

Mecosta-Osceola Personnel Cooperative

(MOP Co-Op)

Advisory Council



Procedure Manual

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Advisory Council Procedure Manual

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0100 – MEETINGS

0101 **PARTICIPANTS**

The Advisory Council shall consist of a Board of Education/Board of Director member representing each Public School/District, provided, that the Council shall have authority to expand its size to two representatives from each District.

Advisory Council members and alternates shall be selected annually by the local districts at their respective organizational meetings.

It is the responsibility of the local district to appoint a representative to fill a vacant Advisory Council position.

0102 **LOCATION, DATE AND TIME**

Per the MOP Co-Op Agreement Council shall meet at least semi-annually to carry out its duties and responsibilities.

The Advisory Council will hold an organization meeting annually in August to establish officers, dates, time and location of meetings for the fiscal year.

The Director has the authority to call a special meeting of the Advisory Council following the guidelines of Michigan's Open Meeting Act (OMA), enacted in 1976 as Public Act 267.

0103 **PARLIAMENTARY AUTHORITY**

The parliamentary authority governing the Advisory Council shall be Robert's Rules of Order when appropriate.

0104 **QUORUM**

Actions by the Council shall be by majority vote of the Council.

0105 **OFFICERS**

The Director (MOISD Superintendent or designee) will chair Council meetings.

The Council shall appoint/elect a Secretary.

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0106 **AGENDA**

The Director shall prepare and submit to each Council member a written agenda for each meeting. The agenda shall list the various matters to come before the Council and shall serve as a guide for the order of procedure of the meeting. Individual Council members may include items on the agenda upon the concurrence of the Director.

0107 **MINUTES**

Official meetings of the Council will be memorialized. The Secretary shall keep the meeting minutes. The minutes shall be approved by the Council and endorsed by the Secretary at the next regular meeting.

0108 **CHANGES TO POLICY MANUAL OR PROCEDURE MANUAL**

Any member of the Advisory Council can propose a policy or procedure change. All Council members will be notified of proposed policy or procedure manual change(s) a minimum of ten (10) days prior to an Advisory Council meeting.

A policy change requires a 2/3 vote of Council members.

A procedure change requires a 50% vote of Council members present.

0110 – PERSONNEL

0111 The Advisory Council has established procedures for starting a new MOP Co-Op position as follows:

A. Request in writing on a *MOP Co-Op Position Recommendation Form* to the Advisory Council:

1. districts interested
2. future implications
3. cost projections
4. job description/duties
5. other pertinent information

B. Advisory Council will:

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1. approve/disapprove position

2. recommend to MOISD Board

C. Periodically review reports from Director / Supervisors on effectiveness of positions.

0112 MOISD Supervisors will be responsible for hiring recommendations, placement and evaluation of employees.

0113 On-site Supervisor will be responsible for daily monitoring and direction of employees following the administrative structure of the local districts.

0120 – BUDGET

0121 An annual budget will be provided to the Advisory Council members.

Council is to be apprised by MOP Co-Op Director of budget revisions and projections.

0122 Council shall consider, review and recommend salary, benefits, program costs and fees.

0123 All MOP Co-Op employees are annually eligible for merit pay. The merit pay system is designed to reward those employees who have gone above and beyond their normal expectations and have demonstrated skills or expertise which benefit the MOISD, MOP Co-Op, local school districts, or purchasing body in the areas of:

a) innovation;

b) dollar savings;

c) customer service;

d) system improvements;

e) time/resource savings;

f) idea/concept which significantly benefits the parties involved.

Application must be completed and submitted to the MOP Co-Op Chair by the MOP Co-Op Supervisor, supported by the local district/body supervisor or superintendent by March 15th for electronic distribution to

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the MOP Co-Op Advisory Council for decision at April Advisory Council meeting.

The merit pay allocation must be unanimous of all present Council members at the April Advisory Council meeting.

Distribution of the lump sum of Merit Pay award will occur at the May board meeting of the district where the employee serves the majority of time.

The award amount will be \$500 to be paid from the MOP Co-Op fund balance.

0124 Program costs and fees will be divided proportionately among participants utilizing the service such as:

A. Mileage using MOISD model

B. Professional Development/Training

0125 Specialty tools that are a specific need of the participant will be paid for by the participant.

Program charges involving shared equipment costs, which exceed \$2,500 requires Council approval.

0126 The Mecosta-Osceola Intermediate School District (MOISD) will pay all third party contract services fees for the first two (2) years of employment. Third party contract service fees will be divided proportionately by participants utilizing the service beginning the third year of employment.

0127 Council recommends a twelve month commitment from members/participants.

0130 – PLANNING FOR EXPANSION/CONTRACTION

0131 MOP Co-Op Director will provide an annual report to Council and MOISD Board of Education.

**New language regarding Merit Pay approved by MOISD Board of Education 3/5/2009

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- 0132 Annual report to local Boards of Education will be given by local Board representative.
- 0133 Supervisors will provide a bi-monthly report of employee activities/services to the Council via the MOP Co-Op Director.



MOP Co-Op Position Recommendation Form

DISTRICT INITIATING REQUEST: _____

POSITION REQUESTED: _____

New Position? YES (Provide a job description/duties of the position . . . preferably an electronic version)

NO Replacement for _____ (Include current job description/duties . . . preferably an electronic version)

District(s) Interested: _____

Future Implications: _____

Cost Projections (i.e. labor/salary/benefits/materials/equipment): _____

Requested Start Date: ____/____/____

End Date ____/____/____ (Check One Below)

Indefinite With possibility of extension

_____ % Time Fixed / Variable _____ hours/day _____ days/week _____ hours/week

Schedule (i.e., 8-5, Monday-Friday) _____ or to be discussed

Person who will be the on-site Supervisor: _____

Work Location(s): _____

Other Pertinent Information: _____

If this is an urgent need and you have identified a candidate to be hired, please be prepared to discuss the following information with MOP Co-Op Director (or designee) in order to determine if limited non-recruitment is appropriate and will be approved:

1. Reason/justification for not running an open recruitment at this time and consequences if left unfilled until openly recruited?
2. How was candidate identified and selected?
3. Candidate's unique qualifications?
4. Need for position: Short-term (500 hours or less) or long-term (more than 500 hours); possibility of extension?

Requested By: _____

Contact Information: Phone (____) _____ Ext _____ E-Mail _____

Requesting Superintendent's Signature

Date

Approved by Local District Superintendent on _____

Received by MOISD Superintendent/MOP Co-Op Director on _____

Reviewed by MOP Co-Op Advisory Council on _____

Advisory Council Approved & Recommended to MOISD Board of Education Advisory Council Denied

Reviewed by MOISD Board of Education on _____

Approved by MOISD Board of Education Denied by MOISD Board of Education