apart the school does not have a choice but continue its present hybrid model of in-person instruction.

Mrs. Lekas added that NYS will be making more strict guidelines in schools because of the new contagious strand of virus. She added that no other school has come close to meeting the challenge of this virus as Hellenic has.

Mrs. Lekas also reported that one hundred percent of what they have heard from parents is that they are awestruck with the work that Hellenic has put in.

Mr. Leonardos asked if this happens will we be looking for more space or are we ok the way we are? Mrs. Tettonis answered if we have more space that would mean we would have to hire nine additional teachers. Our teachers right now are teaching remote and in person at the same time. It is important for the Board to know this because this is quite a challenge. Our teachers are superstars. Under the guidance of our amazing principals, our teachers are doing a great job. She also stressed to the Board that many parents are watching our teachers teach on Google Classroom and are pleased. She is very proud of their extraordinary work.

Dr. Theodoratou understands how impossible it is for our teachers. The staff is amazing.

Mrs. Tettonis congratulated Mrs. Caban, Mrs. Bader and Ms. Meade for virtually presenting at Columbia University Reading and Writing Project at the Principals conference. . It was a very proud moment for our school.

Mrs. Tettonis reported that the New York State Education Department have a parents and teachers survey that will now be required to be filled out in February. Then there will be another survey in March from the DOE. We now have to administer two surveys.

Mr. Capetanakis expressed that we need to have parent satisfaction. It is very important that the parents are not burned out. He hopes it will not be very difficult to fill out two surveys for the families.

Mrs. Petrakos stated that our delivery between each survey will matter. We would have to find out what is the time span between each survey and roll it out to the families.

Mrs. Caban informed the Board that the Specialized High School exam will begin February 1, 2021. She stated that the high school admission process is very interesting this year and there have been a lot of last minute changes. They are trying to keep parents informed. For example, the City announced last week that they are switching the percentage for report cards. Traditionally seventh grade report cards were forty percent of enrollment and sixth grade was twenty percent. Now seventh grade is twenty percent, and sixth grade is forty percent. We quickly had to go into the system and update all of our student grades to reflect this new formula.

Mrs. Etimos' office hours has been a success. It gives parents the opportunity to speak with Mrs. Etimos directly and to ask questions concerning high schools. Mrs. Etimos also has high school admission workshops. The school is doing everything they can to assist the parents with this process.

We cannot administer the SHSAT in our school like the DOE does. This is an in person test.

Mrs. Tettonis added that the NYS Education assessments have been scheduled to take place in March and April.

Mrs. Caban stressed how important is to have open communication with our parents. There are 28 students registered to take the SHSAT exams. She reported that many students are interested in Catholic schools. Mrs. Caban also reported that Catholic Schools have already released their acceptances and scholarships. Parents must pay a deposit now to hold their seats. Mrs. Bonakis has been great in communicating with the private schools and our parents.

Mr. Leonardos stated that we should be encouraging our students to take the SHSAT exam to prove themselves. This is a great learning experience.

Mrs. Caban explained that this year there is a different tone for high school admissions. There are so many different dynamics happening. They are doing their best to motivate HCCS students to take these assessments/tests. She added that the high school application process only opened last week.

Mrs. Tettonis reported that we have nine students that were accepted into honor programs in various Catholic schools. Eight students received partial scholarships and one student received a full scholarship. This is only the beginning, she explained. She is proud of our children.

Mr. Leonardos added that if our students just take the specialized high school test and pass it, it would be an advantage.

#### **CHIEF OF OPERATIONS REPORT**

Mr. Capetanakis reported to the Board that the attorneys of the HCCS-SI project have submitted the documents and we will be possibly closing tomorrow, January 27, 2021.

Mrs. Petrakos wants the Board to know how much time and effort Mr. Capetanakis and Mr. Leonardos invest in Hellenic outside of their own daily responsibilities. Mr. Leonardos thanked the team for always being available at any given time or day. This is an amazing team.

There being no unfinished business, Mr. Capetanakis asked for a motion to adjourn. The motion to adjourn was made by Mr. Leonardos. Dr. Theodoratos seconded the motion. The meeting was adjourned at 10:27 a.m.

The next Board meeting will be held via Zoom Conferencing at 9:30 a.m. on February 24, 2021 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 FEBRUARY 24, 2021 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 Rappersaud	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	Business Administrative Assistant

**ABSENT**

Grazia Svokos	Member
Dr. Liana Theodoratou	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 January 26, 2021. On a motion made by Mr. Newman and seconded by Mrs. Lekas, the minutes were unanimously approved.

Mr. Capetanakis brought to the Boards attention the action item on the agenda for the adoption of the amended By-laws. The principal purpose of the amendment is that we changed the name of the school from Hellenic Classical Charter School to Hellenic Classical Charter Schools. Mr. Capetanakis moved to change the name of the school as stated above upon SED approval. Mr. Angelakos seconded the motion. The motion carried unanimously. Mrs. Petrakos explained that the By-laws were changed to reflect the new name after we merged both schools to Hellenic Classical Charter Schools. Mr. Newman asked if this was a material change and whether there needs to be a pre-approval. Ms. Petrakos answer that it needed to be a submitted to the authorizer, which was done. This is not a material change.



Mr. Capetanakis also reported that we are really close to closing on the bond deal. The latest hurdle has been the landlord's application to the State Attorney General for approval on the long-term lease. He explained that this required by law. The Attorney General or the Supreme Court has to approve the lease for a non-for profit for more than five years. The Attorney General review is to basically see whether or not the economics are fair. The review process has become cumbersome and there has been some extensive back and forth between the landlord's attorneys and the Assistant Attorney General reviewing it.

He also stated that we have an eternal deadline of tomorrow at 9:00 a.m. to advise everyone associated on this transaction whether we will receive an attorney general approval. We are being hopeful and positive that we will receive the approval and we will close on the deal as scheduled.

Mrs. Lekas asked what is the worst case scenario. Mr. Capetanakis answered that we lose the investors that have already placed orders to purchase our bonds. The bonds were sold very well and have gained interest.

Mr. Capetanakis stressed and commended the work that Mrs. Petrakos and Mrs. Portelos have put into this project and thanked Mrs. Tettonis and the whole team.

### **SUPERINTENDENT REPORT**

Mrs. Tettonis expressed her gratitude and appreciation for the number of hours and work that Mr. Capetanakis, Mr. Leonardos, Mrs. Petrakos and Ms. Portelos have put into this project. We are in this for the kids and she feels appreciative and positive about this.

Mrs. Tettonis continued to report that we are continuing to work very hard in both schools. There are new challenges every day. She is very proud of our principals, Mrs. Caban and Mrs. Kakleas as well as the whole team. She commended them all. She indicated that since we are authorized by the NYS Education Department Board of Regents, we are mandated to distribute parent and teacher surveys which have both been sent out. The due date is March 15, 2021. She continued to report that HCCS- PS has 97.5% attendance rate as well as in HCCS-SI. She stated that both schools are continuing with virtual open houses. They have designed a series of family workshops virtually. It looks easy but it took a lot of work and planning. She is grateful to the teams that put this together. Both schools are continuing to keep the spirit up in the schools. There are many events scheduled such as VIP Readers, Black History Month, Science Fairs, 100<sup>th</sup> Day of School celebrations and Mo Williams day for example. They are keeping the spirit up in the schools. Whether the students are all remote or in person the celebrations will continue. She reports that the teachers receive support every step of the way. Professional development for our teachers is ongoing as we continue to support them.

Mrs. Tettonis also reported that there is a new mandate where we will be required to report staff that received their vaccination. Mrs. Petrakos will report it on the daily COVID-19 school report card when the required information is expected to be reported. Mrs. Tettonis also reported that teachers are not required to take the vaccine but are required to report it to us.

Mrs. Lekas asked if we have a number of staff members that have received the vaccine. Mrs. Petrakos answered that at this time HCCS-PS has 15 staff members vaccinated and in HCCS-SI there are approximately 10 staff members vaccinated.

Mrs. Tettonis reported that High School admissions had a lot of delays with the DOE especially due to the snow storms. There are make ups coming up. We are continuing doing our best to get our students into the best high schools.

