

### GOAL AREA #1

#### MAINTAIN THE VISION AND PURPOSE OF CABE

RESPONSIBILITIES & DUTIES	CEO REPORT
<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 and celebrated a very successful CABE 2023 conference with over 6000 attendees expanding the reach and impact of CABE’s vision and mission.</li> <li>• Announced (and celebrated) the selection of the new CABE CEO (as of July 1, 2023)—Dr. Edgar Lampkin.</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 our legislative and policy priorities.</li> <li>• Attended and supported the Sobrato Policy Partners meetings.</li> <li>• Supported the CABE Organizational Assessment process and implementation with CABE Team.</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—Systems of Support, Cal Tog, SEAL, CEEL, EdTrust West, Advancement Project, Sobrato Policy Partners, Early Edge California, CALSA.</li> <li>• Supported CABE’s participation with the LCFF Equity Coalition and the National Committee on Effective Literacy (NCEL).</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 implementation of CABE's final 2022-23 budget and the development of the preliminary 2023-24 budget to support the implementation of our strategic plan.</li><li>• Continue to adjust and adapt programmatic and fiscal goals due to COVID recovery.</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>• Support planning for Racial Equity Series—April 2023.</li><li>• Support planning for and implementation of Regional Conference, May 3, in Riverside.</li><li>• Supported and guided ideation and implementation of Dual Language Teacher Academy, Project2INSPIRE classes, MCAP-EWIG grant, Community Engagement Initiative, and framing for comprehensive biliteracy instruction.</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, growth, and sunseting of the Multilingual California Project (MCAP) as we implement Year 3 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 CABA'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 \$8.3 million.</li><li>• Implement the 2022-23 budget with a projection of a surplus for the organization by June 2023.</li><li>• Develop the 2023-24 preliminary budget in collaboration with Senior Accountant Consultant and Coordinating Council (annual budget of approx. \$8.9 million showing quintupled growth since annual budget of 2012-2013 of \$1.7 million).</li><li>• Led the development of CABA reserves to approximately 1.7 million—held in CDs and saving accounts).</li><li>• Supported the promotion of CABA 2023 and stayed on track to meet and exceed our fiscal goals for CABA 2023—we reached over 6000 attendees.</li><li>• Submitted and received Sobrato Family foundation grant of \$620,000 for two years—2023-2025.</li><li>• Invited to resubmit grant with the Silvergiving Foundation for \$100,000 for 2023-24.</li><li>• Met at least weekly with Senior Accountant Consultant to review revenue generation, analyze expenses and monitor cash flow projection.</li><li>• Met and supported CABA Coordinating Council Members in the implementation of their teams' budget projections for 2022-23.</li><li>• Collaborated with team on end of fiscal year operations for 2022-23.</li><li>• Reviewed and renewed existing CDs with Morgan Stanley.</li><li>• Advocated for and responded to growth of the CEI program to ensure that CABA 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.</li><li>• Monitored contract-based revenues through Professional Learning and Parent and Family Engagement.</li><li>• Supported the engagement of the auditors for the 2023 audit under direction of CABA 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>• Creating and organizing transition files, documents, and resources for new CEO to maintain strong programmatic and fiscal stability.</li><li>• Meet at least weekly with Senior Accounting Consultant and Coordinating Council Members, and other CABE Leadership.</li><li>• Met with CABE Insurance Broker and Administrative Systems Manager regarding policy options for organization.</li><li>• Consulted with Legal Counsel on different items impacting internal organizational systems and external relationships.</li><li>• Provided fiscal analysis and strategic fiscal planning.</li><li>• Maintained monitoring on all essential and non-essential expenses and revenue sources.</li><li>• Supported updating of customer service systems and process support.</li><li>• Explored and created a plan for implementing updated guidelines on hourly team members and time clock submissions.</li><li>• Supported the implementation of new payroll company—Heartland—with Deputy Director, Manager of Administrative Systems and Membership, and Senior Accounting Consultant.</li><li>• Supported the implementation of the CABE organizational assessment findings.</li><li>• Prepare for and support the transition of leadership and CEO position by June 2023.</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 CABE’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 CABE</li></ol>	<ul style="list-style-type: none"><li>• Provided partners with communication on CABE CEO Transition and the Board selection of new CEO—Dr. Edgar Lampkin.</li><li>• Welcomed and met with colleagues from IME—Mexico City, Baja California Secretaria de Educación, Consulado de España.</li><li>• Met monthly with Alesha Ramirez Moreno, Director of Multilingual Programs at the CDE.</li><li>• Met with and supported National Committee for effective Literacy for Emerging Bilingual Learners. CABE created and supports the NCEL website .</li><li>• Met with and supported the planning for CABE Asian Language Roundtable and Asian Languages Institute at CABE 2023 with CABE President, Director of Community Affairs and Dr. Annie Duong, Deputy Director, and MCAP Team.</li><li>• Met weekly with different members and focus areas of the Community Engagement Initiative—Directors from CCEE, SBCSS and FIS, key CABE Team Members, statewide network of districts in cohort I, II and III, engagement in communications project—Voices from the Field project facilitated by CABE Communications Coordinator.</li><li>• Participated with the National Dual Language Forum.</li><li>• 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.</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, CALSA, CLSBA, 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
<ol 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></ol>	<ul style="list-style-type: none"><li>• Welcomed new positions to CABE—Natalie Nuñez and Denise Lizárraga--Professional Learning Specialists, and new CABE CEO—Dr. Edgar Lampkin.</li><li>• Met daily with CABE Executive Assistant and CABE Deputy Director.</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, Legislative Advocate and LPT.</li><li>• Supported planning and implementation of annual Coordinating Council Retreat in June.</li><li>• Supported and coached different team members to address areas of growth &amp; development and professional learning opportunities.</li><li>• Celebrated very successful 2022-23 programmatic year with staff.</li><li>• Provided support, collaboration, and coaching to Deputy Director in her role and as acting Director of FACE.</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, updated and implemented 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 and in person trainings, virtual meetings, trainings and sessions.</li><li>• Met weekly/biweekly/monthly with CC members, staff, CABE lobbyist, education policy analyst, and other daily connections.</li><li>• Lead team in planning for return to office protocols, schedules, and needs.</li><li>• Held monthly team meetings.</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 and President-Elect.</li> <li>• Supported the successful implementation of the CABE Board Election Process with the Board Sub-committee on elections and staff.</li> <li>• Prepare to welcome newly elected and reelected board members: Dr. Karling Aguilera-Fort, Director of Financial Affairs; Marissa Lazo-Necco, Director of Community Affairs; Dr. Lettie Ramirez, Director of Secondary &amp; IHE Affairs; Dr. Annie Duong, Region I Representative, Manuel Colón, Region III Representative, and Dr. Sarah Zepeda, Region V Representative.</li> <li>• Collaborated with the Director of Community Affairs in meetings with the Asian Languages Roundtable, Baja California education partners, and the CEI.</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 February 2023 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 &amp; TRANSITION</b></p>	<p><b>Future Travel</b></p> <p><b>Personal</b></p> <ul style="list-style-type: none"> <li>• Transition to Part Time Senior Consultant on July 1, 2023</li> <li>• Vacation: July 3-July 18, 2023</li> </ul>