



*innovation in creating student success  
through cooperative services*



**TO:** Component School District Clerks

**FROM:** Kate Taylor, Board Clerk *Kate Taylor*

**DATE:** April 7, 2021

**RE:** Vote on GST BOCES Administrative Budget and  
Election of GST BOCES Board Members

April 21, 2021 has been designated as the date on which the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES Component District Boards of Education will cast their votes for membership on the BOCES Board and for the approval/disapproval of the BOCES Administrative Budget.

In order to be of assistance, we have enclosed the following documents:

- Education Law process for adopting the BOCES Administrative Budget and election of BOCES Board Members.
- Certification of the results of your Board's action on the Administrative Budget.  
**(return to Kate Taylor on Thursday, April 22, 2021 via email)**
- Certification of the results of your Board's action on the election of BOCES Board Members, which includes the ballot for election to the Board of Cooperative Educational Services.  
**(return to Kate Taylor on Thursday, April 22, 2021 via email)**
- Brief Resumes for Board Candidates: Kathy Hagenbuch, Alice Learn
- Sample resolution to use for your Board's action on the BOCES Administrative Budget.
- Sample resolution to use for your Board's election of BOCES Board Members.

Please complete the certifications and ballot and return to my attention no later than Thursday, April 22, 2021.

Please do not hesitate to contact me if you have any questions. Thank you

c: School Superintendents

**Greater Southern Tier Board of Cooperative Educational Services**

*Serving Schuyler, Steuben, Chemung, Tioga and Allegany Counties*

**Coopers Campus:** 9579 Vocational Drive, Painted Post, NY 14870 • Phone: 607-962-3175 or 607-324-7880

### **Qualifications for Serving as a BOCES Board Member**

A BOCES board candidate must reside within the boundaries of a component school district.

A candidate need not be a member of a component district school board. However, no employee of a component district is eligible to be elected to a BOCES board membership, and a BOCES board member cannot accept employment in a component district. On the other hand, a BOCES employee may serve on a component school board.

### **Process for Adopting the BOCES Administrative Budget**

The BOCES Board President designates a day, between April 16 and April 30, for component districts to vote on the BOCES administrative budget and elect BOCES Board Members. Ten days prior to the BOCES annual meeting, which is held on a date between April 1 and April 15, a tentative administrative budget is provided to the component districts. On the day between April 16 and April 30 previously designated by the BOCES Board President, the component districts hold a public meeting, either a regular or special meeting, to adopt a resolution either to approve or disapprove the BOCES tentative administrative budget. This resolution approving or disapproving the administrative budget must be transmitted to the BOCES no later than one business day following the vote.

### **Process for Electing BOCES Board Members**

BOCES Board Members are elected by their component member boards. By February 1 of each year, the BOCES Board President must set the date of election in each component district. It is the same day designated for the vote on the tentative administrative budget, between April 16 and 30. All component school boards meet on that same date, except for central high school boards, which must hold their meetings the next business day.

The BOCES clerk then must mail an election ballot to each component district at least 14 days prior to the election. On the date designated for the election, each component board is entitled to cast one vote per vacancy, but no more than one vote per candidate. BOCES Board Members are elected by resolution of the component boards on the ballot prepared by the BOCES clerk. Each component district must mail or deliver its completed ballot to the BOCES clerk no later than one business day after the election.

**CERTIFICATION**

I, \_\_\_\_\_, District Clerk of the \_\_\_\_\_  
School District, do hereby certify that at a public meeting held on April 21, 2021, the Board of  
Education of the \_\_\_\_\_ School District approved the 2021-2022  
Schuyler-Steuben-Chemung-Tioga-Allegany BOCES Administrative Budget in the amount of  
\$ 8,655,512.

# of Board Members: \_\_\_\_\_  
# of Board Members Present: \_\_\_\_\_  
# of Board Members Absent: \_\_\_\_\_  
# of "Yes" Votes: \_\_\_\_\_  
# of "No" Votes: \_\_\_\_\_  
# of Abstentions: \_\_\_\_\_

\_\_\_\_\_  
District Clerk (Signature)

## CERTIFICATION

I, \_\_\_\_\_, District Clerk of the \_\_\_\_\_ School District, do hereby certify that at a public meeting held on April 21, 2021, the Board of Education of the \_\_\_\_\_ School District adopted a resolution casting its vote or votes in the annual election of members of the Board of Cooperative Educational Services for the person or persons indicated on the ballot below.

