

Board Office Use: Legislative File Info.	
File ID Number	21-1968
Introduction Date	9/8/21
Enactment Number	21-1421
Enactment Date	9/8/2021 If



# Board Cover Memorandum

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Sondra Aguilera, Chief Academic Officer  
Kim Jones, Director, Adult and Career Education Department

**Meeting Date** September 8, 2021

**Subject** Oakland Adult and Career Education Course Approval – 2021-22 School Year

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**Ask of the Board** Approval by the Board of Education of Resolution No. 2122-0002, authorizing the courses offered by Oakland Adult and Career Education (OACE) for the 2021-22 school year.

**Background** OACE receives ongoing funding through the California Adult Education Program and the Workforce Innovation and Opportunity Act (WIOA) Title II. OACE is requesting the Board to approve courses accepted by the CDE for 2021-22 school year, as required by the California Department of Education (CDE).

**Discussion** According to the CDE, all Workforce Innovation and Opportunity Act (WIOA) Title II funded programs must have all courses approved by their local board at least once per school year. OACE submitted courses to the CDE for their approval on 7/14/2021. The courses approved by the CDE are the official course titles for OACE classes. The CDE allows for marketing titles of courses that fit under official titles to better promote classes in the community. OACE uses marketing titles such as “Family Literacy”, “College and Career Readiness”, and “Test Preparation” under these approved CDE course titles. All OACE courses meet optimum educational standards, which contain goals and purposes, performance objectives or competencies, instructional strategies, units of study, with approximate hours allotted for each unit, evaluation procedures, and clear course completion requirements of established goals and objectives, for the period of July 1, 2021 through June 30, 2022.

**Fiscal Impact** No Fiscal Impact

**Attachment(s)**

- Resolution No. 2122-0002
- Approved CDE Courses for 2021-22 school year

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**RESOLUTION  
OF THE  
BOARD OF EDUCATION OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
NO. 2122-0002**

**Adult and Career Education Courses Approval for 2021-22**

**WHEREAS,** Oakland Adult and Career Education (OACE) for the 2021-22 school year seeks annual course approval as noted by previous year’s Governing Board approval 2021-0007;

**WHEREAS,** OACE begins its sesquicentennial (150) year of providing Adult Education to the City of Oakland;

**WHEREAS,** OACE receives ongoing funding through the California Adult Education Program and the Workforce Innovation and Opportunity Act (WIOA) Title II;

**WHEREAS,** According to the California Department of Education (CDE), all Adult Education programs funded with state and federal dollars must have all courses approved by their local board at least once per school year;

**WHEREAS,** OACE submitted courses to the CDE for their approval and were approved on July 14, 2021;

**WHEREAS,** The OACE courses approved by the CDE are official course titles for OACE classes. The CDE allows for marketing titles of courses that fit under official titles to better promote classes in the community. OACE uses marketing titles such as “Family Literacy”, “College and Career Readiness”, and “HSE (High School Equivalency) Preparation” under approved CDE course titles;

**WHEREAS,** All OACE courses meet optimum educational standards which contain goals and purposes, performance objectives or competencies, instructional strategies, units of study, with approximate hours allotted for each unit, evaluation procedures, and clear course completion requirements of established goals and objectives, for the period of July 1, 2021 through June 30, 2022, at no cost to the District;

**NOW, THEREFORE, BE IT RESOLVED,** the Governing Board approve OACE courses accepted by the CDE for the 2021-22 school year, as required by the California Department of Education.

Passed by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: None

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PREFERENTIAL RECUSE:

AYES: Aimee Eng, Gary Yee, VanCedric Williams, Clifford Thompson, Vice President Benjamin "Sam" Davis, and President Shanthi Gonzales

NOES: Mike Hutchinson

ABSTAINED: None

RECUSE: None

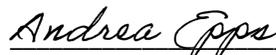
ABSENT: Samantha Pal and Natalie Gallegos Chavez (Student Directors)

**CERTIFICATION**

We hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District, held on September 8, 2021.

**OAKLAND UNIFIED SCHOOL DISTRICT**

Approved as to form

  
Deputy General Counsel



Shanthi Gonzales  
President, Board of Education



Dr. Kyla Johnson-Trammell  
Superintendent and Secretary, Board of Education

# California Department of Education

**Date:** July 14, 2021  
**To:** Kim Jones  
Oakland Adult and Career Education  
**CDS:01 - 61259**  
**From:** Cliff Moss  
Education Programs Consultant  
Adult Education Office  
916-327-6378  
**Subject:** Course Approval for 2021-22



Your request for approval of the following 17 courses have been received, recorded, and approved for the 2021 - 2022 school year.

Number	Name	Course Outline Year	Study Date
9980	Advanced ESL	2020	
9975	Basic Computer Literacy	2020	
2102	Basic English	2020	
2402	Basic Mathematics	2020	
9982	Beginning ESL	2020	
4623	Business Technology	2020	
9978	Career Exploration	2020	
9994	Civic Engagement Elective	2020	
9976	College Exploration	2020	
9986	ESL MultiLevel	2020	
4361	Food and Nutrition	2020	
9981	Intermediate ESL	2020	
9999	Multi-subject High School Diploma Courses	2020	
9984	Special ESL	2020	
9969	Test Preparation	2020	
9985	VESL (Vocational ESL)	2020	
9977	Work Readiness	2020	

You are authorized to expend California Adult Education Program funds for the above courses. It is recommended that you use these Course Titles with additional supporting classes listed when communicating program offerings to the public.

Course Outlines for all apportionment classes shall be on file and available for review at the adult school or the district office (5 CCR 10508).

To meet optimum educational standards, these course outlines should contain:

- Goals and purposes
- Performance objectives or competencies
- Instructional strategies
- Units of study, with approximate hours allotted for each unit
- Evaluation procedures
- Clear course completion requirements of established goals and objectives

Career Technical Education: Before establishing a Career Technical Education or Occupational Education Program, a job market study of your region must be conducted and reviewed every two years to justify the need for the program being offered. Refer to the Job Market Study in EC 52519; 52520 for more information.

*Education Codes: 1900; 41976; 52506; 52515; 52518; 52570.*

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For Vocational Education courses:

Before establishing a Vocational or Occupational Education Program, you must conduct a job market study in your market area and have it reviewed every two years to justify the vocational program. Refer to the Job Market Study in EC 52519; 52520 for more information.