

Appendix A

THE ORGANIZATION AND SERVICES OF THE CALIFORNIA STATE DEPARTMENT OF EDUCATION

The California State Department of Education is administered by the Superintendent of Public Instruction acting in his capacity as Director of Education. He administers the Department through a top-level staff of eight. He may appoint three members without State Board of Education confirmation: a Chief Deputy Superintendent, an Assistant Superintendent, and a special assistant. He appoints five others with approval of the State Board of Education: a Deputy Superintendent, three associate superintendents, and a Director whose position is comparable to that of associate superintendent. The State Librarian is appointed by the Governor. Positions of all other employees of the Department are under the state civil service system.

The Department maintains two principal offices, one in Sacramento and one in Los Angeles. The Assistant Superintendent of Public Instruction heads the Los Angeles office. Each deputy and associate superintendent serves as chief of one of the administrative units of the Department; the State Librarian is head of the State Library.

Division of Departmental Administration

The Division of Departmental Administration is administered by the Chief Deputy Superintendent of Public Instruction as chief of the division. The division has responsibility for providing the executive, accounting, personnel, legal, and communication services required by the Department. These services are provided by the Bureau of Publications, Bureau of Systems and Data Processing, Fiscal Office, Legal Office, and Personnel Office.

Bureau of Publications. The Bureau of Publications provides advice and guidance in the development and preparation of reports, professional materials, and apprenticeship instructional materials, and the bureau performs the editorial services required in the production of all Department publications.

Bureau of Systems and Data Processing. The Bureau of Systems and Data Processing serves as an overall information center for the Department, assists the various units of the Department to develop data collecting and reporting systems that are of value in administering the educational and fiscal programs of the public schools, and processes data as required for reporting the results of various types of research studies conducted by the Department.

Fiscal Office. The Fiscal Office is responsible for recording financial transactions, budgeting, preparing financial statements, purchasing, auditing claims, shipping, duplicating, and providing management services.

Legal Office. The Legal Office acts as legal adviser to the Superintendent of Public Instruction and his staff, the State Board of Education, and to the staffs of the special schools and special service agencies in the Department. It represents these agencies and officers in disciplinary actions, both contested and uncontested, against public school teachers and employees of the Department. During general sessions of the Legislature, the office prepares Department-sponsored legislative bills and prepares recommendations to the Governor on those bills of concern to the Department. It drafts and passes on the legal adequacy of contracts, including those for the purchase of state-adopted textbooks, leases, deeds, easements, and probate documents affecting the Department and the agencies under its jurisdiction.

Personnel Office. The Personnel Office exercises general direction over the personnel program of the Department.

Division of Higher Education

The Division of Higher Education is administered by an Associate Superintendent of Public Instruction who is also chief of the division. This division is the one through which the Department coordinates its several functions relating to the adult education programs offered by California public schools; the educational programs, including that of vocational education, offered by California public junior colleges; the teacher preparation programs offered by California teacher training institutions; the certification of professional personnel employed in California public schools; and the approval of courses offered by private colleges and schools for adults. The services of the division are provided through six bureaus, whose functions are outlined briefly in the sections that follow.

Bureau of Adult Education. The Bureau of Adult Education has the responsibility for coordinating, supervising, approving, and improving programs of adult education in the public schools of California, including new programs in basic adult education established with the assistance of federal funds and civil defense programs conducted with federal funds.

Bureau of Junior College Administration and Finance. The Bureau of Junior College Administration and Finance provides consultant services and otherwise assists in the organization of junior college districts and in the administration of the several junior college construction acts and the planning of facilities. The bureau collects, processes, and distributes to districts and state agencies financial data pertaining to the junior colleges, and it advises the governing boards and administrators of junior colleges regarding legal and fiscal matters and the like.

Bureau of Junior College General Education. Administratively, the Bureau of Junior College General Education approves and evaluates programs in arts and sciences and provides leadership in the planning, development, coordination, and supervision in these areas. Instructionally, the bureau helps junior colleges keep informed regarding new developments and ideas in instructional programs and methods of instruction; plans and participates in conferences and

workshops for junior college instructors; represents the junior colleges on the state level at articulation meetings; provides public information on junior colleges; and provides leadership and supervision in continuing education, community services, and cooperative research projects.

