

**Collaborative Board of Director's Checklist
Ongoing Responsibilities Under Chapter 40 S. 4E**

DUE	Task	Body/Person Responsible	Comments
After July 1	Board Member appointed annually	School Committee	Minutes of appointment sent to the Collaborative Executive Director
Within 60 days of appointment	New Board Member Online Training	DESE/Board Member	DESE sends training information to Board members via email
Quarterly between July 1 and June 30	Quarterly Report on Collaborative to School Committee	Board of Directors	<ul style="list-style-type: none"> -Executive Directors report can be used for reports -Annual report can be used as a quarterly report -Information item, not voted by school committee
January 1 or after	Annual Report and Financial Statements submitted to School Committee	Board of Directors	<p>Voted by Collaborative Board and submitted by Executive Director to ESE, OSA, and Board no later than 1/1</p> <p>Board submits to school committees as an information item on or after 1/1</p>
Prior to end of fiscal year	Copy of annual budget and tuition rates	Board of Directors	Voted by Collaborative Board, submitted to school committees as an information item
(2) Responsibilities of Appointed Representatives:			

<p>Overall Board Member Responsibilities per MA regulations</p>	<p>(a) Each appointed representative has a fiduciary responsibility to discharge his or her duties with care, skill, prudence and diligence for the benefit of the representative's member district and the students served by the educational collaborative.</p> <p>(b) If the interests of the educational collaborative conflict with the interests of the member district, the appointed representative shall have a duty to inform the member district about the conflict at the next regularly scheduled open meeting of the member district.</p> <p>(c) Each appointed representative shall be responsible for providing the following information to the representative's member district in accordance with the provisions of M.G.L.c. 40, § 4E:</p> <ol style="list-style-type: none"> 1. quarterly information and updates to the school committee or charter school board at an open meeting on collaborative activities, including, but not limited to, the programs and services provided by the collaborative; 2. a report on significant changes in programs, services, budgets, and property as they arise; 3. a copy of the collaborative agreement and any amendments; 4. a copy of the annual budget and tuition rate; 5. a copy of the annual report and financial audit; 6. notification of applications for real estate mortgages; 7. a copy of any capital plan approved by the board of directors; and 8. any additional information as may be requested by a vote of the school committee or charter school board of the member district. <p>(d) Each appointed representative shall complete training provided or approved by the Department, as outlined in 603 CMR 50.05.</p> <p>(e) The appointed representative shall be an active and engaged voting member of the collaborative board of directors. The appointed representative shall attend scheduled meetings and fulfill all duties as may be required by the collaborative board of directors, 603 CMR 50.00 and the collaborative agreement. In accordance with 603 CMR 50.03(5)(b)(5), the collaborative agreement may provide for the imposition of consequences for failure of an appointed representative to fulfill the responsibilities set forth in law and the provisions of the collaborative agreement.</p> <p>(f) The appointed representative shall not delegate his/her powers or send a representative in his/her place as a voting member.</p>
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The following webpage provides further guidance on duties and responsibilities of individual collaborative board members or collaborative boards: <https://www.doe.mass.edu/edcollaboratives/governance-guidance/duties-responsibilities.docx>