



ECLC International School, Seoul
Board Meeting Minutes
2009-2010
Tuesday, Sept. 1st, 2009
Hannam-dong
9:00 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 August 2009; Term Deposit of 2,859,072,667 KRW, Bank Balance of 467,120,487 KRW, Forecasted Additional tuition of 350,000,000. Forecast of Cash 3,676,193,154 KRW.
- Forecasted Expenditures for 2009-2010 total 3,042,000,000 KRW. According to the budget at year end the Forecasted Cash Position totals 634,193,154 KRW.
- If we meet the forecasted tuition, we should be on budget for the year. These numbers do depend on the school maintaining the number of students that were anticipated. AW stated that it might be difficult to replace K2 students now that the year has begun.
- It was also discussed that with the current size of our facility, it would be best to be at our minimum required number of students rather than the maximum. There was some discussion that the Individual Teachers-Continuing Ed. was under-budgeted. JK stated that he likely over-budgeted Severance for the year and that there should be enough to cover any overage of the budget in the area of Teachers-Continuing Ed. It was also mentioned by JK that we should consider increasing the budget of Comprehensive Liability Insurance as last year it was insufficient for the number of incidents that occurred.
- There were four requests for refunds for previously enrolled K2 students. The first refund was granted and paid. The second request has been granted and is scheduled to be refunded once we receive payment from the new K2 family. Both were granted according to the policy. The third family has requested a refund and asked that it be applied to the tuition of their younger child. According to the school policy, the refund will be allowed only after the spot has been filled with an equal replacement for the vacated spot. As it stands, that spot has not been filled. It was decided by a 5-2 vote that there would not be an exception to the policy and no refund would be granted until the spot was filled.

HOS Report (AW):

--Facilities

- Bathroom facilities were refurbished over the summer, some minor issues still outstanding with the work. The last payment to contractor being withheld until we are satisfied
- A sick child waiting area to be created in the Deputy Head Office

--Personnel

- Ms. Tracy Kelley left the position of Deputy Head. She has been temporarily replaced with Younhee Chung. Ms. Younhee Chung will continue to teach her preschool class half-time while filling the role of Deputy Head half-time.
- New part-time music teacher on staff hopefully to expand to full-time in January
- AW to begin creating new Personnel Policy Handbook.

--Updates

- New Parent Student Handbook were sent out
- Web-site re-design in progress. JK suggested that the site include pictures of individual classes and that it be password protected. SP added that the children should not be named in the photos.

PTA Report (SH):

- The PTA Newsletter was sent out to parents
- The Holiday Market is scheduled for November 20th in the gym, to be coordinated with Mr. Jaesup
- The “Original Art Works” program will take place again this year and the shipping is being donated by DHL. Miss Candacee has also offered to assist in the program by tying it into her new art program with the students.
- Mrs. Kirsten Layer is the new “head room-mom”.
- Summer PE kits have been successfully delivered to all students.
- Winter PE kits will be arriving soon.
- Feedback was received from the charity that was chosen for the Read-a-thon last year. It was suggested by SP that the selection of the charity in the future be carefully considered so as to avoid controversy.
- Winter Concert was discussed and will be scheduled for December

H1N1 Report (AW):

- School was closed for 7 days starting August 27 due to a student testing positive for Influenza A. This decision was made upon the advice of Dr. Byung-Wook Yoo at Soon Chun Hyang University Hospital. In the future, it was decided that the closure of the school for health related reasons be put before the board for vote. It was also decided that the school should be closed only in extreme circumstances taking into consideration the advice of Dr. Yoo, who has offered to serve as official ECLC Medical Advisor. AW said that as HOS, it is best for him to clearly communicate all information to parents and to ultimately leave them to make their best decision. All future cases of H1N1 must legally be reported to the Korean CDC.

Preventative measures to be taken:

- Twice daily temperatures to be taken
- Hand sanitizer to be placed in every room
- Proper cough and sneeze procedures to be taught
- Thorough disinfection of the school to be added to normal cleaning regimen

Next Board meeting scheduled for Tuesday, September 29th