



2013-2014

CABE Board of Directors

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Stanley Lucero
Lucerito's Music

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Olivia Yahya
Saddleback Valley
Unified School District

Region IV Representative

Laurie Nesrala
San Diego County Office of Education

Region V Representative

Imelda Trinklein
Palmdale School District

Chief Executive Officer

Jan Gustafson-Corea

Business Manager

Marie Younger

Legal Counsel

Mary T. Hernández
Garcia, Hernández,
Sawhney & Bermudez LLP

BOARD MINUTES
Confidential –FINAL
February 22, 2014

Pursuant to a written notice by delivered to each member of the Board of Directors on, the Board of Directors of the California Association for Bilingual Education held an open Board meeting at the CABE Headquarters at 16033 E. San Bernardino, Rd.in Covina, CA 91722 on February 22, 2014

Board Members Present:

Francisca Sánchez, President; Ramón Zavala, Vice President; Gloria Inzunza-Franco, Immediate Past President; Barbara Flores, Director of Community Affairs; Lettie Ramirez, Director of Secondary & IHE Affairs; Irella Perez, Director of Parent Relations; Elodia Ortega-Lampkin; Director of State and Legislative Affairs; Rosa Armstrong, Director of Paraprofessional Affairs; Stanley Lucero, Region II Representative (11:00 a.m.); Olivia Yahya, Region III Representative; Laurie Nesrala, Region IV Representative; Imelda Trinklein, Region V Representative.

Board Members Absent:

Raul Maldonado, Director of Financial Affairs; Annie Rodriguez, Region I Representative.

Staff Members/ Legal Counsel Present:

Jan Gustafson-Corea, Chief Executive Officer; Delma Chwilinski, Director of Conference and Event Planning; Maria Villa, P2I Coordinator, Toni Hernandez, P2I Parent Specialist; Elizabeth Jimenez, P2I Parent Specialist; Norma Rocha IT Specialist; Martha Zaragoza-Diaz, Legislative Lobbyist; Mary T Hernandez, Legal Counsel; and Gil Viernes, Accounting Consultant; and Aida Madison, Executive Assistant

Guests Present:

Rosalinda Quintanar, CTA Liaison and Carla Herrera, 2-Way CABE Director, Yvette Coontz-Chong, CABE Accounting Consultant.FMJ

Vasquez & Company, LLP

Gilbert Vasquez, Managing Partner; Benel Se-Liban, Engagement Partner,; Jonathan Agot, Audit Manager; and Millicent Marquez, Staff Auditor

SESSION ONE: Opening

- 1.0 Call to Order
- 1.1 Francisca Sánchez called the meeting to order
- 1.2 Selection of Time Keeper: Lettie Ramirez Observer: Laurie Nesrala
- 1.3 Approval of Agenda

MOTION #1-TO APPROVE THE AGENDA WITH THE FOLLOWING REVISIONS: ADD CABE 2016 to Action Item 3.6 and MOVE Item 3.3, BUDGET DEVELOPMENT to Discussion Item 5.4

Moved: B. Flores

Second: G. Inzunza-Franco

Motion passes: Yes

MOTION #2- TO APPROVE THE MINUTES OF NOVEMBER 16, 2013 BOARD OF DIRECTORS' MEETING WITH NO REVISIONS.

Moved: I. Perez

Second: L. Ramirez

Motion passes: Yes

SESSION TWO: Directors', Regional Representatives' and Staff reports (Item 2.1)

2.1 Legislative Update - E. Ortega-Lampkin stated that everyone should have received an e-mail regarding the efforts of Senator Lara to repeal Proposition 227. M. Zaragoza-Diaz stated that the previous Friday was last day to introduce bills. M. Zaragoza-Diaz stated she has been discussing with Senator Lara about repealing Proposition 227 since last year. M. Zaragoza-Diaz stated that Senate Bill 1174 was introduced. M. Zaragoza-Diaz recommended that the board read the bill for more information. If the Legislator and Governor sign the bill, the Secretary of State determines where on the ballot will be placed. The voters decide whether to repeal Proposition 227 it only requires a majority vote. J. Gustafson-Corea commented that, through collaboration with Californians Together, we will be encouraging community members to write to Senator Lara and Senator Buchanan, thanking them for their support. M. Zaragoza-Diaz stated Senate Bill 837 (Steinberg) has been introduced and will expand transitional kindergarten into a universal kindergarten. M. Zaragoza-Diaz stated that there are other bills being introduced around the question of the reclassification process. E. Ortega-Lampkin stated a joint letter from CRLA, CABE and Californians Together outlining our concerns and recommendations to the proposed emergency LCFF/LCAP regulations that were submitted to the SBE members as well as CDE key staff. M. Zaragoza-Diaz stated that we are doing ELAC and DELAC training on what LCFF is about. E. Ortega-Lampkin stated that Advocacy Day in Sacramento on April 22, 2014.

