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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 92 LCM-137

Date: September 2, 1992

Division: Administration

TO: Local District Commissioners

SUBJECT: 1992-1993 Annual Staff Development Plan

ATTACHMENTS: 1992-93 Annual Staff Development Plan
(not available on-line)

Attached for completion by your agency is the 1992-1993 Annual Staff Development Plan. The Annual Staff Development Plan specifies those training objectives to be met using local resources for the period October 1, 1992 through September 30, 1993. An additional copy is being sent to your Staff Development Coordinator under separate cover. The completed plan is due by October 1, 1992.

We continue to have a significant growth in the number of local district direct contracts with educational institutions. If you contract with local educational institutions, you must complete Section D, Local Contracting, as accurately as possible. 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.

Nelson M. Weinstock
Deputy Commissioner for Administration