

**2015-2016
CABE Board of Directors**

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San Francisco Unified School District

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Jan Gustafson-Corea

Legal Counsel

Mary T. Hernández
Garcia, Hernández,
Sawhney & Bermudez LLP

**BOARD MINUTES
Confidential –DRAFT
September 19, 2015**

Pursuant to a written notice by delivered to each member of the Board of Directors on , the Board of Directors of the California Association for Bilingual Education held an open Board meeting at the Hotel Maya, 700 Queensway Drive, Long Beach, CA 90802 on September 19, 2015.

Board Members Present:

Karling Aguilera-Fort, President; Ramon Zavala, Vice President; Francisca Sánchez, Immediate Past President; Raul Maldonado, Director of Financial Affairs; Lettie Ramirez, Director of Secondary and IHE Affairs; Barbara Flores, Director of Community Affairs; Elodia Ortega-Lampkin, Director of State and Legislative Affairs; Rosa Armstrong, Director of Para-Professional Affairs; Marissa Lazo-Necco, Director of Parent Affairs; Regina Piper, Region I Representative; Olivia Yahya, Region III Representative; Sally Fox, Region IV Representative; and Ana Donovan, Region V Representative.

Staff Members/ Legal Counsel Present:

Jan Gustafson-Corea, Chief Executive Officer; Delma Chwilinski, Director of Programs & Events; Kris Nicholls, Director of CABE PDS; Norma Rocha, IT Coordinator; Maria Villa-Marquez, Director of Parent and Family Engagement & i3 Parent Program Coordinator; Elizabeth Jiménez, Administrative Systems Manager; Enrique Gonzalez, Strategic Partnerships Consultant; Stanley Lucero, Membership Consultant; Claudia Lockwood, Multilingual Excellence Consultant; Laurie Nesralla, Education Consultant; Yvette Chon-Coontz, Accountant; Antoinette Hernández, Parent Specialist/Coaching and Mentoring; Laura Diaz, Parent Specialist and Aida Madison, Executive Assistant

Guests Present:

Mary T. Hernández, Legal Counsel; Rosalinda Quintanar, CTA Liaison; Melinda McGrath, 2Way Affiliate; Zaida McCall Perez, CABTE President.

SESSION ONE: Opening

- 1.0 Call to Order
- 1.1 Roll Call was taken
- 1.2 Selection of Time Keeper: R. Armstrong Observer: B. Flores
- 1.3 Approval of Agenda

MOTION #1- TO APPROVE THE AGENDA WITH THE FOLLOWING REVISIONS: MOVE ITEM 5.6-BOOK PROPOSAL BEFORE ITEM 5.1. ADD ITEM 6.5-PROPOSAL FROM CONFICIOUS INSTITUTE.

Moved: B. Flores

Second: S. Fox

Motion passes: Yes

MOTION #2- TO APPROVE THE MINUTES OF THE JUNE 20, 2015, BOARD OF DIRECTORS' MEETING WITH NO REVISIONS.

Moved: R. Armstrong

Second: B. Flores

Motion passes: Yes

SESSION TWO: CLOSED SESSION

SESSION THREE: Affiliate, Liaisons and Guests

3.1 CTA- R. Quintanar stated that CTA is going through a similar process like the CABE Compass such as forming alliances, governance, social justice, leadership development, advocacy on education reform and professional development, engaging parents.

3.2 2-Way CABE- Melanie McGrath stated the annual report has been filed. The action plan has been submitted as well and is aligned with the CABE Compass. M. McGrath stated the board members of 2Way CABE are: Peggy Morrison, President; Patricia Wolf-Kincade, Vice President; Estella Hernandez Patel, Secretary; Melanie McGrath, Treasurer; and Jennifer Martinez, Member-at-Large. M. McGrath presented the 2-Way CABE two priorities: 1. Prepare and disseminate a bi-annual 2-Way CABE newsletter; 2. Organize a strong 2-Way Strand as part of the annual conference.

3.3 CABTE– Zaida McCall Perez stated she would like to see the growing knowledge and practice gap between Southern California and Northern closed because some bilingual educators are not getting the information and there is no support system.

