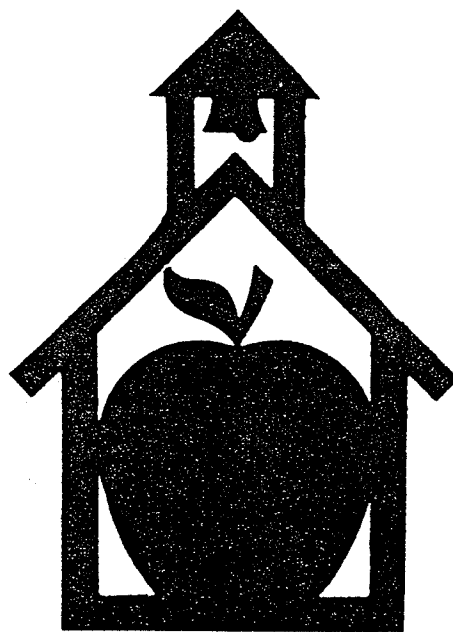


LEWISTOWN PUBLIC SCHOOLS

1990-91

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	Dennis Bergo
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 Education/ABE/EOCM	Diane Oldenburg
Traffic Education	Diane Oldenburg
Curriculum	John Moffatt
Drug/Alcohol	L.J. Bowman
Food Service	Donna Larson
Transportation	Steve Klippenes
Maintenance	Paul Stengel
Business Office	Stacey Vestal

June 3, 1991

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 development of ecology stations on Spring Creek which are now used by several classes for investigative science activities, cooperative learning lessons in every classroom, etc. Next year, with computers in each classroom and possibilities of the MET-NET Grant affecting our building, we should be able to do even more in the area of application of technology.

SCHOOL HIGHLIGHTS:

- Cynthia Baumann, 6th grade teacher, was named the Montana winner of the President's Award for Excellence in the Teaching of Mathematics. Cynthia received a trip to Washington, D.C. and a \$7500 grant which has been used to purchase math materials for Garfield. Governor Stephens visited the school to present the award to Mrs. Baumann.
- Garfield students raised over \$150 for care packages sent soldiers in the Persian Gulf. Hundreds of letters were written by students at all grade levels.
- In response to teacher needs, the position of Mainstream Coordinator has been added. Carol Brown serves the entire district in this role and has done a great deal to assist the Lewistown Schools' commitment to mainstreaming in the neighborhood schools.
- In-service programs were excellent. These ranged from Dr. Harry Wong's presentation to the entire district staff, to Garfield's in-service on vision difficulties presented by Dr. Biegel.
- Open House and Parent-Teacher Conferences once again saw a nearly 100% parent turnout.
- Red Ribbon Week was a very positive experience for our students.
- Earth Day --- Each class was involved in an Earth Day program. Special thanks to the BLM and SCS for their efforts during Earth Week.
- Wildlife Fair --- Mrs. Miller coordinated Garfield's participation in the Wildlife Fair. Thanks to the CMR and Fish & Wildlife staffs, this event was a huge success.
- Playspace work was begun in late spring. With any luck, we will have a beautiful new playground when students return in the fall.

School Highlights cont'd

- Several teachers made excellent presentations to the School Board and Garfield student work was displayed in the Board Room twice.

PTSG ACTIVITIES:

- Assisted with Open House.
- Sponsored Book Fair at Parent-Teacher Conferences.
- Organized 3rd Annual Garfield Carnival which raised over \$2,000 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.
- Donated money for the beautiful new school sign.

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



TO: Conrad Robertson

FROM: L. J. Bowman

RE: Highland Park Annual Report 1991

DATE: June 4, 1991

1990-91 has been an enjoyable and successful school year! Our goal has been to meet the needs of every student regardless of their ability. I believe we have met this goal.

Our teachers have implemented effective teaching strategies which are designed to maximize student interest and learning. These strategies include:

- effective lesson design
- use of research-based instructional theory
- use of whole language and literature-based reading techniques
- use of "hands on" activities across the curriculum whenever possible
- use of creative problem solving and critical thinking exercises
- use of effective study skills techniques
- use of cooperative learning, mastery learning, and Talents Unlimited strategies

Our teachers also focused their attention on the social and self esteem needs of every student. Activities included:

- use of building wide assertive discipline techniques. Many reward days were earned by each classroom throughout the year.
- use of effective classroom management strategies. Students stay "on task".
- promotion of a drug/alcohol free lifestyle through curricular (ME ME) and co-curricular activities (care groups, speakers, campaigns, assemblies, etc.) Our faculty also models a healthy, drug free lifestyle.
- use of district and community prevention and intervention specialists.
- close communication with parents regarding student successes and student concerns.

One major improvement made in our school this year involves our special education program. After receiving inservice training we worked together to maximize our effectiveness in all facets of this program. Activities included:

- conducting CST (child study team) meetings which make parents more comfortable and able to freely participate. This identification meeting can be very threatening and scary for parents of future special education students.

- involvement of more professionals (optometrists, doctors, former teachers) so as to help identify specific needs of students.
- creating an atmosphere within meetings that is more child-centered than program-centered.
- setting meeting dates and times at the convenience of parents rather than the school. We have had to hire a few substitutes this year to implement this procedure.
- separating the IEP (individual education plan) from the identification meeting. This has allowed us to develop IEP's for students which are much more thorough, effective, and manageable to monitor.
- scrutinizing specific accommodations and recommendations so as to maximize the experience and the amount of time each child is mainstreamed into the regular classroom. Several district specialists came and talked to the faculty concerning what we can do to better serve the needs of all special students.
- all procedures and record keeping strategies were identified, streamlined and implemented.

Other highlights of this school year include:

- an active PTSG. They raised another \$1500.00 this year. We'll have new bulletin boards in our school next fall thanks to them. They also helped count all the Buttrey and IGA receipts which was a real chore.
- the work of our classified personnel has been awesome. Although we had no overloaded classrooms per se and no additional assistants, we still had a lot of kids. Cindy Giese, Linda Brown, Deanna Berg, and our noon assistants, Sheila Christensen and Kim Ferrell, all did a wonderful job keeping the staff happy.
- implemented a "Coffee Cup" series. These mini inservice meetings were held before school in the morning. Speakers, Charlie Brown and Dr. Biegel, came to talk to us about the special needs of kids from attention deficit to vision problems. Teacher, Linda Edwards, Shari Westphal, and Principal Bowman also gave special reports on recent trends in education during these meetings. Although attendance was voluntary all sessions were well attended.
- Buttrey receipts allowed us to purchase a new computer, two printers and several programs.
- IGA receipts have raised about \$1000.00 this year. A committee of teachers and PTSG members will determine how that money is spent.
- Dan Melick was nominated as the U.S. West Outstanding Teacher of the Year Award recipient. He was one of the five finalists in this state and earned \$1000.00 for the school.
- Connie Gage was nominated for the Sallie Mae Outstanding First Year Teacher Award. Unfortunately, she will be leaving us this year to pursue her Master's Degree in Iowa. We will find out whether or not she is a finalist this fall.
- The Playspace project is well on its way to completion. Much time, effort and financial support has been mustered to make this dream come true. DeeAnn Buehler, our P.E. specialist, has spent a tremendous amount of time coordinating the district effort. She is to be commended.
- Our five class programs were again a huge success. Thanks to Lauree Raunig, our music specialist, for making our kids look so good.
- Our Service Council raised over \$400.00 again this year and was able to purchase four assembly programs for our students. Through their efforts our students are well represented.

