



HEADMASTER'S ENTRY PLAN

PAUL CAVANNA

THE FIRST SIX MONTHS



**WELCOMING * ACADEMIC * RESPECTFUL *
DYNAMIC * ETHICAL**

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Paul A. Cavanna
Headmaster
Caryn F. Campbell
Director, Student Services
Kurt A. Simonsen
Fitts Housemaster
Steven L. Fekete
Townsend Housemaster
Brian T. Keating
Pequot Housemaster
Michael DiStefano
Coordinator, Special Education
Seth C. Fry
Athletic Director

Dear Warde Community,

I am truly honored to serve the Fairfield Warde High School community as your headmaster. Warde has a rich tradition of excellence that is evident both inside and outside of the classroom. This success is the result of the strong partnerships that exist among teachers, parents, and students. I am grateful to be a member of this community, and I look forward to meeting and working with each one of you. I profoundly believe in the Warde Core Values of being Welcoming, Academic, Respectful, Dynamic, and Ethical. I will strive to make these ideals the foundation of our work.

Parents, teachers, support staff, and administrators all play an essential role in supporting our students through this exciting journey in their lives. I am eager to work collaboratively to ensure our students obtain a high-quality education that is comprised of innovative educational experiences. Working with the dedicated Warde staff, our educational programming will provide opportunities for students to think critically and creatively, communicate information clearly, and work collaboratively.

As I begin my tenure, my primary focus is to **listen** and **learn**. Relationships are a fundamental component of my leadership philosophy. During my transition, I look forward to the opportunity to meet with parents, students, staff, and community members. I hope that through these interactions, I can gain valuable insight about our outstanding school. My goal is to ensure that all students are receiving an excellent education. Additionally, I believe that through these shared experiences, we can start the process of building lasting relationships.

In closing, I would like to share a quote that illustrates my belief about relationships. Theodore Roosevelt noted, *"Nobody cares how much you know until they know how much you care."* I am truly humbled to serve our school community as headmaster, and I look forward to growing and learning together.

Sincerely,

Paul A. Cavanna
Headmaster



Introduction

As I begin the process of entering Warde High School, I have established a formal plan to guide the first six months of my tenure as headmaster. The purpose of this entry plan is to provide me with opportunities to **listen** and **learn** from staff, students, parents, and community members in order to glean insights about our school. This information will guide our work moving forward and ensure we continue the tradition of academic excellence that is articulated in our Warde Core Values of being Welcoming, Academic, Respectful, Dynamic, and Ethical.



Entry Plan Goals

- Establish robust, positive, and collaborative relationships with the Warde faculty and staff
- Build meaningful relationships with the student body, parents, and community members
- Assess the strengths, challenges, and opportunities of our school's programs
- Develop a strong and collaborative working relationship with the Warde administrative team, central office administrators, and district administrators
- Understand the history and climate of Warde High School





Purpose

The entry plan approach affords me the occasion to **listen** and **learn** from the members of the Warde High School Community. It allows me to engage in organized, collaborative activities that will provide information about the school's culture, past and present practices and future opportunities for innovation. This practice is highlighted in the text, Entry: How to Begin a Leadership Position Successfully by Barry Jentz with Joan Wofford. Dr. Jentz specifically notes, *"The Entry plan is the way to shape a collaborative-learning pathway to a better future."* I intend on following the thoughtful research behind this philosophy.



Methodology

The entry plan process encompasses intentional efforts to **listen**, **learn** and start the process of developing opportunities to sustain and grow best practices. Once this phase is complete the findings and proposed strategies will be shared with the school community.

Essential elements of the plan include:

- Meetings with Warde High School faculty and staff
- School community conversations with students, parents, and community members
- Conferences with members of the district and central office administrative staff
- Data analysis and document review

Interview questions:

- What are you most proud of at Warde High School?
- What are areas for growth at Warde High School?
- What do you want me to know about Warde High School?





Action Plan Schedule

July/August

- Converse with past headmasters
- Meet with the Warde administrative team
- Meet with the Ludlowe administrative team
- Meet with the Superintendent and other members of the central office administrative team
- Provide time to meet and greet staff
- Publicize entry plan
- Send home communication to staff, students and parents
- Host a “meet and greet” session with Warde families
- Hold a meeting with the Warde PTA
- Facilitate a meeting with the building leadership of the Fairfield Teachers Association
- Examine the Warde’s School Improvement Plan
- Employ a document review:
 - Student achievement data
 - Student attendance and discipline statistics
 - College and career readiness information
 - Graduation rates
- Develop an understanding of the workings of the school including policies, procedures, scheduling, staffing, and facilities as it relates to the relationship with central office and other schools in the district
- Initiate the “Warde Week Ahead” phone call to the school community highlighting important events that are scheduled for the upcoming week





September/October	<ul style="list-style-type: none">• Conduct small group meetings with a focus group comprised of students from each grade• Hold student assemblies with each class• Plan and implement a “Cavanna’s Corner” segment on Warde TV• Attend meetings with staff from Fitts House, Pequot House and Townsend House
November/December	<ul style="list-style-type: none">• Continue to attend meetings with staff from Fitts House, Pequot House, and Townsend House• Compile information gleaned from the entry plan activities• Create a PowerPoint presentation highlighting the findings and recommendations of the entry plan
January	<ul style="list-style-type: none">• Share the presentation with the Warde administrative team and elicit feedback and recommendations• Communicate the presentation with central office administrators and elicit feedback and suggestions• Present findings to the Warde faculty and school community

