

GOAL AREA #1	
MAINTAIN THE VISION AND PURPOSE OF CABE	
RESPONSIBILITIES & DUTIES	CEO REPORT
<ol style="list-style-type: none"> (1) Assessing and pursuing opportunities to advance the CABE vision of biliteracy, multicultural competency, and education equity for all. (2) Planning strategically for CABE’s future needs and activities. (3) Pursuing CABE’s impact on education and education policy. (4) Facilitating a vision-driven, systemic process to support the organization's growth. 	<ul style="list-style-type: none"> • Supported and celebrated a very successful CABE 2024 conference with over 7000 attendees expanding the reach and impact of CABE’s vision and mission. • Established a partnership with ATDLE with Kevin Chavez, NABE with Nilda Aguirre, the California Language Teachers’ Association (CLTA) with Liz Matchett, California Learning and Development Foundations (both Infant/Toddler and Preschool/ Transitional Kindergarten (TK), Dr. Lillie Moffett, Ph.D. Education Research & Evaluation Consultant of Early Education Division California Department of Education, Samuel Aguirre, National Dual Language Forum’s NDLF Executive Committee, Abram Jimenez Ed.D. Chief Strategy Officer International Alliance Group (IAG), and Multilingual Trainer for Oakland USD Bernadette Zermeño. • Collaborated with the CABE Deputy Director in the development of her role and the impact she is making within the team and our partners. • Met regularly and collaborated with the Program and Events team on developing plans for CABE 2025 and implementing a new online registration program. • Met regularly with the CABE Legislative Advocate and Legislative Policy team to establish and reaffirm systems and processes regarding policy and legislative priorities and actions through a retreat where developed a whole year calendar of work. • Worked closely with CABE Legislative Policy Team to support our legislative and policy priorities. • Attended and supported the Sobrato Policy Partners meetings. • Supported the CABE Organizational Assessment process and implementation with CABE Team. • Supported CABE membership and chapters and affiliates by attending chapter meetings, approving chapter and affiliate rebates, providing information for email blasts and communication, facilitating guest speakers at chapter meetings, and supporting the implementation Chapter of the Year Award. • Attended policy meetings with statewide partners—Systems of Support, Cal Tog, SEAL, CEEL, EdTrust West, Advancement Project, Sobrato Policy Partners, Early Edge California, CALSA.

	<ul style="list-style-type: none"> • Supported CABE’s participation with the LCFF Equity Coalition and the National Committee on Effective Literacy (NCEL). • Led & facilitated different aspects of organizational systems change, adaptation, & 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.
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GOAL AREA #2

LEAD CABE’S STRATEGIC PLANNING

RESPONSIBILITIES & DUTIES	CEO REPORT
<ol style="list-style-type: none"> (1) Promoting CABE to stakeholders in the education community. (2) Implementing and evaluating strategic and financial goals. (3) Leading and guiding professional learning and educational goals and outcomes. (4) Motivating the Board, staff, and education partners to support CABE’s goals. (5) Completing the CABE Strategic Plan and beginning to plan for the new 5-year strategic plan. 	<ul style="list-style-type: none"> • Guided and supported the implementation of the 10 focus areas of the CABE Strategic Plan-- Advocacy & Legislative Affairs, Budget & 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. • Supported and led the implementation of CABE’s final 2023-24 budget and the development of the preliminary 2024-25 budget to support the implementation of our strategic plan. • Continue to adjust and adapt programmatic and fiscal goals as a new CEO. • 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). • Supported and guided the strategic planning for the CABE 2024 annual conference program, structure, contracts, staff involvement and assignments, planning committee, etc. • Support planning for Racial Equity Series—April 2024. • Support planning for and implementation of Regional Conference, April 16, in Riverside, and May 7, in Monterey. • Supported and guided ideation and implementation of Dual Language Teacher Academy, Project2INSPIRE classes, PROMESA grant, Community Engagement Initiative 1.0 & 2.0, and framing for comprehensive biliteracy instruction. • Met with CABE Professional Learning Team organization-wide through PL Collaboration team (facilitated by the Director of Professional Learning). • Supported the process for obtaining contracts from county offices’ EPPIC Grant. • Collaborated and met with external evaluators at Wexford, Inc.

