

**Ben H. Wortham**  
 Superintendent of Schools

# SCHOOL DISTRICT OF CLAY COUNTY

900 Walnut Street  
 Green Cove Springs, Florida 32043

**Telephones:**  
 904/284-6500 (GCS) 904/272-8100 (OP)  
 1-888-633-2529 (KH)  
 FAX 904/284-6525 TDD 904/284-6584

**BOARD MEMBERS**

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 Carol Studdard  
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 Charles Van Zant, Jr.  
*District 3*  
 Frank Farrell  
*District 4*  
 Lisa Graham  
*District 5*

4/22/10

To: Clay County School Board  
 Subject: Missing Item(s) from 09/10 Property Inventory Audit

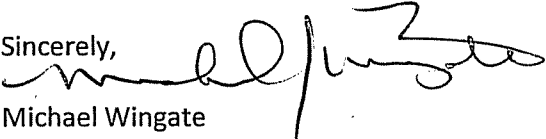
Florida Youth Challenge Academy had the following items from its 09/10 property inventory audit:

76456	Computer	\$1213.75
76468	Computer	\$1213.75
76503	Computer	\$1213.75
76524	Computer	\$1213.75
82691	Computer	\$ 869.00

We have done an exhaustive search for these items. We believe that some of these items have been transferred back-and-forth to the county for repairs, transferred to other rooms and/or attempted to be repaired by a variety of personnel ranging from school board employees to National Guard representatives.

I have personally discussed this with each school board employee at FLYCA so that they understand the importance of transferring property through the district office. In addition, we will hold a property inventory check during the beginning of the next class, at the Thanksgiving break and then the regularly scheduled inventory by Mr. Lee's office. All property inventory lists will be reviewed at this time with the classroom teacher. It is our goal to locate 100% of CCSB property during each of these audits.

I am requesting that each of these property numbers be removed from the property inventory of FLYCA.

Sincerely,  
  
 Michael Wingate  
 Principal/Director of Secondary Education.

# Charles E. Bennett Elementary School

1 South Oakridge Avenue  
Green Cove Springs, FL 32043  
(904) 529-2126  
(904) 529-2133 – FAX

Evelyn S. Chastain  
Principal

[www.clay.k12.fl.us/ceb/](http://www.clay.k12.fl.us/ceb/)

Mark G. Phelps  
Assistant Principal

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April 19, 2010

To: Clay County School Board  
Subject Missing Item from 09/10 Property Inventory Audit

Charles E. Bennett Elementary School had one missing item (listed below) from its 90/10 property inventory audit.

Computer Chassis/monitor/Keyboard Dell P4 (CCSB# 00080372)  
Purchased: 01/13/2005  
Serial#: 71CH561

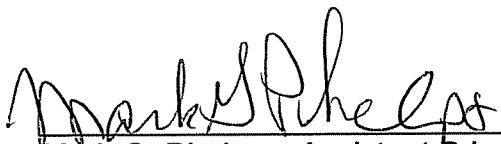
We have looked high and low for this item. This is the result of a group of computers sent to us from Ridgeview High School. This number may have been written incorrectly. The last place this computer was actually seen was at Paterson Elementary School.

As the property manager for our school I should have been more diligent in accurately verifying the numbers. I did not do this and consequently this number was assigned to our cost center.

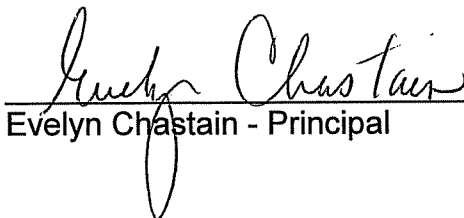
I take full responsibility for the missing computer. This is only the second time as property manager I am missing CCSB property. I will continue to strive for a 100% audit next year.

I am requesting that CCSB# 80372 be removed from my property inventory.

