

*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*

To Whom It May Concern,

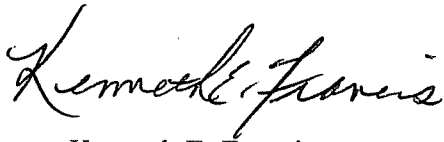
I am writing to inform you of the final missing property report. After much investigating, we have not been able to locate property number 0063138. The description is a Projector: Phillips Proscreen w/case serial number 56118572. The item was purchased on 4/22/97 at the cost of \$3,538.00.

The item was last seen in Room 34 Building 3 during the summer of 2006 in a closet. During the initial inventory check at the beginning of the 06 – 07 school the item's case was found with the property number matching the item, but no the projector itself.

We have spoken and investigated all parties that would have had access to that particular area. The whereabouts and item have not been determined.

If you have any further questions, please contact me or Mr. O'Brian, Cost Center Property Manager.

Cordially,



Kenneth E. Francis

# Memo:

To: Phillip Hans

From: Michael Wingate, Principal OPHS  
Ray Dukes, Property Manager OPHS

Date: May 9, 2007

Re: Response to Missing Property Report

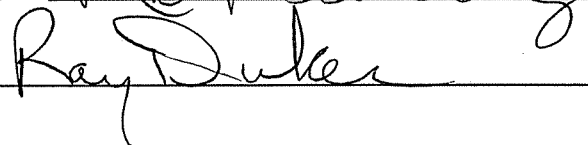
Every effort has been made to locate missing items from the 2006-2007 Property Inventory Report. The remaining items have not been located as of this date. The following steps have been taken assure that the loss of property is significantly reduced:

1. Proper survey procedures have been explained and implemented.
2. Room by room "spot audits" are being done on an on-going basis.
3. Property movement forms are being used (a system that requires Written approval prior to any property movement).
4. Employees must certify property in their areas at the beginning and end of each school year.

Michael Wingate



Ray Dukes

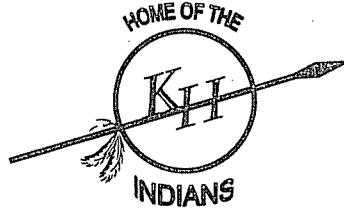


# KEYSTONE HEIGHTS JR./SR. HIGH SCHOOL

*"An Equal Opportunity Employer"*

DR. SUSAN H. SAILOR  
PRINCIPAL

ROY S. SHEWCHUK  
ASST. PRINCIPAL



JANIE K. PHILLIPS  
VICE-PRINCIPAL

JUSTIN L. WILLIAMS  
ASST. PRINCIPAL

April 27, 2007

Dear Mr. Owens:

The following items are missing from Keystone Heights High School property inventory:  
CCSB# AV001926 Video projection T.V. (\$2575.00 acquired in 1993)  
CCSB# 000053340 Careers video (\$892.50 acquired in 1998)

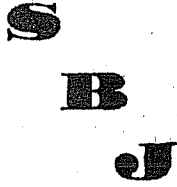
AV001926 has been reportedly broken for several years and was stored in the field house. The teachers with knowledge of the projection T.V. assured me it was surveyed out in 2005 or 2006. No record of it being surveyed out could be found by the KHHS property manager or by the county office.

53340 is presumed to have been thrown out with the trash during one of the numerous room reassignments for teachers over the years. The career video in question was very outdated and remained unused for several years and thus may have been considered trash by many of the classroom teachers that occupied that room.

In order to prevent future property loss at KHHS the property manager Mr. Shewchuk, has taken a very proactive approach to inventory control. Mr. Shewchuk personally oversees all property movement and property surveying at KHHS. The faculty and staff at our school are repeatedly reminded that no CCSB property is to be moved from a room without Mr. Shewchuk's permission, this is to include property without a CCSB number.

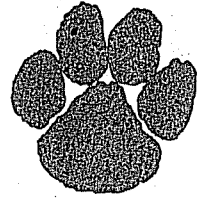
A handwritten signature in cursive script that reads 'Susan Sailor'.

Dr. Susan Sailor



# S. Bryan Jennings Elementary School

215 Corona Drive  
Orange Park, Florida 32073



Main office: (904) 213-3021

Fax: (904) 213-3014

Mrs. Lee Oliver  
Principal

Mrs. Carol Doughty  
Assistant Principal

May 15, 2007

To Whom It May Concern:

RE: Apple Powermac G3, Model PMG3 300  
Serial #XB9201DFGJ0M  
CCSB #67603

This item was missing at our last property audit. It was last seen during the summer in our computer lab storage area with the intention of being marked "surplus". It was not reported as taken to surplus. During this period, we did have a change in the computer lab aide position.

