

**MINUTES OF THE
HELLENIC CLASSICAL CHARTER – PARK SLOPE
SCHOOL BOARD MEETING
HELD ON MARCH 20, 2020 AT 4:30 p.m.
AT
646 5th AVENUE, BROOKLYN, NEW YORK 11215**

MEMBERS AND STAFF

PRESENT

Christina Tettonis	Superintendent
Joy Petrakos	Chief of Operations
Stacy Kokkoros	Business Administrative Assistant

VIA ZOOM CONFERENCE

Charles Capetanakis	Chairman
Harvey Newman	Secretary
Nikolaos Leonardos	Treasurer
Natasha Caban	Principal HCCS-PS
Cathy Kakleas	Principal HCCS-SI
Christina Portelos	Director of Finance & Operations
Effie Lekas	Member
Grazia Svokos	Member
Dr. Liana Theodoratou	Member
Dena Capetanakis	Director of Community and Engagement

ABSENT

Nik Mathews	Member
Dean Angelakos	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.

SUPERINTENDENT’S REPORT

Mrs. Tettonis began the meeting by remarking what an extraordinary week this has been. She thanked the Board for being behind the school every step of the way and she really appreciates her team. She further noted that just saying that they are superheroes is an understatement.

She continued to report that on Monday, March 23rd, 2020 they will need to submit a continuity plan to the SED with the remote learning plan and upload it to the portal.

Mrs. Tettonis reported that Mrs. Petrakos along with the guidance department developed an “Ask the Counselor” zoom conference between the parents and the students. This was very successful. They also met with the committee of Special Education with the Charter Center.

They were given a lot of guidance. For example, consent forms, technology needs, per pupil allocations, etc., and the use of confidential information and whether it can be shared online.

Mrs. Tettonis informed the Board that State testing has been suspended for this year. Also, food services will no longer be provided at HCCS-PS. The DOE has now designated regional centers for students to pick up food.

Student attendance is very important and needs to be monitored, she reiterated.

Mrs. Tettonis continued to state that the staff is working from home and documenting their time. From calling families every single day, making sure that they are not having problems, counseling, google classroom participation, and taking attendance. Mrs. Capetanakis is continuing to send daily emails to all the parents. The administrative assistants have all the calls being forwarded to their homes. Certificates will still be sent home for student of the month and birthdays. Everyone will be working from home, with the exception of the custodial and security staff. She continued to state that our goal is to make sure that our community is continuing to work together during this time and that there is no disruption to instruction. Testing is cancelled but we will still be held accountable as to how we are going to measure if our students meet their goals. Mrs. Tettonis is confident that everything will work out. She is very proud of her staff.

Mr. Capetanakis is also very proud of the staff and administration. He feels that the proper procedures and systems are in place. He is confident that administration is constantly overlooking student progress.

Mrs. Tettonis reported that virtual instruction will be launched on Monday, March 23, 2020 and it will be a collaborative effort. The students are very excited to see their teachers even if it is going to be virtually.

Mrs. Svokos asked whether the teachers will be teaching live or if the teachers will be recording their lessons. Mrs. Tettonis answered that it is blended according to each teacher. Student work will be posted every day at 8:00 a.m. Some teachers, depending on the grade level, will be posting a read out loud and then there will be videos and different type of things loaded and zoom conferences live.

Mr. Newman suggested that Mrs. Tettonis just keep updating them with her reports as she is doing.

CHIEF OF OPERATIONS REPORT

Mrs. Petrakos reported that she has created a comprehensive plan for all the employees to work from home. There is a schedule and assigned duties for all HCCS employees. The DOE informed us that all essential employees may continue to come into the building. She has informed security to report to the school building for both schools between 9:00 am – 2:00 pm for working parents to continue to come in and pick up materials and books. The custodians in both schools will also be in the building between the hours of 9:00 - 2:00 to clean and sanitize the school building to make it clean and safe for our return.

Mrs. Petrakos continued to report that unless there is an executive order from the government to be quarantined, these employees know to come into work. The building needs to be open, Mrs. Petrakos stated. We have a lobby full of books for working parents that have not made it in to pick up their children's books. These books have to be distributed. The leaders of the school need to be able to come into the building. There is just too much work, she said.

PRINCIPAL'S REPORT

Mrs. Caban stated that the teachers have been working very hard. Three grades are working on a live zoom. She reported that they had a live zoom check in today to see how it worked. Some of the students had technical difficulties but would try to fix it by Monday. Teachers will follow up with students that did not check in. Everyone is excited to begin.

Mrs. Capetanakis reported that she has reached out to both PTA's. The P.T.A in HCCS-SI is concerned about how to keep their parents engaged. She suggested using zoom conferencing for their P.T.A. meetings to keep the momentum going.

The next Board meeting will be held at 9:30 a.m. on April 30, 2020.

Harvey Newman
Harvey Newman, Secretary