

## MEMORANDUM

TO: Sonya Findley, Director  
Finance

FROM: Evelyn Chastain, Principal  
Charles E. Bennett Elementary

DATE: May 10, 2010

SUBJECT: NSF Check Write-Off Request

I would like to request that the Board write off the attached NSF check #511, for \$9.61, from Samuel & Kristie Kelley, written on April 1, 2009 for the 2008-2009 school year.

Our efforts to collect the funds have been unsuccessful. We have contacted the maker, sent out certified mail, and solicited the assistance of Insuracheck. The check was written for a fund raiser.

Thank you for your attention in this matter:

Attachment (1)

## MEMORANDUM

TO: Sonya Findley, Director  
Finance

FROM: Evelyn Chastain, Principal  
Charles E. Bennett Elementary

DATE: May 10, 2010

SUBJECT: NSF Check Write-Off Request

I would like to request that the Board write off the attached NSF check #1098, for \$8.00, from Lori Smith, written on October 9, 2009 for the 2009-2010 school year.

Our efforts to collect the funds have been unsuccessful. We have contacted the maker, sent out certified mail, and solicited the assistance of Insuracheck. The check was written for a field trip.

Thank you for your attention in this matter.

Attachment (1)

## MEMORANDUM

TO: Sonya Findley, Director  
Finance

FROM: Evelyn Chastain, Principal  
Charles E. Bennett Elementary

DATE: May 10, 2010

SUBJECT: NSF Check Write-Off Request

I would like to request that the Board write off the attached NSF check #1008, for \$12.00, from Samuel & Kristie Kelley, written on May 5, 2009 for the 2008-2009 school year.

Our efforts to collect the funds have been unsuccessful. We have contacted the maker, sent out certified mail, and solicited the assistance of Insuracheck. The check was written for a field trip.

Thank you for your attention in this matter.

Attachment (1)

## MEMORANDUM

TO: Sonya Findley, Director  
Finance

FROM: Evelyn Chastain, Principal  
Charles E. Bennett Elementary

DATE: May 19, 2010

SUBJECT: NSF Check Write-Off Request

I would like to request that the Board write off the attached NSF check #5061, for \$18.00, from Lori Smith, written on January 9, 2010 for the 2009-2010 school year.

Our efforts to collect the funds have been unsuccessful. We have contacted the maker, sent out certified mail, and solicited the assistance of Insuracheck. The check was written for a yearbook.

Thank you for your attention in this matter.

Attachment (1)



# COPPERGATE ELEMENTARY SCHOOL

2250 CR 209 NORTH  
MIDDLEBURG, FL 32068-4371  
PHONE (904) 291-5594  
FAX (904) 291-5597

"Home of the Colts"

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

David Nix  
Principal

Debra Gaynes  
Asst. Principal

May 6, 2010

Ms. Sonya Findley, Director of Finance  
Clay County School Board

Dear Ms. Findley:

We are requesting permission to write off check #0095 from Rhonda Francis in the amount of \$33.00. This check was issued to Coppergate Elementary in payment for All-County Chorus for two students (issuer's grandchildren).

Insuracheck returned the check to us after failing to recover the funds. We also attempted to collect the funds, having mailed letters twice to both the Rhonda Francis, who issued the check, and to the parents of the children. Ms. Francis was also contacted by telephone twice and has not responded.

It is apparent that these funds will not be collected and we would like permission to write the check off and clear it from our books.

Thank you for your assistance.

Sincerely,

David Nix, Principal

DN:bd

Attachments

# Doctors Inlet Elementary School



Anne H. Miller  
*Principal*  
Maureen Yelverton  
*Assistant Principal*

2634 County Road 220  
Middleburg, Florida 32068  
(904) 213-3000  
Fax: (904) 213-3011

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May 13, 2010

Clay County School Board

This letter is a formal request to write off a non sufficient fund check in the amount of \$13.75 for Doctors Inlet Elementary School.

Thank you in advance for this consideration.

A handwritten signature in cursive script that reads "Anne H. Miller".

Anne H. Miller  
Principal



# Fleming Island High School

2233 Village Square Parkway

Fleming Island, 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 13, 2010

Dear Dr. Copeland,

I would like permission to write off the following uncollectible bad checks totaling \$703.00. These checks were presented at our bank and then two more electronic attempts were made to collect by Insuracheck. Please see attached list.

