# Η•Α•S•Β•Α•Τ

Huntsville Association of Small Businesses in Advanced Technology - www.hasbat.org

### HNO COMMUNITY CALENDAR

### May 23, 2022

Be the first to know what's happening in the Huntsville Defense and Space Community...

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HNO COMMUNITY CALENDAR

#### May 23, 2022

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#### NOTES TO THE CALENDAR

- For special event information, contact the appropriate protocol office.
- The POC data provided for each calendar entry represents the best information available.
- There is an Advanced Planning Calendar if you want to look ahead and avoid conflicts.
- Any updates or corrections, please email HASBAT at <u>calendar@hasbat.orq</u>.



## PROUDLY SERVING BUSINESSES IN THE HUNTSVILLE DEFENSE & SPACE COMMUNITY

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#### May 23, 2022

#### **MAJOR UPCOMING EVENTS**

- JUN 9, 2022 (In Person): HASBAT Monthly Membership Training and Luncheon. This HASBAT event starts with a training session from 9:30–11:00 followed by Lunch from 11:30-1:00 at the Jackson Center, 6001 Moquin Dr NW, Huntsville, AL 35806. The luncheon guest speaker is Colonel Glenn Mellor, Garrison Commander, Redstone Arsenal. More details and registration are pending. The cost is free for HASBAT Gold members. The cost for all other HASBAT members is \$22 and is \$25 for non-members.
- JUN 9, 2022 (In Person): Association of the United States Army (AUSA) 247th Army Birthday Dinner. The Annual Birthday Dinner runs from 6-9pm CST at the Von Braun Center, 700 Monroe Street, in Huntsville. The guest speaker is General Edward M. Daly, Commanding General, U.S. Army Materiel Command. Entertainment provided by the 313<sup>th</sup> Army Band. For more details and registration see: <a href="https://events.r20.constantcontact.com/register/eventReg?oeidk=a07ei60um12f8c90d85&oseq=&c=&ch=The cost is \$30 for Active, Guard, Reserve, ROTC or JROTC personnel and their guest. For all others the cost is \$50 per person.</a>

#### CALENDAR UPDATES AS OF MAY 23, 2022

- JUN 28, 2022 (In Person): 2022 Armed Forces Celebration: Team Redstone/Community Softball Game This free community event runs from 6:00-8:00pm CST at Toyota Field in Huntsville. Admissions and parking are free, so bring your entire family and make an evening of it! The gates open at 5:00 pm and concessions will be available for purchase. For more details see: <u>https://cm.hsvchamber.org/events/details/2022-armed-forces-celebration-team-redstone-community-</u> softball-game-13340.
- JUN 29, 2022 (In Person): 2022 Armed Forces Celebration Luncheon. The Huntsville/Madison County Chamber of Commerce is pleased to host the Armed Forces Celebration Luncheon every year, to recognize the role that Redstone Arsenal plays in the defense of our nation and the economic impact that it has on our region. The luncheon is held at the South Hall of the Von Braun Center in Huntsville and will feature General Edward M. Daly, Commanding General of U.S. Army Materiel Command, as the keynote speaker. For more details and registration see:

<u>https://hsvchamber.chambermaster.com/eventregistration/register/13295</u>. The price for Chamber of Commerce members is \$45. The price is \$50 for non-members.

• JUN 30, 2022 (Virtual): Small Business Certifications. Hosted by the Catalyst, this brief runs from 3;00-5:00 pm CST. Participants will learn about the Small Business Certifications including: Woman Owned Small Business, 8(a) Business Development Program, HUBZone (Historically Underutilized Business Zone), Service Disabled Veteran Owned Small Business, and other State Certifications. We will discuss how to get certified, how long it may take, regulations, changes, updates, and tips and tricks on how to be prepared.

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For more details and registration see: <u>https://catalystcenter.ecenterdirect.com/events/971815</u>. The cost is free.