Sincerely,



Mark G. Phelps – Assistant Principal



Evelyn Chastain - Principal

# W. E. CHERRY ELEMENTARY SCHOOL

420 EDSON DRIVE

ORANGE PARK, FLORIDA 32073

(904) 278- 2050

FAX (904) 278-2056

<http://www.clay.k12.fl.us/wec>

ANGELA WHIDDON  
PRINCIPAL

AMY VANN  
ASSISTANT PRINCIPAL

May 7, 2010

To: Clay County School Board

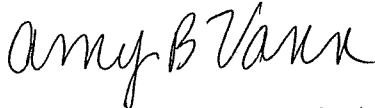
Subject: Missing Inventory 2009-2010

W.E. Cherry Elementary School has a missing inventory item with a total purchase value of \$1399.00. This item is an Apple Mac I-Book (laptop) purchased on 01/24/2002. We have exhausted our search for the missing property and unfortunately have been unable to locate the missing computer at our cost center. #73613


As a response to this missing laptop, I have educated the staff in the proper movement and/or surplus procedures of inventory items. Currently all other items with a value of \$750 or higher have been accounted for at cost center 0214. I will continue to monitor all property at this cost center and strive for a 100% audit next year.

I am requesting you write the above missing computer off our property inventory.

Sincerely,



Amy Vann, Assistant Principal



Angie Whiddon, Principal

# Lakeside Elementary



2752 Moody Avenue  
Orange Park, FL 32073  
(904) 213-2966

John L. Schlichtman  
Principal

Katina Allen  
Assistant Principal

April 14, 2010

To: Clay County School Board

Re: Missing Item from 2009/2010 Property Inventory Audit

Lakeside Elementary's property inventory for 2009/2010 was found to be in excellent order. However, there was one item missing (see below):

Apple IMAC Computer (CCSB #71959)

Purchased: 5/24/01

Serial #: RN1160G1KM3

Price: \$1,099.00

Four sweeps of the campus were made at the time this was discovered, checking in every permanent and relocatable classroom for the item.

The missing item was last sighted in the storage closet of room 707 (Computer Lab #2) at the beginning of the school year. Over the past nine years, this is the third item that we have not been able to locate at the school. It is my opinion that the system in place for maintaining property records has served us well. We will continue to do our best to ensure that all procedures concerning property inventory are followed.

I am requesting that CCSB #71959 be removed from my property inventory.

Sincerely,

Handwritten signature of Katina Allen in cursive.

Katina Allen, Assistant Principal

Handwritten signature of John Schlichtman in cursive.  
John Schlichtman, Principal

# Wilkinson Junior High School

"Eagles"

David J. McDonald, Ed.D., Principal

Angela Johnson, Vice-Principal  
Barry Underwood, Asst. Principal  
Bob Cozort, Activities Director



Ray Bohannon, Counselor  
Robert J. Hume, Counselor

April 26, 2010

To: Clay County School Board  
Subject: MISSING ITEMS FROM 09/10 PROPERTY INVENTORY AUDIT

Wilkinson Junior High School has the following items missing from its 09/10 property inventory audit:

CCSB #	Item	Cost	Purchased	Action to Locate
58209	Synthesizer, Coda Music	\$1601.00	4/4/1996	Spoke with previous band teacher, checked in all closets, classroom and filing cabinets
68770	TV - 27" Zenith	763.00	4/20/1998	Listed on 08/09 missing inventory report. Spoke with previous property manager. Checked in all closets, classroom, and media center.
75086	Computer Dell P3	1110.00	6/14/2001	Previous location survey area, searched area and all classrooms
77536	Computer Dell P4	897.00	11/26/2002	Listed on 08/09 missing inventory report. Previous location survey area. Searched area and all classrooms
78149	Projector Mitsubishi LCD	835.00	9/23/2004	Present 08/09 inventory, searched all closets classrooms, and filing cabinets spoke with all applied technology teachers
89370	Projector Epson LCD	909.00	5/25/2006	Previous location survey area, checked in all closets, classrooms, and filing cabinets
95477	Recorder CD/MP3 Romeo Music	995.00	4/24/2008	Spoke with previous band teacher, searched all closets, classroom and filing cabinets

Along with our new Technology Support Assistant we have established an on campus electronic transfer of property memo that must be completed prior to moving computers. When our designated shelves in the survey room reach capacity, we survey that equipment and no other equipment is added to that room until what has been surveyed is picked up by property control.

