



**MOOSONEE DISTRICT
SCHOOL AREA BOARD**

ADMINISTRATIVE PROCEDURE BUSINESS ADMIN: NO. 556	
Effective	March 26, 2025
Last Revised	April 4, 2025
Last Reviewed	

OUTGOING MAIL MANAGEMENT

PURPOSE

The Moosonee District School Area Board strives to ensure effective stewardship of its resources in order to deliver effective and appropriate education programs to its students.

This administrative procedure sets out the process by which the MDSAB, along with the Moosonee Public School (MPS), will manage the outgoing mail using the most cost-effective means while achieving the goal of timely mail delivery.

PROCEDURES

- 1.1 The Purchasing Officer or a designate will be permitted to procure stamps in bulk proportions from Canada Post quarterly, using the corporate Credit Card, for an amount not exceeding One Thousand Dollars (\$1,000).
- 1.2 Stamps purchased will be handed over to the MPS Administrative Assistant in quantities based on identified needs for all outgoing regular letter sized envelopes not exceeding 50 grams.
 - Regular letter sized envelopes, weighing 0 to 30 grams, use 1 regular stamp
 - Regular letter sized envelopes, weighing 30 to 50 grams, use 2 regular stamps
- 1.3 The Purchasing Officer will ensure all mail is duly processed at Canada Post for heavier regular letter sized envelopes, larger envelopes or parcel-size packages like Ontario Student Records (OSRs).
- 1.4 The Purchasing Officer will share a copy of the Receipt with the Tracking Number with the school admin assistant and keep a logbook (Shared Google Sheet) to keep track of the Date, Shipping Location, Tracking Number and Amount of the packages mailed out at the post office.
- 1.5 The Board Office will pick up all outgoing mail from MPS and mail at the post office twice weekly
- 1.6 Where practical and prudent, MPS will hand deliver outgoing mail to parents. This is to be done when parents visit the school or are notified by the school that there is mail for them at the front office

REFERENCE DOCUMENTS

Board:

Board Policy GOV-01 Philosophy, Goals, and Values

Board Policy GOV-02 Strategic Directions

Board Policy GOV-03 Role of the Corporate Board: Fiscal Responsibility

Board Policy GOV-04 Role of the Supervisory Officer: Fiscal Responsibility

Administrative Procedure 515 Purchasing Ethics and Procedures