

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

Memorandum

TO: Board of Trustees

FROM: Hector Mendez, Superintendent of Schools

**SUBJECT: REQUEST FOR APPROVAL OF CAREER & TECHNICAL EDUCATION
STUDENT FROM ATC-GRANDVIEW FOR OUT-OF-STATE TRAVEL TO
WASHINGTON DC**

DATE: August 21, 2012

The Career & Technical Education at Advanced Technical Center-Grandview requests permission for one student, Edward Sparks, 12th grade at OHS, and one teacher, Mr. Nat Armendarez to travel to Washington DC for the Washington Leadership Training Institute. Edward Sparks represented our district this summer in Huntsville, Texas, at the State Skills USA Leadership Conference. He earned the Texas Statesman Award and has qualified to attend the Washington Leadership Training Institute. This training will provide Edward advanced leadership, citizenship and employability skills.

It is recommended that the request for out-of-state travel to Washington DC for one student and one teacher from the Career & Technical Education ATC-Grandview be approved as presented.

Respectfully submitted,

Hector Mendez
Superintendent of Schools

Raúl A. Moreno
Executive Director of Secondary Operations