ALLEN EAST BOARD OF EDUCATION

MINUTES

TUESDAY, MARCH 17, 2026

REGULAR SESSION

7:00 P.M. **Business Meeting**

This meeting is a meeting of the Board in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda

1. CALL TO ORDER:

The Allen East Board of Education was called to order at **7:04** P.M. by President, Steve Emerick.

2. ROLL CALL:

Counts X Emerick X Mackey X McDorman X Werling X

3. PLEDGE OF ALLEGIANCE:

4. HEARING OF THE PUBLIC: NOT TO EXCEED THIRTY (30) MINUTES. THREE (3) MINUTES PER INDIVIDUAL COMMENT PER BOARD POLICY O.R.C. 3313.20.

5. ACCEPTANCE OF AGENDA: (#0326-2427)

Jason Werling moved and Crosby McDorman seconded.

Discussion:

Emerick yea Mackey yea McDorman yea Werling yea Counts yea

6. APPROVAL OF MINUTES: (#0326-2428)

The "Record of Proceedings" of the March 9, 2026 special session meeting, having been distributed by the treasurer and read:

Crosby McDorman moved and Casey Counts seconded.

Discussion:

Mackey yea McDorman yea Werling yea Counts yea Emerick yea

7. ALLEN EAST LOCAL SCHOOL DISTRICT BOARD OF EDUCATION RESOLUTION TO EMPLOY THE SUPERINTENDENT: (#0326-2429)

BE IT RESOLVED by the Allen East Local School District Board of Education that Dr. Julie Willoughby is employed as the superintendent for the period commencing August 1, 2026 and ending July 31, 2029.

BE IT FURTHER RESOLVED that the Board of Education approve the superintendent's contract as presented at the March 17, 2026 Board meeting for the period commencing on August 1, 2026 and ending on July 31, 2029.

Jason Werling moved and Crosby McDorman seconded.

Discussion:

- The board noted Dr. Willoughby requested a per diem contract to begin working before August 1st in order to prepare for her position. The board will discuss and plan to bring a contract for consideration to the April board meeting.
- The board also noted Dr. Willoughby requested language to have her contract renewed in the second year of the contract. Ohio Revised Code allows the contract to be renewed up to eighteen months in advance, so while the language was not added to her Superintendent's contract, the board intends to honor this request.

McDorman yea Werling yea Counts yea Emerick yea Mackey yea

8. TREASURER CONSENT AGENDA: (#0326-2430)

A. MONTHLY BILLS: Reports: Checks

B. FINANCIAL REPORT: Reports: Appropriation Summary, Cash Reconciliation, Cash Summary Report, Outstanding Checks, Revenue Summary, and Spending Plan Summary

C. INVESTMENTS: See "Investment Report"

D. CHANGE IN APPROPRIATIONS:

	FROM	TO
451 – Data Communication Fund	$6,000.00	$116,668.78

E. AMENDED APPROPRIATIONS & AMENDED CERTIFICATE TO ALLEN COUNTY AUDITOR:

The treasurer requests to file an Amended Certificate of Estimated Resources and Amended Appropriations for the school year 2025-2026 as attached.

F. SUPER BLANKET PURCHASE ORDER:

Approve super blanket certificate 2026042 for Legal Assistance for $10,000.00 has been lawfully appropriated, authorized, or directed for such purpose and is in the treasury or in the process of the collection to the credit of the specified line-item appropriation account, free of previous and then outstanding obligations or certificates.

G. TAX BUDGET:

Approve the filing of the 2026 Tax Budget for Allen East Local Schools, as requested by the Allen County Budget Commission on February 2, 2026.

Jason Werling moved and Casey Counts seconded.

Discussion:

Werling yea Counts yea Emerick yea Mackey yea McDorman yea

9. REPORTS:

Mr. Kupferberg, Allen County Educational Service Center – Superintendents Report
Mr. Rentschler – Superintendent Report

10. PURCHASES: (#0326-2431)

The superintendent recommends the Allen East Board of Education approve the following:

- Cardinal Bus Sales – Summer 2026 School Bus Inspections $25,000.00
- Friends – Furniture for Digital Academy $10,900.00
- IT Savvy, LLC – Installation & cabling of Wifi 7 Access Points $157,848.79

Crosby McDorman moved and Jason Werling seconded.

Discussion:

Counts yea Emerick yea Mackey yea McDorman yea Werling yea

11. ANNUAL ADOPTION CONSENT AGENDA: (#0326-2432)

"Be it resolved by the Board of Education of the Allen East Local School District, a majority of its membership therein concurring, with the recommendation from the Superintendent, that the following items be approved."

A. Participation in Sedgwick BWC Group Rating Pool for 2027 at a cost of $3,015.

Casey Counts moved and Crosby McDorman seconded.

