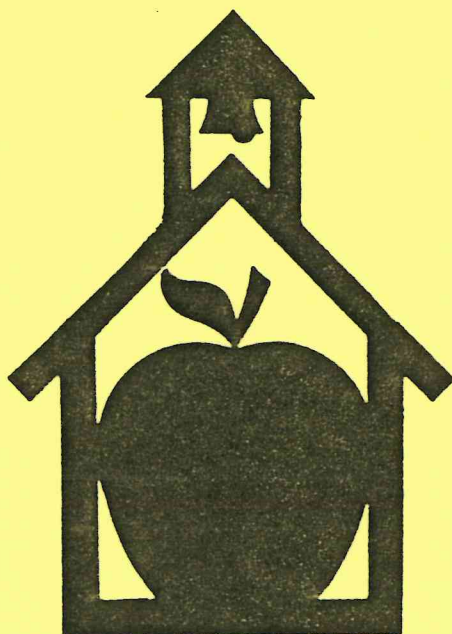


LEWISTOWN PUBLIC SCHOOLS

1989-90

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	Pat McGuire
Junior High	Dennis Bergo
Fergus High School	Rich Wilson
Activities	Scott Dubbs
Music	Don Black
Staff Development	Sid Wilson
Chapter I	Mary Jo Hamling
Special Education	Mike Ikard
Adult Education/ABE/EOCM	Barbara Conrad
Traffic Education	Barbara Conrad
Curriculum	John Moffatt
Drug/Alcohol	L.J. Bowman
Food Service	Donna Larson
Transportation	Steve Klippenes
Maintenance	Paul Stengel
Business Office	Stacey Vestal

To: Supt. Conrad Robertson
From: John Moffatt
Re: Annual Report, Garfield School

The 1989-90 school year at Garfield has been an exceptionally active one. I can't believe it's over, though I realize that when you get to be my age, it all starts to blur together. Here's a quick look at the year in review.

School Goals- This year I have challenged our staff in four areas. We are trying to: 1. Stress an interdisciplinary teaching approach 2. Emphasize "hands on" or activity-based instruction 3. Provide students with cooperative learning and critical thinking experiences 4. Maximize available computers and other forms of technology in the classroom. I feel we have taken some big steps in each of these areas. Some quick examples: Our 5th grade classes did an entire unit on the Antarctic expedition, incorporating math, science, reading, writing, social studies, and art concepts. Several of our teachers are using "Math Their Way" techniques in the primary grades, and I see a greater emphasis on literature-based reading instruction. Science is becoming more activity oriented. All of our teachers use some cooperative learning techniques and many are using Talents Unlimited. I would estimate conservatively that computer use this year has increased by 500 % thanks to more machines and some good in-service opportunities for teachers.

PTSG Activities- This has been a very productive year for our PTSG, thanks to a terrific group of officers. Following is a partial list of the group's activities:

- Welcomed students back to school
- Held membership drive at Open House
- Conducted Book Fair during Parent-Teacher Conferences
- Organized the 2nd Annual Garfield Carnival
- Purchased computer for Garfield School
- Allocated money for installation of liquid chalkboards in all classrooms. (Thanks, School Dist. #1 for the Emergency Budget funds needed to do this project.)
- Donated \$600 to the Playspace Project
- Provided orange juice for all students during SAT testing
- Assisted classes financially on field trips
- Planned purchase of sign for the front of the school
- Supplemented our classroom libraries with book purchases to assist teachers using literature-based approaches.
- Volunteered to help teachers in a variety of programs
- Presented the "Kids on the Block" program to all elementary children in Lewistown and some of the rural schools. This is a program designed to heighten awareness of students with handicaps.

Mainstreaming- Some significant strides were made this year in terms of mainstreaming (or integration) of handicapped students. The concept of these children attending their neighborhood school and receiving placement in the regular classroom where appropriate was at the core of this movement. The position of Mainstream Coordinator was created to assist classroom and resource teachers deal with the special needs of handicapped children.

In-service- Members of our staff were actively involved in presenting in-service programs. Cynthia Baumann presented a computer in-service to our faculty and a program on the new math standards for all primary teachers in the district. Susie Flentie gave an overview of Talents Unlimited to all K-6 staff. A science in-service featuring Bob Jones of Scott Foresman was held last fall. Other in-services dealt with the Writing Assessment, Cooperative Learning, and critical thinking skills.

Hurricane Hugo- Our students raised over \$150 to assist the victims of Hurricane Hugo. We adopted the C.E. Blaney School of Charleston S.C. and began a letter and picture exchange. Our donation was used to replace library books lost in the storm. Another human interest item of note was the way our students rallied in support of little Katie Ezeonu when she was stricken with cancer. This was the second year in a row one of our kids has faced this battle. I'm pleased to report that the prognosis is good in both cases, and the generous support of our students and their parents was heartwarming.

Playspace- Garfield has joined the citywide Playspace drive. We are hopeful of making some significant playground improvements in the near future.

Outdoor Science Activity Center- Thanks to a math-science grant, teachers Tim Gillen and Susie Flentie have been able to develop science activity centers on Spring Creek near Garfield School. Different activities are available for all grade levels.

Open House and Parent Teacher Conferences- Once again, virtually 100% of our students were represented by at least one parent at these events.

School Board Presentations- Several of our teachers, including Linda Robinson, Kandis Nielson, Kathy Rafter, Cynthia Baumann, Susie Flentie, and Carol Brown made presentations to this School Board this year.

Curriculum Work- Garfield was well-represented in the area of curriculum review this year as Tim Gillen and Pattie Ross served on the science committee, Julie Stillman worked with

the language review, Linda Robinson and Rosemarie Tews helped with the computer team--to name a few.

Special Needs- Our Special Needs program, under the direction of Nancy Glenn, underwent a radical change this year, focusing on serving younger children with physical handicaps. This would appear to be the trend of the future.

Earth Day- Many activities highlighted Earth Week at Garfield. Our 3rd Graders and 6th graders cleaned up the rifle range, our Resource students completed an in-depth study of the Amazon rain forest, and all of our students participated in the BLM activities. Our 3rd and 4th grade students were very successful in the poster contests sponsored by the Lewistown Art Center.

Red Ribbon Week- Garfield participated in all Red Ribbon Week activities. In addition, Susie Flentie and Kathy Rafter represented us on the district's Prevention Program Committee.

State Poster Child- Keith Bursheim, a 2nd grader at Garfield, was chosen as the Montana State Muscular Dystrophy Poster Child, and has been featured on several television programs.

Presidential Math-Science Teacher Finalist- Cynthia Baumann, 5th Grade Teacher at Garfield, has been selected as one of three finalists from Montana. We will find out this fall who will be chosen as the Montana winner.



Lewistown Public Schools


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

Conrad Robertson
Superintendent

L.J. Bowman
Principal

Cindy Giese
Secretary

TO: Conrad Robertson, Superintendent

FROM: L. J. Bowman, Principal 

RE: Year End Summary Report 1989-90

DATE: June 6, 1990

This year has been another successful year at Highland Park. Major highlights include:

- A successful Open House
- Effective Parent/Teacher Conferences
- A successful PTSG fundraiser (\$3000.00+ profit)
 - Purchased - 8 LCS chalkboards to complete building project
 - 1 additional 25" Color TV, VCR, and cart
 - donated \$750.00 to Playground Taskforce
 - helped with computer needs in building
- Developed an effective PTSG Executive Board for 1990-91
- Five outstanding class programs
- Established A and B Honor Roll for grades 4-6
- Strategic Planning Committee active (see evaluation enclosed)
 - Members - Linda Price
 - Linda Edwards
 - Shari Westphal
 - DeeAnn Buehler
 - L. J. Bowman
- Consistent curriculum implementation and management
- Consistent implementation of effective assertive discipline strategies
- Consistent supervision and evaluation of teachers
- Cooperative Learning, Talents Unlimited, and I.T.I.P. strategies are being regularly and effectively implemented
- Teachers have generally met goals they set at beginning of year. Goals developed this year were generally more specific and growth oriented this year.
- Overall operation of building has been trouble free. Maintenance has been improved with the addition of Mr. Crofutt. The maintenance team has not been here on schedule (once every six weeks).
- Administrative procedures and guidelines have been supportive and effective. This year success conferences were held with each grade level team. The results are enclosed.

