



UNITED INDEPENDENT SCHOOL DISTRICT

AGENDA ACTION ITEM

TOPIC: Approval of Disposition of Technology Equipment

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

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: June 15, 2021

RECOMMENDATION:

It is the recommendation that the Board of Trustees approve the resolution to authorize 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

Roberto J. Santos
Superintendent

MEMORANDUM

TO: United ISD Board of Trustees

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

THRU: Mike Garza, Assistant Superintendent for Administration *(Signature)*

DATE: June 15, 2021

RE: Transfer of Assistive Technology Devices to United ISD Student

Attached is a Uniform Transfer Agreement (UTA) detailing the recommended transfer of listed assisted technology devices to student named in the attached Uniform Transfer Agreement. These devices are currently in use by this student. Our Board of Trustees approved a similar UTA on July 17, 2019, at the regular Board meeting. Please feel free to contact my office should you have any questions.



UNITED INDEPENDENT SCHOOL DISTRICT

David H. Gonzalez
Associate Superintendent of Curriculum & Instruction

TO: Roberto J. Santos
Superintendent of Schools

FROM: David H. Gonzalez
Associate Superintendent of Curriculum and Instruction *DHG*

DATE: May 31, 2021

SUBJECT: Uniform Transfer Agreement of Laptop and Eye Tracker to Student A.R.

Student Axel Rodriguez from the Cherish Center graduated in May 2021. A Uniform Transfer Agreement form has been generated to transfer assistive technology devices to parent Elizabeth Rodriguez for student Axel Rodriguez.

The assistive technology devices are as follows:

DEVICE 1

Device: Dell Laptop	Serial No.	Tag# DELL-G063965
Purchase Date: April 17, 2018	Purchase Amount: \$870.26	PO# 18010631

DEVICE 2

Device: TOBII PCEYE GAZE	Serial No. PCE1M-03014730471512004863	
Purchase Date: April 18, 2017	Purchase Amount: \$2000.00	PO# 17011786

It is my recommendation to sell AT devices for \$1.00.

Attached is the Uniform Transfer Agreement.

UNIFORM TRANSFER AGREEMENT

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

Transferor: United Independent School District

Date: 5/28/2021

Transferee: Axel Rodriguez

Description of Assistive Technology Device (ATD)

DEVICE 1

LAPTOP: Dell Laptop SERIAL NUMBER: TAG NUMBER: DELL-G063965
Purchase Date: April 17, 2018 Purchase Amount: \$870.26 PO#: 18010631

DEVICE 2

EYEGAZE: TOBII PCEYE GAZE SERIAL NUMBER: PCE1M-03014730471512004863
Purchase Date: 4/18/2017 Purchase Amount: \$2000 PO# 17011786

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

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

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

Executed this June day of 22, 2021

Transferor: UISD - Special Education

Transferee: AXEL RODRIGUEZ

Request Information

By: David Gonzalez [Signature]
Title: Associate Superintendent Curriculum & Instr.

By: Elizabeth Rodriguez [Signature]
Title: Parent

By: Belinda Manning [Signature]
Title: Instructional Coordinator - Assistive Technology

- 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] A.R.
Signature of Parent/Adult Student

[Signature] June 1 - 2021
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).

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 one of the following methods:

1. To the Highest bidder, after advertisement for Request For Bids/Proposals in a newspaper of general circulation at least one week before the closing of sealed bids;
2. By public auction after publication as described above;
3. The Superintendent or designee may reject all bids/proposals;
4. Should any of the disposal methods described above fail to result in the disposal of the property, the property may then be disposed of in the following manner:

(a) In a District-run informal auction, to the highest bidder, without the necessity of a newspaper advertisement, after posting written notice of the date, hour and place of the auction, and the giving of a general description of the property, in a place readily accessible to the general public at all times for at least 72 hours before the scheduled time of the auction;

(b) If the property is not disposed of after the informal auction, the Superintendent or designee is hereby authorized to either (i) keep the property and dispose of it at a later time; or (ii) sell the property that has value, on a first-come-first-serve basis, after notice to the public as aforesaid, and (iii) give away aforesaid, or (iv) scrap the property that has no value to the District in an authorized dumpsite;

(c) Except, however, property described in (a) and (b) above, that has been determined by the Superintendent or designee to have intrinsic value to the District that exceeds the cost to the District of retaining it in storage or elsewhere may not be given away or scrapped. Property that has less value than the cost of retaining it shall be considered for purposes of subsection (b) above as having "no value".

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 **June 15, 2021**.

Javier Montemayor, Jr.
President, Board of Trustees

ATTEST:

Aliza Flores Oliveros
Secretary, Board of Trustees



United Independent School District Transfer/Disposal Form

Select if Transfer or Disposal:

DISPOSAL

Page **1**

Page **1**

Highlighted cells must be typed.

E-MAIL for fixedassetsform@uisd.net

Pickup Room#(s)/Bldg: _____

Campus/Department Only

Requested Date: **05/31/21**

Campus/Organization: **832 SPECIAL EDUCATION DEPARTMENT**

Requested By: **Belinda Manning**

Email: **bmanni@uisd.net**

Phone: **956-473-2148**

Fax: _____

Requested By: *Belinda Manning*

Approved By: *[Signature]*

Principal/Director/Fixed Assets Liaison: *[Signature]*

Date

Title: **Coordinator Assistive Technology**

Date: **4/3/21**

For Technology Equipment Only

Technician: **Fajima MINEIS**

Technician: *[Signature]*

Signature: *[Signature]*

Date: **6-7-21**

E-mail: **Fajima50@uisd.net**

Phone: **473-2123**

Date

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes Monitors, CPUs, Printers, 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.) Dell Laptop	<input type="checkbox"/> DELL-G063965	<input type="checkbox"/> 17152155110	<input type="checkbox"/> 1	Good
2.) TOBIN PCEYE GAZE	<input type="checkbox"/>	<input type="checkbox"/> PCEIM-03014730471512004863	<input type="checkbox"/> 1	Good
3.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Note: Items not checked 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: _____

Fixed Assets Clerk: *[Signature]*

Control #: **832-TS-999-06-07-21-2033**

Received By: _____

Fixed Assets Worker: *[Signature]*

FIXED ASSETS DEPARTMENT FOR DISPOSALS ONLY

Date

Fixed Assets Worker: _____

Campus Dept./Employee (Verified Disposal Picked Up)

Date of Disposal

Phone: _____

Email: _____

Campus Dept./Employee (Verified Disposal Picked Up)

Disposal Completed Date