Approved:	S

## Draft

# Riley County U.S.D. NO. 378 BOARD OF EDUCATION REGULAR MEETING October 10, 2016

#### Minutes

The regular monthly meeting of the Board of Education of Riley County USD 378 was held at the Riley County High School Library on Monday, October 10, 2016. Board members present were Shane Allen, Kyle Bohnenblust, Jared Larson, Nathan Mead, Randy O'Boyle, Kerry Thurlow and Ross Wahl at 7:15pm. Also in attendance were superintendent Cliff Williams and Clerk of the Board Nicole Fajen. Others present were Frank Clark and Melissa Wahl.

## Call to Order

At 7:00 p.m. President Bohnenblust called the board meeting to order.

# Pledge of Allegiance

# Approval of Agenda

The agenda (items suggested for the consent agenda are shaded) was presented as follows:

- 1. Call to order.
- 2. Pledge of Allegiance.
- 3. Additions to the agenda.
- 4. Approval of the agenda.
- 5. Approval of the minutes of the September 12, 2016 regular meeting.
- 6. Approval of the bills and financial reports.
- 7. Concerns of Riley County U.S.D. No. 387 patrons.
- 8. Communications.
- 9. Administrative Reports.
- A. Principal Reports. Any building principal present may wish to report.
  - B. Director Reports. Program Directors may wish to report.
  - C. Superintendent Report. The superintendent may provide a report.
- 10. Board Member Items.
- 11. Business Items and Reports:
- 12. Board of Education Topics. Progress on mission/vision from the retreat.
  - 1. Contracts/Approvals/Appointments
    - a. (consent agenda) Motion to approve the donation of \$1,687 from the Riley County Alumni Association for school supplies.
    - 6. (consent agenda) Approve the disposal of the old track mats.
    - ©. (consent agenda) Approve the Cash box procedures.
    - d. The Board tabled policy FC (Memorials, Funerals, and Name of District Facilities) until the November meeting.

# 13. Adjournment

Motion to approve those items listed on the consent agenda as below:

- minutes of the September 12, 2016 regular meeting, the September bills and transfers.
- agenda (as presented or as amended at the meeting)
- contracts/approvals/appointments as follows:
  - ✓ approve the donation of \$1687 from the Riley County Alumni Association for school supplies (contracts #1 attachment).
  - ✓ approve the disposal of the old track mats
  - ✓ approve the Cash box procedures (contracts #2 attachment)

#### personnel items as follows:

- ✓ approve a resignation of Garry Goff, Bus driver/maintenance assistance, effective September 28, 2016.
- ✓ approve the resignation of Candice Lane, Bus driver effective May 26, 2016.
- ✓ approve a contract for Robert Deemie, as a full time bus driver for services rendered to begin
  August 18, 2016.
- ✓ approve the resignation of Misty Smith, as GS Custodian effective September 12, 2016.
- ✓ approve the resignation of Heather Wernholm, as HS Secretary effective May 23, 2017.
- ✓ approve the resignation of Danny Grater, as NHS Sponsor effective May 26, 2016.
- approve a contract for Cindy Thomson, as NHS Sponsor for services rendered to begin August 16, 2016.
- approve a contract for Jennifer Maiorana, as a full time bus driver for services rendered September 28, 2016.
- ✓ Any personnel items which occur after publication of the agenda may be added by letter to the board on October 7, 2016 and included here.

Shane Allen moved the board approve the agenda and consent agenda by adding out of district under board member items. Second by Randy O'Boyle and motion carried, 6-0.

Concerns of the Riley County U.S.D. No. 378 patrons
None

## Communications

None

## Administrative Reports

- 1. Hearing of principals
  - a. Teresa Grant reported with the assistance of MS band and chorus, students worked with teachers to teach the entire grade school student body the high school fight song to build school spirit. She also shared how Jennifer Kulp utilizes the DonorsChoose website to fund projects for our schools. Parent-Teacher conference attendance was about 95%. The grade school received \$400 from the Manhattan Town Center for the back to school shopping event. Additionally, students participated in the Fitness Challenge which earned money for the PE program. Mrs. Grant also shared, with appreciation, the reading/library marking sticks from Rhonda's Riley Lumber.
  - b. Harold Oliver reported that homecoming week was very successful. ACT Prep Class

has started. Mr. Oliver also reported on changes and rescheduling of Band Days and Cloud County Career Day. He shared how the nutrition class is working with the grade school students to make healthy snacks and the newspaper class will now be creating an email version of the school newspaper. Mr. Oliver would like to thank all teachers and staff for a great start to the school year!

