



Board Action Required ☒

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To: Coppell ISD Board of Trustees
From: Amanda Simpson, Director of Communications
Date: October 2, 2026

cc: Dr. Leanne Shivers, Angela Brown, Carol Snowden

Re: Approval of the Public Information Act Calendar for the 2027 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 has processed 235 public information requests, 12 subpoenas and 125 FERPA requests to date, which are increases of 63.2%, 9.1% and 115.5%, respectively, compared with 2025 requests at this timeframe. The average number of days to complete a request in 2026 is 4.18 days, an increase from 3.32 days in 2025.

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 2027 federal, state holidays and designated non-business days are:

- **January 1 (Friday):** New Year's Day — Federal and state holiday
- **January 18 (Monday):** Martin Luther King Jr. Day — Federal and state holiday
- **February 15 (Monday):** Presidents' Day (Washington's Birthday) — Federal and state holiday
- **March 2 (Tuesday):** Texas Independence Day — State holiday
- **March 17–19 (Wednesday–Friday):** CISD-designated nonbusiness days
- **March 26 (Friday):** Good Friday — State optional holiday
- **April 21 (Wednesday):** San Jacinto Day — State holiday
- **May 31 (Monday):** Memorial Day — Federal and state holiday
- **June 18 (Friday):** Juneteenth National Independence Day observed — Federal holiday
- **June 19 (Saturday):** Emancipation Day in Texas — State holiday
- **July 4 (Sunday):** Independence Day — Federal and state holiday
- **July 5 (Monday):** Independence Day observed — Federal holiday
- **August 27 (Friday):** Lyndon Baines Johnson Day — State holiday
- **September 6 (Monday):** Labor Day — Federal and state holiday
- **October 11 (Monday):** Columbus Day — Federal holiday
- **November 11 (Thursday):** Veterans Day — Federal and state holiday
- **November 22–24 (Monday–Wednesday):** CISD-designated nonbusiness days
- **November 25 (Thursday):** Thanksgiving Day — Federal and state holiday
- **November 26 (Friday):** Day after Thanksgiving — State holiday
- **December 24 (Friday):** Christmas Eve — State holiday; Christmas Day observed — Federal holiday
- **December 25 (Saturday):** Christmas Day — Federal and state holiday
- **December 27–30 (Monday–Thursday):** CISD-designated nonbusiness days

Weekends, federal holidays and Texas state holidays are nonbusiness days. **The 10 CISD-designated nonbusiness days are March 17–19, November 22–24 and December 27–30.**

RECOMMENDATION: In compliance with HB 3033, approve the Public Information Calendar for the 2027 calendar year designating the following dates as nonbusiness days: March 17–19, November 22–24 and December 27–30.