

HIGHLIGHTS

- Ongoing meetings with CABE President, Executive Committee, Finance Committee, Legal Counsel, Audit Committee, Political Action Sub Committee
- Participated in a meeting of the Biden Education Transition Team.
- Contributed to meeting regarding federal legislation for ELs with the National EL Roundtable
- Maintained on-going contact with the CDE on programming, policy, and COVID-19 responses.
- CABE 2021:
 - Support and guide staff in intense preparations for virtual CABE 2021—website development and design, programing, special events, develop new processes for virtual aspects of conference, budget management, scheduling, keynotes, online program, registration, exhibitors and sponsors, membership events, partner participation, social media, orientations, correspondence, advocacy, ALS, networking events, pre-recordings of awards and keynotes, Castaneda presentation, etc.
 - Continued promotion for CABE 2021 and Administrative Leadership Symposium
- Completed Mexican Consulate Training for 10 Consulados in California with CABE Team—Fourth and final session was held on 12/16/20
- Maintained communication and collaboration with international colleagues in Mexico (IME and Baja CA) and Spain.
- Directed and facilitated remote work environment for staff for 12 months and continuing.
- Supported CABE team members during times of illness and loss.
- Implementation of 2020-21 balanced budget with Accountant, Board and staff
- Worked with team to develop new Translation and Interpretation program—interviewing of candidates, website, promotion.
- Attended meetings and trainings for grant programs—CEI, NPD-Project DELIGHT, MCAP
- Attended meeting for new grant submissions in April—Sobrato and NPD.
- Planning for Organizational Assessment program through the Sobrato Family Foundation support.
- Held Virtual Team Meetings in December, January, February and March.
- Supported and guided successful implementation of Racial Equity Series, Dual Language Teacher Academy, Project2INSPIRE graduations, MCAP,
- Implementation and Growth of Multilingual California—EWIG Grant
- Supported CABE Team members and Board for planning a second virtual JDA session in May, 2021
- Lead and support CABE in growing and deepening our skills for online trainings, virtual meetings, trainings and sessions.
- Provided fiscal analysis, emergency fund applications, strategic fiscal planning
- Supported, wrote and submitted grant reports for EWIG, and the Community Engagement Initiative
- Maintained restrictions on all non-essential expenses
- Supported updating of customer service systems and process support
- Sponsored Dual Language Leader Design Thinking Network with SDCOE and DLeNM
- Met with policy partners on varying levels of support—CDE, National EL Roundtable, Sobrato Policy Partners, National Dual Language Forum, Cal Tog, CCEE Systems of Support, CTA, OELA meetings and webinars
- Met weekly/biweekly/monthly with CC members, staff, CABE lobbyist, and other daily connections
- Maintained weekly visits by staff to office for mail and other issues with team member
- Participated in Zoom and Webinar Trainings

TRAVEL

December 2020-March 2021

- None
-

Future Travel

- None

GOAL AREA #1**STRATEGIC PLAN IMPLEMENTATION***Lead implementation of the CABE Strategic Plan***RESPONSIBILITIES & DUTIES****CEO REPORT**

(1) Serving as the strategic plan manager, ensuring that all work plans for Board-identified priority projects are fully implemented and funded;

(2) Providing support, guidance and oversight to all Strategic Plan/COMPASS consultants, as well as the educational consultant;

(3) Engaging CABE staff in actively supporting implementation of the Strategic Plan/COMPASS priorities and work plans;

(4) Providing the Board with regular progress reports and analyses of Strategic

- Adapted CABE Goals and Strategic plan to COVID-19 modifications.
- Monitored the progress and growth of implementation of the CABE Strategic Plan.
- Reviewed strategic plan with staff and identifying their areas of focus and support.
- Continued to support Strategic Plan for Professional learning directly through meeting with directors of Program and Events and Professional Development Services regularly. Major professional learning accomplishments include planning for CABE 2021
- Supported Family and Community Engagement through support of Parent and Family Engagement team via statewide contracts, NPD Grant, CCF Grant in SIRS, marketing, growing the team, addressing and working on budget issues, etc. Supported the development and third year implementation of the NPD grant in Rialto and Fontana USD.
- Participated in the leadership of the Statewide Community Engagement Initiative through a partnership with SBCSS, FIS, and CCEE. Attended many meetings internally and with partners to prepare for the launch of the CEI, year one planning and implementation, and budget monitoring and reporting.
- Met with Professional Learning Collaboration Team comprised of several different CABE teams to consider organizational professional learning projects and issues, priorities, points of intersection and joint projects across team—PDS, DELIGHT and BEST.
- Implemented major aspects of the Sobrato grant targeted towards bilingual teacher pipeline, administrator leadership training and advocacy at the California Commission on Teacher Credentialing.
- Worked closely with Laurie Nesrala-Miles, Norma Rocha and ITCD team to advance the development and updates of the CABE website added by elements of content and design—in

Plan/COMPASS work plan implementation.

