

Mecosta-Osceola Personnel Cooperative
(MOP Co-Op)
Advisory Council



Policy Manual

Mecosta-Osceola Personnel Cooperative (MOP Co-Op)
Advisory Council Policy Manual

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0100 – OFFICIAL DESCRIPTION

0101 **NAME**

The Council shall be known officially as the Mecosta-Osceola Personnel Cooperative (MOP Co-Op) Advisory Council.

0102 **MISSION**

The mission of the Mecosta-Osceola Personnel Cooperative (MOP Co-Op) Advisory Council is to serve the local school districts by effectively managing common personnel, supplies, and resources through cooperation, teamwork and expertise.

0110 – GOALS

0111 **THE GOALS OF THE MOP CO-OP ADVISORY COUNCIL ARE AS FOLLOWS:**

- A. Expand, examine and explore cooperative services to promote cost-savings and/or improve services.
- B. Fulfill the needs of the local school districts through attrition. **In cases of financial duress to the local school districts, the MOP Co-Op will consider restoring laid-off employees from those districts for employment opportunities through the Cooperative to meet part-time needs of our local school districts.***
- C. Document and report the activities of the MOP Co-Op to the respective Boards of Education.
- D. Use technology to increase the effectiveness of shared services.

0120 – ROLE DESCRIPTIONS

0121 **MECOSTA-OSCEOLA INTERMEDIATE SCHOOL DISTRICT (MOISD) BOARD OF EDUCATION:**

- A. Act as the fiscal agent.
- B. Oversee (generally).
- C. Approve policies.
- D. Hire/monitor personnel and procedures.

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0122 **MOP CO-OP ADVISORY COUNCIL:**

Founding parties of the Mecosta-Osceola Personnel Cooperative are the public schools within the Mecosta-Osceola Intermediate School District boundaries (Big Rapids Public Schools, Chippewa Hills School District, Crossroads Charter Academy, Evert Public Schools, Morley Stanwood Community Schools and Reed City Area Public Schools).

Any other parties that wish to participate will be on a cost-plus basis. Membership will be determined by the Mecosta-Osceola Personnel Cooperative Advisory Council.

Policies adopted by the Mecosta-Osceola Personnel Cooperative Advisory Council will not conflict with the Mecosta-Osceola Personnel Cooperative Services Agreement or MOISD Board of Education Policies.

0123 **MOP CO-OP DIRECTOR (OR DESIGNEE) WILL:**

- A. Advise and recommend activities to fulfill the mission of the MOP Co-Op Advisory Council.
- B. Monitor activities of supervisors, employees and sub-contractors.
- C. Present activities, policies and procedures of MOP Co-Op Advisory Council to MOISD Board of Education.

0124 **MOISD SUPERVISORS WILL:**

- A. Faithfully perform duties as assigned to fulfill the mission of the MOP Co-Op Advisory Council.
- B. Advise and recommend activities to the Director.
- C. Evaluate and recommend.
- D. Manage and report.
- E. Work in conjunction with local districts to monitor employee performance.

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0125 **EMPLOYEES WILL:**

- A. Faithfully perform duties as an at-will employee.
- B. Faithfully perform duties as assigned to fulfill the mission of the MOP Co-Op Advisory Council.
- C. Faithfully perform duties as assigned by MOP Co-Op Supervisor and observe local district policies and procedures.

0126 **SUB-CONTRACTORS WILL:**

- A. Faithfully perform duties as assigned to fulfill the mission of the MOP Co-Op Advisory Council.
- B. Faithfully perform duties as assigned by MOP Co-Op Supervisor and observe local district policies and procedures.

0130 – BUDGET PHILOSOPHY

0131 The MOP Co-Op Advisory Council will strive to continuously evaluate the financial structure to provide equity amongst participating users to protect and maintain activities.

- A. The budget process will follow normal budget timelines and procedures based on the Michigan Public Accounting Manual.
- B. An annual budget will be provided to the members.
- C. Work toward common and consistent procedures and philosophies
- D. All members will strive to increase or improve the use of technology.
- E. Ancillary costs (i.e. mileage, professional development, training, equipment, etc.) will be divided proportionately by participants utilizing the service.
- F. The MOP Co-OP Advisory Council supports the concept and application of one-time merit pay for employees who demonstrate skill and effort above and beyond the call of duty. MOP Co-Op Supervisors may apply to the Council for employees who are eligible for merit pay.

MOISD BOARD OF EDUCATION

CO-OP DIRECTOR
(MOISD Superintendent /or
Designee)

CO-OP
ADVISORY
COUNCIL

FINANCE
SUPERVISOR

TECHNOLOGY
SUPERVISOR

MAINTENANCE
SUPERVISOR

GENERAL
EDUCATION
SUPERVISOR

RULES
AND
REGULATIONS

BUDGET

EMPLOYEES

RULES
AND
REGULATIONS

BUDGET

EMPLOYEES

RULES
AND
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BUDGET

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