

BOARD MINUTES
Confidential –DRAFT
June 20, 2015

Pursuant to a written notice by delivered to each member of the Board of Directors of the California Association for Bilingual Education held an open Board meeting at the Hyatt Regency Long Beach, CA 200 S. Pine Ave., Long Beach, CA 90802.

Board Members Present:

Francisca Sánchez, President; Karling Aguilera-Fort, President Elect; Ramon Zavala, Vice President; Lettie Ramirez, Director of Secondary and IHE Affairs; Elodia Ortega-Lampkin, Director of State and Legislative Affairs; Barbara Flores, Director of Community Affairs; Rosa Armstrong, Director of Para-Professional Affairs; Marissa Lazo-Necco, Director of Parent Relations; Annie Rodriguez, Region I Representative; Stanley Lucero, Region II Representative; Olivia Yahya, Region III Representative; Sally Fox, Region IV; and Imelda Trinklein, Region V Representative. Ana Donovan, newly elected Region V Representative.

Board Members Absent:

Raul Maldonado, Director of Financial Affairs

Staff Members/ Legal Counsel Present:

Jan Gustafson-Corea, Chief Executive Officer; Mary T. Hernández, Legal Counsel; Laurie Nesrala, Education Consultant; Maria Villa-Marquez, Director, Parent and Family Engagement & I3 Parent Program Coordinator; Delma Chwilinski, Director of Programs & Events; Elizabeth Jiménez, Administrative Systems Manager; Maria S. Quezada, Director of i3 Project ; Enrique Gonzalez, Strategic Plan Consultant; Claudia Lockwood, Strategic Plan Consultant; Norma Rocha, IT Coordinator; and Aida Madison, Executive Assistant

Guests Present:

Kris Nicholls, 2-Way CABE Board member; Peggy Morrison, 2-Way CABE board member; Patricia Wolf Kincade, 2-Way CABE Board member; Estella Hernández, 2-Way CABE Board member; Yvette Chong-Coontz, Accounting Consultant; and Rosalinda Quintanar, CTA Liaison.

SESSION ONE: Opening

- 1.0 Call to Order
- 1.1 Roll Call was taken by A. Madison
- 1.2 Selection of Time Keeper: R. Armstrong Observer: Sally Fox
- 1.3 Approval of Agenda

MOTION #1-TO APPROVE THE AGENDA WITH NO REVISIONS

Moved: I. Trinklein **Second:** S. Lucero **Motion passes:** Yes

MOTION #2- TO APPROVE THE MINUTES OF MARCH 3, 2015 BOARD OF DIRECTORS' MEETING WITH NO REVISIONS.

Moved: I. Trinklein

Second: R. Zavala

Motion passes: Yes

CABE Board members sworn in: Barbara Flores, Director of Community Affairs; Olivia Yahya, Region 3 Representative and Lettie Ramirez, Director of Secondary and IHE Affairs.

SESSION TWO: CLOSED SESSION

SESSION THREE: Affiliates, Liaisons, and Guests

3.1 CTA – R. Quintanar gave an update on CTA.

3.2 2-Way CABE – K. Nicholls stated that 2-Way has adopted new affiliate bylaws aligned with the CABE bylaws. K. Nicholls stated that the second 2-Way newsletter is coming soon.

3.3 CABTE- L. Ramirez stated this year the CABTE was not able to meet at the annual conference but they work more closely with CABE to have a meeting place.

SESSION FOUR: Directors', Region Representatives' Reports and Staff Reports

4.1 President's, Directors' and Regional Representatives' Reports- F. Sánchez stated that this year the board approved a new CEO Evaluation process and evaluation form. F. Sánchez stated that in the evaluation process it calls for the establishment of a CEO Evaluation committee is to include the President Elect, Immediate Past President, Director of Parent Relations, Director of Financial Affairs, and one regional representative and this year it is Olivia Yahya. The committee met Friday, June 19 and wanted to accomplish three items: 1) Establish the timeline; 2) Utilize a 360-degree feedback process; 3) Review and endorse the CEO's annual goals and professional development plan. The committee would like to review three consultant proposals from individuals and/or corporations. F. Sanchez gave the overview of timeline: The committee will have a conference call on the June 26th. By the end of month the contract should be executed and in July the interviews and surveys will be conducted. By mid-August the consultant will have the results of the interviews and surveys to be submitted to the committee. The committee will then meet to review the results prior to the September board meeting. The committee will then present this to the CEO in closed session. F. Sánchez stated there will be online survey tailored to specific areas for employees and up to 10 interviews which will mainly include the four directors the report directly to the CEO and partners or people that work with CABE. F. Sánchez stated the committee is also recommending the board approve executing a contract with a consultant to conduct and manage the 360-degree feedback processing providing that contract does not exceed \$4,000.

