

Warren Local Schools

Kyle R. Newton, Superintendent

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Operations Committee Minutes

October 26, 2023

5:00 pm HS Classroom 1710

Attendees: Mr. Allen, Mr. Crum, Mr. Newton, Mrs. Wells, Mrs. Spence, Mr. Ludwig, Ms. Jaramillo

I. Guest Comments

None

II. Maintenance Update

Presented handout

93 Requests were entered and 93 were completed. All 3 buildings have leveled off. A few outstanding requests remain while waiting for parts. Having the inventory in FMX has been helpful. Preventative Maintenance items have been added to and is evolving as needed. Custodial Training will be taking place on Oct. 30th. Jani Source will be providing the training using industry standard techniques. They will use our equipment to go over regular maintenance of the equipment and best practices.

All chemical and paper storage has been moved over to building 2. This will keep the us from having to heat the blue building over the winter and will save the district money.

A new tool box for the maintenance truck was installed. This will help with efficiency and organization.

Band room update: HVAC and Electric are currently in the building working. Painting has been completed for the room. Flooring has been ordered.

Mrs. Wells and Mr. Ludwig met with Ohio School Plan for our triannual risk management assessment. The assessment looks for potential hazards and makes suggestions. The report will help the district know areas that might be at risk and give suggestions to eliminate the risk. Several items from the assessment have already been added to FMX as PM's.

Workers Comp Safety was also onsite. The district was flagged due claims that have been submitted. They have some safety grants available for the district to look into. They can also do safety training for the district and gear the trainings for separate classifications. Mrs. Wells would like to utilize this training in the next year to supplement Public School Works Training.

III. Transportation Update

Handout Presented

Mrs. Jaramillo attended a webinar for seatbelts on buses. No insight was really gained for the direction of seat belts. The webinar focused more on the side of eliminating risks with pre-trips and mental health of the drivers.

Emergency evacuation drills will be conducted soon. ES and HS will be the first up and will occur after the AM routes.

2 new van certifications have been fully approved.

The department has no open routes currently. This is the first time in over a year.

5 new subs are scheduled to take the pre service class in November.



New software was discussed. Mrs. Jaramillo had a video ready for the committee to view, however the sound would not work. The program will be a much more user-friendly software. Roll out will be 60-90 days. Full-service transfer of existing routes, student data will be available for the first year. The current software, Transfinder, annual renewal is in February, so the new software needs to be in place prior to that.

Buses purchased in 2015 are the next up for replacement. Mrs. Jaramillo presented the current mileage for these buses. Bus numbers 43 and 32 will be the first 2 to get replaced as they have the highest miles. Mrs. Wells explained there was conversation on how many buses to order for the next group. The thought was originally 3, but with the mileage being very different among the buses and the time needed to replace them, 2 new buses will be ordered. This will keep the department in a good rotation.

IV. Athletic Update

Handout presented

V. Old Business

Baseball/Softball field update. The field has been laid out and Mike Lewis is scheduled to complete the backstop and fencing.

Mr. Allen feels the HVAC at the Elementary School is still not doing a good job of maintaining temperature in the classrooms. Mr. Ludwig explained the system is working well. Outdoor temperature extremes can cause delays in getting the rooms to temp. The system is meant to go into freeze protection when the outside air temp drops. The system empties the cooling tower. When the outside air warms up, it takes the system a short time to refill the tower and then switch to cooling. Mr. Ludwig noted that IOM module was starting to go bad and that could have caused more delay in controlling room temperatures. This module was replaced this week and no issues have been reported. Mr. Allen would like to get a report on the variance of set points. Mr. Ludwig will work to get that.

Mr. Allen gave kudos to both the transportation and maintenance departments. Both departments are exceeding expectations.

Mr. Allen asked about warranty for the turf football field. He feels if the district allows activities other than band and football on the field the life expectancy will be shortened and should be accounted for in our asset management plan.

Mr. Newton explained we have a 12-year warranty on the field. We currently have annual inspections that provide a report on the condition of the field. If anything needs corrected, this is completed under warranty. The maintenance department grooms the field and maintains the rubber pellets.

VI. New Business

Building 6 Update: 3D Electric and Gibson Heating and Cooling are on site. Air handlers are in the process of being demolished. Everything is on schedule. Both companies will be moving over to the band room side. This movement can be sporadic and as needed at first, if the auditorium is unavailable to work in. Once the auditorium is complete, they will then move to the band room for completion.



Maintenance department is in the process of purchasing a new VenTrac mower with a 95" extra wide mower deck with hydraulic lift. This new deck will cut down on mowing time.

Mr. Ludwig is currently looking into safety grants to possibly use toward snow removal items for the department.

Mr. Crum asked why some of the blocks on the high school exterior were turning black. Water is running off the roof in those areas. Mr. Ludwig is working to determine and correct the cause.

VII. Presentation/discussion of monthly safety topic by staff

Dryer Vents – The elementary school's dryer was not working properly. Upon investigation, it discovered the bird cage covering on the roof was completely blocked by lint. Mr. Ludwig added this task to the PM's in FMX.

VIII. Additional comments before adjourning

Meeting adjourned at 5:37

Next meeting TBA

