

**GOAL AREA #1**

**MAINTAIN THE VISION AND PURPOSE OF CABE**

<b>RESPONSIBILITIES &amp; DUTIES</b>	<b>CEO REPORT</b>
<ul style="list-style-type: none"> <li>(1) Assessing and pursuing opportunities to advance the CABE vision of biliteracy, multicultural competency and education equity for all;</li> <li>(2) Planning strategically for CABE’s future needs and activities;</li> <li>(3) Pursuing CABE’s impact in the field of education and education policy;</li> <li>(4) Facilitating a vision-driven, systemic process to support the growth of the organization.</li> </ul>	<ul style="list-style-type: none"> <li>• Supported the CABE Organizational Assessment process with consultant Laura Valles and Associates, held team OA retreat and provided feedback through different group meetings.</li> <li>• Collaborated with the CABE Deputy Director in the development of her role and the impact she is making within the team and our partners.</li> <li>• Met regularly and collaborated with the Program and Events team on the development of plans for CABE 2023 and the implementation of a new online registration program.</li> <li>• Met regularly with CABE Legislative Advocate and Legislative Policy team to establish and reaffirm systems and processes regarding policy and legislative priorities and actions.</li> <li>• Worked closely with CABE Legislative Policy Team to support five legislative and policy priorities—EWIG, BTPDP, AB1701, AB 1868, SB 952. We were successful in the passage of AB1869 and EWIG legislation.</li> <li>• Attended the Sobrato Policy Partners meeting.</li> <li>• Supported the implementation of the CABE Policy retreat with Board and Staff members.</li> <li>• Supported CABE membership and chapters and affiliates through attending chapter meetings, approving chapter and affiliate rebates, providing information for email blasts and communication, facilitating guest speaker at chapter meeting, and supporting the implementation Chapter of the Year Award.</li> <li>• Attended policy meetings with statewide partners—West Ed, Systems of Support, Cal Tog, SEAL, CEEL, EdTrust West, Advancement Project, Sobrato Policy Partners</li> <li>• Supported CABE’s participation with the LCCFF Equity Coalition and the National Committee on Effective Literacy (NCEL).</li> <li>• Led the organization through the implementation and ideation of systemic processes during the transition of Board members and growth of staff.</li> <li>• Led &amp; facilitated different aspects of organizational systems change, adaptation, &amp; flexibility to adjust to the impact of COVID in all aspects—physical space at office, health and safety, remote work, social-emotional care and support, adaptation of services, etc.</li> </ul>

# GOAL AREA #2

## LEAD CABE'S STRATEGIC PLANNING

RESPONSIBILITIES & DUTIES	CEO REPORT
<ol style="list-style-type: none"><li>(1) Promoting CABE to stakeholders in the education community;</li><li>(2) Implementing and evaluating strategic and financial goals;</li><li>(3) Leading and guiding professional learning and educational goals and outcomes;</li><li>(4) Motivating the Board, staff and education stake holders to support CABE's goals;</li><li>(5) Updating CABE Strategic Plan every 5 years.</li></ol>	<ul style="list-style-type: none"><li>• Guided and supported the implementation of the 10 focus areas of the CABE Strategic Plan-- Advocacy &amp; Legislative Affairs, Budget &amp; Fund Development, Communications and Public Relations, Family and Community Engagement, Membership, Multilingual Excellence, PD via Conferences, Professional Learning/PDS, Strategic Partnerships, Website and Technology Development</li><li>• Supported and led the development of CABE's preliminary and final 2022-23 budget to support the implementation of our strategic plan.</li><li>• Continue to adjust and adapt programmatic and fiscal goals due to COVID.</li><li>• Led, supported and implemented programming statewide to a wide range of stakeholders—state level (SPI and CDE, BCN, Systems of Support, CCEE, Sobrato Policy Partners)</li><li>• Supported and guided the strategic planning for the CABE 2023 annual conference program, structure, contracts, staff involvement and assignments, planning committee, etc.</li><li>• Supported and guided successful implementation of Dual Language Teacher Academy, Project2INSPIRE classes, MCAP-EWIG grant, Parent and Family Engagement programs.</li><li>• Met with CABE Professional Learning Team organization wide through PL Collaboration team (facilitated by the Director of Professional Learning)</li><li>• Supported the implementation and growth of Multilingual California as we completed year two and prepare for the implementation of year of the EWIG Grant.</li><li>• Collaborated and met with external evaluators at Wexford, Inc.</li><li>• Reminded CABE Team of goals, vision and mission through weekly message, team meetings, and other communication.</li><li>• Supported internal work of staff who provide administrative, fiscal and registration support for organization.</li><li>• Supported CABE's policy presence at the CCTC and SBE.</li></ul>

