

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 in the field of education and education policy; (4) Facilitating a vision-driven, systemic process to support the growth of the organization. 	<ul style="list-style-type: none"> • Beginning to do Meet & Greets with Superintendents, Still need to continue Meet & Greets with Partners, Superintendents and significant Partner Site Administrators (CEEL, NABE, and SEAL) • Collaborating 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 the development of plans for CABE 2025. • Met regularly with CABE Legislative Advocate and Legislative Policy team to establish and reaffirm systems and processes regarding policy and legislative priorities and actions, including an LPT Planning Day, LP Board Committee Retreat to Plan the Year and a September 1st Quarterly meeting. • Worked closely with CABE Legislative Policy Team to do teambuilding and scheduled meetings for the year. • Attending the CalTog Coalition meeting and Sobrato Lead Partners Meeting. • Planned with Deputy Director and Coordinating Council implementation of the Strategic Planning CABE retreat with Board and CABE Retreat with Staff members successfully. • 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 working on supporting the implementation Chapter of the Year Award. • Attended policy meetings with statewide partners—West Ed, Systems of Support, Cal Tog, SEAL, EdTrust West, CCEE, CEI, EWIG, Sobrato Policy Partners • Involved in CABE’s participation with the National Committee on Effective Literacy (NCEL) and the current work on a “Joint Statement” with SOR. • Leading the organization through the implementation and ideation of systemic processes of new and senior Board members as well as professional growth of staff. • Leading & facilitating different aspects of organizational systems change, adaptation, & flexibility to adjust to the new staff hires and restructuring of our organizational structure.

GOAL AREA #2

LEAD CABE'S STRATEGIC PLANNING

RESPONSIBILITIES & DUTIES

- (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 stake holders to support CABE's goals;
- (5) Updating CABE Strategic Plan every 5 years.

CEO REPORT

- Reviewing CABE's Strategic Plan, identifying what has been accomplished, what has yet to be accomplished and prioritizing actions with Coordinating Council and Board for the new 2024-2029 Strategic Plan. Guiding and supporting the implementation of then current 11 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 followed up with the final budget closing of last year and revisions of CABE's preliminary and final 2023-24 budget to support the implementation of our strategic plan. Also the FINAL 2024-2025 Budget completion and board approval.
- Continue to adjust and adapt programmatic and fiscal goals.
- Leading, supporting and implementing programming statewide to a wide range of stakeholders— state level (SPI and CDE, BCN, Systems of Support, CCEE, Sobrato Policy Partners)
- Supporting and guiding the strategic planning for the CABE 2025 annual conference program, structure, contracts, staff involvement and assignments, planning committee, etc.
- Learning about, supporting and guiding successful implementation of Dual Language Teacher Academy, Project2INSPIRE classes, MCAP-EWIG grant, Parent and Family Engagement programs. Guiding and supporting future P2I restructure into 4-6 week Thematic Modules that integrate the other parent modules that have been developed.
- Ongoing meetings with CABE Coordinating Council to obtain updates on department's goals and actions, budget implementation and staffing oversight.
- Oversaw and monitored completion and submittal of final reports for Sobrato, Silvergiving, PROMESA, CEI year and participating in meetings for the new CEI Grant contracts with partnering Counties.
- Collaborated and met with external evaluators at Wexford, Inc.
- Reminded CABE Team of goals, vision and mission through weekly message, team meetings, and other communication.
- Reviewing, monitoring and signing contracts for CABE services with district and county partners around professional development and parent engagement trainings.
- Conducting non-administrative staff salaries to identify necessary adjustments.

