



UNITED INDEPENDENT SCHOOL DISTRICT

Gerardo Cruz, PhD
Superintendent

Memorandum

TO: United ISD Board of Trustees

FROM: Hector G. Cavazos, Fixed Assets Director

THRU: Mike Garza, Associate Superintendent for Administration Operation Services

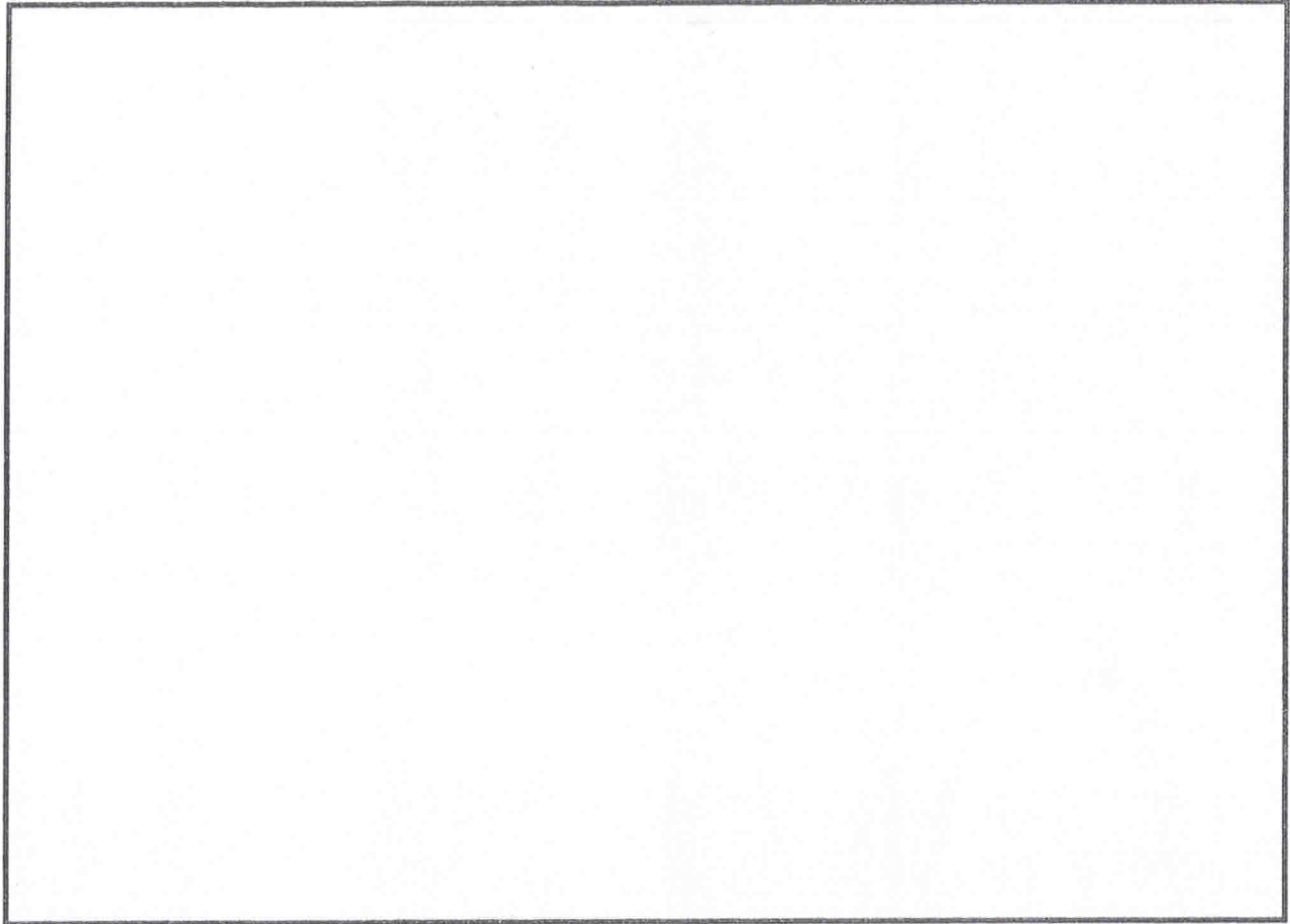
DATE: February 12, 2025

RE: Purchase of Mobile Learning Devices by December 2024 Graduating Students

Attached is a list of Mobile Learning Devices that were purchased by December 2024 graduating students at United High School (UHS), United South High School (USHS), John B. Alexander High School (AHS), and Lyndon B. Johnson High School (LBJHS). As per the attached page(s) from the United Independent School District Mobile Learning Device (MLD) Guidelines and Procedures Manual, graduating High School students are given the opportunity to purchase their assigned MLD for \$20.00. Quantities are as follows:

UHS	28
USHS	16
AHS	27
LBJHS	5
Total	76

Please let me know if you have any questions on this matter.