- Student attendance has been excellent (96%).
- Student Council has had seven successful sales. The budget is \$400.00 for next year.
- Presentations to the Board and Board Room displays have been successful.
- One student teacher and one para-professional met their requirements in our building this year.
- The instructional and playground aides were of great benefit this year.

RECOMMENDATIONS FOR 1990-91

1. Add one additional playground aide for noon period and 8:00-8:40 a.m. This would greatly assist in supervision needs.
2. Add $\frac{1}{2}$ time to program aide for office assistance. This will be especially important if classroom aides are cut.
3. Add $\frac{1}{2}$ time custodian or assign some periodic help for daily cleaning needs.
4. Establish a committee to study the final curriculum testing procedures we use including the purpose and value of these tests and the appropriate use of the data received.
5. Establish a committee to determine the criterion for LEAP identification (especially incoming third graders).

May 18, 1990

Faculty update on evaluation of
Strategic Planning academic goal:

Academic Goal:

To improve Science instruction for the
1989-90 school year by:

1. listing materials and supplies
needed for the new text book.
2. setting up a science cart and area
3. developing science equipment and
supplies inventory
4. developing a sign out system for
using science equipment or supplies
5. placing science equipment in
classrooms in a science area or cart
6. developing a science resource list
of possible speakers

To start working on our academic goal
we have set up a time line for our
tasks.

1. Faculty inventory-return by Nov.
27th
2. Clean out storage shelves- November
30th-L.J.
3. Clean out art cart-November 30th,
3:40 PM-Faculty volunteers
4. Faculty grab session-December 1st
3:30 in the gym
(Items stored in the kitchen area)
5. Assess inventory information and
organize space and
equipment-Strategic Planning
Committee

We have completed goals 1-5. Goal 6
would be a priority for the 1990-91
school year for the science area.

Strategic Planning 1990-91 Summary

Tasks completed:

Chapter classroom-L.J. has submitted a plan to the Superintendent with an option to build on a classroom and remodel the bathrooms across from the gym for storage or a chapter classroom if an additional room can not be built.

Primary bathroom-L.J., Mr. Tucek and Mr. Stengel worked on eliminating the odor problem. They used a stronger cleaner, cleaned the ceiling and floor vents, increased the flush cycle for the urinals, and used an acid solution to clean the system.

Yellow lines on the playground. Kim Ferrell and DeeAnn volunteered to paint the playground.

U-bolt locks have been placed on the sliding glass doors in the primary classrooms.

Working door locks have been installed or fixed in the intermediate classrooms

Two glass viewing panels have been installed in the gym door.

The dumpster will be picked up more frequently to cut down on the messy condition of the entrance to the north side of the building

A new garbage can with a lid has been placed in the teachers' bathroom

Water faucets in primary classrooms-the faucets are too far away from the sink surface causing the water to splash all over the counters and wetting papers, books, floors, etc. wet. Mr. Stengel has looked at the problem.

Discussions:

Concerns about possible ways to help in the cleaning of the building-1/2 time custodian, cleaning service etc.

AT results-look at areas of strength/weakness-The need for 2-3 years of results to adequately compare areas.

Changing the starting and ending time for the school day. District input is being sought at this time.

Discussion on computers needs. LJ will talk also with PTSG about their support. Printers are top priority.

DeeAnn and Linda Price will be carry over members for the 1990-91 school year. Two additional volunteer members will be needed.

Priorities from the survey:

- . TV and VCR
- . ceiling fans
- . computers with color monitor and printer

Strategic Planning Committee,

DeeAnn Buehler, L.J. Bowman, Linda Edwards, Linda Price, Shari Westphal



SUCCESS REPORTS 1989-90

A thirty minute conference was held with each grade level team and each specialist during the week of May 28, 1990. The purpose of this meeting was to discuss the successful things which took place within the classroom during the school year.

Each conference gave teachers an opportunity to focus on those areas which were most successful. Notes were taken, typed up and then distributed to the teachers.

So often too much emphasis is placed on complaints and concerns. This conference focused on the positive and successful aspects of the school year. In my opinion the success conferences were very effective.

REPORT OF ACTIVITIES/PARTICIPATION AND GOALS
Lewis & Clark Elementary School
1989-90

During the 1989-90 school year Lewis & Clark School has participated in, or sponsored, a number of activities beyond the normal operation of school.

Basically we are here to teach children. That is our job, and that is what we are about. However, in many cases, the job of teaching can be supplemented successfully by a variety of services, activities or agencies that operate outside the school. Further - moral, ethical and community standards that reach beyond the formal school curriculum are often enhanced through the variety of activities that have occurred this year.

Listed below, with a brief description, are some of the activities that took place at Lewis & Clark School:

STATE, LOCAL & NATIONAL AGENCIES/ORGANIZATIONS

1. Montana State Centennial - Lewis & Clark celebrated the Centennial with a variety of classroom activities. These culminated with demonstrations and displays (in the gym) by members of the community which depicted early pioneer life.
2. The CMR National Fish & Wildlife Refuge - This agency helped our school celebrate Earth Day by presenting a program to all 4th grade students.
3. The Bureau of Land Management - BLM also helped our school celebrate Earth Day by having field trips and stations set up for all students in grades 5 & 6. They also presented a program in the gym for grades 1-3.
4. Montana Power Co. - has provided a variety of programs to various grades regarding safety, conservation and the production of electricity.
5. "Spirit of Christmas" - A local agency that involved our school in their 'can-of-food' project for the poor at Christmas time.
6. The Book-It Program - A reading program sponsored by Pizza Hut. has had many of our students participating for the third year.
7. The Presidential Academic Fitness Awards - will again be presented (for the fourth year). Twenty-two students at Lewis & Clark School received the award. Two students also received extraordinary effort awards.
8. Red Ribbon Week - Lewis & Clark participated in all of the activities outlined or recommended by the Drug & Alcohol Coordinator.

PTSG ACTIVITIES

1. Monthly Lewis & Clark Board Meeting attended by two classroom teachers and the building principal.
2. Lewis & Clark General Meetings - three times a year.
3. Saturday Movie Matinee Project: 300 tickets were sold for \$7.00 @. Ten Saturday matinee movies were provided for the ticket holders.
4. "Spirit Week" activities commenced on May 7, and culminated with an Ice-Cream Social for the retiring individuals at Lewis & Clark.
5. The Lewis & Clark PTSG financed field trips for every grade with trips to Bozeman, Fort Benton, and the CMR Game Range on the Missouri (intermediate students) and short trips in town (such as the hospital, etc.) for the primary students. For students who took short trips they financed a treat for all of them at the Dairy Queen. For the students who left town, they financed a meal at McDonalds.
6. The Lewis & Clark PTSG has been very active in the playground improvement finances and plans.

PROFESSIONAL ACTIVITIES

1. Lewis & Clark has 5-7 high school students working as aides on a daily basis. They work directly with students.
2. Lewis & Clark has decorated the Lincoln Board Room twice, using art work from every grade level.
3. Our school participated in a Children's Art exhibition at the Lewistown Art Center.
4. Lewis & Clark has made three presentations to the Board of Trustees, with three grade levels involved.
5. Although 'Open House' and 'Parent-Teacher Conferences' are considered a part of the normal operation of school, these are mentioned here only because of our direct PTSG involvement along with the faculty.
6. Each grade at Lewis & Clark has presented a program to the general public, and our 5th & 6th grade band and chorus students also participate in public concerts.
7. The Lewis & Clark Faculty has participated in a variety of in-service training programs, and our students have participated in a variety of testing programs.

