



ECLC International School, Seoul
Board Meeting Minutes
2009-2010
Tuesday, October 27th, 2009
Hannam-dong
9:30 am

Attendants: Sunny Park (SP), Andrew Whitney (AW), James Kil (JK), Peter Layer (PL), Kelly McGinnis (KM), Sarah Hunziker (SH), Cyndi Brower (CB)

Treasurer's Report (JK):

- Review of the financials as of September 30 2009; Current Assets total 3,042,542,236 KRW, Total Assets are 4,072,742,768 KRW. Total Liabilities including Severance Benefits for employees total 294,093,720 KRW. Total Net Assets are 3,778,649,048 KRW.
- Account payables of 10,049,742 KRW are outstanding payments to services received from an Occupational Therapist and to former employees of ECLC, Julia Burks and Tracey Kelly. Tracey Kelly was with ECLC for more than 2 years and is due Severance Pay minus any damages or penalty from her housing totalling approximately 400,000 KRW. Julia Burks submitted expense receipts upon her departure. It was agreed that she should receive the repayment even though the receipts were over one year old. It was also agreed that from here forward, expense receipts must be submitted within one year of the incurred expense to receive repayment.
- As of September 30th, 17% of the school year was completed. Comparing actual amounts to budgeted amounts for school year 2009-2010, JK says that we should be on budget. The Tuition Income is at -11% of where we should be totaling a difference of -311,990,000 KRW. This will come closer to budget soon as we have second semester tuition coming early next year. Staffing Costs are at 19% of the annual budget. This includes the advanced housing for AW that was required by the landlord. Total Operating Expenses total 3,077,490,000 KRW which is 19% of the total for the year, still looks on target. Differences are expected as the beginning of the year is heavier for expenses.

HOS Report (AW):

October 2009 Enrollment-160

Enrollment total is figured from those with paid tuition, which is 8 off of target. Toddler classes have enrollment of 12/11. Upon the recommendation of the toddler teachers and with the agreement of (AW), that target will be increased to 14/14 respectively. There are waiting lists for all levels except K2.

--Facilities

- Computer replacement quote was received from Tony Choi, our computer consultant, for the purchase of 7 new computers for ECLC, retiring the 7 oldest ones. It was decided that we competitively bid out the new computers.
- Additionally, Tony Choi suggested that we seek site licenses for the computer software that we use at ECLC. The cost was quoted at 15,501,000 KRW. The board voted that we go ahead with the site licensing

--Personnel

- There is a possibility of one teaching vacancy in the near future for the Toddler class.
- A possible teacher salary scale has been developed. More research is needed to determine budgetary implications as well as its effects on the teacher salaries.
- Personnel Policy Handbook is nearly rewritten. (SP) and (CB) volunteered to sit down with (AW) to complete the re-write and present it out to the full board at next meeting.
- Teacher Workdays are scheduled for Friday, October 30 with Mia Youhne, PhD on “Co-Teaching in the Classroom” and on Friday and Saturday, November 6 and 7 with math consultant Jenny Klingberg.

--Updates

- Candace White has respectfully withdrawn her request for Professional development money.
- There was one case of H1N1 reported in Eric Carle class. It was noted that the student must be seen by a doctor before returning to the school. Additionally, there was one report of a sibling illness (not an ECLC student). As a precautionary measure, the student will remain home for one week.
- A slight modification has been made to the Student Progress Report. The amount of writing will be reduced by about a third, though there will be no loss of quality of the report. Additionally, the teachers will not be given a day away from the classrooms preparing the reports as was the practice in years past.
- A “Yellow Dust” alert was in effect on Tuesday, October 20. Levels will be monitored and if threshold is reached all outside activities will be cancelled.
- The Chief of Police visited ECLC on October 20th as courtesy to express his awareness and understanding of the “special” clientele that ECLC serves.
- Seoul Foreign School Director of Admissions and Elementary Counselor visited ECLC on October 21st to discuss issues of mutual interest including transitioning students from ECLC to SFS.

PTA Report (SH):

- Newsletter to be sent out October 28th.
- PTA still looking for a secretary.
- Original Artworks are being produced and are due for delivery in mid-November.

- Holiday Market is being headed by Melinda Wilson and is to be held November 20th in the PE room. Most gifts have been purchased and order forms are going out October 28th.
- Winter Concert venue has been booked and preparations are underway.
- Winter PE Kit has been dispatched and re-order forms are out.
- Alison Wilkes to give a presentation on children's health at next PTA meeting.
- Label fundraiser orders have been placed and money raised by the event totals around 500,000 KRW.
- Craft and shopping mornings are continuing successfully.
- November 21st Alison Wilkes will provide certified first aid training for 50,000KRW per person.

Other Business:

- An estimate for increased coverage for school insurance including Liability of Reparation, Accident Insurance for staff, and Fire Insurance from LIG Insurance Company was provided. Total Annual Insurance Fee will be 2,308,020KRW.
- JK proposed the implementation of a database of student and employee's records. Currently, they are kept in Excel and it is not as efficient or stable.
- Decision on policy for tuition refund was postponed until JK and JP consider options.
- SP and AW stated that the registered name of ECLC with the Korean Government needed to be changed distinguishing it as a foreigner school and not a hogwan. It was agreed that the government registered name be changed, but that the given name of the school remain unchanged.

Next Board meeting scheduled for Tuesday, November 24th