

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

Memorandum

TO: Board of Trustees
FROM: Hector Mendez, Interim Superintendent of Schools
SUBJECT: **DISCUSSION OF QUALIFICATIONS AND JOB DESCRIPTION OF SUPERINTENDENT AND PROCESS FOR ADVERTISING POSITION**
DATE: February 19, 2008

The Board of Trustees will discuss the qualifications and job description of the superintendent and a process for advertising the position.

No action is required.

Respectfully submitted,

Hector Mendez
Interim Superintendent of Schools