

WACHUSETT REGIONAL SCHOOL DISTRICT

HOLDEN ♦ PAXTON ♦ PRINCETON ♦ RUTLAND ♦ STERLING

Minutes

Regular Meeting #1034, Monday February 11, 2002
7:00 p.m.

Media Center
Wachusett Regional High School

Committee Members Present:

John Rokicki, Chairman	Alice Livdahl
Donald Benson	David Lowenthal
Carol Esperti	Peter MacDonald
Kimberly Ferguson	Kelly Maxwell
Michael Gennert	Natalie Mello
Jeffrey Gibbs	John Nunnari
Jane James	Elizabeth Pape
Sarah Jordan	Julie Scott
Duncan Leith	Kathleen Singh

Committee Members Absent:

Sherry Horeanopoulos, Vice-chairman

Administration Present:

Alfred D. Tutela, Ph.D., Superintendent of Schools
Paul K. Soojian, Director of Operations
Brian O'Connell, Director of Administrative Services
Philip Campbell, Director of Student/Information Services
Susan Sullivan, Executive Assistant to the Superintendent

Others present:

Linda Lehans, *The Landmark*
Stacey M. Grossi, *Worcester Telegram & Gazette*
Christine Nelson, *Sterling Meetinghouse News*
Timothy Ethier, Chair Holden Selectboard
Joseph Sullivan, Holden Selectboard
David White, Holden Selectboard
Douglas Briggs, Rutland Selectboard
Louis Cornacchioli, Rutland Selectboard
Clealand Blair, Chair Rutland Finance Committee

Brian Bullock, Holden Town Manager
Maureen Floryan, Holden
Larry Floryan, Holden
David Gibbs, Sterling
Melinda Johnson, Paxton
Mark James, Holden
David Clark, Sterling
Debbie Croucher, Sterling
Don D'Auteuil, Rutland
Joseph Becker, Rutland
Pat Garafoli, Sterling
Susan Schneeweis, Sterling
John Schneeweis, Sterling
William Gibbs, Rutland

Chairman John Rokicki called the meeting to order at 7:02 PM. Chairman Rokicki took Item VI, B1 out of order and introduced Jeffrey Wulfson, Chief Finance Officer for the Department of Education.

Mr. Wulfson gave a brief history of the Chapter 70 formula. Prior to Education Reform local contributions were under local control. The McDuffy case changed that and the result was a new formula, the Chapter 70 formula which has become legendary for its complexity. The formula contains three parts:

- Foundation Formula which is an estimation of what a School District needs to operate; it is set each year; it is set individually for each district.
- Local Contribution, which partners local funding along with state funding; it is designed to be fair for each city and town.
- State Aid calculation is intended to make up the difference between local contribution and what the district needs to operate.

The state set a local requirement because the drafters of the Education Reform Law wanted the aid to be used to educate students and not to supplant. The state decided not to set the local contribution according to Regional Agreements as they recognized the realities of Proposition 2 ½ and that some communities would spend funds on education appropriately and some would not. The local requirement is based on the town's ability to pay, or a wealth-based formula, not dissimilar to our property tax system, wealthier taxpayers pay more and less wealthy taxpayers pay less.

The state adopted two measures to set the contribution:

- School Tax Rate Measure, which was compared with real values in town; these values were normalized; an income adjustment was used.

- The amount of increase year-to-year, measuring the increase in revenues and a municipal growth factor. The state looks at the prior year's contribution and then raises that contribution by the growth factor.

The goal of the formula is to narrow the differences among towns gradually.

Over the last two years, discussions have taken place to make changes to the formula. The Legislature is committed to trying to come up with an improved formula but Mr. Wulfson cautioned Committee members that in all the discussions, the ability to pay is a critical piece of the formula. There has been very little discussion regarding discarding the wealth-based aspects of the formula.

Chairman Rokicki opened the meeting to questions from Committee members to Mr. Wulfson.

~~A member~~ MEMBER CAROL ESPERTI asked if it was better to be a region or to be a town on its own. Mr. Wulfson answered that financially the local contribution would be nearly the same, as well as the state aid. In a region, some measure of local control is lost; in a region there is A POSSIBILITY OF an expanded education program.

A member asked if the state has considered the problem surrounding one community's rapid increase in enrollment, with the state's assessment of its ability to pay. Mr. Wulfson answered that this would gradually get caught up.

