

<b>GOAL AREA #1</b>	
<b>STRATEGIC PLAN IMPLEMENTATION</b>	<i>Lead implementation of the CABE Strategic Plan/COMPASS:</i>
<b>RESPONSIBILITIES &amp; DUTIES</b>	<b>CEO REPORT</b>
<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"> <li>• Provide staff with weekly information on the CABE Compass.</li> <li>• Supported staff members in addressing and enacting the 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</li> <li>• 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 in other events—Jornada Pedagógica, information fair, Latino Literacy Project, etc.</li> <li>• Supported 2.2 directly through collaboration, planning, and diagnosing for the future with PDS and planning for 2014-15 and 2015-16 conference/professional development offerings.</li> <li>• Focused on Strategic Plan priority areas 2.3, 3.5, 3.3, 4.1, 4.2—through supporting four new strategic plan consultants and part time staff—Multilingual Excellence, Membership, Data Dashboard, Design for Success Website.</li> <li>• 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 to meet goals for 2014-15.</li> <li>• Continued to recruit consultant for Strategic Plan Consultant for Partnerships and will be bringing a candidate to the March board meeting for consideration.</li> <li>• Accepted the resignation of Fred Dobb as the Design for Success Website Consultant</li> <li>• Developed a template to be used for the Design for Success Website</li> <li>• Communicated regularly with Membership consultant (Stanley) to institute Basecamp, Smart Reg Membership Database, chapter consolidation, and new brochure.</li> <li>• Worked closely with Claudia Lockwood on 2-Way Directory, Seal of Excellence Visits, indicators of exemplary multilingual programs</li> </ul>

## GOAL AREA #2

<b>CABE LEADERSHIP</b>	<i>Maintain and promote the CABE Essentials (values, vision/mission, theory of action, principles, strategic goals, and instructional priorities)</i>
<b>RESPONSIBILITIES &amp; DUTIES</b>	<b>CEO REPORT</b>
<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"><li>• Continually and regularly spoke about and share the CABE vision and mission with partners, clients and staff—OELA, NCLR, Planning Committee, Cal Tog, CALSA, CLSBA, CAAASA, DLeNM, CSBA, ACSA</li><li>• Traveled to Washington DC in January to represent CABE at the National EL Roundtable organized by OELA and coalition. Met with NCLR and Sen. Feinstein’s office on the reauthorization of the ESEA. Provided a lunch time presentation to the OELA staff.</li><li>• Met with Assoc. Dean at UCR GSOE—Maritza Rodriguez</li><li>• Work very closely with CABE 2015 planning</li><li>• 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.</li><li>• Highlighted the CABE Essentials as our foundation through all communication, social networking, promoting, branding, legislative action, etc.</li><li>• Met with Finance and Executive Committees in February to discuss and support issues and requests and move forward with the implementation of the CABE Strategic Plan</li><li>• Met regularly with and supported Martha Zaragoza Diaz (Legislative Advocate) on policy, CDE, and state board of education issues.</li><li>• Attended the working group meeting of the Cal Tog Leadership and Legacy group.</li><li>• Provided weekly information and orientation to the CABE Compass to staff through the Monday Message and in staff meetings.</li><li>• Used social media to support CABE events, ideas and resources—recently surpassed 3000 likes!</li><li>• Actively involved in the planning, promotion and fund development for CABE 2015.</li><li>• Provided direction, input and support to the planning of the CABE 2015 conference in general and specifically around the Administrative leadership symposium, key speakers.</li><li>• Attended quarterly meeting with SPI Torlakson with Cal Tog and CABE.</li><li>• Attended LCAP Evaluation Rubric Focus Group put on by West Ed</li><li>• Participate in conference calls with other organizations regarding LCAP, ESEA, etc.</li><li>• Focused on EL Leadership in newest edition of the Multilingual Educator.</li></ul>

## GOAL AREA #3

<b>BUDGET AND FUND DEVELOPMENT</b>	<i>(REFER TO COMPASS ACTION PLAN 4.6)</i>
<b>RESPONSIBILITIES &amp; DUTIES</b>	<b>CEO REPORT</b>
<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"> <li>• Worked extensively with FMJ consultants, business team and coordinating council to update and finalize budget for 2014-15</li> <li>• Concluded the 2013-14 audit with FMJ and Business Team which ran from November-January.</li> <li>• Monitored budget and budget goals in all areas and with all teams.</li> <li>• Secured \$80,000 from Sobrato matching funds grant</li> <li>• Secured \$5000 from IME Becas for Plaza Comunitaria program</li> <li>• Meet monthly in person with FMJ consultant as well as speak several times each week.</li> <li>• Monitored budget and accounts daily</li> <li>• Continued to train new ASM on budget and financial system and the set up of the administrative monitoring systems.</li> <li>• Worked closely with PDS on securing contracts and developing consultant team, funding, and processes.</li> <li>• Negotiated with Gilroy USD district and site leaders regarding implementation of level 3 at one of their schools, supported bringing on new PT staff member, Yolanda Lucero, to serve as facilitator.</li> <li>• Sent out letters to solicit sponsorships for CABE 2015 and followed up to confirm.</li> <li>• Challenging to focus sufficiently on CABE 2015 sponsors and additional funding cultivation strategies with additional staffing and programmatic needs.</li> <li>• Continued working with Shelly Spiegel-Coleman and new part time consultant, Felipe Agredano, to develop the work of Project ABLE with the California Community Foundation and Sandra Anderson—extensive amount of time.</li> <li>• Monitored the fiscal outcomes of our fall 2014 regional conferences and institutes.</li> <li>• Maintaining strong monitoring of 2014-15 budget (revenues and expenses).</li> <li>• Met (via phone) with Director of Financial Services to discuss CABE fiscal outlook.</li> <li>• Facilitated quarterly call with the Financial Committee.</li> </ul>

