



ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT - Odessa, TX  
068901

OTHER REVENUES:  
GRANTS FROM PRIVATE SOURCES  
CDC (EXHIBIT) A (Reg)

Permission is requested to accept this donation/gift for our school/department. The donor understands that the donation/gift will become the property of the Ector County Independent School District and will be under the jurisdiction of the school/department in accordance with School Board Policy and administrative rules and regulations. Approved donation/gift should be added to fixed assets inventory if applicable.

**Campus:** 812 - Education Foundation

**Principal/Non-Campus Administrator:** Celeste Potter

**Name of Donor:** Education Foundation of Odessa

**Email/Phone of Donor:** [educationfoundation.odessa@outlook.com](mailto:educationfoundation.odessa@outlook.com)

**Donor Mailing Address:** PO Box 951 Odessa, Texas 79760

**Donation Description:** Donation - Inspiration Station Staff

**Type of Donation:** Check

**Value\*:** 30784.5

\*Values assigned for donation of equipment or services is for internal reporting purposes only. This value may not be used as an appraisal value for IRS purposes.

**Purpose of Donation:** Second of four installments for the 2025-2026 school year to cover the Director of STEAM Initiatives and Special Projects position.

**Item/Service:** NA

**Purpose of Purchase:** NA

Approver	Response	Date	Comment
Celeste Potter	Approve	10/07/2025 5:52 PM	NA
Dusty Baumann	Approve	10/08/2025 8:03 AM	NA
Keeley Boyer	Approve	10/09/2025 12:46 PM	NA
Albessa Chavez	Approve	10/15/2025 10:33 AM	Approved

# Memo

To: Albessa Chavez, Chief Financial Officer

From: Celeste Potter, Education Foundation

Date: October 15, 2025

Re: Donation

Message:

The Education Foundation Board of Directors is excited to partner with ECISD on the Inspiration Station Project. As part of that agreement, the Foundation is committed to covering all costs related to this project, including funds for necessary staff.

The enclosed check is the second of four installments for the 2025-2026 school year to cover the Director of STEAM Initiatives & Special Projects position

\*Note that the installment for the part-time aide is being withheld as that position is currently vacant.

