

BOARD OF TRUSTEES AGENDA

<input type="checkbox"/> Workshop	<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Special
-----------------------------------	---	----------------------------------

(A) Report Only Recognition

Presenter(s):

Briefly describe the subject of the report or recognition presentation.

(B) Action Item
 ISMAEL MIJARES, ASSISTANT SUPERINTENDENT FOR BUSINESS AND FINANCE
 Presenter(s): LUIS VELEZ, PURCHASING DIRECTOR

Briefly describe the action required.


CONSIDER AND TAKE APPROPRIATE ACTION ON THE REQUEST TO DECLARE THE ATTACHED LIST OF ITEMS AS SURPLUS PROPERTY AND AUTHORIZE ITS DISPOSAL.

(C) Funding source: Identify the source of funds if any are required.

(D) Clarification: Explain any question or issues that might be raised regarding this item.

IN ACCORDANCE WITH BOARD POLICY CI, THE SCHOOL BOARD OF TRUSTEES MAY DISPOSE OF PROPERTY THAT IS NO LONGER NECESSARY FOR DISTRICT OPERATIONS AND SHALL DO SO FOR FAIR MARKET VALUE. IF THE SURPLUS PROPERTY HAS NO VALUE, SUCH PROPERTY SHALL BE DISPOSED OF ACCORDING TO ADMINISTRATIVE DISCRETION.



To: Mr. Ismael Mijares, Assistant Superintendent for Business and Finance
From: Luis A. Vélez, Purchasing Director 
Date: Wednesday, June 19, 2013
Subject: Request to Declare Property as Surplus

Digitally signed by Luis A. Vélez
Date: 2013.06.27 17:07:00
-05'00'

Please consider this memorandum as a request to declare the attached list of items as surplus property due to their deteriorated condition, irreparability, and/or obsolescence. Please note that campuses were allowed to select items from our surplus inventory on June 13 and 14, 2013 as per the attached memorandum dated June 3, 2013.

In accordance with Board Policy CI, the school board may dispose of property that is no longer necessary for District operations and shall do so for fair market value. If the surplus property has no value, such property shall be disposed of according to administrative discretion.

Please contact me at the department of purchasing should there be a need for further information regarding this matter.



EAGLE PASS INDEPENDENT SCHOOL DISTRICT

To: Campus Principals
From: Luis A. Vélez, Purchasing Director
Date: Monday, June 03, 2013
Subject: Surplus Warehouse Opening

Digitally signed
 by Luis A. Vélez
 Date: 2013.06.03
 13:21:46 -05'00'

Please be advised that we will open our surplus warehouse to all schools in our district on the following day(s):

Thursday, June 13, 2013 from 2:00 P.M. to 4:00 P.M.
Friday, June 14, 2013 from 2:00 P.M. to 4:00 P.M.

The purpose of this surplus warehouse opening is to allow schools to select surplus items that may be useful. Selection of item(s) will be on a "first-come first-served" basis. Surplus items not selected will be disposed of by the school district.

Each campus will be required to submit a property transfer form that will require the standard approvals form for the item(s) selected. The Warehouse department will deliver the item(s) to each campus once the property transfer form has all required approvals. No item(s) will leave the surplus warehouse on the above date(s). You may send a representative to the surplus warehouse to select items for your campus.

The surplus warehouse is located at the Old Field House at 1610 Del Rio Blvd.

If you have any questions regarding this matter, please contact me.

Digitally signed by ISMAEL MIJARES
 DN: cn=ISMAEL MIJARES, o=EAGLE
 PASS ISD, ou=BUSINESS AND FINANCE,
 email=IMIJARES@EAGLEPASSISD.NET,
 c=US
 Date: 2013.06.06 15:25:14 -05'00'

Approval: _____

Ismael Mijares, Asst. Superintendent for Business & Finance

_____ Date

CC: Mr. Gilbert Gonzalez, Superintendent of Schools
 Mr. Samuel Mijares, Asst. Superintendent for Curriculum and Instruction
 Mr. Roberto Lopez, Warehouse Supervisor
 Mr. Rene Robledo, Budget Officer

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
SURPLUS PROPERTY: 2012-2013
(MARCH 2013 - JUNE 2013)**

