

Board Office Use: Legislative File Info.	
File ID Number	24-2065
Introduction Date	9/11/24
Enactment Number	24-1368
Enactment Date	9/11/2024 er



# Board Cover Memorandum

**To** Board of Education

**From** Kyla Johnson-Trammell, Superintendent  
Sondra Aguilera, Chief Academic Officer  
Kim Jones, Director

**Meeting Date** September 11, 2024

**Subject** Resolution No. 2425-0026 - Oakland Adult and Career Education Course Approval for School Year 2024-25

---

**Ask of the Board** Approval by the Board of Education of a Resolution No. 2425-0026, authorizing the Approved California Department of Education (CDE) Courses for Oakland Adult and Career Education (OACE) for the 2024-25 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 2024-25 as required by the California Department of Education (CDE).

**Discussion** According to the CDE, all 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 and were approved. 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”, “HSE (High School Equivalency) Preparation” and “HSD (High School Diploma)” 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.

**Fiscal Impact** There is No Fiscal Impact

**Attachment(s)**

- Resolution No. 2425-0026
- Approved CDE Courses for 2024-25 School Year

Legislative File Info.	
File ID Number:	24-2065
Introduction Date:	9/11/24
Enactment Number:	24-1638
Enactment Date:	9/11/2024 er

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
NO. 2425-0026**

**Oakland Adult and Career Education 2024-25 Course Approval**

**WHEREAS**, Oakland Adult and Career Education (OACE) for the 2024-25 school year seeks annual course approval as noted by previous years Governing Board approval, Enactment #20-1172;

**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 5/8/2024;

**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, 2024 through June 30, 2025 at no cost to the District;

**NOW, THEREFORE, BE IT RESOLVED**, the Governing Board approve OACE courses accepted by the CDE for the 2024-25 school year, as required by the California Department of Education

Legislative File Info.	
File ID Number:	24-2065
Introduction Date:	9/11/24
Enactment Number:	24-1638
Enactment Date:	9/11/2024 er

Passed by the following vote:

PREFERENTIAL AYE: None

PREFERENTIAL NOE: None

PREFERENTIAL ABSTENTION: None

PREFERENTIAL RECUSE: None

AYES: Jennifer Brouhard, VanCedric Williams, Jorge Lerma, Valarie Bachelor, Clifford Thompson, Vice

President Mike Hutchinson, President Benjamin Davis

NOES:None

ABSTAINED:None

RECUSED: None

ABSENT: **Maximus Simmons (Student Director), Michele Vasquez (Student Director)**

#### 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 11, 2024.

#### OAKLAND UNIFIED SCHOOL DISTRICT



---

Benjamin "Sam" Davis  
President, Board of Education



---

Kyla Johnson-Trammell  
Secretary, Board of Education

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

[ED 51056; 52504; 52506; 5CCR 10508 (b)  
Adult Education Handbook for California (2023)

Career Technical Education: Before establishing a career technical education training program, each member of a local adult education consortium, or the consortium as a whole, shall conduct a job market study of the labor market area in which it proposes to establish the career technical education training program or rely upon the most recent job market study of the labor market area conducted by the local workforce development board. The study shall use local labor market information and consider a supply analysis of existing career technical education training programs for adults maintained by high schools, community colleges, and other postsecondary educational institutions in the geographic area to ensure that the anticipated employment demand for adults enrolled in the proposed training program justifies the establishment of the proposed courses of instruction (EC 84906(a)(3)(A)).

After completing the job market study and before establishing the career technical education training program, the governing body of a member of a local adult education consortium, or the consortium as a whole, as applicable, shall determine if the job market study justifies the proposed career technical education program (EC 84906(a)(3)(B)).

Refer to the Job Market Study in 84906(a) for more information. Education Codes: 1900; 41976; 52506; 52515; 52518; 52570.

# California Department of Education

**Date:** May 8, 2024  
**To:** Kim Jones  
Oakland Adult & Career Education

**CDS:01 - 61259**

**From:** Adult Education Office  
Carmen Martinez-Calderon  
cmartinez-calderon@cde.ca.gov  
916-322-2175  
Adult Education Office, California Department of Education  
Education Programs Consultant

**Subject:** Course Approval for 2023-2324

---

Your request for approval of the following 21 courses have been received, recorded, and approved for the 2023 - 2024 school year.

