

# CLAY HIGH SCHOOL

2025 Highway 16 West - Green Cove Springs, FL 32043  
Phone (904) 529-3000 - Fax (904) 529-3214

Peter J. McCabe, Principal  
Cary Dicks, Assistant Principal



Deborah Segreto, Vice Principal  
Matthew Lewis, Assistant Principal

Date: April 15, 2009

To: Clay County School Board

Subject: Missing Inventory 2008-2009 School Year

Clay High School has 4 missing inventory items. The following items: 77377 a laptop valued at 1352.00 was purchased on 5/23/02. 77381, a projector valued at 1469.31 was purchased 5/13/02. Laptop 88443 was last seen May 2008 was in a portable, was purchased in 5/13/02. Lexmark Printer 70702 was purchased 11/31/99; the printer was believed to be placed on the property survey truck and was mistaken for another printer that was later written up. We have exhausted our search for the missing property and unfortunately have been unable to locate the missing property at our cost center.

We have asked every person that was located in the classrooms or office where the property was located. We have searched the entire campus for the missing items.

We will continue to educate our staff on the procedures for moving inventory. I will continue to monitor all property at this cost center and strive for much better results.

I am requesting the above items be removed from our property inventory.

Sincerely,

Peter J. McCabe, Principal  
Clay High School

Cary Dicks, Assistant Principal  
Clay High School

# Lakeside Junior High School

2750 Moody Avenue \* Orange Park, FL 32073 \* (904)213-2982 \* Fax (904)213-2987

Randall G. Oliver  
Principal

Linda Pratt  
Assistant Principal  
(904) 213-2980

John W. Green Jr.  
Vice-Principal  
(904) 213-2982

Lloyd Patterson  
Activities Director  
(904) 213-2980

Date: April 20, 2009

To: Clay County School Board

Subject: Missing inventory for 2008-2009 School Year

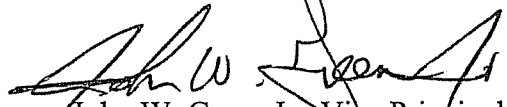
Lakeside Junior High School has a missing inventory of two items with a total purchase value of \$2,400.00. The two items are clarinets purchased in September of 1987.

According to our current band director, these two clarinets were badly damaged sometime in the early 1990's and were discarded at that time because they were non-functional and beyond repair. I have educated our current staff on the proper movement and disposal of county property.

I am requesting that these items be removed from our inventory and as always we will strive for a 100% audit in the future.

Thank You,

  
Randy Oliver, Principal

  
John W. Green Jr., Vice Principal and Property Manager

#15  
38746  
38747

# ORANGE PARK JUNIOR HIGH SCHOOL

*Home of the Wildcats*

Joyce Orsi  
Assistant Principal

James Young  
Principal

Paul Schlichtman  
Vice Principal

April 21, 2009

To: Clay County School Board  
Subject: Missing Item from 08/09 Property Inventory Audit

Orange Park Junior High School had one missing item (listed below) from its 08/09 property inventory audit:

Yamaha Double French Horn (CCSB #77349)  
Purchased: 2/13/03  
Serial #: 020296  
Price: \$1,499.95

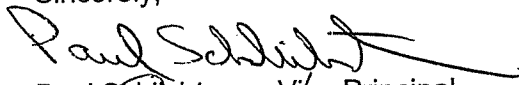
We have looked high and low for this item. We believe the French horn was sent over to Orange Park High School to use at the end of last year. Orange Park High School switched band directors last summer and we believe it got lost in the shuffle. We checked three times with the high school band director to no avail. All other band items were returned to Orange Park Junior High.

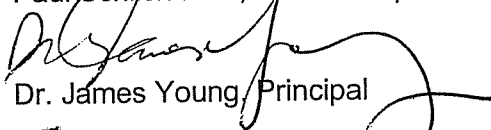
I have talked to our band director about the proper way to loan out band equipment. She made up a document with all the necessary information on it to be signed by both band directors. We believe that this form will be helpful in keeping up with all of our band equipment.

