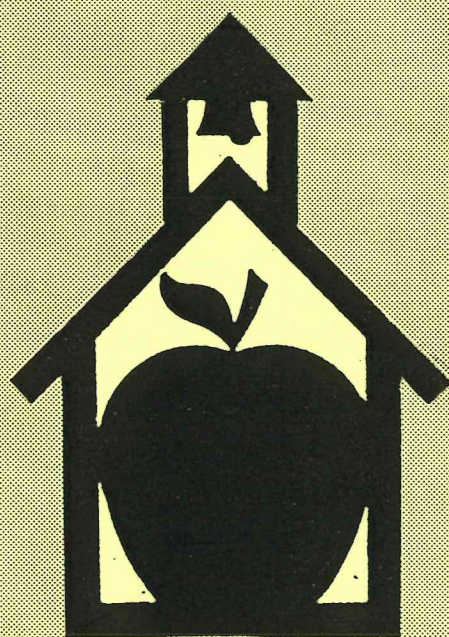


LEWISTOWN PUBLIC SCHOOL

1993 - 94

ANNUAL REPORT



ANNUAL REPORT

In following Board Policy, staff members will again be required to compile a brief report on their area of responsibility for an annual school report. Reports will include an overall summary along with concerns and areas to be improved. This information will provide the Board with relevant data about the status of major programs in the district. Hopefully, this will again prove to be useful and lend to an enhanced report in the future.

REPORT/ASSIGNMENT

Garfield School	John Moffatt
Highland Park School	L.J. Bowman
Lewis & Clark School	Dave Sharstrom
Junior High	Pat Hould
Fergus High School	Rich Wilson
Activities	Scott Dubbs
Music	Rich Garcia
Staff Development	Sid Wilson
Chapter I	Mary Jo Hamling
Special Education	Mike Ikard
Adult Ed./ABE/EOCM/Traffic Ed.	Diane Oldenburg
Curriculum	L.J. Bowman
Drug/Alcohol	John Moffatt
Food Service	Donna Larson
Transportation	Steve Klippenes
Maintenance	Paul Stengel
Business Office	Stacey Vestal

**GARFIELD
ELEMENTARY SCHOOL**

John Moffatt

June 7, 1994

TO: Superintendent Robertson
FROM: John Moffatt
RE: Annual Report - Garfield School

SCHOOL GOALS:

Three years ago we developed four broad goals designed to improve instruction. These include: 1) Teaching from an interdisciplinary approach, 2) Emphasis on "hands on" activity-based methods, 3) Cooperative learning and critical thinking experiences (Talents Unlimited, etc.), 4) Maximizing use of technology, including computers, satellite, etc. I believe we have continued to make progress in all of these areas. We have examples of the interdisciplinary approach in nearly every classroom including: 1st grade penguin unit, 2nd grade dinosaur unit, 3rd grade newspaper unit, 4th grade whale unit, etc. Throughout the building I see more and more evidence of the "hands on" approach. I am very hopeful this will continue with the revisions in the science curriculum. I have especially enjoyed seeing the many social studies projects and activities. Cooperative learning, cross-age tutoring and sharing, Talents Unlimited, AIMS, Math Their Way, Whole Language and other productive activities have blossomed at all levels. We have expanded our GNN program and dramatically increased the use of computers in the classroom. Several of our teachers make extensive use of the modem. I will mention other examples relating to our four general goals as I highlight the year.

SCHOOL HIGHLIGHTS:

- Garfield successfully piloted a school breakfast program this year. We have consistently served between 25 - 50 students each day. This program is definitely benefitting the students who formerly were coming to school hungry. I sincerely appreciate the efforts of Donna, Fran, and Dorothy in making this program work so smoothly.

- We have continued our participation in the RSVP program. Ruth Dalton and Russ Johnson have added warmth and wonderful experience to our staff.

- Our 4th, 5th, and 6th graders have all taken part in a computer class. Cynthia Baumann has served as our computer coordinator. This excellent program will be continued next year.

- The Garfield Carnival enjoyed another great year. Our PTSG officers (Laurie Works, Bonnie Mann, and Susan Rutledge), did a terrific job of organizing this event.

- We again participated in the Young Audiences Program and our students were treated to excellent performances at each assembly.

- Parent-Teacher conferences again saw a nearly 100% turnout.

- Another of our teachers received a Masters Degree this year. Approximately 75% of our staff now has earned an advanced degree.

- Garfield School was honored this year with Level I and Level II Certification from the Computer Learning Foundation. This award came as the result of the extra effort made by our staff to provide technology instruction for Garfield students.

- Two of our teachers, Suzy Flentie and Cynthia Baumann, have been chosen to participate in the Annenberg Grant Program. This program will use modems to link us with a vast network of resources. These two teachers will be trained and, in turn, provide in-service for our staff.

- Great ideas abounded when our school celebrated "I Love to Read" month and the 100th day (math) of school.

- Red Ribbon Week highlights included a visit from "Up With People" cast members, a production by the Fergus High Drama department, a fun run, and presentations by high school role models.

- Students raised money to assist the Lorne Street School in Northridge, California. This school had been damaged by the earthquake which rocked that area. This was the third year in a row that Garfield students had come to the aid of other children from around the country who had been victims of natural disasters.

- A very special guest at Garfield this year was Superintendent of Public Instruction, Nancy Keenan. She addressed our kids as part of our Spring Awareness Program.

- D.A.R.E. was introduced in all three elementaries this year. However, the program was dropped when the D.A.R.E. officer resigned due to personal reasons.

- Carol Brown served as Chairperson for the State Special Ed. Advisory Committee working with OPI.

- Misti Dobesh and John Moffatt served on the regional CSPD team which is working to develop in-service opportunities for all staff.

- This spring marked the retirement of Rosemarie Tews, our Chapter I instructor. Rosemarie has served our district loyally and well for 28 years and has taught a total of 38 years. Her dedication will be sorely missed. Other staff members who will be leaving the district include our PAL teacher, Mr. Mohler, instructional assistant, Mrs. Mann, and music teacher, Mrs. Johnson. Each has made many positive contributions to our school.

- The Chapter I Kindergarten was housed at Garfield this year and served students from Garfield and Lewis & Clark. Sadly, this program appears to be a victim of the Chapter One cuts our district has received.

- Our pre-school took a major step toward inclusion this year as we became a part of the Head Start Program. Misti Dobesh, our pre-school teacher, was instrumental in initiating this move.

- The Garfield Service Council presented "The Kids on the Block" program to the entire student body. This program deals with accepting people with disabilities. This marked the first time an elementary student group had performed the program.

PTSG ACTIVITIES:

- Book Fair at Parent-Teacher Conferences
- Garfield Carnival
- Provided money for individual classrooms
- Provided orange juice during SAT week
- Classroom projects
- Treats for teachers lounges
- Recognized teachers during National Education Week

**HIGHLAND PARK
ELEMENTARY SCHOOL**

L. J. Bowman



Your public schools...
there's no better place to learn.

Lewistown Public Schools

Highland Park Elementary
1312 7th Avenue North
Lewistown, Montana 59457
(406) 538-2555

Conrad Robertson
Superintendent

L.J. Bowman
Principal

Cindy Giese
Secretary

TO: Conrad Robertson
FROM: L. J. Bowman
RE: Annual Report 1993-94
DATE: June 9, 1994

1993-94 has been an exciting and successful school year!

OUR MISSION IS:

To work together to promote and celebrate education by creating a safe, effective environment which encourages a lifelong pursuit of learning.

GENERAL GOALS:

To provide diverse instructional experiences for the whole child through teaching a logical, sequential, and appropriate curriculum.

To enhance and promote self esteem.

To insure that all staff follows a code of ethics.

To encourage professional development and decision-making among staff.

To prepare students to responsibly participate in the world-wide community.

To promote parental involvement and community support.

SCHOOL IMPROVEMENT GOAL:

We will be developing a new school improvement goal during the next school year.

HIGHLIGHTS OF THE YEAR:

- Began library automation project at Highland Park.
- An active PTSG raised \$4000.00 through our wrapping paper fundraiser. Profits have been used to complete purchasing of desks for all classrooms.
- Buttreys receipts raised enough income to purchase an encyclopedia on CD ROM and several books for the library. IGA receipts have helped us purchase additional equipment and computer software.
- Parent Teacher Conferences were well attended.
- Our music and classroom performances were outstanding. Many thanks to classroom teachers, Vicki Begin, Rich Garcia, Angela Garcia, and Chuck Garnaas for their hard work.
- Our Service Council raised enough money to purchase one assembly program and contribute to the greenery of our school. They have participated in three Board presentations this year. They sponsored the rededication and birthday celebration of the Edna Anderson addition on May 13. A tree was purchased and dedicated to Edna Anderson. It was planted in front of the school.
- Red Ribbon Week was a success.
- We participated in numerous community programs including: Art Center decorations, Fire Prevention Week, Montana Power Company Safety presentations, Bus Safety, the Trapper Cabin, and other special programs.
- The Intervention Assistance Team at Highland Park was a success and will continue. This complies with a management recommendation from the 92-93 Collective Gaining Team.
- Class lists were completed and available for teachers to see by May 13, 1994, which complies with another management recommendation from the 92-93 Collective Gaining Team.
- Our enrollment has remained the highest of the three elementary schools throughout this school year. Currently there are 355 students enrolled.

Annual Report 1993-94 - Page 3

- I expect overloaded classrooms in both first grades next year. Assistant time will be allocated accordingly.

LJB/csg

**LEWIS & CLARK
ELEMENTARY SCHOOL**

Dave Sharstrom

TO: Conrad Robertson

FROM: Dave Sharstrom

SUBJECT: Annual Report for 1993-94 - Lewis & Clark

DATE: June 9, 1994

MISSION STATEMENT:

THE FUNDAMENTAL MISSION OF LEWIS AND CLARK IS TO PROVIDE AN ATMOSPHERE WHERE EVERY PERSON WILL DISPLAY RESPECT FOR SELF, OTHERS, AND PROPERTY. HIGH EXPECTATIONS WILL BE REFLECTED THROUGH HARD WORK AND COOPERATIVE INVOLVEMENT. OUR AIM IS FOR ALL TO BECOME RESPONSIBLE, PRODUCTIVE CITIZENS.

GENERAL GOALS:

- * TO PROMOTE PARENTAL INVOLVEMENT AND COMMUNITY SUPPORT.
- * ENHANCE A POSITIVE SCHOOL CLIMATE WITH COOPERATION AMONGST STAFF AND STUDENTS HAVING CLEAR DISCIPLINARY PROCEDURES AND IMPROVED ATTENDANCE.
- * IMPLEMENT THE NEW READING PROGRAM INTO ALL GRADE LEVELS WITH EMPHASIS ON AN INTEGRATED APPROACH TO THE TEACHING OF READING. (INCORPORATE STRATEGIES FOUND IN BOTH SKILLS-BASED AND LITERATURE-BASED READING.)

Everyone at Lewis and Clark realizes the impact of attitude on life. It is the most important ingredient to build an enthusiastic atmosphere within a school. Therefore, every teacher has posted the following teacher guarantee to constantly remind them that a positive attitude motivates students.

Teacher Guarantee

I will teach with pride. (I'm proud to walk in front of my classroom every day, I will teach with dignity and respect. I will expect the same from you.

I will not use sarcasm because I know that sarcasm is just another way to put someone down in front of their peers.

I will be knowledgeable about the materials I present..
I will stay current and up to date.

I will present information in a variety of ways, so the way that you learn best, I will try to accommodate.

