

**School District of Clay County  
Raleigh Sapp, Director  
Career & Technical Education  
23 South Green Street  
Green Cove Springs, FL 32043**

May 9, 2006

David Owens, Superintendent  
Clay District School Board  
900 Walnut Street  
Green Cove Springs, FL 32043

Dear Mr. Owens:

With regrets I submit this letter of notification regarding missing equipment from the Florida Youth Challenge Academy.

| <u>Item</u>                  | <u>Value</u> | <u>Purchased</u> |
|------------------------------|--------------|------------------|
| Epson SE Powerlite Projector | \$769        | 6-23-05          |

Three projectors were purchased for the GED teachers. The teacher whose item is missing informed me and Phil Hans that she had given the item to the teacher next door. That teacher said she already had also received a projector and had no need for two.

Mr. Hans and I thoroughly searched all three rooms. I directed the entire staff at FYCA to do a thorough search for the item. We even got the National Guard to search through their facilities. All to no avail. After two weeks of looking for the item, it still has not been found.

I have directed all staff to insure their room is locked when they exit for any reason. The laptop and the multimedia projectors are to be secured in their storage closets when not in use.

Sincerely,

G. Raleigh Sapp  
Director/Principal

Phil Hans  
Property Manager

GRS:PH:mrg

*Green Cove Springs Junior High School*  
An "A" School

1220 Bonaventure Avenue  
Green Cove Springs, Florida 32043  
(904)529-2140  
Fax (904)529-2144

*Kenneth E. Francis, Principal*  
*Janice E. Tucker, Vice-Principal*  
*John E. O'Brian, Assistant Principal*

March 10, 2006

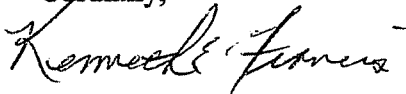
To Whom It May Concern:

I was contacted by Mr. Hans regarding CCSB property # 50894. I reported it missing on the 05 – 06 school property inventories. I also checked records prior to my taking over this responsibility and the item had been noted as "surveyed" back on the 03 – 04 inventories sheet.

However, the item showed up again on the 04 – 05 inventories sheet and was not reported missing at the time. There appeared to be an error in the staff member checking the items located in their area. That employee no longer works at the school and I checked with other staff members regarding their knowledge of the item. They have verified the item was removed a few years ago and that information resulted in the correct documentation that the item was missing from this year's (05 – 06) inventory.

If you have any concerns or questions, please feel free to contact me.

Cordially,



Mr. Kenneth E. Francis, Principal

# KEYSTONE HEIGHTS JR.-SR. HIGH SCHOOL

"An Equal Opportunity Employer"



DR. SUSAN SAILOR  
PRINCIPAL

JOHN CHAPPELL  
VICE-PRINCIPAL

JANIE K. PHILLIPS  
ASST. PRINCIPAL

JACKIE CORY  
ASST. PRINCIPAL

900 S. W. ORCHID  
AVENUE

KEYSTONE HEIGHTS,  
FLORIDA  
32656

PHONE:  
(352) 473-2761

FAX:  
(352) 473-5920

**To: Dr. Copeland, Asst. Superintendent of Business Affairs  
Mr. Phil Hans, Coordinator of Property Control**

**From: John L. Chappell, Vice Principal,  
Keystone Hts. Jr. Sr. High School**

**Date: April 23, 2006**

**Subject: Missing Inventory Totals for Furniture/Equipment 2005-06**

Keystone Hts. High School has a Missing Inventory total of \$ 2,790.00. This total includes 2 items. We have exhausted every area and recourse attempting to locate this item. Unfortunately this item were never located thus the \$2,790.00 missing figure. The missing items and explanation is as follows:

Two different staff members have said they have not seen the item this year. I was very concerned and looked diligently for the item but could not discover this missing items. I had a pre- inventory prior to the Fall Inventory and this item was not there either. I asked the media specialist where this item could be and they felt that during a summer cleanout someone accidentally discarded the items. I questioned the Media Specialist about inspections of properties and proper logging system and they assured me that it would be implemented.