We are requesting that the above CCSB#'s be removed from the Wilkinson Junior High School property inventory.

Sincerely,

Barry Underwood, Assistant Principal

Dr. David McDonald, Principal

"Striving For Excellence"

5025 County Road 218 West  
Middleburg, Florida 32068  
Phone: 904-291-5500 Fax: 904-291-5510  
"An Equal Opportunity Employer"

# Ridgeview Elementary School

421 Jefferson Avenue

Orange Park, FL 32065-6791

Phone: (904) 213-2952 Fax: (904) 213-2960

Ruth Casias  
Principal

*"Committed to Excellence"*

Renee' Pleasant  
Assistant Principal

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April 26, 2010

To: Clay County School Board

Ridgeview Elementary School has the following items missing from the annual Property Inventory for the 2009- 2010 school year. We have searched for the above items all year long to no avail.

CCSB # 78104	40" Rifton Stander	\$2,415.00	Purchased: June 12, 2003
CCSB # 75370	Dell P3 Computer	\$1,141.00	Purchased: June 28, 2001
CCSB # 75389	Dell P4 Computer	\$1,153.00	Purchased: April 25, 2002

After last year's property audit with missing items, we implemented a procedure to do property verification not only at the start of the school year, but at the end of the school year. The above items were accounted for at the May 2009 property verification process – the second one within the year.

However, in the interim between May 2009 and the next school year's property verification process in October 2009, the above items went missing. From May to October, there was an extreme shift in personnel in our custodian department with us losing and hiring 3 custodians. Not to mention, we lost our Part-Time Instructional Support Technician over the summer. He was helping us to survey out the oldest computers in anticipation of the arrival of 30 new computers this summer. We double checked the surveyed items and the classrooms and cannot find them.

Susan Murray, one of our itinerant Occupational Therapist has checked with other schools to help us locate the missing ESE equipment of the Rifton Stander. Despite her diligent efforts to locate the item and her endless searches, she hasn't been able to find the stander either.

We humbly ask that you write off the above items from our inventory with the value of \$2,294.00. We are working on improving our property procedures. We will strive to return to 100% accuracy in our property audits.

Respectfully submitted,

  
Renee' Pleasant, Assistant Principal

  
Ruth Casias, Principal

# *Ridgeview High School*

466 Madison Avenue  
Orange Park, Florida 32065

Date: April 30, 2010

To: Clay County School Board

Subject: Missing Inventory 2009-20010 School Year

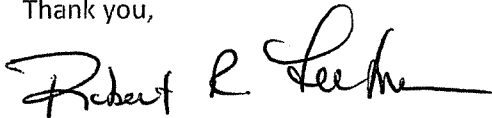
Ridgeview High School has a missing inventory list of one item with a total purchase value of \$1,691.00. The item is a Hewlett- Packard LaserJet printer county property number 00069601 purchased on 01/13/1998. We have exhausted our search for the missing property and unfortunately have not been able to locate the missing item at our cost center.

According to the school's heating and air teacher, the printer has been missing since 2000. He said that the printer had been moved to Keystone Heights High School shortly after Ridgeview was transitioned to a High School. I have communicated with Keystone about this printer, and they have no record of property 00069601.

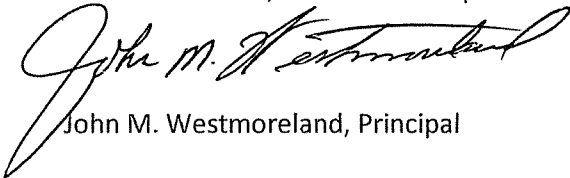
In response, I have educated the staff on the following: to properly store equipment and to follow the procedures in place when equipment is moved.

