



UNITED INDEPENDENT SCHOOL DISTRICT

AGENDA ACTION ITEM

TOPIC: Disposition of Mobile Learning Devices (MLD) to 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)

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 disposition of the attached list of MLDs via purchase by graduating high school students as previously authorized by the United Independent School District's Mobile Learning Device Guidelines and Procedures Manual. Quantities are as follows:

UHS	781
USHS	636
AHS	629
LBJHS	504

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

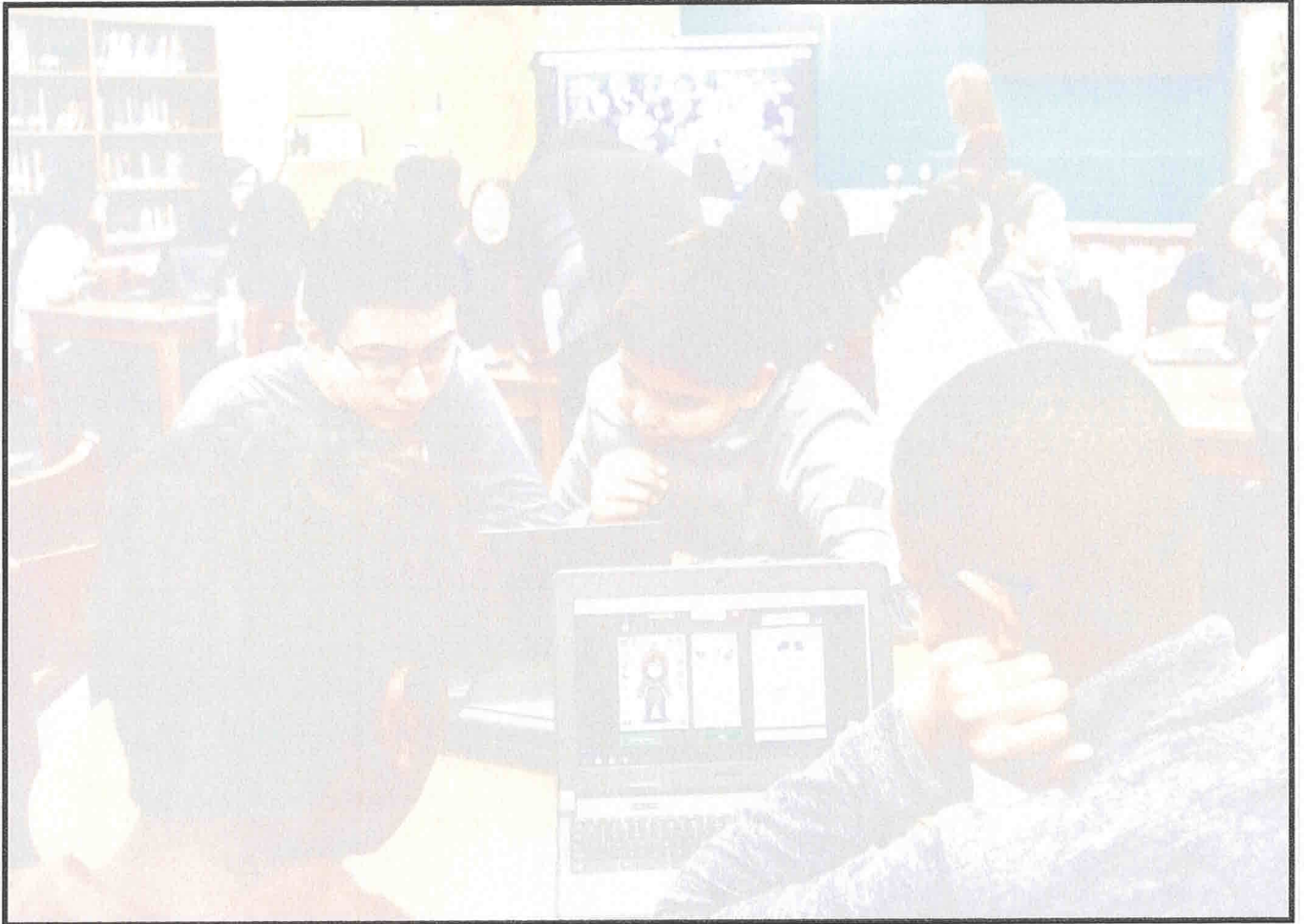
DATE: August 20, 2025

RE: Purchase of Mobile Learning Devices by United ISD Graduating Students

Attached is a list of Mobile Learning Devices that were purchased by 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	781
USHS	636
AHS	629
LBJHS	504

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:

DISPOSAL

Highlighted cells must be typed.

E-MAIL for fixedassetsform@uisd.net

Pickup Room#(s)/Bldg:

Page

1

29

Campus/Department Only

Requested Date: 05/30/25
Requested By: Griselda Gonzalez
Requested By: [Signature]
Title: Librarian
Campus/Organization: 001 UNITED HIGH SCHOOL
Email: griselda.gonzalez@uisd.net
Phone: 473-5673
Fax: 473-1980
Approved By: [Signature]
Date: 5-30-25
Principal/Director/Fixed Assets Liaison: [Signature]
Date: 5/30/25

For Technology Equipment Only

Technician: Andy Ramos
Signature: [Signature]
Date: 5/30/25
E-mail: andy@uisd.net
Phone: 5675

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes: Monitors, CPUs, Printers, EIM, 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 Chromebook Sales 2025 see attached	<input type="checkbox"/>	<input type="checkbox"/>	781	
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: [Signature]
Campus/Organization: [Signature]
Received By: [Signature]
Received By: [Signature]
Title: [Signature]
Date: [Signature]

FIXED ASSETS DEPARTMENT USE ONLY

Control #: 001-TN-999-7-10-25-1514
Fixed Assets Clerk: [Signature]
Date: 7-10-25
Fixed Assets Worker: [Signature]
Date of Disposal: [Signature]
Campus Dept./Employee (Verified Disposal Picked Up): [Signature]

Phone: [Signature]

Email: [Signature]

Date of Disposal

Signature



Transfer/Disp Form

Select If Transfer or Disposal:

DISPOSAL

Page **1**

Highlighted cells must be typed.

