

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"> • Monitored the progress and growth of implementation of the CABE Strategic Plan. • Met with President and President Elect to discuss end of the year reporting and reflection on strategic plan and plans for 2017-18 to prepare for planning of new strategic plan. • Created year end annual report template for CABE Strategic Plan Priority Areas. • Led Staff Meetings in April and May that focused on the understanding, deeper connections and implementation of the Strategic Plan, how it is connected to our daily work, and along with team relational building, updates, projects, etc. • 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, addressed staffing issue and needs, engaged P2I staff to present at the CABE 2017 and Riverside Regional Conferences. Planned and strategized for the end of the i3 grant in December 2017. • Continued to support Strategic Plan 2.2 and 2.3 directly through meeting with directors of Program and Events and PDS weekly supporting the work on the Professional Development Framework and collaboration and planning for the future with PDS and planning for the end of the 2016-2017 program year and 2017-18 conference/professional development offerings • Worked closely with Laurie Nesrala, Norma Rocha, David Valencia and Jesse Acosta to advance the development and updates of the Design For Success website added by elements of content and design—in Spanish and English: CABE website, App, Resource Center • Met and communicated regularly with consultant Claudia Lockwood to provide feedback, information, and support for the implementation of 4.1 (including on 2-Way Directory, indicators of exemplary multilingual programs, University Seal of Biliteracy, SEAL visits, Prop 58 implementation, grant development, and ELLLI) • Met with Enrique Gonzalez regularly in person and via phone to deepen our work with Strategic Partnerships (via partnership with Mexico) and to plan the Binational Professional Development

Project and partnerships with Mexico—IME, SEE, INEA. Strong emphasis was placed on the presence and participation of the Mexican Government and Delegation at the CABE 2017 conference, the Binational GLAD partnership, meeting new Secretary of Education of Baja California, and confirming MOU with IME.

- Communicated regularly with Membership consultant (Stanley Lucero) and Joshua Jauregui (Administrative Systems and Membership Relations Manager) to institute Basecamp, Smart Reg Membership Database, chapter consolidation, and membership receptions)
- Had work plans posted to our Board Webpage for easy access by Board members.
- Included information and reminders for CABE Team members on the impact and relevance of the Strategic Plan on our daily tasks and rolls and responsibilities.
- Met with Martha ZD regularly to support the development of the work plan for 3.4, advocacy, to provide feedback on policy issues and attend meetings via telephone and in person regarding EL policy with CDE, SBE, and legislation.

GOAL AREA #2

CABE LEADERSHIP	<i>Maintain and promote the CABE Essentials (values, vision/mission, theory of action, principles, strategic goals, and instructional priorities)</i>
RESPONSIBILITIES & DUTIES	CEO REPORT
<p>(1) Implementing and evaluating strategic and financial goals;</p> <p>(2) Engaging board, staff, and partners to support CABE vision and strategic plan;</p> <p>(3) Developing and maintaining strong fiscal structures to support the implementation of the CABE strategic plan.</p>	<ul style="list-style-type: none">• Surpassed 5800 attendees at CABE 2017 and revenue goal by \$400,00.• Engaged leaders at CABE 2017 from CABE, CDE, NABE, CALSA, CLSBA, ACSA, CSBA, Mexico, Spain, CTA, PTA, DLeNM, Sobrato, and over 35 sponsors of CABE 2017.• Met with Director of Finance, Raul Maldonado in person on 2016-17 and 2017-2018 budget and new building process• Met with Karling Aguilera Fort in person and via phone/email regarding CABE programmatic, relational and growth issues.• Met with Elodia Ortega-Lampkin, President Elect to plan for 2017-2018 programmatic planning• Met with Barbara Flores to prepare for her new role as Director of Financial Affairs• Facilitated meetings of Election Committee for the 2017 Board Election and implanted Election Count meeting with legal counsel.• Contacted and communicated via phone and text outgoing and incoming board members• Planned for CABE new board members orientation, board installation and board meeting to be held June 2-3, 2017.• Met with SPI Tom Torlakson and CDE staff• Presented at BCN—Bilingual Coordinators Network• Attended May SBE meeting• Prepared for meetings with new Secretary of Education of Baja California in Tijuana, meetings with IME and SRE in Mexico city, and collaborative meeting Mexican leaders, UC Mexico, and with State Superintendent Tom Torlakson and CDE staff• Continued collaborative partnership with Center for Applied Linguistics (CAL)• Conducted four Seal of Excellence site presentations with CABE team members• Met with Finance and Executive Committees in May to discuss and support CABE Fiscal state and agendas for June and to move forward with the implementation of the CABE Strategic Plan• Met with CABE Accounting Consultant on a regular (weekly/daily) basis for budgetary and fiscal reports for the final quarter of 2016-17 and the planning for 2017-18 budget.• Continued to communicate with Realtor as a follow up on the Board and Staff’s input on the effectiveness and location of our building. Actively searching for new building.• Met weekly and worked closely with Coordinating Council members on the programmatic and fiscal growth of CABE the development of our work that is directly correlated to the strategic

plan and the CAFE Essentials.

