

May 1, 2024

All Day	Angie's Vacation
All Day	Reminder: Bring Satellite Phone
7:30 AM - 8:00 AM	block -- Microsoft Teams Meeting
8:30 AM - 9:00 AM	Office Time
9:00 AM - 9:30 AM	Melanie/Karla Weekly 1:1 -- Security Concern Teams
9:30 AM - 10:00 AM	Assoc DM Mtg re: VIU Conference -- Teams
10:00 AM - 10:30 AM	DM Wkly - PR Check-in -- Security Concern
10:30 AM - 10:45 AM	Melanie/Sandra Connect re: UTP -- Security Concern
10:45 AM - 11:00 AM	Melanie/Mary Connect re: TPGS -- Security Concern
11:00 AM - 11:30 AM	CZ/Melanie Connect re: Exec Feedback Survey Reports -- Security Concern
11:30 AM - 12:15 PM	Assoc DM Interview re: Stakeholder Engagement -- Teams
12:15 PM - 1:00 PM	Lunch
1:00 PM - 2:30 PM	Executive Committee -- Security Concern and Teams
2:30 PM - 3:00 PM	Melanie/Mark Pearmain: Monthly 1:1 -- Phone Call - Mark to call Melanie

May 1, 2024 Continued

3:00 PM - 3:45 PM

Satellite (SAT) Phone Training for DM and Assoc DM of ECC --
Security Concern

Security Concern

3:45 PM - 5:00 PM

Do not book - hold/urgent mtgs

May 2, 2024

All Day

Angie's Vacation

Please See Above

All Day

KK in late -
Personal Information

All Day

Melanie Vacation

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

9:00 AM - 1:00 PM

Personal Information

9:00 AM - 9:15 AM

Daily Comms/Issues Check in -- Teams

11:30 AM - 12:00 PM

ED Update -- Microsoft Teams Meeting

2:00 PM - 2:30 PM

helijet

2:30 PM - 3:05 PM

Helijet Flight 714 to Vancouver

May 3, 2024

12:00 AM - 12:00 AM

Angie's Vacation

Please See Above

May 3, 2024 Continued

All Day	Security Concern
All Day	Patti's Vacation (May 3 & 6) -- Acting ADM TBD
All Day	Security Concern
7:00 AM - 12:30 PM	Melanie Vacation Security Concern
8:30 AM - 9:00 AM	Wkly DM PB - CC Project Board -- Teams
9:30 AM - 10:30 AM	Focused Education Board Meeting -- Security Concern
12:30 PM - 1:30 PM	Lunch
1:15 PM - 1:30 PM	Melanie & Mary Connect -- In person or; Microsoft Teams Meeting
2:00 PM - 2:35 PM	Meeting: Shannon and Christina Z, Melanie S and Mary S -- MS teams
2:45 PM - 3:45 PM	Melanie/Jenn Wray Weekly 1:1 -- Teams
4:00 PM - 5:00 PM	Office Time
5:00 PM - 5:35 PM	5:00pm Helijet Flight 719 to Victoria Security Concern

May 3, 2024 Continued

May 6, 2024

All Day

Personal Information

All Day

Patti's Vacation (May 3 & 6) -- Acting ADM - TBD

All Day

Sandra

Security Concern

8:00 AM - 8:15 AM

Daily Exec Update -- Microsoft Teams Meeting

8:00 AM - 8:15 AM

MS to chair

8:30 AM - 10:30 AM

**CONFIRMED: ADM ESE videoconference - May 6, 2024 // CONFIRMÉE : Vidéoconférence du Comité SMA
EPS - 6 mai 2024. -- ZOOM**

