The Board of Education of Montgomery County met in a retreat at the Quality Suites, Rockville, Maryland, on February 5, 2005, at 9:00 a.m.

Present:	Mrs. Patricia B. O'Neill, President
	in the Chair
	Mr. Steve Abrams
	Ms. Sharon W. Cox
	Ms. Valerie Ervin
	Dr. Charles Haughey
	Mrs. Nancy Navarro
	Mr. Gabriel Romero
	Mr. Sagar Sanghvi, Student Board Member
	Dr. Jerry Weast, Secretary/Treasurer
Absent:	None

The Board of Education met in retreat to accomplish the following objectives:

1.   Participate in team-building activities
2.   Review respective roles and responsibilities of the Board and Administration
3.   Review results of the Board member survey
4.   Review the Board's current business processes

The retreat attendees participated in a team-building exercise based on *Cascades – Survival Situation.*

There was a break from 10:30 to 10:45 a.m.

The attendees engaged is a *Mix and Match Exercise* to stimulate discussion of the roles and responsibilities of the Board and Administration.

There was a break for lunch from 11:30 a.m. to 12:45 p.m.

Board Member Survey
The discussion centered on the survey in which Board members answered the following questions:

1.   What is the biggest challenge to become and/or maintain being an effective Board of Education?
2.   With respect to how the Board carries out its responsibilities, what are two priority issues you believe the Board needs to address?
3.   What are some perceived characteristics of the Board that can be improved

upon?
4.   What are some things the Board does well?
5.   What are some things the Board needs to do better?

The discussion highlighted the following issues: Board/Superintendent relationship, relevance, independence, use of contemporary tools, communications, independent analysis, meeting structure, better use of time collectively and individually, business format, executive summary with decision tree and action needed, culture change, and orientation of new Board members.

Review Board's Business Processes

1.   *Format of Board Presentations and Board Papers*
       a.   process for what comes to the Board table
       b.   more technology
       c.   decision sheets
       d.   restructure presentations/more time for Board questions
       e.   master spread sheet for future agenda items

It was decided that Mr. Brian Porter and Mr. George Margolies will benchmark against other school systems the presentations and papers that go to boards. This project will be completed before April 12, 2005.

2.   *Agenda-setting Process/Dialogue on Current Issues*
       a.   dialogue for current issues/placeholder on all-day agendas
       b.   desire of the Board to have more time to discuss current issues

There was no closure to this issue. In the interim, Board members will be contacted to suggest a topic.

3.   *"Public Comments" Process*

This item was deferred.

4.   *Cluster Meetings*
       a.   attendance by Board
       b.   town meetings/forums
       c.   agenda set by Board/community
       d.   area meetings/not cluster

It was decided to refer this topic to the Communications and Public Engagement Committee recommendations.

5.   *Committee Structure*

This item was deferred.

ACTIONS			
TASK	**LEAD**	**DATE**	**COMMENTS**
Benchmark Board presentation papers	Brian/George	April meeting	Benchmark – first look at literature
Review last year's presentations – oversight/governance			
Cluster meetings	Communications Committee	May	What learned/ recommendations

The meeting was adjourned at 3:40 p.m.

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PRESIDENT

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SECRETARY

JDW:gr