

WASHINGTON COUNTY OFFICE

July 2, 2024

**MEMORANDUM TO:** Bellville ISD School Board  
**SUBJECT:** Adjunct Faculty Status of Washington County Extension Faculty

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

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.

Students participating in any activity which is not approved by the local school board and/or without certified district personnel supervision are counted absent. 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.”

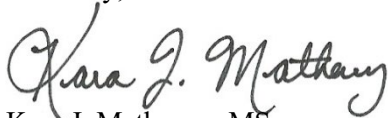
Washington County requests adjunct staff member status for the County Extension Agents for the 2024-2025 school year. The following faculty members are eligible for participation in the Teacher Retirement System of Texas and have a minimum of a bachelor’s degree.

<b>Pearl Jones</b>	Title: CEA-4-H	Degree: B.S.	Date: 2022	Institution: West Texas A&M University
<b>Kara J. Matheny</b>	Title: CEA-Ag/NR	Degree: M.S.	Date: 2009	Institution: Texas A&M University
<b>Stephanie Rudolph</b>	Title: CEA-FCH	Degree: B.S.	Date: 2019	Institution: Texas A&M University
<b>Mary Sanders</b>	Title: EA-CEP-FCH	Degree: M.Ed.	Date: 2016	Institution: Texas A&M – Kingsville

We hope that Bellville Independent School District will accept this request. Please let me know if you would like to schedule an appointment to discuss the request or if you need any additional information. Please sign the attached resolution, form, and include a copy of the meeting minutes when returning the agreement to the Washington County Extension Office via electronic mail to [kara.matheny@ag.tamu.edu](mailto:kara.matheny@ag.tamu.edu) or by mail at 1305 East Blue Bell Road, Brenham, Texas 77833.

Thank you for your continued support of the Washington County Extension Program and Washington County 4-H members from your district.

Sincerely,



Kara J. Matheny, MS  
 County Extension Agent  
 Agriculture/Natural Resources

Texas A&M AgriLife Extension Service  
 1305 East Blue Bell Road | Brenham, Texas 77833

Tel. 979.277.6212 ext.2 | Fax. 979.277.6223 | [washington.agrilife.org](http://washington.agrilife.org)

# RESOLUTION

## EXTRACURRICULAR STATUS OF 4-H ORGANIZATION

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

### BELLVILLE ISD

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

### Washington County

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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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

*Please include a copy of the meeting minutes when returning the resolution to the Washington County Texas  
A&M AgriLife Extension Service Office.*

**THE STATE OF TEXAS  
COUNTY OF WASHINGTON**

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

Upon consideration and vote of \_\_\_\_\_ in favor, the below Washington County Extension Agents are hereby named as adjunct faculty member(s) of the Bellville Independent School District subject to the following considerations and provisions of such appointment to wit:

1. This appointment shall commence on the **12<sup>th</sup> day of August 2024** and remain in effect until the **15<sup>th</sup> day of August 2025**.
2. This appointment will include the Texas A&M AgriLife Extension Service employees listed below:

NAME	TITLE	DEGREE	INSTITUTION	DATE
Pearl Jones	CEA-4-H	B.S.	West Texas A&M University	2022
Kara J. Matheny	CEA-Ag/NR	M.S.	Texas A&M University	2009
Stephanie Rudolph	CEA-FCH	B.S.	Texas A&M University	2019
Mary Sanders	EA-CEP-FCH	M.Ed.	Texas A&M – Kingsville	2016

3. Adjunct faculty members will receive no compensation, salary, or remuneration from Bellville Independent School District.
4. Adjunct faculty members are and shall remain an employee, in good standing, of the Texas A&M AgriLife Extension Service.
5. Adjunct faculty members are and shall remain under the direct supervision of the District Extension Administrator of District 11.
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. Adjunct faculty members 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 Washington County Extension Agents who have been herein designated as an adjunct faculty member.

This appointment is made by the Bellville 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 Washington County Extension Agents, 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 Bellville 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\_\_\_\_\_.

Bellville Independent School District

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

*Please include a copy of the meeting minutes when returning the resolution to the Washington County Texas A&M AgriLife Extension Service Office.*