Security Concern

8:30 AM - 9:00 AM

MS attending 1st half to introduce Mary

9:00 AM - 10:00 AM

Office Time

10:00 AM - 12:00 PM

May BCTF/ECC Monthly Meeting- 2023-24 School Year (Virtual meeting) -- Zoom

11:00 AM - 11:30 AM

reminder - lemontree

May 6, 2024 Continued

12:00 PM - 1:00 PM	Lunch
2:00 PM - 3:00 PM	Office Time
3:00 PM - 4:00 PM	Minister's Council -- Teams
3:00 PM - 4:00 PM	MS to chair
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs

May 7, 2024

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 - 11:00 AM	Office Time
11:00 AM - 11:30 AM	Melanie/Sandra Weekly 1:1 ^{Security Concern} 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	Office Time
1:30 PM - 2:00 PM	FYI: CZ calling Melanie
2:00 PM - 3:00 PM	Melanie/Jenn Wray Weekly 1:1 -- ^{Security Concern}

May 7, 2024 Continued

3:00 PM - 3:30 PM	Melanie/Chris Monthly 1:1 -- Security Concern
3:30 PM - 4:30 PM	Office Time
4:30 PM - 5:00 PM	Melanie/Jenn 1:1 re: Transition Binder Process -- Phone Call - Jenn to call Melanie

May 8, 2024

All Day	Trish Security Concern
3:00 PM - 12:00 AM	Government Financial Information; Security Concern
9:15 AM - 10:00 AM	DM Mtg re: Bill 40 updates and Implementation of a Distinctions-Based Approach in K-12 Education -- Teams
10:00 AM - 10:30 AM	DM Wkly - PR Check-in (by Teams) -- Teams
10:30 AM - 11:15 AM	Melanie: Wkly Check-in (by Teams) -- Teams
10:55 AM - 11:25 AM	FYI: Emergency Alert System Test -- No action required
11:30 AM - 12:00 PM	Office Time
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:30 PM	Executive Committee Security Concern Teams

May 8, 2024 Continued

2:30 PM - 4:00 PM	Office Time
4:00 PM - 5:00 PM	zoom call
4:00 PM - 4:30 PM	DM Follow up Mtg: Bill 40 updates and Implementation of a Distinctions-Based Approach in K-12 Education -- teams
5:00 PM - 6:00 PM	travel to helijet
6:00 PM - 6:35 PM	<u>Helijet Flight 720 to Vancouver</u> Security Concern

May 9, 2024

All Day	Government Financial Information; Security Concern
	Please See Above
All Day	HOLD: JCAM -- Details TBD
All Day	KK in late - Personal Information
All Day	Security Concern
All Day	Security Concern
8:30 AM - 4:00 PM	2024 Jointly Convened Annual Meeting -- Security Concern
4:00 PM - 4:30 PM	Call with Jenn Wray

May 9, 2024 Continued

4:30 PM - 5:30 PM Do not book - hold/urgent mtgs

May 10, 2024

12:00 AM - 6:30 PM Government Financial Information; Security Concern

Please See Above

All Day All Supes

All Day KK in late - Personal Information

All Day Sue - Vacation
Personal Information

All Day Security Concern

8:30 AM - 3:30 PM HOLD: All Superintendents Meeting

4:00 PM - 5:00 PM travel to helijet

5:00 PM - 5:35 PM Helijet Flight 719 to Victoria
Government Financial Information; Security Concern

May 13, 2024

8:00 AM - 8:30 AM office

May 13, 2024 Continued

8:45 AM - 9:00 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	Melanie/Mary Weekly 1:1	Security Concern Teams
10:00 AM - 10:30 AM	call	
10:30 AM - 11:00 AM	DM Mtg: Follow up CYIC meeting (De-brief from April 12) with ECC/MCFD -- Teams	
11:00 AM - 11:30 AM	Weekly DMO Check-in --	Security Concern
11:30 AM - 12:00 PM	Melanie/Jenn Biweekly 1:1 -- Microsoft Teams Meeting	
12:00 PM - 1:00 PM	Lunch	
1:00 PM - 2:30 PM	Holocaust Engagement Meeting: BC Black History Curriculum Collective -- Microsoft Teams Meeting	
2:30 PM - 3:00 PM	Melanie/Sandra Weekly 1:1 -	Security Concern
3:00 PM - 4:00 PM	Minister's Council -- Teams	
4:00 PM - 4:30 PM	Do not book - hold/urgent mtgs	
4:30 PM - 5:30 PM	Event: <u>Leadership Culture Advisory Committee</u> --	Security Concern Security Concern