## GOAL AREA #3

### PROVIDE FINANCIAL OVERSIGHT BY:

RESPONSIBILITIES & DUTIES	CEO REPORT
<ol style="list-style-type: none"><li>(1) Diversifying revenue streams to sustain organizational stability and growth;</li><li>(2) Balancing revenue generation across contracts, events, programming, donations, and grants;</li><li>(3) Raising funds for CABE's operations from private and public funds;</li><li>(4) Guiding staff and bringing about efficient fiscal operations and activities.</li></ol>	<ul style="list-style-type: none"><li>• Oversee and guide the implementation of an annual budget of \$6.7 million.</li><li>• Realized a 2021-22 budget that reports a surplus for the organization.</li><li>• Developed the final budget proposal with CABE team leaders and presented it to the Finance Committee and Executive Committee in preparation to share with the full board on 10/22/22. This year's budget is the highest ever budget of \$8.3 million.</li><li>• Secured renewed grant with the Silvergiving Foundation for \$100,000.</li><li>• Secured additional funding from CCEE/CEI for CABE's role in implementing the Community Engagement Initiative.</li><li>• Met at least weekly with Accountant Consultant to review revenue generation, analyze expenses and monitor cash flow projection.</li><li>• Met and supported CABE Coordinating Council Members in the development and refinement of their teams' budget projections for 2022-23.</li><li>• Received extended funding from the CCEE for the Community Engagement Initiative for overall facilitation, planning, leading and for Communications Program.</li><li>• Advocated for and responded to growth of the CEI program to ensure that CABE and partners continue to have a key role with this statewide initiative.</li><li>• Supported and submitted grant reports for EWIG, PROMESA, Sobrato Family Foundation, Silvergiving Foundation, and the Community Engagement Initiative.</li><li>• Continue to guide staff in the responsible management of revenues and expenses due to COVID.</li><li>• Monitored contract-based revenues through Professional Learning and Parent and Family Engagement.</li><li>• Preparation and implementation of the 2022 audit under direction of CABE Senior Accounting Consultant</li><li>• Met with Finance Committee and Director of Financial Affairs.</li></ul>

## GOAL AREA #4

### MANAGE GOOD INTERNAL BUSINESS PROCESSES BY:

RESPONSIBILITIES & DUTIES	CEO REPORT
<ol style="list-style-type: none"><li>(1) Implementing Board policies and programs in an efficient manner;</li><li>(2) Motivating employees to embrace, implement, and promote the CABE vision, programs and services;</li><li>(3) Maintaining transparent and ethical business and organizational practices;</li><li>(4) Assuring sound fiscal and human resource policies.</li></ol>	<ul style="list-style-type: none"><li>• Meet at least weekly with Senior Accounting Consultant and Coordinating Council Members</li><li>• Plan for and implement 2022 organization fiscal audit successfully with strong leadership from Senior Accounting Consultant, contracted Auditors, CABE Team members, and Board Audit Sub-Committee.</li><li>• Met with CABE Insurance Broker and Administrative Systems Manager regarding policy options for organization—Cyber Insurance</li><li>• Consulted with Legal Counsel on different items impacting internal organizational systems and external relationships.</li><li>• Provided fiscal analysis, emergency fund applications, strategic fiscal planning.</li><li>• Maintained monitoring on all non-essential expenses.</li><li>• Supported updating of customer service systems and process support.</li><li>• Monitor payroll process.</li></ul>

