

<b>GOAL AREA #1</b>	
<b>STRATEGIC PLAN IMPLEMENTATION</b>	<i>Lead implementation of the CABE Strategic Plan/COMPASS:</i>
<b>RESPONSIBILITIES &amp; DUTIES</b>	<b>CEO REPORT</b>
<p>(1) Serving as the strategic plan manager, ensuring that all work plans for Board-identified priority projects are fully implemented and funded;</p> <p>(2) Providing support, guidance and oversight to all Strategic Plan/COMPASS consultants, as well as the educational consultant;</p> <p>(3) Engaging CABE staff in actively supporting implementation of the Strategic Plan/COMPASS priorities and work plans;</p> <p>(4) Providing the Board with regular progress reports and analyses of Strategic Plan/COMPASS work plan implementation.</p>	<ul style="list-style-type: none"> <li>• Led Staff Retreat in August—“Igniting the Torch—For a Magical Year” which focused on the understanding, deeper connections and implementation of the Strategic Plan, how it is connected to our daily work, and along with team relational building, team communication updates, and a lot of fun!.</li> <li>• Supported 3.1 Family and Community Engagement through support of P2I (i3 grant, contracts, marketing, growing the team, addressing and working on budget issues, etc.). Met with staff, addressed staffing issue and needs, engaged P2I staff in other events.</li> <li>• Continued to support Strategic Plan 2.2 and 2.3 directly through meeting with director of CABE Program and Events and CABE PDS supporting the work on the Professional Development Framework, collaborating and planning for the future with PDS, and planning for 2015-16 and 2016-17 conference/professional development offerings. In collaboration with priority area for Strategic partnerships, implemented Binational GLAD Teacher Professional Development Training in Baja California with teachers from CA and Baja CA.</li> <li>• Worked closely with team members to update and continue to advance the development and publishing of the Design For Success website.</li> <li>• Met and communicated regularly with consultant Claudia Lockwood to provide feedback, information, and support for the implementation of 4.1 (including on 2-Way Directory, indicators of exemplary multilingual programs, University Seal of Biliteracy, SEAL visits, Prop 58, ELLLI, etc.)</li> <li>• Met with Enrique Gonzalez regularly in person and via phone to deepen our work with Strategic Partnerships (via partnership with Mexico) and to implement the Binational Professional Development Project in Tijuana and with IME. Participated in Binational Symposium on “the Students We Share” in Mexico City. Partnership contacts were also made by adding the NCLR annual conference this past July.</li> <li>• Communicated regularly with Membership consultant (Stanley Lucero) to monitor Membership</li> </ul>

and Chapter growth, provide monthly webinars for chapter leaders, coordinate on communication with Regional Representatives and Chapter Leaders, and build a strong network of CABE chapters across the state.

- CABE Compass work plans posted to our Board Webpage for easy access by Board members.
  - Included information and reminders for CABE Team members on the impact and relevance of the Strategic Plan on our daily tasks and roles and responsibilities.
  - Supported and facilitated the gathering of the CABE Board in San Diego for the annual board retreat and meeting.
  - Met with Martha ZD regularly to support the development of the workplan for 3.4, advocacy, and implemented several aspects as it relates to Proposition 58. Held a special meeting with Karen Cadiero Kaplan to coordinate attendance at different state meetings.
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## GOAL AREA #2

### CABE LEADERSHIP

*Maintain and promote the CABE Essentials (values, vision/mission, theory of action, principles, strategic goals, and instructional priorities)*

### RESPONSIBILITIES & DUTIES

### CEO REPORT

- (1) Implementing and evaluating strategic and financial goals;
- (2) Engaging board, staff, and partners to support CABE vision and strategic plan;
- (3) Developing and maintaining strong fiscal structures to support the implementation of the CABE strategic plan.

- Partnered daily with the Lara Proposition 58 campaign committee and remain in close contact with campaign staff regarding the initiative and campaign for November 2016 ballot
- Met with Executive Committees in August to discuss and support issues and requests and move forward with the implementation of the CABE Strategic Plan
- Continued to communicate with Realtor as a follow up on the Board and Staff's input on the effectiveness and location of our building.
- Implemented restructuring of the Business Team and created a new Registration/AR Team, added new responsibilities to Accounting Consultant, and strengthened support for membership through updating the position for the Administrative Systems & Membership Relations Manager.
- Planned for meetings to create a plan for the future implementation and sustenance of the Project 2 INSPIRE program after the I3 grant ends in 2017.
- Met weekly and worked closely with PDS Director on the programmatic and fiscal growth of CABE PDS and the development of the PD Framework that is directly correlated to the strategic plan and the CABE Essentials.
- Communicated with Board Members on actions in strategic plan
- Met with Accounting Manager to develop and complete budget process for 2016-17.
- Planned for the 2017 Multilingual Educator with CABE Education Consultant
- Worked with legislative advocate to support CABE impact with Prop 58, legislative issues and SBE agenda items .
- Continued to work closely and meet weekly with CABE Accounting Consultant, Yvette Chong-Coontz to ensure that funding structures are in place in the 2016-17 budget to support the implementation and growth of the strategic plan.
- Emphasized the CABE Vision and Essentials as our foundation on regular (daily/weekly basis) through all communication, social networking, promoting, branding, legislative action, etc.
- Met regularly with and supported Martha Zaragoza Diaz (Legislative Advocate) along with Californians Together Partner Shelly Spiegel-Coleman on policy, CDE, and state board of education issues.
- Attended the steering group meetings of the English Learner Leadership and Legacy group.
- Provided weekly information and orientation to the CABE Compass to staff through the Monday Message and in staff meetings as well as at the staff retreat.

