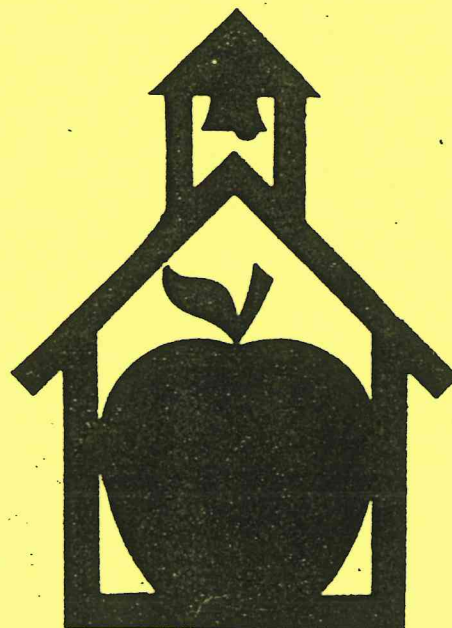


LEWISTOWN PUBLIC SCHOOLS

1991-92

ANNUAL REPORT



June 4, 1992

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

SCHOOL GOALS:

We have continued this year with four school goals designed to improve instruction. These include: (1) Interdisciplinary approach. (2) Emphasis on "hands on" activity-based methods. (3) Cooperative learning and critical thinking experiences (Talents Unlimited, etc.). (4) Maximize use of technology, including computers. In all four areas we have again made significant progress. Examples include the use of the MET-NET Grant technology to utilize the CNN news for current events (including the lesson plans, etc. that are printed out each day in the library), vastly expanded use of computers (thanks to the district's purchase of the II GS machine), implementation of techniques from cooperative learning, Math Their Way, Talents Unlimited, Whole Language, AIMS, etc. These school goals have provided a focus which has helped us serve students better.

SCHOOL HIGHLIGHTS:

- New computers in each classroom are in use every day. We are far ahead of where we were last year in providing students access to computers.
- MET-NET Grant equipment has opened up a whole new realm of opportunities. One notable example is the Garfield News Network (GNN), coordinated by Mrs. Baumann.
- Playspace completion has added a new dimension to our students' day. The project could not have been completed without a tremendous volunteer response.
- Teachers' lounge remodeling has helped create a more relaxed, open atmosphere for our large staff. They are proud of their new room.
- Buttreys and IGA receipt programs have helped us purchase many needed items including computers and computer accessories, choir risers, library equipment, etc.
- Carnival funds were used to purchase an Ellison letter machine and many accessories. This machine has proven to be one of our most popular pieces of equipment.
- Open House and Parent Teacher Conferences once again saw a nearly 100% parent turnout.
- Outstanding in-service presentations, a Lewistown tradition, provided stimulating experiences for our staff.

- Ecology stations on Spring Creek were utilized by teachers at all levels. These were made possible through a Math-Science grant and the efforts of Mr. Gillen and Mrs. Flentie.
- Math-science monies made it possible for Mrs. Stillman, Mrs. Flentie, and Mrs. Baumann to attend the NCTM National Convention in Nashville. Upon their return they held two informal in-service sessions with our staff.
- Red Ribbon Week was a very positive experience for our students. This year, followup was provided by scheduling the Missoula Children's Theater for a spring presentation and by designating Tuesdays in May as "Wear Red" days.
- Project MOVE has been implemented at Garfield under the direction of Mrs. Barber and Mrs. Brevig. We are a trial site in Montana for this exciting program. Thanks to Mike Ikard for the instrumental role he played in bringing the MOVE workshop to Garfield. It's been great to see new worlds opening up for students served by Project MOVE.
- Mrs. Flentie's thesis on Talents Unlimited received EMC's "Thesis of the Year" award which carried with it a \$200 cash prize. Many of our teachers implement Talents Unlimited in their classrooms.
- We will have several teachers complete their Masters degree requirements this summer. Many of our teachers will be attending summer classes.
- LEAP was expanded to serve 3rd graders in their classroom this year. The LEAP Advisory Committee has met all year and will prepare changes in LEAP for next year which will hopefully improve service to students.

PTSG ACTIVITIES:

- Assisted with Open House
- Sponsored Book Fair at Parent-Teacher Conferences
- Organized 4th annual Garfield Carnival which raised money for the school.
- Donated \$50 to each classroom teacher for room supplies.
- Provided orange juice during SAT testing.
- Recognized teachers during National Education Week.
- Volunteered for several classroom projects.
- Provided monthly treats for our teacher's lounge.

Conrad Robertson
Superintendent

L.J. Bowman
Principal

Cindy Giese
Secretary

Lewistown Public Schools

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



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

TO: Conrad Robertson

FROM: L. J. Bowman 

RE: Annual Report 1991-92

DATE: June 11, 1992

1991-92 has been an exciting and successful school year! We have worked together to develop a mission statement, some general goals, and a school improvement goal.

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:

To develop a school-wide homework policy and implement a consistent strategy involving homework for all students which will ultimately improve student performance.

Status: Goal has been established. Parents have been surveyed. We need to analyze parent data and take direction from the results. We then need to formalize the goal and develop the consistent strategies to be implemented. We will also need to choose evaluation devices to be used so as to measure change.

Highlights of the Year include:

- Linda Edwards was selected as 1992 Montana Teacher of the Year.
- An active PTSG raised \$2800.00 through our wrapping paper fundraiser. Profits will be used to complete homosote projects in the intermediate hallways and rooms this summer.
- Buttreys receipts raised enough income to purchase one Apple IIGS computer, color monitor and some software. IGA receipts raised enough to purchase about \$1000.00 worth of teacher materials.
- The Playspace Project was completed and dedicated. The fundraisers raised enough to complete each project and also to fund some ramping at Garfield School. The Playspace Dedication was wonderful.
- Our music and classroom performances were outstanding. Many thanks to classroom teachers, Carla Milburn, Rich Garcia, Angela Garcia, and Chuck Garnaas for their hard work.
- Our Service Council raised enough money to purchase four assembly programs and contribute to the greenery of our playspaces.
- Red Ribbon Week was a success.

LJB/csg

TO: Conrad Robertson

FROM: Dave Sharstrom

SUBJECT: Annual Report for 1991-92 - Lewis & Clark School

DATE: June 11, 1992

It was about 200 years ago that one of America's greatest leaders, Thomas Jefferson, summed up the importance of quality education, "THE NATION THAT EXPECTS TO BE IGNORANT AND FREE, EXPECTS WHAT NEVER HAS BEEN AND NEVER WILL BE."

Excellence in education is often attributed to the accomplishments of the students and the staff at Lewis and Clark Elementary School. So let us reflect upon their accomplishments for the 1991-92 school year.

