

Application: Hellenic Classical Charter Schools - Staten Island

Joy Petrakos - Joy.Petrakos@hccs-nys.org
2022-2023 Annual Report

Summary

ID: 0000000031
Last submitted: Oct 31 2023 01:46 PM (EDT)
Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed - Jul 31 2023

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within the [Annual Report Portal](#). When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2022-2023 school year are not required to complete or submit an annual report this year).

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 school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2023**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

HELLENIC CLASSICAL CHARTER SCHOOL - STATEN ISLAND 800000090834

a1. Popular School Name

HCCS-SI

b. CHARTER AUTHORIZER (As of June 30th, 2023)

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

CSD #31 - STATEN ISLAND

e. Date of Approved Initial Charter

Dec 11 2018

f. Date School First Opened for Instruction

Sep 5 2019

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

Mission Statement

The Hellenic Classical Charter Schools will provide a diverse student body with a rigorous education in a dynamic environment. Using a standards-based curriculum, enriched with the Greek and Latin languages, and the classics woven throughout, students will engage in dialogue using the Socratic method to become critical thinkers. Students will become college and career ready and well-prepared to succeed and contribute to the global community as responsible citizens.

Key Design Element¹

A rigorous classical education that is rich in challenging content – HCCS-SI will provide rigorous instruction in a classical education model that uses standards-based curriculum, didactic instruction, coaching, and intensive academic support. HCCS-SI will blend the Paideia Model for instruction that mixes the rigors of a classical education with inclusive teaching and learning with the workshop model, which is based on Howard Gardner's theory of multiple intelligences and Benjamin Bloom's work regarding strategies to help students engage in the highest levels of thinking—i.e. analysis, synthesis and evaluation. Because this proposed model differentiates and individualizes instruction, the model is highly effective with at-risk populations, including ELL students, Title I students, special education students, and academically gifted students.

Key Design Element 2

Supplementing instruction with classical study of the Greek and Latin languages, as well as history, art and other cultural and classical studies - The Greek instruction program, which includes

acquisition of the Greek language and the study of Greek history and culture within a rigorous academic model that includes the standards-based curriculum, will provide students with unique and outstanding educational experiences that support their growth and improve their competitiveness in the global economy. We will implement this program in consultation with the Greek Ministry of Education, which has provided support for HCCSPark Slope over the past 13 years. The alignment of the Greek program curriculum with the ELA curriculum will ensure that the reading, writing and language arts instruction in English and in Greek are complimentary. In short, because of the Greek and Latin studies, we maintain that our graduates will be familiar with the roots of over 90% of the words in the English language.

Key Design Element 3

Preparing students for long-term academic success
- HCCS-Staten Island will focus on the mission of college and career readiness for our students.

While in our first charter period, HCCS-SI will only include grades K-5, we plan—if successful in the first term—to expand to grades K-8 in the second term. In our first charter term, we will build the foundations that students and parents need in order to establish the expectations and habits of mind necessary for long-term academic success. During our second charter term, we will continue to work with these students and families to help them understand the high school admissions process, as well as college preparation, and other practices that will support them in preparing for, selecting and applying for entrance into high quality high schools.

h. School Website Address

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

i. Total Approved Charter Enrollment for 2022-2023 School Year

375

j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment

345

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

k

1

2

3

4

I. Charter Management Organization

Do you have a [Charter Management Organization](#)?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

	Yes, 2 sites
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School Site 1 (Primary)

m1. SCHOOL SITES

Please provide information on Site 1 for the upcoming school year.

	Phone Number		District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	1641 Richmond Avenue, Staten Island, NY 10314	7184990957	NYC CSD 31	K-2	K-1	K-2

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Cathy Kakleas	Principal	718-499-0957		CKakleas@hccs-nys.org
Operational Leader	Joy Petrakos	Chief of Operations	718-499-0957		Joy.Petrakos@hccs-nys.org
Compliance Contact	Joy Petrakos	Chief of Operations	718-499-0957		Joy.Petrakos@hccs-nys.org
Complaint Contact	Joy Petrakos	Chief of Operations	718-499-0957		Joy.Petrakos@hccs-nys.org
DASA Coordinator	Shannon Donohue	Dean of Guidance and Student Support	718-499-0957		SDonohue@hccs-nys.org
Phone Contact for After Hours Emergencies	Joy Petrakos	Chief of Operations	917-561-2622		Joy.Petrakos@hccs-nys.org

m1b. Is site 1 in public (co-located) space or in private space?