## 2. Hearing of Directors

Frank Clark reported on bus repairs and fixes. Mr. Clark would like to thank Garry Goff for his dedication to the Transportation department and USD 378. With the recent tornado warnings, he shared how the bus drivers plan and respond to severe weather. Mr. Clark also pointed out the amount of houses going up in the district by Colbert Hills and the potential increase in transportation needs.

## 3. Superintendent report

a. Cliff Williams gave a thank you to Kyle Bohnenblust, Ross Wahl and Nathan Mead for taking the time to tour all of our facilities on Friday, September 30<sup>th</sup>. Cliff also thanked Harold Oliver, Ian Peters, Erik Willimon, Teresa Grant and Erin Oliver for their great efforts during the severe weather event that happened Thursday, October 6<sup>th</sup>. Congratulations were given to BOE member, Jared Larson on the birth of his son.

# Board Member Items None

## **Business Items and Reports**

- 1. Board of Education Topics
  - a. Cliff Williams presented the administration's progress on the mission/vision from the retreat. The board consensus gave administration the ability to combine board goals with KESA-Kansas Education Systems Accreditation. KESA is mandated by the state as a new system for school accreditation, requiring goals and action plans.
  - b. The board discussed the Facilities & Maintenance Committee tour and the needs of the district. They inquired about the affordability of hiring a Maintenance Director.
  - c. The board shared dialogue about the advantages and disadvantages of admitting out-of-district students.
- 2. Contracts/Approvals/Appointments
  - a. (consent agenda) Motion to approve the donation of \$1,687 from the Riley County Alumni Association for school supplies.
  - b. (consentagenda) Approve the disposal of the old track mats.
  - c. (consent agenda) Approve the Cash box procedures.
  - d. The Board tabled policy FC (Memorials, Funerals, and Name of District Facilities) until the November meeting.
- 3. Executive Session

At 9:10pm Kyle Bohnenblust moved to recess into closed session for 15 minutes to discuss matters relating to employer-employee negotiations with the Superintendent with a 5 minute break starting before .Second by Kerry Thurlow and motion carried, 7-0.

Returned at 9:30pm with no action taken.

At 9:30pm Shane Allen moved to recess into closed session for 20 minutes to discuss matters relating to employer-employee personnel with the Superintendent as needed. Second by Kerry Thurlow and motion carried, 7-0. Mr. Williams left at 9:35pm.

Returned at 9:50pm with no action taken.

Kyle Bohnenblust moved to approve the advertisement of a middle school assistant wrestling coach. Second by Shane Allen and motion carried, 6-1 with Ross Wahl voting no.

Jared Larson moved to approve the advertisement of a bus driver/mechanic. Second by Nathan Mead and motion carried 7-0

## Adjournment

At 9:52 p.m., Randy O'Boyle moved the board adjourn the meeting. Second by Shane Allen and motion carried, 7-0.



Approved:		

#### Draft

# Riley County U.S.D. NO. 378 BOARD OF EDUCATION REGULAR MEETING November 14, 2016

## Minutes

The regular monthly meeting of the Board of Education of Riley County USD 378 was held at the Riley County High School Library on Monday, November 14, 2016. Board members present were Shane Allen, Kyle Bohnenblust, Jared Larson, Nathan Mead, Randy O'Boyle, Kerry Thurlow and Ross Wahl. Also in attendance were Superintendent Cliff Williams and Clerk of the Board Nicole Fajen. Others present were Marilyn Johnson, Janice Camerlinck, Melissa Wahl, and Frank Clark.

#### Call to Order

At 7:00 p.m. President Bohnenblust called the board meeting to order.

# Pledge of Allegiance

## Additions/Corrections to the agenda

Kerry Thurlow asked that the October 10, 2016 regular board meetings be pulled from the consent agenda and moved under board items.