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

- . Pet Care Demonstration by Doug Anderson, DVM
- . McDonalds sponsored an assembly on "Nutrition and Reading for Students."
- . Ms Montana spoke with the 5/6 graders on building self-esteem.
- . Up With People gave mini productions in each classroom.
- . BLM Earth Day Activities
- . Mrs. King gave a specialized library presentation.
- . Missoula Children's Theatre put on a skit called "Sticks and Stones" to help students say no to drugs
- . Emergency Medical Week
- . National School Assembly - 'Science Fun and Facts'
- . Artist in the Schools Program
- . Fire Prevention Week (local firemen)
- . Fish and Wildlife Service provided Educational Outreach Programs
- . Artwork for Lewistown Art Center
- . Fish and Wildlife Service hosted a Wildlife Fair at the fairgrounds.
- . Montana Power Presentations

Student Activities

- . Participated in bike safety education which included a neighborhood bicycle ride
- . Voted for citywide bird (bluebird)
- . Assisted with playground dedication in May
- . Involved in Red Ribbon Week Activities
- . Wrote articles for News-Argus
- . Organized two student groups for 'Odyssey of the Mind' competition
- . Wrote good sportsmanship captions for all athletic programs
- . Planned activities for Homecoming Week and Spirit Week
- . Conducted monthly bake sales
- . Participated in building and county spelling bees
- . Celebrated Native American Day
- . Included in activities such as field trips, Book-It program, and extra-curriculars.

PTSG Activities

- . Bought Barbara Colorosa VCR tape 'Winning at Parenting'
- . Provided funds for two student assemblies: Friends of Pooh (K-3) and A Song of Montana (4-6)
- . 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
- . Purchased homosite boards for each classroom
- . Provided volunteers to assist with Chocolate Sale
- . 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
- . Gave each teacher a Royal Blue Sapphire Traditional Pin for Teacher Appreciation Day

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 educational system.

Conrad Robertson
Superintendent of Schools
215 7th Ave. South
(406) 538-8777

Dennis Bergo
Principal
914 West Main
(406) 538-5168

Lewistown Junior High School

School District No. 1

Lewistown Public Schools
Lewistown, Montana 59457

Date: June 8, 1992

To: Conrad Robertson, Superintendent

From: Dennis Bergo

Re: Year End Summary Report - Junior High

Below is a summary of activities, accomplishments and recommendations of the Junior High for this past school year.

- * Band and choir room has been remodeled.
- * Home economics kitchen has received several new appliances and fixtures as a beginning of a remodeling process.
- * The physical science and life science labs need to be completed.
- * The physical plant has lots of needs in terms of minor/major maintenance.
- * Overall operation of the building has been trouble-free. Maintenance has been improved.
- * Students made extensive use of the Apple computer lab.
- * The junior high faculty has participated in a variety of in-service training programs, and our students have participated in a variety of testing programs.
- * The instructional and noon-duty assistants were of great benefit this year.
- * The student council provided good leadership and raised \$4,000.00.
- * Attendance was excellent with an average of 95.5%.
- * Vandalism has been virtually non-existent.
- * Total staff involvement with school improvement - teachers writing individual and personal goals.
- * PTSG activities included volunteering time and labor in classrooms, concessions, open house, staff breakfast, dances, and ski trips.

1991-92

Fergus High School Report

Rich Wilson, Principal

The year at Fergus High was highlighted by several academic awards, a national merit scholar, and a presidential scholar. In most school years it would be hard to outdo the addition to our curriculum of three advanced math/science courses. This was not just any year.

We had several very bright students enrolled, the most notable being Patrick Spradlin.

Patrick became our first National Merit Scholar since 1989 when Brad Crowder also won the distinction. Later this spring Patrick was also selected as one of President Bush's 140 Presidential Scholars.

Patrick now goes on to California Institute of Technology where over \$21,000 of his yearly \$25,000 fees will be paid through scholarships and grants for four years.

In April our five highest scoring senior students at high school week in Bozeman gave us the distinction of being the number one scoring Class A School, and won each of the students fee waivers to attend MSU. In addition to Patrick's \$21,000 in financial assistance, other class members received more than \$30,000 in waivers and awards.

In March the Fergus High School Academic Decathlon Team repeated as state champion and represented Montana in the national competition held in Boise, Idaho. The team improved on their 1991 team scores at both state and national competition. The nine-member team was chosen from over thirty students who tried out.

In October our school was awarded recognition from the Montana High School Association for the highest grade point average among our students who participated in activities during the previous year. We were presented a very nice plaque from the Montana Power Company.

In November Mr. Hallett took a group of 9-12 graders to the science Olympiad competition at Montana State University. Our students ranked fourth among all schools who participated, and we were first among Class A schools.

Mr. Harvey Feller took a group of 9-12 grade students to the regional math competition in Grass Range. The Fergus team scored highest overall,

and we had a number of individual event winners. Most notable among the winners was Ryan Giese, who received a superior in each category in which he participated.

Our math students also participated in the National Mathematics examination competition. We ranked thirteenth among Montana schools who took the examination. Patrick Spradlin ranked 6th overall from 4,400 students who took the examinations. One year ago we ranked eighth among Montana schools on the same examination. This points out the consistency within which we can expect our students to score in mathematics.

Additional successes at Fergus High in 1991-92 include athletics and other activity programs. There are a wide variety of activities for students who wish to participate. Every student has the opportunity to get involved. Typically, those who stay involved in school activities are more satisfied and less likely to find fault with school.

Mr. Dubbs will address the activity programs in his yearly report.

Mr. McMillan coordinated efforts to bring about this year's Blue/Gold Leadership Breakfast. The guest speaker was the Honorable Carla Gray of the Montana Supreme Court. We purposefully searched for a female presenter to give our girls an additional female role model. Mrs. Gray gave an inspiring talk that focused on how to go about becoming a leader.

Sixty-eight seniors took the ACT Examination representing 74% of our graduating class. Three of our seniors scored very high on the examination. Thirty-six is the highest possible score.

Patrick Spradlin	-	35
Brett Taylor	-	34
Stephanie Fry	-	32

1991-92 data for state and national composite scores is not yet available. Our numbers of students and the scores shown below represent seniors only.

AVERAGE ACT COMPOSITE
Highest Score for Seniors Only

	<u>NUMBER</u>	<u>COMPOSITE</u>
LOCAL:		
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

	<u>NUMBER</u>	<u>COMPOSITE</u>
STATE:		
1986-87	5386	21.7
1987-88	5474	21.7
1988-89	5792	21.6
1989-90	5327	21.6
1990-91	5193	21.6
NATIONAL:		
1986-87	777424	20.8
1987-88	842322	20.8
1988-89	855171	20.6
1989-90	817096	20.6
1990-91	796083	20.6

Two of our underclassmen scored very well on the ACT. Keep in mind that students can take the examination as many times as they wish, and their highest score will be the reported score.

Geoff Billingsley - 33 Junior
Steve McCoy - 30 Freshman

There were other noteworthy student-related happenings in 1991-92. A National Merit Semi-finalist display with pictures was put up. An ACT display board showing high scores of students was put up.

