



EAST CENTRAL INDEPENDENT SCHOOL DISTRICT

6634 New Sulphur Springs Rd, San Antonio, Texas 78263

Date: August 21, 2025

To: Roland Toscano, Superintendent of Schools

From: Shane McKay, Assistant Superintendent

Consent Agenda Item # 9.6

Subject: Designated Nonbusiness Days for Public Information Act Response

House Bill 3033 was passed that amends the Public Information Act (PIA) by limiting the number of nonbusiness days for school districts. It requires Board action to designate nonbusiness PIA days and to update the district calendars for purposes responding to PIA requests. The new law took effect September 1, 2023.

While there was no change to the 10 business-day deadline for a governmental body to respond to a PIA request or to request an Attorney General opinion, there was a significant change as to what constitutes a nonbusiness day for PIA requests. Prior to HB 3033, days when districts were closed (such as holiday breaks) were not counted in the deadline calculations. Now, the statute expressly limits nonbusiness day exclusions to weekend days, national and state holidays, and the Friday or Monday after a holiday which falls on a weekend and is earlier/later observed.

The PIA now specifically states that in addition to the weekends and holidays listed above, no more than 10 nonbusiness PIA days may be designated when district administrative offices are closed or operating with minimal staffing. Authority to designate districts' nonbusiness days is provided solely to the board of trustees.

The following days, outside of federal holidays, are suggested as nonbusiness days for the 2025-2026 school year: Nov. 24; Nov. 25; Nov. 26; Dec. 22; Dec. 23; Dec. 24; Dec. 29; Dec. 30; Dec. 31; and March 13. Considering these dates, the district should have adequate time to respond by deadline considering scheduled holidays/breaks.

SUPERINTENDENT'S RECOMMENDATION:

I recommend Board approval of the proposed 2025-2026 Designated Nonbusiness Days for Public Information Act Response as presented.

Roland Toscano
Superintendent of School