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 CABE's operations from private and public funds;(4) Guiding staff and bringing about efficient fiscal operations and activities.	<ul style="list-style-type: none">• Continuing to provide oversight of budget systems, banks, investments and overseeing and guiding the implementation of this year's annual budget.• Worked with Fiscal on closing last year's budget and realizing a 2024-25 budget.• Providing oversight of staff growth and budget management of salaries.• 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 9/14/24. This year's budget was in black by \$14,000.00+, considering new hires, remained in the black.• Will be working with BJ Grant writer and Development Department to increase foundation and grant revenue.• Applied for NPD Grant to grow future bilingual teachers, scored 99/100 and did not get the grant.• Applied for a Hong Kong future teacher grant to have them attend our CABE 2025 Conference, do not know if we got this grant (\$50,000.00).• Secured additional 2 year funding of \$250,000.00 per year from CCEE/CEI 2.0 for CABE's role in implementing the Community Engagement Initiative.• Working to secure new BTPDP grant obtained in partnership with San Bernardino County Superintendent of Schools.• Meeting at least weekly with Accountant Consultant to review revenue generation, analyze expenses, and monitor cash flow projection.• Meeting and supporting CABE Coordinating Council Members in the development and refinement of their teams' budget implementation for 2023-24.• Supported and submitted grant reports for PROMESA, Sobrato Family Foundation, Silvergiving Foundation, and the Community Engagement Initiative.• Continue to guide staff in the responsible management of revenues and expenses due to increased staffing.• Monitored contract-based revenues through Professional Learning and Parent and Family Engagement.• Oversaw and assisted in preparation and implementation of the 2023 audit under direction of CABE Senior Accounting Consultant• Met with Finance Committee and Director of Financial Affairs quarterly and as needed.

GOAL AREA #4

MANAGE GOOD INTERNAL BUSINESS PROCESSES BY:

RESPONSIBILITIES & DUTIES	CEO REPORT
<ol style="list-style-type: none">(1) Implementing Board policies and programs in an efficient manner;(2) Motivating employees to embrace, implement, and promote the CABE 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">• Applied for a Sobrato Grant to support Executive Coaching. Waiting to hear results.• Met at least weekly with Deputy Director, Senior Accounting Consultant and Coordinating Council Members based on needs.• Plan for and implement 2024 organization fiscal audit successfully with strong leadership from Senior Accounting Consultant, contracted Auditors, CABA Board Finance Director, CABA Team members, and Board Audit Sub-Committee.• Met with CABA Insurance Broker and Administrative Systems Manager regarding policy options for organization—Cyber Insurance, and Bank Transition that is occurring.• Consulted with Legal Counsel on different items impacting internal organizational systems, policy, handbooks, and external relationships.• Provided fiscal analysis, strategic fiscal planning and scheduled ongoing budget meetings with departments, Deputy Director and Senior Accounting Consultant.• Maintained monitoring on all non-essential expenses and made some cuts on services that were no longer needed such as; a bank lock box costing \$345.00 a month (saved \$4k+), cancelled some software and web pages no longer needed (saved \$2k+) etcetera.• Beginning to work with Deputy Director to understand our current accounts receivable and accounts payables process and conducting budget oversight analysis to determine efficiencies and possible deficiencies that may need some modification or restructure.• Monitoring of payroll process, attendance, timesheets accounting• Continuing year two of now assess internal systems in departments and the overall organization.• Motivated and worked with staff to embrace, own and promote CABA vision, programs, services and committed to working in harmony with each other at the annual CABA staff retreat in August. Very successful feedback and outcomes from staff on the overall retreat!• Continuing to work on integrating internal information systems that can support implementation over the coming years to improve internal communication. This will need to be a part of the new strategic plan, which will need to be developed this year.

GOAL AREA #5

DEVELOP STRONG PARTNER RELATIONSHIPS BY

RESPONSIBILITIES & DUTIES	CEO REPORT
<ul 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"> • Attended and built partnerships with Oaxaca Secetary and Sub-Secretary of Education, Professors from Benito Juarez University and Professors from the Indigenous Languages Normal (Bilingual Teacher Training) Program with our CABE Immediate Past President as well as established a successful 1st Annual CABE/Global Supply “Language and Culture” Conference. • Attended the Summer CALSA Institute and participated with CABE Board President and Immediate Past President in a one-day tour of Chula Vista Dual Immersion program schools, a Press Conference and meeting with Mexican Delegates from SEP (Secretaría de Educación Publica), Baja California Secretary of Education and Sonora Secretary of Education). • Sent Gricelda Perez to Seattle, WA, to attend the annual national Semana Binacional to engage in and present in the services she provides through our partner Consulates for IME. • Met with colleagues from Baja California Secretaría de Educación virtually to support educational materials and equipment donations provided to them. In addition, working on scheduling a meeting with the new Secretary of Education from Baja CA in the Fall. • Attended the UnidosUS Conference in Chicago with Board Member Karling Aguilera to network and build partnerships. • 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. • Met with the State Committee for Effective Literacy for Emerging Bilingual Learners • Supported the planning for CABE Asian Language Roundtable with CABE President, Director of Community Affairs and Dr. Annie Duong. • Supported Christy Lao on meeting with UC Berkeley Dean to implement a Bilingual Teacher Training Program (English & Cantonese/Mandarin) with a Pathway to build future teachers TK-16. • Met weekly with different partners on CEI (Community Engagement Initiatives). • 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. • Attended meetings and trainings for grant programs—CEI, PROMESA & BTTPDP.