# Approval of Agenda

The agenda (items suggested for the consent agenda are shaded) was presented as follows:

- 1. Call to order.
- 2. Pledge of Allegiance.
- 3. Additions to the agenda.
- 4. Approval of the agenda.
- 5. Approval of the minutes of the October 10, 2016 regular meeting.
- 6. Approval of the bills and financial reports.
- 7. Concerns of Riley County U.S.D. No. 378 patrons.
- 8. Communications.
- 9. Administrative Reports
  - A. Principal Reports. Any building principal present may wish to report.
  - B. Director Reports. Program Directors may wish to report.
  - C. Superintendent Report. The superintendent may provide a report.
- 10. Board Member Items.
- 11. Business Items and Reports:
  - A. Contracts/Approvals/Appointment.
  - B. Board of Education Topics. Progress on mission/vision from retreat.
  - C. Personnel Items.
- 12. Adjournment

Motion to approve those items listed on the consent agenda as proposed:

- minutes of the October 10, 2016 regular meeting, the November bills and transfers.
- agenda (as presented or as amended at the meeting)
- personnel items as follows:
  - ✓ approve a contract for Gracie Pierson, as High School Dance Sponsor for services rendered to begin August 16, 2016.
  - ✓ approve a contract for Sawyer Havenstien, as Middle School Assistant Wrestling Coach for services rendered to begin October 26, 2016.
  - ✓ Any personnel items which occur after publication of the agenda may be added by letter to the board on November 11, 2016 and included here.

Randy O'Boyle moved the board approve the amended agenda by pulling the October 10, 2016 regular board minutes from the consent agenda and moved under board items. Second by Shane Allen and motion carried, 6-1 with Ross Wahl voting no.

Concerns of the Riley County U.S.D. No. 378 patrons
None

# Communications

None

## Administrative Reports

- 1. Hearing of principals
  - a. Teresa Grant reported
    - The preschool teacher, kindergarten teachers and her have begun the discussion on what early childhood education in USD 378 could be. Mrs. Grant will meet with the PLC team on Wednesday, November 2<sup>nd</sup> to continue the discussion and begin an action plan.
    - RCMS Builders' Club and Leadership Class collected 2,211 items which will be donated to the Community Food Basket of Northern Riley County; a big thank you to Frin Oliver and the students on this project!
    - As per directive of KESA, the district site council met on Thursday, November 3<sup>rd</sup> at 6:30 am at the high school. In attendance from the grade school site council was Grace Brown, Teresa Grant, Stuart Griffiths, Lance Sharp and Jeni VanSickle.
    - b. Harold Oliver reported:
      - That Mr. Peters has initiated a student of the month program. Teachers will nominate monthly. Mr. Oliver and Mr. Peters will also be conducting Friday assemblies being held at the beginning of the day every other Friday.
      - The High School musical was a success, a big thank you to Mrs. Lloyd, Mrs. Johnston, students and parents!
- 2. Hearing of Directors

Mr. Clark reported:

• He is looking for substitute drivers for the Transportation department.

## 3. Superintendent report

- a. Cliff Williams reported:
  - That this week is American Education Week. With the help of Kerry Thurlow, Grace Brown, Dustin Webber, Teresa Grant, Jon Granberry, Harold Oliver, and Ian Peters the group handed out apples to every adult in both buildings to show the districts appreciation.

## Board Member Items

Kerry Thurlow said handing out apples this morning to the staff was a great treat! She would like the board to do more activities like that. Seeing the look on the faces of the people was a great feeling.

Kerry stated her concern with the October 10, 2016 regular minutes was lacking information for the patrons to read. Several board members agreed. Cliff Williams reported that by law the minutes are to state the motion and how it passed. The board held more discussion on the minutes; layout and what information needs to be stated.

Kerry Thurlow moved the board table the October 10, 2016 regular board minutes to the December board meeting. Second by Ross Wahl and motion carned 7-0.