I am requesting you remove this printer from our property inventory.

Thank you,



Robert R. Feltner, Assistant Principal



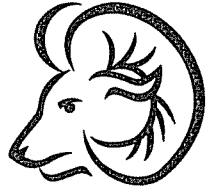
John M. Westmoreland, Principal



# Lake Asbury Elementary School

2901 Sandridge Road  
Green Cove Springs, Florida 32043

Office: 291-5440 • Guidance: 291-5442 • Clinic: 291-5445 • Cafeteria: 291-5443  
Fax: 291-5444



**Jackie Cory**  
PRINCIPAL

**Carole McCullough**  
ASSISTANT PRINCIPAL

April 19, 2010

To: Clay County School Board

Subject: Missing Software from 2009-2010 Property Inventory Audit

Lake Asbury Elementary has the following missing software valued at \$5,400.00 (total):

#SW001487  
#SW001489  
#SW001524  
#SW001532  
#SW001533  
#SW001534

All of this software was on our McIntosh computers. The software was a program for either writing or typing. LAE no longer has ANY of the McIntosh computers. The programs should have been written off of our inventory along with the computers.

I am requesting that the software listed above be removed from the property housed at Lake Asbury Elementary.

It is my desire to have a property audit of 100% for the 2010-2011 school year.

Sincerely,

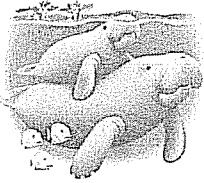
Handwritten signature of Carole McCullough in cursive.

Carole McCullough, Property Manager (AP)

Handwritten signature of Jackie Cory in cursive.

Jackie Cory, Principal





## Robert M. Paterson Elementary

5400 Pine Avenue  
Fleming Island, FL 32003  
(904) 278-2078 – (904) 278-2093 (Fax)  
<http://www.clay.k12.fl.us/rmp>



Terry Grieninger, Principal

Pamela L. White, Assistant Principal

April 19, 2010

To: Clay County School Board  
Subject: Missing Item from 09/10 Property Inventory List

R.M. Paterson Elementary had one missing item from the 09/10 property Inventory audit:

Item: MAC PB G4 Laptop (CCSB #76097)  
Purchased: 3/11/2004  
Serial #: UV3473JRP HKLT  
Price: \$2,689.00

We have searched in every room for this item and I have talked with our former Media Specialist as well as our current Media Specialist to see if they had been able to locate this laptop.

We have instructed Paterson Elementary employees on how to maintain their property inventory and how to properly process items to be discarded. I take responsibility for the missing item. This is the first time in my 6 years as property manager at Paterson Elementary to have to report lost CCSB property. I will continue to strive to achieve a 100% audit next year.

I am requesting that CCSB #~~77349~~<sup>76097</sup> be removed from my property inventory.

Sincerely,

Pamela L. White, Assistant Principal

Terry Grieninger, Principal



# Lake Asbury Junior High School

## Home of the Tigers

2851 Sandridge Road, Green Cove Springs, FL 32043

Telephone 904-291-5582 Fax - 904-291-5593 <http://www.clay.k12.fl.us/LAJH>



**Cathy Richardson, Principal**

**Christina Cornwell**  
*Vice Principal*

**David Burke**  
*Assistant Principal*

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Date: May 10, 2010

To: Clay County School Board

Subject: Missing Inventory 2009-2010

Lake Asbury Junior High has a missing inventory item with a total purchase value of \$1,626.70. The item is a Dell Laptop Latitude D810 computer, purchased on 09/08/2005. We have exhausted our search for the missing property and unfortunately have been unable to locate the missing computer at our cost center. #86583

The computer in question has not been in the storage room since the first pre-inventory screening in August 2008. The teacher reported that she turned in the computer the year before to Mr. May. I was not the Assistant Principal at that time.

In response, I have educated the staff in the proper movement and removal of inventory items. Currently all other items with a value of \$750 or higher have been accounted for at cost center 0481. I will continue to monitor all property at this cost center and strive for a 100% audit for next year.

