



UNITED INDEPENDENT SCHOOL DISTRICT

AGENDA ACTION ITEM

TOPIC: Disposition of Technology Equipment

SUBMITTED BY: Hector G. Cavazos **OF:** Fixed Assets Department

DATE ASSIGNED FOR BOARD CONSIDERATION: August 20, 2025

RECOMMENDATION:

It is the recommendation that the Board of Trustees approve the resolution to authorized Administration to dispose listed item(s)

RATIONALE:

Attached you will find documentation detailing the item(s) to be disposed.

BUDGETARY INFORMATION:

The current budget will not be impacted.

BOARD POLICY REFERENCE AND COMPLIANCE:

CI (Legal) – School Properties Disposal

CI (Local) – School Properties Disposal

CDB (Legal) – Other Revenues-Sale, Lease, or Exchange of School-Owned Property



UNITED INDEPENDENT SCHOOL DISTRICT

MEMORANDUM

TO: United ISD Board of Trustees

FROM: Hector G. Cavazos, Fixed Assets Director *HGC*

THRU: Mike Garza, Associate Superintendent for Administration and Operation Services

DATE: August 20, 2025

RE: Transfer of Assistive Technology Devices to United ISD Students

Attached are three (3) Uniform Transfer Agreements (UTAs) detailing the recommended transfer of listed assistive technology devices to the students named in the attached UTAs. These devices are currently in use by the named students. Our Board of Trustees previously approved similar UTAs on July 17, 2024, at the regular Board meeting. Please let me know if you have any questions or concerns on this matter.



UNITED INDEPENDENT SCHOOL DISTRICT




TO: Dr. Gerardo Cruz
Superintendent of Schools

FROM: Emma S. Leza 
Associate Superintendent of Curriculum & Instruction

DATE: July 7, 2025

SUBJECT: Uniform Transfer Agreement for Students

The following students graduated in May 2024 and a District Equipment Transfer Agreement has been generated to transfer assistive technology devices with appropriate applications to graduating students' parent(s) pursuant to Texas Education Code §30.0015.

- Transferee: 
 - Description of Assistive Technology Device (ATD)
 - iPad Pro 13"
 - CCTV: 24" ACROBAT HD CCTV
- Transferee: 
 - Description of Assistive Technology Device (ATD)
 - iPad 7th Generation
 - Software: Lamp for Words
- Transferee: 
 - Description of Assistive Technology Device (ATD)
 - iPad 7th Generation
 - SonoFlex

Attached are the Uniform Transfer Agreement

DISTRICT EQUIPMENT TRANSFER AGREEMENT

(For the Sale of an Assistive Technology Device Pursuant to Texas Education Code §30.0015)

Transferor: United Independent School District

Date: 5/23/2025

Transferee: [REDACTED]

Description of Assistive Technology Device (ATD)

DEVICE 1

Type of device iPad Pro 13-Inch SERIAL NUMBER: JJM6RX0KQR TAG NUMBER: G113963

Purchase Date: 7/9/24 Purchase Amount: \$1,399.00 PO# 24015293

Type of Device: 24" ACROBAT HD CCTV Serial Number: AL2242W003 TAG NUMBER: G095050

Purchase Date: 11/15/2022 Purchase Amount: \$3,000 PO# PO23003655

Terms of Transfer (including the transfer of warranties, if applicable):

ALL WARRANTIES AND RESPONSIBILITIES, IF APPLICABLE, TRANSFER OVER TO TRANSFEEE

Determination of Fair Market Value*: The parties agree that the sale price specified herein is consistent with the fair market value of the ATD, determined in accordance with 19 TAC §89.1056(b)(1) and generally accepted accounting principles. **Cost to Parent = \$1.00**

Executed this _____ day of _____, 2025

Transferor: UISD - Special Education

Transferee: [REDACTED]

By: Emma Leza _____

By: [REDACTED]

Title: Associate Superintendent Curriculum & Instr.

Title: [REDACTED]

Phone #: [REDACTED]

By: Belinda Manning _____

Title: Instructional Coordinator: Special Education

☒ Yes ☐ No I have been fully informed and understand the school's request for my consent as described above.

☒ Yes ☐ No I agree to the transfer of assistive technology as described above.

☒ Yes ☐ No I understand that my consent is voluntary and may be revoked.

Signature of Parent/Adult Student

Date

* After fair market value is determined under 19 TAC §89.1056(b)(1), a local education agency that has purchased an ATD with federal funds shall determine whether a financial obligation to the Texas Education Agency exists under 34 CFR §80.32(e).

DISTRICT EQUIPMENT TRANSFER AGREEMENT

(For the Sale of an Assistive Technology Device Pursuant to Texas Education Code §30.0015)

Transferor: United Independent School District

Date: 5/23/2025

Transferee: **Caitlyn Luan ID 136072**

Description of Assistive Technology Device (ATD)

DEVICE 1

Type of device iPad 7th Generation SERIAL NUMBER: F9FD34DCMF3R TAG NUMBER:SD041703

Purchase Date: 6/23/2020 Purchase Amount: 392.00 PO# 24015293

Additional Program install: Lamp for Life

Program Cost: \$349.99

Terms of Transfer (including the transfer of warranties, if applicable):

ALL WARRANTIES AND RESPONSIBILITIES, IF APPLICABLE, TRANSFER OVER TO TRANSFEEE

Determination of Fair Market Value*: The parties agree that the sale price specified herein is consistent with the fair market value of the ATD, determined in accordance with 19 TAC §89.1056(b)(1) and generally accepted accounting principles.

