

GOAL AREA #1	
STRATEGIC PLAN IMPLEMENTATION	<i>Lead implementation of the CABE Strategic Plan/COMPASS:</i>
RESPONSIBILITIES & DUTIES	CEO REPORT
<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"> • Monitored the progress and growth of implementation of the CABE Strategic Plan. • Led Staff Meetings in April, May, and June that 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, updates, projects, etc. • Supported 3.1 Family and Community Engagement through support of PFE (Parent and Family Engagement) (end of the i3 grant, contracts, marketing, growing the team, addressing and working on budget issues, etc.). Met with staff, addressed staffing issue and needs, engaged PFE staff to present at the CABE 2018 and Riverside Regional Conferences. Planned and strategized for the final reporting of the I3 grant and the development and implementation of the NPD grant. • Continued to support Strategic Plan 2.2 and 2.3 directly through meeting with directors of Program and Events and PDS weekly supporting the work on the Professional Development Framework and collaboration and planning for the future with PDS and implementation of the 2018-2109 conference/professional development offerings. Began to finalize plans for 2018-19. • Worked closely with Laurie Nesrala, Norma Rocha, David Valencia and Jesse Acosta to advance the development and updates of the Design For Success website added by elements of content and design—in Spanish and English: CABE website, App, Resource Center, CABE and 2018 website. An added element is the development of an EL Roadmap page • Met and communicated regularly with consultant Claudia Lockwood to provide feedback, information, and support for the implementation of 4.1 (including ELLLI support, 2-Way Directory, indicators of exemplary multilingual programs, University Seal of Biliteracy, SEAL visits, Prop 58 implementation, and grant development) • Met with Enrique Gonzalez regularly in person and via phone to deepen our work with Strategic Partnerships (via partnership with Mexico) and to plan the Binational Professional Development Project and partnerships with Mexico—IME, SEE, INEA. Strong emphasis was placed on the

presence and participation of the Mexican Government and Delegation at the CABE 2018 conference, the Binational GLAD partnership, meeting new Secretary of Education of Baja California, and confirming MOU with IME.

- Communicated regularly with Membership Team to continue use of Basecamp, Smart Reg Membership Database, chapter consolidation, and membership receptions). Supported the transition of the Membership team to be inclusive of three staff members.
- Met with Martha ZD regularly to support the development of the work plan for 3.4, advocacy, to provide feedback on policy issues and attend meetings via telephone and in person regarding EL policy with CDE, SBE, and legislation. The last weeks of May and early June were particularly a time of focus concerning budgetary issues—Title III leads, AB2514, BTPD, ECE, etc.
- Included information and reminders for CABE Team members on the impact and relevance of the Strategic Plan on our daily tasks and rolls and responsibilities.

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.

- Binational Relationship Development—signed MOU with IME, implementation of Binational GLAD in July, Plaza Comunitaria, Formadores de docentes, IME Becas, invitation to be on Advisory Board for the Mexican Consulate Ventanillas de Educacion.
- Followed through with Realtor to put our old building up for sale.
- Facilitated CABE's participation in a Twitter chat on ELs and Math with Ed Trust West.
- Supported the development of three EL Roadmap videos and the EL Roadmap palmcard. worked with IT team to create EL Roadmap website.
- Leading the organization in the process for the sale of the old building
- Met with Elodia Ortega-Lampkin, President, in person and via phone/email regarding CABE programmatic, relational and growth issues.
- Met with Barbara Flores in person and via phone as Director of Financial Affairs.
- Contacted and communicated via phone and text with incoming board members
- Met with CDE staff on a variety of issues—CSA, BCN, CABE, Mexican partnership.
- Presented at May 2018 BCN—Bilingual Coordinators Network
- Continued collaborative partnership with Center for Applied Linguistics (CAL)
- Met with Finance and Executive Committees in May to discuss fiscal state and May agenda.
- Met with CABE Accounting Consultant on a regular (weekly/daily) basis for budgetary and fiscal reports for the fourth quarter of 2017-18, and the sale of the old building. Developed preliminary budget.
- Met weekly and worked closely with Coordinating Council members on the programmatic and fiscal growth of CABE the development of our work that is directly correlated to the strategic plan and the CABE Essentials.
- Continued to work closely and meet weekly with CABE Accounting Consultant, Yvette Chong-Coontz to ensure that funding structures are in place in the final 2017-18 budget to support the implementation and growth of the strategic plan—specifically re department budgets.
- 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 on policy, CDE, and state board of education issues.
- Attended the steering group meetings of the English Learner Leadership and Legacy group.

