

**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: January 20, 2004

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

December 9, 2003 - Special
December 16, 2003 - Regular

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

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.

Respectfully submitted,

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