



**COOKE COUNTY EXTENSION SERVICE**

06/24/2024

Dr. Shannon Luis  
Era ISD  
108 Hargrove St.  
Era, TX 76238

Dear Dr. Shannon Luis:

On behalf of the 4-H members of Cooke County, I/we hereby respectfully request that the 4-H organization, by the attached resolution, be sanctioned as an extracurricular activity. We request the enclosed RESOLUTION be presented for consideration at the next scheduled meeting of the Board of Trustees of the Era Independent School District. I/we further request that questions regarding this RESOLUTION be directed to me/us in a timely manner so that I/we may prepare and present an appropriate response so as not to delay action on this request.

Finally, I/we request that a signed copy of this RESOLUTION, along with a copy of the minutes of the Board meeting, be forwarded to me/us for my/our files.

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

Sincerely,

A handwritten signature in black ink that reads "Phyllis A. Griffin". The signature is written in a cursive style with a large initial "P".

*Phyllis Griffin*  
Cooke County Extension Agent  
4-H & Youth Development

Attachment: Resolution for Extracurricular Status of 4-H Organization

Cooke County Extension Office  
301 S. Chestnut St. | Gainesville, Texas 76240  
<https://cooke.agrilife.org/> | Tel. 940.668.5414 | Fax. 940-668-5402

**EXTRACURRICULAR STATUS REQUEST**

**RESOLUTION  
EXTRACURRICULAR STATUS OF 4-H ORGANIZATION**

Be it hereby resolved that upon this date, the duly elected Board of Trustees of the

Era Independent School District

meeting in public with a quorum present and certified,  
did adopt this resolution that recognizes the

Cooke

County Texas 4-H Organization as approved for recognition and eligible for extracurricular status consideration under  
19TexasAdministrative Code,  
Chapter 76.1, pertaining to extracurricular activities.

Participation by 4-H members under provisions of this resolution are subject to all rules and regulations set forth under the  
19Texas Administrative Code as interpreted by this Board and designated officials of this school district.

Texas A&M AgriLife Extension  
will request academic eligibility for all 4-H competitive activities, regardless if a school absence is or is not required, and  
for non-competitive purposes when an absence is required.

Approved this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Board of Trustee

\_\_\_\_\_  
Superintendent

**ADJUNCT FACULTY REQUEST**



**COOKE COUNTY EXTENSION SERVICE**

06/24/2024

Dr. Shannon Luis  
Era ISD  
108 Hargrove St.  
Era, TX, 76238

Dear Dr. Shannon Luis

On behalf of the Cooke County Extension Staff, I/we hereby respectfully request approval of the attached Adjunct Faculty Agreement with the Era Independent School District.

The State Board of Education passed an amendment to 19 TAC§129.21 U). 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.

Cooke County requests the agents listed on the enclosed Adjunct Faculty Agreement be awarded adjunct faculty staff members status for the period of time indicated on the agreement.

I hope Era 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.

Sincerely,

Phyllis Griffin  
Cooke County Extension Agent  
4-H & youth Development

Attachment: Resolution for Extracurricular Status of 4-H Organization

Cooke County Extension Office

**THE STATE OF TEXAS  
COUNTY OF COOKE**

On this date, at a regularly scheduled and posted meeting, came the Board of Trustees of the Era 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 Era Independent School District.

Upon consideration and vote of \_\_\_\_\_ in favor, Phyllis Griffin, and Angel Neu, are hereby named as adjunct faculty member(s) of the Era 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 employees listed below:

| NAME            | TITLE                                     | DEGREE       | INSTITUTION  | DATE              |
|-----------------|---|--------------|--|-------------------|
| Angel Neu       | Extension Agent/Family & Community Health | B.S.<br>M.A. | Texas Tech University<br>University of Texas Permian Basin | 1996<br>2002      |
| Phyllis Griffin | Extension Agent/4-H & Youth Development   | B.S.<br>M.S. | Oklahoma State University<br>Oklahoma State University     | 1976, '78<br>1979 |

3. Adjunct faculty member(s) will receive no compensation, salary, or remuneration from Era 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.
5. Adjunct faculty member(s) is and shall remain under the direct supervision of either the District Extension Administrator of District IV or Dr. Hurley Miller 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. 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 Phyllis Griffin and Angel Neu County Extension Agent(s) 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 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 U)(I) 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 Cooke County Extension Agent(s), Phyllis Griffin and Angel Neu 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 Era Independent School District or any of its employees, agents, officers, and/or board members in the performance of governmental functions.

Signed this \_\_\_ day of \_\_\_ 2024

Era Independent School District

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

## ACADEMIC ELIGIBILITY PROCESS

### Procedures for securing Academic Eligibility Information and Excused Absences for 4-H Members to participate in 4-H Event or Activity

This procedure applies to ALL 4-H events or activities (competitive or non-competitive) and all 4-H members in public, private, and/or home school that requires a 4-H member to be absent from school. For instance, if a 4-H member is a member of a state planning task force and needs to miss a day of school to participate, the 4-H member would have to be eligible according to the Texas Education Code to be excused from school.

