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## Inventory of the California State Board of Education Records

### F3752, F3844, F3696

California State Archives  
Office of the Secretary of State  
Sacramento, California

Processed by:

California State Archives staff

Date Completed:

2000

Encoded by:

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#### Descriptive Summary

**Title:** California State Board of Education Records

**Dates:** 1866-2004

**Collection number:** F3752, F3844, F3696

**Creator:** State Board of Education

**Collection size:** 110 cubic feet, 358 volumes and 530 audiotapes

**Repository:** California State Archives

Sacramento, California

**Abstract:** The records of the California State Board of Education consist of 110 cubic feet, 358 bound volumes, and audiocassettes of records covering the period 1866 through 2004. The official Board meeting minutes make up the bulk of this record group and range from 1866-2004.

**Physical location:** California State Archives

**Languages:** Languages represented in the collection: English

#### Access

Collection is open for research.

#### Publication Rights

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#### Preferred Citation

[Identification of item], California State Board of Education Records, F[number]:[folder number], California State Archives, Office of the Secretary of State, Sacramento, California.

#### Acquisition History

The California State Archives acquired the State Board of Education Records according to state law.

#### Agency History

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The State Board of Education is the governing and policy-making body of the Department of Education. First created in 1852 ( Stats. 1852, ch. 52) the Board initially consisted of the Governor, the Surveyor General, and the Superintendent of Public Instruction who also served as its secretary and executive officer. In 1866, the Board was enlarged ( Stats. 1865-66, ch. 342) to include the Governor, the Superintendent of Public Instruction, the Principal of the State Normal School, the Superintendents of Common Schools of San Francisco, Sacramento, Santa Clara, and San Joaquin Counties, and two professional teachers nominated by the Superintendent of Public Instruction. The Superintendents of Common Schools of Alameda and Sonoma Counties were added in 1870. A constitutional amendment in 1884 set up a new Board consisting of the Governor, the Superintendent of Public Instruction, and the Principals of the State Normal Schools ( Const. 1879, Art. IX, sec. 7, amended 1884). The President of the University of California and a professor of pedagogy were added to the Board in 1894.

The Constitution was again amended in 1912 to provide that the Legislature should decide on the appointment or election of the Board ( Const. 1879, Art. IX, sec. 7, amended 1912). Under this constitutional amendment, the Legislature, in 1913, created a State Board of Education with seven members who were appointed by the Governor for four year terms ( Stats. 1913, ch. 328). When the Department of Education was created in 1921, the Board continued in force as the governing body of the Department with the Superintendent as its ex-officio secretary. In 1927 the Board completely reorganized with the passage of a law changing the membership from seven to ten members to be appointed by the Governor with the consent of the Senate ( Stats. 1927, ch. 453).

The Board as organized in 1975 determined all questions of policy within its powers and adopted rules and regulations not inconsistent with the laws of the state to govern itself, its appointees and employees, elementary and secondary schools of California, and other schools receiving financial support from the state.

### **Indexing Terms**

The following terms have been used to index the description of this collection in the library's online public access catalog.

Education

F3844:4-358, Series 1 **Minutes 1866-[ongoing]**

F3696:1-387

**Physical Description:** 355 volumes and 387 audiotapes

**Arrangement**

Arranged chronologically.

**Scope and Content Note**

The subject content of Board minutes changes in relationship to the Board's functions and responsibilities. Nineteenth century minutes essentially relate to actions on state textbooks and approval of teacher certificates and diplomas (credentials). Modern minutes are much more diverse and consist of agenda items and a summary of Board actions and related resolutions. The greatest portion of the minutes is made up of attachments which include: reports and studies submitted to the Board as required by law and/or for Board action; Board committee minutes and recommendations; presentations and statements made before the Board; adoption of instructional materials; adoption and/or revision of administrative rules and regulations affecting the Board and the Department of Education; funding of new and continuing programs; Board appointments; and concurrence in actions taken by the Department of Education. Filed separately at the end of the 1964 minutes are supplementals relating to Approved Appointments (1937-49) and Approved Credentials (1937-45). Consult the Board minutes for the subject content of the State Board of Education meeting tapes (1958-72). (See also ELEMENTARY EDUCATION PROGRAM MANAGEMENT for tapes of the State Board's Policies and Programs Committee, 1-13-77, 2-10-77, and 3-10-77.)

