

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

**Memorandum**

**TO:** Board of Trustees

**FROM:** Roy C. Benavides, Ed.D., Superintendent

**SUBJECT:** REQUEST FOR APPROVAL OF MINUTES [BG-not applicable]

**DATE:** December 16, 2003

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Attached is a copy of the minutes of the meetings of the Board of Trustees for:

November 11, 2003 - Special  
November 18, 2003 - Regular

Please examine these minutes with regard to their accuracy and clarity.

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If there are no corrections to the minutes of the meetings listed above, it is recommended that the Board of Trustees approve the minutes as submitted.

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**Respectfully submitted,**

*Roy C. Benavides, Ed.D.*  
**Superintendent of Schools**