

CABE CEO Report—Jan Gustafson-Corea

April-June 2020



HIGHLIGHTS

- See attached Program Summary 2019-2020
- Ongoing meetings with CABE President, Executive Committee, Finance Committee, Legal Counsel
- Direct and facilitate remote work environment for staff for 14 weeks and continuing.
- Launch and implementation of CABE 2020 Virtual Community—over 30 webinars and video uploads
- Create and launch CABE Online Community—with ongoing options for PD, resources, webinars, etc. on line.
- Shift all professional learning to virtual settings
- Lead and support CABE in growing and becoming skilled at online, virtual meetings, trainings and sessions.
- Fiscal Analysis, Emergency Fund applications, strategic fiscal planning
- Development of 2020-21 provisional budget with Accountant and Board
- Restrictions on all non-essential expenses
- Facilitation and support of Rollover and Refund Process with P and E Team
- Customer Service systems and process support
- Cancellation of Riverside Parent/Para Conference
- EWIG Alliance meeting, public announcement, and alteration of initial timeline
- Sponsor and facilitate Dual Language Leader Design Thinking Network with SDCOE and DLeNM
- Meeting with partners on levels of support—CDE, NELRT, Sobrato Policy Partners, Cal Tog, CCEE Systems of Support, CTA
- Calls to all sponsors re retaining support for 2020
- OELA meetings and webinars
- Meeting with CC members, staff meetings and daily connections
- Weekly visits to office for mail and other issues with team member
- Zoom and Webinar Training

TRAVEL

Travel for April-June, 2020

- None

June-September, 2020

- None

GOAL AREA #1

STRATEGIC PLAN IMPLEMENTATION

Lead implementation of the CAFE 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 CAFE 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 Plan/COMPASS work plan implementation.

- Adapted CAFE Goals and Strategic plan to COVID-19 modifications.
- Monitored the progress and growth of implementation of the CAFE 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 CAFE 2020
- 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 CAFE teams to consider organizational professional learning projects and issues, priorities, points of intersection and joint projects across team—PDS, DELIGHT and BEST. Deputy Director Cynthia Vasquez Pettit facilitates the group.
- 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 Nesralla, Norma Rocha and ITCD team to advance the development and updates of the CAFE website added by elements of content and design—in Spanish and English: CAFE website, App, Resource Center, CAFE and 2019 website and Facebook page.
- Met and communicated regularly with consultant Claudia Lockwood to provide feedback, information, and support for the implementation of Multilingual Excellence (including ELLLI support, indicators of exemplary multilingual programs, University Seal of Biliteracy, SEAL visits, Prop 58 implementation, and grant development)

- | | |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none">• Communicated regularly with Membership Team to continue use Smart Reg/Event Ready Membership Database, chapter engagement and growth, and membership receptions).• 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 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 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.
- Write Black Lives Matter Statement with feedback from Board and Staff and disseminated.
- 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 Spanish Education Attaché, Cristobal Gutierrez re partnership and involvement
- 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.
- Met with CDE staff on a variety of issues—CSA, BCN, CABE. EWIG
- Continued collaborative partnership with Center for Applied Linguistics (CAL)
- Met with Finance & Executive Committees in November and 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 2018-19 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

- Developed provisional budget for 2020-2021.
- Begin implementation of EWIG EL Roadmap Grant for \$5 million—beginning April 2020!
- Worked to apply for and establish emergency funds due to Coronavirus—state, federal, foundations.
- Applied for and received PPP and EIDL funds.
- Received emergency grant from Sobrato.
- Met with accounting consultant and new auditing firm—audit will begin in August
- Operationalization and monitoring and major adjustments of the CABE 2019-2020 budget due to COVID 19.
- Led and supported team in Refund/Rollover Process
- Recruited sponsors for CABE 2020 post COVID-19
- Communicated with Director of Finance and President regarding specific fiscal aspects.
- Planned for and facilitated quarterly call with the Financial Committee in April and June.
- Review and approve 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 2019-2020 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 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"> • Planned and prepared June Board Meeting with President, Director of Finance, Executive Committee, and Finance Committee. • Met with Olivia Yahya, President, in person and via phone/email weekly regarding CABA programmatic, relational and growth areas. • Sent regular updates and emails to board members • Conducted 2020 Board Election for successful election of 7 new officers. • Planned and prepared for Board Installation. • Met with small subcommittees • Invited and encourage board members to apply and participate on state committees. • Met with new auditor for 2020-2023. • Collaborated and coordinated with CABA Board President to represent CABA at SBE, BCN, meeting with CDE, NDLF, NABE, Washington DC Lobby Day sponsored by JNCL with 2 board members and lobbyist attending. • Met with leaders from , Sobrato Policy Partners, DLeNM, NDLF, Ed Trust West, Californians Together, CLSBA, and CDE leadership. • Met with CABA Board President to plan for new program year. • Invited and confirmed Board members to attend and participate in CABA PD offerings, Summer DLI, State Committees. • Worked and coordinated with the Director of Legislative affairs and CABA 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 CABA 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 and supported team during remote working due to COVID 19.
- Worked closely with ITCD to develop new website for Virtual CAFE 2020 and the CAFE Online community.
- Lead a CAFE team of 43 members—28 FT, 12 PT, and 3 Consultants and multiple contract consultants.
- Encouraged team members to learn new skills—particularly Zoom, Facebookm
- 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.
- Met daily with Deputy Director for coordination, support, training and implementation.
- Co-Facilitated Coordinating Council monthly meetings as group and individual members weekly or biweekly (with Deputy Director).
- 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 Nesrala on the preparation of the 2020 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.
- Coordinated with Gloria Inzunza Franco as consultant for annual conference workshops and presentations.
- Engaged with staff on going regarding debriefing, planning and organization for CAFE 2020 and regional conferences.
- Met with managers regarding the implementation of the CAFE 2019-20 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, 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 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"> • Led organization in addressing issues regarding Coronavirus: Suspension of CAFE 2020, Remote work for all staff, closure of building, cancelation of Riverside Regional and DLI summer institute, envisioning and planning of online resources for teachers and parents— Virtual CAFE 2020, Webinars, FB Group of Bilingual Resources, CTA webinar series, contacting sponsors of CAFE 2020 to provide alternate packages for sponsorships, emergency fund applications and requests, development of fiscal and programmatic plan for 2019-20 and 2020-2021, etc, • Planning for CAFE 2020—invitation of Honorary Chairs, Co Chairs, Keynotes, special guests, planning committee meeting artwork and theme, workshops, speakers, sponsors, special events. • Focused on addressing, building awareness & development of the new CAFE Strategic Plan. • Met with contractor and architect to complete work on building improvements (conference room 2, office space, patio, and other misc areas.) to be completed in December 2019. • Collaborated with Manager of IT/CD for Exterior and Interior Signage for CAFE. • Supported Administrative Systems Manager regarding building repairs and improvements, membership issues, and HR processes. • Continued to support and collaborate on a daily (sometimes hourly!) basis with Deputy Director, • Supported CABTE as organizational affiliate and Ivannia Soto as ex-officio board member to CABTE. CAFE is 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 2020 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, NDLF, etc.

	<ul style="list-style-type: none">• Communicated with SPI Tony Thurmond's team on participation in Transition Team and participation CABA Binational Project and CABA 2020.• 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 CABA events, ideas and resources—recently surpassed 7604 likes on FB.• Continued to develop systems and protocols for efficient and smooth office operations.