



Nassau BOCES Letter of Intent

Web-based Submission Procedures

March 2021

User Reference

Beginning on or about April 30, 2021 the Nassau BOCES web-based Letter of Intent for 2021/22 requests for Nassau BOCES services will be available. We do not accept paper submissions of the Letter of Intent. The web-based form is password protected. If you need assistance with your password, please contact Barbara Fitzpatrick at BFitzpatrick@nasboces.org or Susan Kuhn at SKuhn@nasboces.org . Please be sure to include a telephone number where you can be reached in your email. All amendments submitted after the official submission will be entered electronically by Barbara and Susan.

Instructions for using the web form.

- Go to the Nassau BOCES webpage at www.nassauboces.org . At the bottom of the home page screen click on “Business Services”. On the right side under the Quick Links heading choose “Letter of Intent Log On”. This will bring you to the web-based Letter of Intent.

Home > Business Services >

Department of Business Services

Business Services

Overview

- + Cooperative Bidding and Purchasing
- + District Resources
- Transportation Services

Quick Links

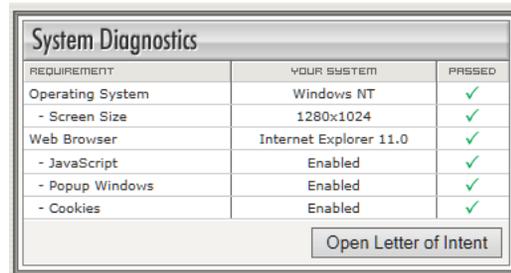
- ➔ Financials and Publications
- ➔ Letter of Intent Log On (Password Required)
- ➔ Open Bid Opportunities

Contact:

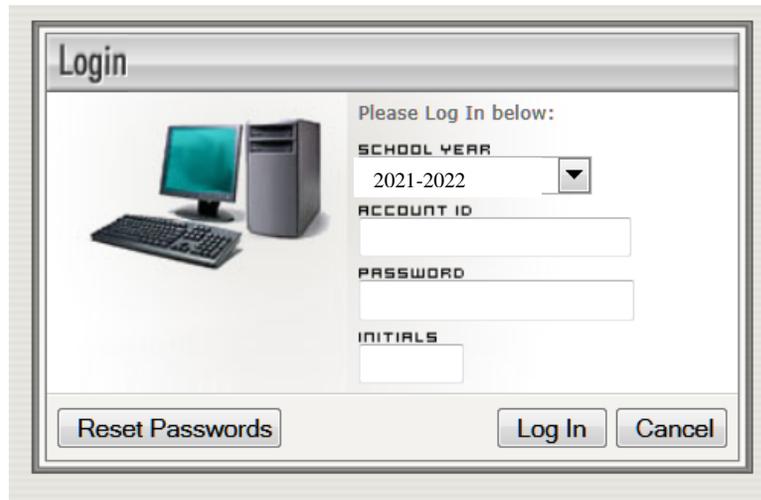
James R. Widmer, Associate Superintendent
(516) 396-2214
Fax: (516) 997-0190
jwidmer@nasboces.org

The Department of Business Services provides services to component school districts, including Cooperative Bidding and Purchasing, Transportation, and

Click on the Open Letter of Intent button. If you do not pass the System Diagnostics please call Barbara Fitzpatrick at 516-396-2315 or Susan Kuhn at 516-396-2318. We will get you technical help to assist you in getting into the program.



- Log in to the system using the account ID and password provided to you. Make sure you are in the correct School Year 2021-22. The account ID for a district is the first eight letters of your district name with: – si for Superintendent, – bo for Business Official, and – sr for Service Requestor. For example, the account IDs for Baldwin would be baldwin-si, baldwin-bo and baldwin-sr.



- After you have successfully logged in you will be at your home page. This page provides you with a snapshot of the BOCES services that your district has subscribed to in 2020/21 as well as some of the projected charges for 2021/22 that we are aware of.

The home page also has a Message Board from BOCES where we will post additional information. The home page provides you with a log of the activity reporting the dates and times that all users were in the Letter of Intent. The Index button can be helpful in finding where a particular service is located. The Budget button will list the services you have requested, organized by your district sort code (you must enter each sort code under the service line for this to work). The Summary button will list the services, organized by Nassau BOCES service codes. Finally in the middle of the home page the Superintendent and the Business Official have the ability to change their password. Service requestors cannot change their password, but the Superintendent or Business Official can change it for them.