• AUG 5, 2022 (Virtual): Engage in Entrepreneurship. Hosted by the Catalyst, this two-hour workshop runs from 11:00-1:00pm CST. Begin building your community of support and discover the importance of communicating your business effectively. Whether you are just starting or already established, this workshop provides you the assistance and resources you need to be successful at any stage of the business life cycle. For more details and registration see: <a href="https://catalystcenter.ecenterdirect.com/events/971801">https://catalystcenter.ecenterdirect.com/events/971801</a>. The cost is free.

#### **RECURRING PERIODIC MEETINGS**

- Huntsville Accounting and Financial Women's Alliance (AFWA) Meeting: 3<sup>rd</sup> Tues. @1730, Terranova's www.huntsvilleafwa.org
- Air Force Association: 3rd Thurs. @1730, details TBD Brenda.armstrong@edwardjones.com
- **Energy HSV**: Periodic Breakfast Meetings and Luncheons, for more information, contact Trisha Truitt <u>trisha.truitt@energyhuntsville.com</u> or Allison Mason <u>Allison.mason@energyhuntsville.com</u> for details.
- Huntsville Aerospace Marketing Association (HAMA) Membership Luncheon: 2<sup>nd</sup> Fri. @1100 1300, Jackson Center – <u>reservations@hamaweb.org</u>
- HASBAT Monthly Membership Meeting: 1<sup>st</sup> Thurs. (2<sup>nd</sup> during Fed. Holidays) @0700-0830 or 1100-1300, Jackson Center – <u>www.hasbat.org/events</u>
- HASBAT Quarterly Training Session: 1<sup>st</sup> Thurs. (2<sup>nd</sup> during Fed. Holidays) @0930-1100, Jackson Center and other venues per topic – <u>www.hasbat.org/events</u>
- International Cost Estimating & Analysis Association (ICEAA) Greater Alabama Chapter Workshop: 2<sup>nd</sup> Tuesday – <u>http://www.iceaaonline.com/chapters/greater-alabama-chapter/</u>
- Military Officers Association of America (MOAA): Last Wed of the Month @1100, Summit Club <u>csdowning@bellsouth.net</u>
- North Alabama Veterans & Fraternal Organization Coalition (NAVFOC): 1<sup>st</sup> Weds., American Legion-Post 229 – <u>www.navfoc.org</u>
- National Contract Management Agency (NCMA) Monthly Meeting: 3<sup>rd</sup> Thurs., Check website for time and location – <u>www.ncmahsv.org</u>
- **Project Management Institute North Alabama Chapter (PMI-NAC) Monthly Meeting:** Breakfast Meetings the first Thursday of every month at 7:30 AM in Redstone Federal Credit Union (RFCU) Atrium. Luncheon Meetings the third Tuesday of every month at 11:30 AM in Jackson Center. See website for details: <a href="http://www.pmi-nac.org">www.pmi-nac.org</a>
- Rocket City Adjutants General Corps Regimental Association (RCAGCRA): 2<sup>nd</sup> Thurs. @1130-1300, Java Café – <u>sherenroberts@yahoo.com</u>
- Redstone Arsenal (RSA) Mil. & Civ. Club (RSAMCC) Lunch: 2<sup>nd</sup> Tues, @1000-1230, The Summit –

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#### www.rsacwc.org

- Redstone Arsenal Sergeant Majors Association: 3<sup>rd</sup> Thurs. @0630-0730, USAG HQ Conf. Rm. D101 for info go to info@redstonesma.org or their website at <a href="http://www.redstonesma.org">http://www.redstonesma.org</a>
- Redstone Arsenal Warrant Officers Association: 2<sup>nd</sup> Weds. @1130-1300, Bowling Alley www.redstonewarrants.com
- Society of American Military Engineers (SAME): 2<sup>nd</sup> Thurs., Redstone Federal Credit Union (RFCU 220 Wynn Dr.) <u>tfoster@ssr-inc.com</u>
- Vietnam Veterans of America (VVA) Chapter #1067: 2<sup>nd</sup> Thurs. @1700, American Legion (Drake Ave.) wharmon446@charter.net