I will help you understand why the information I'm teaching is relevant to you.

I will be enthusiastic and energetic in class. (See this desk, burn it. I'm going to stand at my door when you come into this class. You're going to see, feel, and hear in my voice and in my face how excited I am about teaching you.)

At any given moment you will know where you stand in this class. (You will also know where and how to get extra help so you can keep up.)

I will do my part to work as a team with every other teacher, support staff and administrator in this school. (Because I know that the entire personality and feeling in this school is important to you in order to be a part.)

I will listen to you, I will encourage your feedback, your questions, and your observations. I expect to learn as much from you as I hope you learn from me.

I won't give up on you. (I don't want you to fail, I want you to succeed and you can count on me.)

State, local and national agencies/organizations that helped our school by providing activities or educational programs for our students are as follows:

- . Jamie Shephard, National and State H.S. Rodeo Queen, spoke to 4-6 students on setting goals.
- . Missoula Children's Theatre put on a skit called "The Game of the Name" to help students say no to drugs and alcohol.
- . Emergency Medical Week
- . Fire Prevention Week (local firemen put on two puppet shows, "Crawl Low in Smoke" and "Stop, Drop and Roll")
- . Artwork for Lewistown Art Center
- . Fish and Wildlife Service hosted a Wildlife Fair at the fairgrounds.
- . Montana Power Presentations
- . Small Wonder DayCare students visited Lewis & Clark

- . Lewistown Jaycees sponsored "Project Kids' Coats, Gloves and Boots".
- . Western Montana College provided L&C with a student paraprofessional: Carla Gregory.
- . "Up With People" students visited K-6 classrooms.
- . Soil Conservation Service provided outdoor classrooms for fourth graders.
- . Fish, Wildlife and Parks funded a Montana Trapper Log Cabin exhibit.
- . Involved in computer lab activities facilitated by Mrs. Shields.

STUDENT ACTIVITIES

- . Raised 45,000 pennies in one week to donate to the city library to buy books.
- . Participated in bike safety education which included a neighborhood bicycle ride
- . Involved in Red Ribbon Week Activities
- . Wrote articles for News-Argus
- . Organized student groups for "Odyssey of the Mind" competition
- . Planned activities for Homecoming Week and Spirit Week
- . Conducted monthly bake sales
- . Participated in building and county spelling bee
- . Celebrated Native American Day
- . Included in activities such as field trips, Book-It program, and extra-curriculars
- . Offered a Chapter I Kindergarten Program at Garfield
- . Involved in Awards Assemblies (Academic and Athletic)
- . Organized a Product Fair (L&C students in the Extended Studies program.
- . Wrote articles for essay contest (4th graders wrote on "Our Special Mother")
- . Involved in elementary track meets
- . Participated in an Easter Egg Hunt (sponsored by 5th grade for Kindergarten)
- . Developed a Student Council Program
- . Participated in the DARE Program

PTSG ACTIVITIES

- . Assisted with monthly cookie sales
- . Supplied the teachers' lounge with monthly treats for the teachers
- . Held membership drive at the Lewis & Clark Open House
- . Conducted a Book Fair during Parent/Teacher Conferences
- . Organized the Saturday Movie Matinee Project
- . Volunteered helpers for Preschool Screening
- . Planned a Teachers' Luncheon for Teachers' Appreciation Week
- . Purchased McDonalds yogurt cone certificates to be placed in year end report cards
- . Bought Presidential Academic Award pins for the Awards Program
- . Provided funds for four student assemblies: a ventriloquist program, a Russian musical program, an acrobatic and dance program and an African Dance and Culture program
- . Provided students with ice cream treats during SAT testing and for the end-of-the-year sack lunch picnic
- . Purchased lower case letter dies for the Ellison Letter Machine
- . Purchased reference videos for the elementary library

In summary, I feel that the students and teachers at Lewis & Clark had a successful year. I consider myself fortunate to have the privilege of serving as principal at Lewis & Clark. Lewistown School District is truly a quality education system.

LEWISTOWN JUNIOR HIGH SCHOOL

Pat Hould

Lewistown Junior High School
1993-94
"The Year in Review"

faithfully submitted this 9th day of June 1994
by Pat Hould, Principal

This school year can best be described with words such as "wow", "cool" and "awesome"! It has indeed been an incredible year at LJHS and the following represent just a small sampling of the many highlights.

1. Exploratories

- + students discovering new hobbies and hidden talents

2. RENAISSANCE

- + theme & logo contest
- + program initiated



3. Saturday School

- + consistent, firm, but fair discipline
- + discipline contracts have established expectations

4. Staff Development

- + working together "we" have;
 - a. created a technology/computer committee
 - b. created a new academic eligibility policy
 - c. reviewed our discipline policies
 - d. begun to define Middle School Philosophy
 - e. generated a new mission statement
 - f. truly begun to work as a team in order to improve and enhance our entire program



5. Student Contracts

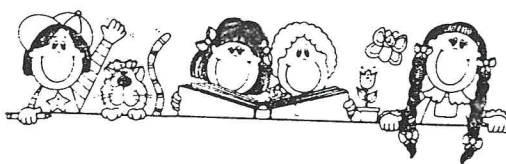
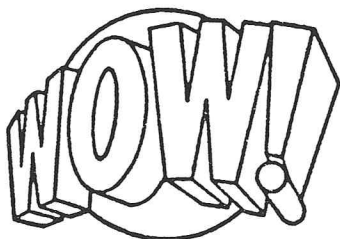
- + academic and discipline
- + determining "our" responsibilities, defining consequences
 - * student - parent - staff *

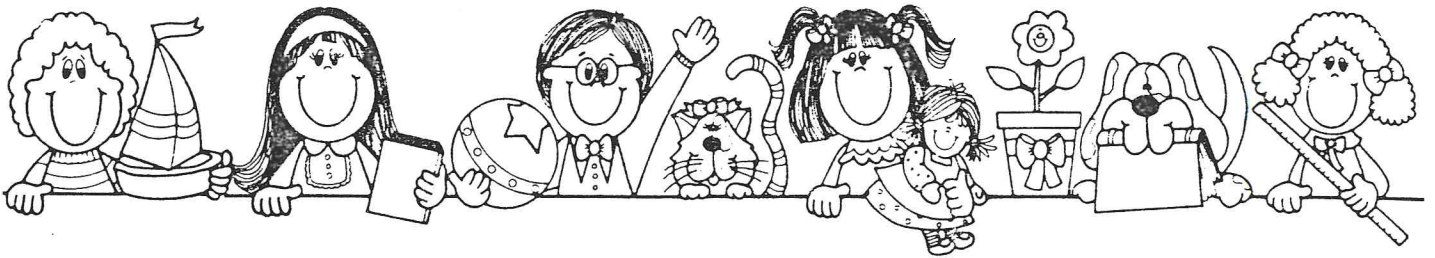
6. Office Modernization

- + secretary/principal network
- + accu scan lunch card system
- + computerized report cards, attendance and scheduling
- + incidents of student discipline recorded on computer

7. Technology/Computer Committee

- + created mission statement
- + developed long range goals
- + researching/seeking grant opportunities



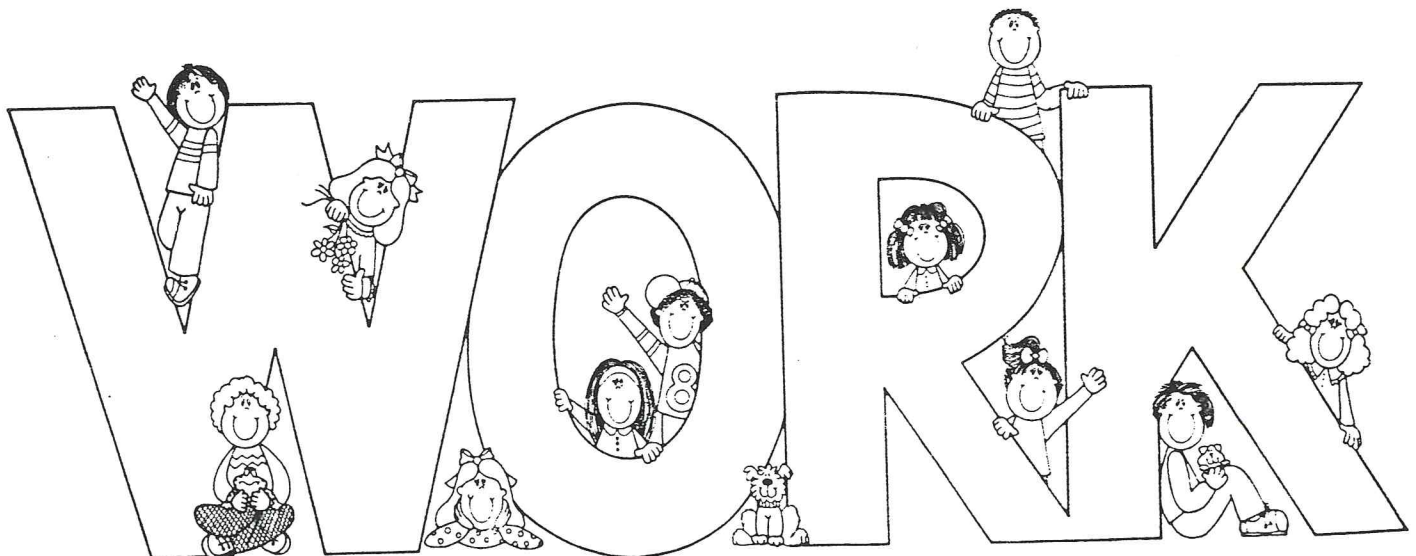
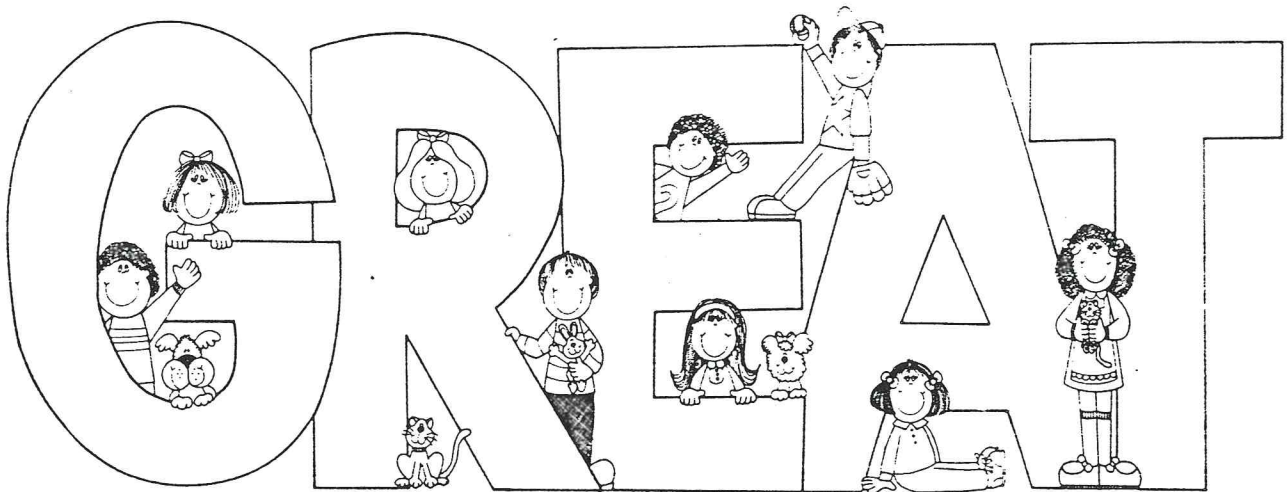


8. PTSG

- + 8th grade dance discussion
- + McFun Raiser
- + RENAISSANCE involvement
- + staff breakfasts (two) and goodies galore!