LEWIS & CLARK GOALS FOR THE 1990-91 SCHOOL YEAR

- I. Lewis & Clark will significantly improve the writing scores on the District Writing Assessment Tests.
- II. By June of 1990, the combined efforts of school and the PTSG will raise \$10,000 for playground improvement.
- III. Lewis & Clark will have a completed draft of an elementary handbook for parents and students. This handbook will be applicable for all elementary schools in the district and will be very comprehensive in nature.

Report Submitted By: P. H. McGuire, Principal

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 7, 1990

To: Superintendent Conrad Robertson

From: Dennis Bergo

Re: Year End Summary Report - Junior High School

In summary, the Junior High Program has been successful. The following are some highlights of the year - good and bad:

- * Continue Northwest Evaluation report follow-up
- * Total staff involvement with school improvement - teachers writing individual and personal goals
- * Next year the Junior High Athletic Program will be altered to allow more travel and competition
- * ITIP and Assertive Discipline has worked well
- * Vandalism has been virtually non-existent
- * Attendance was excellent at the junior high with an average of 95.6%
- * Our computer lab will have 14 new computers and 5 printers for the 1990-91 school year
- * The physical plant has lots of needs in terms of minor/major maintenance
- * Science room will have an update for 1990-1991
- * LEAP Program (gifted & talented) full time for grades 3-8 for 1990-1991
- * Add back full time half time home economics teacher for 1990-1991
- * Add back half time social studies teacher for 1990-1991
- * Add back half time science teacher for 1990-1991
- * Had a very successful parent/teacher support group this year with them supporting various activities throughout the year

YEAR END SUMMARY REPORT

FERGUS HIGH SCHOOL

1989-90

Richard A. Wilson, Principal

From an administrative perception I consider the year at Fergus High to have been productive and successful. With Mr. Dubbs and I being new to the district and with the timing of the drug and alcohol policy and the attendance policy, the staff and students were hit with considerable change. Consequently I have gained great respect for the understanding and patience shown by students, staff, and parents. Without their support our year could have been a struggle.

The first administrative goal was to maintain open communications with the groups mentioned above. In some cases that meant establishing communications that were limited due to personality conflict.

A second goal was to learn administrative procedure and expectation while offering consistent, firm leadership to students and staff.

A third goal was to implement a drug and alcohol policy and an attendance policy that had the potential to alienate some students and staff.

A fourth and final goal was to encourage well planned and prepared lessons in classes and to monitor through consistent formal and informal evaluations.

The report that follows is a result of our administrative goals:

A ten day attendance policy was finalized in August and approved in September. The policy was then implemented at the beginning of second quarter. Attendance percentages for the school year indicate that the policy has been successful, but not to the maximum that we would have hoped for. The following report will show definite improvement in attendance but the percentages don't quite reach the 96% that we hoped would be our best score.

Attendance Percentages:

	First Qtr.	Second Qtr.	Third Qtr.	Fourth Qtr.
1987-88	94.18	90.90	89.55	92.06
1988-89	93.67	92.79	92.18	93.00
1989-90	93.00	94.10	93.26	95.38

The drug and alcohol policy went into effect when the school year began. During the course of the year we provided insight training for thirty-one students during three planned sessions.

We had support for enforcing the policy when students were caught using, or were under the influence at school activities. We also were supported when athletes were caught using at our activities or by police. We did not get as much support for students caught who were in activities other than athletics. However, I recommend that part of the policy remain intact.

The least support of policy was for students picked up by police, not at one of our activities, and when the student was not personally involved in a school activity. Recommendations for change will be forth coming.

With a few changes, the present policy offers promising effectiveness.

The student handbook, although mostly well done, needs to have clarifications before 1990-91. In particular, the consequences for various behavior allows a student to go on and on in detention and in-school suspension. The rules were a concern to both administration and faculty council.

The reward system for school cleanliness was continued and enlarged upon. A school wide geography cross-word puzzle was implemented as a learning and reward program. Students did not respond well enough to continue for next year.

Student growth groups were continued for students desiring membership. I consider the groups as necessary and successful in spite of low numbers of students who choose to participate.

The suicide group, and the alcohol groups, facilitated by Mr. Wright and Mr. Utterback are very helpful to students who deal with various psychological problems.

Vocational funds sent from the state, and held by the district for a number of years, were used to equip a computer classroom in the Business Department at the high school. We now have in the neighborhood of fifty-five computers, most of which are directly accessible to students. In addition the new computer classroom allows us to make the computer lab available to any class where the teacher and students can benefit from mass computer usage.

Our most recent achievement is the acquisition of a twenty-two thousand dollar Carl Perkins Grant that will provide eight new computers to the Library along with software and tables. The grant is "In-Kind" and therefore does not require a district match of dollars. The grant requires a strong cooperative effort between the library, guidance department, and the various vocational classes.

We have devised a model for our Health and P. E. classes where ninth and tenth grade students will gain strong back-grounds in necessary social and physical learning.

The administration and staff has made a commitment to working with parents for the good of all students. A high school Parent Teacher Support Group (PTSG) was formed and has cooperated actively on projects during the school year. The group will continue with some fifteen eighth grade parents already paying membership.

An alcohol free graduation was encouraged by the administration. An alcohol free prom was already in place from last school year. John Thune, representing our PTSG, coordinated the events and they were both successful.

One of our students, Miss Katie Laughery, served as the student representative to the State Board of Public Education. Katie is a credit to our school and community.

We held a seperate orientation for each class prior to school starting this year. During orientation we were able to complete locker assignments and class schedules. The early orientations eliminated conflicts that cost time on task in past years. We will use the early orientations again next fall.

We put together a video tape for incoming eighthgrade students. The video teaches students every thing from time and place schedules to offerings and extra curricular activities. We also learned from watching each other on video tape.

Mr. Dubbs and I watched math and science students for two class periods in the auditorium to allow Mr. Picco to demonstrate practical application of technology software. The intent is to encourage team teaching situations that will implement practical application ideas.

Several teachers attended an advance placement workshop with me in Bozeman. As a result we have targeted 1991-92 as the year to add advance placement classes in chemistry, biology and mathematics. Someone is needed to oversee advance placement in our school and Mr. Sid Wilson has shown an interest.

We had deviations to regular accreditation in several areas.

1. Earth Science (more than 30 students)
2. World History (more than 30 students)
3. School Paper (journalism endorsement)
4. Year Book (journalism endorsement)

Plans have been made to eliminate these deviations before 1990-91.

An AFS student from Thailand spent the year at Fergus High School. Miss Pornpen Boonchokchai graduated with our senior class on May 27, 1990.

An administration decision to allow a maximum of four foreign exchange students to attend Fergus High School yearly was shared with the board and superintendent. Of the four students, only one can come from an organization outside of the American Field Service (AFS).

Technology education classes lacked sufficient numbers of students to reach maximum loads. Mr. Picco and I will attempt to sell this concept to parents and students.

Speech and Drama sponsorship was picked up after a desperate search last fall. Miss Wagner coached the team and did a commendable job with no experience and an extremely small budget. Once again we are without a coach as Miss Wagner chooses to spend extra time with music.

Mr. Dubbs has done an outstanding job of supervising activities this school year. With his duties as vice-principal he is greatly overloaded and only hours and hours of after school work got us through the year. We can't expect him to continue performing at the same level under the same circumstances.

I feel very good about staff cooperation. We have done our best to put old hard feelings to rest by not taking sides on old issues but rather by attempting to lead toward new goals and objectivities.

Lunch was restricted to the lunch room area in order to keep the campus clean. Mr. Dubbs and I served lunch duty every day with each of six faculty teams. This procedure has worked well and will be continued.

