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| LOCAL COMMISSIONERS MEMORANDUM |  
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Transmittal No: 91 LCM-159

Date: September 4, 1991

Division: Administration

TO: Local District Commissioners

SUBJECT: 1991-92 Annual Staff Development Plan

ATTACHMENTS: Not available on-line

Attached for completion by your agency is the 1991-92 Annual Staff Development Plan. The Annual Staff Development Plan specifies those

training objectives to be met using local resources for the period October 1, 1991 through September 30, 1992. An additional copy is being sent to your Staff Development Coordinator under separate cover. The completed plan is due by October 1, 1991.

Last year, we had a significant growth in the number of local district direct contracts with educational institutions. We request that those districts who contract with local educational institutions to complete Section D, Local Contracting as accurately as possible since the Department's Budget Office uses this information to project the State share of these expenditures. It is imperative that you not only include current or continuing contracts, but new contracts you are planning to negotiate.

If you have any questions about the document or completion date, please contact your regional staff development coordinator.

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Nelson M. Weinstock  
Deputy Commissioner for Administration