## GOAL AREA #3

<b>BUDGET AND FUND DEVELOPMENT</b>	<i>(REFER TO COMPASS ACTION PLAN 4.6)</i>
<b>RESPONSIBILITIES &amp; DUTIES</b>	<b>CEO REPORT</b>
<p>(1) Establishing budgets, budget strategy, and fund development goals for all Strategic Plan/ COMPASS priority projects, as well as for operational priorities;</p> <p>(2) Establishing a system of contract development, management, and monitoring;</p> <p>(3) Establishing a system of fund solicitation strategies;</p> <p>(4) Developing a portfolio of cultivation strategies (“making friends”);</p> <p>(5) Conducting an annual membership drive to increase membership;</p> <p>(6) Maintaining, monitoring, and evaluating the budgeting and fund development plan and process;</p> <p>(7) Raising funds for CABA’s operations from any and all sources, private and public;</p> <p>(8) Guiding staff and bringing about efficient fiscal operations and activities.</p>	<ul style="list-style-type: none"><li>• Exceeded CABA fiscal goals for 2015-16</li><li>• Led the organization to end the 2015-16 Fiscal Year with a surplus of approx. \$60,000.</li><li>• Worked extensively with accounting consultant, business team and coordinating council to finalize budget for 2016-17 and to implement budget for 2016-17 with fidelity.</li><li>• Established and distributed bonus amounts and letters</li><li>• Submitted application for IME becas grant—Up to \$100,000</li><li>• Advanced Plaza Comunitaria program with grants and contracts both locally and statewide</li><li>• Continued to work with Accounting Consultant to move investment policy and strategy forward.</li><li>• Supported and communicated with accounting consultant on the 2015-16 audit which will begin in September.</li><li>• Requested and supported coordinating council members meeting with Accountant Consultant on a monthly basis to review program budgets.</li><li>• Worked closely with Consultant for Strategic Partnerships to create a short, medium and long term plan for corporate relationship and sponsorships</li><li>• Monitored and supported the implementation of the system of contract development, management, and monitoring which is managed by our Administrative Systems Manager</li><li>• Communicated with Finance Committee via email.</li></ul>

<b>GOAL AREA #4</b>	<b>DESCRIPTION</b>
<b>BOARD ENGAGEMENT &amp; LEADERSHIP</b>	<i>Work collaboratively with the Board Executive Committee to design and roll out a Board engagement and leadership strategy for engaging CABA Board in effectively and compellingly understanding, communicating, and enacting the CABA Strategic Plan/COMPASS</i>
<b>RESPONSIBILITIES &amp; DUTIES</b>	<b>CEO REPORT</b>
<p>(1) Developing effective communication strategies;</p> <p>(2) Providing leadership to board members in implementing the CABA strategic plan;</p> <p>(3) Creating a project management process to contribute to and monitor the progress of the strategic plan.</p>	<ul style="list-style-type: none"> <li>• Communicated regularly via phone, text, social media, email, and in person with all board members.</li> <li>• Met regularly with President Karling Aguilera Fort via phone and in person</li> <li>• Met with board President and President Elect in person and via phone regarding board meetings, CABA Compass, budget for 2015-16, CABA Compass Work Plans, CABA 2016 and 2017 plans, and focus areas for 2015-2016 and 2016-17.</li> <li>• Coordinated and co-facilitated meeting with Executive Committee in person in August, 2015.</li> <li>• Attended Binational Meetings and Professional Development in Tijuana with Board Members and Staff</li> <li>• Explored different project management systems to consider for implementation to provide easier access to strategic plan reports.</li> <li>• Traveled to Washington DC to participate in meetings with OELA, the National EL Roundtable and have been an active member of the planning committee for the National Multilingual Symposium to be held on September 23 in Washington DC.</li> <li>• Continued the implementation of Basecamp, a project management software to be expanded to be used for membership, the strategic plan consultants, and potentially with membership.</li> <li>• Concurred regularly with Legal Counsel, Mary Hernandez, on several issues in relation to and impacting the board (contracts, plans).</li> <li>• Continue to lead staff in refocusing on the goals and priorities of the CABA Compass</li> <li>• Addressed request from Board regarding affiliates ,bylaws staffing, fiscal, etc.</li> </ul>