	<ul style="list-style-type: none"> • Provided weekly information and orientation to the CAFE Compass to staff through the Monday Message and in staff meetings. • Attended GHS reception.
GOAL AREA #3	
BUDGET AND FUND DEVELOPMENT	<i>(REFER TO COMPASS ACTION PLAN 4.6)</i>
RESPONSIBILITIES & DUTIES	CEO REPORT
<ol style="list-style-type: none"> (1) Establishing budgets, budget strategy, and fund development goals for all Strategic Plan/ COMPASS priority projects, as well as for operational priorities; (2) Establishing a system of contract development, management, and monitoring; (3) Establishing a system of fund solicitation strategies; (4) Developing a portfolio of cultivation strategies (“making friends”); (5) Conducting an annual membership drive to increase membership; (6) Maintaining, monitoring, and evaluating the budgeting and fund development plan and process; (7) Raising funds for CAFE’s operations from any and all sources, private and public; 	<ul style="list-style-type: none"> • Met with project officers from the California Community Foundation and the Sobrato Foundation regarding projected funding and planning. • Finalized sale of 16033 East San Bernardino Road for \$1 million-May 15, 2018. • Secured \$ 2,874,995 in grant funding. • Developed and implemented plans of action for the above grants from the Sobrato Family Foundation, USDOE NPD grant, California Endowment, and the California Collaborative for Educational Excellence. • Submitted mid year and annual reports for grants from Sobrato, The California Endowment, and IME. • Coordinated with the Project Director for the i3Grant (Maria Quezada) on the final grant reporting requirements. • Worked with team and secured over \$180,000 in sponsorships for CAFE 2018. • Worked extensively with accounting consultant, business team and coordinating council to implement budget for 2017-18 with fidelity and to develop the 2018-19 budget. • Met with Director of Finance, Barbara Flores in person and via phone on 2018-2019 budget process and investment plan for reserves. • Planned for and facilitated quarterly call with the Financial Committee. • Met and surpassed the year end revenue goals for P2i and PDS • Submitted application and received funding for the new round of Plaza Comunitaria grants with the Los Angeles and San Bernardino Consulate through IME Becas grants. • Requested and supported coordinating council members meeting with Accountant Consultant on at least a monthly basis to review program budgets. • Monitored and supported the implementation of the system of contract development, management, and monitoring which is managed by our Administrative Systems Manager.

<p>(8) Guiding staff and bringing about efficient fiscal operations and activities.</p>	
GOAL AREA #4 DESCRIPTION	
BOARD ENGAGEMENT & LEADERSHIP	<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>
RESPONSIBILITIES & DUTIES	CEO REPORT
<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"> • Met with the Election Committee and facilitated the CABA 2018 Board Election process. • Supported candidates in the election process and informed them individually of the results • Communicated regularly via phone, text, social media, email, in person with board members. • Addressed issues and questions regarding the proxy vote process. • Planned for and organized CABA Board member schedules and involvement at CABA 2018. • Met with Elodia Ortega-Lampkin, President, in person and via phone/email regarding CABA programmatic, relational and growth areas. • Held discussions with NABA leadership. • Engaged CABA Board in the development and review of the CABA Vision, Mission and Theory of Action. • Invited and confirmed Board members to attend and participate in NABA conference, CABA Regional conference in Riverside, P2i graduations, CABR 2018 and 2019 planning committee meetings, and CABA PD offerings. • Worked and coordinated closely with the Director of Legislative affairs and CABA Lobbyist on policy issues. • Provided orientation to new Director of Legislative Affairs. • Met with Executive and Finance committees in preparation for March Board meeting. • Continued the implementation of Basecamp for communication and file sharing • Concurred regularly with Legal Counsel, Mary Hernandez and Aerobel Bañuelos, on several issues in relation to and impacting the board (contracts, plans, elections). • Continue to lead staff and board in refocusing on the goals and priorities of the CABA Compass.