- Communicated with Board Members on actions in strategic plan
- Continued to work closely and meet weekly with CAFE Accounting Consultant, Yvette Chong-Coontz to ensure that funding structures are in place in the 20117 budget to support the implementation and growth of the strategic plan—specifically re department budgets.
- Emphasized the CAFE Vision and Essentials as our foundation on regular (daily/weekly basis) through all communication, social networking, promoting, branding, legislative action, etc.
- Met regularly with and supported Martha Zaragoza Diaz (Legislative Advocate) along with Californians Together on policy, CDE, and state board of education issues.
- Attended the steering group meetings of the English Learner Leadership and Legacy group.
- Provided weekly information and orientation to the CAFE Compass to staff through the Monday Message and in staff meetings as well as at the staff retreat.

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 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"> • Submitted Grant applications to Sobrato Family Foundation, USDOE NPD grant, California Endowment, California Collaborative for Educational Excellence. • Secured grant funding of \$1.35 million for the next two years: Sobrato: \$750,000 for two years, CCEE: 500,000 for two years (in partnership with Californians Together), California Endowment: \$100,000 for two years • Worked extensively with accounting consultant, business team and coordinating council to implement budget for 2016-17 with fidelity and to plan and prepare 2017-18 preliminary budget for presentation to the board on June 3 Closed Session. • Met with Director of Finance, Raul Maldonado in person on 2016-17 and 2017-2018 budget and new building process. • Planned for and facilitated quarterly call with the Financial Committee. • Met and surpassed 2016-2017 revenue goals by approximately \$400,000-\$500,000 guaranteeing the active implementation of the CABE strategic plan, with emphasis on Priority areas and cross over to other areas of the plan. • Advanced Plaza Comunitaria program with grants and contracts both locally and statewide • Worked with Accounting Consultant to move investment policy and strategy forward. • Requested and supported coordinating council members meeting with Accountant Consultant on at least a monthly basis to review program budgets. • Meet biweekly in person with accounting consultant and new Administrative Systems and Membership Relations Manager. • Continue to work closely with Consultant for Strategic Partnerships to create a short, medium and long term plan for corporate relationship and sponsorships along with partnerships and grants with Mexico. • Monitored and supported the implementation of the system of contract development, management, and monitoring which is managed by our Administrative Systems Manager. • Researched funding options and processes for new building.

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, in person with board members. • Met with Director of Finance, Raul Maldonado in person in May 2017 on 2016-17 and 2017-2018 budget and new building process • Met with Karling Aguilera Fort in person and via phone/email regarding CABA programmatic, relational and growth issues. • Met with Elodia Ortega-Lampkin, President Elect to plan for 2017-2018 programmatic planning • Met with Barbara Flores to prepare for her new role as Director of Financial Affairs and discuss new building options. • Facilitated meetings of Election Committee for the 2017 Board Election and implanted Election Count meeting with legal counsel. • Supported Staff to conduct the 2017-18 CABA Board election. • Met with audit committee to engage in audit contract for 2017-18. • Contacted and communicated via phone and text incoming board members to congratulate and plan for their participation in the board. • Invited and confirmed Board members to attend and participate in visits to Tijuana, Mexico City, Cuba Delegation Planning, NCLR conference, CALSA Summer institute, CABA Riverside Conference, SEAL visits, legislative advocacy, CDE ESSA feedback sessions, CABA Sponsor Luncheon, ELPAC trainings, and CABA professional development events. • Planned for CABA new board members orientation, board installation and board meeting to be held June 2-3, 2017. • Welcomed the participation of four board members at our Regional Conference in Riverside (Barbara Flores, Norma Sandoval, Lettie Ramirez and Marissa Lazo-Necco) • Worked and coordinated closely with the Director of Legislative affairs and CABA Lobbyist on policy issues. • Facilitated the invitation to CABA Board members and staff to present at CALSA Summer Institute. • Met with Executive committee in preparation for June Board meeting. • Continued to explore different project management systems to consider for implementation to provide easier access to strategic plan reports..

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| | <ul style="list-style-type: none">• Continued the implementation of Basecamp for communication and file sharing• Concurred regularly with Legal Counsel, Mary Hernandez, on several issues in relation to and impacting the board (contracts, plans, elections).• Continue to lead staff in refocusing on the goals and priorities of the CABE Compass• Invited and facilitated three board members to participate in ELLLI EL Advocacy Training in August, 2017 (Elodia Ortega Lampkin, Norma Sandoval and Esabel Cervantes) in partnership with two team members (Maria Villa and Toni Hernandez). |
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GOAL AREA #5

STAFF ENGAGEMENT & LEADERSHIP.