As Property Manager of Keystone Hts. High I will continue to try and monitor all property at this cost center and will strive to have a 100% audit in the years to come

Thank you,

Susan Sailor, Principal *SS*  
John Chappell, Vice Principal

# LAKE SIDE 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

Kenneth Liechty  
Vice Principal (213-2982)

Catherine Richardson  
Assistant Principal (213-2980)

Lloyd Patterson  
Activities Director (213-2980)

April 24, 2006

## MEMORANDUM

**TO:** Phil Hans, Coordinator, Property Control

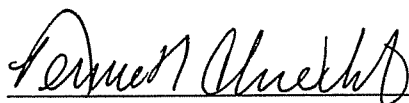
**FROM:** Ken Liechty, Vice-Principal

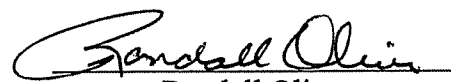
**VIA:** Randall Oliver, Principal

**SUBJ:** "Missing" Inventory Item

**REF:** (a) Phil Hans memo dated April 17, 2006

Reference (a) high-lighted the January 2006 Post-Audit report, itemizing "Missing" items from the 2005-06 property audit. It reported that CCSB# 38604, a bass vito clarinet, was missing. An exhaustive search of all property on the Lakeside Junior High School campus, and continued extensive efforts to locate this musical instrument have been unsuccessful. This item has not been located, and therefore must continue to be listed as "Missing."

  
Kenneth R. Liechty

  
Randall Oliver

# Lakeside Elementary



Julie A. Badger  
Principal  
John L. Schlichtman  
Assistant Principal

2752 Moody Avenue, Orange Park, Florida 32073-5997  
(904) 213-2966

TO: David Owens, District Superintendent  
Clay County School Board Members

FROM: Julie Badger, Principal

DATE: May 3, 2006 *JAB*

**RE: Property Inventory / Audit**

Lakeside Elementary's property inventory for 2005-2006 was found to be in excellent order. However, there was one item missing (a computer).

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 Room 708 (Computer Lab) at the end of last school year (May 2005). Over the past 5 years, this is the only item that we have not been able to locate at the school. It is my opinion that the system that is in place for maintaining property records here has served us well, and that this was an unfortunate oversight. We will continue to do our best to ensure that all procedures concerning property inventory are followed.

# Wilkinson Junior High School

"Striving for Excellence"



Sarah Colt  
Vice Principal

David McDonald, Ed.D.  
Principal

Henry "Doc" Gillespie  
Asst. Principal

May 12, 2006

To: David Owens, Superintendent  
Clay County School Board

From: Wilkinson Junior High School

Subject: Missing Equipment for 2005/2006

We have investigated the location of the missing items for the entire school year to no avail. In June of 2005 numerous items were picked up out of this room, building 6 room 600 (technology lab), for formal survey. Some of these items may have been inadvertently picked up and not recorded. In addition the teacher assigned to room 600 was transferring to another school in May 2005. Wilkinson personnel will continue to look for the items and report any found items to the Coordinator of Property Control. Stricter accountability procedures have been implemented in the Technology Building to ensure this does not happen again.

Respectfully,

Henry E. Gillespie, WJHS Property Manager

David McDonald, Principal



## Montclair Elementary School

2398 Moody Avenue  
Orange Park, Florida 32073  
Phone (904) 278-2030 • Fax (904) 278-2090

William J. Miller  
Principal

Michelle Harris  
Assistant Principal

May 4, 2006

To Whom It May Concern:

The following item can not be accounted for on the 2005-2006 inventory survey for Montclair Elementary school.

CCSB# 66704

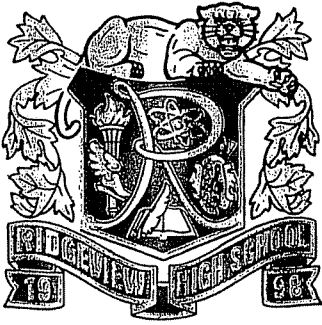
Gateway P3 Chassis/Monitor/Keyboard  
Serial # 0019457979

This item was brought to my attention by the inventory conducted in September 2005. After an exhaustive search, I have tracked this nonfunctional computer to a surplus sheet from July 2005. I am uncertain of it's location. I believe that it was placed in storage to await property pick-up. However, my search of the typical surplus storage has come up empty. We have since set in place safeguards to help ensure proper removal of property. We use property movement slips, and store all surplus in one central location. Our head custodian is the only personnel permitted to move property from one location to another. I have already seen an improvement in tracking valuable property.

