

<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>• Engaged staff with regular information and discussion on the CABE Compass and the role each person plays in its implementation</li> <li>• Supported staff members in addressing and enacting the CABE Compass priorities and collaborated with them on their work focus to address the goals of all priority areas.</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 directly through collaboration, planning, and diagnosing for the future with PDS and planning for 2015-16 and 2016-17 conference/professional development offerings as well as the successful implementation of CABE 2015 and two regional conferences.</li> <li>• Focused on Strategic Plan priority area 3.3 by contracting with consultant Enrique Gonzalez, Strategic Partnerships.</li> <li>• 3.3: Arranged for a high level meeting at CABE 2015 with attendees from the CDE, SDCOE, IME, PROBEM, the Consulado de Mexico en San Diego and CABE Board members. Based on the outcomes of this meeting, a binational Google training and two delegations to travel to Tijuana and Mexico City were conducted to explore the development of focus areas 4.1, 2.3, 2.2, 3.1, 4.6, and 3.3.</li> <li>• Continued to build on Strategic Plan priority areas 2.3, 3.5, 3.3, 4.1, 4.2—through supporting four strategic plan consultants and part time staff—Multilingual Excellence, Membership, Data Dashboard, Strategic Partnerships, and Design for Success Website.</li> <li>• Supported the creation of CABE Blog and design and content for 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</li> </ul>

	<ul style="list-style-type: none"> <li>• Communicated regularly with Membership consultant (Stanley Lucero) to institute Basecamp, Smart Reg Membership Database, chapter consolidation, and new brochure.</li> <li>• Worked closely with Claudia Lockwood on 2-Way Directory, indicators of exemplary multilingual programs, University Seal of Biliteracy</li> <li>• Presented on the CABE Compass at the Monterey and Riverside Regional Conferences.</li> <li>• Promoted and Highlighted the CABE Compass at the CABE 2015 conference</li> <li>• Worked with Priority Leads for the CABE Strategic Plan to finalize workplans for 2014-15.</li> <li>• Prepared for final board meeting of the 2014-15 school year</li> </ul>
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**GOAL AREA #2**

<b>CABE LEADERSHIP</b>	<i>Maintain and promote the CABE Essentials (values, vision/mission, theory of action, principles, strategic goals, and instructional priorities)</i>
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<b>RESPONSIBILITIES &amp; DUTIES</b>	<b>CEO REPORT</b>
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<p>(1) Implementing and evaluating strategic and financial goals;</p> <p>(2) Engaging board, staff, and partners to support CABE vision and strategic plan;</p> <p>(3) Developing and maintaining strong fiscal structures to support the implementation of the CABE strategic plan.</p>	<ul style="list-style-type: none"> <li>• Led CABE in a very successful annual conference meeting strategic, programmatic, and fiscal goals.</li> <li>• Provided direction, input and support to the planning of the CABE 2015 conference in general and specifically around the Administrative leadership symposium, key speakers.</li> <li>• Focused on EL Leadership in newest edition of the Multilingual Educator.</li> <li>• Attended NCRAL Advisory Committee meeting at CSU Fullerton</li> <li>• Represented CABE at the LA County Bilingual Directors Dinner</li> <li>• Represented CABE at LCAP Policy Briefing by Californians Together</li> <li>• Represented CABE at Plaza Comunitaria Graduation and meet with the Secretary of Education of Jalisco in the Mexican Consulate of Los Angeles.</li> <li>• Continually and regularly spoke about and share the CABE vision and mission with partners, clients and staff—OELA, NCLR, CABE 2015 Planning Committee, Cal Tog, CALSA, CLSBA, DLeNM, CSBA, ACSA, PTA.</li> <li>• Presented workshops on the CABE Compass as legislative update at regional conferences in Riverside and Monterey.</li> <li>• Will be traveling Washington DC in June to represent CABE at the National EL Roundtable organized by OELA and coalition, being held at the AFT offices.</li> <li>• Continued to work closely with FMJ consultant, Yvette Chong-Coontz to ensure that funding structures are in place in the 2014-15 budget to support the implementation and growth of the strategic plan—specifically re CABE PDS and department budgets.</li> <li>• Emphasized the CABE Essentials as our foundation through all communication, social networking, promoting, branding, legislative action, etc.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Met with Finance and Executive Committees in May to discuss and support issues and requests and move forward with the implementation of the CAFE Strategic Plan</li> <li>• Met regularly with and supported Martha Zaragoza Diaz (Legislative Advocate) on policy, CDE, and state board of education issues. Provided strategic support during her illness</li> <li>• Attended the working group meeting of the Californians Together Leadership and Legacy group.</li> <li>• Provided weekly information and orientation to the CAFE Compass to staff through the Monday Message and in staff meetings.</li> <li>• Used and promoted social media to support CAFE events, ideas and resources—recently surpassed 3500 likes!</li> <li>• Testified at the State Board of Education in May</li> <li>• Participate in conference calls with other organizations regarding LCAP Evaluation Metrics and the reauthorization of ESEA</li> </ul>
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**GOAL AREA #3**

