



ECONOMIC DEVELOPMENT & PLANNING | INDUSTRIAL DEVELOPMENT AGENCY | LOCAL DEVELOPMENT CORPORATION

**Tioga County Industrial Development Agency
Governance Committee Meeting
August 6, 2025 – 4:00 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Agenda**

- I. Call to Order and Introductions:**
- II. Attendance:**
 - a. Governance Committee Members: Jon Ward, Eric Knolles
 - b. Excused:
- III. Approval of Minutes:**
 - a. December 4, 2024, regular governance committee meeting

New Business:

- A. Appointment of new board member- Barb Case

Adjourned:



Tioga County Industrial Development Agency
Governance Committee Meeting
December 4, 2024 – 4:00 pm
Ronald E Dougherty County Office Building
56 Main Street, Owego, NY 13827
Minutes

- I. Call to Order and Introductions: 4:15 pm
- II. Attendance:
 - a. Governance Committee Members: Jon Ward, Mari Townsend
 - b. Excused: Eric Knolles
- III. Approval of Minutes

New Business

- A. Annual Policy Review
 - a. Mission Statement
 - b. By-Laws
 - c. Code of Ethics
 - d. Assessment of Internal Controls
 - e. Procurement Policy
 - f. Property Disposition Policy
 - g. Whistle Blowers Policy
 - h. Employee Handbook
 - i. Governance Committee Charter
 - j. Procedure Manual
 - k. TCIDA Sexual Harassment Policy

The by-laws require some committees to meet quarterly. It is recommended to discuss updating the committee meeting frequency.

- B. Committee member review
 - 1. Executive Board Members
 - a. Chair- Jon Ward
 - b. Vice Chair- Kevin Gillette
 - c. Secretary- M. Townsend
 - d. Treasurer- Eric Knolles
 - 2. Committee Appointments
 - a. Governance- J. Ward, M. Townsend, E. Knolles
 - b. Audit- E. Knolles, B. Evanek, J. Ward
 - c. Railroad- T. Monell, K. Gillette, M. Sauerbrey
 - d. Finance- K. Gillette, M. Townsend, J. Ward
 - e. Loan- K. Dougherty, D. Barton, J. Lavo, J. Ward, E. Knolles, B. Evanek
 - f. Public Relations- M. Sauerbrey, T. Monell, B. Woodburn
 - 3. Other Appointments



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- a. Designee (per Employee Handbook) –
 - b. Compliance Officer- Brittany Woodburn
 - c. Contracting Officer-
 - d. Freedom of Information Officer-
 - e. Code of Ethics Officer- J. Meagher
 - f. Internal Controls Officer- J. Nolis
- C. Appointment of new board member- The board is continuing to look for another board member.

The Governance committee recommends the board to approve policies and procedures and review the bylaws regarding meeting frequency requirements of committees. (J. Ward, M. Townsend)

Adjourned: 4:35 pm

Barbara J. Case

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Educational Leader

PERSONAL PROFILE:

*Highly **motivated** individual with **strong leadership** capabilities...very **task-oriented** and **organized** but **attentive** to the big picture...**effective interpersonal communication skills** with community, parents, students, and employees...**creative problem solver**...**cooperative** with others...**passionate** about providing equitable opportunities for all stakeholders...**visionary** technology leader*

PROFESSIONAL AFFILIATIONS, STATE LEADERSHIP, & RECOGNITIONS

The New York State Council of School Superintendents, **House of Delegates & Alternate Leadership** for Educational Achievement Foundation, Inc., **Board of Directors**
Rural Schools Association of New York State, **Board of Directors**
American Association of School Administrators
Association for Supervision and Curriculum Development
Greater Southern Tier BOCES School Boards Association
Awarded 2025 NYSCOSS [Appreciation Award](#)
Awarded 2019 Ed Roberts Barrier Buster Award, NRCIL
Awarded 2017 Honorary Empire Degree from NYS FFA

PROFESSIONAL LEADERSHIP:

SPENCER-VAN ETEN CENTRAL SCHOOL DISTRICT, Spencer, New York 2022-Present
GENERAL BROWN CENTRAL SCHOOL DISTRICT, Dexter, New York, 2018-2022

Superintendent of Schools

Serve as districts' Chief Executive Officer, ensuring that district decisions, initiatives, and spending align with the districts' Strategic Plans, annual District Goals, NYSED and federal regulations and accountability. Prioritize the physical, social, and emotional health and safety of all students and employees while thoughtfully planning beyond pandemic. Simultaneously oversee instructional leadership, school finance, business management, and employee supervision. Focus on strengthening community relations and maintaining a collaborative relationship with the Board of Education.