# GOAL AREA #5

## DEVELOP STRONG PARTNER RELATIONSHIPS BY

RESPONSIBILITIES & DUTIES	CEO REPORT
<ol style="list-style-type: none"> <li>(1) Serving on state and national coalitions in support of biliteracy and educational equity;</li> <li>(2) Participating in policy partnerships to advance CABA's vision and mission;</li> <li>(3) Building cross national relationships with educational entities in México, Spain, and other countries as appropriate;</li> <li>(4) Increasing membership an affiliate relationships and participation within CABA</li> </ol>	<ul style="list-style-type: none"> <li>• Attended and presented at PROBEM conference in Mexico City with CABA Deputy Director María Villa and Parent Specialist and Consulate Liaison Gricelda Perez, sponsored by IME and the SRE.</li> <li>• Met with colleagues from Baja California Secretaria de Educación at the Dual Language Summer Institute and the PROBEM conference.</li> <li>• Attended and presented at the Binational Education week sponsored by IME at the Sacramento Mexican Consulate.</li> <li>• Met with Consul General Marcela Celoria and her team to discuss plans and their involvement in CABA 2023.</li> <li>• While on vacation met with colleagues from the Spanish Embassy in Madrid and the University of Cantabria in Santander, Spain.</li> <li>• Met monthly with Alesha Ramirez Moreno, Director of Multilingual Programs at the CDE&gt;</li> <li>• Met with and supported National Committee for effective Literacy for Emerging Bilingual Learners. CABA created and supports the NCEL website .</li> <li>• Met with the State Committee for Effective Literacy for Emerging Bilingual Learners</li> <li>• Supported the planning for CABA Asian Language Roundtable with CABA President, Director of Community Affairs and Dr. Annie Duong.</li> <li>• Met weekly with different members and focus areas of the Community Engagement Initiative—Directors from CCEE, SBCSS and FIS, key CABA Team Members, statewide network of districts in cohort I and II, engagement in communications project—Voices from the Field project facilitated by CABA Communications Coordinator</li> <li>• Met with National Dual Language Forum and subcommittees</li> <li>• 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, OELA meetings and webinars.</li> <li>• Supported and encouraged team participation in partnerships—Californians Together, Bilingual Coordinator Network, EL Roadmap Advisory Group, EL Regional Leads, Systems of Support, CCEE/CEI, etc.</li> <li>• Attended meetings and trainings for grant programs—CEI, NPD-Project DELIGHT, MCAP</li> </ul>

