

## SEPTEMBER-OCTOBER-NOVEMBER 2024

### 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 Superintendents (Roy Jasso [Theater], Gabriella Barbosa [Ballmer Foundation], Jo Gusman [EL Consultant], and BJ [Bischoff Grants]).
- Attended the following conferences and presented: Center for Applied Linguistics (CAL), EdTrust West, ALAS, & CCTE.
- Maintained on-going (via Teams) contact with the CDE (Alesha Moreno) on programming, policy, and education for Els and EBLs.
- Attended First Latinos in Education Conference in Vacaville, CA as a Keynote and Dr. Flores presented in a Board Member's panel.
- Met with the new secretario general del Cónsul de Los Angeles, Silvestre Orozco y subsecretaria Nancy Ruiz.
- Maintained communication and collaboration with international colleagues in Mexico (IME and Baja CA) and Spain.
- Have supported CABE Team members who have endured tragic losses and illnesses during these past few months.
- Overseeing and monitoring implementation of 2024-25 balanced budget with Accountant, Finance Director, Board and Staff.
- Worked with team to support Translation and Interpretation program.
- Attended meetings and trainings for grant programs—CEI 2.0, Sobrato, EPPIC, & PROMESA as needed.
- Met with CABTE/IHE Team to support transition from Affiliate to Partnership.
- Attended CalTog Coalition Retreat to set Policy work for the 2024-2025 year.
- Held In-Person Monthly Staff Meetings in September, October and November and prepping for December meeting and Holiday Celebration.
- Supported getting virtual series of ELDTA, Dual Language Teacher Academy, Parent Virtual sessions.
- Continued preparations, planning, and promotion for CABE 2025's 50<sup>th</sup> Anniversary—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 10/3/24
- 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
- Attending La Cosecha Conference in Albuquerque, NM
- Met with policy partners on varying levels of support—CDE, National EL Roundtable, Sobrato Policy Partners, Cal Tog, CCEE Systems of Support, OELA, CAL meetings and webinars
- Met weekly/biweekly/monthly with CC members, staff, CABE lobbyist, and other daily connections
- Maintained weekly meetings with staff to support daily implementation and work duties; also participated in Zoom Meetings and Webinar Trainings.
- Obtained a \$20k Sobrato grant to provide coaching for CEO & a \$50k grant to conduct a cultural exchange with Hong Kong & Macau.

**FUTURE TRAVEL**

**November-December 2024**

- In CA: Bakersfield Regional, Monterey Regional & Membership, CEI & CSBA in Anaheim, San Jose SOE visits, L.A. SOE visits, Garden Grove SOE visits, South San Francisco & Berkeley partnership meetings, Sacramento, San Bernardino, Riverside Regional, Corona-Norco Promesa, & Woodland Promesa.
- Out-of-State: Santa Fe, NM-La Cosecha Conference, Hong Kong Cultural Exchange grant.

<b>STRATEGIC PLAN IMPLEMENTATION</b>	<i>Lead implementation of the CABE Strategic Plan</i>
<b>RESPONSIBILITIES &amp; DUTIES</b>	<b>CEO REPORT</b>
<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 CABE 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"><li>• Held Strategic Planning meetings with Staff and CABE Board to set Goals and Actions for the 2024-2029 Strategic Plan. Now working on the write ups.</li><li>• Monitoring the progress and implementation of the current CABE Strategic Plan.</li><li>• Reviewed strategic plan with staff and identifying their areas of focus and support.</li><li>• 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 CABE 2025, Regional Conferences and MEDLI 2025.</li><li>• 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.</li><li>• Participating in the leadership of the Statewide Community Engagement Initiative (CEI 2.0) through a partnership with SBCSS, San Diego COE, and CCEE. Attended meetings internally and with partners to prepare for CEI 2.0, yearly planning and implementation, and budget monitoring and reporting.</li><li>• Met with Professional Learning Collaboration Team comprised of several different CABE teams to consider organizational professional learning projects and issues, priorities, points of intersection and joint projects across team—PLS, FACE, Development, &amp; ITCD.</li><li>• Implemented major aspects of the Sobrato grant targeted towards bilingual teacher pipeline, administrator leadership training and advocacy at the California Commission on Teacher Credentialing.</li><li>• Worked closely with Laurie Nesrala-Miles, Norma Rocha and ITCD team to advance the</li></ul>

