

**CEO REPORT TO THE BOARD OF DIRECTORS
SUBMITTED BY JAN GUSTAFSON COREA
November 17, 2013-February 22, 2014**

ACTIVITIES ALIGNED TO THE STRATEGIC PLAN

NEW DEVELOPMENT

• 4.1 Multilingual Excellence

- Promoted the Seal of Biliteracy by moderating a panel on the Seal of Biliteracy at NABE
- Facilitated Board Member Imelda Trinklein to attend the Multilingual Subcommittee of Californians Together in January
- Cofacilitated and presented at the NABE-CABE Dual Language Immersion Pre Conference Institute
- Shared the CABE Vision of Biliteracy, educational equity and 21st century success in a variety of meetings.

• 4.2 Data Dashboard – Phase 1 Content Development

- Explored different data dash board models
- Brainstormed and considered data elements to be included on the CABE Data Dashboard

• 2.3 Design for Success Website – Content Development

- Worked with Norma Rocha on the content and design of our webpage
- Provided several pieces of information on the CABE Facebook page

STRENGTHEN & EXPAND

• 2.2 Professional Development

- Attended the Sacramento Regional Conference in January
- Supported the selection of workshops and presenters for the regional and annual conference.
- Supported the planning and organization of the annual conference (sponsors, speakers, special guest, program information, board roles, contracts, promotion and marketing, program coordination)
- Maintained regular contact with Elizabeth Jimenez of CABE PDS on the trainings and services she is providing—Monterey, Yolo, LA, Mc Farland, Anaheim, San Bernardino, and Folsom Cordova
- Attended the Region I Reception the night prior to the Sacramento Regional Conference.

• 3.1 Family and Community Engagement

- Supported the P2I team in their implementation of the I3 grant and the various contracts we have.

- Held phone meetings with partners from CSU East Bay and Mission Promise Neighborhood (SF) to discuss evaluation, program implementation and recruitment
- Participated and spoke at the Plaza Comunitaria graduation in Paramount
- Attended training with P2I team on LCFF training for DELAC leaders in Oakland
- Attended P2I graduation in Corona Norco.

• 4.6 Fund Development

- Recruited sponsors for CAFE 2014—currently we have reached \$61,000 in sponsorships
- Submitted a mid year report for Sobrato
- Worked with staff to generate marketing ideas and plans for CAFE 2014
- Worked with accounting consultants to develop a stronger, more transparent budget.

MAINTAIN EFFORTS

• 3.4 Advocacy

- Co-developed a letter for CDE regarding the ELA/ELD framework;
- Maintained contact with NCLR on the nation and state advocacy days
- Prepared for meeting with Tom Torlakson—(was not able to attend due to being sick)
- Provided input on Biliteracy legislation
- Communicated regularly with Martha Zaragoza Diaz

• 3.3 Partnerships

- Confucius Institute
- PTA
- Velazquez Press
- NABE 2014 conference
- Job Scout
- Californians Together

RETHINK/RESTRUCTURE

- 3.5/4.3 Membership/Chapters--pending
- Regional Conferences (Subset of 2.2)—pending

OPERATIONS

- Led organization through the transition of the Business Manager position and the details involved with the termination/resignation of Marie Younger
- Hired part time consultant Yvette Chong Coontz to prepare for the 2012-2013 audit.
- Worked closely with the business team and Vazquez and Co. to complete the audit.
- Hired part time consultant Virgilio Viernes as Accounting Consultant upon Yvette Chong's departure.
- Met with our Coordinating Council and Staff on a regular basis
- Celebrated the holidays as a staff
- Adjusted the position of Delma Chwilinski to Director of Programs and Events to align with additional Conference Registration responsibilities.