

## Executive Director Candidate: Interview Visit Schedule

### Day One

Time	Event	Location	Contact	Notes	Other Participants
7:15 AM	Welcome	Reception	Jenny Fawcett	Welcome, show break space, bring to Trillium Hall	
7:30 AM	Verse with Faculty	Trillium Hall			Faculty
7:45 AM – 8:30 AM	School tour			Tour EC, GS, Administrative offices—start in Trillium Hall, end in Business Office	
8:30 AM – 9:30 AM	Meeting with Finance Committee	Business Office	Julie Dean		Andy Hoag
9:30 AM – 10:00 AM	Break	Break Space		Office Manager waiting room	
10:00 AM – 11:00 AM	Meeting with direct reports	Admissions Office	Pam Collier		Julie, Kristi, Laurin, Chris, Pam, Annette
11:00 AM – 11:45 AM	Conversation with Faculty Chair	Admissions Office	Annette Campana	Bring to grade 4 at 11:45 AM	Geraldine
11:45 AM – 12:30 PM	Classroom visit	Grade 4	Mary Spurgin		
12:30 PM – 1:15 PM	Catered lunch with PCG/PAG	Faculty Room	Annette Campana	As per members availability	Monica, Britt, Aurora, Mary, Annette, Stephanie
1:15 PM – 2:00 PM	Break				
2:00 PM– 3:15 PM	Classroom visit and school dismissal	Grade 8 Grade 5/6	Annette Campana, Stephanie Packer		
3:15 PM – 3:30 PM	Break				
3:30 PM – 4:45 PM	Meeting with Faculty and Staff	Trillium Hall	Annette Campana	Introductions Candidate presentation on topic of their choice—15 minutes Q&A	All faculty and staff members
4:45 PM – 5:00 PM	Break				
5:00 PM – 6:30 PM	Dinner with Search Committee	Moghul Palace 677 120 <sup>th</sup> Ave NE	Jeff Altaras		All members of Search Committee
6:30 PM – 7:00 PM	Break				
7:00 PM – 8:30 PM	Meeting with Parents	Trillium Hall	Jeff Altaras	Introductions Candidate presentation on topic of their choice—15 minutes Q&A	

### Day Two

Time	Event	Location	Contact	Notes	Other Participants
7:25 PM	Greeting by Host	Reception	Jenny Fawcett	Welcome, show break space	
7:30 AM	Verse with Faculty	Trillium Hall			
8:00 AM – 9:30 AM	Meeting with Parents	Trillium Hall	Jeff Altaras	Introductions Candidate presentation on topic of their choice—15 minutes Q&A	All faculty and staff not on duty at that time
9:30 AM – 10:30 AM	Conversation with ED	Admissions Office	Geraldine Kline		
10:30 AM – 11:30 AM	Conversation with Search Committee	Admissions Office	Jeff Altaras		Members of Search Committee as available
11:30 AM – 12:30 PM	Governance conversation	Admissions Office	Tom Doggett		Javier Rodriguez