

Title II, Part A - Meaningful Consultation

Program Requirements Selected



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.

Program Requirements Selected



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.

Program Requirements Selected



The documentation requested for submission during the random validation process may not include all forms of documentation that are required to be maintained locally.

Meaningful Consultation

The LEA meaningfully consulted 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)]

Title II, Part A—Meaningful Consultation*

Documentation

Required for Item 1.1

Relevant pages of the District Improvement Plan

Acceptable Documentation

- Include title page of District Improvement Plan, and only those pages of the plan that relate to the consultation. This might be narrative sections where the LEA has described its planning and consultation processes, or specific activities that are indicated in the plan.
- Please do NOT submit the entire plan.

*“Meaningful consultation” refers to a genuine opportunity to participate and provide input into planning and decisions concerning the program.

Meaningful Consultation

Documentation Required – Item 1.1

Relevant pages of the District Improvement Plan



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted.
- Documentation submitted does not reference the consultation process.
- Documentation from a prior year was submitted instead of current-year documentation.



Title II, Part A—Meaningful Consultation

Documentation

Required for Item 1.2

Documentation of Stakeholder meetings*

Note: Due to COVID-19, documentation for virtual meetings is acceptable.

Acceptable Documentation

- Meeting agendas and meeting notes 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 and minutes that the stakeholders have a genuine opportunity to participate in the planning and decision-making; it should not be a “rubber stamp” approval.
- Sign-in sheets should include the date, stakeholder names, roles, and signatures for the required stakeholders.

*Required stakeholders are defined by Title II statute as teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, charter school leaders (if the LEA has charter schools), parents, community partners, and others with relevant and demonstrated expertise.

Note: Parents who fill the “parent” role on the committee may not be LEA employees.

Meeting Documentation

Documentation for virtual meetings is acceptable.



Given the increased use of virtual meeting environments, participant rosters that include the meeting title, meeting date, and stakeholder names and roles would be acceptable substitutes for the more traditional sign-in sheets. This eliminates the need of a participant signature.

Meaningful Consultation

Documentation Required – Item 1.2

Meeting agendas and participant rosters documenting meaningful consultation



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted.
- Documentation submitted does not reference the name and date of the meeting.
- Documentation submitted does not demonstrate representation of the required stakeholder groups.
- Documentation from a prior year was submitted instead of current-year documentation.



Title II, Part A—Meaningful Consultation

Documentation

Required for Item 1.3

Related meeting minutes for
item 1.2

Acceptable Documentation

- Meeting minutes for item 1.2.

Meaningful Consultation

Documentation Required – Item 1.3

Meeting minutes documenting meaningful consultation



Issues that may result in an “Improvement Needed” status

- Auditable documentation requested was not submitted.
- Documentation submitted does not reference the name and date of the meeting.
- Documentation submitted does not demonstrate representation of the required stakeholder groups.
- Documentation from a prior year was submitted instead of current-year documentation.



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