



# Entry 1 School Information and Cover Page

Created: 07/09/2018 • Last updated: 07/31/2018

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 authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer (**as of June 30, 2018**) or you may not be assigned the correct tasks.

**a. SCHOOL NAME** HELLENIC CLASSICAL CS (NYC CHANCELLOR)

(Select name from the drop down menu)

**b. CHARTER AUTHORIZER (As of June 30th, 2018)** NYCDOE-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

**c. DISTRICT / CSD OF LOCATION** NYC CSD 15

## d1. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
646 5th Avenue Brooklyn, NY 11215	718-499-0957	718-499-0959	<a href="mailto:Joy.Petrakos@hccs-nys.org">Joy.Petrakos@hccs-nys.org</a>

## d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Christina Tettonis
Title	Principal
Emergency Phone Number (###-###-####)	[REDACTED]

**e. SCHOOL WEB ADDRESS (URL)** [www.hccs-nys.org](http://www.hccs-nys.org)

**f. DATE OF INITIAL CHARTER** 02/2005

**g. DATE FIRST OPENED FOR INSTRUCTION** 09/2005

## **h1. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

### **MISSION STATEMENT**

The Hellenic Classical Charter School will provide students in grades kindergarten through eight with a rigorous classical education that is rich in challenging content. The school will instruct all students using the Core Knowledge curriculum and will supplement all instruction with the classical study of the Greek and Latin languages, as well as history, art, and other cultural studies. The school will utilize didactic instruction, coaching and Socratic questioning (Paideia). All students will leave the school prepared intellectually, socially, and emotionally to gain entry to and succeed in the best high schools in New York City.

## **h2. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

KEY DESIGN ELEMENTS (Brief heading followed by a description of each Key Design Elements (KDE). 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. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

Variable 1	A rigorous classical education that is rich in challenging content.
Variable 2	Supplementing instruction with classical study of the Greek and Latin language, as well as history, art and other cultural studies.
Variable 3	Preparing students to gain entry into and succeed in the best high schools in New York City (NYC).
Variable 4	(No response)
Variable 5	(No response)
Variable 6	(No response)
Variable 7	(No response)
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

**i. TOTAL ENROLLMENT ON JUNE 30, 2018**      479

**j. GRADES SERVED IN SCHOOL YEAR 2017-18**

Check all that apply

Grades Served	K, 1, 2, 3, 4, 5, 6, 7, 8
---------------	---------------------------

**k1. DOES THE SCHOOL** No  
**CONTRACT WITH A CHARTER OR**  
**EDUCATIONAL MANAGEMENT**  
**ORGANIZATION?**

**l1. FACILITIES**

Does the school maintain or operate multiple sites?

No, just one site.
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**l2. SCHOOL SITES**

Please list the sites where the school will operate for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site (K-5, 6-9, etc.)	Receives Rental Assistance	Rental Assistance for Which Grades (write N/A if applicable)
Site 1 (same as primary site)	646 5th Avenue Brooklyn, NY 11215	718-499-0957	NYC CSD 15	K-8	No	N/A
Site 2						
Site 3						

**I2a. 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	Joy Petrakos	718-499-0957	718-499-0958	<a href="mailto:Joy.Petrakos@hccs-nys.org">Joy.Petrakos@hccs-nys.org</a>
Complaint Contact	Christina Tettonis	718-499-0957	718-499-0958	<a href="mailto:CTettonis@hccs-nys.org">CTettonis@hccs-nys.org</a>
DASA Coordinator	Joy Petrakos	718-499-0957	718-499-0958	<a href="mailto:Joy.Petrakos@hccs-nys.org">Joy.Petrakos@hccs-nys.org</a>

**m1. Are any sites in co-located space? If yes, please proceed to the next question.** No

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

**m3. Upload a current Certificate of Occupancy (COO) for each school site that is located in private space in NYC or located outside of NYC. Except for schools in district space (co-location space), school must provide a copy of the annual fire inspection report.**

**Site 1 Certificate of Occupancy (COO)**

<https://nysed-cso-reports.fluidreview.com/resp/17508374/yFPTXS6fVv/>

**Site 1 Fire Inspection Report**

<https://nysed-cso-reports.fluidreview.com/resp/17508374/nBjtmqxAKU/>

**Site 2 Certificate of Occupancy**

(No response)



## Site 2 Fire Inspection Report

(No response)

## Site 3 Certificate of Occupancy

(No response)

## Site 3 Fire Inspection Report

(No response)

**n1. Were there any revisions to the school's charter during the 2017-18 school year? (Please include approved or pending material and non-material charter revisions).**

No

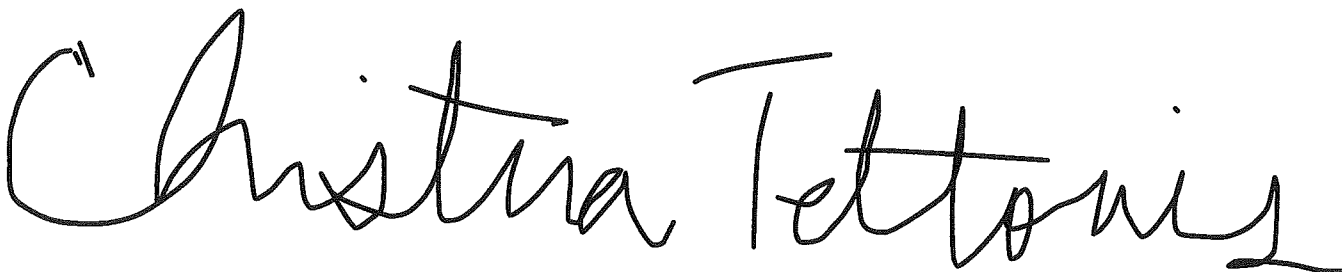
**o. Name and Position of Individual(s) Who Completed this Annual Report.**

Christina Tettonis, Principal, Joy Petrakos, Director of Operations  
Natasha Caban, Assistant Principal, Anastasia Etimos, Greek Coordinator and Guidance Counselor and Cathy Kakleas, Literacy Coach

**p. Our signatures (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. Check YES if you agree and then use the mouse on your PC or the stylist on your mobile device to sign your name).**

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink that reads "Christina Tettonis". The signature is written in a cursive, flowing style with a large initial 'C'.

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

Charles Capotomas

**Date**

2018/07/23

**Thank you.**

# Certificate of Occupancy

**CO Number:** 310136493T003

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>Block Number:</b> 00634	<b>Certificate Type:</b> Temporary
	<b>Address:</b> 224 18TH STREET	<b>Lot Number(s):</b> 34	<b>Effective Date:</b> 10/17/2018
	<b>Building Identification Number (BIN):</b> 3336795		<b>Expiration Date:</b> 01/15/2019
	<b>Building Type:</b> Altered		
<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>Outstanding requirements for obtaining Final Certificate of Occupancy:</b>			
There are 11 outstanding requirements. Please refer to BISWeb for further detail.			
<b>Borough Comments:</b>			
OK TO RENEW TCO#3 FOR 90 DAYS AS PREVIOUSLY ISSUED.			



Borough Commissioner



Commissioner

# Certificate of Occupancy

CO Number: 310136493T003

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

310136493/003 10/17/2018 4:46:24 PM



# Certificate of Occupancy

CO Number: 310136493T002

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> Borough: Brooklyn Address: 224 18TH STREET Building Identification Number (BIN): 3336795	Block Number: 00634	Certificate Type: Temporary
	Lot Number(s): 34	Effective Date: 07/05/2018
	Building Type: Altered	Expiration Date: 10/03/2018

*For zoning lot metes & bounds, please see BISWeb.*

<b>B.</b>	Construction classification: 1	(Prior to 1968 Code)
	Building Occupancy Group classification: E	(2014/2008 Code)
	Multiple Dwelling Law Classification: None	
	No. of stories: 4	Height in feet: 59
		No. of dwelling units: 0
<b>C.</b>	Fire Protection Equipment: Fire alarm system, Sprinkler system, Fire Suppression system	
<b>D.</b>	Type and number of open spaces: Parking spaces (10), Parking (1953 square feet)	
<b>E.</b>	This Certificate is issued with the following legal limitations: None	

**Outstanding requirements for obtaining Final Certificate of Occupancy:**

There are 11 outstanding requirements. Please refer to BISWeb for further detail.

**Borough Comments:**

OK TO RENEW TCO#2 FOR 90 DAYS AS PREVIOUSLY ISSUED

Borough Commissioner

Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

# Certificate of Occupancy

CO Number: 310136493T002

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

310136493/002 7/17/2018 12:00:58 PM

# 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*  
*Sep 30, 2016*

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

Company: Red Hawk Fire & Security  
Contact: Marlon A. Henry  
Title: Technician

# Executive Summary

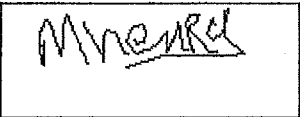
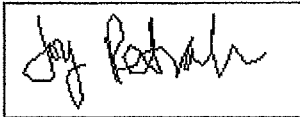
Generated by: BuildingReports.com

<b>Building Information</b>		
<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>	
<b>Inspection Performed By</b>		
<b>Company:</b> Red Hawk Fire & Security	<b>Inspector:</b> Marlon A. Henry	
<b>Address:</b> 6 Skyline Drive	<b>Phone:</b> 914-330-1320	
<b>Address:</b>	<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	
<b>System Control Unit</b>		
<b>Manufacturer:</b> Edwards	<b>Inspection Date:</b> 09/30/2016	<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> 4.0	<b>Version Date:</b> 08/19/2015	<b>NAC Style:</b> Y
<b>Location:</b> 1st Main Office	<b>Current Protection:</b> Breaker	
<b>Monitoring</b>		
<b>Company:</b>	<b>Phone:</b>	<b>Account #:</b>
<b>Central Station Signal Verification</b>		
<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	%
Supervisory	10	10.53%	10	100.00%	10	100.00%	0	0%
Sound Test	1	1.05%	0	0%	0	0%	0	0%
Indicating	3	3.16%	3	100.00%	3	100.00%	0	0%
Initiating	62	65.26%	62	100.00%	62	100.00%	0	0%
Control	19	20.00%	19	100.00%	19	100.00%	0	0%
<b>Totals</b>	<b>95</b>	<b>100%</b>	<b>94</b>	<b>98.95%</b>	<b>94</b>	<b>100.00%</b>	<b>0</b>	<b>0%</b>

Certification	
Company: Red Hawk Fire & Security	Building: Hellenic Charter School
Inspector: Marlon A. Henry	Contact: Joy Petrakos
	
Signed: Sep 30, 2016 4:52:38 PM	Signed: Sep 30, 2016 3:08:48 PM

Marlon A. Henry	
Certification Type	Number
NYC FDNY Certificate of Fitness S-98	88062401

# Notes & Recommendations

Generated by: BuildingReports.com

Building: Hellenic Charter School				
The Notes & Recommendations Report details additional inspection notes made by the Inspectors during the course of the building inspection. Notes are grouped by Category.				
<b>General Note</b>				
upon Arrival FACP was in normal position tested smoke detectors ,water flow ,heat Detectors ,tamper switch everything works fine leave the site FACP was in normal .				
Building: Hellenic Charter School		Control Panel: 1 - Edwards EST-3		
ScanID	Note	Device Type	Location	Comment
<b>Initiating</b>				
33741125	2	Duct Detector	4th RTU- 1 Return Roof	Passed
	unavailable to reach			
33741126	3	Duct Detector	4th RTU- 1 Supply Roof	Passed
	Unavailable to reach			
33741128	4	Duct Detector	4th RTU- 2 Return Roof	Passed
	Unavailable to reach			
33741129	5	Duct Detector	4th RTU- 2 Supply Roof	Passed
	Unavailable to reach			

