

# 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**

**April 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. Operations Update**

Mr. Ludwig presented handout. The new accessible ramps for the stage were installed and tested. Mr. Ludwig built storage carts for the ramps to more easily transport them. Stage and ramps are currently set up in the gymnasium. The DJ for prom will be set up on the stage for the night.

LED lighting upgrades are complete in both building 2 and 6 mechanical spaces.

Grounds care is well underway with summer help. Mike Francis, bus driver, is now helping mow between routes. This allows areas away from the schools to be mowed during the day and around the schools are taken care of after school hours.

Landscaping around the buildings were freshened up with new mulch over spring break. Large rocks were installed at the elementary island to prevent drivers from driving through the grass. Stage arch is completed and ready to be used.

New racking was installed at the old football concession stand for storage of football gear.

Common's area furniture cleaning was completed over spring break.

Summer list has been made and is being added to for the department.

### **III. Transportation Update**

Mrs. Jaramillo not present

Implementation of the new routing software has gone well.

Replacement of the engine for the dump truck is expected to be completed next week. Main use for the truck will be transportation turnarounds and the mechanics will be tasked with maintaining them.

### **IV. Athletic Update**

Shadow box update: Mr. Harold is still waiting a couple of jersey to compete. Once done they will be installed.

Facility Use and Care guide is still being reviewed by administrators.

### **V. Old Business**

Archery Building – Mr. Newton met with Wolf Creek Construction to discuss options. A new meeting is scheduled for Monday and the hope is to get a new proposal.

Health Care Facility – Progress meeting was held today. Plumbing inspection is expected tomorrow. Sanitary is completed. Project is running smoothly with onsite contractors working together. Dust control has been an issue, not much can be done. The issue should resolve once concrete grinding is completed.

MS gym painting will get done over the summer.



The district has received a quote for new asphalt project behind building 6. This will include expanding parking, paving the driveway to baseball and softball. Athletic boosters are interested in providing up to half the cost.

Mr. Crum brought up the topic of science storage for the middle school 5<sup>th</sup> and 6<sup>th</sup> grades. He noted we completed the addition of storage for the 7<sup>th</sup> and 8<sup>th</sup> grade science rooms but have not moved forward with 5<sup>th</sup> and 6<sup>th</sup>. He would like to keep this on the radar.

**VI. New Business**

The district has received a quote for new asphalt project behind building 6. This will include expanding parking, paving the driveway to baseball and softball. Athletic boosters are interested in providing up to half the cost.

Boiler and Chiller preventive maintenance contracts were discussed. Mrs. Wells would like to look into this further. It is possible the work will need to be put out to bid.

Cameras and access controls are being looked into by the IT department.

**VII. Presentation/discussion of monthly safety topic by staff**

None

**VIII. Additional comments before adjourning**

Adjourned at 5:32 PM. Next Meeting May 22, 2025 5:00PM in the Warrior Room





# WARREN MAINTENANCE

220 Sweetapple Rd Vincent, Ohio 45784 • 740-678-2366 • [www.warrenlocal.org](http://www.warrenlocal.org)

**Stephen Ludwig**  
Maintenance Director

**Kyle Newton**  
Superintendent

**Lisa Spence**  
Coordinator

## Operations Committee: Maintenance Report

4/23/2025

- We have completed 94 out of 99 entered maintenance requests this past month. This is slightly under our average of 100 due to spring break and working on larger projects
- The handicap ramps for the stage have been installed and tested. They are currently set-up in the Coliseum. The transportation/ storage carts have been built
- LED lighting upgrades in building 2 and in building 6 mechanical spaces has been completed
- The Jr. High softball field is complete
- The new fencing is complete on the varsity softball field. That included new outfield fence, Bullpen areas for home and visitors, high wall, new foul markers, and windscreen
- The grounds care is under way with the summer help. Training has went well and we are off to strong start
- Landscaping around the buildings has been freshened up with new mulch
- Rocks installed along the elementary island to prevent people from driving through the grass
- The graduation arch is complete and is sitting in building 2
- We had the kick-off meeting with the contractors today for the clinic and the project is good to go.
- New racking was built and installed in the old concession building for storage of football gear. This will help prolong the life and reduce sun fading
- Furniture Cleaning in the high school commons has been completed. We also purchased a new carpet cleaner that performs very well on the furniture so we can clean it ourselves
- Our summer list has been made for maintenance and custodial staff and we are making sure we have all necessary supplies.

**I AM A WARRIOR**





Locker room gym side



Locker room (Football side) Graduation arch



Elementary rocks



New uniforms



Snapping turtle





# Warren Local School District

Sports Fields Asphalt Pavement

☆ 123 sq.y.

☆ 1,670 sq.y.

☆ 24' Wide Roadway

☆ 20' Parking Stalls

☆ 1615 sq.y.



100 ft

Google Earth

Image © 2025 Airbus





## McKee Paving

Serving Southeastern to Central Ohio

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Nelsonville, OH 45764

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## Free Estimates

Asphalt, Concrete

Sealcoating and more!

