

Clarke County Board Of Supervisors
March 5, 2013 FY2014 Budget Work Session 7:00 p.m.
Meeting Room AB

At a budget work session of the Board of Supervisors of Clarke County, Virginia, held in Meeting Room AB, 2nd Floor Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia on Tuesday, March 5, 2013.

Board Members Present

Barbara J. Byrd; J. Michael Hobert; Beverly B. McKay; John R. Staelin; David S. Weiss

Board Members Absent

None

Staff Present

David Ash; Tom Judge; Lora B. Walburn

Others Present

Beth Leffel; Janet Alger; Jim Brinkmeier; Barbara Lee; Chip Schutte

Grif Carmichael; Rick Catlett; Susan Catlett; Lisa Floyd; Diane Lasky; Randy Trenary;
Robina Rich Bouffault; Val Van Meter

Call to Order

Chairman Hobert called the meeting to order at 7:00 pm.

Adoption of Agenda

Chairman Hobert requested that the agenda be modified to include approval of 2013-04R Resolution in Recognition of Service of Helen Victoria Butts.

By consensus, the Board approved the agenda as modified.

Clarke County Public School FY2014 Budget Presentation

Dr. Beth Leffel, Chair Clarke County School Board, provided the opening comments on behalf of the Clarke County School Board. Highlights include:

- Thanked the Board of Supervisors for their participation in the joint Finance Committee meetings during the FY2014 budget process.
- Participation in the joint meetings provided the School Board good consideration of the fiscal challenges facing the Supervisors.
- Improvements made following these meetings included providing an explanation of the requested textbook fund, better justification for the new positions requested and the School Board's \$850,000 cut from the original Superintendent's Budget.
- Dr. Leffel stated that she did not vote to approve the budget being presented to the Board of Supervisors. She explained that after attending several Board of Supervisors FY2014 Budget Finance Committee meetings and working together on the joint Finance Committee she believed that it was the responsibility of the School Board to review the budget one more time to make more cuts before presenting its budget to the Supervisors. She stated that while she believed it was a needs-based request it was a great deal of money and should be reviewed again. Dr. Leffel said that her colleagues believed that it was their responsibility to bring the entire needs-based budget to the Supervisors; and her colleagues believed that if the cuts were made before the budget was presented to the Supervisors the community might not be aware of all the Schools' needs.
- FY2014 Budget includes:
 - The proposed salary increase is fully justified particularly in consideration of the regional salary competition. A 4% increase was contemplated; however, after careful consideration, it was reduced to 3%. The State may compensate some portion of the salary increase.
 - Additional staff requests focus on science and math curriculum improvements. Currently, the high school is understaffed and asking to hire a science teacher. A math specialist is requested to improve curriculum, improve student preparedness to increase SOL scores, and to bring the division into compliance with the Standards of Quality.
 - Science textbooks are needed to keep students current in that subject.
 - The Schools are dedicated to continuing career technical education.
 - Health: Partnering with Valley Health Systems will allow the Schools to offer another course in the Certified Nursing Assistant Program.
 - Science, Technology, Engineering, Math, Health: requesting the addition of a STEM H Coordinator responsible for coordinating short-term and long-term strategic plans for increasing STEM H education in Clarke County for students

and teachers, as well as curriculum alignment with other areas of technical education.

Highlights of Superintendent Murphy's comments include:

- Joint meetings with the School Board and Board of Supervisors Finance Committees were helpful and he would like to continue these joint budget meetings in future.
- Budget process started early for this fiscal year.
- The Schools developed a need-based budget.
- The Schools have made substantial cuts from the initial budget request.
- Believes that a dedicated textbook fund is needed.
- The Schools wish to retain a competitive status in the region.
- Budget request includes:
 - 3% raise - \$438,000; this request is less than the 5% initially proposed by the Clarke County Teachers' Association. The Governor proposes to partially offset the cost of a 2% increase for SOQ funded instructional personnel.
 - Budget includes the following new positions:
 - Science; CCHS; 1.0; \$59,748
 - Custodian (rotating); CCHS; 1.0; \$27,384
 - Special Education; Division Wide; .5; \$29,874
 - Response to Intervention Teacher; Division Wide; 1.0; \$59,748
 - Records Retention/Secretarial; Division Wide; 1.0; \$20,880
 - Health Science Pathway Teacher; CCHS; .5; \$33,909
 - Health Science Pathway Instr. Asst.; CCHS; 1.0; \$20,880
 - STEM-H Partnership Coordinator; Division Wide; 1.0; \$59,748
 - Math Specialist; Division Wide; 1.0; \$59,748
 - Totals: 8.0 new positions at \$377,919
 - New position justifications:
 - Career and technical positions to aid children to pursue careers in specified fields.
 - Additional staff in math and science is needed to improve scores, enhance curriculum and to improve teaching skills.

