

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"> • I have had Meet & Greets with Staff Members, Board Members, Partners and continuing to have Meet & Greets. Still need to continue Meet & Greets with Staff (Rubí Flores), with CABE Board (Mary Helen Ibarra, Zenaida Aguirre, and Manuel Colón), with Partners (CEEL, NABE, and SEAL) • 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 the development of plans for CABE 2024. • Met regularly with CABE Legislative Advocate and Legislative Policy team to establish and reaffirm systems and processes regarding policy and legislative priorities and actions. • Worked closely with CABE Legislative Policy Team to do teambuilding and scheduled a retreat to set goals for the year. • Attended the Sobrato Policy Partners meeting. • Planned implementation of the CABE retreat with Board and CABE Retreat with Staff members. • 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 during the transition of Board members and growth of staff. • Leading & facilitating different aspects of organizational systems change, adaptation, & flexibility to adjust to the transition of a new CEO.

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 2023-2024 academic year. Guiding 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 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.
- 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 2024 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.
- Ongoing meetings with CABE Coordinating Council to obtain updates on department's goals and actions.
- Oversaw and monitored completion and submittal of EWIG 1.0 final report year and participating in meetings for the new EWIG 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.
- Supported internal work of staff who provide administrative, fiscal and registration support for organization.
- Reviewing, monitoring and signing contracts for CABE services with district and county partners around professional development and parent engagement trainings.

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">• Becoming acquainted with 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 2023-24 budget that reports a surplus for the organization.• 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 9/16/23. This year's budget is the highest ever budget, credit to the past CEO and CABE Team.• Secured renewed grant with the Silvergiving Foundation for \$100,000.• Secured additional funding (\$250,000.00) from CCEE/CEI for CABE's role in implementing the Community Engagement Initiative.• Working to secure new EWIG 2.0 Contracts from Partnering Counties that will look like \$1.5 million.• 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.• Received extended funding from the CCEE for the Community Engagement Initiative for Program Development that supports CEI 2.0.• Supported and submitted grant reports for EWIG, 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 COVID.• Monitored contract-based revenues through Professional Learning and Parent and Family Engagement.• Preparation and implementation of the 2023 audit under direction of CABE Senior Accounting Consultant• Met with Finance Committee and Director of Financial Affairs.

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 CAFE 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">• Meet at least weekly with Senior Accounting Consultant and Coordinating Council Members• Plan for and implement 2023 organization fiscal audit successfully with strong leadership from Senior Accounting Consultant, contracted Auditors, CAFE Team members, and Board Audit Sub-Committee.• Met with CAFE 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 and external relationships.• Provided fiscal analysis, emergency fund applications, strategic fiscal planning.• Maintained monitoring on all non-essential expenses.• Supported updating of customer service systems and process support.• Monitoring of payroll process, attendance, timesheets accounting• Assessing internal systems in departments and organization.• Motivated and worked with staff to embrace, own and promote CAFE vision, programs and services at the annual CAFE staff retreat in August. Very successful feedback and outcomes from staff on the overall retreat!• Identified a major need to integrate internal systems and began working on how to go about taking the necessary next steps to obtain a consultant that can support the assessment, development of a roadmap and timeline for implementation over the coming years. 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
<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 CAFE'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 CAFE	<ul style="list-style-type: none">• Attended and presented at BINATIONAL conference in Mexico City sponsored by IME and the SRE.• Met with colleagues from Baja California Secretaria de Educación at the Dual Language Summer Institute and the BINATIONAL conference and the first return Binational GLAD Seminar on August 19th in San Diego. Scheduled to meet with them in on September 25th once again.• 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 National Committee for effective Literacy for Emerging Bilingual Learners. CAFE created and supports the NCEL website .• Met with the State Committee for Effective Literacy for Emerging Bilingual Learners• Supported the planning for CAFE Asian Language Roundtable with CAFE 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 members and focus areas of the 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, EWIG 2.0

GOAL AREA #6

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

RESPONSIBILITIES & DUTIES	CEO REPORT
<p>(1) Directing staff effectively in operations and activities;</p> <p>(2) Providing training opportunities for committed employees;</p> <p>(3) Building and supporting leadership and professional growth of team members;</p>	<ul style="list-style-type: none">• Welcomed new positions to CABE• Met regularly with CABE Executive Assistant• Met regularly with CABE Deputy Director• Co-planned and facilitated the CABE Team Retreat with the Deputy Director and CC members.• Met regularly with CABE 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 to recruit additional positions—Assistant Director of PLS and Assistant Director of FACE, and PL Specialist, Administrative Assistant.• Deputy Director has provided commendable guidance, coaching, support in my new role—CABE is fortunate to have her as an Deputy Director and so am I.• Supported CABE 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, CABE lobbyist, education policy analyst, and other daily connections.• Leading team in office protocols, schedules, and needs.• Participated in various Zoom and Webinar Trainings• Supporting ITC Director in taking professional growth courses to support her leadership role.• Supporting Human Resources Director in building his capacity through professional growth online courses.

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. • Met regularly with President. • Still need to facilitate and support New Board Member Orientations • 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 2023 Board Retreat and Board Meeting, as well as subcommittee meetings. • Invited Board members to attend CABE PL opportunities and to provide greetings at different events. • Sending regular email updates to Board and Staff on key policy and programmatic information. • Engaged with Chapter Leaders and Regional Representatives as opportunities arise.
<p>TRAVEL</p>	<p>Future Travel</p> <p>Work Related</p> <ul style="list-style-type: none"> • September 28 – October 21 CLSBA Conference, Long Beach • October 4 – 6 ALAS Conference, San Antonio • November 2-4 ACSA Leadership Summit, Sacramento • Nov 8-11—Santa Fe, La Cosecha Conference, Albuquerque New México • November 30 through December 2—CSBA Conference, San Francisco, • February 1-3—San Jose, CALSA Focus on Results Conference • TBD Mexico City—Meetings with IME, SRE, INEA, SEP, etc.