United Independent School District

District Guidelines & Procedures Mobile Learning Devices (MLD) 2022 - 2023

5th Grade:

At the **start of 5th grade**, the students will return the MLD device and all accessories including charger and district-issued case. The Campus Technician will evaluate and assist the Librarian to compile and submit a list of irreparable devices that need to be decommissioned by the IT department. The list must also be submitted to the administrator in charge to collect costs incurred, if any, as well as Fixed Assets to update the district's inventory system. Another MLD device will be issued in the eighth grade upon clearance from the budget clerk.

8th Grade:

At the **end of 8th grade**, the students will return the MLD device and all accessories including charger and district-issued case. The Campus Technician will evaluate and assist the librarian to compile and submit a list of irreparable devices that need to be decommissioned by the IT department. The list must also be submitted to the administrator in charge to collect costs incurred, if any, as well as Fixed Assets to update the district's inventory system. Another MLD device will be issued in the eighth grade upon clearance from the budget clerk.

12th Grade:

Upon graduation, the students will return the MLD device and all accessories. The graduate will be given the opportunity to buy his/her device if the device is more than 3 years old. If the student chooses to buy his/her device, the **HOLD HARMLESS AND INDEMNIFICATION AGREEMENT FOR EQUIPMENT SOLD TO STUDENT FORM** **must be filled out and signed by both parent and the student.**

Campus Technicians will evaluate and assist the Librarians to compile and submit a list of irreparable/sold devices that need to be decommissioned by the IT Department. The list must also be submitted to the administrator in charge to collect costs incurred, if any, as well as Fixed Assets to update the district's inventory system.

Transferring within UISD

The campus registrar must maintain a shared roster with the librarian of students transferring within the district. It is the librarians responsibility to notify the receiving campus of the students' information concerning MLD. The information within the TipWeb is automatically transferred as soon as the student registers at the new district campus. If the student does not register the new campus must advise the transferring campus of the student's situation in order to recover the MLD. The responsibility of recovering the MLD becomes the responsibility of the last campus the student was registered at.



United Independent School District Transfer/Disposal Form

Select if Transfer or Disposal:
 TRANSFER DISPOSAL

Page **1** of **3**

Request Date: 01/23/25 Campus/Organization: 001 UNITED HIGH SCHOOL

Requested By: Griselda Gonzalez Email: griselda.gonzalez@uisd.net Phone: 956-473-5673 Fax: _____

Requested By: [Signature] Approved By: [Signature] Date: 1/23/2025

Title: Librarian

For Technology Equipment Only

Technician: B. Hernandez Date: 1/23/2025

Phone: 956-473-5675

Notes: Transfer/Disposal forms containing sensitive information require a technician's approval. Technicians are required to provide a copy of this form to the appropriate department head and retain a copy for their records. All forms must be used by the technician providing the equipment.

Item Description	Tag # (If Applicable)	Serial Number (If Applicable)	Number of Items	Condition Good or Bad
1.) See attached Wigner Graduate Solid Chromebook list	<input type="checkbox"/>	<input type="checkbox"/>	28 Sold to	Good
2.)	<input type="checkbox"/>	<input type="checkbox"/>		
3.)	<input type="checkbox"/>	<input type="checkbox"/>		
4.)	<input type="checkbox"/>	<input type="checkbox"/>		
5.)	<input type="checkbox"/>	<input type="checkbox"/>		
6.)	<input type="checkbox"/>	<input type="checkbox"/>		
7.)	<input type="checkbox"/>	<input type="checkbox"/>		
8.)	<input type="checkbox"/>	<input type="checkbox"/>		

Notes: Items that are sold to the general public must be sold through the United Independent School District's approved process. Items that are sold to the general public must be sold through the United Independent School District's approved process. Items that are sold to the general public must be sold through the United Independent School District's approved process. Items that are sold to the general public must be sold through the United Independent School District's approved process.

For Transfers Only

Transferred To: _____

Received By: _____

Date: _____

Phone: _____ Email: _____

FIXED ASSETS DEPARTMENT USE ONLY

Control # 001-TN-999-1-30-25-781

Fixed Assets Dept. 1-30-25

Fixed Assets Worker: _____

Campus Dept. Employee: _____

Date of Disposal: _____

Disposal Completed Date: _____



United Independent School District Transfer/Dispc Form

Fill Transfer Section Below.

