



## Telepayroll Updates

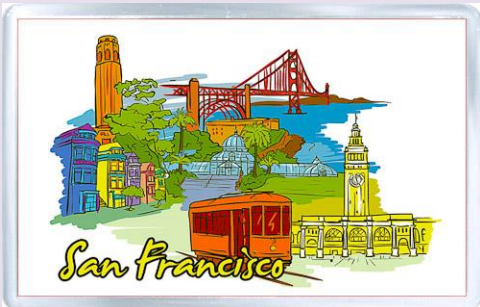
Time off requests (all except Flex time) should be processed through the Employee Portal.

Remember to clock-in and clock-out daily.



## Dates to Remember

- 2/4/16 CABE Staff Meeting – lunch will be provided.
- 2/15/16 Presidents' Day Observed – CABE office will be closed.
- 2/25/16 CABE 2016 Planning Committee meeting.



## Tech PD is here!

Classes offered are in a binder on the Tech Desk in the conference room.



## Anniversaries

2/23 – Vanessa Ruiz



## Birthdays

2/24 – Barbara Flores (Board Member)

## Thinking Ahead . . . .

CABE 2016 prep time!! It is time to bring it all together.

The conference is right around the corner. We are tightening up final details and getting ready to pack up!

As we think ahead in preparation for the conference, I would like us to reflect on what is working and what changes we want to consider for next year. Start

keeping a log for the debrief session after the conference.

Thank you for all you do! You are an integral part of the **CABE Familia!**

**¡Feliz día de San Valentín!**

