

April 1, 2024

12:00 AM - 12:00 AM

MRS - Vacation

All Day

Mary's Vacation (Mar 28 - Apr 5) -- Angie - Acting ADM

All Day

stat

April 2, 2024

All Day

Mary's Vacation (Mar 28 - Apr 5) -- Angie - Acting ADM
Please See Above

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

8:30 AM - 9:00 AM

DM Mtg w/Valerie Irvine, UVIC (Melanie to attend ^{Security Concern} -- Teams

9:00 AM - 9:15 AM

Daily Comms/Issues Check in -- Teams

9:30 AM - 11:00 AM

ECCPT/PDC Meeting ^{Security Concern} or Teams ^{Security Concern}
^{Security Concern}

11:15 AM - 11:30 AM

travel

11:30 AM - 12:30 PM

Melanie/Eleanor Lunch -- ^{Security Concern}

12:30 PM - 12:45 PM

travel

12:45 PM - 1:00 PM

MRS Briefing - Estimates (Jenn/Chris/Melanie to attend ^{Security Concern} -- Teams

April 2, 2024 Continued

1:00 PM - 2:00 PM	Melanie/Mary Weekly 1:1 ^{Security Concern}	Teams
1:00 PM - 1:30 PM	Office Time	
1:30 PM - 2:00 PM	April #DigitalBC Livestream JJ Sutherland, CEO of Scrum Inc -- MS Teams Live Event	
2:00 PM - 2:45 PM	Exec: DRIPA/Reconciliation -- Microsoft Teams Meeting; ^{Security Concern}	
3:00 PM - 4:00 PM	MMD Briefing - Estimates ^{Security Concern}	-- Teams; ^{Security Concern}
4:00 PM - 4:45 PM	Joint Minister Mtg (MMHA/ECC/MCFD) - ICY (ECC staff to attend ^{Security Concern}	-- Teams; ^{Security Concern}
5:00 PM - 5:30 PM	Personal Information	

April 3, 2024

All Day	Mary's Vacation (Mar 28 - Apr 5) -- Angie - Acting ADM Please See Above	
7:30 AM - 8:30 AM	Melanie: Wkly Check-in ^{Security Concern}	Teams
8:30 AM - 9:00 AM	Melanie/Jenn Biweekly 1:1 -- ^{Security Concern}	
9:00 AM - 12:00 PM	HOLD: Interviews -- ^{Security Concern}	
12:00 PM - 12:30 PM	CoS Briefing: Dyslexia Canada - K-12 Literacy Supports -- Teams	
12:30 PM - 1:00 PM	Lunch	
1:00 PM - 2:30 PM	Executive Committee -- ^{Security Concern}	or Teams; ^{Security Concern}
2:30 PM - 3:00 PM	CoS Briefing: Dyslexia BC (Cathy McMillan and others) -- Teams	

April 3, 2024 Continued

3:00 PM - 3:30 PM	Interviews Debrief -- Microsoft Teams Meeting
4:00 PM - 4:30 PM	Office Time
4:30 PM - 5:00 PM	MRS Pre-brief: First Nations CYIC Protocol Oversight Table (staff at 620 can attend Teams; Security Concern Security Concern --

April 4, 2024

All Day	Mary's Vacation (Mar 28 - Apr 5) -- Angie - Acting ADM Please See Above
All Day	BCTF Meeting in Vancouver
All Day	FYI: Security Concern booked for your 11:30am mtg
All Day	KK in late - Personal Information
7:10 AM - 7:45 AM	Helijet Flight 700 to Vancouver Security Concern
7:45 AM - 8:30 AM	Travel to Security Concern
8:00 AM - 8:15 AM	Daily Exec Update -- Microsoft Teams Meeting
9:00 AM - 9:15 AM	Daily Comms/Issues Check in -- Teams
9:30 AM - 11:30 AM	April - BCTF/ECC Monthly Meeting- 2023-24 School Year (Face to Face meeting in Vancouver (with Virtual option) Security Concern