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 and onboarded new positions to CAFE: FACE Director, FACE Assistant Director, 2 FTE PLS Consultants, 3 Part Time PLS Consultants, Administrative Assistant of PLS, Administrative Assistant of Events & Planning, FACE Administrative Assistant, Operations Coordinator, Legislative & Policy Coordinator Apprentice, Events Coordinator, Temporary Administrative ITCD Assistant, 2 Interns to support IRM Build-out and Implementation. • Met regularly with CAFE Executive Assistant, CAFE Deputy Director, and CAFE Board Leadership. • Co-planned and facilitated the CAFE Staff Retreat with the Deputy Director and CC members. • Met regularly with CAFE Leadership Team Members—Director of Professional Learning, Director of Program and Events, Director of Parent and Family Engagement, Manager for Administrative Systems and Membership, Manager for IT and Creative Design, Communications Coordinator, Director of Multilingual California • Supported hybrid and remote work schedules with staff. • Working with CC on recruitment of additional positions and systemic build-out of FACE, Human Resources and Development Departments. • Deputy Director has continued to provide commendable guidance, coaching, and support in my new role—CAFE is fortunate to have her as an Deputy Director and so am I. • Supported CAFE team members during times of illness and loss, and adjusted job duties as needed during absences. • Supported and coached different team members to address areas of growth & development. • Met weekly/biweekly/monthly with CC members, staff, CAFE lobbyist, education policy analyst, and other daily connections. • Leading team in office protocols, schedules, and needs. • Participating in various Zoom and Webinar Staff, and Partner Meetings and Trainings. • Supporting ITC Director and her staff in professional growth to support her leadership role. • Supporting Human Resources Department through Development Director and Operations Coordinator to build more effective systemic operations, communications, and record-keeping.

GOAL AREA # 7

DEVELOP BOARD MEMBERS UNDERSTANDING OF CABE’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 CABE, 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; 6. Acting as an advisor to the Board and seeking a productive and healthy relationship with each Board member; 7. Formulating policies and recommendations for the organization’s goals, objectives, and tasks. 	<ul style="list-style-type: none"> • Collaborated with Board Members on their roles. • Conducting orientation and support to new CABE Board members. • Met regularly with CABE President, Acting President, Finance Director and CABE Board Committee Leads. • Continuing to meet 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. • Meeting regularly with Executive Committee, Finance Committee, Legal Counsel, • Still need to meet with Election Committee, Legislative Committee and Regional Representatives • Planned and prepared agenda, documents and reports for September 2024 Board Retreat and Board Meetings, as well as subcommittee meetings. • Invited Board members to attend CABE PL opportunities and to provide greetings at different events. • Sending regular email and text updates to Board and Staff on events, activities and key policy or programmatic information. • Engaging with Chapter Leaders and Regional Representatives as opportunities arise. • Attended first JDA meeting.
<p>TRAVEL</p>	<p>Future Travel</p> <p>Work Related</p> <ul style="list-style-type: none"> • September 15-18 –CAL-IES Research Center Conference, Washington, D.C. • September 23-25 –EdTrust West Education Partners Forum, Oakland • October 1-2 –CalTog Retreat. Anaheim • October 5 – 1st Latinos In Education Conference, Vacaville • October 8 – SSOS Collaborative Meeting, Sacramento • October 4 – 6 ALAS Conference, Portland, OR • November 14-16 - La Cosecha Conference, Albuquerque New México • December 4-6—CSBA Conference, Anaheim