R. Zavala stated the regional representative met Friday, June 19 and addressed three items: JDA, CABE Compass and Basecamp. R. Zavala stated the region representatives would like to meet prior to the CABE 2016 to discuss JDA this year. R, Zavala recommends that Basecamp be monitored for content/postings.

A. Rodriguez stated that is that SFABE elected Pilar Mejia as President and Peggy Morrison is the Vice President. SFABE gave a scholarship this year.

S. Lucero stated that Basecamp is helping the CABE Chapter leaders to connect with each other.

O. Yahya stated that the Whittier Chapter is extremely active. The student and parents went to Sacramento to talk to their Assembly Member, Ian Calderon. R. Armstrong stated that 325 attended the Antelope Valley chapter/region mini-conference. M. Lazo-Necco stated that CABE P2I is connecting families. S. Fox stated that the San Diego chapter will be holding an event on November 2, 2015.

4.2 CEO Report – J. Corea stated we are ending a successful year and thanked the staff. The CEO report is posted and it gives more details on the 6 goal areas.

4.3 Strategic Plan Report – J. Corea gave an overview of how the board choice the board priorities of the CABE Compass. The consultants gave a brief update on each area: Multilingual Excellence-Claudia Lockwood; Data Dashboard-Ramon Zavala; Laurie Nesrala-CABE Compass introduced the CABE Corner blog at cabecorner.com; Professional Development-Elizabeth Jimenez-Salinas stated that PDS is launching into the third year. J. Corea gave an update in the areas of the Budget & Fund Development, Advocacy and Strategic Partnerships of the CABE Compass. Enrique Gonzalez stated that CABE is

establishing a relationship with Baja California's Sistema Educativo Estatal (SEE) to promote collaboration amongst teachers, students and administrators. E. Gonzalez stated that a brochure is being developed tailored to corporations, foundations, individuals and partner organizations for fund development and programmatic purposes.

SESSION FIVE: Action Items

5.1 Election Results

MOTION # 3-TO RATIFY THE ELECTION RESULTS OF THE 2015 EXECUTIVE BOARD ELECTIONS. DIRECTOR OF FINANCIAL AFFAIRS, RAUL MALDONADO; DIRECTOR OF COMMUNITY AFFAIRS, BARBARA FLORES; DIRECTOR OF SECONDARY AND IHE, LETTIE RAMIREZ, REGION 1 REPRESENTATIVE, REGINA PIPER; REGION 3 REPRESENTATIVE, OLIVIA YAHYA; REGION 5 PREPRESENTATIVE, ANA DONOVAN AND 2-WAY BOARD MEMBERS, KRIS NICHOLLS AND PEGGY MORRISON.

Moved: K. Aguilera-Fort **Second:** M. Lazo-Necco **Motion passes:** Yes

5.2 Budget and Actual Variance report for the period of January-March 2015 and CABA 2015 Financial Summary

MOTION # 4-TO APPROVE BUDGET AND ACTUAL VARIANCE REPORT FOR THE PERIOD OF JANUARY-MARCH 2015 AND CABA 2015 FINANCIAL SUMMARY. (Item-5.2)

Yvette Chong-Coontz stated total current assets are: \$2,149,264; total liabilities \$204,852. Net assets at the end of the year: \$1,944,412. Y. Chong-Coontz stated the projected total budget: \$1,455,100 and the actual is \$1,729,471 as of June 20, 2015.

Moved: B. Flores **Second:** E. Ortega-Lampkin **Motion passes:** Yes

5.3 Preliminary 2015-2016 Budget

MOTION # 5-TO APPROVE 3% COLA FOR FY 2015-2016.

