

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** CNA-RA, Negotiated Agreements

**Responsible Office:** Deputy Superintendent for Planning, Technology, and Supportive Services

### Mail Service

#### I. PURPOSE

To establish procedures for preparing mail for processing by the MCPS mailroom and for authorizing distribution of materials from agencies to the schools via the interschool mail facility

#### II. BACKGROUND

MCPS provides a postage-free interschool mail service (pony) to expedite communications within the school system. Staff assigned to the mailroom, Carver Educational Services Center (CESC), are responsible for sorting MCPS mail for delivery to schools and offices and delivering to the post office mail requiring postage. In addition to scheduled deliveries to schools, the pony delivers mail addressed to the County Council Office Building, County Executive Office Building, County Court House, Park and Planning Commission, Montgomery College, Montgomery County Teachers Federal Credit Union, MCEA, MCCSSE, MCAASP, and members of the Board of Education.

#### III. PROCEDURES

##### A. Preparation of Mail for Processing by the Mailroom

##### 1. Pony Mail (Interschool Mail Facility)

The preparing office is responsible for:

- a) Using interdepartmental envelopes
- b) Lining out the address preceding the block to be used, using the address blocks in sequence, and filling all blocks on one side of the envelope before the reverse side of the envelope is used
- c) Providing complete addresses which include:

- (1) Full name and address or position title
  - (2) School, office, department, or division and location of the office, e.g., CESC, Montgomery College (Note: the school number is not used in lieu of the school name. When there is a mailing to all schools, it is sufficient to indicate Principal on the envelope.)
  - d) Sealing a confidential letter in a plain white envelope, carrying the same address as the inside address of the letter, and placing the sealed envelope in an interdepartmental envelope that has complete address information
  - e) Forwarding excess interdepartmental envelopes, tied in a bundle, to the mailroom
2. Official MCPS Mail Requiring Postage
- a) Mail requiring postage is classified as follows:
    - (1) Overnight express mail or United Parcel Service for high value items that need to be insured or signature required
    - (2) First-class mail includes:
      - (a) Letters
      - (b) Post cards
      - (c) All manila envelopes sealed or closed to postal inspection that are not designated Printed Matter
      - (d) Printed matter with an original signature
    - (3) Third-class mail includes printed matter under 4 ounces, including printed matter with a machine-printed signature
    - (4) Fourth-class mail includes printed matter over 4 ounces, including printed matter with a machine-printed signature

- (5) Bulk mail includes minimum of 200 pieces of identical mail, zip code required (See bulk mail guidelines produced each year by the Department of Materials Management)

b) The preparing office is responsible for:

- (1) Marking mail to be sent as printed matter or first class (Sealed packages or large manila envelopes to be mailed first-class are to be so marked; otherwise the material is sent third-class mail.)
- (2) Consulting mailroom personnel, CESC, concerning the most inexpensive manner of mailing large quantities of like materials
- (3) Wrapping all packages after consulting mailroom personnel concerning packaging
- (4) Including the sender's name and department/division/school as part of the return address on a package or preprinted MCPS envelope
- (5) Assuring that personal mail is not sent to the MCPS mailroom
- (6) Placing unsealed envelopes in stacks with the flaps overlapping and with a rubber band around each stack
- (7) Assuring that the contents of letter-size envelopes are folded and placed in the envelope in such manner as to permit automatic sealing of the envelope in passage through the postage meter (large, thick envelopes should be sealed)
- (8) Sealing and separating prestamped envelopes furnished by the addressee
- (9) Forwarding mail for a terminated or transferred employee as follows:
  - (a) Line out the incorrect address and write in the new address, if available