F3844:1      Series 2 **State Board of Examination Minutes 1868-1879**

**Physical Description:** 1 volume

**Scope and Content Note**

The amended School Law of 1860 provided for a State Board of Examination composed of the Superintendent of Public Instruction and not less than three county superintendents of schools, to give examinations and grant certificates to teachers ( Stats. 1860, ch. 329). Provisions relating to the Board of Examination were repealed in 1880 and responsibility for examinations and the issuance of certificates given to County Boards of Examinations and the State Board of Education ( Stats. 1880, ch. 44).

Minutes relating to the granting of teacher certificates and life diplomas.

F3844:2      Series 3 **Secretary of the Board's Letterbook 1883-1887**

**Physical Description:** 1 volume

**Scope and Content Note**

Copies of outgoing correspondence relating to the adoption of state textbooks. Much of this correspondence is with individuals submitting manuscripts and with book publishers.

F3844:3

Series 4 **State Textbook Committee 1907-1912**

**Physical Description:** 1 volume

**Scope and Content Note**

The Textbook Committee was a committee of the State Board of Education. This volume consists of the committee's minutes on the adoption of state textbooks and the approval of bills relating to the printing of same.

F3752:1      Series 5 Textbook Correspondence 1885

**Physical Description:** 1 file folder

**Arrangement**

Arranged alphabetically by correspondent.

**Scope and Content Note**

Correspondence and excerpts from textbooks. Incoming letters from authors and publishers of arithmetic textbooks under review by the State Board of Education.

F3752:2-8 Series 6 **President of the State Board Files 1972-1976**

**Physical Description:** 7 file folders

**Arrangement**

Arranged chronologically.

**Scope and Content Note**

Correspondence, memoranda, reports, minutes, and resolutions. Includes minutes and agenda of Executive Cabinet meetings and miscellaneous minutes of other Board committees; requests to the Department of Education for information relating to Board agenda items; correspondence with individual citizens, educators, school officials, and political and civic organizations regarding issues, programs, and proposals to be heard by the Board. Examples of subjects include: school unification, conflict of interest filing requirements for members of educational boards and commissions, the teaching of religion as an academic subject, proposed legislation, special education programs such as Early Childhood Education (ECE) and Instructional Television (ITV), adoption of instructional materials, etc... Newton Steward served as President of the Board of Education from April, 1972 to January, 1975.

F3752:9-12      Series 7 **Special Assistant to the State Board Files 1969-1973**

**Physical Description:** 4 file folders

**Arrangement**

Arranged by subject and chronologically thereunder.

**Scope and Content Note**

Correspondence, memoranda, minutes, reports, and related records. Subject matter includes: sex education and family life programs - minutes of Educational Programs Committee of the State Board of Education, hearings, proposed guidelines, staff recommendations, citizens views on sex education programs and materials used in the classroom; proposed Master Plan for Special Education in California; and general outgoing correspondence. Henry Heydt, Jr. served as Special Assistant to the State Board of Education.

F3752:13-18 Series 8 **Subject Files 1939-1940 1948-1954 1971-1974**

**Physical Description:** 6 file folders

**Scope and Content Note**

**Arrangement**

Arranged by subject and chronologically thereunder.

1. Annual Conferences of City, County, and District Superintendents of Schools: invitations, programs, arrangements, publicity, press releases, resolutions, and related records concerning conferences held in 1939 and 1940 (2f).
2. California Association of County Superintendents of Schools: minutes, 1948-54. Donated to the State Board of Education by the Association Secretary for reference purposes (1v.).
3. Educational Goals and Evaluation, Joint Legislative Committee on/Advisory Commission of School District Budgeting and Accounting: memoranda, minutes, testimony, reports, and related background information, 1971-72. The major goal of both organizations was to improve, through participation of a wider range of the public, the impact of the educational process on children.
4. Textbook Selection: revision of textbook adoption procedures, draft of proposed revisions, and commentary on.

F3752:19-72 Series 9 **State Curriculum Commission 1927-1968**

**Physical Description:** 54 file folders

**Arrangement**

Arranged chronologically from 1927-63, and thereafter minutes are filed by year followed by File Items for that particular year. File Items are numbered consecutively from 1-252 (1963-68).