Discussion:

Emerick yea Mackey yea McDorman yea Werling yea Counts yea

12. SECOND READING/PUBLIC HEARING 2026-2027 ACADEMIC CALENDAR PreK-12: (# 0326-2433)

Whereas, the Allen East Board of Education under Ohio Revised Code 3313.48 will hold a public hearing at the February 17, 2026 Board meeting to adopt a school calendar for the 2026-2027 school year. The public hearing will address the topics that include, but not limited to, the total number of hours in a school year, length of the school day, and the beginning and end dates of instruction. Below are the essentials of the calendar being proposed:

- Teacher start time will be 7:30 am with classes starting at 8:15 am.
- Elementary students will be dismissed at 2:50 pm with middle school and high school students dismissed at 3:00 pm.
- Outside doors to the foyers will open at 7:50 am with students permitted to enter the hallways at 8:00 am.
- Classes will start for all three buildings at 8:15 am.
- Teacher collaboration time 7:30 am to 8:00 am.

Holidays
Labor Day September 7
Thanksgiving Break November 25, 26, and 27
Christmas Break December 21 – January 1 (two weeks)
Martin Luther King Jr. Day January 18
President's Day February 15
Good Friday March 25, March 26, and March 29 (Monday)

Open House
Tuesday, August 18th 4:00 pm to 6:30 pm

Professional Development (PD) Days
August 17th 7:30 am to 3:00 pm (Monday)
August 18th 10:00 am to 3:00 pm (Tuesday)
September 8th 7:30 am to 3:00 pm (Tuesday) No Students Pk-12
January 15th 7:30 am to 3:00 pm (Friday) No Students Pk-12

Parent Teacher (PT) Conferences
October 15th Pk-12 4:00 pm to 7:00 pm (Thursday)
October 16th Pk-12 7:30 am to 12:00 pm (Friday) No School Grades Pk-12

Kindergarten Screening
August 31 and September 1 * First Day of Kindergarten Instruction September 2nd *

Teacher and Student Days (includes PD & PT days)

	Teacher	Student
August	3	1
September	21	21 (Pk, 1-12) 20 Kindergarten
October	22	22
November	18	18
December	14	14
January	19	19
February	19	19
March	20	20
April	22	22
May	20	20 (Pk-11) – 15 Seniors
Total	**178**	**176** (Pk, 1-11) 174 Kindergarten Seniors 171

State Hours Calculation
910 hours is the state minimum for grades K-5
1,001 hours state minimum for grades 6-12
1 parent teacher conference day counts as student hours
2 professional development days count as student hours
30-minute lunch does not count toward student hours
Any recess amount over 30 minutes does not count toward calculation

Kindergarten Hours
Student day is 5 hours and 50 minutes long 8:15 am to 2:50 pm minus 15 minutes excess recess and minus 30 minutes for lunch.
5.83 hours x 174 days = 1,014.42 hours or 104.42 hours over state minimum

1-2 Student Hours
Student day is 5 hours and 50 minutes long 8:15 am to 2:50 pm minus 15 minutes excess recess and minus 30-minute lunch
5.83 hours x 176 days = 1,026.08 hours or 116.08 hours over state minimum

Grades 3 and 4 Student Hours
Student day 6 hours and 05 minutes 8:15 am to 2:50 pm minus 30-minute lunch
6.08 hours x 176 days = 1,070.08 hours -910 = 160.08 hours over state minimum

Grade 5 Student Hours
Student day is 6 hours and 15 minutes 8:15 am to 3:00 pm minus 30-minute lunch
6.25 x 176 days = 1,100 hours – 910 hours = 190 over state minimum

Grade 6-11 Student Hours
Student day is 6 hours and 15 minutes 8:15 am to 3:00 pm minus 30-minute lunch
6.25 hours x 176 days = 1,100 hours – 1,001 hours = 99 hours over state minimum

Grade 12 Student Hours
Student day is 6 hours and 15 minutes 8:15 am to 3:00 pm minus 30-minute lunch
6.25 hours x 171 days = 1,068.75 hours – 1,001 hours = 67.75 hours over state minimum

Preschool Hours Calculation

Preschool AM 8:00 am to 11:00 am
Preschool PM 12:00 pm to 3:00 pm
6 hours x 176 days = 1,056 hours divided by 2 = 528 hours
State minimum is 455 hours 528-455 = 73 hours over

Quarter One 44 days ends on October 30th
Quarter Two 42 days ends on January 15th
Quarter Three 46 days ends on March 24th
Quarter Four 44 days ends on May 28th
Student 1st Day August 31 (PK, 1-12); Kindergarten September 2nd
Student Last Day May 28th
Graduation May 23rd
Senior Last Day May 21st

Jason Werling moved and Claire Mackey seconded.