9. Other;

- + morning announcements = live
- + created "new look" to report card & handbook
- + Consumer Technology class & student store
- + "In our Schools"
- + 7th grade orientation
- + Parent meetings to discuss registration process
- + ice cream social on last day of school



FERGUS HIGH SCHOOL

Rich Wilson

1993-94 FERGUS HIGH SCHOOL REPORT

On May 29 we graduated 111 seniors. This is the first of several larger classes that are now in place at Fergus High School. Our peak enrollment this year was 510 students on September 3, and our low enrollment was 485 on May 27. Several elementary classes are larger now than two of our current high school classes. We have been gearing up for these larger classes for several years. That process will continue in 1994-95 and beyond.

Our single greatest challenge at this time is to plan appropriately to meet the needs of our growing student population. So far I feel confident that our team decision making has been sound, and the results have been cost effective and successful. Just what kinds of needs have we encountered?

Additional accreditation requirements involving program and staff

- A.) More sections of classes needed due to limits on class size
- B.) More services required for larger numbers of students

Additional needs for classified staff to support the growing numbers

- A.) One additional lunch period required an additional aide
- B.) One additional study hall supervisor for one period

More classes scheduled each period calls for more available rooms

- A.) Several teachers travel from room to room to teach
- B.) Freeing up rooms requires changes in schedule that sometimes cause conflict with class availability to students
- C.) Two teachers do not have their own classroom

Class bells overlap during lunch periods

- A.) Since lunch periods are shorter than class periods, bells ring when fourth and fifth period classes are in session

There is a need for more equipment, textbooks, and supplies

- A.) Instructional budgets had to be readjusted to meet the needs
- B.) More lockers were needed--students were jamming up in locker areas of the halls
- C.) Lab space is a little crowded in some classrooms that are not set up to handle the load--this situation will get worse as student numbers increase

As long as we are on numbers of students, let's look at the 1993-94 school year population trends. First, we had 27 new students transfer into Fergus after the end of the first week of school. During the same time period we had 35 students transfer out of Fergus to other schools. We also had 19 students drop during the school year. Our dropout rate for 1993-94 was 3.73%.

It should be noted that we always start the year with a number of students who drop out in the first few weeks of school. Several of these students are students who have dropped out previously, while some are students who drop out for the first time. The second trend for dropping out comes in the spring when some students realize that their grades are too low to earn credit, or they get into trouble with attendance or discipline.

FERGUS HIGH SCHOOL DROPOUTS

<u>Enroll.End of</u> <u>1st Week</u>	<u>Year</u>	<u>Male</u>	<u>Female</u>	<u>Comptr.</u> <u>Drops*</u>	<u>1, 2, 3**</u>	<u>Adjstd.</u> <u>Drops</u>	<u>Dropout</u> <u>Rate***</u>
	71-72	12	7	19			
	72-73	13	5	18			
	73-74	11	10	21			
	74-75	9	17	26			
	75-76	21	16	37			
	76-77	18	10	28			
	77-78	10	8	18			
	78-79	16	12	28			
	79-80	12	15	27			
554	80-81	3	6	9			
496	81-82	7	4	11			
497	82-83	1	4	5			
450	83-84	8	6	14			
494	84-85	18	11	29			
472	85-86	8	10	18			
512	86-87	9	11	20			
480	87-88	19	12	31			
453	88-89	19	8	27	11	16	3.53%
449	89-90	13	12	25	10	15	3.34%
425	90-91	14	10	24	8	16	3.76%
445	91-92	12	9	21	1	20	4.49%
449	92-93	15	6	21	4	17	3.79%
510	93-94	12	11	23	4	19	3.73%

* Computer reported drops yearly.

** 1. Reported previously. 2. Dropped twice in same year. 3. Deceased.

*** Drop-out rate in percentage uses only the student's first drop.

Yearly percentage rate is the total number dropped minus students who dropped and were counted in an earlier year, minus any student who was counted twice in the same year, minus students who have died. Divide that figure by the total number of students in school following the first full week of school. That figure is the yearly drop-out rate. A pre-registered student not starting the school year will show as a drop on the computer and is lined out because the student did not attend.

Attendance figures for 1993-94 remained fairly close to figures from last year. Most importantly, our attendance continues to remain much higher than those years when an attendance policy did not exist. The following chart gives the attendance figures since 1987.

ATTENDANCE PERCENTAGES

	<u>1st Qtr.</u>	<u>2nd Qtr.</u>	<u>3rd Qtr.</u>	<u>4th Qtr.</u>	<u>Average</u>
1987-88	94.18	90.90	89.55	92.06	91.67
1988-89	93.67	92.79	92.18	93.00	92.91
1989-90	93.00	94.10	93.26	95.38	93.94
1990-91	95.29	94.05	93.57	96.43	94.84
1991-92	95.77	93.69	93.66	94.23	94.33
1992-93	95.57	93.95	91.86	94.81	94.05
1993-94	95.84	92.88	92.56	95.04	94.08

We had great leadership from Colby Wright, our Student Body President for 1993-94. Colby is extremely positive, and his attitude influenced the Student Council and the student body in general. Colby is still serving the school as a member of the present Attendance Study Committee. Serving along with Colby on the committee is Marsha Olson, another strong leader, and the Editor of the 1994 Yearbook. At a time when we hear concern from the public about student rowdiness and lack of good values, it is a pleasure to report that we also have some superb student leaders. There are other students, too numerous to mention, who are also good role models and leaders. Actually, those students who could be considered rowdy are fewer in number than in past years. It is because of the many positive students enrolled, that teacher upon teacher has said this was one of their most satisfying years at Fergus High School.

Certainly one reason the year went well was because of our very successful girls'-sports programs. Administrators have long said, "As sport competition goes, so goes the school year." I think our students will again be very competitive; and our boys' programs, which were down some compared to recent years, should be improved over 1993-94.

I think a second reason why we had a good year was that we have some excellent students who are highly motivated. Our junior class, as an example, has several very bright students who will be heard from as senior scholars. These young ladies and gentlemen do serve as outstanding role models to their peers. At least one, if not two, of these students has the potential to become a National Merit Scholar. I've not heard of Fergus High School having a fully-endorsed National Merit Scholar in the past so this is an exciting thought.

Once again, we received high marks for academic achievement on the state level. The Montana High School Association has honored us as the second-place winner among class "A" schools for academic success among students who participate in high school activities. We have received second place two years in a row, and we were the first-place team three years ago.

One student, Nick Wanzenreid, was selected to attend a physics research institute in Chicago this summer. Nick was chosen from among other Montana students who applied, including another of our junior students who just missed out on the honor. Mr. Frank Hallett has been our staff leader in preparing students and making application materials available to compete for this honor. Nick becomes our second student to have won the honor in the past three years.

We again competed in the Science Olympiad at Montana State University. Shawn Watts led our team with a first-place finish in the genetics category, and others finished high enough to give the Fergus team a seventh-place finish over-all among 41 schools who competed.

Fergus High School was once again the regional winner in mathematics competition. Several students scored very high. Among our freshmen students, CJ Diegel scored first and Brad McCoy second in the grade 7-9 category. Those scores held up statewide in class "A," giving us the top two spots. In the senior high category, Shawn Watts finished fourth in the class "A" competition. We are very proud of these young scholars. The 7-9 category had 4721 participants competing, and the senior high competition had 2914 participants.

We had several students score very high on the ACT test during the 1993-94 school year. The top score on the ACT is 36 points. One student, Shawn Watts, scored a 35 out of 36 possible points. The scores and years are as follows:

<u>ACT Score</u>	<u>Year in School</u>	<u>Date of Test</u>
30	11	Oct 23, 1993
30	11	"
30	11	December 11, 1993
30	12	February 5, 1994
30	12	"
31	12	October 23, 1993
32	11	"
33	11	April 9, 1994
33	11	"
35	11	"

Individual data for local students taking the ACT in 1993-94 is available, but the state and nationally normed figures are not available at this time. Normed figures will be reported at a later date. Our local, state, and national figures contain everyone at Fergus High School who took the ACT test, including students who may not have followed the college prep. curriculum. We see scores of about 14 to 20 for non-core students, and that lowers our average scores considerably.

Shown below are the numbers of students and the average composite scores of students for the years 1986 through 1994. The scores indicated are for senior students only.

AVERAGE ACT COMPOSITE SCORES
 These Scores Include Seniors Only
 1986 - 1994

<u>Local</u>	<u>Number</u>	<u>Composite Scores</u>
1986-87	71	22.7
1987-88	68	22.0
1988-89	74	22.6
1989-90	68	22.6
1990-91	73	21.4
1991-92	68	22.2
1992-93	60	22.4
1993-94	72	22.1

Advanced Placement classes in 1993-94 remained as they were at Fergus High in 1992-93. We have between a dozen and two dozen students who take one or more of the tests yearly. It is now common knowledge among our highly motivated students that college credit is available if they challenge the test that accompanies AP classes. Most students are apprehensive about challenging the tests, when in fact, almost every student who takes the respective examinations has earned the credit allowable by passing the test. Also, the \$50-\$60 price for taking each examination may be a deterrent for some students. In reality, these are very inexpensive credits for students to earn. The staff will continue to encourage participation in these classes. Sid Wilson manages our AP program, and serves as a liaison between AP teachers.

Our association with Tech Prep is not being utilized by our students at this time. Unfortunately, there is still a negative view placed on classes that are vocational technical in nature. The American Dream of giving our children a better education than most of us received is still based

in the belief that students need a four-year Bachelor's degree to succeed. It will take time for students to realize that vocational skills, not four-year degrees, will determine the occupations of more than 80% of their age group. The jobs simply will not be there for most people with four-year degrees. Already we have many people with degrees working in jobs that call for skills training, not professional specialization. Less than the top ten percent of graduates with four-year degrees will find work in their specialized field by the year 2000. I project that we will see small increases of student interest in vocational skill-building schools. Renaming the Vocational Technical schools and adopting them as part of the University System will make these schools more appealing to students.

Thirty-one of our 111 seniors received some kind of scholarship or grant in 1994. The total of first-year school dollars continues to grow and now is about \$90,000.00. Brian Gamble and Wendy Owens led the way for scholarship and grant money received. We congratulate Brian and Wendy and all other awardees for the initiative shown to obtain monies that will pay for part or most of their college expenses.

Several staff members deserve an additional pat on the back for their individual efforts in non-athletic related programs this school year. When you see these people let them know you recognize their contributions:

Bonnie Boettger, for reinstating Drill Team, and turning the program into a success.

Sharon Farrar, for taking over the Renaissance Program, and keeping the program solvent while meeting deadlines that were set up.

Lynn McMillan, for his steady leadership with the Student Council, and his out-standing efforts with the Blue-Gold breakfast and the Camfel Production.

Harvey Feller, for his first year leadership as our Activities Director. Harvey is a good organizer and the activity coaches like working with him.

Rich Garcia, for his continuing efforts as the District Music Supervisor and his outstanding band performances.

Jim Borgreen, for his outstanding job with Junior Magazine Sales which resulted in \$9000.00 being raised during this year's sale.

Frank Hallett, for the high motivation he has instilled in his Chemistry and Physics students. There is a genuine interest growing in this area.

Sid Wilson, for his continuing efforts as District Staff Development Coordinator and his leadership in our Advanced Placement program.

