

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. • Collaborated with President Elodia Lampkin and Strategic Plan leads on the process for developing the next stage of the CABE Strategic Plan—2018-2023—in preparation for the December 2018 Board Meeting. • Met with Strategic Plan leads to develop goals, actions and work plans for the new strategic plan. • 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 needs. Submitted the final report of the I3 grant and supported the development and implementation of the NPD grant in Rialto and Fontana USD. • Moved to impact Family and Community engage statewide by partnering with SBCSS and FIS to submit a proposal to the CCEE for the Statewide Community Engagement Initiative. CABE, SBCSS and FIS were named the Lead Collaborative Agency for the CEI. • Continued to support Strategic Plan 2.2 and 2.3 directly through meeting with directors of Program and Events and PDS regularly supporting the work on the Professional Development Framework and collaboration and planning for the future with PDS and implementation of the 2018-2019 conference/professional development offerings. Finalized and began to implement professional development plans for 2018-19. Major accomplishments include the Summer DLI Institute, Binational GLAD, Regional Conferences and PD events in Bakersfield and Monterey, CABE/CSU Fullerton EL Professional Development, various presentations at conferences (La Cosecha, CLSBA, CSBA, ALI, ELLLI, etc.) • Actively support and guide planning for CABE 2019—planning committee, speakers, workshops, special events, sponsors, awards, etc.

- As part of Strategic Plan 2.2 and 2.3 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, Norma Rocha and David Valencia to advance the development and updates of the Design for Success website added by elements of content and design—in Spanish and English: CAFE website, App, Resource Center, CAFE and 2019 website. Added elements include the EL Roadmap page and Support for Immigrant Resources (SIRS).
- 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—and to address priority areas during the administration transition in Mexico. Strong emphasis was placed on the presence and participation of the Binational GLAD partnership and training in October and November, creating a training for Mexican consulates on current trends and rights in the California education system, meeting with Secretary of Education of Baja California with SPI Torlakson, planning for the Mexican delegation presence at CAFE 2019, and confirming MOU with IME, developing a new MOU with Baja California, .
- Communicated regularly with Membership Team to continue use of Basecamp, Smart Reg Membership Database, chapter consolidation, and membership receptions).
- Convened
- 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. September-December have been a time of focus concerning legislative and budgetary issues and priorities for the 2019 legislative session.
- 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 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.

- Represented CABE at the Sobrato Policy Partner meetings in October and November.
- Represented CABE at the second English Learner Forum at the California Endowment
- Facilitated and supported state level meetings at CABE HQ—the BTPDP grant recipients, the CCEE Community Engagement Initiative and the EL PLN.
- Binational Relationship Development—Implementation of Binational GLAD in Oct and December, Plaza Comunitaria, Formadores de docentes, IME Becas, Advisory Board for the Mexican Consulate Ventanillas de Educación.
- Attended the International Education Summit convened by SPI Torlakson and collaborated with educators from Mexico, China, Northern Ireland, and California.
- Presented at CLSBA, CSBA, ELLLI, Fresno School Board Member training, the CDE Title III Accountability Institute.
- Met with Barbara Flores in person and via phone as Director of Financial Affairs.
- Met with and facilitated the participation of Board members at CABE professional development events, conferences, and individual meetings.
- Collaborated with Rosa Armstrong on plans for CABE international education experience in Peru in July of 2019.
- 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.
- Met with and continued collaborative partnership with Center for Applied Linguistics (CAL)
- Met with Finance & Executive Committees in November to discuss fiscal state and Board agenda.
- Met with CABE Accounting Consultant on a regular (weekly/daily) basis for budgetary and fiscal reports and yearly audit to close the 2017-18 fiscal year, open new bank accounts, 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 and the CABE Essentials.
- 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.

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; (8) Guiding staff and bringing about efficient fiscal operations and activities. 	<ul style="list-style-type: none"> • Ended 2017-2018 Fiscal Year with a surplus and \$1.2 million cash in our checking and savings accounts. • Operationalized the 2018-2019 budget at \$5.7 million. • Met and surpassed the first quarter revenue goals for P2i, PDS and P & E. • 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 in November. • Manage and approve weekly accounts payable payments through Bill.com. • Devised proposal for the investment and allocation of surplus cash to rebuild our reserve and to create financial stability for the organization—plan approved by the Finance Committee in November, 2018. • Prepared for and met with auditors (in conjunction with Accounting Consultant) from Clifton Larson and Allen in October and November to finalize the 2018 audit. • Met with project officers from the California Community Foundation, the California Endowment, and the Sobrato Foundation regarding projected funding, planning and renewal of grants. • Submitted a two-year grant proposal for \$100,000 from the California Endowment in November. • Continued conversations with SFF for the next round of funding through the Sobrato Family Foundation. • 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 annual reports for grants from Sobrato, The California Endowment, and IME. • Submitted the final grant reporting requirements for the I3 grant. • Worked extensively with accounting consultant, business team and coordinating council to implement budget for 2018-2019 with fidelity.

