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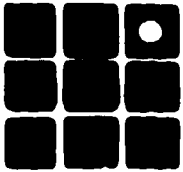
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ABSTRACT

This booklet is a compilation of management objectives for all units and professional staff members in the South Dakota Department of Public Instruction. Prepared by each professional employee in the department, the objectives seek to define priorities, to define key elements of each job, to establish limits on the employees total time and responsibilities, to determine budget and the allocation of time and budget toward objectives, and to define the employees' personal development needs. Organized in chart form, the results of this Management by Objectives (MBO) Program include for each staff member a list of specific objectives, the activities designed to accomplish the objectives and a list of accomplishment measures together with estimated time needed for completion of the objectives and estimated costs. (SHM)

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INTRODUCTION

Don Barnhart
State Superintendent

ED 075300

At the onset of my tenure as State Superintendent, the Department of Public Instruction initiated a program of improving self-management through the use of measurable objectives. Each professional staff member has devoted substantial time and effort in identifying his responsibility, the methods best suited to achievement of his objectives and planning a cost-effectiveness program geared to providing accountability to his specific areas.

The Management by Objectives (MBO) Program is viewed by this Department as an investment rather than an expense. Costs incurred through the use of management consultants are relatively small in comparison to the amount of dollars saved through careful planning and the establishment of priorities.

The MBO Program has been an education to all of the professionals responsible for the administration of funds within the Department. There is no terminal point in self-improvement. Constant evaluation of proposed service, actual performance, and increasing communication with the public on the development of strategies for assessing local and statewide needs constitute the basic purposes of this program.

I am proud that the Department of Public Instruction has identified its directions for the 70's. The scope of its commitment is not geared to the maintenance of existing services, but rather, towards improving services that are found to be useful, and the introduction of services which hold a promise of better education for the children of South Dakota.

As you read these objectives, I hope that you will consider the many benefits that clearly defined purposes can bring to the operation of any organization. If you find or if you feel that a document of this nature would be useful in the management of your own organization, we would be most happy to assist you in the preparation of your objectives.

Sd 005 494

- 2 -

The key to responsibility is individual commitment. I am pleased with the commitments made by the members of the Department. They truly foreshadow increased educational opportunities within our state.

Sincerely,

A handwritten signature in black ink, appearing to read "Don Barnhart", with a long horizontal stroke extending to the right.

DON BARNHART
State Superintendent
of Public Instruction

DB:bls

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METHODOLOGICAL APPROACH

The objectives presented in this booklet represent the Department of Public Instruction's first attempt to produce management objectives for all units and professional staff members.

The Department utilized a "bottom-to-top" approach in formulating the objectives -- which means that every professional prepared objectives for his own job. In order to prepare the objectives, each professional consulted with his peers and his supervisor to (a) establish his priorities, (b) the key elements of his job, (c) the limits on his total time and his responsibilities, (d) his budget, (e) his allocation of time and budget to objectives, and (f) his personal development needs.

In most instances, the staff members and supervisors collaborated to prepare unit and division objectives.

The "bottom-to-top" method is less efficient than the traditional "top-to-bottom" approach. (In the latter, the organization's chief executive formulates overall objectives and delegates "quotas" through each organization level.) The bottom-to-top approach has benefits which, we believe, outweigh the relative inefficiencies. For example:

- (1) Each professional assumes responsibility for defining his own targets. Consequently, they are his -- in all senses. They reflect his professional analysis of service priorities and his realistic appraisal of his own limitations.
- (2) In order for the individual's objectives to merge with unit and division objectives, clear communications must be established between supervisors and subordinates at all organization levels.

- (3) Staff members must assume the initiative for communicating with persons in other units and divisions to establish coordinated objectives in areas of mutual concern and related services.

The reader will observe various levels of completeness, articulateness, and sophistication in the objectives even though we offered training and technical assistance to all staff who desired and requested it. The variances represent individual differences in analytic capability, approach to the job, and commitment to preparing the objectives. The Department does not want to standardize thinking and approaches but will continue its striving to improve the thoroughness and presentability of the objectives.

The State Superintendent solicits your comments and criticisms particularly as they concern service priorities and resource allocations -- which represent the "heart" of the objectives and of the staff's service commitments. Detailed objectives for each professional staff member are available upon request.

SUMMARY OF 1971-72
SERVICE GOALS

DEPARTMENT OF PUBLIC INSTRUCTION

EXPLANATION

GOAL

1. Increase emphasis upon providing services in early childhood education.

Particularly rural early childhood. Involves parents, ITV aides and teachers.

Decrease consideration of Special Education as a treatment process.
2. Increase emphasis upon Special Education being a learning activity.

Student educational advisory groups. Sampled student opinions. (College student advisory councils).
3. Increase emphasis upon providing services to Indian children and the children of other minority groups.

Increase adult education programming. Not to conflict with Vocational Education or Higher Education, but to fill gaps such as those envisioned in community school concept.
4. Greater involvement of youth in educational planning at the state level.

Including school board members in a curriculum change effort. Inviting parents to workshops. Performance contracts between DPI and LEA's which require parental and board involvement.
5. Increase the capability to serve unmet educational needs of people who are beyond normal high school age.

Through regional centers, bringing latest research findings, methods and materials to teaching staffs around the state.
6. To broaden curriculum service efforts to include administrators, parents, school boards, and general public.

Particularly in the areas of needs assessment and planning and evaluating programs for federal funding.
7. Continued identification of in-service programs for elementary and secondary teachers.

Use ITV to reach parents and the general public with educationally relevant information. More reliance on multi-district programming. More planned programming with less reacting. "MULTIPLIER" Finances, budgeting, management analysis, staffing, negotiating, scheduling, personnel management.
8. Develop capability to assist LEA's in planning, research and evaluation.

Needs analysis, grant preparations, staffing assistance; research and disseminate information on FUNDS AVAILABILITY.
9. Increase emphasis upon LEA self regulation and decrease emphasis upon imposed regulation.

Use ITV to reach parents and the general public with educationally relevant information. More reliance on multi-district programming. More planned programming with less reacting. "MULTIPLIER" Finances, budgeting, management analysis, staffing, negotiating, scheduling, personnel management.
10. Increased use of DPI Consultants and media which permit services to be rendered to more districts.

Needs analysis, grant preparations, staffing assistance; research and disseminate information on FUNDS AVAILABILITY.
11. To increase depth and breadth of management services to local administrators and school boards.

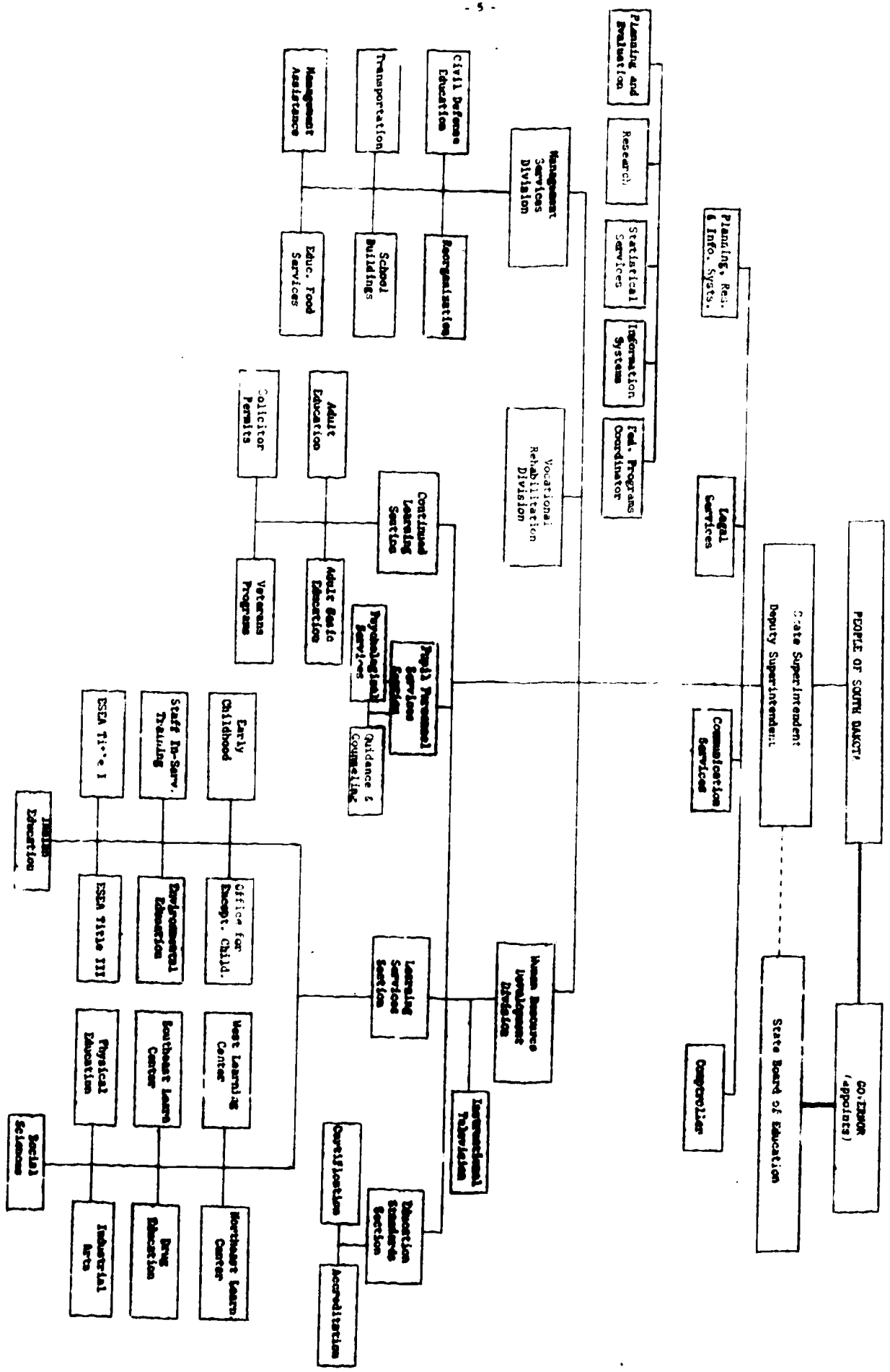
Needs analysis, grant preparations, staffing assistance; research and disseminate information on FUNDS AVAILABILITY.
12. Increase the Department's ability to help LEA's obtain non-local funds.

GOAL

13. Increase DPI staff capability through planned program of in-service training.
14. Increase the level of Department involvement in the legislative process.
15. Increased use of public media, and other forums, to inform the public of educational achievements in the state.

EXPLANATION

- IPC Workshops; management seminars; educational innovations presentations; cross-division workshops and seminars.
- Prepare and submit educational legislation.
- Scheduled public appearances of Department personnel on mass media and public assemblies.



FOR BARRYHART

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

DIVISION: STATE SUPERINTENDENT
Section: _____
Unit: _____

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimate in Man Days

GOALS AND OBJECTIVES OF THE
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

The State Superintendent of Public Instruction is the only member of the Department of Public Instruction elected by the people of South Dakota. The Constitution of the State of South Dakota (Article IV, Section 13) provides that the State Superintendent shall have those powers and duties as provided for in law. Consequently, many of the State Superintendent's objectives are prescribed by statute.

The State Superintendent identifies two overall goals for the office. These goals also provide general direction to the Department of Public Instruction. These goals are:

- (1) To provide a quality education program for every South Dakotan.
- (2) To seek the cooperation of all forces for the improvement of education in South Dakota.

As the only elected educational leader for education in South Dakota, the State Superintendent is the public spokesman in promoting and improving education. He may delegate ministerial and executive functions assigned to him to members of the staff of the Department of Public Instruction.

STAFF: DON BARNHART

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TC JULY 1972

Division: STATE SUPERINTENDENT

Section: _____ Page 2 of 7

Unit: _____

Objectives

Start Date

Activities To Accomplish Objectives

Finish Date

Accomplishment Measures

Estimated Man Hours
Days

The State Superintendent is responsible for the general regulation, direction, execution and control of the affairs of the Department of Public Instruction which are departmentwide and not confined to any one organizational unit within the Department.

(SDCL 13-1-1) Many of the objectives written by other members of the Department of Public Instruction reflect this delegation of ministerial and executive functions.

