

Hillsboro Christian Academy

02/09/2026 Board Meeting Minutes (R0)

Attendance: Kim Zornes, Brian Cassner, Chuck Brown, Josh Courtney, John Moenster, Becky Sanderson, Lori Cassner, Jackie Hopkins

9 members of the community were in attendance.

Brian Cassner opened with prayer.

Brian Cassner led the meeting with a devotion on Galatians 5:19. It is up to our own freewill to choose a walk with the spirit or the flesh. It is the highest use or our freewill is surrendering back to God. The gifts of the Holy Spirit are the reward for that surrender.

Chuck Brown read the HCA mission statement.

Public address to the board: Walter Taylor – text of his comments was distributed to the board.

01/12/26 board meeting minutes were reviewed. Approval motion was made by Brian and 2<sup>nd</sup> by Josh. The motion was approved.

Old Business:

1. Modular roofing project: Complete  
Doors: Waiting for quote from Stephens Construction – Expected this week.  
Decking: Waiting for quote from Stephens Construction – Waiting for snow melt.
2. Conflict of Interest Policy: 1<sup>st</sup> reading was conducted.
3. Selection Committee report: The committee's work is complete and it is dissolved.
4. Recording board minutes: The subject is tabled until next meeting.
5. On the Insurance section of the HCA Balance Sheet, Insurance Umbrella will be rolled into Building Insurance.

New Business:

1. Job descriptions for Staff: Five HCA job description (Aide, Teacher, Custodian, Principal, and Cook/Food Server) were written by Becky and Lori in response to ODE requirements. Becky will review the Head of School job description and will suggest updates, if any. Brian motioned approval of the job description as working documents. John seconded. The motion passed.  
The need for a controlled document policy/procedure was agreed to and a committee was formed to address it. The committee is comprised of Becky

Sanderson, Chuck Brown, and Tyler Rhodes. A motion to create the committee was made by Brian, John seconded. The motion passed.

2. Strategic planning as part of the 2/17 professional development day. Becky will meet with the staff to initiate development of HCA goals and steps for achieving them. Tyler will develop a Google survey for staff completion to gather their input. The goal is to develop a 3-year horizon plan. Also planned for the PD Day is the development of Building Leadership Teams (BLT).

The board scheduled a strategic plan development meeting for 2/23 at 8:15 am. The meeting will be held at the school. Board members at to consider goals for 1, 2, and 3 years out in preparation.

3. Erate: Program offering internet connectivity and equipment discounts. Enrollment in the Free Lunch Program is required for participation. February is the deadline for enrollment.

Ohio K12 Subsidy: Up to \$2,000 subsidy per IRN (number assigned to a building for identification). Erate application is required. October, 26 dead line.

Becky will continue to update the status and desirability of these programs.

4. Board Applications: Lori will email all active applications to the board for review. They will be discussed at the March board meeting.

5. Banking decisions:

Add Becky to the 1<sup>st</sup> State line of credit. Motion made by John and seconded by Josh. The motion passed.

Add Becky to the Merchants Bank general account and building account. Motion made by John and seconded by Chuck. The motion passed.

Kim will request from Merchants Bank the authorizing names on all HCA accounts held there.

6. Chuck requested and received approval to speak with Mr. Alvarez regarding the 5 “Special Doctrines” listed in the HCA Employee Handbook.

Next board meeting March 8, 2026

March Devotions: Josh Courney

Closing Prayer