(Refer to Strategic Plan/COMPASS Action Plan 4.5)

RESPONSIBILITIES & DUTIES

CEO REPORT

- (1) Creating an office culture of quality service, support, leadership, and accountability;
- (2) Engaging all staff in the development of work teams and work plans tied directly to the CAFE strategic plan.
- (3) Intentionally seeking alignment across CAFE departments and teams to build CAFE's capacity for leadership, engagement, and accountability.
- (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 CAFE's developmental work.
- (5) Developing professional growth plans with staff to support their advancement and learning.

- Celebrated with the CAFE Staff on the successful planning and implementation of CAFE 2017 and provided debrief and planning opportunities for 2018
- Conducted and supported Staff annual evaluations by June 2017.
- Meet regularly with staff—whole staff meetings, coordinating council, teams, and individuals.
- Sent weekly Monday Message to Team and regular consultants regarding cross team information, news and updates, and connection of work to the CAFE vision and Strategic plan.
- Awarded staff professional development and continuing education initiative to encourage staff to grow and develop new skills
- Invited staff to apply for ELLLI EL Advocacy training
- Recognized staff for the number of years served and accomplishments at CAFE in June 2017
- Prioritize touching base and meeting personally with each staff member every 1-2 weeks.
- Continued to encourage and guide team collaboration, planning and growth
- Regularly engaged team in discussions regarding leadership during coordination council
- Continue to encourage and build staff level of professionalism, growth, and cross team connections.
- Met with close CAFE partners for input and feedback on CAFE programs and offerings.
- Support systemic growth and use of technology throughout staff to improve services—upgrading software, hardware, trainings on different software, ransom-virus, etc.
- Celebrated birthdays, holidays, graduations and special events.
- Provided encouragement and recognition to staff for their dedicated efforts by celebrating Administrative Professionals Day, providing Starbucks run, lunch at staff meetings, and regular treats.
- Met with staff in monthly staff meeting and with coordinating council twice per month
- Addressed growth and performance needs with different staff members
- Focused with team on creating systemic and organized flows to work projects to enhance professionalism and efficiently in work.
- Met with key partners, experts and colleagues to ask for insight and feedback on CAFE's growth and future development work.

GOAL AREA #6

OPERATIONAL LEADERSHIP

Manage the operation and administration of the CABE organization to ensure CABE's organizational, programmatic, and fiscal success and sustainability.

RESPONSIBILITIES & DUTIES

CEO REPORT

- Providing strong leadership and professional model for staff;
- Assuring sound financial and human resources policies.
- Developing and maintaining strong relationships with partner organizations.

- Provide direction, input and support to the planning of the CABE 2018 conference –beginning planning, invitation to districts and Honorary Co-Chairs, location, contracts, speakers, structures, brochures, etc.
- Continually and regularly spoke about and share the CABE vision and mission with partners, clients and staff—NCLR, CABE 2017 Planning Committee, Cal Tog, CARECEN, CALSA, CLSBA, DLeNM, CSBA, ACSA, PTA. CTA, CAL, CDE, National EL Round Table, NABE, CUE, etc.
- Maintain International Relationships with IME & SRE, Spanish Embassy and Consulate, Confucius Institutes, Cuban Delegation
- Plan and begin implementation of CABE Board-approved International Delegations with first trip in December 2017 to Cuba in conjunction with Alma Flor Ada—El Camino del Poeta.
- Communicated regularly with staff through all modes of dialogue and communication.
- Work with Executive Assistant and Legal Counsel to update ByLaws and CABE Policy Handbook.
- Continued to support the full implementation of the Telepayroll and Bill.com system
- Used and promoted social media to support CABE events, ideas and resources—recently surpassed 5310 likes—a 10% increase.
- Continue to develop systems and protocols for efficient and smooth office operations..
- Focused on addressing, building awareness & implementing the CABE Compass
- Conference calls with partner organizations regarding LCAP Evaluation Metrics and SBE meeting
- Supported CABTE as organizational affiliate
- Oversaw repairs to roof and ceiling, plumbing repairs and rodent cleanup.

Travel

Travel Conducted March-May 2017:

- Anaheim—CABE 2017
- Sacramento,--SBE, ELLLI
- San Francisco—Meeting with Board President and Confucius Institute
- Palmdale —Meeting with Director of Finance and Seal of Excellence
- Gilroy--- Seal of Excellence
- San Jose—PTA Conference
- Whittier and Baldwin Park-- Seal of Excellence

Forecasted Travel for June-September 2017

- Long Beach—CABE Board Installation and Board Meeting
- Sacramento—2018 Planning Committee, Meeting with new Board President, Legislative Advocacy, SBE, meeting with—CDE,
- Palm Springs—Natio National Dual Language Forum (NDLF) Advisory Committee at ATDLE
- Tijuana---Meeting with SEE and new Secretario de Educación
- Mexico City—Meet with new IME Leadership and CDE
- Tecate—Binational GLAD
- San Jose--ELLLI
- San Francisco—Meeting with Confucius Institute, Meeting with Alma Flor Ada & Isable Campoy
- Phoenix—NCLR Conference
- Washington DC—I3 Directors Meeting—July 2017
- Cuba—Preplanning trip for Educational Delegation