E-MAIL for fixedassetsform@uisd.net

Pickup Room#(s)/Bldg:

LIBRARY

Campus/Department Only

Requested Date: 06/02/25
Requested By: J. VAUGHN
Requested By: Signature
Title: Principal
Signature: Signature
Date: 6/2/2025
Approved By: Signature
Principal/Director/Fixed Assets Liaison: Signature
Date: 6/2/25

Campus/Organization: **002 UNITED SOUTH HIGH SCHOOL**

Email: ivaughn@uisd.net

Phone: 473-5424

Fax:

For Technology Equipment Only

Technician: David D. Corrao
Signature: Signature
Date: 6/2/25
E-mail: dcorrao@uisd.net
Phone: 5438

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Item Description	Tag # (If Applicable)	Serial Number# (If Applicable)	Number of Items	Condition Good or Bad
1.) 740- Devices SOLD to graduating Senior - see attached list	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 636740	<input checked="" type="checkbox"/> Good
2.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>

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.:
Campus/Organization: If Applicable
Received By: Signature
Received By: Signature
Title: Print
Date: Print
Phone: Print
Email: Print

FIXED ASSETS DEPARTMENT USE ONLY

Control #: 002-TS-999-7-10-25-1513
Fixed Assets Clerk: Signature
Date: 7-10-25

FIXED ASSETS DEPARTMENT FOR DISPOSALS ONLY

Fixed Assets Worker: Signature
Date of Disposal: Print
Campus Dept./Employee
(Verified Disposal Picked Up)
Signature: Print
Disposal Completed Date: Print



United Independent School District
Transfer/Disposal Form

Select if Transfer or Disposal:

☒ DISPOSAL

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

Highlighted cells must be typed.

E-MAIL for fixedassetsform@uisd.net

Pickup Room#(s)/Bldg:

Library

Campus/Department Only

Requested Date: 04/30/25

Requested By: Jessica Morales

Requested By: *J Morales*

Title: Librarian

Campus/Organization: 003 JOHN B. ALEXANDER HIGH SCHOOL

Email: jmorales32@uisd.net

Phone: 473-5851

Fax: 5850

Approved By: *J Morales*

Date: 4/2/25

Principal/Inspector/Fixed Assets Liaison

Date: 4/2/25

For Technology Equipment Only

Technician: N/A

Signature: N/A

Phone: ext.

Date

Note: Transfer/Disposal forms containing technology items require a technician's approval. Technology equipment includes Monitors, CPUs, Printers, Etc. Projectors, Scanners, @400, 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.) 1634-Sold Senior Chromebooks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.) 1629 Sold Senior Chromebooks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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: _____
Received By: _____
Received By: _____
Title: _____
Print: _____
Email: _____
Phone: _____

FIXED ASSETS DEPARTMENT USE ONLY

Control #: 003-TN-999-7-10-25-1515
Fixed Assets Clerk: *X*
Fixed Assets Worker: _____
Campus Dept./Employee (Verified Disposal Picked Up): _____
Date of Disposal: 7-10-25
Disposal Completed Date: _____



Transfer/Disposal Form

Fill Transfer Section Below.

TRANSFER

Page 1

Highlighted cells must be typed.

E-MAIL for fixedassetsform@usd.net

Pickup Room#(s)/Bldg:

Library

Campus/Department Only

Requested Date: 05/22/25
Requested By: Raquel Ramon
Requested By: Pee Ramon 5/29/25
Title: Librarian
Campus/Organization: 009 LYNDON B JOHNSON
Email: rramon@usd.net
Phone: 4211
Fax: 5631
Approved By: Pee Ramon 5/29/25
Principal/Director/Fixed Assets Liaison

For Technology Equipment Only

Technician: Amanda Lomda
E-mail: Moresch@usd.net
Technician: [Signature] 5/29/25
Phone: 5261
Date

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Item Description	Tag # (If Applicable)	Serial Number# (If Applicable)	Number of Items	Condition Good or Bad
1.) Senior Chromebook Sales	<input type="checkbox"/>	<input type="checkbox"/>	504	Good
2.) See attachment 504 feet	<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: [Signature]
Received By: [Signature]
Received By: [Signature]
Title: [Signature]
Date

FIXED ASSETS DEPARTMENT USE ONLY

Control #: 009-TS-999-7-10-25-1512
Fixed Assets Clerk: [Signature] 7-10-25
Fixed Assets Worker: [Signature]
Campus Dept./Employee (Verified Disposal Picked Up)
Date of Disposal

FIXED ASSETS DEPARTMENT FOR DISPOSALS ONLY

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 **August 20, 2025.**

Javier Montemayor, Jr.
President, Board of Trustees

ATTEST:

Michelle Molina
Secretary, Board of Trustees