LOT NUMBER	TRANSFER FORM NUMBER	SCHOOL/DEPARTMENT	CATEGORY	QUANTITY	DESCRIPTION OF ITEM(S)	CONDITION (DAMAGED OR OUTDATED)
LOT NO. 10	10077	PURCHASING DEPT.	ELECTRONICS	21	HOTSPOTS	OUTDATED
	10082	PURCHASING DEPT.	ELECTRONICS	14	HOTSPOTS	OUTDATED
	012196	EAGLE PASS JUNIOR HIGH	LAPTOPS	10	2003 GATEWAY LAPTOPS	OUTDATED
LOT NO. 11	06628	LIBERTY ELEMENTARY	ELECTRONICS	3	FAX MACHINE, MONITORS	OUTDATED
	10086	PRINT SHOP	COMPUTER HARDWARE	1	HP LASERJET 2200	DAMAGED
LOT NO. 18	01808	MEMORIAL JUNIOR HIGH	ELECTRONICS/COMPUTER HARDWARE	7	TV, PRINTER, GATEWAY COMPUTER, VCR, DICTATION MACHINE	OUTDATED
	01811	MEMORIAL JUNIOR HIGH	COMPUTER HARDWARE	3	GATEWAY DESKTOP COMPUTER	OUTDATED
				1	HP LASERJET 2100	DAMAGED
				1	ID PRINTER	DAMAGED
	05598	EAGLE PASS HIGH	COMPUTER HARDWARE	9	DELL DESKTOP COMPUTER	OUTDATED
				1	OKIPAGE PRINTER	OUTDATED
	011223	CC WINN HIGH	COMPUTER HARDWARE	6	DESKTOP COMPUTERS, HP DESKJET	OUTDATED
	011941	EARLY CHILDHOOD CENTER	A/V EQUIPMENT	2	OVERHEAD PROJECTOR, STEREO SYSTEM	OUTDATED
	012419	FEDERAL PROGRAMS DEPT.	COMPUTER HARDWARE	1	HP 4700N PRINTER	DAMAGED
	012423	FEDERAL PROGRAMS DEPT.	COMPUTER HARDWARE	1	HP 4700N PRINTER	DAMAGED
	15342	EAGLE PASS JUNIOR HIGH	COMPUTER HARDWARE	7	5 DESKTOP COMPUTERS, 2 PRINTERS	DAMAGED
LOT NO. 23	011223	CC WINN HIGH	HARDWARE	3	BENCH GRINDER, DRILL PRESS	OUTDATED
			FURNITURE	1	CABINET	DAMAGED
	011941	EARLY CHILDHOOD CENTER	FURNITURE	3	COMPUTER TABLE, CHAIRS	DAMAGED
LOT NO. 30	14844	CAREER & TECHNICAL DEPT.	COMPUTER HARDWARE	10	COMPUTERS, MONITORS, KEYBOARD, PRINTERS	OUTDATED
			A/V EQUIPMENT	11	VIDEO PRESENTATION STAND, OVERHEAD PROJECTOR	OUTDATED
LOT NO. 32	14849	CC WINN HIGH	HARDWARE	4	SAND BLASTER, MIG MACHINE, STICK MACHINE, PLASMA CUTTER	DAMAGED

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
SURPLUS PROPERTY: 2012-2013
(MARCH 2013 - JUNE 2013)**