Private Space

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

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

- **Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.**

Site 1 Certificate of Occupancy (COO)

[certificate of occupancy - 1641 Richmond Avenue.pdf](#)

Filename: certificate of occupancy - 1641 Richmond Avenue.pdf **Size:** 608.1 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[Fire Alarm Test and Inspection Report HCCS-Staten Island.pdf](#)

Filename: Fire Alarm Test and Inspection Report HCCS-Staten Island.pdf **Size:** 64.8 kB

School Site 2

m2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

		Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	1631 Richmond Avenue, Staten Island, NY 10314	718-499-0957	NYC CSD 31	0	2-5	2-4

m2a. Please provide the contact information for Site 2.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Cathy Kakleas	Principal	718-499-0957		Ckagleas@hccs-nys.org
Operational Leader	Joy Petrakos	Chief of Operations	718-499-0957		Joy.Petrakos@hccs-nys.org
Compliance Contact	Joy Petrakos	Chief of Operations	718-499-0957		Joy.Petrakos@hccs-nys.org
Complaint Contact	Joy Petrakos	Chief of Operations	718-499-0957		Joy.Petrakos@hccs-nys.org
DASA Coordinator	Shannon Donohue	Dean of Guidance and Student Support	718-499-0957		Sdonohue@hccs-nys.org
Phone Contact for After Hours Emergencies	Joy Petrakos	Chief of Operations	917-561-2622		Joy.Petrakos@hccs-nys.org

m2b. Is site 2 in public (co-located) space or in private space?

Private Space

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

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.

Site 1 Certificate of Occupancy (COO)

[TCO 1631 Richmond Ave until 09-05-23.pdf](#)

Filename: TCO 1631 Richmond Ave until 09-05-23.pdf **Size:** 36.5 kB

Site 2 Fire Inspection Report

This is required, marked optional for administrative purposes.

[Site 2 Fire Inspection.pdf](#)

Filename: Site 2 Fire Inspection.pdf **Size:** 247.6 kB

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

N/A

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).

Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.

Yes

o2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Other	Acquisition of new facility	11/22/2022	January 2023
2				
3				
4				
5				

More revisions to add?

No

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Joy Petrakos
Position	Chief of Operations
Phone/Extension	718-499-0957
Email	Joy.Petrakos@hccs-nys.org

q. Our signatures (Executive Director/School Leader/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. Click **YES** to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

Responses Selected:

Yes

As outlined in ENTRY 10:

Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.

Responses Selected:

Yes

Signature, Head of Charter School

[Redacted Signature]

Signature, President of the Board of Trustees

[Redacted Signature]

Date

Jul 20 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Jul 31 2023

Instructions

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[1] Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

Form for Entry 2 Links to Critical Documents on School Website

School Name: Hellenic Classical Charter Schools - Staten Island

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the **link** from the school's website for each of the items:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	https://www.hccs-nys.org/annual-reports
2. Board meeting notices, agendas and documents	https://www.hccs-nys.org/board-of-trustees
3. New York State School Report Card	https://www.hccs-nys.org/services-minimalist
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.hccs-nys.org/services-minimalist
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	https://www.hccs-nys.org/services-minimalist
6. Authorizer-approved FOIL Policy	https://www.hccs-nys.org/services-minimalist
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.hccs-nys.org/services-minimalist

Thank you.



Entry 3 Progress Toward Goals

Completed - Oct 30 2023

Instructions

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Regents, NYCDOE, and Buffalo BOE-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 no later than November 1, 2023.

