



# Memorandum

**To:** Members of the Board of Trustees

**From:** Loretta Aguilar, Instructional Technologist

**Subject:** El Paso K–12 AI Learning Incubator – Informational

**Date:** May 6, 2026

## **History:**

The El Paso K–12 AI Learning Incubator was established as a region-wide professional learning initiative to strengthen district leadership capacity in the effective use of artificial intelligence (AI) in K–12 education. The initiative brings together district leaders, educators, and community partners to collaboratively explore key areas including AI literacy, ethical considerations, data security, and policy development. Through this work, the incubator aims to support the responsible, innovative, and system-wide implementation of AI across participating school districts.

## **Rationale:**

The AI Learning Incubator supports districts in building the knowledge and structures needed to responsibly integrate artificial intelligence into K–12 education. It focuses on strengthening leadership understanding of AI concepts, fostering alignment with teacher preparation programs, and exploring practical applications across instructional and operational settings. Additionally, the initiative provides guidance for developing and refining district-level policies and strategies to ensure safe, ethical, and effective use of AI.

## **Budget Impact:**

The district will receive \$7,500 in designated funding to support travel expenses for up to three participants. Any expenditure exceeding this amount will be the responsibility of the district, and any unused funds will be returned to the Community Foundation. We do not foresee exceeding this amount.

## **ADMINISTRATIVE RECOMMENDATION:**

No action required.



**EL PASO  
COMMUNITY  
FOUNDATION**

**GRANT AGREEMENT  
EL PASO COMMUNITY FOUNDATION**

**GRANTEE:** Tornillo Independent School District

**PURPOSE OF GRANT:** AI Conference – airfare, hotel, conference fee

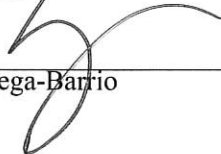
**AMOUNT OF GRANT:** \$7,500

**TERMS AND CONDITIONS:**

1. The money received under this agreement shall be used to cover airfare, hotel and conference fees for an AI Conference for three district employees (\$2,500 each).
2. Grant funds will be available for one year from the date of this agreement. Any part of the grant funds not so used will be returned promptly to the Foundation.
3. No report is required. **The organization must provide proof of attendance at the AI Conference and complete the remaining AI Incubator sessions. If not, organization will be required to return the funds per signed agreement with UTEP.**
4. If the organization’s federal tax status is altered or revoked, the Foundation must be notified.
5. The organization will fully cooperate with the Foundation in supplying additional information by a governmental entity to establish the fact that the Foundation has observed all requirements of the law with respect to this grant.

The terms of this Grant Contract are accepted on this 23 day of April, 2026.

**Tornillo ISD**

By  Title Superintendent

**El Paso Community Foundation**

By \_\_\_\_\_  
Stephanie Otero, Executive Vice President