

CABE CEO Report—Jan Gustafson Corea

September-November, 2014

GOAL AREA #1	
STRATEGIC PLAN IMPLEMENTATION	<i>Lead implementation of the CABE Strategic Plan/COMPASS:</i>
RESPONSIBILITIES & DUTIES	CEO REPORT
<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/COMPASS consultants, as well as the educational consultant;</p> <p>(3) Engaging CABE staff in actively supporting implementation of the Strategic Plan/COMPASS priorities and work plans;</p> <p>(4) Providing the Board with regular progress reports and analyses of Strategic Plan/COMPASS work plan implementation.</p>	<ul style="list-style-type: none"> • Assigned and supported staff members to appropriate CABE Compass priorities and collaborated with them on their work focus to address the goals of these priority areas—2.2, 2.2.6, 3.1, 3.4, 4.6 • Provided weekly information and orientation to the CABE Compass to staff through the Monday Message and in staff meetings. • Supported 3.1 Family and Community Engagement through support of P2I (i3 grant, contracts, marketing, growing the team, addressing and working on budget issues, etc.). Met with staff, traveled to Gilroy, addressed staffing issue and needs, hired new PT staff to fulfill needs of contracts, • Supported 2.2 directly through collaboration, planning, and diagnosing for the future with PDS and support of planning for 2014-15 conference/professional development offerings—Bakersfield, Sacramento and annual conference. • Focused on Strategic Plan priority areas 2.3, 3.5, 3.3, 4.1, 4.2—completed the hiring of four new strategic plan consultants and part time staff. • Met and communicated regularly with consultants to provide feedback, information, and support (Claudia, Stanley, Fred, Ramon). Continue to create a process the work and support of the consultants. • Continued to recruit consultant for Strategic Plan Consultant for Partnerships. • Presented workshop on the CABE Compass (in Spanish) at Sacramental Regional Conference. • Developed reporting process and report on the implementation of the CABE Compass for the November Board Meeting. • Worked with Staff to revise CABE Compass booklet with updated information on our priority areas. • Provided brief overview of the CABE Compass to new board member Sally Fox.

GOAL AREA #2

CABE LEADERSHIP

Maintain and promote the CABE Essentials (values, vision/mission, theory of action, principles, strategic goals, and instructional priorities)

RESPONSIBILITIES & DUTIES

CEO REPORT

- (1) Implementing and evaluating strategic and financial goals;
- (2) Engaging board, staff, and partners to support CABE vision and strategic plan;
- (3) Developing and maintaining strong fiscal structures to support the implementation of the CABE strategic plan.

- Continually and regularly spoke about and share the CABE vision and mission with partners, clients and staff—OELA, NCLR, Planning Committee, new staff members, Cal Tog, CALSA, CLSBA
- Traveled to Washington DC to represent CABE at the National EL Roundtable organized by OELA and coalition
- Put in place board action regarding new spending on staff and resources due to 2013-14 surplus in support of the strategic plan.
- Continued to work closely with FMJ consultant, Yvette Chong-Coontz to ensure that funding structures are in place in the 2014-15 budget to support the implementation and growth of the strategic plan—specifically re CABE PDS and department budgets.
- Embodied and acted on the CABE Essentials through all communication, social networking, promoting, branding, legislative action, etc.
- Met with Finance and Executive Committees to discuss and support issues and requests and move forward with the implementation of the CABE Strategic Plan
- Met with and supported Martha Zaragoza Diaz (Legislative Advocate) on policy and state board of education issues.
- Met with President Elect Karling Aguilera Fort to provide orientation and information regarding the CABE strategic plan, its implementation, our fiscal structure, and staff growth and needs.
- Provided weekly information and orientation to the CABE Compass to staff through the Monday Message and in staff meetings.
- Worked with outgoing board member Laurie Nesrala to support the nomination of a new board member for Region 4 to be voted on by the board.
- Used social media to support CABE events, ideas and resources—recently surpassed 3000 likes!
- Actively involved in the planning, promotion and fund development for CABE 2015.

GOAL AREA #3

BUDGET AND FUND DEVELOPMENT	<i>(REFER TO COMPASS ACTION PLAN 4.6)</i>
RESPONSIBILITIES & DUTIES	CEO REPORT
<p>(1) Establishing budgets, budget strategy, and fund development goals for all Strategic Plan/ COMPASS 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> <p>(6) Maintaining, monitoring, and evaluating the budgeting and fund development plan and process;</p> <p>(7) Raising funds for CAFE’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"> • Worked extensively with FMJ consultants, business team and coordinating council to update and finalize budget for 2014-15 • Prepared for the 2013-14 audit with FMJ and Business Team which began on Nov. 10. • Monitored budget and budget goals in all areas and with all teams • Meet monthly in person with FMJ consultant as well as speak several times each week. • Monitored budget and accounts daily • Continued to train new ASM on budget and financial system and the set up of the contract monitoring system. • Worked closely with PDS on securing the contract with SBCUSD and developing team and process. • Met with Gilroy USD district and site leaders to secure P2i program and funding for 2014-15. • Sent out letters to solicit sponsorships for CAFE 2015. • Finding it difficult to focus sufficiently on CAFE 2015 sponsors and additional funding cultivation strategies with additional staffing and programmatic needs. • Worked with Shelly Spiegel-Coleman to bring on new part time consultant to support the work of Project ABLE with the California Community Foundation and Sandra Anderson. • Monitored the fiscal outcomes of the Back in School Series and Bakersfield and Sacramento regional conferences and institutes. • Maintaining strong monitoring of 2014-15 budget (revenues and expenses). • Met (via phone) with Director of Financial Services to discuss CAFE fiscal outlook. • Facilitated quarterly call with the Financial Committee. • Requested that FMJ meets monthly with each director/team lead to review department budgets.

