

HB 3372 – Administrator Personal Services Contract Submission Form

This form must accompany any written contract for personal services performed for another school district or entity. Submit the completed form and the contract to your supervising Chief at least ten (10) business days before the desired Board meeting date.

Administrator Name: _____ Sam Nix _____

Title / Position: _____ Chief Academic Officer _____

Duncanville ISD Department / Campus: _____ Curriculum & Instruction _____

External District / Entity: _____ Region 10 Service Center _____

Service Description: _____ Professional Development for Administrators _____

Dates of Service (Start – End): _____ Start and End on October 23, 2025 _____

Estimated Hours (performed on personal time): _____ One Day _____

Compensation / Benefit: _____ \$4,000 _____

Attachments: Copy of written contract and any supporting documents.

Affirmations (initial each statement):

- ☐ SN The contract will not harm Duncanville ISD.
- ☐ SN The arrangement presents no conflict of interest.
- ☐ SN All services will be performed entirely on my personal time.

Administrator Signature: _____  _____ **Date:** 8/15/25

Chief Review / Recommendation: _____ **Date:** _____