<b>GOAL AREA #4</b>	<b>DESCRIPTION</b>
<b>BOARD ENGAGEMENT &amp; LEADERSHIP</b>	<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>
<b>RESPONSIBILITIES &amp; DUTIES</b>	<b>CEO REPORT</b>
<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"> <li>• Communicated regularly via phone, text, social media, email, and in person with all board members.</li> <li>• Met with board president via phone regarding CABA 2015, board meeting, and CABA Compass</li> <li>• 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.</li> <li>• Concurred regularly with Legal Counsel, Mary Hernandez, on several issues in relation to and impacting the board (contracts, plans)</li> <li>• Engaged with board members for the annual conference planning, award selection, seal of excellence visits.</li> <li>• Met with Regional Representatives, President and Vice President on January 10 in San Diego for planning of JDA and Membership meetings.</li> <li>• Supported CABA PDS professional development event in Palmdale in conjunction with board members Imelda Trinklein, Raul Maldonado, and Rosa Armstrong.</li> <li>• Conducted Seal of Excellence site visits with Sally Fox and Imelda Trinklein</li> <li>• Facilitated the process of CABA 2015 award selection by board members.</li> <li>• Worked closely with Laurie Nesrala to develop board assignments and schedules at CABA 2015.</li> <li>• Secured Rita Moreno to be present at CABA 2015</li> </ul>

## 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 CABE strategic plan.
- (3) Intentionally seeking alignment across CABE departments and teams to build CABE'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 CABE's developmental work.
- (5) Developing professional growth plans with staff to support their advancement and learning.

- 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 with a special focus on the planning and implementation of CABE 2015.
- Develop staff plans for work at CABE 2015.
- Supported systemic growth and use of technology throughout staff to improve services
- Celebrated birthdays
- Met with staff in monthly staff meeting and with coordinating council twice per month
- Addressed growth and performance needs with different staff members
- Celebrated special events
- Addressed building repair needs with ASM Liz Jimenez
- Provided administrative services support during ASM absence due to health issues.
- Ensured that PT staff are aware of health benefits of Covered CA and important deadlines.
- Addressed disability claims by past business manager
- Focus with team on creating systemic and organized flows to work projects to enhance professionalism and efficiently in work
- Develop the role and position with educational consultant Laurie Nesrala to support key areas and projects in organization (Multilingual Educator, email blast content and design, membership brochure, Dual Immersion handbook, support for CABE 2015, editing and fine tuning, etc.)

## GOAL AREA #6

<p><b>OPERATIONAL LEADERSHIP</b></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><b>RESPONSIBILITIES &amp; DUTIES</b></p>	<p><b>CEO REPORT</b></p>
<ul style="list-style-type: none"> <li>• Providing strong leadership and professional model for staff;</li> <li>• Assuring sound financial and human resources policies.</li> <li>• Developing and maintaining strong relationships with partner organizations.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicated regularly with staff through all modes of dialogue.</li> <li>• 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, ACSA, CSBA, CLSBA,</li> <li>• Met with Project ABLE consultant Felipe Agredano to discuss work with Project ABLE.</li> <li>• Focused on addressing, building awareness &amp; implementing the CABE Compass</li> <li>• Worked closely with our conference team on planning for CABE 2015 and Regional Conferences (brochures, speakers, venues, etc.)</li> <li>• Worked closely with CABE PDS Consultant Elizabeth Jimenez on the development of consultant projects and PDS workshops for 2014-15</li> <li>• Focused on numerous aspects of CABE 2015 in preparation for 40<sup>th</sup> anniversary</li> <li>• Addressed contractual issues with the Town and Country Resort and Convention Center and Destination Hotels</li> </ul> <p><b>Travel:</b></p> <ul style="list-style-type: none"> <li>• Sacramento—CDE, LCAP</li> <li>• Santa Fe—Dual Language New Mexico Conference</li> <li>• San Diego—Title III/EL Accountability Conference</li> <li>• Monterey--CALSA</li> <li>• San Diego—CABE 2015 PC</li> <li>• Washington DC—OELA</li> <li>• Berkeley—EL Legacy Group</li> </ul> <p><b>Forecasted Travel for March-June</b></p> <ul style="list-style-type: none"> <li>• San Diego—CABE 2015</li> <li>• Sacramento—BCN, CDE, Legislature</li> <li>• Chicago—AERA</li> <li>• Toronto—TESOL—invited guest ?</li> <li>• San Francisco—CABE 2016 planning</li> <li>• Washington DC—OELA</li> </ul>