<b>BUDGET AND FUND DEVELOPMENT</b>	<i>(REFER TO COMPASS ACTION PLAN 4.6)</i>
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<b>RESPONSIBILITIES &amp; DUTIES</b>	<b>CEO REPORT</b>
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<ol style="list-style-type: none"> <li>(1) Establishing budgets, budget strategy, and fund development goals for all Strategic Plan/ COMPASS priority projects, as well as for operational priorities;</li> <li>(2) Establishing a system of contract development, management, and monitoring;</li> <li>(3) Establishing a system of fund solicitation strategies;</li> <li>(4) Developing a portfolio of cultivation strategies (“making friends”);</li> <li>(5) Conducting an annual membership drive to increase</li> </ol>	<ul style="list-style-type: none"> <li>• Worked extensively with FMJ consultants, business team and coordinating council to implement budget for 2014-15 with fidelity.</li> <li>• Realized a profit/surplus in the following revenue generating cost centers: conferences, PDS, P2I</li> <li>• Maintained a balanced budget and ended the year with a surplus.</li> <li>• Worked extensively with FMJ consultants, business team and coordinating council to develop 2015-16 budget.</li> <li>• Negotiated change of contract with FMJ (who dissolved as a company) and developed contract for part time accountant with Yvette Chong Coontz.</li> <li>• Addressed questions on the Single Audit finding with the OCFO Office of Financial Improvement</li> <li>• Monitored budget and budget goals in all areas and with all teams.</li> <li>• Meet monthly in person with FMJ consultant as well as speak several times each week.</li> <li>• Continued to train new ASM on budget and financial system and the set up of the administrative monitoring systems.</li> </ul>
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<p>membership;</p> <p>(6) Maintaining, monitoring, and evaluating the budgeting and fund development plan and process;</p> <p>(7) Raising funds for CAFE’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>• Worked closely with PDS on securing contracts and developing consultant team, funding, and processes.</li> <li>• Continued working with Shelly Spiegel-Coleman and new part time consultant, Felipe Agredano, to develop the work of Project ABLE with the California Community Foundation and Sandra Anderson—extensive amount of time.</li> <li>• Facilitated quarterly call with the Financial Committee.</li> <li>• Approved vacation pay outs according to Employee Handbook</li> <li>• Prepared for the distribution of team bonuses based on ending the year with a surplus.</li> <li>• Preparing to write three grants in July, 2015—VOYA, Wells Fargo, and Sobrato.</li> <li>• Working with Strategic Partnership Consultant Enrique Gonzalez on a corporate sponsor packet</li> <li>• Supported the development of the CAFE 2016 Sponsorship brochure.</li> </ul>
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<b>GOAL AREA #4</b>	<b>DESCRIPTION</b>
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<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 CAFE Board in effectively and compellingly understanding, communicating, and enacting the CAFE Strategic Plan/COMPASS</i>
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<b>RESPONSIBILITIES &amp; DUTIES</b>	<b>CEO REPORT</b>
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<p>(1) Developing effective communication strategies;</p> <p>(2) Providing leadership to board members in implementing the CAFE 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 with board president via phone regarding board meeting, CAFE Compass, budget for 2015-15, CAFE Compass Work Plans.</li> <li>• Worked with the Election Committee to ensure that a fair and open board election was conducted.</li> <li>• Facilitated board and staff delegation to Tijuana and Board Delegation to Mexico City</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>• Met with President Elect Karling Aguilera Fort to confirm preferred 2015-16 board meeting dates and to set up meeting schedule after his installation as President.</li> <li>• Facilitated board members representing CAFE at different events—NCLR Advocacy Days,—regional conferences, dual language visit by Mexican educators, delegations to Mexico, and Achievement Council Water Cooler Event.</li> </ul>
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<b>GOAL AREA #5</b>	
<b>STAFF ENGAGEMENT &amp; LEADERSHIP.</b>	<i>(Refer to Strategic Plan/COMPASS Action Plan 4.5)</i>
<b>RESPONSIBILITIES &amp; DUTIES</b>	<b>CEO REPORT</b>
<p>(1) Creating an office culture of quality service, support, leadership, and accountability;</p> <p>(2) Engaging all staff in the development of work teams and work plans tied directly to the CAFE strategic plan.</p> <p>(3) Intentionally seeking alignment across CAFE departments and teams to build CAFE’s capacity for leadership, engagement, and accountability.</p> <p>(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.</p> <p>(5) Developing professional growth plans with staff to support their advancement and learning.</p>	<ul style="list-style-type: none"> <li>• Celebrated staff contributions to successful annual conference.</li> <li>• Determined recognition of staff for the number of years served.</li> <li>• Assigned Coordinating Council to develop their program budgets for 2015-16 for the first time and to work with accountant Yvette Chong Coontz.</li> <li>• Celebrated Administrative Professional Day.</li> <li>• Seeing growth in cross team work and collaboration</li> <li>• Developing staff evaluation process</li> <li>• Meet regularly with staff—whole staff meetings, coordinating council, teams, and individuals.</li> <li>• Send weekly Monday Message to staff and regular consultants regarding cross team information, news and updates, and connection of work to the CAFE vision and Strategic plan.</li> <li>• Made an effort to touch base personally with each staff member every week.</li> <li>• Continued to encourage and stress team collaboration, planning and growth</li> <li>• Encouraged staff to work on new projects (as appropriate) to grow and develop new skills</li> <li>• Engaged team in discussions regarding leadership during coordination council</li> <li>• Continued to encourage and build staff level of professionalism, growth, and cross team connections with a special focus on the planning and implementation of CAFE 2015.</li> <li>• Supported systemic growth and use of technology throughout staff to improve services</li> <li>• Celebrated birthdays and special events</li> <li>• Met with staff in monthly staff meeting and with coordinating council twice per month</li> <li>• Addressed growth and performance needs with different staff members</li> <li>• Addressed building repair needs with ASM Liz Jimenez</li> <li>• Provided administrative services support during ASM absence due to health issues.</li> <li>• Ensured that PT staff are aware of health benefits of Covered CA and important deadlines.</li> <li>• Addressed disability claims by past business manager</li> <li>• Focus with team on creating systemic and organized flows to work projects to enhance professionalism and efficiently in work</li> <li>• Develop the role and position with educational consultant Laurie Nesrala to support key areas</li> </ul>

