



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: November 17, 2025

Agenda Section: Consent

Agenda Item Title: Employment Requirements and Restrictions - Conflict of Interest Report

From/Presenters: Rita Uresti, Executive Director of Human Resources

Description: The Employment Requirements and Restrictions – Conflict of Interest Report is presented in accordance with Board Policy DBD(LOCAL). This policy requires employees to disclose in writing any outside employment that may create a potential conflict of interest with their assigned duties or the best interests of the District. Administrators, as defined by law, are prohibited from receiving any financial benefit for performing personal services except as permitted and approved in accordance with applicable law. Requests from administrators (excluding the Superintendent and assistant superintendents) to perform allowable personal services must be submitted to the Superintendent for review and possible Board approval pursuant to administrative regulations.

Historical Data: During the 89th Texas Legislative Session, House Bill 3372 was enacted to strengthen conflict-of-interest provisions for school district administrators. The bill, effective immediately upon passage or on September 1, 2025, prohibits administrators from receiving compensation for personal services from entities conducting business with the district or from educational organizations that could present a conflict. HB 3372 also establishes civil penalties for violations while providing limited exceptions for administrators who obtain prior Board approval for such activities, provided the services are conducted on personal time and do not interfere with district duties or interests.

Recommendation: Approve the Employment Requirements and Restrictions - Conflict of Interest Report

Purchasing Director and Approval Date: Not applicable

Funding Budget Code and Amount: Not Applicable

Goal: 2. SSAISD will recruit, develop, support, and retain effective teachers, principals, and other instructional staff.



Board Policy: DBD (Local)

Employment Requirements and Restrictions-Conflict of Interest

NON SCHOOL EMPLOYMENT DISCLOSURE

Board policy DBD(LOCAL) requires an employee to disclose in writing certain types of non-school employment.

Please complete this form and submit to your immediate supervisor if you are currently employed or expect to be employed by a person or organization other than the District, and:

- You are providing private tutoring to one or more District students for pay; or
- You are engaged in employment that may create a potential conflict of interest with the proper discharge of your assigned duties and responsibilities or with the best interest of the District.
- As an administrator you are receiving financial benefit for performance of personal services from businesses that contract with their district or from certain other education-related entities.

Employee's name: Rocio Gutierrez-Ochoa
Department and position with the District: Bilingual / ESL Department
Date tutoring, outside employment, and/or personal services began or will begin: 8/2023

Type of tutoring, outside employment and/or personal services (please describe):
I am an Adjunct Professor at Texas A&M University, San Antonio. I work in the evening from 7:00 PM - 10:00 PM.

Employee's signature: [Signature]
Date: 11/6/2025

Approved/Disapproved by: [Signature]
Position in the District: Deputy Superintendent
Date: 11/11/25