**Scope and Content Note**

The State Curriculum Commission was created in 1927 ( Stats. 1927, ch. 208) to study problems of courses of study in the public schools, to recommend and adopt minimum standards for courses, to recommend specifications for uniform use in the schools and to study submitted textbooks and report its findings to the State Board of Education. The first Curriculum Commission consisted of the Superintendent of Public Instruction, as chairman, and ten additional members appointed by the Superintendent with approval of the Board. In 1961 the Board was given the power to appoint the Commission members ( Stats. 1961, ch. 222). The number of additional members was increased to twelve in 1965 with the additional proviso that the members should represent subject fields commonly taught in public schools: English grammar and composition, American and world literature, American and world history, the physical sciences, mathematics, industrial arts, foreign languages, business education, and the fine arts. Legislation passed in 1968 added a stipulation that at least half the members of the Commission should be recognized authorities in a subject field through experience in teaching, writing, and lecturing. The Curriculum Commission was abolished in 1971 ( Stats. 1971, ch. 1188) and replaced by the Curriculum Development and Supplemental Materials Commission composed of legislators and fourteen public members. Minutes and agenda of Commission meetings, attachments, exhibits and/or File Items constitute the largest portion of the minutes for the 1950's and 60's and include: correspondence with publishers; statements on criteria used in selection; evaluation reports; subcommittee reports on courses of study in various subject fields; State Printing Office estimates and reports of printing costs and numbers of texts to be printed; analyses of bid estimates; and miscellaneous correspondence and resolutions received regarding Commission actions.

F3752:73-124 Series 10 History of Textbook Adoptions 1929-1965

**Physical Description:** 52 file folders

**Arrangement**

Arranged chronologically by date of adoption.

**Scope and Content Note**

Correspondence, memoranda, reports, evaluation criteria, publisher's bids for consideration, comparative studies, printing budgets and cost estimates, and other documentation from the original call for bids to final adoption by the Board. Subject fields represented include arithmetic, civics, geography, handwriting, health, history, language, literature, music, reading, science, social sciences, and spelling. Some files contain narrative histories concerning the adoption of textbooks in specific subject fields. (See also Superintendent of Public Instruction Roy Simpson-DEPARTMENT INVESTIGATIONS for records relating to the Building America series of textbooks.)

F3752:125-139 Series 11 Liason Committee of the State Board of Education and the Regents of the University of California  
1947-1960

**Physical Description:** 15 file folders

**Arrangement**

Arranged chronologically.

**Scope and Content Note**

The Liaison Committee was originally formed in response to legislation ( Stats. 1947, ch. 57) which provided for a study of the present and future needs for higher education facilities with particular attention to the needs of each area of the state. The committee acted as a coordinating body to review delineation of the separate functions of the University of California and the State College system, and to give advice as to the programs appropriate to each entity in order to insure the orderly development and growth of public supported higher education. The Committee was made superfluous by the creation of the Coordinating Council for Higher Education ( Stats. 1960, 1st Extra Session, ch. 49).

The minutes, and in some instances the full transcripts of meetings, contain discussions of the proper jurisdiction for the awarding of the degree of Masters in Education (1947), future sites for new State Colleges and University campuses, the review of recommendations of the Master Plan Survey Team on the Master Plan for Higher Education (1959), and the review and analysis of legislation relating to higher education. (See also DIVISION OF STATE COLLEGES AND TEACHER EDUCATION for more information relating to the State College System.)

F3752:140-361 Series 12 **Coordinating Council for Higher Education 1960-1974****Physical Description:** 136 file folders and 86 audiotapes**Arrangement**

Arranged chronologically.

**Scope and Content Note**

The Coordinating Council for Higher Education (CCHE) composed of three representatives each of the University of California, the State College system, the public junior colleges, the private college and universities, and the general public, was established as an advisory body ( Stats. 1960, 1st Extra Session, ch. 49). Principle functions of the Council included review of the annual budget and capital outlay requests of the University and State College system; delineation of the different functions of higher education and counsel as to programs appropriate to each segment; and development of plans for growth and recommendations on the need for and location of new facilities and programs. In 1973 functions and duties were transferred to the California Postsecondary Education Commission (CPEC, Stats. 1973, ch. 1187) but CCHE continued in existence until March 30, 1974.

