

**ROBSTOWN INDEPENDENT SCHOOL DISTRICT  
AGENDA ACTION SHEET**

Date: August 11, 2025

Subject: Discuss and Consider Approval of Adjunct Faculty Agreement for the 2025—2026 School Year

Administrator Responsible: Dr. Marc Puig

Position: Superintendent

A. Purpose of Agenda Item:

Information Only  Action Needed

B. Authority for this Action:

Local Policy \_\_\_\_\_  Law or Rule \_\_\_\_\_

C. Strategic Objective, Goal, or Need Addressed: Approval of Adjunct Agreement for the 2025-2026 School Year.

D. Summary: This agreement allows public school students to be considered “in attendance” when participating in off-campus activities with an adjunct staff member of the school district. The agreement also allows for the 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. Please see attached letter that includes the list of adjunct staff members.

E. Alternatives Considered: N/A

F. Comments Received: N/A

G. Administrative Recommendation: This the Board approves the administration’s recommendation.

H. Fiscal Impact and Cost: N/A

I. Monitoring and Reporting Timeline: 2025-2026 School Year

**NUECES COUNTY EXTENSION SERVICE**



August 7, 2025

Dr. Marc Puig, Superintendent  
Robstown Independent School District  
801 North First Street  
Robstown, Texas 78380

Dear Dr. Puig,

On behalf of the Nueces County Extension Staff, we hereby respectfully request approval of the attached Adjunct Faculty Agreement with the Robstown 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 allow 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.*

Nueces County requests the agents listed on the enclosed Adjunct Faculty Agreement be awarded adjunct staff member status for the period indicated on the agreement.

We hope Robstown 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 the Members of the Board of Trustees for your consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Norma Muñoz".

Norma Muñoz  
County Extension Agent  
Family & Community Health  
Nueces County Administrator

Attachment: Adjunct Faculty Agreement

**Texas A&M AgriLife Extension Service**  
Office of Nueces County  
710 East Main Avenue, Suite 1, Robstown, Texas 78380-3148  
Telephone 361.767.5220; Fax 361.767.5248  
Website <https://nueces.agrilife.org>; Email [nueces@ag.tamu.edu](mailto:nueces@ag.tamu.edu)

## ADJUNCT FACULTY AGREEMENT

THE STATE OF TEXAS  
 COUNTY OF \_\_\_\_\_

On this date, at regularly scheduled and posted meeting came the Board of Trustees of the Robstown Independent 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 faculty members of the Robstown Independent School District.

Upon consideration and vote of \_\_\_\_\_ in favor, Warner Seidel, Lynn Bradshaw, Daisy Castillo, Jaime Lopez, Norma Muñoz, and Rachel Golden are hereby named as adjunct faculty members of the Robstown Independent School District subject to the following considerations 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 employees listed below:

NAME	TITLE	DEGREE	INSTITUTION	DATE
Warner Seidel	County Extension Agent - 4-H & Youth Development	Master of Agricultural & Consumer Resources	Tarleton State University, Stephenville	December 2023
Lynn Bradshaw	Extension Agent – Healthy South Texas	Master of Public Health	Benedictine University	May 2022
Daisy Castillo	County Extension Agent - Horticulture	Master of Science & Agriculture	Texas A&M University, Kingsville	December 2018
Jaime Lopez	County Extension Agent - Agriculture & Natural Resources	Bachelor of Science – Ag Education & Minor in Ag Economics	Texas A&I University, Kingsville	December 1987
Norma Muñoz	County Extension Agent – Family & Community Health	Master of Science - Agriculture Science	Texas A&M University, Kingsville	December 2016
Rachel Golden	Prairie View A&M Extension Agent – Family & Community Health	Master of Educational Psychology	University of North Texas	2018

3. Adjunct faculty members will receive no compensation, salary, or remuneration from Robstown Independent School District.
4. Adjunct faculty member is and shall remain an employee, in good standing, of Texas A&M AgriLife Extension Service.
5. Adjunct faculty member is and shall remain under the direct supervision of either the District Extension Administrator of District 11 or Nueces County Extension Director.
6. Adjunct faculty members 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. The District shall have no responsibility for any of such benefits or plans.

Adjunct faculty members 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 members are not the employees of School District, and School District does not nor shall not supervise, direct, or control the activities and/or participation of such Nueces County Extension Agents who have been herein designated as adjunct faculty members.

This appointment is made by Robstown 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 A&M AgriLife Extension Service in recognition of the educational benefits arising from such participation and activities and/or directed by 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 Nueces County Extension Agents Warner Seidel, Lynn Bradshaw, Daisy Castillo, Jaime Lopez, Norma Muñoz, and Rachel Golden (Extension employees) 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 Robstown 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\_\_\_\_.

Robstown Independent School District

By: \_\_\_\_\_