

February 1, 2024

All Day	MMD Vacation -- Jan 19 - Feb 3
All Day	WES Survey
All Day	Security Concern Personal Information
All Day	Personal Information
9:30 AM - 10:00 AM	MRS PB: 2024-25 Ministry of Education and Child Care Service Plan -- Teams
10:00 AM - 12:00 PM	Disrupting Unconscious Bias in Recruitment for Executive - ITEM-2300-1 -- Zoom Meeting
11:00 AM - 11:45 AM	MRS Mtg: Clint BCTF - cell phones in schools -- teams
12:00 PM - 1:00 PM	Lunch
1:30 PM - 2:00 PM	DM Mtg: Leg and Policy prep -- teams
2:00 PM - 3:00 PM	Virtual town hall on emergency management -- Teams Live Event (Link to join enclosed)
3:00 PM - 3:30 PM	block- call Chris
3:30 PM - 5:00 PM	DMCSI -- MST

February 2, 2024

All Day	MMD Vacation -- Jan 19 - Feb 3	Please See Above
All Day	WES Survey	Please See Above

February 2, 2024 Continued

12:00 AM - 12:00 AM

Security
Concern

Personal Information

Please See Above

8:00 AM - 9:30 AM

HPST and All Supes ppts - final review

9:30 AM - 10:00 AM

Melanie/Cloe Monthly 1:1 -- In person at

Security Concern

or Teams

10:00 AM - 10:30 AM

Melanie/Jenn/Mary re: Right to Thrive -- Teams

10:30 AM - 11:00 AM

Melanie/Trish: Weekly 1:1 & PDP --

Security Concern

11:00 AM - 11:30 AM

block - calls

12:00 PM - 1:00 PM

Lunch

1:00 PM - 1:30 PM

Bilat follow-up -- Microsoft Teams Meeting

1:30 PM - 2:00 PM

block

2:30 PM - 4:00 PM

Office Time

4:00 PM - 5:00 PM

Do not book - hold/urgent mtgs

February 3, 2024

12:00 AM - 12:00 AM

MMD Vacation -- Jan 19 - Feb 3

Please See Above

All Day

WES Survey

Please See Above

February 4, 2024

All Day

WES Survey

Please See Above

February 4, 2024 Continued

12:00 AM - 12:00 AM

FYI - Caucus Retreat -- Feb 4 - Feb 6

February 5, 2024

All Day

WES Survey

Please See Above

All Day

FYI - Caucus Retreat -- Feb 4 - Feb 6

Please See Above

All Day

Personal Information

8:00 AM - 8:15 AM

Daily Exec Update -- Microsoft Teams Meeting

8:30 AM - 9:00 AM

Joint DM Mtg re: IEC (mtg 2 of 2) -- Teams

9:00 AM - 9:30 AM

Melanie: Wkly Check-in

Security Concern

Teams

9:30 AM - 10:00 AM

Weekly DMO Check-in --

Security Concern

10:30 AM - 11:00 AM

Assoc DM Follow-up Mtg w/ Speech and Hearing BC -- Teams

11:00 AM - 12:00 PM

Kelly/Dulcy

Cabinet Confidences

Microsoft Teams Meeting

12:00 PM - 12:30 PM

Assoc DM Mtg re: Estimates Binder -- In person

Security Concern

12:30 PM - 1:30 PM

Lunch

1:30 PM - 2:00 PM

block

2:00 PM - 2:30 PM

Melanie/Mark Pearmain: Monthly 1:1 -- Microsoft Teams Meeting

February 5, 2024 Continued

2:00 PM - 4:00 PM	First Nations CYIC Protocol Technical Table Meeting -- Security Concern	
2:30 PM - 3:00 PM	Ethics advisor form	
3:00 PM - 3:30 PM	Melanie/Mary Weekly 1:1 Security Concern	Teams
3:30 PM - 4:00 PM	Melanie/Eleanor Weekly 1:1 Security Concern	
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs	