The Eagle Renaissance "Meeting the Challenge" committee was set up, and plans are finalized to present a proposed program to the school board during the summer.

An attendance display board is complete and will be hung this summer. Names of students who have achieved perfect attendance will be displayed. The previous plan to provide recognition for attendance through a Comnet 2000 program has never developed.

The yearly attendance percentages are shown below. We experienced a drop of .51% when compared to the 1990-91 school year. However, our attendance is up overall since we installed the attendance policy in 1989. It will be interesting to continue to watch these figures over upcoming quarters and semesters. Our goal remains at 96%, although it looks like 95% is a more realistic number for Fergus High School.

	<u>ATTENDANCE PERCENTAGES</u>				
	<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

During the 1991-92 school year 27 students enrolled sometime after the first week of school. Also, after the first week of school and up to the end of the year, 26 students transferred out and 18 students dropped. We started 1991-92 with 445 students and finished with 422; 23 less at the end of the year. Our dropout rate for 1991-92 was 4.04%; up from 3.2% last year, but down from 6.1% in 1989-90.

Fergus High School now offers five advanced classes that allow students the opportunity to earn college credit by taking a post-class examination. Students decide their level of mastery in their advanced class, and can take the advanced placement test or simply settle for the high school credit earned in the class. A highly motivated student could earn the following college credit before graduation:

Physics Test A	= 3
Physics Test B	= 3
Advanced Biology	= 3
Advanced Chemistry	= 3
Advanced Math	= 3
Advanced English	= 3

18 Total Quarter Credits

According to a Class A survey instrument I put out this spring, it appears that the Columbia Falls schools and the Lewistown schools are leading the movement to keep pregnant girls and teen-mothers in school. Recent interpretation of section 504 student rights reinforces our philosophy of keeping these young girls in school. We have received good advice from the community task force set up during the past year.

Other noteworthy happenings of 1991-92:

We replaced 24 student desks and will continue to replace desks yearly as money is available.

We added more computers and printers this year, bringing our total to 74 computers and 45 printers. Most of our computers are IBM or compatibles with a few Apples in the music department and Chapter 1. Twenty-five of our teachers use computers daily or often. Only eight of our staff do not have good computer skills.

A new marquee was paid for by Student Council and Mr. Bob Simpson. This outstanding display board was installed in May and it has been a real sense of pride to our students and staff. Unfortunately, the sign has been vandalized already and the estimated cost of repair is at least \$800.00.

Our lack of teachers classrooms will be evident when our newest English staff member comes on line in 1992-93. This new staff member won't have a home classroom or a teacher's desk and file cabinet. The following year we may need to look at two lunch periods to accommodate our students.

We have lost Mrs. Ann Rapkoch to retirement and Mr. Terry Utterback has resigned to take a counseling position at Conrad High School. We will miss both of these educators as we move into 1992-93.

Several curriculum teams met in 1991-92 and completed updates. They were:

- Reading
- Art
- Keyboarding
- Weight Lifting
- Psychology
- Home Economics

We are in the process of replacing our literature books in grades 9-12.

Our drug and alcohol policy was more acceptable to the public with a few changes over the summer. The issue in 1991-92 was, should a student suspended for alcohol use be held out of a school dance. We were advised by attorney Chip Erdman not to try to enforce that part of the policy. It made good sense to drop dances from the consequences for substance abuse. We did so immediately rather than wait until the 1992-93 school year. In hind sight, making the change effective immediately was the proper action to take.

Teacher absences from their classes for professional development and activity supervision results in the need to hire many substitutes during the school year. These absences tend to come in bunches at certain times of the school year. There are those times when we have a half dozen or more substitute teachers in the building at once.

The greatest single reason for the regular classroom teacher to be gone is professional development. The second greatest reason for the teacher to be gone is activity supervision.

Teacher absences for 1991-92 are categorized as follows:

Professional development: 148 out of 5,940 teaching days were given up by classroom teachers. This figure represents 36% of our classroom teacher time lost.

Activity absences: 119 out of 5,940 teaching days were given up by 22 classroom teachers. This figure represents 29% of our classroom teacher time lost.

The remaining 35% of classroom teacher days lost came from a variety of reasons including sick leave, bereavement leave, business leave, and a category referred to as other absences.

We will take some measures to cut down on the number of professional and activity absences. For example, we may ask teachers not to attend professional meetings or training that is not of top priority. And, I have already asked Mr. Dubbs to try to stay away from scheduling activities during week days. It is very difficult to avoid conflicts in a lot of cases.

Results of S.A.T. tests will be presented by Mr. Sharstrom.

1991-92 Goals were:

1. Maintain an environment in school that is conducive to learning and teaching.
2. Display and support a caring attitude among the staff.
3. Keep the staff involved in decision making.
4. a) Introduce the Renaissance Program to a cross-section of our community.
b) Put our study skills and homework curriculum into use.
5. a) Assure that teachers teach to the curriculum as established by their teams.
b) Assure that the district grading scale is adhered to.

1992-93 Goals are:

1. Restructure work assignments in the office so we can keep up with the work load better.
2. Maintain a positive work place.
3. Implement the Eagle Renaissance achievement program.
4. Stress Fergus as a strong academic and activity school.
5. Work at achieving excellence with the programs we have. Don't overburden the staff with more new programs this year.
a) Over the last three years we have implemented several new programs, and the staff is feeling a little stressed out at this time.

FERGUS HIGH SCHOOL ACTIVITIES

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

1991-92

YEAR END REPORT

Golden Eagle Activities in 1991-92 experienced a year with several outstanding individual and team excellences here at Fergus High. We feel our activities are providing the experiences needed to develop strong individual citizens through this, the "other half of education." Again, as in past years, those outstanding efforts within the activity program brought the student body together and generally enhanced the overall attitude and atmosphere of the school and it's public.

Some of the many HIGHLIGHTS for the year included:

Early on we found out that Fergus High was the recipient of the Montana High School Associations Class A "Academic Excellence Award" for the 1990-91 school year. Jim Haugen, the Assistant to the Executive Secretary for the MHSAA officially presented the award at the Fall Recognition Night. The Academic Excellence Award is the top academic award given by the association and it's member schools. It is a reflection of the grade point averages of our letter-winning student participants in athletics, speech, drama and music. From our end, the award is another indicator that the Fergus staff's philosophy that academics must come before activities.

Another similar success was that of our ACADEMIC DECATHLON team at Fergus High this school year. This group of students and their coach, Lynn Wise, supplied another great boost to the school's sense of academic accomplishment. Principal Rich Wilson, the State Coordinator, and Mrs. Wise worked hard to provide an outstanding opportunity for Fergus High team members. Besides winning the state competition, they competed well while representing the school and the state in the National Academic Decathlon in Boise, Idaho. Teammates Pat Spradlin, with the top team score, and Jason Stuart led the way at the national competition.