Bureau of Junior College Vocational-Technical Education. The Bureau of Junior College Vocational-Technical Education advises, consults, and assists in the development of new vocational-technical education programs for youth and adults and in the improvement and operation of existing programs, and it helps to keep the junior colleges informed regarding the current and long-term needs of the California labor force.

Bureau of Readjustment Education. The Bureau of Readjustment Education has responsibility for approving all courses for adults offered by private schools and colleges and authorizing the issuance by such schools of diplomas and degrees. It certifies all General Educational Development testing centers. The bureau also administers the processing and issuance of sales permits for correspondence school salesmen and approves and supervises all courses offered by California private schools for training under various veterans assistance and unemployment retraining programs.

Bureau of Teacher Education and Certification. The Bureau of Teacher Education and Certification has responsibility for the general functions of accreditation, teacher education, teacher recruitment, and certification. The bureau functions also include the secretariats of the Committee on Credentials, the California Council on the Education of Teachers, the State Committee on Accreditation, and the Teachers Professional Standards Commission.

Division of Instruction

The Division of Instruction is administered by an Associate Superintendent of Public Instruction who is also chief of the division. This division is the one through which the Department coordinates the instructional program offered by California public schools and provides services for upgrading and improving the instructional program statewide. The services of the division are provided through nine bureaus, four of which are in the Vocational Education Section. The services rendered by each unit are described briefly in the following sections:

Bureau of Audio-Visual and School Library Education. The Bureau of Audio-Visual and School Library Education is responsible for the provision of leadership and consultant services that are needed by offices of county superintendents of schools and school districts in the development and maintenance of audio-visual departments and school library services.

Bureau of Elementary and Secondary Education. The Bureau of Elementary and Secondary Education provides assistance, through leadership, service, and control in improving the quality of instruction and providing optimum educational opportunity for all pupils, and it provides such other services as are mandated by law or required by the rules and regulations established by the State Board of Education.

Bureau of Health Education, Physical Education and Recreation. The Bureau of Health Education, Physical Education and Recreation is responsible for the coordination of physical and health education and recreation programs conducted by the public schools and for the provision of leadership in each of those areas that will result in improved athletic services, medical and nursing services, and school district cooperation in community recreation programs.

Bureau of National Defense Education Act Administration. The Bureau of National Defense Education Act Administration administers and coordinates activities under Public Law 85-864 throughout California. This law provides for the acquisition of equipment, materials, and minor remodeling for strengthening instruction in the critical subject areas of science, mathematics, history, civics, geography, modern foreign languages, English, and reading.

Bureau of Pupil Personnel Services. The Bureau of Pupil Personnel Services is responsible for the coordination and improvement of guidance programs conducted by the offices of county superintendents of schools and school districts and represents the Department in working with other state agencies that provide services related to the guidance and placement of school pupils. This bureau also cooperates in the administration of Title V of the National Defense Education Act.

Vocational Education. The Vocational Education Section is administered by the State Director of Vocational Education under the Chief of the Division of Instruction. The vocational education program offered by California public schools is designed to meet the needs of (1) individuals who are preparing for initial employment; (2) individuals who are employed but need higher level skills to continue on their present jobs; and (3) individuals who have become unemployed and need to acquire the skills required for employment in the new fields in which employment is now available. The services of the Vocational Education Section are provided through four bureaus:

- 1 Bureau of Agricultural Education. The Bureau of Agricultural Education provides the services required to assist in the development and improvement of the agricultural education programs in the public schools, both vocational and nonvocational, and provides leadership for those who work with youth organizations in agriculture.
- 2 Bureau of Business Education. The Bureau of Business Education assists school districts in the provision of distributive education programs in the public schools, general business education programs, and vocational office education and data processing programs. The bureau also works with youth organizations in the business education field.
- 3 Bureau of Homemaking Education. The Bureau of Homemaking Education provides the services required for the operation of vocational homemaking programs in the public schools, programs in occupations requiring homemaking skills, and youth organizations in the homemaking field.