### **CHIEF OF OPERATIONS REPORT**

Mrs. Petrakos reported to the Board as per the state requirement, now that we merged authorizers we must have an electronic lottery. It cannot be done manually as we have done in the past. There will be an electronic lottery through School Mint. She stated that she has done some research and School Mint has good reviews and used by many charter schools. They offer many features but we will only be using the lottery feature for this year. Up until now we have been accepting applications manually. The lotteries will take place on April 8<sup>th</sup> for HCCS-SI and April 9<sup>th</sup> for HCCS-PS. Basically, what this means is that all the names will be entered into the School Mint Portal and the selections of the names will be generated electronically. There will be preferences set such as siblings, ESL, Special Ed, and in District as per our HCCS Lottery policy. Also, Mrs. Petrakos stated that she attended a Charter School Growth Fund, COO national conveying on February 9<sup>th</sup> and February 11<sup>th</sup> and was one of the facilitators. She stated that it was very inspiring. It was wonderful to exchange best practices with hundreds of COO'S. She was very proud of the amazing team and how successful our schools are.

Mrs. Petrakos continued to report that COVID reporting is ongoing and we have been doing very well. Our families are familiar with our policies and the over communication is working. Lastly, the monthly newsletter will be combined for January and February. The newsletter gives our families a sense of what is going on in the building and they really enjoy it.

Mrs. Lekas mentioned the best part of the newsletter for her are the pictures of the Students of the Month. It is wonderful! She congratulated her and the team for all of their hard work.

### **DIRECTOR OF FINANCE & OPERATIONS REPORT**

Mrs. Portelos reported that HCCS-PS is in an overall better cash position. This is mainly due to the PPP funds that we received. At the end of January we had budgeted to be at a surplus of \$1.8m but we ended up with a surplus of \$1m. This is mainly due to the PPP forgiveness which we have not yet received. She continued to report that HCCS-PS was approved for a CSP COVID sub-grant in the amount of \$49k. The application which is due March 1<sup>st</sup> is geared to help fund COVID related expenses such as PPE, and electrical work that was performed in order set up the classrooms for remote learning. She also reported that for HCCS-SI we had budgeted a surplus of \$1m at the end of January. This is mostly due to the CSP grant. They have received PPE forgiveness.

Mr. Capetanakis asked if the PPP forgiveness comes in stages? Mrs. Portelos indicated that our auditors are assisting with the application and the forgiveness is a one shot approval. That will be \$1,279m.

### **PRINCIPALS REPORTS**

Mrs. Caban reported that the parent teacher conferences will be next month, virtually. She also stated that the School is now planning for testing. The US Education Department and the Biden administration want testing. This will happen more for accountability. It is her understanding that schools will not be penalized for gaps in learning. They are trying to gauge student progress.

Mrs. Kakleas reported that HCCS-SI is doing very well. She stated that they are on a mission to get more students in the building for in person learning. They have been reaching out to Cohort C students to get them to come into school at least twice a week. Right now they only have seventeen students that are fully remote. She also stated that applications have been going very well. They have a total of 97 applications for next year.

Mrs. Caban stated that was a smart strategical advertising decision to place the enormous banner at the State Island Mall advertising our schools. She has received countless messages from parents telling her that they saw it.

Mrs. Lekas asked if the graduations will be virtual? Mrs. Tettonis reported that as of right now they will be. The team will be having a meeting to discuss this further.

There being no unfinished business, Mr. Leonardos asked for a motion to adjourn. The motion to adjourn was made by Mr. Newman. Mrs. Lekas seconded the motion. The meeting was adjourned at 10:11 a.m.

The next Board meeting will be held via Zoom Conferencing at 9:30 a.m. on March 22, 2021.

Harvey Newman  
Harvey Newman, Secretary

**MINUTES OF  
HELLENIC CLASSICAL CHARTER SCHOOLS  
SCHOOL BOARD MEETING  
HELD ON MARCH 22, 2021 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
Dr. Liana Theodoratou	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	Business Administrative Assistant

**ABSENT**

Dean Angelakos	Member
Nik Mathews	Member
Bianca Rajpersaud	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 February 24, 2021. On a motion made by Mr. Newman and seconded by Mr. Leonardos, the minutes were unanimously approved.

Mrs. Petrakos asked the board if they would like to make a recording to be added to the Greek Independence Day Show since this is the bicentennial year and the 200<sup>th</sup> year of the Greek revolution of 1821. The Board will send Mrs. Petrakos a recording.

Mr. Capetanakis announced that we successfully finalized the bond financing with BUILD NYC. The closing took place on February 26, 2021.

Mr. Leonardos reported to the Board that the financing is in place and the contractors along with the architect are meeting weekly and have ironed out some deficiencies and extra costs that came up last minute. Out of the \$44m that we received we paid approximately \$7m towards paying off the HCCS-Park Slope loan. New money was received to perform capital

improvement on the existing building at HCCS-Park Slope. For example, improvements will be made to the air conditioning, the elevator, a new kitchen on the fourth floor and many other updates in the building to bring it up to date and increase the quality of education standards and make it comfortable for the students and staff.

Mr. Leonardos continued to report that HCCS-Staten Island will be more challenging. The DOB process will be tedious, and approvals need to be given by the DOB and all the other agencies regulating new construction. We are doing very well he said. They are planning to have a groundbreaking ceremony by the end of April, beginning of May. Even though the project is behind schedule it should not affect the overall project completion. The biggest issues are the approvals coming from the DEP and from the City of New York pertaining to construction. When it comes to the foundations that is when many regulations will come into play. This will be a state-of-the-art building where education will be offered to over 675 students who will love to be there.

Mrs. Petrakos added that she and Mrs. Portelos met with the contractor that HCCS-Park Slope has dealt with over the years. He will be providing proposals for several items on the leasehold improvement list as follows:

- cafeteria bathrooms
- expansion of the dance room
- main lobby floor re-tile
- window replacements
- other
- possibly paint the gym

Mrs. Petrakos together with Mrs. Portelos will create a list and timeline.

Mrs. Portelos reported that we are waiting for quotes for a new elevator as well as HVAC engineering quotes.

Mr. Newman asked concerning the new funding from the bond, if we spend from this budget will this in anyway impact our ability to get future federal funding. Mr. Capetanakis answered that in January the Governor's budget that came out was favorable to charters if stimulus monies came in. The senate and assembly put out a one house budget. This kept Charter funding intact. The stimulus package has designated separate monies from the State budget that will come to charter schools. They do not know what the impact of what we budgeted in the construction budget will be however if there is money left over and unspent, we will definitely come up with upgrades for the school and spend it.

Mrs. Petrakos stated that hopefully the federal money will lean toward Title I funding and it could be used towards salaries for academic intervention services. In addition, if there are any environmental issues they would be able to hire new people. They would have to open up other clusters of teaching groups or adjust salaries.

These are all facility improvements Mrs. Petrakos added. Environmentally if they were to make upgrades it would be to purchase additional filters and thermometers for example.

Mrs. Tettonis reported that this past weekend there were positive cases in both HCCS-Park Slope and HCCS-Staten Island. Although people are being vaccinated, we still have COVID positive cases. We have a reopening plan that we are continuing to follow.

Mrs. Lekas reported that CUNY will not be opening in the summer or the fall. Hellenic is doing a great job, she noted and continued to congratulate the School.

Mrs. Tettonis brought to the Board's attention that the Centers for Disease Control and Prevention updated their guidance for in-person learning, advising that elementary school students and staff must stay 3-feet apart inside classrooms (and 6 feet while eating). This is a change from the previously recommended 6 feet of distance. Once we receive further guidance from the New York State Education Department and the New York City Department of Health we will assess our reopening plan and make adjustments accordingly. Parents are calling and or sending emails asking when their children will come back to school full time. We have begun to plan for the upcoming change. Mrs. Tettonis reported that only 9% of students are remote in HCCS-Staten Island. That means that the majority of the students are in-person. In HCCS-Park Slope, 19% are remote.

Mrs. Tettonis also added that the CDC recommends that teachers stay six feet apart.

Mrs. Lekas added that the students must be six feet apart when they are eating lunch.

Mrs. Tettonis reported to the Board that we will have state testing. The children that are fully remote will not be mandated to take the State exam.

Mrs. Tettonis informed everyone regarding the Surveys being administered by NYSED Board of Regents-authorized Charter Schools: Parent Feedback Survey and Teacher Survey. HCCS will also be administering the DOE parent, teacher, and student survey later in the term.

Mr. Leonardos asked Mrs. Tettonis for a breakdown of applications per grade for each school.