Regional Representatives' Report- R. Zavala stated that the Regional Representatives had a meeting at the Courtyard Marriott on Friday, February 21, 2014. R. Zavala stated that JDA, and membership recruitment was discussed. O. Yahya stated that Pepperdine had a luncheon and had new members attended. The chapter president is trying to get other chapters involved to bring in more people in order for Mr. Garcetti to attend. L. Nesrala stated that the first committee meeting for the Inland Empire regional conference. L. Nesrala stated that South County San Diego chapter is active and are busy raising money for scholarships. I. Trinklein stated that region 5 has two chapters that are very active. Chapter 48-Antelope Valley has scheduled their annual conference on May 17, 2014 focusing on parents. F. Sanchez stated that the META Chapter in Region 1 is organizing a professional development fundraiser on March 21, 2014 from 4-8 p.m. at Walnut school in Patterson, CA. S. Lucero stated Pájaro Valley Chapter is hosting a reception on February 28, 2014 and is showing the movie; Speaking in Tongues. S. Lucero stated the Joint Chavez and Dual Language Conference is on March 14-15, 2014 at CSU, Fresno. On Saturday, March 29, 2014, Dual Language Parent Conference at Ann Leavenworth School, Fresno, CA

2.3 CEO Report-(Item 2.3) - J. Gustafson-Corea stated she prepared her report and activities and aligned them to the Strategic Plan under these topics: New Development, Strengthen and Expand, Maintain Efforts, and Rethink/Restructure.

SESSION THREE: Action Items

MOTION # 3-TO APPROVE THE AUDIT REPORT FOR FISCAL YEAR 2012-2013 AS PRESENTED (Item 3.1)

J. Agot and B. Se-Liban presented the audit report results. The audit performed in accordance with generally accepted auditing standards & government auditing standards. The financial statements fairly

present, in all materials respects, CABE's financial position, results of operations, changes in net assets, and cash flows. B. Se-Liban stated CABE's had a clean audit. The audit focused on these areas: cash and cash equivalents, accounts receivable, accounts payable and accrued expenses, net assets, and expense allocation.

Moved: R. Zavala

Second: L. Ramirez

Motion passes: Yes

MOTION # 4-TO APPROVE THE BUDGET AND ACTUAL VARIANCE REPORT FOR THE PERIOD OF NOVEMBER 1, 2013 TO JANUARY 31, 2014 AS PRESENTED (Item 3.2)

Gil Viernes stated that the total income from July 1, 2014 to January 31, 2014 is \$1,233,967; total expenses are \$1,125,581 for a total net income of \$107,178. G. Viernes stated that the total cash and cash equivalent investments is \$726,962.

Moved: B. Flores

Second: G. Inzunza-Franco

Motion passes: Yes

MOTION # 5-TO APPROVE THE SUBCOMMITTEE'S EIGHT RECOMMENDATIONS-PART A and PART B AS PRESENTED

(Item 3.4)

F. Sánchez stated the subcommittee (Jan C., Ramon Z., Laurie N. and Francisca S.) met in January 8th to review the top ten strategic plan projects identified by the Board at its November meeting and use the criteria brainstormed by the Board to assess those projects. These criteria addressed three areas: Vision, Capacity & Sustainability, and Stakeholders & Partners. F. Sánchez stated the subcommittee offer the recommendations for the Board's approval Once approved, these priorities will be the core of CABE's strategic work, and as such, it is the Board's expectation that a major role for the CABE CEO will be to facilitate implementation of the project work plans. Part A-New Development, Strengthen & Beyond; Maintain Effort, Rethink/Restructure and Foundation; Part B- Project Managers for projects; review and approval of those charters/work plans by the CABE President, Vice President, and CABE CEO; and CEO and Director of Financial Affairs be charged with ensuring that the Board strategic plan priorities drive the 2014-2015 CABE budget development process and assumptions and incorporate the specifics outlined in the COMPASS priority project budget/funding needs/plans.