- Many teachers were given an opportunity to travel in state and out of state to receive extra training and inservice this year. Principal Bowman was also given an opportunity to attend the National Principal's Convention in Anaheim. Inservice received was shared with faculty members following these trips. This opportunity is most appreciated by everyone involved.
- Red Ribbon Week was huge success. Highland Park participated in all activities.
- Two student teachers met their requirements here. Linda Shuler and DeeAnn Buehler were the supervising teachers.
- The three Board presentations from Betty Anderson, Doris Moore, Becky Woltermann, and Lauree Raunig were successful. Board Room displays were well received.

In summary, it has been an enjoyable and successful school year. As we continue to strive for improvement in the development and implementation of effective educational programs for kids we appreciate the continued support of our School Board and our school community.

TO: Conrad Robertson, Superintendent
FROM: Dave Sharstrom, Principal
SUBJECT: Annual Report for 1990-91 - Lewis & Clark School
DATE: June 7, 1991

It is a great pleasure to be able to write about our school, its staff, and the wonderful support from the community. Therefore, the following information may be of interest as it reflects upon the status of education at Lewis & Clark Elementary School.

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

- . BLM Earth Day Activities
- . Central Montana Medical Center Poster Contest for Emergency Medical Week
- . National School Assembly - 'Science Fun and Facts'
- . Artist in the Schools Program
- . Fire Prevention Week (local firemen)
- . Norwest Bank (program on money and banking)
- . Rail/Highway Grade Crossing Safety Program
- . Fish and Wildlife Service provided Educational Outreach Programs
- . Artwork for Lewistown Art Center
- . Ecology Assembly by Pierre Bottineau
- . Soil Conservation Service provided outdoor educational classrooms
- . Fish & Wildlife Service hosted a Wildlife Fair at the fairgrounds.
- . Central Montana Medical Center - activity for National Hospital Week
- . Montana Power Presentations.

PTSG ACTIVITIES

- . Held a Lewis & Clark 'Back to School' picnic
- . Assisted with monthly cookie sales
- . Held membership drive at the L&C Open House
- . Conducted a Book Fair during Parent/Teacher Conferences
- . Organized the Saturday Movie Matinee Project
- . Purchased \$500 worth of shapes for stencil machine
- . Donated \$300 to the Playspace project
- . Volunteered helpers for Preschool Screening
- . Planned a Teachers Luncheon for Teachers Appreciation Week
- . Bought Presidential Academic Award Pins for the Awards Program

- . Financed field trips for every grade with trips to Fort Benton, Deerfield Colony, C. M. Russell Wilderness Area, Dairy Queen, Post Office, Public Library and the Kendall Mine
- . Called volunteers to work on the construction of the Playspace equipment

IN-SERVICE

Lewis & Clark faculty has participated in a variety of in-service training programs. These programs include computer in-service (K-2 teachers), Margo Long (critical thinking strategies), Integrated Learning Workshop, HIV/AIDS Workshop, Drug/Alcohol Workshops, Care Group Training, and Accommodating the Special Education Student in the Classroom Workshop.

CARE GROUPS

Two Care Groups were established at Lewis & Clark this year. The facilitators who ran the groups learned how important it is to listen to students who have problems, rather than to be judgmental or give advice.

EXTRA-CURRICULAR

Boys and girls in fifth and sixth grade could participate in basketball, volleyball and track. Student participation in after-school sports was excellent, with teachers, once again, becoming involved as coaches.

MAINSTREAMING

The inclusion of a multi-handicapped student at L&C went well this year. Not only did all students benefit from this type of integration, but the staff did also. The mainstream coordinator provided a valuable service to our building in helping us modify programs as needed.

LEAP

The philosophy of the gifted & talented program where the LEAP teacher came to each school to give enrichment lessons to all the students in the third grade classrooms was great. There is definitely much teacher support for this model.

STUDENTS

Students have the opportunity to participate in other activities in addition to the many state, national and local programs mentioned above. These programs include LEAP with its 'Odyssey of the Mind' component, band, choirs, Spirit Week activities, District and County Spelling Bees, Red-Ribbon Week, School Board involvement and the Book-It Program.

I believe that Lewis & Clark is enriched by the many contributions that everyone makes during the school year. I would like to thank all of the teachers; School Board members; classified and ancillary staff; and (especially) the Administrative Team for making my first year at Lewis & Clark an enjoyable one.

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 6, 1991

To: Conrad Robertson, Superintendent

From: Dennis Bergo

Re: Year End Summary Report - Junior High School

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

* Had a very successful parent/teacher support group this year with them supporting various activities throughout the year.

* Junior High participated in all Red Ribbon Week activities outlined or recommended by the drug and alcohol coordinator.

* A successful open house

* Effective parent/teacher conferences

* Total staff involvement with school improvement - teachers writing individual and personal goals

* The physical plant has lots of needs in terms of minor/major maintenance

* Vandalism has been virtually non-existent

* Attendance was excellent at the Junior High with an average of 95%

* Computer education and the use of computers has expanded because of the new lab

* ITIP and assertive discipline has worked well

* LEAP program (gifted and talented) full time for grades 3-8

* Science rooms need to be completed

1990-1991
FERGUS HIGH SCHOOL
Rich Wilson, Principal

There have been many happenings at Fergus High over the past year. These include:

Continued and additional attempts to provide positive encouragement to individuals and groups.

The adoption and implementation of Channel One and the educators channels.

Semester test exemption for students who met attendance requirements.

Final plans were made to include advanced placement classes for 1991-1992 in Chemistry, Biology and Mathematics. We already have our advanced placement class in English. The English department, next year, will study the pros and cons of implementing an advanced English nine and ten class. If the recommendation is favorable, a request will be made to allow these classes into the curriculum.

We experienced a fire in our laundry area located between the girls and boys locker rooms. The assumed reasons for that fire are under the close supervision of the maintenance staff. We learned that our previous signal for having students return when the alarm is silenced was unworkable when the fire danger is still present. Consequently the signal has been changed to be three separate ringings of the school bell before returning.