Mrs. Kakleas reported that HCCS-Staten Island currently has 114 applications and out of the 75 kindergarten seats there are only 9 left. Mrs. Petrakos will submit a report to the Board with all final numbers for the lotteries for both schools at the next school board meeting. The virtual electronic lottery for HCCS-Staten Island is taking place on April 8<sup>th</sup> and for HCCS-Park Slope on April 9<sup>th</sup>. We can't wait to meet our new families, she stated.

Mr. Leonardos asked if the neighbors of HCCS-Staten Island have expressed concerns about the new construction or if we have been approached with any questions about the construction? Mrs. Kakleas answered that we have not been asked anything yet. Mrs. Tettonis added that we will communicate with the community and be very transparent. Mr. Leonardos asked if it is wise for the school to reach out to the neighbors to let them know what the plan for the school is and let them know that we are here to work with the community. Mr. Capetanakis agreed.

Mrs. Petrakos informed the Board that we have been in touch with the police department requesting a crossing guard. The police department responded to Mrs. Petrakos and recommended a traffic enforcement police officer (TEA) instead of a crossing guard. They will reach out to us once they finalize the process to assign a TEA to our school.

Mrs. Tettonis informed the Board that we budgeted \$5000 in our CSP grant for Board training. We have asked CEI to do the Board training. It is eight sessions.

Mr. Capetanakis recommends that we invest in our student government.

The groundbreaking ceremony for HCCS-Staten Island is scheduled for April 23<sup>rd</sup>.

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 9:50 a.m.

The next Board meeting will be held via Zoom Conferencing at 9:30 a.m. on April 20<sup>th</sup>, 2021.

Harvey Newman

Harvey Newman, Secretary

**MINUTES OF  
HELLENIC CLASSICAL CHARTER SCHOOLS**

**SCHOOL BOARD MEETING  
HELD ON APRIL 20, 2021 AT 9:30 a.m.**

**Members and Staff – via Zoom Conferencing**

**PRESENT**

Charles Capetanakis	Chairman
Nikolaos Leonardos	Treasurer
Effie Lekas	Member
Grazia Svokos	Member
Dr. Liana Theodoratou	Member
Bianca Rajpersaud	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	Business Administrative Assistant

**ABSENT**

Harvey Newman	Secretary
Dean Angelakos	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 March 22, 2021. On a motion made by Mrs. Svokos and seconded by Mrs. Lekas, the minutes were unanimously approved.

Mr. Capetanakis motioned to adopt the Superintendent and Chief of Operations reports.

Mrs. Tettonis reported to the Board that State testing began today at HCCS-PS.

Mrs. Tettonis also reported that HCCS-SI had their first day of their transitioning to five day in-person learning for Cohorts A and B. HCCS-PS will begin on May 4<sup>th</sup>, 2021.

Mr. Leonardos reported that groundbreaking for HCCS-SI was postponed due to permit delays. The architect reported that there were two deviations that had to be taken care of before the plans were approved. As per code, the distance between the new school building and the



adjacent home next door must be reviewed. The code requires a 30 foot distance. Mr. Leonardos reported that it was measured recently at 28.5 feet. In addition, in order to have the plans approved and updated with a work permit there is a requirement of a certificate of tax lots included on the application. This describes where the lot will be built with the dimensions of the lot but also describes the neighboring lots so therefore in the future there will not be an issue of an encroachment or an easement. The architect had requested this directly from the landlord. After several follow ups and requests, the application was not obtained in a timely manner therefore delaying our permit approval. Mr. Leonardos stated the Department of Buildings was on site. The team decided to wait to have the interview by the examiner, get the plans approved and then proceed with the groundbreaking event.

Mr. Leonardos expressed his concern with how late we are in beginning the project. The work was scheduled to begin on March 15<sup>th</sup>. He projects that if the plans are approved this week, they will need another two weeks before the work permit is obtained therefore the project will be over two months behind. The construction team needs to find a solution and recommendation.

Mrs. Lekas asked if the target opening date for the new building at HCCS-SI was September, 2022? Mr. Leonardos answered yes.

Mrs. Tettonis thanked Ms. Rajpersaud, Mrs. Capetanakis, Mrs. Petrakos and Mrs. Kakleas for all their work on the groundbreaking ceremony. Mr. Leonardos stated that we have to think positive.

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

The next Board meeting will be held via Zoom Conferencing on May 26, 2021 at 9:30 a.m.

Harvey Newman  
Harvey Newman, Secretary

**MINUTES OF  
HELLENIC CLASSICAL CHARTER SCHOOLS**

**SCHOOL BOARD MEETING  
HELD ON MAY 26, 2021 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
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	Business Administrative Assistant

**ABSENT**

Dr. Liana Theodoratou	Member
Dean Angelakos	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 April 20, 2021. On a motion made by Mr. Newman and seconded by Mr. Leonardos, the minutes were unanimously approved.

**SUPERINTENDENT REPORT**

Mrs. Tettonis announced that HCCS-PS and HCCS-SI have both transitioned to five day a week in person learning. Her superintendent's report reflects the specific dates and grades. She reported that the students and teachers are very happy to be back in school full time. She already sees tremendous academic growth with this transition.

An addendum to the reopening has been posted on our website and has been submitted to the New York State Education Department. Both schools had a faculty conference as well as PTA meetings to announce the transition to five days a week. She applauds everyone for all of their hard work. It was a tremendous effort to make this happen, she said. In addition, she added

that the biggest challenge was the lunch periods. She applauded Mrs. Kakleas, Mrs. Caban and Mrs. Petrakos for their creativity in seeing this through as well as the administrative staff in each school for being hands on in moving desks and chairs to accommodate the 6' social distancing lunch requirement. It was not an easy task managing lunch periods and adhering to CDC guidelines. For example, in HCCS-PS, students are eating lunch in the parking lot, the lunch room, in the classrooms and in the gym.

In HCCS-PS, Mrs. Tettonis reported that students in grades 3-8 took the State exams in both ELA and Math. It was multiple choice, untimed and was only a one day test this year. Because of the various cohorts it took two weeks, plus, to execute. She stated how extraordinary the high rate of fully remote students that actually opted to come in to take the state exams. 88% of our students took the exam and only 12% opted out. In mathematics, 85.5% took the math exam and 14.5% opted out. She thanked the team for their hard work.

Mrs. Tettonis reported to the Board that the NYS Education Department is requiring that they report interim assessments. They will not be compared to other data, she said. They are solely interested in what was happening during COVID. We will be recording NWEA results. Mrs. Tettonis will be presenting the results at the June Board meeting.

Mrs. Tettonis informed the Board that both schools' end of year activities will all be in person. Invitations will be sent out to all the families with the added option to attend via zoom.

Mrs. Tettonis reported to the Board that the NY Edge after school middle school program has announced that funding will not be coming to Hellenic-PS for this summer. They will be reallocating these resources to the DOE Summer Rising program. There are usually 60 middle school students that participate in the NY Edge program that will not have that opportunity. The good news is that the program will resume in September. Mrs. Tettonis believes that the students will be invited to participate in the DOE Summer Rising Program in a local school building. We will still have our academic summer program at HCCS-PS. She believes that the fact that we will not have that all day child care, some children will choose to opt out and attend the DOE summer program.

Ms. Caban added that HCCS-PS will offer academic summer school for grades 1-8, Monday - Thursday, 9:00-12:00 from July 6<sup>th</sup> – August 3<sup>rd</sup>. They are actively recruiting teachers and are planning to have in person learning. Typically, they offer summer school only to grades 3-8 but with the past year being so difficult, they feel it is so important to reach all of our children. That is why they have added 1<sup>st</sup> and 2<sup>nd</sup> grades. Also, Mrs. Caban added that families are asking for summer school.

Mrs. Kakleas reported that in HCCS-SI, they are preparing for thirty prospective summer school students. Most of these students have just reached their benchmark. It would be more about maintaining over the summer. They have many teachers willing to work.

Mrs. Tettonis reported they are very pleased with high school admissions. The students did phenomenal. Special high school results are in the superintendent's report.

Mrs. Tettonis stated to the Board that the staff is preparing for professional development on June 3<sup>rd</sup>. Our administration has already begun preparing for next year.

Ms. Lekas asked if the graduations will be virtual or in person. Mrs. Tettonis answered that they will be in person with a limit of 100 people. There is a lot of work involved to keep everyone safe, she reported.

CEI is working with Amy Shore to set up Board trainings, which will be a part of the CSP Grant. Mr. Capetanakis suggested that training be recorded, and the Board will watch and refer back to them as needed. Everyone is happy with this option.