Moved: R. Zavala

Second: I. Trinklein

Motion passes: Yes

MOTION # 6-TO APPROVE MOU FROM TRAIL, LINKS AMERICAS AS PRESENTED (Item 3.5)

J. Gustafson-Corea stated the MOU/Letter of Agreement from TRAIL, Links Americas Foundation is for CABE and Trail to work together to increase the digital literacy (collectively the "shared Objective"). Pursuant to the terms of the agreement, TRAIL, LAF and CABE by allowing CABE to share and link to TRAIL's platforms known as "JobScout". CABE would have hyperlinks on the CABE website which would allow users to connect directly to JobScout platform and related content (LINKS).

Moved: B. Flores

Second: I. Trinklein

Motion passes: Yes

MOTION # 7-TO APPROVE THE CABE 2016 VENUE OF SAN FRANCISCO HILTON UNION SQUARE AS PRESENTED

(Item 3.6)

D. Chwilinski stated that the three top venues are Hilton, San Francisco Union Square, Sacramento Convention Center and San Jose Convention Center. D. Chwilinski stated that the Hilton San Francisco Union Square food is \$75,000, room rate is \$199-\$209 (\$15 rebate). After careful review, the decision to hold CABE 2016 in San Francisco was selected due to location, appeal of San Francisco, pricing and profit potential.

Moved: R. Zavala

Second: I. Ramirez

Motion passes: Yes

SESSION FOUR: AFFILIATES, LIAISONS, AND GUESTS

4.1 CTA-

4.2 TWO-WAY CABE- Carla Herrera stated a few board members from Two-Way CABE and CABE staff presented at the NABE pre-conference. C. Herrera stated that Two-Way CABE and Velasquez Press and Californians Together hosted a "California" reception. As part of the Parent and Community engagement, the Two-Way CABE developed a power point presentation and will present at the CABE regional conferences. C. Herrera will also attend the Vietnamese roundtable at CABE 2014. C. Herrera had a question on the protocol on Two-Way CABE having a table at the CABE 2014. D. Chwilinski will meet with Carla after the meeting. C. Herrera also had a question regarding the election for two board members for Two-Way CABE on the CABE election ballot.

SESSION FIVE: Information and Discussion Items

5.1 – Annual Conference- J. Gustafson-Corea stated the keynote speakers are: Ana Maria Alvarez on Wednesday; Laurie Olsen on Tuesday and Pedro Noguera on Friday. D. Chwilinski stated that registration is almost at 2,000, the goal is 2,700. D. Chwilinski stated that Sponsors- \$61,000, Exhibitors- 93, Presenters-250, Planning Committee, 10 districts/COE. J. Gustafson-Corea shared the upcoming activities at the CABE 2014. D. Chwilinski stated there will be raffles held in the exhibit hall on Thursday and Friday and at the CABE store on Saturday.

5.2- Planning for JDA and Membership at CABE 2014

F. Sánchez presented the facilitator's agenda, To Do List and regional representative responsibilities for JDA. F. Sánchez stated the membership meeting is scheduled on Saturday, April 5, 2014. F. Sánchez proposed membership meeting outcomes and the proposed agenda.

5.3 – Report on CABE PDS

J. Gustafson-Corea presented the three types of Professional Development and the financial status of PDS with the board. Type 1-Partnered Professional Development; Type 2-On-site Professional Development and Type 3-Expert Consulting. J. Gustafson-Corea shared the charts that Elizabeth Jimenez is using to track showing projected costs and revenue. The revenues and profit of PDS are ahead of schedule.

Closed Session

Personnel

SESSION SIX:

6.1 - Board members may submit reports electronically or five minutes for an oral presentation.

SESSION EIGHT - Adjournment

The next regular meeting of the CABE Board of Directors meeting will be Saturday, June 28, 2014 at the CABE 2014

Attested and Approved,

Francisca Sánchez, CABE President

Jan Gustafson-Corea, CABE CEO