We purchased four more IBM or compatible computers since this time last year, and we received seven from a Carl Perkins vocational grant. Our total is now 63 computers. We also purchased a laser printer for our English/Journalism department to provide print quality.

Fergus High School sponsored an Academic Decathlon team when Montana re-entered the national organization. The competitions had not been held in state for several years. The team, and Coach Lynn Wise, were very successful as they became the 1991 state champions. They traveled to Boise and made an excellent showing, and finally to Los Angeles where they competed in the national contest. The trip was mostly paid by "The Ronald McDonalds Childrens Foundation." We have good reason to be proud of the team and their coach.

Two of our staff members were called to duty for the "Desert Storm" operation. Mr. Picco and Mr. Wilson were temporarily replaced by Mr. Steiner and Mr. Walker. Fred and Sid returned after eight months of duty.

The drug and alcohol policy was amended to exclude school action

for non activity participants found to be under the influence or in possession, while not at school, or under school supervision. Fergus High School, did however, include court assigned students in our regular insight classes. We had very few complaints about the policy as it is written now.

A study skills and homework committee made up of Fergus teachers researched, and then piloted a plan that will include teacher advisors for freshman students next year, and the addition of assignment books for daily student use. The study skills unit will be presented to the student body via closed circuit television in the fall.

The pilot study revealed that those students, and parents who wished to participate, were generally better informed, and more knowledgeable about weekly class assignments, and chapter and unit testing responsibilities. Teachers will check the assignment books weekly and sign off for parents who will do the same.

Our curriculum teams met during the year with Mr. Moffatt. Some amendments and additions were accomplished. Also, the math team included the new math program as an addition to the present curriculum. The social studies team adopted new textbooks which have been ordered for fall.

Attendance awards were given to five seniors who had four and one half or fewer days absent during four years of school. Of this group, one student, Cory Wright, had a perfect four year attendance record. Fifteen students received perfect attendance awards for 1990-1991.

The administration of Fergus High School has actively participated with members of the Chamber of Commerce to pursue tournaments to be hosted in the Fergus Field House.

A Carl Perkins grant that will include a basic home economics class for handicapped and non-handicapped students is said to be approved for 1991-1992. If, indeed, we do receive these funds, Mrs. Foster will be assigned one more period per day. We anticipate this being a freshman class.

Attendance has shown another gain since last year indicating that our attendance policy does work. * Note - the four year figures below:

ATTENDANCE PERCENTAGES

	<u>1st Qtr</u>	<u>2nd Qtr</u>	<u>3rd Qtr</u>	<u>4th Qtr</u>	<u>Average</u>
1987-1988	94.18	90.90	89.55	92.06	91.67
1988-1989	93.67	92.79	92.18	93.00	92.91
1989-1990	93.00	94.10	93.26	95.38	93.94
1990-1991	95.29	94.05	93.57	96.43	94.84

The student handbook was revised in its format to make it easier to read and research. Further improvements will be included for next year.

Our alcohol, suicide and general growth groups were in place again this year. These groups are very positive for students who wish to participate. Nearly one-half of our staff are now trained to facilitate group interactions.

Our health curriculum for freshman students was taught daily for one semester for the first time this year. The comprehensive curriculum adopted some years ago was taught the most thoroughly this past year. As sophomores the students receive a lesser health offering, but, they do receive a comprehensive self esteem builder along with the physical education activities.

The addition of Mrs. Pyrah as the part time activities secretary was a very positive move, and it allowed the vice principal to devote more time to the duties of his office. That is not to say that the work load for the vice principal/athletic director is now resolved. We could still use more time from Mrs. Pyrah.

We have two Fergus students who will serve as foreign exchange students next year:

Keri McNees - summer of 1991 exchange to Norway

Amy Crawford- year long exchange to Brazil

We were fortunate to have Kay Streber as the Montana Selection for a Horatio Alger scholarship of \$5,000. Kay also was provided a week stay in Washington D.C. with the other state winners. We're very proud of Kay, and we will follow her progress after Fergus High.

We also enjoyed seeing Kris Birdwell receive a \$5,000 ROTC scholarship from the army. Kris is a tremendous young man. We were very pleased with his leadership as our student body president.

We had five new staff members at Fergus for 1990-1991. This is an unusually large change to take place in one year. Two were additional positions brought about by reassigning some staff, and adding additional sections in health, social studies, english and science. The remaining three were replacement teachers. When we include replacements for Mr. Wilson and Mr. Picco we worked with seven new faces.

Even with the additional sections added this year some staff will have large classes next year. Science is an immediate concern. It will be difficult to get into science classes for junior and senior students who's grades in lower science classes were not A or B. Three reasons cause this situation. First, we are being impacted with the largest freshman class we've seen in many years. Secondly, we are implementing our advanced placement classes in Biology and Chemistry, thus limiting enrollment size

for those classes. Thirdly, the district requirement of ~~three~~ science credits for graduation makes it difficult to accommodate all students who need credit. We allow crossover credit in vocational agriculture and technology. These classes will receive overload students. Be prepared to hear some complaints regarding this situation. As larger classes continue to come to us in the future we will need to add staff or set additional requirement for admission. The impact will be in most academic areas.

1990-1991 GOALS

Research for a study skills program.

Add more advance placement classes.

Emphasize involvement in activities

Attend workshops and inform the board about recent vocational technology education projections.

To encourage a science/technology learning class that would be team taught. (Died when Mr. Picco was called away)

To continue to advance the computer curriculum and number of computers.

To become more updated on every curriculum we offer.

To continue to encourage an atmosphere conducive to learning and safe from fear.

To maintain good consistent discipline throughout the school year.

To encourage home economics classes in an attempt to build the program and FHA.

To study the possibility of a vocational English and Math class for future years.

NEEDS FOR THE 90'S

I project our most pressing academic needs will be for additional periods of Science, English, Social Studies, and then Math in that order. Without these extra periods we will first lose quality and finally accreditation.

We will need to continue adding computers, and I visualize our typewriters being replaced eventually by word processors. I see the typing teacher becoming a second computer instructor.

With computer camps, and a computer lab at the junior high, I recommend that keyboarding be included now within the elementary structure. We're already seeing habits among incoming high school students that are hard to correct.

FERGUS HIGH SCHOOL ACTIVITIES

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

1990-91

YEAR END REPORT

Golden Eagle Activities in 1990-91 continued growing on past traditions of excellence at Fergus High and are, we feel, providing the experiences needed to develop strong individual citizens in this, the "other half of education." Again, as in past years, 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:

A "rebirth" of ACADEMIC DECATHLON team at Fergus High this school year was one of the top highlights of the year. This group of students and their coach, Lynn Wise, supplied a great boost to the schools sense of accomplishment in 1990-91. Principal Rich Wilson, the State Coordinator, and Mrs. Wise worked hard to provide an outstanding opportunity for Fergus High team members. Winning the state competition, competing in the Idaho state competition and then representing the school and the state in the National Academic Decathlon in Los Angeles were great accomplishments and experiences. Teammates Bret Taylor, with the top team score, and Neil Nelson, a silver medalist 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 Jazz and Pep Bands are part of the reason the band is recognized as one of the top groups in the state. Leading the way for the students was sophomore Dan Wood who was a member of the All-State Band and senior Shelly Brown, winner of the bands most coveted award, the John Phillip Sousa Award.

