

Terrell Independent School District

Executive Summary Report

Date	District Guiding Pillars	
October 20, 2025	Goal 4: Organizational Efficiency: Develop a resource allocation plan and long-term facilities plan that supports and maintains the financial stability of the district, is aligned with identified priorities, addresses future growth and facility improvement needs, and represents being good stewards of taxpayer funds. Goal 5: Community Engagement and Outreach: Elevate district pride by strengthening partnerships with families, community, and the business community.	

Agenda Item: Consider establishing Non-Business Days for Public Information Act in 2025-2026 District Calendar

Summary:

Under the Texas Public Information Act (PIA), Texas school districts (ISDs) are not required to process open records requests on weekends, national holidays, or up to 10 additional non-business days designated annually by the district's board of trustees. A request received on a non-business day is considered received on the next business day.

Texas Government Code Section 552.0031 allows an independent school district's board of trustees to designate up to 10 non-business days each calendar year. These are often strategically timed to align with school holidays like winter break, spring break, or Thanksgiving week, even if the district's offices are closed. The purpose is to pause the 10-business-day response period for public information requests. An ISD is required to make its designated non-business days publicly available.

The 10-business-day deadline for responding to a public information request is calculated as follows:

- Date of receipt: The day a request is received does not count. The clock starts on the next business day.
- Weekends and holidays: Weekends and designated non-business days are not counted toward the 10-business-day response period.
- Request after business hours: A request received after regular business hours is considered received on the following business day.

Attachments:

Resolution

Administrative Recommendation:

It is the recommendation of the administration that the Board of Trustees accept the recommendation to establish Non-Business Days for Public Information Act in 2025-2026 District Calendar as identified in Exhibit-A (attached).

Budget/Funding

N/A