The Screaming Eagle BAND, under the direction of Rich Garcia, is developing a strong tradition of excellence and excitement within the walls of Fergus High. The symphonic band achieved much acclaim and according to Mr. Garcia may have been the best balanced large band in school history. The Jazz and Pep Bands are also 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 junior Dan Wood who was a member of the All-State Band and senior Pat Spradlin, winner of the band's most coveted award, the John Phillip Sousa Award. Todd Combs was a member of the All-State Orchestra and Brian Phillips was the Louis Armstrong Jazz award winner.

Fergus High's CHOIR department was headed up by new staff member Vickie Begin. Her concert choir and symphonic choirs were very entertaining and were well received during their concerts. Another success was the high number of the choir's solo and ensemble participants who received superior ratings at the State Festival. The Choralaires were outstanding and Jason Stuart represented Fergus High on the All-State Choir, on the All-Northwest Honor Choir and was our National Choir Award winner for the year.

FERGUS HIGH SCHOOL ACTIVITIES

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Participants on the **SPEECH & DRAMA** team competed successfully as the teams won trophies at meets in Hobson and Roundup. Coaches Mike Rea and Ann Rapkoch led the team that finished the season with a core of nine hard working students. Highlights included a strong finish by Krista Picco as she finished with a bronze medal at the State A-B-C Meet.

The year, summer included, is always a busy one for the **CHEERLEADERS** and this year was no exception. Under the leadership of first year advisor Ellen Gerharz the girls continued working hard to improve spirit and sportsmanship. The team members continue to be strong representatives of the school throughout the community and represent the school well at all levels.

Jackie McQuinn was this year's **EAGLETTE** advisor. Her leadership and willingness to improve the program made this year's team enjoyable to be around. Highlights this year included another increase in student participation and overall pride for and of the team. Finding a quality replacement for Jackie in 92-93 will be tough.

The efforts of student body President Greg Carlson and new advisor Lynn McMillan were well received as they led an outstanding group of student leaders in the **STUDENT COUNCIL**. Other officers in the organization included Vice President Cindie Shinnick and Secretary/Treasurer Tina Eastman. Many accomplishments were achieved during the year as the group provided another year of positive leadership within the school. The council's recognition programs are always a vital part of the school year and included the Good Apple Award program, the AAA Awards, the Student of the Month Awards, the new FHS "Eagle Clock" Awards and the Blue/Gold Leadership Breakfast. This spring the Student Council completed another long term objective when the new marquee was added to the front of Fergus High School and the Center for Performing Arts.

Ron Miller, the head **GIRLS BASKETBALL** coach, started off the year with a solid core of girls who were willing to work hard and work together. Senior Rachel Burnham was an All-State performer as she helped lead a balanced team program to success. The varsity season ended on back to back losses to the state champion and runner-up teams while finishing with a 15-6 record. The JV team finished the year with a 13-4 record under the guidance of assistant coach Sue Habbe while Dick Brosseau and Dave Brandt led the B & C teams to records of 4-10 & 5-10.

The **FOOTBALL** program had a remarkable year. Not only did the team place second in the Central A, but they also played in the state playoffs for the first time in school history. Once in the playoffs they won on the road at always tough Miles City before losing to state runner-up Stevensville in the semi-finals. Their faith in themselves led to unequalled team unity and a final record of 7-3. Next season hopes to follow the successes of this team but will be without the outstanding leadership of seniors Monte Harrison, Cody Goodan, Brian Phillips and Russell Foster to name a few. The Eagles were led by head coach Gary Gebert and assistants Vic Feller, Sam Richter, Rick Wright, Ron Hrubes and Mike Rea. Records for the JV & freshman teams were 5-2 and 5-4 closing out a rare year where all the teams finished with winning records.

The **CROSS COUNTRY** team worked hard to match successes of the championship

FERGUS HIGH SCHOOL

ACTIVITIES

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harrier teams of the eighties, but fell just a little short in team numbers and experience. The team, under the direction of Eadie Schultz, was extremely young and experienced many injuries and set-backs late in the year. Junior standout Julie Southworth was unable to run in the cold, snowy state meet, but freshman Lori Brandon came through by placing 23rd as the team ended up ninth overall.

Steve Fraser and assistant Vic Feller coached the **WRESTLING** team in 1991-92. Highlights included successful home matches and a divisional team which qualified eleven members for state and missed the third place trophy by one point. The overall team dual record was 8-5 and a big highlight was a second place finish by Mike Scally in the state tournament in Billings. Bryan Gatz also placed fifth in his weight classification.

The **VOLLEYBALL** program continued to improve and had an excellent year as the girls ended the season with a fifth place finish as they qualified for their first ever trip to the state tournament. The team also earned a second place finish at the Central A Divisional which was held here in Lewistown. Head coach Dave Byerly and assistant coaches Sterling Sundheim and Cindy Huether worked hard at developing a solid program that would play it's best at the seasons close. Besides the fun they had on the court the varsity record was 12-7 against outstanding competition, and was led by All-Conference teams members Deena Wier, a junior, and Jennifer Hutchison, a senior. The JV record was a shining 19-2 while the frosh were an underrated 11-7.

Varsity **BOYS BASKETBALL** had an up and down year again finishing at 7-13, but seemed to improve steadily and appears poised to compete successfully in the tough Central A next year. Head coach Brian Orr worked hard to develop a strong program from the varsity down through grade 5. Assistants were Dick Brosseau, Sam Richter and Jim Daniels. If sub-varsity records are an indication of success to come then the varsity should continue to improve as the JV record was 12-6 while the B team finished 10-7 and the frosh record was 12-6.

The **GOLF** program had one of it's best years ever! Head coach Ron Miller and assistant Lynn McMillan provided excellent leadership for both teams. The boys won most of their meets during the regular season and completed a fine year as they won the second place trophy at the State Class A Meet held at Sidney and Glendive. Seniors Cody Goodan and Chris McConnell lead the team throughout the season. The improvement of the girls team was phenomenal. The girls struggled early on but by state finished in sixth place to help make this perhaps the best year ever for Eagle golfers. While several outstanding seniors will be gone next year the underclassmen appear strong so next year may again hold much promise.

The **TENNIS** team was again led by the successes of its doubles teams this season and should be solid in the next several years as almost all of the divisional participants were underclassmen. Head coach Earl Evans and assistants Diane Lewis and Dan Evans 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, Vic Feller and Harriette Brandon they enjoyed a fair weather track season for the first time in several years. In addition to

FERGUS HIGH SCHOOL ACTIVITIES

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(406) 538-2321

with her assistants Dick Brosseau, Vic Feller and Harriette Brandon they enjoyed a fair weather track season for the first time in several years. In addition to fielding two competitive teams throughout the season the Eagle girls brought home a second place divisional trophy. The team enjoyed much individual success as well. Monte Harrison won the state shot-put and Meet of Champions championships as he lead the team in this category. Other outstanding athletes included freshmen Lori Brandon and Chelsie Chapman, sophomore Heather Wilson and seniors B.J. Fredrickson, Troy Mills and Lee Ann Corry.

