California Staff Development Institute Collection at the California Adult Education Archives

Print finding aid created by Linda L. West
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Collection Summary
Title: California Staff Development Institute
Date (inclusive): 1994-2000
Identifier/Call Number: OTAN FA 004
Creator: California. Dept. of Education. Adult Education Office
Physical Description: Eight file storage boxes and one photo storage box
Repository: Sacramento County Office of Education. Outreach and Technical Assistance Network.
P.O. Box 269003
Sacramento, CA 95826-9003
Abstract: The California Staff Development Institute (1994-2000) was funded by the California Department of Education, Adult Education Unit, with federal adult education leadership monies to facilitate professional development. The collection includes SDI contracts, a series on the development of the California State Plan for implementing Title II of the Workforce Investment Act of 1998, records related to California's State Literacy Collaborative Council and Resource Centers, print masters for training modules, and the Administrator Scholarship Program. The records of the Programs of Excellence initiative include a collection of photographs.
Language of Material: English
Physical Location: The materials are in the California Adult Education Archives maintained by the Outreach and Technical Assistance Network at the Sacramento county Office of Education. For current information on the location of the materials, please consult the OTAN Web site at http://www.otan.us.
Access
The collection is open for research by appointment. Please call the Outreach and Technical Assistance Network.
Publication Rights
California Adult Education archival materials are publicly funded and not subject to copyright restrictions. Publications should properly reference the Archives and the specific collection that contains the quoted materials. See Preferred Citation.
Preferred Citation
Guide to the California Staff Development Institute Collection at the California Adult Education Archives. OTAN FA 004. Adult Education Archives, Outreach and Technical Assistance Network, Sacramento County Office of Education, Sacramento, CA
Acquisition Information
In 2004, after the records retention period required for federally funded contracts expired, the Sacramento County Office of Education forwarded the SDI records to the CA Adult Education Archives. In 2005, the Archives obtained the assistance of the last Director of SDI, Margaret Kirkpatrick, to review the retained records and identify those that had archival value. Some records such as purchasing forms and confidential personnel files were shredded. Ms. Kirkpatrick provided a preliminary organization of the remaining nine boxes of materials that were related to SDI programs and products. In 2007, the Archives Specialist processed and organized the collection and prepared detailed box indexes.
Administrative History
The California Staff Development Institute (SDI) was funded from 1994 to 2000 by the California Department of Education, Adult Education Unit with its federal adult education leadership monies. The contractor was the Sacramento County Office of Education (SCOE). "The Staff Development Institute consolidated staff development projects that previously were funded separately: the ESL Teachers Institute, the Adult Literacy Instructors' Training Institute, the Adult Education Leadership Training Program, and the Professional Resources Outreach System. The primary goals of SDI were providing professional development for implementing the model standards of adult education, offering models for the use of technology, targeting change agents for training, and establishing mentoring systems. The institute facilitated hundreds of professional development activities for thousands of adult education instructors and administrators. It utilized new technologies for distance learning and multimedia learning for delivering staff development training and developed online modules on topics such as family literacy, instructional software evaluation, and classroom use of SCANS competencies. The Adult Education Leadership Institute evolved and expanded under SDI. A process for identifying exemplary adult programs was established, and 34 Programs of Excellence were recognized in 1997-98, 1998-99, and 1999-2000." West, L.L., 2005. Meeting the Challenge: A History of Adult Education in California from the Beginnings to the Twenty-first Century, 89. California Department of Education. The Technical Director of the Staff Development Institute was K. Lynn Savage, who had previously been Director of the ESL Teacher Institute. She was joined in the first year by an Administrative Director, Joan.
Dailey Polster, a Vice Principal of Adult Education from Sacramento City Unified School District. Mrs. Polster became the sole director in 1995. In 1998 Mrs. Polster joined the California Department of Education as the Administrator of the Adult Education Office and State Director of Adult Education. She was succeeded at SDI by Margaret Kirkpatrick, a visiting educator from Berkeley Adult School, where she was Principal.

