

SEPTEMBER-NOVEMBER 2023

HIGHLIGHTS

- Ongoing meetings with CABE President, Executive Committee, Finance Committee, Legal Counsel, Audit Committee, Political Action Sub Committee • Participated in Meet & Greets with many of the Partners and Board Members.
- Wrote a letter to Daniel P. Corr, Arizona State Board of Education against Arizona state Superintendent Tom Horne for targeting and discriminating against Dual Immersion programs and English Learners.
- Maintained on-going contact with the CDE on programming, policy, and education for Els and EBLs.
- Attended the 30 Year Celebration for the Korean Education Institute in Los Angeles and began to establish a partnership.
- Attended a meeting with the Secretario General de la Embajada de España: Gonzalo González de Lara
- Maintained communication and collaboration with international colleagues in Mexico (IME and Baja CA) and Spain.
- Directed and facilitated hybrid work environment for staff following the 80/10 schedule approved by the school board.
- Have supported CABE Team members who have endured tragic losses and illnesses during this period.
- Implementation of 2023-24 balanced budget with Accountant, Board and staff
- Worked with team to support Translation and Interpretation program.
- Attended meetings and trainings for grant programs—CEI, Sobrato, Silvergiving, & EWIG 1.0 and 2.0 as needed.
- Met with CAPTE/IHE Team for bimonthly meeting regarding credentialing and CCTC issues and priorities.
- Attended Governor’s Office meeting with English Learner Advocacy Partners from the Sobrato Family Foundation around three key areas; 1) Growing Bilingual Teachers; 2) Addressing Newcomer needs; & 3) Implementation of the English Learner Roadmap Policy.
- Held In-Person Monthly Staff Meetings in September, October and November and prepping for December meeting and Holiday Celebration
- Supported successful implementation of ELD, Series, Dual Language Teacher Academy, Parent Virtual Conference
- Continued promotion for CABE 2024—In-Person Conference
- Supporting EPPIC Grant partnership contracts for PLS and Regional Conferences
- Supported CABE Team members and Board with a Virtual JDA session on 9/28/24
- Lead and support CABE in growing and deepening our skills for online trainings, virtual meetings, trainings, and in-person sessions.
- Continuing to build relationships and getting to know partners, officials, legislators that work with or support CABE
- Working on growing our staff in FACE and PLS Departments as an increase in contracts for services continue to come our way
- Maintained restrictions on all non-essential expenses
- Supported updating of customer service systems and process support
- Supported PLS Staff professional growth by having them attend and present at La Cosecha Conference in Albuquerque NM
- 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, CTA, OELA meetings and webinars
- Met weekly/biweekly/monthly with CC members, staff, CABE lobbyist, and other daily connections
- Maintained weekly visits by staff to office for mail and other issues with team member
- Participated in Zoom and Webinar Trainings

TRAVEL

October-November, 2023

- In CA: Aptos, Anaheim, San Jose, L.A., Garden Grove, South San Francisco, Sacramento, San Bernardino, Riverside, Corona-Norco
- Dallas TX (Ventanillas de Orientación Educativa de IME)

Future Travel

- In CA: Sacramento, San Diego, San Francisco, Fresno, Indian Wells and Anaheim
- Baja California,

STRATEGIC PLAN IMPLEMENTATION	<i>Lead implementation of the CAFE Strategic Plan</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 consultants, as well as the educational consultant.</p> <p>(3) Engaging CAFE staff in actively supporting implementation of the Strategic Plan priorities and work plans.</p> <p>(4) Providing the Board with regular progress reports and analyses of Strategic work plan and implementation.</p>	<ul style="list-style-type: none">• Adapted CAFE Goals and Strategic plan to meet goals for this last year.• 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 2024• Supporting Family and Community Engagement through support of Parent and Family Engagement team via statewide contracts, marketing, growing the team, addressing and working on budget issues, etc.• Participated in the leadership of the Statewide Community Engagement Initiative through a partnership with SBCSS, FIS, and CCEE. Attended meetings internally and with partners to prepare for CEI, yearly 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—PLS, FACE, & IT.• 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-Miles, Norma Rocha and ITCD team to advance the development and updates of the CAFE website added by elements of content and design—in

	<p>Spanish and English: CAFE website, App, social media, Resource Center, CAFE and 2021 website and Facebook page.</p> <ul style="list-style-type: none"> • Communicated regularly with Membership Team regarding chapter engagement and growth, new membership online program, and membership communication, etc. • Met with LP Team 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, such as the new OPTEL (Observation Protocol for Teachers of English Learners). • 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.
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CABE LEADERSHIP	<i>Maintain and promote the CABEs values, vision/mission, theory of action, principles, strategic goals, and instructional priorities</i>
RESPONSIBILITIES & DUTIES	CEO REPORT