GOAL AREA #4	DESCRIPTION
BOARD ENGAGEMENT & LEADERSHIP.	<i>Work collaboratively with the Board Executive Committee to design and roll out a Board engagement and leadership strategy for engaging CABA Board in effectively and compellingly understanding, communicating, and enacting the CABA Strategic Plan/COMPASS</i>
RESPONSIBILITIES & DUTIES	CEO REPORT
<p>(1) Developing effective communication strategies;</p> <p>(2) Providing leadership to board members in implementing the CABA 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"> • Communicated regularly via phone, text, social media, email, and in person with all board members. • Facilitated the selection and nomination of Sally Fox as Region 4 Representative. The CABA Board voted on this position electronically and 100% voted yes. • Met with new board members Karling Aguilera-Fort and Sally Fox to provide orientation and support for their new roles • Continued the implementation of Basecamp, a project management software to be expanded to be used for the annual conference, the strategic plan consultants, and potentially with membership. • Continued to work with the president and president elect to work on CEO evaluation rubric and to discuss and concur on other issues. • Communicated often with Community Relations Board Member Barbara Flores regarding PDS contract with SBCUSD, CABA 2015, and other community partnerships. • Addressed request made by MEDA chapter and CABA president to file for a federal grant for the chapter. Brought the issue to the Finance and Executive Committees and full board. • Attended NCLR Fall Regional Reception and Convening with Region 1 Representative Annie Rodriguez. • Concurred regularly with Legal Counsel, Mary Hernandez, on several issues in relation to and impacting the board (contracts, plans) • Engaged with board members at both the Bakersfield and Sacramento Conference (Ramon, Stanley, Annie, Marissa, Elodia, Rosa). • Engaged with board members for the annual conference (Francisca, Sally) • Coordinated the electronic version of Si Magazine with Francisco Reveles to board members and Friends of CABA.

GOAL AREA #5	
STAFF ENGAGEMENT & LEADERSHIP.	<i>(Refer to Strategic Plan/COMPASS Action Plan 4.5)</i>
RESPONSIBILITIES & DUTIES	CEO REPORT
<p>(1) Creating an office culture of quality service, support, leadership, and accountability;</p> <p>(2) Engaging all staff in the development of work teams and work plans tied directly to the CABE strategic plan.</p> <p>(3) Intentionally seeking alignment across CABE departments and teams to build CABE’s capacity for leadership, engagement, and accountability.</p> <p>(4) Establishing and utilizing an external committee or 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"> • Meet regularly with staff—whole staff meetings, coordinating council, team meetings, and individuals. • Send weekly Monday Message to staff and regular consultants regarding cross team information, news and updates, and connection of work to the CABE vision and Strategic plan. • Made an effort to touch base personally with each staff member every week. • Continued to encourage and stress team unity, collaboration and strength • Encouraged staff to work on new projects (as appropriate) to grow and develop new skills • Engaged team in discussions regarding leadership during coordination council • Continued to encourage and build staff level of professionalism, growth, and cross team connections. • Celebrated birthdays • Welcomed new staff • Met with staff in monthly staff meeting and with coordinating council twice per month • Addressed growth and performance needs with different staff members • Continue to work with IT Coordinator to implement technology upgrades—upgraded MS 365 and needed equipment • Celebrated special events • Addressed building repair needs with ASM Liz Jimenez • Worked with team to move certain offices and create a more systemic office work environment • Met with LACOE representative

GOAL AREA #6

<p>OPERATIONAL LEADERSHIP</p>	<p><i>Manage the operation and administration of the CABE organization to ensure CABE's organizational, programmatic, and fiscal success and sustainability.</i></p>
<p>RESPONSIBILITIES & DUTIES</p>	<p>CEO REPORT</p>
<ul style="list-style-type: none"> • Providing strong leadership and professional model for staff; • Assuring sound financial and human resources policies. • Developing and maintaining strong relationships with partner organizations. 	<ul style="list-style-type: none"> • Communicated regularly with staff through all modes of dialogue. • Met/communicated with partners—NCLR, CALSA, NABE, CLSBA, Cal Tog, 2Way CABE, CARECEN, CABE 2015 Planning Committee Districts, Dual Language Education New Mexico, CDE, OELA • Reassigned and realigned tasks amongst staff members with the hiring of the new ASM • Met with partner Felipe Agredano to discuss possible work with Project ABLE. • Focused on addressing, building awareness & implementing the CABE Compass • Worked closely with our conference team on planning for CABE 2015 and Regional Conferences (brochures, speakers, venues, etc.) • Worked closely with CABE PDS Consultant Elizabeth Jimenez on the development of consultant projects and PDS workshops for 2014-15 • Worked with staff on the hiring, training and orientation of 5 new part time P2i staff member, ASM, strategic plan consultants, education consultant, other PT positions. • Monitored November elections carefully\ • Took personal time in September for family illness (mother's surgery) <p>Travel:</p> <ul style="list-style-type: none"> • Sacramento—BCN & Regional Conf • San Jose/Gilroy—P2I • San Diego—CABE 2015 PC • Washington DC—OELA • Bakersfield—Regional Conference • San Francisco--NCLR Fall Convening • Berkeley—EL Legacy Group <p>Forecasted Travel for November-February</p> <ul style="list-style-type: none"> • Santa Fe—Dual Language New Mexico Conference • San Diego—Title III/EL Accountability Conference • Sacramento—CDE • Monterey—CALSA Symposium • Berkeley—EL Legacy Group • Washington DC—OELA