

**CEO REPORT TO THE BOARD OF DIRECTORS—JULY-SEPTEMBER 2013
SUBMITTED BY JAN GUSTAFSON COREA
September 21, 2013**

ORGANIZATION AND STAFF SUPPORT

- Meeting weekly or biweekly on an individual basis to learn about work and how to best provide support.
- Facilitated whole staff meeting on September 9, 2013
- Continue to learn about and attend to the daily operations at CABE
- Finalized the 2013-2014 budget with Marie Younger
- Troubleshoot and support the resolving of operational issues
- Monitor CABE fiscal situation with Marie Younger.
- Met with i3 Team to discuss staffing and budget
- Participated in P2I and I3 planning meetings
- Met with Marta Montafur, Maria Valencia and Liz Jimenez re part time and full time staffing positions
- Worked with staff to update job descriptions and evaluation process
- Met with Marie Younger and staff regarding updating phone system
- Met with team regarding upgrading and updating our online registration system for the annual conference
- Implemented OMS for regional and CABE PDS events
- Provided direct support for the development and rollout of CABE PDS.

ADVOCACY

- Meet biweekly with Martha Zaragoza Diaz via phone or in person
- Coordinated CABE Board Participation and testimony at ELA/ELD Framework Meeting in July
- Participated in Legislative Committee Conference Calls
- Supported the drafting of a number of responses to Gov. Brown's budget with Cal Tog and for CABE
- Fielded request for print and radio interviews with support from Raul.
- Disseminated Urgent Action letters re LCFF to members and Facebook viewers
- Communicated and worked closely with Shelly Spiegel-Coleman regarding LCFF, Framework and other legislation.

FUND DEVELOPMENT

- Supported the start up efforts of CABE PDS—current revenues of \$183,750.
- Received \$100,000 Grant from JPMC

- Continued work with Mission Promise to support grant in San Francisco
- Turned in Sabrato yearly report and met matching fund request for \$75,000.
- Submitted JPMC 2012-13 final grant report
- Coordinated efforts with Board Member Lettie Ramirez on funding and support for P2I in Hayward
- Supported P2I staff with contracts for the 2013-14 school year
- Worked closely with Business Manager Marie Younger on management and control of CAFE budget
- Created a list of potential funders and sponsors
- Sent out CAFE 2014 sponsor invitation letters
- Began reaching out to sponsors for CAFE 2014.
- Finalized \$10,000 contract with CDE for P2I.
- Negotiated Pre Conference Institute at NABE to generate funds for CAFE (between \$2000-\$4000)
- Participated on call with Minneapolis district on potential contract for CAFE PDS
- Worked with CAFE Legal Counsel on Meta Soft letter to recoup some of \$30,000 lost in contract from 2010-2011.
- Submitted grant application to IME Becas –received \$2500.
- Secured funding support through P2i with Promise Hayward and Gilroy USD.

CAFE 2014

- Collaborated with President and CAFE Staff on plans for 2014.
- Recruited districts and COEs for CAFE 2014 planning committee
- Supported staff in the creation and completion of the CAFE 2014 Preregistration brochure
- Contacted Keynote and Featured Speakers
- Met with CDE staff regarding their participation
- Met with CCSESA Arts Initiative regarding their participation
- Facilitated process for CAFE 2014 Artwork and change of artwork
- Signed contract with San Diego Town And Country for 2015.
- Met with Velazquez Press regarding their support for CAFE

PARTNERS

- Communicated regularly with Cal Tog and Shelly Spiegel Coleman
- Attended Cal Tog full meetings and sub committee meetings
- Met with NABE Board member Yee Wan, NABE ED, Santiago Wood, and NABE Board members (via phone)
- Met with CDE staff (EL, Migrant) on numerous occasions
- Communicated with Confucius Institute at SDSU and UCLA
- Facilitated three meetings at SBCUSD regarding their vision for biliteracy
- Attended NUA conference in Minneapolis
- Worked with IT director Norma Rocha on CAFE Partner page for website.
- Met with Dr. Al Mijares from OCDE
- Coordinated CAFE LCFF luncheon with Cal Tog, 8 districts, and West Ed
- Supported the convening of the 2Way CAFE Affiliate
- Met with Antonio Manning of JPMC

- Met with Ed Caliber regarding possible webinars
- Attended CCSESA Arts Initiative working sessions
- Set up meeting with Themla Melendez
- Met with Luis Orozco
- Met with Maritza Rodriguez, UCR
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BOARD ACTIVITIES

- Met with Francisca Sanchez several times in person and via phone regarding strategic plan and CBE 2013 and 2014
- Met with Stanley Lucero re his new position on the board as Region II representative
- Continued work on Strategic Plan development during and after Fall Board retreat
- Met with Exec Committee
- Met with Finance Committee
- Communicated with Board Members and affiliates on different matters.

SOCIAL MEDIA

- Post and regularly update CBE Facebook page—over 6000 hits a week and over 2200 “likes” on our page!
- Worked with Norma Rocha on updating CBE Webpage

TRAVEL

- Sacramento—Leg visits, , CDE, CCSESA,
- San Francisco—MEDA, Hayward
- Minneapolis—NUA
- Yosemite—CCSESA Arts Initiative