April 4, 2024 Continued

9:30 AM - 10:00 AM	DM Wkly - PR Check-in -- Security Concern	
11:00 AM - 12:30 PM	ADM tea and cake celebration -- Security Concern	
11:30 AM - 12:00 PM	CoS Briefing w/PS Chant re: Expanded K-12 Literacy Supports Announcement -- Teams	
11:30 AM - 12:00 PM	ED Update -- Microsoft Teams Meeting	
12:30 PM - 1:30 PM	Travel to Helijet	
1:30 PM - 2:05 PM	<u>Helijet Flight 713 to Victoria</u> Security Concern	
2:05 PM - 4:00 PM	Block/Office Time	
3:30 PM - 4:00 PM	CZ/Nina - Weekly Security Concern	Teams
4:00 PM - 4:15 PM	MRS PB: Inclusion BC w/ Karla Verschoor (staff Security Concern) Security Concern	-- Teams; Security Concern
4:15 PM - 4:45 PM	MRS Mtg: Inclusion BC w/ Karla Verschoor (staff Security Concern)	-- Teams

April 5, 2024

12:00 AM - 12:00 AM	Mary's Vacation (Mar 28 - Apr 5) -- Angie - Acting ADM Please See Above
All Day	Melanie vacation

April 5, 2024 Continued

All Day	KK in late - Personal Information	
All Day	Personal Information	
8:00 AM - 8:30 AM	test -- Microsoft Teams Meeting	
8:30 AM - 10:00 AM	appt	
10:00 AM - 10:30 AM	Melanie/Reid Biweekly Education Strategy Security Concern	Teams

April 8, 2024

12:00 AM - 12:00 AM	Leading Together Prince George	
12:00 AM - 12:00 AM	AirCanada Booking Confirmation  Air_Canada_Boo...	
12:00 AM - 12:00 AM	Government Financial Information; Security Concern	
All Day		
All Day	Sandra Security Concern	
8:00 AM - 8:15 AM	Daily Exec Update -- Microsoft Teams Meeting	

April 8, 2024 Continued

8:15 AM - 8:45 AM	DM Mtg: Materials Discussion for April 15th All Supers Call -- Security Concern
9:00 AM - 9:15 AM	Daily Comms/Issues Check in -- Teams
9:30 AM - 12:00 PM	Travel/Check in to Airport
12:00 PM - 12:30 PM	AirCanada Flight: AC8154 to Vancouver Security Concern
12:30 PM - 1:40 PM	Layover in Vancouver
1:40 PM - 3:00 PM	AirCanada Flight: AC8343 to Prince George Security Concern
3:00 PM - 4:00 PM	Travel to Hotel/Check in: Security Concern Security Concern
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs

April 9, 2024

All Day	Leading Together Prince George Please See Above
All Day	AirCanada Booking Confirmation Please See Above

April 9, 2024 Continued

All Day	Security Concern	Government Financial Information	Security Concern	Please See Above
12:00 AM - 12:00 AM	KK	Security Concern		
All Day	Leading Together (Prince George)			
8:30 AM - 3:30 PM	HOLD: Leading Together: Prince George -- Security Concern			
8:30 AM - 9:00 AM	MRS Mtg re: Surrey School Board - Sustainability of the StrongStart program -- Teams			
9:00 AM - 9:15 AM	Daily Comms/Issues Check in -- Teams			
1:00 PM - 2:00 PM	Melanie/Mary Weekly 1:1	Security Concern	Teams	
3:00 PM - 3:30 PM	call - re email			
3:30 PM - 3:45 PM	Meeting: Jessica P and Melanie S -- MS teams			

April 10, 2024

12:00 AM - 12:00 AM	Leading Together Prince George	Please See Above
12:00 AM - 12:00 AM	AirCanada Booking Confirmation	Please See Above
12:00 AM - 12:00 AM	Government Financial Information; Security Concern	Please See Above
12:00 AM - 12:00 AM	KK	Security Concern Please See Above
All Day	Private Appointment	
All Day	Sue	Security Concern

April 10, 2024 Continued

8:00 AM - 1:30 PM **HOLD: DM Mtg w/ SD 57 Superintendent / District Visit -- Prince George**