Thank you,

Susan Edmonds  
Bookkeeper

William S. Ward  
Principal

Check #2002 -\$70.00 written 12-10-2008 by Danielle Davis  
Check #5316-\$70.00 written 11-07-2008 by Dawn Deabreu  
Check #1123-\$45.00 written 9-03-2008 by Cathy Driggers  
Check #096-\$100.00 written 1-04-2009 by Christopher LaSaver  
Check #4-\$35.00 written 9-15-2009 by Kimberly Colley  
Check #1042-35.00 written 9-08-2009 by Ronald Lucas  
Check #1043-8.00 written 9-8-2009 by Ronald Lucas  
Check #1378-35.00 written 8-31-2009 by Cynthia Davis  
Check#2033-\$15.00 written 8-20-2009 by Arlene Greer  
Check #151-\$55.00 written 5-12-2009 by Nii A Nicco-Annan  
Check #1016-\$80.00 written 5-23-2009 by Jaqulyn Hill  
Check #1001-\$7.00 written 1-30-2009 by Anthony Constanza  
Check#1710-\$75.00 written 2-18-2009 by Albert M. Wade  
Check # 1198-\$15.00 written 9-17-2009 by Kristine Cooke  
Check # 3432-25.00 written 1-14-2010 by Peggy Henderson  
Check # 1211-3.00 written 9-23-2009 by Chelsea Overhage



# green cove springs junior high

DR. SARYN L. HATCHER  
PRINCIPAL



MR. PAUL GOODIER  
VICE PRINCIPAL

MS. DEBORAH FISH  
ASST. PRINCIPAL


May 18, 2010

Dear Members,

The following checks have been dishonored by the bank and every attempt has been made to collect monies due. We are requesting your approval to write these checks off of our books.

Chris Lloyd	1032	6/15/2009	\$99.18	Phone Calls/Letter	Lost\Textbooks
Brian Hiener	1057	8/24/2009	\$35.00	Phone Calls/Letter	Gym/Uniform/Planner
Darlene Benton	1053	9/7/2009	\$12.00	Phone Calls/Letter	Cheer Fundraiser

Thank You,

  
Saryn Hatcher  
Principal

0 • \*

99 • 18+  
35 • 00+  
12 • 00+  
146 • 18\*+

146 • 18\*G

0 • \*

# KEYSTONE HEIGHTS JR./SR. HIGH SCHOOL

Dr. Susan H. Sailor  
*Principal*

Justin L. Williams  
*Vice Principal*



Linda F. McGhghy  
*Asst. Principal*

Roy S. Shewchuk  
*Asst. Principal*

*May 12, 2010*

*Clay County School Board:*

*We have \$205.00 in uncollectable non-sufficient funds checks that we are requesting permission to write off. The total amount is from 3 separate checks written to us that we have been unable to collect on. The amounts are \$100.00, \$45.00 and \$60.00.*

*Thank you for your consideration on this matter.*

*Sincerely,*

A handwritten signature in cursive script that reads 'Susan Sailor'.

*Dr. Susan Sailor, Principal  
Keystone Heights Jr/Sr High*



**OakLeaf Jr. High School  
4085 Plantation Oaks Blvd.  
Orange Park, FL 32065**

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*Nancy Crowder, Principal  
Jeff Nelson, Vice Principal  
Bridget Payne, Asst. Principal*

MEMORANDUM

TO: Business Affairs Division  
Clay County School Board

FROM: Nancy Crowder *Nancy Crowder*  
Principal OLJH

DATE: May 18, 2010

I am writing to request permission to write off the following checks that were returned to OLJH for non-sufficient funds. We have tried numerous attempts to collect these funds from our families or individual companies. We have sent letters, made phone calls and have sent letters home with the student, all of which were not successful.

DATE	NAME	CHECK #	AMOUNT
10/26/2006	BARBARA L. MARTIN	#106	7.00
2/23/2007	TAWANA M. DENNIS	#747	55.00
5/22/2007	TAWANA M. DENNIS	#113	45.00
3/9/2007	SAKADA TOUS	#1142	35.00
9/18/2007	MARSHA KELLY	#1172	85.00
10/3/2007	MARSHA KELLY	#1186	85.00
9/17/2007	STERLING TITLE OF N FL	#1072	60.00
9/17/2007	STERLING TITLE OF N FL	#1073	40.00
10/12/2007	CHRISTOPHER SESSIONS	#154	84.65
10/12/2007	JENNY L. PALLAN	#5158	8.00
10/30/2007	MARLON A. COAKLEY	#1007	7.00
10/31/2007	ROBERT HOLLAND	#1043	150.00
11/13/2007	ROBERT HOLLAND	#1190	90.00
12/7/2007	CHARLES B. MOORE	#1106	15.00
12/10/2007	KIMBERLY L. FOY	#174	10.00



OakLeaf Jr. High School  
4085 Plantation Oaks Blvd.  
Orange Park, FL 32065

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*Nancy Crowder, Principal*

*Jeff Nelson, Vice Principal*

*Bridget Payne, Asst. Principal*

8/30/2007	ANTONIO HARRISON	#1027	3.00
8/30/2007	ANTONIO HARRISON	#1028	26.00
8/30/2007	ANTONIO HARRISON	#1029	20.00
8/30/2007	ANTONIO HARRISON	#1038	60.00
2/22/2008	SHERRARD J. ADAMS	#171	84.00
8/31/2007	PHONE USA	#2732	110.00
3/7/2008	STEVEN SELLERS	#4991	20.00
10/10/2007	STEVEN SELLERS	#506	7.00
10/26/2007	STEVEN SELLERS	#507	77.00
10/12/2007	STEVEN SELLERS	#505	30.00
2/11/2008	THYREL CRUM	#2199	178.74
10/6/2008	VERNITA M. BURNS	#1001	28.00
2/29/2008	CHRISTOPHER F. BATES	#1121	100.00
2/29/2008	DAVID A. SWINSON	#1397	47.50
3/3/2008	STEVEN SELLERS	#4997	47.50
3/25/2008	MICHELLE BENNET	#628	57.00
4/30/2008	CARLA D. SHAW	#1004	55.00
			1,727.39