**Corporate Names**
- Adult Education Leadership Training Program
- Adult Literacy Instructors’ Training Institute
- Association of California School Administrators, Adult Education Committee
- California Staff Development Institute
- California State Literacy Collaborative Council
- ESL Teacher Institute
- California, Dept. of Education. Adult Education Office
- California, Dept. of Education. Adult Education Unit

**Personal Names**
- Joan Dailey Polster
- Margaret Kirkpatrick
- K. Lynn Savage

**Subject (ERIC Thesaurus)**
- Adult Basic Education
- Adult Education
- Adult Literacy
- Educational Quality
- Educational Technology
- English (Second Language)
- Family Literacy
- Inservice Education
- Mentors
- Partnerships in Education
- Professional Development
- Staff Development
- State Standards
- Statewide Planning
- Workplace Literacy

**Scope and Content of the Collection**
The collection includes a complete set of contracts for the Staff Development Institute between the California Department of Education (CDE) and the Sacramento County Office of Education and an incomplete set of contractor reports to CDE. The California State Plan series has work group minutes, drafts, and records of public hearings related to the process of developing the first California State Plan for implementing Title II of the federal Workplace Investment Act of 1998. The Projects Activities series contains materials related to many minor SDI projects, including the Equipped for the Future pilot, the Small Schools Initiative, and the California implementation of Bridges to Practice. Records related to California’s State Literacy Collaborative Council and the California Regional Resource Centers include minutes of meetings and reports. There is a set of transparencies for a presentation about SDI and brochures detailing many training programs and other initiatives. The Adult Literacy Instructors Training Institute (ALIT) series contains print masters for photocopying of fifteen training modules originally developed by the ALIT and modified for continued use by SDI. The SDI Training Modules series contains print masters for photocopying of eighteen modules, some adapted from the ESL Teacher Institute, that were used for training instructors and change agents in adult basic education, adult secondary education, and English as a second language programs. There are also print masters for training modules developed by SDI in the later years on new staff development topics including ESL citizenship, family literacy, workplace literacy, and
educational technology. There are agendas from training of content specialists and training of trainers, and an extensive collection of workshop flyers.

The Programs of Excellence series contains applications, correspondence, forms, and publicity related to the process and applications of programs organized by the three program cycles, 1997-1998, 1998-1999, and 1999-2000. There are videos representing two programs that received awards in the 1998-1999 cycle, Long Beach School for Adults, and Napa Valley Adult School. There is an album with photos representing each winning program in all three cycles and the awards ceremony at the ACSA Adult Ed Workshop in 1998.

The Administrator Scholarship Program series contains communications and process information related to the program and applications or reports from each recipient in the two cycles, 1997 and 1998.

**Arrangement of the Collection**

The collection is organized into fourteen series: (1) Contracts, 1994-2000; (2) Reports, 1998-2000 (incomplete; a complete set of SDI reports to CDE are cataloged separately in the CA Adult Education Archives) (3) Development of CA State Plan, 1999-2004; (4) Projects and activities, 1994-2000; (5) State Literacy Collaborative Council and Regional Resource Centers, 1997-2000; (6) Staff Development Institute, general, 1993-2000; (7) Adult Literacy Instructors' Training Institute (ALIT) modules, 1992-1997; (8) SDI Training Modules, Early Years; (9) SDI Training Modules, Later Years; (10) SDI Training flyers; (11) Programs of Excellence, 1996-2000; (12) Leadership Training Program, 1995-2000; (13) Programs of Excellence photos and negatives; and (14) Administrator Scholarship Program. The print items are arranged in labeled file folders in boxes according to the following table of contents. The photo collection (13) is in a special photo box.