1. ACADEMIC STUDENT PERFORMANCE GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	<p>Throughout the course of the charter term, HCCS-SI will show progress towards achieving 75% of its 3rd-5th graders, who have been enrolled at the school on BEDS day for at least two consecutive years</p> <ul style="list-style-type: none"> • performing at or above Level 3 on the NYS ELA exam. • performing at or above Level 3 on the NYS Math exam. 	NYS ELA and MATH EXAM	Not Met	<p>We did show progress towards achieving 75% of our 3rd and 4th graders performing at or above a level 3 on the Math Exam (21-22 61% proficient 22-23, 77% proficient), however, we did not meet that goal in ELA. In 21-22, 71% of our students were proficient and in 22-23 68.5% of our students were proficient. Even though we fell short by 3%, we did perform higher than the district and the city. In order to help us meet this goal for 2023-24, we hired additional AIS staff. We now have one teacher that specializes in ELA to work with students at risk and one teacher to work in Math with students at risk. Previously, one teacher</p>

				<p>supported both Math and ELA.</p> <p>This will help bring more targeted instruction to our at risk students.</p> <p>Additionally, we have added grade band meetings in our teachers' schedules. Our teachers in 3-5, including service providers for those grade levels, have started drilling down on state test data during these meetings to develop action plans for students who just missed proficiency and for those scoring low 2s and 1s.</p> <p>Finally, it is important to note that the 2022 assessment was assessing Common Core Standards and the 2023 assessment was assessing Next Generation Learning Standards. We will continue to provide professional development to our staff and continue to support them with the shift.</p>
Academic Goal 2	Each year, the percent of HCCS-SI students	NYS ELA and MATH EXAM	Met	

	performing at or above Level 3 on the NYS ELA exam and 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 31			
Academic Goal 3	75% of kindergarten students who were enrolled at the School on BEDS day will perform at or above a Level 1 on the rhyme recognition, rhyme generation, syllable clapping, initial consonants, and at or above a Level 2 on the final consonants, blending, segmenting, ABC recognition, writing, spelling, decoding and, sight words, strands.	Fox in the Box Literacy Assessment	Met	
Academic Goal 4	75% of the 1st grade students who were enrolled on BEDS day for two consecutive years will perform at or above a Level 4 on the spelling, decoding,	Fox in the Box Literacy Assessment	Met	

	vocabulary and sight words strands			
Academic Goal 5	75% of the 2nd grade students who have been enrolled at the School on BEDS day for at least two consecutive years will perform at or above Level 6 on the spelling, decoding,	Fox in the Box Literacy Assessment	Met	
Academic Goal 6	Each year, all students in Grades 2 through 5 who were enrolled in the School for at least two consecutive BEDS dates will average at least five percentile points of growth on NWEA MAP Reading and Math assessments until average percentile score reaches 85.	NWEA Assessment in Math and ELA	Met	
Academic Goal 7	Each year, 75% of all students in Grades 1 through 5 who were enrolled in the School for at least two consecutive BEDS dates will grow a minimum of 2 levels as measured by the F&P assessment regardless of	Fountas and Pinnell Reading Assessment	Met	

	incoming F&P level.			
Academic Goal 8	Each year, 75% of all students in Grades 2 through 5 who were enrolled in the School for at least two consecutive BEDS dates, including students with disabilities, ELLs, and economically disadvantaged students, will achieve at least one year of growth on NWEA MAP.	NWEA Assessment in Math and ELA	Met	
Academic Goal 9	By the end of the school year, 75% of kindergarteners who were enrolled on BEDS day will be able to: <ul style="list-style-type: none"> • recognize all Greek Letters in their print form, as measured by a Greek Letter Recognition and Writing Common Assessment • communicate verbally as measured by the HCCS Greek Verbal Common Assessment 	Kindergarten Greek Common Assessment in Letter Recognition, Writing and Verbal Skills	Met	
Academic Goal 10	By the end of the school year, 75% of first graders who were enrolled on BEDS day for at	First Grade Greek Common Assessment in Letter Recognition,	Met	

	least two consecutive years will be able to: <ul style="list-style-type: none">• write all the Greek alphabet in print, as measured by a Greek Letter Recognition And Writing Common Assessment• perform proficiently in listening, as measured by the Greek Listening Common Assessment• perform proficiently in reading, as measured by the Greek Reading Common Assessment• communicate verbally as measured by the Greek Verbal Common Assessment	Writing and Verbal Skills		
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2. Do have more academic goals to add?