The faculty council committee idea adopted last year was scrapped in favor of a single faculty representative of the whole faculty. This model worked very well and it eliminated some hard feelings that were beginning to develop.

In my position as facilities advisory committee chairman I have worked with members to make improvements that will enhance Lewistown's chances for hosting tournaments and other state wide meetings. Recommendations from this group have been passed on to appropriate officials of the district.

I have addressed the Chamber "Committee on Activities" about tournaments and other functions that we can host. We have agreed to meet together as needs arise. Presently members of this committee are seeking local funds to underwrite tournament expenses thus allowing us to bid competitively. We were fortunate to land two state tournaments for the year 1991-92 in addition to the five tournaments we have scheduled for 1990-91.

Submitted by Rich Wilson
Principal
Fergus High School

FERGUS HIGH SCHOOL ACTIVITIES

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

1989-90

YEAR END REPORT

Fergus High School activities in 1989-90 continued another year of providing outstanding opportunities for students to grow and develop into successful individuals. Outstanding performing groups and competitive athletic programs were the result of outstanding directors and coaches.

Some of the highlights for the year include:

Girls Cross Country continuing its long-standing tradition of excellence under Coach Eadie Schultz. With several experienced runners back from 1988-89 the defending State Champions, the Golden Girls, were poised for an outstanding season, which it was. Injuries and illnesses near the end of the season prevented a repeat state championship.

Girls Basketball completed another banner year under out-going Coach Jim Hereford. After an excellent regular season the Eagles seeded second going into the Central A Tourney at Livingston. After victories over Dillon and Anaconda the girls brought home the championship by containing and controlling the Rangers on their home court. Season records were: 18-5 for the varsity, 15-3 for the JV, and 4-12 for the frosh. Assisting Jim Hereford were Sue Habbe and Jill Biegel.

The Football team, under second-year Coach Gary Gebert, had a rebuilding year. With only winning 2 of 8 games, the Eagles overcame a difficult first half of the season to post home victories over Belgrade and Park High. Both the JV and frosh teams finished strong thus promising greater things in the future. The JV record was 4-2 and the frosh was 2-4. Assistant Coaches were Lynn McMillan, Paul Rosenberg, Rod Harris, Rick Wright, and Ron Hrubes.

The Volleyball program continued to improve under Coach Dave Byerly's leadership as the girls won their first ever divisional trophy placing 3rd. Again, however the Eagle girls were one game short of the state tournament. Records were: 10-13 for the varsity, the JV was 11-10, and the frosh 2-12. Coach Byerly was assisted by Jill Biegel and Jan Testa.

Wrestling season saw four of eight wrestlers place at state. Seniors Rusty South and Don Phillips led the way with 4th place finishes. Juniors Tony Turk and Paul Sanford also placed 4th. Doug Foster won a divisional championship as the Golden Eagles placed 5th at divisionals. Steve Fraser and Gary Gebert coached the team.

**"GOLDEN
EAGLES"**

FERGUS HIGH SCHOOL ACTIVITIES

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

Boys Basketball had an up and down year but competed successfully at the ever-so-tough Central "A" Divisionals. The Eagles recorded one of the most exciting comebacks in recent memory as they beat Browning with a Todd Kurns jumper at the buzzer. The team finished 8-13 with fifth year Coach Lynn McMillan. Both JV and frosh teams ended with long win streaks to finish 11-7 and 10-8 respectively. Assistant Coaches were Frank Hallett, Jim Daniels, and volunteer Steve Trafton.

Track and field was headed up again under Eadie Schultz's direction. Highlights of the year included a 4th place finish for the girls at divisionals while six boys and six girls went to state. Senior Steph Snapp and Junior Marny B ergo again placed at state. Assistants were Steve Fraser in the jumping events, Diana Noble in the weights, and Frank Hallett with the sprints.

Golf continued to improve as competition picked up among the many promising young golfers in the program. Chris McConnell's 10th place finish and the team's 9th place finish at state were highlights, as were two boys and one girls team trophies garnered during the season. Long-time Head Coach Bob Oldenburg was assisted by Pat White.

Tennis continued to have large numbers of participants under Head Coach Earl Evans. The play of the girls doubles teams highlighted another exciting season as the team of Krista Daniels and Jenny Hassler won a divisional championship which kept the number two team of Michelle Morgenstern and Amy Pratt at bay for most of the season. Gary Bradley was very successful on the boys side as he repeated a state tourney trip. Diane Lewis was the Assistant Coach.

LaVonne Simonfy continued to provide strong leadership for an outstanding crop of cheerleaders, while LeOrla Whitehead was a first-year sponsor of the Eaglettes.

The Screaming Eagle Band continues to get better every year. The Jazz and Pep Bands were recognized by many as the top Class A groups in the state. "Accomplished" and "Exciting" are the two words which best describe the groups under Director Rich Garcia's leadership.

First year Director Joni Wagner led both the Speech and Drama team and the Choir. Ann Rapkoch assisted in the Speech and Drama as the team worked toward improvement.

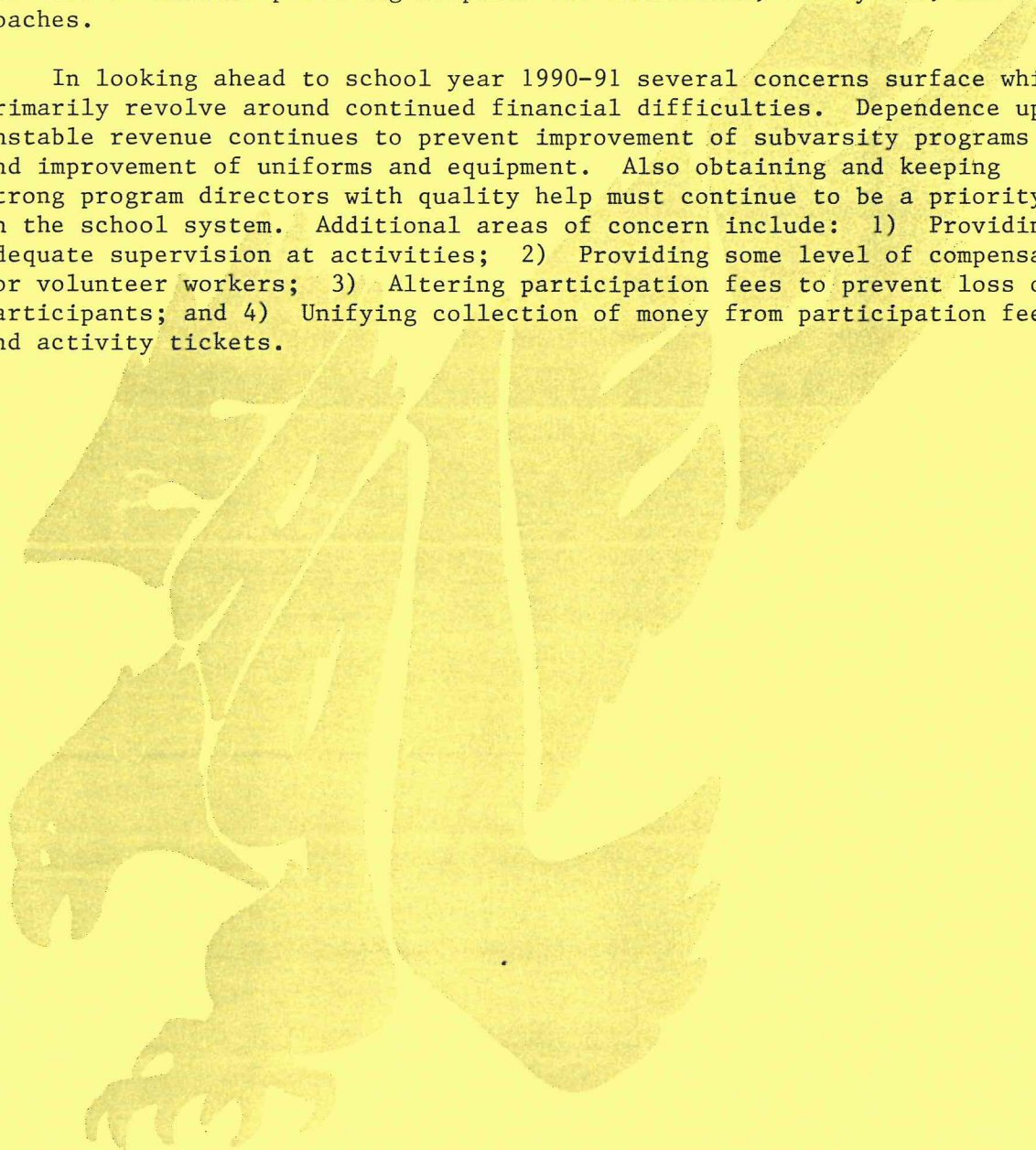
In the Junior High several programs participated at an interscholastic level for the first time in several years. Football, Girls and Boys Basketball, Track and Cross Country fielded teams which had limited interscholastic competition. For the next school year that level of involvement of Junior High programs will greatly improve as all athletic programs will return to interscholastic competition with each having more games, matches, or meets.