There are two ways a County Extension Office can request academic eligibility for 4-H members. One is on an individual basis using the Declaration of Eligibility Form (Attachment F) for times when only one or two 4-H members may be needing an absence. The second option is for situations when a large number of youths may be needing an excused absence, such as a county or major stock show. The steps below outline how the county office needs to proceed with each of the processes.

| <b>BEGINNING OF THE SCHOOL YEAR</b>   |   |
|---|---|
| August/September  | County Extension Agents should meet with school officials to determine the steps the agent needs to take to assist 4-H members in obtaining excused absences to participate in 4-H events and to determine eligibility of 4-H members for competitive events.   |
| <b>30 DAYS PRIOR TO ANY 4-H EVENT/ACTIVITY<br/>NEEDING ACADEMIC ELIGIBILITY CHECKED</b> |   |
| Declaring academic eligibility for small number of 4-H members                          | <ol style="list-style-type: none"> <li>1. Ensure that all members needing an excused absence are ACTIVE 4-H members.</li> <li>2. Complete the County Agent section of the Declaration of Eligibility Form. Provide the form to either the 4-H member and request they submit to the school for completion or have the 4-H parent/guardian complete the first section, return to the County Extension Office and then submit as a group to the respective school campuses. 4-H member then returns completed form back to the County Extension Office within the timeframe given by the office.</li> </ol> |
| Declaring academic eligibility for large number of 4-H members                          | <p>Extension agents should prepare a document on official letterhead which includes the items listed below and submit to each school/campus requesting eligibility status for each 4-H member.</p> <ol style="list-style-type: none"> <li>a) Name of 4-H member(s) involved</li> <li>b) School they attend</li> <li>c) Current grade level in school</li> <li>d) Dates of proposed absence(s)</li> <li>e) Name of event</li> <li>f) Educational value</li> <li>g) Chaperone</li> </ol> <p>List is returned back to County Extension Office by school/campus.</p>  |
| <b>RESPONSE FROM SCHOOL ON DECLARATION<br/>OF ACADEMIC ELIGIBILITY</b>                  |   |
| Eligible  | The school should respond to CEA if there are any students who are academically eligible. County Extension Office should follow up with the school/campus if no response is received.   |
| Ineligible  | If a 4-H member is academically ineligible for a 4-H competitive event, the agent must notify the 4-H member, their parents and the sponsoring agency, in writing – letter/email (a phone call can also be made but should be followed up with a written notification).   |

If county Extension faculty and schools develop and agree on procedures they deem more efficient and effective and still ensures 4-H's compliance with the Texas Education Code requirements, they should inform their District Administrator/County Extension Director of the plan to be followed.

**DECLARATION OF ELIGIBILITY FORM INSTRUCTIONS**

4-H'ers should complete a separate form for each competitive event/activity in which they plan to participate. The original form should be returned to the county Extension office by the deadline established by the County Extension Office.

NOTE: Schools requiring a copy of this form should make their copy before returning it to the student.

**Parent/Guardian Section:**

1. Parent/Guardian will select the information requested. It is either:
  - a. Academic eligibility information only. {Used to verify academic eligibility only for 4-H competitive events/activities.}, or
  - b. Academic eligibility information and authorization to receive an excused absence from school. {Used to verify academic eligibility as well as receive authorization to receive an excused absence. This would be used for events held during school hours such as stock shows, state and national 4-H contests and events, etc.}
2. Complete the date and name of the activity. {Used to notify school officials of exact dates/times a student would be participating in a 4-H activity or representing 4-H at an event.}
3. Parent/Guardian signature is required. The signature of the parent/guardian confirms that this person is aware of the academic eligibility and excused absence requirements of the Texas Education Code.

**County Extension Agent Section:**

1. Extension Office will complete this section and certify the youth is a 4-H member and his/her participation in the event.
2. County Extension Agent (with adjunct faculty status) will sign the form.

**School Principal/Designee Section:**

1. Principal, or designee, will indicate the 4-H members eligibility status, options are:
  - a. Academically eligible to participate
  - b. Not academically eligible to participate
2. The principal, or designee, will indicate whether or not an excused absence will be granted.
3. The principal, or designee, will provide the date being used to determine eligibility.
4. Principal, or designee, will sign and date the form in order to be valid.

4-H family should follow instructions provided by the County Extension Office on returning form to the Extension Office by the given deadline.

**COOKE COUNTY 4-H ELIGIBILITY VERIFICATION**



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

School: \_\_\_\_\_

Principal: \_\_\_\_\_ Fax: \_\_\_\_\_

Please review the following to determine academic eligibility for the student(s) listed and respond by placing a "Y" by those eligible or an "N" by those who are not eligible to participate in an extracurricular activity on the date(s) listed.

**\*\*\*Upon determination/approval, please return this form to Phyllis Griffin at pagriffin@ag.tamu.edu or by faxing to 940.668.5402\*\*\***

Event: \_\_\_\_\_

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

| Eligible | Student | Grade | Excused Absence Requested |
|----------|---------|-------|---------------------------|
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Thank you for your support!

Phyllis A. Griffin  
 County Extension Agent  
 4- H and Youth Development  
[pagriffin@ag.tamu.edu](mailto:pagriffin@ag.tamu.edu)  
 940-668-5416



The student(s) listed are members of the public, private, or home school indicated above and I have the authority to declare them academically eligible.

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**SIGNATURE OF SCHOOL PRINCIPAL**

Texas A&M AgriLife Extension Service-Cooke County / 301 South Chestnut Gainesville, TX 76240

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 cooke-tx@tamu.edu