



Weatherford Independent School District Board Agenda Item

The mission of the Weatherford ISD is to educate, engage, and empower all students in a safe and positive learning environment to discover and reach their greatest potential.

Date

December 9, 2024

Administrator(s) Preparing Report

Charlotte LaGrone

Subject

Designation of Nonbusiness Days for Public Information Requests

Background Information

Effective September 1, 2023, the recently passed House Bill 3033 alters the processes and procedures surrounding the Public Information Act, most notably how to count the days following a public information request.

The statute defines “business day” as a day other than a Saturday or Sunday, a national holiday, or a state holiday. Additionally, the rule requires a governmental body to identify 10 days, each calendar year, that the governmental body’s administrative offices are closed or operating with minimum staffing as nonbusiness days.

The law applies to a traditional calendar, January – December, rather than a school calendar.

National Holidays:

- The first day of January (New Year’s Day)
- The third Monday in January (Martin Luther King, Jr. Day)
- The third Monday in February (Presidents’ Day)
- The last Monday in May (Memorial Day)
- The fourth day of July (Independence Day)
- The first Monday in September (Labor Day)
- The 11th day of November (Veterans Day)
- The fourth Thursday in November (Thanksgiving Day)
- The 25th day of December (Christmas Day)

State of Texas Holidays:

- Confederate Heroes Day (January 19th)
- Texas Independence Day (March 2nd)
- San Jacinto Day (April 21st)
- Emancipation Day in Texas (June 19th)
- Lyndon Baines Johnson Day (August 27th)
- The Friday after Thanksgiving Day
- The 24th of December
- The 26th of December

In addition to National and State holidays, the following days are recommended as non-business days for the 2025 year.

- January 2, 2025
- March 19, 2025
- March 20, 2025
- March 21, 2025
- November 25, 2025
- November 26, 2025
- December 23, 2025
- December 29, 2025
- December 30, 2025
- December 31, 2025

Strategic Plan Information

- Relates to Strategic Goal #1 – Focus on Student Success
- Relates to Strategic Goal #2 – Focus on Students, Parents, and Communities
- Relates to Strategic Goal #3 – Focus on Operational Excellence
- Relates to Strategic Goal #4 – Focus on Employees and Organizational Development
- Relates to Strategic Goal #5 – Focus on Stewardship

Administrative Recommendation

Administration is recommending the 10 days presented for 2025 be adopted as non-business days with regard to Public Information Requests.