TORNILLO INDEPENDENT SCHOOL DISTRICT
Maintenance Department

MEMORANDUM

To: Board of Trustees
From: Rene Estrada, Maintenance / Transportation Director
Subject: Lease Office Space at Community Center
Date: October 21, 2026

HISTORY:

The Tornillo ISD has relocated employees to other areas of the district to help operational budget and reduce utility consumption.

RATIONALE:

The district is asking for approval to lease office space in WE Neill Community Center located at 19210 Cobb.

BUDGET IMPACT:

There will be no budget impact. Once there is a renter, the contract will be presented to the board for approval.

ADMINISTRATIVE RECOMMENDATION:

The recommendation to the Board of Trustees is to approve the leasing the office space in the WE Neill Community Center.