

<b>GOAL AREA #1</b>	
<b>MAINTAIN THE VISION AND PURPOSE OF CABE</b>	
<b>RESPONSIBILITIES &amp; DUTIES</b>	<b>CEO REPORT</b>
<ol 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> </ol>	<ul style="list-style-type: none"> <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>• Meeting regularly and collaborated with the Program and Events team on the development of plans for CABE 2025.</li> <li>• Meeting with Jan regularly and staying updated on the 50<sup>th</sup> Anniversary Progress.</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 keep up with legislative bills proposed, staying focused on implementation of ELA/ELD Framework and the English Learner Roadmap. Determining which bills we will be co-sponsoring or supporting. Currently supporting AB 48 &amp; AB 49 on Immigration Protections.</li> <li>• Attended the Sobrato Policy Partners meetings and regularly meeting each month to look at applying for a new foundation grant.</li> <li>• Continuing the work on and support the Kintone and Sharepoint systemic implementation as our Resource Management Systems.</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.</li> <li>• Working on completing the CABE 5-year Strategic Plan</li> </ul>

# 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

- Continuing to guide and support 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 led the development and implementation of CABE's final 2024-25 budget to support the implementation of our strategic plan.
- Continue to adjust and adapt programmatic and fiscal goals due to organizational changes and increased staffing. Holding monthly meetings with Fiscal and Directors on their individual budgets.
- Keeping board and staff apprised of ongoing activities through text and Weekly Bulletins.
- Supported and guided the strategic planning for the CABE 2025 annual conference program, structure, contracts, staff involvement and assignments, planning committee, etc.
- Supporting the planning and realization of CABE Regional Conferences in Bakersfield (October 28), Monterey (November 21), Sacramento (February 6) and Riverside (May 7).
- Supporting and guiding planning and implementation of MEDLI (Multilingual's Education for Dual Language Instruction), Project2INSPIRE classes, PROMESA grant, Community Engagement Initiative (CEI 2.0), and the ongoing PLS contracts for services around professional development in DLI/Biliteracy/ELD and coaching supports.
- Continuing to look for funding sources to diversify our financial buckets.
- Collaborated and met with external evaluators at Wexford, Inc. and our grant writer.
- Along with our CABE Deputy director continuing to share with staff CABE Team of goals, vision and mission through weekly message, team meetings, and other communication that cheerleads and motivates our staff to provide their "personal best" in representing CABE and realizing our vision and mission.
- Supported internal work of staff who provide administrative, fiscal and registration support for organization.
- Supported CABE's policy presence at the CCTC, SBE and State Capitol.

# 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 CAFE'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 \$10.2 million.</li><li>• Implement the 2024-25 budget with a projection of a surplus for the organization by June 2026.</li><li>• Supported the promotion of CAFE 2025 and continuing to be on track to meet our fiscal goals for CAFE 2025—as of February 7, 2023 we have reached over 3,200 paid attendees to date.</li><li>• Applied for a state \$350,000 grant to support districts in professional development for Early Learning</li><li>• Applied for a grant of \$75, to fund 14-18 classroom videos that can show best practices being modeled by our PLS department to support PD with partnering districts.</li><li>• Continuing to support (\$250k) CCEE/CEI 2.0 in implementing the Community Engagement Initiative for 2024-2025 school year and working to secure 2025-2026 as well.</li><li>• Monthly meetings with our Fiscal and Department Directors to monitor budget progression and cash flow projection. Making necessary adjustments on a monthly basis.</li><li>• Continuing to support and work with our Development Director identify and pursue grant and foundation funding as part of our financial diversification process.</li><li>• Supported and submitted grant reports PROMESA, Sobrato Family Foundation, and the Community Engagement Initiative.</li><li>• Continuing to guide staff in the responsible management of revenues and expenses due to extraordinary high level of expenditures this year, due to our 50<sup>th</sup> anniversary celebration, new higher down-payments for future conferences, increased staff, increased costs in health benefits, increased tax base, and low contract attainment in FACE department .</li><li>• Monitored contract-based revenues through Professional Learning and Parent and Family Engagement.</li><li>• Completion and approval of the 2022 audit under the direction of CAFE Senior Accounting Consultant</li><li>• Ongoing meetings with the 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>• Ongoing meetings with Coordinating Council, CABE Leadership, and CABE attorney contracts (Mariachi curriculum, Oaxaca Language &amp; Culture, Veregy) as well as possible changes and updates to the CABE Employee Handbook.</li><li>• Completed 2022 organization fiscal audit successfully with strong leadership from Senior Accounting Consultant, contracted Auditors, CABE Team members, and Board Audit Sub-Committee.</li><li>• Met with CABE Insurance Broker and Administrative Systems Manager regarding policy options for organization and renewals.</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>• Continued monthly meetings with CABE Staff to motivate employees to embrace, implement, and promote the CABE vision, programs and services.</li><li>• Assessing our Accounts Payables and Receivables in order to improve the current process and determine some possible restructuring.</li><li>• Supporting the implementation of the CABE organizational assessment findings and engaging the Coordinating Council in a process of understanding finances beyond their departments so that full ownership is taken on our fiscal and organizational work to effectively restructure and maintain fiscal strength as we grow in staffing and financial expenditures.</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>• Through the Cultural Connections grant of \$50k, we sent a CABE delegation to successfully visit Hong Kong and Macau with the purpose of promoting Cultural Connections and learning from each other about our bilingual/multilingual programs and education. Also continuing to support Cultural Connections webinars. Grant has been suspended due to current administration freeze on such grants. We do not know how long the suspension will occur.</li> <li>• Met with Mexican Consul representatives from Fresno to discuss potential partnerships and collaboration.</li> <li>• Attended an event at the Sacramento Mexican Consul on the doctoral study and published book by one of their employees on Bi-national relations.</li> <li>• Met with Los Angeles Mexican Consul and received a \$3,000 check for Griselda’s work in Plazas Comunitarias’ education support for parents. Also working on invitations for CABE 2025 Conference.</li> <li>• Meeting monthly with Alesha Ramirez Moreno, Director of Multilingual Programs at the CDE.</li> <li>• Continuing to meet with and support the National Committee for effective Literacy for Emerging Bilingual Learners. CABE created and supports the NCEL website.</li> <li>• Supported the planning for CABE Asian Language Roundtable and Asian Languages integration to CABE 2025 with P&amp;E department, Asian Languages Planning Committee, and Dr. Annie Duong.</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 IV and V in communications project.</li> <li>• Meetings continue 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>• Immigrant Families, District Schools’ CABE Resource Hub is being developed.</li> </ul>