## **Business Items and Reports**

- 1. Contracts/Approvals/Appointments
  - a. Eric Kientz from Varney & Associates, CPAs, LLC gave an oral report on the 2015-16 audit. Eric stated that the audit overall went great and thanked Cliff and Sandy Glessner for all their hard work. Randy O'boyle moved to approve the 2015-16 audit report as presented. Second by Jared Larson and motion carried, 7-0.
  - b. Mr. Oliver reported that Jim Collagen was not able to attend the board meeting but was hopeful he would be there for the December board meeting. Shane Allen moved to table policy FC (memorials, funerals, and name of district facilities) until the December board meeting. Second by Jared Larson and motion carried,
  - c. Mr. Williams presented a conservation list for USD 378; please refer to the conservation list under Contracts/Approvals/Appointments. Discussion was had by the board. Shane Allen moved to adopt the conversation list of ideas as presented and referenced as attachment Conservation List in the official minutes. Second by Randy O'Boyle and motion carried, 7-0.
  - d. Mr. Williams reported that on November 5<sup>th</sup> he received notice from the insurance adjuster that they will support the hail claim on several areas within the district. All damage was at RCHS unless otherwise noted. Ross Wahl moved to accept the insurance claim of \$69,249.13 on the noted items listed above in section four and referenced in the official minutes. Second by Nathan Mead and motion carried, 7-0.
  - e. Mr. Williams reported that last month he had shared with the board that the grounds team and him were evaluating the needs in area of mowers and slow removal equipment. Nathan Mead moved to approve the purchase of the

Grasshopper mower and attachments as presented from Bruna Implement Company for \$17,450. Second by Randy O'Boyle and motion carried, 6-1 with Ross Wahl voting no.

# 2. <u>Board of Education Topics</u>.

The board held discussion about the advantages and disadvantages of admitting out-of-district students. Randy O'Boyle moved the board advise the administration to propose a draft policy for out-of-district students and present at the December board meeting. Second by Nathan Mead and motion carried, 6-1 with Ross Wahl voting no.

#### 3. Executive Session

At 8:53pm Kyle Bohnenblust moved to recess into closed session for 25 minutes to discuss matters relating to employer-employee personnel with the Superintendent with a 5 minute break starting before .Second by Kerry Thurlow and motion carried, 7-0.

Returned at 9:23 pm with no action taken.

At pm 9:25pm Kyle Bohnenblust moved to recess into closed session for 20 minutes to discuss matters relating to employer employee personnel with the Superintendent. Second by Nathan Mead and motion carried, 7-0.

Returned at 9:45pm with a action taken.

At 9.46pm Kyle Bohnenblust moved to recess into closed session for 5 minutes to discuss matters relating to employer-employee personnel. Second by Nathan Mead and motion carried, 7-0.

Returned at 9:56 pm with no action taken.

Kyle Bolmenblust moved the board extend the Superintendent's contract to the 2017-18 and 2018-19 school years. Second by Nathan Mead and motion carried, 7-0.

## Adjournment

At 9:57 pm, Ross Wahl moved the board adjourn the meeting. Second by Jared Larson and motion carried, 7-0.

Dustin Webber		
Digital River	\$	324.4
Exchange Server Corp. License		<u> </u>
Best Buy	\$	1,049.9
iPad		
Digital River	\$	(25.4
Refund tax		
Survey Monkey	\$	26.0
BOE request		
Best Buy Tech items & Title I iPads for students	\$	2,209.9
Harold Oliver - HS card		
RCHS Building purchases	\$	1,447.7
Reimburse the District		1,111.1
Teresa Grant		
RCGS Building purchases	\$	132.0
Reimburse the District		
Dana Hebert		
RCGS Building purchases	\$	159.70
Reimburse the District	Ψ	158.7
Kris Burnett		
mazon		20.00
HS library books & supplies	\$	33.66
HS library books & supplies	\$	107.54 69.13
HS library books & supplies	\$	12.99
Sandy Glessner		
mazon		
GS library books	\$	4.01
MS Cheer	\$	13.99
MS Cheer	\$	18.99
MS Cheer	\$	77.77
DO supplies	\$	10.50
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food service meal trays	\$	106.98
Sams	Ψ	100.96
concession food	\$	273.12
Amazon	Ψ	213.12
DO supplies	\$	21.20
Orange bucket items	\$	76.72
Emploria St. Foundation	- Ψ	10.12
counselor workshop	\$	40.00
Amazon	Ψ	40.00
GS library books	\$	5.94
Teacherspay		0.01
class items from Alumni donation	\$	100.00
Amazon	*	100.00
class items from Alumni donation	\$	35.94
class items from Alumni donation	\$	36.54
GS library books	\$	14.49
School Speciality	\$	51.43
HS supplies		
Amazon		
class items from Alumni donation	\$	14.99
class items from Alumni donation	\$	71.96
School Speciality		
credit	\$	(51.43)
Emploria St. Foundation		•
counselor workshop	\$	40.00
Amazon		
iPad cases - tech	\$	899.00
class items - M. Steiner	. \$	10.99
Daktronics		
part for football scoreboard	\$	775.00
Amazon		
class items - M. Steiner	\$	54.95
NASCO		
class items - M. Steiner	\$	19.55
class items - M. Steiner	\$	133.47
TOTAL	\$	8,403.75
		0,100.70