A member asked Mr. Wulfson if he was aware that other communities were not taking a specific vote on Chapter 16B and funding the school district through provisions of their Regional Agreement. He indicated that he was not aware. The Superintendent reminded the Committee that a unanimous vote for the budget, if it was being assessed through the Regional Agreement, is a vote for 16B. A separate vote is not necessary.

Chairman Rokicki opened questions to the public.

Joseph Sullivan, Holden Selectboard asked why Chapter 70 funds have been lumped together, rather than credited to each town. Mr. Wulfson explained that it was a new approach, discussed for the past two years, to simplify and make fairer the aid calculations. This will continue. An amendment is awaiting approval by the Commissioner and has not been approved as it references the past practice of separating out the aid by towns. The Superintendent explained that there is an urgency for resolution as the assessment is based upon the prior years enrollment if the amendment is approved and based upon the five previous years if not.

John Schneeweis, Sterling, asked for clarity regarding Holden subsidizing Rutland students. Mr. Wulfson indicated that one should look at what the District spends per student. The subsidy is coming from the State. He does not find these discussions useful. We all benefit from an education system that is educating our students through quality education. If Holden pulled out, it would not be spending any more or less, but rather the same. Holden is contributing more per student than Rutland because of wealth and enrollment increases. Separating out state aid gave false information to the towns.

The Superintendent asked about adjusting above net school spending, whether the Committee could assess differently than what is in the Regional Agreement. Mr. Wulfson indicated that the Committee must follow the Regional Agreement. Districts can play around with above required spending, but it must be part of the Regional Agreement.

The Superintendent asked about the \$30 million reduction to the Department of Education and understands that this will impact special education, perhaps the tuition reimbursement. The Governor's budget on education is fair, but representatives are indicating a reduction. A budget too low is an assessment problem, a budget too high is a management problem. How can the state help facilitate the process? The Superintendent distributed correspondence from Representative Brian Knuuttila (attachment 1).

Jeffrey Wulfson reported that this is an extremely serious year. He expected firm numbers in the summer, which is causing critical problems for budgeting.

The Superintendent asked about the 100% regional transportation reimbursement that Representative Hal Lane fought hard for. Both the Governor's and the House's budgets have recommended no increase or decrease which would be closer than 90%.

The last area of concern from the Superintendent is special education, particularly the "Circuit Breaker Law". District staff has been vehemently objecting to the rules being imposed on this law. The Superintendent asked that the rules be reviewed. The Superintendent indicated that he would fax the correspondence to Mr. Wulfson tomorrow concerning the District's objections.

A member asked about the theory that revenues would be the same but the money would stay in Holden. The actual spending would not be hugely different.

A member asked about the State over-riding a Regional Agreement. Mr. Wulfson explained that this is always a problem when the state over-rides an agreed upon Regional Agreement.

David White, Holden Selectboard, asked for confirmation that need is considered when schools are put on the list. Mr. Wulfson expressed concern that approval might be problematic if concerns regarding a break-up of the District continue.

Joseph Sullivan, Holden Selectman, asked for clarification concerning breaking up the District that the State would provide financial information on decision-making to a town. The State would provide information for local spending requirement and some guidance for the future aid package. The state would not get involve in what the town might like to maintain.

Louis Cornacchioli, Rutland Selectboard, asked for confirmation that rumors would cause a problem in reimbursement for a District building project. Mr. Wulfson reported that there have been letters and phone calls to the DOE.

Chairman Rokicki asked what would assure the DOE, a vote of the community, a vote for a project. Due diligence is needed by the State DOE.

The Superintendent informed the Committee that if the District were successful in being the first on the list for this June 1, it would still put the District at number 249. Only nineteen projects were funded this year. To wait ten years for construction is asking for problems with enrollment projections. How does a community plan for a realistic project? Mr. Wulfson explained that this continues to be a problem. Many communities started projects under the old reimbursement rates. The Legislature is working on extending the short-term borrowing.

A member expressed concern about the DOE looking closely at a Wachusett project because of concerns for a break-up of the District.

Chairman Rokicki returned to the agenda.

I. Public Hearing

No other members of the public wished to speak.

