

ADJUNCT FACULTY REQUEST

Cover Letter requesting Adjunct Faculty Status

ELLIS COUNTY TEXAS A&M AGRILIFE EXTENSION SERVICE

March 26, 2026
 Rachel Kistner
 Italy Independent School
 District
 300 S. College
 Italy, TX 76651

Dear Rachel Kistner,

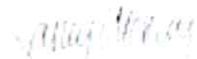
On behalf of the Ellis County Texas A&M AgriLife Extension Service Staff, I hereby respectfully request approval of the attached Adjunct Faculty Agreement with the Italy Independent School District.

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.*

Ellis County Texas A&M AgriLife Extension Service requests the agents listed on the enclosed Adjunct Faculty Agreement be awarded adjunct staff member status for the period indicated on the agreement.

I hope Italy 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. Thank you, and members of the Board of Trustees, for your consideration of this request.



Sidney Atchley
 Texas A&M AgriLife Extension Service
 Ellis County Extension Agent
 4-H & Youth Development

Attachment: Resolution for Extracurricular Status of 4-H Organization

Texas A&M AgriLife Extension Office
 701 S. I-35 E. | Waxahachie, Texas 75165
<http://texas4-h.tamu.edu> | Tel. 972-825-5175

ADJUNCT FACULTY REQUEST

Adjunct Faculty Agreement

THE STATE OF TEXAS COUNTY OF ELLIS

On this date, at a regularly scheduled and posted meeting, came the Board of Trustees of the Italy 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(s) as an adjunct member of the Italy Independent School District.

Upon consideration and vote of _____ in favor, _____ is hereby named as adjunct faculty member(s) of the Italy Independent School District subject to the following considerations and provisions of such appointment to wit:

1. This appointment shall commence on the ___ day of _____, 20__ and remain in effect until the day of _____, 20__.
2. This appointment will include the Texas A&M AgriLife Extension Service and Prairieview A&M University Cooperative Extension Program employees listed below:

NAME	TITLE	DEGREE	INSTITUTION	DATE
Sidney Atchley	Texas A&M AgriLife Extension Service Ellis County Extension Agent – 4-H	MS - Agriculture & Consumer Resources	Tarleton State University	2021
LaSheka Day	Prairieview A&M University Extension Agent for Cooperative Extension Program	MA – Higher Education Student Affairs	Grand Canyon University	2023

3. Adjunct faculty member(s) will receive no compensation, salary, or remuneration from Italy Independent School District.
4. Adjunct faculty member(s) is and shall remain an employee, in good standing, of the Texas A&M AgriLife Extension Service or the Prairieview A&M University Cooperative Extension Program.
5. Adjunct faculty member(s) is and shall remain under the direct supervision of the District Extension Administrator of District 8, Jay Kingston.
6. Adjunct faculty member(s) shall receive all group insurance benefits, workman's compensation insurance benefits, unemployment insurance, and all other plans for the benefit of Texas A&M AgriLife Extension Service employees or Prairieview A&M University Cooperative Extension Program employees. The 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 or Prairieview A&M University Cooperative Extension Program 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 Ellis County Extension Agent(s) or Cooperative Extension Program personnel who have/has been herein designated as an adjunct faculty member.

This appointment is made by the Independent School District by and through the Board of Trustees of said district for the benefit of following 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 Ellis County Texas A&M AgriLife Extension Agent Sidney Atchley and Prairieview A&M University Extension Agent for Cooperative Extension Program LaSheka Day, 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 Italy Independent School District or any of its employees, agents, officers, and/or board members in the performance of governmental functions.

Signed this ____ day of _____, 20__.

Italy Independent School District

By: _____