Mr. Capetanakis asked since next year will be the first year the HCCS-SI will be taking the ELA and Math State Exams, how are we preparing the students? Mrs. Kakleas answered that most teachers have been preparing the students as best that they can for next year. For example, they use articles from old ELA exams, having them bubble and answering questions the way they will have to on a state exam. She does not think it will be such a shock to the students. She would like to prepare the teachers more.

Mr. Leonardos asked what about the year that we lost with the pandemic? Are we doing anything to make sure that the students are up to par, he asked. Will they be able to handle this? Mrs. Kakleas answered that the second graders at HCCS-SI have been in person five days a week since April and they are ahead of the game. Mrs. Kakleas feels very confident in how they will perform next year. Mr. Leonardos asked if we will be providing them with practice tests to help them prepare. Mrs. Kakleas answered yes. They have been exposed to different passages so they get an idea of what it is like to answer a state test. Ms. Caban added that this year's exam booklets will be used as test prep to help prepare the students. This gave us a good sounding board to prepare for next year. She feels that it will be a good transition. Mrs. Kakleas stated that this year's students did not even take the writing portion of the exam.

Mr. Capetanakis asked if we are getting any interest for SHSAT prep? Mrs. Caban answered that in HCCS-PS, we are utilizing our own staff that are very familiar with the SHSAT prep. She reported that they are developing a program. Today is actually the first practice for the seventh graders and there will be four classes in June. Ms. Bonakis will be conducting ELA prep and Mr. Wong will be conducting math prep during the day. In the fall, test prep will be from 4:00-6:00 during the afterschool program. Ms. Bonakis and Mr. Wong both have excellent reputations with SHSAT prep. Mrs. Tettonis added that we will no longer be hiring outside people for test prep. Mrs. Tettonis feels very confident. We seem to have a better success rate with our staff members and they already know our students and how to work with them. Mr. Wong will also have his summer math program for the seventh graders going into eighth grade.

Mr. Newman asked to be given an overview on high school admissions. He stated, ultimately, this is one of the major outcomes of a school, where students are accepted, where they want to go and how the process was different this year due to the pandemic. How does administration measure themselves according to the admissions? Mrs. Caban answered, that admissions, this year, were absolutely remarkable. One difference this year was that we had to

add the sixth-grade report card grades which now has a 40% weight and the seventh grade which has a 20% weight, which is not typically done. This helped our students. We also had many students take the specialized high school exams. This school year, virtual test prep started in June with Ms. Bonakis and Mr. Wong. Also, the specialized high school exam was later. Typical it is held in late October but was held in January, instead, which helped tremendously. All of these factors impacted our student's performance on the exams and admissions. Most of our students received their top three choices. Mrs. Etimos and Mrs. Bonakis have been doing an incredible job working with the families and high school admissions. The students did amazing. Mrs. Tettonis added how proud she is of our students. They were accepted into Specialized High Schools, programs that are amazing such as Midwood Medical, Fort Hamilton Honors, Leon Goldstein and so many more. Mrs. Caban added that we had our first student accepted into Bedford Academy. Mrs. Petrakos added that we will be placing ads with the names of the high school admissions in the newspapers.

Mr. Newman asked about the scholarships to the parochial schools. Mrs. Tettonis answered that as of right now it is at \$125k, for approximately 10 students. This is not the final number. We have had high numbers in previous years. Mrs. Tettonis pointed out that some of the high schools might not be giving out as many scholarships because of their long wait lists. Mr. Capetanakis added that we have our first Ivy League alumni, Angelique Molos, who was accepted into Barnard.

Mrs. Caban stated that the sign in the Staten Island Mall has been the best and biggest advertisement for the school. She receives numerous calls and texts from families who see the sign.

Mrs. Tettonis reported that the Dean of Dance of Theater, in HCCS-PS, Mr. Fourniotis, has accepted a Executive Director's/Principal position at the Greek School of Plato. She thanked him for everything he has done. She does not know in what capacity he will continue to work with the school but she will update the Board. Mr. Capetanakis wished him well.

Mrs. Lekas asked if there is a date for HCCS-SI groundbreaking? Mr. Leonardos said that we are close with a date for groundbreaking. Once we have the permit we will plan the event.

### **CHIEF OF OPERATIONS REPORT**

Mrs. Petrakos reported that we are fully enrolled in HCCS-SI. Out of the 130 applications we received during the lottery period we identified and accepted 12 English Language Learners and 6 Students with Special Needs. She continued to report that HCCS-PS is also fully enrolled with 516 students in total, in grades Pre-K to 8. Out of the 376 applications we received during the lottery period we received 29 English Language Learner applications and 42 applications for Students with Special Needs.

Mrs. Petrakos informed the Board that the HCCS-PS financials continue to be in a better cash position, mainly due to PPP funds and the HCCS-SI financials are doing well.

She reported that we have confirmation that for the 2022 fiscal year per pupil allocation will be \$16,844. It is also confirmed that for 2022 rental assistance will be \$5,053 per student. ESSER

II (3/13/20 – 9/30/23) and ARP (3/13/20-9/30/24) allocations are as follows HCCS-SI HCCS-PS ESSER II \$100,621 and \$406,154 and ARP allocations are \$225,980 and \$912,164, respectively.

Mrs. Petrakos was very happy to announce that they submitted an Investor's Grant application on April 30, 2021 for \$157k for AGT/research trip to Greece. This is a two-year grant period.

In addition, a Neighborhood Grant application was submitted on May 17, 2021 for \$25k, for AGT/research trip to Greece.

PPP Forgiveness Application was submitted on May 10, 2021 for \$1,279,500.

Status for the CSP Grant for HCCS-SI: pending Comptroller's approval.

\$150k Economic Injury Disaster Loan (EID) - 30 year 2.75%. \$641/month principal & interest to become due starting June 2021 (SBA Loan). Our recommendation is to pay it back before we start owing interest and principal. The Board agreed to maintain the loan until further notice.

Daily COVID-19 Report Card Reporting continues.

Mr. Leonardos asked if we are able to sustain the additional cleaning/sanitizing expenses for the next year. For example, Germbusters. The cost is over \$4k per school, per month. Mrs. Petrakos recommends keeping Germbusters for the next year. She suggests that we make the decision later on when the budget is completed.

Mrs. Petrakos let the Board know that she and Mrs. Portelos are still trying to obtain three quotes for all the HCCS-PS projects. It is an on-going project.

The budgets are being worked on and will be presented in June.

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 June 29, 2021 at 9:30 a.m.

Harvey Newman  
Harvey Newman, Secretary

**MINUTES OF  
HELLENIC CLASSICAL CHARTER SCHOOLS**

**SCHOOL BOARD MEETING  
HELD ON JUNE 29, 2021 AT 9:30 a.m.**

**Members and Staff – via Zoom Conferencing**

**PRESENT**

Charles Capetanakis	Chairman
Harvey Newman	Secretary
Nikolaos Leonardos	Treasurer
Effie Lekas	Member
Bianca Rajpersaud	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	Business Administrative Assistant

**ABSENT**

Grazia Svokos	Member
Dr. Liana Theodoratou	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 May 26, 2021. On a motion made by Mr. Leonardos and seconded by Mrs. Lekas the minutes were unanimously approved.

The second item on the agenda is the approval of the adoption of the budgets.

Mr. Capetanakis asked if there were any questions on the budgets for the Chief of Operations. Mrs. Petrakos reported that they went through the budgets thoroughly and increased both budgets by three percent. She stated that the per pupil allocation reflects an increase of about \$720 per pupil in addition to the ESSER and ARP Grants, as noted in her report. Mrs. Petrakos stressed that the pandemic impacted the budgets for the 2021 school year. She continued to report that they gave all employees a 3% raise. The School continues to pay for 93% of health benefits with the employee paying the remaining 7% percent even though the health benefits are slated to go up by 10%. In addition, we are anticipating making the 401K match starting

FY22. Mrs. Petrakos continued to report that no benefits were diminished for the school. NWEA, Teachers College to name a few will continue as in the past. Mrs. Petrakos thanked the Board for their guidance.

Mr. Newman asked if the staff were aware that the School assumed the health care costs? Mrs. Petrakos answered that the staff was advised at the last faculty meetings and through an email from her.

Mr. Capetanakis added that salaries had been frozen for the past 2 years. He stated that the good news is the restoration of that and especially with the gap in health care benefit coverage, this is good news. The budgets are healthy, he added.

