

MS-831: Jack, Joseph and Morton Mandel Foundation Records, 1980–2008.

Series B: Commission on Jewish Education in North America (CJENA). 1980–1993. Subseries 3: General Files, 1980–1993.



Folder 1

Assignments, 1988-1990.

For more information on this collection, please see the finding aid on the American Jewish Archives website.

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SEE MANAGEMENT MANUAL POLICY NO, 8.5 For guidelines on the completion of this form for a functional schedule

ASSIGNMENTS

	ACTIVE PROJECTS	FUNCTION						
A Brands	RAW MATERIAL FUNCTIONAL SCHEDULE	SUBJECT/OBJECTIVE		ission o orth Ame	and the second second second	Education		
	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR VI	rginia F	. Levi		DATE 8/12	/88	
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE	
			S.E.					
1.	Production of minutes.			AJN	8/2/88	8/26/88		
2.	Copies of tapes.			VFL	8/2/88	8/8/88	8/11/8	
3.	Quick "bread and butter let MLM.	ter" from		VFL	8/2/88	8/8/88	8/10/8	
4.	Cover letter to go with min variations for individual of including those who were ab	commissioners	Wis	SF/ AJN/ HLZ	8/2/88	8/26/88		
5.	Schedule second Commission December 13 and follow-up m senior policy advisors on t of December 14 and planning through December 16. Confi with Federation and JWB.	meetings for the morning g group	V E	VFL	8/2/88	8/8/88	8/9/88	
6.	Develop a research plan.			SF/AH	8/2/88	9/15/88		
7.	Consider creating an execut committee.	ive		Team	8/2/88			
8.	Schedule a planning meeting Cleveland for October.	; in	ti/	AJN/ SF	8/2/88	9/15/88		
9.	Develop a list of critical for the next 18 months.	dates		AJN/ SF	8/2/88	9/15/88		
0.	Draft papers for a presenta December 13 meeting.	ation at				1		
	a. vision and best practic	es paper.		SF	8/2/88	10/1/88		
12	b. personnel paper.		1.9	AH/JR	8/2/88	10/1/88		
	c. develop a set of ground be used in the producti for the Commission.			AJN/SF/ AH/JR	8/2/88	9/15/88		
1.	Consider the possibility of regional meetings before De			Team	8/2/88			

☑ ASSIGNMENTS

RAW MATERIAL

□ ACTIVE PROJECTS

FUNCTION

□ FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A.

Commission on Jewish Education SUBJECT/OBJECTIVE in North America

ORIGINATOR Virginia F. Levi DATE 8/12/88

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
12.	Nominate 3-4 people to consider adding to the planning group.		Team	8/2/88		
13.	Identify additional staff.		AJN/SF	8/2/88	9/15/88	
14.	Draft time lines for 18 months and 24 months.		AH	8/2/88	9/15/88	120 m
15.	Prepare an "options paper" based on review of minutes, and apparent concensus.	co	SF/JR ncurrent	8/2/88 ly	9/15/88	
16.	Develop a list of Canadian educators for possible additions to Commission. Review Canadian educators with Canadian advisors.		SF/HLZ	8/2/88	9/1/88	
17.	Develop a list of formal education publics with which the Commission should establish a relationship.	0.0	JR	8/2/88	9/15/88	
18.	Develop a list of federation publics with which the Commission should establish a relationship.		HLZ	8/2/88	9/15/88	ante l
19.	Develop a list of informal publics with which the Commission should establish a relationship.	4	AR	8/2/88	9/15/88	
20.	Develop a list of denominational publics with which the Commission should establish a relationship.		AJN/ CS/JW	8/2/88	9/15/88	
21.	Recommend a PR person to invite to October planning meeting to brainstorm a communications plan (possibly David Finn).		SF/MLM	8/2/88	9/15/88	
22.	Prepare a book for use by planning groupto include minutes, assignments, and checklists.		VFL	8/2/88	8/15/88	
23.	Develop a checklist of commissioners to be reviewed at each planning group meeting.		VFL	8/2/88	8/15/88	

Page 2 SEE MANAGEMENT MANUAL POLICY NO. 8.5 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

SEE MANAGEMENT MANUAL POLICY NO. 8.5 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

□ ASSIGNMENTS □ ACTIVE PROJECTS

RAW MATERIAL

FUNCTION Planning Schedule

Meeting of Planning Group for Commission

FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A.

SUBJECT/OBJECTIVE on Jewish Education in North America

ORIGINATOR Rachel Gubitz DATE 10/20/88

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Set tentative date(s) for the meeting.		Chairper Preside		4-6 week to meeti	and the second se
2.	<pre>Get tentative list of participants. The help to determine: a. size of meeting room b. style of meeting (arrangement of tak and chairs) c. best date and time for meeting d. meal requirements</pre>		Program	Officer	4-6 week	s ahead
3.	Check the dates with each participant analize actual meeting date.	and fi-	Program	Intern	4-6 week	s ahead
4.	Get the date onto participants' calend	ars.	Program	Intern	4-6 week	s ahead
5.	Select meeting place, and check availab When using Jewish Community Federation Cleveland: a. Contact Gretchen Corsillo to initian process (566-9200) b. Contact Ethel Meyers for specifics c. Arrange for separate lunchroom and Kosher food.	of te the (same#)	Program Program	Officer/ Intern	4-6 week	s ahead
6.	Confirm date and time of meeting with a members of Planning Group, and inquire travel needs.		Program	Intern	3-4 week	s ahead
7.	Make necessary travel arrangements:a. If the meeting is in Cleveland, hoto rangements will be made by the Found secretary at the Hollenden Hotel.b. If the meeting is outside of Clevela hotel arrangements and air travel with handled by the Foundation secretary.	and, ill be	Secretar	у	3-4 week	s ahead
8.	Develop and gather materials for the PI Group book, which should be updated bet each meeting.		Program Program		2-3 week	s ahead
9.	Have all materials for Planning Group H approved by MLM before insertion in bin		Presiden	t	2-3 week	s ahead
10.	Develop a meeting agenda.		Presiden Program		1-2 week	s ahead

SEE MANAGEMENT MANUAL POLICY NO. 8.5 For Guidelines on the completion of this form for a functional schedule

ASSIGNMENTS ACTIVE PROJECTS

73890 (REV. 10/86) PRINTED IN U.S.A.

FUNCTIONAL SCHEDULE

RAW MATERIAL

FUNCTION Planning Schedule

SUBJECT/OBJECTIVE Meeting of Planning Group for Commission on Jewish Education in North America

ORIGINATOR Rachel Gubitz

DATE 10/20/88

	1	EI GUDIL			10/20/	CARDING ANGUNE
NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
11.	Have meeting agenda approved by MLM.		Preside	nt	1-2 week	s ahead
12.	Obtain or reserve special equipment for the meeting (such as overhead projectors, easels blackboards, posterboard, paper, pens), if possible from the meeting place itself.		Program	Intern	1-2 week	s ahead
13.	While arranging for special equipment, con- firm meeting arrangements: a. Date, time, and exact location of rooms b. Coffee, tea and water during the meeting c. Meal arrangements.	ewis V F	Program	Intern	1-2 week	s ahead
14.	Write final reminder to all attendees, in- cluding date, time, address, and exact loca- tion of meeting room.		Program	Intern	1-2 week	s ahead
15.	Make a list of all definite attendees, and send to chairperson along with agenda of the meeting.	e	Program	Intern	1 week a	head
16.	Call meeting place to confirm date, number of rooms, and equipment.		Program	Intern	l week a	head
17.	Make sure Planning Group books are completely updated.		Program	Intern	l week a	head
18.	 On the day of the meeting: a. Bring all materials (books, pads, pens, enwhich are not already there, to the meeting place. b. Arrive at meeting facility at least one hour ahead to check set-up and equipment. c. Make sure coffee and tea service is there and is hot. d. Ckeck that a separate room has been set up for lunch; check on serving schedule. e. Stay alert throughout the meeting for needs that may arise (closing the door, getting more water, temperature control 		Program Program	Officer/ Intern	Day of	meeting
19.	Follow up: Prepare minutes and assignments generated at meeting, and send to those who were present and absent, with cover letter.		Program Program	Officer/ Intern		weeks meeting.
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SEE MANAGEMENT MANUAL POLICY NO. 2.5 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