JUNIOR HIGH programs again made outstanding gains in becoming strong developmental programs for the high school teams. The football, boys and girls basketball, track & field, cross country and wrestling teams all participated on an interscholastic basis for a second year and will just continue to improve with the leadership of Pete Ruddy and Principal Dennis Bergo and staff. Scheduling problems will probably continue to be a 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.

At the **ELEMENTARY** level, in grades five and six, Jim Daniels coordinated stronger programs in volleyball, basketball, winter sports and spring track. Head coaches continue to provide clinics and other inservice activities for elementary programs and hope to spend more time working with the younger athletes in the future. Changes in next year may include separation of the girls and boys basketball into their more traditional seasons. Current elementary season lengths were: volleyball & basketball - 8 weeks each; winter sports & spring track - 4 weeks each. Elementary participant numbers were: volleyball - 115; basketball - 179; winter sports - 20; spring track - 110.

In looking ahead to the next few years several concerns still remain within the activities program, primarily for the athletics teams which work hard to represent the school and the community. The largest of those concerns is the *lack of finances*. While some improvement over the past is evident, it is apparent that strong varsity level and sub-varsity programs will not continue to improve the desired level without better financial support. Another financial issue centers around obtaining adequate salary levels for junior high coaches. As those coaches continue to have higher expectations of performance and increased time commitments toward coaching, comparable levels of compensation must be achieved. Outside of the financial issue, good leadership within the program is essential and obtaining strong coaches and advisors must continue to be a priority within the school system. Hopefully we will be able to work together to develop and maintain both needed financial support and activity leadership. 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

LEWISTOWN PUBLIC SCHOOLS
MUSIC DEPARTMENT

RICHARD GARCIA
MUSIC COORDINATOR

Date: June 4, 1991
To: Conrad Robertson
School District #1 School Board Members
Fr: Richard Garcia, Music Coordinator
Re: Year End Report 1991-92

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 Todd Combs, Heather Evans, Brandi Link, Brian Phillips, Patrick Spradlin, Jason Stuart, and Dan Wood to the 1991-92 All-State Music Festival
- *Lewistown Public Schools sent Jason Stuart to the 1991-92 All-Northwest Festival held in Eugene, Oregon.
- *Lewistown Public Schools, The Fergus Symphonic Band Receives A Standing Ovation for their Performance at the Senior Graduation Ceremonies.

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

* 2 With again high participation

Community Performances

* 11 community professional performances.

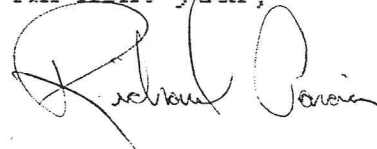
Improvements

- * Additional computer for the Music Department.
- * Fergus High School music library is continuing to be inventoried.
- * Jr. High Music Room.
- * New choral sight reading series.
- * Fergus Center For The Performing Arts Technical Manual written and in use.

Special Thanks

To the Lewistown School Board and Administrators. The Lewistown Public Schools Music Department acknowledges and appreciates your support.

Till next year,

A handwritten signature in dark ink, appearing to read "Richard Garcia", written over a horizontal line.

Mr. Richard Garcia

STAFF DEVELOPMENT

Lewistown Public Schools

Lewistown, MT 49457

201 Casino Creek

(406) 538-2321

June 4, 1992

TO: Conrad Robertson
Superintendent of Schools

REF: 1991-1992 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 1991-1992. They represent the services and opportunities for training that have been offered to district personnel.

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

- * Science Regional Conference - Reno, NV
December, 1991
6 teachers - 24 hours of training each
- * National Science Convention - New Orleans, LA
December, 1991
2 teachers - 24 hours of training
- * Regional Science Convention - Boston, MA
March, 1992
2 teachers - 24 hours of training each
- * Elementary Computer Education - Lewistown, MT
February 20, 1992
12 teachers - 3 hours training each
- * AIMS Workshop - Lewistown, MT
July, 1992
10 Teachers - 30 hours training each
- * Holograms - Lewistown, MT
May, 1992
1 Teacher - 4 hours training each
- * Robotics - Lewistown, MT
Fall, 1991
1 Teacher - 10 hours Training each

Summary of Math/Science Activities:

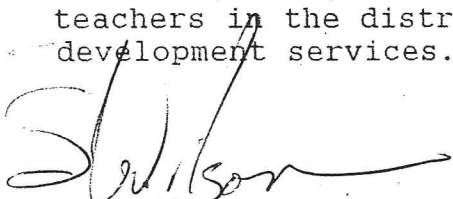
The Math/Science Program provided 34 teachers with a total of 584 contact hours of in-service training. Teachers affected by the program included 1 High School, 4 Junior High School, and 29 Elementary Staff Members. Accordingly, each of the 34 teachers received approximately 17 hours of in-service training in math/science area.

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

- * Assertive Discipline - Lewistown, MT
Aug 26, 1991
35 Classified Staff - 2 hours training each
- * Computer Education - Lewistown, MT
Oct 16, 1991
109 teachers - 4 hours training each
- * Winning at Teaching - Lewistown, MT
(Funding for the Central Montana Cooperative)
Jan 6, 1992
106 Staff Members - 4 hours training each
- * Telecommunications:
Restructuring Education - Lewistown, MT
Jan 13-May 10, 1992
13 Teacher - 45 hours training
- * Motivation and Self Image - Lewistown, MT
April 7-9, 1992
94 teachers - 7 hours training each

Summary of General Staff Development Activities:

The Staff Development Program provided 106 staff members with a total of 2175 contact hours of in-service training. All teachers, K-12, were affected by the program. Consequently, all teachers in the district received approximately 20 hours of staff development services.


Sid Wilson
Staff Development Coordinator

**CHAPTER I SUMMARY FOR 91 - 92 SCHOOL YEAR
SUMMARIZED BY MARYJO HAMLING, PROGRAM
COORDINATOR**

This federally funded basic skill program has 5 full-time equivalent positions and 4 part-time teachers, and one part-time counselor.

Full-time: Garfield:	RoseMary Tews
Highland Park:	Dan Melick
	Karen Combs (3/5 Time)
Lewis and Clark:	Leslie Hadden
	Lynn Butcher (3/5 Time)
Fergus High:	Reading; LaRae Acker
	Math: MaryJo Hamling
	Vic Feller & Ron Miller
Half-time: Jr. High:	Harry Fradley and Valorie Snapp
1/5-time:	Darrell Sauer (Counselor)
BPU Manager:	Dennis Bergo, Authorized Rep. Stacey Vestal
Program Coordinator:	MaryJo Hamling

K-8 federal allocation for 91-92: \$227,000 for 9-12: \$75,900

The federal allocation pays for Chapter I teachers salaries and benefits, inservice, substitutes, supplies (classroom and instructional).