Spanish and English: CAFE website, App, Social Media, Resource Center, CAFE and 2021 website and Facebook page.

- Communicated regularly with Membership Team regarding membership drive, chapter engagement and growth, new membership website and online program, and membership communication, etc.
- Met with Martha ZD regularly to support the development of the work plan for advocacy, to provide feedback on policy issues and attend meetings via telephone and in person regarding EL policy with CDE, SBE, and legislation.
- Included information and reminders for CAFE 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 CABEs 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.

- Respond proactively to COVID-19 in all areas of the organization.
- Plan for Equity Professional Learning Series.
- Represented CABE at the Sobrato Policy Partner meetings.
- Represented CABE at National Dual Language Forum via Zoom
- Represented CABE at the National EL RoundTable via Zoom
- Addressed staffing issues and transitions
- Met with Raul Maldonado and Olivia Yahya via zoom as Director of Financial Affairs and President re CABE fiscal position.
- Met with and facilitated the participation of Board members at CABE professional development events, conferences, and individual meetings.
- Met with CDE staff on a variety of issues—CSA, BCN, CABE. EWIG, translations
- Continued collaborative partnership with Center for Applied Linguistics (CAL) and the National Dual Language Forum.
- Met with Finance & Executive Committees in December to discuss fiscal state and Board agenda.
- Met with CABE Accounting Consultant on a regular (weekly/daily) basis for budgetary and fiscal reports, yearly 19-20 audit, and monitoring of CABE fiscal state.
- Met weekly and worked closely with Coordinating Council members on the programmatic and fiscal growth of CABE and how the development of our work that is directly correlated to the strategic plan.
- Emphasized the CABE Vision and Mission 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. Facilitated and supported several board members traveling to Sacramento to testify, observe and attend policy meetings.

GOAL AREA #3

BUDGET AND FUND DEVELOPMENT

RESPONSIBILITIES & DUTIES

- (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 CABE’s operations from any and all sources, private and public;
- (8) Guiding staff and bringing about efficient fiscal operations and activities.

CEO REPORT

- Implemented a balanced budget for 2020-2021 with a current projected surplus of \$2000,000..
- Leading the redevelop and growth of the CABE budget (See fiscal reports for January, 2021).
- Implementation of EWIG EL Roadmap Grant for \$5 million—April 2020-June 2023
- Operationalization and monitoring and major adjustments of the CABE 2020-21 budget due to COVID 19.
- Communicated with Director of Finance and President regarding specific fiscal aspects.
- Planned for and facilitated quarterly call with the Financial Committee in March
- Reviewed and approved weekly accounts payable payments through Bill.com.
- Developed and implemented proposal with Accounting Consultant Yvette Chong Coontz for the investment and allocation of surplus cash to rebuild our reserve and to create financial stability for the organization.
- Met with project officers from the Sobrato Foundation regarding projected funding, planning and renewal of grants.
- Developed and implemented plans of action for the above grants from the Sobrato Family Foundation, USDOE NPD grant, California Endowment, and the CCEE.
- Submitted reports for grants from Sobrato Family Foundation, The California Endowment, and NPD.
- Worked extensively with accounting consultant, business team and coordinating council to implement budget for 2020-2021 with fidelity.
- Requested and supported coordinating council members meeting with Accountant Consultant on at least a monthly basis to review program budgets.