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

4.1 President's Report – K. Aguilera-Fort stated the evaluation of the CEO was discussed during closed session. Lettie Ramirez stated that at the university continue to support the Seal of Biliteracy. O. Yayha stated Region 3-Whittier chapter is "on fire". B. Flores indicated she is involved IME, Baja California Binational professional development. She will be going to Minneapolis to meet with 3M Corporation for possible sponsorship. Marissa stated she is working with Delma about the Bakersfield conference. She is meeting with districts with San Bernardino County to discuss LCAP.

4.2 CEO Report – Jan Corea stated that she will be attending a meeting in Mexico City IME/INEA/PROBEM. J. Corea also stated the corporate brochure is complete and thanked Enrique Gonzalez, Partnerships consultant for developing the brochure. (Item 4.2- 5 minutes)

4.3 Legislative Report - Martha Zaragoza-Diaz joined the meeting via Skype. M. Zaragoza-Diaz stated the first year of the 2015-2016 ended this month. Governor Brown now has 640 bills on his desk and he will either sign or veto these bills. M. Zaragoza-Diaz stated amount the bills on the governor's desk is the CABE sponsored bill SB 750 (Mendoza) English Language Education. Last minute amendments were made to SB 750. The amendments remove the provisions specific to the State of Seal of Biliteracy and further clarification of criteria that is to be used in light of the fact that assessment scores will not be available until 2017. M. Zaragoza-Diaz stated that letters must now be sent to the Governor asking for his signature on the bill. A sample letter was provided to other interested organizations or persons. The deadline for the letter to

be sent to the Governor is October 11, 2015. M. Zaragoza-Diaz presented an overview of the ACLU Lawsuit of Southern California and the Asian Pacific American Legal Center on English Learners and settlement. (Item 4.3-45 minutes)

SESSION FIVE: Action Items

5.1 Budget and Actual Variance Report and CABA 2015 Financial Summary

MOTION # 3-TO APPROVE THE BUDGET AND ACTUAL VARIANCE REPORT FOR THE PERIOD OF JULY 2014 THROUGH JUNE 30, 2015 (Item 5.1)

Yvette Chong-Coontz stated that the budget and actual variance report was discussed in closed session to approve the proposed changes in current budget to \$119,000 and if any surplus that it be designated for special projects to be considered by the board.

Moved: R. Zavala

Second: B. Flores

Motion passes: Yes

MOTION # 4-TO APPROVE THE FINAL 2015-2016 BUDGET (Item 5.2)

Yvette Chong-Coontz stated the proposed changes in current budget surplus for 2014-2015: \$119,000 are: Raise hourly rate to \$15 per hour for 3 part-time positions (\$11,000); Board meeting in November in San Francisco (\$12,000); Staff retreat combined visit to San Francisco conference site (\$20,000); Enrique Gonzalez per board vote, increase contract to \$11,000 (\$14,000 more than what was budgeted); Change part-time PDS Marketing Specialist to full-time (\$16,000) Additional technology equipment to maintain updated and meet the needs of new staff (\$5,000); Part-time Webmaster, 20 hours at \$20 per hour (\$10,400); Data Dashboard consultant (\$12,000); Building Maintenance-AC unit, roof repairs (\$10,000); Professional Growth for staff—1. Returning back to school, 2 hours of flex time; 2. \$500 per year for books; 3. Completion of BX/BA/MA/Ph.D.--\$2,500 (already budgeted); CABA contribution to ELLLI (\$10,000); ALS Speaker for CABA 2016 (\$2,000-\$3,000) if needed. Subtotal of surplus expenses=\$117,400.

Moved: R. Maldonado

Second: B. Flores

Motion passes: Yes

MOTION # 5-TO APPROVE THE NEW AUDITORS, STANISLAWSKI & HARRISON BASED ON AUDIT COMMITTEE RECOMMENDATION.

Marissa Lazo-Necco presented the audit committee's recommendation. The audit committee members: Barbara Flores, Ana Donovan, Rosa Armstrong, Karling Aguilera-Fort, Raul Maldonado, Marissa Lazo-Necco, Liz Jimenez, Yvette Chong-Coontz and Jan Corea. Yvette stated there were several bids and Stanislawski and Harrison has nonprofit experience. Marissa stated after using the same auditors for 5 years a new auditor was chosen to continue to be transparent. (Item 5.3)

Moved: M. Lazo-Necco

Second: A. Donovan

Motion passes: Yes

MOTION #6-TO APPROVE THE PROPOSED MEMBERSHIP GUIDELINES.