Highlights:

1. 194 students in grades 1-12 - 117 males and 77 females-participated, primarily in math or reading (our priority areas), with a few in language.
2. Fall Chapter I Conference was in Billings - (over 600 people). Upcoming fall conference Sept. 29th - Oct 1st in Helena (Colonial). We plan to send all Chapter I staff and 1 elementary principal. Also 1 teacher from each elementary building (grades 1-6) and 1 kindergarten teacher.
3. The screening for next school year based on our weighted selection process (which includes all students scoring below the 40th percentile in reading or math on April Stanford Testing) is completed. The prioritized lists for next year at all grade levels are completed. By computerizing these lists, alphabetical, grade level and prioritized lists by greatest need have been generated. Additionally, one composite list of all Chapter I eligible students in grades K-6 will assist us greatly.
4. The OPI evaluation reports have been completed by the Chapter I staff. The April SAT/TASK scores pre-post test results indicate that only the Jr. High Math program will be designated for program improvement for next year (since they had a negative NCE gain). A highlight was getting the test results back early in May, giving us more time to complete reports.

5. Annual Chapter I parent meeting held in January had an improved attendance over the usual late May annual meeting. It was held prior to Staff Development Speaker, Barbara Colorosa's presentation for parents.

6. This school year we added a 3/5 time position at Lewis and Clark, allowing the program to assist more of the children on the waiting list.

7. On March 30th and 31st, OPI Program Specialist, John Erickson, conducted a monitoring visit. The most recent prior visit was 5 years ago, fall of 87. John's rather lengthy report is on file at Lincoln School and all Chapter I Staff and Building Principals were given copies.

8. Darrell Sauer's 1/5 time Chapter Funding must be picked up by the district. Darrell has been a helpful and valuable component of Chapter I program - in getting students to participate in the program. He also helped a great deal with the screening.

RECOMMENDATIONS

This spring we initiated a new approach for selecting students who will be 1st graders. We used a skills checklist rather than the Stanford Testing. We had good input, suggestions and cooperation from the Kindergarten Teachers.

1. Physical facilities at Jr. High and Lewis and Clark are inadequate. Recommend Chapter I program at Jr. High be in a single room.

2. To implement Chapter I 1/2 time Kindergarten Program - housed at Garfield - early intervention can remediate problems before they drag on for several grades. These students would attend regular kindergarten 1/2 day, then the special readiness program at Garfield in afternoons.

3. To increase the two 3/5 FTE elementary jobs at Highland Park and Garfield to 4/5. Maintain 1 FTE at Garfield.

4. District needs to research alternative ways of serving the 7th and 8th graders in reading/language. Possibly replacement classes.

5. Implement a tutoring program at Jr. High - before school/after school for students who qualify - Hire Teacher Aides.

6. Investigate an alternative English 9 for Chapter I students - so that they can receive the needed reading instruction.

7. Change the format of the Coordinator position - Present 1 Per. per school day with no extended contract is insufficient for completing required forms (evaluation and application) assist with PIP process, look into updating of diagnosis, testing tools, planning for best service to students.

8. Need clerical staff assigned by the district to provide continuity.

9. That Administrative Council devote special attention to John Erickson's recent monitoring report specifically,

-enroll more students in Jr. High Chapter I reading classes or we will have to cut that position to less than 1/2 time. There will be reviews of schools monitored this year concerning recommendations.

10. To implement an extension to the 92-93 school year for Chapter I summer program for students in K, 1st and 2nd grade as of spring 92. July 27th - August 14th. Open to 45 students, 15 per grade levels.

The 92-93 federal allocation will be \$305,000 for k-8 and \$94,766 for Fergus High. This is a welcome increase! Looking ahead to 93-94, Chapter I in Montana may suffer cuts due to implementation of the 1990 Census in calculating Chapter funding.



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Lewistown Public Schools

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

SUMMARY OF 1991-92 SPECIAL EDUCATION PROGRAM June 7, 1992

The special education department has again had a good year for 1991-92. The program continued to serve approximately 150 students in resource / self contained programs plus approximately 50 additional students in speech programs.

One of the biggest changes this year has been in the preschool program. In following the least restrictive environment concept, the district and cooperative have been serving many children in area preschoolers at the programs where they would normally be attending (local daycare or preschool centers or at headstart). This has left the numbers at our preschool at Garfield very small but has been very appropriate in that only those children with significant problems were served at Garfield; those with minor speech problems were served with their peers.

Perhaps the most exciting change this year has been the addition of the MOVE (Movement Opportunities Via Education) equipment to area schools. The special education cooperative was able to purchase this equipment and curriculum to enable physically handicapped students to become more mobile. The progress of some students in three months has been very significant. There is potential for less aide assistance for these children in the future as they become more mobile.

The other significant change this year has been the addition of a vocational resource educator. In conjunction with the cooperative, the district has hired an individual to do vocational evaluations, counseling, and job training for at risk students at Fergus High School. This position will be very helpful to students with disabilities who are having difficulty in planning their future.

Although it is not a district funded program, the addition of Head Start will also be a great asset to the children of Lewistown. Children of low income parents will have many of the same opportunities as other children with the addition of this program. Future students should have a better foundation to

begin their future school career with this new program.

Funding remains a problem within special education. The program will receive 3% less from the state than we received this year. Thanks to continued local funding, the program can remain strong. I am confident that the district will continue to provide a very effective program here in Lewistown.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Michael L. Ikard".

Michael L. Ikard
Director Special Education

COMMUNITY EDUCATION

The office of Community Education served 1,885 people during the 1991-92 school year, a 49% increase over the previous year.

(See attached report for specific enrollments)

ADULT EDUCATION

Course offerings were expanded in academic, vocational and avocational areas to appeal to a wider audience. We served more male students than ever before and through increased advertising efforts, enrolled students from most outlying communities in central Montana.

Cooperative classes were held in conjunction with the American Red Cross, Family Planning, Drug and Alcohol Services, Montana State University Extension Service, and Edward D. Jones.

DRIVER EDUCATION

This program underwent major revisions in registration policy. A general fall registration was held where students were asked to give enrollment preferences for the entire school year and the summer session. The registration fee was raised to \$45 per student. All revisions have been implemented without problem and have resulted in positive and long overdue change for all parties involved.

ABE/GED PROGRAM

Expanded class offerings and locations, as well as adding another part-time instructor have raised the quality of this program a great deal. Classes were held three evenings and two mornings per week at Fergus High School and at the HRDC Learning Center at Centennial Plaza. A strong referral system with HRDC, the Job Service, Drug and Alcohol Services, JOBS and the Literacy Volunteers program has provided clients for our program, as well as recruitment of the general population in need of basic education services. Testing, assessment, tutoring and classes were provided free of charge to the public through local, state and federal funding.

We also contract with HRDC during the summer months to serve high-risk students in the Summer Youth Enrichment Program. Six students were served during the summer of 1991.

A new program offered high school correspondence classes for adults who needed particular credits in order to proceed with their post-secondary education. Four students were served by our office in cooperation with the North Dakota Division of Independent Study.