#### **MONTHLY EVENTS – MAY 2022**

- MAY 24, 2022 (In Person / Virtual): Doing Business with NASA and MSFC. The Catalyst Center for Business and Entrepreneurship invites you to Learn about Doing Business with NASA MSFC, upcoming contracting opportunities, Mentor Protege program, SBIR/STTR Overview, Micro-purchases, Calendar of events, and visit in person with NASA MSFC Primes and NASA personnel. A few key takeaways from the event include: Network with other inspired, resourceful, and highly-productive business owners and industry/government experts from NASA or that are working with NASA MSFC. In person event will be held at YULISTA 8600 YUKON at Redstone Gateway at Gate 9 in Huntsville, AL. Zoom Link will be provided for those attending Virtually. For registration, see <u>https://catalystcenter.ecenterdirect.com/events/971766</u>. The cost is free.
- MAY 25, 2022 (In Person): Hypersonics/Missile Defense M&S Symposium. The NDIA-TVC hosts the symposium at the Westin Bridge Street, Huntsville AL. This workshop will show you how to apply a digital mission engineering approach to enable kill chain analysis, digital modeling, and system test and evaluation. Speakers will include LTG Neil Thurgood, (USA) Director of Hypersonic, Directed Energy, Space and Rapid Acquisition, and Dr. Tom Karako, Director of the Missile Defense Project at the Center for Strategic and International Studies (CSIS). For more information and registration, see <a href="https://www.eventbrite.com/e/hypersonicsmissile-defense-ms-symposium-tickets-325159249067">https://www.eventbrite.com/e/hypersonicsmissile-defense-ms-symposium-tickets-325159249067</a>. The cost is \$57 per person.
- MAY 26, 2022 (In Person): Cyber Brews: Bigger Budgets, Better Partners: Finally Secure. Sponsored by Lucidum, this information session at the Fractal Brewing Project in Huntsville has the Guest Speaker, Joel Fulton, Former CISO of Splunk, now CEO of Lucidum showing you how to achieve your security goals faster and easier by building a bidirectional API to the goals and minds of your partners, executives, and other stakeholders. This event runs from 5:30-7:30 pm CST at Fractal Brewing, 3200 Leeman Ferry Rd Huntsville, AL 35802. Registration link is pending. The cost is free.
- MAY 26, 2022 (Virtual): This is not Your Commercial Customer How to Speak to Federal Buyers. Join Neil McDonnell, President of the GovCon Chamber of Commerce, to learn how to start and build

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relationships with federal buyers. Government contracting is not a secret, it's just a process. A key part of the process is doing your research to understand agency challenges and goals, performing outreach to introduce yourself to agency buyers, and then building long-term relationships that can help you grow your business. Hosted by the Catalyst Center for Business & Entrepreneurship, the event will be 3-5pm central. To register - <u>https://catalystcenter.ecenterdirect.com/events/971773</u>. The cost is free.

• MAY 31, 2022 (Virtual): Workshop - Keep it Simple Silly (KISS) Artificial Intelligence for all Levels. The Catalyst Center for Business & Entrepreneurship hosts this workshop from 3-5pm central and features guest speaker Asif Haider, CEO Coopva Solutions. Artificial Intelligence is not just a buzzword. Explore WHAT AI can do for you and your company and learn HOW to find the right AI solution for your business needs with our AI Requirement Workshop. To register -

https://catalystcenter.ecenterdirect.com/events/971774. The cost is free.