Stanley Lucero stated these guidelines are to insure that all CABA members are assigned to a chapter, increase the membership of the CABA affiliates, organize out of state CABA members, and assign CABA student members to CABTE. Stanley stated that there are two changes to the recommendations: *CHANGE-Assign all CABA student members to CABTE to Assign all CABA student members to **student CABA affiliate**; and CHANGE- List only active chapters and affiliates on CABA ZeeMap to List **all** active chapters and affiliates on CABA ZeeMap* (Item 5.4)

Moved: B. Flores

Second: Rosa Armstrong

Motion passes: Yes

MOTION #7-TO APPROVE THE SPONSORSHIP ENDORSEMENT OF THE LATINA/O HISTORY BEE.

Barbara Flores presented a proposal to support the Latina/o History Bee.

Moved: B. Flores

Second: A. Donovan

Motion passes: Yes

MOTION #8-TO APPROVE THE SUPPORT OF THE WRITING DEVELOP OF PROJECT 2INSPIRE BOOK TO HIGHLIGHT THE BENEFITS OF PROJECT2INSPIRE –PARENT VOICES

L. Ramirez and J. Corea presented a proposal for a book to be published by P2I parents in Hayward with all proceeds going to CABE.

Moved: B. Flores

Second: R. Armstrong

Motion passes: Yes

SESSION SIX: Information and Discussion Items

6.1 – Programs and Events Update

(Item 6.1)

Delma Chwilinski stated the first full planning committee meeting at next Thursday, June 25 at SFUSD. Delma stated the online registration is live and people are already registering. The registration brochure will be finalized soon and a *draft* brochure was provided for the board members. Delma stated that a new feature this year is the floor plan for the exhibitor hall. Exhibitor that are paid may select their booth location. Also, the exhibitor fee includes a 300 lbs. freight fee this year. The first 2015-2016 regional conference will be in Bakersfield on October 29, 2015. Delma stated there is an online form to request a banner or tablecloth for region and/or chapter events.

6.2 – Partnership consideration

Jan Corea presented a proposal that CABE approach these organization to consider a formal partnership: ATDLE, ACSA, CSBA, CAAASA and CALSA. The partnership would include reciprocal booths at conferences. Jan asked the board if they felt that partnership with ATDLE should move forward as she feels it is an important connection. O. Yahya stated that she could not support the consideration for partnership with ATDLE. Barbara Flores asked if we have a formal MOU with DeLMN. Jan Corea said yes. Francisca Sánchez stated she would like to add CREATE to the list of partnership. Karling Aguilera-Fort asked that Jan Corea bring the motion to the next board meeting as a formal proposal including the content and information on the organization for the new board members to hear and consider before continuing with the proposal.

6.3 – Multilingual Educator Update

Laurie Nesrala stated that 19 articles were received. The selection will be made in about two weeks. Laurie hopes to have the results by January.

6.4 – California Aspiring Bilingual Author Award-a proposal from Velazquez Press (Item 6.4)

Jan Corea presented a proposal from Velazquez Press. The Goals: To Inspire more California bilingual writers to share their California stories; Develop quality bilingual materials for bilingual programs or dual language schools; Support the development of aspiring bilingual authors; Establish the CABE award as a highly sought after bilingual author award. Jan Corea presented the proposed steps which include an event be held at CABE’s annual conference to give out award(s) to new California aspiring bilingual writer(s).

6.5 – Proposal for Confucius Institute (Item 6.5)

Jan Corea stated she has been invited by Susan Jain of the Confucius Institute at UCLA to work on the Steering Committee for the bilingual education conference. The one-day conference will be in May 2016.

SESSION SEVEN: Adjournment

7.1- The next regular meeting of the CABE Board of Directors meeting will be on November 21, 2015 (location to be announced)

Attested and Approved,

CABE President

CABE CEO