Departmental Snapshot

DEPT	VIEW	EDIT	2020-2021	2021-2022
Admin	🔍	✎	\$0	\$0
ATHL	🔍	✎	\$0	\$0
CC	🔍	✎	\$0	\$0
CIT-1	🔍	✎	\$0	\$0
CIT-2	🔍	✎	\$13,319	\$0
CIT-3	🔍	✎	\$0	\$0
CIT-4a	🔍	✎	\$11,898	\$100
CIT-4b	🔍	✎	\$0	\$0
CIT-5	🔍	✎	\$0	\$0
CIT-6	🔍	✎	\$0	\$0
CIT-7a	🔍	✎	\$0	\$0
CIT-7b	🔍	✎	\$0	\$0
CIT-7c	🔍	✎	\$0	\$0
CIT-7d	🔍	✎	\$0	\$0
CIT-7e	🔍	✎	\$0	\$0
CIT-8	🔍	✎	\$0	\$0
CIT-9	🔍	✎	\$9,351	\$0
CIT-10	🔍	✎	\$0	\$0
CTE	🔍	✎	\$0	\$0
RSIP	🔍	✎	\$0	\$0
SE-1	🔍	✎	\$1,653,165	\$0
SE-2	🔍	✎	\$0	\$0
SE-3	🔍	✎	\$0	\$0
SS	🔍	✎	\$0	\$0
TS	🔍	✎	\$0	\$0
Total			\$1,687,733	\$100

The business official **has not** yet approved this Letter of Intent.

You **have not** yet approved this Letter of Intent.

I have read and agree to the [Important Notice](#).

Messages from BOCES

Your Password:

New Password: Confirm:

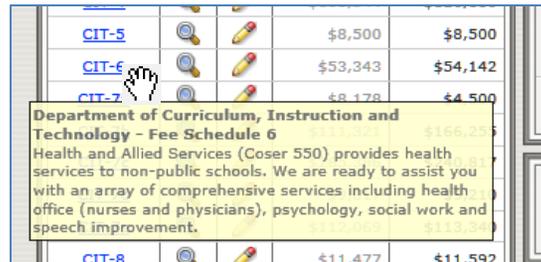
Service Requestor Password:

New Password: Confirm:

Recent Activity

DATE	NAME	TIER	DEPT	ACTION
3/22/2021 10:37:44 AM	bf	SI		User has logged into the system.

- You may now access the detail within the Letter of Intent. As you scroll over the blue font links you can read notes that will assist you in understanding each of the schedules.



- If you click on the magnifying glass on any schedule, you will view a print version of the schedule you have accessed. At the bottom of this page you can click on the print version button for a copy or you may exit to return to your home page.

The screenshot shows a detailed table of schedules. A magnifying glass icon in the 'VIEW' column is highlighted with a red arrow. The table includes columns for DEPT, UVIEW, EDIT, and various schedule details. At the bottom, there are buttons for 'Print All', 'Print Version', and 'Exit'.

DEPT	UVIEW	EDIT	DEPT	UVIEW	EDIT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	
Admin			N. West. Destination			574.490		\$0.00	\$0.00	
ATHL			agus Printing			583.490		\$0.00	\$0.00	
CC			III - GASB 45 Planning			622.490		\$0.00	\$0.00	
CIT-1			N. Westchester - On		1430	625.490		\$2,800.00	\$0.00	
			lication System			626.490		\$0.00	\$0.00	
			Planning Services -			626.490		\$0.00	\$0.00	
			ment			628.490	1310	\$3,170.00	\$0.00	
			Questar III - State Aid Planning			629.490		\$0.00	\$0.00	
			WSWHE Planning Service			632.490		\$0.00	\$0.00	
			Orange-Ulster Purchasing			642.490		\$0.00	\$0.00	
			CAP Negotiations Service			643.490		\$0.00	\$0.00	
			Clinton Essex GASB 45			644.490		\$0.00	\$0.00	
			CAP Region GASB 45			646.490		\$0.00	\$0.00	
			Management			657.490		\$0.00	\$0.00	
			Broome Communication &			673.490		\$0.00	\$0.00	
			Productivity Service							
			Erie 1 - Board Policy Handbook							
			Putnam Staff Devel on Site							
							2017-2018	2018-2019		
Grand Totals:								\$74,809.00	\$0.00	

* Dir. Pg. = BOCES Directory of Services page number.