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 Staff meetings in April, May and Jun
- Met regularly with staff—whole staff meetings, coordinating council, teams, and individuals.
- Engaged with staff on going regarding planning and organization for CAFE 2018.
- 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.
- Prioritize touching base and meeting personally with each staff member every week.
- Met with Coordinating Council Biweekly as group and individual members weekly or biweekly
- Met with managers regarding the development of the CAFE 2018-19 budget
- Participated in the I3 end of grant luncheon with many staff in attendance.
- Continued to encourage and guide team collaboration, planning and growth
- Regularly engaged team in discussions regarding leadership during coordination council
- Continue to encourage and build staff level of professionalism, growth, and cross team connections.
- Met with close CAFE partners for input and feedback on CAFE programs and offerings.
- Support systemic growth and use of technology throughout staff to improve services—attending off site trainings, supporting implementation of new CAFE Email—gocafe.org, upgrading software, hardware, trainings on different software, ransom-virus, etc.
- Celebrated birthdays, holidays, graduations and special events and honored losses.
- Provided encouragement and recognition to staff for their dedicated efforts by celebrating birthdays, providing Starbucks run, lunch at staff meetings, and regular treats.
- Recognized staff work anniversaries at the CAFE Board Installation luncheon.
- 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.
- Met with key partners, experts and colleagues to ask for insight and feedback on CAFE's growth and future development work.

GOAL AREA #6

OPERATIONAL LEADERSHIP

Manage the operation and administration of the CAFE organization to ensure CAFE's organizational, programmatic, and fiscal success and sustainability.

RESPONSIBILITIES & DUTIES

CEO REPORT

- Providing strong leadership and professional model for staff;
- Assuring sound financial and human resources policies.
- Developing and maintaining strong relationships with partner organizations.

- Celebrated the success of CAFE 2018 and the impactful contributions of each staff member.
- Begin to plan for CAFE 2019—invitation of Honorary Chairs, Co Chairs, first planning committee meeting and artwork and theme.
- Continued to support and create work plan for new Deputy Director, Cynthia Vasquez Pettit.
- Supported the development of Project BEST and leadership of Ivanna Soto with the Sobrato grant.
- Held Open Enrollment for Health benefits for full time staff.
- Plan and prepare for CAFE Board meeting and Installation luncheon.
- Plan for Coordinating Council retreat and Staff retreat.
- Continually and regularly spoke about and share the CAFE vision and mission with partners, clients and staff—NCLR, CAFE 2018 Planning Committee, Cal Tog, ELPLN, ELLLI, CARECEN, CALSA, CLSBA, DLeNM, CSBA, ACSA, PTA. CTA, CAL, CDE, National EL Round Table, NABE, EdTrust West, Advancement Project, CCTC, etc.
- Maintained International Relationships with IME & SRE, Spanish Embassy and Consulate, and Confucius Institutes.
- Communicated regularly with staff through all modes of dialogue and communication.
- Continued to support the full implementation of the Telepayroll and Bill.com system
- Used and promoted social media to support CAFE events, ideas and resources—recently surpassed 5773 likes on FB. Also increase presence on Twitter, Instagram and Linked-In
- Continued to develop systems and protocols for efficient and smooth office operations..
- Focused on addressing, building awareness & implementing the CAFE Compass
- Supported CABTE as organizational affiliate

TRAVEL

Travel Conducted November 2017-January 2018

- Sacramento—CABE 2018 PC and Conference, SBE, BCN, ELPLN
- Washington DC—National EL Roundtable
- Tijuana—Binational GLAD
- Long Beach—CABE 2019 planning

Forecasted Travel for June 2018-September 2018

- Lake Tahoe---CALSA (with CABE Board President)
- New York—Advisory Board for Ventanillas de educacion
- Monterey—DLI Summer Institute
- Tijuana—Binational GLAD

KEY EVENTS/PRIMARY AREAS OF FOCUS**Binational GLAD**

- **Tom Torlakson will attend**
- **3 Board members participating, CABE Team members**

CABE 2018

- **Keynotes: Dolores Huerta, Enid Lee and Claudio Sanchez**
- **Dignitaries: Tom Torlakson, Tony Thurmond, Kevin McCarty, Juan Carlos Mendoza—IME, Miguel Angel Mendoza—SEE, Liliana Ferrer—Consulado de Sacramento**
- **Signing of MOU with IME**
- **Partnership with CAL—DLI special session on Guiding Principles Version 3**
- **Celebration of Alma Flor Ada's 80th Birthday**
- **Programming, Awards, implementation—amazing CABE Team!**

CABE 2019

- **Confirmation of Honorary Chairs from: Oxnard, El Rancho, Whittier City JHSD, Long Beach, SBCSS, LACOE, OCDE, AUHSD, AESD, Palmdale, ABC, Lennox, LAUSD**
- **First Planning Committee—June 26**

International Travel

- **Marissa going to Spain**
- **Admin of Year—China**
- **Beginning to initiate planning for Peru.**