1:30 PM - 3:45 PM **travel/check in to airport**

3:45 PM - 5:10 PM **AirCanada Flight: AC8346 to Vancouver**
Security Concern

5:10 PM - 6:10 PM **Layover in Vancouver**

6:10 PM - 6:40 PM **AirCanada Flight: AC8165 to Victoria**
Security Concern

April 11, 2024

All Day **KK** Security Concern

All Day **KK in late -** Personal Information

7:30 AM - 8:30 AM **office**

8:30 AM - 8:45 AM **Daily Exec Update -- Microsoft Teams Meeting**

9:00 AM - 9:30 AM **Joint Min PB: First Nations CYIC Protocol Oversight Table meeting on April 12 (MRS/MGL/MLB) -- Teams**

April 11, 2024 Continued

9:00 AM - 9:15 AM	MMD Daily Comms/Issues Check in -- Teams
9:30 AM - 10:30 AM	Email Catch up/Office Time/Estimates & DMSCI Prep
10:30 AM - 11:30 AM	MNBC/ECC IEC discussion -- Microsoft Teams Meeting
11:30 AM - 12:00 PM	ED Update -- Microsoft Teams Meeting
11:30 AM - 12:00 PM	MS to Chair
12:00 PM - 12:30 PM	Melanie/Mary/Cloe Connect re: B.C. students with special needs struggle to graduate - Burnaby -- Teams
12:30 PM - 1:00 PM	Lunch
1:00 PM - 1:30 PM	Assoc DM Mtg re: Award Canada Co-curricular project -- Security Concern
1:30 PM - 2:00 PM	block
2:00 PM - 3:00 PM	DMCSI -- MST
2:05 PM - 2:25 PM	DMCSI - Cell Phones PP report back -- Teams
2:30 PM - 5:30 PM	Estimates -- Security Concern
5:00 PM - 9:00 PM	Personal Information Security Concern

April 12, 2024

All Day	Vancouver
All Day	KK in late - Personal Information
All Day	Security Concern Reserved for Melanie (11:00am to 5:00pm) --Security Concern Reserved from 11:00am to 5:00pm in case there are meeting that you would like Security Concern
6:15 AM - 7:10 AM	Travel to Helijet
7:10 AM - 7:45 AM	Helijet Flight 700 to Vancouver Government Financial Information; Security Concern
9:30 AM - 12:00 PM	First Nations Children and Youth in Care Protocol Oversight Table --Security Concern Security Concern
10:00 AM - 10:30 AM	Melanie/Reid Biweekly Education Strategy --Security Concern Teams
12:00 PM - 1:00 PM	Lunch
12:30 PM - 1:30 PM	Travel to Helijet
1:00 PM - 2:30 PM	BCSTA Board of Directors and Minister Rachna Singh --Security Concern

April 12, 2024 Continued

1:30 PM - 2:05 PM

Helijet Flight 713 to Victoria
Security Concern

3:00 PM - 3:30 PM

1:1 Mary -- Microsoft Teams Meeting

4:00 PM - 4:30 PM

test -- Microsoft Teams Meeting

5:00 PM - 5:25 PM

PDE PB: Expanded Literacy Supports for K-12 Students & Dyslexia Canada -- Teams

April 13, 2024

2:15 PM - 3:00 PM

appt

April 15, 2024

12:00 AM - 12:00 AM

Break week

All Day

KK in late - Personal Information

7:30 AM - 8:15 AM

All Superintendents Call - Election Year Protocols & Provincial Demographics and Enrolment Growth --
Security Concern

-

8:15 AM - 8:30 AM

Daily Exec Update -- Microsoft Teams Meeting

8:30 AM - 9:00 AM

ECC/Finland Mtg re: Equity Paper - HPST Collaboration -- Teams

9:00 AM - 9:30 AM

Melanie/Brad Monthly 1:1 -- Teams

April 15, 2024 Continued

9:45 AM - 10:00 AM	MRS Mtg - Literacy -- Teams
10:00 AM - 11:00 AM	MRS Briefing: Deep Dive Dyslexia #2 -- Teams
11:30 AM - 12:30 PM	Lunch
12:30 PM - 1:00 PM	ECC/CIJA Follow up Mtg re: Anti-Racism and Anti-Semitism in Workplace -- Microsoft Teams Meeting
1:00 PM - 1:30 PM	Assoc DM Briefing w/ CITZ re: DMC-DD -- Teams
1:30 PM - 2:00 PM	Melanie/Emily Check in -- Teams
2:00 PM - 2:30 PM	Melanie/Mark Pearmain: Monthly 1:1 -- Microsoft Teams Meeting
2:30 PM - 4:30 PM	Office Time
4:30 PM - 5:00 PM	Do not book - hold/urgent mtgs

