

Brenda Esch Boggess

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EMPLOYMENT

2008-present Head of School, Greenwood Friends School (PreK-8), Millville, PA

Oversee the operation of the school and its programs. Areas of responsibility include admissions, advancement, budget and finance, building and grounds, community relations (school, Meeting, local and regional), curriculum, Quaker education, parent education and volunteerism, student learning and development, and teaching. Highlights include:

- Initiated 5-10 year strategic, financial, and marketing plans
- Instituted head evaluation process with Board of Trustees, faculty, and parents
- Coordinated trustees' professional development at Friends Council workshops and webinars
- Facilitated annual board retreat and trustee orientation
- Organized Board Visit Days at school
- Oversaw Interim Report for Pennsylvania Association of Independent Schools
- Guided the design and implementation of a sustainable budget for revised enrollment projection
- Proposed and established health insurance benefits for school employees
- Instituted use of *Quickbooks* and facilitated transition to electronic banking
- Instituted use of donor data base (*etapestry*)
- Promoted and coordinated PAISBOA (Philadelphia Association of Independent School Business Officer's Association) membership application
- Oversaw Fundraising: Annual Fund—\$60,000+ annually, EITC gifts—grew to \$100,000 annually, other fundraising efforts—\$40,000+ annually
- Launched Greening Greenwood Initiative (wrote PYM Legacy Grant proposal-\$10,000)
- Acted as admissions and development coordinator (Fall 2009-present)
- Improved internal communication and outreach (weekly classroom updates, email, Facebook, school-wide google calendar)
- Created marketing brochures for school and summer camp
- Re-instituted volunteer chairs for Annual Fund
- Established Greenwood Scholars Program (grades 5-8)
- Coordinated fundraising and oversaw kitchen renovation in conjunction with promoting new Kitchen Science curriculum
- Initiated annual Moving Up Day Ceremony
- Created Faculty Orientation Handbook
- Coordinated development of annual faculty evaluation
- Facilitated All-School Theme planning
- Initiated the use of *Guided Reading* in primary grades and *Everyday Math*, K-5
- Increased art/music/technology opportunities in the core classroom
- Established and coordinated after-school Mathlete program
- Introduced *Caldecott Project*, K-8
- Taught 4/5 math
- Revised progress report process
- Coordinated professional development visit days with other Friends schools
- Established math professional development (Dana Hall Math Workshop, Wellesley, MA)

- Established annual In-service days at Bloomsburg Reading Conference to promote faculty collaboration and community outreach
- Promoted Quaker pedagogy through in-service workshops
- Reported monthly to Millville Friends Meeting
- Worked with teachers to enrich all-school Meeting for Worship

2002-2008 Teacher, State College Friends School, State College, PA

Taught fifth grade contained classroom. Responsible for language arts, math, social studies and science instruction; developed theme-based curricula including *Navigating Your World*, *Freedom*, and *Journey* that incorporated individualized learning, independent and small group hands-on projects, teacher directed instruction, and community building; wrote simulation (*Endeavor*) for opening eight weeks of school year; member of Theme Week, Curriculum, and Quaker Life committees; coordinator, Martin Luther King Day celebrations; faculty meeting recording clerk; facilitator, summer writing curriculum workshop for faculty

1999-2001 Teacher, Oak Hill School, Nashville, TN

Taught first grade (contained classroom). Responsible for language arts, math, social studies, and science instruction; introduced Guided Reading to the first grade team; incorporated integrated math projects; developed theme-based units on *Homes* and *The United States*; chaired faculty development committee; member of reading curriculum committee responsible for reading curriculum overhaul, K-6

1997-1999 Teacher, Ensworth School, Nashville, TN

Taught fifth grade language arts; member of curriculum committee; directed fifth grade class play subsequently performed at the Ryman Auditorium in collaboration with Amy Grant

1992-1997 Proprietor, Ryanna Books, Richmond, IN

Published and marketed books and pamphlets for independent school educators nationwide

1989-1990 Teacher, Greene Street Friends School, Philadelphia, PA

Taught fifth grade language arts and sixth grade social studies; member of administration and organization committee; coordinator of community service

1984-1986 Teacher, Atlantic Friends School, Northfield, NJ

Taught sixth and eighth grade language arts and seventh grade social studies; member of staff development committee

