

**ADJUNCT FACULTY REQUEST**

Cover Letter requesting Adjunct Faculty Status

**MITCHELL COUNTY EXTENSION SERVICE**

Date June 15, 2023

Joey Light  
 Wylie Independent School District  
 6251 Buffalo Gap Road  
 Abilene, Texas 79606

Dear Joey Light:

On behalf of the Mitchell County Extension Staff, I/we hereby respectfully request approval of the attached Adjunct Faculty Agreement with the Wylie 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.*

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

I hope Wylie 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,

A handwritten signature in black ink, appearing to read "Derek Coffman".

**Derek Coffman**  
 Mitchell County Extension Agent

Attachment: Resolution for Extracurricular Status of 4-H Organization

Mitchell County Extension Office  
 440 E 2nd Street | Colorado City, Texas 79512  
<http://texas4-h.tamu.edu> | Tel. 325.728.3111

# 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

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

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

\_\_\_\_\_ Mitchell County \_\_\_\_\_

County Texas 4-H Organization as approved for recognition and eligible  
for extracurricular status consideration under 19 Texas Administrative 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 19 Texas 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

SAMPLE TEMPLATE: Adjunct Faculty Agreement

THE STATE OF TEXAS

COUNTY OF     Mitchell    

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

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

- This appointment shall commence on the     16     day of     August    , 20     23     and remain in effect until the     23     day of     May    , 20     24    .

- This appointment will include the Texas A&M AgriLife Extension Service employees listed below:

NAME	TITLE	DEGREE	INSTITUTION	DATE
Derek Coffman	County Extension Agent			

- Adjunct faculty member(s) will receive no compensation, salary, or remuneration from     Wylie     Independent School District.
- Adjunct faculty member(s) is and shall remain an employee, in good standing, of the Texas A&M AgriLife Extension Service.
- Adjunct faculty member(s) is and shall remain under the direct supervision of either the District Extension Administrator of District     2     or          County Extension Director.
- 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     Derek Coffman      
    Mitchell     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)(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 Mitchell County Extension Agent(s), Derek Coffman (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 Wylie 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\_\_\_\_.

Wylie Independent School District

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