	<ul style="list-style-type: none"> • Reminded the CAFE Team of goals, vision, and mission through weekly messages, team meetings, and other communication. • Supported internal work of staff who provided administrative, fiscal, and registration support for the organization. • Supported CAFE’s policy presence at the CCTC and SBE. • Focused on building partnerships for establishing a K-16 Dual Language Future Teacher Pathway with SFUSD, San Mateo USD, UC Berkeley, San Bernardino CSS, CSU San Bernardino, UC Fullerton, Anaheim UHSD, and Anaheim ESD.
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GOAL AREA #3

PROVIDE FINANCIAL OVERSIGHT BY:

RESPONSIBILITIES & DUTIES	CEO REPORT
<ol style="list-style-type: none"> (1) Diversifying revenue streams to sustain organizational stability and growth; (2) Balancing revenue generation across contracts, events, programming, donations, and grants; (3) Raising funds for CAFE’s operations from private and public funds; (4) Guiding staff and bringing about efficient fiscal operations and activities. 	<ul style="list-style-type: none"> • Oversee and guide the implementation of an annual budget of \$9.6 million. • Implemented the 2023-24 budget with a projection of a surplus. • Analyze CC salaries and equitably adjust. • Develop the 2023-24 preliminary budget in collaboration with the Senior Accountant Consultant and Coordinating Council (annual budget of approx. \$11.2 million showing growth). • Led the development of CAFE reserves to approximately 1.9 million—held in CDs and saving accounts). • With Board approval applied for ERC (Employee Retention Credit) funds that will recover \$400, to \$600k during COVID years. • Supported the promotion of CAFE 2024 and stayed on track to meet and exceed our fiscal goals for CAFE 2024—we reached over 7000 attendees. • Continued oversight of the Sobrato Family Foundation grant of \$620,000 for—2023-2025. • Obtained in partnership with San Bernardino COE a \$3.1 million grant to grow future bilingual teachers. • Met at least weekly with a Senior Accountant Consultant to review revenue generation, analyze expenses, and monitor cash flow projection. • Met and supported CAFE Coordinating Council Members in the implementation of their teams’ budget projections for 2023-24.

	<ul style="list-style-type: none"> • Collaborated with the team on end-of-fiscal year operations for 2022-23. • Reviewed and renewed existing CDs with Morgan Stanley. • Advocated for and responded to the growth of the CEI 2.0 program to ensure that CABA and partners continue to have a key role in this statewide initiative with SDCOE. • Supported and submitted grant reports for EWIG, PROMESA, Sobrato Family Foundation, Silvergiving Foundation, and the Community Engagement Initiative 1.0 & 2.0. • Continue to guide staff in the responsible management of revenues and expenses. • Monitored contract-based revenues from PLS & FACE departments. • Supported the engagement of the auditors for the 2023 audit under the direction of the CABA Senior Accounting Consultant. • Met with Finance Committee and Director of Financial Affairs.
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GOAL AREA #4

MANAGE GOOD INTERNAL BUSINESS PROCESSES BY:

RESPONSIBILITIES & DUTIES	CEO REPORT
<ol style="list-style-type: none"> (1) Efficiently implementing Board policies and programs. (2) Motivating employees to embrace, implement, and promote the CABA vision, programs and services. (3) Maintaining transparent and ethical business and organizational practices. (4) Assuring sound fiscal and human resource policies. 	<ul style="list-style-type: none"> • Implemented and oversaw efficient implementation of Board policies and programs. • Meet at least weekly with Senior Accounting Consultant and Coordinating Council Members, and other CABA Leadership. • Met with CABA Insurance Broker and Administrative Systems Manager regarding policy options for the organization. • Consulted with Legal Counsel on different items impacting internal organizational systems (HR, Personnel, Insurance, Policy, Staff Handbook, Communications) and external relationships (CABTE, MOUs, Agreements, Contracts, and Communications). • Provided fiscal analysis and strategic fiscal planning. • Maintained monitoring of all essential and non-essential expenses and revenue sources. • Supported updating of customer service systems and process support. • Explored and created a plan for implementing updated guidelines on hourly team members and time clock submissions. • Met regularly with Senior Advisor for ongoing guidance and questions to support the efficient implementation of policies, programs, and organizational needs. • Meet regularly to monitor progress for CABA 50th Anniversary Celebration.