II. Secretary's Report

- A. Approval of the 1033rd Regular Meeting Minutes of the WRSD Committee held on January 28, 2002 – approved by consensus with the following changes: Page 2, replace “A member” with “Member Carol Esperti”, Page 4, replace “A member” with “Member Sarah Jordan”, Page 4, replace “Ad-Hoc Subcommittee Chair Elizabeth Pape” with “Ad-Hoc Subcommittee Member

Elizabeth Pape” (two places), Page 5, replace “Members discussed” with “Member Carol Esperti requested”, Page 5, add “Short of a change in the School Committee By-Laws or Massachusetts General Laws, discussion is allowable at the discretion of the Chair.” After “...who speak at the meetings.”, Page 5, add “The Ad-Hoc Subcommittee was never made aware by Paul McGowan that he had done prior work for the District.” After “...previously reported to the School Committee.”, Page 7, replace “A member asked if Holden town officials have received proper information.” with “Member Carol Esperti asked if the Holden Building Commissioner has received site specifications for a site plan review.”, Page 11, add “were entered into by the School Committee” after “architectural firms”, Page 11 remove “With the agreement of the maker of the motion and the member seconding the motion, the motion was withdrawn.”, Page 12, add “Substitute” before “Motion”, Page 12, replace “A member” with “Member Carol Esperti”.

B. Approval of the Executive Session Minutes of the WRSD Committee held on January 28, 2002

Motion: To go into executive session for the purposes of discussing the minutes.

(K. Ferguson)
(S. Jordan)

With the agreement of the maker of the motion and the member seconding the motion, the motion was withdrawn. The minutes will remain on old business until the minutes can be discussed in public session.

III. Clarifications relating to Treasurer’s Report and Financial Statement

A. Presentation of Warrants and Payroll

Warrants were circulated for signature.

IV. Communications

Member Duncan Leith read a statement as part of the record (attachment 2).

Chairman Rokicki reported that MASC is setting up a workshop on Budgeting in Challenging Times from 6:30 – 9:00 PM on February 27th. If members want to attend, notify the Superintendent.

Chairman Rokicki reported that he had received communication from Edith Morgan of Princeton and that it would be included in the next Superintendent's Report.

V. Committee Reports

MEMBER KIMBERLY FERGUSON REPORTED THAT SHE WAS NOT AVAILABLE ON WEDNESDAY NIGHTS AND THAT SHE POSSIBLY SHOULD BE ELIMINATED AS A MEMBER OF THE EDUCATION SUBCOMMITTEE.

- A. Management Subcommittee (J. Rokicki -- Chair, C. Esperti, S. Horeanopoulos, D. Leith, K. Maxwell, K. Singh)

Chairman Rokicki reported that an executive session was held for negotiations update. Also a recommendation will come forward regarding legal counsel.

1. Motion: To Amend the School Committee By-laws to include, following Committee reports, the Superintendent's Report, both discussion of the report and recommendations of the Superintendent for School Committee action on each of the three agendas.

(C. Esperti)
(S. Jordan)

Vote:

In favor:

John Rokicki
Donald Benson
Carol Esperti
Kimberly Ferguson
Michael Gennert
Jeffrey Gibbs
Jane James
Sarah Jordan
Duncan Leith
Alice Livdahl
David Lowenthal

Peter MacDonald
Kelly Maxwell
Natalie Mello
John Nunnari
Elizabeth Pape
Julie Scott
Kathleen Singh

Opposed:

None

(Motion passed unanimously)

Motion: To retain services of counsel for matters referred by the School Committee and to begin this process by directing the chair to establish an ad-hoc search subcommittee comprised of School Committee members (attachment 3)

(C. Esperti)

(K. Singh)

Motion: To table the Motion

(C. Esperti)

(S. Jordan)

Vote:

In favor:

John Rokicki
Donald Benson
Carol Esperti
Kimberly Ferguson
Michael Gennert
Jeffrey Gibbs
Jane James
Sarah Jordan
Duncan Leith
Alice Livdahl
David Lowenthal
Peter MacDonald
Kelly Maxwell
Natalie Mello
John Nunnari
Elizabeth Pape
Julie Scott

Kathleen Singh

Opposed:
None

(Motion passed unanimously)

- B. Business/Finance Subcommittee (D. Leith – Chair, K. Fensin, J. Gibbs, J. James, P. MacDonald, J. Rokicki, J. Scott)

Business/Finance Subcommittee Chair Duncan Leith reported that the Business/Finance Subcommittee will meet on Tuesday, February 26th, 6:30 PM in the Curriculum Center, Jefferson School.

