

| GOAL AREA #1 | |
|--|--|
| MAINTAIN THE VISION AND PURPOSE OF CABE | |
| RESPONSIBILITIES & DUTIES | CEO REPORT |
| <ul style="list-style-type: none"> (1) Assessing and pursuing opportunities to advance the CABE vision of biliteracy, multicultural competency and education equity for all; (2) Planning strategically for CABE’s future needs and activities; (3) Pursuing CABE’s impact in the field of education and education policy; (4) Facilitating a vision-driven, systemic process to support the growth of the organization. | <ul style="list-style-type: none"> • Hired two new positions—Deputy Director and Professional Learning Specialist • Developed programming and final budget for 2021-22 in support of the CABE vision and mission. • Positioned CABE to provide translation and interpretation statewide and exemplify the importance of providing information and services in the language of parents and families. • Worked with team to develop new Translation and Interpretation program—interviewing of candidates, website, promotion • Met regularly with Lobbyist regarding policy and legislative priorities and actions. • Planned for transition and retirement of CABE Lobbyist. • Planning for Organizational Assessment program through the Sobrato Family Foundation support. • Led the organization through the implementation and ideation of systemic processes transition of Board members and growth of staff. |
| GOAL AREA #2 | |
| LEAD CABE’S STRATEGIC PLANNING | |
| RESPONSIBILITIES & DUTIES | CEO REPORT |
| <ul style="list-style-type: none"> (1) Promoting CABE to stakeholders in the education community; (2) Implementing and evaluating strategic and financial goals; | <ul style="list-style-type: none"> • Lead, support and implement programing statewide to a wide range of stakeholders. • Support and guide the planning of the CABE 2022 annual conference and the fall virtual parent/para-educator conference. |

| | |
|---|---|
| <p>(3) Leading and guiding professional learning and educational goals and outcomes;</p> <p>(4) Motivating the Board, staff and education stake holders to support CABE’s goals;</p> <p>(5) Updating CABE Strategic Plan every 5 years.</p> | <ul style="list-style-type: none"> • Supported and guided successful implementation of Dual Language Teacher Academy, Project2INSPIRE graduations, MCAP, Multilingual Shadowing Series, Parent and Family Engagement programs. • Supported the implementation and growth of Multilingual California—EWIG Grant. • Adjusted and adapted programmatic and fiscal goals due to COVID. • Remind CABE Team of goals, vision and mission through weekly message, team meetings, and other communication. • Supported internal work of staff who provide administrative, fiscal and registration support for organization. • Supported CABE’s policy presence at the CCTC and SBE. |
|---|---|

GOAL AREA #3

PROVIDE FINANCIAL OVERSIGHT BY:

| RESPONSIBILITIES & DUTIES | CEO REPORT |
|---|---|
| <p>(1) Diversifying revenue streams to sustain organizational stability and growth;</p> <p>(2) Balancing revenue generation across contracts, events, programming, donations, and grants;</p> <p>(3) Raising funds for CABE’s operations from private and public funds;</p> <p>(4) Guiding staff and bringing about efficient fiscal operations and activities.</p> | <ul style="list-style-type: none"> • Met at least weekly with Accountant Consultant. • Developed 2021-22 Final Budget that shows grow an approximate 35% growth in revenues and substantial comeback after loss due to COVID. • Received two grant awards: Sobrato, and IME and awaiting pending results of NDP/USDOE grant. • Submitted grant application for the SilverGiving Foundation--\$100,000 • Supported, wrote and submitted grant reports for EWIG, and the Community Engagement Initiative. • Guided staff in the responsible mitigation of revenues and expenses due to COVID. • Met with Coordinating Council Members to plan for and project budgetary goals for 2021-22. |

GOAL AREA #4

MANAGE GOOD INTERNAL BUSINESS PROCESSES BY:

| RESPONSIBILITIES & DUTIES | CEO REPORT |
|--|--|
| <ol style="list-style-type: none">(1) Implementing Board policies and programs in an efficient manner;(2) Motivating employees to embrace, implement, and promote the CABE vision, programs and services;(3) Maintaining transparent and ethical business and organizational practices;(4) Assuring sound fiscal and human resource policies. | <ul style="list-style-type: none">• Meet at least weekly with Accountant Consultant and Coordinating Council Members• Provided fiscal analysis, emergency fund applications, strategic fiscal planning.• Maintained monitoring on all non-essential expenses.• Supported updating of customer service systems and process support.• Issued Conflict of Interest forms to Board and Staff.• Began the 2021 fiscal audit process.• Monitor payroll process |