PROFESSIONAL SERVICE

September, 2011	Member, Board of Directors, Friends Council on Education
May, 2011	Co-facilitator, Heads of Friends Elementary Schools, Nursery Schools, and K-8 Schools, Spring Gathering, Chestnut Hill, PA
October, 2010	Member, PAIS Visiting Accreditation Team, The Janus School, Mt. Joy, PA
October, 2010	Member, Quaker Renewal Working Group, Friends Council on Education, Philadelphia, PA
October, 2009	Panel participant, Friends Council on Education Gathering for Heads of School, George School, Newtown, PA
May, 2009	Speaker, Graduation Breakfast, Education Dept., Susquehanna University, Selinsgrove, PA

PROFESSIONAL DEVELOPMENT

June, 2011	Small School Summit, Philadelphia Area Independent School Business Officers Association, Philadelphia, PA
February, 2011	National Association of Independent Schools Annual Conference, Oxon Hill, MD
October, 2011	Heads of Friends Schools, Annual Fall Gathering, Philadelphia, PA
June, 2009	Heading the Small School Workshop, Independent School Management, Philadelphia, PA
April, 2009	Institute for Engaging Leadership in Friends Schools, Friends Council on Education, 2007-2009 cohort
December, 2008	Governance Sustainability Workshop, Friends Council on Education, Paoli, PA
May, 2008	<i>Engaging the Reading-Writing Connection Through Zines</i> , Presenter, International Reading Association Annual Conference, Atlanta, GA
November, 2007	<i>Exploring Postmodern Literacies Through Zines</i> , Presenter, National Council for Teachers of English Annual Conference, New York City, NY
October, 2007	Biennial Conference on Development and Planned Giving, Friends Fiduciary and The Mennonite Foundation, Lancaster, PA
February, 2007	Lucy Calkins Writing Curriculum Workshop, Philadelphia, PA
May, 2003-2005	Children's Literature Matters, Penn State University, University Park, PA
June, 2003	Dana Hall Math Workshop, Wellesley, MA
February, 2001	Reading Curriculum Exploratory Committee, Oak Hill School, RI and MA
December, 2000	Fountas and Pinnell Guided Reading Workshop, Atlanta, GA
October, 2000	Tennessee Association of Independent Schools Annual Conference, Nashville, TN
November, 1999	National Council of Teachers of English Annual Conference, Nashville, TN
October, 1998	Tennessee Association of Independent Schools Annual Conference, Memphis, TN
June, 1993	Westtown Seminar for Teachers, Westtown, PA

MEMBERSHIPS IN PROFESSIONAL ASSOCIATIONS

2011	American Library Association, Association for Library Services to Children
2011	Philadelphia Area Independent School Business Officers Association
2008-present	Pennsylvania Association of Independent Schools
2002-present	Friends Council on Education

EDUCATION

- 2011 School Leadership M.S.Ed.- Independent School Track, Graduate School of Education, University of Pennsylvania (completion July, 2012)
- 2009 Curriculum and Instruction courses (GPA 4.0), Penn State University, University Park, PA
- 1994-1997 Graduate course work, Pastoral Care and Counseling track (GPA 4.0), Earlham School of Religion, Richmond, IN
- 1987-1988 Graduate course work in Women's Studies, Social Work, Statistics (GPA 4.0), University of Wisconsin, Madison, WI
- 1979-1983 Bachelor of Arts with honors; Major: Religious Studies Related Field: English (GPA 3.65), Guilford College, Greensboro, NC

VOLUNTEER EXPERIENCE

- 2005-present Essence 2 (community chorus) directed by Dr. Tony Leach, Penn State University, University Park, PA
- 2004-2005 Foxdale Retirement Community volunteer, State College, PA
- 1996-1997 Ministry and Oversight Committee, West Richmond Friends Meeting, Richmond, IN
- 1993-1996 Religious Education Committee, West Richmond Friends Meeting, Richmond, IN
- 1993-1994 Girls Club of Wayne County, Richmond, IN

PERSONAL INFORMATION

- Family: Married to Laurence Boggess, children Annie (21) and Ryland (19)
- Interests: Travel, cinema, digital media, children's literature
- Member: West Richmond Friends Meeting, Richmond, IN