Meeting files, including minutes and agendas of the Council and its committees on Council Relationships and Procedures, Educational Programs, Finance, and Physical Facilities; progress and other reports as submitted by Council staff and Director, the Department of Education, and other sources; resolutions; studies; legislative reviews and analyses; and other records relating to Council activities and functions. Also included, but filed separately, are audio tapes covering CCHE meetings for the period March 4, 1969 through February 5, 1974. (See list below.)

Subject matter covered within the meeting files includes: organization of Junior/Community College districts and proposals for and recommendations to establish new campuses; proposals for and recommendations to establish new State Colleges; implementation of the Master Plan for Higher Education; financial support for higher education, including budget recommendations, implementation and revision of State Plan under the Higher Education Facilities Act (P. L. 88-204), funding of applications and allocation of funds under the Higher Education Act of 1965 (P. L. 89-329); student fees and tuition; faculty salaries, benefits, and recruitment; year-round use of facilities; new program proposals and creation of corresponding degrees; implications of changing name of California State Colleges to California State University; admissions requirements for disadvantaged; and, facilities sharing proposals.

**CCHE Meeting Tapes:**

F3752:276	<b>March 4, 1969</b>
F3752:277-282	<b>Oct. 6, 1969</b>
F3752:283-290	<b>1866-2004 Dec. 1-2, 1969</b>
F3752:291-293	<b>Feb. 2, 1970</b>
F3752:294-295	<b>March 9, 1970</b>
F3752:296-299	<b>April 1, 1970</b>
F3752:300-302	<b>June 1, 1970</b>
F3752:303-305	<b>Sept. 10, 1970</b>
F3752:306-309	<b>Nov. 9, 1970</b>
F3752:310-314	<b>Jan. 4-5, 1971</b>
F3752:315-318	<b>March 1, 1971</b>
F3752:319-320	<b>May 4, 1971</b>
F3752:321-322	<b>July 6, 1971</b>
F3752:323-324	<b>Oct. 4, 1971</b>
F3752:325-326	<b>Dec. 7, 1971</b>
F3752:327-328	<b>Jan. 14, 1972</b>

**Scope and Content Note**

Not a CCHE Meeting, possibly a committee hearing.

F3752:329-330	<b>Feb. 1, 1972</b>
F3752:331-332	<b>April 4, 1972</b>

**CCHE Meeting Tapes:**

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F3752:333-334

**May 10, 1972**

**Scope and Content Note**

Northeast California Higher Education Study, Steering Committee, Butte College

F3752:335-336

**May 31, 1972**

F3752:337

**June 16, 1972**

**Scope and Content Note**

Northeast California Higher Education Study, Steering Committee Meetings, CCHE Headquarters and Butte College

F3752:338-339

**July 19, 1972**

F3752:340-341

**Oct. 3, 1972**

F3752:342-344

**Nov. 14, 1972**

F3752:345-347

**Dec. 5, 1972**

F3752:348-350

**Feb. 6, 1973**

F3752:351-352

**April 3, 1973**

F3752:353-356

**June 5, 1973**

F3752:357-358

**Oct. 2, 1973**

F3752:359-360

**Nov. 15-16, 1973**

**Scope and Content Note**

Accreditation Conference, San Francisco

F3752:361

**Feb. 5, 1974**

F3752:362-419 Series 13 California Postsecondary Education Commission (CPEC) 1974-1975

**Physical Description:** 57 audiotapes

**Arrangement**

Arranged chronologically.

**Scope and Content Note**

CPEC was established as a separate commission to coordinate and plan statewide postsecondary education needs and to develop educational policy recommendations for consideration in the development of state policy and funding for postsecondary education ( Stats. 1973, ch. 1187). While independent of the State Board of Education, a member of the Board was a member of CPEC and the functions and activities were carried over from the Coordinating Council for Higher Education.

Audio tapes of full Commission proceedings, 1974-75, and proceedings relating to internal procedures and affairs and the Advisory Committee, May-Dec., 1974.