| 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 CABE Board in effectively and compellingly understanding, communicating, and enacting the CABE 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 CABE 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"> • Planned and prepared March Board Meeting with President, Director of Finance, Executive Committee, and Finance Committee. • Met with Olivia Yahya, President, regularly in person and via phone/email weekly regarding CABE programmatic, relational and growth areas. • Planning for JDA #2 in May 2021 • Sent regular updates and emails to board members • Met with board subcommittees. • Invited and encourage board members to apply and participate on state committees. • Collaborated and coordinated with CABE Board President to represent CABE at SBE, BCN, meeting with CDE, Mexican Consulate Training • Met with leaders from Sobrato Policy Partners, DLeNM, NDLF, Ed Trust West, Californians Together, CLSBA, and CDE leadership. • Met with CABE Board President to plan for and implement CABE’s program year and offerings. • Invited and confirmed Board members to attend and participate in CABE PD offerings, Parent Regional Conference, DLTA, and State Committees. • Worked and coordinated with the Director of Legislative Affairs, Policy Action Subcommittee and CABE Lobbyist on policy. • Concurred regularly with Legal Counsel, Mary Hernandez, and others at GHS 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 CABE Strategic Plan. |

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 annual team monthly team meetings and coached Coordinating Council Members in their facilitation of team meetings.
- Led and supported team during remote working due to COVID 19.
- Supported and led staff in position transitions due to budget changes.
- Worked closely with ITCB to develop website resources for CAFE 2021 and other web-based resources.
- Lead a CAFE team of 43 members
- Encouraged team members to learn new skills—particularly Zoom, Facebook Live, Teams, etc.
- Meet daily with staff via TEAMS and Zoom.
- Supported CAFE Coordinating Council Members.
- Addressed growth and performance needs with different staff members
- Supported the planning for celebrating the holidays and birthdays at CAFE HQ.
- Facilitated Coordinating Council monthly meetings as group and individual members weekly or biweekly.
- Met regularly with staff—whole staff meetings, coordinating council, teams, and individuals
- Prioritize touching base and meeting personally with each staff member every week.
- 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.
- Developed and fine-tuned process for interviews and hiring of new staff.
- Worked regularly with Laurie Nesralla-Miles on the preparation of the 2021 Multilingual Educator. Membership support, and the CAFE Corner—our monthly E-newsletter
- Worked closely with Strategic Plan Consultants on development of priority areas, goals and work plans for new strategic plan.
- Engaged with staff on going regarding debriefing, planning and organization for CAFE 2020 and regional conferences.
- Continued to encourage and guide team collaboration, planning and growth.
- Regularly engaged team in discussions regarding leadership during coordination council and implementing new structure and focus to Coordinating Council meetings.

- | | |
|--|---|
| | <ul style="list-style-type: none">• Continue to encourage and build staff level of professionalism, growth, and cross team connections.• Offered in person and online computer trainings to all staff.• 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, 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.• 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

| | |
|--|---|
| <p>OPERATIONAL LEADERSHIP</p> | <p><i>Manage the operation and administration of the CAFE organization to ensure CAFE’s organizational, programmatic, and fiscal success and sustainability.</i></p> |
| <p>RESPONSIBILITIES & DUTIES</p> | <p>CEO REPORT</p> |
| <ul style="list-style-type: none"> • Providing strong leadership and professional model for staff; • Assuring sound financial and human resources policies. • Developing and maintaining strong relationships with partner organizations. | <ul style="list-style-type: none"> • Led organization in addressing issues regarding Coronavirus: promotion and launch of CAFE 2021 Virtual, Remote work for all staff, continued closure of building, and DLI summer institute, envisioning and planning of online resources for teachers and parents—Webinars, FB Group of Bilingual Resources, Teacher Strategy series, etc. • Planning for CAFE 2021—flyer website, Keynotes, special guests, planning committee meeting artwork and theme, workshops, speakers, sponsors, special events. • Focused on addressing, building awareness & development of the CAFE Strategic Plan. • Supported Administrative Systems Manager regarding building maintenance during remote work, membership issues, and HR processes., • Supported CAFE as organizational affiliate and Ivannia Soto as ex-officio board member to CAFE. CAFE is taking the lead with CAFE on advocacy with CCTE.. • Prioritized the structure for regular meetings of the PL Collab team members who are involved in delivery of professional development content to build connections and support systems for the content and curriculum we provide. • Continually and regularly spoke about and share the CAFE vision and mission with partners, clients and staff—Unidos US, , Cal Tog, ELPLN, ELLLI, CARECEN, CALSA, CLSBA, DLeNM, CSBA, ACSA, PTA. CTA, CAL, CDE, National EL Round Table, NABE, EdTrust West, Advancement Project, CCTC, NDLF, etc. • Communicated with SPI Tony Thurmond’s team on various issues. • Maintained International Relationships with IME & SRE, Spanish Embassy and Consulate • 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 7,878 likes and 25,000 post reached in FB. • Continued to develop systems and protocols for efficient and smooth office operations. |