Terrell Independent School District
Executive Summary Report

Date	District Guiding Pillar	
November 16, 2026	**Goal 1:** Student Achievement: Accelerate student learning to dramatically increase the number of students who perform on or above grade level. **Goal 2:** School Culture: Create safe and secure learning environments that focus on the social, emotional, and cultural needs of every student. **Goal 3:** Human Capital and Resources: Develop the capacity of every teacher and staff member to deliver rigorous, enriching learning experiences to every student and ensure safety of all. **Goal 4:** Organizational Efficiency: Develop a resource allocation plan and long-term facilities plan that supports and maintains the financial stability of the district, is aligned with identified priorities, addresses future growth and facility improvement needs, and represents being good stewards of taxpayer funds. **Goal 5:** Community Engagement and Outreach: Elevate district pride by strengthening partnerships with families, community, and the business community.	

Agenda Item: Consider Approval of the Employee Reporting Conflict of Interest and Disclosures

Summary:

To protect school district transactions from the potential undue influence of the business or other financial interests of district officials, several state laws require public disclosure of public officials' financial interests.

Purpose and importance of disclosures: The purpose of these disclosures is to provide transparency as to potential conflicts of interest, not embarrass the official. Having an interest that requires a disclosure does not imply that a person has done anything inappropriate or that the district is prohibited from proceeding with a legal transaction.

In many instances, however, an individual school official who has a financial relationship with a potential vendor must timely make the disclosures required by law and abstain from participation in the decision-making process. Further, a failure to comply with disclosure requirements exposes a school official to potential criminal penalties.

Multiple Laws on Required Disclosures: Three key laws, discussed in more detail below, apply to the conflict of interest disclosure requirements for board members and employees:

• Chapter 171 of the Texas Local Government Code: Substantial interest in a business or real property;

• Chapter 553, subchapter A of the Texas Government Code: Interest in real property to be acquired by the district; and

• Chapter 176 of the Texas Local Government Code: Income, gift, and family relationship disclosures by local government officers and similar disclosures by vendors related to vendor contracts.

Disclosure Form CIS: This disclosure form for local government officers is called Form CIS (Conflict of Interest Statement). The form is maintained by the Texas Ethics Commission Website. To comply with the law, an officer must file Form CIS with the district's records administrator by 5 p.m. on the seventh business day after the official becomes aware that there is an interest to disclose. Tex. Loc. Gov't Code § 176.013(a).

Vendor disclosures on form CIQ: A vendor must file a Form CIQ (Conflicts of Interest Questionnaire) if the vendor has an employment or other business relationship with a local government officer and one or more of the following exists:

• the vendor has an employment or other business relationship with an LGO or LGO's family member that generated more than $2,500 in taxable income (exclusive of investment income) in the preceding year;

• the vendor has given an LGO or LGO's family member one or more gifts (with certain exceptions) valued at over $100 in the preceding year; or

• an employee or agent of the vendor has a family relationship with the LGO. Vendors must also disclose that a school district officer serves as an officer or director of the vendor, or holds a vendor ownership interest of one percent or more.

Tex. Loc. Gov't Code § 176.006. Like Form CIS, Form CIQ can be found on the Texas Ethics Commission's Website and must be filed with the district's records administrator.

Attachments:

List of Employees Under Separate Cover

Form CIS link: https://www.ethics.state.tx.us/data/forms/conflict/CIS.pdf

Form CIQ link: https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf

Administrative Recommendation:

N/A

Budget/Funding

N/A