# 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
<b>Passed</b>				
<b>Control</b>				
Annunciator	1st Main Entrance	Visually Checked	3:03:52 PM	09/30/2016
Battery	1st Booster Panel	Tested	2:23:00 PM	09/30/2016
Battery	1st Booster Panel	Tested	2:23:06 PM	09/30/2016
Battery	1st Booster Panel	Tested	2:24:56 PM	09/30/2016
Battery	1st Booster Panel	Tested	2:26:00 PM	09/30/2016
Battery	1st Booster Panel	Tested	2:39:31 PM	09/30/2016
Battery	1st Booster Panel	Tested	2:39:40 PM	09/30/2016
Battery	1st Booster Panel	Tested	3:03:01 PM	09/30/2016
Battery	1st Booster Panel	Tested	3:03:35 PM	09/30/2016
Battery	1st MFACU	Tested	2:18:27 PM	09/30/2016
Battery	1st MFACU	Tested	2:18:32 PM	09/30/2016
Communication Line	1st MFACU 718-499-2437	___SERVICE___	9:19:46 AM	09/30/2016
Communication Line	1st MFACU 718-499-2443	___SERVICE___	9:19:43 AM	09/30/2016
Control Panel	1st Main Office	Tested	8:32:37 AM	09/30/2016
Power Supply	1st Main Office	Tested	8:32:53 AM	09/30/2016
Power Supply	1st Main Office	Tested	8:33:07 AM	09/30/2016
Power Supply	1st Main Office	Tested	8:33:45 AM	09/30/2016
Power Supply	1st Main Office	Tested	8:33:57 AM	09/30/2016
Special Control	1st MFACU	Tested	2:47:30 PM	09/30/2016
<b>Indicating</b>				
Bell	1st MFACU Alarm Bell	Tested	9:19:24 AM	09/30/2016
Bell	1st MFACU Trouble Bell	Tested	9:19:17 AM	09/30/2016
Bell	1st MFACU Water Bell	Tested	9:19:15 AM	09/30/2016
<b>Initiating</b>				
CO Detector	1st Besides Main Corridor By Double Door	Tested	11:11:56 AM	09/30/2016
Duct Detector	4th RTU- 1 Return Roof	Visually Checked	2:11:22 PM	09/30/2016
Duct Detector	4th RTU- 1 Supply Roof	Visually Checked	2:12:48 PM	09/30/2016
Duct Detector	4th RTU- 2 Return Roof	Visually Checked	2:14:14 PM	09/30/2016
Duct Detector	4th RTU- 2 Supply Roof	Visually Checked	2:17:25 PM	09/30/2016
Duct Detector	4th RTU- 3 Return	Tested/Cleaned	1:11:17 PM	09/30/2016
Duct Detector	4th RTU- 3 Supply	Tested/Cleaned	1:10:57 PM	09/30/2016
Heat Detector	Basement Inside Boiler Room	Visually Checked	11:20:00 AM	09/30/2016
Heat Detector	Basement Inside Boiler Room	Visually Checked	11:20:38 AM	09/30/2016
Heat Detector	Basement Inside Fine Pump Room	Visually Checked	11:29:25 AM	09/30/2016
Heat Detector	Basement Inside Kitchen	Visually Checked	11:21:23 AM	09/30/2016
Heat Detector	Basement Inside Kitchen	Visually Checked	11:21:39 AM	09/30/2016
Heat Detector	1st Elevator Lobby	Visually Checked	11:35:54 AM	09/30/2016

Device Type	Location	Service	Time	Date
<b>Passed</b>				
Heat Detector	4th Break Room By The Gym	Visually Checked	9:30:22 AM	09/30/2016
Pull Station	Basement Boiler Room Rear Exit	Tested	11:19:14 AM	09/30/2016
Pull Station	Basement Stair A	Tested	11:26:09 AM	09/30/2016
Pull Station	Basement Stair B	Tested	11:18:21 AM	09/30/2016
Pull Station	1st main Entrance	Tested	9:08:38 AM	09/30/2016
Pull Station	1st Main Entrance Lobby	Tested	11:08:32 AM	09/30/2016
Pull Station	1st Stair A	Tested	11:12:43 AM	09/30/2016
Pull Station	1st Stair B	Tested	11:11:33 AM	09/30/2016
Pull Station	2nd Stair A	Tested	9:58:08 AM	09/30/2016
Pull Station	2nd Stair B	Tested	9:59:45 AM	09/30/2016
Pull Station	2nd Stair C	Tested	10:00:32 AM	09/30/2016
Pull Station	2nd Stair D	Tested	10:01:39 AM	09/30/2016
Pull Station	3rd Stair C	Tested	9:45:50 AM	09/30/2016
Pull Station	3rd Stair D	Tested	9:44:07 AM	09/30/2016
Pull Station	3rd Stair A	Tested	9:57:07 AM	09/30/2016
Pull Station	3rd Stair B	Tested	9:49:57 AM	09/30/2016
Pull Station	4th Stair A	Tested	9:23:53 AM	09/30/2016
Pull Station	4th Stair C Gym	Tested	9:31:03 AM	09/30/2016
Pull Station	4th Stair D	Tested	9:31:35 AM	09/30/2016
Pull Station	4th Storage Stair D by Stage	Tested	9:33:22 AM	09/30/2016
Smoke Detector	Basement Elevator Mechanical Room	Tested/Cleaned	11:22:53 AM	09/30/2016
Smoke Detector	1st Handicapped Lifted	Tested/Cleaned	2:46:27 PM	09/30/2016
Smoke Detector	1st In Center Stair	Tested/Cleaned	1:28:29 PM	09/30/2016
Smoke Detector	1st North Corridor By Center Stair	Tested/Cleaned	11:11:15 AM	09/30/2016
Smoke Detector	1st Room 105 Fire Shutter	Tested/Cleaned	2:41:11 PM	09/30/2016
Smoke Detector	1st Room 105 Fire Shutter	Tested/Cleaned	2:47:07 PM	09/30/2016
Smoke Detector	1st Special Events Office	Tested/Cleaned	2:46:55 PM	09/30/2016
Smoke Detector	1st Besides Main FACP	Tested/Cleaned	9:09:17 AM	09/30/2016
Smoke Detector	1st Besides Main Corridor By Double Door	Tested/Cleaned	11:09:11 AM	09/30/2016
Smoke Detector	2nd By Smoke Fire Door	Tested/Cleaned	9:58:34 AM	09/30/2016
Smoke Detector	2nd By Smoke Fire Door	Tested/Cleaned	9:59:15 AM	09/30/2016
Smoke Detector	2nd Elevator Lobby	Tested/Cleaned	10:00:46 AM	09/30/2016
Smoke Detector	3rd Elevator Lobby	Tested/Cleaned	9:49:09 AM	09/30/2016
Smoke Detector	3rd IT Room	Tested/Cleaned	9:53:08 AM	09/30/2016
Smoke Detector	4th Electrical Room	Tested/Cleaned	1:13:27 PM	09/30/2016
Smoke Detector	4th Elevator Lobby	Tested/Cleaned	9:37:52 AM	09/30/2016
Smoke Detector	4th Top Of Stair D	Tested/Cleaned	9:37:35 AM	09/30/2016
Smoke Detector	4th Roof Top Of Stair B	Tested/Cleaned	9:55:27 AM	09/30/2016
Smoke Detector	4th Top Of Stair D	Tested/Cleaned	9:35:29 AM	09/30/2016
Smoke Detector	4th Top Of Stair Stair A	Tested/Cleaned	9:28:43 AM	09/30/2016
Smoke Detector	4th Top Of Stair Stair C	Tested/Cleaned	9:47:25 AM	09/30/2016
Waterflow Switch	Basement Bypass Valve	Tested	1:59:20 PM	09/30/2016
Waterflow Switch	Basement Bypass Valve	Tested	2:02:58 PM	09/30/2016
Waterflow Switch	Basement Jacky Pump	Tested	1:52:04 PM	09/30/2016
Waterflow Switch	Basement Jacky Pump	Tested	1:55:21 PM	09/30/2016
Waterflow Switch	1st North Stair	Tested	1:21:57 PM	09/30/2016
Waterflow Switch	3rd Floor	Tested	1:18:07 PM	09/30/2016
Waterflow Switch	3rd Floor	Tested	1:19:51 PM	09/30/2016
Waterflow Switch	4th North Stair	Tested	1:14:49 PM	09/30/2016
<b>Supervisory</b>				

Device Type	Location	Service	Time	Date
<i>Passed</i>				
Tamper Switch	Basement Fire Pump Room	Tested	1:47:14 PM	09/30/2016
Tamper Switch	Basement Fire Pump Room	Tested	2:06:05 PM	09/30/2016
Tamper Switch	Basement Fire Pump Room	Tested	2:08:39 PM	09/30/2016
Tamper Switch	Basement Fire Pump Room Main Valve	Tested	1:47:48 PM	09/30/2016
Tamper Switch	Basement Fire Pump Room Main Valve	Tested	1:48:02 PM	09/30/2016
Tamper Switch	Basement Fire Pump Room Main Valve	Tested	2:05:56 PM	09/30/2016
Tamper Switch	2nd Floor	Tested	1:19:27 PM	09/30/2016
Tamper Switch	2nd North Stair	Tested	1:21:01 PM	09/30/2016
Tamper Switch	3rd Floor	Tested	1:17:42 PM	09/30/2016
Tamper Switch	4th North Stair	Tested	1:15:29 PM	09/30/2016

# Service Summary

Generated by: BuildingReports.com


Building: Hellenic Charter School		
The Service Summary section provides an overview of the services performed in this report.		
Device Type	Service	Quantity
<i>Passed</i>		
Annunciator	Visually Checked	1
Battery	Tested	10
Bell	Tested	3
CO Detector	Tested	1
Communication Line	___SERVICE___	2
Control Panel	Tested	1
Duct Detector	Tested/Cleaned	2
Duct Detector	Visually Checked	4
Heat Detector	Visually Checked	7
Power Supply	Tested	4
Pull Station	Tested	19
Smoke Detector	Tested/Cleaned	21
Special Control	Tested	1
Tamper Switch	Tested	10
Waterflow Switch	Tested	8
Total		94

# Sound and Visual Testing

Generated by: BuildingReports.com

Building: Hellenic Charter School

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.

<input type="checkbox"/> Location	 Comment	Ambient	Alarm	Intelligibility		Sound
		◀ dB	◀ dB	Voice	STI	Test
Untested						
Sound Test Points						
All Floors				<input type="checkbox"/>		0001

# Battery & Power Supply Testing

Generated by: BuildingReports.com

Building: Hellenic Charter School				Control Panel: 1 - Edwards				EST-3
<i>The Control &amp; Power 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>								
Type	Location	Rated Ah	Rated Volts	Pre Test	Post Test	Min Ah	Tested Ah	
<i>Passed</i>								
Battery								
Sealed Lead Acid	1st Booster Panel	7	12	12.97	12.80			



# Inventory & Warranty Report

Generated by: BuildingReports.com

Building: Hellenic Charter School Control Panel: 1 - Edwards EST-3

The Inventory & 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.

Device or Item	Category	% of Inventory	Quantity
Control Panel	Control	1.05%	1
Power Supply	Control	4.21%	4
Pull Station	Initiating	20.00%	19
Smoke Detector	Initiating	22.11%	21
Bell	Indicating	3.16%	3
Communication Line	Control	2.11%	2
Heat Detector	Initiating	7.37%	7
CO Detector	Initiating	1.05%	1
Duct Detector	Initiating	6.32%	6
Waterflow Switch	Initiating	8.42%	8
Tamper Switch	Supervisory	10.53%	10
Battery	Control	10.53%	10
Special Control	Control	1.05%	1
Annunciator	Control	1.05%	1

Type	Qty	Model #	Description	Install Date
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## New (under 90 days)

### Ultra Tech

Battery	2	ISO9001	Sealed Lead Acid	09/30/2016
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## In Service - 1 Year to 2 Years

### Edwards

Duct Detector	4	Siga-SD	Photoelectric	08/31/2015
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### EST

Duct Detector	2	Siga-SD	Photoelectric	08/31/2015
Smoke Detector	2	Siga2- PS		08/31/2015

### Edwards

Annunciator	1	3-RLCM	LED List	11/11/2014
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

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



# Entry 2 NYS School Report Card Link

Created: 07/12/2018 • Last updated: 07/31/2018

## HELLENIC CLASSICAL CS (NYC CHANCELLOR)

### 1. CHARTER AUTHORIZER (As of June 30th, 2018) NYCDOE-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

### 2. NEW YORK STATE REPORT CARD

**Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).**

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided).

<https://data.nysed.gov/reportcard.php?instid=800000058308&year=2017&createreport=1&enrollment=1&avgclasssize=1&freelunch=1&attendance=1&suspensions=1&teacherqual=1&teacherturnover=1&staffcounts=1&38ELA=1&38MATH=1&48SCI=1&lep=1&naep=1&regents=1&nysestat=1&elemELA=1&elemMATH=1&elemSci=1&unweighted=1>



# Entry 3 Progress Toward Goals

Created: 07/19/2018 • Last updated: 11/01/2018

## 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 by November 1st.

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

If performance data is not available by August 1st, please state this in the last column and update by November 1st.

#### 2017-18 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	Indicate if data is not available. If/when available, Describe Efforts School Will Take If Goal Is Not Met
Academic Goal 1	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, at a Level 2 on the final consonants, blending, segmenting, ABC recognition, writing, spelling, decoding, sight words, and emergent reading strands on the Spring administration of the Fox in a Box early literacy assessment.	Fox in a Box assessment was administered to kindergarten students enrolled in the 2017-18 school year.	Met	
	Each year, 75% of the 1st grade students who were enrolled on BEDS day			

Academic Goal 2	for two consecutive years will perform at or above a Level 4 on the spelling, decoding, vocabulary, and reading comprehension strands on the Spring administration of the Fox in a Box early literacy assessment.	Fox in a Box assessment was administered to first grade students enrolled in the 2017-18 school year.	Met
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Academic Goal 3	Each year, 75% of the 2nd grade students who were enrolled on BEDS day for two consecutive years will perform at or above a Level 6 on the spelling, decoding, vocabulary, sight words, reading accuracy and reading comprehension strands on the Spring administration of the Fox in a Box early literacy assessment.	Fox in a Box assessment was administered to second grade students enrolled in the 2017-18 school year.	Met
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Academic Goal 4	Each year, students in Grades 2 through 8 who were enrolled in the school for at least two consecutive BEDS dates will average an NCE of 50 on the ITBS Reading Test.	The Iowa Test of the Basic Skills (ITBS) administered to students in grades 2 through 8 in the Spring of 2017 and 2018.	Met
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Academic Goal 5	Each year, students in Grades 2 through 8 who were enrolled in the school for at least two consecutive BEDS dates will average an NCE of 50 on the ITBS Math Test.	The Iowa Test of the Basic Skills (ITBS) administered to students in grades 2 through 8 in the Spring of 2017 and 2018.	Met
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HCCS partially met this goal by our

Academic Goal  
6

Each year, grade-level cohorts of students (for Grades 2 and above) will reduce by one-half the gap between their average NCE in the previous Spring administration of the ITBS, a nationally-normed reading test, and NCE of 50 (grade level) in the current Spring. If a grade-level cohort exceeds an NCE of 50 in the previous year, the cohort is expected to show at least an increase in the current year.