Fergus High's CHOIR department was headed up by second year teacher Joni Wagner. Her concert choir and symphonic choirs were very entertaining and were well received during their concerts. In addition, the Choralaires accented each of the other groups well. Student leaders in this area included Jason Stuart a FHS representative on the All-State Choir and Angela Lantzer who won the National Choir award for the year.

The SPEECH & DRAMA team showed great improvement in their performances over the course of the year and accomplished many team goals. Team goals of increasing student participation and development of overall team success were centered around a strong program philosophy which stressed week-by-week improvement. Coaches Christie Powell and Ann Rapkoch led the team that started with strong participant interest before the work started and finished the season with a core of eight hard working students (which was still an improvement from the previous year). Highlights included a strong finish at the State A Meet with Kelly Pangburn making the semifinal round in impromptu speaking and serious duo members Jennifer Hassler and Amy Pratt becoming State Champions. Overall, the team place fourth at the state level.

FERGUS HIGH SCHOOL ACTIVITIES

201 CASINO CREEK DRIVE
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The year, summer included, is always a busy one for the **CHEERLEADERS** and this year was no exception. Under the leadership of LaVonne Simonfy the girls won the Spirit Award at summer camp and raised over \$2000 in funds to support their program. Other goals included increasing crowd response at games and getting the girls to think of themselves as athletes by being better conditioned. The team members have become strong representatives of the school throughout the community and represent the school well at the state level.

Laura Burnham was this year's **EAGLETTE** advisor while Jackie McQuinn helped with the leadership from a volunteer's point of view. Highlights this year included an increase in student participation and overall pride for and of the team.

The efforts of student body President Kris Birdwell and out-going advisor Fred Zaino led an outstanding group of individuals in the **STUDENT COUNCIL**. Other officers in the organization included Vice President Jamie Elfering and Secretary/Treasurer Anne Phillips. 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 FHS Pride Awards and the Blue/Gold Leadership Breakfast. This spring the Student Council purchased a new "reader" board for the lobby with moneys earned during the school year.

Ron Miller, the new head **GIRLS BASKETBALL** coach, started off the year with a solid core of girls who were willing to work hard and develop a new program based around new leadership and on the successes of previous Golden Eagle teams. The varsity compiled a 9-12 record in a season where 14 of the teams 21 games were against teams ranked in the top 10 of the Class A power poll. The team steadily improved and prided themselves on their scrappy style of defense. A young JV team finished the year with a 9-9 record under the guidance of assistant coach Sue Habbe while the freshman team was 11-7 for new frosh coach Dick Brosseau.

The **FOOTBALL** program continued to develop interest and overall participation during a year where the varsity was extremely competitive and remained in the playoff picture until the final gun. Their faith in themselves led to an upset of a strongly favored Browning team on the road and an overall team record of 3-5. Next season promises to be a continuation of a program on the rise. The Eagles were led by head coach Gary Gebert and assistants Lynn McMillan, Vic Feller, Sam Richter, Rick Wright and Ron Hrubes. Records for the JV & freshman teams were 3-4 and 2-5.

The **CROSS COUNTRY** team worked hard to match successes of the championship 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 but finished strong in the last half of the year. Sophomore Julie Southworth and freshman Amy Macomber led the team and were state medalists.

FERGUS HIGH SCHOOL ACTIVITIES

201 CASINO CREEK DRIVE
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WRESTLING made big strides toward becoming the strong program it has been in the past. Head coach Steve Fraser and assistant Vic Feller led a unified team in their quest to build greater interest and increased participation in wrestling. This year had the highest number of participants in years and was led by seniors Kris Birdwell, Tony Turk and Paul Sanford. Eleven members of this seasons team qualified to the state meet in Billings with Paul Sanford placing second in his weight class. Overall team dual record was 9-4 and a big highlight was a second place finish in the Class A portion of the CMR tournament.

The **VOLLEYBALL** program had an excellent year and were very competitive in an excellent Central A Conference with team members enthusiastically working toward improvement in the future. Head coach Dave Byerly and assistant coaches Sterling Sundheim and Jill Biegel worked hard at developing a solid program that played it's best at the seasons close. The varsity record was 7-14 and was led by All-Conference team member Shannon Stremcha and fellow senior Marny Bergo. The JV record was a shining 17-4 while the frosh were an underrated 8-13.

Varsity **BOYS BASKETBALL** had an up and down year but again competed successfully in the tough Central A Divisional tournament where they nearly defeated heavily-favored Butte Central in the final contest. Head coach Lynn McMillan was assisted by Frank Hallett, Sam Richter and Jim Daniels. The JV record was 13-5 while the frosh record was a rapidly improving 11-6. An additional team, the "sophomore" team was financed by a group of parents and had a fine year finishing at 15-3 for the season.

The **GOLF** program had one of it's best years ever despite a "wet" spring. Head coach Ron Miller and assistant Bob Oldenburg 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, in a playoff, the third place trophy at the State Class A Meet held in Fairmont. Juniors Cody Goodan and Chris McConnell placed third and fourth individually in leading the team to the trophy. The girls team improved over the course of the season and were able field a complete team by the end of the season. Neither the boys nor the girls team had a senior competing in the top five so next year seems to hold much promise.

The **TENNIS** team was led by the successes of its doubles teams this season and should be solid in the next several years as many of the divisional participants are sophomores. Head coach Earl Evans and assistant Diane Lewis were joined by new assistant Dan Evans as they were able to effectively work with over forty participants at three different sites.

New blood in the assistant coaching ranks permeated the **TRACK & FIELD** program as head coach Eadie Schultz, and new assistant coaches Dick Brosseau, Christie Powell and Vic Feller enthusiastically led the track teams to a position of being competitive again at the divisional level following an extremely dismal spring. The most state participants in several years, twenty-one, represented the Golden Eagles at state. The girls brought home a third place trophy at Divisional in Butte while the boys had an excellent state meet with B.J.

FERGUS HIGH SCHOOL ACTIVITIES

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

Fredrickson, Monte Harrison, Troy Mills and Cameron Neitzel placing. The girls placing at the state meet were Julie Southworth and Lee Ann Corry.

JUNIOR HIGH programs 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 and will just continue to improve with the leadership of Pete Ruddy and Principal Dennis Bergo. Another change helping improve the basketball program was the development of (for the first time that I am aware of) two teams per grade level, with each team playing a minimum of 12 games.