Other staff members deserve credit for various accomplishments, but these people stood out in 1993-94 for specific successes that directly affect students.

Most of our maintenance needs have been accomplished by Paul Stengel and his staff. We appreciate their efforts to finish off the high school and to keep it looking nice for the students and the staff. A list of specific summer maintenance that needs to be addressed has been brainstormed and will be passed on to Mr. Stengel.

We have again added desks and student lockers to our school. Having replaced desks in the English Department, we are now replacing desks in the Math Department. These two

curriculums were our two greatest areas of need for student desks. The next curriculum area that needs student desks is the Social Studies Department.

We have now ordered enough lockers to meet our highest enrollment needs. There is no doubt that as we spread students throughout the hall space, available traffic moves better and supervision is easier. We are also putting new lockers in both locker rooms.

A specific high priority is to install another pay phone in the lobby before school starts next fall. We have been informed by U.S. West that a new phone will not cost us a monthly payment beyond our present monthly bill for the existing pay phone. Our cost will be for installation only. This phone will be invaluable during tournaments and other activities that draw large numbers of people. We strongly urge that this phone be installed in the summer.

The Fergus High Renaissance program was very successful again in 1993-94. The number of students who earn cards continues to rise -- we now average over 350 students per quarter. Most of the students received cards at some time during the school year. There is no doubt that we want to continue the program for 1994-95.

We continue to add computers and now have over 90 located at Fergus High School. This summer we will complete the exchange of typewriters and computers in the present typing room. When the exchange is complete, we will have over 110 computers at the high school. This is remarkable when we consider that in 1989 we had just over 20 computers in the school.

Our major curriculum revision this year was in Science. The team studied various textbooks and decided upon a textbook series to take us onward toward the turn of the century. The curriculum was studied and updated; the next step is for the department to update their various curriculum tests.

On the down side, we have lost yet another choir teacher this year. Our 1994 graduates had four choir teachers in four years. It is surprising that we continue to get large numbers of students into choir in spite of the yearly instructor changes. A search is presently underway for another replacement instructor.

Miss Michele Hadden has become the second student to receive perfect four-year attendance since we began keeping records in the middle 1980's. Keep in mind that transcripts do not show period-by-period absences, but rather, one-half or one full day. Any two periods of absence in a row count as one-half day of absence on our records. However, a student could have missed a period here and there and still receive no official absences for the school year.

We discovered that neither our Tardy Absence policy nor our Academic Probation policy has served as a deterrent to students who are habitually late or whose grades are not high enough to pass in at least three classes. Too many of these students don't recognize the consequences of the rules until they are threatened with loss of credit. Although it seemed like a good idea to put individual responsibility directly on the student, it is now obvious that some students don't have the skills to deal effectively with their daily responsibilities. We will need to use an immediate consequence that these students can understand when dealing with these issues in 1994-95.

In discussions with the staff concerning the tardy policy, we concluded that immediate deterrents are necessary to get the attention of most students who fall into this group. Among methods discussed, the two most popular were daily detention and Saturday attendance. Both of these suggestions are receiving serious consideration.

The same principles apply to the Academic Probation Policy. Most of the students who demonstrate poor academic performance also demonstrate very low self-esteem. For some of

these students just getting to school is a major undertaking of the day. They don't understand why we get upset that they're late. These individuals can't follow a daily routine, and that's just the beginning of their problems. The truth is, the more rules we have for these students, the more definite it is that they will drop out. We need to deal immediately and consistently with the behavior of these students when they're in classes, but deal individually through Section 504 with their personal and organizational needs. This is the kind of outside-of-the-box thinking that I will be asking from the Fergus staff in 1994-95.

We identified several girls and boys who are parents, and several more girls who are pregnant. Each of these cases was handled as a Section 504 case, and special accommodations were put in place that allowed these students more flexibility with their day-to-day responsibilities at school. We had more pregnancies, students with children, and rumors of additional pregnant students than in recent memory. We hope to see this trend slow down in 1994-95.

Teacher absences occurred at a higher rate than in 1992-93. These results are intended to provide an accounting of class time lost and does not include counselors or administrators. Our total "Full Time Equivalent" (FTE) without counselors and administrators is 29.15 teachers who have classes assigned to them daily. Using the formula 29.15×180 teaching days, the cumulative total of teaching days at Fergus High School in 1993-94 is 5247. Teacher Absences, when broken down show the following:

<u>Reason for Absence</u>	<u>Days Absent</u>	<u>Percentage of 5247</u>
Professional Development Leave	168.5	3.20%
Sick Leave, Family Illness & Bereavement	121.5	2.31%
Activity Absences	131.5	2.51%
Other absences--business, jury duty, etc.	58.0	1.10%
TOTALS	479.5	9.12%

Thus, we found that teachers were in the classroom an average of 90.88% of the time. That's less than our student attendance average for 1993-94 which was 94.08%. The absence of one teacher for 33 days of maternity leave was a significant factor in the lowering of the teacher average. We involve our teachers in lots of leadership roles which take them out of class more than any of us would like. The fact is, we have good teachers; and they find a way to get the job done even when they're not present. I support high teacher involvement in the system, and we get that involvement. We just need to stay alert that quality and attendance applies to teachers just as it does for students.

5.71% of teacher absences are for professional leave and activities. The rest, 3.41%, is sick leave, personal leave, and business leave.

With a very experienced staff returning in the fall of 1994, there is every reason to believe we will have a rewarding year at Fergus High for students and staff. It will be our goal to make that happen.

ACTIVITIES

Scott Dubbs

FERGUS HIGH SCHOOL ACTIVITIES

201 CASINO CREEK DRIVE
LEWISTOWN, MT 59457
(406) 538-2321

1993-94

YEAR END REPORT

The Fergus High "Golden Eagles" in 1993-94 experienced a very exciting year in activities. There seemed to be more and more individual and group accomplishments as the year went on. As I have mentioned before, we feel our activities are providing the educational experiences needed to develop strong individual citizens through this, the "other half of education." Again, as in past years, the many outstanding efforts within the activity program continue to bring the student body together and generally enhance the overall attitude and educational atmosphere of the school and it's public.

Some of the many HIGHLIGHTS for the year included:

This will sound like a repeat, but we continue to have tremendous successes of our activities participants in academics. Just before school started we received information that for the second straight year we obtained second place in the Montana High School Association's (MHS) Class A "Academic Excellence Award." Again, we were just "nosed out" by Colstrip. This accomplishment along with the 1990-91 first place award is a tremendous feather in our cap. The Academic Excellence Award is the top academic award given by the MHS and it's member schools. It is a reflection of the grade point averages of letter-winning student participants in athletics, speech, drama and music. From our perspective, the award has become another indicator of our philosophy that academics must come before activities.

Another similar success is reflected in the total overall number of Academic All-State Selections our Golden Eagles earned for 1993-94. The awards are sponsored by the Montana Coaches Association (MCA) and again reinforce the importance of academics to our student-athletes. To qualify for an award, an individual must earn a varsity letter in athletics and maintain a 3.5 grade point average during the respective quarter of participation. For the 1993-94 school year we had a grand total of 66 student-athletes earn 88 individual Academic All-State Awards. Listing the awards by sport the totals are as follows: Girls Basketball - 6; Football - 17; Cross Country - 6; Wrestling - 4; Volleyball - 10; Boys Basketball - 5; Cheerleading - 5; Track & Field - 18; Tennis - 13; and Golf - 4.

The Screaming Eagle BAND, under the guidance of director Rich Garcia, has now developed and is maintaining a strong tradition of excellence and energy within the walls of Fergus High. The Symphonic Band, as always, achieved much acclaim, and the future just keeps looking better and better. Additionally, numbers dictated we start an additional band this year, our Concert Band, which consists mainly of freshmen. It is hard to beat a program that sent 23 members to the State Solo and Ensemble Festival last May. The Jazz and Pep Bands are always a part of the reason the band is recognized as one of the top groups in the state. Leading the way for the students was senior Wendy Owens, a flutist, who was a member of the All-State Band while Lori Combs and Kerrie McPherson were members of the All-State Orchestra as violinists. Michele Hadden was winner of the band's most coveted award, the John Phillip Sousa Award, while Brian Gamble was the Louis Armstrong Jazz award winner.

Fergus High's CHOIR department was headed up by new staff member David Johnson, who provided new leadership and direction to the program. Under his guidance, Concert Choir and Symphonic Choir were very entertaining and were well received during their concerts. With Mr. Johnson's strong experience the students excelled in the program. The Choralaires continued to improve and were very entertaining. Another indication of improvement was apparent this spring as 11 participants qualified for the State Solo and Ensemble Festival last May.

"GOLDEN
EAGLES"

Students of distinction included Penny Brurud who participated in the All-State Choir and Jennifer Rutledge who was awarded the National Choir Award.

Coaches Julie Allen and Mike Rea were pleased with the **SPEECH & DRAMA** team and enjoyed several successes during the season. Highlights included a strong season from debater Kelly Rath and outstanding work by Tamara Raw and Krista Picco, as well. The Fergus Invitational Meet was a huge success in its second year. As we head into next year the MHSAA has tentatively allowed FHS to move from the Southern Division to the Northern Division which should allow us many benefits. They include the potential hosting of a divisional meet in the near future along with more opportunities for our participants to qualify for state competition. Overall, the team qualified two participants to the State A-B-C Meet. Similar to the MCA Academic All-State Awards listed above the Montana Forensic Educators provide an Academic Team Award which was earned by five Fergus Speech and Drama students.

The year, summer included, is always a busy one for the **CHEERLEADERS** and this year had no exceptions. Under the leadership of advisor Ellen Gerharz the girls continued working hard to improve individual skills, school-wide spirit and sportsmanship. Additionally, this team provided many more athletic oriented stunts in their performances. As in the past, team members are strong representatives of the school throughout the community and have represented the school well at all levels. Added to the team for 1993-94 was an additional junior varsity cheerleader while an extra freshman cheerleader (if available) will be allowed on the team for school year 94-95. This will allow Fergus High to field up to 18 cheerleaders (including the mascot) for future years.

Despite a late start for this past school year the **EAGLETTE** program had a very commendable year. Under the direction of first year advisor Bonnie Boettger and her Parent Advisory Board, the girls performed successfully as a team while making good strides toward developing continuity and pride in their work and their performances. The drill team provided a total of 14 entertaining performances and did an excellent job as the Honor Guard for our home games. In spite of the bright future under Mrs. Boettger's leadership, concerns again include low numbers of participants, lack of gym time and the overall poor quality of the Fieldhouse sound system.

The efforts of student body President Colby Wright and advisor Lynn McMillan were primary reasons for the success of the **STUDENT COUNCIL**. Other officers in the organization included Vice President Carla Fry and Secretary/Treasurer Jessica Meissner. Colby's positive leadership allowed the group to improve upon many continuing projects not to mention other accomplishments during the year. Examples include, the Council's recognition programs which are always a vital part of the school year; i.e. the Good Apple Award program, the AAA Awards, the Student of the Month Awards. The Council also provides our new FHS "Eagle Clock" Awards to many of our dignitaries who grace the halls of our school. In conjunction with Mr. Picco and his students, the Student Council sponsored the "Eagle Project" which is a ten-foot sculpture that was completed last fall and is on display in the oval at the main entrance of the school. Additionally, the year would not be complete without our Annual Blue/Gold Leadership Breakfast which was held in early May.