Yes

2022-2023 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11	By the end of the school year, 75% of students in grades 2-5, who were enrolled in BEDS day for at least two consecutive years, will perform proficiently in Oral, Reading, Listening, and Writing skills, as measured by the Greek Verbal, Reading, Listening and Writing Common Assessments.	Second, Third and Fourth Grade Greek Common Assessment in Letter Recognition, Writing, reading, Listening and Verbal Skills	Not Met	Our students in Grades 2-4 met and surpassed the 75% proficiency goal in the Speaking and Listening strands as 81% performed proficiently in Speaking and 78% performed proficiently in Listening. However, 57% of our students in grades 2-4 performed proficiently in Reading and 59% performed proficiently in Writing. In the new school year, Writing will continue to be a focus in Greek instruction as we improved from last year and are moving towards our goal. We will also focus on Reading as this seems to be an area students in these grade levels are struggling in. The Greek team and the principal will

				meet during the PD week in August and drill down on data from the Reading assessments to understand if students need to strengthen their decoding skills or their comprehension skills. The Greek team will then devise a plan that will support growth in the skill that needs to be strengthened.
Academic Goal 12	Throughout the charter term, each grade level cohort of students will reduce by one-quarter, the gap between the percent at or above Level 3 on the previous year's NYS ELA and Math exam and 75% at or above Level 3 on the current year's NYS ELA and Math exams.		Met	
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

3. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2022-2023 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2022-2023 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Each year, HCCS-SI will 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.	ATS VENDOR PORTAL	Met	
Org Goal 2	At the end of each school year, HCCS will have an average daily student attendance rate of at least 95%.	HCCS-SI ended the school year with an average daily attendance of 92.4%.	Not Met	HCCS-SI will continue to express the importance of attendance to our families. Since COVID, parents are more apt to keep their children home with the slightest of symptoms. Also, families expressed that their children's immunities were compromised due to mask wearing and sanitizing

				protocols that led to their children getting sick very often.
Org Goal 3	Each year, 95% of all students enrolled at HCCS during the last day of the school year will return the following September, not including those who move out of area.	ATS Discharge Report Vendor Portal	Met	
Org Goal 4	Each year, parents will express satisfaction with HCCS's program, based on the NYCDOE Learning Environment Survey in which the school will receive scores of 7.5 or higher in each of the four survey domains: Academic Expectations, Communication, Engagement, and Safety and Respect. The school will only have met this goal NYCDOE Survey Met 22 / 45 if at least 50% of the parents participate in the survey.	NYCDOE SURVEY	Met	
Org Goal 5	Each year, teachers will	NYCDOE SURVEY	Met	

	<p>express satisfaction with HCCS' leadership and professional development opportunities, based on the NYCDOE Learning Environment Survey in which the school will receive scores of 7.5 or higher in each of the four survey domains: Academic Expectations, Communication, Engagement, and Safety and Respect. The school will only have met this goal if at least 50% of the teachers participate in the survey.</p>			
Org Goal 6	<p>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 Education Act, and federal Family</p>	<p>Approved Board of Regents Charter; 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 Rights and Privacy Act.</p>	Met	

	Educational Rights and Privacy Act.			
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Each year, HCCS will undergo an independent financial audit that will result in an unqualified opinion and no major findings.	Independent audit issued by PKF O'Connor Davies, LLP.	Met	
Financial Goal 2	Each year, HCCS will operate on a balanced budget and maintain a stable cash flow	Monthly internal financial statements and annual external audit by PKF O'Connor Davies.	Met	
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete - Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, **and** into the SUNY Epicenter document management system by September 15, 2023.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4 - Audited Financial Statements

Completed - Oct 30 2023

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.