Regretfully,

Michelle Harris  
Asst. Principal/Property Manager

Principal



# Ridgeview High School

466 Madison Avenue  
Orange Park, Florida 32065

May 11, 2006

Mr. George F. Copeland  
Assistant Superintendent of Business Affairs  
Clay County School Board

Dear Mr. Copeland:

This letter is in reference to the Post-Audit report concerning the missing item CCSB# 36592, Data Point Printer.

In February of 2006, Ridgeview High School purchases a new printer for student services. Once the new printer arrived, the MIS department disconnected the printer in question and removed it from the Ridgeview High School campus. In the future, Ridgeview High School will instruct staff not to let any equipment be removed without a receipt being given.

Sincerely,

A handwritten signature in cursive script that reads "Toni A. McCabe".

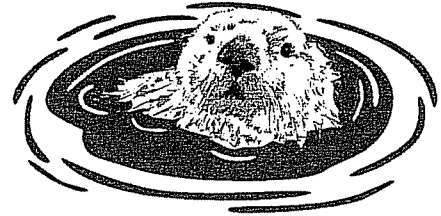
Toni A. McCabe  
Principal

A handwritten signature in cursive script that reads "John M. Westmoreland".

John M. Westmoreland  
Vice Principal  
Property Manager



**Swimming Ben Creek Elementary**  
**1630 Woodpecker Lane**  
**Middleburg, IL 32068**  
**904-278-5707**



*Principal: Lenore Paulk*

**May 10, 2006**

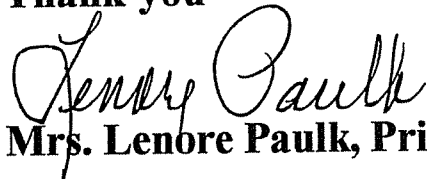
**Dear Clay County School Board:**

**During the 2004 – 2005 school year a computer was stolen from our campus with a value of \$1,072.00. It has been looked for several times specifically and cannot be found.**

**We have had THREE checks of property this year to maximize our knowledge of items \$500.00 or higher being where they are reported to be. Currently all other items with a value of \$500.00 or more are on campus and accounted for.**

**Will you please write the above missing computer off of our property inventory.**

**Thank-you**



**Mrs. Lenore Paulk, Principal**



**Mrs. Carole McCullough, Property Manager SPC**



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)  
1-888-663-2529 (KH)  
FAX 904/284-6525 TDD 904/284-6584

### BOARD MEMBERS:

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

May 11, 2006

Mr. David Owens  
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. Owens and School Board Members:

The Exceptional Student Education Department has three missing items totaling \$7386.30 from the 2005/2006 Inventory. Listed below are the property numbers, items and their amount:

|   |                      |                 |
|---|----------------------|-----------------|
| 70061 Laptop Powerbook G3                 | \$3460.60            |                 |
| 70111 Compaq Laptop                       | \$2732.70            |                 |
| <del>63830 Canon Bubble Jet Printer</del> | <del>\$1193.00</del> | Found <i>at</i> |

These items got lost in the shuffle after being checked out. We now have an extremely structured check-out system in place to keep losses in the future to a minimum.

Sincerely,

Dan Becton, Ph.D.  
ESE Director

Debbie Green  
ESE Property Manager



David L. Owens  
Superintendent of Schools

## SCHOOL DISTRICT OF CLAY COUNTY

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April 17, 2006

Phil Hans  
Coordinator of Property Control

Dear Phil:

After many hours of extensive research, we are unable to locate two (2) computers that were on the Human Resources inventory. Conflicting paperwork in Human Resources indicates a paper trail showing that both computers were last seen by the Information Services Department, and were supposedly added to a surplus list. However, as all of this paperwork was done during a period of time that our property manager was on Family Medical Leave, there is no hard evidence to support these allegations.