<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"> • Responded proactively to all areas of the organization. • Providing the Equity Professional Learning Series. • 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 and Consulate Staff re partnership and involvement • Met with Karling Aguilera, Raul Maldonado and Barbara Flores via zoom as Director of Financial Affairs and President, Past President re CABE fiscal position. • 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, translations • Continued collaborative partnership with Center for Applied Linguistics (CAL) and the National Dual Language Forum. • 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, yearly 19-20 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 the Legislative Policy Team on policy, CDE, and state board of education issues. Facilitated and supported several CABE members traveling to Sacramento to plan and set goals for the LPT’s activities for the year.
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<p>BUDGET AND FUND DEVELOPMENT</p>	
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RESPONSIBILITIES & DUTIES	CEO REPORT
<p>(1) Establishing budgets, budget strategy, and fund development goals for all Strategic Plan priority projects, as well as for operational priorities;</p> <p>(2) Establishing a system of contract development, management, and monitoring;</p> <p>(3) Establishing a system of fund solicitation strategies;</p> <p>(4) Developing a portfolio of cultivation strategies (“making friends”);</p> <p>(5) Conducting an annual membership drive to increase membership;</p> <p>(6) Maintaining, monitoring, and evaluating the budgeting and fund development plan and process;</p> <p>(7) Raising funds for CABA’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"> • Developed and presented balanced budget for 2022-2023. • Leading the redevelopment and growth of the CABA budget (See fiscal reports for October and November) • We will be receiving an additional \$20,000 from CEI 1.0 from CCEE that will be added to the November budget. • Continuing to work on audit for 2022-2023—led by Accountant Consultant Yvette Chong Coontz and Audit Committee • Contracts for EPPIC are close to being finalized • Met with accounting consultant and auditing firm • Operationalization and monitoring and major adjustments of the CABA 2023-24 budget due to EPPIC contracts being delayed and a need for increased staff in PLS Department. • Communicated with Director of Finance and President regarding specific fiscal aspects. • Planned for and facilitated quarterly call with the Financial Committee in November • Reviewed and approved weekly accounts payable payments through Bill.com. • Developed and implemented proposal with Accounting Consultant Yvette Chong Coontz for the investment and allocation of reserve cash to increase our profits in the PLS department. • Making a change in the 9/80 and 10/80 Staff Calendar Schedule since pandemic behind us, we have not reported this change to state, and we will save close to .5 million for CABA. • Developed and implemented plans of action for the above grants from the Sobrato Family Foundation, and the CCEE. • Submitted reports for grants from Sobrato Family Foundation and the federal grant. • Working extensively with accounting consultant, business team and coordinating council to implement budget for 2023-2024 with fidelity. • Requested and supported coordinating council members meeting with Accountant Consultant on at least a monthly basis to review program budgets.

BOARD ENGAGEMENT & LEADERSHIP	<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</i>
RESPONSIBILITIES & DUTIES	CEO REPORT
<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"> • Planned and prepared November Board Meeting with President, Director of Finance, Executive Committee, and Finance Committee. • Met with Raul Maldonado, President, regularly in person and via phone/email regarding CAFE programmatic, relational and growth areas. • Supported a VERY successful virtual JDA with CAFE VP, Regional Representatives and Membership Team on September 28, 2023. • Sent regular text updates and emailed Weekly Bulletins to board members • Met with Audit Committee re 2022-2023 Audit and Tax Form 990 • Met with board subcommittees. • Invited and encouraged board members to apply and participate on state committees. • Collaborated and coordinated with CAFE Board President to represent CAFE at SBE, BCN, meeting with CDE • Met with leaders from Sobrato Policy Partners, DLeNM, NDLF, Ed Trust West, Californians Together, CLSBA, and CDE leadership. • Met with CAFE Board President to plan for and implement CAFE’s program year and offerings. • Worked and coordinated with the Director of Legislative Affairs, Policy Action Subcommittee and CAFE Lobbyist on policy. • Concurred regularly with Legal Counsel, Mary Hernandez, and others at GHS on several issues in relation to contracts, staff handbook changes and impacts to the board (contracts, plans, handbook changes). • Continue to lead staff and board in refocusing on the goals and priorities of the CAFE Strategic Plan.

STAFF ENGAGEMENT & LEADERSHIP	<i>(Refer to Strategic Plan)</i>
RESPONSIBILITIES & DUTIES	CEO REPORT
<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"> • Led annual team monthly team meetings and coached Coordinating Council Members in their facilitation of team meetings. • Led and supported team as needs arose to improve culture and morale. • Supported and led staff in conflict resolution practices and building character in order to work in harmony with each other. • Worked closely with ITCD to develop website resources for the CAFE PLS offerings and other web-based resources. • Leading the CAFE team of full time and part time employees • Encouraged team members to learn new skills—particularly Zoom, Facebook Live, Teams, etc. • Meet daily with staff via TEAMS and Zoom. • Supported CAFE Coordinating Council Members. • Address growth and performance needs with different staff members • Supported the planning for celebrating the holidays and birthdays at CAFE HQ. • Facilitated Coordinating Council monthly meetings 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 and fine-tuned process for interviews and hiring of new staff. • Worked regularly with Laurie Nesrala-Miles on the preparation of the 2024 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. • Engaged with staff on going regarding debriefing, planning and organization for CAFE 2024 and regional conferences. • 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.

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| | <ul style="list-style-type: none">• Continue to encourage and build staff level of professionalism, growth, and cross team connections.• Support systemic growth and use of technology throughout staff to improve services—attending off site trainings, upgrading software, hardware, trainings on different software, etc.• Met with close CAFE partners for input and feedback on CAFE programs and offerings.• 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 efficiency in work.• Met with key partners, experts and colleagues to ask for insight and feedback on CAFE's growth and future development work. |
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