ASSIGNMENTS

FUNCTION

RAW MATERIAL
 FUNCTIONAL SCHEDULE
 73890 (REY. 10/86) PRINTED IN U.S.A

SUBJECT/OBJECTIVE

ORIGINATOR Virginia F. Levi

DATE 10/26/88

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Senior Policy Advisors for Commission on

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Jewish Education in North America

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Develop a brief paper describing and assess- ing each of the 26 Options		JR, AH SF,staf	10/12/88 f	11/15/88	
2.	Decide by phone on the need for a third task force to deal with programmatic options		AJN, SH MLM	10/12/88	12/1/88	
3.	Decide on permanence of task forces, and issues of effectiveness connected with them		MLM	10/12/88	12/1/88	
4.	Call AR, CS, and JW to arrange meetings for MLM and AJN with professional heads and presidents of JESNA, JWB and CJF, re proposed agenda for 12/13, at GA in November	evvik V E	HLZ, VFL	10/12/88	10/27/88	
5.	Meet with JESNA, JWB, and CJF people at GA on November 16-20		MLM	10/12/88	11/20/88	
6.	Develop a plan for initiating and maintain- ing contact with constituent federations		HLZ,SH CS	10/12/88	11/1/88	
7.	Develop a plan for initiating and maintain- ing contact with constituent formal education groups		DA, JW	10/12/88	11/1/88	
8.	Develop a plan for initiating and maintain- ing contact with constituent informal educa- tion groups		AR, ?	10/12/88	11/1/88	
9.	Arrange and confirm meeting of Planning Group on 12/14 at JWB to follow up Commission mtng		VFL	10/12/88	11/1/88	
10.	Determine appropriate terminology for refer- ence to all bodies which coordinate Jewish education in their communities		JW,VFL	10/12/88	11/1/88	e
11.	Develop a schedule of activities between 10/12 and 12/13; coordinate involvement of Planning Group		Staff, AJN	10/12/88		
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ASSIGNMENTS

□ ACTIVE PROJECTS

D RAW MATERIAL

□ FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A

FUNCTION

SUBJECT/OBJECTIVE

Planning Group for Commission on Jewish Education in North America

SEE MANAGEMENT MANUAL POLICY NO. 8.5 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

	JB90 (REV. 10/86) PRINTED IN U.S.A	ORIGINATOR VI	rginia	F. Levi	D	TE 10/26/8	88
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Send formal letter of invitat Lionel Schipper re serving on (cc to Bronfman)			VFL	10/10/88	10/17/88	Done
2.	Check with Bronfman re Appelb Canadian Commissioner	y as another		HLZ	10/10/88	10/14/88	Done
3.	Send invitation to Ron Appelb on Commission (contingent on	y re serving Bronfman okay)		VFL	10/10/88	10/17/88	Done
4.	Develop a page for each Commi ting contact person, strategy summary of contacts to date, future contact	for contact,)EW) V	VFL	10/10/88	10/17/88	Done
5.	Contact Commissioners for in- before 12/13 meeting	depth interviews		All involved	and the second second	12/10/88	
6.	Prepare draft outline on task and timetable; consider chair for task forces at 12/13 meet	s and co-chairs		AJN,SF MLM	10/10/88	11/1/88	
7.	Maintain complete file of all related correspondence in Fou and circulate to Planning Gro	ndation office,		VFL	10/10/88	Ongoing	
8.	Send draft to SF of update le MLM to all Commissioners midw mission meetings, including r coming meeting and reference	ay between Com- eminder of up-		AJN	10/13/88	11/1/88	
9.	Develop a draft budget for Co	mmission		SF,AH AJN	10/10/88	11/1/88	
10.	Discuss PR strategy with Davi	d Finn in Israel		SF	10/10/88	10/25/88	
11.	Develop recommendation for a public info to develop a PR s David Finn's help			AJN	10/10/88	11/1/88	
12.	Gather list of materials on J to be sent to Commissioners; for such collection. (Need ad system: JR, SF, AR)	design a label		Staff	10/10/88	Ongoing	
13:	Contact Eli Evans re sending to all Commissioners	his monograph		AJN	10/10/88	10/17/88	

SEE MANAGEMENT MANUAL POLICY NO. 8.5 FOR GUIDELINGS ON THE COMPLETION OF THIS FORM FOR & FUNCTIONAL SCHEDULE

ASSIGNMENTS ACTIVE PROJECTS RAW MATERIAL

73890 (REV. 10/86) PRINTED IN U.S.A.

D FUNCTIONAL SCHEDULE

FUNCTION

SUBJECT/OBJECTIVE Planning Group for Commission on Jewish Education in North America

ORIGINATOR Virginia F. Levi

DATE 10/26/88

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
14.	Consider creating an executive committee		Team	8/2/88		
15.	Develop a set of ground rules (research plan) to be used in the production of papers for the Commission		AJN,SF AH, JR	8/2/88		
16.	Draft Vision paper for consideration after 12/13 Commission meeting		SF	8/2/88	12/14/88	
17.	Draft Case Studies paper for consideration after 12/13 Commission meeting		SF	8/2/88	12/14/88	
18.	Write and distribute interview schedule for Commissioner interviews preceeding 12/13 mtn	3.	AH	10/10/88	10/24/88	
19.	Arrange for minute-taking at 12/13 meeting		AJN	10/10/88	12/1/88	
	Prepare and mail materials to Commissioners prior to 12/13 meeting		VFL	10/10/88	12/1/88	
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FROM: Virginia F. Levi	DATE: 11/22/88
NAME Jurnel	REPLYING TO
DEPARTMENT/PLANT LOCATION	YOUR MEMO OF:
	NAME Gunnel

SUBJECT:

Attached is an update on the assignments from our meetings of October 10 and October 12 as well as minutes of a recent meeting at which Commission matters were discussed. I will send you another update on assignments in approximately two weeks.

AMERICAN JEWISH

Distribution: Morton L. Mandel

Arthur J. Naparstek Henry L. Zucker Rachel M. Gubitz Joseph Reimer Seymour Fox Annette Hochstein

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NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE
	Develop a brief paper descr ing each of the 26 Options	ibing and assess-		JR, AH SF,staf	10/12/88 f	11/15/88	proce
	Decide by phone on the need force to deal with programm		1	AJN, SI MLM	10/12/88	12/1/88	
	Decide on permanence of tas issues of effectiveness con			MLM	10/12/88	12/1/88	
1	Call AR, CS, and JW to arra MLM and AJN with profession presidents of JESNA, JWB an agenda for 12/13, at GA in	al heads and d CJF, re proposed	V E	HLZ, VFL	10/12/88	10/27/88	Done
	Meet with JESNA, JWB, and C on November 16-20	JF people at GA		MLM	10/12/88	11/20/88	Done
	Develop a plan for initiati ing contact with constituen			HLZ, SH CS, ASN	10/12/88	11/1/88	in proc
	Develop a plan for initiati ing contact with constituen groups			DA. JW	10/12/88	11/1/88	1)
	Develop a plan for initiati ing contact with constituen tion groups	ng and maintain- nt informal educa-		AR. 3	10/12/88	11/1/88	v
	Arrange and confirm meeting on 12/14 at JWB to follow u		,	VFL	10/12/88	11/1/88	Doni
	Determine appropriate termi ence to all bodies which co education in their communit	ordinate Jewish		JW,VFL	10/12/88	11/1/88	Done
	Develop a schedule of activ 10/12 and 12/13; coordinate Planning Group			Staff, AJN	10/12/88	ongoin	18

