



David L. Owens
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)
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BOARD MEMBERS:

Carol Vallencourt
District 1
Carol Studdard
District 2
Charles Van Zant, Jr.
District 3
Wayne Bolla
District 4
Lisa Graham
District 5

TO: Clay County School Board

SUBJECT: Missing Inventory 2007-08

DATE: April 30, 2008

Florida Youth Challenge has a missing computer CCSD Property #89663 with a cost of \$832.00. The entire staff has been diligent in trying to locate this item, but have been unable to do so.

In response we have reminded staff of proper movement and removal of inventory and will strive for a perfect audit next year.

Sincerely,

A handwritten signature in cursive script that reads "Lyle Bandy".

Lyle Bandy, Director
Secondary Education

LB:dm



ORANGE PARK HIGH SCHOOL

"HOME OF THE RAIDERS"

MICHAEL WINGATE
Principal

RAY DUKES
Vice Principal

KIM ALFORD
MICHAEL ELIA
MICHELLE ROVIRA-DALY
WILLIAM FLETCHER
Assistant Principals

April 14, 2008

To: Clay County School Board

Subject: Missing Inventory 2007-2008 School Year

Orange Park High School has three missing inventory items. The first two items are Dell Desk Top Computers, valued at \$855.00 each. The purchase date of these two items is 06/09/2005. These two items have not been located for this entire school year. The third item is an Epson projector, valued at \$769.00. The purchase date of this item is 06/23/2005. This item has not been located for this entire school year.

In response, I have discussed with the staff procedures and policies for moving and removal of inventory items. We have also developed a form for the network specialist to complete for any computers removed for necessary maintenance. The rolling computer lab also has a sign out sheet for all Teachers to check the lab out.

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

Thank you,

William Fletcher
Assistant Principal

Michael Wingate
Principal

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

October 25, 2007

School Board of Clay County
900 Walnut Street
Green Cove Springs, Florida 32043

Re: Property Number 79054

To Whom It May Concern:

We are requesting that Property Number 79054 be removed from our property inventory.


This Title One I-Book laptop including installed software and backpack were checked out by Melissa Kaltofen, parent, on March 9, 2007. I have attached a copy of the original check-out form, completed in accordance with the School Board's procedures and signed by parent. The laptop was supposed to be returned to our school on April 9, 2007.

When the laptop and backpack were not returned, Shelley Hughes-Dick, Title One Teacher began contacting the parent. Mrs. Kaltofen was unable to be reached at work and the telephone number given for her home had been disconnected. Mrs. Hughes-Dick talked with Christopher Kaltofen, son of Melissa Kaltofen, who gave Mrs. Hughes-Dick his mother's cell number. Mrs. Hughes contacted Mrs. Kaltofen on numerous occasions to get Mrs. Kaltofen to return the laptop. At first, Mrs. Kaltofen said she would return the laptop, then she was looking for the laptop, but things were unorganized in her house and she had been unable to find it. Finally, Mrs. Kaltofen said she had taken her car in for servicing and the laptop must have been in the car and was stolen while the car was being serviced. Mrs. Kaltofen stated she had filed a police report for missing items, including the laptop. Mrs. Hughes-Dick then asked for a copy of the police report. At the end of the school year, all paperwork was turned over to me. I started calling mom for a copy of the police report or the number of the report. After many, many calls and messages I have still been unable to get a copy of the report or the report number.

We have done everything in our power to retrieve this item. We do not take losing School Board property lightly, but feel this case is hopeless. Please remove this item from our school inventory.

Sincerely,


Maureen Yelverton


Anne Miller
Principal

S. Bryan Jennings Elementary School

215 Corona Drive - Orange Park, FL 32073

Phone: (904) 213-3021

www.clay.k12.fl.us/sbj

Fax: (904) 213-3014

Mr. Dana L. Archibald
Principal

Ms. Tiffany R. Myrick
Assistant Principal

Date: April 28, 2008

To: Clay County School Board

Subject: Missing Inventory 2007-2008 School Year


S. Bryan Jennings Elementary School has two missing inventory items with a total purchase value of \$3598.00. One item is an Apple PowerMac G3, CCSB # 67605, purchased on 05/24/1999. The second item is a Macintosh G3 Apple Computer, CCSB# 67580, purchased on 04/11/1998.