Therefore, please report as missing and unable to locate the following computers from Human Resources:

#73523 - H.P. Computer  
#72478 - Gateway Computer

Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Ira W. Strickland".

Ira W. Strickland  
Assistant Superintendent for Human Resources

To: David Owens, Superintendent of Schools  
Copy: School Board of Clay County, Florida  
From: Tom W. Moore, CIO  
Re: Annual Inventory FY 2005-06 -- Missing Items --

**REVISED 5/25/2006**

During our inventory process this year, our department has been unable to locate the items listed on the attached report. The majority of the items listed are battery backup devices (APC), and we expect them to be located in the near future.

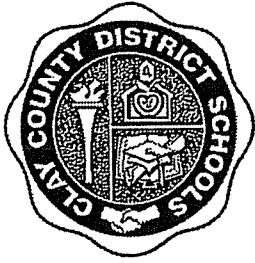
The APC devices are co-located with network equipment and servers, so they should be easily identified. We have contacted key individuals at the schools in an attempt to locate these items and have met with limited success. We have also assigned our Technicians to visit each location where these items could be installed, and they will report any items they find.

Additionally, there are some older computers and printers on the list which may have been used for parts or transferred by District Office staff to other schools.

One of the items listed is a very old IBM Terminal that was used for access to the AS/400 system a very long time ago. This item was purchased in 1991, and was most likely discarded without following the proper procedure for assets with a book value over \$500.00. This IBM 4377 terminal is extremely old and has virtually no market value.



Tom W. Moore, CIO



David L. Owens  
Superintendent of Schools

## SCHOOL DISTRICT OF CLAY COUNTY

900 Walnut Street  
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*District 5*

March 21, 2006

Mr. David Owens, Superintendent  
School District of Clay County  
900 Walnut Street  
Green Cove Springs, FL 32043

Dear Mr. Owens,

I am writing to request that the following items be removed from Student Services Property Inventory.

CCSB # AV004372 - Module: Conflict Resolution Grade 2-5  
CCSB #AV004392 - Video: Be Cool Lower Elem Modules 1-5  
CCSB #AV004393 - Video: Be Cool Upper Elem Modules 1-5

These items were loaned to schools in the past and we are unable to locate them.

Sincerely,

A handwritten signature in cursive script that reads "Norma Martin".

Norma Martin, Director  
Student Services

/jb

c: Philip Hans, Coordinator, Property Control



David L. Owens  
Superintendent of Schools

## SCHOOL DISTRICT OF CLAY COUNTY

Transportation Department  
800 Center Street  
Green Cove Springs, Florida 32043  
Telephones:  
904/284-6523 (GCS) 904/272-8100 (OP)  
1-888-663-2529 (KH)  
FAX 904/284-6544 TDD 904/284-6584

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District 4  
Lisa Graham  
District 5

May 4, 2006

Mr. Philip Hans, Coordinator  
Property Control  
Clay District Schools  
900 Walnut St.  
Green Cove Springs, Fl. 32043

Philip:

Pursuant to your request for a formal letter containing an explanation and prevention strategy for missing property, please accept this letter as such.

The Transportation Department had two (2) items listed as missing property. One of the items has been reconciled and should not be considered missing property. The second item remains missing, after endless attempts to locate.

Property # 13382 (1) G.E. Radio purchased in 1975 was used for parts, by our radio repair company. Please find attached document from said company indicating that the radio was used for parts and scrapped.

Property #64849 (1) Sony camcorder Purchased in 1998 Original cost \$900.13 Current value is less than \$100.00. The department has very few camcorders remaining. In an effort to provide greater security, the camcorders will be locked in a separate locked cabinet.

Our goal is, obviously, is to have no theft or missing property. However, with a vast amount of property spread among three (3) compounds, we are fortunate to have only one (1) old camcorder to report. I realize that one is one to many. We will continue to strive for no property losses.

Respectfully,

A handwritten signature in cursive script, appearing to read "Bob".

R.L. "Bob" Veres, Director  
Transportation Department

Cc: Michael J. Elliott, Assistant Superintendent for Support Services