	<p>development and updates of the CAFE website added by elements of content and design—in Spanish and English: CAFE website, App, social media, Resource Center, CAFE and 2021 website and Facebook page.</p> <ul style="list-style-type: none"> <li>• Communicated regularly with Membership Team regarding chapter engagement and growth, new membership, and membership communication, etc.</li> <li>• 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 OPTTEL (Observation Protocol for Teachers of English Learners).</li> <li>• 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.</li> </ul>
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<b>CABE LEADERSHIP</b>	<i>Maintain and promote the CABEs values, vision/mission, theory of action, principles, strategic goals, and instructional priorities</i>
<b>RESPONSIBILITIES &amp; DUTIES</b>	<b>CEO REPORT</b>
<p>1) Implementing and evaluating strategic and financial goals.</p> <p>(2) Engaging board, staff, and partners to support CAFE vision and strategic plan.</p> <p>(3) Developing and maintaining strong fiscal structures to support the implementation of the CAFE strategic plan.</p>	<ul style="list-style-type: none"> <li>• Responded proactively to all areas of the organization.</li> <li>• Monitoring expenses and cashflow monthly.</li> <li>• Represented CAFE at the Sobrato Policy Partner meetings.</li> <li>• Represented CAFE at National Dual Language Forum via Zoom.</li> <li>• Represented CAFE at the National EL RoundTable via Zoom.</li> <li>• Addressed staffing issues, hirings, and transitions as needed.</li> <li>• Met with Los Angeles Consulate Staff re: partnership and involvement w/Plazas Comunitarias</li> <li>• Met with Karling Aguilera, Raul Maldonado and Barbara Flores via zoom as Director of Financial Affairs and President, Past President re CAFE as needs arise.</li> <li>• Met with and facilitated the participation of Board members at CAFE professional development events, conferences, and individual meetings.</li> <li>• Met with CDE staff on a variety of issues—CSA, BCN, CAFE. EPPIC, translations • Continued collaborative partnership with Center for Applied Linguistics (CAL) and the National Dual Language Forum.</li> <li>• Met with Finance &amp; Executive Committees in October to discuss fiscal state and Board agenda updates.</li> <li>• Met with CAFE Accounting Consultant on a regular (weekly/daily) basis for budgetary and</li> </ul>

	<p>fiscal reports, yearly 23-24 audit, and monitoring of CABA fiscal state.</p> <ul style="list-style-type: none"> <li>• Met weekly and worked closely with Coordinating Council members on the programmatic and fiscal growth of CABA and how the development of our work directly correlated to the strategic plan.</li> <li>• Emphasized the CABA Vision and Mission as our foundation on regular (daily/weekly basis) through all communication, social networking, promoting, branding, legislative action, etc.</li> <li>• Met regularly with and supported the Legislative Policy Team on policy, CDE, and state board of education issues.</li> </ul>
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<p><b>BUDGET AND FUND DEVELOPMENT</b></p>	<p><i>Develop a multi-year budget and fund development plan to set realistic income goals for the implementation of the CABA Strategic Plan.</i></p>
<p><b>RESPONSIBILITIES &amp; DUTIES</b></p>	<p><b>CEO REPORT</b></p>
<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>	<ul style="list-style-type: none"> <li>• Developed and presented balanced budget for 2024-2025.</li> <li>• Leading the redevelopment and growth of the CABA budget (See fiscal reports for October and November)</li> <li>• We will be receiving an additional \$250,000 from CEI 2.0 from CCEE that which was added to this year’s budget under FACE.</li> <li>• Continuing to work on audit for 2023-2024—led by Accountant Consultant Yvette Chong Coontz and Audit Committee</li> <li>• Contracts for EPPIC are being finalized by PLS and added to the PLS PD and CABA 2025 Conference earnings</li> <li>• Met with accounting consultant and auditing firm and helped to prepare auditing documents</li> <li>• Operationalization and monitoring and major adjustments of the CABA 2024-25 budget may be needed in the FACE department. Contracts are low and a big push has been put in place to target doing outreach to obtain contracts.</li> <li>• Communicated with Director of Finance and President regarding specific fiscal aspects.</li> <li>• Planned for and facilitated quarterly call with the Financial Committee in October</li> <li>• Reviewed and approved weekly accounts payable payments through Bill.com.</li> <li>• Monitoring closely department budgets, goals and targets to insure we are increasing contracts to meet our department target goals.</li> </ul>