Mr. Newman asked if there is any news on the PPP forgiveness. Mrs. Petrakos answered that the PPP forgiveness application was submitted in May for \$1,279,500. The Loan Source (entity that the loan was transferred to from Sterling Bank) has 60 days for their verifiers to review the application before it is submitted to the SBA. After it is submitted, the SBA has 90 days to review the application and come to a decision about our forgiveness.

Mrs. Petrakos also stated that the auditors are continuing the interim audit prep. She added that we will most likely require a Single Audit this year. This is an audit of a non-federal entity that expends \$750,000.00 or more in federal funds in one year. This will be an additional \$10k in audit fees and additional audit testing.

Mr. Leonardos motions to adopt the approval of the budgets. Mr. Newman seconds the motion. There being no further discussion the motion carries unanimously.

### **SUPERINTENDENT REPORT**

Mrs. Tettonis began by thanking the Board for all of their help this difficult year. She expressed how much it meant to the administration to have the Board's support. She also thanked her administration and staff of both schools, calling them Superheroes. The teachers are amazing. They taught in-person and remotely while physically in the building. There were constant changes, and they were able to constantly adapt.

Mrs. Tettonis continued to report that there were many graduations these past two weeks. She congratulated all of the students for going to superb high schools.

She reported that there is a lot to do in preparation for summer school and a smooth opening in September. Both schools are already preparing curriculum mapping and units of study. They are also hiring many teachers for both schools.

In addition, Mrs. Tettonis mentioned that both Ms. Caban and Ms. Kakleas are distinguished principals.

Amy Shore, from CEI sent the video trainings to the Board.



Mrs. Tettonis stated that they are submitting to SED the results of NWEA. It was very challenging to test students during a pandemic, she reported. They measured growth through Fontas and Pinell. Mrs. Tettonis was pleased with the results. According to the benchmark of the Fontas and Pinell, 100% of HCCS-SI students made progress and 88% of HCCS-PS students made progress. In addition, our 8<sup>th</sup> grade students at HCCS-PS took the Living Environment Regents and had a 94% passing rate. They also took the common core Algebra regent and 100% passed. All of these percentages are in the Superintendent's report.

Waivers were given to students for the Greek regents.

Mr. Newman stated that if you look at the data you can make many interpretations. Our schools tend to get students at an entry level of PreK or Kindergarten and tends to not add students at a later grade. This impacts a lot of numbers. In other districts there are immigrant students registering in all grades. Likewise, yes we are comparing a final number but the elements that are going into creating the final number vary according to our special circumstances.

Mrs. Tettonis stated that we are increasing our ELL and special education numbers. She reported that HCCS-SI has had two open houses a month since September, 2020. Mrs. Petrakos added that in her May report the numbers went up as well. The school identified and accepted, in HCCS-SI 12 ELLS and 6 special education students. In HCCS-PS, the School accepted 29 ELL students and 22 Special education students. What we are focused on is working to recruit and retain the ELL and special education student populations. She stressed that our numbers have increased and these numbers might change by September as registration continues. The lottery preferences for our schools, Mrs. Petrakos added.

Mr. Newman added that we should be proactive in three areas that have been identified:

- 1 – recruitment of these unique populations
- 2 - addressing instructionally of what our programs offer
- 3 - the outcomes of these populations and how successful we are.

Mrs. Tettonis reported that Mrs. Petrakos applied for a permit to close 18<sup>th</sup> street between 5<sup>th</sup> and 4<sup>th</sup> Avenue. We received the permit. It was very successful. We will be applying for next year.

Mrs. Tettonis reported that we do not have any updates on students that want to stay remote in the Fall. Mrs. Tettonis stated that at this time they have about 91 remote students. She asked the Board if there is no waiver, do we continue to teach remote and how do we do that with a full classroom? Mrs. Caban added that most of our 91 remote students are planning on transitioning back to in-person learning in September. One specific family informed us that unless there is a vaccine available, they do not plan on returning.

Mr. Leonardos asked if we are able to offer remote teaching in September. Mrs. Petrakos answered that it is not a matter of being willing to do it, it is a matter of funding. We are waiting for the State to let us know if we will be funded for remote learning. We do not know if this will continue.

Mr. Newman asked if there was a cohort of students that were committed for an entire year, could we create a plan for their academic needs and get compensated for it? Is this something that we can look at? Mrs. Tettonis answered it would not be easy to have all of these students in one cohort because they are in different grades. In other words, it would not be easy.

Mrs. Lekas congratulated Mr. Konstantopoulos for having a summer sports program at HCCS-PS.

Mrs. Lekas asked about the construction at HCCS-SI. Mrs. Petrakos reported that come September, there will be three 1st grade classes and two new 3<sup>rd</sup> grade classes. Two new classrooms will be created on the second-floor lobby and the third room will be in the room known as the landlord's "Greek room". The new rooms are temporary and will be taken down once our new building is ready.

Mrs. Lekas also asked how it is going with the Department of Buildings. Mrs. Petrakos informed the Board that the application has been approved but has not been uploaded to the DOB portal yet. Once the permit is released Mrs. Tettonis and Mrs. Capetanakis have been planning and are ready to go for a ribbon cutting ceremony.

Mr. Leonardos brought to the attention of the Board that the construction budget might be slightly higher due to the increase cost of insurance.

HCCS-PS elevator and air conditioning is estimated to be completed by the first day of school.

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

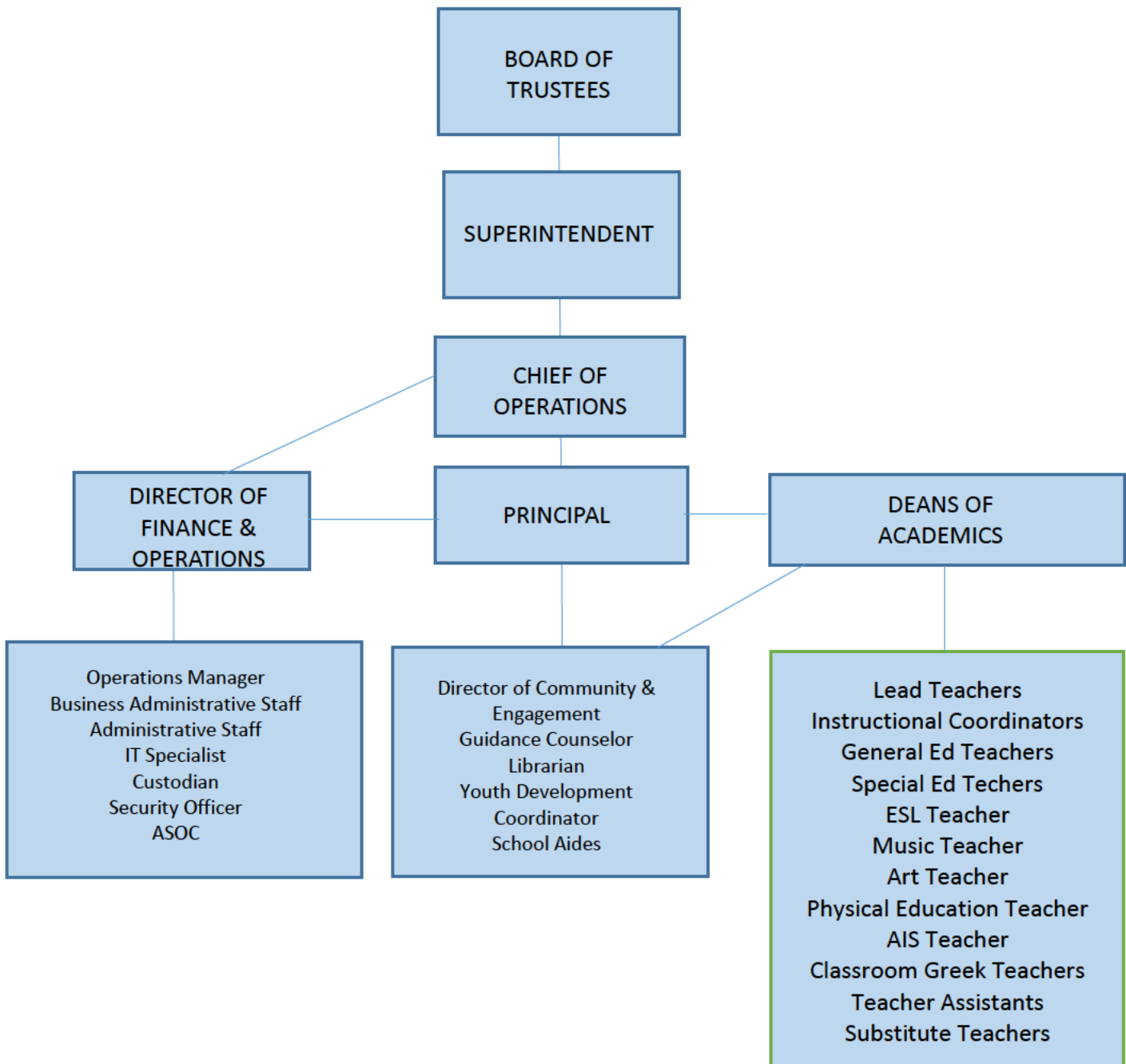
The next Board meeting will be held via Zoom Conferencing on July 21, 2021, at 9:30 a.m.