I am requesting you write the above missing computer off our property inventory.

Thank you,

David Burke, Assistant Principal

Cathy Richardson, Principal



# Fleming Island High School

2233 Village Square Parkway

Orange Park, FL 32003

Phone: (904) 541-2100

Fax: (904) 541-2110

William S. "Sam" Ward

Principal

Dan Finley  
Vice Principal

Teresa Hankel  
Assistant Principal

Greg Henderson  
Assistant Principal

Thomas Pittman  
Assistant Principal

Tara Richardson  
Assistant Principal

April 21, 2010

Ben Wortham, Superintendent and  
Clay County School Board Members  
900 Walnut Street  
Green Cove Springs, FL 32043

RE: Missing Inventory 2009-2010

Dear Superintendent Wortham and Members of the Clay County School Board:

Fleming Island High School has a missing inventory list of the following items:

# 79920	Printer	\$1257.22	
# 79962	Laptop	\$1401.00	
<del># 80026</del>	<del>Laptop</del>	<del>\$1401.00</del>	<i>Deleted 12/17/2009 - surplus sale</i>
# 80079	Laptop	\$1401.00	
# 83836	Computer	\$ 880.00	
# 98100	Computer	\$ 880.00	

We have exhausted our search for the missing property and unfortunately have been unable to locate the items at our cost center. FIHS has been assigned a new computer technician for 2009-2010 that has reorganized the system for tracking computer equipment. We are confident that this will prevent the loss that was experienced for the 2009-2010 school year. We have revisited with the faculty and staff the proper procedures for checking out equipment and keeping it secure. We are requesting the missing items above be deleted from Fleming Island High School's cost center 0551 inventory. Thank you.

Sincerely,

William S. Ward, Principal

Dan Finley, Vice Principal

*"Preparing tomorrow's leaders, today."*



Ben H. Wortham  
Superintendent of Schools

## SCHOOL DISTRICT OF CLAY COUNTY

900 Walnut Street  
Green Cove Springs, Florida 32043

*Instructional Support Services*  
23 South Green Street  
Green Cove Springs, FL 32043

Telephones:  
904/284-6508 904/529-2612  
FAX: 904/284-6583

### BOARD MEMBERS:

Carol Vallencourt  
*District 1*  
Carol Studdard  
*District 2*  
Charles Van Zant, Jr.  
*District 3*  
Frank Farrell  
*District 4*  
Lisa Graham  
*District 5*

Date: May 12, 2010

To: Clay County School Board

Subject: Missing Inventory 2009-2010 School Year

Re: CCSB #8956<sup>4</sup>\* Sony Mini DV/VHS Player

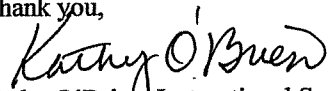
Instructional Support Services has a missing inventory item with a total purchase value of \$819.00. The item is a Sony Mini DV/VHS Player purchased on 4/13/06. We have been unable to locate the missing property after a thorough search of our cost center.

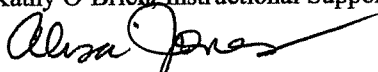
Our department had a break in over the 2007-2008 Christmas break and several small items, a digital camera, two PDA's and an HP Tablet were listed on the police report filed on 1/2/08. It wasn't until we were conducting our inventory that we realized the Mini DV/VHS player was missing from the Channel 29 control room. The Player had not been checked out by a school and we did a thorough search of our offices and realized it may have been taken during the break-in as it is not much bigger than a PDA. We did attempt to have this item added to the theft report filed with the police.

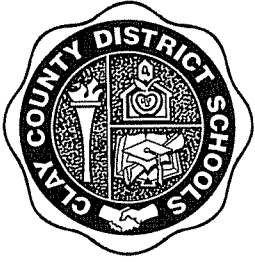
In response, we have attempted to keep stricter control on where the equipment is kept and any equipment that is borrowed from our cost center must have an accompanying equipment checkout form signed by the borrower.