The Iowa Test of Basic Skills (ITBS) administered to students in grades 2 through 8 in the Spring of 2017 and 2018.

Not Met

grade-level cohorts attaining and maintaining an NCE score of 50 or above in the area of reading. However, three grades fell short of reducing by one-half the gap from the previous year's assessment results. Our instructional practices in the area of ELA continues to be enhanced as results from our interim and cumulative assessments data are analyzed. Our approach and focus remains on vocabulary development, small group instruction, reading fluency and instructional shifts required to address current trends in our data. Grade-level cohorts annually make progress towards reducing the gap each year.

In the area of math, grade level cohorts all exceeded an average NCE score of 50 or above on the Spring administration of the ITBS. However, three grades did not meet the goal of reducing the gap in the Spring of 2018. Despite overall student growth in math proficiency each year, grade-level cohorts fall short of reaching this part of the goal.

Academic Goal  
7

Each year, grade-level cohorts of students (for Grades 2 and above) will reduce by one-half the gap between their average NCE in the previous Spring administration of the ITBS, a nationally-normed mathematics test, and NCE of 50 (grade level) in the current Spring. If a grade-level cohort exceeds an NCE of 50 in the previous year, the cohort is expected to show at least an increase in the current year.

The Iowa Test of Basic Skills (ITBS) administered to students in grades 2 through 8 in the Spring of 2017 and 2018.

Not Met

HCCS is continuing to make instructional enhancements to address areas or specific standards that may need additional focus. Instructional practices such as the integration of technology along with STEAM to engage students in interactive math programs and math project based learning within the classroom are a focus for administration and instructional leaders. As reflected in our instructional plan for ELA, students are working in small groups that are structured where teachers or academic service providers provide students with explicit teaching of strategies, math academic vocabulary and building student's mathematical fluency to ensure they are meeting individual student needs. Technology has become an integral part of our math instructional program and is used as a vital supplement to student learning. To ensure we are meeting the needs of our learners, interactive math learning through various centers occurs weekly. Professional

development has focused on the new concept and strategy of "Number Talks" which helps students deeply engage with numbers and problem solving.

Academic Goal 8	<p>Greek Proficiency Goals:</p> <p>Kindergarten: By the end of the school year, students who were enrolled on BEDS 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>	<p>The HCCS Greek Assessments in Letter Recognition, Writing and the Verbal Common Assessment administered to students in Kindergarten.</p>	Met
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**2. Do have more academic goals to add?** (No response)

## 2017-18 Progress Toward Attainment of Academic Goals

Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
<p>First Grade:</p> <p>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</li> </ul>			

Academic Goal 9	<p>be able to write all the Greek alphabet in print, as measured by a Greek Letter Recognition and Writing Common Assessment</p> <ul style="list-style-type: none"> <li>- 75% of students will perform proficiently in listening, as measured by the HCCS Greek Listening Common Assessment.</li> <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>	<p>The HCCS Greek Assessments in Letter Recognition, Writing, Listening, Reading and Verbal Common Assessments administered to students in grade 1 for the 2017-2018 school year.</p>	Met
Academic Goal 10	<p>Second through Seventh Grades: 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 perform proficiently in oral, reading, listening and writing skill, as measured by the HCCS Greek Verbal, Reading, Listening, and Writing Common Assessments.</li> </ul>	<p>The HCCS Greek Verbal, Reading, Listening and Writing Common Assessments to administered to students in grades 2 through 7 for the 2017-2018 school year.</p>	Met
HCCS fell short of this goal for the 2017-2018 school year, despite an increase of students who			



Academic Goal  
11

Eighth Grade:  
Each year, 100% of  
HCCS Grade 8  
students who have  
been recommended  
by the Greek  
department to sit for  
the NYSED High  
School Regents exam  
will pass the Greek  
Regents Exam with  
an average passing  
score of at least 75%.

NYSED High School  
Greek Regents Exam

Not Met

passed the Greek  
Regent. 91% of  
students who  
participated in the  
regent passed  
however, only 73% of  
students met the  
score of 75% or  
higher. HCCS  
administration  
continues to revisit  
the process and  
course outline for  
students who are  
eligible to sit for the  
Greek regent. In a  
continuous effort to  
increase student  
proficiency in the  
Greek language, we  
offer a enrichment  
program for students  
beginning grade 5  
through grade 8. This  
program is offered in  
preparation for the  
Greek regent and a  
direct alignment with  
daily instruction to  
enhance student  
proficiency in Greek.

HCCS continues to  
make adequate  
progress in the area  
of ELA. Grade-level  
cohorts have reduced  
the gap by one-  
quarter, between the  
percent at or above  
Level 3 from the  
previous year's  
results. HCCS  
students increased  
overall by 7%.  
However, only 70% of  
our tested population  
attained a level 3 or  
higher on the NYS  
ELA examination.  
Through data  
analysis and drill  
downs of assessment

Academic Goal  
12

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.

NYSED ELA examination administered to students in grades 3 - 8

Not Met

results, instructional reports along with recently received item skills analysis, HCCS will identify and target specific standards that require focus. Goal setting, instructional practices with the focus on clarity of instruction continues to be the lens of professional development. Through small groups instruction explicit instruction is provided based on student need. Conferencing and deliberate work on specific strategies allow for meeting student individual learning goals. Enhancing student vocabulary acquisition is an area of focus, and its instruction will be addressed across all content areas. ELA instructional practices are continuously modified and enhanced to address current trends identified by data provided through formal reading assessments, pre and post writing assignments, on-demand, exit tickets and informal individual and whole class observations.

Throughout the charter term, each grade-level cohort of

Academ ic Goal 13	HCCS students will reduce by one-quarter, the gap between the percent at or above Level 3 on the previous year's NYS Math exam and 75% at or above Level 3 on the current year's NYS Math exam.	NYSED Math examination administered to students in grades 3 - 8	Met
Academ ic Goal 14	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, exceed the average performance of students tested in the same grades of CSD 15.	NYSED ELA examination	Met
Academ ic Goal 15	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.	NYSED Math examination	Met
Academ ic Goal 16	Throughout the course of the charter term, HCCS will show progress towards achieving 75% of its 3rd through 8th graders, who have been enrolled at the school at least two consecutive years, performing at or above Level 3 on the NYS ELA exam.	NYSED ELA examination	Met

**3. Do have more academic goals (No response) to add?**

**2017-18 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 17	Throughout the course of the charter term, HCCS will show progress towards achieving 75% of its 3rd through 8th graders, who have been enrolled at the school at least two consecutive years, performing at or above Level 3 on the NYS Math exam.	NYSED Math examination	Met	
Academic Goal 18	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 administered to students in grade 4 and 8	Met	
Academic Goal 19	Each year, 75% of the Grade 8 students who have taken Algebra I will pass the NYS Algebra I Regent exam with an average passing score of at least 75%	NYS Algebra I Regent administered to students in grade 8	Met	
	Each year, 75% of the Grade 8 students who are recommended by the	NYS Earth Science		

Academic Goal 20	Science department to sit for the NYS Earth Science Regent Exam will pass the Regent Exam with an average passing score of at least 75%	Regent administered to students in grade 8	Met
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Academic Goal 21	AYP: Each year, the School will be deemed "In Good Standing" on the NYS Report Card	NYSED School Report Card	Met
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Academic Goal 22			
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Academic Goal 23			
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Academic Goal 24			
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Academic Goal 25			
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Academic Goal 26			
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Academic Goal 27			
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## 4. ORGANIZATIONAL GOALS

### 2017-18 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	Each year, the school will have an average daily student attendance rate of at least 95 percent.	ATS  HCCS had an average daily attendance of 96.2.	Met	
Org Goal 2	Each year, 95 percent of all students enrolled on the last day of the school year will return the following school year.	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 & HR	Met	
Org Goal 4	In each year of the charter term, parents will express satisfaction with the school's program, based on the NYC DOE School Survey. On key questions as identified in the NYC DOE Charter Schools Accountability Handbook, the school will have a percentage of	NYC DOE Survery	Met	

parents that agree or strongly agree that meets or exceeds citywide averages. The school will only have met this goal if 50% or more parents participate in the survey.

In each year of the Charter term, staff will express satisfaction with the school's program, based on the NYC DOE School Survey. On key questions as identified in the NYC DOE Charter Schools Accountability Handbook, the school will have a percentage of staff that agree or strongly agree that meets or exceeds citywide averages. The school will only have met this goal if 50% or more staff participate in the survey.

Org Goal 5

NYC DOE Survery

Met

**5. Do you have more organizational goals to add?**

Yes

## 2017-18 Progress Toward Attainment of Organizational Goals

Organizational Goal

Measure Used to Evaluate Progress

Goal - Met or Not Met

If Not Met, Describe Efforts School Will Take

In each year of the charter term, students will express



Org Goal 6	<p>satisfaction with the school's program, based on the NYC DOE School Survey. On key questions as identified in the NYC DOE Charter Schools Accountability Handbook, the school will have a percentage of students that agree or strongly agree that meets or exceeds citywide averages. The school will only have met this goal if 50% or more students participate in the survey. (For grades 6-12 only.)</p>	NYC DOE Survey	Met
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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
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HCCS is a lottery school with limited space in grades 1-8. HCCS provides a greater opportunity to ELL students having an ELL lottery preference in its policy. HCCS continues to target English Language Learners by advertising in Spanish as well as English in the local

newspapers of Park Slope, Brooklyn. During the application and lottery period for school year 2017-2018, HCCS tracked their wait list for English Language Learners and for Special Education students. HCCS registered 5 new students with IEP's with a total of 42 SWD and 4 new English Language Learner students with a total of 18 ELL's; HCCS's team remain members of the NYC Special Education and English Language Learner Collaborative. Teachers receive extensive training in best practices such as Orton Gillingham and Wilson Reading Systems; HCCS continues to be a Title 1 school with 59% Free and reduced student population; The HCCS website translates more than 44 languages and has a public facebook school page; HCCS works collaboratively with The Committee of Special Education (CSE); HCCS conducts three open house

Per the 2010 amendment to the Charter Schools Act, HCCS shall demonstrate good faith efforts to attract, retain and meet or exceed enrollment and 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.

Org Goal 8

Met

sessions each year during the months of December, February and March and announce that they welcome students with special needs and directs them to the special education coordinator; HCCS has multi lingual staff who are present at the open house sessions to assist with the translations as needed regarding but not limited to information about the school. Including 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.

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

Approved Board of Regents Charter; NYS accountability system; Applicable Law, rules and regulations; NY Charter Schools Act; NY Freedom Information Law; NY Open Meetings Law; Federal Individuals with Disabilities Education Act; Family Educational

Met

Education Act, and federal Family Educational Rights and Privacy Act. Rights and Privacy Act.

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 leadership evaluation system, developed at Vanderbilt University.	Val-ED Leadership Evaluation Program  HCCS's Principal's overall total effectiveness score is 4.91. The performance level is Distinguished and the percentile rank is 99%.	Met
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Org Goal 11

Org Goal 12

Org Goal 13

Org Goal 14

Org Goal 15

## 6. FINANCIAL GOALS

### 2017-18 Progress Toward Attainment of Financial Goals

Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
			<p>In an effort to reduce our losses, the Board has recently approved certain cost cutting measures and is implementing new fundraising goals for FY19 and beyond as follows:</p> <p>████████████████████</p> <p>████████████████████</p> <p>████████████████████</p> <p>████████████████████</p>

Financial Goal 1

Each year, the school will operate on a balanced budget (revenues equal or exceed expenditures) and maintain a stable cash flow.

External Audit by Loeb and Troper Independent Audit Firm.

Not Met

[REDACTED]

e. Increase the Board and PTA fundraising effort (approx. \$75-100k)

In addition, the School has requested an increase in our enrollment with our renewal to add an additional 18 students. If approved, this is expected to generate an additional \$275k in per pupil funding.

Financial Goal 2

Each year, HCCS will undergo an independent financial audit that will result in an unqualified opinion and no major findings. (The NYCDOE will determine a finding to be "major" if it indicates a deliberate act of wrongdoing, reckless conduct

External Audit

Met

or causes a loss of confidence in the abilities or integrity of the school or seriously jeopardizes the continued operation of the school.)

