CEO REPORT TO THE BOARD OF DIRECTORS
SUBMITTED BY JAN GUSTAFSON COREA
November 17, 2013-February 22, 2014

ACTIVITIES ALIGNED TO THE STRATEGIC PLAN

NEW DEVELOPMENT
• 4.1 Multilingual Excellence
  • Promoted the Seal of Biliteracy by moderating a panel on the Seal of Biliteracy at NABE
  • Facilitated Board Member Imelda Trinklein to attend the Multilingual Subcommittee of Californians Together in January
  • Cofacilitated and presented at the NABE-CABE Dual Language Immersion Pre Conference Institute
  • Shared the CABE Vision of Biliteracy, educational equity and 21st century success in a variety of meetings.

• 4.2 Data Dashboard – Phase 1 Content Development
  • Explored different data dash board models
  • Brainstormed and considered data elements to be included on the CABE Data Dashboard

• 2.3 Design for Success Website – Content Development
  • Worked with Norma Rocha on the content and design of our webpage
  • Provided several pieces of information on the CABE Facebook page

STRENGTHEN & EXPAND
• 2.2 Professional Development
  • Attended the Sacramento Regional Conference in January
  • Supported the selection of workshops and presenters for the regional and annual conference.
  • Supported the planning and organization of the annual conference (sponsors, speakers, special guest, program information, board roles, contracts, promotion and marketing, program coordination)
  • Maintained regular contact with Elizabeth Jimenez of CABE PDS on the trainings and services she is providing—Monterey, Yolo, LA, Mc Farland, Anaheim, San Bernardino, and Folsom Cordova
  • Attended the Region I Reception the night prior to the Sacramento Regional Conference.

• 3.1 Family and Community Engagement
  • Supported the P2I team in their implementation of the I3 grant and the various contracts we have.
• Held phone meetings with partners from CSU East Bay and Mission Promise Neighborhood (SF) to discuss evaluation, program implementation and recruitment
• Participated and spoke at the Plaza Comunitaria graduation in Paramount
• Attended training with P2I team on LCFF training for DELAC leaders in Oakland
• Attended P2I graduation in Corona Norco.

• 4.6 Fund Development
  • Recruited sponsors for CABE 2014—currently we have reached $61,000 in sponsorships
  • Submitted a mid year report for Sobrato
  • Worked with staff to generate marketing ideas and plans for CABE 2014
  • Worked with accounting consultants to develop a stronger, more transparent budget.

MAINTAIN EFFORTS
• 3.4 Advocacy
  • Co-developed a letter for CDE regarding the ELA/ELD framework;
  • Maintained contact with NCLR on the nation and state advocacy days
  • Prepared for meeting with Tom Torlakson—(was not able to attend due to being sick)
  • Provided input on Biliteracy legislation
  • Communicated regularly with Martha Zaragoza Diaz

• 3.3 Partnerships
  • Confucius Institute
  • PTA
  • Velazquez Press
  • NABE 2014 conference
  • Job Scout
  • Californians Together

RETHINK/RESTRUCTURE
• 3.5/4.3 Membership/Chapters—pending
• Regional Conferences (Subset of 2.2)—pending

OPERATIONS
• Led organization through the transition of the Business Manager position and the details involved with the termination/resignation of Marie Younger
• Hired part time consultant Yvette Chong Coontz to prepare for the 2012-2013 audit.
• Worked closely with the business team and Vazquez and Co. to complete the audit.
• Hired part time consultant Virgilio Viernes as Accounting Consultant upon Yvette Chong’s departure.
• Met with our Coordinating Council and Staff on a regular basis
• Celebrated the holidays as a staff
• Adjusted the position of Delma Chwilinski to Director of Programs and Events to align with additional Conference Registration responsibilities.