	<ul style="list-style-type: none"> • Supported the continued implementation of the new payroll company—Heartland—with Deputy Director, Manager of Administrative Systems and Membership, and Senior Accounting Consultant. • Supported the implementation of the CABE organizational assessment findings by embracing, adopting, and implementing the Lifeskills and Lifelong Guidelines character-building traits. • Provided training on Strengths Finders, Conflict Management, Lifeskills & Lifelong Guidelines to improve staff morale, staff relations, and department socio-emotional well-being. • Prepare for and support the increase of PLS & FACE positions by June 2024.
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GOAL AREA #5

DEVELOP STRONG PARTNER RELATIONSHIPS BY

RESPONSIBILITIES & DUTIES	CEO REPORT
<ol style="list-style-type: none"> (1) Serving on state and national coalitions in support of biliteracy and educational equity. (2) Participating in policy partnerships to advance CABE’s vision and mission. (3) Building cross-national relationships with educational entities in México, Spain, and other countries as appropriate. (4) Increasing membership an affiliate relationships and participation within CABE 	<ul style="list-style-type: none"> • Continued to conduct Meet & Greets with partners as the new CABE CEO with support of the CABE Senior Advisor. • Welcomed and met with colleagues from IME—Mexico City, Baja California & Sonora Secretaria de Educación, and the Consulado de España y Peru. • Met monthly with Alesha Ramirez Moreno, Director of Multilingual Programs at the CDE. • Met with and supported the National Committee for Effective Literacy for Emerging Bilingual Learners. CABE created and supports the NCEL website. • Organized and battled opposition to AB 2222 and AB 1236 “The Science of Reading” bills. • Met with and supported the planning for the CABE Asian Language Roundtable and Asian Languages Institute at CABE 2024 with CABE President, Director of Community Affairs Dr. Annie Duong, Deputy Director, and MCAP Team. • Partnered with Global Supply to develop and implement the first Oaxaca CABE Language & Culture Conference for June 19th through the 23rd. • Met weekly with different members and focus areas of the Community Engagement Initiative—Directors from CCEE, SBCSS, SDCOE, CCEE, and FIS, key CABE Team Members, a statewide network of districts in cohort I, II, and III for 1.0 and SDCOE Cohort IV for 2.0 facilitated supports and implementation of program services.

	<ul style="list-style-type: none"> • Participated with the National Dual Language Forum. • Met with policy partners on varying levels of support—CDE, National EL Roundtable, Sobrato Policy Partners, National Dual Language Forum, Early Edge California, Cal Tog, CCEE Systems of Support, OELA meetings and webinars, etc. • Supported and encouraged team participation in partnerships—Californians Together, Bilingual Coordinator Network, EL Roadmap Advisory Group, EL Regional Leads, Systems of Support, CCEE/CEI, CALSA, CLSBA, etc. • Attended meetings and training for grant programs—CEI, NPD-PROMESA, & EPPIC. • Built partnerships to build a Systemic K-16 Future DLI Teacher Pathways. • Got CABC to be WASC Accredited • Applying for CABC Secondary and CABC Higher Education permits to be able to offer approved courses for parents, students, and educators.
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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"> (1) Directing staff effectively in operations and activities. (2) Providing training opportunities for committed employees. (3) Building and supporting leadership and professional growth of team members; 	<ul style="list-style-type: none"> • Welcomed new positions to CABC—Professional Learning Specialists, and new CABC FACE Specialists, new Administrative Coordinator for HR, FACE & Administrative Services. • Met regularly with CABC Executive Assistant and CABC Deputy Director. • Met regularly with CABC Coordinating Council—Director of Professional Learning, Director of Program and Events, Director of Parent and Family Engagement, Director of Administrative Systems and Membership, Director of IT and Creative Design, Communications Coordinator, Legislative Advocate, Legislative Policy Team, EPPIC grants Director, and Board Leadership. • Supported planning and implementation of the annual Coordinating Council Retreat in June. • Supported and coached different team members to address areas of growth & development and professional learning opportunities. • Celebrated a very successful 2023-24 programmatic year with staff. • Provided support, collaboration, and coaching to the Deputy Director in her role. • Celebrated holidays with CABC Team through virtual and in-person activities.

