



Administrator Conflict of Interest Request Form (HB3372)
Effective Immediately

"Administrator" means a person who has significant administrative duties relating to the operation of a school district, including the operation of a campus, program, or other subdivision of the district.

An administrator may not receive any financial benefit for the performance of personal service for:

1. Any business initiate that conducts or solicits business with the employee's District;
2. Except as provided by Subsection (c), an education business that provides services regarding the curriculum or administration of any district; or
3. Except as provided by Subsection(c), another district/charter, or ESC.

(c) An administrator, other than a member of a board of managers, superintendent, or assistant superintendent may receive a financial benefit under Subsection (b)(2) or (3) if;

1. A written contract describing the services to be performed by the administrator is provided to the board of trustees; and
2. The school board votes to approve the contract after determining that:
 - a. The contract will not harm the district;
 - b. The arrangement does not present a conflict of interest; and
 - c. The services performed will be performed entirely on the administrator's personal time.
 - d. A contract is subject to the disclosure under the TPIA (Texas Public Information Act).
 - e. An administrator who violates this section is liable to the state for a civil penalty in the amount of \$10,000 for each violation.

Administrator's First and Last Name:	Lei Ann Stovall
The administrator's current role in the school district:	District Literacy Coordinator
Name of the organization in which the administrator is requesting to provide service for:	Reading Horizons (HEC Software)
Description of product or services being requested of the administrator (i.e. contractor, professional, learning presenter, assessment rater, Board of Directors, etc.):	Contract Facilitator (PD Presenter)

Description of any anticipated financial benefit:	I am paid only when I accept a professional learning training opportunity.
Is there a contract or letter of agreement associated with products/services? Please be sure to attach for review.	N/A
If no contract or letter of agreement is in place, please attach any necessary supporting documentation to this request for review.	
What is the duration of services (start-end date)?	Full day training sessions are typically 6 hours.

Board Decision Results

- ☐ **Approved**
☐ **Denied**

Additional Rationale (Optional):	Board Decision Date:
---	-----------------------------

Signature of Board President:_____