FERGUS HIGH SCHOOL ACTIVITIES

201 CASINO CREEK DRIVE
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(406) 538-2321

At the K-6 level Jim Daniels coordinated volunteer elementary programs which allowed for high levels of participation with much enthusiasm. Changes for 1990-91 include providing stipends for Basketball, Volleyball, and Track Coaches.

In looking ahead to school year 1990-91 several concerns surface which primarily revolve around continued financial difficulties. Dependence upon unstable revenue continues to prevent improvement of subvarsity programs and improvement of uniforms and equipment. Also obtaining and keeping strong program directors with quality help must continue to be a priority in the school system. Additional areas of concern include: 1) Providing adequate supervision at activities; 2) Providing some level of compensation for volunteer workers; 3) Altering participation fees to prevent loss of participants; and 4) Unifying collection of money from participation fees and activity tickets.



LEWISTOWN PUBLIC SCHOOLS
MUSIC DEPARTMENT

Don Black
Music Supervisor

914 W. Main St.
Lewistown, MT 59457

Date: June 6, 1990

To: Conrad Robertson
School District #1 School Board Members

From: Don Black, Music Coordinator

Re: Year End Report 1989-90

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

Highlights

- * Lewistown Public Schools hosted the District #8 Honor Band & Choir Festival
- * Lewistown Public School hosted the solo & ensemble festival for District #8 with 856 in 18 schools involved
- * Fergus High School pep band was tops in the State A basketball tournaments
- * Lewistown Junior High Band received the highest rating of all bands in the district festival
- * The elementary 5th and 6th Spring Concert was called "one of the best in years"
- * Grand Restoration Committee Dedication Concert for the Lester Grand Piano donated by the Florence Wilson & Barbara Kremer family
- * Band enrollments were at the highest level with 237 students
- * Over 60 students qualified for the state music festival and the majority received superior ratings for their performances
- * The Christmas Concerts were broadcast live over KXLO-KLCM radio

Activities

Concerts:

- * 10 major concerts by the elementary bands and chorus through high school band and chorus
- * 2 Eastern A Festivals
- * 2 District Festivals
- * 2 State Festivals

Programs: The elementary school program was held at the Fergus Center For Performing Arts - all the schools were involved.

Community Performances: 8 elementary through high school

Interschool Programs: 4 by the Junior High

Summer Parades: 2 with highest total participation in 6 years

Pep Band: 21 performances for Fergus High School; 3 performances for Lewistown Junior High School

Conrad Robertson
Page 2

Improvements

- * Fergus High School Jazz Band quality
- * Music Department funding for next school year
- * Fergus High School choral ratings at state
- * Computer for music department

Recommendations

- * Maintain the quality of music offerings in the school district
- * Emphasize recruitment and enrollment needs for elementary choir
- * Improve care and maintenance in total use of Fergus Center, proper storage area & dressing room areas
- * Finish Fergus Center staging needs - curtains, etc.

Special Thanks

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

"Please remember and never forget, the Lewistown Public Schools Music Department acknowledges and appreciates the total support of our school board and administrators"

Thanks,


Don Black

STAFF DEVELOPMENT

Lewistown Public Schools

Lewistown, MT 49457

201 Casino Creek

(406) 538-2321

May 29, 1990

TO: Conrad Robertson
Superintendent of Schools

REF: 1989-1990 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 1989-1990. 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 - Salt Lake City, UT
April 5,6,7 1990
8 teachers - 24 hours of training each
- * National Science Convention - Orlando, FL
April 12-14, 1990
3 Teachers - 24 hours of training
- * Elementary Computer Education - Lewistown, MT
April 28, 1990
12 teachers - 2 1/2 hours training each
- * AIMS Workshop - Sydney, MT
July 31-Aug 4, 1990
6 Teachers - 30 hours training each
- * Holograms - Bozeman, MT
August, 1990
1 Teacher - 16 hours training each
- * Math Standards - Lewistown, MT
Nov 22, 1989
18 Teachers - 2 1/2 hours training each

Summary of Math/Science Activities:

The Math/Science Program provided 48 teachers with a total of 535 contact hours of in-service training. Teachers affected by the program included High School, Junior High, and Elementary Staff Members. Accordingly, each of the 48 teachers received approximately 11.5 hours of in-service training in math/science areas.

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

- * Teaching Math Concepts - Lewistown, MT
Sept, 1989
15 Teachers - 2 1/2 hours training each
- * Basic ITIP - Lewistown, MT
Oct-Nov, 1989
12 teachers - 30 hours training each
- * Writing Assessment - Lewistown, MT
Oct 17, 1989
109 teachers - 4 hours training each
- * Cooperative Learning - Lewistown, MT
Nov 13-17, 1989
93 teachers - 4 hours training each
- * National Educational Conference - Kansas City, MO
Dec 6-10, 1989
1 teacher - 24 hours training
- * Critical Thinking Skills - Lewistown, MT
April 11-13, 1990
94 teachers - 7 hours training each
16 teachers - 2 1/2 hours training each
- * Talents Unlimited - Lewistown, MT
Feb 1990
All Staff - 45 Minute Introduction
- * Self Esteem - Lewistown, MT
March 1990
All Staff - 45 Minute Introduction

Summary of General Staff Development Activities:

The Staff Development Program provided 96 staff members with a total of 2000 contact hours of in-service training. All teachers, K-12, were affected by the program. Consequently, all teachers in the district received approximately 20.8 hours of staff development services.

III. Staff Development Coordinator:

In Addition to organizing or assisting with the above activities, I was involved with the following:

- * Acted as University Supervisor for 6 student teachers from Montana State University.

- * Updated and computerized all staff development and Basic ITIP Materials.

- * Provided In-service Training for Schools in Montana

Gardner, MT September, 1989

Montana School of the Deaf and Blind
October-November, 1989

Northern Montana Shared Consultants

February, 1990

Powers, MT March, 1990

(As a result, approximately \$2000.00 was returned to the Lewistown Staff Development Fund)


- * Instructed In-service workshops for two colleges: Eastern Montana College and Northern Montana College

- * Instructed Basic ITIP for new staff members in Lewistown School District

- * Presented workshop for Collective Gaining

- * Accepted responsibility for Budget, purchase orders and other items related to Title II, Chapter II and District Staff Development Monies.

- * Presented Orientation for new staff members.


