

**MINUTES OF THE  
HELLENIC CLASSICAL CHARTER – STATEN ISLAND  
SCHOOL BOARD MEETING  
HELD ON MARCH 16, 2020 AT 10:00 a.m.  
AT  
646 5<sup>th</sup> AVENUE, BROOKLYN, NEW YORK 11215**

**MEMBERS AND STAFF**

**PRESENT**

Christina Tettonis	Superintendent
Natasha Caban	Principal HCCS-PS
Christina Portelos	Director of Finance & Operations
Stacy Kokkoros	Business Administrative Assistant
Dena Capetanakis	Director of Community & Engagement

**VIA ZOOM CONFERENCE**

Joy Petrakos	Chief of Operations
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**

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.

The first item on the agenda is the approval of the minutes of the meeting on February 27, 2020. On a motion made by Mr. Leonardos and seconded by Mr. Newman, the minutes were unanimously approved.

The first agenda item was the creation of a new not-for-profit, Friends of Hellenic Classical Charter School. Mr. Capetanakis reported that it would be beneficial if the HCCS-SI lease was assigned to a separate entity, a Friends of organization. This will enable us to take advantage of the full rental reimbursement for SI. The creation of this entity will allow us to be reimbursed for additional expenses such as utilities, electricity, maintenance, etc. Mr. Capetanakis indicated that the board members cannot be the same as our present Board. Mr. Capetanakis motioned for the adoption of the new not-for-profit, Friends of Hellenic Classical

Charter School. Mr. Leonardos seconded the motion. There being no further discussion, the motion carries.

The second agenda item was the retention of a financial institution to finance the costs of the new building. The recommendation to the Board from the team is that we engage with the Royal Bank of Canada (RBC) for bond financing. Mr. Capetanakis motioned for the adoption for the retention of RBC for financing. Mr. Leonardos seconds the motion. There being no further discussion, the motion carries unanimously.

### **SUPERINTENDENT'S REPORT**

Mrs. Tettonis began by sincerely thanking the Board and the team. The support that the Board has provided is overwhelming. She knows how much time and energy is needed to make the decisions that had to be made. She is very appreciative and thankful to the whole Board.

Mr. Leonardos inquired about the plan going forward to recruit new students now that the schools are closed and we are unable to hold open houses. He emphasized that enrollment is critical for HCCS-SI. Mrs. Tettonis answered that since we cannot have a traditional open house we are planning on having virtual open houses with designated times to call, email or drop off applications and answer questions.

Mrs. Svokos suggested that we use social media for outreach. Mrs. Petrakos advised that we have one Facebook and one Instagram for both schools. When posting, Mrs. Petrakos will hashtag specific events to the specific campuses. Mrs. Svokos continued by recommending that we post videos with the staff speaking to the students. Mrs. Petrakos said that they are planning on recording the individuals who regularly speak at the Open Houses to be on this virtual Open House tour.

Mrs. Tettonis reported that Mrs. Caban and Mrs. Kakleas met today and are working on a plan for the staff which is coming into work tomorrow in regard to remote learning. This must be a long term plan and very consistent. The plan must be clear for parents so they know what the expectations are. Mrs. Tettonis is very impressed with both Mrs. Caban and Mrs. Kakleas because they have been working and preparing for this for weeks. We are ahead of the game, she said. She also expressed concern about continued salaries for the the non-instructional employees.

Mrs. Petrakos stated that our attorney advised that the teachers will continue to be paid per their contract since they are still working. The hourly based employees (custodians, security, non-instructional employees) should not get paid if they are not working in the building. If any of the hourly employees need any kind of leave they should take it. NYS has eliminated the seven day leave period to receive unemployment benefits. Mrs. Svokos suggested that if they need to they should use their vacation days.

The administration and teachers will continue to work remotely throughout the COVID-19 school closure. Mrs. Petrakos said she is working on a plan to keep the employees working. She expressed that there is a need for the custodial and security personnel to remain working in the building. Mr. Leonardos expressed concern for any layoffs and thanked Mrs. Petrakos for

putting a plan in place for our non-instructional staff. This is all contingent on Mrs. Petrakos' plan to keep the operations working provided there are no cuts with the per pupil funding. Mrs. Svokos asked if we have enough technology devices to give out to our students. Mrs. Caban informed the board that the teachers will be reaching out to the parents to see who will need a device for remote learning. The parents will need to sign the device out and be responsible for it. Mrs. Petrakos met with Anthony Underwood, our IT Specialist, and she put a plan in place. Mr. Anthony already begun preparing the devices for distribution.

Mr. Leonardos suggested that we have another Board meeting during the week. Mr. Capetanakis agreed and set two meetings, one for Wednesday, March 18, 2020 at 9:30 a.m. and Friday, March 20, 2020 at 3:00 p.m.

Mr. Capetanakis congratulated the HCCS team for an outstanding job.

### **CHIEF OF OPERATIONS REPORT**

Mrs. Petrakos brought to the Board's attention the need to implement for bill.com, an online vendor payment system, at this time. Bill.com would save time, money and data input. Mr. Leonardos had some reservations about the approval and check signing process. Mrs. Portelos clarified that the approvals are built into the system and the check signors would get a notification to approve the payments. Everything will be electronic. Further discussions would be made.

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 10:40 a.m.

The next Board meeting will be held at HCCS-PS at 9:30 a.m. on March 18, 2020.

*Harvey Newman*  
Harvey Newman, Secretary