February 6, 2024

All Day	WES Survey	Please See Above
12:00 AM - 12:00 AM	FYI - Caucus Retreat -- Feb 4 - Feb 6 Please See Above	
All Day	Waitangi Day	
8:15 AM - 8:30 AM	Travel Security Concern	
8:30 AM - 12:00 PM	In-person Corporate Executive quarterly meeting -- Security Concern	Security Concern
12:00 PM - 1:00 PM	Lunch	
1:00 PM - 1:30 PM	DM/Assoc DM Mtg: Holocaust Education Plan -- Teams	
1:30 PM - 2:00 PM	#DigitalBC Livestream Tom Loosemore, UK Government Digital Services Co-Founder -- MS Teams Live	
2:00 PM - 3:00 PM	Exec: DRIPA/Reconciliation -- Security Concern	
2:30 PM - 4:00 PM	Joint Executive Committee for Children's Service Coordination and Planning -- Microsoft Teams Meeting	

February 6, 2024 Continued

4:15 PM - 4:45 PM

DM Mtg - Cell Phones

Security Concern

teams

5:00 PM - 6:00 PM

Do not book - hold/urgent mtgs

February 7, 2024

All Day

WES Survey

Please See Above

12:00 AM - 12:00 AM

DMO Team

Security Concern

12:00 AM - 12:00 AM

Hotel Reservation

Security Concern

Security Concern

All Day

Sue

Security Concern

Appt 3:00pm

All Day

Personal Information

8:00 AM - 11:30 AM

Melanie -

Security Concern

8:00 AM - 8:30 AM

call Jenn

8:30 AM - 9:00 AM

debrief with Mary

10:00 AM - 10:30 AM

DM Wkly - PR Check-in --

Security Concern

11:30 AM - 12:30 PM

Travel to Helijet

12:30 PM - 1:05 PM

Helijet Flight 710 to Vancouver



Stewart, Melanie ECC:EX

Thank you for
choosing to tak...

February 7, 2024 Continued

1:05 PM - 2:00 PM	Taxi to Hotel
2:30 PM - 3:00 PM	Check in at Hotel -- Requested an early check-in at 2:30PM
3:00 PM - 3:30 PM	Joint Min PB: Partner Liaison Meeting (Feb 9) -- teams
3:30 PM - 4:30 PM	Minister's Council -- Teams
4:00 PM - 5:30 PM	Mobilizing Fear and Misinformation: Anti-SOGI & 'Parent's Rights' Movements -- Zoom

February 8, 2024

All Day	WES Survey	Please See Above
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All Day	DMO Team <small>Security Concern</small>	Please See Above
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All Day	<small>Security Concern</small>	Please See Above
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All Day	All Supes Vancouver
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All Day	<small>Personal Information</small>
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7:30 AM - 8:00 AM	1:1 w/Jan Unwin (bi-weekly) -- Microsoft Teams Meeting
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8:00 AM - 4:00 PM	HOLD: All Superintendents Meeting -- Richmond, BC
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9:00 AM - 10:15 AM	Speaker Series: AI ethics for Corporate Executive -- Microsoft Teams Meeting
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February 8, 2024 Continued

4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs	
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February 9, 2024

All Day	WES Survey	Please See Above
12:00 AM - 12:00 AM	DMO Team <small>Security Concern</small>	Please See Above
12:00 AM - 4:00 PM	Hotel Reservation <small>Security Concern</small>	Please See Above
All Day	Hold: Partner Liaison Mtg	
8:00 AM - 4:00 PM	HOLD: Partner Liaison Meeting -- Richmond, BC	
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs	
5:00 PM - 6:00 PM	Travel to Helijet	
6:00 PM - 6:35 PM	Helijet Fligh t 721 to Victoria <small>Security Concern</small>	

February 10, 2024

All Day	WES Survey	Please See Above
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February 10, 2024 Continued