At the ELEMENTARY level, in grades five and six, Jim Daniels coordinated stronger programs in volleyball, basketball, winter sports and spring track. The winter sports is a new wrinkle and generally gives the students opportunities to try new sports in January and to be introduced to track by head coach Eadie Schultz. One of the major reasons for improved elementary programs is adding back stipend coaching positions into the elementary budgets but also involving the head coaches more in the entire program. Season lengths were: volleyball & basketball - 8 weeks each; winter sports & spring track - 4 weeks each. Participant numbers were: volleyball - 123; basketball - 141; winter sports - 45; spring track - 106.

An extra highlight this year was the development of the Chamber's Tournament Host Committee. This group of individuals from the business community of Lewistown has worked hard to develop a system of support for the operation and financial backing of tournaments which take place in the Fergus High Fieldhouse. With the cooperation of this committee, we have been able to competitively bid tournaments into Lewistown for the general benefit of the community which will ultimately benefit the school and it's programs later on down the line.

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 properly develop without good support. Maintaining 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 support and leadership. Other concerns include the continuation of the participation fee process and provision of adequate supervision for activities.

Respectfully submitted,



Scott A. Dubbs, Activities Director

LEWISTOWN PUBLIC SCHOOLS
MUSIC DEPARTMENT

Richard Garcia
Music Coordinator

Date: June 13, 1991
To: Conrad Robertson
School District #1 School Board Members

From: Richard Garcia, Music Coordinator

Re: Year End Report 1990-91

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

Highlights

- * Lewistown Public Schools hosted the District 8 Honor Band & Choir Festival.
- * Lewistown Public School pep band again was tops in the state.
- * The Fall Instrumental Spring Concert received a "standing ovation" for their performance.
- * Lewistown Public School Screaming Eagle Band sends musicians to Montana East, a performing tour of Washington D.C., New York & Boston.
- * Lewistown Public School sends Trumpeter Dan Wood & Vocalist Jason Stewart to All-State Music Festival.

Activities

Concerts

- * 10 major concerts by the elementary band and chorus through high school band and choirs.
- * 2 Eastern "A" Festivals
- * 2 District Festivals
- * 2 State Festivals
- * 24 pep band performances

Programs

- * Many elementary school programs were held at the Fergus Center For Performing Arts as well as at the Individual elementary schools.

Community Performances

- * 16 elementary, Jr High, High School & Professional

Conrad Robertson

Page2

Summer Parades

- * 2 with high participation

Improvements

- * Fergus High School Jazz Band quality (this group was personally invited to the Maryland Jazz Festival).
- * Additional computer for the Music Department
- * Fergus High School Music Library
- * Jr High School instrument storage facility

Recommendations

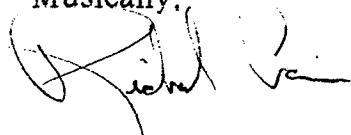
- * Maintain the quality of music offerings in the school district.
- * Choral Accompanist
- * Improve care and maintenance in total use of the Fergus Center, proper storage area & dressing room area
- * Finish the Fergus Center staging needs - curtains, etc.

Special Thanks

To Lewistown News Argus and Lewistown KXLO -KLCM for their support and publicity school music performances.

The Lewistown Public Schools Music Department Acknowledges and appreciates the total support of our school board and administrators.

Musically,



Richard Garcia

STAFF DEVELOPMENT

Lewistown Public Schools

201 Casino Creek

Lewistown, MT 49457

(406) 538-2321

10 June, 1991

TO: Conrad Robertson
Superintendent of Schools

REF: 1990-1991 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 1990-1991. They represent the services and opportunities for training that have been offered to district personnel.

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

- * Math Regional Conference - Long Beach, CA
Oct 31-Nov 3, 1990
4 teachers - 24 hours of training each
- * National Math Convention - New Orleans, LA
April 17-20 1991
4 teachers - 24 hours of training
- * Regional Science Convention - Washington DC
Dec 12-15, 1990
3 teachers - 24 hours of training each
- * Elementary Computer Education - Lewistown, MT
February 8, 1991
22 teachers - 3 hours training each
- * AIMS Workshop - Lewistown, MT
July 15-19, 1991
2 Teachers - 30 hours training each
- * Project Wild, Big Sky, MT
April 11-12, 1991
2 Teachers - 16 hours training each
- * Chemistry Lab - Labra, WS
July 22-26, 1991
1 Teacher - 23 hours training each

Summary of Math/Science Activities:

The Math/Science Program provided 52 teachers with a total of 836 contact hours of in-service training. Teachers affected by the program included 6 High School, 6 Junior High School, and 42 Elementary Staff Members. Accordingly, each of the 52 teachers received approximately 16 hours of in-service training in math/science area.

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

- * Assertive Discipline - Lewistown, MT
Aug 26, 1990
35 Classified Staff - 2 hours training each
- * Special Education - Lewistown, MT
Oct 17, 1990
109 teachers - 4 hours training each
- * Critical Thinking Skills - Lewistown, MT
Nov 13-17, 1990
93 teachers - 4 hours training each
- * National Educational Conference - Kansas City, MO
Dec 6-10, 1990
1 Administrator - 24 hours training
- * Motivation and Self Image - Lewistown, MT
April 10-12, 1991
94 teachers - 7 hours training each

Summary of General Staff Development Activities:

The Staff Development Program provided 106 staff members with a total of 1560 contact hours of in-service training. All teachers, K-12, were affected by the program. Consequently, all teachers in the district received approximately 14.72 hours of staff development services.

III. Staff Development Coordinator:

In Addition to planning the above activities (Chapter II funding), I was involved with the following:

- * Supervision of and participation in panic during SCUD missile attacks

- * Identification and classification of the effects of sand and sun upon the psychological stability of the individual
- * Participation in 26,000 miles of instruction focusing upon defensive driving under hazardous conditions

Sid Wilson
Staff Development Coordinator

CHAPTER ONE SUMMARY FOR 1990-91 SCHOOL YEAR
LEWISTOWN DISTRICT NUMBER ONE

This federally funded program, having three goals for student participants -- 1. to achieve grade-level proficiency, 2. succeed in the regular program and 3. improve in basic AND more advanced skills -- had 115 students in 1-8 and 44 students in grades 9-12 this school year, for a total of 159. (note -- these students participated for at least one-half the school year. Some received help in reading or math OR BOTH.)