\_\_\_\_\_  
District Clerk (Signature)

## BALLOT FOR ELECTION TO THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES

There are four (4) vacancies on the Board of Cooperative Educational Services to be filled at the annual election to be held on April 21, 2021, all with 3-year terms (July 1, 2021-June 30, 2024). The trustees or board of education of each component school district, by resolution, may cast one vote for each vacancy to be filled, provided that no more than one vote may be cast for any candidate. No more than one person residing in a particular component school district may be elected to serve on the Board of Cooperative Educational Services at one time, except as provided in Education Law Section 1950(2-a). The district clerk or other officer authorized to certify that a board resolution has been adopted, shall complete the ballot by placing an "X" next to the name of each candidate for whom a vote has been cast, and by completing the attached certification. Candidates are listed in alphabetical order, with their address and school district of residence:

1. Kathleen Hagenbuch \_\_\_\_\_  
4737 Clawson Drive  
Campbell, NY 14821  
Campbell-Savona School District
2. Alice Learn \_\_\_\_\_  
4951 Stewart Road  
Horseheads, NY 14845  
Odessa-Montour School District

**RETURN BOTH CERTIFICATIONS TO KATE TAYLOR BY THURSDAY, APRIL 22, 2021**  
[ktaylor@gstboces.org](mailto:ktaylor@gstboces.org)

# **KATHLEEN M. HAGENBUCH**

**4737 Clawson Drive**

**Campbell, NY 14821**

**District of Residence: Campbell-Savona**

## **Education**

**1978 Bachelors of Science in Education (SUNY Brockport)**

**1981 Masters of Science in Reading Education (Elmira College)**

**1996 Certificate of Advanced Studies in School District Administration (SUNY Brockport)**

## **Employment**

**Campbell Central School District**

- **Reading Techer, 1978-1982**
- **Classroom Teacher, 1982-1987; 1989-1992**

**Steuben Allegany BOCES**

- **Staff Development Specialist, 1987-1989**

**Campbell-Savona Central School District**

- **Classroom Teacher, 1992-1996**
- **Elementary Assistant Principal, 1996-1998**
- **Elementary Principal, January 1998-2001**
- **Director of Curriculum and Instruction, 2001-2010**
- **Superintendent of Schools, 2010-2021 (retired)**

## **Community Activities**

**Member, St. Isidore and Maria Torribia Parish**

**Finance Committee Member, St. Isidore and Maria Torribia Parish**

**Member, Steuben County Hall of Fame Selection Committee**

**Steuben County Youth Bureau, "Tyrlle Beach" School District Fund Raising Coordinator**

## **Personal**

**Children: Stephen Hagenbuch, Kyle Hagenbuch, Gregory Hagenbuch**

# **ALICE L. LEARN**

**4951 Stewart Road**

**Horseheads, NY 14845**

**District of Residence: Odessa-Montour**

## **Board of Education Experience**

Odessa Montour Central School District Board of Education, 1988 – 2010

GST BOCES, 2012 - present

## **Education**

Franklin D. Roosevelt High School, Hyde Park, NY

Syracuse University, Bachelor of Science

Elmira College, Masters of Science

SUNY Cortland, School District Administrator

## **Employment**

Watkins Glen Central School District - 1974-1999

Family and Consumer Science Teacher/ Dean of Students

GST BOCES, Curriculum Coordinator – 1999-2007

Horseheads Central School District, Assistant Superintendent – 2007-2012  
(Retired July 2012)

New York State Education Department, School Improvement Plan Reviewer  
2015,2016

## **Community Activities**

Active Member of the Odessa United Methodist Church

Humane Society Schuyler County, volunteer

Schuyler Hospital Auxiliary, volunteer

Schuyler County Planning Board, member

## **Personal**

Husband: Michael (semi-retired dairy farmer)

Children: Andrew and Elizabeth

Grandchildren: 5 (girls)

**#1     SAMPLE RESOLUTION FOR APPROVAL OF ADMINISTRATIVE BUDGET**

BE IT RESOLVED that the \_\_\_\_\_ School District Board of Education approved the 2021-2022 Schuyler-Steuben-Chemung-Tioga-Allegany BOCES Board of Cooperative Educational Services Administrative Budget in the amount of \$ 8,655,512.

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**#2     SAMPLE RESOLUTION FOR BOARD MEMBERSHIP**

BE IT RESOLVED that the \_\_\_\_\_ School District Board of Education cast one ballot for each of the following candidates for membership on the Schuyler-Steuben-Chemung-Tioga-Allegany BOCES Board of Cooperative Educational Services: (Please list below the names of the nominated candidates for which your Board of Education has cast a vote.)

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