

**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: Lacy Underwood
Job Title/Position: HB3 Instructional Facilitator
Campus/Department: DOI / C&I / ELAR
Email Address: lacyunderwood@misdmail.org
Phone Number: 817-680-4520

Contracting Entity Information

Name of Contracting Entity: Saint John Preschool & Kindergarten

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)

None - Private Educ. **Contract Information**

Title of Services to Be Performed: Teacher Training

Brief Description of Services: Phonemic Awareness & Oral Language Skills that can be easily implemented to help improve student literacy growth.

Total Compensation to Be Received: \$ 100

Term/Duration of Contract: 1 day

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)

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

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

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

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

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

Signature

Signature: Laugunderwood

Date: 4/16/26

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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: _____

Saint John

Connect with Jesus — Connect with Others — Change the World

1218 E. Debbie Lane, Mansfield
817-473-4889

connect@stjohnmansfield.org
stjohnmansfield.org

EARLY CHILDHOOD TRAINING AGREEMENT

This Agreement is entered into on this 13th day of April 2026, by and between **St. John Preschool & Kindergarten** and **Lacy Underwood**, Reading Specialist

1. Training Details

The Trainer agrees to provide Early Childhood Education training for staff of St. John Preschool & Kindergarten.

- **Date:** Sunday, August 9, 2026
- **Time:** TBD
- **Location:** St. John Preschool & Kindergarten
1218 E. Debbie Lane
Mansfield, TX 76063

2. Scope of Training

The training will focus on **Early Childhood Literacy and Early Reading Readiness**. Topics may include, but are not limited to:

- Foundations of early literacy development
- Age-appropriate strategies to support reading readiness
- Language development and phonological awareness
- Creating literacy-rich classroom environments
- Engaging families in early literacy practices

The Trainer will tailor content appropriately for early childhood staff.

3. Continuing Education Credit

This training course is intended to count toward required continuing education hours in accordance with the **Texas Health and Human Services Child Care Division** guidelines.

Sharon Johnson/Director
Preschool@stjohnmansfield.org