#### ADVANCE PLANNING 2022 – 2023

- JUN 8, 2022 (In Person): Air Defense Artillery Association Luncheon. The Huntsville Chapter of the ADAA sponsors a luncheon from 11:30-1:00pm CST at the Summit on Redstone Arsenal. The guest speaker is LTG Dan Karbler US Army Space & Missile Defense Command and Joint Functional Component Command for Integrated Missile Defense. Attendance is open to ADAA members and non-members. For more details and registration see: <a href="https://www.huntsvilleadaa.org/events/">https://www.huntsvilleadaa.org/events/</a>. The cost is \$25 per person. Sponsorships are available.
- JUN 9, 2022 (In Person): HASBAT Monthly Membership Training and Luncheon. This HASBAT event starts with a training session from 9:30–11:00 followed by Lunch from 11:30-1:00 at the Jackson Center, 6001 Moquin Dr NW, Huntsville, AL 35806. The luncheon guest speaker is Colonel Glenn Mellor, Garrison Commander, Redstone Arsenal. More details and registration are pending. The cost is free for HASBAT Gold members. The cost for all other HASBAT members is \$22 and is \$25 for non-members.
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- JUN 14, 2022 (Virtual): Government Contracting 101 Virtual Workshop. Hosted by the Catalyst, this event runs from 3-5pm CST. This is a workshop for those individuals that are thinking about going into government contracting, or small businesses that are just starting out in Government Contracting and is required to obtain the GCC Level 1 Badge. We will discuss how to get started and how to start growing. This will be a Beginner course and a Foundational Course for other Government Contracting Training and

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### H'A'S'B'A'T

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Coaching. For more details and registration see: https://catalystcenter.ecenterdirect.com/events/signup/971788. The cost is free.

- JUN 15, 2022 (Virtual): Air Force Nuclear Weapons Center (AFNWC) SBIR/STTR Pitch Day Submissions. ٠ This is the deadline for small businesses to submit proposals to be selected to present at the AFNWC August 24, 2022 SBIR Pitch Day. The proposals are to be focused on developing the technology needed to modernize two legs of the nuclear triad. The SIBR Pitch Day is described at: https://www.afnwc.af.mil/Innovation/. Only small businesses whose proposals best meet the technology needs of the AFNWC will be invited to present at AFNWC SBIR Pitch Day. The proposal instructions are located at: https://media.defense.gov/2022/Apr/15/2002977653/-1/-1/1/AF x22.2 Full.PDF and includes all of the rules for and instruction for writing, formatting, and submitting proposals. For additional information contact Jessica Garcia, Strategic Communications Specialist, jessica.garcia.32.ctr@us.af.mil.
- JUN 15, 2022 (Virtual): Financial Resiliency-Business Plan and Budgeting. Hosted by the Catalyst, this • event runs from 11;00-12:00pm CST. Are you looking to start, enhance, or change your current business budget? Maybe you've never had a budget for your business, or you're starting from scratch. This portion of The Bankers Box Series is designed to help you develop your guide to budgeting, and provide tips to manage your finances successfully. For more details and registration see: https://catalystcenter.ecenterdirect.com/events/signup/971783. The cost is free.
- JUN 16, 2022 (Virtual): DCAA Audit Preparation Virtual Workshop. Hosted by the Catalyst, this event runs • from 3-5pm CST. This workshop helps small business effectively prepare for the Defense Contracting Audit Agency audit. For more details and registration see:

https://catalystcenter.ecenterdirect.com/events/signup/971759. The cost is free.

- JUN 28, 2022 (Virtual): Finding Contract Opportunities. Sponsored by the Procurement Technical ٠ Assistance Center, this federal procurement readiness course participants will learn how to use the public research tools to find open solicitations, requests for quotes (RFA), requests for information (RFI), industry days, and subcontracting opportunities. The guest presenter is Tom Rogers, SBA Procurement Center Representative (PCR), Area III Government Contracting. The event runs from 11:00-12:30pm CST. For more details and registration see: <u>https://asbdc.ecenterdirect.com/events/signup/9049</u>. The cost is free.
- JUN 28, 2022 (In Person): 2022 Armed Forces Celebration: Team Redstone/Community Softball Game ٠ This free community event runs from 6:00-8:00pm CST at Toyota Field in Huntsville. Admissions and parking are free, so bring your entire family and make an evening of it! The gates open at 5 pm and concessions will be available for purchase. For more details see: https://cm.hsvchamber.org/events/details/2022-armed-forces-celebration-team-redstone-communitysoftball-game-13340.