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☑ ASSIGNMENTS

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- **ACTIVE PROJECTS**
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□ FUNCTIONAL SCHEDULE -------

FUNCTION

ORIGINATOR

Planning Group for Commission on Jewish Education in North America SUBJECT/OBJECTIVE

Virginia F. Levi

SEE MARACEMENT MANUE POLICY NO. 83 FOR CUROELINES ON INC COMPLETION OF ING FORM FOR & FUNCTIONER BONEDULE

DATE 10/26/88

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NO.	DESCRIPTION	PRIORITY	ASSIGN(D 10 (INITIALS)	DATE ASSIGNED STARTED	OUE DATE	COMPLETED OH REMOVED DATE
1.	Send formal letter of invitation from MLM to Lionel Schipper re serving on Commission (cc to Bronfman)		VFL.	10/10/88	10/17/88	Done
2.	Check with Bronfman re Appelby as another Canadian Commissioner		HLZ	10/10/88	10/14/88	Done
3.	Send invitation to Ron Appelby re serving on Commission (contingent on Bronfman okay)		VFL.	10/10/88	10/17/88	Done
4.	Develop a page for each Commissioner, indica- ting contact person, strategy for contact, summary of contacts to date, and plans for future contact	V E	VFL	10/10/88	10/17/88	Done
5.	Contact Commissioners for in-depth interviews before 12/13 meeting		All involve		12/10/88	In Process
6.	Prepare draft outline on task force functions and timetable; consider chairs and co-chairs for task forces at 12/13 meeting		AJN, SF MLM	10/10/88	11/1/88	
7.	Maintain complete file of all Commission- related correspondence in Foundation office, and circulate to Planning Group	t.	VFL.	10/10/88	Ongoing	~
8.	Send draft to SF of update letter to go from MLM to all Commissioners midway between Com- mission meetings, including reminder of up- coming meeting and reference to contacts		NLA	10/13/88	11/1/88	Done
9.	Develop a draft budget for Commission Communication Shalegy		SF.AH AJN	10/10/88	1477788	
10.	Discuss PR strategy with David Finn in Israe	-	SF	10/10/88	10/25/88	Done
11.	Develop recommendation for a subcommittee on public info to develop a PR strategy, with David Finn's help		NLA	10/10/88	11/1/88	
12.	Gather list of materials on Jewish education to be sent to Commissioners; design a label for such collection. (Need adequate check system: JR, SF, AR)		Staff	10/10/88	Ongoing	
13:	Contact Eli Evans re sending his monograph to all Commissioners		NLA	10/10/88	10/17/88	Under considerat
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ASSIGNMENTS

□ ACTIVE PROJECTS

L RAW MATERIAL

D FUNCTIONAL SCHEDULE

FUNCTION

SUBJECT/OBJECTIVE Planning Group for Commission on Jewish Education in North America

ORIGINATOR Virginia F. Levi

DATE 10/26/88

NO.	DESCRIPTION	PRIORITY	ASSIGN(D TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMILETED OR REMOVED DATE
14.	Consider creating an executive committee		Team	8/2/88		
15.	Develop a set of ground rules (research plan to be used in the production of papers for the Commission		AJN.SF AH. JR	8/2/88		
16.	Draft Vision paper for consideration after 12/13 Commission meeting		SF	8/2/88	12/14/88	
17.	Draft Case Studies paper for consideration after 12/13 Commission meeting		SF	8/2/88	12/14/88	
18.	Write and distribute interview schedule for Commissioner interviews preceeding 12/13 mtn		AH	10/10/88	10/24/88	Done
10	Arrange for minute-taking at 12/13 meeting	171	NLA	10/10/88	12/1/88	
20.	Prepare and mail materials to Commissioners prior to 12/13 meeting		VFL	10/10/88	12/1/88	

SEE MARAGEMENT MANUAL POLICY NO. 8.5 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

X ASSIGNMENTS □ ACTIVE PROJECTS

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RAW MATERIAL

□ FUNCTIONAL SCHEDULE

FUNCTION COMMISSION ON JEWISH EDUCATION IN NORTH AMERICA SUBJECT/OBJECTIVE ASSIGNMENTS

Virginia F. Levi ORIGINATOR

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
-	COMMISSIONER INVOLVEMENT		1		102	
1.	Design checklist for commissioner contacts.		VFL	2/9/89	2/27/89	
2.	Decide on the nature of contact with commissioners before the 6/14 meeting		MLM AJN	2/9/89	3/9/89	
3.	Arrange a meeting of MLM with Bronfman and Crown, and/or SF/AH to get their reactions and suggestions to implementation concept.	ewis	MLM AJN SF	2/9/89	3/29or31	*
4.	Propose regional meetings to occur in April or May, chaired by Bronfman and Crown to consider implementation concept with other commissioners.	VE	SMLM	2/9/89	3/31/89	
5.	Draft letter to commissioners from MLM summarizing activities to date, and notifying of regional meetings.	1	AJN VFL	2/9/89	4/5/89	
6.	Convene a meeting of commissioner educators.	24	JR	2/9/89	3/30/89	
7.	Convene meeting of MLM with Twersky, Lipset, heads of 4 seminaries, SF or AH.	N.	AJN SF	2/9/89	3/31/89	
8.	Contact Rabbi Zeldin to discuss his interest in the Commission.		AJN	12/14/88	3/30/89	
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SEE MANAGEMENT MANUAL POLICY NO. 85 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

ASSIGNMENTS □ ACTIVE PROJECTS

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RAW MATERIAL

□ FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A

FUNCTION COMMISSION ON JEWISH EDUCATION IN NORTH AMERICA

ASSIGNMENTS

SUBJECT/OBJECTIVE

NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
	OUTREACH/PUBLIC RELATIONS (2/22/89)						
1.	Consider sending representativ present Commission report at August, 1989 meeting of CAJE.	e to		MLM HLZ AJN	2/9/89		
2.	The Commission's partners (JWB should convene groups of peopl contribute to the work of the	e who can	wite	AR JW	2/2/89		
3.	Create a short piece (pamphlet etc.) describing the Commissio members, staff, goals to prece larger outreach effort.	n's work,	V E	PR Com	2/9/89	2/22?	
.	Develop a complete list of for informal education institution help from Alvin Schiff, Leonar including priorities, timetabl method of contact.	s (with d Rubin)	IJ	JR	2/9/89	2/28/89	
5.	Arrange meeting of MLM with Fe executives in April.	deration	6	AJN	2/9/89	4/9/89	
6.	Develop ties to federations, f education groups, informal edu groups. When anyone is aware meeting at which a Commission presentation would be appropri let AJN know.	cation of a	27	AJN Plan Group	10/12/88	Ongoing	
7.	Develop a communications/PR st Identify publics; consider a n letter; develop a standard par defining the Commission; use J JESNA, and CJF mailing lists.	ews- agraph		PR Team	2/9/89		