**Box 1 : 1**

Series 1 **Contracts 1994-2000**

- Physical Description: Six folders
- Scope and Content Note
  - Folder 1. Contract #4001 and Amendment, 1994-1996
  - Folder 3. Contract #7003 and Extensions, 1997-1999
  - Folder 6. Closeout, 2000

**Box 1 : 2**

Series 2 **Reports 1998-2000**

- Physical Description: Four folders
- Scope and Content Note
  - Staff Development Institute Reports, incomplete
  - Folder 8. Reports to CDE, 1999-2000
  - Folder 9. Staff Meeting Minutes, 1999-2000

**Box 1 : 3**

Series 3 **Development of CA State Plan 1999-2004**

- Physical Description: Nine folders
- Scope and Content Note
  - Work Groups and Draft Input
  - Folder 11. Adult Literacy Work Group, 1998-2000
  - Folder 15. Draft CA State Plan, Presentation for Public Hearings, 1998 Dec
  - Folder 17. CA State Plan 1999-2004, As Submitted 1999 Apr
  - Folder 18. CA State Plan 1999-2004, Final, 1999
Box 1 : 4  Series 4  Projects and Activities 1994-2000

Physical Description: Twelve folders

Scope and Content Note

• Folder 20. ESL Mentor Network, 1994-1995
• Folder 21. ESL Citizenship, 1994-1995
• Folder 22. Summer Leadership Institute, 1996
• Folder 25. PROS, Best Practice Colleagues, 1996-1998
• Folder 26. Adult Ed Colleagues, 2000
• Folder 27. Small Schools Initiative, 1997-2000, Information and Communication
• Folder 28. Small Schools Initiative, Report to CDE, 2000
• Folder 29. Bridges to Practice, CA Implementation, 1999-2000
• Folder 31. "Implementing the 1989 Adult Education Strategic Plan Recommendations, a Status Review," CASAS, 1999

Box 1 : 5  Series 5  State Literacy Collaborative Council and Regional Resource Centers 1997-2000

Physical Description: Four folders

Scope and Content Note

Reports

• Folder 32. CA State Literacy Collaborative Council, 1997-1998
• Folder 33. Regional Resource Centers, Mid-Year Reports, 1998-1999
• Folder 34. Regional Resource Centers, Mid-Year Reports, 1999-2000
• Folder 35. Regional Resource Centers, Year-End Reports, 2000

Box 1 : 6  Series 6  Staff Development Institute, General 1993-2000

Physical Description: Three folders

Scope and Content Note

• Folder 36. Miscellaneous papers re development, 1993-1994
• Folder 37. Staff Development Institute, New Project, Presentation Slides, 1994
• Folder 38. Staff Development Institute, Project Brochures, 1994-2000

Box 2  Series 7  Adult Literacy Instructors’ Training Institute (ALIT) 1992-1997

Physical Description: Forty-nine folders

File 2 : 1  Subseries 7-1  ALIT Inventory 1995

Physical Description: One folder

File 2 : 2  Subseries 7-2  ALIT Coordinator Module 1995

Physical Description: Three folders

Scope and Content Note

• Folder 2. Coordinator Module, Facilitator Guide, Archives 5963
• Folder 3. Coordinator Module, Archives 5963
• Folder 4. Coordinator Module, Handouts, Archives 5963
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File 2 : 9 Subseries 7-9 Student Retention, Motivation, and Instructional Strategies, revised 1997

Physical Description: Four folders

Scope and Content Note
- Folder 24. Student Retention, Facilitator, Archives 3069
- Folder 25. Student Retention, Transparencies
- Folder 26. Student Retention, Instructor, Archives 3070
- Folder 27. Student Retention, Handouts

File 2 : 10 Subseries 7-10 Teaching Writing in the Literacy Classroom 1995

Physical Description: Three folders

Scope and Content Note
- Folder 28. Teaching Writing, Facilitator, Archives 3072
- Folder 29. Teaching Writing, Transparencies
- Folder 30. Teaching Writing, Instructor, Archives 3071

File 2 : 11 Subseries 7-11 Techniques for Teaching the Adult Beginning Reader 1995