Sid Wilson
Staff Development Coordinator

CHAPTER I SUMMARY FOR 1989-90 SCHOOL YEAR
SUMMARIZED BY MARYJO HAMLING, PROGRAM COORDINATOR

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

Full-time:	Garfield:	RoseMary Tews
	Highland Park:	Dan Mellick
	Lewis & Clark:	Leslie Hadden
	Fergus High:	LaRae Acker and MaryJo Hamling
Half-time:	Highland Park & Garfield:	Lynette Sallee
	Jr. High	Harry Fradley & Shawn Harris
1/5 time:	Jr. High	Quincey Godbey (math)
		Darrell Sauer (counselor)
BPU Manager: Dennis Bergo, Authorized Rep. Stacey Vestal		
Program Coordinator: MaryJo Hamling		

HIGHLIGHTS OF THIS YEAR

1. 191 STUDENTS IN GRADES K THROUGH 12 WERE SERVED -- PRIMARILY IN MATH OR READING, WITH A FEW IN LANGUAGE. THE DECEMBER 1ST COUNT WAS 185 STUDENTS.
2. FALL STATE-WIDE CHAPTER ONE CONFERENCE IN HELENA WAS ATTENDED BY 7 TEACHERS AND DENNIS BERGO. THIS IMPORTANT IN-SERVICE IS FUNDED THROUGH OUR CHAPTER I ALLOCATION. UPCOMING FALL CONFERENCE WILL BE OCT. 10-12, 1990 IN BIG SKY.
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) WAS COMPLETED MAY 31ST - JUNE 4TH. 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 IN CASES OF TRANSFERS FROM BUILDING TO BUILDING.
4. THE STATE-WIDE YEARLY EVALUATION REPORTS HAVE BEEN COMPLETED BY THE CH. I STAFF -- UPON OUR RECEIVING THE APRIL SAT/TASK SCORES BACK ON MAY 30TH. 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). THIS ASPECT OF THE FEDERAL REGULATIONS IS NEW, EFFECTIVE JULY 1989.
5. GARFIELD MATH AND JR. HIGH MATH PROGRAMS DID AN EXTENSIVE SELF-EVALUATION BY COMMITTEES THROUGH THEIR IDENTIFICATION IN PROGRAM IMPROVEMENT FOR THIS SCHOOL YEAR. OUR REQUESTS FOR FUNDS UNDER THIS PROGRAM FOR \$5450 AT JR. HIGH AND \$6705 AT GARFIELD HAVE BEEN APPROVED AS OF JUNE 5, 1990.
6. ADDITION OF A 1/2-TIME CHAPTER I TEACHER FOR K-6, BEGINNING NOV. 1, 1989, (FOR A TOTAL OF 3 1/2) ALLOWED THE PROGRAM TO SERVE MORE OF THE CHILDREN ON THE ELEMENTARY WAITING LISTS. LYNETTE SALLEE SERVED BOTH HIGHLAND PARK AND GARFIELD IN THIS POSITION. FUNDING FOR NEXT YEAR WOULD INDICATE KEEPING THIS 1/2 TIME POSITION OR POSSIBLY EXPANDING IT TO 3/5 OR FULL-TIME.
7. ANNUAL PARENT MEETING HELD IN JANUARY HAD AN IMPROVED ATTENDANCE OVER THE USUAL LATE MAY ANNUAL MEETING. TYING IT TO THE PTSG PRESENTATION ON SELF-ESTEEM PRESENTED BY SCHOOL PSYCHOLOGIST CHARLIE BROWN IS AN IDEA WE WOULD LIKE TO INCORPORATE AGAIN NEXT YEAR.
8. CHAPTER ONE READING IN THE CONTENT AREA CLASSES AS REPLACEMENT CREDIT FOR WORLD HISTORY AND AMERICAN HISTORY AT FERGUS HIGH WILL BE IMPLEMENTED FALL 1990.
9. CHAPTER I CURRENTLY HAS 11 APPLE COMPUTERS -- 3 EACH AT FHS AND JR. HIGH AND 2 EACH AT HIGHLAND PARK AND GARFIELD AND 1 AT LEWIS & CLARK FOR INSTRUCTIONAL USE WITH PARTICIPATING CHILDREN.



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Lewistown Public Schools

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

TO: Conrad Robertson

DATE: June 5, 1990

FROM: Mike Ikard

RE: Summary of Special Education Program 1989-90

School year 1989-90 has been another successful year for special education in Lewistown. As of December 1, 1990 (most recent count) a total of 147 students received some type of special education class (resource or self-contained). In addition, 95 students received speech therapy and 16 received adaptive P.E. services (both provided by the Cooperative). I remain confident that most parents remain satisfied with the program that their child received.

Staff worked well together during school year 1989-90. In contrast with the year before, all staff members (9) were the same as the previous year. This is a help towards continuity. Regular education personnel have begun expressing more and more of an interest in special education. They have requested more inservice in accommodating the handicapped child in the regular classroom for next year. As a result of collective gaining, a Mainstreaming Coordinator was recommended to be hired for 1990-91. Teachers felt that such a position was needed to assist classroom teachers who have severely handicapped special education students placed in their classroom. Planning for such a position has added an exciting dimension for the year.

Child study teams are also looking closer at neighborhood schools/least restrictive environment for serving handicapped children this year. Teams are reconsidering whether or not certain children need to remain at Garfield for next year. The prospect of moving these children back to neighborhood schools is certainly an exciting prospect! No moves will be made unless the child study team feels that such a move will be in the best interest of the individual child.

Summary of Special Education program 1989-90

June 5, 1990

Page 2

Funding for 1989-90 was better than in several previous years. Because of increased funding, the program was able to acquire additional supplies and equipment that was impossible over previous years. This increase has proved to be short-lived as the state special education budget will decrease from \$296,763 in 1989-90 to \$289,374 for 1990-91. This cut in funding has necessitated an increase in local funding for special education. Fortunately, the Board was willing to accommodate that need and the program should continue to operate smoothly for school year 1990-91.

MLI:n1

OFFICE OF COMMUNITY EDUCATION

ADULT EDUCATION

Cooperative classes with Fergus County Extension Service, Central Montana Mental Health Center, Central Montana Medical Center, Council On Aging, H.R.D.C., A.A.R.P., Lewistown Geneology Society, Central Montana Fiber Arts Guild, Lewistown Area Chamber of Commerce.

One week Computer Camp for students in grades 1 - 6 with enrollment of 80 students.

COLLEGE COURSES

Computer Education expanded from IBM only (7 courses) to include two additional courses using Apple computers.

Five courses offered in the field of Education.

Beginning graduate course offerings from the College of Great Falls.

ABE

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

Expanded services for county jail, learning disabilities, 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.

Did site review on programs at Western Montana College and the Women's Correctional Center at Warm Springs.

DRIVERS EDUCATION

Expanded program to serve developmentally handicapped driver.

Expanded summer program serving 54 students.

Increase in fees charged from \$10.00 to \$15.00/student.

OTHER

One day MSU Faculty visit to community including 8 classroom presentations (K-12) and 6 educational offering to community groups such as nurses, small businessmen, farmers and ranchers, etc.

Superhost training for local businesses served 60 employees at one workshop and gave information on local business to an additional 1,000 visitors at Spring Trade Show.

1990-1991 PROGRAM OBJECTIVES

1. By June 1991 the Adult Basic Education program will be revised to meet Montana guidelines for Competency Based Programs.
2. During the 1990-1991 school year six Adult Education classes will be offered to address vocational education needs of the community.
3. During the school year the Office of Community Education will participate in the state wide assessment of GED standards for young students, and will work with Fergus High School Staff and Community resources to develop a plan to address academic needs for high school drop outs in the area.
4. By June 1991, a minimum of three lower division, three upper division and two graduate level classes will be offered, the content to be based on local need.
5. By June 1991, a drivers education class for adults in the community will be offered.
6. By June 1991, three workshops for local businesses will be offered.
7. By October 1, 1990, a financial accounting system will be developed for all Community Education programs.
8. By June 1991, the Office of Community Education will have participated in the writing of a plan for Distance Learning for the Central Montana region.