May 14, 2024

8:00 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 - 12:30 PM

Travel - Security Concern

12:30 PM - 1:00 PM

Lunch

2:00 PM - 3:00 PM

Exec: DRIPA/Reconciliation - Security Concern Teams; Security Concern

3:00 PM - 4:30 PM

Holocaust Engagement Meeting: Dr. Handel Wright (UBC) -- Microsoft Teams Meeting

4:30 PM - 5:30 PM

Event: Leadership Culture Advisory Committee -- Security Concern
Security Concern

May 15, 2024

12:00 AM - 12:00 AM

Trish - Security Concern

7:30 AM - 8:20 AM

Melanie: Wkly Check-in - Security Concern Teams

8:30 AM - 9:00 AM

Christina/Bobbi Monthly 1:1 -- Teams

9:00 AM - 9:30 AM

DM Mtg - Check in *in person -- Security Concern

9:30 AM - 10:00 AM

DM Wkly - PR Check-in -- Security Concern

May 15, 2024 Continued

10:00 AM - 11:00 AM	Melanie/Jenn Wray Weekly 1:1 -- Security Concern
11:00 AM - 12:00 PM	ECC Monthly All Staff Meeting - May -- Microsoft Teams Meeting
12:00 PM - 12:30 PM	Lunch
12:30 PM - 1:00 PM	Surrey Schools' Superintendent Evaluation Melanie Stewart/Peter Lee -- Teams
1:00 PM - 2:30 PM	Executive Committee Security Concern Teams
2:30 PM - 4:00 PM	Holocaust Engagement Meeting: Black Educational Leaders Association -- Microsoft Teams Meeting
3:30 PM - 9:00 PM	HOLD: Premier's Estimate Debate
4:10 PM - 4:30 PM	MRS PB: P&P -- Teams
5:30 PM - 6:30 PM	On deck for PO estimates - CZ unavailable

May 16, 2024

12:00 AM - 12:00 AM	Trish - Security Concern Please See Above
All Day	KK in late - Personal Information
All Day	<u>Moosehide Engagement Plan</u> Security Concern
7:30 AM - 8:30 AM	Child Care Project Board - ECE Standards of Practice & Occupational Competencies -- Microsoft Teams Security Concern

May 16, 2024 Continued

8:30 AM - 10:30 AM	HOLD: Moosehide Livestream Security Concern
9:30 AM - 10:30 AM	Private Appointment
10:30 AM - 11:30 AM	Private Appointment
12:00 PM - 1:00 PM	LUNCH
12:00 PM - 1:00 PM	Lunch
1:00 PM - 2:00 PM	Prep for P&P / Travel Security Concern
2:15 PM - 4:45 PM	HOLD: Premier's Estimates Debate
3:00 PM - 3:15 PM	'Security Concern

May 17, 2024

All Day	KK in late - Personal Information
All Day	Mary Vacation - Afternoon only
All Day	Trish Vacation -- Sue Covering
8:00 AM - 8:30 AM	1:1 w/Jan Unwin (bi-weekly) -- Microsoft Teams Meeting
8:30 AM - 9:00 AM	Wkly DM PB - CC Project Board -- Teams