Physical Description: Four folders

Scope and Content Note
- Folder 31. Adult Beginning Reader, Facilitator, Archives 3074
- Folder 32. Adult Beginning Reader, Transparencies
- Folder 33. Adult Beginning Reader, Instructor, Archives 3073
- Folder 34. Adult Beginning Reader, Handouts, Archives 3079

File 2 : 12 Subseries 7-12 Techniques for Teaching the Adult Beginning Reader, Tutor Version 1996

Physical Description: Four folders

Scope and Content Note
- Folder 35. Adult Beginning Reader, Facilitator, Archives 3077
- Folder 36. Adult Beginning Reader, Transparencies
- Folder 37. Adult Beginning Reader, Tutor, Archives 3088 Version, 1996 (con)
- Folder 38. Adult Beginning Reader, Handouts

File 2 : 13 Subseries 7-13 Teaching Critical Thinking in the Literacy Classroom 1995

Physical Description: Four folders

Scope and Content Note
- Folder 39. Critical Thinking, Facilitator, Archives 3076
- Folder 40. Critical Thinking, Transparencies
- Folder 41. Critical Thinking, Instructor, Archives 3075
- Folder 42. Critical Thinking, Handouts

File 2 : 14 Subseries 7-14 Using Technology in the Literacy Classroom 1992

Physical Description: One folder

Scope and Content Note
- Folder 43. Instructor Module
Subseries 7-15 Technology in the Literacy Classroom 1995

File 2 : 15

Subseries 7-15 Technology in the Literacy Classroom 1995

Physical Description: Six folders
Scope and Content Note
• Folder 44. Technology in the Literacy Classroom, Facilitator, Archives 3082
• Folder 45. Technology in the Literacy Classroom, Instructor, Archives 3080
• Folder 46. Using Technology in the Literacy Classroom, A Workshop for Administrators/Coordinators, Archives 3081
• Folder 47. Technology in the Literacy Classroom, Activity Packet for the Practices
• Folder 48. Technology in the Literacy Classroom, Material Descriptions Packet
• Folder 49. Technology in the Literacy Classroom, Handouts

Box 3

Series 8 Staff Development Institute Training Modules, Early Years 1992-1996

Physical Description: Forty-one folders

File 3 : 1

Subseries 8-1 Planning Guide for Professional Development 1966

Physical Description: Three folders
Scope and Content Note
• Folder 1. Professional Development, Session I
• Folder 2. Professional Development, Session II
• Folder 3. Professional Development, Transparencies

Folder File 3 : 2

Subseries 8-2 Implementing the Model Program Standards for Adult Basic Education, Phase II, Archives 3107 1995

Physical Description: Three folders
Scope and Content Note
• Folder 4. Model Program Standards, ABE II, Facilitator
• Folder 5. Model Program Standards, ABE II, Transparencies
• Folder 6. Model Program Standards, ABE II, Participant

File 3 : 3

Subseries 8-3 Instructional Strategies in the Multi-Level, Multi-Student Classroom 1995-1996

Physical Description: Eight folders
Scope and Content Note
• Folder 7. Essential Elements of ABE/ASE Instruction, Facilitator, Archives 3032
• Folder 8. Essential Elements of ABE/ASE Instruction, Participant, Archives 3034
• Folder 9. ABE/ASE Instruction Assessment, Facilitator, Archives 3035
• Folder 10. ABE/ASE Instruction Assessment, Participant, Archives 3036
• Folder 11. Managing the Multi-Level Instructional Program, Facilitator, Archives 3039
• Folder 12. Managing the Multi-Level Instructional Program, Participant, Archives 3040
• Folder 13. Planning Instruction for the ABE/ASE Classroom, Facilitator, Archives 3037
• Folder 14. Planning Instruction for the ABE/ASE Classroom, Participant, Archives 3038
File 3 : 4  Subseries 8-4 Adult Secondary Model Standards 1995

