

## Title II, Part A - Meaningful Consultation

# 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.

# Title II, Part A Program Requirement

## 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)]

The LEA used data and ongoing consultation and sought advice from the individuals and organizations described above regarding how best to improve the local educational agency's activities to meet the purpose of Title II, Part A. [Sections 2102(b)(2)(D) & 2102(b)(3)(B)]

# Title II, Part A—Meaningful Consultation\*

## ***Documentation***

### ***Required for Item 1.1***

Relevant pages of the  
District Improvement  
Plan

### ***Acceptable Documentation***

- Include the title page and relevant pages of the District Improvement Plan that describe how the local educational agency will use data and ongoing consultation to continually update and improve activities supported under Title II, Part A. The process referenced in the documentation should include a listing of stakeholders involved in the consultation process. The listing should include the individuals by name, and the stakeholder group/role that each individual represents.
- The required stakeholders include: teachers, principals, other school leaders, paraprofessionals (including organizations representing such individuals), specialized instructional support personnel, charter school leaders (in a district that has in-district 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.

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

# 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 submitted does not reference stakeholder consultation with all the required stakeholders.

# 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 submitted should provide evidence of meaningful consultation with all the required stakeholders in the development of the Title II, Part A program.
- It should be clear from the agenda that all 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.



# 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***

Meeting minutes or notes for the meeting referenced in item 1.2

## ***Acceptable Documentation***

- Meeting notes/ minutes are required to be submitted for the meeting referenced in item 1.2.
- Such meeting notes/minutes should provide evidence of meaningful consultation with all 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 process and 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 is required to be submitted for the meeting referenced in item 1.2 and should include the meeting date, stakeholder names, roles, and signatures for the required stakeholders.
- The meeting date, names, and roles of the participants must be documented on the participant roster.
- Documentation should align with the documented list of stakeholders involved, that are referenced in Item 1.1.

*Note: If the meeting was held in a virtual environment, the LEA may substitute a participant roster in lieu of a sign-in sheet that includes signatures.*

# 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.



| Meeting Documentation | Meeting Title | School System 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.***

***\*\*Agendas and Meeting Notes/Minutes should specifically reference Title II, Part A program-specific items discussed.***

✓ = Required

BP = Best Practice

# 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 II, Part A

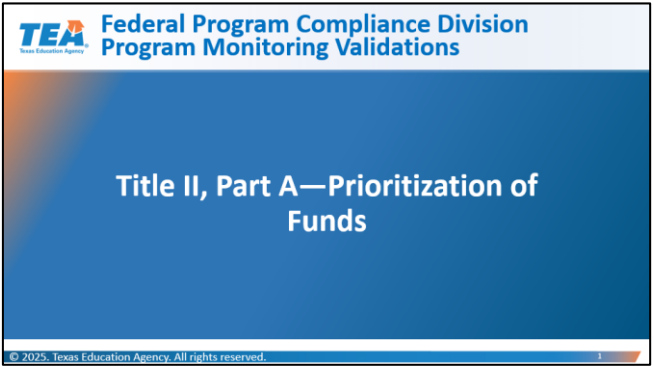
### [ESSA Program Monitoring Validations Webpage](#)

### Guidance Document



| Federal Program Compliance Division  |                                 |  |
|--|---------------------------------|--|
| <b>2024-2025 Program Monitoring Validation Guidance Document</b><br><b>Program: Title II, Part A</b><br><b>Requirement: Prioritization of Funds</b><br><b>Documentation Requested</b><br><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 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 2023-2024 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 December 13, 2024, 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 Documentation that shows evidence of prioritization of Title II, Part A funds based on schools served by the LEA under Title I School Improvement and/or that have the highest percentage of low-income children   | 2023-2024                       | A spreadsheet or relevant pages from the District Improvement Plan showing how Title II, Part A funds were prioritized for activities to benefit Title I School Improvement campuses and/or campuses with the highest percentage of low-income children. |
| Federal Program Compliance Division V1.0 10/14/2024 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





- 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 II, Part A webpage](#)



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