SEE MARACEMENT MANUAL POLICY ING. 8.5 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A PUNCTIONAL SCHEDULE

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ASSIGNMENTS ACTIVE PROJECTS RAW MATERIAL FUNCTIONAL SCHEDULE

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FUNCTION COMMISSION ON JEWISH EDUCATION IN NORTH AMERICA

SUBJECT/OBJECTIVE

ORIGINATOR

ASSIGNMENTS

Virginia F. Levi

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
8.	Include in chairman's notes for 6/14 Commission meeting announcement that commissioners should take responsibility for circulating materials among themselves.		AJN	2/9/89	6/14/89	
9.	Develop a plan for maintaining contact with the nine local commissions on Jewish education. (Joel Fox's analysis will be helpful.)		HLZ AJN	2/9/89		
10.	Consider bringing the nine local commission together, and/or presenting a report from them at the next Commission meeting.	s	HLZ. SPAs	2/9/89	3/30/89	
11.	Organize a meeting with leaders from the three denominations (e.g., Syme, Abramson, someone from Torah U'Mesorah) to discuss ways to involve them in Commission's work.		AJN HLZ SF	2/9/89		
12.	Prepare a letter from MLM restating our goals and stating where we are one year after the writing of the design document.		AJN PBC	12/14/88		
13.	Identify commissioners, non-commissioners and super-commissioners, and establish plans of action vis-a-vis each group.		MLM AJN SF HLZ	2/9/89	3/9/89	
	ASSIGNMENTS RE OUTCOMES AND IMPLEMENTATION					
1.	Prepare proposal for implementation mechanism.		SF AH	2/9/89	3/29/89	
2.	Draft a working outline for the final report.		AJN JR	2/9/89	3/15/89	
3.	Outline paper on the state of Jewish education in North America.		JR	2/9/89	3/25/89	
4.	Redraft options papers on personnel and community in light of implementation proposals.		SF AH HLZ	2/9/89	3/30/89	
		1				

Page 4

SEE MARAGEMENT MANUAL POLICY NO, &S FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

RAW MATERIAL □ FUNCTIONAL SCHEDULE

 ASSIGNMENTS □ ACTIVE PROJECTS

73890 (NCV. 10/86) PRINTED IN U.S.A.

FUNCTION COMMISSION ON JEWISH EDUCATION IN NORTH AMERICA

SUBJECT/OBJECTIVE

ORIGINATOR

ASSIGNMENTS

Virginia F. Levi

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
5.	Prepare outline for a vision paper.		SF	2/9/89	3/29/89	
6.	Develop a "Change" paper discussing the strategy and philosophy behind the Commission's work.	1	AJN SF	2/9/89	TBD	
7.	Commission a paper on the significance of Jewish continuity in the context of Jewish education.	128	2			
8.	Draft an Outcomes paper, for meetings with wise people before 6/14.	EWIS	SF	2/9/89	3/29/89	**
9.	Plan for a two-day seminar before the June 14 Commission meeting for review of proposed outcomes and implementation.		SF AH AJN	2/9/89		
•.	Consider asking Walter Ackerman to write a paper presenting an institutional and organizational analysis of Jewish Education in North America.			2/9/89		
11.	Draft a best practices paper.	1.1	TBD	2/9/89	TBD	
12.	Create a production schedule for all staff work.	1	VFL	2/9/89	3/9/89	
13.	Set up regional meetings of commissioners to consider the implementation proposal.		AJN VFL	2/9/89	after 3/30/89	
14.	Set up a two-day seminar of "wise people" to consider the implementation proposal.		AJN SF	2/9/89	after 3/30/89	
15.	Schedule meeting of Planning Group on 3/29/89. Location TBD.		AJN VFL	2/9/89	3/29/89	
16.	Schedule meeting of Senior Policy Advisors for 3/30/89, 10:00 - 4:00. Location TBD		AJN VFL	2/9/89	3/30/89	
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SEE MANAGEMENT MANUAL POLICY INC. LS FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A RUNCTIONAL SCHEDULE

 ASSIGNMENTS ACTIVE PROJECTS

RAW MATERIAL

□ FUNCTIONAL SCHEDULE 73890 (MEV. 10/86) PRINTED IN U.S.A.

FUNCTION COMMISSION ON JEWISH EDUCATION IN NORTH AMERICA

ASSIGNMENTS

SUBJECT/OBJECTIVE

ORIGINATOR Virginia F. Levi

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
	GENERAL PRINCIPLES					33
1.	Commissioners should be actively engaged in the work of the Commission.					and the
2.	As a follow up to each Commission meeting, all commissioners should be contacted for debriefing (or briefing for those not present).		1			
3.	All working ideas from minutes and tapes of meetings should be listed and ranked by the planning group to determine which ones to pursue. The list should be added to continually.		H S			
•••	We should address the individual interests of commissioners while pursuing our main thrusts.	Ŋ				
5.	All commissioners are welcome to communicate through letters, mailings, etc., but the office will not circulate these communications.		1			
6.	Staff should send all commissioner debriefing summaries to VFL for circulation to the Planning Group. All meetings should result in a written summary which can be circulated.					14
7.	Write a letter to all absent commissioners within one week of the Commission meeting they missed, indicating date, time, and location of the next scheduled Commission meeting.			4		
8.	A file of all Commission-related correspondence will be maintained by VFL and circulated to the Planning Group.					
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	CTIVE PROJECTS	FUNCTION COMM	ISSION O	N JEWISH	EDUCATIO	N IN NORT	H AMERI			
1000	NAW MATERIAL	FUNCTION COMMISSION ON JEWISH EDUCATION IN NORTH AMERI SUBJECT/OBJECTIVE ASSIGNMENTS ORIGINATOR Virginia F. Levi DATE 2/17/89								
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NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLET OR REMOT DATE			
9.	At a point mid-way betwee meetings an update letter from MLM to all commissio	will be sent								
10.	Assignment sheets will be among the Planning Group									
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IN NORTH AMERICA

COMPLETED OR REMOVED DATE

Page 7 SEE MANAGEMENT MANUAL POLICY NO. 8.5 PREMIER INDUSTRIAL CORPORATION FOR QUIDELINES ON THE COMPLETION OF THIS FORM FOR & FUNCTIONAL SCHEDULE ASSIGNMENTS ACTIVE PROJECTS FUNCTION COMMISSION ON JEWISH EDUCATION IN NORTH AMERICA RAW MATERIAL SUBJECT/OBJECTIVE ASSIGNMENTS FUNCTIONAL SCHEDULE 73890 (HEW 10/86) PRIMITED IN U.S.A. ORIGINATOR Virginia F. Levi DATE 2/17/89 12 ASSIGNED DATE COMPLETED OR REMOVED NO. DESCRIPTION PRIORITY ASSIGNED DUE DATE TO (INITIALS) STARTED DATE IDEAS CARRIED OVER FROM EARLIER MEETINGS 12/14/88 Consider leaving more time for lunch 1. at future Commission meetings, and vary the format for the afternoon. 12/14/88 Look at good practices within a 2. programmatic area and identify key factors for success. 12/14/88 Consider commissioning occasional papers 3. on a variety of topics. 12/14/88 Schedule preparation of a proposal for 4. life after the Commission. 12/14/88 Consider a presentation of a successful program in Jewish education at each Commission meeting - to be written up later as part of the final report. 12/14/88 Each programmatic option should be 6. reviewed in relation to personnel and community. 12/14/88 A study of the two primary options 7. should include a research component. 12/14/88 A look at community should include input 8. from the Bureau system and Federation planners.

SEE MUNACEMENT MUNUL POLICE NO. ES FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

☑ ASSIGNMENTS

□ ACTIVE PROJECTS

RAW MATERIAL

7 1890 (REV 10/86) PRINTED IN U.S.A.