Physical Description: Five folders

Scope and Content Note

- Folder 15. Adult Secondary Model Standards, Phase I, Facilitator, Archives 3108
- Folder 16. Adult Secondary Model Standards, Phase I, Participant, Archives 3108
- Folder 17. Adult Secondary Model Standards, Phase II, Facilitator, Archives 3109
- Folder 18. Adult Secondary Model Standards, Phase II, Transparencies
- Folder 19. Adult Secondary Model Standards, Phase II, Participant, Archives 3109


Physical Description: Twenty-two folders

Scope and Content Note

- Folder 20. Implementing ESL Model Standards in Adult Education Programs, Phase III, 1994, Archives 3104
- Folder 21. Managing the Multi-Level ESL Class, 1996, Facilitator, Archives 3095
- Folder 22. Managing the Multi-Level ESL Class, 1996, Transparencies, Archives 3095
- Folder 23. Managing the Multi-Level ESL Class, 1996, Participant, Archives 3095
- Folder 29. Planning the Multi-Level Lesson, Part 2, 1995, Handouts and Transparencies, Archives 3096
- Folder 32. Teacher Grammar Communicatively, 1996, Participant Module, Archives 3093
- Folder 33. Teacher Grammar Communicatively, 1996, Handouts and Transparencies, Diskette, Archives 3093
- Folder 34. Teaching Pronunciation in Context, Transparencies, Archives 3094
- Folder 35. Tools for Building Quality ESL Programs: A Look at Four Useful Resources, 1995
- Folder 37. Writing, 1992, Participant, Archives 3097
- Folder 38. Writing, 1992, Handouts and Transparencies, Archives 3097
- Folder 40. Writing II, 1992, Participant, Archives 3097
- Folder 41. Writing II, 1992, Handouts and Transparencies, Archives 3097

File 3 : 6  Subseries 8-6 Professional Development Networks 1996

Physical Description: One folder

Scope and Content Note

- Folder 42. Growing a Network, 1966

Box 4 : 1  Series 9 Staff Development Institute Training Modules, Later Years 1995-1999

Physical Description: Thirty-four folders
File 4 : 1  Subseries 9-1 ESL Citizenship 1995-1999

Physical Description: Four folders

Scope and Content Note

• Folder 2. English as a Second Language-Citizenship, Module 1, The Process, Participant, Archives 3099
• Folder 3. English as a Second Language-Citizenship, Module 2, Content Based Instruction, Facilitator's Guide, 1995
• Folder 4. English as a Second Language-Citizenship, Module 2, Content Based Instruction, Participant, 1995


Physical Description: Twelve folders

Scope and Content Note

• Folder 6. Getting Ready for Family Literacy, Participant, 1996, Archives 2980
• Folder 7. Conference versions of "Getting Ready...." 1996, various titles
• Folder 9. Making the Connection: Children's Books, Adult Learner and Family Literacy, Participant Hanout, 1996, Archives 2978
• Folder 10. Introducing Family Literacy to Instructional Staff, Session 1, Facilitator's Guide, 1996
• Folder 11. Introducing Family Literacy to Instructional Staff, Session 1, Participant Module, 1996
• Folder 12. Introducing Family Literacy to Instructional Staff, Session 2, Facilitator's Guide, 1996
• Folder 13. Introducing Family Literacy to Instructional Staff, Session 2, Participant Module, 1996
• Folder 15. Introducing Family Literacy to Adult Learners, Participant Binder, 1999, Archives 2979

File 4 : 3  Subseries 9-3 Workplace 1997-1998

Physical Description: Six folders

Scope and Content Note

• Folder 18. SCANS 1: Common Sense for the 21st Century, Participant Module, 1997, Archives 3120
• Folder 20. SCANS 2: How to Manage a SCANS Classroom, Participant Module, 1998, Archives 3121
• Folder 22. Planning for Change: One Stop Career Centers, Workshop for Adult Educators, Transparencies/Handouts, 1997, Archives 3114
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<td>• Folder 30. SDI Content Specialists, 1994-1995</td>
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<td>• Folder 31. Teacher Training Online (Development) Correspondence, Survey, 1997-1999</td>
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Box 4 : 2 **Series 10 Staff Development Institute Training 1994-1999**