Proposal Submitted To:	Warren Local Schools	Phone:	740-525-9308 - Stephen Ludwig
Address:	220 Sweetapple Rd.	Date:	4/9/2025
City, State, Zip:	Vincent, OH 45784	Email:	<a href="mailto:stephen.ludwig@warrenlocal.org">stephen.ludwig@warrenlocal.org</a>
Project and Location:	<b>Baseball &amp; Softball Field Parking Area and Roadway</b>		
<i>We hereby submit the following estimate and specification details:</i>			
<b>Asphalt Pavement - 1,670 sq.y.</b>			
1. Excavate the grass area to be a parking lot - 615 sq.y., haul away old materials.	\$7,995.00		
2. Install geotextile fabric over the new parking lot area - 615 sq.y.	\$922.50		
3. Install 8" of #304 limestone material, - 615 sq.y., grade & compact.	\$14,820.00		
4. Install #304 limestone on the existing stone area as needed to stabilize the base, grade & compact.	\$2,280.00		
5. Pave the new asphalt pavement area with 1.5" of #301 asphalt base, roll for compaction - 1,670 sq.y.	\$17,500.00		
6. Pave the same area with 1.5" of #448 asphalt surface material, roll for compaction - 1,670 sq.y.	\$17,500.00		
7. Paint parking stall markings - 15 regular parking stalls and 2 handicap parking stalls.	\$450.00		
8. Install 2 handicap post and signs.	\$500.00		
9. Install 17 - 6' concrete parking blocks with rebar pins.	\$2,125.00		
<b>Sports Area Asphalt Pavement Total</b>			<b>\$64,092.50</b>
<b>Alternate #1 - ADD Roadway Area - 123 sq.y.</b>			
1. Grade the stone area, roll for compaction.			
2. Pave the alternate area with 1.5" of #301 asphalt base & 1.5" of #448 asphalt surface materials.			
<b>Alternate #1 Total</b>			<b>\$2,950.00</b>
Payment to be made as follows:	ON COMPLETION		

Failure to pay within the specification above will result in an annual interest rate of 18% figured monthly at 1.5% compounded every 30 days.

### Project Notes:

1. This proposal does not include painting numbers in the parking stalls.
2. This proposal does not include sales tax or prevailing wages.
3. Grade and drainage to follow existing grades.
4. See reference map for project layout.

Signature

Steve Gura

Printed

(740) 541-0612 - [stevegura@mckeeperpaving.com](mailto:stevegura@mckeeperpaving.com)

Contact Info

Project Authorized Signature:

Signature

Printed

Date

PRICE QUOTATION  
**MURRAY SHEET METAL CO., INC. WV #6**  
3112 7TH STREET - PARKERSBURG, WEST VIRGINIA 26101  
(304) 422-5431 - FAX: (304) 428-4623

TO:	To: Warren Local Schools	Date: 4/08/2025	Please indicate this number when ordering: 2025-041-JT
	Attention: Stephen Ludwig	Inquiry Dated:	Terms: NET 30
		Proposed Shipping Date:	To be shipped via: MURRAY TRUCK
		Salesperson: Phil Prunty	FOB: JOBSITE

**HERE IS OUR QUOTATION ON THE GOODS NAMED, SUBJECT TO THE CONDITIONS NOTED:**

**CONDITIONS:** The price and terms on this quotation are not subject to verbal changes or other agreements unless in writing by the Home Office of the seller. All quotations and agreements are contingent upon strikes, accidents, fires, availability of materials, and all other causes beyond our control. Prices are based on costs and conditions existing on the date of quotation and are subject to change by the seller before final acceptance. Typographical and stenographic errors subject to correction. The purchaser agrees to accept either overage or shortage not more than ten percent to be changed for pro-rata. Purchaser assumes liability for patent and copyright infringement when goods are made to Purchaser's specifications. When a quotation specifies material to be furnished by the purchaser, ample allowance must be made for reasonable spoilage and material must be of suitable quality to facilitate efficient production. Conditions not specifically stated herein shall be governed by established trade customs. Terms inconsistent with those stated herein which may appear on purchaser's formal order will not be binding on the seller. The retainer will be paid within 60 days of invoice submission and completion of our work, and not subject to "pay when paid" conditions in the contract with the owner.

**Reference: Warren ES, MS, HS, BLDG 6, and BLDG 2 Boiler PM**

**Includes:**

- Perform 24-month preventive maintenance on (10) boilers two times. (4 years)
- Clean filters in all boilers one time in the fifth year.

We are pleased to provide you a quotation on the above referenced PM for the sum of **\$35,066.00**

QUOTE VALID FOR \_\_\_\_\_ DAYS.

BY \_\_\_\_\_

WHITE/ORIGINAL - CANARY/DUPLICATE - PINK/TRIPPLICATE

TO CONFIRM ORDER, SIGN AND RETURN WHITE ACCEPTANCE COPY

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**Reference: Warren ES and HS Chiller Maintenance**

**Includes:**

- Clean (2) cooling towers, strainers, and chiller tubes one time a year for 5 years.
- Replace chiller drive fluid on (2) chillers one time a year for 5 years.

We are pleased to provide you a quotation on the above referenced PM for the sum of **\$68,664.00.**

**Optional price per year for both chillers \$13,732.00**

QUOTE VALID FOR \_\_\_\_\_ DAYS.

BY \_\_\_\_\_

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**Reference: Warren ES, MS, HS, and Building 6 RTU/Air Handler PM**

**Includes:**

- Furnish and replace filters in all air handlers, above ceiling fan coils, and RTU's two times a year for five years.
- Wash coils in (3) RTU's at the middle school one time per year for five years.
- Wash split system coils for server rooms at the ES and MS one time per year for five years.
- Wash new condenser and split system coils in building 6 one time per year for five years.
- Wash weight room RTU coils one time per year for five years.

We are pleased to provide you a quotation on the above referenced PM for the sum of **\$135,950.00**.

QUOTE VALID FOR \_\_\_\_\_ DAYS.

BY \_\_\_\_\_

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