□ FUNCTIONAL SCHEDULE

FUNCTION COMMISSION ON JEWISH EDUCATION IN NORTH AMERICA

SUBJECT/OBJECTIVE ASSIGNMENTS

ORIGINATOR Virginia F. Levi

DATE 2/23/89

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
	COMMISSIONER INVOLVEMENT					
1.	Design checklist for commissioner contacts.	TP	VFL	2/9/89	2/27/89	1
2.	Decide on the nature of contact with commissioners before the 6/14 meeting	TP	MLM AJN	2/9/89	3/9/89	
3.	Arrange a meeting of MLM with Bronfman and Crown, and/or SF/AH to get their reactions and suggestions to implementation concept.	TP	MLM AJN SF	2/9/89	3/29or31	
	a. Propose regional meetings to occur in April or May, chaired by Bronfman and Crown to consider implementation concept with other commissioners.	VE	MLM	2/9/89		
	 b. Set up regional meetings of commissioners to consider the implementation proposal. 	1	AJN VFL	2/9/89	after 3/30/89	
4.	Draft letter to commissioners from MLM summarizing activities to date, and notifying of regional meetings.	TP	AJN	2/9/89	3/15/89	
	a. Process letter through policy advisors.	TP	AJN	2/9/89	3/30/89	
	b. Send letter to commissioners.	TP	VFL	2/9/89	4/5/89	
5.	Convene a meeting of commissioner educators.	TP	JR	2/9/89	3/30/89	
6.	Convene meeting of MLM with Twersky, Lipset, heads of 4 seminaries, SF or AH.	SP	AJN SF	2/9/89	3/31/89	
7.	Contact Rabbi Zeldin to discuss his interest in the Commission.	TP	AJN	12/14/88	2/27/89	
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SEE MARAGEMENT MANUAL POLICY INC. 8.5 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

I ASSIGNMENTS □ ACTIVE PROJECTS

RAW MATERIAL

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FUNCTION COMMISSION ON JEWISH EDUCATION IN NORTH AMERICA

SUBJECT/OBJECTIVE □ FUNCTIONAL SCHEDULE

ASSIGNMENTS

ORIGINATOR Virginia F. Levi DATE 2/23/89

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
	OUTREACH/PUBLIC RELATIONS					
8.	Evaluate sending representative to present Commission report at August, 1989 meeting of CAJE.	TP	MLM AJN	2/9/89	3/10/89	
9.	The Commission's partners (JWB, JESNA) should convene groups of people who can contribute to the work of the Commission.	RP	AR JW	2/2/89	TBD	
10.	Create a short piece (pamphlet, brochure, etc.) describing the Commission's work, members, staff, goals to precede a larger outreach effort.	T?	AJN PBC	2/9/89	3/25/89	
11.	Develop a complete list of formal and informal education institutions (with help from Alvin Schiff, Leonard Rubin) including priorities, timetable and method of contact.		JR	2/9/89	2/28/89	
12.	Arrange meeting of MLM with Federation executives in April.		AJN	2/9/89	4/9/89	Done
13.	Include in chairman's notes for 6/14 Commission meeting announcement that commissioners should take responsibility for circulating materials among themselves.		AJN	2/9/89	6/14/89	
14.	Develop a plan for maintaining contact with the nine local commissions on Jewish education. (Joel Fox's analysis will be helpful.)	TP	HLZ AJN	2/9/89	3/15/89	
15.	Consider bringing the nine local commissions together, and/or presenting a report from them at the next Commission meeting.	RP	HLZ	2/9/89		

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SEE MANAGEMENT MANUAL POLICY NO, &S FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

ASSIGNMENTS

ACTIVE PROJECTS
 RAW MATERIAL

73890 (REV. 10/86) PRINTED IN U.S.A.

□ FUNCTIONAL SCHEDULE

FUNCTION COMMISSION ON JEWISH EDUCATION IN NORTH AMERICA

SUBJECT/OBJECTIVE ASSIGNMENTS

ORIGINATOR Virginia F. Levi

DATE 2/23/89

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		PRIORITY	(INITIALS)	ASSIGNED	DUE DATE	OR REMOVED DATE
16.	Determine appropriate ways to involve leaders from the three denominations (e.g., Syme, Abramson, someone from Torah U'Mesorah).	TP	AJN HLZ SF	2/9/89	3/31/89	
	ASSIGNMENTS RE OUTCOMES AND IMPLEMENTATION			1.00	1. 1. 1	
17.	Prepare proposal for implementation mechanism.	TP	SF AH	2/9/89	3/29/89	
18.	Draft a working outline (not content) for the final report.	TP	AJN JR	2/9/89	5/1/89	
19.	Draft position description for head of implementation mechanism.	TP	SF AJN	2/9/89	3/29/89	
30.	Redraft options papers on personnel and community in light of implementation proposals.	SP	SF AH HLZ	2/9/89	TBD	
21.	Prepare outline for a vision paper.	TP	SF	2/9/89	3/29/89	
22.	Develop a "Change" paper discussing the strategy and philosophy behind the Commission's work.	SP	AJN SF	2/9/89	TBD	
23.	Commission a paper on the significance of Jewish continuity in the context of Jewish education.	RP		2/9/89	TBD	
24.	Draft a best practices paper.		TBD	2/9/89	TBD	199
25.	Schedule a meeting to plan a production schedule for all staff work.	TP	VFL	2/9/89	3/15/89	
26.	Schedule meeting of Planning Group on 3/29/89. Location TBD.	TP	AJN VFL	2/9/89	3/29/89	
27.	Schedule meeting of Senior Policy Advisors for 3/30/89, 10:00 - 4:00. Location TBD	TP	AJN VFL	2/9/89	3/30/89	
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□ ASSIGNMENTS □ ACTIVE PROJECTS

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COMMISSION ON JEWISH EDUCATION IN NORTH AMERICA FUNCTION

SUBJECT/OBJECTIVE OPEN ISSUES

ORIGINATOR Virginia F. Levi

DATE 2/23/80

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
28.	OPEN ISSUES Draft an outcomes paper, for meetings with wise people before 6/14.		SF	2/9/89		
	 Set up a two-day seminar of "wise people" to consider the implementation proposal. 		AJN . SF	2/9/89		
29.	Plan for a two-day seminar before the June 14 Commission meeting for review of proposed outcomes and implementation.	JEW	SF AH AJN	2/9/89	1	
30.	Consider asking Walter Ackerman to write a paper presenting an institutional and organizational analysis of Jewish Education in North America.			2/9/89		

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SEE MANAGEMENT MANUAL POLICE NO. &S FOR CUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

SEE MANAGEMENT MANUAL POLICY NO. 8.5 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

ASSIGNMENTS

FUNCTION Planning Group for Commission on Jewish Education in North America

RAW MATERIAL
 FUNCTIONAL SCHEDULE

73890 (REV. 10/86) PRINTED IN U.S.A.

SUBJECT/OBJECTIVE Assignments

ORIGINATOR Virginia F. Levi

DATE 1/24/89

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Update a page for each commissioner, indicating contact person, strategy for contact, summary of contacts to date, and future contact.		VFL	10/10/88		
2.	Consider establishing task forces.		Team	10/10/88		
3.	Maintain complete file of all Commission- related correspondence in Foundation office, and circulate to planning group.		VFL	10/10/88	Ongoing	
4.	Gather list of materials on Jewish education to be sent to commissioners; design a label for such collection. (Need adequate check system: JR, SF, AR)		Staff	10/10/88	Ongoing	
5.	Consider creating an executive committee part of organization.		Team	8/2/88		
6.	Draft vision paper for consideration after 12/13 Commission meeting.		SF	8/2/88		
7.	Draft case studies paper for consideration after 12/13 Commission meeting.		SF	8/2/88		
8.	Decide by phone on the need for a third task force to deal with programmatic options.		AJN/ SF/MLM	10/12/88		
9.	Decide on permanence of task forces, and issues of effectiveness connected with them.		MLM	10/12/88		
10.	Develop a plan for initiating and maintain- ing contact with constituent federations.		HLZ/ SH/CS	10/12/88		
11.	Develop a plan for initiating and maintain- ing contact with constituent formal education groups.		DA/JW	10/12/88		
12.	Develop a plan for initiating and maintain- ing contact with constituent informal education groups.		AR/?	10/12/88		
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SEE MANAGEMENT MANUAL POLICY NO. 8.5 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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□ ACTIVE PROJECTS