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| | <ul style="list-style-type: none">• 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. |
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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 December Board Meeting with President and Executive Committee. • Met with Elodia Ortega-Lampkin, President, in person and via phone/email weekly regarding CABE programmatic, relational and growth areas. • Attended events with President Elodia Ortega-Lampkin to promote CABE visibility and presence. • Met with CABE Board President and leaders from DLeNM, Ed Trust West, Californians Together, CLSBA, and CDE leadership. • Met with CABE Board President to plan for CABE 2019. • Plan for final quarterly meeting on December 19 with SPI Torlakson with President Elodia Ortega-Lampkin, Martha Zaragoz-Diaz and Californians Together. • Engaged CABE Board in the development and review of the CABE Vision, Mission and Theory of Action and the continuation of the renewal and revision of our strategic plan and prepared to present next level of planning at the December Board meeting. • Invited and confirmed Board members to attend and participate in Binational GLAD, CABE 2019 and 2019 planning committee meetings, Regional Conference Meetings, ALI, CLSBA, CSBA, La Cosecha, Californians Together 20th Anniversary Gala, Cal Tog quarterly meetings, GHS Reception, Global CA 2030, and CABE PD offerings. • Convened CABE By-Law Subcommittee per Board request and guidance. • Convened CABE Video Subcommittee per Board request and guidance. • Worked and coordinated with the Director of Legislative affairs and CABE Lobbyist on policy issues. • Met with Executive and Finance committees in preparation for December Board meeting. • Met with Audit Committee regarding the review and approval of 2017-18 audit. • 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 CABE 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/co-facilitated Staff meetings in September, October, November with a continued focus on CONNECTING ACROSS THE Cs--Communication • Collaboration • Creativity • Critical Thinking • Consideration • Compassion.
- Met daily with Deputy Director for coordination, support, training and implementation.
- Met with Coordinating Council Biweekly 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 job descriptions for three open positions.
- Met with Stanely Lucero with CAFE Board President to thank him for his service to CAFE.
- Developed and fine-tuned process for interviews and hiring of new staff.
- Conducted interviews for Conference Assistant, Web Developer, and PT Operations Support Assistant.
- Confirmed candidates and offered three new positions to begin in November and January.
- Worked regularly with Laurie Nesrala on the review and acceptance of articles for the Multilingual Educator, Membership support, and the CAFE Corner—our monthly E-newsletter
- Supported Administrative Systems Manager regarding building repairs and improvements, membership issues, and HR processes.
- Worked closely with Strategic Plan Consultants on development of priority areas, goals and work plans for new strategic plan.
- Coordinated with Gloria Inzunza Franco as consultant for annual conference workshops and presentations.
- Engaged with staff on going regarding planning and organization for CAFE 2019 and regional conferences.
- Met with managers regarding the implementation of the CAFE 2018-19 budget and programmatic goals and priorities.
- 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.

- 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 CABE partners for input and feedback on CABE programs and offerings.
- Support systemic growth and use of technology throughout staff to improve services—attending off site trainings, supporting implementation of new CABE Email—gocabe.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 Staff meetings
- 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 CABE'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"> • Plan for CAFE 2019—invitation of Honorary Chairs, Co Chairs, planning committee meeting artwork and theme, workshops, speakers, sponsors, special events. • Met with contractor and architect to get bid on building improvements (large conference room/office space, patio, and other misc areas.) and to plan for improvements to begin in December and January. • Continued to support and collaborate on a daily (sometimes hourly!) basis with Deputy Director, Cynthia Vasquez Pettit. • Supported CABTE as organizational affiliate and named Ivannia Soto as ex-officio board member to CABTE. CAFE taking the lead with CABTE on advocacy with CCTE. • Supported the development of Project BEST and leadership of Ivanna Soto with the Sobrato grant and inaugurated the BEST Administration Leadership Series for dual language immersion. • Prioritized the structure for regular meetings of team member involved in delivery of professional development content to build connections and support systems for the content and curriculum we provide—facilitated by Deputy Director. • Continually and regularly spoke about and share the CAFE vision and mission with partners, clients and staff—Unidos US, CAFE 2019 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. • Communicated with SPI-Elect Tony Thurmond's team on participation in Transition Team and participation at CAFE 2019 and CAFE Binational Project. • 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 6197 likes on FB—a 500% increase since 2012. 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

TRAVEL

Travel Conducted for September-December 2018

- New York—National EL Roundtable
- Bakersfield—Regional Conference
- Monterey—Regional Conference
- Fresno—School Board training on Prop 58 (in partnership with CLSBA)
- Tijuana and Chula Vista—Binational GLAD
- Sacramento—CDE, SBE
- San Francisco—CSBA, ALI
- New Mexico—La Cosecha
- Del Mar--CLSBA

Forecasted Travel for December 2018-March 2019

- Sacramento—SBE, BCN, CCEE Board meeting, Regional Conference
- Washington DC—National EL Roundtable—February?
- Tijuana and San Diego—Binational GLAD
- San Francisco/Oakland—Chinese programs, CABE 2020 planning
- Denver—Colorado CABE Conference in February
- Mountain View—Sobrato Family Foundation Meeting

Time Off:

I will be out of town and away from the office Dec 12-18 in support of my elderly mother and an upcoming surgery. Both time off and remote work will be submitted for this time in coordination with CABE Board President and Coordinating Council members.

CABE office is closed Dec 24-January 6. I will be traveling out of the country on personal time to El Salvador December 31, 2018-January 5, 2019.