JUN 29, 2022 (In Person): 2022 Armed Forces Celebration Luncheon. The Huntsville/Madison County • Chamber of Commerce is pleased to host the Armed Forces Celebration Luncheon every year, to recognize the role that Redstone Arsenal plays in the defense of our nation and the economic impact that it has on

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our region. The luncheon is held at the South Hall of the Von Braun Center in Huntsville and will feature General Edward M. Daly, Commanding General of U.S. Army Materiel Command, as the keynote speaker. For more details and registration see:

<u>https://hsvchamber.chambermaster.com/eventregistration/register/13295</u>. The price for Chamber of Commerce members is \$45. The price is \$50 for non-members.

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- JUL 7, 2022 (In Person): HASBAT Monthly Membership Meeting and Breakfast. This HASBAT event runs from 7:00–8:30 am CST at the Jackson Center, 6001 Moquin Dr NW, Huntsville, AL 35806. Registration begins at 7:00 followed by the buffet breakfast and presentation at 7:30. The guest speaker is BG Robert L. Barrie Jr., Program Executive Officer, Aviation. More details and registration are pending. The cost for HASBAT Gold members is free. The cost for all other HASBAT members is \$22 and is \$25 for non-members.
- JUL 13, 2022 (Virtual) Accounting for Small Business-QuickBooks Online. Hosted by the Catalyst, this
  event runs from 11:00-12:00 pm CST. Join The Catalyst's Operations Manager and CPA, Sandy Edwards, as
  she goes through the basics of Quickbooks Online. She will help you start off on the right foot by
  highlighting how to set up company books, how to enter expenses and payments, and how to set up
  products and services among other topics. For more details and registration see:
  <a href="https://catalystcenter.ecenterdirect.com/events/971791">https://catalystcenter.ecenterdirect.com/events/971791</a>. The cost is free.
- JUL 19, 2022 (Virtual): Responding to Opportunities. Sponsored by the Procurement Technical Assistance Center, this federal procurement readiness course helps participants learn the protocols, etiquette, and terminology associated with the formal procurement process. The guest presenter is Tom Rogers, SBA Procurement Center Representative (PCR), Area III Government Contracting. The event runs from 11:00-12:30pm CST. For more details and registration see: <a href="https://asbdc.ecenterdirect.com/events/signup/9050">https://asbdc.ecenterdirect.com/events/signup/9050</a>. The cost is free.
- AUG 5, 2022 (Virtual): Engage in Entrepreneurship. Hosted by the Catalyst, this two-hour workshop runs from 11:00-1:00pm CST. Begin building your community of support and discover the importance of communicating your business effectively. Whether you are just starting or already established, this workshop provides you the assistance and resources you need to be successful at any stage of the business life cycle. For more details and registration see: <a href="https://catalystcenter.ecenterdirect.com/events/971801">https://catalystcenter.ecenterdirect.com/events/971801</a>. The cost is free.

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 AUG 9-11, 2022: Annual Space and Missile Defense Symposium. The 25<sup>th</sup> Annual Space and Missile Defense Symposium will be held 9-11 August 2022 at the Von Braun Center in Huntsville Alabama. This year's theme is "Air, Space and Missile Defense: Ready today – Modernizing for tomorrow". For more information, and to register, go to <u>https://smdsymposium.org/</u>. The cost varies, see the registration link for details.

#### **UPCOMING JOB FAIRS**

- Huntsville Chamber of Commerce Job Fair Link: <u>https://hsvchamber.org/departments/workforce-education/career-fairs/</u>
- Huntsville Job Fairs Google Link: <u>https://www.google.com/search?source=hp&ei=tlkWXYqcBLGOggf1qamIBw&q=huntsville+job+fairs&oq=</u> <u>huntsville+job+fairs&gs\_l=psy-ab.3..0j0i22i30l2.1976.6389..6885...10..0.106.1483.20j1.....0...1..gws-</u> wiz.....8..35i39j0i131j0i20i263.QNPeuRdHMI0&ibp=htl;jobs&sa=X&ved=2ahUKEwjd5q25ko3jAhXmUt8KH WsmB5MQiYsCKAF6BAgFEBA#fpstate=tldetail&htidocid=pbp-9beJRfv9iMRDAAAAAA%3D%3D&htivrt=jobs