GOAL AREA #5

DEVELOP STRONG PARTNER RELATIONSHIPS BY

| RESPONSIBILITIES & DUTIES | CEO REPORT |
|---|--|
| <ol style="list-style-type: none">(1) Serving on state and national coalitions in support of biliteracy and educational equity;(2) Participating in policy partnerships to advance CABE's vision and mission;(3) Building cross national relationships with educational entities in México, Spain, and other countries as appropriate;(4) Increasing membership an affiliate relationships and participation within CABE | <ul style="list-style-type: none">• Met with Tony Thurmond via phone regarding State Literacy/Biliteracy Plan.• Met with Matt Navo, new Executive Director of CCEE.• Met with and supported National Committee for effective Literacy for Emerging Bilingual Learners. CABE is supporting the creation of the website.• Met with the State Committee for Effective Literacy for Emerging Bilingual Learners• Supported the planning for CABE Asian Language Roundtable with CABE President, Director of Community Affairs and Dr. Annie Duong• Met with National Dual Language Forum and subcommittees• Met in person and virtually with Mexico partners at IME and in Baja California to plan programming, partnership and initiatives for 21-22.• Met with policy partners on varying levels of support—CDE, National EL Roundtable, Sobrato Policy Partners, National Dual Language Forum, Cal Tog, CCEE Systems of Support, OELA meetings and webinars. |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Supported and encouraged team participation in partnerships—Californians Together, Bilingual Coordinator Network, EL Roadmap Advisory Group, EL Regional Leads, Systems of Support, CCEE/CEI, etc. • Maintained on-going contact with the CDE on programming, policy, and COVID-19 responses. • Maintained communication and collaboration with international colleagues in Mexico (IME and Baja CA) and Spain. • Attended meetings and trainings for grant programs—CEI, NPD-Project DELIGHT, MCAP • Sponsored Dual Language Leader Design Thinking Network with SDCOE and DLeNM |
|--|---|

GOAL AREA #6

RENDER DECISIONS THAT WILL PROVIDE EMPLOYEE EDUCATION AND COMMITMENT TO THE ORGANIZATION BY:

| RESPONSIBILITIES & DUTIES | CEO REPORT |
|--|--|
| <ol style="list-style-type: none"> 1. Directing staff effectively in operations and activities; 2. Providing training opportunities for committed employees; 3. Building and supporting leadership and professional growth of team members; | <ul style="list-style-type: none"> • Held CABA Team Retreat in August—virtual and in person • Hired two new positions—Deputy Director and Professional Learning Specialist and providing ongoing support and orientation to new positions. • Recruited for four additional positions—Director of Parent and Family Engagement, Policy Analyst, PL Specialist, and Administrative Assistant • Held Virtual Team Meeting on September 16, 2021 • Directed and facilitated remote work environment for staff for 18 months and continuing. • Began weekly visits by Coordinating Council and other essential staff. • Developed COVID guidelines for in person work and meetings • Supported CABA team members during times of illness and loss and adjusted job duties as needed during absences. • Lead and support CABA in growing and deepening our skills for online trainings, virtual meetings, trainings and sessions. • Met weekly/biweekly/monthly with CC members, staff, CABA lobbyist, and other daily connections • Leading team in planning for return to office protocols, schedules, and needs. • Participated in Zoom and Webinar Trainings |

GOAL AREA # 7

DEVELOP BOARD MEMBERS UNDERSTANDING OF CABE'S GOALS BY:

| RESPONSIBILITIES & DUTIES | CEO REPORT |
|---|---|
| <ol style="list-style-type: none"> 1. Working with the Board members to develop the organization's strategic plan; 2. Ensuring that the Board and staff have current, sufficient information on a timely basis; 3. Serving as the interface between the Board and employees as well as CABE, affiliate organizations, partners and the community; 4. Making use of Board expertise when appropriate on a timely basis; 5. Assisting in the orientation and support of Board members; 6. Acting as an advisor to the Board and seeking a productive and healthy relationship with each Board member; 7. Formulating policies and recommendations for the organization's goals, objectives, and tasks. | <ul style="list-style-type: none"> • Ongoing meetings with CABE President, Executive Committee, Finance Committee, Legal Counsel, Audit Committee, Election Committee, Political Action Sub Committee. • Planned and prepared agenda, documents and reports for September CABE Board Retreat and Meeting. • Conducted new Board Member orientation and targeted meetings with Director of Secondary and IHE and Director of Community Affairs • Met with Director of Finance to review 2020-21 budget and 2021-22 budget. • Met regularly with Vice President and Regional Representatives • Supported CABE Team members and Board for implementation of 2021-22 JDA sessions. • Invited Board members to attend CABE PL opportunities and to provide greetings at different events. • Sent regular email updates to Board and Staff on key policy and programmatic information. • Engaged with Chapter Leaders and Regional Representatives |
| <p>TRAVEL</p> | <p>July-September, 2021</p> <ul style="list-style-type: none"> • None <p>Future Travel</p> <ul style="list-style-type: none"> • None for CABE Work • Personal—will be out of state September 27-October 3 |