**General Disclosure**

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship 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.

**Specific Disclosures**

The Superintendent shall file an affidavit with the Board President disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Superintendent or any of his or her relatives in the first degree may have. A form is included in the [Exhibit to Board Policy BBFA](http://pol.tasb.org/Policy/Code/796?filter=BBFA). In addition to the form in the BBFA exhibit, the Superintendent should also complete a Conflict Disclosure Statement (CIS) as required by the Texas Ethics Commission.

School Board Members shall provide to the District in a timely manner information necessary for the District’s Annual Financial Management Report (part of the Schools FIRST Report). School Board Policy [BBFA Legal and Local](http://pol.tasb.org/Policy/Code/796?filter=BBFA).

Each employee, Board member, or agent of the District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and has a potential conflict of interest as defined at 2 C.F.R. 200.318 shall disclose to the District in writing any conflict that meets the disclosure threshold in Chapter 176 of the Local Government Code. Disclosures should be reported on the Conflict Disclosure Statement (CIS) provided by the Texas Ethics Commission.

**Local Government Officer Conflict Disclosure Statement (CIS):**

This is the notice to the appropriate local governmental entity that the following local

government officer has become aware of facts that require the officer to file this statement

in accordance with Chapter 176, Local Government Code. The CIS form along with additional information is available on the Texas Ethics Commission website.

Local Government Officer as mentioned above includes:

* Trustee,
* Superintendent, and
* Employee who exercises discretion in the planning, recommending, selecting, or contracting of a vendor.

The CIS form is required if the vendor has an employment or other business relationship with and one of the following apply:

* A local government officer or a family member in the first degree receives taxable income in excess of $2,500 during preceding 12 months.
* A local government officer or family member in the first degree receives a gift with an aggregate value of more than $100 in the preceding 12 months.
* A local government officer has a family relationship in the third degree of consanguinity (blood) or second degree of affinity (marriage) with the vendor. (See appendix.)

A “gift” may be, but is not limited to, a benefit offered by a person, including food, lodging, transportation, and entertainment. Exception is a political contribution as defined by Title 15, Election Code.

Disclosures should all be filed within 7 days after the local government officer becomes aware that the disclosure is required.

**Conflict of Interest Questionnaire (CIQ):**

A vendor to the District shall file any required conflict of interest questionnaire if the person has a business relationship with the District and:

1. Has an employment or other business relationship with an officer of the District, or a family member of the officer, described by Local Government Code 176.003(a)(2)(A); or

2. Has given an officer of the District, or a family member of the officer, one or more gifts with the aggregate value specified by Local Government Code 176.003(a)(2)(B), excluding any gift described by Local Government Code 176.003(a-1).

The Accounting Clerk (Records Administrator) for the district shall have a current list of local government officers available to the public and any person who may be required to file a conflict of interest questionnaire. Local Gov’t Code 176.007 [See BBFA]

A district that maintains an internet website shall provide access on the District’s internet website to the conflicts disclosure statements and questionnaires required to be filed with the records administrator. *Local Gov’t Code 176.009*

**Filing of Disclosures:**

All required CIS and CIQ forms will be available on the district website unless an employee has elected to protect information according to the Personnel Records section of the Employee Handbook.

Records will be maintained in accordance with the records retention schedule by the Accounting Clerk.

***Appendix:***

*Family Relationships*

*Consanguinity (blood)*

*1st Degree: Parent, Child*

*2nd Degree: Grandparent, Grandchild, Sibling*

*3rd Degree: Great-Grandparent, Great-Grandchild, Aunt/Uncle, Niece/Nephew*

*Affinity (marriage)*

Local government officer’s spouse is the vendor

Local government officer’s spouse is the vendor’s:

* 1st Degree: Parent, Child
* 2nd Degree: Grandparent, Grandchild, Sibling