

**MINUTES OF THE
HELLENIC CLASSICAL CHARTER – PARK SLOPE
SCHOOL BOARD MEETING
HELD ON MARCH 18, 2020 AT 9:30 a.m.
AT
646 5th AVENUE, BROOKLYN, NEW YORK 11215**

MEMBERS AND STAFF

PRESENT

Christina Tettonis	Superintendent
Joy Petrakos	Chief of Operations
Natasha Caban	Principal HCCS-PS
Christina Portelos	Director of Finance & Operations
Stacy Kokkoros	Business Administrative Assistant

VIA ZOOM CONFERENCE

Cathy Kakleas	Principal HCCS-SI
Charles Capetanakis	Chairman
Harvey Newman	Secretary
Nikolaos Leonardos	Treasurer
Effie Lekas	Member
Grazia Svokos	Member
Dr. Liana Theodoratou	Member

ABSENT

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.

SUPERINTENDENT’S REPORT

Mrs. Tettonis reported to the Board that the school is distributing laptops and iPads to the students who are in need of devices for remote learning. Emails have also been sent asking parents to let us know if they are in need of a device. HCCS-PS has had requests for 85, thus far. She added that Spectrum is giving free WIFI to students.

HCCS-PS is offering The Grab and Go school food program and it is running very smoothly. Our lunch staff is set up in the foyer to hand out food every day. Parents come in and take their breakfast and lunch, and go. This takes place between 7:00 am – 1:00 pm every day.

Mr. Capetanakis asked if the families coming to pick up food are from our school or if they district families. Mrs. Tettonis answered that they are both.

Mr. Newman asked how the teaching staff is handling everything. Mrs. Tettonis described the staff as superheroes. She is very proud and humbled by her staff. They have gone above and beyond, she said. The administration, the instructional leadership team, technology, teachers, the counselors, the office staff, everyone is amazing.

Mrs. Tettonis indicated that the State Department has mandated that we keep track of student attendance and participation during remote instruction. Google Classroom will be used to enable the teachers to monitor which students are participating. The teachers will have to fill out a report on a daily basis and send it to the pupil accounting secretary and then the DOE will inform us how this will be entered into the system for accountability. Special needs students will be serviced by their providers.

Mrs. Tettonis informed the Board that we have a Pick Up and Go schedule for books and materials in the lobbies of both campuses going on right now. Parents are coming one at a time into the school lobbies to pick up what they need.

Mrs. Tettonis reported that Parent Surveys are normally given to parents at Parent Teacher Conferences to fill out. This year parent teacher conferences were done over the phone so parent surveys were either sent home with the students or mailed home.

PRINCIPAL'S REPORT

Mrs. Caban reported that the biggest challenge will be with the occupational speech therapists. They will be personally contacting the parents and will be scheduling the meetings directly with them.

Our guidance counselors Mrs. Etimos will be contacting families to schedule date and times to provide counseling remotely, as needed.

Mrs. Caban added that the instructional leadership staff has shown their true colors and they could not have done it without them. They have been working around the clock. They have not stopped until this tremendous job is completed.

Mrs. Kakleas also added that the Park Slope leadership team has really supported the HCCS-SI teachers and they feel relieved to have them. The teachers and students love using google classroom.

Mr. Capetanakis asked how we are structuring the schedule for the students. Mrs. Caban answered that it is more of a fluid schedule. Teachers are posting daily. We are thinking of staying within the hours of 9:00 am – 2:00 pm for the teachers. Parents are still working therefore we want to make it flexible for them. We believe this will make it easier for the parents.

CHIEF OF OPERATIONS REPORT

Mrs. Lekas asked what will happen to the other employees when we go remote? Mrs. Petrakos said that the custodial and security teams will continue to work in the building. The custodians will go into summer schedule. They will paint the building, wax the floors, disinfect and clean

to prepare for the re-opening whenever that will be. The security team will keep our school open and safe. They will be at the school between the hours of 9am – 2pm for the Grab and Go and should any parents, admin, office and teachers need to pick up materials and devices from the school.

Administration also had to make sure that the teachers were knowledgeable in using this new platform and then making sure that we are prepared with lesson planning for the next two weeks. Also coming up with a system in order to communicate with the faculty.

Mrs. Petrakos congratulated the staff for all of their hard work. She expressed how united we are as a school. We are very fortunate.

Mrs. Petrakos also reported that Mr. Adam and Mr. T are creating school spirit videos that will be posted on google classroom. They are very happy, positive and energetic.

Mrs. Petrakos asked the Board if they looked into her bill.com proposal. She reiterated that if we are forced to stay home and work remotely it would make it very difficult to pay our vendors.

Mr. Capetanakis suggests that we do a special report for David Frank sharing our best practices.

Mrs. Svokos stated that we now have a plan/protocol in place for future emergencies.

Mrs. Svokos asked if the P.T.A is going to have virtual monthly meetings. Mrs. Capetanakis has been keeping in touch with the executive board and will be setting something up with both schools. She reported that the families of both schools have been very supportive and confident that we are ready.

Mr. Leonardos suggested that we reach out to the parish presidents of Kimisis Theotokou informing them that instruction will be continuing remotely.

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 10:00 a.m.

The next Board meeting will be held at HCCS-PS at 4:30 p.m. on March 20, 2020.

Harvey Newman
Harvey Newman, Secretary