Print All Print Version Exit

- If you click on the pencil, you will be in the edit mode for a Nassau BOCES department and may begin signing up for services. The services that your district is signed up for currently may be seen in the 2020/21 columns. For programs with monthly tuition charges (such as Special Education, and Transportation), you will see the actual number of students in the program for 2020/21 to assist you in estimating the enrollment for 2021/22. The program will do the calculations and update your homepage with the projected costs. **Be sure to click save or save and exit when you are done.**

		2017-2018				2018-2019			
Level Five - District Based									
Children's Readiness Center	34	242.060		0	\$77,073.00	\$0.00	0	\$77,843.00	\$0.00
Individual Learning Academy @ Career Preparatory High School	34	244.090		0	\$36,476.00	\$0.00	0	\$36,659.00	\$0.00
Individual Learning Academy @ Center for Community Adjustment	34	241.090		0	\$36,476.00	\$0.00	0	\$36,659.00	\$0.00
Individual Learning Academy @ Iris Wolfson High School	33	219.090		0	\$36,476.00	\$0.00	0	\$36,659.00	\$0.00
Rosemary Kennedy School	36	232.070		0	\$77,073.00	\$0.00	0	\$77,843.00	\$0.00
Level Six 12:1:2									
Center for Community Adjustment - CCA	34	241.050		0	\$61,649.00	\$0.00	0	\$61,957.00	\$0.00
Center for Community Adjustment- CCA with Barry Tech	34	241.020		0	\$60,952.00	\$0.00	0	\$61,257.00	\$0.00
Seaman Neck	34	235.060		0	\$61,649.00	\$0.00	0	\$61,957.00	\$0.00

* Dir. Pg. = BOCES Directory of Services page number.
 For additional information:
 Barbara Longo at 516-396-2284 or blongq@nasboces.org

Save Save & Exit Abandon & Exit

- Each BOCES program has been entered into this web-based Letter of Intent. Those with unique fee structures have been programmed into the software so that if a subscription fee is required for a particular service you must enter it before you will get to an editable field. An example of this can be seen on “CIT-4A” for Arts in Education where you must subscribe to the service before the additional services such as “Artists in Schools” field will become editable.

Arts in Education	Dir. Pg.*	BOCES Billing Code	District Budget Code	Subscribed	Fee	Service Provided	Subscribe	Fee	Projected Service Requested
T: Subscription N: D: Required for the following ser	25	403.500				\$3,500.00	No	\$3500.00	\$0.00
T: Artists in Schools N: Enter costs for all Arts in Edu D:	25	403.010				\$0.00			\$0.00
T: Orchestra Long Island Perfor N: D:	25	403.010				\$0.00			\$0.00
T: Nassau County Museum of A N: D:	25	403.010				\$0.00			\$0.00
T: Lincoln / Tilles Center Partner N: D:	25	403.010				\$0.00			\$0.00
T: Student Festivals - NYSSMA, N: D:	25	403.010				\$0.00			\$0.00
T: District Participation Fees - N N: D:	25	403.010				\$0.00			\$0.00
T: Art League of Long Island N: D:	25	403.010				\$0.00			\$0.00

Only if you choose “yes” to subscribe will you be able to add dollar amounts to the services listed below.

- Career and Technical Education as you may know uses a three-year rolling average for billing purposes. We use the actual December enrollment to determine the average enrollment for billing. This means that for the 2021/22 fiscal year your district's average enrollment will be calculated using your district's actual December student enrollment for 2020, 2019 and 2018.

In the upper right-hand corner of the CTE page you will find that calculation in the box "Average Student Enrollment". For budgeting purposes you can go to the section below and enter the actual CTE Skills students that you expect and the remainder will be automatically calculated and that number will appear in the CTE Regular students' line. Please note that the dual enrolled students (those students attending a Nassau BOCES Special Education program and a CTE program) are billed separately. You will find this in a separate section on this schedule.

Barry Tech and GC Tech Three-year average enrollment	Dir. Pg.*	BOCES Billing Code	District Budget Code	Average Student Enrollment			Average Student Enrollment		
Average Student Enrollment info Students enrolled in any of the Skills Programs will be billed at the Skills tuition rate.	35		<input type="text"/>	80	\$0.00	\$0.00	74	\$0.00	
Actual number of students				Actual December 2020 students					
Number of students sent info	35		<input type="text"/>	82	\$0.00	\$0.00	0	\$0.00	\$0.00

Average student enrollment

				2020-2021			2021-2022		
Budget for Average Barry Tech and GC Tech Student Enrollment	Dir Pg. *	BOCES Billing Code	District Budget Code	Average Student Enrollment			Average Student Enrollment		
CTE Skills info Enter # of skill students only	35	102.010	<input type="text"/>	8	\$23,654.00	\$189,232.00	0	\$24,103.00	\$0.00
CTE Regular info This number will be calculated automatically	35	107.010	<input type="text"/>	72	\$13,395.00	\$964,440.00	74	\$13,650.00	\$1,010,100.00

Enter # of skills students you expect to send here.