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<th>Box 5 - 6</th>
<th><strong>Series 11 Programs of Excellence 1996-2000</strong></th>
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Subseries 11 Programs of Excellence 1996-2000

File 5 : 2

Subseries 11-2 Programs of Excellence 1997-1998

Physical Description: Thirty-two folders

Scope and Content Note

- Folder 4. Alhambra ESL-Citizenship
- Folder 5. Baldwin Park, ABE
- Folder 6. Baldwin Park, ESL
- Folder 7. Baldwin Park, High School Diploma, Correspondence
- Folder 8. Baldwin Park, Older Adult
- Folder 9. Baldwin Park, Vocational Education
- Folder 10. Culver City, ABE
- Folder 11. Culver City, ESL
- Folder 12. Culver City, High School Diploma
- Folder 13. Downey, ESL
- Folder 14. Dublin, ESL
- Folder 15. Eastside, ABE
- Folder 16. Eastside, ESL
- Folder 17. Eastside, High School Diploma
- Folder 18. Eastside, Older Adults
- Folder 19. Eastside, Vocational
- Folder 20. Eureka, Vocational
- Folder 21. Fremont, ESL
- Folder 22. Hacienda La Puente, Citizenship
- Folder 23. Hacienda La Puente, ESL
- Folder 24. Hacienda La Puente, Handicapped Adults
- Folder 25. Hacienda La Puente, Older Adults
- Folder 26. Hacienda La Puente, Parent Education
- Folder 27. Hacienda La Puente, Vocational
- Folder 28. Hayward, Community
- Folder 29. Hayward, Handicapped Adults
- Folder 30. Hayward, High School Diploma
- Folder 31. Hayward, Older Adults
- Folder 32. Hayward, Parent Education
- Folder 33. Hayward, Vocational
- Folder 34. Huntington Beach, ESL
- Folder 35. Saddleback, Handicapped Adults

File 5 : 3

Subseries 11-3 Programs of Excellence Process 1997-1999

Physical Description: Six folders

Scope and Content Note

- Folder 37. Tool for Self Review, CASAS, June 1997
- Folder 38. Tool for Self Review, November 1997
- Folder 40. Visits, 1998
- Folder 41. Publicity and brochure, 1998-1999
Series 11 Programs of Excellence 1996-2000
Subseries 11-4 Programs of Excellence, Recommended 1998-1999

File 5 : 4
Subseries 11-4 Programs of Excellence, Recommended 1998-1999

Physical Description: Nineteen folders
Scope and Content Note
• Folder 42. Baldwin Park, Adult Basic Education
• Folder 43. Burbank, Parent Education
• Folder 44. East Side, Older Adults
• Folder 45. East Side, Vocational Education
• Folder 46. Fairfield-Suisun, Vocational
• Folder 47. Grossmont, Parent Education
• Folder 48. Hacienda La Puente, Adults with Disabilities
• Folder 49. Hacienda La Puente, Distance Learning
• Folder 50. LAUSD, Distance Learning
• Folder 51. LAUSD, Garfield CAS, Family Literacy
• Folder 52. Napa Valley, Citizenship
• Folder 53. Sacramento City, Adults with Disabilities
• Folder 54. Sacramento City, Vocational Education
• Folder 55. Salinas, Parent Education
• Folder 56. San Juan, Distance Learning
• Folder 57. Santa Clara, Adults with Disabilities
• Folder 58. Santa Clara, ESL
• Folder 59. Santa Clara, Family Literacy
• Folder 60. Simi Valley, Vocational Education