Teaching staff employed by the program included four full-time:
Dan Mellick - Highland Park Leslie Hadden- Lewis & Clark
RoseMary Tews- Garfield LaRae Acker Fergus High - reading
Part-time:

Karen Combs	Highland Park	1/2 time
Gloria Miller	Garfield	1/2 time
Harry Fradley	Jr. High	1/2 time reading
Valorie Snapp	Jr. High	1/2 time reading/math
Jim Hamling	Jr. High	1 period/day math
Darrell Sauer	Jr. High	counselor 1/5 time
MaryJo Hamling	FHS	2/3 time math
Vic Feller	FHS	1 period/day math
Ron Miller	FHS	1 period/day math

Dennis Bergo is the Budget Planning Unit Administrator for this program. Stacey Vestal serves as Authorized Representative for this and all other federal programs.

HIGHLIGHTS FOR 1990-91 SCHOOL YEAR

1. During the Summer of 1990, a room was remodeled at Highland Park for Chapter One, resulting in a very positive setting which enhances the program.
2. In K-6, an additional 1/2 time Ch. I teaching position was added. Having Karen Combs at Highland Park and Gloria Miller at Garfield helped us to serve students who otherwise would have been on waiting lists.
3. For the first time in our Spring 1991 reports to OPI, we reported first grade results of Chapter One students. We used their scores from the Curriculum End-of-year tests in math and reading.
4. Parent Involvement, a high priority for the Ch. I program, was addressed through many avenues. Jr. High had a math night for parents, Chapter One was involved with the Reading nights at the elementary buildings, and special efforts were made with individual parents in helping them to assist their children. Chapter One sent quarterly reports to all parents of Ch. I children (grades K-6) to accompany their report cards.
5. The Program Improvement Process, a recent addition to Ch. I law, was active at the Jr. High for the math area. This is determined based on the Ch. I students' gains on the yearly standardized (Stanford) testing. Gains are measured on a yearly Spring-to-Spring basis. This school year, through this process, Garfield and Jr. High had a total of \$11,000 to use specifically for math -- (materials, computers, in-service training).
6. Through the Program Improvement Process, Garfield will be offering a Math Camp from July 16-Aug. 15th for Ch. I students -- 3 mornings per week for 5 weeks -- to help them improve and maintain math skills.
7. At Fergus High, 2 new course offerings were instituted for Chapter One students -- Reading in the Content area for 10th and for 11th graders. World History and American History were the content offered, with emphasis on reading strategies (cause and effect, summarizing, main ideas, comparing and contrasting, etc.) Students receive a history credit for these courses.

(2)
8. Spring Stanford Test score results were back to the district earlier than in past years, greatly assisting the Ch. I teachers in completing reports and in generating prioritized lists of eligible students BEFORE THE END OF SCHOOL. Also, test results were available before the 7th and 8th graders were scheduled for next years classes. A Major Accomplishment!

9. The Chapter One Program now has 14 Apple computers (either IIs or IIGs) for student participants to use -- 6 for K-6; 5 at Jr. High and 3 at FHS.

10. Highland Park Ch. I teacher Dan Melick was one of the 5 state finalists in the USWEST Teacher of the Year Award program.

We are extremely fortunate to have Stacey Vestal as Authorized Rep., who is so knowledgeable and helpful. Especially in dealing with very tight budget situations in the high school program, her resourcefulness and persistence have greatly aided our program.

Federal Allocations for 1991-92 school year are:

Elementary project K-8: \$230,900 & Fergus High (9-12): \$ 78,168

These allocations cover the salaries and benefits (insurance, Social Security, worker's comp., teacher retirement, etc) of the Ch. I teachers, as well as in-service training, instructional-related supplies and equipment for student use, and substitute salaries.

The FHS allocation is a welcome increase, having been at approx. \$62,000 -- due to the impact of our 1987 mill levy failure. This Fall, we will be able to budget for some much-needed long overdue equipment.

In Fall of 1992, the 1990 Census figures will be used for Chapter One allocations, which could have serious ramifications for the state of Montana's federal programs.

RECOMMENDATIONS:

1. Physical settings for the programs at Lewis & Clark and Jr. High are inadequate. Lewis & Clark has no room -- students work in hallway. At Jr. High, recommend housing all Ch. I equipment and classes in one location.

2. That the 2 K-6 part-time positions be 3/5 instead of 1/2 time. Those teachers could then work with students 3 days/week. This would make scheduling with the regular classroom teachers easier also.

3. That there be in-services for all buildings to explain the Ch. I program -- thus improving coordination between Ch. I and district-paid teachers. There is confusion by district staff between Ch. I and Special education.

4. Common planning time needs to be provided so that Ch. I teachers and classroom teachers can confer about Ch. I children's progress. (Esp. critical at 1-6).

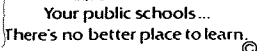
5. Work to improve communication between Ch. I and Special Ed.

6. That time be provided during the school day for coordinator of the program to perform the necessary duties. Ideally, this would be last period of the day, so that a block of time including after-school time is available to work with other buildings (Lincoln or other school buildings).

7. That scheduling for incoming 7th, 8th and 9th graders be done in May late enough so that the Stanford tests scores and Ch. I eligibility lists for the upcoming year are available prior to the scheduling of classes. This could also assist special ed. and LEAP programs.

8. That there is a need for more counseling available at the K-6 grade levels. Ch. I students would benefit from having a full-time elementary counselor.

Mary Jo Hamling 6-7-91



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

RE: Summary of Special Education Program 1991-92

School year 1990-91 was a year of outstanding special education inservice. Dr. Barbara Bateman of the University of Oregon School of Law, presented a two hour workshop to all teachers on "practicing safe special education". The next day, she spent one whole day with the special education staff. Dr. Bateman has been a leading authority on special education law for over 25 years. In October, Dr. Tom Powell, Dean of Education at Eastern Montana College, presented a one-half day

Conrad Robertson
June 7, 1991
Page Two

workshop entitled "Families". Dr. Powell, a parent of a severely handicapped son, helped all teachers recognize some of the pain that families of handicapped children endure.

We are looking forward to a new program in Lewistown for next year. Head Start, a federally funded program for disadvantaged preschoolers, will be initiated in the fall. Hopefully, early intervention with disadvantaged youth will reduce the need for special education services in the future.

As has been the case for the past several years, funding has been a concern. Because of insufficient state/federal special education funding, local effort has been required. Lewistown schools have met the challenge--allowing the department to provide mandated services. With no additional state funding for the next two years, providing these services will continue to be a challenge. I am confident that the district will continue to be able to meet the challenge.

MLI/pb

OFFICE OF COMMUNITY EDUCATION

ADULT EDUCATION

Cooperative classes were held with Fergus County Extension Service and MSU, Family Planning Office, Lewistown Art Center, Central Montana Medical Center, Drug and Alcohol Services, Montana Arts Council, Human Resources Development Council (HRDC), American Red Cross, and the Montana Committee for the Humanities.

A Christmas-break Computer Camp was held this year with 46 1st-6th graders enrolling. The second annual Summer Computer Camp for students in grades 1-6 was held June 3-14 with an enrollment of 67 students. Junior High and adult sessions were offered but cancelled due to lack of interest.