Discussion:

Mackey yea McDorman yea Werling yea Counts yea Emerick yea

13. ADJUSTMENT OF THE 2025-2026 SCHOOL CALENDAR: (#0326-2434)

The Superintendent recommends that the Allen East Board of Education modify the 2025-2026 school calendar to ensure the fulfillment of required instructional hours for seniors and to establish a contingency cushion for grades 6-11 regarding future delays or cancellations.

Proposed Modification: From March 30, 2026, through May 1, 2026, Allen East Local Schools will implement an adjusted student start time of 7:45 AM (previously approved for 8:15 AM).

Crosby McDorman moved and Claire Mackey seconded.

Discussion:

McDorman yea Werling yea Counts yea Emerick yea Mackey yea

14. EXECUTIVE SESSION:

Pursuant to Ohio Revised Code Section 121.22 (G), the superintendent recommends that the Allen East Board of Education move that the Board adjourn to executive session for the following reason(s):

a. To consider the appointment ____, employment X, dismissal ___, discipline ___, promotion ___, demotion ____, or compensation _____ of a public employee or official; (check one or more of the purposes for which the executive session is to be held);

b. Investigation of charges or complaints against a public employee, official, licensee or student requests a public meeting except that consideration of the discipline of an Allen East Board member for conduct related to the performance of his/her duties of his/her removal from office shall not be held in executive session;

c. To consider the purchase of property for public purposes or the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is averse to the public interest;

d. Conference with the Board's attorney concerning disputes involving the Board that are the subject of pending or imminent court action;

e. Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment

f. Matters required to be kept confidential by federal law or regulations or state statutes;

g. Details relative to the security arrangements and emergency response protocols for the District where disclosure of the matters discussed could reasonably be expected to jeopardize the security of the District.

h. Consideration of confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance, provided that both of the following conditions apply:

1. the information is directly related to a request for economic development assistance that is to be provided or administered under one of the statutes referenced in R.C. 121.22(G)(8)(1), or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project, and

2. An unanimous quorum of the Board or its subcommittee determines, by a roll call vote, that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project.

* Collective bargaining meetings and Audit conferences are exempt from ORC 121.22

Crosby McDorman moved and Claire Mackey seconded.

Discussion:

Werling yea Counts yea Emerick yea Mackey yea McDorman yea

Adjourned 7:48 P.M.

Reconvened 9:55 P.M.

15. SUPERINTENDENT CONSENT AGENDA: (#0326-2435)

The superintendent recommends the Allen East Board of Education hire the following candidate's contingent upon BCII clearance, FBI clearance, and all proper ODE licenses and/or certifications:

A. CERTIFIED:

1. RESIGNATIONS:

2. EMPLOYMENT - REGULAR:

NAME	POSITION	SALARY	TERM

3. EMPLOYMENT - SUPPLEMENTAL:

NAME	POSITION	SALARY	TERM
Jamie Beard	After-School Monitor	as per salary schedule	2025-2026
Michaela Cosart	After-School Monitor	as per salary schedule	2025-2026
Natalie Winegardner	After-School Monitor	as per salary schedule	2025-2026

4. EMPLOYMENT - SUBSTITUTE:

NAME	POSITION	SALARY	TERM

*List as attached from Allen County Educational Service Center

5. EXTENDED DAYS:

NAME	POSITION	DAYS	TERM

6. STAFF ADVANCES:

NAME	POSITION	SALARY	YEAR

B. CLASSIFIED:

1. RESIGNATIONS:

- Jennifer Covault, Reading Tutor – Effective 2/19/2026

2. EMPLOYMENT - REGULAR:

NAME	POSITION	SALARY	TERM

3. EMPLOYMENT - SUPPLEMENTAL:

NAME	POSITION	SALARY	TERM
Kyle Hawk	Baseball Coach – Asst. JV HS	1 @ 8%	2025-2026
Brandon Wireman	Softball Coach – Asst. JV HS	1 @ 8%	2025-2026

4. EMPLOYMENT - SUBSTITUTE:

NAME	POSITION	SALARY	TERM
Kelsey Rowe	Substitute Custodian	as per salary schedule	2025-2026
Diane Shulaw	Substitute Bus Driver	as per salary schedule	2025-2026

5. VOLUNTEERS:
Christopher Kennedy – Baseball
Elijah Lawrence – HS Baseball

Jason Werling moved and Crosby McDorman seconded.

Discussion:

Counts yea Emerick yea Mackey yea McDorman yea Werling yea

16. QUESTIONS/DISCUSSION:

17. ADJOURNMENT: There being no further business, meeting adjourned at 9:55 P.M.