

EXTRACURRICULAR STATUS REQUEST

Request for Extracurricular Status for 4-H

**Kendall COUNTY EXTENSION SERVICE**

July 10, 2025

Dr. Kristin Craft
Boerne ISD
235 Johns Rd
Boerne, Texas 78006

Dear Dr. Kristin Craft

On behalf of the 4-H members of **Kendall** County, 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 (name of 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 blue ink, appearing to read "Stephen Zoeller".

Stephen Zoeller,
Kendall County Extension Agent

 A handwritten signature in blue ink, appearing to read "Kera Dutton".

Kera Dutton,
Family & Community Health CEA

 A handwritten signature in blue ink, appearing to read "Hilary Putrite".

Hilary Putrite
Kendall County 4-H Program Assistant

Attachment: Resolution for Extracurricular Status of 4-H Organization

Kendall Extension Office
210 E. San Antonio #9, Boerne Tx 78006
http://kendall-tx@tamu.edu Tel. 830-331-8242 | Fax. 830-249-2583

ADJUNCT FACULTY REQUEST

Cover Letter requesting Adjunct Faculty Status



Kendall COUNTY EXTENSION SERVICE

July 10, 2025

Dr. Kristin Craft
Boerne ISD
235 Johns Rd
Boerne, Texas 78006

Dear Dr. Kristin Craft:

On behalf of the **Kendall** County Extension Staff, I/we hereby respectfully request approval of the attached Adjunct Faculty Agreement with the **Boerne** 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:

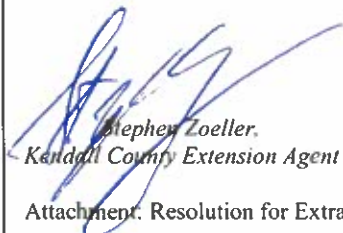
- (1) The student is participating in an activity that is approved by the local board of school trustees and is under the direction of a member of the professional or paraprofessional staff of the school district, or an adjunct staff member who:
 - (A) has a minimum of a bachelor's degree; and
 - (B)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

Kendall 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 on the agreement. Extension personnel, as ISD adjunct faculty members, will only supervise and be responsible for Texas 4-H members of the district.

I hope **Boerne** 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,


Stephen Zoeller,
Kendall County Extension Agent


Kera Dutton,
Kendall County Family & Community CEA


Hilary Putrite
Kendall County 4-H Program Assistant

Attachment: Resolution for Extracurricular Status of 4-H Organization

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EXTRACURRICULAR STATUS REQUEST

Resolution requesting Extracurricular Status for 4-H

RESOLUTION

EXTRACURRICULAR STATUS OF 4-H ORGANIZATION

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

Boerne Independent School District

(Complete name of school district)

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

Kendall

_____ 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.

A local representative of the Texas A&M AgriLife Extension Service
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

Adjunct Faculty Agreement

THE STATE OF TEXAS

COUNTY OF: Kendall _____

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

Upon consideration and vote of _____ in favor, _____ is hereby named as adjunct faculty member(s) of the _____ 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
Stephen Zoeller	Kendall County Extension Agent	BS. Science Ag MS Science Ag	Tarleton State University	12/1988 12/1990
Kera Dutton	Family & Community Health CEA	B.S Human Nutrition B.S English M.S Nutrition	New Mexico University Colorado State University	1/1992 5/1994
Hilary Putrite	4-H Program Assistant	B.S. Animal Industry M.S Agricultural Science	Tarleton State University Texas A&M Kingsville	12/2015 12/2018

3. Adjunct faculty member(s) will receive no compensation, salary, or remuneration from Boerne 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 10 or Kendall 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 Kendall 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 (j)(l) 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 Kendall County Extension Agent(s), **Stephen Zoeller, Kera Dutton and Hilary Putrite** (Extension employee) is/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 Boerne 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__.

Boerne Independent School District