



WISE COUNTY EXTENSION OFFICE
206 S. State Street, Decatur, TX 76234
Phone: 940.627.3341: Fax: 940.627.8070

July 8, 2025

Dear Superintendent:

On behalf of the Wise County Extension Staff, I hereby respectfully request approval of the attached Adjunct Faculty Agreement with your school district.

The State Board of Education passed an amendment to 19 TAC §129.21 (j), Requirements for Student Attendance Accounting for State Funding Purposes allows public school students to be considered "in attendance" when participating in off-campus activities with an adjunct staff member of the school district. Section 3 of the Student Attendance Handbook states:

- (1) The student is participating in an activity that is approved by the local board of school trustees and is under the direction of a member of the professional or paraprofessional staff of the school district, or an adjunct staff member who:
 - a. Has a minimum of a bachelor's degree; and
 - b. Is eligible for participation in the Teacher Retirement System of Texas.

Wise County requests the Extension personnel listed on the enclosed Adjunct Faculty Agreement be awarded adjunct faculty staff member status for the period of time indicated in the enclosed agreement. Extension personnel, as ISD adjunct faculty members, will only supervise and be responsible for Texas 4-H members of the district.

I hope your school district will accept this request. Please let me know if you would like to schedule an appointment to discuss the amendment and request or if you need further information.

Thank you and the members of the Board of Trustees for your consideration of this request.

Sincerely,

A handwritten signature in black ink that reads "Karly West". The signature is fluid and cursive.

Karly West
County Extension Agent
4-H and Youth Development
Wise County

KW:kjh
Enclosure: Adjunct Faculty Request

ADJUNCT FACULTY REQUEST

THE STATE OF TEXAS COUNTY OF WISE

On this date, at a regularly scheduled and posted meeting, came the Board of Trustees of the School District, hereinafter referred to as "District." A quorum having been established, the Board proceeded to consider the appointment of the herein named individuals as adjunct members of the School District.

Upon consideration and vote, Wise County Extension Agents are hereby named as adjunct faculty member(s) of the School District subject to the following considerations and provisions of such appointment to wit:

1. This appointment shall commence on the 1st day of August, 2025 and remain in effect until the 1st day of June, 2026.
2. This appointment will include the Texas A&M AgriLife Extension Service employees listed below:

Name: Karly West
Degree: BS–Ag Services & Development
Degree: Masters – Ag & Consumer Resources

Title: CEA 4-H and Youth Development
Date: 05/17 Institution: Tarleton State University
Date: 05/19 Institution: Tarleton State University

Name: Amy Wagner
Degree: BS–Family & Consumer Science
Degree: Masters–Agricultural Extension Education

Title: CEA-Family and Community Health
Date: 12/05 Institution: Eastern New Mexico University
Date: 12/10 Institution: New Mexico State University

Name: Charles Marty Morgan
Degree: BS–Agriculture Business

Title: CEA-Agriculture and Natural Resources
Date: 08/83 Institution: Tarleton State University

3. Adjunct faculty member(s) will receive no compensation, salary, or remuneration from the School District.
4. Adjunct faculty member(s) is and shall remain an employee, in good standing, of the Texas A&M AgriLife Extension Service.
5. Adjunct faculty member(s) is and shall remain under the direct supervision of either the District Extension Administrator of District 3 or Wise County Extension Director.
6. Adjunct faculty member(s) shall receive all group insurance benefits, workman's compensation insurance benefits, unemployment insurance, and any and all other plans for the benefit of Texas A&M AgriLife Extension Service employees. School District shall have no responsibility for any of such benefits or plans.

Adjunct faculty member(s) shall direct the activities and participation of students of the school district in sponsored and approved activities as designated from time to time by adjunct faculty members for which notice shall be given to School District administrative personnel. Adjunct faculty members' activities and participation with students of the School District are directed, supervised, and controlled by and through supervisory personnel of Texas A&M AgriLife Extension Service pursuant to the supervisory authority of the District Extension Administrator or County

Extension Director. Adjunct faculty member(s) is not the employee of the School District, and School District does not nor shall not supervise, direct or control the activities and/or participation of such Wise County Extension Agent(s) who have/has been herein designated as an adjunct faculty member.

This appointment is made by the School District by and through the Board of Trustees of said district for the benefit of allowing voluntary student participation in programs conducted by the Texas A&M AgriLife Extension Service in recognition of the educational benefits arising from such participation and activities and/or directed by the Texas A&M AgriLife Extension Service. This appointment is made in accordance with the provisions of Section 129.21(j)(1) of the Texas Administrative Code authorizing the school to deem such participating students in attendance for foundation school program purposes.

This appointment of the herein named Wise County Extension Agent(s) are not intended nor shall be construed as a waiver of any claim or defense of sovereign or governmental immunity from liability now possessed by School District or any of its employees, agents, officers, and/or board members in the performance of governmental functions.

Signed this _____ day of _____, 2025.

Name of School District

By: _____