

Warren Local Schools



Kyle R. Newton, Superintendent

220 Sweetapple Road
Vincent, Ohio 45784

Melcie A. Wells, Treasurer

740-678-2366
www.warrenlocal.org

Operations Committee Minutes

February 27, 2025

5:00 pm Building 6 Warrior Room

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

I. Guest Comments

None

II. Transportation Update

Mrs. Jaramillo presented handout. Transfinder contract has ended and TransAct is now being used as the software program for the department. This software is used for routing, maintenance and field trip information.

Mrs. Jaramillo went over the highlights of the program mentioning the software's ability to create and track custom fuel usage reports, turn by turn directions for drivers utilizing tablets, calendar-based student schedules – allowing the ability to add schedules to students who may go to an alternate address regularly. Field trips are now on one app instead of using two separate ones and the software is able to include specific notifications to individuals such as the school nurse.

The parent app has also been updated and is being utilized. Many new features make this app a much more user friendly. Real time notifications are available to parents during routes. The administrators have ability to quickly send out any needed updates to routes. Positive feedback for the new software from drivers, subs, parents and school administrators.

3 drivers are retiring and will be filled by in house subs. Currently 2 new subs are attending preservice classes.

III. Operations Update

Mr. Ludwig presented handout. 90 out of 91 work orders requests were completed. Snow removal was a major task during the last month due to multiple snowfall events. Some signage, parking blocks were damaged during removal and all have been repaired.

Shower stalls in building 6 now have individual stalls and curtains for privacy. These were built in house and installed.

Jr. High softball field is getting very close to being finished. It will be ready for play for the first game.

IV. softball fencing is almost complete.

Spring tune-ups for ground care equipment have been completed and the department is ready for mowing season.

Basketball pole in rear elementary parking lot that was damaged by another district bus, has been installed and is ready for use.

Work clearing out the old girl's locker room for construction to start on the new clinic is completed. Chair storage racks have been built in house. These racks will each hold 56 folding chairs. These will make it much easier to store, move around and utilize the districts' 500 folding chairs.

Furniture cleaning for the HS commons furniture is scheduled to happen over spring break.



Campus cleanup day is scheduled for March 4th in conjunction with middle school students. Supplies for the students have been delivered. In case of bad weather, the 5th will be a makeup day. Standard building preventive maintenance is ongoing as well as continued organization and cleanup of building.

Mr. Roush indicated that there was some confusion during a large youth basketball event that used 2 gyms. Many people not familiar with the campus did not know what building was what. He asked that we get some signage for these types of events. Mr. Newton explained that the district does have signage available for use, and would remind building administration to utilize the items.

V. Athletic Update

Shadow boxes for students who become D1 athletes are here and will be installed once all of the items Mr. Harold has asked for are received. Mr. Harold said he is close to getting all the items and should have them ready to be hung within a month. Mr. Harold has met with the maintenance department and a plan has been developed to hang the boxes once they are ready.

VI. Old Business

Archery Building – 3 of 5 bids that were received came in over budget. Mr. Newton and Mrs. Wells are currently working through and cannot make a recommendation for Board approval yet.

Health Care Facility – The contract approval is on the Board agenda for tonight. Scope review went well and the bid for the clinic came in under budget. Mrs. Wells reiterated this project is fully grant funded. If approved tonight, work is expected to begin with a few weeks.

VII. New Business

Mr. Allen asked if we can post Maintenance and transportation handouts on the district social media sites.

Signage and announcements inside of the gym during games has helped with children jumping and using the commons area furniture as a playground. Mr. Harold has also spoken with several students and the issue seems to be getting better.

Mr. Allen asked that a hand dryer be placed higher in the bathrooms off of the commons area at the high school. This would not be an easy installation. The suggestion was then made to add a paper towel dispenser. Mr. Ludwig will look into getting it installed.

Mr. Allen noted the middle school gymnasium is in need of paint touch up. This will happen over the summer.

An abundance of litter was noted along the fence line between building 6 and 2. Mr. Ludwig explained this was already cleaned up.

A few remaining issues with some signage needing straightening was discussed and will be corrected.

Mr. Allen asked Mr. Harold to review the Facility Use and Care manual. This was originally created in 2021. This needs updated and reviewed to ensure correct information. Once complete should be presented to the Board for approval.