The State Superintendent is a member of the following Boards and Commissions:

- a. Secretary and Executive Officer of the State Board of Education (SDCL 13-1-3)
- b. A member of the Commission on Indian Affairs (SDCL 1-4-2)
- c. A member of the State Planning Commission (SDCL 11-1-3)
- d. A member of the State Library Commission (SDCL 14-1-2)
- e. A member of the State Board of Directors for Educational Television (SDCL 13-47-1)

In addition to all the legal responsibilities, the State Superintendent makes many public appearances before governmental, educational, and lay groups, some of which are reflected in the following objectives.

NAME: DON BARNHART

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: STATE SUPERINTENDENT
Section: _____
Unit: _____

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days Cost
1. Develop a practical, workable state plan for early childhood education that is consistent with long range goals and philosophies.	7/71	EDUCATIONAL LEADERSHIP (1,2,3,4,5,6,7,8,9) 1. Select task force to develop plan. assistance. 2. Provide task force with consultant. 3. Write plan and disseminate. 4. Prepare to begin implementation.	6/72	Gain approval of State Board and distribute state plan.	60 \$280
2. To provide 6 districts in the state with contracted artists as a first step in promoting arts in classrooms across the state.	7/71	1. Contract with S.D.A.C. 2. In cooperation with SDAC, secure receptive school districts. Define program intent. 3. Evaluate program effectiveness through SDAC.	6/72	Evaluation of program effectiveness.	20 \$480
3. Establish and maintain communication with other local agencies, state agencies, federal agencies, and other non-governmental agencies.	7/71	1. Identify departments with similar interests. 2. Meet once per month with other department heads. 3. Cooperate on at least one project with each. 4. One new service to be developed from coordination & cooperation.	6/72	Better rapport among the various agencies.	20 \$580

MANAGEMENT OBJECTIVES

10 MAY 1972

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Resources	Estimated Man Hours	Estimated Cost
4. Promote legislation on which will improve education.	7/71	<ol style="list-style-type: none"> 1. Approve legislative proposals of the SPI. 2. Verify and provide information to committee. 3. Implement legislation as passed. 	6/72	Legislation passed or plans considered.	20	\$2000
5. To obtain at least two new federal programs or at least \$100,000 in new federal money affecting elementary and secondary education in South Dakota.	7/71	<ol style="list-style-type: none"> 1. Approve state plan. 2. Approve LEA proposals. 3. Provide technical assistance to LEA's seeking federal grants. 4. See article consultant to be responsible to new federal program's trusts. 	6/71	Reimbursement of existing program and new program expansion.	25	\$2500
6. To acquire department services to local school districts in Indian Education, drug education, and environmental education.	6/71	<ol style="list-style-type: none"> 1. Define program services impacts 2. Develop funding or reallocate department resources in order to provide services. 3. Employ or assign personnel to program. 	6/72	Department personnel offering services to districts in these areas.	10	\$1000
7. To plan a revised system of local educational financing which provides equality in educational funding to children.	11/71	<ol style="list-style-type: none"> 1. Analyze problem. 2. Generate alternative strategies. 3. Select preferred plan. 4. Test preferred plan for effect. 5. Make modifications as needed. 	6/72 (to be completed in 72-73)	Feasible and desirable plan developed.	50	\$5000

DR BARBAR

MANAGEMENT OBJECTIVES

STATE SUPERINTENDENT

Obj. Title

Start Date

Activities To Accomplish Objectives

Finish Date

Accomplishment Measures

Estimate Man Days

6 To allocate funds to local and state educational projects only when such projects have been justified by a rational assessment of local or state educational needs.

6/72

Disseminate information within the Department and to local education agencies concerning the Department's emphasis on needs assessment.

6/72

Comparison of projects funded in 1971-72 to 1970-71 which were preceded by rational assessment of needs

5 per

To develop and publish guidelines in the area of student rights and responsibilities for use by Smith County schools

1/72

Design, write, review, publish, disseminate.

6/72

Distribution of guidelines to schools

35

644

DCR BARNHART

DEPARTMENT OF CORRECTIONS

MANAGEMENT OBJECTIVES

TO JULY 1972

DIVISION: STATE SUPERINTENDENT

Section: _____ Page 6 of 7

Objectives	Start Date	Activities To Accomplish Objectives	End Date	Accomplishment Measures	Estimated Man Days	Cost
10. Develop and implement policies, procedures, and structural changes which reduce tension, conflict, and barriers to both organizational effectiveness and internal communications films.	7/71	<p>IMPROVE DEPARTMENT PRACTICES (10,11,12,13,16)</p> <ol style="list-style-type: none"> 1. Hold meetings with staff and units concerned. 2. Study. 3. Outside consultant assistance. 4. Internal Task Force Plan. 5. Internal staff meetings. 6. Workshops with staff on organizational development. 7. Consultative assistance. 8. Select Management Consultant. 9. Make him accessible to all professional staff. 10. Review coordination and progress of Management Consultant. 11. Hold periodic reviews. 12. Disseminate preliminary MCO plan to public-off-large via slide tape, brochure, booklet, document, & movies. 	6/72	<ol style="list-style-type: none"> 1. Attitude scales concerning morale, opinions of communications, and factors that inhibit job accomplishments. 2. Review organization structure that helps meet the objective is adopted by the SDC. 3. MCO document which reflects individual & division objectives. 4. Feedback from the public-off-large. 	400	\$20,000
11. Establish an employee performance review procedure which builds upon Management by Objectives, which will be implemented in 1972-73.	4/1/72	Design and pilot test procedure.	6/30/72	Satisfactory completion of design.	20	\$3,000

STAFF: DON BARNHART

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

DIVISION: STATE SWORN/EMPLOYEE

Section: _____ Page 7 of _____
Date: _____

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimate Man Days	Estimate C
12. Develop the capabilities to provide Management by Objective training and consultation for local school districts in 1972-73.	5/1/72	1. Consultant trains staff personnel in implementation of Management by Objective for school districts. 2. Prepare forms and procedures.	6/30/72	1. Prepared audio-visual aids to assist training.	30	94
13. Design financial information report system which relates departmental costs to achievement of Management by Objectives.	3/1/72	1. Prepare conceptual design. 2. Prepare forms and procedures.	6/30/72	Design forms and procedures completed.		
14. To increase statewide knowledge of (a) services offered by the Department and (b) at least 5 major areas of educational need in South Dakota as measured by a stratified public sampling.	7/71	1. Attend meetings on number of committees (10) reports. 2. Visit 10 (10) school districts. 3. Staff and staff meetings. 4. Public speeches and meetings. 5. Use of radio.	6/72	Number of meetings, reports established & approved.	100	104

PETER L. TOOMEY

DEPARTMENT OF EDUCATION

DEPUTY STATE SUPERINTENDENT

ASSIGNMENT OF DUTIES

SECTION

Page 1 of 3

10 JUL 1972

NO.

Activity
Date

Activities to Accomplish
Objectives

Finish
Date

Assignment Measures
Estimated
Man
Days
Cost

To identify and maintain a high level of staff in the Department of Public Instruction.

7-1-71

a. Conduct evaluations of all staff on an annual basis.

7-1-72

Level of vacancies for which 100 funding has been appropriated.

10,000

b. Refer matters such as initial hiring and promotion to the State Board of Education.

c. Handle interviews and personnel problems and submit data to the State Superintendent and/or State Board of Education.

d. Make recommendations as to continuances, dismissals, etc.

e. Notification of job vacancies.

9. Work cooperatively with the State Director of Personnel Supervision and administration of special programs (Emergency Employment Act, Vista, etc.)

2. To represent the Chief State School Officer in his absence.

7-1-71

As assigned

Cont.

Presence as determined by schedule of Chief State School Officer

20

2,000

STATE: PETER L. TOOMEY

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
10 1001 1972

DIVISION: REPORT STATE SUPERINTENDENT

SECTION: Page 3 of 4

DATE:

Objectives	Start Date	Activities to be Completed	Finish Date	Accomplishment Measure	Estimated Cost
1. Assume responsibility for the operation of the Department in the absence of the State Superintendent.	7-1-71		Cont.		
4. To assist Assistant Superintendents in the identification of needs and thrusts within the Department and the development of resources with which to meet demands.	7-1-71	Identification of workshops and experiences which should be attended by members of the Department.	Cont.	Growth opportunities in which 12 professional and classified employees participate. Needs determined from evaluations of individual employees' objectives.	1.1
5. To work with the Assistant Superintendents in the operation of their respective divisions.	7-1-71	a. Participate in meetings, conferences, etc. identified by Assistant Superintendents as major thrusts within their respective sections.	Cont.	Level of participation.	1.1
6. To identify areas of legislative need and to participate in the legislation needed to rectify situation.	7-1-71	a. Establishment of various legislative committees assigned to develop proposed legislation for particular areas. b. To work closely with the legislative liaison officer within the Department.	Cont.	Presentation of proposed bills to Chief State School Officer. Discussion of proposed bills with individuals and special interest groups.	3.1
7. To assist the State Superintendent in the establishment of administrative policies within the Department.	7-1-71	a. To serve as needed as advisor to the State Superintendent in gathering necessary data for the formulation of objectives.	Cont.	Establishment of policies as needed.	3.0

STAFF: PETER L. TOOMEY

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES

30 JULY 1972

DIVISION: DEPUTY STATE SUPERINTENDENT

Section: _____ Page 3 of 3

Unit: _____

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Years	Estimated No. of Days Cost
		b. Outfitting committees of division heads dealing with administrative policy.			

DEPARTMENT OF PUBLIC INSTRUCTION

Summary of Primary Purposes

HUMAN RESOURCE DEVELOPMENT DIVISION

To provide educational leadership and service so as to enhance learning opportunities, experiences, and methods throughout the State of South Dakota (within statutory constraints, regulations of the State Board of Education, and in compliance with the Constitution.)

Primary emphasis of the Division will be focused upon providing leadership and services in the areas of curriculum, instructional methods, learning, and in-service training.

LEARNING SERVICES SECTION

To provide leadership and service to children and to school systems directly in the area of children's learning.

Learning Centers (West, Northeast, Southeast)

To coordinate the development and implementation of curriculum, learning methods, and teacher in-service training. The learning centers shall be educational resource and "change agent" centers for schools, districts, and all levels of personnel therein.

It is intended that, whenever possible, Department services shall be delivered through strong regional centers. Initially, the centers shall be staffed by (1) curriculum specialists who currently are assigned to the Curriculum Centers, (2) special education personnel, and (3) media library consultants.

Office for Exceptional Children

To provide leadership and support to local school districts, other institutions, and citizens, which are concerned with improving learning experiences for children with exceptional abilities and/or needs.

Curriculum Consultants - Pierre (eg. Physical Education, Drug Education, Industrial Arts, Environmental Education.)

To provide technical assistance and leadership to local school districts in developing and implementing programs in special curriculum.

ESEA Title I Unit

To provide supplementary learning services to educationally disadvantaged children in South Dakota schools.

ESEA Title III Unit

To foster development of model innovative educational programs and methods in districts and to stimulate other districts to adopt workable innovations.

Staff In-Service Training Unit

(Originally staffed as secondary duty)

To create learning environments and experiences through which all Department employees have the opportunity to grow professionally and personally.

EDUCATION STANDARDS SECTION

To utilize the accreditation and certification processes to improve the quality of education.

Accreditation Unit

To assist local districts to achieve standards of educational excellence as established by the State Board of Education.

Certification Unit

To ensure that teachers achieve and maintain standards of professional excellence.

PUPIL PERSONNEL SERVICES SECTION

To provide technical ~~ass~~istance to local school district in the areas of psychological services, ~~personal~~, academic and career counseling.

Psychological Services Unit

To coordinate ~~and~~ to provide psychological evaluations, develop appropriate ~~educational~~ programming, and provide training and assistance to local school ~~psychologists~~ and counselors.

Guidance and Counseling Services Unit

To provide ~~training~~ and assistance to local school personnel in the areas of personal and group counseling methods, career counseling, affect ~~communications~~, and testing of student achievement and aptitudes.

CONTINUED LEARNING SECTION

To provide effective, coordinated learning experiences for people who are beyond normal high school age, but whose learning needs are not satisfied through other organizations or institutions.

Adult Basic Education Unit

To aid educationally those adults 18 years of age or older who function below a high school level of educational achievement.

Veteran's Education Program Unit

To review and ~~approve~~ all educational programs, including vocationally-oriented training programs, which may be attended by eligible veterans and ~~their~~ dependents under Veteran's Administration

Solicitor Permits Unit

To ascertain the stability and integrity of representatives of private trade and technical schools so as to reduce the probability of fraudulent or potentially damaging sales to residents of South Dakota.

Adult Education Unit

(Not immediately staffed.)

Depicted as separate organization unit to dramatize the need for a full-time coordinator of educational programs for people who are beyond normal high school age.