Number	Name	Course Outline Year	Study Date
9980	Advanced ESL	2021	
9975	Basic Computer Literacy	2021	
2102	Basic English	2021	
2402	Basic Mathematics	2021	
9982	Beginning ESL	2021	
9978	Career Exploration	2021	
9992	Employability and Life Skills I	2023	
9986	ESL MultiLevel	2021	
9983	General ESL	2021	
9981	Intermediate ESL	2021	
7300	Introduction to Building and Construction Trades	2022	2022
7400	Introduction to Business and Finance	2021	2022
7900	Introduction to Health Science and Medical Technology	2021	2022
8100	Introduction to Information and Communication Technologies	2021	2021
8120	Introduction to Networking	2021	2021
9998	Life Skills and functional Academics	2021	
9999	Multi-subject High School Diploma Courses	2021	
9969	Test Preparation	2021	
9985	VESL (Vocational ESL)	2021	
9977	Work Readiness	2021	
9996	Workplace Skills and Functional Academics	2021	

Legislative File Info.	
File ID Number:	24-2065
Introduction Date:	9/11/24
Enactment Number:	
Enactment Date:	

**RESOLUTION  
OF THE  
BOARD OF EDUCATION  
OF THE  
OAKLAND UNIFIED SCHOOL DISTRICT  
NO. 2425-0026**

**Oakland Adult and Career Education 2024-25 Course Approval**

**WHEREAS,** Oakland Adult and Career Education (OACE) for the 2024-25 school year seeks annual course approval as noted by previous years Governing Board approval 2021-0007;

**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 5/8/2024;

**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, 2024 through June 30, 2025, at no cost to the District;

**NOW, THEREFORE, BE IT RESOLVED,** the Governing Board approve OACE courses accepted by the CDE for the 2024-25 school year, as required by the California Department of Education

Legislative File Info.	
File ID Number:	24-2065
Introduction Date:	9/11/24
Enactment Number:	
Enactment Date:	

Passed by the following vote:

PREFERENTIAL AYE:

PREFERENTIAL NOE:

PREFERENTIAL ABSTENTION:

PREFERENTIAL RECUSE:

AYES:

NOES:

ABSTAINED:

RECUSE:

ABSENT:

### **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 11, 2024.

### **OAKLAND UNIFIED SCHOOL DISTRICT**

---

Benjamin "Sam" Davis  
President, Board of Education

---

Kyla Johnson-Trammell  
Secretary, Board of Education

# California Department of Education

**Date:** May 8, 2024  
**To:** Kim Jones  
Oakland Adult & Career Education

**CDS:01 - 61259**

**From:** Adult Education Office  
Carmen Martinez-Calderon  
cmartinez-calderon@cde.ca.gov  
916-322-2175  
Adult Education Office, California Department of Education  
Education Programs Consultant

**Subject:** Course Approval for 2023-2324

---

Your request for approval of the following 21 courses have been received, recorded, and approved for the 2023 - 2024 school year.

Number	Name	Course Outline Year	Study Date
9980	Advanced ESL	2021	
9975	Basic Computer Literacy	2021	
2102	Basic English	2021	
2402	Basic Mathematics	2021	
9982	Beginning ESL	2021	
9978	Career Exploration	2021	
9992	Employability and Life Skills I	2023	
9986	ESL MultiLevel	2021	
9983	General ESL	2021	
9981	Intermediate ESL	2021	
7300	Introduction to Building and Construction Trades	2022	2022
7400	Introduction to Business and Finance	2021	2022
7900	Introduction to Health Science and Medical Technology	2021	2022
8100	Introduction to Information and Communication Technologies	2021	2021
8120	Introduction to Networking	2021	2021
9998	Life Skills and functional Academics	2021	
9999	Multi-subject High School Diploma Courses	2021	
9969	Test Preparation	2021	
9985	VESL (Vocational ESL)	2021	
9977	Work Readiness	2021	
9996	Workplace Skills and Functional Academics	2021	



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

[ED 51056; 52504; 52506; 5CCR 10508 (b)  
Adult Education Handbook for California (2023)

Career Technical Education: Before establishing a career technical education training program, each member of a local adult education consortium, or the consortium as a whole, shall conduct a job market study of the labor market area in which it proposes to establish the career technical education training program or rely upon the most recent job market study of the labor market area conducted by the local workforce development board. The study shall use local labor market information and consider a supply analysis of existing career technical education training programs for adults maintained by high schools, community colleges, and other postsecondary educational institutions in the geographic area to ensure that the anticipated employment demand for adults enrolled in the proposed training program justifies the establishment of the proposed courses of instruction (EC 84906(a)(3)(A)).

After completing the job market study and before establishing the career technical education training program, the governing body of a member of a local adult education consortium, or the consortium as a whole, as applicable, shall determine if the job market study justifies the proposed career technical education program (EC 84906(a)(3)(B)).

Refer to the Job Market Study in 84906(a) for more information. Education Codes: 1900; 41976; 52506; 52515; 52518; 52570.