- 4 Bureau of Industrial Education. The Bureau of Industrial Education provides the services required in conjunction with all vocational trade and technical programs in the public schools, including the educational phase of the apprenticeship program offered as a part of the total apprenticeship program of each of the apprenticeable trades, as well as the industrial arts program offered by the public schools. Fire training, a special program, is conducted by a special supervisor.

Division of Libraries

The Division of Libraries consists of the State Library, which was designated as a division of the Department of Education by Chapter 579, Statutes of 1927. The Library itself was established by the First Legislature in 1850

Under direction of the State Librarian, who is appointed by the Governor, the State Library provides library materials and services for legislators and for state officials, offices, and institutions. The State Library makes available, through interlibrary loans to public, special, and school libraries, nonfiction books and other library materials not available locally, and it does reference work requiring materials not available in local libraries. It collects library statistics and acts as a clearinghouse for information about all California libraries. The State Librarian is responsible for supervising, inspecting, and advising county libraries. She is Chairman of the Library Examiners Board.

Statewide library service for the blind is also maintained through the Books for the Blind Section, which lends direct to blind persons by mail, both talking book records and volumes of raised type reading material.

Organization of the library is under an Administration Section and four bureaus: Law Library, Library Consultant Services, Reader Services (including the General Reference, Circulation, Administrative-Legislative Reference, Government Publications, Books for the Blind, California Section, and the Sutro Library at San Francisco, which consists largely of rare books and manuscript materials, together with one of the largest genealogical collections in the West), and Technical Services (including Periodicals, Catalog, Order, Book Repair, Property, Shipping Sections and Photo Services).

Division of Public School Administration

The Division of Public School Administration is administered by an Associate Superintendent of Public Instruction who is also chief of the division. This division is the one through which the Department meets its responsibility for the administration and supervision of apportionment of state school funds; school district accounts, records, and reports; school planning; school district organization; child welfare and attendance accounting; pupil transportation; and the free textbook, school lunch, children's center, and surplus property programs. These services are provided through seven units -- five bureaus, one office, and one agency.

Bureau of Administrative Services. The Bureau of Administrative Services advises school districts on financial and administrative matters, including those pertaining to the operation of children's centers and child welfare and attendance accounting. The bureau also reviews the audit reports of all school districts and takes such action as is necessary to correct errors discovered.

Bureau of School Apportionments and Reports. The Bureau of School Apportionments and Reports computes apportionments to school districts and offices of the county superintendents of schools from the State School Fund, processes applications for federal aid to impacted areas under Public Law 874, collects and publishes public school attendance and financial reports of school districts and offices of the county superintendents of schools, and promotes uniformity in school district budgeting and accounting.

Bureau of School District Organization. The Bureau of School District Organization provides consultant services to county committees on school district organization in the development of plans for the reorganization of school districts and provides liaison between the county committees and the State Board of Education.

Bureau of School Planning. The Bureau of School Planning has legal responsibility for reviewing and approving all plans for schools that are to be built with state aid, and the bureau makes its services available to all other school districts upon request. The bureau also has legal responsibility for approval of sites for new schools; however, in each instance, the site acquisition is a responsibility of the school district.

Bureau of Textbooks and Publications Distribution. The Bureau of Textbooks and Publications Distribution provides administrative, research, and advisory services as required in the selection and adoption of textbooks for use in the elementary schools, and the bureau administers the procedures involved in procuring the books adopted and in distributing them to the school districts. The bureau also administers the distribution of departmental publications.

Food Service Office. The Food Service Office administers the school lunch and the special milk programs which are federal grant-in-aid programs in which cash reimbursement and commodities are allocated to participating schools.

State Educational Agency for Surplus Property. The State Educational Agency for Surplus Property is responsible for obtaining surplus property including foods, from the federal government, and making it available to eligible institutions for nominal service charges.