Member Leith also reported that a meeting to discuss how to deal with the Holden inequity will take place at the Municipal Light Department Building (former Chaffins School) on February 14, 2002.

- C. Business-related Ad-Hoc Subcommittees

1. Ad-Hoc Subcommittee to Review the Regional Agreement (S. Horeanopoulos – Chair, D. Leith, J. Rokicki, K. Singh)

Chairman Rokicki reported that the Ad-Hoc Subcommittee meeting was cancelled and will be re-scheduled.

Member Natalie Mello should be added to the list of Ad-Hoc Subcommittee members. Ad-Hoc Subcommittee to Review the Regional Agreement Chair Sherry Horeanopoulos had requested the idea of size of the Committee be brought forward.

2. Ad-Hoc Subcommittee – Legislative Corrections to Regional School District Funding (J. Rokicki, D. Leith, J. Nunnari)
3. Ad-Hoc Subcommittee to Review Facilitators (C. Esperti, S. Horeanopoulos, J. James, S. Jordan, P. MacDonald, J. Scott)

This Ad-Hoc Subcommittee's work has been completed.

4. Ad-Hoc Subcommittee to Review District Goals (D. Benson, M. Gennert, S. Jordan, P. MacDonald, E. Pape)

By consensus of the Committee, the discussion of goals will be the only item on the February 25th meeting agenda.

D. School Building Committees requiring the action of the School Committee

1. Holden – (J. Scott)
2. Paxton –
3. Rutland – (J. Rokicki)
4. Sterling – (S. Jordan)

VI. Superintendent's Report

A. Discussion of report

A member asked how the rates were determined on the borrowing and what were the premiums. The Superintendent indicated that he would supply an explanation in the next report.

A member asked about the calculations for the 180 days included in the calendar. The Superintendent reported to the Committee that included in the calendar is the provision to come back after the December break January 2 and 3. A possibility is to have two full weeks. The WREA was asked to start the school year in August which would have relieved the calendar enough to recommend two full weeks in December but the WREA did not agree to such a change.

B. Recommendations requiring action by the School Committee

1. Presentation by Jeffrey Wulfson, Finance Department, Massachusetts Department of Education – the Chairman took this item out of order and the presentation occurred at the beginning of the meeting.
2. Motion: To reappropriate FY02 District Funds as contained in the Superintendent's Report

(D. Leith)

(J. Nunnari)

Roll call vote:

In favor:

John Rokicki
Donald Benson
Carol Esperti
Kimberly Ferguson
Michael Gennert
Jeffrey Gibbs
Jane James
Sarah Jordan
Duncan Leith
Alice Livdahl
David Lowenthal
Peter MacDonald
Kelly Maxwell
Natalie Mello
John Nunnari
Elizabeth Pape
Julie Scott
Kathleen Singh

Opposed:

None

(Motion passed unanimously)

3. Motion: To adopt the 2002/2003 School Calendar
(C, Esperti)
(S. Jordan)

Vote:

In favor:

John Rokicki
Donald Benson
Carol Esperti
Kimberly Ferguson
Michael Gennert
Jeffrey Gibbs
Jane James
Sarah Jordan
Duncan Leith

Alice Livdahl
David Lowenthal
Peter MacDonald
Kelly Maxwell
Natalie Mello
John Nunnari
Elizabeth Pape
Julie Scott
Kathleen Singh

Opposed:
None

(Motion passed unanimously.)

VII. Public Hearing

Maureen Floryan, Holden, read a prepared statement (attachment 4).

A member expressed concern regarding slanderous remarks by a member of the public.

All objections by members were taken into consideration by the Chair.

VIII. Unfinished Business

A. Establishment of a date by which the Committee will bring a long-term high school solution to the towns for a vote.

A member reviewed important dates on the timeline and suggested a survey.

A member proposed September 17th as voting date for a long-term high school proposal, complete enough in form to satisfy the DOE, and April 1st as a date to mail out a survey

The Superintendent reminded the Committee that no matter what project is proposed, the balance of the modulars is still needed. The balance of the modulars could be included as part of the long-term project, in order to obtain reimbursement.

