

Interim CABE CEO Report—Cynthia Vásquez Petitt

April 2026-June 2026



RESPONSIBILITIES & DUTIES	INTERIM CEO ACTIVITIES
<p>(1) Support the transition of CABE toward new leadership and assist with positive messaging and interactions with CABE’s sponsors, partners, and stakeholders.</p> <p>(2) Prioritize activities that bring staff together as a team and address issues of staff morale.</p> <p>(3) Become familiarized with CABE team systems, organization, technology tools, and team member responsibilities.</p> <p>(4) Meet regularly with Coordinating Council, Senior Accounting Consultant and CABE Teams/Departments.</p> <p>(5) Support revenue and fund development in all Departments.</p> <p>(6) Support preparation of Balanced Year-End Budget</p>	<ul style="list-style-type: none"> • Initially collaborated closely with Senior Executive Advisor, Jan Gustafson-Corea, and CABE Board President Karling Aguilera-Fort during first two weeks of transition. Thereafter, met weekly with CABE Board President and Deputy Director. • Scheduled individual connection meetings with CABE leadership team- Deputy Director, Maria Villa; Program and Events Director, Delma Sheridan-Chwilinski; LEAD Director, Rubi Flores; Administrative Systems Director, Joshua Jauregui; Information Technology Director, Norma Rocha; Communications Manager, Laurie Miles; and Executive Assistant, Aida Madison. • Established a focus on the 6 Cs- Collaboration, Communication, Creativity, Critical Thinking, Compassion, and Consideration- and made connections to each of them with the CABE Team throughout transition in weekly messages and team meetings. • Made connections and met in-person and virtually with all team members via individual, small group, and all team meetings. • Communicated and collaborated on a daily basis with Deputy Director, Maria Villa. • Sent joint weekly message (with Deputy Director) to CABE Team highlighting the 6 Cs, weekly happenings and updates, birthdays, CABE History trivia, and upcoming CABE events. • Facilitated bimonthly Coordinating Council meetings with CABE leadership team. • Observed and learned of daily operations and department/organization wide systems. Signed on to banking, payroll, and team attendance systems. • Supported and attended Coordinating Council members monthly meetings with Accounting and Financial Consultant and Deputy Director to review program budgets.

and Balanced 26-27 Budget to present to the Board at its June Board meeting.

(7) Meet regularly with the CABE Board President.

(8) Perform such other duties as the Board may assign to from time to time consistent with the position part-time Interim CEO.

- Supported development of preliminary budget 2026-2027 budget and met regularly with Accounting and Financial Consultant, Yvette Chong-Coontz, CABE leadership team and Senior Executive Advisor in preparation for June board meeting.
- Facilitated monthly CABE Team meetings (all staff- virtually and in-person.)
- Attended and represented CABE, along with Deputy Director, at Mt. San Antonio College's School of Continuing Education open house.
- Attended weekly Legislative Policy Team meetings with CABE Advocate, Jennifer Baker; Educational Policy Analyst, Sally Fox; and Deputy Director, Maria Villa.
- Supported creation of outcomes and proposal for one-year Sobrato grant with Deputy Director with guidance and input from the Sobrato team. Focus on one-year grant will be on organizational systems and structures, board governance, and fund development.
- Prepared agendas and documents for and attended CABE Board Committee meetings: Finance Committee and Executive Committee.
- Assisted in creation of board and CABE staff survey of new CEO Qualities and Qualifications to support in upcoming CABE CEO search.
- Supported new Board Elections process and attended Election Committee meetings throughout the process and timeline of elections.
- Attended planning meetings in preparation for CABE Riverside Regional Conference.
- Met and shared updates with (and monthly moving forward) with CDE Director of Multilingual Support Division, Alesha Moreno-Ramirez.
- Supported in planning for CABE 2027 annual conference- supported preliminary budget, sent letters to school districts to participate on CABE 2027 Planning Committee, reviewed timeline of activities (short-term and long-term).
- Connected and collaborated with CABE partners via email and in person. Attended CalTog Coalition meeting in-person
- Continue to establish connections and share the CABE Vision and Mission with partners. So far have connected with CalTog Coalition, CABTE, UnidosUS, CALSA, CLSBA, and CDE.

TRAVEL

Travel Conducted for April -June

- Riverside Regional Conference, Riverside, CA
- CalTog Coalition Meeting, Lakewood, CA

Forecasted Travel for June

- Represent CABA at the Sobrato Policy Partner Convening, June 23-24, Redwood City, CA
- Visit Bakersfield Community College campus and events center to tour facilities, June 29, Bakersfield, CA