

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 monitoring 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 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.

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.

Title II, Part A—Meaningful Consultation

Documentation

Required for Item 1.2

Meeting Agenda

Acceptable Documentation

- 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 with the documented process referenced in the documentation submitted for Item 1.1.

*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.

Meaningful Consultation

Documentation Required – Item 1.2

One meeting agenda that provides evidence of meaningful consultation aligned with item 1.1.



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.

Title II, Part A—Meaningful Consultation

Documentation

Required for Item 1.3

Related meeting minutes or notes for the meeting referenced in item 1.2

Acceptable Documentation

- 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

Meaningful Consultation

Documentation Required – Item 1.3

Meeting minutes/notes for the meeting referenced in item 1.2.



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 the opportunity for participation in the planning and decision making-process.

Title II, Part A—Meaningful Consultation

Documentation

Required for Item 1.4

Documentation of attendance for meeting referenced in item 1.2

Acceptable Documentation

- 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.

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

Meaningful Consultation

Documentation Required – Item 1.4

Attendance documentation for meeting referenced in item 1.2.



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.



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