Mr. Allen reiterated the need to preserve wall finishes by not using tape, tacks or other damaging items to hang items on walls.

VIII. Presentation/discussion of monthly safety topic by staff

None

IX. Additional comments before adjourning

Adjourned at 5:34 PM. Next Meeting March 27, 2025 5:00PM at the Warrior Room





WARREN MAINTENANCE

220 Sweetapple Rd Vincent, Ohio 45784 • 740-678-2366 • www.warrenlocal.org

Stephen Ludwig
Maintenance Director

Kyle Newton
Superintendent

Lisa Spence
Coordinator

Operations Committee: Maintenance Report

2/27/2025

- We have completed 90 out of 91 entered maintenance requests this past month
- Snow removal has been a major task this winter with multiple large snowfall events. During those events we had some property damage that we have repaired. (signs, parking blocks, grounds.)
- The WARREN WARRIORS letters have been completed and installed along the entrance to the football stadium
- Building 6 now has individual showers stalls in both locker rooms. These were all built in-house and installed.
- Building 6 auditorium HVAC is completed.
- We have been working the Jr. high softball field as we are able to and the field will be ready for play by the first game
- The new fencing is almost completed on the varsity softball field. That included new outfield fence, Bullpen areas for home and visitors, high wall, new foul markers, and windscreen
- During slower days we completed all spring tune-ups on the ground care equipment we are ready for mowing season. Getting this done early will help us during the very busy spring months
- With the weather clearing up we will be able to get the new basketball pole and backboard mounted in the back elementary lot. We have everything needed to replace it.
- We have received the additional chairs in preparation for graduation and I have been building chair storage racks in-house
- We have cleared out the old girls locker room in preparation for the clinic project to begin
- New racking built and installed for the drama dept to store clothings and props in building 6
- New ceiling and LED lighting in the entryway of building 6
- Furniture Cleaning for HS commons is scheduled for Spring Break, April 14
- Campus clean-up day organized with the middle school scheduled for Tuesday, March 4th
- Standard building preventative maintenance
- Continued organization and clean-up of buildings



Snow pile taller than the skid steer!



Ventrac clearing the way!



