

# Denton County Adjunct Staff Member Status

Denton County Independent School Districts Superintendents and School Boards

FROM: Dr. Margaret A. Jover, County Extension Agent, Interim 4-H Coordinator

Date: August 26, 2011

The State Board of Education passed an amendment to 19 TAC§129.21 (k)(1). 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:

(4-12) 1. The student is participating in an activity which is approved by the local board and is under the direction of a professional staff member of the school district or an adjunct staff member. This adjunct staff member must have a minimum of a bachelor's degree and be eligible for participation in the Teacher Retirement System of Texas.

(4-13) Students participating in any activity which is not approved by the local school board and/or without certified district personnel supervision are counted absent [see 94-12]. To qualify for funding purposes, the certified district staff member/adjunct staff member must be accompanying the students as an official of the school district for the specific purpose of supervising the students and must be approved by the school board to supervise the activity. For example, students participating in 4-H activities which are supervised solely by a County Extension Agent are reported present.

This amendment provides local school boards the opportunity to recognize county Extension agents as adjunct staff members and to count students participating in 4-H/Extension educational activities "in attendance for Foundation School Program purposes."

Denton County requests adjunct staff member status for the county Extension agents for the school year 2011-2012. The following faculty is eligible for participation in the Teacher Retirement System of Texas and have a minimum of a bachelor's degree.

Name: **Margaret A. Jover** Title: County Extension Agent, FCS  
Degree: Ph.D. Date: 1992 Institution: T.W.U.

Name: **Eddie Baggs** Title: County Extension Agent Degree: M.S.  
Date: 1998 Institution: Tarleton

Name: **Janet Laminack** Title: County Extension Agent  
Degree: M.Ed. Date: 2005 Institution: Texas A&M

I hope that Denton County Independent 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.



Dr. Margaret A. Jover, Ph.D.  
County Extension Agent  
Family and Consumer Sciences  
Denton County Government Center  
306 N Loop 288, Suite 222  
Denton TX 76209-4887  
August 25, 2011

## ADJUNCT FACULTY AGREEMENT The State of Texas County of Denton

On this date, at regularly scheduled and posted meeting, came the Board of Trustees of The \_\_\_\_\_ Independent School District, hereinafter referred to as "District." A quorum having been established, the Board proceeded to consider the appointment of the herein named individual as an adjunct faculty member of the \_\_\_\_\_ Independent School District. Upon consideration and vote in favor to

**Margaret A. Jover**, County Extension Agent, FCS  
Interim 4-H Program Coordinator & Overall Management  
**Eddie Baggs**, County Extension Agent-Agriculture  
**Janet Laminack**, County Extension Agent-Horticulture

are hereby named as adjunct faculty member of the \_\_\_\_\_ Independent School District subject to the following conditions and provisions of such appointment, to wit:

1. This appointment shall commence on the \_\_\_\_\_ day of \_\_\_\_\_ and end on the day \_\_\_\_\_ of \_\_\_\_\_, being the end of the 2011-2012 academic year.
2. Adjunct faculty member will receive no compensation, salary, or remuneration from \_\_\_\_\_ Independent School District.
3. Adjunct faculty member is and shall remain an employee, in good standing, of the Texas AgriLife Extension.

**4. Adjunct faculty member shall be under the direct supervision of Hurley Miller, District Extension Administrator of Extension District Four.**

5. Adjunct faculty member shall receive all group insurance benefits, workman's compensation insurance benefits, unemployment insurance, and any and all other plans for the benefit of Texas AgriLife Extension Service employees. **District shall have no responsibility for any of such benefits or plans.**

**ADJUNCT FACULTY AGREEMENT**

The State of Texas  
County of Denton  
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Adjunct faculty member 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 member 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 AgriLife Extension Service pursuant to the supervisory authority of the District Extension Administrator or County Extension Director. Adjunct faculty member is not the employee of School District, and School District does not nor shall not supervise, direct or control the activities and/or participation of such \_\_\_\_\_ County Extension Agent(s) who has been herein designated as an adjunct faculty member.