EDUCATIONAL OPPORTUNITIES FOR CENTRAL MONTANA

Increases in enrollment figures were a result of more varied course offerings, seminars and the second annual Book Group.

Specific college classes were provided for Masters of Education candidates and the Early Childhood Development Associates credential. Both programs have been well-received and will be continued.

A successful Kid's Computer Camp was held in June and has become a favorite annual event.

OTHER

Representing the Community Education office, I served on the Chamber of Commerce Education Committee, the Human Services Coalition, the Teen Parent Taskforce, Project Care, the Literacy Volunteers of America board, the JOBS Taskforce, as well as on several scholarship committees.

I attended the Montana Association of Adult and Community Educator's fall conference and hosted the spring meeting of the Associations state directors.

The Montana Committee for the Humanities recently honored me and my office at their twentieth anniversary celebration for promoting the humanities and their programs in central Montana.

OFFICE OF COMMUNITY EDUCATION
1991-92

ADULT EDUCATION

FALL		WINTER		SPRING	
Classes	<u>22</u>	Classes	<u>23</u>	Classes	<u>29</u>
Enrollment	<u>261</u>	Enrollment	<u>391</u>	Enrollment	<u>329</u>

DRIVER'S EDUCATION

School Year		Summer	
<u>3</u> sessions	<u>61</u>	<u>2</u> sessions	<u>60</u>

ABE/GED

ABE Enrollment	<u>24</u>	GED Enrollment	<u>23</u>
		GED Exams given	<u>44</u>

EOCM

FALL		WINTER		SPRING	
Classes	<u>10</u>	Classes	<u>11</u>	Classes	<u>3</u>
Enrollment	<u>129</u>	Enrollment	<u>157</u>	Enrollment	<u>41</u>

Types/number of classes held:

Computer	12
Education	9
General	1
Science	1
Business	1

Kids Computer Camp:

Enrollment	<u>52</u>
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Book Group:

Held	<u>5</u>
Enrollment	<u>123</u>

Workshops/Seminars held:

Held	<u>2</u>
Enrollment	<u>206</u>

Total EOCM Enrollment: 708


EOCM Scholarships given:	2 for \$160.00
EOCM No-Interest Loans given:	34 for \$3,533.40



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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 11, 1992

- Curriculum teams were established.
- Curriculum adoption/revision calendar was adopted and sent to OPI (new requirement).
- Reading/Literature K-12 and Art K-12 curriculums were revised and materials adopted.
- Keyboarding (HS), Psychology (HS), and Weight Training (HS) curriculums were developed and adopted.
- Textbooks were purchased for Advanced Placement English (HS).
- Home Economics (7-12) curriculum was revised and is scheduled to come to the Board for adoption when possible this fall.
- Business Education textbooks will be purchased if dollars are available.

Projects Next Year

- Math K-12 curriculum revision and adoption
- Guidance K-12 curriculum development
- Gifted/Talented curriculum revision

LJB/csg

June 4, 1992

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

The Drug and Alcohol Program has had a successful year, with the following highlights:

- Sam Richter has been active in coordinating efforts between parents, community agencies, and the public schools.
- Drug and alcohol services and law enforcement have been active in the community.
- A representative from the judicial system has been an active member of the Prevention team.
- Grant monies will be fully expended.
- The Drug and Alcohol Prevention Team met each month.
- Red Ribbon Week in October was successful. Sam Richter surveyed teachers to gauge which programs were judged most effective.
- Students in grades 5-12 were surveyed to compare attitudes and habits regarding drugs/alcohol with those of students surveyed previously. Next year the survey instrument itself will be reviewed and revised.
- Expanded the number of student spots available for MTI and TIP camps.
- Offered three Insight classes for students grades 9-12.
- Provided \$200 start-up money for the high school FUN (Friends United Network) Group.
- Will send 4-5 teachers to the CARE workshop in Great Falls this summer.
- Offered CARE groups grades K-6.
- Sponsored teachers attendance at the Children at Risk Conference.
- Provided spring performances by Missoula Children's Theater (K-6) and NBC representatives (7-12) to follow up on Red Ribbon Week themes.
- Sponsored presentation by D.A.R.E. officers from Great Falls. Formed a committee to investigate bringing D.A.R.E. to Lewistown.
- Coordinated Drug Fair at Fergus High School in October.
- Sam Richter attended National Conference in Kansas City. He has shared information with School Board, Prevention Team, etc.
- K-6 ME-ME program in operation in all three schools.
- Completed Drug/Alcohol grant reapplication for 1992-93. Estimated budget is at least \$30,692.99, which was last year's figure.

- Expanded the district's drug/alcohol resource library.
- Groundwork for Parent Network based on Kennewick, WA model has been established. Will begin next fall.

ANNUAL SCHOOL REPORT
SCHOOL FOOD SERVICES
JUNE 8, 1992

We served 125,264 lunches during the 1991-92 school year, 12% less than last year, averaging 696 school lunches daily. If our a la carte sandwiches and salads and catered noon lunches were added, it would increase to over 700 lunches daily. The increase in lunch prices last fall probably caused the decrease in lunch participation. From past experience, we have learned that an increase in the lunch price usually causes lunch counts to drop. As the year progressed, our lunch counts continued to climb very close to the number we served last year, and we expect our counts to continue next year at that level or higher. It is also a known fact that the more meals you serve, the cheaper they become. Therefore, if our lunch participation continues to rise, it will be a great help to our program financially.

- In the elementary schools, we continue to offer several choices of main entree and vegetables daily plus salad choices to increase participation. The students enjoy the choices as well as the "Promotional Theme Days" and "Lucky Tray Days".

- We added a Hamburger Combo choice daily at Junior High School along with the hot lunch. Also, individual sandwiches are now sold on the a la carte line. I have dropped the costly salad bars at both Junior and Senior High Schools as I had very low participation. We still serve a tossed salad with dressings and fresh vegie choices daily at each school as choices along with the hot vegetables on the hot lunch menu. Individual Sandwich & Salad or Salad Combos are sold at the Junior and Senior High Schools and are also offered to teachers and staff at the elementary and Lincoln schools.

- At Fergus High School, we increased the Hamburger Combo Line to include Hot Ham & Cheese w/Fries (Mon.), Hot Dog or Burrito w/Fries (Fri.), Pizza Combos on Tues., and Taco Bar only on Wednesdays. The students liked the changes and we hope to incorporate some of the changes into the Junior High Lunch program next year.

- Last fall, we held meetings with the food service staff and school secretaries reviewing new prices for meals, tickets and a la carte prices. We also assisted them with the implementation of new and existing accounting policies recommended by state and federal authorities.

- We have continued to develop and update our computer programs to assist us with required inventory, food and accounting programs.

- Fifteen of our Food Service employees are currently certified with ASFSA and have participated in several of the district's in-service meetings this year as well as the state

summer conference. We had two employees take the Sanitation & Safety Course at the annual state conference last year and 3 more employees will be attending the course this summer.