Financial Goal 3

Financial Goal 4

Financial Goal 5



# Entry 4 Expenditures per Child

Created: 07/12/2018 • Last updated: 07/30/2018

## HELLENIC CLASSICAL CS (NYC CHANCELLOR)Section Heading

### Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

### 1. Total Expenditures Per Child

To calculate 'Total Expenditures per Child' take total expenditures (from the unaudited 2017-18 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

**Note: The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations: <http://www.p12.nysed.gov/psc/AuditGuide.html>**

Line 1: Total Expenditures	9096609
Line 2: Year End FTE student enrollment	478
Line 3: Divide Line 1 by Line 2	19011

## 2. Administrative Expenditures per Child

To calculate 'Administrative Expenditures per Child' To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2017-18 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year-end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation. Do not include the FTE of personnel whose role is to directly support the instructional program.

### Notes:

***The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:***

***<http://www.p12.nysed.gov/psc/AuditGuide.html>.***

**Employee benefit costs or expenditures should not be reported in the above calculations.**

Line 1: Relevant Personnel Services Cost (Row)	522100
Line 2: Management and General Cost (Column)	954624
Line 3: Sum of Line 1 and Line 2	1476724
Line 5: Divide Line 3 by the Year End FTE student enrollment	3086

***Thank you.***



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**HELLENIC CLASSICAL CHARTER SCHOOL**

**INDEPENDENT AUDITOR'S REPORTS  
AND FINANCIAL STATEMENTS**

**JUNE 30, 2018 AND 2017**

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**HELLENIC CLASSICAL CHARTER SCHOOL**

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## **Independent Auditor's Report on Financial Statements and Supplementary Information**

**Board of Trustees  
Hellenic Classical Charter School  
Brooklyn, New York**

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Hellenic Classical Charter School (School), which comprise the balance sheet as of June 30, 2018, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Hellenic Classical Charter School as of June 30, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The information for the year ended June 30, 2018 included in Schedule 1 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The 2018 information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information for the year ended June 30, 2018 is fairly stated, in all material respects, in relation to the financial statements as a whole. The supplemental information for the year ended June 30, 2017, was audited by other auditors whose report dated October 9, 2017, expressed an unmodified opinion on such information in relation to the basic financial statements for the year ended June 30, 2017 taken as a whole.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated November 1, 2018, on our consideration of Hellenic Classical Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Hellenic Classical Charter School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Hellenic Classical Charter School's internal control over financial reporting and compliance.

***Prior Year Audited by Other Auditors***

The 2017 financial statements were audited by other auditors, and their report thereon, dated October 9, 2017, expressed an unmodified opinion.

*BKD, LLP*

New York, New York  
November 1, 2018

**HELLENIC CLASSICAL CHARTER SCHOOL**

**BALANCE SHEETS**

**JUNE 30, 2018 AND 2017**

	<u>2018</u>	<u>2017</u>
<b>ASSETS</b>		
Current assets		
Cash and cash equivalents	\$ 197,791	\$ 109,367
Accounts receivable (net of allowance for doubtful accounts of \$0 for 2018 and \$10,846 for 2017)	3,160	15,995
Contribution receivable	30,000	30,000
Government grants and contracts receivable	338,990	359,106
Prepaid expenses and other assets	23,285	14,135
Cash - sinking fund	<u>60,329</u>	<u>746,815</u>
Total current assets	653,555	1,275,418
Cash - reserve for dissolution	71,040	71,040
Contribution receivable	-	29,126
Fixed assets - net	<u>11,609,603</u>	<u>11,819,699</u>
Total assets	<u>\$ 12,334,198</u>	<u>\$ 13,195,283</u>

-continued-

**HELLENIC CLASSICAL CHARTER SCHOOL**

**BALANCE SHEETS**

**JUNE 30, 2018 AND 2017**

	<u>2018</u>	<u>2017</u>
<b>LIABILITIES AND NET ASSETS</b>		
Current liabilities		
Accounts payable and accrued expenses	\$ 488,225	\$ 477,300
Accounts payable - construction	461,266	600,000
Accrued salaries and related liabilities	1,034,364	860,311
Loan payable	215,810	206,202
Line of credit	200,000	200,000
Total current liabilities	2,399,665	2,343,813
Deferred rent	653,905	505,340
Loan payable	7,264,338	7,417,680
Total liabilities	10,317,908	10,266,833
Net assets		
Unrestricted	1,872,044	2,848,053
Temporarily restricted	144,246	80,397
Total net assets	2,016,290	2,928,450
Total liabilities and net assets	\$ <u>12,334,198</u>	\$ <u>13,195,283</u>

The accompanying notes are an integral part of these statements.

# HELLENIC CLASSICAL CHARTER SCHOOL

## STATEMENTS OF ACTIVITIES

YEARS ENDED JUNE 30, 2018 AND 2017

	2018			2017		
	Unrestricted	Temporarily Restricted	Total	Unrestricted	Temporarily Restricted	Total
Operating revenues						
State and local per pupil operating revenues - resident student enrollment	\$ 7,092,115	\$ -	\$ 7,092,115	\$ 6,985,039	\$ -	\$ 6,985,039
State and local per-pupil operating revenues - students with disabilities	259,750	-	259,750	208,860	-	208,860
Government grants and contracts	703,464	-	703,464	647,987	-	647,987
Contributions	42,253	224,996	267,249	74,691	53,854	128,545
In-kind contributions	-	-	-	66,550	-	66,550
Other revenues	34,317	-	34,317	8,821	-	8,821
Net assets released from restrictions	161,147	(161,147)	-	56,989	(56,989)	-
Total operating revenues	8,293,046	63,849	8,356,895	8,048,937	(3,135)	8,045,802
Operating expenses						
Program services						
Education	6,785,556	-	6,785,556	6,268,855	-	6,268,855
Special education	751,422	-	751,422	539,147	-	539,147
Total program services	7,536,978	-	7,536,978	6,808,002	-	6,808,002
Supporting services						
Management and general Fundraising	1,708,278	-	1,708,278	1,638,842	-	1,638,842
	23,799	-	23,799	22,216	-	22,216
Total supporting services	1,732,077	-	1,732,077	1,661,058	-	1,661,058
Total operating expenses	9,269,055	-	9,269,055	8,469,060	-	8,469,060
Change in net assets	(976,009)	63,849	(912,160)	(420,123)	(3,135)	(423,258)
Net assets - beginning of year	2,848,053	80,397	2,928,450	3,268,176	83,532	3,351,708
Net assets - end of year	\$ 1,872,044	\$ 144,246	\$ 2,016,290	\$ 2,848,053	\$ 80,397	\$ 2,928,450

The accompanying notes are an integral part of these statements.



# HELLENIC CLASSICAL CHARTER SCHOOL

## STATEMENTS OF CASH FLOWS

YEARS ENDED JUNE 30, 2018 AND 2017

	<u>2018</u>	<u>2017</u>
Operating activities		
Change in net assets	\$ (912,160)	\$ (423,258)
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation and amortization	705,454	697,574
Amortization of debt issuance cost included in interest	62,468	62,468
Decrease (increase) in assets		
Accounts receivable	12,835	779
Government grants and contracts receivable	20,116	25,537
Contribution receivable	29,126	28,278
Prepaid expenses and other assets	(9,150)	(4,969)
Increase (decrease) in liabilities		
Accounts payable and accrued expenses	10,925	76,371
Accrued salaries and related liabilities	174,053	(158,086)
Deferred rent	148,565	113,083
Net cash provided by operating activities	<u>242,232</u>	<u>417,777</u>
Investing activities		
Decrease (increase) in reserve for dissolution	-	94
Fixed asset acquisitions	(634,092)	(188,754)
Decrease (increase) in sinking fund	686,486	(80,548)
Net cash provided by (used in) investing activities	<u>52,394</u>	<u>(269,208)</u>
Financing activities		
Draw down on loans	200,000	50,000
Principal payments on loans	(406,202)	(197,022)
Net cash used in financing activities	<u>(206,202)</u>	<u>(147,022)</u>
Net change in cash and cash equivalents	88,424	1,547
Cash and cash equivalents - beginning of year	<u>109,367</u>	<u>107,820</u>
Cash and cash equivalents - end of year	<u>\$ 197,791</u>	<u>\$ 109,367</u>
Supplemental disclosure of cash flow information		
Cash paid during the year for interest	<u>\$ 366,067</u>	<u>\$ 377,686</u>

The accompanying notes are an integral part of these statements.

# HELLENIC CLASSICAL CHARTER SCHOOL

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018 AND 2017

### NOTE 1 - NATURE OF ORGANIZATION

Hellenic Classical Charter School ("HCCS") is an education corporation that operates as a charter school in the borough of Brooklyn, New York City. On February 7, 2005, the Board of Regents and the Board of Trustees of the University of the State of New York for and on behalf of the State Education Department granted HCCS a charter valid for a term of five years and renewable upon expiration. On May 30, 2014, HCCS was given an extension to its provisional charter that is valid for an additional five years. HCCS was organized to prepare all students intellectually, socially and emotionally, to gain entry and succeed in the best high schools in New York City. In fiscal years 2018 and 2017, HCCS operated classes for approximately 500 students in Pre-K through 8th grade.

HCCS is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. However, HCCS is subject to federal income tax on unrelated business taxable income.

HCCS is funded primarily by state and local per-pupil operating revenues paid through the New York State Department of Education.

### NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

***Basis of accounting*** - The financial statements are prepared on the accrual basis of accounting.

***Use of estimates*** - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses and other changes in net assets during the reporting period. Actual results could differ from those estimates.

***Cash equivalents*** - Cash equivalents include certain investments in highly liquid debt instruments with original maturities of three months or less.

***Accounts receivable and allowance for doubtful accounts*** - HCCS records receivables based on established rates or contracts for services provided. Bad debt expense is charged if the receivable is determined to be uncollectible based on periodic review by management. Factors used to determine whether an allowance should be recorded include the age of the receivable and a review of payments subsequent to year-end. HCCS does not charge interest on outstanding receivables.

***Contributions receivable*** - Unconditional promises to give that are expected to be collected within one year are recorded at net realizable value. Interest is not charged on outstanding receivables.

-continued-

## HELLENIC CLASSICAL CHARTER SCHOOL

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018 AND 2017

## NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

**Cash - reserve for dissolution** - The cash reserve for dissolution represents funds held aside for contingency purposes as requested by HCCS's Charter.

**Cash - sinking fund** - The sinking fund was established as a requirement of the mortgage to pay construction-related cost. The fund will be closed out upon HCCS receiving a certificate of occupancy in 2018.

**Government grants and contracts receivable** - Government grants and contracts receivable are recorded for expense-based grants when allowable expenses are incurred and for performance-based grants when milestones are achieved.

**Debt issuance costs** - Debt issuance costs are reflected as a reduction of the carrying amount of the related debt, and are amortized on the straight-line basis over the life of the associated debt. Amortization of debt issuance costs is included in interest expense.

**Fixed assets** - Fixed assets are stated at cost less accumulated depreciation. Items with a cost of \$1,000 or greater and a useful life in excess of one year are capitalized. Fixed assets are depreciated on the straight-line method over their estimated useful lives. Leasehold improvements are amortized over the term of the lease or the life of the asset, whichever is shorter.

**Long-lived asset impairment** - HCCS evaluates the recoverability of the carrying value of long-lived assets whenever events or circumstances indicate the carrying amount may not be recoverable. If a long-lived asset is tested for recoverability and the undiscounted estimated future cash flows expected to result from the use and eventual disposition of the asset is less than the carrying amount of the asset, the asset cost is adjusted to fair value and an impairment loss is recognized as the amount by which the carrying amount of a long-lived asset exceeds its fair value. No asset impairment was recognized during the years ended June 30, 2018 and 2017.

**Contributions** - Unconditional contributions, including promises to give cash and other assets, are reported at fair value at the date the contribution is received. All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. The gifts are reported as temporarily or permanently restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified as unrestricted net assets and reported in the statement of activities as net assets released from restrictions. Gifts having donor stipulations which are satisfied in the period the gift is received are reported as unrestricted revenue and net assets.

The New York City Department of Education provides free lunches directly to a majority of the students. Such costs are not included in the financial statements.

-continued-

**HELLENIC CLASSICAL CHARTER SCHOOL****NOTES TO FINANCIAL STATEMENTS****JUNE 30, 2018 AND 2017****NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

***State and local per pupil operating revenues*** - Revenues from the state and local governments resulting from HCCS's charter status and based on the number of students enrolled are recorded when services are performed in accordance with the charter agreement. These funds are recorded by HCCS when services are rendered.

***Government grants and contracts*** - Revenues from government grants and contracts to which HCCS is entitled are recognized mostly on student enrollment. Some grants are provided for specific educational endeavors, which are not based on student enrollment, and are recorded when related expenditures are incurred by HCCS.

***Rent expense*** - Rent is recorded on the straight-line basis over the term of the lease.

***Functional allocation of expenses*** - The costs of providing services have been summarized on a functional basis. Accordingly, certain costs have been allocated among the programs and supporting services benefited based on the actual expenditures and cost allocation estimated by HCCS's personnel.