File 6 : 1
Subseries 11-5 Programs of Excellence, Not Recommended 1998-1999

Physical Description: Nineteen folders
Scope and Content Note
• Folder 1. Bakersfield, ESL
• Folder 2. Baldwin Park, Adults with Disabilities
• Folder 3. Baldwin Park, Citizenship
• Folder 4. Baldwin Park, Family Literacy
• Folder 5. Baldwin Park, Older Adults
• Folder 6. Conejo Valley, ESL
• Folder 7. Conejo Valley, Parent Education
• Folder 8. Garden Grove, ESL
• Folder 9. Garden Grove, High School Diploma
• Folder 10. Garden Grove, Older Adults
• Folder 11. Hayward, Parent Education
• Folder 12. LAUSD, ESL
• Folder 13. LAUSD, Parent Education
• Folder 14. Norwalk-La Mirada, High School Diploma
• Folder 15. Porterville, Distance Learning
• Folder 16. Saddleback Valley, ESL
• Folder 17. San Marcos, ESL
• Folder 18. Simi Valley, High School Diploma
• Folder 19. Stockton, ESL
File 6 : 2 Subseries 11-6 Programs of Excellence and Reapplications 1999-2000

Physical Description: Sixteen folders
Scope and Content Note
• Folder 20. Alhambra, Parent Education
• Folder 21. Baldwin Park, ESL
• Folder 22. Baldwin Park, Older Adults
• Folder 23. Baldwin Park, Vocational Education
• Folder 24. East Side, ESL
• Folder 25. Fremont, ESL
• Folder 26. Hacienda La Puente, Parent Education
• Folder 27. Hayward, Older Adult
• Folder 28. LAUSD (Emerson Adult Learning Center), Parent Ed
• Folder 29. Martinez, Vocational Education
• Folder 30. Napa Valley, ESL
• Folder 31. Saddleback Valley, ESL
• Folder 32. San Bernardino, ESL
• Folder 33. South Bay, Parent Education
• Folder 34. Susanville District Library Literacy Program, Workplace Literacy
• Folder 35. Torrance, Vocational Education

Box 7 : 1 Series 12 Programs of Excellence Videos 1996-1999

Physical Description: Four videos
Scope and Content Note
• 1. Long Beach School for Adults, 1996, 1998-1999 Award
• 3. Site Visit Teams Video Training, March 1998
• 4. Award Presentations, ACSA Adult Ed Workshop, 1998

Box 7 : 2 Series 13 Leadership Training Program 1985-2000

Physical Description: Sixty-three folders

File 7 : 1 Subseries 13-1 Leadership Training Program, General Information 1985-2000

Physical Description: Nine folders
Scope and Content Note
• Folder 1. Participant Roster, 1985-2000
• Folder 2. Leadership Training Topics, 1995-1996
• Folder 4. Final Project Checklist, 1997-1998
• Folder 5. Academy Brochure, 1998-1999
• Folder 6. Leadership Focus Group, August 1998
• Folder 7. Sample Agenda, 1998-1999
• Folder 8. Leadership Application, 1999-2000
• Folder 9. Sample Agenda and Correspondence, 1999-2000

