

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: Oklahoma City Public Schools / Putnam Heights High School

Service Description: Professional Development

Dates of Service (Start – End): February 11 & 12, 2026

Estimated Hours (performed on personal time): 12 hrs (personal time)

Compensation / Benefit: \$5,000

Attachments: Copy of written contract and any supporting documents.

Affirmations (initial each statement):

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

Administrator Signature: _____ **Date:** _____

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