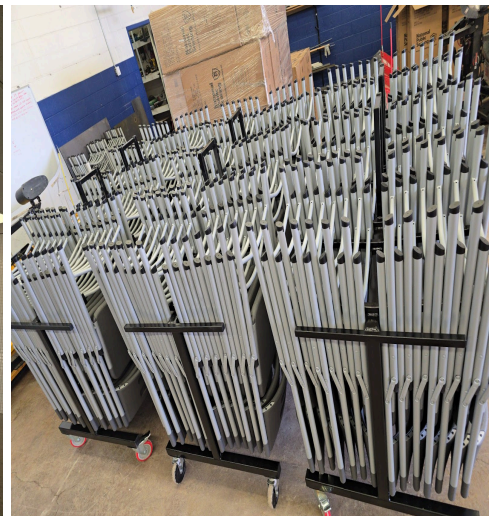
Building 6 entryway during



Building 6 entryway after



Chair racks



Building 6 shower stall construction



Building 6 shower stall install



Building 6 shower stall complete



Jr high softball field progress



WARRIOR letters





WARREN TRANSPORTATION

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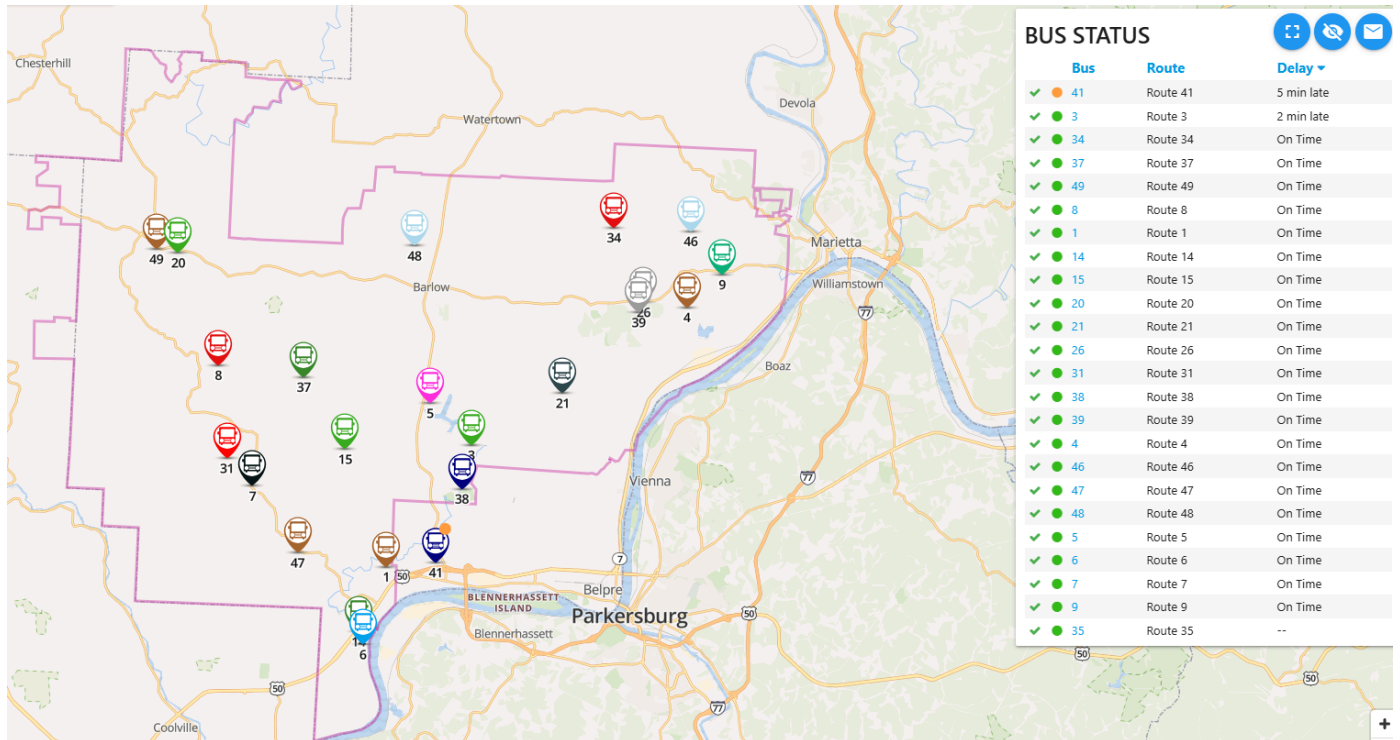
Alicia Jaramillo
DIRECTOR

Jill Davis
ASSISTANT DIRECTOR

Transportation February 2025 Operations Meeting

- Transfinder contract ended, TransAct in service since 2/10
- TransAct (Routing, Maintenance)/EZ Activity Trips
 - Turn by turn directions on tablets
 - Route changes made simpler
 - Calendar based student schedules
 - Tracking and Custom Reports for fuel and inspections
 - Work Order creation directly to mechanics
 - One field trip request platform, instead of two
 - Approval process streamlined to include the nurse
 - Directions populate automatically for drivers from saved locations
 - Accessible calendar feature on trip platform
 - Custom Reports being made for T-1, elementary bus passes, and Open House info
- BusQuest (Parent App)
 - Real Time Notifications available for parents during route
 - If a student has more than one bus, both parents can now see their bus on the app
- Link on Quicklinks and Parent Community Resources for easy access
- Positive feedback from drivers, subs, parents, and school administration
- Currently, we have 3 drivers retiring, outlook for their positions in progress. Tab Thompson retired 2/26, Clifford Peckens and Errol Mayle will retire at the end of the year.
- Warren Preservice this week - 2 new subs for Warren attending





*Trip Operation, in my view, can see all buses and their time status. Instant messages to all parent apps can be sent with the mail icon to associated bus members.

Every week on Wednesday, Friday (08/20/2024 ~ 05/29/2025)					
ROUTE Route 15 TRIP 15-4 WE PM Every weekday (08/20/2024 ~ 05/29/2025)					
Time	Bus	Action	Address	School	
3:35 PM	15	Pick up	Warren Elementary	Warren Elementary	
3:51 PM	15	Drop off	4074 Tick Ridge Road		

Every weekday (04/07/2025 ~ 04/11/2025) NEW					
ROUTE Route 1 TRIP 1-2 WE AM Every weekday (08/20/2024 ~ 05/29/2025)					
Time	Bus	Action	Address	School	
8:37 AM	1	Pick up	Porterfield Baptist Church Gravel Lot		
8:50 AM	1	Drop off	Warren Elementary	Warren Elementary	

+ SEARCH & ADD BUS SCHEDULE + MANUALLY ADD BUS SCHEDULE

*Bus Schedules can be made in detail for the whole year or specific dates, reflected on the drivers tablet.

