



**ECLC International School, Seoul
Board Meeting Minutes
2009-2010
Tuesday, January 26th 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 December 31, 2009; Total Cash Balance of KRW 2,755,164,708, little change from last meeting and basically on target.
- As of January 15, 2010 we had KRW 464,347,883 in a reserve savings account. As of January 26, 2010, we will begin making monthly term deposits into a reserve account for future needs.
- Tuition Income to date is KRW 2,870,388,500 which is 2% over budget; Gross Income KRW 3,132,112,630 which is 2% over budget.
- We have surpassed revenue budget. Total Operating Expenses are on target for the School Year 2009-2010.
- Cash forecast is nearly on target.

HOS Report (AW):

January enrollment - 166

--Personnel:

- We have 15 new students as of January 26, 2010.
- Per a non-binding survey given before the December break, we have two teachers not planning on returning to ECLC for next school year and 6 teachers leaning toward not returning for next year. AW feels guardedly optimistic that staffing these positions will not be difficult should the need arise. Teachers have been given a deadline of April 1 to commit for next school year.

-- Professional Development Funding:

- Professional development funding of KRW 900,000 was approved for J.B. Yoon to attend a week-long Orff Instrument course here in Seoul in February. Daniel Chaney has decided to decline his funding grant for summer 2010.

-- Teacher Salary Scale:

- Proposed Teacher Salary Scale was discussed and the logistics considered. AW stated that a decision will need to be made soon to get information out to the teachers for next year's contracts.

-- Personnel Policy Handbook:

- Board voted to approve changes to the Personnel Policy Handbook. The handbook is to be available on the internet only so it can be modified easily. With any change going forward, the Policy Handbook must include the date of the revision.

--Other HOS Issues:

- All teachers will attend the Korean Council of Overseas School Teachers Conference Friday, March 12, 2010.
- Winter Concert was generally well received.
- 2010-2011 School Calendar is being drafted and to be submitted to the Board next month for approval.
- School management software is being designed specifically for our school needs by local company AIM UDK. System should be in place by mid-March 2010 with an estimated cost of KRW 13,200,000.

PTA Report (SH):

- PTA still looking for a secretary.
- Winter Concert was a success. Minor damage to the hall being reconciled with the venue.
- 40th Anniversary event planning underway. Venues are being considered and Miss Candacee is coordinating artwork projects to be auctioned at the event.
- Read-a-thon/Book Week set for April.
- Cookbook/Yearbook concepts are being considered again for this spring.

Other Business:

- School Insurance Policy through LIG was approved.
- A Tuition Refund Policy change was agreed to in principle and to be finalized before February meeting. The change to be included in the Student Enrollment information for next school year.
- School Constitution inclusions are needed to meet the Korean regulations for a registered Foreign Kindergarten. Constitution must state the number of students and grade levels of students.

Next Board meeting scheduled for Tuesday, February 23rd, 2010