April 16, 2024

All Day	Break week	Please See Above
8:30 AM - 9:00 AM	ECC/DFE Follow up Mtg re: K-12 Issues -- Teams	
9:00 AM - 10:00 AM	Melanie: Wkly Check-in Security Concern	Teams
10:00 AM - 11:00 AM	Melanie Stewart - Jan Unwin Interview Re: Denise Augustine -- Teams	
11:00 AM - 11:30 AM	Assoc DM Mtg re: Education for Human Flourishing Session (Aug) Planning -- Teams	

April 16, 2024 Continued

11:30 AM - 12:00 PM	Assoc DM Meeting w/ Sup. Rohan Arul (SD33) -- Teams
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:00 PM	Melanie/Mary Weekly 1:1 ^{Security Concern} Teams
1:00 PM - 1:30 PM	Melanie/Jenn/Mary re: SLSD-LEPD Portfolios -- Teams
1:30 PM - 2:00 PM	Office Time
2:00 PM - 3:00 PM	Exec: DRIPA/Reconciliation -- Microsoft Teams Meeting; ^{Security Concern}
2:00 PM - 3:00 PM	MS to chair ^{Advice/Recommendations}
3:00 PM - 5:00 PM	Do not book - hold/urgent mtgs

April 17, 2024

All Day	Break week Please See Above
All Day	KK ^{Security Concern}
8:00 AM - 8:45 AM	Weekly Meeting: BCSTA Suzanne Hoffman & DM Christina Zacharuk -- ^{Security Concern}
9:00 AM - 9:30 AM	DM Wkly - PR Check-in -- Teams
10:00 AM - 12:00 PM	First Nations CYIC Protocol Technical Table Meeting -- ^{Security Concern}

April 17, 2024 Continued

11:00 AM - 12:00 PM	ECC Monthly All Staff Meeting - April -- Microsoft Teams Meeting
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:30 PM	Executive Committee ^{Security Concern} Teams
1:00 PM - 2:30 PM	MS to chair ExComm
3:00 PM - 3:30 PM	Melanie/Jennifer L Monthly 1:1 - Emergency Preparedness -- Teams
3:30 PM - 4:00 PM	Melanie/Chris Monthly 1:1 -- ^{Security Concern}
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs

April 18, 2024

12:00 AM - 12:00 AM	Break week	Please See Above
12:00 AM - 12:00 AM	Angie's Vacation	
All Day	KK ^{Security Concern}	
8:00 AM - 8:30 AM	1:1 w/Jan Unwin (bi-weekly) -- Microsoft Teams Meeting	
8:30 AM - 8:45 AM	Daily Exec Update -- Microsoft Teams Meeting	
8:30 AM - 9:00 AM	MS to chair	
9:00 AM - 9:30 AM	Melanie/Denise Connect re: Transition -- Teams	
11:00 AM - 11:30 AM	Melanie/Karla Weekly 1:1 -- Teams	

April 18, 2024 Continued

11:30 AM - 12:00 PM	ED Update -- Microsoft Teams Meeting
11:30 AM - 12:00 PM	MS to chair
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:00 PM	Melanie/Jenn Wray Weekly 1:1 -- Security Concern
2:00 PM - 2:30 PM	Melanie/Sandra Weekly 1:1 -- Security Concern
2:30 PM - 2:45 PM	Melanie/Patti Quick Call -- Patti to call Melanie via Phone
3:00 PM - 4:00 PM	Office Time
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs

April 19, 2024

All Day	Angie's Vacation Please See Above
All Day	Jenn Wray Vacation -- Stacey Wilkerson - Acting ADM Email: stacey.wilkerson@gov.bc.ca Personal Information
All Day	KK - vacation -- Sandra back up Available via email/chat/text.
8:30 AM - 9:00 AM	Wkly DM PB - CC Project Board -- Teams
9:15 AM - 9:30 AM	Travel Security Concern

