

**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: Lauren Benner

Job Title/Position: Elementary ELAR Coordinator

Campus/Department: Curriculum and Instruction

Email Address: laurenbenner@misdmail.org

Phone Number: 817-299-4399

Contracting Entity Information

Name of Contracting Entity: ESC Region 16

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: Development of an Asynchronous Canvas Learning Management System (LMS) Course for the Principles of Education and Training CTE Program for R16

Brief Description of Services: _____

Provide instructional design and course development services to create a fully functional, asynchronous Canvas Learning Management System (LMS) course for the Principles of Education and Training Career and Technical Education (CTE) program. The course will be developed using curriculum materials and Texas Essential Knowledge and Skills (TEKS) provided by the Texas Education Agency (TEA) and Region 16 Education Service Center (ESC) and will include multimedia instructional resources, interactive learning activities, and formative and summative assessments

Total Compensation to Be Received: \$ \$500 per complete lesson

Term/Duration of Contract: 1 year

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)

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

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

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

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

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

Signature

Signature: L Benn

Date: 7/14/26

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District Use Only

Date Received: _____

Reviewed by (Name & Title): _____

- ☐ 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: _____

Comments or Conditions (if any): _____

Board President Signature: _____

Date: _____