1:00 PM - 1:30 PM

appt

February 11, 2024

All Day

WES Survey

Please See Above

February 12, 2024

All Day

WES Survey

Please See Above

8:00 AM - 8:15 AM

Daily Exec Update -- Microsoft Teams Meeting

9:00 AM - 9:30 AM

Assoc DM/COS PB re: Holocaust Education Consultation Plan -- Teams

11:00 AM - 11:30 AM

travel

11:30 AM - 12:30 PM

11:30 CJ & Melanie - Lunch -- Security Concern

12:30 PM - 1:00 PM

travel

1:30 PM - 2:30 PM

Melanie/Mary Weekly 1:1 ^{Security Concern} Teams

2:30 PM - 3:00 PM

Assoc DM PB re: ECC Ministry Forecast ^{Security Concern} Teams

3:00 PM - 3:30 PM

Weekly DMO Check-in -- ^{Security Concern}

4:15 PM - 4:45 PM

Check-in w/ Jenn -- via Phone Call

February 13, 2024

All Day

WES Survey

Please See Above

February 13, 2024 Continued

7:30 AM - 8:30 AM	Child Care Project Board -- Teams
9:00 AM - 9:30 AM	Melanie & Adrian Monthly check in -- Teams
9:30 AM - 10:00 AM	Kate McCabe - Mentoring -- teams
10:30 AM - 11:00 AM	Melanie/Cloe re: Ethics Advisor ^{Security Concern} Teams
11:00 AM - 11:25 AM	ED Update -- Teams
11:30 AM - 12:00 PM	Zoom Meeting - BC Cell Phone Policy and Initiatives (BC/MB) -- ZOOM - Link provided below
12:00 PM - 12:30 PM	block/travel
12:30 PM - 1:30 PM	Mentoring ^{Security Concern}
1:30 PM - 2:00 PM	block/travel
2:15 PM - 2:45 PM	Joint Min Pre-Brief: Youth Advisory Joint w/ MJW, MGL -- Teams
3:00 PM - 4:00 PM	Exec: Truth and Reconciliation Learning/Training -- Microsoft Teams Meeting; ^{Security Concern}
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs

February 14, 2024

All Day	WES Survey	Please See Above
8:15 AM - 9:00 AM	Melanie: Wkly Check-in ^{Security Concern}	Teams

February 14, 2024 Continued

9:30 AM - 10:00 AM

DM Mtg: DBN- Online Learning - iOL Report and DBN (SD73) --
Security Concern

Security Concern

10:00 AM - 10:30 AM

DM Wkly - PR Check-in --

Security Concern

10:30 AM - 10:45 AM

Melanie/Todd | PDP Connect

Security Concern

Teams

11:00 AM - 12:00 PM

block

12:00 PM - 12:30 PM

Melanie/Eleanor Weekly 1:1

Security Concern

Teams

12:30 PM - 1:00 PM

block

1:00 PM - 2:30 PM

Executive Committee

Security Concern

Teams

2:30 PM - 4:00 PM

Joint Executive Committee for Children's Service Coordination and Planning -- Microsoft Teams Meeting

3:30 PM - 4:00 PM

Travel

4:00 PM - 5:00 PM

Appt
Personal Information

February 15, 2024

All Day

WES Survey

Please See Above

All Day

Personal Information

8:00 AM - 8:15 AM

Daily Exec Update -- Microsoft Teams Meeting

8:00 AM - 4:00 PM

Metro Branch Leadership Series

February 15, 2024 Continued

9:00 AM - 11:00 AM

Focused Education Board Meeting --

Security Concern

10:00 AM - 12:00 PM

Allyship for Executives - ITEM-2301-1 -- Zoom Meeting

12:15 PM - 1:30 PM

Lunch - out of office

2:10 PM - 3:00 PM

P & P - Advice/Recommendations; Cabinet Confidences

Security Concern

MS Teams

4:00 PM - 5:00 PM

Do not book - hold/urgent mtgs

5:30 PM - 7:00 PM

Personal Information

February 16, 2024

12:00 AM - 12:00 AM

WES Survey

Please See Above

All Day

Melanie Vacation Day

All Day

CZ vacation -- Cloe a/DM

All Day

Personal Information

All Day

Melanie - Vacation -- Checking emails

February 19, 2024

All Day

stat - family day

All Day

Melanie Vacation day

All Day

Sandra working

Security Concern

Security Concern

8:00 AM - 8:30 AM

holocaust ed briefing, HPST paper, Health GA therapy

8:30 AM - 8:45 AM

Daily Exec Update -- Microsoft Teams Meeting

9:00 AM - 11:00 AM

ECCPT/PDC Meeting

Security Concern
Security Concern

11:00 AM - 11:30 AM

block

11:00 AM - 11:30 AM

Melanie/Cloe Monthly 1:1 -- In person

Security Concern

Teams

11:30 AM - 12:00 PM

PO Briefing re: Holocaust Education Consultation Plan -- Teams

12:00 PM - 12:30 PM

Lunch

12:30 PM - 1:30 PM

Minister's Council -- Teams

2:00 PM - 3:00 PM

Exec: DRIPA/Reconciliation --

Security Concern

February 20, 2024 Continued

2:00 PM - 3:00 PM	Throne Speech
4:00 PM - 4:30 PM	DM Mtg: Ransom Ware SD67 ^{Security Concern} Teams
4:30 PM - 5:00 PM	Do not book - hold/urgent mtgs