INSTRUCTIONAL TELEVISION SECTION

To facilitate the use of television as a medium for classroom instruction, for teacher and administrator in-service, and for creating public understanding of the educational process.



DEPARTMENT OF PUBLIC INSTRUCTION

Summary of Primary Purposes

MANAGEMENT SERVICES DIVISION

To provide management and administrative assistance to local education agency administrators and school boards.

Civil Defense Education Unit

To encourage and assist local education agencies to prepare plans for meeting natural or man-created disasters. To coordinate and promote educational programs about natural and man-made disasters.

Educational Food Services Unit

To provide funds for local school districts to partially offset the costs of feeding school children.

To provide instruction for children in food nutrition and for food handlers and managers to improve their job skills.

To administer and coordinate the distribution of food commodities and food preparing equipment to local education agencies and other selected recipients.

Management Assistance Unit

(Not immediately staffed.)

To provide management and administrative assistance to local education agency administrators. To obtain and coordinate management and assistance capability from all available sources.

Reorganization Unit

To assist local education agencies to comply with legislated reorganization requirements.

School Buildings Unit

To assist local education agencies to acquire, maintain, and improve

physical facilities which enhance the education process.

Transportation Unit

To provide information and technical assistance to local education agencies concerning student transportation management, safety and licensing.

DEPARTMENT OF PUBLIC INSTRUCTION

Summary of Primary Purposes

VOCATIONAL REHABILITATION DIVISION

To move the handicapped person of employable age from a status of dependency and inactivity to one of self-sufficiency and gainful, productive activity.

DEPARTMENT OF PUBLIC INSTRUCTION

Summary of Primary Purposes

PLANNING, RESEARCH AND INFORMATION SYSTEMS DIVISION

To utilize systematic quantitative and qualitative analysis to formulate and to propose recommendations to the Department and to local districts concerning educational service directions, priorities, and resource allocation.

Planning and Evaluation Unit

To relate analyzed information to programming and to resource allocations. To provide dynamic evaluation information for program management modification. To coordinate the analysis and dissemination for systematic management decision making.

Research Unit

To assist the Department and local education agencies to apply research and planning information to education improvement.

Statistical Services Unit

To collect and analyze information which bears upon education and which will contribute to management decision making.

Information Systems Unit

To coordinate information systems design and implementation particularly (but not exclusively) as they relate to electronic data processing.

Federal Programs Coordination Unit

To provide leadership and technical assistance in obtaining and administering federal funds for the continued improvement of education. To coordinate funds with Department and local education agency directions and priorities.

DEPARTMENT OF PUBLIC INSTRUCTION

Summary of Primary Purposes

LEGAL SERVICES SECTION

To provide legal services to the Department and local education agencies.

COMMUNICATIONS SERVICES SECTION

To provide internal and external dissemination services.

COMPTROLLER SECTION

To provide fiscal and budgetary control of the Department's activities.
To provide financial analysis and information services to the Department and to local education agencies.

Accounting Unit

To maintain the Department's fiscal records and to provide systematic analysis thereof.

Administrative Management Units

To provide varied administrative services to the Department, including but not limited to, personnel administration, new employee orientation, space, equipment, and furniture allocation, and forms control.

STAFF:
 C. Schwahn
 A. Krnja
 N. Spauld
 L. Magliocco

DEPARTMENT OF PUBLIC INSTRUCTION
 MANAGEMENT OBJECTIVES
 TO JULY 1972

Division: Human Resources Development Division
 Section: Learning Resources Page 1 of 2
 Unit: West Learning Resources - BWSC at Spearfish

Objectives	Start Date	Activities to Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Days	Estimated Cost
<p>1. Contact every school district in western South Dakota directly in order to: (a) notify them of services available through the Department of Public Instruction and through the West Learning Center and (b) obtain a rank order needs assessment.</p>	7/1/71	<p>1. Schedule. 2. Contact.</p>	1/14/72	<p>All schools contacted. Rank order of needs assessment obtained.</p>	34	\$2,300
<p>2. Plan, conduct and evaluate area workshops which meet assessed needs.</p>	1/15/72	<p>1. Obtain rank order needs assessment from every western school district. 2. Plan workshops. 3. Conduct workshops. 4. Evaluate workshops based upon successful and/or unsuccessful accomplishments of workshop objectives.</p>	6/30/72	<p>1. Were workshops held? 2. Were objectives met as measured by evaluation instruments to be developed?</p>	164	\$10,200
<p>3. Arrange the regional Sargent Trends in Education workshop.</p>	7/1/71	<p>Schedule consultants, program, facilities and participants.</p>	6/30/72	<p>All arrangements completed.</p>	78	\$3,400
<p>4. Average no more than 2 days per week reacting to requests for in-service training.</p>	7/1/71	<p>Respond to requests. Suggest other resources which can satisfy requests. Schedule time to emphasize priorities.</p>	6/30/72	<p>Records of time spent reacting.</p>	308	\$17,100
<p>5. Design, fund, and begin implementation of a statewide audio-visual bank.</p>	11/1/71	<p>Submit application for funding. Solicit tape requests from teachers. Order, catalogue, duplicate, and distribute tapes to teachers.</p>	9/1/72	<p>Tapes distributed to teachers.</p>	158	\$7,900

STAFF: G. Schwahn
 R. Kynala
 N. Spaulding
 L. Waldorff

DEPARTMENT OF PUBLIC INSTRUCTION
 MANAGEMENT OBJECTIVES
 TO JULY 1972

Division: Human Resource Development Division
 Section: Learning Services Page 2 Of 2
 Unit: West Learning Center

	Start Date	Finish Date	Accomplishment	Estimated Man Days	Estimated Cost
6.	11/1/71	7/1/72	Submit application, solicit requests from schools, order materials, catalogue materials, distribute materials.	66	\$3,31
7.	9/1/71	6/30/72	Seek commitment. Help Black Hills State College with materials and staff.	21	\$1,41

Gain commitment from Black Hills State College to sponsor one workshop each this summer in "Systematic and Objective Analysis of Instruction" and "Interpersonal Interaction".

Center
 Bureau
 Chief

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Human Resource Development

Section: Learning Services Page 1 of 1

Unit: Northeast Learning Center - NSC at Aberdeen

Objectives Start Date

Activities To Accomplish Objectives

Finish Date

Accomplishment Measures

Estimated Man Days Cost

1. Public and communications 9/71

b. area public relations program

Public Schools - on-site visitations regional help sessions articles

7/72

Count of visits and hours

Participate in staff meetings, guest lectures, personal contact.

Participate in the Education Renewal Program which is being implemented throughout the Department of Public Instruction

7/72

Assistance is being provided to at least two area school districts

74

\$9,700

Assist at least two school districts in assessing their needs, developing regional plans, and begin implementation of the plans. This objective will be accomplished with heavy participation of the local communities.

Workshops

Plan, coordinate, and evaluate the workshops.

4/72

Observe.

60

\$1,200

Available for the Northeast Learning Center will be increased by 100.

maintaining, and activate a selection committee, order materials catalogue materials, display and distribute materials.

7/72

Observe new materials.

20

\$2,600

DEPARTMENT OF PUBLIC INSTRUCTION

STATE OF VERMONT

10 JULY 1972

Division of Human Resource Development

Section: Learning Services Page 1 of 1

Unit: Southeast Learning Center - USA at Vermont

Start	Activities to Accomplish Objectives	Finish Date	Accomplishment Measures
<p>By July 1, 1972, 80% of special education personnel and library-media personnel in the Southeast region will have been offered the opportunity to attend area workshops conducted by the personnel available in the Southeast Learning Center, to upgrade the existing program and initiate additional programs.</p>	<p>Letter and individual contact. Attend and/or conduct workshops.</p>	<p>7/71</p>	<p>Record number of persons attending workshops</p>
<p>By July 1, 1972, the collection of educational material will be increased by one-third.</p>	<p>Select, preview, and purchase materials.</p>		
<p>By July 1, 1972, 50% of administrators will have been contacted individually regarding the needs of their school districts.</p>	<p>Personal contact via telephone, letter, or school visitations.</p>		

J.J.J.:
 e. Rinaldi
 L. Magliocco
 C. Beane
 G. Cutler

DEPARTMENT OF PUBLIC INSTRUCTION
 INVOLVEMENT OBJECTIVES
 TO JULY 1972

DIVISION: Human Resource Development
 Section: Learning Services Page 1 Of 2
 Unit: Office for Exceptional Children

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1. Help public schools to obtain state funds equal to approximately 50% of special education expenditures.	9/71	Purpose legislation for fiscal year 1973.	7/72	Legislation drafted and submitted to State Superintendent.		
2. Develop a comprehensive statewide program for exceptional children which includes legislation and State Department regulations and guidelines.	10/71	Develop proposed legislation regarding mandatory special education and obtain additional local funds. Establish a State Advisory Committee for Special Education and Federal applications. Apply for discretionary federal funding.	7/72	Legislation submitted. Federal discretionary funds approved. State Advisory Committee activated.		
3. Provide an adequate fund for necessary auxiliary services to meet special needs of handicapped children as follows: <ol style="list-style-type: none"> 1. Homebound instruction 2. Tutoring services 3. Out-of-state placement 4. School-to-home telephone. 5. Speech services 6. General incidence data collection & identification. 7. In-state school placement 8. Itinerant Services for handicapped children 9. Emotionally disturbed 	10/71	Purpose legislation for fiscal year 1973.	7/72	Records of contacts.		

Total
 Consulting Services
 with 803

administrators, teachers,
 community group conduct regional
 workshops and staff sessions

Records of contacts.

Objectives	Start Date	Activities to Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
5. 35% of children diagnosed as exceptional will receive special instruction through resource rooms.	7/71	Contact teachers and administrators to "sell" new concepts of education. Involve parents and communities. Help establish resource rooms. Conduct workshops.	7/72	Workshops conducted; schools contacted; resource rooms initiated. Evaluate programs and exposure.	18	\$810
6. Establish two demonstration centers which utilizes innovative programs; renewed teaching techniques and methods will be established.	7/71	Establish two demonstration centers through planning, and regional cooperative effort.	3/78	Existence of two demonstration centers.	29	\$1305
7. Establish a work-study program for the educably mentally retarded.	7/71	Four schools will integrate non-academic and extra-curricular activities. Children over 14 will receive a minimum of 2 hours per day in vocational preparation.	7/72	Work Study program in existence.	18	\$810

STAFF REPORT	DEPARTMENT OF PUBLIC INSTRUCTION ADMINISTRATIVE SERVICES UNIT 1	DIVISION: Human Resource Development PLANNING SERVICES UNIT: Environmental Education
<p>Objectives</p> <p>1. Conduct a state-wide needs assessment in Environmental Education and develop a plan to meet the assessed need.</p> <p>2. Publish four issues of an environmental magazine.</p> <p>3. Conduct environmental education workshops and in-school visitations.</p>	<p>Start Date</p> <p>12/71</p> <p>1/72</p> <p>10/71</p> <p>Activities To Accomplish Objectives</p> <p>1. Write a grant proposal</p> <p>2. Design and implement needs assessment.</p> <p>3. Analyze needs assessment</p> <p>4. Develop state plan</p> <p>1. Establish design.</p> <p>2. Develop communication channels with potential publishers.</p> <p>3. Write, edit, compile publication.</p> <p>4. Print and distribute.</p> <p>1. Plan, design, conduct, evaluate workshops.</p> <p>2. Plan and schedule visitations.</p> <p>3. Coordinate teacher visitations to the Chester project.</p>	<p>1/72</p> <p>2</p> <p>1/72</p> <p>1. Grant written.</p> <p>2. Needs assessment implemented.</p> <p>3. State plan submitted to State Superintendent.</p> <p>Distribution of four issues.</p> <p>Workshops and visitations completed and evaluated.</p> <p>40</p> <p>40</p> <p>13200</p> <p>40</p> <p>52200</p> <p>Estimated Man Days</p> <p>Estimated Cost</p>

