

**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: Dr. Marcus Brannon
Job Title/Position: Executive Director - Middle Schools
Campus/Department: Curriculum and Instruction
Email Address: marcus.brannon@misdmail.org
Phone Number: 214-274-3173

Contracting Entity Information

Name of Contracting Entity: Bank Street College Graduate School of Education
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: Adjunct Part-time (part-time)
Brief Description of Services: Instructor for Education
Resource Management and academic coach.

Total Compensation to Be Received: \$ 4,593.00

Term/Duration of Contract: Spring 2026

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)

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

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

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

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

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

Signature

Signature: 

Date: 1/21/26

[Remainder of page intentionally left blank]

District Use Only

Date Received: February 17, 2026

Reviewed by (Name & Title): Fernando Benavides - Assoc. Supt. of Curr., Instr., & Acct.

☒ 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: February 17, 2026

Comments or Conditions (if any): _____

Board President Signature: _____

Date: February 17, 2026



1/13/2026

Dear Marcus Brannon,

This is a letter of appointment to confirm your employment by the Graduate School Division as an Adjunct Faculty (Co-)/Instructor of the following course, or as an Advisor within the following Program, and/or to administer the Program as Director:

Course/Name: LEAD539WR, Education Resource Management

Period: SPRING 2026

Salary Amount: \$4593

It is understood that payment for such employment is subject to all payroll deductions required by law. Adjunct Faculty, who are appointed each semester and receive appointment letters are not eligible for staff benefits. The College reserves the right to substitute regular faculty for this appointment. Should this be necessary, you will be notified as soon as possible. The College also reserves the right to cancel the above course(s) or advisement group, as well as this agreement and any obligation to you provided for herein, in the event space conditions render proper scheduling impossible or there is an insufficient number of paid, registered students. Should this occur for either one or both of the aforementioned reasons, the College will notify you of such cancellation as soon as possible but before the second session.

It is important to note that as a condition of employment at the College, you must accept and adhere to the following policies:

- Complete the mandatory annual NYS Sexual Harassment Training within the designated yearly time frame.

If you have any questions concerning the above, please call any Graduate School Team staff member listed on the enclosed "What Do I Do?" Information Sheet. If the conditions listed above are acceptable to you and if you are a first-time hire or are returning from a prior semester, **please sign and return this letter to GSBudgetOffice@bankstreet.edu**. If you are a first-time hire, please follow the steps for the onboarding process provided by Bank Street Human Resources, humanresources@bankstreet.edu.

AGREED TO BY:

Malika Henriques
Director of Operations,
Finance, and Analytics

Adjunct Faculty Signature

1/18/26

DATE

PAYMENT AUTHORIZATION & PAYEE DATA CHANGES

If any of the information below is out of date, please cross out old data and write in changes on the lines below. If name change, provide new social security card copy. If you have not been paid within 2 IRS calendar years, you MUST also submit a new W-4 Form. (Available on Oracle HCM)

PAYEE to update and/or fill in requested info on this side:

GSE Budget Team & Business Office:

Name Change?:

Payroll Amount:

Budget to Charge:

Changes?:

Other Acct:

Current mailing address:

Changes?:

Current City, State & Zip:

PAYMENT APPROVAL SIGNATURES:

Active Email for immediate contact:

GSE Budget Manager or Proxy

Home or Mobile Telephone Number:

Supervising Dean of Staff if other than GSE Division