COMMERCE BANK - COMMERCIAL CARDS PO BOX 414084 KANSAS CITY MO 64141-4084

COMMERCE BANK - COMMERCIAL CARDS PO BOX 808009 KANSAS CITY MO 64180-8009

արդին իրանական արագալության անագրարի անական արդարարի USD 378 RILEY COUNTY ATTN:SANDY GLESSNER \*\*N0000090 PO BOX 326 RILEY KS 66531-0326

Account ID **Account Number** 

**Payment Due Date** 

DEC 02, 2016 \$420.00

**Amount Due Current Balance**  \$8,403.75

Amount Enclosed \$

To ensure your payment is posted promptly, please submit all payments to: PO BOX 808009 KANSAS CITY, MO 64180-8009

# 8000002360111111 000840375000042000

Please detach and return with your payment

#### **ACCOUNT MESSAGES**

Business Platinum

Commerce Bank will begin issuing any new commercial credit cards, ordered after October 1st, 2015, with EMV Chips. In 2016, Commerce Bank will convert all of your employees existing cards to EMV Chip. Cards will be replaced the month in which they expire, regardless of the year they expire.

For additional information you may refer to the EMV Chip FAQs at commercebank.com/CommercialChipCard or speak with a Commerce Bank Representative

Transaction Description

#### MINIER HERE

**USD 378 RILEY COUNTY** 

Post Tran Date Date

Reference Number

00000100015 10-28 10-28

TOTAL CORPORATE ACTIVITY

\$5,819.16

Amount

\$5,819.16CR

#### BINAMER BARRES SILVINARIA

PAYMENT RECEIVED - THANK YOU

Periodic Corresponding Annual Average Daily Daily Finance Charge Periodic Rate Percentage Rate Balance \$0.00 0.0300% 10.90% \$0.00 PURCHASES 19.90% \$0.00 0.0550% CASH ADVANCES \$0.00

		Acc	ount ID	Account Sur	nmary
F	or Customer Service Call:	0/80604	1029450 11863	Previous Balance	\$5,819.16
136	1-800-892-7104 `	Accou	nt Number	Purchases & Other Charges	\$8,600.10
	Outside the U.S., Call:	100000	0.008(0.50(5))	Cash Advances	\$0.00
	1-402-691-7800	Statement Date	Payment Due Date	Cash Advance Fees	\$0.00
	,	NOV 07, 2016	DEC 02, 2016	Late Charges	\$0.00
,	Send Billing Inquiries To:	Credit Limit	Available Credit	Finance Charges	\$0.00
	COMMERCE BANK PO BOX 414084	\$13,500.00	\$5,096.25	Credits	\$196,35
x I	KANSAS CITY MO 64141	Amount Due	Disputed Amount	Payments	\$5,819.16
		\$420,00	\$0,00	New Balance	\$8,403.75

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Available Credit	\$5,096.25	New Balance	\$8,403.75
Cash Advance Balance	\$0.00	Amount Due	\$420.00
Credit Limit	\$13,500	Payment Due Date	DEC 02, 2016
Statement Date	NOV 07, 2016	Account Number	177 Stat 1007 0043 - 81984