TRANSFER

Page

Highlighted cells must be typed.

E-MAIL for fixedassetsform@uisd.net

Pickup Room#(s)/Bldg:

Campus/Department Only

Requested Date: 12/19/24 Campus/Organization: 002 UNITED SOUTH HIGH SCHOOL

Requested By: J. Vaughn Email: jvaughn@uisd.net Phone: 5424 Fax: 5999

Requested By: *J. Vaughn* Approved By: *J. Vaughn* Signature: *J. Vaughn* Date: 12/20/24

Title: *Librarian* Principal/Director/Fixed Assets Liaison

For Technology Equipment Only

Technician: *DAVID LOZANO* Signature: *[Signature]* Date: 12/20/24

E-mail: *lozano@uisd.net* Phone: 5438

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes Monitors, CPUs, Printers, EIKI, Projectors, Scanners, IPADS, or the like. Consult with your Technician if you have questions on any assets that could be technology related.

Item Description	Tag # (If Applicable)	Serial Number# (If Applicable)	Number of Items	Condition Good or Bad
1.) See attached list- Sold Senior December graduate device-	<input type="checkbox"/>	<input type="checkbox"/>	16 <i>16</i>	Good
2.)	<input type="checkbox"/>	<input type="checkbox"/>		
3.)	<input type="checkbox"/>	<input type="checkbox"/>		
4.)	<input type="checkbox"/>	<input type="checkbox"/>		
5.)	<input type="checkbox"/>	<input type="checkbox"/>		
6.)	<input type="checkbox"/>	<input type="checkbox"/>		
7.)	<input type="checkbox"/>	<input type="checkbox"/>		
8.)	<input type="checkbox"/>	<input type="checkbox"/>		
9.)	<input type="checkbox"/>	<input type="checkbox"/>		
10.)	<input type="checkbox"/>	<input type="checkbox"/>		

Note: Items not ✓ to the right of the form means that they were not picked up by Fixed Assets/Technology. Make sure that someone from your campus/department is available at the time of pick up to verify that all items were disposed/transferred properly and to sign the completed request. Items not picked up and/or not on the form will require a new request. Items to be picked up must be in a centralized location. Remember to provide a copy to your campus administrator and retain one for your records. All forms need to be e-mailed to: fixedassetsform@uisd.net Please contact the Fixed Assets Department if you have any questions on any of the procedures.

For Transfers Only

Transferred To: Room No.: if Applicable

Received By: Print Date

Received By: Signature

Title: Print Date

Phone: Email:

FIXED ASSETS DEPARTMENT USE ONLY

Control #: *002-TS-999-1-30-25-778*

Fixed Assets Clerk: *[Signature]* Signature *1-30-25*

Fixed Assets Worker: *[Signature]* Signature

Campus Dept./Employee (Verified Disposal Picked Up) Date of Disposal

Disposal Completed Date



United Independent School District
Transfer/Disposal Form

Select if Transfer or Disposal:
Highlighted cells must be typed.

Page 1 of 1
LIBRARY

E-MAIL for fixedassets@uisd.net

Pickup Room#(s)/Bldg:

Campus/Department Only

Requested Date: 08/21/23 Campus/Organization: 003 JOHN B. ALEXANDER HIGH SCHOOL
Requested By: JESSICA MORALES Email: JMORAL32@UISD.NET Phone: 956-473-5851 Fax: _____
Requested By: JMORALES Signature: _____ Approved By: _____
Title: LIBRARIAN Date: _____
Principal/Director/Fixed Assets Liaison

For Technology Equipment Only

Technician: Not Needed Signature: _____ Date: _____
E-mail: _____ Phone: _____

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes Monitors, CPUs, Printers, EIKI, Projectors, Scanners, iPADS, or the like. Consult with your Technician if you have questions on any assets that could be technology related.

Item Description	Tag # (if Applicable)	Serial Number# (if Applicable)	Number of Items	Condition Good or Bad
1.) SENIOR CHROMEBOOKS -See Attached	<input type="checkbox"/>	<input type="checkbox"/>	<u>26</u>	<u>Good</u>
2.)	<input type="checkbox"/>	<input type="checkbox"/>		
3.)	<input type="checkbox"/>	<input type="checkbox"/>		
4.)	<input type="checkbox"/>	<input type="checkbox"/>		
5.)	<input type="checkbox"/>	<input type="checkbox"/>		
6.)	<input type="checkbox"/>	<input type="checkbox"/>		
7.)	<input type="checkbox"/>	<input type="checkbox"/>		
8.)	<input type="checkbox"/>	<input type="checkbox"/>		
9.)	<input type="checkbox"/>	<input type="checkbox"/>		
10.)	<input type="checkbox"/>	<input type="checkbox"/>		