OFFICE OF COMMUNITY EDUCATION

The Office of Community Education, staffed this year with a part time director and half time secretary has expanded its program in all four areas of responsibilities. The following statistics represent increases as noted over 1988-89 year.

ADULT EDUCATION

Fall

Classes offered 18
Classes held 17
Enrollment 296

Winter

Classes offered 21
Classes held 20
Enrollment 376

Spring

Classes offered 18
Classes held 10
Enrollment 158

COLLEGE COURSES

1. Computer-2 classes
Enrollment 30

2. Whole Language
Enrollment 14

3. Enhancing Learning
Through Visual Ex.
Enrollment 10

1. Computer-4 classes
Enrollment 56

2. Psychology
Enrollment 8

3. Basics of Brief
Therapy
Enrollment 7

4. School Law
Enrollment 13

1. Computer-3
classes
Enrollment 38

2. Exceptional
Children
Enrollment 21

SCHOLARSHIPS: 15 for \$720.00
NO-INTEREST LOANS: 3 for \$270.00

WORKSHOPS

1. Telephone Skills
& Dealing With The
Customer
Enrollment 63

1. Apple Computer
Camps (2)
Enrollment 80

ADULT BASIC EDUCATION & GED

Students in class 4
12
Students taking
GED 10

4
18
16
2
8
15

DRIVERS EDUCATION

School Year 41

Summer 54

To: Supt. Conrad Robertson
From: John Moffatt, Curriculum Director
Re: Curriculum Report, 1989-90

This has been one of the most ambitious years ever for curriculum development in School District One. Two major curriculum reviews and textbook adoptions were undertaken and completed thanks to the support of the Board of Trustees. As Curriculum Director I must express my appreciation of the Board's obvious concern that ongoing review and development of our programs is a priority. Following is an outline of major curriculum projects for the 1989-90 school year:

K-8 Science- New textbooks were purchased and review and revision of the curriculum was completed. Revision of K-6 curriculum tests was completed.

K-12 Language- The Language Arts Committee was split into committees for language and reading. This year, the language committee completed review and revision of the areas of mechanics, writing, spelling, and handwriting. Textbook evaluation was completed, and new texts were selected for K-12 language. (At this time we are unable to purchase the spelling and handwriting materials. Hopefully, we will be able to do so next fall.)

Writing Assessment- Lewistown teachers Judy Byrne and Linda Edwards, both of whom are trained through the Montana Writer's Project, organized an in-service for all staff last fall. Writing across the curriculum was a theme, and the program served to familiarize all of our teachers with the Writing Assessment.

AIDS- The AIDS section of the Health and P.E. curriculum was implemented this year. Implementation seemed to go smoothly and was well-accepted by the vast majority of parents.

Foreign Language- Textbook review and adoption was completed for Spanish I and II and French I and II. Implementation of the new curricula for these subjects was begun.

Biology- Textbook review of a new biology series is being completed, and a recommendation will be made to the school board within the next few days.

Junior High Computer Lab- The Computer Curriculum Team and a sub-committee from the Junior High have completed the process of attending presentations from Apple, IBM, and Tandy and have chosen Apple for the new Junior High computer

lab. Bids have been solicited, and we are now in the process of reviewing them. It is projected that the new lab will be functional when school opens in the fall.

Math- Lewistown teachers Jim Hamling and Cynthia Baumann presented an in-service to all K-6 staff on the NCTM new math standards. Computer in-service in math was provided by the computer curriculum team, headed up by Quincey Godbey and Mary Jo Hamling.

Curriculum Conferences- Math-Science monies were used to send several district teachers to the national conferences for math and science. In addition, several teachers were able to attend the Montana curriculum conference. In turn, these teachers will share their experiences with fellow teachers in Lewistown.

Next year, curriculum work will include:

1. Review and revision of Social Studies K-12
2. Updating of math K-12 to more closely align with the NCTM standards.
3. Implementation of K-8 Science curriculum
4. Implementation of K-12 Language
5. Review Vocational Ed. curriculum
6. Review Art curriculum
7. Review Music curriculum



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Lewistown Public Schools

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

Conrad Robertson
Superintendent

L.J. Bowman
Principal

Cindy Giese
Secretary

TO: Conrad Robertson

FROM: L. J. Bowman, Principal

RE: Year End Summary Report, Drug/Alcohol 1989-90

DATE: June 6, 1990

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

- All grant monies were expended plus \$1000.00.
- Drug/Alcohol Services and law enforcement have been very active in the community.
- City Judge Brassey has been much more consistent and eager to communicate with school officials concerning drug/alcohol offenses.
- Implemented administrative procedures throughout the year with consistency. This has been extremely time consuming for high school administrators.
- Completed D/A Grant reapplication for 1990-91. Estimated budget \$24,000.00.
- Hired $\frac{1}{2}$ time D/A Coordinator K-12 for 1990-91 - Sam Richter.
- Effective Red Ribbon Week in October. Speakers Tom Flick, Marc Racicot, and Nancy Keenan were present.
- Purchased four spots for MTI Camp.
- Offered Children at Risk and Youth In Crisis workshops to teachers.
- Offered four Insight classes and many support groups grades 7-12.
- Completed 1990 Student Survey and compiled comparison data.
- Increased video library and opened to sharing with CMLRCC.
- Established goals for next year (see grant reapplication).

- K-6 MeMe program has been utilized well. No data on Health Skills for Life, grades 7-10.
- Will send three people to CARE workshop June 12-15 this summer.

RECOMMENDATIONS FOR 1990-91

1. Modify administrative procedures so as to be legal, enforceable, and effective. Use district and community teams for input.
2. Develop role of $\frac{1}{2}$ time K-12 D/A Coordinator.
3. Increase number of teachers trained and involve them in intervention activities at all building levels.

GOALS/OBJECTIVES

- Maximize the effects of the School Focus Program,
i.e. increase teacher awareness of drug and alcohol program so that early intervention happens where it is needed.
- Provide support for non-users,
i.e. activities where alcohol and drugs are not needed, assemblies, campaigns, curriculum materials encouraging 'no use', trained contact/resource person (peers, adults) to help when needed.
- Provide support for recovering users,
i.e. a trained contact/resource person (peers, adults) to help when a crisis arises so as to prevent a return to old habits.
- Provide support for high risk students,
i.e. a trained contact/resource person to help identified students adjust to various school situations, so as to prevent the use of drugs and alcohol.
- Provide for improvement of educational programs,
i.e. training for a representative in each building, so as to coordinate activities, curriculum materials that promote 'no use' philosophy, etc.

PLANNED ACTIVITIES

Maintain an active district core team and prevention program committee.