□ FUNCTIONAL SCHEDULE

FUNCTION

SUBJECT/OBJECTIVE

Assignments

ORIGINATOR Virginia F. Levi DATE 1/24/89

Planning Group for Commission on

Jewish Education in North America

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
13.	Conduct debriefing interviews with commissioners.		SF/AH AJN/JR HLZ/AR		2/7/89	
14.	Talk with Rabbi Zeldin re. level of interest in Commission; decide whether to recommend replacing on Commission.		AJN	12/14/89		
15.	Research copyright requirements.	-	VFL	12/14/89		
16.	Prepare paper on life after Commission.	IVE	SF/ AH	12/14/89	6/89	
17.	Draft outcomes paper.	0 4 6	SF/AH	12/14/89	2/7/89	
1 ⁸ .	Establish PR plan.	123	AJN/ Team	12/14/89	2/9/89	
19.	Plan for organizing to achieve outcomes.	X	Team	12/14/89	2/9/89	
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SEE MANAGEMENT MANUAL POLICY NO. 8.5 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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□ ACTIVE PROJECTS

PUBLIC RELATIONS/COMMUNICATIONS COMMITTEE FUNCTION

Virginia F. Levi

SUBJECT/OBJECTIVE

ORIGINATOR

□ FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A.

ASSIGNMENTS

DATE 2/24/89

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE
1.	Review Committee ideas with JR, AR, JW. Get their suggestions of desired outcomes for each "public."		AJN	2/22/89	3/10/89	
2.	Contact Elliot Spack and propose plenary presentation on Commission for August 1 meeting.		MLM	2/22/89	3/1/89	
3.	Invite Bennett Yanowitz to join Committee.	AVIET	MLM	2/22/89		1.13
4.	Prepare update letter for mailing to commissioners in early April, following review by senior policy advisors.	/ E	AJN	2/22/89	3/30/89	
5.	Send minutes, AJN memo of 2/21, and list of key stakeholders to senior policy advisors prior to 3/30 meeting.	11	VFL	2/22/89	3/24/89	
6.	Create a short piece (pamphlet, brochure, etc.) describing the Commission's work, members, staff, goals to precede a larger outreach effort.		AJN PBC	2/9/89	3/25/89	
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A A	ACTIVE PROJECTS	FUNCTION Commiss	ion on	Jewish E	ducation	in North	America
ØF	RAW MATERIAL FUNCTIONAL SCHEDULE	SUBJECT/OBJECTIVE	Work Sc	hedule t	o Arranş	e Commissi	ion Mtngs
		ORIGINATOR Rache	1 M. Gu	bitz		DATE 3/3/8	39
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Choose a location, usually tion in New York: Confirm s dates with contact.If UJA is contact Blance Rothman at (The "fax" number is (212) & (UJA is at 139 East 59th St NY 10022. The Executive Dir D. Solender, and the genera (212) 980-1000). <u>Always</u> re the Executive Director of the to the Commission meeting.	several tentative is location, (212) 836-1815. 388-7538. treet, New York rector is Stephen al phone number i emember to invite the host Federatio	3	SH		4-6 Mont Ahead	chs
2.	Set meeting date, and confi people: a. Morton L. Mandel b. Mandell L. Berman c. Charles R. Bronfman d. Lester Crown	irm with critical				4-6 mo. ahead	
3.	 e. Max M. Fisher f. Donald R. Mintz g. Bennett Yanowitz If critical people clear date to the remainder of Commisses mail for the first meeting announce date of each upcom 	sioners: By ; thereafter		5/		4-5 mo. ahead	
4.	 at prior meeting. Call location contact back Follow up with letter of co Make all necessary arranged meeting with contact: a. Reserve two rooms large people. One is for the the other is for lunch b. Arrange for a glatt Ka find out where it will the Commissioners' in c. Arrange to seat 8 per cloth tablecloths, and and utensils. The lunch buffet style, but the enough for everyone to 	onfirmation. ments for the ge enough for 50 e meeting, and h. osher lunch and l come from, for formation. table, use d plastic dishes ch should be re should be				4-5 mo. ahead	

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□ ASSIGNMENTS

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SEE MARAGEMENT MARUAL POLICY INC. ES FOR QUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

ACTIVE PROJECTS RAW MATERIAL

FUNCTIONAL SCHEDULE

FUNCTION Commission on Jewish Education in North America

SUBJECT/OBJECTIVE Work Schedule to Arrange Comm. Meetings

ORIGINATOR Rachel M. Gubitz

DATE 3/3/89

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
4.	 d. Equipment for ritual hand-washing (a basin, a pitcher of water, a cup with a handle, and paper towels) should be set up in the lunch room. e. Arrange for a continental breakfast (danishes and coffee) to be available in the morning when Commissioners arrive. f. Make sure there is water on the tables, and arrange for periodic refills. g. Request that tables be set up in a large square. h. Determine what audio/visual equipment is required (including tape-recorders) and make sure that it will be available. i. Determine if equipment for copying audio 		ISH E-S		4-5 Mont Ahead	bs
5.	 tapes will be available directly after the meeting (UJA has the facilities). Make air and hotel arrangements for Premier staff and Consultants: a. Reserve flight seats for Premier staff well in advance of the meeting, to take advantage of reduced fares. b. Keeping in mind the location of the meeting place, choose a reasonably priced hotel, and reserve a block of rooms (probably about 10). Remember to advise hotel personnel of the foundation's federal tax exempt status. (NOTE: We have agreements with the Mayflower, Madison Towers and Roger Smith Hotels to offer group rates and to accept our tax exempt status.) c. Guarantee late arrivals with a Premier credit card number. d. Ask the reservations manager to send a contract specifying the exact terms of the agreement made on the phone. 		No.		6-12 Weel Ahead	ks
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SEE MANAGEMENT MANUAL POLICY NO. ES TOR GUIDELINGS ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

□ ASSIGNMENTS

ACTIVE PROJECTS

RAW MATERIAL

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FUNCTION Commission on Jewish Education in North America

SUBJECT/OBJECTIVE Work Schedule to Arrange Comm. Meetings

ORIGINATOR Rachel M. Gubitz DATE 3/3/89

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
б. •.	 Make arrangements for preliminary and follow-up meetings of the Commission Planning Group: a. Usually done at the JWB of New York. The contact person is Bea Katcher at (212) 532-4949. (The address is 15 East 26th Street, New York, NY 10010). b. A room (with space for about 15) should be reserved for the days before and after the Commission meeting which were designated for the Planning Group meetings. c. Refreshments (coffee, tea, water) should be provided for. d. Make arrangements for Kosher lunches when meetings cover mealtimes. 		SH S		6-12 wks ahead 6-8 wks.	
	of menu choices and prices, a recommend- ation, and indication that the lunch will be a buffet.		2/		ahead	
8.	Send a letter of confirmation to the Federation (or other meeting place) specifying the details of the arrangements made on the phone.	沙	ľ		6-8 wks. ahead	-
9.	 Send a letter of confirmation to all Commissioners (and to the Executive Director of the host Federation), including the following: a. Exact location, date and times of the meeting. b. The name and location of the hotel where rooms were reserved. Indicate that each person must reserve his or her own room, and that room taxes can be avoided by making the reservation under the Mandel Associated Foundations group rate. 				5-8 wks. ahead	

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PREMIER INDUSTRIAL CORPORATION

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ACTIVE PROJECTS

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FUNCTION Commission on Jewish Education in North America

