
Board Action Required



No Action Required

To: Coppell ISD Board of Trustees
From: Angela Brown, Chief Communications Officer
Date: November 14, 2024

cc: Brad Hunt, Carol Snowden

Re: Approval of the Public Information Act Calendar for the 2025 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 148 public information requests, 15 subpoenas and 2 FERPA (new process) in 2024 to date. The average number of days to complete a request in Coppell ISD for the 2024 is 4.27 days and for a subpoena it is 3.64 days.

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 2025 federal and state holidays are January 1, January 20, February 17, May 26, June 19, July 4, September 1, October 13, November 11, November 27-28, December 24-26.

For 2025, the staff recommends designating the following dates as nonbusiness days: January 2-3, March 19-21, November 25-26, and December 29-31.

RECOMMENDATION: In compliance with HB 3033, approve the Public Information Calendar for the 2025 calendar year designating the following dates as nonbusiness days: January 2-3, March 19-21, November 25-26, and December 29-31.



Coppell ISD Public Information Request Calendar

2025

January							February							March							April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4						1							1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
15	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30					
July							August							September							October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2		1	2	3	4	5	6				1	2	3	4							1		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							31																					30													

Red dates are weekends, federal and state holidays and are therefore nonbusiness days.

The 2025 federal and state holidays are January 1, January 20, February 17, May 26, June 19, July 4, September 1, October 13, November 11, November 27-28, December 24-26.

Blue dates are the 10 allowed CISD designated nonbusiness days.

The 10 CISD designated nonbusiness days are January 2-3, March 19-21, November 25-26, and December 29-31.