# Oakleaf Village Elementary



410 Oakleaf Village Parkway  
Orange Park, Florida 32065

Phone: (904)291-5458 Fax: (904)291-5471

Colette Wyant, Principal  
[cwyant@mail.clay.k12.fl.us](mailto:cwyant@mail.clay.k12.fl.us)

Tracey Kendrick, Asst. Principal  
[tskendrick@mail.clay.k12.fl.us](mailto:tskendrick@mail.clay.k12.fl.us)

May 17, 2010

Business Affairs Division  
Clay County School Board

I am writing to request permission to write off the following checks that were returned to us for non-sufficient funds. We have tried numerous times to collect these funds from our families. We have sent letters, made phone calls and have sent notes home, all of which were not successful.

Annette Phelps  
Check date 05/15/09  
Check number 376  
Amount \$47.00

Carla Rhodes  
Check date 05/28/09  
Check number 1330  
Amount 48.01

Kellie Brandes  
Check date 9/11/09  
Check number 4858  
Amount \$20.00

Maria Zuluneta  
Check date 11/25/09  
Check number 1536  
Amount \$15.00

Sincerely,

A handwritten signature in black ink that reads "Colette Wyant". The signature is written in a cursive style.

Colette Wyant  
Principal

47.00+  
20.00+  
48.01+  
15.00+  
130.01\*+

130.01\*G

0.\*

# ORANGE PARK HIGH SCHOOL



2300 Kingsley Avenue  
Orange Park, Florida 32073  
Phone (904) 272-8110  
Fax (904) 272-8181

*Home of the Raiders*

**TREASURE PICKETT  
PRINCIPAL**

**VICE PRINCIPAL  
Ray Dukes**

**ASSISTANT PRINCIPALS  
Michelle Rovira-Daly  
Michael Elia  
Bill Fletcher  
Anthony Williams**

May 20, 2010

To: Clay County District School Board Members

From: Treasure Pickett, Principal  
Orange Park High School

A handwritten signature in cursive script that reads 'Treasure Pickett'.

Re: NSF Checks

I am requesting permission to write off the following NSF checks from Orange Park High School's Internal Accounts' books:

Brinker International	Date 04/30/20	Amt 240.00	Pyment Stopped
Rachel Basco	Date 12/04/09	Amt 3.00	NSF
Patricia Jackson	Date 01/28/10	Amt 3.00	NSF

# ORANGE PARK JUNIOR HIGH SCHOOL

*Home of the Wildcats*

**Paul Schlichtman**  
Vice Principal

**Joyce Orsi**  
Principal

**Janice Tucker**  
Assistant Principal

May 11, 2010

Dear Sirs:

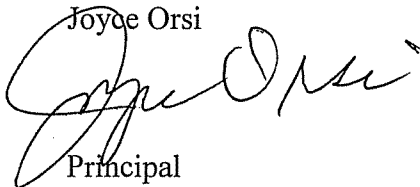
This letter is being written to ask permission to write off the following NSF checks for the 2009/2010 school year:

Shari Ann Sistrank No address	\$5.00
Josephine Santos 1710 Wells rd. Apt. 121 Orange Park, Fl. 32073	\$30.00
Lisa Gray 306 Foxridge Rd Orange Park, Fl. 32065-0000	\$200.00

The total of the above checks is \$235.00

Thank you for your help in this matter.

Joyce Orsi



Principal

# Ridgeview High School

466 Madison Avenue  
Orange Park, Florida 32065

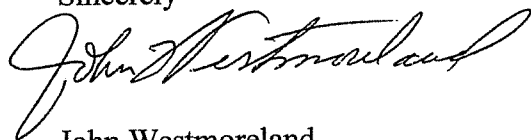
5/14/10

To Whom It May Concern:

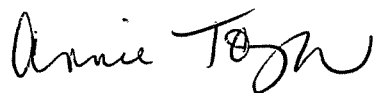
I am requesting to write off the following checks that have been returned for insufficient funds. I have tried many attempts to get these covered and it just has not happened.

Name	Date	Ck #	Amount
Turbeville	8/11/09	5762	23.00
Gibbs	8/6/09	267	30.00
Lopez	9/10/09	1422	145.00
Andrews	9/24/09	1007	120.00
Ruggles	9/24/09	2601	260.00
Kohn	12/24/09	548	60.00
Lee	12/24/09	229	65.00
Carmichael	1/6/10	765	45.00
Montgomery	1/2/10	1348	210.00
McFadden	1/5/10	366	71.00
McFadden	1/5/10	368	80.00
Montgomery	4/8/10	1393	80.00
		Total	\$ 1189.00

Sincerely



John Westmoreland  
Principal



Annie Taylor  
Bookkeeper