



# Federal Program Compliance Division Program Monitoring Validations

## Title I, Part A Schoolwide Program Plan Stakeholders

# Legal Disclaimer

1. This presentation is intended solely to provide general information and guidance to Texas LEAs, ESCs, non-profit subgrantees, and participating Private Schools receiving equitable services. The content in this presentation reflects the Texas Education Agency's current understanding of statute and applicable federal guidance.
2. The content of this presentation is subject to change as a result of future guidance and or other updates provided by federal agencies with regulatory oversight of these programs.
3. This presentation does not constitute legal advice, and entities are, therefore, advised to seek legal counsel regarding the information and guidance provided in this presentation before acting upon the information provided.

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# 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 that are required to be maintained locally.

# Today's Agenda

- Title I, Part A – Schoolwide Program Plan Stakeholders
  - Program Requirements
  - Acceptable Documentation
  - Past Validation Issues
  - Examples
  - Resources Available



# Title I, Part A Program Requirement

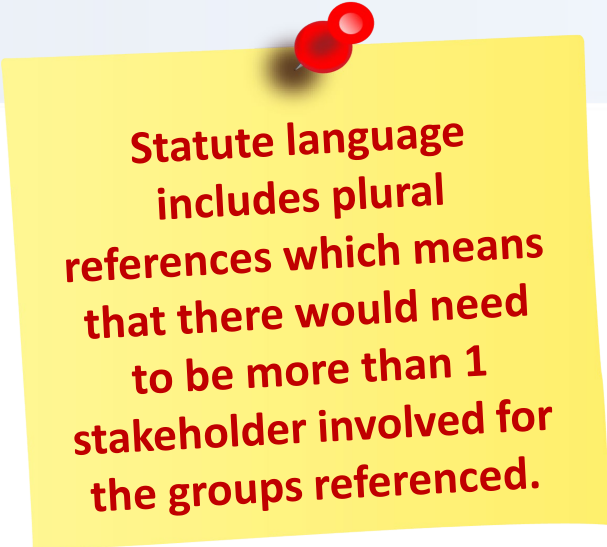
## Schoolwide Program (SW) Plan/Campus Improvement Plan (CIP) Stakeholders

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,
  - 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 2024-2025 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]*



# Schoolwide Program Plan/CIP Stakeholders

## ***Documentation Required – Item 1.1***

Relevant page(s) of the Schoolwide Program Plan for the 2024-2025 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

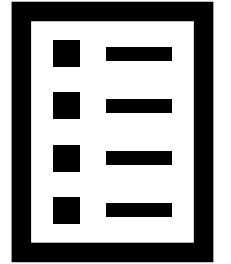
**1.2** ✓ Meeting Agenda

**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 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.



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.

# Resources and Support

# 2025-2026 Program Monitoring Validations Process Online Resources



- **Overall Process Resources**

- 2025-2026 PMV Process Handbook
- Instructions for Submitting Documentation, Training Video, and Training Slides
- Navigating the Smartsheet WorkApp System Video

- **Program-Specific Resources**

- Guidance Documents for each Program/Requirement
- Training Videos and Training Slides for each Program/Requirement

[ESSA Program Monitoring Validations Webpage](#)

# Federal Program Compliance Division Program Monitoring Validations – Title I, Part A

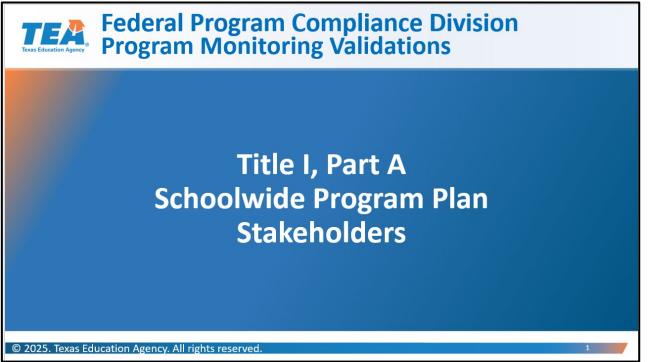
## [ESSA Program Monitoring Validations Webpage](#)

### Guidance Document

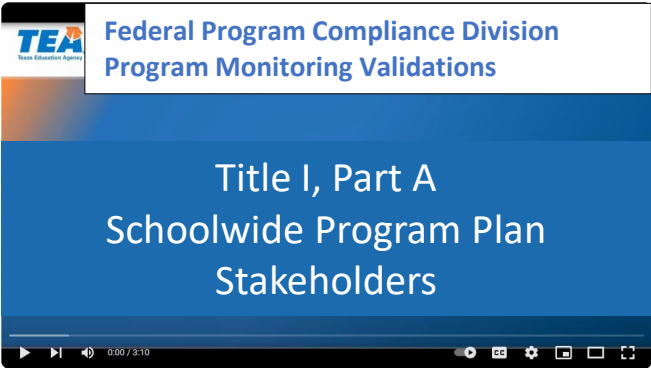


Federal Program Compliance Division		
2025-2026 Program Monitoring Validation Guidance Document		
Program: Title I, Part A		
Requirement: Schoolwide Program Plan Stakeholders		
Documentation Requested		
<p>Documenting overall compliance for a program requirement may require several forms of documentation 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.</p> <p>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 during the review of documentation to determine if the LEA submitted sufficient documentation to support LEA compliance.</p> <p>The documentation submitted for TEA review should show evidence of compliance in the 2024-2025 grant year for the program requirement selected.</p> <p>The following documentation is requested to be submitted by 5:00 pm CST on or before <b>December 19, 2025</b>, via the Federal Program Compliance Division Program Monitoring Validations SmartSheet WorkApp system.</p>		
Selected Documentation Required to be Submitted for Review	Year of Documentation Requested	Description of Acceptable Documentation
1.1 List of Stakeholders Involved in plan development and revision	2024-2025	<p>Relevant pages of Campus schoolwide program plan (or campus improvement plan) showing a listing of stakeholders involved in the development of the schoolwide program plan that includes the individuals by name and roles.</p> <p>The list should include:</p> <ul style="list-style-type: none"> <li>the individuals by name, and</li> <li>the stakeholder group/role* that each individual represents.</li> </ul> <p>*Parents may not be LEA employees in order to fill the "parent" role.</p>
1.2 Evidence of stakeholder involvement	2024-2025	<p>Meeting agenda:</p> <ul style="list-style-type: none"> <li>Documentation** aligns with the documented list of stakeholders involved.</li> <li>The meeting agenda from the campus planning process provides evidence that the required</li> </ul>
Federal Program Compliance Division V1.0 07/14/2025 1		
Federal Program Compliance Division V1.0 10/14/2024 2		
Federal Program Compliance Division V1.0 10/14/2024 3		

### Training Slides



### Training Video



# Federal Program Compliance Division

## Program Monitoring Validations – Title I, Part A



- Education Service Center (ESC) Support
  - Complimentary technical assistance and training are available from each regional ESC
  - ESC Contacts for each regional center are located towards the bottom of the [TEA Title I, Part A webpage](#)

# Contact Information

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