

# CABE CEO Report—Jan Gustafson Corea

July-September, 2014

<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>• 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</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.)</li><li>• 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</li><li>• Focused on Strategic Plan priority areas 2.3, 3.5, 3.3, 4.1, 4.2--Based on board vote and approval in June 2014, created and posted the job openings for 5 Strategic Plan Consultants and Education Consultant</li><li>• Screened candidates and made selection of consultants</li><li>• Contacted Board President re selection</li><li>• Contacted potential consultants</li><li>• Prepared contracts with legal counsel</li><li>• Scheduled interviews for Educational consultant and created interview questions and process</li><li>• Formed interview panel</li><li>• Oriented new Administrative Manager to the CABE Compass and strategic plan consultants</li><li>• Prepared files and work plans to be sent to the new consultants</li><li>• Set dates for phone and in person meetings with new consultants</li></ul>

## 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
- Realized a surplus in CABE operating funds which provided us with the ability to move forward with strategic plan consultants and strategizing.
- Worked closing with FMJ consultant to ensure that funding structures were put in place in the 2014-15 budget to support the implementation and growth of the strategic plan
- Embodied and acted on the CABE Essentials through all communication, social networking, promoting, branding, legislative action, etc.
- Met with Finance and Executive Committees, staff and consultants to finalize 2014-15 budget to ensure the implementation of the CABE Strategic Plan
- Met with and supported Martha Zaragoza Diaz (Legislative Advocate) on policy and state board of education issues.

## 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 CABA’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>• By creating a surplus from 2013-14, ensured that CABA has additional funds to move forward with Strategic Plan</li> <li>• Hired Administrative Systems Manager to support #2</li> <li>• Finalized Policy and Procedures for Accounting Team</li> <li>• Established budget and budget goals in all areas and with all teams</li> <li>• Meet twice monthly in person with FMJ consultant as well as speak several times each week.</li> <li>• Passed motion in Finance Committee that will increase membership and revenues at CABA 2015.</li> <li>• Monitored budget and accounts daily</li> <li>• Begin to train new ASM on budget and financial system</li> <li>• Secured date to begin audit on November 10.</li> <li>• Worked closely with PDS on securing the contract with SBCUSD and developing team and process</li> <li>• Completed grant reports for JPMC and Sobrato grants</li> <li>• Met with Gilroy USD to secure P2i program and funding for 2014-15</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 new board members Karling Aguilera-Fort and Marissa Lazo-Neco to provide orientation and support for their new roles</li> <li>• Implemented Basecamp, a project management software to be used in various aspects of the organization.</li> <li>• Met in person with president and president elect to work on CEO evaluation rubric and to discuss and concur on other issues.</li> <li>• Communicated often with Community Relations Board Member Barbara Flores regarding PDS contract with SBCUSD, CABA 2015, and other community partnerships.</li> <li>• Planned for Board retreat to include attendance of board members at the Lau v. Nichols 40<sup>th</sup> Anniversary Conference.</li> <li>• Established board committees for 2014-15</li> <li>• Concurred regularly with Legal Counsel, Mary Hernandez, on several issues in relation to and impacting the board (contracts, plans)</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 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.

- Meet regularly with staff—whole staff meetings, coordinating council, team meetings, and individuals.
- Celebrated staff work through board sponsored Fun Day—lunch and bowling
- Send weekly Monday Message to staff and regular consultants regarding cross team information, news and updates, and connection of work to the CAFE vision and Strategic plan.
- Made an effort to touch base personally with each staff member every week.
- Stressed team unity and strength
- Encouraged staff to work on new projects (as appropriate) to grow and develop new skills
- Engaged team in creating guidelines and expectations of trust and relationships via coordination council
- Prepared document and updated job description to do staff evaluations in Fall 2014
- Continued to encourage and build staff level of professionalism, growth, and cross team connections.
- Celebrated birthdays
- Welcomed new staff
- Restructured Business and Administrative team with the hiring of the new ASM
- Met with staff in monthly staff meeting and with coordinating council twice per month
- Approved MS Access training for two staff members
- Addressed growth and performance needs with different staff members
- Worked with IT Coordinator to implement technology upgrades—new monitors, laptops for all, upgraded MS 365
- Celebrated special events
- Encouraged staff to take vacation days in summer to rest and renew
- Addressed building repair needs
- Worked with team to move certain offices and create a more systemic office work environment

# GOAL AREA #6

## OPERATIONAL LEADERSHIP

*Manage the operation and administration of the CAFE organization to ensure CAFE'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.

- Communicated regularly with staff through all modes of dialogue.
- Met/communicated with partners—NCLR, CALSA, CSBA, NABE, LSBA, Cal Tog, 2Way CAFE, CARECEN, CAFE 2015 Planning Committee Districts, ATDLE, Dual Language Education New Mexico, CDE, OELA
- Worked with FMJ to review new fiscal and accounting policies
- Reassigned and realigned tasks amongst staff members with the hiring of the new ASM
- Attended presentation by President of México and Governor Brown
- Met with partners Felipe Agredano to discuss issues around building and real estate plans
- Met with team from ACSO and Delma Chwilinski to thank them for their role in CAFE 2014.
- Focused on addressing, building awareness & implementing the CAFE Compass
- Renewed contracts with on-going consultants
- Met with the rector and staff of the digital campus of the University of Guadalajara
- Worked closely with our conference team on planning for CAFE 2015 and Regional Conferences (brochures, speakers, venues, etc.)
- Worked closely with CAFE PDS Consultant Elizabeth Jimenez on the development of consultant projects and PDS workshops for 2014-15
- Worked with staff on the posting, interviewing and hiring of 5 new part time P2i staff member, ASM, strategic plan consultants, education consultant, other PT positions
- Attended educational townhall in Riverside with Tom Torlakson and Congressman Mark Takano

### Travel:

- Berkeley—EL Legacy Group,
- San Jose/Gilroy—P2I
- San Jose—CALSA

### Forecasted Travel for September-November

- Sacramento—BCN
- SF—University Seal of Biliteracy
- Washington DC—OELA
- Berkely/SF—EL Legacy Group
- Bakersfield
- San Diego
- Redwood City