CABE 2016
CO-CHAIR MEETING

CABE 2016: Bridging Multiple Worlds for Local & Global Success

Biliteracy • Educational Equity • 21st Century Success for All

JUNE 25, 2015
WELCOME!!
OUTCOMES

• Celebrate and promote our commitment to English Learners and biliteracy programs and build a vision for systemically addressing EL needs across Northern CA and the state

• Provide feedback on themes, focus, and speakers

• Become familiar with the CABE structure for the CABE annual conference

• Understand the roles and responsibilities of being a part of the CABE 2016 planning committee

• Have questions answered and suggestions/recommendations noted

• Feel motivated to invite and involve colleagues to participate in and attend CABE 2016
WHO ARE WE?

Please share your....

- NAME

- ORGANIZATION & POSITION

- DESCRIBE YOUR FIRST CABE ENCOUNTER!
CABE—WHAT WE DO!

CABE VISION & MISSION

VISION: Biliteracy, Education Equity, and 21st Century Success For All

CEO/BOARD
- Oversight
- Strategic Plan
- Fund Development
- Promotion of CABE
- Board responsibilities
- Advocacy
- Support

IT
- Web Presence
- Equipment/Maintenance
- Mailing lists
- Graphic Design
- Publications

ADMINISTRATION
- GENERAL ADMINISTRATION
  - CEO
  - Executive Assistant
- Business Services
  - Administrative Services Manager
  - Accountant
  - AR/AP
  - Budget
  - Payroll
  - OMS/Registrations
  - Membership
  - Reception

PROGRAMS & EVENTS
Annual Regional
- Presenters
- Speakers
- Exhibitors
- Sponsors
- OMS
- Brochures
- Promotion
- Marketing

PROJECT 2 INPSIRE
- 13
  - 4 Districts
  - 10 Schools
  - 5 Year Research And Evaluation Study (Wexford)
- Grants
  - Sobrato
  - Kellogg
- Contracts
  - Districts
  - Schools

CONSULTANTS
- Institutes
- Direct Service To Schools
- Consultants
- Certification
- Review Of Instructional Materials
- Coaching
- OMS

CABE PDS
- Institutes
  - Direct Service To Schools
- Consultants
- Certification
- Review Of Instructional Materials
- Coaching
- OMS
CABE STAFF
(Main Contacts For Conference)

• Jan Corea—CEO
• Delma Chwilinski—Conference Coordinator
• Vanessa Ruiz—Conference Specialist
• TBD—Conference Assistant
• Aida Madison—Executive Assistant
• Ruth Navarrete—Reception
• Toni Hernandez & Maria Villla—Project INSPIRE
• Norma Rocha—IT
• Marcia Vargas—Presenters
• Kris Nicholls—CABE PDS
CABE 2016: Bridging Multiple Worlds for Local & Global Success
CABE 2016 OVERVIEW

- **Theme**
  
  CABE 2016: Bridging Multiple Worlds for Local & Global Success

- **Location & Date**
  
  - Hilton Union Square
  - March 23-26, 2016

- **Conference Format/Schedule**

- **Speakers**
  
  - Andres Ruzo
  - Working invitations—John King, Janet Murgia, Hillary Clinton, High Profiler Entertainer, Juan Felipe Herrera,
  - Featured Speakers (15-20)
POTENTIAL FEATURED SPEAKERS/PRESENTATIONS

- CDE and USDOE
- Laurie Olsen
- Alma Flor Ada & Isabel Campoy
- Ginger Collier/Wayne Thomas
- Barbara Conboy
- Technology Focused
- Kathy Lindholm Leary
- Dennis Parker
- Donna Knoell
- Gene Garcia
- Lily Wong Fillmore
- Ron Rohac
- And many more...
FOCUS AREAS FOR CABE 2015

WHAT AREAS OF FOCUS AND PROFESSIONAL DEVELOPMENT ARE NEEDED IN YOUR DISTRICT?
ROLES & RESPONSIBILITIES

What did we get ourselves into?
• HONORARY CO CHAIRS
  – SUPERINTENDENTS
  – KEY PARTNERS

• CO-CHAIRS
  – DESIGNEE FROM SUPERINTENDENT
HONORARY CHAIRS

• Assign a district designee to serve as CABE 2016 Co-Chair
• Allow time for selected co-chair to attend meetings
• Release time to attend the Annual Conference
• Communicate with co-chair on any updates
• Choose a day to present a Welcome (2 minutes) to CABE’s attendees at one of CABE’s scheduled
• General sessions or Awards luncheon/banquet
• Send teachers, administrators, parents to conference (Establish district Professional Development Day for conference attendance)
• Promote CABE 2016 via District Website, team meetings, parent meetings, inter office correspondence, etc.
• Strategically send representatives from each school in your district and/or county to attend CABE to further your focus on directly meeting the needs of ELs.
CO-CHAIRS

• Select responsible people to serve as a CABE 2016 Committee Chair for your organization’s selected committee(s).
• Select 3-4 committees to coordinate for the conference
• Attend monthly meetings
• Review Workshop Proposals for CABE
• Monitor your committee chair(s)’ progress
• Meet your deadlines for the conference
• Support committee chair(s) to meet deadlines
  – Make sure committee chair(s) attend their scheduled meeting dates
  – Communicate/update Honorary Chair on conference planning
• Attend the Annual Conference from Tues-Saturday
• Market/Publicize Annual Conference
• Strategize in district on how to promote attendance at CABE as part of your district/county plan to meet the needs of ELs.
• Recruit attendees to register for the conference—consider sending representatives from each of your schools (educators and parents)
WHAT ARE THE BENEFITS OF BEING AN HONORARY CHAIR AND CO-CHAIRS?

• Honorary and Co-Chairs receive Complimentary registration, three nights lodging, tickets to all meal events and parking—(if District/County Office/University is unable to pay expense).

• Special Pre Conference Reception

• School District/County Office/University advertised as a co-sponsor on the CABE registration brochure as well as the program.

• Opportunity to shape the conference to address the needs of ELs

• Picture and name on the Honorary Chair Letter (one letter with all the Superintendents pictures) in the program or on the Co-Chair letter in the program.

• Primary location in exhibit hall with purchased exhibit booth

• CABE appreciation for your support!
• Please fill out:
  – Contact form for yourself
  – Contact form for your superintendent

• Please bring to the September Meeting
  – The contact forms for your committee chairs
COMMITTEES

• 3-4 Committees Per District Or COE
• Think Strategically—Build On Strengths in Your District
• Select Leads That Will Follow Through And Appreciate Being Part Of CABE
• Negotiation!
PLANNING COMMITTEE MEETING DATES

• Once per month—Time??
  – September
  – October
  – November
  – December
  – January
  – February

• Locations: SFUSD??
CALL FOR PRESENTATIONS

• DUE DATE: JULY 30, 2015
• WEBSITE: http://www.bilingualeducation.org
• BE INTENTIONAL AND STRATEGIC—WHO FROM YOUR DISTRICT OR OTHER COLLEAGUES SHOULD BE ENCOURAGED TO SUBMIT?
Q & A
WHAT OPPORTUNITIES & BENEFITS DO YOU FEEL BEING PART OF CABE 2016 WILL BRING TO YOU AND YOUR DISTRICT, COE OR UNIVERSITY?
CABE Office: 626-814-4441
www.bilingualeducation.org

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- Delma Chwilinski—Director of Programs & Events
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- Vanessa Ruiz—Conference Assistant
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