***Unrestricted net assets*** - Unrestricted net assets include funds having no restrictions as to use or purpose imposed by the donors.

***Temporarily restricted net assets*** - Temporarily restricted net assets are those whose use by HCCS has been limited by donors to a specific time period or purpose.

***Subsequent events*** - Subsequent events have been evaluated through November 1, 2018, which is the date the financial statements were available to be issued.

-continued-

# HELLENIC CLASSICAL CHARTER SCHOOL

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018 AND 2017

### NOTE 3 - CONTRIBUTION RECEIVABLE

In 2015, HCCS received a 5-year contribution for \$150,000. As of June 30, 2018 and 2017, the balance due was \$30,000 and \$60,000, respectively. The long-term portion of the receivable was discounted to present value at a rate of 3% in 2018 and 2017.

	<u>2018</u>	<u>2017</u>
2018	\$ -	\$ 30,000
2019	<u>30,000</u>	<u>30,000</u>
	30,000	60,000
Discount	<u>-</u>	<u>(874)</u>
Total	<u>\$ 30,000</u>	<u>\$ 59,126</u>

### NOTE 4 - FIXED ASSETS

	<u>2018</u>	<u>2017</u>	<u>Estimated Useful Lives</u>
Furniture and fixtures	\$ 678,673	\$ 577,346	3-5 years
Computer hardware and other equipment	85,506	85,506	3-5 years
Leasehold improvements	<u>15,462,513</u>	<u>15,068,482</u>	4-27 years
	16,226,692	15,731,334	
Accumulated depreciation and amortization	<u>(4,617,089)</u>	<u>(3,911,635)</u>	
Net fixed assets	<u>\$ 11,609,603</u>	<u>\$ 11,819,699</u>	

-continued-

# HELLENIC CLASSICAL CHARTER SCHOOL

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018 AND 2017

### NOTE 5 - LEASE COMMITMENT

In 2013, HCCS entered into a thirty-year noncancelable operating lease for the facility space expiring on June 30, 2042. Annual lease payments commence at \$500,000 per annum for the first two years and increase incrementally through the life of the lease. HCCS obtained a credit of \$3,900,060 as a result of improvements to the building completed in September 2014. The credit will be applied against rent payment due over the first 15 years of the lease commencing after construction is completed and amortized over 30 years. In 2017, HCCS received only \$120,000 of the credit toward their rent since certain parts of the construction project were still ongoing. In 2018, HCCS received \$131,677 of the credit. HCCS has credits due of \$3,168,393 as of June 30, 2018. In addition, in 2017 HCCS is obligated to pay the landlord \$600,000 plus interest at 1.75% per annum, to compensate for the inconvenience resulting during construction. Balance due as of June 30, 2018 was \$135,597. Interest expense was \$8,494 in 2018 and \$10,930 in 2017. In addition, HCCS entered into two new leases for copier machines, the leases started in November 2015 and with a term of 60 months will expire in October 2020.

Future minimum payments are as follows:

2019	\$ 551,250
2020	551,250
2021	578,813
2022	578,813
2023	578,813
Thereafter	<u>13,177,315</u>
Total	\$ <u>16,016,254</u>

The rent expense for the years ended June 30, 2018 and 2017 was \$568,148 and \$518,083, respectively. Deferred rent was \$653,905 and \$505,340 as of June 30, 2018 and 2017, respectively. The copier lease expense for the years ended June 30, 2018 and 2017 was \$22,860 and \$20,451, respectively.

### NOTE 6 - PENSIONS

HCCS has a defined contribution retirement plan which covers substantially all full-time employees. HCCS contributed an amount equal up to 3% in 2018 and 2017 of the employee's compensation up to the legal maximum amount allowed. Pension expense under this plan for the years ended June 30, 2018 and 2017 was \$80,664 and \$97,285, respectively.

-continued-

# HELLENIC CLASSICAL CHARTER SCHOOL

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018 AND 2017

### NOTE 7 - IN-KIND CONTRIBUTION

HCCS recorded an in-kind contribution from the Greek Consulate as follows:

	<u>2018</u>	<u>2017</u>
Greek teacher's salary	\$ -	\$ 65,340
Greek textbooks	<u>-</u>	<u>1,210</u>
	<u>\$ -</u>	<u>\$ 66,550</u>

The amounts are shown as revenue and expense on the statement of activities for the year ended June 30, 2017.

### NOTE 8 - CONTINGENCIES

Certain grants and contracts may be subject to audit by the funding source. Such audits might result in disallowances of costs submitted for reimbursement. Management is of the opinion that such cost disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

### NOTE 9 - LOAN PAYABLE

In 2012, HCCS entered into a leasehold mortgage agreement with Hudson Valley National Bank in the amount of up to eight million dollars (\$8,000,000) in order to finance leasehold improvements to the school and refinance all or a portion of a construction loan previously obtained. The loan is secured by the building and its contents. The interest rate on the loan is The Wall Street Journal's prime rate plus one and a half percent (1.5%), but in no event less than six percent (6.0%). The interest rate as of the modification date (September 2014) was 6.0%. Interest charges of \$32,500 in 2015 are included in the drawdown balances and have been capitalized in construction in progress.

In September 2014, HCCS converted the construction loan into a mortgage and increased the balance to \$8,280,000. The loan is secured by the building and its contents. Monthly payments of principal and interest commenced in October 2014 based on an amortization period of 25 years. Interest on the loan is at 4.5% per annum. The loan matures on September 5, 2019. A balloon payment of \$7,337,217 is due at maturity. The balance due on the loan as of June 30, 2018 and 2017 was \$7,553,027 and \$7,759,228, respectively. Interest expense on the loan was \$349,758 in 2018 and \$358,937 in 2017.

-continued-

# HELLENIC CLASSICAL CHARTER SCHOOL

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018 AND 2017

### NOTE 9 - LOAN PAYABLE (continued)

HCCS' loan has a debt covenant requirement to maintain a minimum of two million dollars of unrestricted net assets. As of June 30, 2018, unrestricted net assets were \$1,872,044. HCCS has obtained a waiver from the bank for this requirement.

As of June 30, 2018 and 2017, the balance of the loan, net of unamortized debt issuance costs, was \$7,480,148 and \$7,417,680, respectively.

Interest expense (including amortization of debt issuance costs of \$62,468) was \$412,226.

Principal payments are due as follows:

2019	\$ 215,810
2020	<u>7,337,217</u>
	7,553,027
Less: unamortized debt issuance cost	<u>(72,879)</u>
	\$ <u>7,480,148</u>

### NOTE 10 - LINE OF CREDIT

HCCS has a line of credit of \$200,000. Interest is payable monthly at an interest rate of prime plus .75%. The interest rate as of June 30, 2018 and 2017 was 5.50% and 4.75%, respectively. The line of credit is collateralized with HCCS's corporate assets. The line of credit matures on January 5, 2019 and renews automatically. The balance outstanding at June 30, 2018 and 2017 is \$200,000. Interest expense on the line of credit was \$7,815 in 2018 and \$7,819 in 2017. The line of credit is cross-collateralized and cross-default with the loan payable (Note 9). In addition, a material adverse change in HCCS' financial condition could result in a default on the loan.

On July 25, 2014, HCCS entered into a revolving line of credit with the construction company in the amount of \$500,000 with an interest rate of 5% per annum. As of June 30, 2018 and 2017 there were no balances outstanding.

-continued-



## HELLENIC CLASSICAL CHARTER SCHOOL

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018 AND 2017

**NOTE 11 - FINANCIAL CONDITION AND MANAGEMENT'S PLAN**

As reported on the balance sheet, HCCS' current liabilities exceed current assets as of June 30, 2018. Management acknowledges that the cumulative effect of its construction expenditures and leasehold improvements in prior reporting periods has impacted HCCS' liquidity. However, the construction expenditures have ended, and beginning with this reporting period, management has implemented a plan to improve its liquidity through fundraising, reduction of expenditures and use of a credit line. HCCS received a Certificate of Occupancy for their premises this year, which provided them a monthly rent concession effective June 1, 2018, as well as for the entire upcoming year. In addition, as described in Note 9, the School's loan matures on September 5, 2019. Management anticipates that they will be able to refinance or extend the loan with their existing lender prior to the loan's maturity. There can be no assurance as to the availability or terms upon which such extension or financing might be available. Management believes that these measures will enable HCCS to satisfy its financial obligations going forward.

**NOTE 12 - TEMPORARILY RESTRICTED NET ASSETS**

Temporarily restricted net assets are available for the following purposes:

	<u>2018</u>	<u>2017</u>
Technology	\$ 21,201	\$ 26,543
Classroom Libraries/STEAM	49,971	-
National History Day	13,827	53,854
HVAC/Arts and Writing Project	<u>59,247</u>	<u>-</u>
	<u>\$ 144,246</u>	<u>\$ 80,397</u>

Temporarily restricted net assets were released for the following purposes:

	<u>2018</u>	<u>2017</u>
Technology	\$ 5,342	\$ 11,989
Music	-	45,000
HVAC/Arts and Writing Project	105,029	-
National History Day	<u>50,776</u>	<u>-</u>
	<u>\$ 161,147</u>	<u>\$ 56,989</u>

-continued-

**HELLENIC CLASSICAL CHARTER SCHOOL****NOTES TO FINANCIAL STATEMENTS****JUNE 30, 2018 AND 2017****NOTE 13 - CONCENTRATIONS**

Financial instruments which potentially subject HCCS to a concentration of credit risk are cash accounts with financial institutions in excess of FDIC insurance limits.

HCCS obtained approximately 88% and 89% of its operating revenues in 2018 and 2017, respectively, through its charter from New York State.

**HELLENIC CLASSICAL CHARTER SCHOOL  
SCHEDULES OF FUNCTIONAL EXPENSES  
YEARS ENDED JUNE 30, 2018 AND 2017**

	No. of Positions	2018					2017								
		Program Services			Supporting Services		Program Services			Supporting Services					
		Education	Special Education	Total	Management and General	Fund Raising	Total	Education	Special Education	Total	Management and General	Fund Raising	Total		
Personnel service costs															
Instructional	62	\$ 3,717,817	\$ 424,765	\$ 4,142,582	\$ 29,188	\$ 5,998	\$ 35,186	\$ 4,177,768	\$ 3,296,616	\$ 298,192	\$ 3,594,808	\$ 28,709	\$ 5,787	\$ 34,496	\$ 3,629,304
Non-instructional	5	118,175		118,175	117,049		117,049	235,224	112,608		112,608	104,175		104,175	216,783
Administrative	8				607,015	7,364	614,379	614,379				520,722	6,468	527,190	527,190
In-kind salaries - instructional									65,340		65,340				65,340
Total personnel service costs		3,835,992	424,765	4,260,757	753,252	13,362	766,614	5,027,371	3,474,564	298,192	3,772,756	653,606	12,255	665,861	4,438,617
Payroll taxes and related expenses		1,064,091	117,845	1,181,936	208,913	3,765	212,678	1,394,614	1,054,660	90,538	1,145,198	198,321	3,772	202,093	1,347,291
Occupancy		549,995	60,910	610,905	107,981	1,946	109,927	720,832	526,929	45,235	572,164	99,085	1,885	100,970	673,134
Contracted services		292,112	32,351	324,463	57,350	1,034	58,384	382,847	238,846	21,558	260,404	47,222	898	48,120	308,524
Supplies and equipment		190,209	21,065	211,274	37,344	673	38,017	249,291	155,272	13,329	168,601	29,198	555	29,753	198,354
Repairs and maintenance		56,440	6,251	62,691	11,081	200	11,281	73,971	48,895	4,895	61,913	10,722	204	10,926	72,839
Printing and postage		18,824	2,085	20,909	3,696	67	3,763	24,672	14,657	1,258	15,915	2,756	52	2,808	18,723
Professional fees		55,642	6,162	61,804	10,924	197	11,121	72,925	59,082	5,072	64,154	11,110	211	11,321	75,475
Dues and subscription		3,725	413	4,138	731	13	744	4,882	2,521	216	2,737	474	9	483	3,220
Insurance		53,824	5,961	59,785	10,567	190	10,757	70,542	47,203	4,052	51,255	8,876	169	9,045	60,300
Telephone		5,933	657	6,590	1,165	21	1,186	7,703	661	661	1,324	1,448	28	1,476	9,840
Travel		38,374	4,250	42,624	7,534	136	7,670	50,294	24,584	2,110	26,694	4,623	88	4,711	31,405
Food services									21,591	1,878	23,469				23,469
Depreciation		585,924	64,889	650,813	52,568	2,073	54,641	705,454	546,061	46,877	592,938	102,683	1,953	104,636	697,574
Interest and amortization expense					420,040		420,040	420,040				440,154			440,154
Bad debt					9,870		9,870	9,870				21,387			21,387
Miscellaneous expenses		34,471	3,818	38,289	15,262	122	15,384	53,673	38,164	3,276	41,440	7,177	137	7,314	48,754
Total expenses		\$ 6,785,556	\$ 751,422	\$ 7,536,978	\$ 1,708,278	\$ 23,799	\$ 1,732,077	\$ 9,269,055	\$ 6,268,855	\$ 539,147	\$ 6,808,002	\$ 1,638,842	\$ 22,216	\$ 1,661,058	\$ 8,469,060

Total expenses

**Report on Internal Control Over Financial Reporting and on Compliance and  
Other Matters Based on an Audit of Financial Statements Performed  
in Accordance with *Government Auditing Standards***

**Independent Auditor's Report**

**Board of Trustees  
Hellenic Classical Charter School  
Brooklyn, New York**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Hellenic Classical Charter School, which comprise the balance sheet as of June 30, 2018, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated November 1, 2018. Our report contained an other matter paragraph stating the prior year financial statements were audited by other auditors.

***Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered Hellenic Classical Charter School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Hellenic Classical Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of Hellenic Classical Charter School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### ***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether Hellenic Classical Charter School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### ***Purpose of This Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

**BKD, LLP**

New York, New York  
November 1, 2018



# Entry 5c Additional Financial Docs

Last updated: 11/01/2018

The additional items listed below should be uploaded if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the corrective action plan will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

## Section Heading

### 1. Management Letter

<https://nysed-cso-reports.fluidreview.com/resp/20316972/8mMlunnVv3/>

**Explanation for not uploading** (No response)  
**the Management Letter.**

### 2. Form 990

<https://nysed-cso-reports.fluidreview.com/resp/20316972/FINDqRIBTE/>

**Explanation for not uploading** (No response)  
**the Form 990.**

### 3. Federal Single Audit

Note: A copy of the Federal Single Audit must be filed with the Federal Audit Clearinghouse. Please refer to OMB Uniform Guidelines for the federal filing requirements.

(No response)

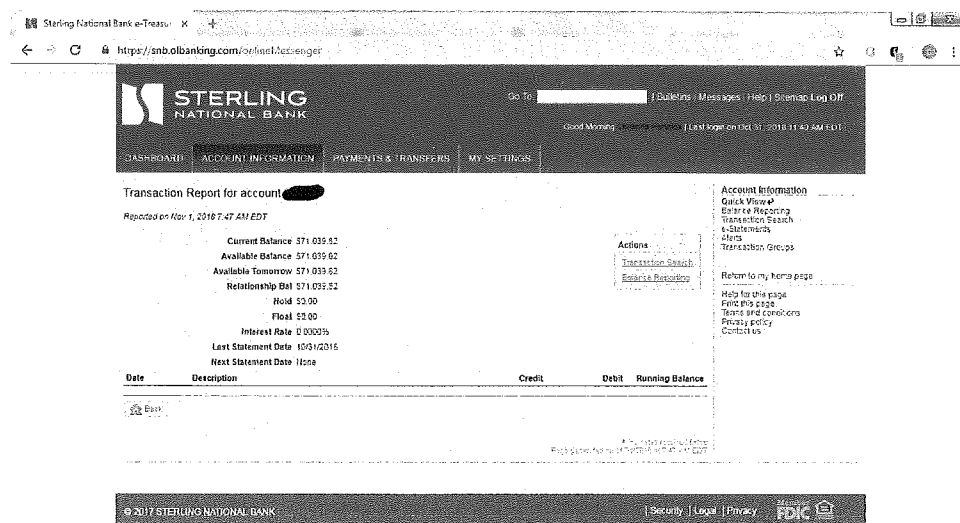
**Explanation for not uploading** N/A  
**the Federal Single Audit.**

### 4. CSP Agreed Upon Procedure Report

(No response)

**Explanation for not uploading** N/A  
**the procedure report.**

## 5. Evidence of Required Escrow Account



**Explanation for not uploading** (No response)  
**the Escrow evidence.**

## 6. Corrective Action Plan

A **Corrective Action Plan** for Audit Findings and Management Letter Recommendations, which must include:

- The person responsible
- The date action was taken, or will be taken
- Description of the action taken
- Evidence of implementation (if available)

(No response)

**Explanation for not uploading** N/A  
**the Corrective Action Plan.**



# HELLENIC CLASSICAL CHARTER SCHOOL

KNOWLEDGE | WISDOM | TRUTH

Christina Tettonis  
*Principal*

Joy Petrakos  
*Director of Operations*

Natasha Caban  
*Assistant Principal*

1. Management letter – See attached
2. Federal Single Audit – Not applicable
3. CSP Agreed-Upon Procedure Report – Not applicable
4. Evidence of Required Escrow Account – See attached
5. Corrective Action Plan for Audit Findings and Management Letter Recommendation



Sterling National Bank e-Treasury X

Go To: [ ] | Bulletins | Messages | Help | Sitemap Log Off

Good Morning [ ] | Last login on Oct 31, 2018 11:40 AM EDT |

DASHBOARD | ACCOUNT INFORMATION | PAYMENTS & TRANSFERS | MY SETTINGS

### Transaction Report for account [ ]

Reported on Nov 1, 2018 7:47 AM EDT

Current Balance	\$71,039.82
Available Balance	\$71,039.82
Available Tomorrow	\$71,039.82
Relationship Bal	\$71,039.82
Hold	\$0.00
Flood	\$0.00
Interest Rate	0.0000%
Last Statement Date	10/31/2018
Next Statement Date	None

Actions

- Transaction Search
- Balance Reporting

Account Information

- Quick View
- Balance Reporting
- Transaction Search
- e-Statements
- Alerts
- Transaction Groups


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Date	Description	Credit	Debit	Running Balance
<a href="#">Back</a>				

Find dates required fields  
Page generated on 11/01/2018 at 7:47 AM EDT

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Board of Trustees  
Hellenic Classic Charter School  
Brooklyn, New York

As part of our audit of the financial statements of Hellenic Classic Charter School (HCCS) as of and for the year ended June 30, 2018, we wish to communicate the following to you.

### **AUDIT SCOPE AND RESULTS**

#### **Auditor's Responsibility Under Auditing Standards Generally Accepted in the United States of America**

An audit performed in accordance with auditing standards generally accepted in the United States of America is designed to obtain reasonable, rather than absolute, assurance about the financial statements. In performing auditing procedures, we establish scopes of audit tests in relation to the financial statements taken as a whole. Our engagement does not include a detailed audit of every transaction. Our engagement letter more specifically describes our responsibilities.

These standards require communication of significant matters related to the financial statement audit that are relevant to the responsibilities of those charged with governance in overseeing the financial reporting process. Such matters are communicated in the remainder of this letter or have previously been communicated during other phases of the audit. The standards do not require the auditor to design procedures for the purpose of identifying other matters to be communicated with those charged with governance.

An audit of the financial statements does not relieve management or those charged with governance of their responsibilities. Our engagement letter more specifically describes your responsibilities.

#### **Qualitative Aspects of Significant Accounting Policies and Practices**

##### ***Significant Accounting Policies***

HCCS' significant accounting policies are described in Note 2 of the audited financial statements.

##### ***Alternative Accounting Treatments***

No matters are reportable.

### ***Management Judgments and Accounting Estimates***

Accounting estimates are an integral part of financial statement preparation by management, based on its judgments. The following areas involve significant estimates for which we are prepared to discuss management's estimation process and our procedures for testing the reasonableness of those estimates:

- Accounts receivable and allowance for doubtful account
- Fixed assets and depreciation

### ***Financial Statement Disclosures***

The following areas involve particularly sensitive financial statement disclosures for which we are prepared to discuss the issues involved and related judgments made in formulating those disclosures:

- Revenue recognition
- Restriction of donor contributions

### **Audit Adjustments**

During the course of any audit, an auditor may propose adjustments to financial statement amounts. Management evaluates our proposals and records those adjustments which, in its judgment, are required to prevent the financial statements from being misstated.

Areas in which adjustments were proposed include:

- Adjustment to deferred rent payable

### **Auditor's Judgments About the Quality of HCCS' Accounting Principles**

No matters are reportable.

### **Other Material Communications**

Listed below are other material communications between management and us related to the audit:

- Management representation letter (attached)
- We orally communicated to management other deficiencies in internal control identified during our audit that are not considered material weaknesses or significant deficiencies.

### **Substantial Doubt About HCCS' Ability to Continue as a Going Concern**

As required by accounting standards, management is required to evaluate HCCS' ability to continue as a going concern for a reasonable period of time and provide disclosures related to HCCS' ability to continue as a going concern. The following events or conditions that, when considered in the aggregate, indicate there could be substantial doubt about HCCS' ability to continue as a going concern for a reasonable period of time:

HCCS' current liabilities exceed current assets as of June 30, 2018.

HCCS' loan payable matures on September 5, 2018. HCCS was in violation of their loan covenant, which was subsequently waived by the bank.

Management's plans that are intended to mitigate these issues are as follows: management has implemented a plan to improve its liquidity through fundraising, reduction of expenditures and use of a credit line. HCCS received a Certificate of Occupancy for their premises this year, which provided them a monthly rent concession effective June 1, 2018, as well as for the entire upcoming year. In addition, management anticipates that they will be able to refinance or extend the loan with the existing lender prior to the loan's maturity. There can be no assurance as to the availability or terms upon which such extension or financing might be available.

These conditions and management's plans have been disclosed in the financial statements. Use of the going concern basis of accounting is appropriate and we have not modified the independent auditor's report. The related disclosures in the financial statements are adequate.

## **OTHER MATTERS**

We observed the following matters and offer these comments and suggestions with respect to matters which came to our attention during the course of the audit of the financial statements. Our audit procedures are designed primarily to enable us to form an opinion on the financial statements and, therefore, may not bring to light all weaknesses in policies and procedures that may exist. However, these matters are offered as constructive suggestions for the consideration of management as part of the ongoing process of modifying and improving financial and administrative practices and procedures. We can discuss these matters further at your convenience and may provide implementation assistance for changes or improvements.

### **Significant New FASB Accounting Standards**

#### **FASB Releases NFP Accounting Standard for Financial Reporting**

Accounting Standards Update (ASU) 2016-14 changes requirements for financial statements and notes of all not-for-profit (NFP) entities and is effective for fiscal years beginning after December 15, 2017. Early adoption is permitted and should be applied on a retrospective basis; however, NFPs have the option in the year adopted to omit certain disclosures shown in comparative financials.

A summary of the changes by financial statement area is as follows:

#### **Statement of financial position:**

- The NFP statement of financial position will distinguish between two new classes of net assets – those with donor-imposed restrictions and those without. The ASU retains the current requirements to provide information on the nature and amount of different types of donor restrictions in the notes to the financial statements.
- Underwater donor-restricted endowment funds are to be shown within the donor-restricted fund class. This is a change from the previously required classification as unrestricted.

#### **Statement of activities:**

- The standard requires NFPs to report expenses by both nature and function, either on the face of the statement of activities, as a separate statement or within the notes.
- NFPs are required to use the placed-in-service approach for reporting expirations of restrictions on gifts of cash or other assets to be used to acquire or construct a long-lived asset, in the absence of explicit donor stipulations. This eliminates the option to release the donor-imposed restriction over the estimated useful life of the acquired asset.

- Investment income will be shown net of external and direct internal investment expenses. There is no longer a requirement to include a disclosure of those netted expenses.

#### **Statement of cash flows:**

- A NFP can continue to choose to either use the indirect or direct method of reporting to present operating cash flows. If the direct method is used, there is no longer a requirement to present or disclose cash flows using the indirect (reconciliation) method.

#### **Notes to the financial statements:**

- FASB requires enhanced quantitative and qualitative disclosures to provide additional information useful in assessing liquidity and cash flows.
- Provide disclosures on amounts and purposes of governing board or self-imposed designations and appropriations as of the end of the period.

For many NFPs, adoption of the ASU will result in significant changes to financial reporting and disclosures which likely will require significant hours to implement correctly. Management should examine its current reporting system to identify what changes are necessary to comply with the new standard for both its internal and external reporting requirements. Based on your financial statement reporting changes, BKD will need to spend additional time in formatting these changes within our audit reporting system if you outsource your annual report and disclosure preparation to BKD. Please contact your BKD Advisor if you would like assistance converting HCCS' financial statements to the new model and preparing the new disclosures.

#### ***The Tax Cuts and Jobs Act of 2017***

In late December, President Donald J. Trump signed into law tax legislation, informally known as the *Tax Cuts and Jobs Act* (TCJA), representing one of the largest overhauls of the Internal Revenue Code (IRC) in more than 30 years. Many TCJA provisions took effect January 1, 2018, and affect virtually all U.S. taxpayers, including tax-exempt organizations. Some of the important provisions that may affect your organization are as follows:

- **Excise tax on executive compensation:** For tax years beginning after December 31, 2017, the TCJA imposes an excise tax on excess tax-exempt organization executive compensation. This excise tax will be 21 percent of the remuneration paid by a tax-exempt organization – and related organizations – to any covered employee in excess of \$1,000,000 plus any excess parachute payment paid by the organization to any covered employee. Covered employees include the five highest compensated employees of the organization for the taxable year and any employee that was a covered employee of the organization for any preceding taxable year beginning after December 31, 2016. The term remuneration does not include any compensation paid to a licensed medical professional (including a veterinarian) for the performance of medical or veterinary services by the professional.
- **Computation of unrelated business taxable income (UBTI):** Under the TCJA, for tax years beginning after December 31, 2017, UBTI will be computed separately with respect to each trade or business for organizations with more than one unrelated trade or business activity. Therefore, net operating losses (NOLs) from one unrelated trade or business activity will not be allowed to offset profits from another. Please note that corporate law changes will affect controlled corporations of tax-exempt organizations and the computation of unrelated business income. For more information on the corporate law changes, please view the appropriate charts on the following website: <https://www.bkd.com/services/tax/tax-reform-resource-center>

- **Excise tax on private colleges and universities:** The TCJA enacted a 1.4 percent excise tax on the net investment income of private colleges and universities that is an “applicable educational institution.” An applicable educational institution is a school that has 500 or more tuition-paying students, more than 50 percent of the tuition-paying students are located within the United States and has assets with a value of at least \$500,000 per full-time student, not including those used directly in carrying out the institution’s educational purpose. Assets and related net investment income of related organizations would be treated as part of the private college or university. The excise tax is effective for tax years beginning after December 31, 2017.
- **Tax-exempt bond financing:** The TCJA repealed the exclusion from gross income for interest on advance refunding bonds for such bonds issued after December 31, 2017.