- Created Communication Plans and regularly use them to effectively communicate with staff, families, and the community using press releases, virtual and live town hall meetings, districts' websites, social media, emails, Parent Square
- Collaborate with local school districts with regional offerings for increased instructional and athletic opportunities for students
- Work with Regional Information Centers and BOCES on data security, data verification, and ESSA accountability
- Advocate to federal and NYS representatives for adequate funding to district and region to maintain current educational programming and services and plans for expansion
- Schedule regular meetings with unions' leadership teams to focus on positivity and to develop collaborative relationships for more effective problem solving should labor relations issues arise
- Conducted Special Education Review, planned and implemented full-inclusion within district classrooms, formed Inclusion Steering Committee to guide the district for next steps, and continue to support students, families, and employees in providing an inclusive teaching and learning environment (General Brown CSD)

SVE and GB continued...

- Expanding agricultural programming and learning opportunities for children by engaging agriculture partners and including agriculture classrooms in long-range facilities planning (Spencer-Van Etten CSD).
- Gathered stakeholders (students, parents, community members, teachers, leaders, and Board of Education) to create Strategic Plans with student-centered focus areas to guide district initiatives and decision-making.
- Facilitating grade reconfiguration study to ensure efficiency and effectiveness for increased student performance and learning opportunities (Spencer-Van Etten CSD)
- Successfully planned and facilitated reconfiguration of two (PK-6) elementary buildings to grade-centered, (PK-2) and (3-6), elementary buildings that included revised transportation and instructional plans and also recognized provisions of several collective bargaining agreements (General Brown CSD)
- Envisioned, implemented, and support Instructional Technology Leaders Program to promote teacher leaders, share effective teaching strategies, and support technology integration
- Negotiated multi-year collective bargaining agreements with teachers, school related professionals, and administrators
- Established consistent hiring processes for all instructional and leadership positions that include recruitment, establishment of committees, interview rubrics that align to district Strategic Plans, reviewing candidate materials, verifying credentials, and recommending candidates for appointment
- Reviewed and revised districts' and school's Emergency Response Plans with increased safety protocols, clarification, training, feedback from staff and students, Threat Assessment Training, and the creation of the districts' Crisis Response and Grief Plans
- Supervised multiple Capital Projects to improve districts' infrastructure by updating the facilities and following the district's long range facilities plan
- Secured additional district revenues through investments.
- Open-door policy and unlimited availability for communication with Board of Education and Leadership Team
- Planned and implemented school closure, Continuity of Learning, absentee school budget vote, Reopening Plan, spending plan for \$2.8 million of federal stimulus, as well as local funds, to purchase additional supplies, equipment, and services to provide instruction while meeting students' needs caused by the pandemic

GEORGE JUNIOR REPUBLIC UFSD, Freeville, New York, 2014-2017

Principal 7-12

Provided building-level supervision for instructional programming, oversaw maintenance of facilities and equipment, and supported extracurricular activities in Special Act School District

- Collaborated with 12 local school districts and the William George Agency to provide special class instruction (6:1:1 and 6:1:2 models) for students with disabilities in Day School and while in residential placement
- Established criteria for consideration, protocols for instruction, and documentation tools for Credit Recovery, so that credit-deficient students have more opportunities to graduate with their cohorts at George Junior Republic UFSD or in their home districts

George Junior Republic UFSD continued...

- Created CollegeNow classes with Tompkins Cortland Community College for students to earn concurrent enrollment credits
- Established school district protocols for NYS Justice Center investigations

CNY REGIONAL INFORMATION CENTER, Syracuse, New York, 2012-2014

School District Data Coordinator

Built partnerships with leaders in Candor Central School District and Ithaca City School District to assist with data collection, verification, and analysis for NYS reporting, accountability, and to improve teaching and learning

GROTON CENTRAL SCHOOL DISTRICT, Groton, New York, 2009-2012

High School Principal

Accountable for building-level and district supervision, coordination of instructional programming, maintenance of facilities and equipment, and support of extracurricular activities in public school district

CAYUGA-ONONDAGA BOCES, Auburn, New York, 2005-2009

Director of Adult & Continuing Education**Principal, Youth GED**

Collaborated with 9 component school districts, state and county agencies, and community and business groups to provide literacy instruction and career training for youth and adult learners

**PROFESSIONAL
TEACHING:**

GROTON CENTRAL SCHOOL DISTRICT, Groton, New York, 1998-2005
BINGHAMTON CITY SCHOOL DISTRICT, Binghamton, New York, 1996-1998
MOHAWK CENTRAL SCHOOL DISTRICT, Mohawk, New York, 1995-1996

Social Studies and Reading Teacher**EDUCATION:**

State University of New York College at Cortland

- **Certificate of Advanced Study in Educational Administration**, 2006
- **Master of Science in Education**, Reading, 1998
- **Bachelor of Arts**, 1991

Dual Major: Political Science (Public Administration & Public Policy)
Secondary Social Studies

CERTIFICATIONS:

NYS Permanent Certificate
NYS Permanent Certificate
NYS Permanent Certificate
NYS Permanent Certificate

School District Administrator
School Administrator & Supervisor
Reading Teacher
Social Studies Teacher 7-12