SUBJECT/OBJECTIVE Work Schedule to Arrange Comm. Meetings

ORIGINATOR Rachel M. Gubitz

DATE 3/3/89

SEE MARKACE WENT MANUAL POLICE NO. 6.5 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR 4 FUNCTIONAL SCHEDULE

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATC ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.2	 c. A reply card for Commissioners to indicate whether they are coming, and whether they need transportation to the airport. d. Commissioners who are giving present- ations should also be asked whether they require any equipment (such as poster board, projectors, etc.). 				6-8 wks. ahead	
10.	 Send a letter to Planning Group members, including the following: a. The specifics of the pre- and post-Commission meeting conferences b. An explanation of the Commission Travel Expense Policy and a Travel Expense form c. All of the material included in the letter to Commissioners (see #9b, c, and d above). 		SH =		6-8 wks. ahead	
11.	Be sure there are place cards for all Commissioners and staff. Have new ones printed if necessary. Make sure all names are spelled correctly.		0/		4-6 wks. ahead	
12.	Sign and return the hotel contract. Check carefully that all prearranged specifications are included in it.	12			4-6 wks. ahead	
13.	Work with the Chairman, Director and Planning Group to develop an agenda for the meeting.				4-6 wks. ahead	
14.	Arrange for a designated person to take minutes at the Planning Group and Commission meetings.				4-6 wks. ahead	
15.	When necessary, arrange for publicity of the Commission meeting by contacting a press writer and a photographer.				4-6 wks. ahead	

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PREMIEN INDUSTRIAL CONTONATION

ASSIGNMENTS ACTIVE PROJECTS

D RAW MATERIAL

G FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in North America SUBJECT/OBJECTIVE Work Schedule to Arrange Comm. Meetings

ORIGINATOR Rachel M. Gubitz

DATE 3/3/89

SEE MARACE MENT MANUAL POLICE NO. 6.5 FOR QUINTLINES ON THE CONTLETION OF THIS FORM FOR & FUNCTIONAR SCHEDULE

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
16.	 Prepare binders for the meeting: a. Purchase binders and other supplies at Wirtschafter's and bill to the Mandel Associated Foundations at the Jewish Community Federation. They should be reminded to indicate "Mandel Assoc. Foundations" on the billing statement. b. Compile pertinent materials for binders (communications, papers, agendas, etc.) for Commission and Planning Group members c. Make sure biographies of all Commissioners and staff are up to date and in the binders. 		SH S		1-2 wks. ahead	
17.	Make follow-up phone calls to those Commissioners who did not return reply cards Develop a complete list of attendees to the Commission meeting and hand print name tags.				1-2 wks. ahead One week ahead	
19.	Work with Seymour Fox on Chairman's notes for the Commission meeting.		3/		One week ahead	
20.	 Call the meeting location contact person to confirm the meeting arrangements specified in #4. Also include the following: a. Arrange for a typewriter to be available, in case of last-minute projects. b. Make sure that someone on location will be responsible for taking messages for attendees. c. Confirm the availability of all equipment needed for the meeting. d. Arrange for a space where a registration table can be set up at the beginning of the meeting. Make sure a small table will be available. e. Obtain enough paper and writing supplies for all attendees from Wirtschafter's and bill to the Mandel Associated Foundations. (All such supplies are available at Wirtschafter's 3005 Chester Street, 621-3005. They give a 30% discount to Premier.) 				One week ahead	

-	ACCIONIAL CONTOURTION					SEE MANAGEMENT MANUAL FOR CUIDELINES ON TH OF THIS FORM FOR & FUNC	COMPLETION	
p	ASSIGNMENTS ACTIVE PROJECTS	FUNCTION Commi	ssion on	Jewish	Education	n in North	America	
	RAW MATERIAL FUNCTIONAL SCHEDULE	SUBJECT/OBJECTIVE	Work Sc	hedule t	o Arrange Comm. Meetings			
	1890 (REV 10/86) FRANTED BY U.S.A.	ORIGINATOR Rache	el M. Gu	bitz		DATE 3/3/89	9	
NO.	DESCRIPTION		PRIORITY	ASSIGNED 10 (INITIALS)	DATE ASSIGNED STARTED	DUC DATE	COMPLETE OR REMOVE DATE	
21.	Obtain and bring to the meet audio tapes to record the 6-1 and to make two complete cop recording.	hour meeting				One week ahead		
22.	 On the day of the meeting: a. Arrive at the meeting placurs early. b. Have a complete list of for the UJA guard to cheat the guard of any late and the tags. e. Register all attendees, transportation needs and name tags. f. Make sure the meeting is recorded, and that all ovisual equipment (such a projector) is functioning. Follow up after the meeting: a. Have copies made of the recording right after the if possible. b. Make sure all transportation meeting. c. Remind Planning Group me post-Commission meeting. d. Make sure the notes of the are secured for later coand distribution. e. Send letter to all absention. 	attendees ck. Inform rivals. meeting table. eals and checking dispensing being tape- ther audio/ s overhead g properly. tape- e meeting tion to the d on time. mbers of the schedule. he meeting mpilation		N = S		On meetindate On meetindate and day afte Within 1	ng	
	members, informing them time, and location of th scheduled Commission mee	e next				week aft	er	

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SEE MARACEMENT MANUAL POLICY NO. 85 FOR GUIDELINGS ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

ASSIGNMENTS □ ACTIVE PROJECTS **RAW MATERIAL**

FUNCTIONAL SCHEDULE

73890 (REV. 10/86) PRINTED IN U.S.A.

PUBLIC RELATIONS COMMITTEE FUNCTION COMMISSION ON JEWISH EDUCATION IN NORTH AMERICA

SUBJECT/OBJECTIVE

ORIGINATOR

ASSIGNMENTS

Virginia F. Levi

DATE 4/3/89

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Draft a short piece (pamphlet, brochure, etc.) describing the Commission's work, members, staff, goals to precede a larger outreach effort.		AJN PBC	2/9/89	5/1/89	
2.	Develop a plan with AJN for maintaining contact with the nine local commissions on Jewish education. (See Joel Fox's analysis)	TP	HLZ	2/9/89	TBD	
3.	Develop a plan for follow up to meetings at which Commission presentations occur.	JEW	HLZ AJN	4/3/89	4/20/89	
4.	Develop priority levels and means of contact for various informal Jewish educational organizations.	• •	AJN PBC	4/3/89	4/28/89	
•	Interview David Kleinman and Joel Fox to seek advice on communications with informal Jewish organizations.	\boldsymbol{y}_{j}	PBC	4/3/89	4/28/89	
6.	Develop a priority list of people within organizations with whom to communicate.		PBC	4/3/89	4/28/89	
7.	Work with Paula Berman Cohen to develop a new and more specific version of the communication strategy.	int.	AJN HLZ VFL	4/3/89	4/20/89	
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ASSIGNMENTS

73890 (REV. 10/86) PRINTED IN U.S.A.

