



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: March 3, 2025

Presenter: Deborah Caldwell
Chief Operations
Officer

Subject: Open Records Designation of Ten Nonbusiness Days Related Pages (s): None

CONSENT ITEM

BACKGROUND INFORMATION

House Bill (HB) 3033 became law in 2023, which impacts governmental entities' response to public information requests. The bill clarified the definition of business days in the Texas Public Information Act (TPIA) to mean a day other than: weekends, state holidays, national holidays, optional holidays, or the Friday before or Monday after a holiday if holiday falls on a weekend. The bill further allows a governmental body to designate up to an additional 10 nonbusiness days per calendar year on days we are closed or operating with minimum staff.

ADMINISTRATIVE CONSIDERATION

The designation of a nonbusiness day for an independent school district must be made by the Board of Trustees for the purpose of fulfilling open records requests. These additional nonbusiness days are days that the school district is closed or operating with minimum staff. Our District communicates nonbusiness days on the open records webpage.

BUDGETARY CONSIDERATION

There is no cost. Designating additional non-business days allows our District to avoid the cost of an hourly employee processing open records requests during designated school holidays.

RECOMMENDATION

It is recommended that the Board of Trustees designates the following 10 dates as additional nonbusiness days for calculating open records requests for 2025-2026 school year:

Dec 22, 2025	Dec 23, 2025	Dec 29, 2025	Dec 30, 2025	Dec 31, 2025
Jan 2, 2026	Mar 9, 2026	Mar 10, 2026	Mar 11, 2026	Mar 12, 2026

BOARD ACTION REQUIRED

Approval/Disapproval