1971-72

DEPARTMENT OF PUBLIC INSTRUCTION

Division Human Resource Development

MANAGEMENT REPORT

For Identifying Services Page 1 of 2

10 (11) 1972

Unit Drug Education

Objectives	Start Date	Activities to Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1. Develop a state guideline for drug education (including alcohol and tobacco).	12/71	1. select a task force of educators, parents, and students. 2. task force meets to write the guidelines. 3. Prepare the guideline for printing. 4. Disseminate the guideline to all schools in the state.	1/72	Distribution of a useable guideline	20	\$1,100
2. Plan, develop, coordinate and evaluate four statewide drug workshops in Mitchell, Redwood, Lincoln and Douglas.	9/71	Select consultants and staff, develop curriculum, select dates, conduct pilot evaluate the program.	11/71	Completion of workshops and evaluations.	60	\$6,000
3. Take follow up action with 40% of the middle schools that were in the category of the staff in 1971.	1/72	Letters, telephone calls, and visits to schools.	5/72	Records of contacts.	60	\$5,600
4. Develop evaluation techniques to determine cost effectiveness of the program.	1/72	Design questionnaires and other feedback (charts), administer questionnaires, calculate cost effectiveness ratios, disseminate information to local schools.	7/72	When information is disseminated.	10	\$1,200

51443 S. Hagen

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Human Resource Development
Section: Learning Services Page 2 of 2
Unit: Drug Education

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Year Days Cost
Review, evaluate, produce and disseminate information about alcohol and other drugs to schools, parents, children and organizations.	1/71	Read materials; check films against the National Coordination Council listing for acceptability; send information to schools and other organizations.	7/72	Response to requests.	80 \$8,400

STAFF: W. J. Borth

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Human Resource Development
Section: Learning Services Page 1 of 2
Unit: Driver Education

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1. To revise and update the present Driver Education Curriculum Guide and provide a tentative copy for the committee members to implement during the 1972-73 school year to their respective schools.	11/71	<ol style="list-style-type: none"> Select a committee of 12 - 15 driver education instructors. Begin organizing and writing portions of the Curriculum Guide during the 1971-72 school year. Conclude by a two-week seminar with the entire committee to finalize the tentative copy. Distribute draft copies to the committee for these instructors to implement during the 1972-73 school year. 	6/72	The draft copy of the Driver Education Curriculum Guide is distributed.	70	\$3,328
2. To assist and evaluate programs of Driver Education in the public and non-public schools. This will include public schools participating in projects funded through the Federal Highway Safety Act of 1966.	7/71	Make personal visits to eight schools per month.	6/72	By the designated number of visitations.	110	\$5,229
3. To decrease the number of Driver Education instructors lacking the proper certification requirements of 8 semester hours of preparation.	1/72	Selection of at least 80 driver educators who have not as yet met the 8 semester hours of preparation. These instructors will then attend any one of three institutes conducted and offering courses specifically for them to meet certification requirements. Institutes are conducted on campus at Northern.	8/72	Federal funds are the key factor, if they continue to be forthcoming, then institutes will be conducted. Having at least 80 driver education instructors enrolled in the summer institutes.	40	\$1,902

SEAL: M. Borth

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Human Resource Development

Section: Learning Services Page 2 Of 2

Unit: Driver Education

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1. To determine the effectiveness of Driver Education.	12/71	Design an evaluation process to determine effectiveness of Driver Education with relation to reduction of fatalities, injuries, and accidents. State College, Black Hills State College, and South Dakota State University.	8/72	Statistical Report will serve as the base year information and will serve as a reference for future evaluations.	40	\$1,900
5. To begin developing a Safety Education Curriculum Guide K-8 (tentative draft copy available).	7/71	During a Safety Education course conducted in June 1972.	6/72	Producing the draft copy.	70	\$3,328
6. To provide consultative services to the six colleges and universities preparing teachers for Driver Education.	7/71	Personal visits to the colleges and universities. Meet with the instructors providing them with Curriculum Guide and other material produced by the Department of Public Instruction. Resource speaker at their Driver Education classes.	6/72	By visiting each college and university offering courses in Driver Education at least once during FY 1972.	20	\$950

NAME: Larry King

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
FOR JULY 1972

Division: Human Resource Division
Section: Learning Services Page 1 of 1
Unit: Industrial Arts

Objectives	Start Date	Activities / Objectives to be accomplished	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1. To help the South Dakota Industrial Arts Association revise the Industrial Arts Curriculum Guide.	10/71	Enlist participants, meet with and provide support to committees, report on activities.	7/72	Revised curriculum guide distributed.	31	\$1500
2. 20% of the schools in the state will be involved in programs conducted, coordinated, or disseminated by the State Department.	9/71	"Sell" programs by visiting schools, participating in workshops, and distributing information to schools.	7/72	Count participating schools.	87	\$4500
3. Publish information about industrial arts ideas and activities at least three times each in the South Dakota Industrial Arts Association Newsletter and in the State Department's publication <u>UPDATE</u> .	9/71	Collect, write, edit and submit information.	7/72	Articles carried in publications.	17	\$900
4. Distribute a directory of state-wide industrial arts personnel.	10/71	Collect names, process information, make corrections, print and distribute directory.	12/71	Directory distributed.	15	\$700

DEPARTMENT OF EDUCATION
MANAGEMENT OBJECTIVES
10 JULY 1972

Division: Human Resource Development
Section: Learning Services Page 2 of 2
Unit: ESD Title I

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1. Review and approve all project proposals submitted prior to August 15, 1972.	8/15/72	1. Prepare and approve forms for application to local districts regarding late start projects.	8/15/72	Number of proposals approved for late start projects.	10	\$20,000
2. Review and approve all project proposals submitted prior to August 15, 1972.	8/15/72	2. Provide assistance and forms to local districts regarding late start projects.	8/15/72	Number of proposals approved for late start projects.	10	\$20,000
3. Review and approve all project proposals submitted prior to August 15, 1972.	8/15/72	3. Conduct area visits to supervise project progress.	8/15/72	Number of area visits conducted.	10	\$20,000
4. Review and approve all project proposals submitted prior to August 15, 1972.	8/15/72	4. Provide consultative services to local districts.	8/15/72	Number of consultative services provided.	10	\$20,000
5. Review and approve all project proposals submitted prior to August 15, 1972.	8/15/72	5. Review, negotiate and approve applications and amendments to 1972 application forms and guidelines booklets.	8/15/72	Number of applications reviewed and approved.	10	\$20,000
6. Review and approve all project proposals submitted prior to August 15, 1972.	8/15/72	6. Provide forms, guidelines and consultative services necessary to assist in amending 1972 projects.	8/15/72	Number of amendments approved.	10	\$20,000
7. Review and approve all project proposals submitted prior to August 15, 1972.	8/15/72	7. Prepare, print and send out visitation questionnaires at least two weeks in advance of scheduled visitation.	8/15/72	Number of visitation questionnaires prepared and distributed.	10	\$20,000
8. Review and approve all project proposals submitted prior to August 15, 1972.	8/15/72	8. Prepare, print and send out visitation questionnaires at least two weeks in advance of scheduled visitation.	8/15/72	Number of visitation questionnaires prepared and distributed.	10	\$20,000
9. Review and approve all project proposals submitted prior to August 15, 1972.	8/15/72	9. Prepare, print and send out visitation questionnaires at least two weeks in advance of scheduled visitation.	8/15/72	Number of visitation questionnaires prepared and distributed.	10	\$20,000
10. Review and approve all project proposals submitted prior to August 15, 1972.	8/15/72	10. Prepare, print and send out visitation questionnaires at least two weeks in advance of scheduled visitation.	8/15/72	Number of visitation questionnaires prepared and distributed.	10	\$20,000

STATE

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

DIVISION: Human Resource Development
Section: Learning Services Page 2 of 2
Unit: ESEA Title I

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Year Days	Cost
To assure by December 31, 1972 that all South Dakota school districts maintain their Title I funding eligibility by meeting the Federal Government's "comparability" requirements.	10/72	1. Prepare and distribute comparability forms and instructions to all local districts. 2. Review all forms received.	11/72	1. Forms and instructions distributed to all local districts.	17	\$ 1,700
To assist local districts develop the capability to plan, prepare, operate, and budget their projects	7/72	Review projects, recommend changes, respond to requests for assistance. (See also objectives 1 and 2)	6/72	All assurance of comparability are correct and on file. Services provided.	206	\$28,900
To submit all required federal reports and forms accurately and on schedule.	7/72	Collect data, analyze information, submit forms and reports.	6/72	Reports submitted on time and are acceptable.	180	\$19,100

<p>STAFF: C. Jansen C. Berndt</p>	<p>DEPARTMENT OF PUBLIC INSTRUCTION MANAGEMENT OBJECTIVES TO JULY 1972</p>		<p>Division: <u>Human Resource Development</u> Section: <u>Learning Services</u> Page <u>1</u> of <u>4</u> Unit: <u>ESEA Title III</u></p>			
<p>Objectives</p> <p>1. By July 15 & January 15 of each fiscal year, strategies will be implemented to solicit grant proposals from local Educational Agencies.</p>	<p>Start Date</p> <p>7/71</p>	<p>Activities To Accomplish Objectives</p> <ol style="list-style-type: none"> 1. When funds become available for proposals, the SEA will notify all LEA's in the state of criteria and guidelines. 2. Receive letters of intent, preliminary proposals, and applications for planning grants. 3. Review Preliminary Proposals and notify LEA's to either submit a formal proposal or to discontinue development. 4. Provide LEA's, upon request, with informational and technical assistance. 5. Review Planning Grant Proposals. 6. Review Formal Proposals. 7. Provide background information to the State Superintendent for making final decisions for funding. 8. LEA's notified of the final disposition of their proposal. 9. Negotiate projects to be funded. 10. Issue grant awards. 	<p>Finish Date</p> <p>7/72</p>	<p>Accomplishment Measures</p> <p>Proposals received and processed.</p>	<p>Estimated Man Days</p> <p>80</p>	<p>Estimated Cost</p> <p>\$30,000</p>

STAFF: C. Jansen
C. Barrett

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Human Resource Development
Section: Learning Services Page 2 Of 4
Unit: ESEA Title III

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
<p>2. To implement by September 1, 1972 a comprehensive assessment of education needs strategies that will:</p> <ul style="list-style-type: none"> a. Indicate the gap between current learner status and desired learner status. b. Indicate the gap between the extent to which learner services are provided and the extent to which they are needed. c. Indicate the gap between actual learner opportunity to realize his potential and the desired learner opportunity. d. Provide local schools with baseline data to evaluate their programs against. e. Provide the State Department with data to assess achievement in meeting the critical needs. 	7/71	<ul style="list-style-type: none"> 1. Participate in developing a comprehensive assessment instrument. 2. Field test the strategy. 3. Determine implementation strategies. 4. Analyze plan. 5. Develop user guide for school districts. 	7/72	<ul style="list-style-type: none"> 1. Complete a study. 2. Provide information to local schools and to the State Department. 	60	\$24,500
<p>3. By May 1, 1972, all school districts will be provided materials that they might become aware of all the ESEA Title III projects operating in the state, and</p>	7/71	<ul style="list-style-type: none"> 1. Operation of an Information Retrieval System by an ESEA III staff member with a terminal located at Dakota State College which will search and deliver copies of 	6/72	<ul style="list-style-type: none"> 1. State projects transported in proportionate ratio to national average. 2. Number of Title III projects replicated or adopted in other school districts. 	160	\$43,500



STAFF:
C. Jansen
C. Berndt

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Human Resource Development
Section: Learning Services, Page 3 of 4
Unit: ESEA Title III

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishments Measures	Estimated Year Days Cost
<p>By May 1, 1972, all LEA's will become aware of successful ESEA Title III projects or components of projects.</p>		<p>current research and project information on given topics upon request. Prepare a slide presentation on potentially successful projects. Prepare an annual summary brochure of ESEA Title III projects funded. Assist local school districts with local dissemination strategies.</p>		<p>3. Visitation by outsiders to project schools recorded.</p>	
<p>4. To satisfy within four days, requests by school districts for technical assistance prior to and during project operation.</p>		<ol style="list-style-type: none"> 1. Provide available staff. 2. Arrange for appropriate consultant if necessary. 3. Assist in development of detailed budget breakdown. 4. Receive and review monthly expenditure reports and correct discrepancies. 5. Receive and review quarterly budget reports and correct discrepancies. 		<p>1. Review of correspondence file and visitation records.</p>	<p>118 248,000</p>
<p>5. To provide continuous assistance in maintaining fiscal accountability.</p>					

NAME: G. Janson
 or Robert

DESCRIPTION OF THE INSTRUCTION

Division: Human Resource Development
 Section: Learning Services Page 4 of 4
 Unit: ESEA Title III

Objectives	Start Date	Activities to be Accomplished	Finish Date	Accomplishment Measures	Estimated Man Days Cost
		7. Receive and review estimated final budget reports to determine potential carryover. 8. Receive and review final expenditure reports. 9. Provide requested interpretation and assistance to local schools for the completion of all reports. 10. Receive, process, and respond to all project amendments. 11. Receive annual audits. 12. Prepare quarterly summary report.			



