

**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: Michelle Morris

Job Title/Position: Athletic Coordinator/Coach

Campus/Department: Legacy HS/Athletics

Email Address: michellemorris@misdmail.org

Phone Number: 281-686-2292

Contracting Entity Information

Name of Contracting Entity: TASO (Texas Association of Sports Officials)

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: Volleyball official

Brief Description of Services: Officiating volleyball for TASO

Total Compensation to Be Received: \$ 1000.00

Term/Duration of Contract: 8/2025-11/1/2025

Will any services be performed during your regular work hours?

☐ Yes → STOP. Services must be performed entirely on personal time.

X ☒ No

Attach a copy of the written contract describing the services to be performed.

X ☒ Attached

Acknowledgments

(Please initial each statement)

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

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

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

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

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

Signature Michelle Mrs **Signature**
Date: 8/7/25

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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: _____