

# Personal Services Exception Request for Administrator

(Texas Education Code § 11.006 — HB 3372 Compliance)

## **Administrator Information:**

Shirley Johnston, Coordinator of Fine Arts

TEA ID: TEA-24012

[shirley.johnston@tisd.org](mailto:shirley.johnston@tisd.org)

254-215-7069

## **Description of Proposed Personal Services:**

Serve as a Review Coach for the upcoming Instructional Materials Review & Approval (IMRA) 2026 Cycle for the State Board of Education (SBOE).

**Entity/Organization Providing Compensation for Services:** [Safal Partners](#)

**Nature of Financial Benefit:** Consulting

**Written Contract Attachment:** Written contract describing services to be performed (Required before presentation to Board).

**No Harm to District** — Explain how the outside services will not harm the district's interests: Serving as a Review Coach for the Texas State Board of Education's Instructional Materials Review & Approval (IMRA) process will not harm the district's interests. The responsibilities associated with this role are professional in nature and align directly with the Coordinator of Fine Arts' expertise in curriculum and instructional standards. Participation in the IMRA process enhances professional knowledge of state standards, instructional materials, and compliance expectations, which directly benefits the district's instructional programs. All duties associated with this role will be performed outside of district work hours and will not interfere with assigned district responsibilities. The experience gained will strengthen the district's capacity to evaluate and implement high-quality instructional materials in alignment with state expectations.

**No Conflict of Interest** — Explain why this engagement does not present a conflict of interest: This engagement does not present a conflict of interest because the Coordinator of Fine Arts will serve in an independent, advisory capacity for the Texas State Board of Education and will not represent or advocate on behalf of any publisher, vendor, or commercial entity. The role does not involve influencing district purchasing decisions for personal gain, nor does it create a financial relationship with any instructional materials vendor that conducts business with the district. The Coordinator will continue to follow all district policies related to ethics, procurement, and conflict of interest, and will recuse themselves from any district decision-

making process if a potential perceived conflict arises. The compensation is provided by the state for professional services and is not tied to any vendor contract or district transaction.

**Services Performed on Personal Time — Explain how and when the services will be performed entirely on personal time:**

All duties associated with serving as a Review Coach for the Instructional Materials Review & Approval (IMRA) process will be performed outside of regular district work hours. Any preparation, review of materials, virtual meetings, or related responsibilities will occur during evenings, weekends, or other non-duty hours. For the two committee meeting days that occur during the school day, the employee will use approved discretionary leave in accordance with district policy. No district time, resources, or contracted work hours will be used to fulfill the responsibilities of this role. This ensures that all services are performed entirely on personal time and do not interfere with assigned district duties.

Administrator Signature:  Date: 2/17/2026

**Board Action:**  Approved  Denied

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