View/Edit Trip

ROUTE: **Route 3** TRIP: ***3-1 WHS/WMS AM** [SHOW 26 STUDENTS](#)

<input type="checkbox"/>	#	STOP	TIME	# STUDENTS	DESCRIPTION
<input type="checkbox"/>	8	7755 Veto Road	6:34 AM	1 / 0 (1)	
<input type="checkbox"/>	9	Town Hall Lane and Veto Road	6:35 AM	4 / 0 (4)	
<input type="checkbox"/>	10	7254 Veto Road	6:35 AM	2 / 0 (2)	
<input type="checkbox"/>	11	67 Everson Road	6:36 AM	1 / 0 (1)	
<input type="checkbox"/>	12	298 Everson Road	6:38 AM	1 / 0 (1)	
<input type="checkbox"/>	13	517 Veto Circle	6:44 AM	1 / 0 (1)	
<input type="checkbox"/>	14	6198 Veto Road	6:47 AM	1 / 0 (1)	
<input type="checkbox"/>	15	89 Lake Road	6:53 AM	2 / 0 (2)	
<input type="checkbox"/>	16	114 Lake Road	6:50 AM	2 / 0 (2)	
<input type="checkbox"/>	17	164 Lake Road	6:50 AM	1 / 0 (1)	
<input type="checkbox"/>	18	816 Lake Road	6:53 AM	1 / 0 (1)	
<input type="checkbox"/>	19	2458 Lake Road	6:58 AM	1 / 0 (1)	
<input type="checkbox"/>	20	WHS/WMS Load Zone	7:06 AM	0 / 26 (26)	

[VOID TRIP](#)
[BREAK UP](#)
[MOVE](#)
[REMOVE](#)
[CANCEL](#)

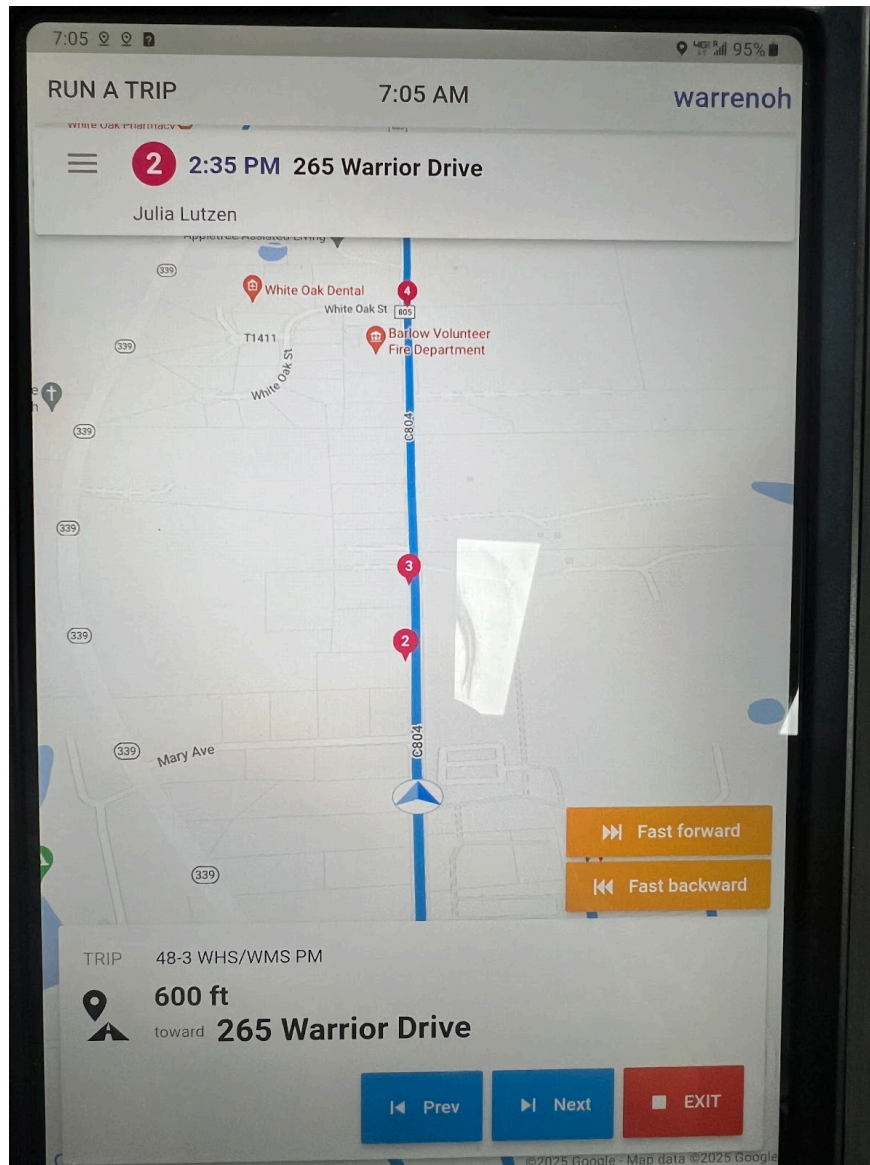
37 CHRISTINA DAVIS 39248 *37-1 WHS/WMS AM (6:18 AM ~ 7:15 AM)