May 17, 2024 Continued

9:00 AM - 10:00 AM	Private Appointment
10:00 AM - 11:00 AM	Private Appointment
11:00 AM - 11:30 AM	Call - Personal Information
11:30 AM - 11:45 AM	travel
11:45 AM - 12:45 PM	Melanie & Kelly Pollack Lunch -- Security Concern
12:45 PM - 1:00 PM	travel
1:00 PM - 2:30 PM	Holocaust Engagement Meeting: Black History Awareness Society -- Microsoft Teams Meeting
2:30 PM - 3:15 PM	Assoc DM Mtg w/ Kristen Patten (PSA) -- Teams
3:15 PM - 3:45 PM	Travel
3:30 PM - 4:00 PM	Appt Personal Information
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs
5:15 PM - 5:45 PM	MRS/Nina -- Nina will call you

May 20, 2024

All Day	Stat - Victoria Day
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May 21, 2024

All Day	Personal Information
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May 21, 2024 Continued

7:30 AM - 9:00 AM	Child Care Project Board -- Teams
9:00 AM - 10:30 AM	Holocaust Engagement Meeting: National Council of Canadian Muslims (Arwa Shurab) -- Microsoft Teams Meeting
10:30 AM - 11:00 AM	DM PB re: UTP Mtg w/ SD39 ^{Security Concern}
11:00 AM - 11:30 AM	Melanie/Brad Monthly 1:1 -- Teams
11:30 AM - 12:00 PM	block - adm review
12:00 PM - 1:00 PM	Lunch
1:00 PM - 1:30 PM	Assoc DM Mtg re: Transition Binder Process -- Teams
1:30 PM - 2:00 PM	MRS Mtg w/ACT Foundation -- Teams
2:00 PM - 3:00 PM	Exec: Truth and Reconciliation Training ^{Security Concern} ^{Security Concern} Teams; ^{Security Concern}
3:00 PM - 3:30 PM	MRS PB: Mtg w/SD45 West Vancouver Schools - Education Funding -- Teams (link to follow)
3:30 PM - 4:30 PM	Office Time
4:30 PM - 5:00 PM	Do not book - hold/urgent mtgs

May 22, 2024

7:30 AM - 8:30 AM	Office time	
8:30 AM - 9:00 AM	Melanie: Wkly Check-in - Security Concern	Teams
9:00 AM - 10:00 AM	Melanie/Mary Weekly 1:1 Security Concern	Teams

May 22, 2024 Continued

10:00 AM - 10:30 AM	PO Mtg re: Bill 40 -- Teams
10:30 AM - 11:00 AM	Weekly DMO Check-in -- ^{Security Concern}
11:00 AM - 11:30 AM	Melanie/Sandra Weekly 1:1 ^{Security Concern} Teams
11:30 AM - 12:00 PM	MRS PB: Meeting w/ Deborah Rutman, Independent Jewish Voices -- Teams
12:30 PM - 12:45 PM	Upstairs PO - Cell Phones -- Microsoft Teams Meeting
12:45 PM - 1:00 PM	Nina/Jenn - Chief Robbins Letter & Cell phones -- Microsoft Teams Meeting
1:00 PM - 1:30 PM	Lunch
1:30 PM - 3:00 PM	Executive Committee ^{Security Concern}
1:30 PM - 2:30 PM	In Conversation With... Jen Pahlka and CJ Ritchie -- Teams Live Events (link to join enclosed)
3:00 PM - 3:30 PM	DM Wkly - PR Check-in -- ^{Security Concern}
3:30 PM - 4:00 PM	Assoc DM PB for facilitators at Minister's Roundtable on May 27 -- Teams
4:00 PM - 4:30 PM	Melanie/Brad Connect re: Dissertation -- Teams
4:30 PM - 5:00 PM	MRS Mtg w/SD45 West Vancouver Schools - Education Funding -- Teams

May 23, 2024

All Day	KK in late - ^{Personal Information}
All Day	Sandra - vacation, Karla covering