## GOAL AREA #6

### RENDER DECISIONS THAT WILL PROVIDE EMPLOYEE EDUCATION AND COMMITMENT TO THE ORGANIZATION BY:

RESPONSIBILITIES & DUTIES	CEO REPORT
<ul style="list-style-type: none"> <li>(1) Directing staff effectively in operations and activities;</li> <li>(2) Providing training opportunities for committed employees;</li> <li>(3) Building and supporting leadership and professional growth of team members;</li> </ul>	<ul style="list-style-type: none"> <li>• Welcomed new positions to CABE—<b>Vanessa Ruiz</b>, Assistant Director of Program &amp; Events; <b>Sara Kennedy</b>, MCAP Professional Learning Specialist; <b>Tiffany Adame Huante</b>, Administrative Assistant MLS; <b>Esmeralda Espericueta</b>, Professional Learning Specialist</li> <li>• Met regularly with CABE Executive Assistant</li> <li>• Met regularly with CABE Deputy Director</li> <li>• Co-planned and facilitated the CABE Team Retreat with the Deputy Director and CC members</li> <li>• Met regularly with CABE Leadership Team Members—Director of Professional Learning, Director of Program and Events, Director of Parent and Family Engagement, Manger for Administrative Systems and Membership, Manager for IT and Creative Design, Communications Coordinator, Director of Multilingual California</li> <li>• Implemented hybrid and remote work schedules with staff.</li> <li>• Recruited for three additional positions—Assistant Director of Program and Events, Program and Events Specialist, Director of Parent and Family Engagement, PL Specialist, Administrative Assistant, and full time Interpreter and Translator.</li> <li>• Provided support, collaboration, and coaching to Deputy Director in her new role—CABE continues to be very fortunate to have her in this role.</li> <li>• Celebrated holidays with CABE Team through virtual and in-person activities</li> <li>• Directed and facilitated hybrid work environment for staff and supported weekly visits to the office of up to 2-3 days pers week for staff.</li> <li>• Developed COVID guidelines for in person work and meetings in collaboration with Deputy Director and Manager for Administrative Systems.</li> <li>• Supported CABE team members during times of illness and loss, and adjusted job duties as needed during absences.</li> <li>• Lead and support CABE in growing and deepening our skills for online trainings, virtual meetings, trainings and sessions.</li> <li>• Supported and coached different team members to address areas of growth &amp; development.</li> <li>• Met weekly/biweekly/monthly with CC members, staff, CABE lobbyist, education policy analyst, and other daily connections</li> <li>• Leading team in planning for return to office protocols, schedules, and needs.</li> <li>• Participated in Zoom and Webinar Trainings</li> </ul>

# GOAL AREA # 7

## DEVELOP BOARD MEMBERS UNDERSTANDING OF CABE'S GOALS BY:

RESPONSIBILITIES & DUTIES	CEO REPORT
<ol style="list-style-type: none"> <li>1. Working with the Board members to develop the organization's strategic plan;</li> <li>2. Ensuring that the Board and staff have current, sufficient information on a timely basis;</li> <li>3. Serving as the interface between the Board and employees as well as CABE, affiliate organizations, partners and the community;</li> <li>4. Making use of Board expertise when appropriate on a timely basis;</li> <li>5. Assisting in the orientation and support of Board members;</li> <li>6. Acting as an advisor to the Board and seeking a productive and healthy relationship with each Board member;</li> <li>7. Formulating policies and recommendations for the organization's goals, objectives, and tasks.</li> </ol>	<ul style="list-style-type: none"> <li>• Collaborated with Board Members on their roles.</li> <li>• Met regularly with President.</li> <li>• Facilitated New Board Member Orientations</li> <li>• Recruited board members to fill two vacancies—Director of Financial Affairs and Region 3 Representative.</li> <li>• Collaborated with the Director of Community Affairs in meetings with the Asian Languages Roundtable, Baja California education partners, and the CEL.</li> <li>• Met with the President Elect, Director of Finance, Director of Para-Educator Affairs and Parent Relations, Director of Community Affairs, and Director of Legislative Affairs and Region 1, 2, 3, 4, and 5 Representatives.</li> <li>• Meet regularly with Executive Committee, Finance Committee, Legal Counsel, Election Committee, Legislative Committee and Regional Representatives</li> <li>• Planned and prepared agenda, documents and reports for October 2022 Board Meeting and subcommittee meetings.</li> <li>• Invited Board members to attend CABE PL opportunities and to provide greetings at different events.</li> <li>• Sent regular email updates to Board and Staff on key policy and programmatic information.</li> <li>• Engaged with Chapter Leaders and Regional Representatives</li> </ul>
<p><b>TRAVEL</b></p>	<p><b>Future Travel</b>  <b>Work Related</b></p> <ul style="list-style-type: none"> <li>• Nov 1-5—Santa Fe, La Cosecha Conference</li> <li>• November 28 or 29—Tijuana to meet with Secretaría de Educación</li> <li>• December 1-3—San Diego, CSBA Conference</li> <li>• January 26-29—Monterey, CALSA Conference</li> <li>• TBD Mexico City—Meetings with IME, SRE, INEA, SEP, etc.</li> </ul>