	<ul style="list-style-type: none"> • Directed and facilitated a hybrid work environment for staff and supported weekly visits to the office of up to 3-5 days per week for staff. • Developed, updated, and implemented in-person and virtual work and meetings in collaboration with the Deputy Director, PLS and FACE Directors. • Supported CABA team members during times of illness, loss, and HR issues by adjusting job duties as needed during absences. • Lead and support CABA in growing and deepening our skills for online and in person trainings, virtual meetings, trainings, and sessions. • Met weekly/biweekly/monthly with CC members, staff, CABA lobbyist, education policy analyst, and other daily connections. • Effectively addressed HR issues and improved staff morale based on the previous year staff assessment report. • Held monthly team meetings. • Participated in Zoom, In-person, and Webinar Trainings.
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GOAL AREA # 7

DEVELOP BOARD MEMBERS UNDERSTANDING OF CABA’S GOALS BY:

RESPONSIBILITIES & DUTIES	CEO REPORT
<ol style="list-style-type: none"> 1. Working with the Board members to develop the organization’s strategic plan. 2. Ensuring that the Board and staff have current, sufficient information on a timely basis. 3. Serving as the interface between the Board and employees as well as CABA, affiliate organizations, partners, and the community. 4. Making use of Board expertise when appropriate on a timely basis. 5. Assisting in the orientation and support of Board members. 	<ul style="list-style-type: none"> • Collaborated with Board Members on their roles. • Met regularly with the President and Past President. • Onboarded newly appointed Director of Parent Relations • Worked on and addressed CABTE Affiliate transition to Partner. • Supported the successful implementation of the CABA Board Election Process with the Board Sub-committee on elections and staff. • Prepared to welcome newly elected, reelected, and appointed board members. • Collaborated with the Director of Community Affairs in meetings with the Asian Languages Roundtable, Baja California education partners, and the CEI 1.0 and 2.0 partners. • Met with the Past President, 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.

<p>6. Acting as an advisor to the Board and seeking a productive and healthy relationship with each Board member.</p> <p>7. Formulating policies and recommendations for the organization’s goals, objectives, and tasks.</p>	<ul style="list-style-type: none"> • Meet regularly with the Executive Committee, Finance Committee, Legal Counsel, Election Committee, Legislative Committee, and Regional Representatives. • Planned and prepared agenda, documents, and reports for the February 2024 and June 2024 Board Meetings and subcommittee meetings. • Invited Board members to attend CABA PL opportunities and to provide greetings at different events. • Sent regular emails, texts, and bulletins as updates to the Board and Staff on key policy and programmatic information. • Engaged with Chapter Leaders and Regional Representatives.
<p>TRAVEL & TRANSITION</p>	<p>Future Travel</p> <p>Personal</p> <ul style="list-style-type: none"> • San Antonio C-Vent Conference in San Antonio June 9 -12, 2024 • CABA/Global Supply Oaxaca Language & Culture Conference June 15-25, 2024 • CALSA Conference in San Diego June 26 – 29 • CABA DLE Conference in San Diego July 1 - 3 • Vacation: July 18 - July 26, 2024

