

# Business Operations Professional Development Network

**New Visions, 205 East 42nd Street, 4th Floor, New York, NY 10017**

October 10th, 2019

9:00 AM - 12:00 PM

**Workshop Facilitator(s):** Vicki Sittenfeld, Danielle Kolker, Lisa Teixeira

**Category:** Business Operations Network

**Expected Attendees:** Principals, Business Officers & Assistant Principals

**SSID:** NVEVENT

**Password:** opspdwifi

## Summary of Objectives

Principals, Asst. Principals, Business Managers, and other school staff directly involved in budget, Special Ed and ELL coordination will learn the reports and systems that inform the Midyear Adjustment and be prepared to coordinate activities to ensure timely and accurate monitoring.

[Midyear Adjustment / USPE Resource Guide](#)

## Agenda:

| Timeslot      | Item                                                                                                                                | Point Person             | Linked Resources                                                                       |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------------------------------------|
| 9:00 - 9:15   | Welcome and Introductions                                                                                                           | Vicki                    | <a href="#">MYA Slide Deck</a>                                                         |
| 9:15 - 9:45   | Google Apps and Tools Demos                                                                                                         | Systems User Group       | <a href="#">Microcert</a><br><a href="#">Cloudlab</a>                                  |
| 9:45 - 10:15  | Mid Year Adjustment <ul style="list-style-type: none"> <li>- Overview and Timeline</li> <li>- RSNR</li> <li>- Tip Sheets</li> </ul> | Danielle                 | <a href="#">MYA Slide Deck</a><br><a href="#">How to Run the RSNR</a>                  |
| 10:15 - 10:30 | - USPE for special ed                                                                                                               | Alex / Sheila            | <a href="#">Special Ed and ELLs Data for MYA</a>                                       |
| 10:30 - 10:45 | - RFSF and ELLs<br>- BREAK                                                                                                          |                          | <a href="#">USPE Tracker Link</a>                                                      |
| 10:55 - 11:30 | Now What? <ul style="list-style-type: none"> <li>- Budget Actions</li> <li>- Roles and Responsibilities</li> </ul>                  | Lisa / Danielle<br>Vicki | <a href="#">ELL Data Sources for MYA</a><br><a href="#">FY19-20 MYA Resource Guide</a> |
| 11:30 - 11:45 | Website Launch                                                                                                                      | Vicki/Mercy              | <a href="#">NV/Affinity Business Operations Website</a>                                |
| 11:45 - 12:00 | Closing, Future PDs Feedback                                                                                                        | Vicki                    | <a href="#">Feedback Form</a>                                                          |

Got a problem with Periods Per Week or STARS programming for IEP students? Email Tom Patterson at [tpatterson4@schools.nyc.gov](mailto:tpatterson4@schools.nyc.gov)

**Take Note of DOE Affinity PDs Coming Up! Register [here](#)**

**Oct 16 Payroll webinar**

**Oct 31 Procurement 101 (limited space - new secretaries)**

**Nov 7<sup>th</sup> Roundtables (budget/procurement/payroll/HR)**

**Dec 18<sup>th</sup> MTAC limited space**