- Believes health occupation careers will continue to grow and the Schools want to expand the current Certified Nursing Assistant program to offer an additional 10 slots.
- A custodian is needed to maintain cleanliness and to protect the community investment.
- Records retention secretarial support is needed to organize and transition records to electronic media.
- STEM H; this position has been discussed for a long time and the Schools believe it is time to move forward.
- Special Ed numbers continue to rise. The Schools need to invest the time and resources to identify needs. Special Ed comprises approximately 11% of the student body.

Highlights of Joint Administrative Services Director Tom Judge's comments and discussion include:

- Proposed budget requests a total expenditure increase of \$1.274MM.
- School debt service is decreasing.
- New position justifications are included beginning on page 46 of the Schools' proposed budget document.
- ADM: no change in total of 2,040 is projected.
- Approximately 237 home schooled children in the county of which approximately 66 have a religious exemption and are not tracked.
- Textbook expenditures are proposed and listed as a separate line item in the FY2014 budget. The Schools have developed a textbook Adoption Schedule.
- Budget includes \$200,000 for a portion of the School Districts' share of the cost of an ERP System. It is requested to be transferred from the General Fund Balance.
- Proposed Salary Increase:
 - The State proposes compensation [\$86,000] for a subset of school employees if locality gives a 2% salary increase to those employees funded by the standards of quality. The State proposal represents 29%, a fraction of what would be necessary to give salary increases to all employees.
 - The State contribution is subject to availability of funds left at the end of the current fiscal year. This delay conflicts with the Schools need to award contracts in early May therefore the School Board will need to know what allocations will come from the Board of Supervisors.
 - The State share is budgeted for 11 months and based on an effective date of August 1.

- The Schools are proposing a salary increase for all staff because the District questions the fairness of giving raises to only a portion of its staff.
- The locality can delay the salary increase until January 1. If a locality chose this option, it would spend only half of the proposed increase in the current fiscal year; however, it would be built into the FY2015 budget base.
- Benefits rates: no change except health insurance. The proposed budget included a 12% estimate however the actual increase of 7% is now known but has not yet been ratified by the Board of Supervisors. This adjustment will reduce the budget by \$68,008.

Highlights of comments by Rick Catlett, Assistant Superintendent:

- He participated in joint Finance Committee meetings.
- Some of the new positions requested directly address increased caseloads.
- The requested positions can be found in other jurisdictions and need to be added in Clarke.
- Hiring a math specialist is necessary to bring Clarke County into compliance. It would also address the division initiative to target math.
- While the student population remains stable, the needs of those children change.
- The Schools are receiving more medically fragile students.
- The Schools increased needs are a community issue.

Supervisor Comments:

Supervisor McKay opined that the Schools request for a pay raise indicated that they had lost sight of the reality of many citizens who have not gotten raises in years and are just hoping their pay will not be cut. He asked how the County could ask citizens who are struggling to give its employees a raise. Mr. McKay also asked why, with a stagnant or declining enrollment, the Schools needed to expand its workforce opining that in hard times industry lays off staff.

Vice Chairman Weiss restated that the 3% salary increase would be \$438,000, less State funding; and the eight new positions would be \$377,000.

Supervisor Byrd put forth that the Schools did need help in science and math and with the beginning children. She stated that the relationship between the boards had improved over the years and she applauded the efforts of the joint Finance Committee members. She commented that the economic environment was not showing significant improvement. She concluded by expressing her gratitude for living in a community that supports its youth.

Supervisor Staelin said that he found the presentation helpful. He put forth that he also believed the Schools understood the position the Supervisors faced, noting that the Schools had mentioned earlier that many parents had told them they could not afford to pay the cost of pre-school programs. He stated that the Supervisors would have to increase taxes on those same parents if the proposed School budget was adopted without change. Supervisor Staelin pointed out that those parents are just as adverse to higher taxes as they are to the cost pre-school programs. He concluded his remarks by stating that we all want things and we must work together to do what we can.