- Our staff continues to implement USDA's new DIETARY GUIDELINES utilizing the new USDA cookbook. We continually adjust all of our recipes adding extra herbs 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 1/2 low fat yogurt.

- This past year our a la carte snacks sales showed an increase in the Teacher Lounges, Junior and Senior High Schools. Our catering program sales also increased from 60 events to 72 events. We have received many compliments on our catered events and it is helping us to improve our Food Service financially.

- Two of our food servers retired at the end of this school year. We will be hiring replacements for these servers at the Garfield and Highland Park Elementary Schools. Hopefully these new employees will be hired early enough to be able to attend the Sanitation & Safety Course taught at the summer conference in July.

- Economically, this has been a very challenging year for our School Food Service. Even though we increased our lunch prices, with very little bonus (free) foods and the continual rise of food costs, we found it very difficult to stay within our budget. Since we were so short on funds last year, very little food was purchased from the bid to take us through September and October. Therefore, at the beginning of the school year, it was necessary to purchase many food items weekly at higher costs. To supplement this, two large O.P.I. Cooperative Food Bids were ordered to carry us through September of 1992. We were very fortunate that we were allowed to purchase some of the Desert Storm surplus commodities this past year. The quality of the food is very good and the cost very reasonable, in some instances only a fifth or less of the current market cost. Even though our budget is slim, the quantity and quality of food must remain the same to ensure well balanced and nutritious meals. The required USDA Daily Production Records are very labor intensified and add greatly to the cost of our meals. Our commodity shipments were again very late, the last one arriving on May 15th, several months after the second O.P.I. Bid was ordered.

- We again noticed the "money pinch" with the loss of approximately \$10,000 from the district for free adult lunches which we furnish daily throughout the district. Part of the costs for these lunches are to teachers and staff who are supervising "sack lunch" students, who do not participate in the School Lunch Program. Our servers must pre-wash and wash tables after their lunch as a sanitary requirement and at some schools set up tables for "sack lunch" students. All of these costs are absorbed by the School Food Service with no help from the district. With our budget as tight as it is and no help from the district, I cannot

see how School Food Service can continue to provide this service. If the district feels that lunch time at school is not part of the school day and will not allow funds for this expense, then I feel that each child bringing a sack lunch from home, pay \$.25 daily or \$1.00 per week to reimburse Food Service for its costs to provide a clean, supervised area for "sack lunchers". My Food Servers wages cost approximately \$.10 per minute and when you add free teacher and staff lunches to this, you will reach \$10,000 pretty quickly. It would help Food Service tremendously if we could have some help with this problem.

- Our Food Service Staff has again "pulled together", cutting labor costs when possible, and helping in many numerous ways to make it through the year under a very tight budget. 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. Even though we are "barely" making it through the year in the black, the 92-93 economic outlook for our food service looks much brighter. Presently, our food supplies are very good with enough foods to take us into the fall and some foods through the next year. Our recent fall bid was also approximately \$10,000 less than last year at this time. With our lunch counts back to nearly the same as a year ago, I recommend that we use the present lunch prices next year and I look forward to new challenges in the 92-93 school year as Food Service Director.

**ANNUAL SCHOOL REPORT
TRANSPORTATION DEPARTMENT 1991-92**

June 8, 1992

During the 1991-92 school year, our buses traveled 151,180 miles and we had 1,442,664 passenger miles. We traveled all of these miles with only one breakdown and no injuries.

This year we did a retro fit on Bus #8 from a 3208 to a 3208 turbo engine. This was a real challenge, but it went well and was successful.

We were involved with the BLM to help in providing transportation for fire personnel during the Burnett Peak fire. The Transportation Department grossed approximately \$21,000.00 and netted around \$11,500.00 in doing so.

The department purchased another MC-5 with some of the money coming from the Burnett Peak Fire proceeds.

A new computer and software for maintenance records have also been purchased. We are still transferring information to the new computer and will have maintenance reports before the summer is done.

The Transportation Department is doing the maintenance on the Drivers Education car and Maintenance Department vehicles. We also rebuilt the engine on the Ford Courier pickup.

Maintenance Program Summary
1991-1992

The School District No. 1 Maintenance Department has a very productive year. We have again increased our preventive maintenance workload. Also, minor improvement projects continue to be completed. This year these included such jobs as work on the play-spaces, sidewalk replacement, installation of new equipment and furnishings, replacement of counter-tops & sinks, and installation of suspended ceilings.

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 does not seem possible 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:

>Play-space improvements	- \$250,000
>Remodels of Jr. High band-room and the Garfield Teacher's Workroom	- \$33,900
>Parking Lot improvements @ Fergus	- \$52,400
>Carpet replacements in Elementary buildings	- \$10,600
>Roofing repair @ Garfield (Ins \$16000)	- \$17,000
>Replacement of SW Entry @ H.P.	- \$3,800
>Replacement of condensate pump @ H.P.	- \$3,200
>Painting of elementary buildings	- \$4,500
>Upgraded Unit-ventilator controls in 5 classrooms @ Garfield and H.P.	- \$3,400
>Removed underground storage tank @ Garfield	- \$11,000
>Completed mandatory re-inspection of Asbestos	

Goals for the remainder of the year include:

>Parking lot improvements @ Fergus	- \$22,500
>Carpet replacement and installation	- \$14,100
>Seal playground asphalt @ H.P.	- \$4,800
>Painting of elementary buildings	- \$4,400
>Upgrade Unit-ventilator controls in 5 classrooms @ H.P.	- \$4,000
>Replace phone system @ Garfield	- \$3,000
>Replacement of condensate pump @ Garfield	- \$3,500
>Repair of brick planter & wall @ L&C.	- \$1,400

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.

ANNUAL SCHOOL REPORT
Business Office 1991-92

June 8, 1992

Central Office serves as the hub for support services for the Lewistown Schools.

Support services include District Administration, all financial aspects (Purchasing/Receiving, Accounts Payable reporting), Payroll, Instructional Media Center, Supervising of Transportation, School Food and Grounds & Maintenance.

Over \$8,766,700 of monies are annually maintained by the Office. These monies are dispersed among 22 different federal programs, 4 Chapter I programs, 2 Chapter II programs and 59 different funds.

All special programs are accounted for quarterly and projected cash flow is reported to the Office of Public Instruction. All budgets and annual reports are generated by the Central Office.

Over 300 employee and substitute personnel records are maintained at the Lincoln building. In addition, all employee records from the inception of the District are in archival files. Employees are classified in over 28 different job areas and all taxing and pension information is calculated.

Staff Development is important for Central Office support. All staff members attended a stress management seminar, some attended computer software training, professional group meetings, GAAP training, fixed asset training, secretarial skills update and time management.

Central Office staff continues to meet monthly for "stress management" which enables staff to socialize away from the workplace.

Central Office again received a "clean audit" opinion and will continue to strive for accuracy in accounting and reporting while providing support to the all instructional programs.