

TEXAS A&M AGRI LIFE EXTENSION

Galveston County Office

4102-B Main Street
La Marque, TX 77568
Tel. 281-309-5053

June 9, 2026

MEMORANDUM TO: Board of Trustees
Hitchcock Independent School District

SUBJECT: Adjunct Faculty Status of Galveston County Extension Agents

PURPOSE: To secure adjunct faculty status of County Extension Agents and designation of 4-H as a recognized extracurricular activity.

ACTION NEEDED: A) Passing Adjunct Faculty Agreement;
B) Adoption of Resolution;
C) Return copies of these two signed documents to Galveston County Extension Office;
D) Copy of board meeting minutes.

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

- (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) 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 94-12)]. 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 Service 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."

Galveston County requests adjunct staff member status for the county Extension agents for the school year 2026-2027. The following faculties are eligible for participation in the Teacher Retirement System of Texas and have a minimum of a bachelor's degree.

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.

Brandi Keller	Title: CEA-Marine	Degree: B.S.	Date: 05/18	Institution: Kent State University
Leah Stiles	Title: CEA-4-H	Degree: B.S.	Date: 05/22	Institution: Sam Houston State University
Ginger Benson	Title: CEA-FCS	Degree: B.S.	Date: 12/13	Institution: University of Houston
Boone Holladay	Title: CEA-Horticulture	Degree: M.S.	Date: 05/06	Institution: Texas A&M University
Brock Sanford	Title: CEA-Agriculture	Degree: B.S.	Date: 08/24	Institution: Texas A&M University

I hope that Hitchcock Independent School District will present this information at the next Board meeting and 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,



Leah Stiles
County Extension Agent
4-H and Youth Development
Galveston County

Attachments: ADJUNCT FACULTY AGREEMENT
RESOLUTION
(Regarding EXTRACURRICULAR STATUS OF 4-H ORGANIZATION)