Physical Description: Twenty-seven folders

Scope and Content Note

- Folder 10. Browne, Dennis
- Folder 11. Clymer, Elaine
- Folder 12. Curd, Gloria
- Folder 13. Glass, Susan
- Folder 14. Hammond, Maxine
- Folder 15. Hirota, Carol
- Folder 16. Jensen, Maureen
- Folder 17. Kelley, Brian
- Folder 18. Kile-Bautista, Karen
- Folder 19. Kingsnorth, Carolyn
- Folder 20. Malmo, Rebecca
- Folder 21. Masters, Susan
- Folder 22. Morris, Nancy
- Folder 23. Noz, Martha
- Folder 24. Perkins, Judy
- Folder 25. Prater, Vicki
- Folder 26. Provenzano, Culce
- Folder 27. Rivera, Cheryl
- Folder 28. Ruiz, Celso
- Folder 29. Shaw, Tim
- Folder 30. Stifter, Puring
- Folder 31. Teshara, Lawrence
- Folder 32. Tomacder-Rui, Annabel
- Folder 33. Tow, Gay
- Folder 34. Walker, Richard
- Folder 35. Whittemore, Julie
- Folder 36. Wilson, Mark
File 7 : 3  
Physical Description: Twenty-seven folders  
Scope and Content Note  
• Folder 37. Alltounian, Anita  
• Folder 38. Amlin, Rich  
• Folder 39. Ashley, Paige  
• Folder 40. Ashmore, Michael  
• Folder 41. deCordoba, Clif  
• Folder 42. Goldsmith, Carole S.  
• Folder 43. Good, Vickie  
• Folder 44. Gouveia, Walter J.  
• Folder 45. Grisafe, John  
• Folder 46. Nienotka, Sonia  
• Folder 47. Pederson, Rosi  
• Folder 48. Penn, Delores  
• Folder 49. Pogue, Gary  
• Folder 50. Prather, Mary  
• Folder 51. Ramirez, Wendy  
• Folder 52. Rawls, Sharon  
• Folder 53. Renfro, Sharon  
• Folder 54. Rutledge, Pamela  
• Folder 55. Schaeffer, Jeffrey  
• Folder 56. Thompson, Patricia  
• Folder 57. Tomlinson, Carol  
• Folder 58. Trombley, Jim  
• Folder 59. Van Lew, David  
• Folder 60. Van Slyke, Noel  
• Folder 61. Vang-Walker, Carolyn  
• Folder 62. Waxman, Carol  
• Folder 63. Wilson, Rachelle

File 7 : 4  
Subseries 13-4 Leadership Training Program, Photos of Graduates 1998  
Physical Description: One envelope of photos  
Scope and Content Note  
• ACSA Adult Ed Workshop, 1998

Box 8  
Series 14 Programs of Excellence Photos and Negatives 1997-2000  
Physical Description: One photobox  
Scope and Content Note  
• 1. Programs, 1997-1998  
• 2. Programs, 1998-1999  
• 3. Programs, 1999-2000  
• 4. Awards at ACSA Adult Ed Workshop, 1998

Box 9  
Series 15 Administrator Scholarship Program 1997-1998  
Physical Description: Twenty-five folders

File 9 : 1  
Subseries 15-1 Administrator Scholarship Program, Round One, General Information 1997  
Physical Description: Two folders  
Scope and Content Note  
• Folder 1. Communications  
• Folder 2. Recipient list and financial summaries
Subseries 15-2 Administrator Scholarship Program, Round One, Applications and/or Reports 1997
Physical Description: Ten folders
Scope and Content Note
- Folder 3. Bartlett, Lynn Parr
- Folder 4. Bell, Brenda
- Folder 5. Diaz, Cynthia
- Folder 6. Ketza, Mary
- Folder 7. Kile-Bautista, Karen
- Folder 8. Reyes, Eduardo
- Folder 9. Taylor, Tim
- Folder 10. Waxman, Carol

Subseries 15-3 Administrator Scholarship Program, Round Two, General Information 1997-1998
Physical Description: Two folders
Scope and Content Note
- Folder 11. Communications
- Folder 12. Recipient list and financial summaries

Subseries 15-4 Administrator Scholarship Program, Round Two, Applications and/or Reports 1998
Physical Description: Eleven folders
Scope and Content Note
- Folder 13. Burgamy, Marshall
- Folder 14. Bower, Robert
- Folder 15. Galvan, Rosario
- Folder 16. Gonzales, Rosie
- Folder 17. Holiday, Margaret
- Folder 18. Pascual, Beatriz
- Folder 19. Rawls, Sharon
- Folder 20. Ruhm, Carol
- Folder 21. Schultz, Alice
- Folder 22. Slota, Rhonda
- Folder 23. Thompson, Pat

Subseries 15-5 Administrator Scholarship Program, Major Products 1995
Physical Description: Two folders
Scope and Content Note
- Folder 24. Taylor, Tim, Parenting Preschool project report
- Folder 25. Schultz, Alice, Adult Education In-service (6 parts)