STAFF:

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JUNE 1972

Division: Human Resource Development
Section: Learning Services Page 1 of 1
Date: Instructional Television

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1. Determine schools' areas of greatest programming need.	1/72	1. Design and distribute a mail survey to each superintendent and principal. 2. Analyze information.	3/72	Survey distributed and results analyzed.	8	\$800
2. Evaluate 1971-72 ITV programming.	1/72	1. Distribute evaluation forms to all schools using I.T.V. 2. Analyze results. 3. Activate curriculum committee to evaluate results.	8/72	Survey distributed, results analyzed, committee evaluation completed.	9	\$2300
3. Establish programming for 1972-73.	1/72	1. Evaluate 1971-72 programming. 2. Determine schools' areas of greatest programming need. 3. Send for previous of available programming. 4. Solidify schedule. 5. Obtain new funds.	7/72	Program schedule set for 1972-73.	5	\$1000

STATE: P. Sherer
R. Parker

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Human Resource Development
Section: Pupil Personnel Services Page 1 of 2
Unit: Guidance & Counseling Services

Objectives	Date	Activities to Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1. Provide assistance in counseling to groups which results in workshops, educational television series, cooperative planning, information sharing, and distribution of materials which improve high school vocational guidance programs.	7/71	Cooperate in developing the New Career Planning Program, developing Project VIEW materials for high school students, coordinate plans for student and counselor vocational guidance programs, an Educational Television series on post-high school training, workshops on use of General Aptitude Test Battery.	7/72	Project VIEW launched in selected schools, plans for New Career Planning Program started, workshops conducted. Educational Television Series completed.	90	\$6800
2. Provide direct services to promote Guidance Counselors' professional growth and development.	7/71	Conduct workshops for counselors and for college teachers of future counselors, administer counselor accreditation and certification programs, visit school counselors, distribute information and professional materials to counselors.	7/72	Workshops conducted, schools visited, information disseminated.	180	\$13,500
3. Administer the statewide program for testing student achievement and scholastic aptitudes.	7/71	Distribute tests, norms and interpretive aids; collect data	2/72	Tests distributed and data collected.	30	\$2,500
4. Conduct five workshops on the use and interpretation of student achievement and scholastic aptitude tests.	10/71	Plan, develop, schedule, conduct, evaluate workshops	11/71	Workshops completed and evaluated.	30	\$2,500

STAFF: P. Sherer
E. Parker

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Human Resource Development
Section: Pupil Personnel Services Page 2 Of 2
Unit: Guidance & Counseling Services

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Year Days	Estimated Cost
5. Participate in a state program with school personnel to increase elementary children's understanding of the "world of work".	11/71	conduct regional workshops for counselors. Provide learning materials and information about learning materials to schools. Help the Division of Vocational Education and Project VIEW to develop career materials for use by elementary children.	7/72	Completion of workshops	50	\$3,800
6. Implement in one school a pilot project which focuses on the ability of children to communicate in the area of attitudes.	10/71	Train counselors who will, through reserve training of teachers, implement and evaluate the communications of attitudes program.	6/72	Implementation and evaluation of pilot project.	18	\$1,300
7. Conduct regional workshops for counselors on theory and technique of group counseling, group dynamics, and encounter groups.	9/71	Plan, develop, schedule, conduct, evaluate workshops.	7/72	workshops completed and evaluated.	23	\$1,700
8. Create a legislative package which will improve statutes governing private business, vocational and technical schools (For submittal in 1973).	12/71	Research, plan, develop, write, and present legislation to the State Superintendent.	7/72	Legislation presented to State Superintendent.	10	\$600

STAFF: R. Huckins
C. Logan

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Human Resources Development Division
Section: Pupil Personnel Services Page 1 Of 2
Unit: Psychological Services

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1. Provide psychological evaluations for 150 public and non-public school children in South Dakota and recommend proper educational placement.	7/71	1. Referrals from superintendents of schools, principals, guidance personnel, speech therapists, etc. Provide psychological tests and do clinical interviewing. 2. Refer students to specialists; e.g. hearing and vision specialists 3. Marriage counseling with parents to improve the child's situation. 4. Interpret test data to parents, relevant school authorities of administrators and school counselors.	7/72	Evaluations provided, consultations provided, counseling provided and interpretation tests provided for 150 children.	180	\$10,000
2. Develop appropriate educational programming for 150 children.	7/72	Consultation with parents, teachers, and administrators in the development of educational programming.	7/72	Educational programs developed for 150 children in South Dakota.	30	\$ 1,000
3. Conduct five inservice programs related to understanding the psychological differences of individuals.	7/71	1. Lectures on psychological theory. 2. Programs on psychological evaluation. 3. Lectures on mental health.	7/72	Five inservice activities provided.	20	\$ 1,200
4. Psychologically screen 140 children at Crippled Children's Clinics at Pierre, Mobridge, Deadwood, Rosebud, Winner, and Rapid City, South Dakota.	7/71	Administer psychological tests and interpretations. Follow-up to see if psychological adjustment has been carried out.	7/72	Screening and follow-up provided for 140 children seen at Clinics.	10	\$ 600

STAFF: K. Huckins C. Logan		DEPARTMENT OF PUBLIC INSTRUCTION MANAGEMENT OBJECTIVES TO JULY 1972		Division: <u>Human Resources Development Division</u> Section: <u>Pupil Personnel Services</u> Page 2 of 2 Unit: <u>Psychological Services</u>	
5.	Objectives Provide assistance in inservice training and leadership to school psychologist, psychological examiners, and counselors.	Start Date 7/71	Activities To Accomplish Objectives Provide group sessions and individual consultation to personnel in the state.	Finish Date 7/72	Accomplishment Measures Individual consultations and group sessions provided.
				Estimated Van Days 20	Cost \$1,200

STAFF:
G. Debow

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Human Resource Development Division
Section: Continued Learning Page 1 Of 1
Unit: Adult Basic Education

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1. Increase the number of Adult Basic Education programs from 16 to 30.	7/71	Seminars on awareness. Direct contact to "set)". Assistance and guidance to new programs.	6/72	Count number of active programs.	100	\$13,400
2. Make at least two on-site visitations to each on going Adult Basic Education program in the state in order to: Develop regional staff capabilities. Assist programs. Coordinate evaluation teams.	7/71	Schedule and conduct visitations.	6/72	1. Count visitations. 2. Program evaluations show improvement over prior years. 3. Evaluations are conducted on schedule.	75	\$10,100
3. Participate in and contribute to the Community School Concept being developed in the Department of Public Instruction as it relates to Adult Basic Education.	10/71	Precise activities not known. Will depend upon program developed in the Department as it relates to the ABE program.	6/72	Measures to be developed as program progresses.	10	\$1,200

J. Schooler
L. Nord
R. Deering

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Human Resource Development
Section: Continued Learning Page 1 of 1
Unit: Veterans Educational Programs

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1. Increase the number of active educational institutions and training programs in accordance with the following categorical breakdown: a. Institutions of Higher Learning Current 30 Proposed 35 b. Schools below College Level Current 35 Proposed 51 c. Apprentice Situations Current 38 Proposed 63 d. On-the-Job Training Current 61 Proposed 146	7/71	Review and process applications for approval. Honor requests for information and consultation. Contact prospects received from Veterans Administration Regional Office. Process Pre-Approvals and revise existing programs.	6/72	Count number of Active Programs	286	\$21,700.
2. Accumulate a minimum of 485 supervisory and promotional on site visitations during February, 1972.	7/71	On site contacts of active and new programs.	6/72	Number of visitations completed	118	\$11,600
3. Implement or discard the idea of contracting for specialists in the field to perform supervisory and approval visitations.	9/71	Meetings with Regional Office as to possibilities of contracting, and review advantages and disadvantages of specialists in the field to perform supervisory and consultative services.	6/72	Contract for 1972-73 with central office which contains contracting or report accepted by State Superintendent rejecting the idea.	4	\$300

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
<p>1. Develop certification procedures and regulations that are based upon teacher competency.</p>	<p>20-1-71</p>	<p>1. Meetings with all colleges to gain reactions and support. a. Meetings with advisory committee. b. Prepare information for SBOE approval. Gain commitment from SBOE to conduct feasibility.</p>	<p>2-31-73</p>	<p>1. Financial and philosophical commitment from SBOE to proceed.</p>	<p>40</p>	<p>4,500</p>
<p>2. Report recommended approvals and disapprovals of state teacher education programs to the SBOE.</p>	<p>1-1-72</p>	<p>2. Visitations to every college campus offering teacher education programs, have conferences with Head of Education Department and Certifying officer, thoroughly reviewing each program.</p>	<p>1-7-72</p>	<p>2. Report on each college submitted to SBOE. a. SBOE approves and disapproves programs.</p>	<p>30</p>	<p>750</p>
<p>3. Prepare applications for certification renewals and additional endorsements accordingly and mail those without complications to teachers within 10 days of receipt.</p>	<p>7-1-71</p>	<p>3. Receive applications. a. Process - maintain records. b. Mail certificates.</p>	<p>6-31-72</p>	<p>3. Complaints about mis-handling. a. Observed turn-around time.</p>	<p>140</p>	<p>10,500</p>



MANAGEMENT OBJECTIVES

10 JULY 1972

Section: Certification Page 1 of 1

Unit:

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days Cost
<p>1. Identify all teachers and administrators who are training personnel for positions they are not eligible and their school districts and their responsibilities of all their responsibilities of the consequences of their eligibility and, all steps required for them to become eligible.</p>	5-22-72	<p>1. Identifying ineligible personnel through accreditation records. 2. Correspond and talk with affected individuals.</p>	6-21-72	<p>4. Ineligible personnel notified.</p>	20 1,500



STAFF: E. Obenauer
L. N. Pier

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Human Resource Development
Section: Education Standards Page 1 of 2
Unit: Accreditation

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1. Make on-site visitations to the following categories of schools to assess their programs and to assist in upgrading their programs: - 14 schools that have superintendents new to a South Dakota school. - 10 schools whose accreditation are in jeopardy. - 2 schools that have exemplary innovative experimental educational programs. - 6 schools contemplating internal reorganization or a building program.	9/71	Schedule, contact, visit, provide assistance. (Also to encourage these schools to develop innovative and experimental programs.)	5/72	Records of visitations An accreditation level has been assigned and an accreditation certificate sent to all schools.	48	\$4100
2. Evaluate all school accreditation reports and assign levels of accreditation.	12/71	1. Review accreditation reports. 2. Prepare and send out preliminary lists of deficiencies. 3. Assign accreditation levels. 4. Send out certificates.	6/72	An accreditation level has been assigned and an accreditation certificate sent to all schools.	568	\$16.50

STAFF:
E. Obenauer
L. N. Pier

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Human Resource Development
Section: Education Standards Page 2 of 2
Unit: Accreditation

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
3. Review and re-evaluate standards for accreditation. Explore possibility of accrediting schools through a contract which calls for schools to assess their needs, conduct a self evaluation, establish goals and objectives, and implement plans to meet the goals and objectives.	4/72	1. Reactivate accreditation committee. Call meetings. 2. Revise accreditation standards if appropriate. 3. Present revised standards to State Superintendent and to the State Board.	6/72	Revised standards submitted to the State Superintendent and to the State Board. If accreditation through contract appears feasible, the accomplishment measure will be the first draft of a developmental plan.	38	\$1800
4. Determine whether or not the Speech and Hearing Program at South Dakota State University can be recommended to the State Board as an approved program.	1/72	1. Organize a review team 2. Evaluate program. 3. Report to the State Superintendent and the State Board.	3/72	Report presented to and accepted by the State Board.	4	\$200
5. Edit and publish and distribute the annual Educational Director.	9/71	Compile information from the accreditation reports.	12/71	Educational Directory distributed.	89	\$1000

STAFF: E. Schmidt
J. Schooler

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Management Services
Section: _____ Page 1 of 1
Unit: Public School Administration

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1 Update, revise, and distribute the Administrative Manual for South Dakota Schools.	11/77	<ol style="list-style-type: none"> 1. Determine update needs. 2. Collect information. 3. Edit information. 4. Print and distribute to school administrators. 	6/72	Chapters completed and distributed.	33	\$1,40
2 Create a new chapter in the Administrative Manual relating to insurance for school district officials.	1/72	<ol style="list-style-type: none"> 1. Establish advisory committee. 2. Obtain assistance from: <ol style="list-style-type: none"> a. State Insurance Agency b. Fire Underwriter's Agency c. School Administrators 3. Select a consultant. 4. Prepare and distribute the chapter. <p>(Accomplishment of this objective is subject to availability of funds.)</p>	6/72	<ol style="list-style-type: none"> 1. Advisory Committee appointed. 2. Chapter written and distributed. 	15	\$1,90
3 Provide consultative services to administrators, school boards, legislators and other agencies upon request.	7/71	Respond to requests by letter, telephone, bulletins, pamphlets and visits.	6/72	Record of requests serviced.	73	\$3,30