Several members expressed concern in doing a survey without the input of the facilitator. Others thought that a target date would be something to shoot for.

Motion: To propose a timeline, including a complete survey by May 1, 2002, and have a proposal for one school or two school for town meetings no later than December 15, 2002

(A. Livdahl)

(D. Benson)

Discussion continued surrounding whether or not techniques should be established before consultation with the facilitators.

Amendment to Motion: To remove reference to a survey and to replace town meeting by “bring to the voters”

(C. Esperti)

(S. Jordan)

Several members expressed support for town meetings, as they have been the most successful for school vote.

Vote on the amendment:

In favor:

John Rokicki
Carol Esperti
Kimberly Ferguson
Jeffrey Gibbs
Jane James
Sarah Jordan
Duncan Leith
David Lowenthal
Peter MacDonald
Elizabeth Pape
Kathleen Singh

Opposed:

Donald Benson
Michael Gennert
Alice Livdahl

Kelly Maxwell
Natalie Mello
John Nunnari
Julie Scott

(Motion passed 11-7)

Vote on the main motion, which reads: To propose a timeline to have a proposal for one school or two school to bring to the voters no later than December 15, 2002

In favor:

John Rokicki
Donald Benson
Carol Esperti
Kimberly Ferguson
Michael Gennert
Jeffrey Gibbs
Jane James
Sarah Jordan
Duncan Leith
Alice Livdahl
David Lowenthal
Peter MacDonald
Kelly Maxwell
Natalie Mello
John Nunnari
Elizabeth Pape
Julie Scott
Kathleen Singh

Opposed:

None

(Motion passed unanimously)

IX. New Business

Motion: To extend the meeting for thirty minutes

(J. Scott)

(D. Leith)

Vote:

In favor:

John Rokicki
Donald Benson
Carol Esperti
Kimberly Ferguson
Michael Gennert
Jeffrey Gibbs
Jane James
Duncan Leith
Alice Livdahl
David Lowenthal
Peter MacDonald
Kelly Maxwell
Natalie Mello
Elizabeth Pape
Julie Scott
Kathleen Singh

Opposed:

Sarah Jordan
John Nunnari

(Motion passed 16-2)

- A. Motion: Resolved that: The Wachusett Regional School District Committee condemns the recent disclosure of executive session matters by one or more Committee members. This unauthorized, illegal, and unethical action violates trust within the Committee, perpetuates an atmosphere of discord, and undermines public confidence in, and support for, our schools. The Committee repudiates this action and calls on all members to fulfill their duties in accordance with WRSD Policy 1160 School Committee Member Ethics and state law.

(M. Gennert)
(N. Mello)

Member Gennert read his shared communication, The Legend of the Frog and the Scorpion.

The following amendment was offered as a friendly amendment but was not accepted as such.

Amendment to Motion: AND ~~Provided~~ meetings are called according to MGL and are not called for illegal purposes
(S. Jordan)
(K. Maxwell)

A member pointed out that the Main Motion concerns a post-facto action and the amendment is for meetings in the future.

A member expressed concern that the members following the law were handcuffed.

Motion: To move the question

(E. Pape)
(S. Jordan)

Roll call vote:

In favor:

John Rokicki
Donald Benson
Carol Esperti
Kimberly Ferguson
Michael Gennert
Jeffrey Gibbs
Jane James
Sarah Jordan
Duncan Leith
Alice Livdahl
Peter MacDonald
Kelly Maxwell
Natalie Mello
John Nunnari
Elizabeth Pape
Julie Scott
Kathleen Singh

Opposed:

David Lowenthal

(Motion passed 17-1)

Vote on the amendment:

In favor:

Carol Esperti

Sarah Jordan
David Lowenthal
Kathleen Singh

Opposed:

John Rokicki
Donald Benson
Kimberly Ferguson
Michael Gennert
Jeffrey Gibbs
Jane James
Duncan Leith
Peter MacDonald
Kelly Maxwell
Natalie Mello
John Nunnari
Elizabeth Pape
Julie Scott

(Motion failed 4-14)

Motion: To extend the meeting for thirty minutes
(J. Scott)
(D. Leith)

Vote:

In favor:

John Rokicki
Kimberly Ferguson
Michael Gennert
Jeffrey Gibbs
Jane James
Duncan Leith
Alice Livdahl
Peter MacDonald
Kelly Maxwell
Natalie Mello
Elizabeth Pape
Julie Scott
Kathleen Singh

Opposed:

Donald Benson

Carol Esperti
Sarah Jordan
David Lowenthal
John Nunnari

(Motion passed 13-5)

A friendly amendment to limit resolution to January 28, 2002.
was accepted.

