

JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD
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ADMINISTRATIVE PROCEDURE BUSINESS ADMINISTRATION: NO. 591	
Effective	March 26, 2025
Last Revised	April 4, 2025

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OUTGOING MAIL MANAGEMENT

PURPOSE

The James Bay Lowland Secondary School Board (JBLSSB) 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 JBLSSB along with the Northern Lights Secondary School (NLSS) will manage the outgoing mails, 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 NLSS 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 sized envelopes or parcel-size packages like Ontario School 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 NLSS and mail at the Post Office twice weekly

1.6 Where practical and prudent, NLSS 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

Legal:

Education Act, Section 285 Duties of Supervisory Officers: Supervise business functions
Public Sector Accounting Board (PSAB) Standards

Board:

Board Policy GOV-25 Financial Stewardship: Budget Process
Administrative Procedure 515 Purchasing Procedures