- (b) If a forwarding address is not available, first-class mail is marked Return to Sender (Unknown and junk mail is destroyed.)
    - (10) Making arrangements by 3:00 p.m. with mailroom personnel for handling outgoing U.S. mail to be sent after 4:00 p.m. (Note: The last daily delivery of mail to the post office is 4:00 p.m.)
  - c) Mailroom personnel are responsible for:
    - (1) Determining whether printed matter is sent as third- or fourth-class mail, depending on the weight
    - (2) Automatically mailing sealed packages or large manila envelopes as third-class mail (printed matter) when the material is not specifically marked first-class mail
- B. Authorization to Use the Interschool Mail Facility and Preparation of Mail

Materials sent to schools by pony must be in accordance with Regulation CNA-RA: *Procedures for Advertising Materials and Announcements.*

1. Authorization

- a) Agreement between Montgomery County Board of Education and Montgomery County Education Association (MCEA)

“Use of the interschool mail facility is authorized to distribute official association material. Printed materials or literature indicating MCEA’s position concerning any candidate for public office may not be distributed through the interschool facility. Use of the facility to distribute material detrimental to the goals and purposes of MCPS or material in violation of the law is expressly prohibited. Use of the interschool mail facility will be in accordance with procedures established by the superintendent. Violation of this section will result in loss of use of the facility for the remainder of the period of the Agreement.”

- b) Agreement between Montgomery County Board of Education and Montgomery County Council of Supporting Services Employees (MCCSSE)

“MCCSSE will be authorized to use the interschool mail facility to distribute official MCCSSE material. Printed materials or literature indicating MCCSSE’s position concerning any candidate for public office may not be distributed through the interschool facility. Use of the facility to distribute material detrimental to the goals and purposes of MCPS or material in violation of the law is expressly prohibited. Such use will be in accordance with procedures established by the superintendent. Violation of this section will result in loss of use of the facility for the remainder of the period of the Agreement.”

- c) Agreement between Montgomery County Board of Education and Montgomery County Association of Administrative and Supervisory Personnel (MCAASP)

“Use of the interschool mail facility is authorized to distribute official Association material.”

- d) Other Outside Agencies

Prior to each distribution of materials, outside agencies obtain clearance as follows:

Materials to be distributed to all county schools are submitted to the deputy superintendent for instruction for approval or disapproval of use of the interschool mail facility.

## 2. Preparation of Pony Mail

- a) Each item distributed by an employee or outside organization through the “pony” must be clearly marked to indicate the organization sending the material. The president of that organization will be held responsible for authorizing distribution of the material and for its contents.
- b) An organization using the “pony” mail service must sort a large scale (cluster or system-wide) mailing by pony delivery area prior to delivery to the CESC mailroom.
- c) The agency must securely wrap or tie, and when requested, place the material in the school mailboxes in the CESC mailroom

## C. Pickup and Delivery of Mail

1. The Supply and Property Management Unit is responsible for distributing annually a schedule of stops for delivery and pickup by pony mail. A pickup and delivery point of mail bags is designated by each school.
2. Central offices are responsible for providing mail boxes for pickup and delivery in a convenient location to assure prompt service by mail room personnel.
3. Agreement between Montgomery County Board of Education and Montgomery County Education Association (MCEA)
  - a) “The Board agrees to include the association’s headquarters as a regular interschool mail stop, provided that MCEA complies with MCPS regulations on this subject.”
  - b) “The rights and/or privileges granted to the association in B.1, 2, C., E., G., I., and Article 28 of this agreement will not be granted to any other unit member group or employee organization as defined in Section 6-401(b) of the Annotated Code of the Public General Laws of Maryland, Education, [Volume] during the term of this Agreement.”
4. Agreement between Montgomery County Board of Education and Montgomery County Council of Supporting Services Employees (MCCSSE)
  - a) “The MCCSSE headquarters is to be a regular pony stop.”
  - b) The rights granted exclusively to MCCSSE are Sections A.4, 5, 8, 11, 12, and 13 will not be granted to any other employee organization having supporting service employees as members.”

**Regulation History:** Formerly Regulation No. 225-4, revised October 1982; revised May 2, 1988; revised August 8, 1995.