COLLEGE COURSES - EOCM

Computer Education courses offered:	9
Education courses offered:	7
Science courses offered:	3
Business courses offered:	2
General courses offered:	3

Twenty four courses total were offered. Five were cancelled due to lack of participants.

ABE-GED

New students are pretested with ABLE, a screening tool to access functioning level.

Expanded services to Harlowton, county jail, learning disabled and daytime students with addition of one part time instructor and pool of available qualified tutors.

Contracted with H.R.D.C. for Summer Youth Enrichment Program for high risk high school students.

Participated in site review of Hamilton High School ABE Program for the Office of Public Instruction.

DRIVER'S EDUCATION

The program was expanded to offer a winter class session and two additional summer class sessions. This expansion of options for students allowed us to more than double our enrollment capacity.

OTHER

Representing the Office of Community Education, I served on the Human Services Coalition, the Teen Parent Task Force, and the JOBS Task Force (welfare reform involving Adult Education and ABE-GED programs). I participated in Superhost Training and the formation of a new Education Committee for the Lewistown Chamber of Commerce. I also attended the Montana Gender-Equity Conference and the Montana Association of Adult Continuing Educator's spring meeting.

OFFICE OF COMMUNITY EDUCATION

The Office of Community Education was staffed this year with a part-time director and a half-time secretary. The following statistics represent the 1990-91 year.

FALL

WINTER

SPRING

ADULT EDUCATION

Classes offered 18
Classes held 14
Enrollment 177

Classes offered 22
Classes held 19
Enrollment 264

Classes offered 21
Classes held 15
Enrollment 216

COLLEGE COURSES

Computer, 3
Enrollment 32
Business, 1
Enrollment 13
Education, 1
Enrollment 5
General, 1
Enrollment 16
Science, 1
Enrollment 12

Computer, 3
Enrollment 39
Business, 2
Enrollment 28
Education, 1
Enrollment 17

Computer, 2
Enrollment 24
Education, 4
Enrollment 64

SCHOLARSHIPS: 20 for \$840.00
NO-INTEREST LOANS: 19 for \$2610.00

ABE/GED

Students/class 7=ABE
30=GED
Students taking
GED test 27

Students/class 7=ABE
36=GED
Students taking
GED test 28

Students/class 7=ABE
31=GED
Students taking
GED test 24

DRIVER'S EDUCATION

School Year 58
3 sessions

Summer 90
3 sessions

YOUTH PROGRAMS

Christmas
Computer Camp 46

Summer
Computer Camp 67

June 3, 1991

TO: Superintendent Robertson
FROM: John Moffatt
RE: Curriculum Report -- 1990-91

1990-91 marked one of the busiest years ever in terms of district curriculum development. A number of major projects were undertaken and successfully completed. This was made possible thanks to the efforts of all of the teachers involved on the various teams, to the support of my fellow administrators who had to find substitutes when committee work took their teachers, and to the commitment from the Superintendent and Board of Trustees which allows teacher release time for this crucial work.

Following is a list of 1990-91 projects:

Math (K-12) -- Though not an adoption year, the math team revised the K-12 curriculum guide to emphasize the NCTM Standards. This effort should assist teachers in providing better math instruction district-wide. (No new texts or materials were purchased).

Language (K-12 -- Implementation of the revised language curriculum and new materials took place this year.

Music (K-12) -- The Music Curriculum Team reviewed their curriculum and made significant revisions in the K-6 program. Efforts were made to reduce previous duplication and to provide children with more time devoted to actual music. (No new texts or materials ordered).

Jr. High Computer Lab -- The lab is operational this year following extensive work by the Computer Curriculum Team last spring.

Elementary Computer Purchase -- The Computer Curriculum Team and elementary advisory committee have reviewed several proposals for the district's purchase of computers for the three elementary schools. The group made recommendations which were then built into a bid package.

High School Business -- The High School Business Curriculum Team reviewed and revised their curriculum this year. (No additional texts or materials were ordered).

High School Library -- The High School Library Curriculum was written this year. It was reviewed positively by Janis Bruwelheide, Ed.D., Associate professor of instructional media at Montana State University. (No new materials were ordered).

Social Studies (K-12) -- This was our major area of concentration this year as a full review and revision was completed, texts and materials were examined and rated, and a recommendation for adoption of materials was presented to the Board of Trustees. Special thanks to Greg Lucotch for chairing this year-long project.

Home Economics -- Review of the 7-12 Home Economics program was begun and will be completed next fall. Included here is the addition of Home Ec. I as a high school course offering next fall. Though no materials have been reviewed, it is anticipated that purchase of some books may be required.

Curriculum Conferences -- Math-science monies allowed us to send several teachers to the national conferences for math and science.

Next year curriculum work will include:

1. Review and revision of reading and literature - K-12. Review of materials and adoption of new books.
2. Implementation of K-12 Social Studies.
3. Completion of 7-12 Home Economics review.
4. Implementation of K-12 math revisions.
5. Implementation of music revisions.
6. Review of Art Curriculum. (This was begun last year, but because so many other projects were going on, several grade levels were not represented on the team. It is recommended that the curriculum team be filled and that review of the art curriculum begin in the fall of 1991).



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

Lewistown Public Schools

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

TO: Conrad Robertson

FROM: L. J. Bowman, Principal

RE: Year End Summary Report, Drug/Alcohol 1990-91

DATE: June 7, 1991

In summary, the Drug/Alcohol Program K-12 has been successful. The following are highlights:

- All grant monies were expended.
- Drug/Alcohol Services and law enforcement have been very active in the community.
- Judicial systems have been communicating with the school.
- Drug/Alcohol Core Team and Prevention Program Committee have met regularly.
- Completed Drug/Alcohol Grant reapplication for 1991-92. Estimated budget is \$30,692.99.
- Sam Richter has been active this year in implementing programs.
- Effective Red Ribbon Week in October. Speakers were well received.
- Purchased four spots for MTI camp (\$375.00 each).
- Sixteen teachers attended Children at Risk workshop.
- Offered three Insight classes and many support groups grades 9-12.
- Expended \$300.00 for Senior Graduation Drug/Alcohol Free party.
- Offered Care groups grades K-6.
- Established goals for next year.
- K-6 ME ME program has been utilized well.
- Will send four people to CARE workshop on June 11-14 this summer. John Moffatt, Pattie Ross, Candy Dunn and Joanne Ward will attend.

ANNUAL SCHOOL REPORT
SCHOOL FOOD SERVICES
June 6, 1991

We served 142,753 lunches during the 1990-91 school year, 5% more than last year, averaging 793 school lunches daily. If our catered noon lunches were added, it would increase to over 800 lunches daily.