Moved: B. Flores **Second:** I. Trinklein **Motion passes:** Yes

MOTION #5 – TO APPROVE A RETIREMENT CONTRIBUTION INCREASE FOR EMPLOYEES TO 4%

Moved: B. Flores **Second:** E. Ortega-Lampkin **Motion passes:** Yes

MOTION #6 – TO APPROVE A FULL-TIME CONFERENCE ASSISTANT

Moved: B. Flores **Second:** R. Zavala **Motion passes:** Yes

MOTION #7 –TO APPROVE A PART-TIME ACCOUNTING ASSISTANT

Moved: K. Aguilera-Fort **Second:** S. Fox **Motion passes:** Yes

MOTION #8- TO APPROVE A STRATEGIC PARTNERSHIP CONSULTANT

Moved: M. Lazo-Necco **Second:** B. Flores **Motion passes:** Yes

5.4 CABE Conference Calendar for 2015-2016

D. Chwilinski presented the regional conference calendar of dates and venues for 2015-2016.

MOTION # 9: TO APPROVE THE REGIONAL CONFERENCE CALENDAR OF DATES AND VENUES FOR 2015-2016 AS PRESENTED

Moved: K. Aguilera-Fort **Second:** R. Zavala **Motion passes:** Yes

5.5 Board Meeting dates for 2015-2016

K. Aguilera-Fort proposed the dates for the board meetings for 2015-2016. September 19, 2015, November 21, 2015, *March 22, 2016, and June 25, 2016. The Friday prior to the meeting will be held for committee meetings. *This date is on Tuesday, the day before CABE 2016 begins March 23-26, 2016.

MOTION #10 – TO APPROVE THE BOARD MEETING DATES FOR 2015-2016 AS PRESENTED.

Moved: B. Flores **Second:** R. Armstrong **Motion passes:** Yes

5.6 Partnership with Mexican Educational Entities

J. Corea proposed partnership with Instituto de Mexicanos en el Exterior (IME) and the Sistema Educativo Estatal (SEE) de Baja California.

MOTION #11 – TO APPROVE THE PARTNERSHIP WITH MEXICAN EDUCATION ENTITIES

Moved: B. Flores **Second:** R. Armstrong **Motion passes:** Yes

5.7 Sponsorship of the Bilingual Foundation of the Arts

J. Corea stated she received a request from Silvina Rubinstein for support of the Bilingual Foundation of the Arts fundraiser. J. Corea is proposing that CABE be an Artists' Level sponsor at \$1,500.

MOTION #12- TO APPROVE THE SPONSORSHIP OF BILINGUAL FOUNDATION OF THE ARTS

Moved: L. Ramirez **Second:** A. Rodriguez **Motion passes:** Yes

5.8 Evaluator Consultant contract

F. Sánchez recommends approval for executing a CEO 360 degree evaluation consultant contract to conduct the feedback process not to exceed \$4,000.

MOTION #13- TO APPROVE THE 360 DEGREE EVALUATOR CONSULTANT CONTRACT TO CONDUCT THE FEEDBACK PROCESS NOT TO EXCEED \$4,000

Moved: O. Yahya **Second:** S. Fox **Motion passes:** Yes

SESSION SIX: Information and Discussion Items

6.1 Legislative Update

Shelly Spiegel-Coleman stated the sponsored SB 750 (Mendoza): English Language Education: State Seal of Biliteracy will clarify changes to current law.1) clarifies the definition of “long-term English learner” to include a student who has been enrolled in schools for *six years or more* and has remained at the same proficiency level for two or more consecutive years *or has regressed to a lower English language proficiency level* ... development teste, and 2) expands... S. Spiegel-Coleman presented on overview of the remaining bills SB 460 (Allen): Pupils redesignated as fluent English proficient: LCFF: LCAPs, SB 172 (Liu): Pupil Testing: High School Exit Examination Suspension; SB 247 (Lara).

6.2 CABE 2015 and Regional Conference Debrief

Everyone gave a highlight of the CABA 2015 conference.

6.3 CABA 2016 Information and Updates

E. Jimenez stated that several northern California school districts have been invited to be on the planning committee for CABA 2016 including Hayward USD, Morgan Hill USD, Mount Diablo USD, Napa Valley USD, Oakland USD, San Francisco USD and others. The first planning committee meeting will be held on June 25 in SFUSD from 3:30 p.m. to 5:00 p.m. The board members indicated additional school districts to be invited: Placer, Patterson, Lodi, and Gilroy.

6.4 Membership Report

S. Lucero stated the database from SmartReg includes information about individuals who attended the 2015 CABA conference in San Diego. S. Lucero stated he will update the member numbers as soon as the complimentary CABA membership are included on SmartReg. S. Lucero stated the list of affiliates and chapters that appear to be active on CABA ZeeMaps.

6.5 Charter Support

F. Sánchez stated we want to clarify from CABA we are giving to the chapters. S. Lucero stated he would like to form a committee to work on this and make a recommendation and bring it back to the board. The members are Ana Donovan, Rosa Armstrong, and Elizabeth Jiménez.

6.6 Organizational Structure

J. Corea presented the organizational structure.

6.7 Transition of President and New Board Members

SESSION SEVEN: Adjournment

The next regular meeting of the CABA Board of Directors meeting will be September 19, 2015.

Attested and Approved,

CABA President

CABA CEO