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DUSTIN WEBBER	Purchases and Other Debits	Cash Advances	Credits	Total Activity
Credit Limit \$6,000	\$3,610.31	\$0.00	\$25.42	\$3,584.89
HAROLD OLIVER	Purchases and Other Debits		Credits	Total Activity
Credit Limit \$2,000	\$1,567.24	\$0.00	\$119.50	\$1,447.74
Credit Limit \$2,000	Purchases and Other Debits \$132.00	Cash Advances \$0,00	Credits \$0.00	Total Activity \$132.00
DANA HEBERT	Purchases and Other Debits	Cash Advances	Credits	Total Activity
Credit Limit \$1,000	\$159.70	\$0.00	\$0.00	\$159.70
KRIS BURNETT	Purchases and Other Debits	Cash Advances \$0.00	Credits \$0.00	Total Activity \$223,32
Credit Limit \$2,000	\$223.32	\$0.00	\$0.00	. 1 4772/27
SANDY GLESSNER	Purchases and Other Debits	Cash Advances	Credits	Total Activity
Credit Limit \$6,000	\$2,907.53	\$0.00	\$51.43	\$2,856.10

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		3514	\$3,610.31	\$0.00	\$25.42	\$3,584.89
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Cash Advance Balance	\$0.00	Amount Due	\$420.00
Available Credit	\$5,096.25	New Balance	\$8,403.75
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			\$1,567.24	-\$0.00	\$119.50	\$1,447.74
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10-20	10-19	24692166293000518957095	AMAZON MKTPLA	ACE PMTS AMZN.COM/E	BILLWA	204.71
10-20	10-19	24692166293000536626839	AMAZON MKTPL	CE PMTS AMZN COM/E	ILLWA	29.98
10-20	10-20	24692166294000637014991	AMAZON MKTPLA	CE PMTS AMZN.COM/B	ILLWA	146.22
10-20	10-20	24692166294000713504881	AMAZON MKTPLA	ACE PMTS AMZN.COM/B	ILLWA	10.86
10-21	10-20	24692166294000834815257	AMAZON MKTPLA	ACÉ PMTS AMZN.COM/B	ILLWA	13.49
-21	10-20	24692166294000951201380	AMAZON MKTPLA	ACE PMTS AMZN.COM/B	ILLWA	186.49
J-21	10-20	24692166294000022568361	AMAZON MKTPLA	ACE PMTS AMŽN.COM/B	ILLWA	173.49
10-27	10-26	24492156300715819380713	CUSTOMINK LLC	800-293-4232 VA		802.00
11-02	11-01	74492156306715987176595	CUSTOMINK LLC	8002934232 VA		119.50CR

				REPACELLINALA		
	GRANT		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
			\$132.00	\$0.00	\$0.00	\$132.00
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11-07	11-04	24717056309643092551754	KU TICKET OFFICE	785-8647912 KS		132.00

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10-18	10-17	24692166291000467749701	OMNI CHEER	800-299-7822 CA		159.70

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KRIS BU			PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
			\$223.32	\$0.00	\$0.00	\$223.32
nst te	Tran Date	Reference Number	Transaction Description			Amount
10-17 10-17	10-14 10-14	24431066288083710293811 24431066288083712153682	AMAZON.COM AMZN.COM/BILL AMZN.COM/BILLWA AMAZON.COM AMZN.COM/BILL AMZN.COM/BILLWA			33,66 107.54

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Statement Date	NOV 07, 2016	Account Number	873 0100 0553 \$031
Credit Limit	\$13,500	Payment Due Date	DEC 02, 2016
Cash Advance Balance	\$0,00	Amount Due	\$420.00
Available Credit	\$5,096.25	New Balance	\$8,403.75
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KRIS BURNET		PURCHASES	CASH ADVANCES	CREDITS	TOTAL ACTIVITY
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10-17 10-15	24692166289000127055105	Amazon.com	AMZN.COM/BILLWA		69.13
11-04 11-03	24692166308000265879842	Amazon.com	AMZN.COM/BILLWA	580	12.99