and projects in organization (Multilingual Educator, email blast content and design, membership brochure, Dual Immersion handbook, support for CABE 2015, editing and fine tuning, etc.)

**GOAL AREA #6**

**OPERATIONAL LEADERSHIP**

*Manage the operation and administration of the CABE organization to ensure CABE’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.

- Communicated regularly with staff through all modes of dialogue.
- Developed job description for Director of PDS Services and conducted interviews
- Continue to develop systems and protocols for efficient and smooth office operations.
- Met with Project ABLE consultant Felipe Agredano to discuss work with Project ABLE.
- Focused on addressing, building awareness & implementing the CABE Compass
- Worked closely with CABE PDS Consultant Elizabeth Jimenez on the development of consultant projects and PDS workshops for 2015-16
- Met/communicated with partners—NCLR, CALSA, NABE, CLSBA, Cal Tog, 2Way CABE, CARECEN, CABE 2015 Planning Committee Districts, Dual Language Education New Mexico, CDE, OELA, ACSA, CSBA, CLSBA,
- Addressed contractual issues with the Town and Country Resort and Convention Center and Destination Hotels and despite many road blocks, led a very successful annual conference

**Travel:**

- Sacramento—State Board, Advancement Project,
- San Diego—CABE 2015, Mayahi Training
- Monterey—Regional Conference
- Mexico—TJ and DF--partnerships
- Washington DC—I3 Directors, National EL Roundtable
- Berkeley—EL Legacy Group

**Forecasted Travel for July-September**

- San Francisco—CABE 2016
- Washington DC—National Roundtable