STAFF: E. Schmidt

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Management Services
Section: _____ Page 1 Of 3
Unit: Transportation

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1 Develop a comprehensive state plan on Pupil Transportation Safety in conjunction with the Highway Safety Division	7/71	<ol style="list-style-type: none">a. Develop and implement a clear concise policy for pupil transportation.b. Provide leadership in the development of a comprehensive school transportation safety program for application state-wide.c. Develop and implement educational programs and materials for school vehicle drivers, mechanics, supervisors and administrators, and pupil passengers.d. Develop and implement a system for collecting and reporting program information relating to pupil transportation safety.e. Provide leadership in the development of a school vehicle maintenance program and coordinate the inspection of all school vehicles used to transport children.f. Develop and operate a cost accounting system for all expenditures in the area of pupil transportation.g. Study and make recommendations regarding liability and insurance, legislation	6/72	Completed program presented to State Superintendent	96	\$4500

STAFF: E. Schmidt

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Management Services

Section: _____ Page 2 of 3

Unit: Transportation

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cos
2. Conduct on-site surveys of transportation needs and capabilities as requested	7/71	and appropriate research in the field of pupil transportation. h. Develop and implement an evaluation program for the State pupil transportation safety effort.	6/72	Count of surveys completed	20	\$700
5. By December 31, 1971, distribute a memorandum to local school districts containing instructions and information on licensing school vehicles.	11/71	1. Prepare memorandum in conjunction with the Department of Motor Vehicles, the Highway Patrol, and the Department of Health. 2. Distribute memorandum.	2/71	Memorandum distributed to school superintendents, county auditors, and private contractors.	6	\$200
4. Develop School Bus Driver Training Manual	7/71	1. Utilize resources of the Pupil Transportation Advisory Committee, Safety Division of the Highway Patrol, the Motor Vehicle Department and the Department of Health and the Department of Health and training manuals developed by other states. 2. Acquire resource materials	6/72	Manual completed and ready for printer.	65	\$2701

STAFF: H. Schmidt		DEPARTMENT OF PUBLIC INSTRUCTION MANAGEMENT OBJECTIVES TO JULY 1972		Division: <u>Management Services</u> Section: _____ Unit: <u>Transportation</u>		Page <u>3</u> of <u>3</u>	
Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost	
5. Distribute a memorandum to school officials, county auditors and private contractors on licensing school bus drivers.	5/72	Prepare memorandum in conjunction with the Highway Patrol and the Department of Motor Vehicles.	6/72	Memorandum completed and mailed.	8	\$300	

STATE: J. Schooler

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
FO JULY 1972

Division: Management Services
Section: _____ Page 1 of 1
Unit: School Buildings

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1. Approve plans and specifications for at least 36 school building projects.	7/71	a. Receive preliminary plans. b. Review preliminary plans with school district officials and architect. c. Receive and process final plans d. Write and mail formal approval e. Summarize projects approved in Annual Report.	6/72	Number of projects approved	27	\$1500
2. Conduct state-wide survey of available information on school plants.	10/71	a. Compile building data for each school district from 1970-71 accreditation report. b. Supplement (a) with data from 1971-72 c. Identify districts with serious deficiencies.	12/71	Survey completed	28	\$1400
3. Provide on-site consultative and advisory visitation to school districts on building measures.	10/71	Follow up on-site visitation with assistance.	6/72	Count visitations.	25	\$1700
4. Provide on-site school facility	7/71	On-site visitation and prepare a written report.	6/72	Number of surveys completed	37	\$1900

STAFF: E. Schmidt

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Management Services
Section: _____ Page 1 of 1
Unit: School District Reorganization

Objectives	Start Date	Activities to Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1. Update maps according to changes in school district boundaries.	7/71	1. Receive information from county boards of education. 2. Maintain official records.	6/72	Procedure is continuous (maps should be completed in accordance with boundaries established for the next succeeding fiscal year).	52	\$2000
2. Provide consultative services on reorganization to local school districts, State Superintendent, State Board of Education and legislators as requested.	7/71	1. Conduct school district surveys. 2. Memorandums to county officials and county boards of education 3. Office consultations 4. Answer correspondence	6/72	Complete Spencer survey by 12/15/71 Records of other survey completions.	20	\$ 800

STAFF: G. Schlueter
A. Bies
D. Scott

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Management Services
Section: _____ Page 1 of 3
Unit: Statistical Services *

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Cost
1 Process and distribute state aid allocations for each local education agency.	7/71	<ul style="list-style-type: none"> a. Receive, audit and keypunch annual reports from local districts. b. Provide state aid estimates to local district to help them budget. c. Process assessed valuation for each local district. d. Edit computer runs. e. Process and distribute payments. 	3/72	First payment sent to district by 11/16/71 Final payment on schedule (cost includes computer costs)	384	\$18,31
2 Prepare data for the Digest of Educational Statistics.	7/71	<ul style="list-style-type: none"> a. Receive information from computer file on annual report and state aid application. b. Tabulate (a) accreditation reports. c. Assemble information and process. d. Type information for printing. 		Information given to Computer Services Section for printing. (cost includes computer and printing costs.)		

*The Statistical Services Unit's functions are being redefined and refined. Statistical services which support research and planning functions and which do not involve repetitive operations are included in the Planning, Research and Information Systems Division. Repetitive statistical processing operations are included in the Management Services Division. In other words, "Planning Statistics" develops new statistical activities. When new activities have been developed and are determined to be of continual value, they are processed by Management Statistics.



STATE:

DEPARTMENT: LOCAL INSTRUCTION

MANAGEMENT OBJECTIVES

10 JULY 1972

Division Management Services

Section: Page 2 of 3

Unit: Statistical Services

Objectives

Start Date

Activities To Accomplish Objectives

Finish Date

Accomplishment Measures Estimated Man Days

Cost

3 Process all school lunch claims accurately within 5 days of their receipt.

10th of each month

Edit, keypunch, submit data to computer services. edit the computer run results.

15th of each month.

Claims processed accurately and on schedule. (cost includes computer costs)

60

\$4,900

4 Revise the Instruction Bulletin for the Annual Report and State Aid Application. Discuss the changes in person with 50% of the local districts.

3/72

a. Review, revise and print revised bulletin.
b. Plan and conduct 20 area work-shop meetings which involve 120 local districts.

7/72

Meetings conducted with desired attendance.

71

\$2,800

5 Process teacher certificates.

Weekly

Keypunch and edit data.

Certificates processed by each Thursday.

100

\$2,000

6 Revise the following to meet changing conditions and new legislation:

7/71

Review and revise as required by legislation of changing needs. Notify those affected by changes.

7/72

Each manual, document, form and system review and revised (if required.) (cost includes computer costs)

68

\$5,000

- Annual Report Form
- State Aid Application Form
- Uniform Financial Accounting manual
- Accounting forms for local education agencies
- School census form
- Statistical Data Systems

1
2
3

DEPARTMENT OF PUBLIC INSTRUCTION
 MANAGEMENT OBJECTIVES
 TO JULY 1972

Division: Management Services
 Section: _____ Page 3 of 3
 Unit: Statistical Services

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
7 Conduct regional meetings and otherwise communicate with local districts to increase understanding of the state's Foundation Program.	12/771	Analyze legislation changes, schedule and conduct workshops, answer requests.	7/772	Meetings conducted.	25	\$1,400
8 Help County Auditors in a least 6 counties to develop more reliable financial category breakdowns of all financial resources from county and state sources to be transferred to local school districts.	10/771	Meet with county auditors. Review forms used to transfer funds to local education agencies.	7/772	Six County Auditors worked with and forms reviewed.	15	\$800

SMALL: M. Sorenson
 E. Boxa
 M. Faragher
 H. Gray
 A. Karpinske
 A. Little
 M. Wall

DEPARTMENT OF PUBLIC INSTRUCTION
 MANAGEMENT OBJECTIVES
 TO JULY 1972

Division: Management Services
 Section: Educational Food Services of 4
 Unit: Food Services

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Cost
1. To continue Expansion of the National School Lunch Program into all of the schools of the State.	7/71	1. Determine attendance centers which do not have a National School Lunch Program. 2. Contact Administrators or governing boards of such schools to encourage participation. 3. Provide information and guidelines on programming. 4. Provide consultant services to No-Program Schools. 5. Provide financial assistance for equipment for such schools insofar as funds are available. 6. Constantly review progress being made.	5/72	Number of Attendance Centers which institute programs or close and attach to Centers with programs. October of 1970 statistics indicated 591 attendance centers had No Program schools in South Dakota. By count.	35 \$1500
To increase participation in the National School Lunch Program by 4 million lunches over 1970-71.	7/71	1. Encourage administrators and school lunch personnel to serve meals conducive to increased participation in each school. 2. Stress increased participation by children from low income families who may qualify for free or reduced price lunches and are not now eating. Type A lunches.	5/72	By count.	35 \$1500

STAFF: M. Sorenson
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 M. Wall

DEPARTMENT OF PUBLIC INSTRUCTION
 MANAGEMENT OBJECTIVES
 TO JULY 1972

Division: Management Services
 Section: Educational Food Services Page 2 of 4
 Unit: Food Services

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days Cost
3. To establish standards for school lunch personnel training which will lead to all schools having four year certificated managers or supervisors.	7/71	<ol style="list-style-type: none"> Cooperative agreements will be reached with South Dakota State University and the Division of Vocational Education. Content of courses will be reviewed, analyzed and revised by March 1. All schools in National School Lunch Program will be contacted in January, 1972, to encourage enrollment of staff members. 	6/72	<ol style="list-style-type: none"> Agreements reached on November 5, 1971. Dean of College of Home Economics has requested course outlines by February 1. Dean of College of Home Economics and staff of School Food Services will reach an agreement on a director for the two-week summer seminar. Evaluations of students and teachers will be executed. Evaluative instruments will be developed by Educational Food Services staff. Evaluations will be filed in State Office. 	35 \$2100
4. To hold six regional workshops during the week of August 13, 1972 for all school lunch personnel throughout the state which will seek to improve the total child nutrition programs.	9/71	<ol style="list-style-type: none"> A review will be made of 1971 workshops to determine what changes should occur. Sites will be selected which will attract the greatest number of participants. Guidelines will be established for program formats. Plans will be made to have at least 1000 participants. 	8/72	<ol style="list-style-type: none"> All aspects of the short courses will be evaluated by participants. Decisions on guidelines will be made early in 1972. Participants will be counted and names and schools represented will be recorded. 	45 \$2600

STAFF: M. Sorenson
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DEPARTMENT OF PUBLIC INSTRUCTION
 MANAGEMENT OBJECTIVES
 FOR JULY 1972

Division: Management Services
 Section: Educational Food Service Page 4 of 5
 Unit: Food Services

Objectives	Start Date	Activities To Accomplish Objectives	Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
7. To revise the State Plan of Child Nutrition and structure it to elicit tangible, measurable data.	12/71	Staff meetings of all personnel will be held for the purpose of coordinating activities and assignments. Use format sent from Regional Office on Nov. 29 and follow guidelines as per request. Work with nutritionists and interested school food service personnel to develop formats. Two field staff members attended seminars at the University of Wisconsin in July of 1971. This seminar will lead to projects which can be expanded.	12/71	All reports surveys, records, bookkeeping and related work kept current on a month to month basis. Document completed, signed and returned to regional office.	35	\$2,200
8. To develop a plan for Nutrition Education Introduction into K-12			6/72	Plan submitted to State Superintendent.	60	\$3,700
9. To work with Commodity Section to coordinate Activities of personnel.		Confer with commodity supervisor, Assistant Director, and Field Supervisor and offer such assistance as is necessary.	6/72	Uniform distribution of all commodities and improvements in warehousing methods. All federal regulations complied with.	30	\$1,000

STAFF: L. Powell

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Management Services
Section: _____ Page 1 of 2
Unit: Civil Defense Education

