

**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: Elizabeth "Ashton" Oliver

Job Title/Position: Director of Early Childhood

Campus/Department: Curriculum and Instruction

Email Address: ashtonoliver@misdmail.org

Phone Number: 817.299.7654

**Contracting Entity Information**

Name of Contracting Entity: Texas City ISD

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: Early Childhood Professional Development

Brief Description of Services: Experience Based Learning Professional Development-Texas City ISD has modeled after Jandrucko and needs support on next steps of instructional model. Professional development, instructional walk throughs, collaboration with administrative team, PLC guidance are a few of the areas we have discussed.

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Total Compensation to Be Received: \$ \$3,750 (\$1,500 per day plus travel) \_\_\_\_\_

Term/Duration of Contract: January 6<sup>th</sup>, 7<sup>th</sup> (There may be additional days in the future) They just requested today due to gaining funding approval.

Will any services be performed during your regular work hours?

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

☒ No (Personal days will be taken)

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

X ☒ Attached Contract (this contract was what I received for the last time I supported them prior to new legislation) Let me know if I need additional information.

[Invoice](#)

### **Acknowledgments**

*(Please initial each statement)*

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

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

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

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

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

### **Signature**

Signature: Ashton Oliver

Date: 12-11-25

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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): \_\_\_\_\_

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Board President Signature: \_\_\_\_\_

Date: \_\_\_\_\_