*Routes can be easily split to other routes, reflections sent to driver tablet and parent app.

ezactivitytrips							
Dashboard Trips Assignments Invoices Calendars							
2024 ~ 2025 (FY: 2024)							
2	3	4	5	6	7	8	
			4 PM Trip #36 - WHS - Fort Fye High School... 4:30 PM Trip #37 - WMS - Marietta Element...	3:30 PM Trip #38 - WMS - New Matamoras ...	8:15 AM Trip #39 - WHS - Washington Coun...	6 AM Trip #41 - WHS - Teays Valley Vikings ... 6:30 AM Trip #34 - WHS - Caldwell High Sch... 9:30 AM Trip #35 - WHS - Ohio University - A... 10:15 AM Trip #40 - WHS - Alexander High ...	
9	10	11	12	13	14	15	
	9:15 AM Trip #33 - WMS - Ewing School - Sp...	5:15 PM Trip #29 - WMS - Marietta Element...	4:15 PM Trip #43 - WMS - Nelsonville York ...	4:15 PM Trip #50 - WMS - Nelsonville York ... 4:15 PM Trip #20 - WHS - Parkersburg Sou... 4:45 PM Trip #42 - WMS - Marietta Element...	8:30 AM Trip #46 - WHS - Ohio University - A...	9 AM Trip #21 - WHS - Delaware Hayes High... 9:30 AM Trip #62 - WMS - Nelsonville York ... 9:45 AM Trip #61 - WHS - Hillsboro High Sc... 3:15 PM Trip #45 - WMS - Fort Fye High Sc...	
16	17	18	19	20	21	22	
		4:45 PM Trip #63 - WMS - Fort Fye High Sc...	9 AM Trip #64 - WHS - The Bodega 514 Cuff... 4:45 PM Trip #71 - WMS - Fort Fye High Sc...			9:30 AM Trip #47 - WHS - Gallia Academy Hi...	
23	24	25	26	27	28	Mar 1	
5:30 AM Trip #48 - WHS - Gallia Academy Hi...	9 AM Trip #61 - WMS - Ewing School - Staff ... 9:15 AM Trip #80 - WMS - Ewing School - Sp...	3 PM Trip #82 - WHS - Logan High School - ... 4:45 PM Trip #91 - WHS - Logan High School...		7 AM Trip #51 - WHS - Jackson High School... 7:30 AM Trip #76 - PLINE - Marietta College ... 5 PM Trip #52 - WHS - University of Northwestern Ohio - Educational Trip - FFA	6:45 AM Trip #22 - WMS - Marietta College - ... 9 AM Trip #32 - WHS - Marietta College - Ed... 3:30 PM Trip #83 - WHS - Logan High School...	5 AM Trip #53 - WHS - Marysville High S... 6:45 AM Trip #86 - WHS - Ohio Universit...	

*Trip Calendar View - All Trips listed for easy view, can open details by clicking on them.





*Driver Tablet View - Next Stop listed with distance, other stops visible on the map as well.

