

**Ector County Independent School District
Odessa, Texas**

Memorandum

TO: Board of Trustees
FROM: Hector Mendez, Superintendent of Schools
SUBJECT: REQUEST FOR APPROVAL OF BOARD DESIGNEE TO COMPLETE APPLICATION FOR LOW-ATTENDANCE ON BEHALF OF THE DISTRICT
DATE: December 15, 2009

Texas Education code §25.081 allows the District or campus to request that any instructional days with attendance at least ten (10) percentage points below the last school year's average attendance due to weather, health, or safety issues be excluded from ADA calculations for the current school year.

The District is requesting that the Board approve Hector Mendez to act on behalf of the Board to complete the application process as needed.

It is recommended that the Board of Trustees approve Hector Mendez to act as the designee as presented.

Respectfully submitted,

Hector Mendez,
Superintendent of Schools

Tonya Tillman,
Assistant Superintendent
for Business Operations