



Board Action Required ☒

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To: Coppell ISD Board of Trustees
From: Angela Brown, Chief Communications Officer
Date: October 14, 2025

cc: Leanne Shivers, Carol Snowden

Re: Approval of the Public Information Act Calendar for the 2026 calendar year including designating 10 nonbusiness days each calendar year in compliance with HB 3033

With the passage of House Bill 3033 in the 88th Legislative Session, school districts and other governmental agencies must determine a calendar for Public Information and designate up to 10 nonbusiness days per calendar year excluding weekends, state, and federal holidays.

Governor Greg Abbott signed HB 3033 on June 13, 2023, defining “business days” in the Public Information Act for open government to ensure uniformity in the timelines for governments across Texas. Under Section 552.0031 (f), key measures are as follows:

1. The designation of a nonbusiness day for an independent school district must be made by the board of trustees.
2. A governmental body may designate not more than 10 nonbusiness days each calendar year.

Coppell ISD processed 144 public information requests, 11 subpoenas and 58 FERPA requests in 2025 to date. The average number of days to complete a request in Coppell ISD for 2025 is 3.32 down from 4.27 days in 2024.

CISD has developed a calendar and designated 10 nonbusiness days that help align the Public Information calendar with the academic calendar. While the calendars are not the same, the designated nonbusiness days will allow for the requests to be published in a timely manner and still minimize the amount of time that staff will have to work during a holiday on the academic calendar.

The 2026 federal, state holidays and designated non-business days are:

- January 1 (Thursday): New Year's Day — Federal & state holiday
- January 2 (Friday): CISD designated nonbusiness day
- January 19 (Monday): Martin Luther King, Jr. Day — Federal and state holiday
- February 16 (Monday): Presidents' Day (Washington's Birthday) — Federal & state holiday
- March 2 (Monday): Texas Independence Day — State holiday
- March 18-20 (Wednesday - Friday): CISD designated nonbusiness day
- March 31 (Tuesday): César Chávez Day — State holiday
- April 3 (Friday): Good Friday — State holiday
- April 21 (Tuesday): San Jacinto Day — State holiday
- May 25 (Monday): Memorial Day — Federal & state holiday
- June 19 (Friday): Emancipation Day/Juneteenth- Federal and State holiday
- July 3 (Friday): Independence Day (Observed) — Federal & state holiday
- August 27 (Thursday): Lyndon Baines Johnson Day — State holiday
- September 7 (Monday): Labor Day — Federal & state holiday
- October 12 (Monday): Columbus Day - Federal holiday
- November 11 (Wednesday): Veterans Day — Federal & state holiday
- November 23-25 (Monday-Wednesday): CISD designated nonbusiness day
- November 26 (Thursday): Thanksgiving Day — Federal & state holiday
- November 27 (Friday): Day After Thanksgiving — State holiday
- December 24 (Thursday): Christmas Eve — State holiday
- December 25 (Friday): Christmas Day — Federal & state holiday
- December 29-31 (Tuesday-Thursday): CISD designated nonbusiness day

Weekends, federal and state holidays are nonbusiness days.

The 10 CISD designated nonbusiness days are January 2, March 18-20, November 23-25, and December 29-31

RECOMMENDATION: In compliance with HB 3033, approve the Public Information Calendar for the 2026 calendar year designating the following dates as nonbusiness days: January 2, March 18-20, November 23-25, and December 29-31.