Hellenic Classical Charter Schools Financial Audit 2022-2023

Filename: Hellenic_Classical_Charter_Schools_35vPr4I.pdf Size: 600.2 kB

Entry 4a – Audited Financial Report Template (SUNY)

Incomplete - Hidden from applicant

Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

Entry 4b – Audited Financial Report Template (BOR/NYC/BOE)

Completed - Oct 30 2023

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

HCCS PS and SI FY23 Authorizers Audited Financial Report

Filename: HCCS_PS_and_SI_FY23_Authorizers_A_DJl37uN.xlsx Size: 86.3 kB

HCCS-SI FY23 Authorizers Audited Financial Report

Filename: HCCS-SI_FY23_Authorizers_Audited_IHmcoRB.xlsx Size: 88.2 kB

Entry 4c – Additional Financial Documents

Completed - Oct 30 2023

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2023**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

1. Advisory and/or Management letter
2. Federal Single Audit
3. Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

^[1] Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[SI Escrow June 2023 statement](#)

Filename: SI_Escrow_June_2023_statement.pdf **Size:** 128.0 kB

[Hellenic Classical Charter Schools Mgmt Ltr](#)

Filename: Hellenic_Classical_Charter_Schools_EZbkGZ1.pdf **Size:** 170.5 kB

[HCCS Annual Report 4C 2022-2023](#)

Filename: HCCS_Annual_Report_4C_2022-2023.pdf **Size:** 511.9 kB

Entry 4d - Financial Contact Information

Completed - Jul 31 2023

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2023**.

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Joy Petrakos	Joy.Petrakos@hccs-nys.org	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
	PKF Gus Saliba	GSaliba@pkfod.com	201-712-9800	5

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
	CSBM	Karen Peters	KPeters@csbm.com	KPeters@csbm.com	530-315-1021	1

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Oct 30 2023

SUNY-authorized charter schools should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, 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.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[HCCS SI FY24 SED Budget](#)

Filename: HCCS_SI_FY24_SED_Budget.xlsx Size: 44.5 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Jul 31 2023

Required of ALL Charter Schools

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

[FinancialDisclosure2023- Capetanakis](#)

Filename: FinancialDisclosure2023-_Capetanak_PdAYoQy.pdf **Size:** 386.6 kB

[Financial Disclosure2023 - Leonardos](#)

Filename: Financial_Disclosure2023_-_Leonard_jeR6OxO.pdf **Size:** 123.1 kB

[FinancialDisclosure2023 - Rajpersaud](#)

Filename: FinancialDisclosure2023_-_Rajpersa_b5V4xyq.pdf **Size:** 338.8 kB

[FinancialDisclosure2023- Svokos](#)

Filename: FinancialDisclosure2023-_Svokos_8Xe75s6.pdf **Size:** 589.5 kB

[FinancialDisclosure2023 - Moustakas](#)

Filename: FinancialDisclosure2023_-_Moustakas.pdf **Size:** 163.6 kB

[FinancialDisclosures2023 - Lekas](#)

Filename: FinancialDisclosures2023_-_Lekas_KnVRiwx.pdf **Size:** 108.1 kB

[FinancialDisclosure2023 - Mathews](#)

Filename: FinancialDisclosure2023_-_Mathews_9Ow9lwT.pdf **Size:** 364.8 kB

[FinancialDisclosure2023 - Newman](#)

Filename: FinancialDisclosure2023_-_Newman_NKOp85X.pdf **Size:** 100.3 kB

[FinancialDisclosure2023 - Theodoratou](#)

Filename: FinancialDisclosure2023_-_Theodora_4rFFO0w.pdf **Size:** 104.1 kB

[FinancialDisclosure2023 - Angelakos](#)

Filename: FinancialDisclosure2023_-_Angelako_XdTxEW8.pdf **Size:** 102.9 kB

Entry 7 BOT Membership Table

Completed - Jul 31 2023

Instructions

Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2022-2023 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Charles Capetanakis	[REDACTED]	Chair	Education Finance Facility	Yes	6	07/01/2020	06/30/2023	10
2	Harvey Newman	[REDACTED]	Secretary	Education	Yes	6	07/01/2020	6/30/2023	11
3	Nikolaos Leonardos	[REDACTED]	Treasurer	Finance Facility	Yes	6	07/01/2020	6/30/2023	11
4	Effie Lekas	[REDACTED]	Trustee/Member	Education	Yes	6	07/01/2020	6/30/2023	11
5	Grazia Svokos	[REDACTED]	Trustee/Member	Education	Yes	1	07/01/2020	6/30/2023	9
6	Dean Angelakos	[REDACTED]	Trustee/Member	Finance Facility	Yes	5	07/01/2020	6/30/2023	5 or less
7	Bianca Rajpersaud	[REDACTED]	Trustee/Member	Finance Facility	Yes	1	07/01/2020	6/30/2023	9
8	Spiros Moustakas	[REDACTED]	Trustee/Member	Finance Education	Yes	1	01/26/2023	06/30/2023	7
9	Liana Theodoratou	[REDACTED]	Trustee/Member	Education	Yes	6	07/01/2020	06/30/2023	5 or less

1a. Are there more than 9 members of the Board of Trustees?