Division of Special Schools and Services

The Division of Special Schools and Services is administered by a Deputy Superintendent of Schools who is also chief of the division. The division provides administrative and educational supervision to the state residential

schools for deaf, blind, and cerebral palsied children and other similarly handicapped children, and it provides coordination of programs of special education in the public schools. It encourages school districts, county superintendents, and residents in each area of the state to provide opportunities for the handicapped equal to those provided for other pupils. The services of the division are made available through four units: State Special Schools, Bureau for Physically Exceptional Children, Bureau for Educationally Handicapped and Mentally Exceptional Children, and Bureau of Program Development and Evaluation, Special Education.

Bureau for Physically Exceptional Children. The Bureau for Physically Exceptional Children provides consultation, advisory, coordination, and supervision services to school districts and county superintendents of schools as they are needed to ensure the development and operation of the types of special education programs that are required to meet the needs of children who are deaf or hard of hearing, blind or partially seeing, orthopedically handicapped, or cerebral palsied; or children who have defective speech, or some combination of any of those handicaps. These services include helping with the development of inservice education for the staffs of special education programs and with programs that are designed for parents of children handicapped by any of the conditions named.

Bureau for Educationally Handicapped and Mentally Exceptional Children. The Bureau for Educationally Handicapped and Mentally Exceptional Children provides consultation, advisory, coordination, and supervision services to school districts and county superintendents of schools as they are needed to ensure the development and operation of the types of special education programs that are required to meet the needs of educationally handicapped, mentally retarded, and gifted children. These services include helping to develop inservice education for teachers, parents, and others so that they can understand these children and assist them to develop their potential as fully as possible.

Bureau of Program Development and Evaluation, Special Education. The Bureau of Program Development and Evaluation, Special Education, administers Title VI of ESEA, providing federal assistance to initiate, expand, and improve programs of special education and services for handicapped children.

Schools for the Deaf. Two schools for the deaf -- one in Berkeley and another in Riverside -- provide for the education of deaf children who come from school districts that do not have complete, full-range programs for the deaf. They are residential schools and are well equipped to provide an educational program with sufficient facets to meet the needs of each child through instruction that is specially designed for deaf children. Instruction is offered by the professional staff that has the special training needed to give deaf children the instructional help they must have to make full and effective use of their potentialities.

School for the Blind. The School for the Blind is located in Berkeley. This school provides for the education of blind children who come from school

districts that do not have complete, full-range educational programs for the blind. It is a residential school that offers general education to blind, partially blind, and deaf-blind children. The educational program is provided from kindergarten through the ninth grade. A directed study program is provided for tenth, eleventh, and twelfth grade students who attend classes in high schools maintained by the Berkeley Unified School District and the Oakland City Unified School District. The Helen Keller unit provides a full educational program for children who are both deaf and blind.

In addition to the residential school programs, field services are available for preschool blind children, for graduates, and for former students. The school also administers reader services for blind college students who cannot be served by the Department of Rehabilitation.

Schools for Cerebral Palsied Children. Schools for cerebral palsied and other similarly handicapped children are maintained in two locations, one in San Francisco and one in Los Angeles. Each of these schools provides the services required for the differential diagnosis of the difficulties of children referred to them and the determination of the type of educational and medical program required to meet the needs of each child. Each school also serves as a demonstration laboratory for the training of educational, medical, and paramedical professional personnel for the education and care of cerebral palsied and other similarly handicapped children. The children enrolled in the schools are referred by the school districts in which they reside by State Crippled Childrens clinics, or by their family physicians. The length of a child's enrollment is dependent upon the severity of handicaps; the degree of difficulty in establishing an individual educational, medical, and therapy program; and the response by the parents to counseling and guidance provided by the staff. Upon completion of the residential program, the child is returned to his home community with a suggested prescription for an educational and therapy program.

Office of Compensatory Education

The Office of Compensatory Education is administered by the Director of Compensatory Education. This office is the one through which the Department provides leadership, coordination, consultative services, and guidelines for special educational programs to raise the achievement level of economically and culturally disadvantaged children; and reviews and recommends approval of all school district applications for compensatory education funds available under federal and state law. These services are provided through seven bureaus.