Once the number of skills students has been entered in the line above, the remainder from the Average Student Enrollment will automatically be calculated here.

				2020-2021			2021-2022		
Dual Enrollment Billed Separately	Dir Pg. *	BOCES Billing Code	District Budget Code	December Student Enrollment	Tuition per Student	Service Provided	Projected Student Enrollment	Tuition per Student	Pro Se Req
Dual Program -Regular info		107.010	<input type="text"/>	0	\$6,279.00	\$0.00	0	\$6,511.00	
Dual Program - Skills info		102.010	<input type="text"/>	0	\$9,573.00	\$0.00	0	\$9,927.00	

- When you have completed signing up for services, there needs to be an approval by the Business Official and the Superintendent. Each one must approve the document before submission. **If either one of these individuals has approved the Letter of Intent, and changes are made after that approval, the checkmark noting approval will automatically be removed and the Letter of Intent must be reapproved.** After both the Business Official and the Superintendent have approved the Letter of Intent, the document is ready for electronic submission to Nassau BOCES.

\$4,884,267 \$2,585,118

The business official **has not** yet approved this Letter of Intent.

You have approved this Letter of Intent on:
3/2/2006 12:15:36 PM

The Letter of Intent requires the approval of both the business official and the superintendent before it can be submitted to BOCES.

You have approved this Letter of Intent on:
3/2/2006 12:18:02 PM

The superintendent has approved this Letter of Intent on:
3/2/2006 12:15:36 PM

This Letter of Intent is ready for submission to BOCES by the superintendent.

Please inform the superintendent that action is needed.

The business official has approved this Letter of Intent on:
3/2/2006 12:18:02 PM

You have approved this Letter of Intent on:
3/2/2006 12:15:36 PM

Would you like to submit this letter of Intent to BOCES now?

Make sure you remember the final step – to submit Letter of Intent. It will not be complete until this step is done.

- After all three steps of the approval process have been completed the Letter of Intent is finalized. It is no longer editable on the web by either the district or by BOCES and the pencil icon in the edit column is removed. All amendments must be made by email and must be approved by either the superintendent or the business official. All revisions will then be posted to the “Amended Letter of Intent” and can only be revised by BOCES personnel.

Departmental Snapshot

DEPT	VIEW	EDIT	2005-2006	2006-2007
Admin			\$653,447	\$658,062
CC			\$75,027	\$7,295
CIT-1			\$7,000	\$24,142
CIT-2			\$10,487	\$48,137
CIT-3			\$0	\$0
CIT-4			\$66,525	\$218,912
CIT-5			\$6,600	\$6,600
CIT-6			\$40,251	\$43,914
CIT-7			\$416,803	\$418,975
CIT-8			\$9,020	\$9,291
CIT-9			\$0	\$0
CTE			\$732,900	\$41,184
IA			\$64,501	\$53,406
IPAS			\$707,833	\$0
SE			\$1,651,935	\$1,020,950
SS			\$65,143	\$34,250
TS			\$376,795	\$0
			\$4,884,267	\$2,585,118

The business official has approved this Letter of Intent on:
3/2/2006 12:18:02 PM

You have approved this Letter of Intent on:
3/2/2006 12:15:36 PM

The Letter of Intent has been submitted to BOCES on:
3/2/2006 12:24:28 PM

Messages from BOCES

Recent Activity

DATE	NAME	TIER	DEPT	ACTION
3/2/2006 12:24:28 PM	js	SI		The Letter of Intent has been sent to BOCES
3/2/2006 12:24:28 PM	js	SI		The Letter of Intent has been sent to BOCES
3/2/2006 12:20:06 PM	js	SI		User has logged into the system.
3/2/2006 12:19:40 PM	js	BO		User has logged out of the system.
3/2/2006 12:18:02 PM	js	BO		User has approved the Letter of Intent.
3/2/2006	ic	BO		User has logged into

[View All Activity](#)

New Password: Confirm: [Change](#)

If you have any questions when preparing this document for submission or any other matters please call Barbara Fitzpatrick at 516-396-2315, or Susan Kuhn at 516-396-2318.