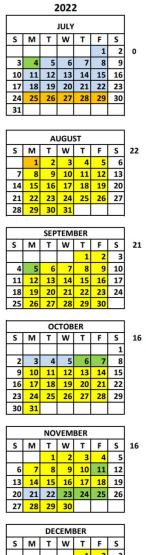
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#### HUNTSVILLE / MADISON SCHOOL DATES FOR 2022 – 2023

#### HUNTSVILLE CITY SCHOOLS 2022-2023 CALENDAR

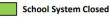


|      |       | APPROVED                                   |
|------|-------|--|
|      |       | First Semester                             |
| JUL  | 4     | Independence Day (Holiday)                 |
|      | 25-29 | Teacher Work Day/Staff Development         |
| AUG  | 1     | Teacher Work Day/Staff Development         |
|      | 2     | First Day for Students                     |
| SEPT | 5     | Labor Day Holiday (No School)              |
| OCT  | 3-7   | Fall Break (Students/Teachers)             |
|      | 6-7   | Fall Break (Employees)                     |
| NOV  | 11    | Veterans Day Holiday (Observed)            |
|      | 21-25 | Thanksgiving Holidays (Students/Teachers)  |
|      | 23-25 | Thanksgiving Holidays (Employees)          |
| DEC  | 16    | End of First Semester                      |
|      | 19-30 | Winter Holidays (Students/Teachers)        |
|      | 21-30 | Winter Holidays (Employees)                |
|      |       | Second Semester                            |
| JAN  | 2     | Winter Holiday Students/Teachers)          |
|      | 3     | Teacher Work Day/Staff Development         |
|      | 16    | Martin Luther King Jr. Holiday (No School) |
| FEB  | 20    | Presidents' Day Holiday (No School)        |
| MAR  | 13-17 | Spring Break for Teachers/Students         |
|      | 17    | Spring Break for Employees                 |
| APR  | 7     | Weather Day                                |
| MAY  | 24    | Students Last Day                          |
|      | 24    | End of Second Semester                     |
|      | 25-26 | Graduation Days                            |
|      | 25    | Teacher Work Day/Staff Development         |
|      | 26    | No School (Students/Teachers)              |
|      | 29    | Memorial Day Holiday (No School)           |
|      |       |  |
|      |       |  |
|      |       |  |

| SCHOOL DAYS     | Student Days | Teacher Days |  |  |
|-----------------|--------------|--------------|--|--|
| First Semester  | 87           | 92           |  |  |
| Second Semester | 93           | 95           |  |  |
| Total           | 180          | 187          |  |  |

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| No School | (Students/Teachers) |
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Teacher Work Day/Staff Development





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2023

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#### MADISON CITY SCHOOLS CALENDAR 2022-2023

211 Celtic Drive Madison, AL 35758

FAX: 256-464-8291

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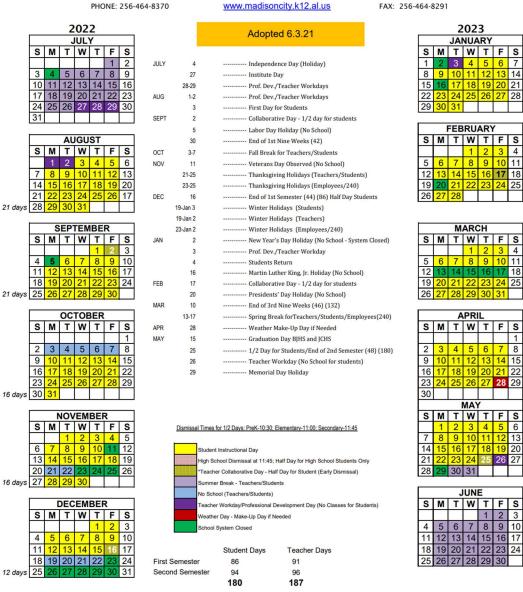
19 days

