



MEMORANDUM TO: Denton Independent School District Superintendents and School Boards

SUBJECT: Denton County Adjunct Staff member Status

DATE: August 20, 2013

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 2013-2014. The following faculty members are eligible for participation in the Teacher Retirement System of Texas and have a minimum of a bachelor's degree.

Name: **Aaron R. Gray** Title: County Extension Agent Degree: Masters of Science Date: 2013 Institution: University of Idaho

Name: **Brandon W. Boughen** Title: County Extension Agent Degree: M.Agr. Date: 2010 Institution: Oklahoma State University

Name: **Dr. Margaret A. Jover** Title: County Extension Agent Degree: Ph.D. Date: 1992 Institution: Texas Women University

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

I hope the **Denton 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,

A handwritten signature in blue ink, appearing to read 'Aaron R. Gray'.

Aaron R. Gray,
County Extension Agent
4-H Coordinator

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 A&M AgriLife Extension Service pursuant to the supervisory authority of the District Extension Administrator or Denton 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.

This appointment is made by the Denton 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 A&M 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 Denton Independent School District or any of its employees, agents, officers, and/or board members in the performance of governmental functions.

Signed this _____ day of _____, 2013.

_____ Independent School District

BY: _____

Adjunct Faculty Appointment Accepted By:

Aaron R. Gray, County Extension Agent

Brandon W. Boughen, County Extension Agent

Margaret A. Jover, County Extension Agent

Janet Laminack, County Extension Agent

Approved:

Hurley Miller, District Extension Administrator, District IV
Texas A&M AgriLife Extension Service

**TEXAS EDUCATION CODE (NO PASS, NO PLAY)
COMPLIANCE PROCEDURES FOR 4-H IN TEXAS 4-H**
(These procedures cover all 4-H members in public, private, and home schools.)

COUNTY:

Each Year:

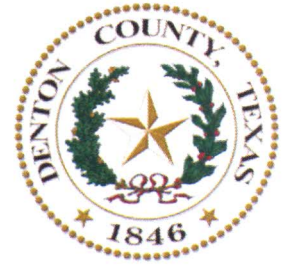
1. As a total county Extension faculty, meet and discuss the Texas Education Code requirements and specify procedures the county is going to use during the upcoming year (see Attachments C & D for recommended procedures). Also, plan for interpretation of the educational value of 4-H participation to teachers, school administration, and school boards.
2. A meeting should be scheduled with each school superintendent and/or principal that has 4-H members that will be involved in 4-H extracurricular activities during the year to discuss the procedures Extension plans to use. At this meeting, the following should occur:
 - ◆ Seek extracurricular status for 4-H (see sample letter – Attachment A1; and sample resolution – Attachment A2). [The approval of organizations (approval of extracurricular organizations) outside of school sponsored or UIL sponsored groups continues to be the responsibility of the local board of trustees. A resolution regarding Extracurricular Status of 4-H and an example letter for agents to use in contacting school superintendents requesting that 4-H be recognized as an extracurricular organization. See attached.]
 - ◆ Request Adjunct Faculty Appointment for CEA(s) (see sample Adjunct Faculty Appointment Request Agreement – Attachments A3, A4, and A5.)
3. Extension faculty, volunteers, 4-H members, and their parents should be informed in writing of the procedures that will be followed during the upcoming school year to ensure 4-H members abide by the provisions of the Texas Education Code, thus ensuring 4-H retain its extracurricular status.
4. Thirty days prior to a 4-H competitive activity or a 4-H activity that requires a member to be absent from school, put the procedures into action.
5. To address any problems or violations during the school year:
 - ◆ Report them immediately to your District Extension Administrator.
 - ◆ Report them to the local school administrator for then to enforce their procedures covering violations of the Texas Education Code of members of approved non-UIL organizations. Many districts have incorporated these procedures into their discipline management systems.

DISTRICT:

- ◆ District Extension Administrators will immediately report any problems or violations to the Texas AgriLife Extension Service administrator responsible for the Texas Education Code, Associate Director – County Programs.

STATE:

- ◆ The Associate Director – County Programs and the 4-H and Youth Development Program Director will facilitate resolution of the problem and communicate action to the Texas Education Agency Complaint Department.



Aaron R. Gray,
County Extension Agent
4-H and Youth Development Program
Joseph A. Carroll Administration Building
401 W. Hickory Street, Suite 125
Denton, Texas 76201-9026
Date: August 20, 2013

ADJUNCT FACULTY AGREEMENT

1. We encourage a plan for cross-county CEA joint appointments to consolidate travel and supervisory responsibilities at major livestock shows.
2. Remember, when you have youth chosen for National 4-H Congress, National 4-H Conference, or Texas 4-H Leadership Conference, include one of the chaperones on your adjunct list.

THE STATE OF TEXAS COUNTY OF DENTON

On this date, at a regularly scheduled and posted meeting, came the Board of Trustees of the Denton 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 Denton Independent School District. Upon consideration and vote in favor of

Aaron R. Gray, County Extension Agent, 4-H and Youth Development
Brandon Boughen, County Extension Agent, Agriculture and Natural Resources
Dr. Margaret A. Jover, County Extension Agent, Family and Consumer Science
Janet Laminack, County Extension Agent, Horticulture

is hereby named as adjunct faculty member of the Denton 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 2013-2014 academic year.
2. Adjunct faculty member will receive no compensation, salary, or remuneration from Denton Independent School District.
3. Adjunct faculty member is and shall remain an employee, in good standing, of the Texas A&M AgriLife Extension Service.
4. **Adjunct faculty member shall be under the direct supervision of Hurley Miller, District Extension Administrator, 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 A&M AgriLife Extension Service employees. **District shall have no responsibility for any of such benefits or plans.**