Also important to consider is the elimination of the deduction for qualified transportation fringe benefits, as this affects tax-exempt employers in a unique way. Instead of losing a deduction, IRC §512(a)(7) provides that any disallowed benefit provided to an employee after December 31, 2017, and not associated with any unrelated business that is regularly carried on by the organization must be included as additional UBTI. The UBTI increase also may apply to expenditures for any parking facility used in connection with qualified parking and any on-premises athletic facility (as defined under IRC §132(j)(4)(B)). Tax-exempt employers face the same issues as taxable employers in regard to the actual calculation of these benefits. Nevertheless, the amount of any disallowed fringe benefits must either be included as UBTI and reported on Form 990-T, *Exempt Organization Business Income Tax Return*, or included as taxable wages to employees on Form W-2.

#### **FASB Releases Not-for-Profit Accounting Standard for Grants and Contributions**

On June 21, 2018, the Financial Accounting Standards Board issued Accounting Standards Update (ASU) 2018-08. This standard clarifies existing guidance on determining whether a transaction with a resource provider, *e.g.*, the receipt of funds under a government grant or contract, is a contribution or an exchange transaction. The guidance requires all organizations to evaluate whether the resource provider is receiving commensurate value in a transfer of assets transaction, and whether contributions are conditional or unconditional.

If commensurate value is received by the resource provider, the transaction would be accounted for as an exchange transaction by applying Topic 606, *Revenue from Contracts with Customers*, or other topics. The standard clarifies that a resource provider is not synonymous with the general public. Indirect benefit received by the public as a result of the assets transferred is not equivalent to commensurate value received by the resource provider. If commensurate value is not received by the resource provider, *i.e.*, the transaction is nonexchange, the recipient organization would record the transaction as a contribution under Topic 958 and determine whether the contribution is conditional or unconditional.

FASB expects that the new standard could result in more grants and contracts being accounted for as contributions (often conditional contributions) than under current generally accepted accounting principles. Because of this, it believes the clarifying guidance about whether a contribution is conditional or unconditional, which affects the timing of revenue recognition, is important. Both the recipient and resource provider would equally apply the guidance.

For public entities, the standard will be effective for annual reporting periods beginning on or after June 15, 2018. For all other entities, the standard will be effective for reporting periods beginning on or after December 15, 2018.

This communication is intended solely for the information and use of management, the Board of Trustees and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

BKD, LLP

New York, New York  
November 1, 2018



# Entry 5d Financial Services Contact Information

Created: 10/24/2018 • Last updated: 10/31/2018

Regents, NYCDOE and Buffalo BOE authorized schools should enter the financial contact information requested and upload the independent auditor's report and internal controls reports as one combined file.

## HELLENIC CLASSICAL CS (NYC CHANCELLOR)Section Heading

### 1. School Based Fiscal Contact Information

School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
Joy Petrakos	<a href="mailto:Joy.Petrakos@hccs-nys.org">Joy.Petrakos@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
Joe Blatt	<a href="mailto:JBlatt@bkd.com">JBlatt@bkd.com</a>	212-867-4000	10

### 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
N/A					



# New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the  
Board of Regents

## **2018-19 Budget & Cash Flow Template**

### **General Instructions and Notes for New Application Budgets and Cash Flows Templates**

<b>1</b>	Complete ALL SIX columns in BLUE
<b>2</b>	Enter information into the GRAY cells
<b>3</b>	Cells containing RED triangles in the upper right corner in columns B through G contain guidance on that particular item
<b>4</b>	School district per-pupil tuition information is located on the State Aid website at <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . Rows may be inserted in the worksheet to accommodate additional districts if necessary.
<b>5</b>	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please 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.

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

CHARLES CAPE TANAKIS

Name of Charter School Education Corporation (for an unmerged school, this is  
the Charter School Name):

HELLENIC CLASSICAL CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer,  
parent representative).

CHAIRMAN

2. Is the trustee an employee of any school operated by the Education Corporation?  
     Yes   ✓   No

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

3. Is the trustee an employee or agent of the management company or institutional  
partner of the charter school(s) governed by the Education Corporation?

     Yes   ✓   No

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


4. 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) governed 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 financial interest or  
transaction, write None. Please note that if you answered Yes to Questions 2-4  
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 yourself

Please write 2017-2018	"None" if applicable. Employment	Do not leave this space blank. DID NOT VOTE, REFUSED FROM DISCUSSION	DENIA CAPETANAKIS, SPOUSE
---------------------------	-------------------------------------	--	------------------------------

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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
Please write "None" if applicable. Do not leave this space blank. - N O N E -				

Signature  Date 8/12/18

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: 212.557.7200

Business Address: DAVIDOFF, HUTCHER • CITRON, LLP 605 3rd Ave, NY, NY 10158

E-mail Address: CC@dhllegal.com

Home Telephone: 917.282.6106

Home Address: 93 81st St, Brooklyn, NY 11209

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

NIKOLAOS LEONARDOS

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

HELLENIC CLASSICAL CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). **TREASURER**

2. Is the trustee an employee of any school operated by the Education Corporation?  
☐ Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

☐ Yes ☒ No

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

4. 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) governed 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 financial interest or transaction, write None. Please note that if you answered Yes to Questions 2-4 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 yourself

Please write "None" if applicable. Do not leave this space blank.	<u>NONE</u>
---	-------------

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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
Please write "None" if applicable. Do not leave this space blank.				
<u>- NONE -</u>				

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: 718-238-7297

Business Address: 308 84th St. BROOKLYN, NY 11209

E-mail Address: NICKL@dafnondas.com

Home Telephone: 718-748-5452

Home Address: 241 84th St., BROOKLYN, NY 11209

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**

HARVEY NEWMAN

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

HELLENIC CLASSICAL CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). SECRETARY, EDUCATION CHAIR

2. Is the trustee an employee of any school operated by the Education Corporation?  
☐ Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
☐ Yes ☒ No

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

4. 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) governed 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 financial interest or transaction, write None. Please note that if you answered Yes to Questions 2-4 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 yourself

Please write "None" if applicable. Do not leave this space blank.	- NONE -
---	----------

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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
Please write "None" if applicable. Do not leave this space blank.				
- NONE -				

Harvey Newman      7.13.18  
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:                     

Business Address:                     

E-mail Address: HADAKAMI@yahoo.com

Home Telephone: 212.979.7787

Home Address: 417 GRAND ST., NY, N.Y., 10002

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**

EFFIE LEKAS

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

HELLENIC CLASSICAL CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

MEMBER

2. Is the trustee an employee of any school operated by the Education Corporation?  
☐ Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

☐ Yes ☒ No

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

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself



Please write "None" if applicable. Do not leave this space blank.

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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
Please write "None" if applicable. Do not leave this space blank.				
- N O N E -				

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: 718.997.4520

Business Address: 65-30 Kissena Blvd., Flushing, NY 11367

E-mail Address: EffieLekas@hotmail.com

Home Telephone: 718.423.2738

Home Address: 56-08 212<sup>th</sup> St., Bayside Hills, NY 11364

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

BASIL DEAN ANGELAKOS

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

HELLENIC CLASSICAL CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). MEMBER

2. Is the trustee an employee of any school operated by the Education Corporation?  
Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
Yes ☒ No

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

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

Please write "None" if applicable. Do not leave this space blank.	
- NONE -	

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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
Please write "None" if applicable. Do not leave this space blank.				
- N O N E -				

B. Dear Angelakos 7/27/18  
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: 347.721.5661  
Business Address: 5 PENN PLAZA, STE 1928  
E-mail Address: DANGELAKOS@CHACOMPANIES.COM  
Home Telephone: 212.689.9386  
Home Address: 132 E. 35<sup>th</sup> St., 11G, NY, NY 10011

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**

NIKIFOROS MATHEWS

**Name of Charter School Education Corporation (for an unmerged school, this is  
the Charter School Name):**

HELLENIC CLASSICAL CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer,  
parent representative).

MEMBER

2. Is the trustee an employee of any school operated by the Education Corporation?  
Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional  
partner of the charter school(s) governed by the Education Corporation?

Yes ☒ No

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

4. 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) governed 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 financial interest or  
transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4  
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 yourself

Please write "None" if applicable. Do not leave this space blank.

- N O N E -

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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
Please write "None" if applicable. Do not leave this space blank.				
- N O N E -				

Signature

7/12/18  
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: 212.506.5257

Business Address: 51 W 52<sup>nd</sup> St, NY, NY, 10019

E-mail Address: NMATHEWS@ORRICK.COM

Home Telephone: 203.325.2480

Home Address: 127 FIFTH ST., STAMFORD, CT 06905

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

GRAZIA R. SVOKOS

Name of Charter School Education Corporation (for an unmerged school, this is  
the Charter School Name):

HELLENIC CLASSICAL CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer,  
parent representative). MEMBER

2. Is the trustee an employee of any school operated by the Education Corporation?  
Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional  
partner of the charter school(s) governed by the Education Corporation?

Yes ☒ No

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

4. 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) governed 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 financial interest or  
transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4  
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 yourself

Please write "None" if applicable. Do not leave this space blank.		
- NONE -		

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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
Please write "None" if applicable. Do not leave this space blank.				
- NONE -				

Signature [Signature] Date 7/12/18

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: 201. 230. 3396  
 Business Address: 633 WHITE PINE ROAD, FRANKLIN LANES, NJ 07417  
 E-mail Address: grsvokos@gmail.com  
 Home Telephone: 201. 644. 8007  
 Home Address: 633 WHITE PINE ROAD, FRANKLIN LANES, NJ 07417

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**

DR. LIANA THEODORATOU

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

HELLENIC CLASSICAL CHARTER SCHOOL

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

MEMBER

2. Is the trustee an employee of any school operated by the Education Corporation?  
☐ Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

☐ Yes ☒ No

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

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself



Please write "None" if applicable. Do not leave this space blank.		
- NONE -		

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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
Please write "None" if applicable. Do not leave this space blank.				
- NONE -				

Signature Dr. Lianna Theodoratou Date 7/23/18

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: 212.998.3990

Business Address: NYU, N.Y., N.Y., 10003

E-mail Address: hl11@nyu.edu

Home Telephone: 212.998.3990

Home Address: GREENWICH, NY 10003



# Entry 8 BOT Table

Created: 07/12/2018 • Last updated: 07/31/2018

## 1. Current Board Member Information (Enter info for each BOT member)

	Trustee Name and 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 2017-18
1	Charles Capetanakis <a href="mailto:cc@dhclegal.com">cc@dhclegal.com</a>	Chair	Education, Financial, Facilities	Yes	4	07/01/2017	06/30/2020	11
2	Nikolaos Leonardos <a href="mailto:NickL@dafnonas.com">NickL@dafnonas.com</a>	Treasurer	Financials, Facilities	Yes	4	07/01/2017	06/30/2020	11
3	Harvey Newman <a href="mailto:HNewman@cei-pea.org">HNewman@cei-pea.org</a>	Secretary	Education Chair	Yes	4	07/01/2017	06/30/2020	11
4	Effie Lekas <a href="mailto:EffieLekas@hotmail.com">EffieLekas@hotmail.com</a>	Trustee/Member	Education	Yes	4	07/01/2017	06/30/2020	11
5	Basil Dean Angelakos <a href="mailto:DANGELAKOS@chacompanies.com">DANGELAKOS@chacompanies.com</a>	Trustee/Member	Financial, Facilities	Yes	2	07/01/2017	06/30/2020	11
6	Nikiforos Mathews <a href="mailto:NMathews@orrick.com">NMathews@orrick.com</a>	Trustee/Member	Financial, Facilities	Yes	4	07/01/2017	06/30/2020	11

7	Grazia R. Svokos <a href="mailto:GRSvokos@gmail.com">GRSvokos@gmail.com</a>	Trustee/Member	Education	Yes	1	02/01/2017	06/30/2020	6
8	Dr. Liana Theodora <a href="mailto:hlt1@nyu.edu">hlt1@nyu.edu</a>	Trustee/Member	Education	Yes	4	07/01/2017	06/30/2020	5 or less
9								

**1a. Are there more that 9 members of the Board of Trustees?** No

**2. Total number of members on June 30, 2018** 8

**3. Total number of members joining the Board during the 2017-18 school year** 1

**4. Total number of members departing the Board during the 2017-18 school year** 0

**5. Number of voting members in 2017-18, as set by the by-laws, resolution or minutes** 8

**6. Number of Board meetings conducted during the 2017-18 School Year** 11

**7. Number of Board meetings scheduled for the coming 2018-19 school year** 12



## Entry 9 - Board Meeting Minutes

Created: 07/30/2018 • Last updated: 10/31/2018

Instructions for submitting minutes of the BOT monthly meetings

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2017--June 2018, which should match the number of meetings held during the 2017-18 school year.