Chairman Hobert said that he appreciated the opportunity to start the budget process earlier this year and his appreciation for the joint meeting with the Schools Finance Committee. He said that he felt confident that it was good for the School Board to assist with its prioritization and addressing more needs with fewer resources. He opined that it was unfortunate that this spirit of cooperation was coming at a time when the County was so short on funds. He stated that the revenue wasn't there and he reminded that the County had given a 2% salary increase last year that many communities did not do. Chairman Hobert explained that he had worked with representatives in Richmond that attempted to explain to the Governor and the General Assembly that the pay increase proposal for just a portion of school employees was the State's attempt to micromanage local funds. He said that the County was being penalized and not being given credit for the 2% increase last year, which he knew the teachers appreciated being given last year and not being forced to wait.

Chairman Hobert stated that it was very helpful to hear Ms. Lasky and Mr. Catlett talk about the challenges they face; but while the Board of Supervisors understood these challenges, it was very limited in what it could do. Further, there was a general consensus among the Supervisors against raising taxes this year. He further commented that the citizens were looking at a potentially dramatic impact on Virginia that would ripple out in many ways though sales tax, property values, through lack of employment, etc., which could be the beginning of a very challenging time. Mr. Hobert stated that it would be very challenging to have a budget that includes any kind of significant increase for the School district.

Chairman Hobert expressed his hope that the Schools might capitalize on its partnership with Valley Health and expressed his appreciation and respect for the Schools performance and dedication. He concluded his comments by stating that he was glad to see the potential for having an ERP program noting that it had been added to the Schools budget. He opined that he believed an ERP would make the County more efficient while recognizing that it would be a relatively significant challenge to implement.

Approval of 2013-04R Resolution in Recognition of Service of Helen Victoria Butts

Supervisor Staelin moved to approve Resolution 2013-04R as presented. The motion carried by the following vote:

Barbara J. Byrd	- Aye
J. Michael Hobert	- Aye
Beverly B. McKay	- Aye
John R. Staelin	- Aye
David S. Weiss	- Aye

**Resolution in Recognition of Service of
Helen Victoria Butts
2013-04R**

Whereas, Helen Victoria Butts began her work in the community as Deputy Clerk on March 11, 1963 in the service of Lucy Allen, Clarke County Circuit Court Clerk. Following the 1968 election, James H. Wood, Jr. assumed the duties of Circuit Court Clerk with Mrs. Butts joining to assist him as Deputy Clerk for the next 28 years; and,

Whereas, Mrs. Butts was elected Circuit Court Clerk at a special election held on November 4, 1997 to fill the unexpired term of Mr. Wood and she successfully prevailed in two subsequent elections in 2000 and 2008. Her current term extends through 2015; and,

Whereas, during her tenure as Clerk, she faithfully served Judges James L. Berry, John R. Prosser, and John E. Wetsel, Jr, and was the first Clerk in the Commonwealth to place land records online, ensuring all land records, judgments, wills are scanned and readily available to the public; and

Whereas, Mrs. Butts has served with distinction and grace, characteristically providing professional services with great care, dedication and sensitivity to the citizens of the County and the Commonwealth.

Now Therefore Be It Resolved, by the Clarke County Board of Supervisors that the Honorable Helen V. Butts be recognized and congratulated on achieving 50 years of exemplary service to the citizens of Clarke County and that we gratefully express our admiration for her successful career; and,

Be It Further Resolved, that her dedication, loyalty, and service to the citizens of Clarke County be hereby memorialized and presented to this extraordinary public servant as a token of the respect and high esteem in which she is held by the Clarke County Board of Supervisors, County staff, and most assuredly, her fellow citizens.

Attest:

J. Michael Hobert, Chairman

Adjournment

There being no further business to be brought before the Board at 8:28 pm Chairman Hobert adjourned the FY2014 Budget Work Session.

Next Budget Work Session

The next FY2014 Work Session is set for Monday, March 11, 2013 at 10:00 am in Meeting Room AB, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

ATTEST: March 5, 2013

J. Michael Hobert, Chair

David L. Ash, County Administrator

Minutes Recorded and Transcribed by:
Lora B. Walburn
Deputy Clerk, Board of Supervisors