Every effort was made to locate this computer including a physical search of the campus and classroom buildings.

In an effort to prevent such a situation in the future, we will strive to be more diligent in documenting such information to create a clear audit trail for each piece of equipment covered under property control.

Sincerely,

A handwritten signature in cursive script that reads "Carol R. Doughty".

Carol R. Doughty  
Assistant Principal and  
Property Control Administrator

A handwritten signature in cursive script that reads "Lee Oliver".

Lee Oliver  
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

**TO: Dr. George Copeland, Assistant Superintendent of Business Affairs  
Nancy Racine, Director of Accounts Payable  
Phil Hans, District Coordinator of Property Control**

**FROM: Randy Oliver, Principal, Lakeside Junior High  
John Green, Property Manager, Lakeside Junior High**

**SUBJECT: Missing Inventory for Furniture/Equipment 2006-2007**

As of May 4, 2007, Lakeside Junior High School has four(4) items listed above the \$750 threshold missing. The items are as follows:

#65416 Panasonic Camcorder purchased in 1997  
#52631 Panasonic Camera purchased in 1997  
AV001703 VHS Video purchased in 1999  
SW001047 Electronic Software purchased in 1999

When I arrived as property manager in July of 2006, my first property inventory discovered that these items have been missing for at least 3-4 years. As the technology has changed to DVD and digital imaging these items no longer have any "real" value, thus it is believed that these items are no longer on this campus.

Though these items are no longer technologically useful, it is important to properly document their location. To prevent future loss of items both of "real" value and other, staff has been trained for the proper movement of all CCSB items. All staff members have also been trained on the proper procedure for eliminating/surveying items that no longer have "real" value.

Thank you for your assistance in this matter and we apologize for the loss of these items.



Randy Oliver  
Principal, Lakeside Junior High



John W. Green Jr.  
Property Manager, Lakeside Junior High

# Lakeside Elementary




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

John L. Schlichtman  
Principal

Katina Allen  
Assistant Principal

To: David Owens  
District Superintendent

From: John Schlichtman 

Re: **Property Inventory/Audit**

Date: May 2, 2007

Lakeside Elementary's property inventory for 2006/2007 was found to be in excellent order. However, there was one item missing (a computer #71905).

Three 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. Over the past six years, this is only the second 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. We will continue to do our best to ensure that all procedures concerning property inventory are followed.

# ORANGE PARK JUNIOR HIGH SCHOOL

*Home of the Wildcats*

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Joyce Orsi  
Assistant Principal

James Young  
Principal

Paul Schlichtman  
Vice Principal

May 1, 2007

To: Clay County School Board

From: Paul Schlichtman  
Property Manager

RE Two Missing Computers (CCSB #'s 59853 and 83304)

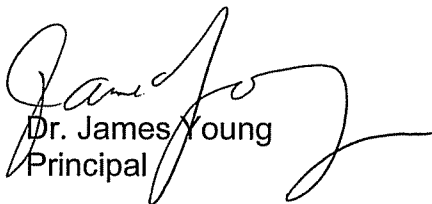
I personally went through the whole school three times in hopes of finding my two missing computers (CCSB #'s 59853 and 83304). Also I double checked my paperwork on computers that were surveyed out since last summer. Then I informed my technology teacher of these computers in hopes that she might locate them while working throughout the school. And I e-mailed all faculty and staff to double check their classrooms, offices, and closets. Finally, all faculty and staff have also been informed on how to check out or survey out any computers they have in their classroom or office.

I take my job of being property manager seriously and in the past 23 years I have never had an item missing at the end of the school year. I will do my best to insure that his does not happen again.

