



To: Cardinal Newman High School Community  
Date: July 20, 2018  
Subject: Reorganization of Cardinal Newman High School's Administration

Dear Cardinal Newman Parents, Students, Faculty, Staff and Community,

We write to you today to share our excitement about the announcement of a new organizational structure for the leadership of Cardinal Newman High School, which will take effect August 1<sup>st</sup>.

After much consideration and discussion, the new organizational structure as described below is being implemented to best utilize individual strengths as we work together as a team to serve the Cardinal Newman community. We are committed to continuing to provide an environment for our students that combines the best college preparatory education with a strong community that supports and fosters individual growth. These organizational changes are designed to deliver on this commitment by allowing the strengths of each leader to be best utilized. Specifically, this new organizational model will improve cross functional communication throughout our administration, foster innovation and coordinated planning across the leadership team, and ensure that we are making the best choices for our community and the students through our ability to work as an integrated team.

Our Cardinal Newman legacy and long history of success will be our foundation, and help guide us through this transition as we carry on the good work of our school community. As we begin this new school year, we will serve as your Administration Team with the following responsibilities as defined below:

- Dean of Student Life: **Graham Rutherford**  
*(also overseeing Athletics, Student Discipline, and Student Activities)*
- Dean of Curriculum and Instruction: **Rich Herrmann**  
*(also overseeing Social Studies, English, Visual and Performing Arts, Physical Education, Counseling, the Academic Support Center Director, Summer School, and will serve as Liaison for Grades 11-12)*
- Dean of Technology and Instruction: **Bernadette Calhoun**  
*(also overseeing Technology, Math Department, Science Department, and Modern and Classical Languages, the Library, the Registrar, and will serve as Liaison for Grades 9-10)*
- Director of Finance and Human Resources: **Jolie Trogdon**  
*(also overseeing the school office and food services)*
- Chaplain: **Fr. Moses Brown**  
*(also overseeing Campus Ministry, Theology, and Service Learning)*
- Director of Advancement: **Terri Derr**  
*(also overseeing Alumni, Marketing and Advancement)*

The change from a President-Principal model of school leadership to that of President-Administration Team harnesses the collective strength of a team while empowering individual expertise. This structural change will allow problem solving and decision making at their appropriate levels, drive departments to set and work towards shared goals, and allow Cardinal Newman to innovate with greater speed, efficiency, and capability in what we all know is a fast-changing, always demanding world. Most importantly, these changes will more efficiently support our teachers and staff in their work of educating, developing, serving, and caring for students.

The Administration Team will work closely with our school community to ensure a smooth transition. We want to assure you that although there is no longer the traditional role of principal, Cardinal Newman High School will continue to provide the same personal service on which we have built our reputation, and this internal change will in no way affect the manner in which we serve, interact and relate with students, families, and community.

We are humbled by your continued support of Cardinal Newman. Our Administration Team looks forward to serving you.

Blessings,

Graham Rutherford, Richard Herrmann, Bernadette Calhoun, Jolie Trogdon, Fr. Moses Brown, Terri Derr