I have instructed all Orange Park Junior High employees on how to keep up with their property inventory and any items that may need to be discarded. I take full responsibility for the missing French horn. This is only the second time in 25 years as property manager that I have lost CCSB property. I will continue to strive for a 100% audit next year.

I am requesting that CCSB #77349 be removed from my property inventory.

Sincerely,

  
Paul Schlichtman, Vice Principal

  
Dr. James Young, Principal



1500 Gano Avenue • Orange Park, Florida 32073 • 904-278-2000 • 904-278-2009 Fax

*"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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May 11, 2009

To: Clay County School Board

Ridgeview Elementary School has the following items missing from the annual Property Inventory for the 2008- 2009 school year.

CCSB#	Item	Value	Date of Purchase
62540	Gait Trainer	\$1,013.40	March 11, 1996
75369	Dell P3 Computer	\$1,141.00	June 28, 2001
75391	Dell P3 Laptop	\$1,652.00	September 12, 2002


The Gait Trainer (#62540) was thought to be surveyed, per our Occupational Therapists. However, we could not find supporting documentation.

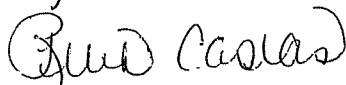
The Dell P3 computer ( #75369) has been searched for all year long to no avail. We are unable to locate this computer on our campus.

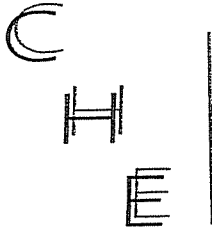
The Dell P3 Laptop (#75391) was under the supervision of our Media Specialist. It had shown accounted for in the inventory since 2007, when she states it went missing over the summer while some flooring work was being done in the Media Center. Please see her attached letter.

We humbly ask that you write off the above items from our inventory with the value of \$3,806.40. We are working on improving our property procedures and have conducted two verification audits this year. We will strive to return to 100% accuracy in our property audits.

Respectfully submitted,

  
Renee' Pleasant, Assistant Principal

  
Ruth Casias, Principal



# Clay Hill Elementary School

6345 CR 218 West  
Jacksonville, Florida 32234



Main Office: 289-7193 ☐ Fax: 289-9667 ☐ Guidance: 289-9947 ☐ Clinic: 289-9163 ☐ Cafeteria: 289-7954

**Evelyn Chastain**  
Principal

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

**Bonnie Barker**  
Assistant Principal

May 7, 2009

To: Clay County School Board  
Subject: Missing Items from 08/09 Property Inventory Audit

Clay Hill Elementary had 2 missing computers (listed below) from its 08/09 property inventory audit:

Tek Resource # 64307

We have researched the disappearance of this computer. We believe that it could have possibly been placed in our storage building to be surplussed and was accidentally picked up by the surplus truck. Or that someone may have thrown it away thinking that due to the fact that it was broken we didn't need it any longer. We have searched throughout our school numerous times for the disappearance of this computer but have not found it. All other equipment has been checked and verified at the school.


I have met with our tech person and our head custodian to ensure that no equipment is moved without notifying me prior to the removal of the equipment. I have also notified the teachers that they are not to move any equipment. If a teacher needs a piece of equipment moved they must first notify me and then I will notify our head custodian who will make the move.

We have also reviewed with the faculty that they should not throw out any equipment. All broken equipment must go through me to determine what needs to be done with the equipment.

I am requesting that CCSB #'s 64307 be removed from our inventory.