CARDHOLDER ACTIVITY					
IDY GLESSNER PURCHASES CASH ADVANCES CREDITS TOTAL ACTIVITY					
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	75				
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10-07	10-06	24652166280000001579990	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	4,01	
10-07	10-08	24692166280000016042890	AMAZON MKTRLACE PMTS AMZN.COM/BILLWA	13.99	
10-07	10-06	24692166280000041598189	AMAZON MKTPLAGE PMTS AMZN.COM/BILLWA	18.99	
10-10	10-07	24692166281000362713739	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	77.77	
10-10	10-07	24692166281000595714470	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	10.50	
10-10	10-07	24258026281701299065414	THE WEBSTAURANT STORE 717-392-7472 PA	106.98	
10-10	10-07	24226386283370020004186	SAMS INTERNET 888-746-7726 AR	273.12	
10-10	10-08	24692166282000136449247	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	21.20	
10-10	10-08	24692166282000308608646	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	76.72	
10-13	10-11	24761976286273362010058	EMPORIA ST FOUNDATION 620-341-5859 KS	40.00	
10-17	10-14	24692166288000636921699	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	5.94	
10-17	10-14	24492156288717482582845	TEACHERSPAYTEACHERS.COM 646-588-0910 NY	100.00	
10-17	10-14	24431066288083716027999	AMAZÓN,COM AMZN,COM/BILL AMZN.COM/BILLWA	35.94	
10-17	10-14	24431066288083312100182	AMAZON.COM AMZN.COM/BILL AMZN.COM/BILLWA	36.54	
10-17	10-14	24692166288000694736021	Amazon.com AMZN.COM/BILLWA	14.49	
10-18	10-17	24692166291000161284823	SSI*SCHOOL SPECIALTY 888-388-3224 WI	51.43	
10-19	10-18	24692166292000954786595	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	14.99	
10-19	10-18	24692166292000996995022	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	71.96	
10-19	10-18	74692166292000722126699	SSI*SCHOOL SPECIALTY 888-388-3224 WI	51.43CR	
10-20	10-19	24761976293273393010144	EMPORIA ST FOUNDATION 620-341-5859 KS	40.00	
10-24	10-21	24692166295000693524072	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	899.00	
10-28	10-27	24692166301000884863927	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	10.99	
11-01	10-31	24492156305713961348682	DAKTRONICS 605-692-0200 SD	775.00	
	11-01	24692166306000021723468	AMAZON MKTPLACE PMTS AMZN.COM/BILLWA	54.95	
	11-01	24789306307668300687599	NASCO FORT ATKINSON 920-5685511 WI	19.55	
11-07	HE I PROPERTY.	24789306311689000707408	NASCO FORT ATKINSON 920-5685511 WI	133.47	





COMMERCE BANK - COMMERCIAL CARDS PO BOX 414084 KANSAS CITY MO 64141-4084

#### **MEMO STATEMENT**

Account ID

**Account Number** Statement Date



NOV 07, 2016

Statement Activity

\$3,584.89

\*\* MEMO STATEMENT ONLY \*\*
DO NOT REMIT PAYMENT

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#### **ACCOUNT MESSAGES**

Business Platinum

Commerce Bank will begin issuing any new commercial credit cards, ordered after October 1st, 2015, with EMV Chips. In 2016, Commerce Bank will convert all of your employees existing cards to EMV Chip. Cards will be replaced the month in which they expire, regardless of the year they expire.

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For additional information you may refer to the EMV Chip FAQs at commercebank.com/CommercialChipCard or speak with a Commerce Bank Representative:

	ACCOUNT ACTIVITY				
Post	Tran				
ate	Date	Reference Number Transaction Description	Amount		
10-10	10-07	24430996282400603004029 DRI*LEPIDE element5.infoMN	\$324.42		
10-19	10-18	24399006292295068067833 BEST BUY 00011015 MANHATTAN KS	\$1,049.99		
10-21	10-20	74430996295400606003879 DRI*LEPIDE ELEMENTS INFOMN	\$25.42CR		
10-31	10-28	24906416302031734846028 SURVEYMONKEY.COM 971-2445555 CA	\$26.00		
11-02	11-01	24399006306295068071540 BEST BUY 00011015 MANHATTAN KS	\$2,209.90		

	For Customer Service Call:	Accor	unt ID	Account Summary	
	Outside the U.S., Call:	Account	Number	Purchases & Other Charges	\$3,610.31
	1-402-691-7800	(037/0-0300)	0070 7351	Cash Advances	\$0.00
	Send Billing Inquiries To:	Statement Date	Credit Limit	Cash Advance Fees	\$0.00
, a. i	COMMERCE BANK	NOV 07, 2016	\$6,000	Credits	\$25.42
	PO BOX 414084 KANSAS CITY MO 64141-4084	Disputed		Statement Activity	\$3,584.89

