



ECLC International School, Seoul
Board Meeting Minutes
2009-2010
Tuesday November 24th, 2009
Hannam-dong
9:30 am

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

Treasurer's Report (JK):

- Review of the financials as of October 30, 2009; Total Cash Balance of KRW 2,861,693,464. Tuition Income to date is KRW 2,555,246,000, which is under-budget. We should meet Tuition Income budget in December with the second semester tuition payment submission. Gross Income is KRW 2,778,068,237 which is less than budgeted. The Total Operating Expense is KRW 804,958,695 which is under budget.
- We should exceed our annual budget for income. We will likely also exceed our budget for annual expenses, but nearly on target.
- As of October 30, 2009, Total Assets are KRW 3,909,368,764 and Total Liabilities are KRW 289,585,975. Thus, the Net Asset Total is 3,619,782,779.
- Total cash balance of KRW 2,861,693,464 outstanding.

HOS Report (AW):

-- November 2009 Enrollment

- Current enrollment is at 159 with 165 committed for January. This will bring our total number of students in each of the Toddler classes to 14 children. Additionally, we have 8 current students in the Toddler and Preschool classes moving from half day to full day in January 2010.

--H1N1 Status

- We have had 9 identified cases of H1N1 including one teacher in the month of November.
- All corresponding updates are being sent out electronically to the parents.
- AW and SP made the decision to close the K1 Van Gogh class for the week of November 16-20 after the third confirmed case in the class was reported.
- It was decided that teachers with a child of their own testing positive for the H1N1 will be asked to remain home for 7 calendar days. SFS and KIS apply the same procedure in these situations.

--Personnel

- The vacated Toddler teaching position will be filled by Casey Lavender. She has a B.S. in English, ESL and Education Studies from Florida State University and a Teaching Certificate from the State of Florida. She will begin January 11, 2010.

--Professional Development Funding

- Dustin Collins has respectfully retracted his request for Professional Development funding.
- Candace White has submitted a request to take an online course, "Theories of Learning", from Nova Southeastern University. The cost is US \$1096 or about KRW 1.3 million. It was granted at 70% with the condition that she stay for next year or repay the assistance.
- It was agreed that with Professional Development funding, there be an obligation by the requester to stay the next year at ECLC. Additionally, when the entire program has been funded by ECLC, the requester would be obligated to stay for two years upon completion of the program.

--Updates

- Teacher salary scale will be presented to the board after some additional review by AW and JK.
- Personnel Policy Handbook is still being finalized and advice was offered by Roger Chae.
- The purchase of seven new computers was approved after a revised quote was submitted by Tony Choi. The computers will replace the seven oldest computers at the school.
- There was excellent response by the teachers regarding the inservice training provided by Jenny Klingberg. Ways to share the cost of additional inservice training with Seoul International School, who are also interested in her services, were discussed.
- Dr. Connie Buford, Regional Education Officer from the Office of Overseas Schools, U.S. Department of State in Washington, D.C. visited ECLC. She was accompanied by Elaine Saxe, the Community Liaison Officer from the American Embassy in Seoul. Both were quite impressed with our facility and program and will alert members of the U.S. diplomatic corps of our school.
- Positive Behavior Management Parent workshop was attended by 30 parents and 2 teachers on November 13. To meet the requests of additional parents, AW kindly offered to present the same workshop again on Saturday, December 5.
- Various school management software are being considered and it was suggested by JK that the software company have a local office in Korea as the time difference and other issues might cause inconvenience.

PTA Report (SH):

- Original artworks have been delivered. 1,500,000 KRW was raised by the program.
- Holiday Market was headed by Melinda Wilson and held November 20th. Due to the absence of 60 children that day, a follow-up will be held November 24th.
- The PTA offered to provide the staff with 6-8 longline duckdown coats to wear during carline.
- Craft and Shopping mornings are going well and enjoyed by all who attend.

- First Aid Course training was provided by Alison on November 21st for 8 parents.
- The 40th Anniversary of ECLC is being planned and ideas include: vertical gardens on the roof, a mural painted on the playground, a “Parade of Nations”, and a celebration dinner with sponsors.

Other Business:

- Both AIG and LIG Insurance Companies have submitted property insurance quotes for our policy that expires on February 5th, 2010 and comparison will take place over the next several weeks.
- Tuition refund policy to be defined before March.

Next Board Meeting January 26, 2010