Sincerely,

  
Bonnie Barker, Assistant Principal

  
Evelyn Chastain, Principal

# *Ridgeview High School*

466 Madison Avenue  
Orange Park, Florida 32065

Date: April 20, 2009

To: Clay County School Board

Subject: Missing Inventory 2008-2009 School Year

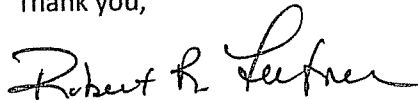
Ridgeview High School has a missing inventory of one item with a total purchase value of \$1,500. The item is a bassoon instrument #70957 purchased in 06/09/1998. We have exhausted our search for the missing property and unfortunately have not been able to locate the missing item at our cost center.

According to the school's band director, the bassoon instrument has been missing since 2005. His facility had been used for a weekend activity; it is at that time he feels like the instrument went missing.

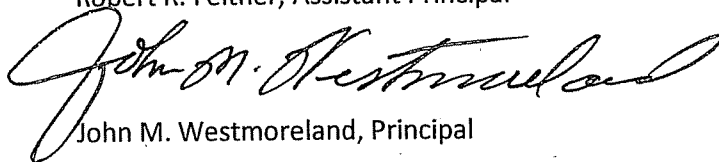
In response, I have educated the staff in two areas. First, I've instructed them on how to properly store equipment. Secondly, when our school is hosting an event on campus, staff members need to be diligent when supervising classrooms to put away or store property that may get damaged or lost.

I am requesting you write off the missing bassoon from our property inventory.

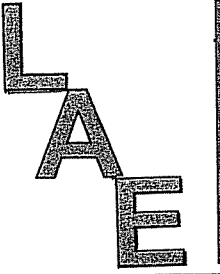
Thank you,



Robert R. Feltner, Assistant Principal



John M. Westmoreland, Principal



# Lake Asbury Elementary School

2901 Sandridge Road  
Green Cove Springs, Florida 32043

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

Fax Number: 291-5444



Jackie Cory  
PRINCIPAL

Carole McCullough  
ASSISTANT PRINCIPAL

May 11, 2009

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

Lake Asbury Elementary reported six (6) missing items during our 08/09 property audit. Listed below you will find the necessary information about each of the items:

1. Apple Computer, #54607, 1699.00
2. Apple Computer, #54603, 1859.00
3. Desktop Computer, #74412, 1199.00
4. Desktop Computer, #74435, 1250.00
5. Desktop Computer, #83852, 869.00
6. Laptop Computer, #82144, 1859.99


Before our audit took place on October 23, 2008 I had personally walked this campus three (3) times looking for this property. Along with me several others also volunteered to walk room to room, and closet to closet looking for the six above mentioned computers.

The computers in question have not been in a classroom on LAE's campus since the first day that I started, July 1, 2008.

In response to this large amount of missing computers I have discussed with my faculty and staff the correct way for equipment to be moved from one room to another. Currently all items with a value of \$750.00 or higher are correctly entered into TERMS and have been accounted for at cost center 0451. I will continue to monitor all property at this cost center and strive with all diligence for a 100% audit for the 2009-2010 school year.

I am requesting that you write the six items listed above off of our inventory.

Sincerely,

  
Jackie Cory, Principal

  
Carole McCullough, Asst. Principal



AN EQUAL  
OPPORTUNITY EMPLOYER

# Tynes Elementary School

1550 Tynes Boulevard  
Middleburg, Florida 32068  
(904) 291-5400

**Jean H. Newhall**  
Principal

**Kim A. Morrison**  
Assistant Principal

Date: April 15, 2009

TO: Clay County School Board

Subject: Missing Inventory 2008-2009

Tynes Elementary School has a missing inventory item with a total purchase value of \$1774.51. This item is an Apple Desktop computer that was purchased on 03/10/1995. We have exhausted our search for the missing property and unfortunately have been unable to locate the missing computer at our cost center.

We are a school that has many older apple computers. As they become unusable we are surveying them out and replacing them with Dells. We have had many that have had to be surveyed over the last two years. As they break down we collect them all in one room to survey at one time. This computer was not in working condition and was moved to that area. We had a very large pick up last summer and we believe that this computer was mixed in with all of the others but not included on the list. Property Control checked their warehouse when we became aware that it was missing but it was not located.