### HELLENIC CLASSICAL CS (NYC CHANCELLOR)

**Are all monthly BOT meeting minutes posted, which should match the number of meetings held during 2017-18 school year, on the charter school's website?**

Yes

the charter school's website.

**A. Provide if posted on the charter school's website a URL link to the Monthly Board Meeting Minutes, which should match the number of meetings held during the 2017-18 school year.**

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



# Entry 10 Enrollment and Retention of Special Populations

Created: 07/12/2018 • Last updated: 07/31/2018

## Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2017-18 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 2018-19.

## HELLENIC CLASSICAL CS (NYC CHANCELLOR)Section Heading

### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2017-18	Describe Recruitment Plans in 2018-19)
Economically Disadvantaged	<p>HCCS is a Title 1 school - 59% FRPL. HCCS continues to extend their outreach by visiting feeder schools and Pre-K's. The school's alumni volunteer and works with faculty and administration to disseminate outreach materials such as the school's brochure, applications, calendar and contact information. In addition, HCCS continues to advertise in local newspapers. This marketing initiative helped us target and recruit students eligible for FRPL, ELL's and SWD. HCCS holds 3 open houses during the months of December, February and March and have multi lingual staff who are present at the open house sessions to assist with 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> <p>HCCS has a lottery preference for ELL applicants and tracks their wait list for ELL's. HCCS identified and registered 4 new ELL students. The HCCS team will continue their efforts to further increase their ELL population.</p> <p>HCCS visits feeder schools and disseminate</p>	<p>HCCS will continue to demonstrate their best practice efforts to recruit economically disadvantaged students for 2018-2019.</p>

English  
Language  
Learners

outreach materials to prospective families. HCCS continues to advertise in local newspapers in English and in Spanish. This initiative has brought in non English speaking families to HCCS. HCCS's website has the ability to translate the school's information into over 44 languages and has multi lingual staff who are present at all open house sessions to assist with 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 will continue to demonstrate their best practice efforts to increase their ELL student population for 2018-2019.

HCCS is a lottery school with limited space in all grades. During the application and lottery period for school year 2017-2018, HCCS tracked their wait list for English Language Learners and for Students with Disabilities. In doing so, HCCS was successful at registering 5 new students with IEP's and added 2 currently enrolled students with new IEP's. HCCS ended the 17-18 school year with 42 Special Education students.

HCCS continues to extend their outreach by visiting feeder schools and Pre-K's. The school's alumni volunteer and works with faculty and administration to disseminate outreach materials such as the school's brochure, applications, calendar and contact information. In addition, HCCS continues to advertise in local newspapers. This marketing initiative helped us target and recruit students eligible for FRPL, ELL's and SWD. HCCS holds 3 open houses during the months of December, February and March and have multi lingual staff who are present at the open house sessions to assist with 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. Also, during the open house HCCS announces that they welcome students with special needs and directs them to the special education coordinator who is present at the open houses.

Students  
with  
Disabilities

HCCS will continue to demonstrate their best practice efforts to recruit SWD students for 2018-2019.

## Retention Efforts Toward Meeting Targets

### Describe Retention Efforts in 2017-18

Econom-  
ically  
Disadvan-  
taged

HCCS creates positive family relationships through their many celebrations throughout the year. HCCS has an open door policy where all families feel comfortable to come in and discuss anything they need with their child's teacher and or the administration. HCCS holds parent and student orientations. Through NYC SCHOOL FOOD SERVICES, HCCS offers free meals and snacks. HCCS has a free after school program for their middle school students and free tutoring for struggling students. HCCS offers free tutoring (Kaplan) for specialized high school exams.

English  
Language  
Learners

HCCS's team continues to be a strong team of certified Special Education and ELL teachers who receive extensive and comprehensive professional development and training to meet the needs of their special education and ELL population. HCCS continues to be members of the NYC Special Education and English Language Learner Collaborative. Teachers receive training in best practices and programs such as Orton Gilligam and Wilson Reading Systems. HCCS continues to have strong and effective partnerships with their ELL and Special Education families. The team communicates with all families throughout the school year to ensure student academic achievement. HCCS teachers collaborate weekly during common planning times to develop curriculum for all learners in the classroom.

HCCS works collaboratively with the Committee of Special Education (CSE) to inform and educate parents about the services, settings and special program features available at the school. HCCS has developed a strong team of certified Special Education and ELL teachers who receive extensive and comprehensive professional development and training to meet the needs of their special education and ELL population. HCCS continues to be members of the NYC Special Education and English Language Learner Collaborative. In addition,

### Describe Retention Plans in 2018-19)

HCCS will continue to demonstrate their best practice efforts to retain economically disadvantaged students for 2018-2019.

HCCS will continue to demonstrate their best practice efforts to retain and increase their ELL student population for 2018-2019.

Students with Disabilities	<p>HCCS's teachers receive training in programs such as Orton Gillingham and Wilson Reading Systems. HCCS continues to have strong and effective partnerships with their ELL and Special Education families. The team communicates with all families throughout the school year to ensure student academic achievement. HCCS teachers collaborate weekly during common planning times to develop curriculum for all learners in the classroom. HCCS offers teachers academic and behavioral support. Preventive planning of disciplinary practices, high quality staff training and continued professional development. HCCS has student, family orientations and many family events. HCCS has an overall welcoming family oriented culture that creates a positive environment to ensure effective learning and growth.</p>	<p>HCCS will continue to demonstrate their best practice efforts to recruit SWD students for 2018-2019.</p>
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# Entry 11 Classroom Teacher and Administrator Attrition

Created: 07/27/2018 • Last updated: 07/31/2018

Report changes in teacher and administrator staffing.

**Instructions for completing the Classroom Teacher and Administrator Attrition Tables**  
**Charter schools must complete the tables titled 2017-2018 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing during the 2017-2018 school year. Please provide the full time equivalent (FTE) of staff on June 30, 2017; the FTE for any departed staff from July 1, 2017 through June 30, 2018; the FTE for added staff from July 1, 2017 through June 30, 2018; and the FTE of staff added in newly created positions from July 1, 2017 through June 30, 2018 using the tables provided.**

## 1. Classroom Teacher Attrition Table

FTE Classroom Teachers on 6/30/17	FTE Classroom Teachers Departed 7/1/17 - 6/30/18	FTE Classroom Teachers Filling Vacant Positions 7/1/17 - 6/30/18	FTE Classroom Teachers Added in New Positions 7/1/17 - 6/30/18	FTE of Classroom Teachers on 6/30/18
36	9	9	2	38

## 2. Administrator Position Attrition Table

FTE Administrative Positions on 6/30/17	FTE Administrators Departed 7/1/17 - 6/30/18	FTE Administrators Filling Vacant Positions 7/1/17 - 6/30/18	FTE Administrators Added in New Positions 7/1/17 - 6/30/18	FTE Administrative Positions on 6/30/18
3	0	0	0	3

### 3. Tell your school's story

**Charter schools may provide additional information in this section of the Annual Report about their respective teacher and administrator attrition rates as some teacher or administrator departures do not reflect advancement or movement within the charter school networks. Schools may provide additional detail to reflect a teacher's advancement up the ladder to a leadership position within the network or an administrator's movement to lead a new network charter school.**

(No response)

**4. Charter schools must ensure that all prospective employees receive clearance through the NYSED Office of School Personnel Review and Accountability (OSPRA) prior to employment. 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.**

**Have all employees have been cleared through the NYSED TEACH system?**

Yes

**5. For perspective or current employees whose clearance has been denied, have you terminated their employment and removed them from the TEACH system?**

Not Applicable

**Thank you**



# Entry 12 Uncertified Teachers

Created: 07/12/2018 • Last updated: 07/27/2018

**FTE Count of All Teachers 38**  
**(Certified and Uncertified) as of**  
**6/30/18**

**FTE Count of All Certified 34**  
**Teachers as of 6/30/18**

## Instructions for Reporting Percent of Uncertified Teachers

The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. 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 column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

**FTE count of uncertified teachers on 6/30/18, and each uncertified teacher should be counted only once.**

	FTE Count
1. Total FTE count of uncertified teachers (6-30-18)	4
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-18)	0
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-18)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-18)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-18)	0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-18)	4

**Thank you.**

# Hellenic Classical Charter School

## Organization Chart

### 2017 -2018

Hellenic Classical Charter School Board of Trustees  
Charles Capetanakis, Board Chairperson

Principal  
Christina Tettonis

Assistant Principal  
Natasha Caban

Director of Operations &  
Finance  
Joy Petrakos

Guidance Counselors,  
Dean of Discipline, Youth  
Development Coordinator

Instructional Staff:  
Dean of Academics,  
Math, Science Coach,  
Teachers, Teacher  
Assistants

Operations Manager,  
Administrative  
Assistants, Special  
Events Coordinator,  
School Aides, DOE Food  
Service Staff, DOH Nurse

Custodians & Security



# HELLENIC CLASSICAL CHARTER SCHOOL

KNOWLEDGE | WISDOM | TRUTH

Christina Tettonis  
Principal

Joy Petrakos  
Director of Operations

Natasha Caban  
Assistant Principal

## School Calendar 2018-2019

### 2018

Wednesday, August 29

All Staff returns – 8:30 am

Monday, September 3

School Closed for Labor Day

Tuesday, September 4

Kindergarten Orientation- 9:30 am  
Pre-Kindergarten Orientation –12:00 pm  
6<sup>th</sup> Grade Orientation – 2:00 pm

Wednesday, September 5

First Day of School – all students  
Pre-Kindergarten Dismissal -10:30 am  
Kindergarten Dismissal - 11:30 am

Monday, September 10 &  
Tuesday, September 11

School Closed for Rosh Hashanah

Wednesday, September 19

School Closed for Yom Kippur

Monday, October 8

School Closed for Columbus Day

Tuesday, November 6

Half-Day of School for students  
Professional Development for staff

Monday, November 12

School Closed for Veterans Day

Thursday, November 22 &  
Friday, November 23

School Closed for Thanksgiving

Friday, December 21

Half-Day of School for students

Monday, December 24 – Tuesday, January 1

School Closed for Winter Recess

### 2019

Wednesday, January 2

Students return to school

Monday, January 21

School Closed for Dr. M. Luther King, Jr. Day

Tuesday, February 5

School Closed for Lunar New Year

Monday, February 18 - Friday, February 22

School Closed for Midwinter Recess

Friday, April 19 – Friday, April 26

School Closed for Spring Recess

Monday, May 27

School Closed for Memorial Day

Tuesday, June 4

School Closed for Eid al-Fitr

Thursday, June 6

Half-Day of School for students  
Professional Development for staff

Wednesday, June 26

Last day of school for all students



# The Hellenic Classical Charter School

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Brooklyn, New York, 11215

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[www.hccs-nys.org](http://www.hccs-nys.org)

Christina Tettonis  
PRINCIPAL

Natasha Caban  
ASSISTANT PRINCIPAL

Joy Petrakos  
DIRECTOR OF OPERATIONS

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## HCCS Enrollment and Retention Efforts

The Hellenic Classical Charter School continues to demonstrate high impact best practices for their outreach to families of English Language Learners and students with disabilities.

- HCCS is a School Wide Title 1 school with a 59% free and reduced student population.
- HCCS is a lottery school with limited space in all grades. During the application and lottery period for school year 2017 – 2018, HCCS tracked their wait list for prospective English Language Learners and Special Education students. HCCS registered 5 new students with IEP's. HCCS closed the 17-18 school year with 42 Special Education students.
- HCCS registered 4 new ELL students in school year 2017-2018.
- HCCS holds a lottery preference for English Language Learner students.
- HCCS works collaboratively with the Committee of Special Education (CSE) to inform and educate parents about the services, settings, and special program features available at the school.
- HCCS 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 has developed a strong team of certified Special Education and ELL teachers who receive extensive and comprehensive professional development and training to meet the needs of their special education and ELL population.
- HCCS continues to be members of the NYC Special Education and English Language Learner Collaborative. In addition, our teachers will receive extensive training in best practices and programs such as Orton Gillingham and Wilson Reading Systems.
- HCCS continues to advertise in popular and local newspapers popular in the Park Slope and Sunset Park area. This marketing initiative has helped our team to specifically target English Language Learners to apply to HCCS.
- HCCS 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's website translates the school's information into 44 languages.
- HCCS has multi-lingual staff who are present at the open houses to 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 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 teachers collaborate weekly during common planning times to develop the curriculum for all learners in the classroom.