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For Transfers Only

Transferred To: _____ Room#:
Campus/Organization: 880TN TECHNOLOGY NORTH if Applicable
Received By: _____
Received By: _____ Signature: _____ Date: _____
Title: _____
Print _____
Signature _____
Date _____
Control #: 003-TN-999-1-30-25-779
Fixed Assets Clerk: _____ Signature: _____
Fixed Assets Worker: _____ Signature: _____
Campus Dept./Employee (Verified Disposal Picked Up) _____
Signature _____ Date of Disposal _____
Phone: _____ Email: _____ Disposal Completed Date _____



United Independent School District Transfer/Disposal Form

Select if Transfer or Disposal:

TRANSFER DISPOSAL

Highlighted cells must be typed.

E-MAIL for fixedassetsform@uisd.net

Pickup Room#(s)/Bldg:

Page

Library

Campus/Department Only

Requested Date: 01/20/25 Campus/Organization: 009 LYNDON B JOHNSON

Requested By: Raquel Ramon Email: rramon@uisd.net Phone: 9564735214 Fax: _____

Requested By: Raquel Ramon Signature Date: 1/20/25 Approved By: Raquel Ramon Signature Date: 1/20/25

Title: Librarian Principal/Director/Fixed Assets Liaison

For Technology Equipment Only

Technician: Raquel Ramon Signature Date: 1/22/25

E-mail: Raquel.Ramon@uisd.net Phone: 5261

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes Monitors, CPUs, Printers, EKI, Projectors, Scanners, IPADS, or the like. Consult with your Technician if you have questions on any assets that could be technology related.

Item Description	Tag # (If Applicable)	Serial Number# (If Applicable)	Number of Items	Condition Good or Bad
1.) <u>Lenovo 300e Chromebook</u>	<input type="checkbox"/> SD026788	<input type="checkbox"/> P207ZA3Q	<input type="checkbox"/> 1	<input type="checkbox"/> Good
2.) <u>Dell 3100 Chromebook</u>	<input type="checkbox"/> SD006270	<input type="checkbox"/> 8HV5ZW2	<input type="checkbox"/> 1	<input type="checkbox"/> Good
3.) <u>Dell 3100 Chromebook</u>	<input type="checkbox"/> G101215	<input type="checkbox"/> 3ZXTWT2	<input type="checkbox"/> 1	<input type="checkbox"/> Good
4.) <u>Dell 3100 Chromebook</u>	<input type="checkbox"/> SD000697	<input type="checkbox"/> C11FNV2	<input type="checkbox"/> 1	<input type="checkbox"/> Good
5.) <u>Dell 3100 Chromebook</u>	<input type="checkbox"/> SD006959	<input type="checkbox"/> J207ZW2	<input type="checkbox"/> 1	<input type="checkbox"/> Good
6.) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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For Transfers Only

Transferred To: _____ Room# _____
Campus/Organization If Applicable

Received By: _____
Print

Received By: _____
Signature

Title: _____ Date: _____

Phone: _____ Email: _____

FIXED ASSETS DEPARTMENT USE ONLY

Control #: 009-TS-999-1-30-25-780

Fixed Assets Clerk: _____
Signature

Fixed Assets Worker: _____
Signature

FIXED ASSETS DEPARTMENT FOR DISPOSALS ONLY

Fixed Assets Worker: _____
Signature

Campus Dept./Employee
(Verified Disposal Picked Up)
Signature

Date of Disposal: _____

Disposal Completed Date: _____

RESOLUTION

WHEREAS, the United Independent School District Board of Trustees declares that the property described on the attached list of personal property be declared surplus and not usable to the District,

WHEREAS, The Texas Education Code 11.151 (c) states, "The trustees may, in any appropriate manner, dispose of property that is no longer necessary for the operation of the school district",

WHEREAS, United ISD Policy CI (Local) and administrative procedures prescribe the manner of the sale and disposition of surplus property,

WHEREAS, be it further resolved that the Superintendent is directed to dispose of the said property, using the following method:

To graduating students from United High School, United South High School, John B. Alexander High School, and Lyndon B. Johnson High School for the unitary amount of \$20.00 each, as per the United Independent School District Mobile Learning Device (MLD) Guidelines & Procedures Manual

BE IT RESOLVED by a majority vote of the United Independent School District Board of Trustees at a lawfully called meeting of the Board on **February 12, 2025.**

Javier Montemayor, Jr.
President, Board of Trustees

ATTEST:

Michelle Molina
Secretary, Board of Trustees