



## Denton County Adjunct Staff Member Status

### MEMORANDUM TO: Denton County Independent School District Superintendents and School Boards

FROM: Lee Standley, County Extension Agent, 4-H Youth and Development

DATE: August 31, 2012

The State Board of Education passed an amendment to 19 TAC§129.21 (k) (1). 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:

- (4-12) The student is participating in an activity which is approved by the local board and is under the direction of a professional staff member of the school district or an adjunct staff member. This adjunct staff member must have a minimum of a bachelor's degree and be eligible for participation in the Teacher Retirement System of Texas.
- (4-13) Student participating in any activity which is not approved by the local school board and/or without certified district personnel supervision are counted absent [see 4-12]. To qualify for funding purposes, the certified district staff member/adjunct staff member must be accompanying the students as an official of the school district for the specific purpose of supervising the students and must be approved by the school board to supervise the activity. For example, students participating in 4-H activities which are supervised solely by a county Extension agent are reported present.

This amendment provides 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.

Denton County requests adjunct staff member status for the county Extension Agents for the school year 2012-2013. The following faculties are eligible for participation in the Teacher Retirement System of Texas and have a minimum of a bachelor's degree.

Name: **Lee Standley** Title: County Extension Agent Degree: M.S. Date: 2005 Institution: Tarelton

Name: **Janet Laminack** Title: County Extension Agent Degree: M. Ed. Date: 2005 Institution: Texas A&M

Name: **Margaret A. Jover** Title: County Extension Agent Degree: Ph.D. Date: 1992 Institution: TWU

I hope the **Denton County 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.

Sincerely,

Lee Standley,  
County Extension Agent  
County Coordinator

## STATE BOARD OF EDUCATION RULING ADJUNCT FACULTY APPOINTMENT

The State Board of Education passed a rule June 9, 1994 that allows public school students to be considered in attendance when participating in approved off-campus activities with an adjunct staff member of the school district. The amendment that was adopted states:

Amendments to 19 TAC§129.21 (k)(1). Requirements for Student Attendance Accounting for State Funding Purposes.

(4-12) A student not actually on campus at the time attendance is taken may be considered in attendance for Foundation School Program (FSP) purposes under the following conditions:

1. The student is participating in an activity which is approved by the local board and is under the direction of a professional staff member of the school district or an adjunct staff member. This adjunct staff member must have a minimum of a bachelor's degree and be eligible for participation in the Teacher Retirement System of Texas.

(4-13) Students participating in any activity which is not approved by the local school board and/or without certified district personnel supervision are counted absent [see (4-12)]. To qualify for funding purposes, the certified district staff member/adjunct staff member must be accompanying the students as an official of the school district for the specific purpose of supervising the students and must be approved by the school board to supervise the activity. For example, students participating in 4-H activities which are supervised solely by a county Extension agent are reported present.

The approved rule changes provide local school boards the opportunity to recognize county Extension agents as adjunct staff members and to count the students in attendance for the Foundation School Program purposes. Note: The approval for county Extension agents to be recognized as adjunct staff members and the activity in which the student is participating must be approved by the local board of school trustees.

As you develop plans for contacting local school districts, these guidelines should be followed:

1. A strategy for contacting all local school districts should be discussed in a joint office conference involving all staff members. Immediate action should be taken to initiate these contacts in order for this to be considered by the school board as early in the school year as possible.
2. As local school districts are contacted requesting for the county faculty to be recognized as adjunct staff members, each member of the county Extension staff should be named in the request. All county Extension agents have responsibility for the 4-H youth development program and there should not be single members of the staff requesting adjunct staff status.
3. Contact the appropriate school administrator i.e. school superintendent, assistant superintendent or designee to schedule an appointment to discuss extracurricular status of 4-H programs and adjunct faculty appointments. A personal meeting is recommended; however, in the urban counties, it may be necessary to contact the various school officials through correspondence and/or phone. The staff should request written confirmation of the local school board's approval in order to maintain appropriate documentation of adjunct status. Follow-up with the local school officials may be needed to obtain a written response.
4. All activities that require students to be absent from school must be approved by the local board of school trustees in order for them to be considered in attendance for Foundation School purposes. Approval for 4-H youth to participate in various activities, i.e. stock shows, judging contests, consumer decision making contests, National 4-H Congress, etc., must be granted prior to the date of the event. The county Extension staff should develop a comprehensive list of all activities that would require 4-H youth to be absent from school and submit this request for board approval at the same time.
5. County Extension agents are to receive no compensation from the local school system as a result of their adjunct staff status.



Lee Standley,  
 County Extension Agent  
 4-H Youth and Development  
 Denton County Government Center  
 306 N. Loop 288, Suite 288  
 Denton, Texas 76209  
 August 31, 2012

**ADJUNCT FACULTY AGREEMENT**

THE STATE OF TEXAS  
 COUNTY OF DENTON

On this date, at a regularly scheduled and posted meeting, came the Board of Trustees of the \_\_\_\_\_ 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 as an adjunct member of the \_\_\_\_\_ Independent School District.  
 Upon consideration and vote in favor of

**Lee Standley**, County Extension Agent, 4-H Youth and Development  
**Janet Laminack**, County Extension Agent, Horticulture  
**Dr. Margaret A. Jover**, County Extension Agent, Food and Consumer Science

are hereby named as adjunct faculty member 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 \_\_\_\_\_ and end on the day \_\_\_\_\_ of \_\_\_\_\_, being the end of the 2012-2013 academic year.
2. Adjunct faculty member will receive no compensation, salary, or remuneration from \_\_\_\_\_ Independent School District.
3. Adjunct faculty member is and shall remain an employee, in good standing, of the Texas AgriLife Extension Service.
4. **Adjunct faculty member shall be under the direct supervision of Hurley Miller, District Extension Administrator of District IV.**
5. Adjunct faculty member shall receive all group insurance benefits, workman's compensation insurance benefits, unemployment insurance, and any and all other plans for the benefit of Texas AgriLife Extension Service employees. **District shall have no responsibility for any of such benefits or plans.**

Adjunct faculty member 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 AgriLife Extension Service pursuant to the supervisory authority of the District Extension Administrator or County Extension Director. Adjunct faculty member 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 Denton County Extension Agent(s) who have/has been herein designated as an adjunct faculty member.

**ADJUNCT FACULTY AGREEMENT**

The State of Texas  
County of Denton  
From Lee Standley, CEA  
4-H Youth & Development  
August 22, 2012  
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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 AgriLife Extension Service in recognition of the educational benefits arising from such participation and activities and/or directed by the Texas AgriLife Extension Service. This appointment is made in accordance with the provisions of Section 129.21 (k) (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 Denton County Extension Agent(s) Texas AgriLife Extension Service 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 \_\_\_\_\_ Independent School District or any of its employees, agents, officers, and/or board members in the performance of governmental functions.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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

BY: \_\_\_\_\_

Its: \_\_\_\_\_

Adjunct Faculty Appointment Accepted By:

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