February 21, 2024

All Day	KK ^{Personal Information} Appointment 4pm
7:30 AM - 8:30 AM	Melanie: Wkly Check-in ^{Security Concern} Teams
8:30 AM - 9:00 AM	BC book publishers
9:00 AM - 9:30 AM	Melanie/Jenn Biweekly 1:1 -- Teams
9:30 AM - 10:45 AM	FYI - 9:30 Learning Advisory Board -- ^{Security Concern}
10:00 AM - 10:30 AM	DM Wkly - PR Check-in -- ^{Security Concern}
11:30 AM - 11:55 AM	ED Update -- Teams
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:30 PM	Executive Committee ^{Security Concern} Teams
2:30 PM - 3:00 PM	Melanie/Jennifer L Monthly 1:1 - Emergency Preparedness -- Teams
3:30 PM - 4:00 PM	Coffee mtg ^{Personal Information}
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs

February 22, 2024

All Day

FYI - Budget Day

All Day

Personal Information

All Day

Personal Information

Sue Covering

7:30 AM - 8:00 AM

1:1 w/Jan Unwin (bi-weekly) -- Microsoft Teams Meeting

8:00 AM - 8:15 AM

Daily Exec Update -- Microsoft Teams Meeting

8:00 AM - 8:30 AM

MS to chair

8:30 AM - 9:00 AM

office work - call CB

9:00 AM - 9:15 AM

Melanie Speaking: GAD Extended Leadership Engagement --

Security Concern

9:00 AM - 9:15 AM

Daily Comms/Issues Check in -- Teams

9:30 AM - 10:00 AM

Melanie/Kelly Pollack Mtg re: Ministry Board Members -- Zoom

10:30 AM - 11:00 AM

Melanie/Sandra Weekly 1:1 -

Security Concern

Teams

11:00 AM - 11:45 AM

Melanie/Jenn/Dwayne re: PLM & Transition Binder --

Security Concern

12:00 PM - 1:00 PM

Lunch - out of office - on cell

1:00 PM - 2:00 PM

Melanie/Mary Weekly 1:1

Security Concern

Teams


1:40 PM - 2:00 PM

1:40pm Angie to join Melanie/Mary 1:1

February 22, 2024 Continued

2:00 PM - 2:30 PM	Melanie/Eleanor Weekly 1:1	Security Concern	Teams
2:30 PM - 3:00 PM	Melanie/Karla Weekly 1:1	Security Concern	Teams
4:30 PM - 5:30 PM	Do not book - hold/urgent mtgs		

February 23, 2024

All Day	Personal Information		
12:00 AM - 12:45 AM	Lunch		
8:00 AM - 8:30 AM	Call w/ CZ		
8:30 AM - 9:30 AM	hold for office		
8:30 AM - 9:00 AM	Wkly DM PB - CC Project Board -- Teams		
9:30 AM - 10:15 AM	Melanie/Trish Weekly 1:1 &	Personal Information	-- Security Concern
11:00 AM - 11:15 AM	Reminder: Call from Satellite Phone -- Personal Information		
12:00 PM - 12:45 PM	Lunch		
12:45 PM - 1:15 PM	Assoc DM Mtg re: SHR Items -- Teams		
1:15 PM - 2:30 PM	Panel - National Env Ed Frameworks - Zoom Link in description		
			
	invite.ics		

February 23, 2024 Continued

2:00 PM - 2:30 PM DM Mtg w/SD67 -- Microsoft Teams Meeting

2:30 PM - 3:30 PM Assoc DM Mtg w/ LEPD re: Estimates -- Teams

4:00 PM - 5:00 PM Do not book - hold/urgent mtgs

February 24, 2024

2:30 PM - 3:00 PM **appt**
Personal Information

February 26, 2024

7:30 AM - 8:15 AM All Superintendents/Secretary-Treasurers Call: Budget Recap -- Zoom