Early on in the school year much of our school pride and excitement was a direct result of the immediate successes of the **GIRLS BASKETBALL** program. Under the direction of Ron Miller, the Head Coach, the girls took the program to another level of success. Led by seniors Sabrina McQuinn and Anna Erickson, the Varsity won their first 20 games for the season and acquired the number 1 ranking in the state-wide power poll almost all season. The girls suffered their first loss during the divisional championship game with a heartbreaking loss to our rivals, the Blue Ponies from Havre. The team then advanced to state and finished

a very respectable third, losing only a narrow contest to eventual State Champion Colstrip. In the process they avenged their loss to Havre by soundly defeating them 49 to 18. The Varsity season ended with an outstanding 23-2 record while the JV team finished the year, under the guidance of Assistant Coach Sue Habbe, with a great 14-4 mark. The Sophomores under Melanie Smith finished 6-11, and the Freshmen under Coach Jim Daniels finished the year with an exceptional 17-1 record.

The 1993 edition of our **FOOTBALL** program had an up and down year but overall was competitive with other members of the Central A. The varsity's hard work resulted in a hard earned record of 3-5 with the major highlights including convincing victories over Belgrade and Livingston, teams that had beaten the Eagles the year before. Next season hopes to be better although the Eagles will have to fill the shoes of Colby Wright and All-State Team member Ryan Zerr while Scott Sparks will be a returning All-State Team member. The Eagles were led by Head Coach Gary Gebert and Offensive Coordinator Vic Feller. The JV team was very successful, finishing with a record of 5-2 and is under the direction of Rick Wright and Sam Richter. Ron Hrubes and Mike Rea coached a much improving Freshmen team which finished with a 1-8 record.

The **CROSS COUNTRY** team showed dramatic improvement for 93-94 as the girls again competed successfully earning three regular season meet championships to go along with a second place trophy at the State A Meet in Helena. The team, under the direction of Eadie Schultz, was again young but showed their character with three of our girls (Denae Mahlen, Dana Duffy and Erann Brown) placing in the top fifteen runners at the State A Meet. Other of many highlights included home victories over State Champion Laurel and a successful meet at West Glacier.

The **WRESTLING** team, under direction of Vic Feller improved its status for 93-94 as they brought home their first Divisional trophy since 1982. Highlights included a continued increased numbers of participants, successful home matches and a divisional team which qualified all fourteen members for state and placed third while hosting the Divisional Tournament this year. Additionally, 4 of 6 wrestlers (Paul Fisk, Troy Henderson, Troy Lane and Dale Daley) won the Divisional Championship matches with the two Troys and Paul earning State places along with Ryan Wilson. Assistant Coaches for the team were Gary Gebert and Chad Sedgwick. The overall team dual record was 11-7.

The **VOLLEYBALL** program under Coach Sterling Sundheim, has just continued to improve on past successes and had another excellent year. The Varsity team blew away the competition in Dillon for a Central A Championship and showed one of the gutsiest appearances ever in the State A Tournament here in Lewistown as they earned a second place trophy after beating an outstanding Hardin team (sister Laura's team) in the first championship match. An additional highlight for the team was an Electric City Classic Championship which included all 13 of the MHSA's Class AA schools. The team was led by All-State members Sarah Bren, Lori Brandon and Anna Erickson. Assistants for the team were Coaches Cindy Huether and Melanie Smith. Records for the teams included a 26-6 record for the Varsity, a 15-5 record for the JV and a shining 14-4 record for the Freshmen.

The **BOYS BASKETBALL** team also had an up and down year, but was extremely competitive in the Central A. They finished the season with an overall record of 6-15, but 6 of the 15 losses were by 3 points or less. Head Coach Brian Orr worked hard to develop a strong program from the Varsity down through the Elementary. Highlights included an opening season victory over Divisional Champion Dillon along with a near victory over Conference Champion Anaconda in the always tough Central A Divisional Tournament. Assistants for the program were Dick Brosseau, Sam Richter and Jim Daniels. The JV record was a hard fought 9-7, the Sophomores were outstanding with 11-5 record while the Freshmen completed the season at 8-10.

The **GOLF** program lost several outstanding players and still had one of it's best years. Head Coach Ron Miller and Assistant Bob Oldenburg provided excellent leadership for both teams as the boys team won three meets during the regular season while the girls played their best golf at the State Class A Meet. While at the State Meet both teams concluded fine years as the boys finished fifth and girls seventh overall. Brian Haugen finished 3rd, Rick Spurgeon 10th and Megan Stuehm finished 9th at the State A Meet to top our individual highlights.

The **TENNIS** team was again led by its underclassmen this season. Placing sixth at the Eastern A Divisional Tournament and qualifying for the State A Meet in Butte were the doubles team of Terry McMillan and Sam Accioly while Duane Miner capped an outstanding year as he placed 5th (and played well at State). As always, the team's sportsmanship and fair play were outstanding. With many of our divisional participants being underclassmen the program should continue to improve next year. Head Coach Earl Evans and Assistants Diane Lewis and Glenda Kolar continue to have large numbers of participants out for tennis.

TRACK & FIELD program was lead by long-term head coach Eadie Schultz. Along with her assistants Dick Brosseau, Tim O'Hare and Harriette Pallett they enjoyed another successful track season. The girls team again won the Central A Divisional Meet for back to back championships while bringing home the runners-up trophy following the State A-C Track & Field Meet in Butte. The team enjoyed much individual success as well. Leading the team for the girls were junior Lori Brandon (State High Jump Champion) and our outstanding sophomore Jennifer McMillan (State Champion and State Record Holder for both the 100 & 300 Hurdles). The boys team finished fourth at Divisional and was led all season by junior Ryan Brosseau. Both the girls and the boys teams should be strong again next season as they lose only 3 senior lettermen.

Several **JUNIOR HIGH** programs again moved in the right direction with some good gains noted. Pete Ruddy has done an excellent job of providing direction and coordinating the many teams and their numerous home and away activities. Remember the major goal at this level is to provide good experiences for kids and yet maintain programs that serve as strong developmental programs for our high school teams. The football, boys and girls basketball, track & field, cross country and wrestling teams all participated on an interscholastic basis for now the fourth year and should continue to be solid in the future. While the loss of the locker rooms was a big problem for the year our biggest concern continues to be stability in our coaching staffs. Scheduling will also continue to be a minor problem as we are not in a "set" league for junior high teams and our traditional rivals learned to get games elsewhere when we gave up interscholastic competition several years ago.

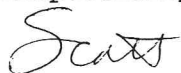
Listed by sport, other junior high successes or concerns include: **FOOTBALL** - As the number of football participants continue to grow we continue to add games but addressing their small practice area and playing time continue to be concerns as is an apparently unstable coaching staff. **BASKETBALL** - The coaches led by Head Coach Justin Guyer has done an excellent job working within our new philosophy of coaching our Junior High Basketball Teams. At the beginning of this year we changed the program to now have only one coach for 18 eighth grade participants (divided into 2 teams) while we continued to have two equal seventh grade teams each with a coach and 12 participants. In **CROSS COUNTRY** our number of participants were down but Ms. Flentie always gets the most out of her runners. **WRESTLING** - Our wrestling team had a good year as our numbers improved and our wrestlers were more competitive. Chad Sedgwick worked with the high school coaches for the program. **VOLLEYBALL** - Craig Buehler again provided good leadership for the volleyball program. After three weeks of intramural play the coaches selected 20 to 24 players for two eighth and two seventh grade traveling teams which were also competitive. **TRACK & FIELD** - Jim Hamling was again our head coach as our track and field had a good year. The number of participants

was down somewhat but our spring break and poor weather did not help. A successful home meet was well attended and the goal for next year is to have two home meets, one for local schools and one for larger schools farther away. Like football, track practice has it's concerns when both the high school and junior high teams must practice together on our track facilities. INTRAMURALS - Three on three basketball participation for both boys and girls was strong as Bruce Marsden and his teams had many games at odd hours.

At the ELEMENTARY level, in grades five and six, Jim Daniels coordinated good programs in volleyball, basketball, wrestling and track. Other than moving girls basketball to the fall, there were very few changes in what appears to be a strong after school program. Again varsity head coaches continued to provide good clinics and other inservice activities for elementary programs and actually hope to spend more time working with the younger athletes in the future. Current elementary season lengths were: volleyball & basketball - 8 weeks each; wrestling & track - 6 weeks each. Elementary participant numbers were: volleyball - 83; girls basketball - 72; boys basketball - 68; wrestling - 28; girls track - 61; and boys track - 52.

In looking ahead to the next few years, there are many reasons to feel good about activities in Lewistown. Generally speaking, the confidence in our activities programs seems to be reasonably strong if not improving. While there are difficulties to be dealt with, we continue to reap great benefits from the number and quality of the tournaments that are hosted by Fergus High and the Lewistown community. With more money for available for transportation and with the strong possibility of drastically improved outdoor facilities, I believe the future for FHS activities will be bright. However, activities are not without concerns, primarily for our athletic teams which always work hard to represent the school and the community. While our finances have improved, we are still reminded of how weak our non-district support can be. It also remains difficult for coaches to consistently meet expectations when other schools receive greater financial support. Outside of the financial issue, good leadership within each program is essential and obtaining strong coaches and advisors must continue to be a priority within the school system. Hopefully, we will continue to work together to develop and maintain both the additional financial support and activity leadership. As in past years, other concerns include the continuation of the participation fee process and provision of adequate supervision and medical assistance for activities.

Respectfully submitted,



Scott A. Dubbs, Assistant Principal/Activities

MUSIC

Rich Garcia

LEWISTOWN PUBLIC SCHOOLS MUSIC DEPARTMENT

RICHARD GARCIA
MUSIC COORDINATOR

Date: June 4, 1994
To: Conrad Robertson
School District #1 School Board Members
Fr: Richard Garcia, Music Coordinator
Re: Year End Report 1993-94

Below is a summary of the activities, accomplishments and recommendations of the Music Department for the past year.

Highlights

- *Lewistown Public Schools hosted the District 8 Solo & Ensemble Festival.
- *Lewistown Public Schools sent Wendy Owens, Penny Brurud, Lori Combs, and Kerrie McPherson to the 1991-92 All-State Music Festival.
- *Lewistown Public Schools, The Fergus Symphonic Band and Fergus High School Choirs Receives A Standing Ovation for their first time joint performance of "America The Dream Goes On" at their Winter Concert.
- *A Music staff baby "Sabrina" is born to Richard & Angela Garcia.
- *Lewistown Choirs grades 7-12 collectively perform the musical selection "Aladdin".
- *Fergus High School Music Department adds a band titled "Concert Band" to the Music schedule. This Band performs exceedingly well at their festival and concert debut performances receiving a superior rating at the District Music Festival.

Activities

Concerts

- * 10 major concerts By the Elementary Band And Chorus through the High School Band And Choirs.
- * 2 Eastern "A" Festivals.
- * 2 District Festivals.
- * 1 State Festival.
- * 22 Pep Band performances.

Programs

- * Many Elementary school program were held at the Fergus Center For Performing Arts as well as at the Individual Elementary Elementary Schools.

Conrad Robertson
Page 2

Summer Parades & Band

- * 2 parades with again high participation
- * Summer Band continues to see large student participation.

Community Performances

- * 14 community professional performances.

Improvements

- * Fergus High School added a second band titled "Concert Band".
- * The Lewistown Music Department continues to maintain a high quality of musical aesthetics in their selected literature and performances.

Special Thanks

- * To the Lewistown School Board and Administrators. The Lewistown Public Schools Music Department acknowledges and appreciates your support.
- * To the News Argus and KXL0, KLCM for their continued media support.
- * To the Lewistown community where people make a difference.

