



ECLC International School, Seoul
Board Meeting Minutes
2009-2010
Tuesday, Sept. 29th, 2009
Hannam-dong
9:30 am

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

Treasurer's Report (JK):

- Review of the financials as of August 2009; Total cash balance of KRW 3,349,601,697, Tuition income is KRW 3,058,607,752 which is 6% over our 2008-2009 budget. Gross income is KRW 3,384,925,252 which is 8% over our budget. The Total Operating Expenses total is KRW 3,163,739,046 which is 4% over budget.
- With the increase of tuition revenue (students), there were increases in expenses in some areas including Staffing Costs, Office Costs and Bus Operation Costs.
- If we meet the forecasted tuition, we should be on budget for the year.
- As of July 31, 2009, Total Assets are KRW 4,481,112,521 and Total Liabilities are KRW 2,831,230,578. Thus, leaving a Net Asset total of KRW 1,649,881,943.
- Cash forecast is nearly on target.

HOS Report (AW):

September 2009 enrollment - 160

--Personnel

- Ms. Jenny Lee has been hired to take the place of Ms. Pratibha Ojha as Teacher Assistant in Da Vinci class starting October 19th.
- Ms. Jessica Hoggard will be replacing Lenny Mullins who will be going on 3 month maternity leave in mid-October. Lenny requested to extend her leave by three months without pay. It was unanimously approved by the board to extend her leave by the requested 3 months without pay or housing coverage. She is scheduled to be back at ECLC in mid-April.
- AW is creating a new Personnel Policy Handbook. AW suggested that going forward; all changes to the policy should show as, "Approved by Board on such date."
- Professional Reading Group commencing week of September 29th, 2009.
- First Teacher Workday was held on September 18th. Dustin Collins coordinated and worked with the staff in the area of Language Arts and Ed Chang in the area of Math. AW conducted the afternoon session focusing on classroom learning games and activities for a variety of developmental levels.

- AW met with an ad hoc group of teachers to discuss minor changes in the Progress Report format to better provide information to the parents regarding their child's progress at ECLC.
- AW has scheduled Teacher Workdays in October and November. October 30th Mia Youhne to do two 3-hour workshops with teachers presenting "Co-teaching in the Classroom" and "Strategies and Methods in Early Childhood Education". Approx. cost: KRW 750,000.
- November 6 and 7 Jenny Klingberg, a well know math educator, to come from Singapore to conduct workshops for both teachers and parents regarding the refinement of a developmentally based math program. Approx. Cost: KRW 1,875,000.
- Professional Development Request form was designed by AW. Requests for under KRW 1,000,000 go directly to AW and those over to go before the board for action.

--Other HOS Issues:

- The IT contractor has recommended that we adopt a replacement schedule for the computers and seek an official site license. Approximate cost would be KRW 15,000,000 for the site license. It was questioned why the school did not already have a site license and recommended that competitive bids be sought for the licensing.
- Mr. Jongbaek, the music teacher, has requested KRW 3,335,000 for the first round of Orff instruments. It was discussed that he will likely be the full time music teacher in January for instruction of the students twice a week, that the instruments would likely be useable by any subsequent music teacher and that we have budgeted for this KRW 10,000,000 for the year. It was approved.
- Gym and music room sound system was purchased and installed. Approx. cost KRW 1,200,000.
- No reported H1N1 cases.

PTA Report (SH):

- New PTA Newsletter was sent out to parents today, September 29th, 2009.
- PTA still looking for a secretary.
- The Holiday Market, coordinated by Melinda Wilson, is scheduled for November 20th in the gym.
- The artwork for "Original Art Works" was done last week and order forms are going out today.
- The Winter Concert is being coordinated by Mrs. Kirsten Layer and Miss Charlotte (Monet). Theme is Winter Wonderland and each class will be given a different country from which they will present a song. Proposed date is December 11.
- Winter PE kit order being finalized today and should arrive within 3-4 weeks.
- The staff has requested that they nominate a member to be on the PTA to serve as a liaison between the staff and the PTA.
- Label Fundraiser has begun.
- Playgroup has begun to meet on Fridays in parent's homes.
- Craft and shopping mornings to continue this year and to be held on Wednesdays.

Other Business:

- Tuition refund policy was discussed. The request for refund that was made earlier in the year was granted according to policy at 60%. After much discussion it was decided that they be given a 90% refund, 10% to be held back for administrative costs. A suggested tuition refund schedule was created by JK to be revisited next meeting. It was noted that whatever the decision by the board, new agreement forms, which are dated and binding, be sent out to the parents for signature. It was also noted that the future policy would likely be more favourable to the parents, so this will not be too difficult. AW added that these forms would need to be signed each year and policy changes here forward need to be dated so as to avoid confusion.
- The Annual General Meeting is scheduled for October 27th and AW, SH, JK, and SP are all scheduled to present.

Next Board meeting scheduled for Tuesday, October 27th