## 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"><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></ul>	<ul style="list-style-type: none"><li>• Hire freeze is in place as we look at and continue to monitor our fiscal situation, given these unknown times.</li><li>• Met regularly with CABA Executive Assistant</li><li>• Met regularly with CABA Deputy Director</li><li>• Met regularly with CABA 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 Development and LPT.</li><li>• Continuing with hybrid and remote work schedules with staff.</li><li>• Continuing collaboration with Deputy Director as she monitors and supports our various departments.</li><li>• Celebrated holidays with CABA Team through virtual and in-person activities</li><li>• Continuing to support Director of Development and a CABA Implementation team from every department as guidelines are being developed to support our IRM systems of Kintone and SharePoint.</li><li>• Supported CABA team members during times of illness and loss, and adjusted job duties as needed during absences.</li><li>• Lead and support CABA in growing and deepening our skills for online and in-person trainings, virtual meetings, trainings and sessions.</li><li>• Supported and coached different team members to address areas of growth &amp; development.</li><li>• Met weekly/biweekly/monthly with CC members, staff, CABA lobbyist, education policy analyst, and other daily connections</li><li>• Continuing to find ways to support training and capacity building of our staff at all levels.</li><li>• Deputy Director has been providing coaching and guidance for our new FACE director.</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.</li> <li>• Facilitated New Board Member Orientation for new Region 2</li> <li>• Planned for CABE Board meetings with Executive Secretary</li> <li>• Collaborated with the Asian Languages Roundtable, Baja California education partners, and the CEI CABE staff teams.</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>• Attended a number of meetings with region 2 Chapter representatives to discuss possible merging of two chapters due to low number of members in Central Valley areas.</li> <li>• Planned and prepared agenda, documents and reports for February 2025 Board Meeting and subcommittee meetings.</li> <li>• Sent regular email updates to the Board and Staff on key policy/program information.</li> <li>• Engaged with Chapter Leaders and Regional Representatives to support events (META Chapter 8 “Creating Language Friendly Schools” Mini-Conference;</li> </ul>
<p><b>TRAVEL</b></p>	<p><b>Future Travel</b></p> <p><b>Work Related</b></p> <ul style="list-style-type: none"> <li>• January 28— Sacramento Lobby Leadership Day</li> <li>• January 30— Superintendent Symposium</li> <li>• February 1—Vietnamese Lunar New Year Festival (Garden Grove)</li> <li>• February 5—La Quinta High School Lunar New Year Festival (Westminster USD)</li> <li>• February 6—Sacramento (Regional Conference &amp; CALSA Conference in Burlingame)</li> <li>• March 11-13—ALL Titles Conference (Los Angeles)</li> <li>• March 19-21-CEI (San Deigo)</li> <li>• March 22-29—Long Beach (CABE 2025)</li> <li>• March 31—Chapters Lobby Day (Sacramento)</li> </ul>