F3752:420-436 Series 14 Commission of Credentials 1954-1962

**Physical Description:** 17 file folders

**Arrangement**

Arranged chronologically by meeting date.

**Scope and Content Note**

This Commission which was composed of the Superintendent of Public Instruction as chairman and eight people appointed to two-year terms by the State Board of Education, conducted hearings and advised the Board of Education on the granting, issuance, suspension, or revocation of teaching credentials and life diplomas ( Stats. 1945, ch. 1205). In 1971 the Commission of Credentials was abolished to be replaced by the Commission for Teacher Preparation and Licensing ( Stats. 1970, ch. 557) an independent agency consisting of fifteen members appointed by the Governor.

The minutes contain case histories and Commission actions regarding the granting, issuance, suspension, or revocation of teaching credentials, including police records, academic records, and accusations of immoral or illegal conduct.

F3752:437-449 Series 15 Moral Guidelines Committee 1968-1974

**Physical Description:** 13 file folders

**Arrangement**

Arranged by committee and subject, and chronologically thereunder.

**Scope and Content Note**

On July 11, 1968, the State Board of Education, by resolution, directed the Superintendent of Public Instruction to appoint a committee of legislators, educators, religious leaders, and laymen to draw up guidelines for teachers and administrators designed to identify those principles of morality established by tradition and heritage as well as enforced by the laws of the United States. The Advisory Committee on Guidelines for Moral Instruction in California Schools submitted its proposals to the Board which were received but not adopted at the May 8, 1969 meeting. The President of the Board, Howard Day, then appointed a new committee representing various fields of education, religious and secular life to study the first committee's report and draw up specific guidelines for use by classroom teachers. This committee's report was adopted by the Board on Jan. 8, 1970. A third committee, the Moral Guidelines Implementation Committee, was appointed by the Board on July 27, 1970, to prepare a curriculum based on the first two reports.

Correspondence, minutes, drafts of reports and guidelines, hearing statements, resolutions, and related records of the three committees. Subject matter covered includes: preservice and in-service teacher training; the legality of mentioning God; and, commentary on guidelines with respect to the Theory of Creation, patriotism, humanism, morality, the teaching of values, religious bias, etc...

F3752:450-459 Series 16 Educational Research Commission 1970-1971

**Physical Description:** 10 file folders

**Arrangement**

Arranged alphabetically by subject or type and chronologically thereunder.

**Scope and Content Note**

The Educational Research Commission was established by law in 1969 ( Stats. 1969, ch. 1493). The nine member public commission was charged with establishing and operating innovative schools and undertaking research to: 1) identify successful and unsuccessful instructional programs; 2) examine the effectiveness of various instructional programs; 3) conduct research and experimentation to seek improved methods of instruction; 4) measure the potential for self-sustained learning among pupils of varying aptitudes and characteristics; and, 5) improve reading and mathematics instruction. The Commission was abolished in 1971 ( Stats. 1971, ch. 1188)

Correspondence, memoranda, minutes, and reports describe the Commission's initial efforts in planning innovative school programs with particular emphasis on the Commission's political and fiscal difficulties. Included are minutes of Commission meetings, correspondence of the Executive Director and Chairman, and reports of selected innovative school programs.

F3752: 460-461 Series 17 Advisory Commission on School District Budgeting and Accounting 1968-1972

**Physical Description:** 2 file folders

**Arrangement**

Arranged chronologically.

**Scope and Content Note**

The 1967 Legislature created an eleven member Advisory Commission to develop a program budgeting and accounting system and to recommend to the State Board of Education procedures for implementing the system in California's school districts ( Stats. 1967, ch. 1573). The Commission's plan of action included four phases: Investigation, Conceptual Desisin, Testing (in Pilot Districts), and Evaluation and Synthesis.

Memoranda, minutes, reports, and newsletters. Files contain a broken series of Commission minutes and newsletters as well as a report prepared by private consultants for the Commission, Planning, Programming, Budgeting System Manual for State of California School Districts: An Educational Planning and Evaluation System, June, 1970.

No identification Series 18 **Fee Book 1913-1918**  
number

**Physical Description:** 1 volume

**Scope and Content Note**

Fee book consists of a ledger of expenditures by the Board of Education from 1913-1918.