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
Conduct (5) workshops and training sessions of 3 hours each for school administrators, school officials, and teachers which explain the logic behind civil defense and invite attention to those areas in which school officials have civil defense responsibilities.	11/71	Detailed pre-planning to promote, arrange, schedule and conduct the workshops.	2/72	Completion of workshops on schedule and the number of participants.	12	\$1200
Assist at least two but not more than four school districts to develop fallout shelters.	10/71	CDE shall act as a referral service to assist local school districts in planning fallout shelter spaces in new and remodeled school buildings in coordination with the State Civil Defense Officer and with the SPSU Engineering Division.	9/72	Buildings completed with dual purpose fallout shelter incorporation.	10	\$1000
Provide advice and guidance to develop and/or update civil defense plans for fifteen schools in ten districts.	10/71	The CDE Director shall assist local school officials in developing school civil defense plans in consonance with the local civil defense emergency plan. Specific assistance is provided through: a. Personal contacts b. Workshops c. Printed guides & materials.	9/72	The actual number of plans written and officially adopted by individual school district boards.	60	\$3000

STAFF:
L. Powell

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Management Services
Section: _____ Page 2 of 2
Unit: Civil Defense Education

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Year Days Cost
<p>4. CDE division shall conduct the following courses: 3 PFS-Personal and Family Survival courses for teachers. 30 PFS-Personal and Family Survival courses for students. 4 PFS-Personal and Family Survival courses for adults.</p>	10/71	<p>a. The CDE division shall conduct the prescribed PFS courses for all interested school teachers and shall encourage school administrators to enroll their entire teaching staff. If teachers complete the PFS course they are eligible for instructors certificate from CDE-001 and can teach the PFS course to their students. b. The CDE Program shall conduct the PFS course for adults (other than teachers) at the specific request of local civil defense officials with priority determined by State CD.</p>	9/72	<p>The number of schools offering the course each year. The comments of students, adults, and teachers supporting the value of the pre-planning and training. The number of students who go on to further Civil Defense Courses after taking the PFS course. Special projects, activities, and responsibilities taken on by people after having completed the training.</p>	<p>105 \$10,400</p>

1

GOAL:
To successfully rehabilitate as many eligible clients as possible with the resources available.

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Vocational Rehabilitation
Unit: DIVISION
Individual: _____
Page 1 of 5

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Hrs (1,630's)	Estimated Cost
<p>The division will make 810 rehabilitations during this fiscal year in South Dakota.</p>	<p>7-1-71</p>	<p>Rehabilitation process: Evaluation Restoration Training Other goods and services Placement Follow-up</p> <p>Efforts will be made to obtain legislative appropriations that will allow maximum Federal participation.</p>	<p>6-30-72</p>	<p>Actual count of rehabilitations made and reported.</p>	<p>25,776</p>	<p>2,230</p>
<p>GOAL: To remove increased numbers of eligible clients from welfare through rehabilitation.</p>	<p>7-1-71</p>	<p>The division will screen increased numbers of new welfare recipients to determine which people may profit from rehabilitation services. Rehabilitation personnel at both State and local levels will meet with welfare personnel to solicit their cooperation in making referrals.</p>	<p>6-30-72</p>	<p>Actual count of the number of public assistance recipients rehabilitated.</p>	<p>1,440</p>	<p>123</p>

*Includes all budgeted staff

2.

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1

		DEPARTMENT OF PUBLIC INSTRUCTION MANAGEMENT OBJECTIVES TO JULY 1972		Division: <u>Regional Rehabilitation</u> Unit: <u>DIVISION</u> Individual: _____		Page <u>2</u> of <u>6</u>
Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days (1,000s)	Estimated Cost (\$1,000s)
<p>3. GOAL: To provide rehabilitation services to increased numbers of eligible members of minority groups.</p>						
<p>Objectives</p> <p>Thirty-five members of minority groups will be rehabilitated in South Dakota during this fiscal year.</p>	7-1-71	Recruit and train indigenous aides to work with members of minority groups. (Requires increase in staff)	6-30-72	District offices will report the number of people from minority groups who are rehabilitated.	1,015	87
<p>4. GMA: To improve cooperation with other agencies.</p>						
<p>The number of referrals made by other agencies for cases closed will increase from 725 in 1970-71 to 780 in 1971-72.</p>	7-1-71	Procedures will be established for reciprocal referral services. Reports of service will be exchanged. Joint service programs will be established. Continuous liaison will be maintained. Written agreements will be made when appropriate.	6-30-72	The number of referrals made by other agencies will be compared.		

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days (1,000s)	Cost
<p>Twenty-five parolees of the State Training School at Plankinton will be rehabilitated by June, 1972.</p> <p>GOAL: To assist physically and mentally handicapped secondary students in achieving occupational goals.</p>	7-1-71	<p>Follow-up procedures with district vocational rehabilitation counselors for parolees will be established and maintained.</p> <p>Students at the Training School will be given intensive counseling. Procedures will be established to make all parolees at both institutions aware of the rehabilitation services that are available.</p>	6-30-72	<p>Case reports will separate public offender clients for the purpose of determining the number rehabilitated.</p>	710	63
<p>To expand the services provided secondary school students by expanding from three to five the Vocational Adjustment Counselor projects.</p>	7-1-71	<p>Recruit and train two vocational adjustment counselors.</p>	6-30-72	<p>The number of student clients and the extent of services provided will be recorded and compared.</p>	1,200	72

5.

GOAL:
To make rehabilitation services available
to increased numbers of public offenders.

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Vocational Rehabilitation
Unit: DIVISION
Individual: _____
Page 3 Of 6

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days (1,000s)	Estimated Cost (1,000s)
<p>The division will provide for development and improvement of workshop or rehabilitation facilities at five locations.</p> <p>GOAL: To make the public aware of the services and facilities available to the disabled.</p>	7-1-71	<p>Assist in the development of and in processing establishment grant.</p> <p>Establish a formal on-going program of public information. Provide information to: Disabled Professionals in related fields Medical profession School personnel General public</p>	6-30-72	<p>Measurement will be made by determining new training facilities made available or by determining that facilities have been expanded or improved this fiscal year.</p> <p>Total number of applicants will be compared to the number of applicants of the previous year.</p>	120	190
<p>Increase the number of applicants for service from 2153 the previous year to 2350 this year, at least partially, as the result of the public information program.</p>	7-1-71	<p>Establish a formal on-going program of public information. Provide information to: Disabled Professionals in related fields Medical profession School personnel General public</p>	6-30-72	<p>Total number of applicants will be compared to the number of applicants of the previous year.</p>	205	10

7.

GOAL:

To provide all necessary assistance to private non-profit rehabilitation facilities in the state to improve the quality of service to handicapped citizens.

DEPARTMENT OF PUBLIC INSTRUCTION

MANAGEMENT OBJECTIVES

TO JULY 1972

Division: Vocational Rehabilitation

Unit: DIVISION

Individual: _____ Page 4 of 6

9.		DEPARTMENT OF PUBLIC INSTRUCTION MANAGEMENT OBJECTIVES TO JULY 1972		Division: <u>Vocational Rehabilitation</u> Unit: <u>DIVISION</u> Individual: _____		Page <u>5</u> Of <u>6</u>
Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days (1,000s)	Estimated Cost
<p>GOAL: To assist in the placement of disabled persons in employment which is compatible with the persons abilities.</p>	7-1-71	<p>Efforts to train handicapped individuals in fields having employee shortages. Work with civic groups in an attempt to find job vacancies for handicapped people. Interviews with prospective employers of the handicapped.</p>	6-30-72	<p>The existence of a plan for cooperative effort with Employment Security to provide more effective placement service for handicapped persons. A review of the success of the Aberdeen District Office of Vocational Rehabilitation in a pilot effort of counselor visitation with prospective employers of handicapped persons.</p>		
<p>GOAL: To discharge the State's responsibility to the Social Security Disability Program.</p>	7-1-71	<p>Adjudication of applications of persons who claim disability under Social Security.</p>	6-30-72	<p>Number of claims processed.</p>	960	252
<p>The Disability Determination Unit of Sioux Falls will process 3100 disability claims during the fiscal year.</p>						

10.

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days (1,000's)
<p>Procedures will be established to insure automatic referral of all known drug addicts. This objective was included to provide emphasis in this area, however, the Division has not had sufficient experience to estimate the number of persons who may require services or who may be rehabilitated.</p> <p>GDA.: T. provide professional development for the staff through in-service training.</p> <p>T) provide inservice training which fits the needs of the professional staff of the Division.</p>	<p>7-1-71</p>	<p>Training of counselors in the problems of rehabilitation of drug addicts. Procedures will be established for close coordination with Community Drug Education Committee now established in Sioux Falls and with other drug action or drug education groups as they are formed.</p> <p>The director of the Division and his staff will attempt to ascertain the in-service training needs of the staff through consultation with staff members and through examination of program needs.</p>	<p>6-30-72</p>	<p>A count of drug addicts rehabilitated or in the process of rehabilitation will be made.</p> <p>An evaluation procedure will be designed for each training session.</p>	<p>450</p>

12.

11.

GOAL:
To provide rehabilitation services to a
greater number of drug addicts.

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Vocational Rehabilitation
Unit: DEMISSION
Individuals: _____

Page 5 Of 5

WALTER N. Paulson

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Planning, Research & Information Systems
Section: _____ Page 1 of 3
Unit: Federal Programs Coordination

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Year	Estimated Cost
To serve as a liaison between the Department of Public Instruction and Local, State, and Federal Agencies in the matter of Federal Programs.		<p>Receive information on all Federal Programs and work with staff in related areas to develop proposals.</p> <p>Become knowledgeable of any programs which may present opportunities for new programs and funding which might become available to South Dakota, both for the Department of Public Instruction and for the schools of the state, and provide information to Department of Public Instruction Staff for the development of proposals.</p> <p>Become knowledgeable of all Federal Programs available through the Department of Public Instruction in order to be in a position to provide general information on all programs to the members of the staff and to the general public.</p> <p>Release information to Department personnel in Departmental or Division staff meetings and to LEA's through Update or other publications.</p>		<p>Submission of State Plans and project proposals reflecting coordinated planning and involvement of both program and administrative staff.</p> <p>Implementation of new programs.</p> <p>Availability of Federal program information from a central location.</p> <p>More knowledge of all Federal programs by all professional staff, not just administrative staff.</p> <p>Meets have been held and publications issued.</p>		

STAFF: N. Paulson

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Planning, Research & Information Systems
Section: _____ Page 2 of 3
Unit: Federal Program Coordination

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Year Days	Estimated Cost
2 To coordinate the administration of Federal programs to assure maximum utilization of funds available.	7/1	Serve as a liaison between Federal Program Administrative Staff and Division Heads to plan program emphasis and to implement programs. Assist in the development of Department goals and coordinate efforts of all Federal programs to assist in the attainment of the goals. Assist in the development of all State Plans for Federal elementary and secondary education programs. Have knowledge of Federal regulations and guidelines for those responsible for fiscal accountability. Administer the following Federal Programs in accordance with Federal regulations and statistics: NDEA Title III, ESEA Titles II and V, NDEA-SI Loan Rebate, Public Law 874, EPDA Part 8-2, and the Career Opportunities Program.	6/30	Development of working relationships across program and Division lines. Review of program projects to determine if goals are being met. Submission of State Plans and Project Applications to the U. S. Office of Education. Assurances of clearance with all State Agencies prior to submission. Expenditures made within both Federal and State legal limitations. Meetings with Division Heads and Program Staff. Development of programs which reflect combined and coordinated planning between Divisions.	65	\$800

STATE:		DEPARTMENT OF PUBLIC INSTRUCTION MANAGEMENT OBJECTIVES TO JULY 1972		Division: <u>Planning, Research & Information Systems</u> Section: _____ Page <u>3</u> of <u>3</u> Unit: <u>Federal Programs Coordination</u>	
Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days Cost
3 To assist in the development and expansion of services to the schools of the State.		Work with the Assistant Superintendent, Human Resources, to explore possibilities of providing field service staff for Federal Programs.		Improved services.	