Harvey Newman  
Harvey Newman, Secretary



**Hellenic Classical Charter School (HCCS)**  
**Park Slope (PS), est. 2005**  
**Staten Island (SI), est. 2019**

**Organizational Chart**





**Hellenic Classical Charter Schools (HCCS)**  
**Park Slope (PS), est. 2005 / Staten Island (SI), est. 2018**  
**School Calendar 2021-2022 (TENTATIVE)**

<b>2021</b>	
Monday, September 6	School closed, Labor Day
Tuesday & Wednesday, September 7 & 8	School closed, Rosh Hashanah
Thursday, September 9	Kindergarten Orientation 9:30 am Pre-Kindergarten Orientation 12:00 pm 6 <sup>th</sup> Grade Orientation 1:30 pm
Friday, September 10	<b>First Full Day of School – all students</b> Pre-Kindergarten Dismissal 10:30 am Kindergarten Dismissal 11:30 am
Monday, September 13	Pre-Kindergarten Dismissal 11:30 am Kindergarten Dismissal 12:00 pm
Thursday, September 16	School closed, Yom Kippur
Monday, October 11	School closed, Columbus Day/Italian Heritage Day/Indigenous Peoples' Day
Tuesday, November 2	Half-day instruction for students/Professional Development for staff
Wednesday, November 10	Half-day instruction for students, Parent Teacher Conferences
Thursday, November 11	School Closed, Veterans Day
Wednesday, November 24	Half-day instruction for students
Thursday & Friday, November 25 & 26	School closed, Thanksgiving
Thursday, December 23	Half-day instruction for students
Friday, December 24 – Sunday, January 2	School closed, Winter Recess
<b>2022</b>	
Monday, January 3	Students return to school
Monday, January 17	School closed, Rev. Dr. M. Luther King, Jr. Day
Tuesday, February 1	School closed, Lunar New Year
Monday, February 21 - Friday, February 25	School closed, Midwinter Recess
Thursday, March 10	Half-day instruction for students, Parent Teacher Conferences
Friday, April 15 - Friday, April 22	School closed, Spring Recess
Monday, May 2	School closed, Eid al-Fitr
Monday, May 30	School closed, Memorial Day
Thursday, June 9	Half-day instruction for students
Monday, June 20	School closed, Juneteenth
Monday, June 27	Last day of school for all students, Half day

**Statewide Fire Corp.**  
1 Teleport Drive Suite 202  
Staten Island NY 10311  
Tel: (718) 494-6798 Fax: (718) 494-8509

**Fire Alarm Test & Inspection Report**

Inspection Date: 5-26-2021 Account #: 721130  
Location Name: Holy Trinity Contact Name: \_\_\_\_\_  
Address: 1641 RICHMOND AVE. S.I., NY  
Phone Number: 718-494-0658

Please Complete all of the following sections: All "NO" answers must be explained in comments.

**Control Equipment**

**Panel Function**

- 1) All Alarms Received?
- 2) All circuits supervised?
- 3) Ground fault indication tested successfully?
- 4) Power supply tested successfully?
- 5) Fuses-Rating verified?
- 6) Interfaced equipment connections tested successfully?
- 7) All lamps and LEDS operational?
- 8) Secondary power supply tested successfully?
- 9) Zone labeling is correct?
- 10) Annunciator panel is operational?

YES N/A NO

X		
X		
X		
X		
X		
X		
X		
X		
X		
X		

**Signaling Devices & Circuits**

**Audible**

- 11) Horns ✓ Tested Successfully?
- 12) Chimes ✓ Tested Successfully?
- 13) Speakers ✓ Was Voice Clear?
- 14) Other 3 BELLS Tested Successfully
- 15) Is sound level at least 15 db above ambient noise level?

YES N/A NO

X		
X		
X		
X		
X		

**Visible**

- 16) Strobes ✓ Tested Successfully?
- 17) Lights ✓ Tested Successfully?
- 18) Other ✓ Tested Successfully?
- 19) 100% of signaling devices tested?

YES N/A NO

X		
X		
X		
X		
X		

**Alarm Initiating Devices & Circuits**

- 20) # Manual stations        Tested Successfully?
- 21) # Flow switches        Tested Successfully?
- 22) # Smoke detectors        Tested Successfully?
- 23) All smoke detectors cleaned using an approved method?
- 24) Sensitivity of smoke detectors Tested Successfully?  
(Every 2 Years: Last Test Date: SELF)
- 25) # Duct smoke detectors        Tested Successfully?

YES N/A NO

X		
X		
X		
X		
X		

X		
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TEST SWITCH O.K.  
FLOW BY SPRINKLER  
COMPANY



# Fire Alarm and Life Safety System Inspection Certificate

*For*

Hellenic Charter School  
646 5th Ave  
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*  
Mar 25, 2021

Building: Hellenic Charter School  
Contact: Joy Petrakos  
Title: Manager

Company: ADT Commercial LLC  
Contact: Marlon A. Henry  
Title: Technician

# Executive Summary

Generated by: BuildingReports.com

Building Information		
<b>Building:</b> Hellenic Charter School	<b>Contact:</b> Joy Petrakos	
<b>Address:</b> 646 5th Ave	<b>Phone:</b> 718-499-0957	
<b>Address:</b>	<b>Fax:</b>	
<b>City/State/Zip:</b> Brooklyn, NY 11215	<b>Mobile:</b>	
<b>Country:</b> United States of America	<b>Email:</b>	
Inspection Performed By		
<b>Company:</b> ADT Commercial LLC	<b>Inspector:</b> Marlon A. Henry	
<b>Address:</b> Red Hawk Fire & Security	<b>Phone:</b> 914-330-1320	
<b>Address:</b> 6 Skyline Dr.	<b>Fax:</b>	
<b>City/State/Zip:</b> Hawthorne, NY 10532	<b>Mobile:</b> 914-330-1320	
<b>Country:</b> United States of America	<b>Email:</b> marlon.henry@redhawkus.com	
System Control Unit		
<b>Manufacturer:</b> Edwards	<b>Inspection Date:</b> 03/25/2021	<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	
Monitoring		
<b>Company:</b>	<b>Phone:</b>	<b>Account #:</b>
Central Station Signal Verification		
<b>Type:</b>	<b>Mfg:</b>	<b>Model #:</b>
<b>Test Time/Date:</b>	<b>Restore Time</b>	



Inspection Summary								
Category	Total Items		Serviced		Passed		Failed/Other	
	Qty	%	Qty	%	Qty	%	Qty	%
Sound Test	1	1.04%	1	100.00%	1	100.00%	0	0%
Control	20	20.83%	20	100.00%	20	100.00%	0	0%
Initiating	59	61.46%	59	100.00%	59	100.00%	0	0%
Supervisory	13	13.54%	13	100.00%	13	100.00%	0	0%
Indicating	3	3.12%	3	100.00%	3	100.00%	0	0%
<b>Totals</b>	<b>96</b>	<b>100%</b>	<b>96</b>	<b>100.00%</b>	<b>96</b>	<b>100.00%</b>	<b>0</b>	<b>0%</b>
Certification								
Company: ADT Commercial LLC				Building: Hellenic Charter School				
Inspector: Marlon A. Henry				Contact: Joy Petrakos				
Signed:				Signed:				