Team Makeup

- Representative from Fergus High School
- Representative from Lewistown Junior High School
- Representative from Garfield Elementary School
- Representative from Highland Park Elementary School
- Representative from Lewis & Clark Elementary School
- Representative from administration
- District counselors

Core Team Responsibilities

- Promote a 'no use' philosophy for Lewistown students
- Coordinate school Focus and educational programs
- Provide input to teachers on educational program activities
- Design and implement programs for non-user support, support of recovering users, and support for children of alcoholics
- Serve on the Lewistown Drug/Alcohol Prevention Committee
- Meet regularly to discuss program goals, coordinate efforts, and monitor progress

Drug/Alcohol Prevention Program Committee

- School District Core Team
- Representatives from law enforcement
- Representatives from health service
- Representatives from Drug & Alcohol Services
- Representatives from the community
- Representatives from PTSG (Parent Teacher Support Group)
- Representatives from Board of Trustees
- Representatives from other areas as needed

Responsibilities of Drug/Alcohol Prevention Program Committee

- Promote a 'no use' philosophy for students
- Provide input for Lewistown Drug/Alcohol Prevention Program
- Provide community support for drug and alcohol prevention programs - goals
- Meet regularly to discuss program goals, coordinate efforts, and monitor progress

PLANNED ACTIVITIES - continued

Inservice

- Provided for the Lewistown School District Core Team and Prevention Program Committee
- Use Community Connection, Great Falls, Montana
- Format as follows:
 - Send representatives to four day basic training workshop in Great Falls in summer of 1990
 - Provide facilitator training as needed
- Provide other inservice as needed and available.
- Develop a system for effectively coordinating and expanding current school programs and support groups. This may include all of the following:
 - Contract a ½ time K-12 D/A Program Coordinator or counselor
 - Provide stipends for additional contracted services such as Insight classes and growth groups
 - Develop scheduling which will allow for more support groups to be conducted during the school day
 - Provide funds to hire substitutes to cover classes for group facilitators as needed throughout the year
 - Provide supply dollars for additional videos, books and other valuable supplies and materials
 - Provide additional dollars for MTI/TIP registrations so as to insure student participation
 - Provide dollars for additional training of new and existing staff
 - Provide financial support for community sponsored activities such as drug/alcohol free prom parties and graduation functions

ESTIMATED BUDGET

Salaries	\$16,000.00
Contracted Services	\$ 5,000.00
Travel	\$ 1,000.00
Supplies	\$ 1,247.39
<hr/>	
TOTAL	\$23,247.39

10/90 Speech 2200.00

SUMMARY OF SCHOOL FOOD SERVICES PROGRAM REPORT FOR 1989-90 YEAR

During the 1989-90 school year, several goals were accomplished including the following:

1. Met with the school secretaries and food servers to review the new meal prices, ticket changes for the year, review and implement existing and new policies required by Accuclaim (a new government policy) to enable Lewistown schools to pass all state and federal reviews and inspections. A la carte prices were revised and new price lists sent to each school.
2. A computer was purchased for the Food Service Department. We have developed a commodity inventory program and will be working throughout the summer developing programs to record our daily food production and meal counts.
3. We held 5 In-Service meetings with the food service employees this past year. Classes were held on safety in the work place, sanitation, reducing cholesterol levels in meals, First Aid and C.P.R. Training. The 10 hour Sanitation & Safety classes enabled 10 food service employees to become certified with the American School Food Service Association. Lewistown now has 15 certified food service employees. All employees in food service met 3 times this year to discuss and solve problems and to gather ideas to help improve our program.
4. Our cooks and bakers have continued to follow the USDA Dietary Guidelines in their recipes whenever possible.
5. We planned special promotions during the school year to help us to increase lunch counts. Some of these included, special holiday menus, lucky tray days, theme days, national school lunch week, national nutritional month, Munch Montana Day, and Dinosaur Month.
6. It has been determined that a third server should be hired at the High School for the 1990-91 school year.
7. We have tried several different methods in speeding up the delivery of lunches to the schools. We will continue to review the present system and try to incorporate changes to improve deliveries.

We served 137,004 lunches this year; 1% less than last year. The drop in lunch count is the normal result of our increase in lunch prices this year. Our salad bars and a la carte items have been well received at our Junior and Senior High schools. We have supplied the Teacher Lounges in the elementary schools with a la carte items this spring and will continue to do so next year. We have doubled the number of catered functions this year as we catered food to 58 events compared with 24 last year.

Our funds were nip and tuck this year. We had less money to work with due to the drop in lunches. Also, USDA is way behind in delivering commodities and we will not receive some of this year's entitlement commodities until next fall. However, this should improve my funding position next year. Also, I plan to have salad bars in the elementary schools, hoping they will help to increase daily participation. We tried them this spring and the elementary students seemed to really enjoy them.

I recommend that we keep the same lunch prices next year and am looking forward to new challenges in 1990-91 as Food Service Director.

ANNUAL SCHOOL REPORT
TRANSPORTATION DEPARTMENT 1989-90

June 1, 1990

The transportation department maintains two activity coaches and twelve yellow buses. We travel 819.6 miles per day on nine routes for a total of 147,528 miles per year. The activity coaches travel approximately 40,000 miles per year.

Records for state report T-1's were done on computer. We are still adding maintenance and part inventory to the computer. We are also recording all work orders on the computer and working with the programmer to get maintenance reports off the computer. All routine maintenance and repairs are performed in the transportation department facility.

Three new multi band two-way radios were added to the route buses this year with one of the old radios installed at the Jr. High School. We also added three new buses to our fleet this year; one Bluebird All American and two Bluebird TC-200's. The All American went on route #2 and the TC's went on routes #8 and #9.

We also hired three new drivers this year. They are Teresa Stewart, Sharlene Lucas and Lauana Hartford. We also hired Mark Prins as a mechanic this year.

Maintenance Program Summary
1989 - 1990

The School District No. 1 Maintenance Department has had a very good year. The hiring of an additional Maintenance V has greatly improved our productivity. We have been able to catch up on a lot of repairs and increase our preventive maintenance workload. In addition we have been able to take on some minor improvement projects and anticipate increasing our time spent on construction and improvements.

Custodial operations have continued without any changes in scope or procedures. We had two employees leave the the custodial staff this year, both of which were replaced by hiring local residents. We have had more 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 from the Jr. High - \$55,000
- > Refinished gym floor @ Jr. High - \$162,000
- > Improvements to Pre-Voc @ Garfield - \$22,500
- > Upgraded controls on gym HV units @ Garfield and Highland Park - \$6,000
- > Installed acoustic wall in auditorium @ Fergus - \$11,000
- > Constructed entry canopy @ Fergus - \$8,000
- > Installed fume hood and exhaust fan in Ceramics room @ Fergus.
- > Routine maintenance scheduling, Bulbs and Tubes inventory, and work orders have been computerized.

Goals for the remainder of the year include:

- > Asbestos removal at Highland Park - \$50,000
- > Roofing improvements @ Jr. High - \$25,000
- > Remodel for Chapter I room @ Highland Park - \$10,000
- > Parking Lot improvements @ Fergus - \$15,000
- > Entry canopy @ Fergus - \$10,000
- > Carpeting @ Fergus - \$6,600
- > Cabinetry @ Fergus - \$6,700

Future goals include:

- > Yearly roofing improvements in the elementary district.
- > Complete building and grounds improvements @ Fergus.
- > Increase budget for staffing.

Other:

- > No school days were lost due to building failures.

ANNUAL SCHOOL REPORT
Business Office 1989-90

June 1, 1990

School Business is big business and Central Office had another busy year.

Purchasing/Receiving processed over 4,300 purchase orders - up over 1000 from the previous year. In addition, the department maintained inventory for central store and filled all central supply orders. Central supply orders for the District totaled more than \$35,000 for 1989-90. This was the first year for the expanded Central Supply. Many new items were added and a complete catalogue was printed and distributed to all teachers. Fixed assets are also maintained for the entire District. Over 5000 records are maintained by item, cost, when purchased, and location.

Accounts Payable/Payroll processed over 6200 warrants in 1989-90 compared to 4714 in 1988-89. There are over 300 employee files maintained including all withholdings, leave days and salary information.

IMC produced over 750 jobs in 1989-90 compared to 620 in 1988-89. Jobs include: laminating, special programs, forms, special layouts, classroom materials, and handbooks.

The Business Office monitors over 7.8 million dollars of budgeted, enterprise, and federal funds. This includes all reporting to the State and Federal Government, student reports, transportation reports, requests for funds, financial statements, and program evaluations.

All hiring is done through the Business Office. This includes handling all listings, maintaining all job descriptions, verifying all applications for completeness, and notifying all candidates of status of jobs. To date, the District has received over 600 applications for various jobs in the District.

The Business Office looks forward to next year with new school funding and GAAP accounting implementation to add to the challenge.