

**REQUEST FOR BOARD APPROVAL OF  
PERSONAL SERVICES CONTRACT**

*Pursuant to House Bill 3372 (Effective June 22, 2025)*

INSTRUCTIONS: This form must be submitted at least five (10) school days prior to a regularly scheduled Board meeting, but earlier submission is strongly encouraged. A copy of the written personal services contract must be attached to receive consideration. Incomplete forms or late submissions may result in delays or denial of review.

**Administrator Information**

Full Name: Robin Rickard  
Job Title/Position: Science Instructional Facilitator  
Campus/Department: Teaching and Learning  
Email Address: robinrickard@misdmail.org  
Phone Number: 817-975-7310

**Contracting Entity Information**

Name of Contracting Entity: Pearson

Does the entity conduct or solicit business with Mansfield ISD?

☐ Yes → STOP. This arrangement may not qualify for an exception under HB 3372. You are advised to seek legal counsel.

☒ No

Type of Entity (Check one):

☐ Business (conducts or solicits business with the District)

☒ Education Business (provides services regarding curriculum/administration)

☐ Public Education Institution (e.g., charter school, regional education service center, other ISD)

**Contract Information**

Title of Services to Be Performed: Item Writer for Project 833-086 TX STAAR Item Dev 26/27

Brief Description of Services: I will write and submit potential 9th grade Biology STAAR questions to Pearson. There is no guarantee that the questions I submit will be accepted for use.

---

---

---

Total Compensation to Be Received: \$ \$540-\$3548

Term/Duration of Contract: 9/15/26-12/31/26

Will any services be performed during your regular work hours?

☐ Yes → STOP. Services must be performed entirely on personal time.

☒ No

Attach a copy of the written contract describing the services to be performed.

☒ Attached

**Acknowledgments**

*(Please initial each statement)*

RR I acknowledge that the services described will be performed entirely on my personal time, outside of my work hours with the District.

RR I acknowledge that the contract does not create a conflict of interest with my duties to the District.

RR I acknowledge that the arrangement will not harm the District or interfere with District operations.

RR I acknowledge that the contract is subject to disclosure under the Texas Public Information Act.

RR I acknowledge that violation of HB 3372 may result in personal civil penalties up to \$10,000 per violation.

**Signature**

Signature: 

Date: 9/24/2026

[Remainder of page intentionally left blank]

**District Use Only**

Date Received: \_\_\_\_\_

Reviewed by (Name & Title): \_\_\_\_\_

- ☐ Contract Attached.
- ☐ Administrator is not a Superintendent, Associate Superintendent, or Board of Managers member.
- ☐ Administrator's responsibilities do not primarily involve classroom instruction.
- ☐ Administrator is not a Trustee.

Recommendation:

- ☐ Forward to Board for Consideration
- ☐ Returned – Not Eligible
- ☐ Returned – Incomplete

**Board of Trustees Action**

*(To be completed following Board review)*

- ☐ Approved
- ☐ Denied

Board Meeting Date: \_\_\_\_\_

Comments or Conditions (if any): \_\_\_\_\_

---

---

---

Board President Signature: \_\_\_\_\_

Date: \_\_\_\_\_