Sincerely,

A handwritten signature in black ink, appearing to read "Mr. Richard Garcia". The signature is fluid and cursive, with the first name "Mr." written in a smaller, more abbreviated style.

Mr. Richard Garcia

STAFF DEVELOPMENT

Sid Wilson

STAFF DEVELOPMENT

Lewistown Public Schools

Lewistown, MT 49457

201 Casino Creek

(406) 538-2321

June 6, 1994

TO: Conrad Robertson
Superintendent of Schools

REF: 1993-1994 Accomplishments
Staff Development

The following outline is a breakdown of major activities and projects that were undertaken by Staff Development Program during the school term 1993-1994. They represent the services and opportunities for training that have been offered to district personnel.

I. Math/Science (Title II - Math/Science Allocation)

- * NorthWest Council for Computer Education - Spokane
2 teachers - 20 hours of training each
- * Regional Math Convention - Bismarck
1 teacher - 20 hours of training
- * Regional Math Convention - Billings
10 teachers - 12 hours of training each
- * Elementary Computer Education - Lewistown, MT
15 teachers - 3 hours training each
- * Science and Literature - Lewistown, MT
20 Teachers - 1 hour training each
- * Holograms - Lewistown, MT
4 Teachers - 1 hours training each
- * Interactive Video- Lewistown, MT
5 Teachers - 3 hours Training each
- * Math Calculators - Lewistown, MT
12 Teachers - 1 hour Training each
(To be completed Fall, 1994)
- * Multi-Media in-service - Lewistown, MT
3 Teachers - 3 hours training each
(To be completed Fall, 1994)
- * Microscopes/Science Instruction - Lewistown, MT
14 Teachers - 2 hours training each
(To be completed Fall, 1994)

Summary of Math/Science Activities:

The Math/Science Program provided the equivalent of 88 teachers with a total of 537 contact hours of in-service training. Teachers affected by the program included High School, Junior High School, and Elementary Staff Members. Accordingly, each of the 88 teachers received approximately 6.1 hours of in-service training in math/science area.

II. GENERAL STAFF DEVELOPMENT (Chapter II - Block Grant)

- * Elementary Staff - Lewistown, MT
Graphic Art & Computer Lab
October, 1993
45 Staff - 3 hours training each
- * High School Staff- Lewistown, MT
Computer Software Applications
October, 1993
30 teachers - 3 hours training each
- * Communication and Decision Making - Lewistown, MT
(Funding for the Central Montana Cooperative)
Jan 3, 1994
109 Staff Members - 6 hours training each
- * Individual Buildings - Lewistown, MT
1/2 day selected PIR
1994
35 Teachers - 3 hours training
- * Instructional Management - Lewistown, MT
April 13/14, 1994
109 teachers - 7 hours training each

Summary of General Staff Development Activities:

The Staff Development Program provided 109 staff members with a total of 1737 contact hours of in-service training. All teachers, K-12, were affected by the program. Consequently, all teachers in the district received approximately 15.9 hours of staff development services.

Sid Wilson
Staff Development Coordinator

CHAPTER I

Mary Jo Hamling

CHAPTER ONE PROGRAM SUMMARY FOR 1993-94
SUMMARIZED BY MARYJO HAMLING, PROGRAM COORDINATOR

This federally funded basic skills program had 3 full-time and 9 part-time positions. Staff includes:

At Garfield: RoseMary Tews and Misti Dobesh (kinder.)
At Lewis & Clark: Leslie Hadden and Jackie Rickl (.8 FTE)
At Highland Park: Dan Melick and Karen Combs (.8 FTE)
At Jr. High: Harry Fradley (.5 FTE reading)
Val Snapp (.71 reading and math)
At Fergus High: LaRae Acker (.83 FTE) reading - 5 periods/day
M.J. Hamling (.5 FTE) math 3 periods/day
Vic Feller & Justin Guyer (ea. .17 FTE) 1 per./day

BPU Manager/District Administrator: Pat Hould, Jr. High Principal

Authorized Representative: Stacey Vestal

Allocations for 1993-94 school year:

93-94 funds: <u>K-8</u>	212,814	<u>F.H.S. 9-12</u>	65,039
carryover: _____	23,802		12,627

Total budget:	\$ 236,616	<u>F.H.S. 9-12</u>	\$77,666
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Projected budget amounts for the 94-95 School year:

Elementary:	\$ 172,928	\$56,833
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NOTE: These reflect a 15% cutback from the current 93-94 levels.

Highlights:

1. 215 students in K-12 participated in reading, math or both. Thirteen students participated in the Chapter I Extended Day Kindergarten, attending morning kindergarten at their neighborhood school and Chapter I program at Garfield in the afternoons (6 from Garfield, 7 from Lewis & Clark). This was the second year of this program, taught by Misti Dobesh. This kindergarten program will not be funded for the 94-95 school year, due to federal funding cuts.

2. Highland Park reading program and Garfield reading program and FHS math program were in P.I.P. (program improvement process) based on the Stanford testing (pre-post testing cycle from April 92 - April 93). Each of these schools had active P.I.P. teams which included classroom and Chapter I teachers, parents and administrators. The three teams all submitted P.I.P. plans and applications for funds and each received \$7,500 in P.I.P. funds.

All three buildings are now out of P.I.P, based on the Spring 93-Spring 94 cycle for Stanford testing. Because of the P.I.P. funding, the two elementary buildings will each purchase a MacIntosh computer and Fergus High will purchase two IBM compatibles, along with software and other instructional materials to be used by the student participants in the Chapter I program.

Garfield School will be offering a Summer Reading Chapter I program from June 20 - July 15th, with funding from P.I.P. Approximately twelve students are signed up to participate so far. The students will each receive one hour of instruction per day.

3. Jr. High instituted an in-class model for Content area reading in Social Studies this school year for seventh grade, with Harry Fradley, Chapter I teacher working with Greg Lucotch in the two afternoon social studies classes. The impetus for this model was to increase participation of 7th graders in the Chapter I reading program. Previously it was offered as an elective course and few students opted to participate. This year twelve students participated. Plans are to investigate offering a similar type program at the eighth grade level in the future, if funding allows.

4. Because of a cut in funds for the 93-94 school year, due partly to the 1990 Census data, resulting in a 15% cut from the previous year, Chapter I operated without any funding for supplies, equipment or in-service. The staff size was maintained at the same level as the 92-93 school year.

5. For the 1994-95 school year, two Chapter I positions, each for .8 FTE, are being cut (one at Highland Park, which Karen Combs has held, and one at Lewis & Clark, which Jackie Rickl has held.) In addition to these, the Chapter I half-time Extended day kindergarten program is being cut. This will result in fewer students being assisted by the Chapter I program at a time when the eligibility lists include more students than in previous years.

6. At Fergus High, the reading in the content area World History and American History classes were offered again this year, taught by LaRae Acker. These classes are one of the strengths of the program, meeting an important need of those students eligible for Chapter I in their sophomore and/or junior years.

7. The annual Chapter I district-wide parent meeting, held in April at Lewis & Clark school had very small attendance -- 6 parents. The program needs to continue to encourage and promote active on-going parent involvement.

8. The Chapter I program staff greatly appreciates the interest and enthusiasm of Pat Hould, as district Chapter I administrator. Pat visited and observed in all the Chapter I rooms in the district, and attended the Fall Conference in Billings as well as the annual Spring Chapter I meeting in Great Falls in April. Pat also attended the monthly Chapter I staff meetings. Pat will be assuming the Chapter I Coordinator position for next school year.

9. Chapter I teacher RoseMary Tews, from Garfield, retired this Spring after 28 years of teaching at Garfield, both in the district-funded classroom and in Chapter program. She was extremely dedicated and hard-working for the Chapter I students these many years. This Fall, Jackie Rickl will transfer into a half-time morning position at Garfield in Chapter I reading and Nancy Barber will be half-time afternoon for math.

Recommendations:

1. There is a strong need for improved efforts on coordination between the Chapter I program, district-funded program and special education. Planning time so that classroom teachers and Chapter I teachers can better serve Chapter I students needs to be built-in on a regular basis in each building.

Also, coordination should be considered for a P.I.R. in-service type program.

2. Staff development training covering in-class models and inclusion-type program designs needs to be implemented in this district.

3. The Chapter I room at the Jr. High downstairs needs to be adapted this Summer so that the Chapter I program uses the entire room. Also, Chapter I materials and equipment, such as computers, currently housed in two locations (one upstairs and one downstairs) needs to be moved to the downstairs Chapter I room, so that Chapter I students have access to these items.

4. That the district use the 94-95 school year to investigate Chapter I services for the kindergarten and primary levels. Many districts are refocusing the Chapter I funds to early intervention-type designs. Because our extended day kindergarten is being cut and the surveys from classroom teachers emphasized a need for Chapter I assistance at these levels, some committee work and planning needs to be done.

5. That coordination at crucial transitions -- 6th to 7th grade and 8th to 9th grade -- be a priority. This school year, through Mr. Hould's efforts, parent meetings were held and Chapter I eligibility lists were utilized when the students registered for next year's classes.

6. Chapter I is being reauthorized at the federal level with the changes effective in Fall of 1995. Many of the proposals could have drastic effects on our local program, including the possibility of Chapter I being available in only two or three of the district buildings. Careful planning during the upcoming school year is needed to be ready for these changes.

SPECIAL EDUCATION

Mike Ikard



Your public schools...
There's no better place to learn. ©

Lewistown Public Schools

School District Number One
215 7th Avenue South
Lewistown, Montana 59457
Phone (406) 538-8777
Fax (406) 538-7292

ANNUAL REPORT SPECIAL EDUCATION PROGRAM

JUNE 1994

School year 1993-94 was another good year for the special education program in Lewistown. As of December 1, 1993, there were 133 students within some type of special education classroom (primarily resource rooms) and an additional 99 students in the speech therapy program.

Although most students received their resource services within resource rooms (typically for 1-2 hours per day), some of the more involved students spent most of their day in regular classrooms with assistants. This inclusionary model worked very well for these students. Discussion has been held as to whether or not some of the students with mild disabilities will spend less time in resource programs in the future - instead receiving supplementary assistance in the regular classroom. More research will continue in this area.

One of the largest changes to the program this year has been the relocation of the special education preschool. The program is no longer at Garfield. This year, the preschool was located at Headstart. Preschoolers with disabilities are now in the same classroom with all other Headstart students. The special education teachers work with these children in this setting - enabling these children to have the positive role models of non disabled peers. Although this model is somewhat unique, it has been a very positive change.

One of the other significant changes has been the development of a student assistance team at Highland Park school. Developed after a management recommendation through gaining, the team was formed in January. The team, consisting primarily of regular classroom teachers, provides other teachers or parents with suggested interventions for students who are underachieving, having behavioral difficulties, suffering family difficulties, or need accommodations due to health difficulties. The program is going well and is being considered in other buildings. A major training program was held on April 29.

Change is on the horizon within our special education department. Because of major changes in finance and in numbers of students requiring self contained programs, one full position will be cut for next year. Because of differing ways of serving our students, the program should remain strong. As director for the past eight years, I want to convey my appreciation to the board for the outstanding support provided our program. Without that support, managing the program would have been much more difficult.

Michael L. Skard

**ADULT EDUCATION
ABE/EOCM/TRAFFIC EDUCATION**

Diane Oldenburg

COMMUNITY EDUCATION, 1993-94

Diane Oldenburg, Director

The office of Community Education continues to serve an ever-increasing number of Central Montanans with varied and diverse offerings from each of four departments. Please note the attached report for specific enrollment figures.