# Notes & Recommendations

Generated by: BuildingReports.com

Building: Hellenic Charter School			Control Panel: 1 - Edwards EST-3	
<i>The Notes &amp; Recommendations Report details additional inspection notes made by the Inspectors during the course of the building inspection. Notes are grouped by Category.</i>				
ScanID	Note	Device Type	Location	Comment
Control				
32786637	1	Battery	1st Booster Panel	Passed
	over charged			
32786638	2	Battery	1st Booster Panel	Passed
	Over charged			
32786640	3	Battery	1st Booster Panel	Passed
	overcharged			
32786641	4	Battery	1st Booster Panel	Passed
	Overcharged			
Initiating				
38972937	5	Waterflow Switch	Basement Bypass Valve	Passed
	Cannot access.. CP			
33741090	6	Smoke Detector	1st Admin Office	Passed
	No access			
32786767	7	Pull Station	3rd Stair B	Passed
	Switch is broken			
33741125	8	Duct Detector	4th RTU- 1 Return Roof	Passed
	very high cannot service.. magnet tested			
33741126	9	Duct Detector	4th RTU- 1 Supply Roof	Passed
	very high not accessible.. cannot service no access to test with Magnet			
33741128	10	Duct Detector	4th RTU- 2 Return Roof	Passed
	very high not accessible			
33741129	11	Duct Detector	4th RTU- 2 Supply Roof	Passed
	very high not accessible			

# Inspection & Testing

Generated by: BuildingReports.com

Building: Hellenic Charter School		Control Panel: 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>				
Device Type	Location	Service	Time	Date
Passed				
Control				
Annunciator	1st Main Entrance	Tested	10:46:15 AM	03/25/2021
Battery	1st Booster Panel	Tested	1:31:32 PM	03/25/2021
Battery	1st Booster Panel	Tested	1:34:28 PM	03/25/2021
Battery	1st Booster Panel	Tested	2:08:57 PM	03/25/2021
Battery	1st Booster Panel	Tested	2:09:03 PM	03/25/2021
Battery	1st Booster Panel	Tested	2:09:12 PM	03/25/2021
Battery	1st Booster Panel	Tested	2:09:36 PM	03/25/2021
Battery	1st Booster Panel	Tested	2:09:52 PM	03/25/2021
Battery	1st Booster Panel	Tested	2:09:56 PM	03/25/2021
Battery	1st MFACU	Tested	2:08:42 PM	03/25/2021
Battery	1st MFACU	Tested	2:08:46 PM	03/25/2021
Communication Line	1st MFACU 718-499-2437	Visually Checked	1:31:05 PM	03/25/2021
Communication Line	1st MFACU 718-499-2443	Visually Checked	1:31:01 PM	03/25/2021
Control Panel	1st Main Office	Visually Checked	10:04:05 AM	03/25/2021
Disconnect	Basement Stair B	Tested	11:56:35 AM	03/25/2021
Power Supply	1st Main Office	Visually Checked	2:08:51 PM	03/25/2021
Power Supply	1st Main Office	Visually Checked	2:09:07 PM	03/25/2021
Power Supply	1st Main Office	Visually Checked	2:09:42 PM	03/25/2021
Power Supply	1st Main Office	Visually Checked	2:09:59 PM	03/25/2021
Special Control	1st MFACU	Tested/Cleaned	1:30:54 PM	03/25/2021
Indicating				
Bell	1st MFACU Alarm Bell	Visually Checked	10:04:20 AM	03/25/2021
Bell	1st MFACU Trouble Bell	Visually Checked	10:04:35 AM	03/25/2021
Bell	1st MFACU Water Bell	Visually Checked	10:04:13 AM	03/25/2021
Initiating				
CO Detector	Ground Classroom Corridor	Visually Checked	10:43:27 AM	03/25/2021
Duct Detector	4th RTU- 1 Return Roof	Tested	10:25:26 AM	03/25/2021
Duct Detector	4th RTU- 1 Supply Roof	Tested	10:25:40 AM	03/25/2021
Duct Detector	4th RTU- 2 Return Roof	Tested	10:27:22 AM	03/25/2021
Duct Detector	4th RTU- 2 Supply Roof	Tested	10:27:35 AM	03/25/2021
Duct Detector	4th RTU- 3 Return	Tested	10:28:38 AM	03/25/2021
Duct Detector	4th RTU- 3 Supply	Tested	10:29:20 AM	03/25/2021
Heat Detector	Basement Inside Boiler Room	Visually Checked	10:56:25 AM	03/25/2021
Heat Detector	Basement Inside Boiler Room	Visually Checked	11:38:54 AM	03/25/2021
Heat Detector	Basement Inside Fire Pump Room	Visually Checked	11:56:27 AM	03/25/2021
Heat Detector	Basement Inside Kitchen	Visually Checked	11:38:59 AM	03/25/2021
Heat Detector	Basement Inside Kitchen	Visually Checked	11:56:21 AM	03/25/2021

Device Type	Location	Service	Time	Date
<i>Passed</i>				
Heat Detector	1st Elevator Lobby	Visually Checked	11:56:53 AM	03/25/2021
Heat Detector	4th Break Room By The Gym	Visually Checked	10:31:37 AM	03/25/2021
Pull Station	Basement Boiler Room Rear Exit	Tested	10:58:28 AM	03/25/2021
Pull Station	Basement Stair A	Tested	10:58:09 AM	03/25/2021
Pull Station	Basement Stair B	Tested	11:12:42 AM	03/25/2021
Pull Station	1st main Entrance	Tested	10:44:17 AM	03/25/2021
Pull Station	1st Main Entrance Lobby	Tested	10:43:54 AM	03/25/2021
Pull Station	1st Stair A	Tested	10:42:26 AM	03/25/2021
Pull Station	1st Stair B	Tested	10:42:50 AM	03/25/2021
Pull Station	2nd Stair A	Tested	10:41:52 AM	03/25/2021
Pull Station	2nd Stair B	Tested	10:38:46 AM	03/25/2021
Pull Station	2nd Stair C	Tested	10:39:11 AM	03/25/2021
Pull Station	2nd Stair D	Tested	10:40:07 AM	03/25/2021
Pull Station	3rd Stair C	Tested	10:35:57 AM	03/25/2021
Pull Station	3rd Stair D	Tested	10:37:49 AM	03/25/2021
Pull Station	3rd Stair A	Tested	10:37:37 AM	03/25/2021
Pull Station	3rd Stair B	Tested	10:36:41 AM	03/25/2021
Pull Station	4th Storage Stair D by Stage	Tested	10:27:53 AM	03/25/2021
Pull Station	4th Stair A	Tested	10:18:28 AM	03/25/2021
Pull Station	4th Stair C Gym	Tested	10:19:14 AM	03/25/2021
Pull Station	4th Stair D	Tested	10:22:03 AM	03/25/2021
Smoke Detector	Basement Electric Room	Tested/Cleaned	10:51:06 AM	03/25/2021
Smoke Detector	Basement Elevator Mechanical Room	Tested/Cleaned	12:36:46 PM	03/25/2021
Smoke Detector	1st Besides Main FACP	Tested/Cleaned	10:44:29 AM	03/25/2021
Smoke Detector	1st Besides Main Corridor By Double Door	Tested/Cleaned	10:43:45 AM	03/25/2021
Smoke Detector	1st Admin Office	Tested/Cleaned	10:44:58 AM	03/25/2021
Smoke Detector	1st Handicapped Lift	Tested/Cleaned	10:50:30 AM	03/25/2021
Smoke Detector	1st In Center Stair	Tested/Cleaned	1:21:52 PM	03/25/2021
Smoke Detector	1st North Corridor By Center Stair	Tested/Cleaned	10:42:41 AM	03/25/2021
Smoke Detector	1st Room 105 Fire Shutter	Tested/Cleaned	10:49:42 AM	03/25/2021
Smoke Detector	1st Room 105 Fire Shutter	Tested/Cleaned	10:50:01 AM	03/25/2021
Smoke Detector	2nd By Smoke Fire Door	Tested/Cleaned	10:38:18 AM	03/25/2021
Smoke Detector	2nd By Smoke Fire Door	Tested/Cleaned	10:38:30 AM	03/25/2021
Smoke Detector	2nd Elevator Lobby	Tested/Cleaned	10:39:20 AM	03/25/2021
Smoke Detector	3rd Elevator Lobby	Tested/Cleaned	10:46:59 AM	03/25/2021
Smoke Detector	3rd IT Room	Tested/Cleaned	12:46:36 PM	03/25/2021
Smoke Detector	4th Top Of Stair Stair A	Tested/Cleaned	10:23:22 AM	03/25/2021
Smoke Detector	4th Top Of Stair Stair C	Tested/Cleaned	10:32:00 AM	03/25/2021
Smoke Detector	4th Electrical Room	Tested/Cleaned	10:24:24 AM	03/25/2021
Smoke Detector	4th Elevator Lobby	Tested/Cleaned	10:23:53 AM	03/25/2021
Smoke Detector	4th Top Of Stair D	Tested/Cleaned	10:31:08 AM	03/25/2021
Smoke Detector	Roof Top Of Stair B	Tested/Cleaned	10:33:26 AM	03/25/2021
Waterflow Switch	Basement Bypass Valve	Tested	1:16:54 PM	03/25/2021
Waterflow Switch	1st North Stair	Tested	1:23:03 PM	03/25/2021
Waterflow Switch	2nd Floor Stair A	Tested	1:02:07 PM	03/25/2021
Waterflow Switch	3rd Floor	Tested	12:51:57 PM	03/25/2021
Waterflow Switch	4th North Stair	Tested	12:50:41 PM	03/25/2021
<b>Supervisory</b>				
Tamper Switch	Basement Fire Pump Room Main Valve	Tested	1:17:38 PM	03/25/2021
Tamper Switch	Basement Fire Pump Room Main Valve	Tested	1:18:25 PM	03/25/2021