<p>(6) Maintaining, monitoring, and evaluating the budgeting and fund development plan and process;</p> <p>(7) Raising funds for CABE’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"> <li>• Interns to support Kentone IRM development starting in November.</li> <li>• Developed and implemented plans of action for the above grants from the Sobrato Family Foundation, U.S. Consulate Cultural Exchange (\$50k), and the CCEE.</li> <li>• Submitted reports for grants from Sobrato Family Foundation and the federal grant.</li> <li>• Working extensively with accounting consultant, business team and coordinating council to implement budget for 2024-2025 with fidelity.</li> <li>• Keeping track of additional expenses due to 50<sup>th</sup> Anniversary unexpected additional expenses: Researcher recordings (travel and recording costs); Additional expense on recording of Past Presidents, Executive Directors, and Historical archiving needs.</li> <li>• Developing a proposed budget for CABE Viva Mariachi curriculum certification, training and consulting.</li> <li>• Developing proposed budget for raising more revenue to meet increased expenses to do an additional symposium in January.</li> </ul>
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<p><b>BOARD ENGAGEMENT &amp; LEADERSHIP</b></p>	<p><i>Work collaboratively with the Executive Board Committee to design and roll out a Board engagement and leadership strategy for engaging CABE Board in effectively and compellingly understanding, communicating, and enacting the CABE Strategic Plan</i></p>
<p><b>RESPONSIBILITIES &amp; DUTIES</b></p>	<p><b>CEO REPORT</b></p>
<p>(1) Developing effective communication strategies;</p> <p>(2) Providing leadership to board members in implementing the CABE 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"> <li>• Planned and prepared November Board Meeting with President, Director of Finance, Executive Committee, and Finance Committee.</li> <li>• Met with Raul Maldonado, President, regularly via phone/email regarding CABE programmatic, relational and growth areas.</li> <li>• Supported a highly successful virtual JDA with CABE VP, Regional Representatives and Membership Team on September 28, 2023.</li> <li>• Sent regular text updates and emailed Weekly Bulletins to board members and staff on updates</li> <li>• Will be meeting with Audit Committee re 2023-2024 Audit and Tax Form 990</li> <li>• Meet with board subcommittees regularly as needed.</li> <li>• Invited and encouraged board members to apply and participate on state committees and various community events.</li> <li>• Collaborated and coordinated with CABE LP Team to represent CABE at SBE, BCN, meeting with CDE and planning for Legislative Policy Days coming in the spring of 2025.</li> </ul>