ADULT EDUCATION

A comprehensive program of 90 educational, social, recreational and cultural opportunities for adults was offered during the 1993-94 term. Advertising efforts were increased by distributing the adult education flyers to 6,500 area households three times per year, as well as to all area businesses through a combined effort with the Lewistown Area Chamber of Commerce.

Classes were held in conjunction with the American Red Cross, Family Planning, Edward D. Jones & Company, Montana Department of State Lands, MSU Extension Service, and the Lewistown Historical Preservation Association.

New registration procedures and refund policies were developed and implemented resulting in positive and long overdue changes.

Considerable time was spent assisting Cascade and Roundup in establishing adult education programs for their school districts.

I am currently serving on the state board of the Montana Association of Adult and Community Educators for a three year term. During this school year, I attended the Montana MAAACE Conference, the state Adult Education Directors meeting, and several MAAACE board meetings.

DRIVER EDUCATION

Every attempt is being made to provide a first-rate Driver Education program in the wake of severe cutbacks in state support. Our student fees will most likely double for 1994-95.

I am currently analyzing the program content and will be making adjustments to maximize our effectiveness, while trimming back where possible. We will continue to utilize the Montana Advanced Driver Education Facility; the cost to us is extremely low compared to the benefits our students receive. All students will continue to receive a vision screening prior to any behind-the-wheel experience. The trip to Great Falls will possibly be eliminated to cut back on costs; it was adding an hour and a half to each student's driving time. We will continue to offer private tutoring in manual shift operation upon payment of the optional fee.

We served 30 students per session this school year, rather than 24, due to the increase in demand. If this level of demand continues, the overflow will probably be addressed with an additional summer session in 1995.

ADULT BASIC EDUCATION/GED PROGRAM

Free classes were offered one evening and three mornings per week at the Lewistown Public Library. Recruitment of the general population, as well as a strong referral system between area human service agencies, provided a steady stream of clients this term.

This summer we are offering five ABE classes each week, from late May through mid-August, at the Lewistown Public Library site. We are already experiencing higher attendance rates than was ever anticipated.

A grant was awarded recently that allows our ABE/GED program to serve adults in Golden Valley, Wheatland, Musselshell, and Judith Basin counties. Tutors will be hired to instruct eight hours per week for twenty-five weeks.

We will also cooperate with HRDC during the summer months to provide the education component for their Summer Youth Enrichment Program.

EDUCATIONAL OPPORTUNITIES FOR CENTRAL MONTANA

EOCM experienced a very successful year by adding new programs to our regular offerings. A relationship developed with the Great Falls Vocational-Technical Center which will result in a two-year Medical Office Paraprofessional certificate for local students. In addition to this and many other post-secondary options, EOCM offered a nine class series EMT-First Responder continuing education unit which allowed many area people to recertify locally.

To compliment the college course offerings, a library of catalogs from most post-secondary institutions in Montana are available for students to check out and peruse. In addition, a professional adult-student guidance counselor from Great Falls now accepts appointments through the Community Education office. The counselor visits as needed with area adults interested in returning to, or beginning, a post-secondary education. Financial aid, student support services, career counseling, and information about Montana schools are among the services provided.

The Montana Committee for the Humanities programs were well-received this year. Several speakers' bureau events that were presented to the open public, were also designated as PIR activities for area teachers and additionally, were shared with our high school students at special classroom presentations.

In my role as EOCM director, I also conducted a successful fund-drive, maintained the revolving loan fund at \$7,500, and met with representatives from UM and MSU regarding the unification of the Montana university system.

OTHER

Representing the Community Education office, I served on the Human Services Coalition, the Teen Parent Taskforce, Project Care, the Literacy Board (LEARN), the JOBS Taskforce, the Central Montana Job Network, the PIR Committee, the Adult Basic Education Advisory Board, and the Montana Association of Adult and Community Educators State Board.

OFFICE OF COMMUNITY EDUCATION
1993-94

ADULT EDUCATION

FALL		WINTER		SPRING	
Classes offered	<u>32</u>	Classes offered	<u>28</u>	Classes offered	<u>30</u>
Classes held	<u>27</u>	Classes held	<u>25</u>	Classes held	<u>26</u>
Enrollment	<u>323</u>	Enrollment	<u>550</u>	Enrollment	<u>279</u>

TOTAL ADULT EDUCATION PARTICIPANTS: 1,152

DRIVER'S EDUCATION

School Year		Summer '94	
<u>3</u> sessions	<u>89</u>	<u>2</u> sessions	<u>54</u>

TOTAL DRIVER EDUCATION PARTICIPANTS: 143

ADULT BASIC EDUCATION/GED

ABE/GED Class Enrollment	<u>66</u>	Total GED exams given	<u>50</u>
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TOTAL ABE/GED PARTICIPANTS: 116

EDUCATIONAL OPPORTUNITIES FOR CENTRAL MONTANA

FALL SEMESTER		SPRING SEMESTER	
College classes	<u>10</u>	College classes	<u>11</u>
Enrollment	<u>115</u>	Enrollment	<u>160</u>

Number of classes offered:	21	Total enrollment, college:	275
Types/number of classes held:	21	EOCM Loans given:	58 for \$7,019.50
Computer.....	7	Scholarships given:	1 for \$10.00
Education.....	10		
Psychology.....	3		
Medical.....	1		

Workshops/Seminars		MT Committee for the Humanities	
Held	<u>2</u>	Held	<u>3</u>
Enrollment	<u>108</u>	Enrollment	<u>164</u>

Kids Computer Camp '93 & '94		Adult Student Counseling	<u>33</u>
1993 Enrollment	<u>39</u>	EMT Continuing Education	<u>182</u>
1994 Enrollment	<u>51</u>	(June count incomplete)	

TOTAL EOCM PARTICIPANTS: 852

TOTAL PARTICIPANTS SERVED BY COMMUNITY EDUCATION, TO DATE: 2263

CURRICULUM

L. J. Bowman



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Lewistown Public Schools

School District Number One
215 7th Avenue South
Lewistown, Montana 59457
(406) 538-8777

TO: Conrad Robertson

FROM: L. J. Bowman

RE: Curriculum Annual Report

DATE: June 9, 1994

- Curriculum teams were established for Science and Computer.
- Science and Computer curriculums were revised and adopted.
- Science materials were purchased K-12. Textbook adoptions were made for K-2, 3-6 and 9-12. Grades 7-8 used their dollars to provide a computer science lab at the Junior High.
- Guidance curriculum worked on assessment tools.
- The Computer curriculum team provided administrators with a list of recommendations for the future. Computer labs were set up for 4-6 in all elementary buildings next year. This plan will continue next year.

Projects Next Year

- Language Arts K-12 curriculum revision
- Vocational Ed. K-12 curriculum revisions
- Science curriculum assessment
- Computer curriculum assessment
- Guidance curriculum assessment continues
- Development of an assessment team to study curriculum assessment practices

LJB/csg

DRUG/ALCOHOL

John Moffatt

June 7, 1994

TO: Superintendent Robertson
FROM: John Moffatt
RE: Annual Report - Drug and Alcohol Program

Following are some of the highlights of this year's drug and alcohol program:

- Sam Richter has been active in coordinating efforts between law enforcement and judicial agencies.
- Red Ribbon Week was very successful. Teachers were surveyed at the end of the week and the results were extremely favorable. A total of nearly 15 activities were held.
- Drug and Alcohol Committee was involved in determining priorities for next year's grant expenditures.
- The D.A.R.E. program was instituted district-wide this year. Unfortunately, we lost the program when the officer we hired resigned to be with his family in Nebraska. We are hopeful that the D.A.R.E. program can be re-instituted next fall.
- The Drug and Alcohol Program received a devastating funding cut for next year. Our allocation was dropped from approximately \$31,000 to just over \$13,000. Drug Free Schools' funding is directly tied to the Chapter I program which also was cut significantly district-wide. The cuts have forced us to eliminate Mr. Richter's position as Drug and Alcohol Coordinator.
- Maggie Moffatt was hired as the Home-School Coordinator with an emphasis on serving students grades 6-9. A referral system has been successfully established and initial feedback on the new position has been very favorable---so much so that it has been listed as the top priority for next year's grant expenditures.
- Nancy Keenan visited all of our elementaries as part of Spring Awareness. Miss Montana spoke to students at Fergus High School.
- The Missoula Children's Theater presented programs to our elementary and junior high students.
- K-6 ME-ME program in all three schools.
- Completed Drug Free Schools grant reapplication and received extension on this year's budget authority so that we can pay for TI and TIP attenders as well as next year's Red Ribbon supplies from this year's budget.
- Offered Insight classes for students grades 9-12.
- Drug and Alcohol Prevention Team met each month.
- Attempted to develop an active Parent Network. This effort proved extremely difficult. Many people do not want to get involved until there is a crisis.

Drug and Alcohol Program report continued ---

- Through Community Education and the County Extension Agency, we promoted and helped provide "Active Parenting of Teens." Ten parents participated.
- Our Drug and Alcohol Program received a highly favorable evaluation following a monitoring visit from OPI.
- Sponsored eight high school and junior high student participants to the Teens in Partnership and Teen Institute summer leadership camps.
- Four staff members attended the Children at Risk Conference this spring.

FOOD SERVICE

Donna Larson

ANNUAL SCHOOL REPORT
SCHOOL FOOD SERVICES
JUNE 6, 1993

We served 135,965 school lunches during the 1993-94 school year, a 4% increase over last years, averaging 755 school lunches daily. This increase will be a great help to our program financially because as the total meal count increases the cost per meal decreases. If our ala carte sandwiches, salads and catered noon lunches were added to this count, we would have averaged over 800 lunches daily.

Our Breakfast Grant for Garfield School was approved last Spring and we began serving breakfast on October 11, 1993. We have found it to be a very easy program to administer with very little extra work for our central kitchen staff and it is been handled very efficiently by the two servers at Garfield School. The children have been very well behaved with no disciplinary problems. We served 4,831 breakfasts this past year, averaging 33 breakfasts daily. The remaining funds in the grant will be spent this summer for non food supplies and equipment which is still needed for the program. There will be money available again for new breakfast grants and I would encourage our other schools to consider a breakfast program. According to grant regulations, you must continue the breakfast program for at least three years. Freezers, refrigerators and stoves are desperately needed at each school and can be requested in the grant as well as other items needed to serve a breakfast to those students who need them each day. I will be happy to write a grant for any school requesting me to do so.

By the end of June, 1994, we expect to be very close within our projected budget. We purchased a new braising pan for our central kitchen last fall which was very costly but very much needed as the old braising pan was shorting out and becoming very dangerous for our employees to use. Hopefully, we will be able to replace the other braising pan of the same vintage within the near future.

Our food inventory was a little higher this June than I felt was necessary but it will all will be used in the fall. Also, because of the large inventory, my Fall O.P.I. order was much smaller than usual. The main reasons for the excess inventory was due to: 1. The great success of the Pizza Hut Combo lunches served at the secondary schools which replaced formerly large quantities of hamburgers and hot dogs eaten at those schools. 2. Students are beginning to choose more fresh fruits and vegetables (at no extra cost and as suggested by the Dietary Guidelines) rather than canned or cooked foods. 3. When purchasing new Breakfast items, we over estimated the amount needed. Because of the inventory value and the fact that our present budget is adequate, I am recommending that prices for meals and milk remain the same for the 1994-95 school year possibly encouraging even greater participation in our meal programs.

