CDE Adult Education Staff Collection at the California Adult Education Archives

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Collection Summary

Title: CDE Adult Education Staff
Date (inclusive): 1981-2001
Identifier/Call Number: OTAN FA 007
Creator: California. Dept. of Education. Adult Education Office
Physical Description: Three boxes
Repository: Sacramento County Office of Education. Outreach and Technical Assistance Network.
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Abstract: The California Department of Education (CDE) supports the adult education programs of over 350 public schools in the state. In addition to state (apportionment) funding, California adult education is supported by federal funds which are allocated based on census data. The Adult Education Office (formerly the Adult Education Unit, among other name variations) has primary responsibility for monitoring both the state and federal programs. An administrator is designated as the State Director of Adult Education for the federal program, and the staff consists of field and internal program consultants and support staff. The largest part of the collection consists of the working files of a program consultant, Lynda T. Smith, 1984-1994. The Smith files feature correspondence and contracts related to the 1989 strategic plan for adult education in California and to several important federally funded projects. Smaller parts of the collection are files of consultants James S. Lindgren (1980s) and Olga Uribe (2000-2001), support staff person Sandi Martin (1990), State Director Robert A Cervantes, 1995-1996, and some of his consultants, and State Director Joan Dailey Polster, 1998-2000.

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.

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Preferred Citation
Guide to the CDE Adult Education Staff Collection at the California Adult Education Archives. OTAN FA 007. Outreach and Technical Assistance Network, Sacramento County Office of Education, Sacramento, CA

Acquisition Information
In 2003 the Adult Education Office moved to a new building in Sacramento housing the California Department of Education. In anticipation of reduced storage space in the new building, the consultants transferred some of their older working files to the OTAN office at the Sacramento County Office of Education, where the files were evaluated for inclusion in the California Adult Education Archives, organized, and processed.

Administrative History
The California Department of Education (CDE) supports the adult education programs of over 350 public schools. In addition to state (apportionment) funding, California adult education is supported by federal funds that are allocated based on census data. Types of provider agencies that are eligible to apply for federal supplemental funding are public adult schools, community colleges, community-based and faith-based organizations, library literacy programs, and state agencies such as the California Youth Authority.

The Adult Education Office (formerly the Adult Education Unit, among other name variations) has primary responsibility for monitoring both the state and federal programs. An administrator is designated as the State Director of Adult Education for the federal program, and the staff consists of field and internal program consultants and support staff.

Each state submits to the USDOE a plan for the use of its federal dollars, consistent with the authorizing legislation and with local needs. A state plan typically covers three to five years and may be extended. In the late 1980s, California also pursued a strategic planning process which produced several research documents and, in 1989, a strategic plan “Adult Education for the 21st Century,” that guided the progress of adult education in the state for the next decade.
Most of the federal supplemental funds are distributed to local providers, but a percentage is reserved for statewide projects. The CDE Adult Education Office identifies service priorities such as assessment, staff development, information dissemination, and support of the use of technology and distance learning. Requests for proposals are designed and contracts are awarded for one to three year periods. Contractors in the 1980s and 1990s have included San Francisco State University Foundation, Pacific Management Research Associates, the Association of California School Administrators, Hacienda La Puente Unified School District, the Sacramento County Office of Education, CSU Dominguez Hills, Los Angeles Unified School District, UCLA, and WestEd.

The individuals whose files are preserved in this collection all worked for CDE in the adult education offices during the period 1981-2001. Their files give insights into the contracting process, including some of the political issues of the time, and to the progress of statewide efforts to support and improve adult education, some of which were controversial.

The papers of Dr. Lynda T. Smith, who was the monitor for several significant contracts during the 1984-1994 period, are the richest. Dr. Smith was a member of the Advisory Committee on Adult Education that produced the 1989 strategic plan, and also was active in national organizations that advocated for adult education, such as AAACE. Dr. Smith's untimely death in June 1994 resulted from a brain tumor.

**Corporate Names**

Adult Education Institute for Research and Planning
California Adult Student Assessment System [pre 1986] see Comprehensive Adult Student Assessment System

California. Dept. of Education. Adult Education Policy and Planning Unit
Outreach and Technical Assistance Network
San Francisco State University Foundation. Center for Adult Education
Association of California School Administrators
California. Dept. of Education
California. Dept. of Education. Adult Education Office
California. Dept. of Education. Adult Education Unit
California. State Dept. of Education [pre 1990] see California. Dept. of Education

Comprehensive Adult Student Assessment System (Foundation for Educational Achievement)

Literacy Volunteers of America.