Bureau of Compensatory Education Program Development. The Bureau of Compensatory Education Program Development develops guidelines and provides consultative services to school districts in the planning and implementation of effective programs and projects. The bureau advises school personnel on curriculum modifications, improvement of instructional methods and development of better resources and materials to improve educational services for children of poverty backgrounds.

Bureau of Compensatory Education Program Evaluation and Research. The Bureau of Compensatory Education Program Evaluation and Research develops evaluative procedures to assess the effectiveness of compensatory education programs in raising the achievement level of disadvantaged students. The bureau provides consultative services to school districts on proper measurement techniques and prepares the annual state evaluation report on compensatory education programs.

Bureau of Compensatory Education Administration and Finance. The Bureau of Compensatory Education Administration and Finance computes school district allocations under federal and state laws. The bureau develops forms and reporting procedures to be used in connection with compensatory education funds, audits project budgets, coordinates processing of applications, and provides consultative services to school districts on the proper accounting of funds.

Bureau of Compensatory Education Community Services. The Bureau of Compensatory Education Community Services advises school districts in working with community groups to develop and coordinate all programs for students in poverty areas. The bureau also is responsible for ensuring that disadvantaged children from nonpublic schools are given an opportunity to participate in compensatory education projects and that school districts comply with federal and state regulations prohibiting racial segregation in compensatory education activities. The bureau administers and coordinates the state's educational program for children of migrant agricultural workers.

Bureau of Compensatory Preschool Educational Programs. The Bureau of Compensatory Preschool Educational Programs administers preschool educational programs for disadvantaged children. The bureau also provides consultative services to local educational agencies on effective preschool practices and assessment of achievement. Two major programs administered by this unit are funded from the Elementary and Secondary Education Act and the contractual agreement between the State Department of Social Welfare and the State Department of Education.

Bureau of Intergroup Relations. The Bureau of Intergroup Relations is the staff for the Commission on Equal Opportunities in Education, which was established by the Legislature and the State Board of Education. The bureau assists and advises school districts in three fields: (1) nondiscrimination in employment of teachers because of race, religion, national origin, age, or marital status; (2) alleviation of racial and ethnic segregation of pupils in the schools; and (3) intergroup education, including improvement of curriculum materials, teacher resources, and skills in working with children of varying racial and ethnic backgrounds.

Bureau of Research in Teacher Education for Disadvantaged Children. The bureau administers the state program to improve the preparation and skills of teachers working with disadvantaged children. The teacher education program involves joint efforts by teacher training institutions and school districts in developing effective inservice and preservice programs.

Appendix B SELECTED BIBLIOGRAPHY

Publications of the California State Department of Education have supplied most of the information for the history of the Department. Reports of the Superintendent of Public Instruction and the Department of Education were published annually until 1863 and biennially thereafter until 1946, with a gap from 1936 to 1944. Manuscript reports are available for the years reports were not printed. Statistical reports and other material published by the Department, including the Bulletin of the California State Department of Education, a numbered series beginning in 1932, have been consulted, as well as its two monthly publications: California Schools, volumes I-XXXIV, 1930--1963; and California Education, volumes I-III, 1963--1966.

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the Legislature of California. Sacramento: California State Legislature,
1920. (The Jones Report)

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co: A. L. Bancroft, 1876.

Appendix C

SUPERINTENDENTS OF PUBLIC INSTRUCTION

1851--1853	John G. Marvin
-1856	Paul K. Hubbs
-1862	Andrew J. Moulder
-1867	John Swett
-1871	Oscar P. Fitzgerald
-1875	Henry N. Bolander
-1879	Ezra S. Carr
-1882	Frederick M. Campbell
-1886	William T. Welcker
-1890	Ira G. Hoitt
1891--1894	James W. Anderson
-1898	Samuel T. Black (resigned)
	Charles T. Meredith (appointed)
1899--1906	Thomas J. Kirk
-1918	Edward Hyatt
-1927	Will C. Wood (resigned)
-1929	William John Cooper (appointed; resigned)
1929--1937	Vierling Kersey (appointed; resigned)
1937--1945	Walter F. Dexter (appointed; died in office)
1945--1962	Roy E. Simpson (appointed)
1963	Max Raffe