This appointment is made by Independent School District by and through the Board of Trustees of said district for the benefit of allowing voluntary student participation in programs conducted by Texas AgriLife Extension Service in recognition of the educational benefits arising from such participation and activities and/or directed by Texas AgriLife Extension Service. This appointment is made in accordance with the provisions of Section 129.21 (k)(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 Denton County Extension Agent(s) (Texas AgriLife Extension Service employee) is/are not intended nor shall be construed as a waiver of any claim of defense of sovereign or governmental immunity from liability now possessed by \_\_\_\_\_ Independent School District or any of its employees, agents, officers, and/or board members in the performance of governmental functions.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2011

\_\_\_\_\_ Independent School District

BY: \_\_\_\_\_

Its: \_\_\_\_\_

Adjunct Faculty Appointment Accepted by:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# **TEXAS EDUCATION CODE (NO PASS, NO PLAY) COMPLIANCE PROCEDURES FOR 4-H IN TEXAS**

(These procedures cover all 4-H members in public, private and home schools.)

**COUNTY: Denton**

Each Year:

1. As a total County Extension faculty, meet and discuss the Texas Education Code requirements and specify procedures the county is going to use during the upcoming year (see Attachments C & D for Recommended Procedures). Also, plan for interpretation of the educational value of 4-H participation to teachers, school administration and school boards.
2. A meeting should be scheduled with each school superintendent and/or principal that has 4-H members that will be involved in 4-H extracurricular activities during the year to discuss the procedures that Extension plans to use. At this meeting the following should occur:
  - a. Seek extracurricular status for 4-H (see sample letter - Attachment A1 and sample resolution - Attachment A2). [The approval of organizations (approval of extracurricular organizations) outside of school sponsored or UIL sponsored groups continues to be the responsibility of the local board of trustees. A resolution regarding Extracurricular Status of 4-H and an example letter for agents to use in contacting school superintendents requesting that 4-H be recognized as an extracurricular organization. See attached.]
  - b. Request Adjunct Faculty Appointment for CEA(s) (see sample Adjunct Faculty Appointment Request Agreement - Attachments A3, A4, A5).
3. Extension faculty, volunteers, 4-H members and their parents should be informed, in writing, of the procedures that will be followed during the upcoming school year to ensure that 4-H members abide by the provisions of the Texas Education Code, thus ensuring that 4-H retain its extracurricular status.
4. Thirty days prior to a 4-H competitive activity or a 4-H activity that requires a member to be absent from school, put the procedures into action.
5. To address any problems or violations during the school year:
  - a. Report them immediately to your District Extension Administrator.
  - b. Report them to the local school administrator for them to enforce their procedures covering violations of the Texas Education Code of members of approved non-UIL organizations. Many districts have incorporated these procedures into their discipline management systems.

## **DISTRICT:**

6. District Extension Administrators will immediately report any problems or violations to the Texas AgriLife Extension Service Administrator responsible for the Texas Education Code, Associate Director - County Programs.

## **STATE:**

7. The Associate Director - County Programs and the Program Director for 4-H and Youth Development will facilitate resolution of the problem and communicate action to the Texas Education Agency Complaint Department.



**Texas AgriLife Extension Service  
DECLARATION OF ELIGIBILITY FORM**



*This form is requested in accordance with the requirement of the Texas Education Code and in cooperation with the Texas Education Agency and local public school board policies.*

**PARENT/GUARDIAN/COUNTY EXTENSION AGENT – Complete This Section**

In accordance with 4-H policy, provided by our local Extension office, I respectfully request (check [√] one):

- Academic eligibility information only
- Academic eligibility information and authorization to receive an excused absence from school

Date: \_\_\_\_\_ Name of Activity: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

I hereby certify that \_\_\_\_\_ is a member of 4-H in \_\_\_\_\_ County and is scheduled to participate in this activity representing 4-H. He/she will be under the supervision of the Texas AgriLife Extension Service faculty or agency's designated volunteer leader.

\_\_\_\_\_ Date

\_\_\_\_\_ County Extension Agent

**PRINCIPAL – Complete This Section**

Check [√] one:

- I do certify that the student is academically eligible to participate in the above mentioned extracurricular activity.
- I do not certify the student because he/she is NOT academically eligible to participate in the above mentioned extracurricular activity.

Check [√] one:

- An excused absence will be granted.
- An excused absence will **not** be granted.
- Does not apply.

Signed: \_\_\_\_\_  
Principal or Designee

Date: \_\_\_\_\_

\_\_\_\_\_ Name of School

*Instructions: Complete one form per activity. 4-H member should return original form to the County Extension Office.*