May 23, 2024 Continued

8:00 AM - 8:30 AM	Call Patti
8:30 AM - 9:00 AM	Assoc DM Mtg re: RCY Right to Thrive progress report -- Teams
9:00 AM - 11:00 AM	DMC Digital and Data Meeting -- MS Teams; ^{Security Concern}
11:00 AM - 11:30 AM	DM Mtg: Bill 40 PO Mtg Follow up -- Teams ^{Security Concern}
11:30 AM - 12:00 PM	ED Update -- Microsoft Teams Meeting
12:00 PM - 1:00 PM	Lunch
1:00 PM - 1:30 PM	Melanie/Tracy Connect re: S&T ADM Posting -- Teams
1:30 PM - 2:00 PM	Assoc DM Mtg re: MOC -- Teams
2:00 PM - 2:30 PM	Office Time
2:30 PM - 3:00 PM	1:1 Melanie Stewart/Kristin -- Teams meeting
3:00 PM - 3:30 PM	1:1 -- Microsoft Teams Meeting
3:30 PM - 4:00 PM	SLSD staffing - IN PERSON -- Microsoft Teams Meeting
4:00 PM - 4:30 PM	Office Time - Do not book
4:30 PM - 5:00 PM	Personal Information

May 24, 2024

All Day	KK in late - Personal Information	
All Day	Security Concern	
9:00 AM - 9:30 AM	Melanie/Chris Connect re: SHR Hiring -- Teams	
9:30 AM - 10:00 AM	Melanie/Trish Weekly 1:1 -- Security Concern	
10:00 AM - 10:30 AM	Call w/Kelly	
10:30 AM - 11:30 AM	Melanie/Karla Weekly 1:1 Security Concern	Teams
11:30 AM - 12:00 PM	travel	
12:00 PM - 1:00 PM	Melanie & CJ Lunch -- Security Concern	
1:00 PM - 1:30 PM	travel	
1:30 PM - 2:00 PM	Office Time	
2:00 PM - 4:00 PM	First Nations CYIC Protocol Technical Table Meeting -- Government Financial Information; Security Concern	
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs	

May 27, 2024

12:00 AM - 12:00 AM	Sue - Vacation (Trish covering)
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May 27, 2024 Continued

All Day	Patti Vacation -- Acting ADM - TBD
8:00 AM - 9:00 AM	Office Time
9:00 AM - 10:00 AM	Minister's Council -- Teams
10:00 AM - 1:00 PM	Annual Minister's Community Roundtable -- Government Financial Information; Security Concern
1:00 PM - 2:00 PM	Lunch
2:00 PM - 3:00 PM	L&P Small Table -- Zoom
3:00 PM - 3:15 PM	L&P Table De-Brief -- Microsoft Teams Meeting
3:15 PM - 3:30 PM	Melanie/Chris Connect Security Concern Teams
3:30 PM - 4:00 PM	Melanie/Cloe Connect re: Staffing -- Teams
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs

May 28, 2024

All Day	Sue - Vacation (Trish covering)	Please See Above
8:00 AM - 8:15 AM	Daily Exec Update -- Microsoft Teams Meeting	
8:30 AM - 9:00 AM	BCSTA-DM, Assoc. DM & LEPD Connect In-Person -- In-person	Security Concern
9:00 AM - 11:00 AM	Policy Development Committee Security Concern	Security Concern Teams

May 28, 2024 Continued

11:00 AM - 11:30 AM	block
11:30 AM - 12:00 PM	Melanie/Jennifer L Monthly 1:1 - Emergency Preparedness -- Teams
12:00 PM - 1:00 PM	Lunch
1:00 PM - 1:15 PM	Melanie/Patti Connect re: Correspondence -- Teams
2:00 PM - 3:00 PM	Exec: DRIPA/Reconciliation ^{Security Concern} Teams; ^{Security Concern}
3:00 PM - 3:30 PM	Meeting: Jessica P and Melanie Stewart -- MS teams
3:30 PM - 4:00 PM	FN CYIC Debrief from May 24 -- Teams
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs

May 29, 2024

All Day	Sue - Vacation (Trish covering) Please See Above
12:00 AM - 12:00 AM	Nina - vacation FYI
7:30 AM - 8:30 AM	Melanie: Wkly Check-in ^{Security Concern} Teams
9:00 AM - 10:00 AM	Melanie/Jenn Wray Weekly 1:1 -- ^{Security Concern}
10:00 AM - 10:30 AM	Melanie/Karla Weekly 1:1 -- ^{Security Concern}

May 29, 2024 Continued

10:30 AM - 11:00 AM	DM Mtg w/Paul Zed re: RE: www.knowledgehook.com -- Security Concern
11:00 AM - 12:00 PM	FYI: Analytics Engagement + Staff Information Sharing Session -- Microsoft Teams Meeting; Security Concern
11:00 AM - 11:30 AM	DM Wkly - PR Check-in -- Security Concern
12:00 PM - 1:00 PM	Lunch
1:30 PM - 3:15 PM	Executive Committee Security Concern Teams
3:15 PM - 4:00 PM	Melanie/Mary Weekly 1:1 Security Concern Teams
4:00 PM - 4:30 PM	Do not book - hold/urgent mtgs

May 30, 2024

All Day	Sue - Vacation (Trish covering) Please See Above
All Day	Nina - vacation Please See Above
12:00 AM - 12:00 AM	Jenn Wray Vacation -- Laura H - Acting ADM
All Day	KK in late Personal Information
7:30 AM - 8:00 AM	1:1 w/Jan Unwin (bi-weekly) -- Microsoft Teams Meeting
8:00 AM - 9:00 AM	Office Time

May 30, 2024 Continued

9:00 AM - 9:30 AM	Assoc DM Mtg re: Provincial Resource Programs -- Teams
9:30 AM - 10:00 AM	DM Mtg: Bill 40 Updates (IRR/ECC) -- Teams
10:00 AM - 10:30 AM	Office Time
10:30 AM - 11:30 AM	Melanie/Cloe Monthly 1:1 -- In person ^{Security Concern} Teams
11:30 AM - 12:00 PM	ED Update -- Microsoft Teams Meeting
12:00 PM - 12:30 PM	Melanie/Jenn W - Touch base -- Microsoft Teams Meeting
12:30 PM - 1:30 PM	Lunch
1:30 PM - 2:00 PM	DM Mtg w/ SD39 re: UTP -- Teams
2:00 PM - 2:30 PM	Melanie/Sandra Weekly 1:1 -- ^{Security Concern}
2:30 PM - 3:00 PM	Office Time
3:00 PM - 3:30 PM	Melanie/Jenn Biweekly 1:1 -- Teams or Phone Call; (Jenn to call Melanie)
3:30 PM - 4:00 PM	Office Time - Do not book
4:00 PM - 5:00 PM	Do not book - hold/urgent mtgs

May 31, 2024

All Day	Sue - Vacation (Trish covering)	Please See Above
12:00 AM - 12:00 AM	Nina - vacation	Please See Above

May 31, 2024 Continued

All Day	Jenn Wray Vacation -- Laura H - Acting ADM Please See Above
12:00 AM - 12:00 AM	Brad Holiday (May 31 to June 7)
All Day	KK - vacation -- Sandra back up Available if needed.
All Day	Mary Vacation -- Acting ADM - TBD
All Day	Melanie Vacation Day
All Day	vacation day
7:30 AM - 5:00 PM	vacation day
11:30 AM - 12:00 PM	Safe Access to Schools -- Zoom
12:00 PM - 12:30 PM	Safe Access to Schools -- Zoom
12:30 PM - 1:00 PM	appt
3:30 PM - 5:00 PM	Appointment
4:00 PM - 4:30 PM	4:00 Jenn et al. re Bill 40 Critical Path & Implementation -- Teams