In response to this loss, I have changed the procedure for surveying computers. They are now gathered in a different room and only things for survey are housed in this room. The property is completely written onto survey forms and double checked as it is picked up from our school. All other items with a value of \$750 or higher have been accounted for at cost center 0501. I will work diligently to have a perfect audit next year.

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

Sincerely,

*Kim A. Cook Morrison*

Kim A. Cook-Morrison, Assistant Principal

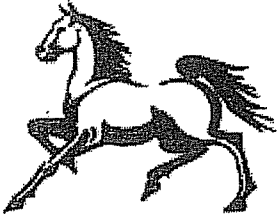
*Jean H. Newhall*  
Jean H. Newhall, Principal

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58857



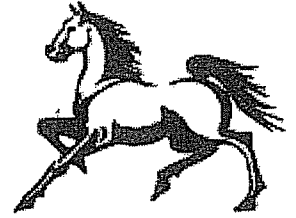
# McRae Elementary School

"Home of the Mavericks"



*Marcus Dooley  
Principal*

6770 County Road 315C  
Keystone Heights, Florida 32656  
Phone: 352-473-5686  
Fax: 352-473-5148



*Vicki Chappell  
Assistant Principal*

Date: May 27, 2009

To: Clay County School Board

Subject: Missing Inventory 2008-2009 School Year

Unfortunately, McRae Elementary School has two items missing from our inventory.

- 1) Apple I-Book Property #00076581 purchased 6/28/01 value \$1630.00
- 2) Apple I-Book Property #00079053 purchased 3/25/04 value \$899.00

We have all searched the campus and they have not been found.


We have instructed the faculty and staff on the importance of property control. We have monitored the movement of property when room changes are made. We have implemented a check-out plan for equipment to be moved from the storage areas to classrooms.

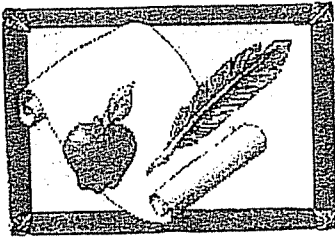
We will continue to reinforce the procedures and monitor the movement of property to avoid the possibility of this re-occurring. We will strive for 100% of our property to be accounted for in the future.

We are respectfully requesting you to remove these two items from our property inventory.

Thank you,

  
Vicki Chappell, Assistant Principal

  
Marcus Dooley, Principal



# Thunderbolt Elementary School

2020 Thunderbolt Road Orange Park, Florida 32003

Date: April 21, 2009

To: Clay County School Board

Subject: Missing Inventory 2008-2009 School Year

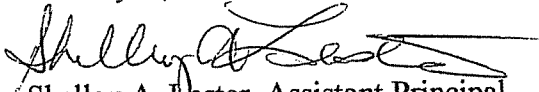
Thunderbolt Elementary School has a missing inventory item with a total purchase value of \$1250.00. The item is a Gateway P3 Desktop Computer, purchased on 7/27/2000. We have exhausted our search for the missing property and unfortunately have been unable to locate the missing computer at our cost center.

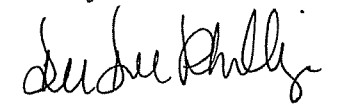
The computer in question has not been in the classroom since the first pre-inventory screening in August 2008. The classroom teacher, now at a different school, reported she did not have the computer at the end of last year (2007-2008 school year), and believed it may have been surveyed with no paperwork to track its whereabouts.