- A new serving plan offering more choices plus a salad bar to all schools was instituted this year and was well received. Promotional theme days and Lucky Tray Day were again featured. All of the above, plus the fact that the lunches were at a very reasonable cost, attributed to the rise in lunch counts.

- 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.

- Several of our 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.

- Our staff continues to implement the USDA's new DIETARY GUIDELINES. Our cooks and bakers are utilizing the new USDA cookbook, which reflects these guidelines and they also have adjusted all of their recipes by using less salt, saturated fat and sugar.

- A la carte snacks in the Teacher Lounges, and Junior and Senior High Schools sold very well this year. Our catering program has increased slightly from 58 events to 60 events catered.

- Several new employees were hired this year, including 3 at Fergus High School, 1 at Lewis & Clark Elementary and 4 at the Central Kitchen. All of the new employees will be taking the Sanitation and Safety Course which is taught annually at the state conference.

- This has been a very challenging year for our School Food Service. We have really had to struggle to keep our program in the black. We lost approximately \$3,000 in bonus (free) dairy products alone this year. Up until this year, we were able to order all of the cheese, dry milk and butter we could possibly use. Produce also has been hard to obtain and has been very costly, partially due to the freeze in Florida, California earthquake and lingering effects of the 1988 draught. Prices have continued to rise while the quantity and quality of foods must remain the same to ensure

well balanced and nutritious meals. New (labor intensified) daily production records were introduced to our system as a recommendation from O. P. I. These records are a very valuable tool; however, they did increase labor costs. Our commodity shipments were again very late. We received our last shipment on May 15th, really too late to help this year's program. We again noticed the "money pinch" with the loss of approximately \$8,000 from the district for free adult lunches which we furnish yearly throughout the district.

The entire School Food Service Staff should be commended for "pulling together", cutting labor costs when possible, and helping in many numerous ways to make it through the year under a very tight budget. We could not have done it without these dedicated employees. They each had "ONE" goal in mind - to provide a well balanced, nutritious as well as delicious meal to "their" students at a reasonable price.

Due to the fact that our budget has been completely depleted because of rising food and labor costs, less government support and the desperate need to replace equipment, I am recommending that we increase all lunch prices \$.25 next year. Elementary \$1.25, Jr. and Sr. High \$1.50 and Adult \$2.25. School Food Services again looks forward to new challenges and the development of new programs in the 1991-92 school year.

**ANNUAL SCHOOL REPORT
TRANSPORTATION DEPARTMENT 1990-91**

June 6, 1991

This has been a very good year in the Transportation Department. We traveled 1,352,052 pupil miles safely this year. We also have one new employee this year. Her name is Debbie Johnson and she drives route #7 which is the Beaver Creek Route.

The big news this year is our new bus shop at the Airport Complex. It is a 10,000 square foot steel building that has a cement floor, 60 foot hanger door and "1" one 12 foot overhead door. We have divided the building into 2 sections. One side for cold storage and the buses. The other side for shop and office. On the office we had built a 14 x 20 office with a restroom. We also added an exhaust fan, wired in our air compressor and welder, and added extra lighting and outlets. We have most of the planned improvements complete, with only a small amount of trim work and painting left to do. We have spent much time improving this building to suit our needs.

In the last month we have made wonderful progress on our computer program. We should have some sample reports in the next few weeks and should be on line completely for the next school year.

I would like to take this opportunity to thank the School Board for our new building and would invite those members who have not been up to see the new bus garage to stop by anytime.

Maintenance Program Summary
1990 - 1991

The School District No. 1 Maintenance Department has had another good year. The use of a two man maintenance crew continues to make a noticeable difference in productivity. We have continued to increase our preventive maintenance workload and to take on some minor improvement projects.

Custodial operations have continued without any changes in scope or procedures. We had one employee leave the the custodial staff this year, who was replaced by hiring a local resident. We continue to have requests to upgrade our custodial care this year. A request to increase custodial staffing in the elementary buildings was not approved.

Contractor services continue to be used for various maintenance and repair activities, and for major improvement projects.

Highlights to date have included:

> Asbestos removal at Highland Park	- \$23,800
> Roofing replacement @ Jr. High & HP	- \$35,041
> Underground tank removal @ Jr. High	- \$4,090
> Converted restrooms into Chapter I room @ Highland Park	- \$6,830
> Refinish gym floor @ Garfield (Ins. \$2250)	- \$3,250
> Made drainage and lighting improvements @ Fergus	- \$11,336
> Constructed entry canopy @ Fergus	- \$8,058
> Installed cabinets in Biology and Ceramics room @ Fergus.	- \$6,105
> Installed acoustic treatment between Math and Boiler rooms @ Fergus	- \$555
> Installed carpet in 7 rooms @ Fergus	- \$5,496

Goals for the remainder of the year include:

> Continue work with playspace project.	-\$250,000
> Roofing repair @ Garfield (Ins \$16000)	- \$17,000
> Remodel Band room @ Jr. High and Teachers workroom @ Garfield	- \$20,000
> Parking lot improvements @ Fergus	- \$45,000
> Replace carpeting in elementary buildings	- \$9,000
> Painting @ elementary buildings	- \$4,485
> Replace condensate pump @ H. P.	- \$3 179
> Replace SW entry @ H.P.	- \$3,837
> Upgrade unit-ventilator controls in 5 classrooms @ Garfield & H.P.	- \$3,375

Future goals include:

- > Complete installation of playground equipment.
- > Continue yearly improvements @ all elementary sites.
- > Complete building and grounds improvements @ Fergus.
- > Increase budget for staffing.

**LEWISTOWN PUBLIC SCHOOLS
CENTRAL OFFICE ANNUAL REPORT**

JUNE 6, 1991

The Central Office for Lewistown Public Schools serves as a hub for services to the three elementary, Junior High, and Fergus High schools. The office also coordinates the activities of all support services, transportation, school food, and grounds and maintenance.

The staff administers over \$8,358,641 in budgets, processes over 4000 orders, and maintains personnel records on over 300 full-time, part-time and substitute employees each year.

All requirements for hiring of personnel is accomplished by the Central Office.

IMC services continue to grow with over 700 jobs requested by various schools being processed. The IMC also maintains copier services and records. Over 3.2 million copies were made in the District during the 1990-91 school year.

Many GAAP mandated procedures were implemented this year. Fixed assets, capitalization procedures, accrual accounting, and much staff training were some of the areas addressed this year.

Central Office began monthly support meetings to help staff cope with stress whether personal or work related. These informal lunch meetings will hopefully continue this next year.

Central Office continues to coordinate the activities of Classified Council. The Council instituted several staff development programs for the Classified Staff. Programs included: Stress Management, Assertive Discipline, First Aid/CPR, and Communications.

The District for the second year did receive a "clean" audit opinion and the staff of Central Office are again working hard in hopes of making it "three in a row."