

**Consider approval to designate ten non business days for consideration of Public  
Information Act Requests for Calendar Year 2026  
December 15, 2025**

1. Board Goals:

DOMAIN 1: High quality curriculum and effective instruction

DOMAIN 2: Effective, well supported staff

DOMAIN 3: Positive school culture; safety and security

DOMAIN 4: Alignment of financial well being with student achievement

2. Background:

House Bill (**HB**) **3033** of the 88th Regular Session of the Texas Legislature impacts governmental entities' response to public information act. Complying with the Texas Public Information Act (TPIA) requires adherence to timelines that reference “business day,” but no formal meaning had ever been established. The law now formally defines the meaning by clarifying business days do not include the following:

- Weekends — Saturday or Sunday
- National holidays (i.e., New Year’s Day, Martin Luther King, Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day)
- State holidays (i.e., Confederate Heroes Day, Texas Independence Day, San Jacinto Day, Texas Emancipation Day, Lyndon Baines Johnson Day, the Friday after Thanksgiving, and the 24th and 26th of December)
- Optional holidays of Rosh Hashanah, Yom Kippur, or Good Friday if the public information officer of the governmental body observes the holiday
- Friday or Monday before or after a national or state holiday if the holiday falls on the weekend and the governmental body observes the holiday on that Friday or Monday
- **Up to an additional 10 designated non business days per calendar year on which administrative offices are closed or operating with minimum staffing**

3. Process:

Based on a recommendation by administration, the designation of 10 non business days for TPIA per calendar year for the school district must be made by the board of trustees.

4. Fiscal Impact:

None.

5. Recommendation:

The superintendent recommends approval to designate ten non business days for consideration of Public Information Act Requests for calendar year 2026.

6. Action Required:

Board action

7. Contact Person: Ashley Chohlis