Cost to Parent = \$1.00

Executed this _____ day of _____, 2025

Transferor: UISD - Special Education

Transferee: **Caitlyn Luan**

By: Emma Leza _____

By: **Marcela Velazquez**

Title: Associate Superintendent Curriculum & Instr.

Title: **mother**

Phone #: **817-890-1538**

By: Belinda Manning _____

Title: Instructional Coordinator: Special Education

☒ Yes ☐ No I have been fully informed and understand the school's request for my consent as described above.

☒ Yes ☐ No I agree to the transfer of assistive technology as described above.

☒ Yes ☐ No I understand that my consent is voluntary and may be revoked.

Signature of Parent/Adult Student

Date

* After fair market value is determined under 19 TAC §89.1056(b)(1), a local education agency that has purchased an ATD with federal funds shall determine whether a financial obligation to the Texas Education Agency exists under 34 CFR §80.32(e).

Texas Education Agency April 2002

DISTRICT EQUIPMENT TRANSFER AGREEMENT

(For the Sale of an Assistive Technology Device Pursuant to Texas Education Code §30.0015)

Transferor: United Independent School District

Date: 5/23/2025

Transferee: Jesus Medina ID: 12272025

Description of Assistive Technology Device (ATD)

DEVICE 1

Type of device iPad 7th Generation SERIAL NUMBER: F9FD38D8MF32 TAG NUMBER: SD041704

Purchase Date: 6/23/2020 Purchase Amount: 392.00 PO# 20012714

Additional Program install: SonoFlex

Program Cost: \$99.99

Terms of Transfer (including the transfer of warranties, if applicable):

ALL WARRANTIES AND RESPONSIBILITIES, IF APPLICABLE, TRANSFER OVER TO TRANSFEEE

Determination of Fair Market Value*: The parties agree that the sale price specified herein is consistent with the fair market value of the ATD, determined in accordance with 19 TAC §89.1056(b)(1) and generally accepted accounting principles.

Cost to Parent = \$1.00

Executed this _____ day of _____, 2025

Transferor: UISD - Special Education

Transferee: Jesus Medina

By: Emma Leza _____

By: Belinda Manning

Title: Associate Superintendent Curriculum & Instr.

Title: Other

Phone #: 214-343-0150

By: Belinda Manning _____

Title: Instructional Coordinator: Special Education

☒ Yes ☐ No I have been fully informed and understand the school's request for my consent as described above.

☒ Yes ☐ No I agree to the transfer of assistive technology as described above.

☒ Yes ☐ No I understand that my consent is voluntary and may be revoked.

Signature of Parent/Adult Student

Date

* After fair market value is determined under 19 TAC §89.1056(b)(1), a local education agency that has purchased an ATD with federal funds shall determine whether a financial obligation to the Texas Education Agency exists under 34 CFR §80.32(e).

Texas Education Agency April 2002



United Independent School District

Transfer/Disposal Form

DISPOSAL

Select If Transfer or Disposal:

Highlighted cells must be typed.

E-MAIL: fixedassetsform@uisd.net

Pickup Room#(s)/Bldg:

Page 1 of 1

Room #

Campus/Department Only

Requested Date: 07/07/25

Requested By: Belinda Manning

Requested By: *Belinda Manning*

Title: *Instructional Coordinator*

Campus/Organization: 832 SPECIAL EDUCATION DEPARTMENT

Email: bmanning@uisd.net

Phone: 956-473-2148

Fax:

Approved By: *[Signature]* 7/10/25

Principal/ACP, Director/Fixed Assets Liaison

Date

For Technology Equipment Only

Technician: *MICHAEL ALEXANDER*

Signature

7/7/25

Date

Phone: 223

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.) iPad Pro 13-Inch	G113963	J1M6RX0KQR	1	Good
2.) 24" ACROBAT HD CCTV	G095050	AL2242W003	1	Good
3.) iPad 7th Generation	SD041703	F9FD34DCMF3R	1	Good
4.) iPad 7th Generation	SD041704	F9FD38D8MF32	1	Good
5.)				
6.)				
7.)				
8.)				
9.)				
10.)				

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: *[Signature]*

Room No.
If Applicable

Received By: *[Signature]*

Room No.
If Applicable

Received By: *[Signature]*

Room No.
If Applicable

Title: *[Signature]*

Room No.
If Applicable

Date

Room No.
If Applicable

Email:

Room No.
If Applicable

Phone:

FIXED ASSETS DEPARTMENT USE ONLY

Control # *832-TS-999-7-15-25-1522*

Fixed Assets Clerk: *[Signature]*

7-15-25

7-15-25

FIXED ASSETS DEPARTMENT FOR DISPOSALS ONLY

Fixed Assets Worker: *[Signature]*

Date of Disposal

Campus

Dept./Employee (Verified Disposal Picked Up) Signature

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 listed in the aforementioned Uniform Transfer Agreement(s) UTAs, as approved by the United Independent School District Board of Trustees.

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 August 20, 2025.

Javier Montemayor, Jr.
President, Board of Trustees

ATTEST:

Michelle Molina
Secretary, Board of Trustees