19 days

18 days

19 days

19 days



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#### MADISON COUNTY SCHOOLS CALENDAR 2022-2023 Revised

www.mcssk12.org Phone: 256-852-2557

#### 2022 2023 FIRST SEMESTER JULY JANUARY S т w Т F S JUL 4 Independence Day S Μ TWTF S 26 - Aug 1 Staff Development and Institue 7 2 5 6 Q AUG 2 Workday (unencumbered) 8 14 FIRST DAY OF SCHOOL 10 11 12 13 14 16 3 21 15 28 17 18 19 20 21 22 Labor Day 23 SEP 5 24 25 30 OCT 3 - 7 Fall Break Fall Break for 240-day employees 31 7 NOV 11 Veterans Day Thanksgiving Break AUGUST 21 -25 FEBRUARY S M T W T F Thanksgiving Break for 240-day employees MTWTF S 23 - 25 S S 4 6 DEC 19 -Jan 2 Winter Break 4 7 9 13 Winter Break for 240-day employees 11 1 21 -Jan 2 5 14 16 17 18 20 12 18 21 27 SECOND SEMESTER 19 25 Martin Luther King Jr. Day JAN 16 SEPTEMBER FEB 20 Presidents Day MARCH S MTWTF S MAR 13 -17 Spring Break S TWTF S Μ 17 Spring Break for 240-day employees 1 3 2 4 APR 7 Weather Day (Not for 222 & 240-day employees) 11 8 10 11 14 17 MAY 23 - 24 GRADUATIONS 12 14 15 16 18 15 13 1 18 19 20 21 23 24 24 LAST STUDENT DAY 19 20 21 22 23 24 25 25 Teacher Workday 25 28 26 Memorial Day 29 OCTOBER JUN 19 Juneteenth APRIL TWTF S TWT S S Μ S M F Progress Report and Report Card Dates 1 1 4 5 6 8 Grading Progress Report 8 2 9 11 12 15 Period Report Card 9 15 10 13 14 1( 1 1 16 19 22 Sept. 1 Oct. 13 16 18 1 22 2 Nov. 8 Jan. 4 29 3 Feb. 7 Mar. 23 30 30 4 Apr. 20 Jun, 1 NOVEMBER MAY SMTWTF School System Closed тwт S S F S Μ 5 6 4 4/10 Hour Work Week 6 8 a 12 7 13 13 14 15 16 17 18 19 14 16 17 10 20 No School 20 21 22 26 23 24 26 27 30 31 Workday / Staff Development Day DECEMBER JUNE S M T W T F S Student Instructional Day S Μ TWTF S 3 1 2 3 10 8 10 Half-Day for Students 4 5 8 6 15 16 17 17 11 11 11 12 13 14 15 18 19 20 24 Weather Day (Not for 222 & 240-day employees) 18 21 24 20 **BOARD APPROVED**

7/15/2021

QUESTIONS OR COMMENTS... EMAIL: <u>Calendar@HASBAT.org</u>

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#### HNO COMMUNITY CALENDAR

#### May 23, 2022

#### HASBAT CALENDAR REQUEST POLICY AND PROCEDURES

To ensure a timely posting, calendar requests <u>must</u> be submitted at least two (2) weeks prior to the event's date via the HASBAT Calendar Request Form.

Once the online Calendar Request Form is submitted via the HASBAT website, an automatic email is sent acknowledging request submission. NOTE: Date format for online form is MM-DD-YYYY, with hyphens – not slashes.

The HASBAT Calendar Committee reviews the submitted requests weekly and determines calendar placement for the next calendar release. NOTE: If the calendar release date falls on a Federal Holiday, calendar updates will be provided the following week's release.

If for any reason the request is not added to the calendar, the HASBAT Calendar Committee will contact the form submitter with decision reasoning and/or request for additional information to post the event listing.

#### Questions???

Please email the HASBAT Calendar Committee at: <a href="mailto:calendar@hasbat.org">calendar@hasbat.org</a>

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