	<ul style="list-style-type: none"> <li>• Met with leaders from Sobrato Policy Partners, DLeNM, NDLF, Ed Trust West, Californians Together, CLSBA, and CDE leadership to share and communicate CABE Goals and Actions.</li> <li>• Met with CABE Board President to plan for and implement CABE’s program year and offerings.</li> <li>• Worked and coordinated with the Director of Legislative Affairs, Policy Action Subcommittee and CABE Lobbyist on policy weekly.</li> <li>• 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).</li> <li>• Continue to lead staff and board in refocusing on the goals and priorities of the CABE Strategic Plan.</li> </ul>
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<b>STAFF ENGAGEMENT &amp; LEADERSHIP</b>	<i>(Refer to Strategic Plan)</i>
<b>RESPONSIBILITIES &amp; DUTIES</b>	<b>CEO REPORT</b>
<ol style="list-style-type: none"> <li>(1) Creating an office culture of quality service, support, leadership, and accountability.</li> <li>(2) Engaging all staff in the development of work teams and work plans tied directly to the CABE strategic plan.</li> <li>(3) Intentionally seeking alignment across CABE departments and teams to build CABE’s capacity for leadership, engagement, and accountability.</li> <li>(4) Establishing and utilizing an external committee or</li> </ol>	<ul style="list-style-type: none"> <li>• Having monthly team meetings with Coordinating Council Members to engage in updates and collaborative efforts and progress. Also in their facilitation of team meetings.</li> <li>• Continuing efforts to improve culture and morale through the use of Lifeskills and Lifelong Guidelines in order to work in harmony with each other.</li> <li>• Worked closely with ITCD to develop website resources for the CABE PLS offerings, CABE 2025, ELA/ELD Webinars, Regional Conferences and other web-based resources.</li> <li>• Leading the CABE team of full time and part time employees and having monthly hybrid meetings.</li> <li>• Encouraged team members to learn new skills—particularly ChatGPT, SharePoint, Kintone, TEAMS, etc.</li> <li>• Meet daily with staff via in-person, TEAMS, and Zoom as needed.</li> <li>• Supported CABE Coordinating Council Members.</li> <li>• Completing staff evaluations and addressing growth and performance needs with different staff members, as needed.</li> <li>• Supported the planning for celebrating the holidays and birthdays at CABE HQ.</li> <li>• Met regularly with staff—whole staff meetings, coordinating council, teams, and individuals Prioritize touching base and meeting personally with each staff member every week.</li> </ul>

<p>advisory board of experts, colleagues, and practitioners to provide input and feedback to staff and the Board regarding CABE’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"> <li>• Sent weekly Monday Message to Team and regular consultants regarding cross team information, news and updates, and connection of work to the CABE vision and Strategic plan.</li> <li>• Continuing to work on the development and fine-tuned process for interviews, hiring of new staff, on-boarding and record keeping.</li> <li>• Worked regularly with Laurie Nesrala-Miles on the preparation of the 2024 Multilingual Educator. Membership support, and the CABE Corner—our monthly E-newsletter</li> <li>• Worked closely with Strategic Plan Consultants on development of priority areas, goals and work plans for new Strategic Plan.</li> <li>• Engaging with staff regarding debriefing, planning and organization for CABE 2025 and Regional conferences.</li> <li>• Continued to encourage and guide team collaboration, planning and growth.</li> <li>• Regularly engaged team in discussions regarding leadership during coordination council and implementing new structure and focus to Coordinating Council meetings.</li> <li>• Continue to encourage and build staff level of professionalism, growth, and cross team connections.</li> <li>• Support systemic growth and use of technology throughout staff to improve services—attending off site training, upgrading software, hardware, trainings on AI, ChatGPT, SharePoint, etc.</li> <li>• Met with close CABE partners for input and feedback on CABE programs and offerings.</li> <li>• Celebrated birthdays, holidays, graduations, special events and honored losses.</li> <li>• Provided encouragement and recognition to staff for their dedicated efforts by celebrating birthdays, providing Starbucks run, lunch at staff meetings, and regular treats.</li> <li>• Focused with team on creating systemic and organized flows to work projects to enhance professionalism and efficiency in work.</li> <li>• Met with key partners, experts and colleagues to ask for insight and feedback on CABE’s growth and future development work.</li> <li>• Obtained a grant from Sobrato for \$20k to assess and provide coaching for the CEO by an external consultant.</li> </ul>
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