We have searched for these items extensively. These computers have not been in the classroom since our first inventory screening in August 2007.

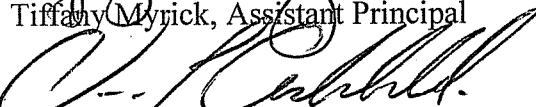
In response to these missing computers, I have educated the staff in the proper movement and removal of inventory items. Currently all other items with a value of \$750.00 or more have been accounted for at cost center 0331. I will continue to monitor all property at this cost center to ensure that we will achieve a complete property inventory next year.

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

Sincerely,



Tiffany Myrick, Assistant Principal



Dana Archibald, Principal

LAKESIDE JUNIOR HIGH SCHOOL

Accredited

Southern Association of Colleges and Schools

2750 Moody Avenue * Orange Park, Florida 32073 * (904) 213-2980 * Fax (904) 213-2987

Randall G. Oliver
Principal

Catherine Richardson
Vice-Principal 213-2980

John W. Green, Jr.
Assistant Principal 213-2982

Lloyd Patterson
Activities Director 213-2980

May 1, 2008

To: Clay County School Board

Subject: Missing Inventory 2007-2008 School Year

Lakeside Junior High School has three missing inventory items. They are as follows:

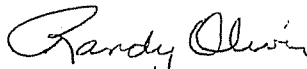
Computer #75864
Computer # 78828
Vinyl Sign Module #64003

The two computers were stored in a storage closet to be surveyed due to the fact that they were outdated and no longer functioning. It was cost prohibitive to have them repaired. They were thought to have been loaded on a county truck along with numerous other old computers.

The sign module has not been located on this campus for numerous years.

In response, I have educated my staff in the proper movement and removal of inventory items. Currently, all other items valued over \$750 have been accounted for at cost center 0351. I will continue to monitor all property at this cost center and strive for a 100% audit next year.

Thank You,


Randy Oliver, Principal
Lakeside Junior High School

Wilkinson Junior High School

"Eagles"

David J. McDonald, Ed.D., Principal

Henry "Doc" Gillespie, Vice-Principal
Angela Johnson, Asst. Principal
Bob Cozort, Activities Director



Ray Bohannon, Counselor
Robert J. Hume, Counselor

From: Wilkinson Junior High School
To: Superintendent David Owens
Clay County School Board
Date: May 8, 2008
Subject: Missing Property Reconciliation

To Whom It May Concern:

In the fall of 2007, Wilkinson Junior High School reported four (4) items of equipment still missing after the inventory. Those 4 items were:

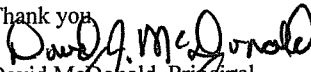
#57828	Computer	\$1408.00
#68966	Laptop	\$1995.00
#73893	Laptop	\$2310.00
#76546	Computer	\$ 982.00

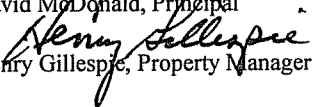
Since that report 3 of the 4 items have been located:

#57828	Computer	Location is 03/320
#73893	Laptop	Location is 01/110
#76546	Computer	Location is 03/320

Laptop #68966 is still missing and is the laptop that was confiscated by Information Services during the 06-07 school year due to having pornography on it and was not returned to the school. Every effort is made to find each and every item of equipment every year by the Property Manager.

Thank you


David McDonald, Principal


Henry Gillespie, Property Manager

"Striving For Excellence"

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



Montclair Elementary School

2398 Moody Avenue

Orange Park, Florida 32073

Phone (904) 278-2030 • Fax (904) 278-2090

William Miller
Principal

Tracy McLaughlin
Assistant Principal

Date: January 14, 2008

To: Clay County School Board

Subject: Missing Inventory 2007-2008 School Year

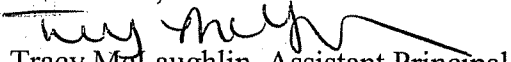
Montclair Elementary School has a missing inventory item with a total purchase value of \$1549.00. The item is an Apple LC580 Computer, purchased on 06/01/1995. We have exhausted our search for the missing property and unfortunately have been unable to locate the missing computer at our cost center.