LOT NUMBER	TRANSFER FORM NUMBER	SCHOOL/DEPARTMENT	CATEGORY	QUANTITY	DESCRIPTION OF ITEM(S)	CONDITION (DAMAGED OR OUTDATED)
LOT NO. 33	04190	BENAVIDES HEIGHTS ELEM.	HARDWARE	1	SMALL TRACTOR	DAMAGED
	13122	KENNEDY HALL	HARDWARE	1	REACH IN COOLER	DAMAGED
	13123	ROBERT E. LEE ELEM.	HARDWARE	2	REACH IN COOLER	DAMAGED
	13126	ROBERT E. LEE ELEM.	HARDWARE	1	STEAM KETTLE	DAMAGED
	13129	EAGLE PASS JUNIOR HIGH	HARDWARE	1	STEAM KETTLE	DAMAGED
	14633	CC WINN HIGH	HARDWARE	1	MICROWAVE	DAMAGED
				HARDWARE	2	SCALE
LOT NO. 34	13467	CC WINN HIGH	OFFICE EQUIPMENT/SUPPLIES	1	FAX MACHINE	DAMAGED
	13832	PERFECTO MANCHA ELEM.	OFFICE EQUIPMENT/SUPPLIES	21	HEADPHONES, MOUSE	DAMAGED
	14147	PAYROLL DEPT.	COMPUTER HARDWARE	3	COMPUTER DESKTOP, PRINTER	DAMAGED
			OFFICE EQUIPMENT/SUPPLIES	1	FAX MACHINE	DAMAGED
	14649	CAREER & TECHNICAL DEPT.	COMPUTER HARDWARE	3	COMPUTER DESKTOP	DAMAGED
	14846	CAREER & TECHNICAL DEPT.	COMPUTER HARDWARE	10	COMPUTER DESKTOP	DAMAGED
	14847	CAREER & TECHNICAL DEPT.	COMPUTER HARDWARE	10	COMPUTER DESKTOP	DAMAGED
	08054	SECO MINES ELEMENTARY	A/V EQUIPMENT	3	MOBILITY CART, MULTIMEDIA PROJECTOR	DAMAGED
	08053	SECO MINES ELEMENTARY	COMPUTER HARDWARE	10	DESKTOP COMPUTER	DAMAGED
	08051	SECO MINES ELEMENTARY	COMPUTER HARDWARE	7	DESKTOP COMPUTER	DAMAGED
			SECO MINES ELEMENTARY	A/V EQUIPMENT	3	TELEVISION 13"
LOT NO. 35	04194	BENAVIDES HEIGHTS ELEM.	CLASSROOM EQUIPMENT/SUPPLIES	8	PEARLCORDER MICROCASSETTE, MICROSCOPE, CARDMASTER, ACCEL SCAN, CALIFONE CARDMASTER	DAMAGED
	011573	PERFECTO MANCHA ELEM.	CLASSROOM EQUIPMENT/SUPPLIES	6	HEADPHONES	DAMAGED
	012210	ARMANDO CERNA ELEM.	COMPUTER HARDWARE	3	DESKTOP COMPUTER, LASERJET PRINTERS	OUTDATED
			A/V EQUIPMENT	6	TAPE RECORDER, VCR, HEADPHONES, CASSETTS	OUTDATED
	012426	MIGRANT DEPT.	FURNITURE	3	CHAIRS	OUTDATED
	14220	PEP DAYCARE	COMPUTER HARDWARE	1	DESKTOP COMPUTER	OUTDATED
	14650	CAREER & TECHNICAL DEPT.	COMPUTER HARDWARE	10	DESKTOP COMPUTER	OUTDATED
	14845	CAREER & TECHNICAL DEPT.	COMPUTER HARDWARE	10	DESKTOP COMPUTER	DAMAGED

**EAGLE PASS INDEPENDENT SCHOOL DISTRICT
SURPLUS PROPERTY: 2012-2013
(MARCH 2013 - JUNE 2013)**

LOT NUMBER	TRANSFER FORM NUMBER	SCHOOL/DEPARTMENT	CATEGORY	QUANTITY	DESCRIPTION OF ITEM(S)	CONDITION (DAMAGED OR OUTDATED)
LOT NO. 46	07857	L.D.C.	FURNITURE	8	CARTS, WOODEN FURNITURE	DAMAGED
	07860	L.D.C.	FURNITURE	9	CARTS, WOODEN FURNITURE, FILE CABINETS, SHELVES, CHAIRS	DAMAGED
	07861	L.D.C.	FURNITURE	8	CARTS, WOODEN FURNITURE	DAMAGED
	07863	L.D.C.	ELECTRONICS	2	TELEVISION	DAMAGED
	07864	L.D.C.	FURNITURE	48	WOOD FURNITURE, STUDENT CHAIRS	DAMAGED
	07865	L.D.C.	FURNITURE	9	WOOD FURNITURE	DAMAGED
LOT NO. 47	07855	L.D.C.	ELECTRONICS	7	TYPEWRITER, PROJECTOR, COMPUTER, PRINTER	DAMAGED
	07862	L.D.C.	A/V EQUIPMENT	11	CASSETTE RECORDERS, HEADPHONES, CDS, RADIO	DAMAGED
	07863	L.D.C.	ELECTRONICS	4	LAMINTOR, TELEVISIONS, FAX MACHINE	DAMAGED