



FISD Conflict of Interest Disclosure Form (Outside Employment and/or Private Tutoring)

Per Board Policy DBD(LOCAL):

- An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.
- An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay.
- Teachers shall not privately tutor their own students for pay, except during the summer months when the teacher is not otherwise responsible for professional duties related to the student. Payment for any such services must be initiated and completed outside of the school year and outside of any district professional responsibilities to the student which may occur during the summer (e.g. summer school, summer programming).
- A District employee shall not use District facilities or resources when tutoring students for pay.
- The Board reserves the right, at all times, to evaluate any problem arising under this policy and make such disposition of these questions and problems as may be deemed proper and necessary.

Employee Information

Full Name: Eugene Yarrobbino

Campus/Department: Human Resources

Position/Title: Managing Director

Supervisor: Dr. Pamela Hinton

Disclosure of Private Tutoring

☒ I do not provide private tutoring to District students.

☐ I provide private tutoring to District students and attest that any students I tutor are not assigned to my classes during the school year nor am I responsible for providing professional services relating to the student during the summer.

Disclosure of Outside Employment

Per District policy, employees must disclose any outside employment that may present a potential conflict of interest with the duties of their position or the best interest of the District.

☒ I am engaged in outside employment and have uploaded/attached any applicable outside employment agreement(s)/contract(s) that include the following information:

- Outside Employer Name
- Employer EIN Number
- Position/Title

- Nature of Work
- Work Hours/Schedule
- Start Date

Please provide the employee a copy of the completed form and retain the original at the campus or department. For questions or concerns, contact Human Resources. (September 2025)

Conflict of Interest Disclosure Form – Outside Employment Time Commitment Plan

Role: Field Supervisor for 240 Tutoring Interns

Date submitted: June 25, 2026

Purpose: To ensure that outside employment responsibilities do not interfere with primary job duties, all Field Supervisor activities will be scheduled outside of regular work hours or during approved leave days.

Supervision Requirements Per Intern

- 5–6 formal observations per intern
- First observation completed within the first 6 weeks
- Minimum of 3 observations during the first half of the placement
- Minimum of 2 observations during the second half of the placement
- Each observation:
 - Minimum 45-minute observation
 - Pre-observation conference (approximately 20–25 minutes): schedule outside district work hours
 - Post-observation conference (approximately 20–25 minutes): : schedule outside district work hours
- Observation documentation completed outside of district work hours

Leave Utilization Plan

To avoid conflicts with district responsibilities, supervision activities and observation during school hours will be completed using:

- Field supervision activities will be scheduled on non-FISD workdays, including off days and approved wellness and discretionary leave days, to avoid interference with district responsibilities.

Efficiency Measures

To minimize the number of leave days required, observations will be strategically stacked by scheduling multiple intern observations on the same day whenever possible.

- Schedule multiple observations on the same day whenever possible.
- Complete observation documentation during non-duty hours.

Employee: Gene Yarrobino

Employee ID: 90906



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- Are you currently serving in an administrative capacity, as described in HB 3372, and you are completing this document to submit for FISD Board approval of outside employment?

☒ Yes ☐ No ET (Employee Initials)

- If yes, to your knowledge, is the outside employer an educational vendor who works with Frisco ISD?

☐ Yes ☒ No ☐ I Don't Know ET (Employee Initials)

- I acknowledge that contractual information, submitted for FISD Board approval, is subject to disclosure under public records and freedom of information laws. ET (Employee Initials)

Employee Disclosure Statement

Be sure to describe how this employment does or does not present a potential conflict of interest with your duties in the District:

Please see attachment.

Time Commitment and Leave Acknowledgment

- ☐ Not applicable - no leave or discretionary absences involved.
☒ Leave/discretionary absences have been requested and approved.

My signature below indicates that I confirm:

- No district property and/or other district resources will be utilized in connection with any duties or responsibilities associated with my outside employment or private tutoring.
- No time off during my assigned minimum operational hours, or workday calendar, is required or will be used in relation to the outside employment or private tutoring described in this form.

OR

- If any discretionary absences are anticipated, or have been taken in connection with this outside employment or tutoring, I have communicated these in advance and obtained approval from my supervisor.

Employee Signature: Eve Up

Date: 6/25/2020

Supervisor Signature: Pamela K. Linton

Date: 7-14-2020

Please provide the employee a copy of the completed form and retain the original at the campus or department. For questions or concerns, contact Human Resources. (September 2025)