In response, I have educated the staff in the proper movement and removal of inventory items as well as tighten the procedures in place for the surveying of property. Currently all other items with a value of \$750 or higher have been accounted for at cost center 0531. 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,

  
Shelley A. Lester, Assistant Principal

  
Dee Dee Phillips, Principal

14863

*RideOut Elementary School*  
3065 Apalachicola Boulevard, Middleburg, FL 32068  
(904) 291-5430 Phone  
(904) 291-5434 Fax

Laura A. Johnson  
Principal

Jennifer Roach  
Assistant Principal

Date: April 15, 2009

To: Clay County School Board

Subject: Missing Inventory 2008-2009 School Year

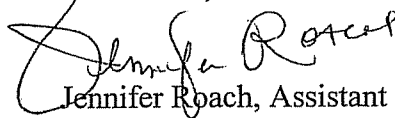
RideOut Elementary School has two missing inventory items with a total purchase value of \$2552.67. The first item is a Dell Computer, purchased on 05/10/2001. The second item is also a Dell Computer, purchased on 03/08/2001. We have exhausted our search for the missing property and unfortunately have been unable to locate the missing computers at our cost center.

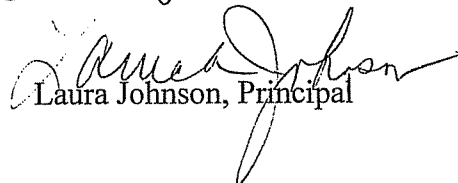
The former Tech Specialist reported that the items were picked up via on-site survey during the 2007-08 school year and she was unsure why the items remain on our inventory. According to our property report, the items should be located in the closet that we use as a holding area for onsite surveys.

In response, I have trained the current Tech Specialist and the staff on proper movement and removal of inventory items. Additionally, a system is in place to monitor and track all property movement, including property removed from our cost center. Currently all other items with a value of \$750 or higher have been accounted for at cost center 0541. 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 items off our property inventory.

Thank You,

  
Jennifer Roach, Assistant Principal

  
Laura Johnson, Principal

# 15-75845  
763 55



## 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 16, 2009

Clay County School Board and  
Christopher Lee, Coordinator, Property Control  
900 Walnut Street  
Green Cove Springs, FL 32043

RE: Missing Inventory 2008-2009

Dear Mr. Lee and Board Members of the Clay County School District:

Fleming Island High School has two missing items with a total value of \$1890.17. The first item, CCSB # 79722, a desk top computer valued at \$885.17 and purchased on July 24, 2003 has not been located after an extensive search. The second item, CCSB # 81382, an audio visual system used by the band and valued at \$1005.00, was discarded by a band parent. The parent was given the item by the band director to repair and the parent deemed it un-repairable and discarded the system.

In response, I have revisited with the staff, the proper movement and removal of inventory from the school. Currently, all other items with a value of \$750.00 or higher have been accounted for at Fleming Island High School. I will continue to monitor all property at this cost center and strive for a 100% audit next year.

I am requesting the two missing items be deleted from cost center 0551. Thank you.

Sincerely,

Dan Finley  
Vice-Principal

William S. Ward  
Principal

/vm



# COPPERGATE ELEMENTARY SCHOOL

2250 CR 209 NORTH  
MIDDLEBURG, FL 32068-6627  
PHONE (904) 291-5594  
FAX (904) 291-5597

David Nix  
Principal

Debra Gaynes  
Asst. Principal

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TO: Clay County School Board  
FROM: David Nix, Principal *DN*  
DATE: May 15, 2009  
RE: Missing Property

Coppergate Elementary School has two missing items from the 2008-2009 property inventory. These items are CCSB 94678 Projector and CCSB 94939 Laptop Computer. The projector was purchased for \$779.00 and the Laptop Computer for \$1211.00.

These items were last noted during the 2007-2008 property audit. At that time these items were still in their original boxes as it was still early in our opening year. We have searched every room for these items and have not located them.

Considering all of the property entered on our inventory during our first year and the number of contracted businesses having access to various rooms during the opening months, it is difficult to clearly determine the reason for the disappearance of these items.

The faculty is very aware of their responsibilities towards maintaining an accurate inventory and will continue to be very diligent towards that end.

I am requesting that these two items be removed from Coppergate's property inventory.

DN:bd