Yes

1b. Board Member Information

	Trustee Name	Trustee 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 2022- 2023
10	Nik Mathews	[REDACTED]	Trustee/ Member	Finance Facility	Yes	6	07/01/2020	06/30/2023	5 or less
11									
12									
13									
14									
15									

1c. Are there more than 15 members of the Board of Trustees?

(No response)

1d. 2022-2023 Board Member Information

	Trustee Name	Trustee 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 2022- 2023
16									
17									
18									
19									
20									
21									

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2023	10
b.Total Number of Members Added During 2022-2023	1
c. Total Number of Members who Departed during 2022-2023	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	11

3. Number of Board meetings held during 2022-2023

12

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

10

Total number of Voting Members added during the 2022-2023 school year:

1

Total number of Voting Members who departed during the 2022-2023 school year:

0

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

10

Total number of Non-Voting Members on June 30, 2023:

0

Total number of Non-Voting Members added during the 2022-2023 school year:

0

Total number of Non-Voting Members who departed during the 2022-2023 school year:

0

Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:

0

Board members attending 8 or fewer meetings during 2022-2023

3

Thank you.

Entry 8 Board Meeting Minutes

Completed - Jul 31 2023

Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2023**.

2022-0721 HCCS SCHOOL BOARD MINUTES

Filename: 2022-0721_HCCS_SCHOOL_BOARD_MINUTE_wRIKgZK.pdf Size: 223.7 kB

2022-0826 HCCS SCHOOL BOARD MINUTES

Filename: 2022-0826_HCCS_SCHOOL_BOARD_MINUTE_dKWx8Zg.pdf Size: 396.8 kB

2022-1026 HCCS SCHOOL BOARD MINUTES

Filename: 2022-1026_HCCS_SCHOOL_BOARD_MINUTE_YZrDL1R.pdf Size: 110.9 kB

2022-1221 HCCS SCHOOL BOARD MINUTES

Filename: 2022-1221_HCCS_SCHOOL_BOARD_MINUTE_ptY3l4m.pdf Size: 234.2 kB

2022-0929 HCCS SCHOOL BOARD MINUTES

Filename: 2022-0929_HCCS_SCHOOL_BOARD_MINUTE_y5bxf1S.pdf Size: 244.6 kB

2023-0228 HCCS SCHOOL BOARD MINUTES

Filename: 2023-0228_HCCS_SCHOOL_BOARD_MINUTE_oRI4Ky9.pdf Size: 246.5 kB

[2023-0126 HCCS SCHOOL BOARD MINUTES](#)

Filename: 2023-0126_HCCS_SCHOOL_BOARD_MINUTE_qxuF8R7.pdf Size: 249.8 kB

[2022-1122 HCCS SCHOOL BOARD MINUTES](#)

Filename: 2022-1122_HCCS_SCHOOL_BOARD_MINUTE_XbtkfBw.pdf Size: 224.2 kB

[2023-0525 HCCS SCHOOL BOARD MINUTES](#)

Filename: 2023-0525_HCCS_SCHOOL_BOARD_MINUTE_dYChSy1.pdf Size: 224.6 kB

[2023-0427 HCCS SCHOOL BOARD MINUTES](#)

Filename: 2023-0427_HCCS_SCHOOL_BOARD_MINUTE_McSd4Ji.pdf Size: 147.8 kB

[2023-0324 HCCS SCHOOL BOARD MINUTES](#)

Filename: 2023-0324_HCCS_SCHOOL_BOARD_MINUTE_GkEh0ya.pdf Size: 232.2 kB

[2023-0630 HCCS SCHOOL BOARD MINUTES](#)

Filename: 2023-0630_HCCS_SCHOOL_BOARD_MINUTE_qcn17i3.pdf Size: 244.1 kB

Entry 9 Enrollment & Retention

Completed - Jul 31 2023

[Instructions for submitting Enrollment and Retention Efforts](#)

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), 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 2023-2024.

***SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>Students who are economically disadvantaged are supported by reaching out to the parents and providing them with any materials and tools they need to support their learning. Teaching assistants help those students with their homework assignments and work with them often during Independent work time. They are also included in small groups more often than other students to ensure they receive the support they need. The guidance counselor also plays a major role in reaching out to the families to address attendance issues and other issues that may contribute to the lack of completing assignments. The guidance counselor also supports the students with their social emotional health during scheduled sessions with them. HCCS-SI has 42.5% percentage economically disadvantage population which is even with District 31.</p>	<p>HCCS-SI will continue to demonstrate their best practice efforts to recruit Economically Disadvantaged students for school year 2023-2024.</p>
English Language Learners	<ul style="list-style-type: none"> During the application and lottery period for school year 2022 – 2023, HCCS tracked their wait list for prospective English Language Learners. The school reached out to these families and subsequently 10 new ELL students in Kindergarten through grade 2. HCCS-SI ended the 2022-23 school year with a total of 33 ELL students. HCCS-SI holds a lottery preference for English Language 	<p>HCCS-SI will continue to demonstrate their best practice efforts to recruit English Language Learners for school year 2023-2024.</p>

Learner students.

- HCCS-SI disseminates outreach materials such as their school brochure, school application and process, calendar, contact and other information about the school to prospective families. The school brochure specifically outlined the ENL program and was translated into Spanish. The brochures were inserted in local Staten Island Advance newspapers and distributed to areas with the highest Spanish speaking population, including 10302 and 10303 zip codes.
- HCCS-SI advertises in local Spanish-language and Asian media (e.g. newspaper).
- HCCS-SI has developed a strong team of certified ELL teachers who receive extensive and comprehensive professional development and training to meet the needs of their special education and ELL population.
- HCCS-SI continues to be members of the NYC Charter School Collaborative for Inclusive Education. In addition, our teachers receive extensive training in best practices and programs such as Foundations, Teachers College Reading and Writing Project, Reading Rescue, Learning A-Z, and Heggerty Reading Systems.
- HCCS-SI utilizes targeted digital marketing to reach multilingual families in local zip codes. These targeted displays appear on popular websites within targeted zip codes. They are also translated into languages specific to those regions.
- HCCS-SI continues to reach out

	<p>to the community through their annual three open houses in December, February and March. During the open house sessions, HCCS-SI announces that they welcome ELL students and Students with Special Needs.</p> <ul style="list-style-type: none"> • HCCS-SI has multilingual staff who 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-SI teachers collaborate weekly during common planning times to develop the curriculum for all learners in the classroom. 	
Students with Disabilities	<p>HCCS-SI continues to provide outreach to families documenting our Special Education program and the services the school offers to Students with Disabilities. Our goal is to engage parents of these students, encourage them to apply to the admissions lottery and then, for those who gain entry, work with the parents and the Pre-K providers to help these students transition into our school. HCCS-SI holds a preference in our lottery for Students with Disabilities. Our Dean of Special Education attends each open house to speak to our prospective families which takes place throughout various times of the school year. As a school we work to build our provider's knowledge each year by providing professional development and training to best meet the needs of our schools population, HCCS-SI are members</p>	<p>HCCS-SI will continue to demonstrate their best practice efforts to recruit Students with Special Needs for school year 2023-2024.</p>

of NYC Charter School Collaborative for Inclusive Education. HCCS-SI has a 17% Special Education population for the 2022-2023 school year.
--

Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	HCCS-SI will continue to support students who are economically disadvantaged by reaching out to the families and providing them with additional support throughout the year.	HCCS-SI will continue to demonstrate their best practice efforts to retain Economically Disadvantaged students for school year 2023-2024.
English Language Learners	<ul style="list-style-type: none"> • HCCS-SI will continue to improve our ELL student enrollment. We will continue our strong outreach and provide translators at all of our open house events. We are grateful to our existing families who help us spread the word. We will continue to make meaningful connections with our ELL families and network with their family and community members as well. • HCCS-SI fosters strong relationships with local daycares and preschools in order to create awareness of HCCS and increase enrollment in this subgroup. • ELL students are supported by reaching out to the parents and providing them with any materials and tools they need to support their learning. The ELL teachers help the students in small groups to ensure they receive the support they need. Parents are provided with various resources that they can use at home, including bilingual texts, reading materials, Learning A-Z subscriptions, supplemental activities, and support materials. Parents are invited to meet with ELL teachers twice a year at Parent-Teacher Conferences, as well as when needed. Connecting with families and providing at home 	HCCS-SI will continue to demonstrate their best practice efforts to retain English Language Learners for school year 2023-2024.

	<p>support increases families' satisfaction and retention.</p> <ul style="list-style-type: none"> • The guidance counselor also supports the students with their social emotional health during scheduled sessions with them. • HCCS-SI continues to have a diverse student population and strong school spirit and culture. Students and Staff feel welcomed and are connected. HCCS-SI promotes strong family engagement and communication. By recruiting a multilingual and diverse staff, students and families feel comfortable and connected with the school community. • In addition, HCCS-SI provides year round professional development earmarked toward social emotional learning, equity, diversity and inclusion. Every Book of the Month is focused on diversity and equity and opens the floor to such conversations. The ELL teachers also make themselves available to provide support to the classroom and content teachers, including creating culturally relevant materials for the classroom, bringing in diverse texts with diverse characters, scaffolding materials to meet the needs of the ELL students, and providing translations for parent conversations. 	
Students with Disabilities	<p>HCCS-SI has a special education percentage of 17%. To achieve a greater percentage with our subgroups we will continue to reach out to pre-schools and day cares throughout all neighborhoods to make parents aware of the option of applying to our school, distributing information about the school in multiple languages, in addition to</p>	<p>HCCS-SI will continue to demonstrate their best practice efforts to retain Students with Special Needs for school year 2023-2024.</p>

	holding in person open houses. Our lottery includes preferences for special education and ELL students.	
--	--	--

Entry 10 – Teacher and Administrator Attrition

Completed - Jul 31 2023

Form for "Entry 10 – Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

Charter schools must ensure that all prospective employees^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** 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.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

1. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee-fingerprint-oct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospa/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

Attestation

Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

Entry 11 Percent of Uncertified Teachers

Completed - Jul 31 2023

Instructions

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

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.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

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 line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category A: 5 or 30% whichever is less	5.0

CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.

	FTE Count
i. Mathematics	0
ii. Science	0
iii. Computer Science	0
iv. Technology	1
v. Career and Technical Education	0
Total Category B: not to exceed 5	1.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	0
Total Category C: not to exceed 5	5.0

TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total	11

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	14

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	25

Thank you.



Entry 12 Organization Chart

Completed - Jul 31 2023

[Instructions](#)

Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

[Organizational Chart - HCCS-PS and HCCS-SI](#)

Filename: Organizational_Chart_-_HCCS-PS_and_HCCS-SI.pdf Size: 87.2 kB

Entry 13 School Calendar

Completed - Jul 31 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools "... *unless the school's charter requires more instructional time than is required under the regulations.*"

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

[HCCS Calendar 2023-2024](#)

Filename: HCCS_Calendar_2023-2024_ndklwU1.pdf Size: 124.7 kB

Entry 14 Staff Roster

Completed - Oct 30 2023

[INSTRUCTIONS](#)

Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.

Reminders: Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer NOTE: MUST BE DONE FIRST	Select your school's authorizer from the drop-down list first , before completing the roster.
School Name and Institution ID	Select your school's name from the drop-down list .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the 7 digit TEACH ID for the Faculty/Staff person.
Role in School	Select the best choice of role of the Faculty/Staff person from the drop-down list .
CPR/AED Certification Status	Select the appropriate choice from the drop-down list .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	Select the appropriate choice from the drop-down list .
Subject Taught	Select the appropriate choice from the drop-down list .
Notes	Optional

[SI faculty-staff-roster-template-2023](#)

Filename: SI_faculty-staff-roster-template-2023.xlsx Size: 23.3 kB

Optional Additional Documents to Upload (BOR)

Incomplete