

**WELLESLEY PUBLIC SCHOOLS
OPERATING and STTI BUDGET GUIDELINES
FY 2013**

- Develop a budget with the goal of offering appropriate regular and special education programs and services.
- Support our core values of academic excellence, cooperative and caring relationships, respect for human differences, and commitment to community.
- Support the successful achievement of our system goals.
- Support maintaining class size guidelines and quality of learning experiences in order to meet enrollment needs.
- Support the recruitment, hiring, and retention of quality professional and other instructional and administrative staff.
- Meet legal mandates.
- Provide funds to maintain the facilities so that they are safe and supportive of learning, and work towards the *Standards of Building Maintenance and Care* voted by School Committee in September 2005.
- Provide adequate classroom supplies, equipment, and professional development opportunities to support the educational program.
- Achieve all the foregoing objectives in the most efficient and cost effective manner.
- Develop a budget that (1) meets the guideline as defined by the Board of Selectmen; (2) sustains a level program and, (3) presents a prioritized list of improvements to advance the program.
- Identify costs that relate to the high school project.

Voted by School Committee

August 30, 2011

WELLESLEY PUBLIC SCHOOLS
Standard of Building Maintenance and Care

1. Standard criteria for a high level of cleanliness assumes that one person is assigned to clean a 22,000 square foot area in one eight hour shift.
2. Custodians will adhere to a clearly established set of daily expectations and tasks. Head custodians will schedule intensive cleaning for periods when school is not in session, as feasible.
3. Buildings and components are checked by appropriate school department personnel and/or outside professional contractors and maintained on a regularly scheduled basis in order to assure maximum life expectancy.
4. A preventative maintenance plan for buildings and components will be established and sustained with appropriate personnel and funding.
5. Surrounding ground areas will be maintained for cleanliness and safety.
6. Surrounding landscape will be maintained to present a tidy appearance and to sustain existing plant life.
7. Surrounding site will be monitored for safe access and use.
8. Items for repair shall be prioritized on a basis of necessity for daily function of the school, safety hazard or disruption to school life; and, therefore, evaluated for the purposes of immediate attention or deferral to when school is not in session.

Approved by School Committee

September 27, 2005