Pacific Management and Research Associates

United States. Division of Adult Education and Literacy
WestEd (Organization)

**Personal Names**

James S. Lindberg
Joan Dailey Polster
Lew Pebbles
Lynda T. Smith
Melinda M. Jan-Flanders
Olga Uribe
Raymond G. Eberhard
Robert A. Cervantes

Sandi Martin
Delaine Easton
Gerald H. Kilbert
K. Lynn Savage
Thomas G. Sticht

**Subject (ERIC Thesaurus)**

Adult Education
Adult Literacy
Adult Students
Citizenship Education
Scope and Content of the Collection
The largest part of the collection consists of the working files of a program consultant, Lynda T. Smith, 1984-1994. The Smith files feature correspondence and contracts related to the 1989 strategic plan for adult education in California and to important federally funded initiatives. Some highlights of her papers include materials related to the protest of the award of the staff development contract in 1988, to the commercial publication of the ESL Teacher Institute modules, to the minigrants funded through CASAS that were open to local agencies, and the difficulties with the Learning Networks.

Smaller parts of the collection are the people lists of consultant James S. Lindgren (1980s); camera ready print masters from the files of support staff person Sandi Martin (1990); correspondence and materials related to the controversial ESL Citizenship, Federal 321 program from the files of State Director Robert A Cervantes, 1995-1996 and some of his consultants; correspondence and materials related to the new federal law that funded adult education in 1998, the Workforce Investment Act, from the files of State Director Joan Dailey Polster, 1998-2000; and correspondence and contracts related to the CCE adult education model standards efforts, from the files of consultant Olga Uribe, 2000-2001.

The Cervantes file contains a copy of a memo with 13 attachments from Gerald H. Kilbert to Delaine Eastin, giving a detailed two-year political history of the ESL Citizenship program.

Arrangement of the Collection

Smaller parts of the collection have only one sub-series each: the people lists of consultant James S. Lindgren (1980s); camera ready print masters from the files of support staff person Sandi Martin (1990); correspondence and materials related to the controversial ESL Citizenship, federal 321 program, from the files of State Director Robert A Cervantes, 1995-1996, and some of his consultants; and correspondence and contracts related to the CCE adult education model standards efforts, from the files of consultant Olga Uribe, 2000-2001.

The files of State Director Joan Dailey Polster, 1998-2000, have two sub-series related to the new federal law that funded adult education in 1998 Workforce Investment Act: materials from the National Conference of State Directors of Adult Education, September 22-25, 1998; and working files.

Box 1-2
Physical Description: One and a half file storage boxes
Subseries 1-1 Federal Supplemental Programs, Adult Education Act 1984-1989

Physical Description: Seven folders
Scope and Content Note
• Folder 4. Federal Employee Literacy Training (FELT) Program, 1984-1986
• Folder 5. Project Literacy U.S. (PLUS), 1986
• Folder 7. USDOE Site Visit to California, 1988 May

Subseries 1-2San Francisco State University Foundation, Staff Development Contracts 1987-1988

Physical Description: Two folders
Scope and Content Note
• Folder 8. CBAE Staff Development Contract Closeout, 1987-1988
• Folder 9. Protest of the Award of the Adult Education Staff Development Contract, 1988 September-December

Subseries 1-3Advisory Committee on Adult Education 1988-1989

Physical Description: Five folders
Scope and Content Note
• Folder 10. Committee papers
• Folder 12. Adult Education Needs for a Changing State, 1988 November 18
• Folder 13. The California Adult Education System: Background Paper, 1988 December 29


Physical Description: Four folders
Scope and Content Note
• Folder 18. Correspondence, 1988-1992
<table>
<thead>
<tr>
<th>File</th>
<th>Subseries</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1 : 5 | Association of California School Administrators (ACSA), ESL Teacher Institute 1986-1994 | Physical Description: Seven folders  
Scope and Content Note  
- Folder 22. Prentiss Hall correspondence, 1989-1990  
- Folder 25. Content ESL for Amnesty and correspondence, 1993 |
Scope and Content Note  
- Folder 26. OTAN Contract #7230 Augmentation #3, extend contract to June 1992, Worksheet and Correspondence, 1991 December  
- Folder 27. OTAN Contract #315, Prospectus, 1991 December -1993 November  
- Folder 29. OTAN Contract #315, Worksheet and Correspondence, (Final contract dates were 1992 February-1994 January), 1991 December -1993 November  
- Folder 30. CONNECT Contract #9132, Worksheet, Sole Source Justification, and Correspondence, through 1992 June |
| 2 : 1 | Comprehensive Adult Student Assessment System (CASAS) 1987-1992 | Physical Description: Five folders  
Scope and Content Note  
- Folder 4. Assessment in Adult Special Education, 1988  
- Folder 5. Contract work papers, 1992 |
| 2 : 2 | YAAES Division Regional Workshops 1990 | Physical Description: Two folders  
Scope and Content Note  
- Folder 6. Workshop publicity, 1990 February  
- Folder 7. Workshop materials, 1990 February |
| 2 : 3 | Tehama-Glen Adult Learning Consortium 1991 | Physical Description: Two folders  
Scope and Content Note  
Subseries 1-10 Learning Network Project 1992-1995

