Title I, Part A
Schoolwide Program Plan/ Campus Improvement Plan (CIP) Stakeholders

2024-2025 Program Monitoring Process
Federal Program Compliance Division

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.

Title I, Part A Program Requirement 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.

Title I, Part A Program Requirement Selected

The documentation requested for submission during the program monitoring validation process may not include all forms of documentation that are required to be maintained locally.
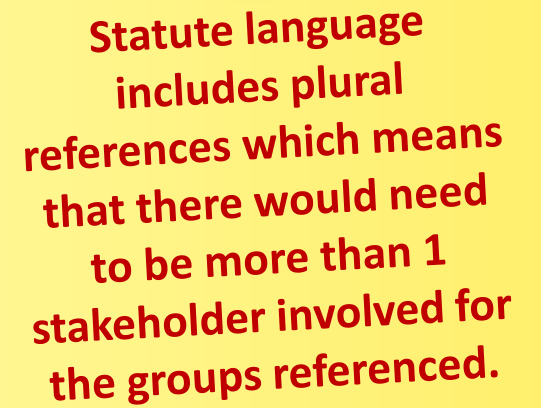
Title I, Part A Program Requirement

Schoolwide Program (SW) Plan/Campus Improvement Plan (CIP) Stakeholders

An eligible school operating a schoolwide program shall develop a comprehensive plan (or amend a plan for such a program that was in existence on the day before the date of the enactment of the Every Student Succeeds Act) that—is developed with the involvement of parents and other members of the community to be served and individuals who will carry out such plan, including teachers, principals, other school leaders, paraprofessionals present in the school, administrators (including administrators of programs described in other parts of this title), the local educational agency, to the extent feasible, tribes and tribal organizations present in the community, and, if appropriate, specialized instructional support personnel, technical assistance providers, school staff, if the plan relates to a secondary school, students, and other individuals determined by the school. [Section 1114 (b)(2)]

Schoolwide Program Plan/CIP Stakeholders

Developed with the involvement of
- Parents;
- Other members of the community to be served;
- Individuals who will carry out such plan, including
  - Teachers,
  - Principals,
  - Other school leaders, and
  - Paraprofessionals present in the school;
- Administrators (including administrators of programs described in other parts of this title: Title I, Part C; Title I, Part D);
- The local educational agency, to the extent feasible
- Tribes and tribal organizations present in the community;
- If appropriate,
  - specialized instructional support personnel,
  - technical assistance providers, and
  - school staff;
  - If the plan relates to a secondary school, students; and
  - Other individuals determined by the school

Statute language includes plural references which means that there would need to be more than 1 stakeholder involved for the groups referenced.

Schoolwide Program Plan/CIP Stakeholders

Documentation Required – Item 1.1

Evidence of required stakeholder involvement.

Acceptable Documentation

Relevant page(s) of the Schoolwide Program Plan for the 2023-2024 school year that include a list of stakeholders involved in the development of the plan and the group/role that they represent.

LEA employees may not fill the "parent" roles on the committee.
[Texas Education Code §11.251]

CNA / CIP

Schoolwide Program Plan/CIP Stakeholders

Documentation Required – Item 1.1

Relevant page(s) of the Schoolwide Program Plan for the 2023-2024 school year that include a list of stakeholders involved in the development of the plan

Issues that may result in an "Improvement Needed" status

- Auditable documentation requested was not submitted

- Documentation submitted does not include the individuals by name

- Documentation submitted does not include the stakeholder roles for each of the individuals listed

- Documentation was not for the campus or school year specified.

Schoolwide Program Plan/CIP Stakeholders

Documentation Required –Items 1.2, 1.3, and 1.4
Meeting agenda, meeting notes or minutes, and participant rosters/sign-in sheets for **one** meeting held during the campus planning process documenting the involvement of the statutorily required stakeholders in the development of the schoolwide program plan

Documentation Requirements

- Although, it is highly unlikely that the Schoolwide Program Plan development process would take place in one meeting considering that the process should be comprehensive in nature, we are only requesting documentation for one meeting.

- The documentation submitted (meeting agenda, meeting notes or minutes, and participant rosters/sign-in sheets) should provide evidence that the stakeholders listed in the documentation referenced in Item 1.1 were involved in the Schoolwide Program Plan development process.
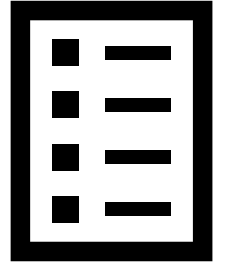
Meeting Documentation Required

Standard Documentation

1.2 ✓ Meeting Agenda

1.3 ✓ Meeting Notes/Minutes

1.4 ✓ Sign-In Sheets

Meeting Documentation Required

1.2 Meeting Agenda

- Documentation* aligns with the list of stakeholders involved.

- Meeting agenda from the campus planning process provide evidence that the required stakeholders were involved in the development of the schoolwide program plan.

Documentation for virtual meetings is acceptable.

Meeting Documentation Required

1.3 Meeting notes or minutes

- Documentation* aligns with the list of stakeholders involved.

- Meeting notes or minutes should provide evidence that evidence that the required stakeholders were involved in the development of the schoolwide program plan.

Documentation for virtual meetings is acceptable.

Meeting Documentation Required

1.4 Participant roster/sign-in

- Documentation* aligns with the list of stakeholders involved.

- Participant rosters and/or sign in sheets showing attendance include the meeting title, meeting date, stakeholder names and roles of the stakeholders involved as noted in the list of stakeholders provided.

Documentation for virtual meetings is acceptable.

Meeting Documentation Required

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 participant signatures for virtual meetings.

General Documentation Tips

Meeting Documentation	Meeting Title	Campus Name	Location	Date	Time	Stakeholder Names	Stakeholder Roles
Agenda	✓	✓	BP	✓	✓		
Notes/Minutes	✓	✓	BP	✓	✓	BP	BP
Participant Roster	✓	✓	BP	✓	✓	✓	✓*

Parent roles may not be filled by LEA employees.

✓ = Required   *BP = Best Practice*

Schoolwide Program Plan/CIP Stakeholders

Documentation Required – Items 1.2, 1.3, and 1.4
Meeting agenda, meeting notes or minutes, and participant rosters/sign-in sheets for **one** meeting held during the campus planning process documenting the involvement of the statutory required stakeholders in the development of the schoolwide program plan

Issues that may result in an "Improvement Needed" status

- Auditable documentation requested was not submitted.

- Documentation submitted does not reference the Schoolwide Program Plan development process.

- Documentation submitted does not align to the list of stakeholders referenced in Item 1.1 documentation.

- Documentation submitted is not related to the Schoolwide Program Plan for the school year designated in the validation.

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