



**ECLC International School, Seoul  
Board Meeting Minutes  
2009-2010  
Tuesday, February 23rd, 2010  
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 January 31, 2010; Total Cash Balance of KRW 2,614,208,154 outstanding.
- As of January 31, 2010, Tuition Income is KRW 2,896,947,000 which is 3% over budget; Gross Income KRW 3,182,106,592 which is 4% over budget. We have surpassed revenue budget.
- At this point, the school year is 50% complete. 47% of the total expenditure budget has been spent, 49% of the Staffing Cost budget has been spent, 40% of the School Cost budget has been spent, 39% of the Facility Cost budget has been spent, 47% of the Office Cost budget has been spent. 42% of the Bus Operation budget has been spent.
- Cash forecast is nearly on target. We will begin making term deposits into a reserve account for future needs beginning February 26, 2010.

**HOS Report (AW):**

**--February enrollment - 166**

- A survey of parents will soon be conducted to determine the intentions of current students for next year.

**--H1N1 Status:**

- Since our last meeting, there have been 6 identified or suspected cases of H1N1, 5 being from the same classroom. Upon the advice of Dr. Yoo, our medical advisor, the class was not closed. He indicated that there is much less worry about this illness now and that he considers most current cases to be "Korean seasonal flu" and not necessarily H1N1.

**--Personnel:**

- AW remains optimistic that we will be able to fill vacancies for next school year from a pool of local candidates. There is the possibility that we will need to fill the position of Health and Safety Coordinator.

**--Professional Development:**

- Teachers participated in a professional development day on February 11. The day was devoted to becoming familiar with new resources and discussing ways to implement new activities into the classroom.

- Restructuring of the Language Arts and Math Coordinators to now include an additional coordinator for each grade level was approved. The additional cost of the grade level coordinators totals KRW 4,000,000 (KRW 8,000,000 for Grade Level Coordinators minus KRW 4,000,000 reduction in stipend for Math and L.A. Coordinators).

**--Teacher Salary Scale:**

- A final decision will be made to implement the unified teacher salary scale as presented by AW by the March meeting. Deadline for teacher contract signing for next year is April 1. JK to work to adjust the scale and include housing into the teacher salary package.

**--Other HOS Items:**

- Policy for the employee "severance pay" in the Personnel Policy Handbook was proposed and approved.
- 2010-2011 School Calendar draft was approved.
- New Refund Policy draft was submitted and approved. It will be included in the new application package folder.
- Rooftop storage structure was proposed and approved. Approximate cost is KRW 1,000,000.
- Library redesign project was proposed and two contractors are submitting designs. JK stated that there is money in the budget to support the proposed project.
- It was proposed that as part of the PE program, the students attend swimming lessons off-site. Additionally, as part of the PE program expansion, it was proposed the students occasionally go off-site to a park. The proposal for off-site swimming lessons was not approved. The proposal for off-site park visits was approved.
- It was suggested that ECLC offer Korean Language Class. The discussion was tabled until next meeting.

**PTA Report (SH):**

**--PTA Gifts and Fund Raising:**

- The PTA discussed with AW options for the money that has been raised from past projects. Ideas being considered are improvements to the playground, including a wall mural, a better piece of playground equipment, additional mobile equipment. Additionally, they are considering a charitable donation with a portion of the money.
- It was established that going forward that a portion of the money raised by the various PTA fundraising activities be allocated for charity.

**--40th Anniversary:**

- Scheduled for April 24th at Spazio Luce in Itaewon. Cost is KRW55,000 per head, KRW40,000 for staff. The event cost will include dinner, drink on arrival, and entertainment. Additionally, there will be a children's artwork auction as well as raffle of donated prizes. Parents, staff, and special guests will all be invited.
- PTA is trying to recruit a team to compile the history of the school for a press release to both the Korean and English newspapers announcing the anniversary.
- An in-school birthday party for the children will be held on April 23, to include a cake and various celebration activities.
- The Board agreed that the school would support the PTA in the financing of the 40th Anniversary Activities. SH to provide a detailed estimate of the request for funding.

**--Read-a-thon/Book Week March 12th-March 19th:**

- The focus this year is reading books and learning about books. For every 5 books that the students read, 1 book will be donated to less fortunate children. "Books 4 books" is the goal.
- Read-a-thon activities to include the decorating of the school in the theme, a pre-loved book sale for children and adult books, a parents reading seminar, parent story-telling, a dress-up day, and finally a Read-a-thon pizza party for the children at the end of the week.

**--Cookbook/year book:**

- The PTA has agreed to focus on either class photo books, school year book or a calendar this year and not do the cookbook.

**Other Business:**

- The Dulwich School will be opening fall, 2010. The possible effects on ECLC was discussed.
- A tuition refund was granted to two students who withdrew early in the year. This was done according to the new approved schedule to be adopted as policy for the school year 2010-2011.

**Next Meeting: March 30th, 2010 Hannam-dong**