April 19, 2024 Continued

9:30 AM - 11:45 AM	DMC Security Concern Teams
10:00 AM - 10:30 AM	Melanie/Reid Biweekly Education Strategy Security Concern Teams
11:45 AM - 12:00 PM	Travel Security Concern
12:00 PM - 2:00 PM	estimates prep
2:00 PM - 2:30 PM	Christina/Bobbi Monthly 1:1 -- Teams
2:30 PM - 3:00 PM	Melanie/Trish Weekly 1:1 -- Security Concern
3:30 PM - 4:00 PM	Office Time
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs

April 20, 2024

All Day	Angie's Vacation	Please See Above
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April 21, 2024

All Day	Angie's Vacation	Please See Above
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April 22, 2024

All Day	Angie's Vacation	Please See Above
12:00 AM - 12:00 AM	Estimates	Tentative timing for ECC estimates sometime between Apr 22 – Apr 26
7:30 AM - 8:15 AM	All Superintendents Call -- Security Concern	

April 22, 2024 Continued

8:30 AM - 9:00 AM	block
9:00 AM - 9:15 AM	Daily Comms/Issues Check in -- Teams
9:30 AM - 10:30 AM	ECC/MNBC Touch-base -- Microsoft Teams Meeting
10:00 AM - 11:00 AM	Minister's Council -- Teams
11:00 AM - 12:00 PM	Lunch
11:15 AM - 11:30 AM	Melanie/Nina Connect re: Introducing Canadian Black History to B.C's Provincial curriculum -- teams
12:00 PM - 12:30 PM	Melanie/Brad/Scott Connect re: CYIC Follow up Mtg on April 30 -- Teams
12:45 PM - 1:30 PM	Melanie: Wkly Check-in Security Concern Teams
1:30 PM - 2:00 PM	Mill Bay Nature School - SD79 -- Security Concern
2:00 PM - 3:30 PM	Block/Estimates Prep
3:30 PM - 6:30 PM	Hold: Estimates -- Security Concern

April 23, 2024

All Day	Angie's Vacation	Please See Above
All Day	Estimates	Please See Above

April 23, 2024 Continued

All Day	Sandra	Security Concern	Personal Information
7:30 AM - 9:00 AM	Child Care Project Board -- Teams		
9:00 AM - 9:15 AM	Daily Comms/Issues Check in -- Teams		
9:30 AM - 10:00 AM	Office Time		
10:00 AM - 10:30 AM	phonecall PFM		
10:30 AM - 11:00 AM	Travel to Leg		
11:00 AM - 12:00 PM	Hold: Estimates -- Leg		
12:00 PM - 1:30 PM	Lunch		
1:00 PM - 2:00 PM	Melanie/Mary Weekly 1:1	Security Concern	Teams
1:30 PM - 5:30 PM	Hold: Estimates --	Security Concern	
4:30 PM - 5:00 PM	Do not book - hold/urgent mtgs		

April 24, 2024

All Day	Angie's Vacation	Please See Above	
All Day	Estimates	Please See Above	
All Day	Melanie vacation day	Personal Information	Checking Emails

April 24, 2024 Continued

8:00 AM - 8:30 AM

Thank you for choosing to take off with Helijet!

April 25, 2024

All Day

Angie's Vacation

Please See Above

All Day

Estimates

Please See Above

All Day

KK in late - Personal Information

All Day

Melanie Security Concern

All Day

Parking Spot Security Concern

for Melanie

7:00 AM - 7:30 AM

Travel Security Concern

7:30 AM - 8:30 AM

Moosehide Kiosk Security Concern

8:30 AM - 8:45 AM

Daily Exec Update -- Microsoft Teams Meeting

9:00 AM - 11:00 AM

DMC Digital and Data Meeting -- MS Teams; Security Concern

9:00 AM - 9:15 AM

Daily Comms/Issues Check in -- Teams

11:00 AM - 11:30 AM

Melanie/Cloe Monthly 1:1 -- Teams

11:30 AM - 12:00 PM

ED Update -- Microsoft Teams Meeting

April 25, 2024 Continued

12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:00 PM	Melanie/Jenn Wray Weekly 1:1 -- Security Concern
2:00 PM - 2:30 PM	Melanie/Sandra Weekly 1:1 -- In person - Security Concern
3:30 PM - 4:00 PM	Melanie/Mary Connect re: Exec Feedback Survey Reports -- Security Concern
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs

April 26, 2024

All Day	Angie's Vacation	Please See Above
12:00 AM - 12:00 AM	Estimates	Please See Above
All Day	KK in late - Personal Information	
All Day	Sandra Security Concern Personal Information	
9:00 AM - 9:30 AM	Call Per email	
9:30 AM - 10:00 AM	Melanie/Trish Weekly 1:1 -- Security Concern	
10:00 AM - 10:30 AM	Melanie/Reid Biweekly Education Strategy -- Security Concern	Teams
12:00 PM - 1:00 PM	lunch	
1:00 PM - 2:00 PM	Office Time	

April 26, 2024 Continued

2:00 PM - 2:30 PM Nina/Staff - Inclusive Ed Advisory -- Microsoft Teams Meeting

3:00 PM - 3:30 PM Mariam and Melanie -- Microsoft Teams Meeting

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

April 27, 2024

All Day Angie's Vacation Please See Above

9:30 AM - 10:00 AM call with Jan

April 28, 2024

All Day Angie's Vacation Please See Above

April 29, 2024

All Day Angie's Vacation Please See Above

All Day MyEducation Academy - Security Concern
Security Concern

6:10 AM - 7:10 AM Travel to Helijet

7:10 AM - 7:45 AM Helijet Flight 700 to Vancouver
Security Concern

7:45 AM - 8:30 AM Travel Security Concern

April 29, 2024 Continued

8:00 AM - 8:15 AM	Daily Exec Update -- Microsoft Teams Meeting
9:00 AM - 10:30 AM	MyEducation Academy Event: Melanie speaking at 9:15am
9:00 AM - 9:15 AM	Daily Comms/Issues Check in -- Teams
9:30 AM - 10:00 AM	Weekly DMO Check-in -- Security Concern
11:00 AM - 11:30 AM	MRS <u>Mtg w/NCCM</u> (National Council of Canadian Muslims) -- Security Concern
11:30 AM - 12:30 PM	Travel to Helijet
12:30 PM - 1:05 PM	Helijet Flight 711 to Victoria Government Financial Information; Security Concern
3:10 PM - 4:00 PM	Minister's Council -- Teams
4:15 PM - 4:45 PM	travel

April 29, 2024 Continued

4:30 PM - 5:00 PM

appt
Personal Information

April 30, 2024

All Day

Angie's Vacation

Please See Above

All Day

Sue - Personal Information

7:30 AM - 8:00 AM

office time

8:15 AM - 8:30 AM

Daily Exec Update -- Microsoft Teams Meeting

9:00 AM - 9:15 AM

Daily Comms/Issues Check in -- Teams

9:15 AM - 10:15 AM

PDC - All Supes May 10 Review Security Concern **Teams**

10:15 AM - 10:30 AM

Melanie/Mary Connect re: UTP -- Security Concern

10:30 AM - 11:00 AM

Call w. Shelina

11:00 AM - 11:30 AM

Assoc DM Mtg w/ James Bartram re: Center of Excellence Nature Education -- Teams

11:30 AM - 12:00 PM

Lunch/Office Time

12:00 PM - 12:30 PM

call Greg

12:30 PM - 12:45 PM

Melanie/Danielle Connect re: FOI Cell Phone Material -- Teams

1:00 PM - 2:00 PM

Melanie/Mary Weekly 1:1 Security Concern **Teams**

April 30, 2024 Continued

1:00 PM - 1:15 PM	De-brief from April 29 FNLC/FNESC/ECC/PSFS External Review of Racism Technical Meeting -- Teams
1:15 PM - 2:00 PM	Melanie: Wkly Check-in (In Person) -- Security Concern
2:00 PM - 3:00 PM	Exec: DRIPA/Reconciliation -- Microsoft Teams Meeting; Security Concern
3:00 PM - 3:30 PM	call with P. S
3:30 PM - 4:00 PM	travel
4:00 PM - 5:30 PM	appt Personal Information