Physical Description: Four folders
Scope and Content Note
• Folder 10. Prospectus, 1992 July 17
• Folder 11. Correspondence, 1993
• Folder 12. Correspondence, 1994
• Folder 13. Correspondence and reports, 1995

File 2 : 5 Subseries 1-11 Lynda T. Smith, General Correspondence 1991-1992
Physical Description: Two folders
Scope and Content Note
• Folder 14. Correspondence, 1991 July-December
• Folder 15. Correspondence, 1992 January-June

Physical Description: Two folders

File 2 : 6 Subseries 2-1 Adult Education People Lists 1980-1989
Physical Description: Two folders
Scope and Content Note
• Folder 17. United States Adult Education, 1980-1989

Box 2 : 3 Series 3 Sandi Martin, Support Staff, Adult Education, Working Files 1990
Physical Description: Six folders

File 2 : 7 Subseries 3-1 Original print masters of reports 1990
Physical Description: Six folders
Scope and Content Note
• Folder 18. Adult Education Handbook
• Folder 19. Contractor Information
• Folder 20. Agendas and calendars
• Folder 21. Maps and directions
• Folder 22. Course Approval, Allocations, Concurrent
• Folder 23. General

Box 3 : 1 Series 4 YAAES Division Staff, Working Files: Robert A. Cervantes, Director; Raymond G. Eberhard, Consultant; Lew Pebbles, Consultant; Melinda M. Jan-Flanders, Consultant 1992-1996
Physical Description: Six folders
**Series 4YAAES Division Staff, Working Files: Robert A. Cervantes, Director; Raymond G. Eberhard, Con...**

**Subseries 4-1 ESL Citizenship, Federal 321 Program 1995-1996**

| File 3 : 1 | Subseries 4-1 | ESL Citizenship, Federal 321 Program 1995-1996
| Physical Description: Six folders
| Scope and Content Note
| • Folder 1. Files of R.A. Cervantes, 1994 June-1995 August
| • Folder 5. Bibliography of Citizenship Materials, CASAS, 1994
| • Folder 6. Draft ESL Citizenship Modules, Staff Development Institute (SDI), 1995

**Box 3 : 2 Series 5 Joan Dailey Polster, Administrator, Adult Education Office, Working Files 1998-2000**

| Physical Description: Eleven folders

**File 3 : 2 Subseries 5-1 National Conference of State Directors of Adult Education 1998**

| Physical Description: Three folders
| Scope and Content Note
| • Folder 7. Agenda, participants, USDE goals and programs, 1998 September 22-25
| • Folder 8. Guides for state implementation of the new Adult Education and Family Literacy Act (WIA 1998)
| • Folder 9. Draft of two reports on the future of adult education by Thomas G. Sticht

**File 3 : 3 Subseries 5-2 Workforces Investment Act (WIA) 1998-2000**

| Physical Description: Eight folders
| Scope and Content Note
| • Folder 10. Position papers
| • Folder 11. WIA Coordinating Team
| • Folder 12. USDOE direction
| • Folder 13. Title II meetings and presentations
| • Folder 14. Title II language
| • Folder 15. WIA analyses
| • Folder 16. WIA language
| • Folder 17. AEFLA application, presentation slides, 2000-2003

**Box 3 : 3 Series 6 Olga Uribe, Consultant, Adult Education Office, Working Files 2000-2001**

| Physical Description: Five folders

**File 3 : 4 Subseries 6-1 Model Standards 2000-2001**

| Physical Description: Five folders
| Scope and Content Note
| • Folder 18. Correspondence related to contract with WestEd
| • Folder 19. Contract with WestEd
| • Folder 20. Meetings related to Model Standards
| • Folder 21. "Model Standards, Content Standards, & Assessment" presentation slides, 2000 October
| • Folder 22. "Adult ESL Content Standards" draft with letter to field requesting feedback, 2001 September

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**CDE Adult Education Staff**

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