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"*

# MIDDLEBURG HIGH SCHOOL

3750 County Road 220 Middleburg, FL 32068

Phone: (904) 213-2100

Fax: (904) 291-5462

David S. Broskie

Principal

Treasure Pickett  
Vice Principal

Charles McGuckin  
Assistant Principal

Al De Jesus  
Assistant Principal

Brenda Troutman  
Assistant Principal

W. Alan Powers  
Athletic Director

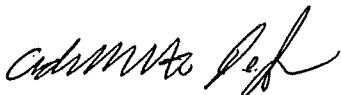
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May 17, 2007

This memo is being written to declare that Middleburg High School is missing \$10,791.70 (8 items) in inventory as a result of the 2006-07 audit. There have been several attempts to locate this equipment which has included a total inventory of computer hardware and a room to room search of the campus for the missing items. It is therefore believed that most items were surveyed without adequate documentation. To safeguard this from occurring in the future, we will be performing a biannual inventory of computer hardware and AV equipment. Also, we will improve the process of surveying in order to make sure the documentation is complete on every item that leaves Middleburg High School for surplus.



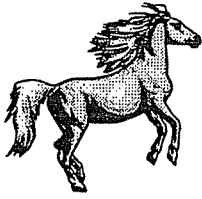
Mr. Broskie  
Principal, Middleburg High School



Mr. De Jesus  
Assistant Principal  
Middleburg High School

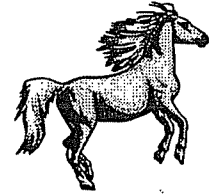


# MCRAE ELEMENTARY SCHOOL



Marcus C. Dooley  
Principal

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



Kimberly E. Dugger  
Assistant Principal

May 14, 2007

Dear Mr. Hans:

We are writing regarding the property inventory conducted for McRae Elementary for the 2006/2007 school year. Upon receiving the post audit report, we have one item that remains missing, which is above the \$750.00 threshold. This item is listed below:


Property Number #66527  
Apple Mac Computer  
Last sighted 2005 School Year  
Unit price \$1499.00

The steps we have taken to prevent future losses are as follows:

Met with Team Leaders to establish property movement guidelines within grade levels.  
Developed a paper trail and communication system with Technology Advisor.  
Organized property survey forms to cross reference past and present property movement.  
Periodically remind staff not to move things without notifying the property manager.  
Make physical inspections in and around all school buildings throughout the year.  
Regularly check property inventory sheets.

  
\_\_\_\_\_  
Principal Signature

5/14/07  
Date

  
\_\_\_\_\_  
Property Manager Signature

5/14/07  
Date



## 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*

Thomas Pittman  
*Assistant Principal*

Teresa Hankel  
*Assistant Principal*

Greg Henderson  
*Assistant Principal*

Tara Richardson  
*Assistant Principal*

TO: Phil Hans, Property Control

FROM: Dan Finley

SUBJECT: Missing Property

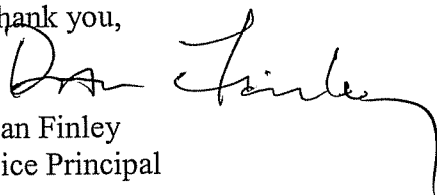
DATE: October 26, 2006

On April 17, 2006, two(2) Epson Powerlite 62C LCD projectors were ordered from Clay County School Board presentation systems on PO 89706. The company requested payment for items and Fleming Island High School refused payment due to non-delivery. The company provided proof of delivery on June 15, 2006 at 5:22 P.M. signed by a C. Johnson.

Fleming Island High School office hours on June 15, 2006 were 7:00 A.M. – 5:00 P.M. and has never had a C. Johnson employed at the school. These items have been searched for but not found. They were assigned Clay County School Board 80745 and 80746 for the purpose of deleting them from the inventory.

Please remove these two items from the Fleming Island High School inventory at your earliest opportunity.

Thank you,



Dan Finley  
Vice Principal

DF/dc



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 904/284-6532 TDD 904/284-6508

### 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 14, 2007

To Whom It May Concern:

The following three items were missing from the Teacher Training Center when inventory was done:

- o 1 Laptop Computer
- o 2 Desktop Computer Towers

The two computer towers were part of a larger group of computers which were distributed to various schools the beginning of this year. We are confident they are in use within the district; we have just have been unable to locate them.

It is most difficult to control this area when so many people have access and keys to it, and with the amount of traffic there on a daily basis. We have recently added a second staff member at the TTC which will help in keeping an eye on this type of equipment, and next year we will do a monthly check of equipment in an effort to prevent such losses. We will also be happy to assist in searching the TTC and school campus for these items over the summer, if necessary.

Sincerely,

A handwritten signature in black ink that reads "Alisa B. Jones". The signature is written in a cursive style with a long, sweeping underline.

Alisa B. Jones  
Supervisor of Instructional Support Services

LJ:ld