

Hillsboro Christian Academy

01/12/26 Board Meeting Minutes (R2)

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

23 members of the community were in attendance.

Kim Zornes read the HCA mission statement.

Prayer Requests: Kim Zornes opened with prayer.

John Moenster led with a devotion on Luke 17:11-19 about the Jesus curing the ten lepers. All ten responded to divine intervention. All were healed but only one returned to Jesus praising God and was made whole.

Kim Zornes introduced himself as the newly elected Board President. He requested that we all think about the future. He asked for unity and the support of the guests.

Public Participation:

Michael Flowers: Issue 1 - The school needs a conflict of interest policy. Not having one may lead to decisions not in the best interest of the school. Issue 2 – The School Board needs to be enlarged to 12 members. He feels it will lead to broader interests, opinions, and people. Mr. Flowers offered a conflict of interest policy and a policy expanding the board to 12 members. He questioned if the board has reported to the DOE that the school no longer has a Head of School.

Approval of 1/06/26 Special Email Vote:

John motioned that we accept the vote and Brian seconded the motion. The motion carried.

Treasures/Financial Report:

Brian questioned a large unfavorable variance in the building insurance account. Jackie is checking on a probable number mistype.

December vouchers were received 1/12/26.

Brian motioned to accept the Treasures/Financial report and John seconded. The motion carried.

Enrollment:

December began with 341 students and 4 were unenrolled during the month making the ending enrollment 337 students. 3 students have enrolled in January to date.

PTO Report:

Minutes and budget from the last PTO meeting were distributed. It was the group's second month to meet. The group is reported to be off to an encouraging start.

Attendance Report:

An attendance report was distributed. Clarity on the numbers is needed for better understanding. i.e.: Are the numbers in hours or days? Lori to check and report to the board.

Old Business:

1. On-campus medical clinic: Waiting for requested proposal.
2. Modular Projects
 - a. Roofing: To be completed the week of 1/12/25.
 - b. Doors: Project limited to replacement of the C-modular doors. John will check on the fire proof requirements. There is a question if the quote received is still valid.
 - c. Decking: Waiting for quote.
 - d. Brian has agreed to cover the cost of the roofing repair and the door replacement.

New Business:

1. Conflict of Interest Policy: Kim has researched and found that HCA must have a Conflict of Interest policy. He distributed several examples for consideration. Adoption of a policy is a priority.
Tax forms were not submitted correctly on this issue. Tim Baggs signed the tax forms but they were never submitted to the board for review and approval.
John motioned to create the Conflict of Interest subcommittee and Josh seconded it. The motion passed. Kim, Josh, and John will form a subcommittee to develop a Conflict of Interest Policy.
2. New position assignment for Testing Coordinator: The stipend for this function will be transferred to Mrs. Schelling for the balance of the school year.
3. Department of Commerce Letter: An Institution Notice for Liquor Permit of Agency Contract has been received from the Ohio Department of Commerce concerning the ownership change of Big Ernie's Pizza. Chuck motioned that HCA respond with an objection to the license without a hearing pending the decision on the matter by Hillsboro City Schools. If HCS objects with a hearing our response will be changed to join them in the objections with a hearing. John seconded the motion. The motion passed.
4. Dr. Parker: Dr. Parker's salary has been moved by Tim Baggs from Auxiliary funds to Title I funds.
5. Selection Committee report: Chuck updated the board on the current status of the Head of School candidate search. It is ongoing with interviews of three candidates scheduled.
6. Grants: A lists of grants submitted for and/or received was submitted to the board. No action required by the board.
7. Freepoint Energy Solutions Contract: The Freeport Energy contract will expire on February 23, 2026. A new contract with a different supplier was approved by the board and has been submitted to the new company. Lori Cassner will check to make sure the new contract was executed as approved.

8. Loan Amortization Schedule: A new loan amortization schedule was distributed due to year-end changes. Information through 2025 is actual information.
9. Aide contract/permit position for P3 aide. The substitute assignment will move to a regular aide contract making the agreement written versus verbal. The contract will be effective until the end of the school year. There is no impact on salary. The aide is Carlee Puckett.
10. Freeze on new student applications: A request was made by Lori to stop acceptance of new transfer students through the end of the school year. These students create classroom disruption and often come to escape bad behavior at their home school. The impact on income and budget was discussed. Chuck motioned to accept the freeze on new transfer student applications while continuing to consider applications from students moving into the district. Josh seconded the motion. The motion passed.
11. Combining 5th grade for 4-6 weeks: The first week of February a 5th grade teacher will be on medical leave. Mr. Boggess has agreed to take over the class combined with his own for \$50 per day additional pay. He will have a full time aide. Brian made the motion to accept and Josh seconded the motion. The motion passed.
12. Audio recording of board meetings: Starting in February, an audio recording of the board meetings will be made and archived.
13. Additional signer for checking accounts: Jackie is the only approved check signer. This discussion led to three motions:
 - a. John motioned that Kim be added as an approved signer on Merchants checking accounts. Josh seconded the motion. The motion was approved.
 - b. John motioned that David McCollum's authorization be removed from the Merchant checking account and credit card. Josh seconded the motion. The motion passed.
 - c. Brian moved that Dave McCollum's authorization be removed from 1st State Bank accounts to include the loan and line of credit. Kim Zornes it to be added as an authorized signer on those same accounts. The motion was seconded by John. The motion passed.
14. Interim Board Treasurer: The position of Interim Board Treasurer be created to understand school financial report. The position would present them to the board at the board meetings. Chuck Brown was proposed as a candidate. The topic will be reviewed and evaluated with more discussion at the next meeting.

Chuck motioned for an Executive Session to hear and discuss Michael Flowers information and emailed questions submitted 1/05/26. John seconded the motion. The motion was passed.

15. Josh motioned that the board will write a response to Michael Flowers request for the adoption of a conflict of interest policy and a 12-person board. Chuck seconded the motion. The motion passed.
16. Brian motioned that he would write a response to the nine question email on school budgets and submit it to the board. John seconded the motion. The motion was passed.

Devotion for the February meeting will be presented by Brian.