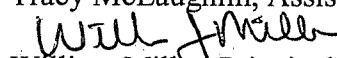
The computer in question has not been in the classroom since the first pre-inventory screening in August 2007. The classroom teacher reported she did not have the computer this year and believed it may have been torn-down and then accidentally discarded at the end of last year due to its lack of functioning.

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 0381. 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,


Tracy McLaughlin, Assistant Principal


William Miller, Principal

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

To: Clay County School Board

Date: April 7, 2008

From: Renee' Pleasant
Property Manager at Ridgeview Elementary

RE: Missing items from 2007-08 Property Inventory

We are asking the board to remove the following two items that are missing from our 2007-08 Property Inventory.

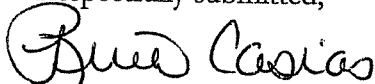
CCSB #	Item	Cost
58619	Printer	\$934.65
65989	Computer	\$1,250.00

The new administration has made an exhaustive search to locate the above items. In speaking with the previous Technology person assigned to RVE we feel that the printer was surveyed out during the 2006-07 school year. However, we could not find supporting documentation.

We also feel that the computer may have been surveyed out due to it's age. It was purchased in 1994.

We regret that we did not achieve a perfect property audit report this year but have made changes to help insure that our performance is better next year. Should you have any questions, please feel free to contact myself or Mrs. Casias, our Principal.

Respectfully submitted,



Ruth Casias
Principal



Renee' Pleasant
Assistant Principal – Property Manager



Fleming Island High School

2233 Village Square Parkway
Orange Park, FL 32003
Phone:(904) 541-2100
Fax: (904) 541-2085

William S. "Sam" Ward
Principal

Dan Finley
Vice Principal

Thomas Pittman
Assistant Principal

Tara Richardson
Assistant Principal

Teresa Hankel
Assistant Principal

Greg Henderson
Assistant Principal

Howard Cushnir
Director of Guidance

Randy Warren
Athletic Director

April 28, 2008

TO: Clay County School Board

SUBJECT: Missing Inventory 2007-08

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

1. 79414 French Horn \$1,859.00
2. 91402 Digital Camera \$824.95
3. 91406 Digital Camera \$824.95

We have exhausted our search for the missing property and unfortunately, have been unable to locate the items at our cost center. The missing cameras were in a classroom used by a teacher not employed by the school district for 2007-08. The teacher currently in the classroom has established a tighter check-out policy for the use of equipment. I have talked with the Band Director and have no explanation for the missing French horn.

I have revisited with the staff the proper procedures for checking out equipment and keeping it secure. I am requesting you delete the missing items from Fleming Island High School's inventory. Thank you.

Sincerely,

William S. Ward, Principal

Danny Finley, Vice Principal



www.clay.k12.fl.us/aes

We are all Pioneers...

...Pathfinders on the Trail of a New Frontier

Theresa Roman, Principal
troman@mail.clay.k12.fl.us

Sarah Timm, Assistant Principal
stimm@mail.clay.k12.fl.us

Date: April 25, 2008

To: Clay County School Board
Subject: Missing Inventory 2007-2008 School Year

Argyle Elementary School has a missing inventory item for which we cannot locate. The item is a Hewlett Packard laptop tablet computer (CCDS# 84249) valued at \$1771.00. It was purchased by Alisa Jones and given to administrators at a district technology training in 2005. The tablet was left in a storage closet in June, 2007 when Mrs. Kornegay, the former principal transferred to the district office. We have not been able to locate it in the closet or anywhere else on campus.

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

Theresa Roman

A handwritten signature in cursive script that reads "Theresa Roman".

Principal

Sarah Timm

A handwritten signature in cursive script that reads "Sarah Timm".

Property Manager