8:15 AM - 8:30 AM Daily Exec Update -- Microsoft Teams Meeting

8:30 AM - 9:00 AM office time - Jeff to call re tech support

9:00 AM - 11:00 AM DMC Digital and Data Meeting -- MS Teams

9:00 AM - 9:15 AM Daily Comms/Issues Check in -- Teams

11:00 AM - 11:30 AM Weekly DMO Check-in -- ^{Security Concern}

12:00 PM - 1:00 PM Lunch

1:00 PM - 1:30 PM BC/MB Mtg re: BC Cellphone Policy and Initiatives -- Teams

3:00 PM - 4:00 PM HOLD: Bi-Monthly Meeting: BCSTA President & Minister Singh -- Zoom

4:00 PM - 5:00 PM Do not book - hold/urgent mtgs

February 27, 2024

7:30 AM - 8:30 AM	Child Care Project Board -- Teams
8:30 AM - 8:45 AM	Daily Exec Update -- Microsoft Teams Meeting
9:00 AM - 9:15 AM	Daily Comms/Issues Check in -- Teams
9:30 AM - 10:00 AM	block
10:00 AM - 11:00 AM	Melanie: Wkly Check-in ^{Security Concern} Teams
11:00 AM - 11:30 AM	Office Time
11:30 AM - 12:00 PM	travel
12:00 PM - 1:00 PM	Lunch w/ Jan -- ^{Security Concern}
1:00 PM - 1:30 PM	travel
1:45 PM - 2:00 PM	Kelly/Jenn - SOGI/Erase Refresh -- Microsoft Teams Meeting
2:00 PM - 3:00 PM	block Personal Information
3:15 PM - 3:45 PM	Melanie/Karen Dhaliwal re: Academic Research Follow Up and Exploring Opportunities -- Teams
3:30 PM - 4:30 PM	block

February 28, 2024

All Day	Pink Shirt Day
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February 28, 2024 Continued

9:30 AM - 10:00 AM	Melanie/Chris Monthly 1:1 -- In person	Security Concern	Teams
10:00 AM - 11:00 AM	Melanie/Mary Weekly 1:1	Security Concern	Teams
10:00 AM - 10:30 AM	DM Wkly - PR Check-in --	Security Concern	
11:00 AM - 12:00 PM	ECC Monthly All Staff Meeting - February -- Microsoft Teams Meeting		
12:00 PM - 12:15 PM	DM Mtg - DMC HR mtg --	Security Concern	
12:15 PM - 1:00 PM	Lunch		
1:00 PM - 2:30 PM	Executive Committee	Security Concern	
1:00 PM - 2:00 PM	Analytics Engagement and Staff Information Sharing Session -- Microsoft Teams Meeting		
2:30 PM - 4:00 PM	block		
4:00 PM - 4:05 PM	Melanie/Jenn Phone Call re Staffing (5mins) -- Jenn to call Melanie via Phone		

February 29, 2024

All Day	Personal Information
All Day	Security Concern Personal Information
8:00 AM - 8:30 AM	Jenn - PR position

February 29, 2024 Continued

8:30 AM - 8:45 AM	Daily Exec Update -- Microsoft Teams Meeting
9:00 AM - 11:00 AM	BC Jordan's Principle Committee - Meeting Invitation -- Microsoft Teams Meeting
9:00 AM - 9:15 AM	Daily Comms/Issues Check in -- Teams
11:30 AM - 12:00 PM	ECC/TACS Mtg re: BC Book Publisher -- Teams
11:30 AM - 12:00 PM	ED Update -- Microsoft Teams Meeting
12:00 PM - 1:00 PM	Lunch
1:30 PM - 2:00 PM	Assoc DM/COS Mtg re: Indigenous-focused Graduation Requirement Credit Options -- Teams
2:00 PM - 2:30 PM	Melanie/Sandra Weekly 1:1 -- ^{Security Concern} or Teams
2:30 PM - 3:00 PM	Melanie/Eleanor Weekly 1:1 -- ^{Security Concern}
3:00 PM - 4:30 PM	Do not book - hold/urgent mtgs