● Last fall, we held meetings with the food service staff and school secretaries reviewing new prices for meals, tickets and ala carte items. We also assisted them in the implementation of new and existing accounting policies recommended by state and federal authorities. A new ticket accounting system called Accu-Scan was introduced and used at the secondary schools this past school year. As happens with most newly implemented systems, a few problems arose; however, they have been resolved and it now seems to be working quite well. We continue to develop, revise and update our computer programs to assist us with required inventory, food and accounting programs.

● In the elementary schools, to increase participation, we continued to offer several choices of main entree and vegetables daily plus salad choices. The students enjoyed the choices as well as the two "Promotional Theme Days" each month which we provided this year replacing the former "Lucky Tray Day". One promotion was from Mello Smellos which provided free monthly incentives, posters and monthly menu ideas and planners and one was from Food Services of America which provided a free monthly incentive and a "Be Cool, Eat at School" menu including a nutritional analysis. Next year, I will again be using the Mello Smellos marketing packet along with a "Menu Montana" program prepared by Montana's Office of Public Instruction with assistance from Katie Bark, R.D. and several Montana school food service directors. The program includes menus following the Dietary Guidelines and provides nutritional analysis for each item served in the meal. The Accu-Scan accounting system will also be implemented at the elementary schools next year replacing the old ticket system.

● Several ala carte items are sold at the secondary schools as well as Salad, Sandwich, Hamburger, Pizza and Mexican Combo lunches along with Hot Lunch choices. We tried something new this past year by purchasing Pizza for the Pizza Combo's from Pizza Hut which were delivered to the secondary schools on Tuesdays and Thursdays. The combos were served as an optional choice on those days. We provided the fruit, vegies and milk to complete these combos so they would qualify as a reimbursable meal. This change was very successful and economical. We had been contemplating buying another hot cart for the secondary Schools as their carts were very overcrowded, especially on Pizza Combo day. We knew that we could not afford to purchase a hot cart so this delivered pizza really solved our problem. There was no need for a new cart and the delivered pizza also helped our crowded freezer situation. It also lessened the work load for our busy bakers and at the same time lowered our labor costs. Last, but not least, - the students were extremely happy with our decision! We definitely will be using purchased pizza for our combos again next year. All choices, except the Pizza Hut Combo, are also available to adult school staff at all schools including Lincoln school. Our ala carte sales increase each year and are very profitable. We catered 72 events this past year which continue to receive many favorable comments. All costs for ala carte and catering are reviewed semi-annually and prices are adjusted if necessary.

● Nineteen of our Food Service employees are currently certified with ASFSA and participate in several of our district inservice meetings as well as the state annual summer conference. They completed a 10 hour "Healthy Edge" course last fall and have taken several video courses provided by the National Food Service Management Institute. Three of our employees attended a 10 hour "Menu Montana" course presented by the O.P.I. this spring. Since three of our employees retired and one resigned this year, our four new employees will be attending the 10 hour "Sanitation & Safety" preconference course, which will be offered in Billings this summer and three other employees will be attending the state summer conference. The Office of Public Instruction has requested and will share expenses for our director to attend the "Train the Trainer Course" at the ASFSA national conference this summer making her eligible to teach "The Healthy Edge" and other Food Service Programs to Food Service employees within the state of Montana.

● Our staff continues to implement USDA's new DIETARY GUIDELINES. We continually adjust all of our recipes adding extra herbs and spices for flavor enabling us to use less salt and sugar in our recipes. We use very little saturated fat and all of our salad dressings are made with low fat mayonnaise and yogurt. As mentioned before, we will be using "MENU MONTANA" menus and ideas whenever possible in our program next year.

● Our Food Service Staff has been very supportive in trying to keep costs low by cutting labor and utilizing leftover foods when possible, watching the waste with foods and products used, and by helping in numerous ways to improve our department. All of our employees are very dedicated and continually strive to provide a well balanced, nutritious as well as delicious meal for the students and staff. I recommend that we use the present lunch prices next year and I look forward to new challenges in the 94-95 school year as Food Service Director.

TRANSPORTATION

Steve Klippenes

TRANSPORTATION DEPARTMENT

ANNUAL REPORT FOR THE YEAR 1993--1994

For the year our yellow buses traveled 159,262 actual miles without any major injuries. The MCI activity buses put on a total of 44,692 miles.

The transportation Department is responsible for maintenance on 13 yellow buses, 3 MCI activity buses, 2 drivers education cars, 3 maintenance vehicles, 1 hot lunch van and transportation department pickup.

The transportation Department did a total of 83 oil changes on our buses this year. On our route buses we do an oil change every 3,000 miles and on our activity bus we do an oil change every 5,000 miles. and about 400 other repairs ranging from engine change to replacing a light bulb.

We changed the engine in bus # 9 this last summer when we did this we changed all the heater hoses and had the radiator check and then we replaced the radiator we also replaced the starter as it was still the factory one. We have a problem with the rebuilt engine as it has been using too much oil and we have been in touch with Interstate Diesel in Billings and the bus will go to Interstate Diesel this summer for warranty work.

We changed the engine in MC-5-1 last summer and replaced the clutch at that time and all water hoses and all fuel lines on the engine and converted the bus to paper air filters which in much more efficient the new engine has run very well. We traded in MC-5-2 for another MC-8 this new one is a 1977 MC-8 and it seems to run out very good. This summer we will get it ready and have it painted like our other MC-8 we will have it painted in Lewistown, and Rimrock Stages will change over the steering gear as it was part of the package when we bought the bus.

This year we changed the way we select out activity drivers for trips. We were using a rotating board but this was not working out so we decided to go with assigning a driver to a bus and that bus to a sport we also had to have some alternate drivers for the buses. This seems to work much better the coaches and the teams get to know the driver and what he expects also the driver gets to know the students better.

We have trained 5 new drivers this year not all are still with us but I think we trained some very good new drivers and are looking forward to working with them next year.

Also we will have all maintenance record on computer starting June 1 1994.

We have requested information on the Public vehicle fueling program from the State of Montana as this program will let us fuel our vehicles at State of Montana Highway Department shop around the state and be billed by the state and will have a computer print out of fuel purchased and miles driven. After we receive this information the transportation committee will make a recommendation to the board either to go with this program or to bid for a local fuel supplier.

Here is a list of our buses and the miles on them at the end of this school year.

<u>BUS #</u>	<u>YEAR</u>	<u>MILES</u>	<u>ROUTE</u>
1	1976	186110	spare
2	1984	136264	spare
3	1992	37813	1
4	1990	94351	5
5	1988	114095	3
6	1990	34047	8
7	1987	109130	7
8	1985	168430	spare
9	1986	112154	6
10	1992	41184	4
11	1990	78068	9
12	1989	88983	2
13	1982	112492	10

MAINTENANCE

Paul Stengel

Maintenance Program Summary
1993-1994

The School District No. 1 Maintenance Department has had another productive year. We have continued our preventive maintenance program. Several minor improvement projects were completed by the maintenance staff. These included sidewalk replacements, installation of new science cabinets @ the Jr High, re-planting of shrubbery & trees @ Lewis & Clark, remodeling for breakfast program @ Garfield and replacement of counter-tops & sinks @ Garfield.

Custodial operations have continued without any changes in scope or procedures. We experienced no turnover of personnel this year. We continue to have requests to upgrade our custodial care. Due to budget considerations, however, increasing staff still does not seem likely in the near future.

Contracted services continue to be used for numerous repair and maintenance activities, and for major improvement projects.

Highlights to date have included:

>Flooring installed on stairways @ Fergus.	- \$5,000
>Highland Park library carpet replaced.	- \$1,400
>Restroom remodeling @ Jr High.	- \$13,575

Goals for the remainder of the year include:

>Re-roofing @ Lewis & Clark, Garfield and Highland Park Schools.	- \$40,330
>Install flooring @ Fergus.	- \$6,800
>Painting of elementary buildings.	- \$5,790
>Window reductions @ Lincoln.	- \$5,000
>Seal part of asphalt @ Fergus.	- \$5,000
>Install additional cabinetry @ Fergus.	- \$3,040
>Replace circulation pump @ L&C.	- \$1,000
>Replace carpeting @ Jr High & Fergus.	- \$8,500
>Parking lot lighting @ Fergus,	- \$10,750
>Jr High exits.	- \$50,770
>Replace expansion tanks @ Lewis & Clark.	- \$2,000
>Replace countertop and sink @ Garfield.	- \$1,000
>Install cabinetry @ Highland Park.	- \$4,200
>Install magnetic door holders @ Fergus.	- \$5,000
>Replace drinking fountains @ Jr High.	- \$1,400
>Install kiln hood.	- \$650
>Install weight room venting.	- \$5,000

Future goals include:

- > Complete installation of playground equipment.
- > Continue yearly improvements at all elementary sites.
- > Complete building and grounds improvements at Fergus.
- > Maintain budget for maintenance and operations.

BUSINESS OFFICE

Stacey Vestal

ANNUAL SCHOOL REPORT
Business Office 1993-94

June 7, 1994

The Lewistown Public Schools Business Office had another busy and productive year.

Some basic statistics of interest to start the report include:

Number of purchase requests	4,000
Number of District payroll employees per month	300
Dollars of expenditures/receipts	8.4 million
IMC jobs	986
Receipts	1,909
Phone calls answered	10,400
Pieces of outgoing mail	251,065
Fixed assets	\$11,816,558

Areas of achievement and/or improvement include:

- Breakfast Program
- Purchased and installed Accu-Scan machines in Fergus High and Junior High.
- Implementing purchase and installation of Accu-Scan machines in Garfield, Highland Park, and Lewis & Clark.
- Worked with the Transportation Department to improve student services including revamping activity trips, driver selection, vehicle maintenance responsibilities, and using cameras in buses to improve discipline.
- Remodeling Lincoln Building Board Room and adding room air conditioners.
- Established a plan for record retention and maintaining order in the Record Room.
- Increased automation:
 - 1) Office copier
 - 2) Upgrading computer system
 - 3) Computer replacement
- Staff
 - 1) Weekly staff meetings
 - 2) Monthly stress reduction meetings
 - 3) Annual retreat to Circle Bar
 - 4) Participation in pertinent workshops in the area
 - 5) Cross training

The District again received a "Clean" audit due much in part to the efforts of the Central Office staff with the cooperation of administrators and staff.

The Central Office serves as the fiscal agent for the Central Montana Learning Resource Center Cooperative.

- Payroll
- Budgetary
- Personnel records
- Financial reports
- Permanent records maintenance

The staff is also involved in correspondence and maintenance of information for:

- Collective Gaining
- Insurance Committee
- Transportation Committee
- EOCM
- Classified Council
- County Superintendent meetings
- All federal projects
- PIR Days and workshops
- Developing Board policies
- All school elections
- Sale of surplus property
- All fixed assets and locations

Stacey Vestal, Business Manager, received the MASBO Professional Level III Certification which is the highest level of certification for Montana. To be certified, a person must have 3 years of experience and pass a comprehensive School Law and Accounting Test.

Sherry Martin, Purchasing Agent, and Joni Stokken, Receiving and Fixed Asset Clerk, are both members of the Big Sky Purchasing Association and helped put on the Annual Conference this year.

Sharon McNees and Stacey Vestal are both members of the Montana Association of School Business Officials (MASBO) and National ASBO. Both participated in state workshops as well as attending the National ASBO Convention in Boston last fall.

The Central Office has established and catalogued a library of audio cassettes and books covering the following areas:

- Dealing with difficult people
- Working together
- Self-esteem
- Career and family
- Managing priorities
- Self-help and self-talk
- Many more on job areas

These are available to any interested staff member and can be checked out.