Amendment to Motion: To strike the words one or more
committee members

(K. Singh)
(D. Lowenthal)

Vote of the Amendment:

In favor:

Donald Benson
Carol Esperti
Kimberly Ferguson
Sarah Jordan
David Lowenthal
Peter MacDonald
Kathleen Singh

Opposed:

John Rokicki
Michael Gennert
Jeffrey Gibbs
Jane James
Duncan Leith
Alice Livdahl
Kelly Maxwell
Natalie Mello
John Nunnari
Elizabeth Pape
Julie Scott

(Motion failed 7-11)

Motion: To move question

(K. Maxwell)
(S. Jordan)

Vote:

In favor:

John Rokicki
Donald Benson
Carol Esperti
Michael Gennert
Jane James
Sarah Jordan
Duncan Leith
Alice Livdahl
Kelly Maxwell
Natalie Mello
John Nunnari
Elizabeth Pape
Julie Scott

Opposed:

Jeffrey Gibbs
David Lowenthal
Peter MacDonald
Kathleen Singh

(Motion passed 14-4)

Vote on the Main Motion, which reads: Resolved that: The Wachusett Regional School District Committee condemns the recent disclosure of January 28, 2002 executive session matters by one or more Committee members. This unauthorized, illegal, and unethical action violates trust within the Committee, perpetuates an atmosphere of discord, and undermines public confidence in, and support for, our schools. The Committee repudiates this action and calls on all members to fulfill their duties in accordance with WRSD Policy 1160 School Committee Member Ethics and state law.

In favor:

John Rokicki
Donald Benson
Michael Gennert
Jeffrey Gibbs
Jane James
Duncan Leith

Alice Livdahl
Kelly Maxwell
Natalie Mello
John Nunnari
Elizabeth Pape
Julie Scott

Opposed:

Carol Esperti
Kimberly Ferguson
Sarah Jordan
David Lowenthal
Peter MacDonald
Kathleen Singh

(Motion passed 12-6)

A member asked if the interest on the modulars would be rolled back into the project. The Superintendent indicated that the interest would be put into the Excess & Deficiency Account and the School Committee can appropriate it back to the project.

A member asked what the debt exposure for the member towns would be for FY03 and what would happen if the member towns choose not to pay for the entire excess debt recovery. The Superintendent reported that the excess debt amounts have not been posted by the Department of Education yet but that the member towns cannot pick and choose but they can vote not to support the budget.

Member Kimberly Ferguson left the meeting at 10:35 PM.

Member Elizabeth Pape reported on a meeting of the WRHS School Council. Pursuant to discussion at the previous School Committee meeting, the School Council reviewed Member Livdahl's letter. The Council asked that Member Pape bring to the School Committee the following safety concerns:

- Roof needs repairs, some replacements
- Bathroom partitions painted
- Stall doors on
- Improvements on common area
- Work weekend to paint. Student Council/School Council partnership.

The Superintendent reported that attachment 15A of the Superintendent's report addresses safety concerns and prioritized these concerns.

The School Council also asked for a copy of the District-wide maintenance plan. The plan will be shared with the Council. The Superintendent recommends that the Council look at the District list.

Subcommittee to work with facilitator for long-term solution.

Chairman John Rokicki distributed a copy of an email from Member Carol Esperti to several School Committee members (attachment 5). Discussion followed regarding the email.

X. Adjournment

Motion: To adjourn

Vote:

In favor:

John Rokicki
Donald Benson
Carol Esperti
Michael Gennert
Jeffrey Gibbs
Jane James
Sarah Jordan
Duncan Leith
Alice Livdahl
David Lowenthal
Peter MacDonald
Kelly Maxwell
Natalie Mello
John Nunnari
Elizabeth Pape
Julie Scott
Kathleen Singh

Opposed:

None

(Motion passed unanimously)

Respectfully submitted,

Alfred D. Tutela, Ph.D.
Superintendent of Schools

ADT:ss/School Committee/Minutes