The item mentioned above was originally reported as missing on the 2008-2009 Inventory and again on this year's inventory and I am requesting that the Sony Mini DV/VHS Player be written off our property inventory.

Thank you,

  
Kathy O'Brien, Instructional Support Services Representative

  
Alisa Jones, Supervisor, Instructional Support Services



Ben H. Wortham  
Superintendent of Schools

## SCHOOL DISTRICT OF CLAY COUNTY

900 Walnut Street  
Green Cove Springs, Florida 32043  
Telephones:  
904/284-6500 (GCS) 904/272-8100 (OP)  
1-888-663-2529 (KH)  
FAX 904/284-6525 TDD 904/284-6584

### BOARD MEMBERS:

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*District 1*  
Carol Studdard  
*District 2*  
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*District 3*  
Frank Farrell  
*District 4*  
Lisa Graham  
*District 5*

April 26, 2010

Mr. Ben Wortham  
Superintendent Clay County Schools  
900 Walnut St.  
Green Cove Springs, Florida 32043

Clay County School Board Members  
900 Walnut St.  
Green Cove Springs, Florida 32043

Mr. Wortham and School Board Members:

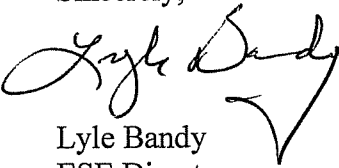
The Exceptional Student Education Department has two missing items totaling \$4564.00 from the 2009/2010 Inventory. Listed below are the property numbers, items and their initial cost:

#77742	Laptop purchased 9/25/02 for \$1,989.00
#78371	Laptop purchased 9/18/02 for \$2,575.00

These items were checked out to ESE personnel. They became lost during changes in personnel locations. We have searched diligently to locate these items without success.

Our inventory procedures have been carefully reviewed to ensure this does not occur again. We are requesting that they be removed from our inventory.

Sincerely,

  
Lyle Bandy  
ESE Director

  
Debbie Green  
ESE Property Manager

DEPARTMENT OF INFORMATION SERVICES  
Thomas W. Moore, Chief Information Officer  
900 Walnut Street  
Green Cove Springs, FL 32043  
(904) 272-8100 ext. 6507  
Fax: (904) 284-6581

April 20, 2010

To: Clay County School Board  
Subject: Missing Property from 2008-2009 Property Inventory Audit

Information Services had the following missing items from its 2008-2009 property inventory audit:

#75935 – Network Switch - (missing 2008-2009 inventory)	\$1,395.10
#77242 – Dell P4 Computer (missing 2008-2009 inventory)	859.00
#73516 – 24 Port Fastethernet Switch (missing 2008-2009 inventory)	2,894.20
#76667 – Dell Latitude C840 Laptop (missing 2007-2008 inventory)	1,989.00
#76457 – Dell P3 Computer (missing 2006-2007 inventory)	1,141.00
#73478 – Gateway P3 Computer (missing 2006-2007 inventory)	1,770.10
#91904 – Server: PowerEdge 2950	4,540.60

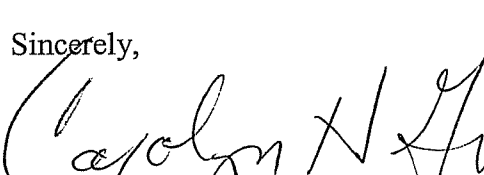
We have conducted a thorough search for the above items but have not been able to locate within the Information Services Department.


I believe that these items at some point were probably unable to repair and were then used for parts but not communicated through the proper channels.

I, as Property Manager of Information Services, will reiterate with our technicians the importance of keeping me informed of all movement of property in or out and items needing to be surveyed in Information Services.

I am requesting that the above items be removed from Information Services property inventory.

Sincerely,

  
Carolyn Grisson, Property Manager  
Supervisor of Information Services  
Information Services Department

  
Tom W. Moore, CIO  
Information Services Department