STAFF:
 Hanek
 Kostera
 Clayton
 Paulson
 Scott
 Schlueter
 Open Position

DEPARTMENT OF PUBLIC INSTRUCTION
 MANAGEMENT OBJECTIVES
 TO JULY 1972

Division: Planning, Research, and Information Services
 Section: _____
 Unit: All
 Page 1 of 2

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1. To develop philosophies, goals, and objectives for Education in South Dakota. (Educational Renewal Program)	11-72	Develop plans, conduct workshops, develop with LEA's.	7-72	Approval of site implementation of Educational Renewal.	339	21,885.4
2. To conduct a statewide, comprehensive, educational needs assessment.	9-71	Develop plans, develop instrumentation, accomplish survey, analyze data, develop programming based on survey.	4-72	Instrumentation needs assessment write up.	348	22,525.4
3. To coordinate the DPI's annual operational plan for 1971-72, this plan shall be defined as a total program which includes scheduling and budgets.	as soon as hired	Planning meeting, division development and review department review, dissemination.	7-72	Formal review meeting, written plan.	232	15,000.0
4. To develop the Planning Division Operational Plan; the plan will include operating mode, organizational relationships, task assignments, time allocations, and budgets.	9-72	Planning meeting, develop plan, review monthly.	7-72	Meeting with Don Barnhart and other division heads, written plan.	77	5,000.0
5. To develop and implement an Educational Information System.	9-72	Review of existing systems, accomplishment of present reports, redesign of system to make it more responsive to unit needs.	7-72	State Plan, Department Plan	656	42,400.0

STAFF:
 Sinek
 Koters
 Clayton
 Paulson
 Scott
 Schlueter
 Open Position

DEPARTMENT OF PUBLIC INSTRUCTION
 MANAGEMENT OBJECTIVES
 TO JULY 1972

Division: Planning, Research and Information Services
 Section: _____
 Unit: All
 Page 2 of 2

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
6. To assess educational information system needs. Assessment to include: a. Inventory of existing information including uses and potential uses. b. Definition of information needed but not collected.	12-71	Review existing information, review information needs of DPI units.	7-72	Develop DPI information needs, will feed into objective #5.	116	7,500.00
7. To assist in the evaluation of two federal programs at the LEA level.	11-72	Coordination meeting, develop and review all bills.	7-72	Some success on our legislation.	124	8,000.00
8. Review better Federal/State/Local planning and programming.	9-71	Membership in CDS Membership in Joint Federal/State Task Force. Joint planning and programming.	7-72	New programs.	155	10,000.00
9. To assist in the evaluation of two federal programs at the LEA level.	12-71	Review previous Title III evaluation activities, develop process review.	7-72	Implement process.	144	9,294.50
10. To increase the Department's selected LEA's formal planning capability by documenting a planning process and operationalizing the process.	12-71	Draft revisions, prepare SEA workshops.	7-72	Print manual, two SEA workshops.	344	22,228.00
11. To provide technical assistance in planning and/or evaluation to at least two LEA's.	12-71	Organize Liaison Task Force, design evaluation strategy, evaluate the evaluation.		Improve program.	119	7,661.40

G. Sciteler

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: Planning, Research & Information Systems
Section: _____ Page 1 of 1
Unit: Statistical Services

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated	
					Man Days	Cost
Assess educational information needs. Assessment to include inventory of existing information and definition information needs for program management.	1/77 3/72	1. Inventory and "package" existing information. 2. Task force to "sell" use of existing information and to define need gaps.	3/72 5/72	Assembled package.	20	\$1,000
<p>*The Statistical Services Unit's functions are being redefined and refined. Statistical services which support research and planning functions and which do not involve repetitive processing are included in the Planning, Research and Information Systems Division. Repetitive statistical processing operations are included in the Management Services Division. In other words, "Planning Statistics" develops new statistical activities when new activities have been developed and are determined to be of continual value. They are processed by "Management Statistics".</p>						



STATE
 Morris Paulson
 Grace Asmore

DEPARTMENT OF PUBLIC INSTRUCTION
 MANAGEMENT OBJECTIVES
 TO JULY 1972

Division: Comptroller
 Section: _____
 Unit: _____
 Page 1 of 4

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1. Prepare the legislative budget request which reflects planning for individual programs with the involvement of all personnel within the Department.	7/1	Involve department staff in giving input into budget development to reflect program plans.	7/31/72	Submission of budget requests which reflect the needs of the Divisions and the Department of Public Instruction.	35	\$ 2,600
	8/1	Submit all budget requests to State Superintendent for review.	8/31	Budget Request prepared and submitted to the Office of the Budget.		
	9/1	After decision has been made by the State Superintendent as to items to be included, prepare Budget Request based on the translation of activities being planned into dollar amounts.	10/1			
2. Prepare the operating budget for the year and monitor during the year to serve the changing needs of the Department of Public Instruction.	3/5	Involve Department staff in giving input into operating budget development within the funds appropriated by the Legislature and anticipated revenue from Federal and other sources.	4/10	Individual and staff meetings for operating budget planning.	50	\$ 3,800
	4/10	Submit all operating budget proposals to State Superintendent for review.	4/20	Receipt of operating budget proposals by State Superintendent.		
	4/20	Prepare an operating budget within the limit of funds available and in conformity with the plans approved by the State Superintendent.	5/10	Submission of the Operating Budget to the Office of the Budget.		

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

DIVISION: Comptroller
SECTION: _____
UNIT: _____

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man. Days	Cost
3. Perform the continuing operating tasks of (a) accounting; (b) purchasing; (c) payroll; (d) space allocation; (e) contracts; (f) inventory; (g) cash flow management; (h) financial information reporting; (i) fiscal rules and regulation interpretation; (j) federal grant control (accounting, reporting, etc.)	7/1	Supervise the accounting and record keeping functions of the Department of Public Instruction. Coordinate the fiscal accounting for all programs.	6/30	Accounting system provides the necessary information and records.	252	\$19,000
	7/1	Process all payrolls, and keep necessary payroll accounts and personnel records pertaining to payrolls.	6/30	Everybody gets a pay check in the correct amount. Payroll information immediately available to State Superintendent.		
	7/1	Conduct physical inventory of all equipment, machines, and other items on inventory listing.	6/30	Inventory report made to the Director of Administration.		
	7/1	Order funds under the Letter of Credit for all Federal programs as needed.	6/30	Funds are available when State warrants are written.		
	7/1	Provide fiscal information for all Federal Reports.	11/30	Fiscal reports are filed with the U. S. Office of Education.		
	7/1	Audit vouchers for payment to determine that they are legal expenditures of State and Federal funds.	6/30	Expenditures made for which there are no audit exceptions from either State or Federal auditors.		
	7/1	Work with Budgetary Accounting and Central Data Processing to supply accurate expenditure reports and the type of information which is required for the various programs.	6/30	Expenditure reports from Central Data Processing which are accurate and dependable and which meet program requirements.		

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: _____ Comptroller _____
Section: _____ Page 3 of 4
Unit: _____

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Cost
4. To survey the Department's accounting system to determine if present accounting activities provide needed information by the staff.	2/15	Meet with Division and Section staff to determine fiscal information needs.	3/15	Meetings with Staff held.	15	\$1,100
5. Implement accounting system changes which are determined to be necessary and feasible in (4) above.	3/15	Through such meetings determine if information now being provided meets the needs, and what, if any, additional information should be provided. Review coding system to assure record keeping which meets above determined needs. Make any necessary changes in coding prior to submission of operating budget.	4/15	Determination of need for revised accounting procedures, or determination that present procedures meet the requirements. Workable revised coding system which meets accounting needs.	30	\$2,300

STATE:

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: _____
Section: _____
Unit: _____
Comptroller _____
Page 4 of 4

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment	Estimated Man Days	Estimated Cost
6. To explore the feasibility of developing a system of obligation accounting.	3/1	Make up dummy vouchers using adjusted coding and have sample computer runs to determine problem areas. Meet with staff in Office of the Budget and Budgetary Accounting.	6/30	Determination as to whether or not obligation accounting is feasible and practical.	5	\$400
7. To develop in Department staff an awareness of budget relationships and required activities.	1/1	Meet with staff personnel on an individual or group basis to show relationship of budgets between programs.	6/30	Requests for budget changes come only from State Superintendents or Assistant Superintendents.	5	\$400

STATE: L. Tennyson

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: _____
Section: Communication Serv. Page 1 of 3
Unit: _____

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated	
					Man Days	Cost
1 To interpret Department programming in understandable terms when communicating with laymen.	7/71	Avoid use of educationese whenever possible.	7/72	Submission of randomly selected products to panels of ninth-grade students to check clarity.	8	\$200
2 To communicate with every major target strata of the population.	7/71	Select and use communication channels known to reach the target groups.	7/72	Polling of randomized population strata.	3	\$100
3 To increase "What's New Daily Radio" coverage from 22 to 25 stations of the 32 in the state.	9/71	Build listenership by including one program per week of "garden club" format and by keeping topics of general interest.	7/72	Number of stations carrying "What's New!"	250	\$13,500
4 To launch "What's New Daily Radio" as a regular feature on at least two cable television weather-scan channels.	11/71	Prepare simple tape to prepare for meeting with cable TV decision-makers.	7/72	Number of cable TV's carrying "What's New."	19	\$2,700
5 To feature at least 20 Department staffers in television news releases.	7/71	Assemble file of 35 mm. visuals in advance of news releases. Mail releases directly to stations.	7/72	Check of television newscasts.	13	\$400
6 To arrange for at least 10 personal appearances of Department personnel on television "talkies."	9/71	Contact all talk shows in the state, describe current topics of interest and persons qualified to discuss them, and ask for commitment.	7/72	Number of dates agreed upon.	13	\$400
7 To maintain our present share of time on television news.	7/71	Encourage enterprise pieces by newsmen. Furnish black-and-white footage to western stations. Write an average of one release per day.	7/72	Viewer check of newscasts. Release count.	25	\$800

STAFF:

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: _____
Section: Communication Serv. Page 2 of 3
Unit: _____

	Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated	
						Man Days	Cost
8	To launch at least 20 identified components in "Update."	9/71	Offer and schedule pages earmarked for use by individuals with specialty areas. Establish Update II -- a four-page news capsule featuring items of general interest.	7/72	Content analysis.	212	\$13,700
9	To meet reader needs of non-educators.	1/72	Edit news into terse copy. Print via electronic-stencil mimeo method whenever legibility will not suffer.	7/72	Reader poll and readership survey.	120	\$6,000
10	To cut "Update" costs by at least 20 per cent to pay for Update II.	11/71	Write or solicit guest columns on various topics within the Department.	6/72	Cost analysis.	15	\$500
12	To establish a column to be carried by at least 50 weekly newspapers.	9/71	Average one release per day.	7/72	Tear sheets.	41	\$1,300
13	Disseminate at least 80 column-inches of news each month to daily newspapers.	7/71	Strengthen legibility, visibility, and readability, and to featureize two news items per day.	7/72	Column-inch count from daily newspapers.	80	\$2,600
14	To achieve at least 60 per cent daily readership.	7/71		7/72	Critiques by other professional journalists. Readership survey.	20	\$800
15	Be the first to accurately report at least two important news items per week.	7/71		7/72	Content analysis.	20	\$800
16	Report at least two items per day which will help the reader in his work.	7/71		7/72	Reader polls.	19	\$700
16	Keep interested persons informed of state educational news by continuing daily newspaper clip ser-	7/71		7/72	Spot check of newspapers and reader polls.	39	\$2,300

STAFF:

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: _____
Section: Communication Serv. Page 3 of 3
Unit: _____

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Year Days	Estimated Cost
17	7/71	Establish a priority schedule for public information about each division.	7/72	Cooperatively survey needs and develop a plan of action. Revise plan through year.	plan developed which is a usable set of priorities. Plan changed to meet changed needs.	33 \$1,200
18	7/71	Schedule and budget Communications Services' staff and resources to avoid delays with a least 75% of the section's products.	7/72	Schedule, plan and budget resources to needs.	Observation and county of delays	20 \$700
19	10/71	Increase the Department's use of printing, duplicating services by 15%.	7/72	Issue pamphlet of facilities and sample uses. Demonstrate in person, to at least 12 persons (on a one-to-one basis) cost saving techniques.	Brochure distributed and meetings held.	10 \$600

STAFF:
Gordon O. Hayes

DEPARTMENT OF PUBLIC INSTRUCTION
MANAGEMENT OBJECTIVES
TO JULY 1972

Division: _____
Section: Legal Services Page 1 of 1
Unit: _____

Objectives	Start Date	Activities To Accomplish Objectives	Finish Date	Accomplishment Measures	Estimated Man Days	Estimated Cost
1. Reduce the average time to produce rough drafts of legal opinions on school issues to five days or less.	12/71	More concentrated research	6/72	Date of receipt of request and date of rough draft.	30*	\$3000*
2. Participate at least once each semester in the presentation of school laws courses offered at each state institution of higher education.	1/72	Contact instructors and offer services.	6/72	(*Cost and time include time spent preparing drafts of formal opinions) Actual participation	15	\$1500
3. Conduct at least one workshop per school year on school law for the Department staff.	1/72	Develop program	6/72	Date of workshop	10	\$1000