

Graham Independent School District Board Agenda Item Synopsis

Subject: Designation of Non-Business Days for Purposes of the Texas Public Information Act

Background Information

This past session, the Texas legislature passed HB3033, which amends Chapter 552 of the Texas Government Code by adding Section 552.0031. The statute, effective September 1, 2023, clarifies business days and requires establishing non-business days under the Texas Public Information Act (TPIA). The new law defines “business day” as a day other than a Saturday or Sunday, a national holiday, or a state holiday. Additionally, the new rule requires a governmental body to identify ten days each calendar year that the governmental body’s administrative offices are closed or operating with minimum staffing as non-business days. The law is based on a traditional 12-month calendar, not the school calendar.

Administrative Consideration

The following dates are recommended as “non-business days” for Graham ISD for the period of January 1, 2025, through December 31, 2025:

<ol style="list-style-type: none"> 1. Wednesday, March 19, 2025 2. Thursday, March 20, 2025 3. Friday, March 21, 2025 4. Tuesday, November 25, 2025 5. Wednesday, November 26, 2025 	<ol style="list-style-type: none"> 6. Monday, December 22, 2025 7. Tuesday, December 23, 2025 8. Monday, December 29, 2025 9. Tuesday, December 30, 2025 10. Wednesday, December 31, 2025
<p>NOTE: The Friday before or Monday after a national or state holiday is not a business day for the governmental body if the holiday occurs on a Saturday or Sunday and the governmental body observes that day on that Friday or Monday. The recognized national and state holiday list is identified in Texas Government Code §662.003.</p>	
<p>National Holidays:</p> <ol style="list-style-type: none"> (1) the first day of January, (2) the third Monday in January, (3) the third Monday in February, (4) the last Monday in May, (5) the fourth day of July, (6) the first Monday in September, (7) the 11th day of November, (8) the fourth Thursday in November, and (9) the 25th day of December. 	<p>State of Texas Holidays:</p> <ol style="list-style-type: none"> (1) the 19th day of January, (2) the second day of March, (3) the 21st day of April, (4) the 19th day of June, (5) the 27th day of August, (6) the Friday after Thanksgiving Day, (7) the 24th day of December and (8) the 26th day of December.

Budgetary Impact

None

Recommendation

The recommendation from administration is for the Board to approve the designated non-business dates as presented.

Board Meeting Date: January 15, 2025