

**MINUTES OF THE HELLENIC CLASSICAL CHARTER
SCHOOL BOARD MEETING
HELD ON November 20, 2017 AT 9:30 a.m.
AT
646 5th AVENUE, BROOKLYN, NEW YORK 11215**

MEMBERS AND STAFF

PRESENT

Christina Tettonis	Principal
Joy Petrakos	Director of Operations
Natasha Caban	Assistant Principal
Anastasia Etimos	Guidance Counselor
Stacy Kokkoros	Business Administrative Assistant

VIA SKYPE CONFERENCE

Charles Capetanakis	Chairman
Harvey Newman	Secretary
Nikolaos Leonardos	Treasurer
Effie Lekas	Member
Nik Mathews	Member

ABSENT

Dean Angelakos	Member
Dr. Liana Theodoratou	Excused

Charles Capetanakis chaired the meeting. Joy Petrakos acted as recorder.

The first item on the agenda is the approval of the minutes from the meeting held on November 20th, 2017. The minutes have been reviewed, transcribed and made available for public review. On a motion made by Mr. Newman and seconded by Mr. Capetanakis the minutes were unanimously approved. Mr. Capetanakis asked if there are any additions, deletions or corrections to the minutes from the last meeting as transcribed. Members of the Board, members of the public here and now, Mrs. Petrakos called the roll.

PRINCIPAL REPORT

The next item on the agenda is the Principal's report. Mr. Capetanakis stated that it was an excellent report. Mrs. Tettonis reported that we will have a Stage Bill fundraising initiative for our Holiday Extravaganza which will be held on Friday, December 22, 2017 at 9:00 a.m. Mrs. Tettonis did not realize how quickly all the pages would sell. They are predicting a very successful Stage Bill.

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Mrs. Tettonis brought to the Board's attention that we applied to Sonya Parks membership for the Diverse Charter Coalition. She informed the Board that we would like to apply to become members of this coalition and need to complete a survey to be considered. The survey requests school information about what we are doing to diversify our staff and our Board and what are we doing to increase our special education population. She also informed the Board that their data analysis is interesting and this is why we would want to be members. Mrs. Tettonis added, "our P.T.A. is diversified this year. It is a beautiful representation of our school", she said.

Mrs. Tettonis and Mrs. Kakleas had a telephone conference with the School Empowerment Network. They asked when we would be submitting our replication application. She informed them that it would be in during the summer of 2018.

Mr. Newman responded that our focus should be a quality application rather than a speedy application. The opening would be at the same time and we should not compromise the quality of our application because of a timeline established by the foundation. We want it approved the first time around, he stated. His recommendation is that we inform them of our timeline and see their response. He also stated that we should we should move forward with asking Dena Capetanakis to be the person representing our schools for community support. It is Mr. Newman's understanding that Mrs. Capetanakis had a conversation with Amy Shore from CEI and essentially once Mrs. Capetanakis agrees to accepting this new position and understands what the ramifications are then we are a go. He thinks that we will need clarity on location because the district is not small and knowing exactly where we are going to be will make a big difference. In addition, Mr. Newman asked Mrs. Petrakos to give us feedback on what the budget will allow for us to begin looking for a new person in the school to take over Mrs. Capetanakis' responsibilities.

Mrs. Tettonis responded that Mrs. Capetanakis will take the position providing that the school is able to figure out a plan along with her to assume her responsibilities. Mrs. Petrakos and Mrs. Capetanakis had a formal meeting in regards to this matter.

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Mrs. Petrakos informed the Board that she and Mrs. Capetanakis went over her current job description, updated it and then they took every single description and figured out who to delegate it to or if it were to go to a new part time employee because many of Mrs. Capetanakis' duties and responsibilities can now be carried out by our main office and Operations Manager. Although, there are some things that we need a part time person for, such as supporting the P.T.A. with events. There is a plan in place she stated and she is preparing a report with all the information.

Mr. Newman requested that Mrs. Tettonis reports back to the Board when they are ready with a plan.

Mr. Capetanakis stated that if there are decisions in this regard to be made he would like to recuse himself.

Mr. Newman asked that an Executive Committee convene as fast as they can, knowing that there is a plan in place, so that we can get Mrs. Capetanakis to begin her activities. He would like to empower her to begin the process as quickly as possible.

Mrs. Tettonis stated that we all feel that Mrs. Capetanakis is the right person for the outreach position.

Mr. Newman asked if we have the funds to hire a part time person. Mrs. Petrakos answered that we will make it work.

Mr. Capetanakis stated that he is stepping back and Mr. Leonardos as vice president will step in to make the decision and approval.

Mr. Newman stated that Mrs. Tettonis handling this initiative and is executing this plan. The Board will make the final decision. The Board agrees with this.

Mrs. Tettonis thanks everyone for their trust.

Mrs. Tettonis stated that the only piece that we do not have a handle on is where we are on facilities. Mr. Leonardos has attempted to contact the developer.

Mr. Capetanakis stated that we have found a location at Ocean Avenue and Avenue Y in Brooklyn.

DIRECTION OF OPERATIONS REPORT

Mrs. Petrakos reported that the financial audit and management letter was submitted to NYSED and NYCDOE on November 1, 2017. She also updated the Board on facilities, specifically the C of O. Mrs. Petrakos met with our architect, Jennifer Gerakaris to discuss a few pending violations. The open violations will probably be excused by the DOB with detailed documentation. She informed the Board that there might be a cost to clear the violations. Lastly, she reported that she inquired A/C quotes from various vendors. She stated that she needs the mechanical plans in order to get the quotes. We have three prospective vendors. We are hoping to plan a walk through with the vendors. Lastly, she reported to the Board that there is interest by parents to begin a Go Fund Me page as a fundraiser. She spoke with our attorney to see if it is okay for us to do something like this. Upon looking at our Facebook page, she noticed that one of our families that is part of the National History Day Fair team 2017 created their own Go Fund Me page for HCCS.

Mrs. Tettonis thanked both Mrs. Petrakos and Mrs. Caban for an excellent job that they did on writing the annual report which was submitted on November 1, 2017. She also reported that the annual Holiday Party will be on Friday, December 15, 2017 and the Holiday Extravaganza will be on Friday, December 22, 2017 at 9:00 a.m.

There being no unfinished business, Mrs. Lekas asked for a motion to adjourn. The motion to adjourn was made by Mr. Capetanakis. Mr. Leonardos seconded the motion. The meeting was adjourned at 10:15 a.m.

Harvey Newman
Harvey Newman, Secretary