

**River Road Independent School District  
Administrative Regulation  
Regarding Agreements & Transactions with Persons of “Special Interest”**

River Road Independent School District (“District”) administrators and employees shall not, on behalf of the District, enter into, or recommend for approval, an agreement or transaction for goods or services valued at under \$50,000, with any person (*i.e.* individual or business entity) with which that administrator or employee has a special interest (“Special Interest”).

“Administrator” or “employee” means an employee of the District, including the Superintendent, a principal, assistant principal, other central or campus administrators, directors, teachers, managers, supervisors, representatives, or any other employee of the District who has the authority to approve contracts, memorandums of understandings (MOUs) or transactions on behalf of the District.

Administrators and employees are considered to have an Special Interest with a person if such person is an individual related to the administrator or employee in the first, second or third degree by either consanguinity (blood) or by affinity (marriage), or if such person owns a business entity or receives more than 10% of his/her income from a business entity that is operated by an individual related to the administrator or employee in the first, second or third degree by either consanguinity or affinity.

These illustrations depict the relationships within the degrees of consanguinity and affinity that violate this administrative regulation.

**CONSANGUINITY & AFFINITY CHART**

First Degree	Parent	Child		
Second Degree	Grandparent	Grandchild	Sister/Brother	
Third Degree	Great-Grandparent	Great-Grandchild	Aunt/Uncle	Niece/Nephew

If no other suitable person, other than the one with a Special Interest is readily available to provide the goods or services needed by the administrator or employee who is seeking such goods or services, such administrator or employee shall submit a written request to the Superintendent for the purchase of the goods or services. If the Superintendent seeks to purchase goods or services from a person with whom he/she has a special interest, the Superintendent shall submit such written request to the Board of Trustees for its consideration.

Further, any transaction or agreement for goods or services to be authorized or executed by an administrator or employee with any person that the public may perceive as having a Special Interest or conflict of interest with such administrator or employee, should be directed to the Superintendent or Board of Trustees, as applicable, for consideration before any agreement or transaction is completed. Perceived Special Interest and/or perceived conflict of interest includes extended familial relationships beyond the degree described above and close social relationships. If a perceived Special Interest or perceived conflict of interest exists, the administrator or employee should provide the Superintendent or Board with at least two (2) other proposals from other persons for the contemplated goods or services (or an explanation why such other proposals are not possible) so that the Superintendent or Board can determine which person provides the best value to the District.