Device Type	Location	Service	Time	Date
<i>Passed</i>				
Tamper Switch	Basement Fire Pump Room Main Valve	Tested	1:20:59 PM	03/25/2021
Tamper Switch	Basement Fire Pump Room	Tested	1:11:15 PM	03/25/2021
Tamper Switch	Basement Fire Pump Room	Tested	1:12:12 PM	03/25/2021
Tamper Switch	Basement Fire Pump Room	Tested	1:20:08 PM	03/25/2021
Tamper Switch	Basement Bypass Valve	Tested	1:13:00 PM	03/25/2021
Tamper Switch	Basement Jockey Pump	Tested	1:18:48 PM	03/25/2021
Tamper Switch	Basement Jockey Pump	Tested	1:19:20 PM	03/25/2021
Tamper Switch	1st North Stair	Tested	1:23:56 PM	03/25/2021
Tamper Switch	2nd Floor	Tested	1:00:13 PM	03/25/2021
Tamper Switch	3rd Floor	Tested	1:09:50 PM	03/25/2021
Tamper Switch	4th North Stair	Tested	12:48:18 PM	03/25/2021






# Service Summary

Generated by: BuildingReports.com

Building: Hellenic Charter School		
<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	Visually Checked	3
CO Detector	Visually Checked	1
Communication Line	Visually Checked	2
Control Panel	Visually Checked	1
Disconnect	Tested	1
Duct Detector	Tested	6
Heat Detector	Visually Checked	7
Power Supply	Visually Checked	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>95</b>
<b>Grand Total</b>		<b>95</b>

# Sound and Visual Testing

Generated by: BuildingReports.com

Building: Hellenic Charter School						
<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			<input type="checkbox"/>		0001

# Battery & Power Supply Testing

Generated by: BuildingReports.com

Building: Hellenic Charter School				Control Panel: 1 - Edwards EST-3			
<i>The Battery &amp; 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.</i>							
Battery							
Type	Location	Rated Ah	Rated Volts	Pre Test	Post Test	Min Ah	Tested Ah
Passed							
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 MFACU	26	12				
Sealed Lead Acid	1st MFACU	26	12				
Power Supply							
Protection Type	Location	Rated Ah	Rated Volts		Charging Voltage		
Passed							
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			Control Panel: 1 - Edwards EST-3		
<i>The Inventory &amp; 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.</i>					
Device or Type		Category		% of Inventory	Quantity
Control Panel		Control		1.04%	1
Bell		Indicating		3.12%	3
Pull Station		Initiating		19.79%	19
Smoke Detector		Initiating		21.88%	21
Duct Detector		Initiating		6.25%	6
Heat Detector		Initiating		7.29%	7
CO Detector		Initiating		1.04%	1
Annunciator		Control		1.04%	1
Disconnect		Control		1.04%	1
Tamper Switch		Supervisory		13.54%	13
Waterflow Switch		Initiating		5.21%	5
Special Control		Control		1.04%	1
Communication Line		Control		2.08%	2
Battery		Control		10.42%	10
Power Supply		Control		4.17%	4
Sound Test		Sound Test		1.04%	1
Type	Qty	Model #	Description	Install Date	
In Service - 3 Years to 5 Years					
Ultra Tech					
Battery	2	ISO9001	Sealed Lead Acid	09/30/2016	
In Service - 5 Years to 10 Years					
Edwards					
Duct Detector	4	Siga-SD	Photoelectric	08/31/2015	
EST					
Duct Detector	2	Siga-SD	Photoelectric	08/31/2015	
Smoke Detector	2	Siga2-PS		08/31/2015	
Edwards					
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	
EST					
Annunciator	1	3-RLCM	LCD Display	11/11/2014	
Disconnect	1	SIGA-270		11/11/2014	

Heat Detector	1	Siga-HRS		11/11/2014
Heat Detector	5	Siga-HRS	Rate-of-Rise	11/11/2014
Pull Station	19	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>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
<b>Edwards</b>				
Control Panel	1	EST-3		01/06/2014

# Zone Address Report

Generated by: BuildingReports.com

Building: Hellenic Charter School			Control Panel: 1 - Edwards		EST-3
<i>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.</i>					
Address	Device Type	Location	Type	ScanID	
Zone/Circuit: 02					
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	32786767	
0205	Pull Station	2nd Stair A	Single Action	32786772	

0206	Pull Station	2nd Stair B	Single Action	32786771
0207	Pull Station	1 st Stair A	Single Action	32786775
0208	Pull Station	1 st Stair B	Single Action	32786779
0209	Pull Station	Basement Stair A	Single Action	32786776
0210	Disconnect	Basement Stair B		32786777
0210	Pull Station	Basement Stair B	Single Action	32796777
0211	Pull Station	3rd Stair C	Single Action	32786766
0212	Pull Station	2nd Stair C	Single Action	32786770
0213	Pull Station	1 st Main Entrance Lobby	Single Action	32786774
0214	Pull Station	1 st main Entrance	Single Action	33741151
<b>Zone/Circuit: 03</b>				
0002	Smoke Detector	3rd IT Room	Photoelectric	33742153
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

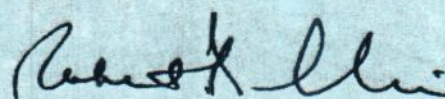
**CO Number: 500214261F**

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> Staten Island	<b>Block Number:</b> 01560	<b>Certificate Type:</b> Final
	<b>Address:</b> 1641 RICHMOND AVENUE	<b>Lot Number(s):</b> 15	<b>Effective Date:</b> 07/20/2012
	<b>Building Identification Number (BIN):</b> 5107219	<b>Building Type:</b> Altered	
<i>For zoning lot metes &amp; bounds, please see BISWeb.</i>			
<b>B.</b>	<b>Construction classification:</b> 1-C	(1968 Code)	
	<b>Building Occupancy Group classification:</b> F-3	(1968 Code)	
	<b>Multiple Dwelling Law Classification:</b> None		
	<b>No. of stories:</b> 2	<b>Height in feet:</b> 30	<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 (140), Parking (40000 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:

500214261F

## 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		OG	B-2 D-2		4	ACCESSORY STORAGE, UTILITY ROOM
OS P		OG			4	OFF STREET PARKING FOR 140 CARS
001	83	100	G D-2		4	CLASSROOMS, ACCESSORY MEETING ROOM, ACCESSORY OFFICES, ACCESSORY KITCHEN
001	400	OG	F-3		4	GYMNASIUM/ACCESSORY STORAGE
001	450	OG	F-4		4	ACCESSORY BANQUET ROOM USE IN GYMNASIUM AREA FOR CHURCH FUNCTIONS
002	175	100	G		4	CLASSROOMS
TWO STORY MASONRY CHURCH COMMUNITY CENTER BUILDING						
END OF SECTION						



Borough Commissioner



Commissioner

# 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>Address:</b> 224 18TH STREET <b>Building Identification Number (BIN):</b> 3336795	<b>Block Number:</b> 00634 <b>Lot Number(s):</b> 34  <b>Building Type:</b> Altered	<b>Certificate Type:</b> Final <b>Effective Date:</b> 12/24/2018
<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						
END OF SECTION						



Borough Commissioner



Commissioner

END OF DOCUMENT

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