

2024-2025 Program Monitoring Validation Guidance Document

Program: Title II, Part A

Requirement: Meaningful Consultation of Stakeholders

Documentation Requested

Documenting overall compliance for a program requirement may require several forms of documentation to be maintained locally and available upon request by TEA and/or an auditor. To ensure overall compliance with program requirements, LEAs should refer to the Program Guide and/or other program-related resources that reference the multiple forms of documentation required to be maintained locally. The documentation requested for submission during the validation process may not include all forms of documentation required to be maintained locally.

Please include the following selected documentation referenced in the table below to demonstrate compliance with the program requirement described. TEA will utilize the following table to determine if the LEA submitted sufficient documentation to support LEA compliance.

The documentation submitted for TEA review should show evidence of compliance in the 2023-2024 grant year for the program requirement selected.

The following documentation is requested to be submitted **by 5:00 pm CST on or before December 13, 2024**, via the Federal Program Compliance Division Program Monitoring Validations Smartsheet WorkApp system.

Selected Documentation Required to be Submitted for Review	Year of Documentation Requested	Description of Acceptable Documentation
1.1 Relevant Pages of the District Improvement Plan	2023-2024	Include title page and relevant pages of the District Improvement Plan that include information related to consultation with stakeholders. The process referenced in the documentation should include a listing of stakeholders involved in the consultation process. The list should include the individuals by name, and the stakeholder group/role that each individual represents. This might be narrative sections of the Plan where the LEA has described its planning and consultation processes.
1.2 Meeting Agenda	2023-2024	One meeting agenda is required to be submitted. The agenda should provide evidence of meaningful consultation with the required stakeholders in the development of the Title II, Part A program. It should be clear from the agendas that the stakeholders had a genuine opportunity to participate in the planning and decision-making process. Documentation should align

Selected Documentation Required to be Submitted for Review	Year of Documentation Requested	Description of Acceptable Documentation
		with the documented process referenced in the documentation submitted for Item 1.1
1.3 Meeting minutes or notes for the meeting referenced in Item 1.2	2023-2024	Meeting notes/meeting minutes submitted for the meeting referenced in item 1.2 should provide evidence of meaningful consultation with the required stakeholders in the development of the Title II, Part A program. It should be clear from the notes/minutes that the stakeholders had a genuine opportunity to participate in the planning and decision-making process. Documentation should align with the documented list of stakeholders involved that are referenced in Item 1.1
1.4 Documentation of attendance for meeting referenced in Item 1.2	2023-2024	<p>A sign-in sheet submitted for the meeting referenced in item 1.2 should include the date, stakeholder names, roles, and signatures for the required stakeholders.</p> <p>Note: If the meeting was held in a virtual environment, the LEA may substitute a participant roster in lieu of signatures. The date and roles of the participants must still be documented on the participant roster. Documentation should align with the documented list of stakeholders involved that are referenced in Item 1.1</p>

Instructions for Assembling Documentation

Assemble the requested material into **one PDF file**.

- a. Ensure that the PDF file contains the required documentation as described above.
- b. Do not submit extraneous documentation.
- c. When compiling the PDF file for submission, please ensure that—
 - the pages are not compressed or reduced in size;
 - any landscape pages are oriented with their right-hand edge at the top;
 - the documentation pages included are **numbered consecutively in the lower right corner**. These page numbers, which may be handwritten if that is most convenient, should be referenced in the online WorkApp Details Form.

LEAs may reference the 2024-2025 Program Monitoring Validation Process Handbook for documentation submission instructions.

Resources

Each regional Education Service Center (ESC) is required to offer and provide technical assistance related to the program monitoring validation process. Please consult with ESC staff if there are questions or if additional information is needed. Regional ESC Federal Program staff information can be located at: [Title II, Part A Webpage](#).

The following resources are also available on the [TEA ESSA Program Monitoring Validations webpage](#):

- Program-Specific Training Video and Slides;
- Instructions for Submitting Documentation Training Video and Slides;
- Overview of the 2024-2025 Program Monitoring Validation Process Training Video, Slides, and Handbook

Requirement References

The requirement is referenced in the following documents:

<p>Every Student Succeeds Act (ESSA) Statute</p>	<p>(A) meaningfully consult with teachers, principals, other school leaders, paraprofessionals (including organizations representing such individuals), specialized instructional support personnel, charter school leaders (in a local educational agency that has charter schools), parents, community partners, and other organizations or partners with relevant and demonstrated expertise in programs and activities designed to meet the purpose of this title; SEC 2102 (b)(3)(A)</p>
<p>TEA ESSA Program-Specific Provisions & Assurances</p>	<p>The LEA will meaningfully consult with teachers, principals, other school leaders, paraprofessionals (including organizations representing such individuals), specialized instructional support personnel, charter school leaders (in an LEA that has charter schools), parents, community partners, and other organizations or partners with relevant and demonstrated expertise in programs</p>
<p>TEA Compliance Report Program Compliance Self-Check Item</p>	<p>Compliance Item 1: The LEA meaningfully consults with teachers, principals, other school leaders, paraprofessionals (including organizations representing such individuals), specialized instructional support personnel, charter school leaders (in an LEA that has charter schools) parents, community partners, and other organizations or partners with relevant and demonstrated expertise in programs and activities designed to meet the purpose of Title II, Part A. [Section 2102(b)(3)(A)]</p>

Contact Information

For assistance with questions and/or additional information, please contact the Federal Program Compliance Division at ESSAsupport@TEA.Texas.gov or via telephone at (512) 463-9499. A directory of TEA program-specific staff contacts is also available: [Federal Program Compliance Division Program Staff Contacts](#).