## GOAL AREA #5

### STAFF ENGAGEMENT & LEADERSHIP.

*(Refer to Strategic Plan/COMPASS Action Plan 4.5)*

### RESPONSIBILITIES & DUTIES

### CEO REPORT

- (1) Creating an office culture of quality service, support, leadership, and accountability;
- (2) Engaging all staff in the development of work teams and work plans tied directly to the CAFE strategic plan.
- (3) Intentionally seeking alignment across CAFE departments and teams to build CAFE's capacity for leadership, engagement, and accountability.
- (4) Establishing and utilizing an external committee or advisory board of experts, colleagues, and practitioners to provide input and feedback to staff and the Board regarding CAFE's developmental work.
- (5) Developing professional growth plans with staff to support their advancement and learning.

- Led CAFE staff retreat on August 15-16, 2016
- Facilitated restructuring of the Business Team and the creation of the Registration Team as part of the Program and Events Team
- Held office clean up days at the end of August
- Held staff BBQ on September 1 to mark the end of the summer and celebrate our wonderful team.
- Encouraged staff to take advantage of professional development and continuing education initiative to grow and develop new skills
- Meet regularly with staff—whole staff meetings, coordinating council, teams, and individuals.
- Sent weekly Monday Message to Team and regular consultants regarding cross team information, news and updates, and connection of work to the CAFE vision and Strategic plan.
- Recognized staff for the number of years served and accomplishments at CAFE
- Prioritized touching base and meeting personally with each staff member every 1-2 weeks.
- Continued to encourage and guide team collaboration, planning and growth
- Regularly engaged team in discussions regarding leadership during coordination council
- Continued to encourage and build staff level of professionalism, growth, and cross team connections.
- Supported systemic growth and use of technology throughout staff to improve services
- Addressed growth and performance needs with different staff members
- Focused with team on creating systemic and organized flows to work projects to enhance professionalism and efficiently in work.
- Discussed different options for restructuring parts of the organization to meet our growing needs.

<b>GOAL AREA #6</b>	
<b>OPERATIONAL LEADERSHIP</b>	<i>Manage the operation and administration of the CAFE organization to ensure CAFE's organizational, programmatic, and fiscal success and sustainability.</i>
<b>RESPONSIBILITIES &amp; DUTIES</b>	<b>CEO REPORT</b>
<ul style="list-style-type: none"> <li>• Providing strong leadership and professional model for staff;</li> <li>• Assuring sound financial and human resources policies.</li> <li>• Developing and maintaining strong relationships with partner organizations.</li> </ul>	<ul style="list-style-type: none"> <li>• Worked closely with Director of Program and Events and Team to provide direction, input and support to the planning of the CAFE 2017 conference –location, contracts, speakers, structures, brochures—Sponsor/Exhibitor, Awards and registration</li> <li>• Continually and regularly spoke about and share the CAFE vision and mission along with Prop 58 with partners, clients and staff—OELA, NCLR, CAFE 2016 and 2017 Planning Committee, CUE, Cal Tog, CALSA, CLSBA, DLeNM, CSBA, ACSA, PTA..</li> <li>• Communicated regularly with staff through all modes of dialogue.</li> <li>• Promoted recently published book “No estas solo,,,” and working on contract for English version.</li> <li>• Continued to work with Consultant Enrique Gonzalez to finalize MOUs with the SEE in Baja California and IME/INEA in Mexico City</li> <li>• Continued to support the full implementation of the Telepayroll system</li> <li>• Used and promoted social media to support CAFE events, ideas and resources—recently surpassed 4700 likes.</li> <li>• Continue to develop systems and protocols for efficient and smooth office operations..</li> <li>• Focused on addressing, building awareness &amp; implementing the CAFE Compass</li> <li>• Met/communicated with partners—NCLR, CALSA, NABE, CLSBA, Cal Tog, 2Way CAFE, CARECEN, CAFE 2016 Planning Committee Districts, Dual Language Education New Mexico, CDE, OELA, ACSA, CSBA, CLSBA,</li> <li>• Oversaw building repairs to roof, ceiling, rodent cleanup, termites, tree trimming and new cleaning company</li> </ul>

**Travel Conducted:**

- Washington CD—EL Roundtable, OELA USDOE
- San Diego/Tijuana
- Orlando—NCLR Conference
- San Deigo--CLSBA
- San Jose—CALSA
- Berkely-- ELLLI steering committee,

**Forecasted Travel for Sept-January, 2016-2017**

- Washington DC—OELA—Multiliteracy Symposium
- Mexico City—Binational Symposium
- TJ—Binational GLAD PD
- Sacramento—meeting with Supt Tom Torlakson
- Santa Fe—DleNM
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