RAW MATERIAL

Senior Policy Advisors for Commission on FUNCTION Jewish Education in North America

Assignments

ORIGINATOR Virginia F. Levi DATE 4/17/89

□ ACTIVE PROJECTS

□ FUNCTIONAL SCHEDULE

SUBJECT/OBJECTIVE

DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
Decide on the nature of contact with commissioners before the 6/14 meeting.		MLM AJN	2/9/89	4/21/89	
sition description for head mentation mechanism.	TP	AJN	2/9/89	TBD	17
proposal for implementation m (IJE).	TP	SF AH	2/9/89	5/22/89	
meeting of MLM with Twersky, heads of 4 seminaries, SF or AH.	SP	AJN SF	2/9/89	TBD	
options papers on personnel and y in light of implementation s and outline of final report.	SP	SF AH HLZ	2/9/89	5/22/89	
outline for a vision paper. IJE mission statement)	SP	SF	2/9/89	5/22/89	
ission's partners (JWB, JESNA) convene groups of people who can the to the work of the Commission.	RP	AR JW	2/2/89	TBD	
on a paper on the significance sh continuity in the context sh education.	RP	TBD	2/9/89	TBD	1
best practices paper.		TBD	2/9/89	TBD	
IJE concept paper and submit s to AJN. Consider competing and submit in writing to AJN.		Sr. Policy Adviso		4/28/89	
list of critical groups and within denominations and AJN.		ΨL	3/30/89	4/28/89	
th Lamm, Schorsch, and Gottschalk lop a mechanism to involve the ations.		MLM JW AR	3/30/89	6/1/89	
lop a	mechanism to involve the	mechanism to involve the	mechanism to involve the	mechanism to involve the JW	mechanism to involve the JW

SEE MANAGEMENT MANUAL POLICY NO. 8.5 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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Page 2

SEE MANAGEMENT MANUAL POLICY NO. 8.5 FOR CUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

X ASSIGNMENTS ACTIVE PROJECTS

RAW MATERIAL

73890 (REV. 10/86) PRINTED IN U.S.A.

□ FUNCTIONAL SCHEDULE

Senior Policy Advisors for Commission on Jewish Education in North America FUNCTION

SUBJECT/OBJECTIVE

Assignments

NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
13.	Draft a thought piece on alter scenarios for final report to reviewed by internal staff an to senior policy advisors.	be		JR	3/30/89	TBD	
14.	Review 3/21 memo on "Commissioning Papers" and provide JR with feedback.			Sr. Policy Adviso	3/30/89 rs	4/28/89	
15.	Arrange for Premier's PR representative to work with Paula Berman Cohen in estab- lishing contacts with the <u>New York Times</u> and the <u>Wall Street Journal</u> .		EWIS V E	MLM	3/30/89	6/1/89	
16.	Consider calling Herschel Blu Berger to interest <u>Moment</u> in			MLM	3/30/89	6/1/89	
).	Redraft letter to commissione update on activities since De meeting.	A DECK AND A DECK	1	AJN	3/30/89	4/20/89	
18.	Prepare master book on all co contacts to bring to each mee			VFL	3/30/89	4/30/89	
19.	Contact commissioners individ prior to June 14 meeting.	lually	1×	Sr. Policy Advisc	3/30/89 rs	5/5/89	
20.	Present list of organizations contact to the Public Relation			AJN	3/30/89	4/3/89	
21.	Reserve space for tentative O meetings in October 1989 and with group of critical partic	check dates		VFL	3/30/89	4/14/89	
22.	Develop a draft talk sheet to of items to discuss, not to d potential risks.			SF AH	3/29/89	4/14/89	

RAW MATERIAL

FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Mandel Assignments

VFL

□ FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A.

ORIGINATOR

DATE 5/10/89

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Meet with Schorsch, Lamm and Gottschalk to develop a mechanism to involve the denominations, along with AR or JW.		MLM	3/30/89	6/1/89	
2.	Arrange for Premier's PR representative to work with Paula Berman Cohen in estab- lishing contacts with the <u>New York Times</u> and the <u>Wall Street Journal</u> .	/ISH	MLM	3/30/89	6/1/89	
3.	Consider calling Herschel Blumberg and Paul Berger to interest <u>Moment</u> in the Commission.	E S	MLM	3/30/89	6/1/89	
4.	Contact assigned commissioners individually prior to June 14 meeting. Max Fisher Joseph Gruss Ludwig Jesselson	アシン	MLM	3/30/89	5/31/89	
5.	Meet with Michael Albanese and AJN to discuss developing monthly trend report and to discuss Commission budget.		MLM	4/4/89	6/1/89	
6.	Consider a trip to the west coast to meet with commissioners, the local LA commis- sion, and make CAJE presentation.		MLM	5/7/89	7/1/89	
7.	Invite appropriate commissioners to chair group meetings; AJN to draft letter.		MLM	5/7/89	5/25/89	
8.	Invite group co-chairs; AJN to draft letter.		MLM	5/7/89	5/25/89	
9.	Call Mona Ackerman and encourage her to attend 6/14 Commission meeting.		MLM	5/7/89	6/1/89	
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□ ASSIGNMENTS

□ ACTIVE PROJECTS

RAW MATERIAL

73890 (REV. 10/86) PRINTED IN U.S.A.

□ FUNCTIONAL SCHEDULE

SUBJECT/OBJECTIVE

FUNCTION

Naparstek Assignments

DATE 5/10/89

	75050 (NET. 10/00) PRINTED IN U.S.A.	ORIGINATOR	VFL		D	ATE 5/10	0/89
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Draft position description fo of implementation mechanism.	r head	TP	AJN	2/9/89	TBD	In proc
2.	Contact assigned commissioner prior to June 14 meeting. Mandell Berman - 4/28 Stuart Eizenstat Matthew Maryles - 5/3 Peggy Tishman - 5/4 Bennett Yanowitz Alvin Schiff - 5/3 Haskell Lookstein 5/4 Ronald Appelby 5/1 Henry Koschitzky Lionel Schipper 5/1 Donald Mintz Charles Ratner	s individually	VISH E.S	AJN	3/30/89	5/5/89	
3.	Recommend to MLM schedule of meetings to follow June Commis meeting.			AJN	4/4/89	TBD	
4.	Work with PBC and HLZ to put a a proposal on communication so MLM approval. This includes of milestone events, developing of pieces, and developing and pro- work plan.	trategy for determining communication		AJN	4/4/89	5/15/89	
5.	Follow up with Henry Hecker at Frank Strauss at CJF regarding meetings of April 9 and 10.			AJN	4/4/89	4/21/89	In pro
7.	Develop list of papers to be of and timetable for final report circulate to Planning Group fo	and		AJN	4/4/89	6/15/89	

□ ASSIGNMENTS

SEE MANAGEMENT MANUAL POLICY NO. 8.5 For Guidelines on the completion of this form for a functional schedule

	ASSIGNMENTS ACTIVE PROJECTS	FUNCTION CO	ommissic	on on Jew	ish Educa	ation in N	IA
	RAW MATERIAL FUNCTIONAL SCHEDULE	SUBJECT/OBJECTIVE	Napar	stek Ass	ignments	- Page	2
	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL	1.25	D	ATE 5/10	/89
NO.	DESCRIPTION	Sec. 1 to	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
8.	Develop list of PR activit undertaken immediately - w			AJN	5/2/89	6/1/89	
9.	Seek advice of D. Ariel on A. Schiff to participate in presentation in August.	-		AJN	5/2/89	6/1/89	
10.	Draft paper listing and exp basic assumptions underlyin tion, with SF and AH. Circ planning group for input.	ng implementa-	VISH F S	AJN	5/7/89	6/30/89	
11.	Work with CJF, JESNA, and ensure that their lay leade engaged in Commission proce	ers remain		AJN	5/7/89	ongoing	
12.	Work with Rotman & Woocher that Commission reports are of groups they convene or n	e on agendas		AJN	5/7/89	ongoing	
13.	Draft statement on relation Commission to JWB & JESNA, and JW, for review by plann	with AR		AJN	5/7/89	6/13/89	
14.	Work with planning group or and ranking list of commiss MLM should try to see perso	ioners whom		AJN	5/7/89	6/30/89	
L5.	Review reports on commission with input from SF, AH, HDS draft MLM introduction for	, and HLZ and		AJN	5/7/89	5/31/89	

□ ACTIVE PROJECTS

RAW MATERIAL

Till FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A.

 FUNCTION
 Commission on Jewish Education in NA

 SUBJECT/OBJECTIVE
 Naparstek Assignments - Page 3

 ORIGINATOR
 UNIX

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO	DATE	DUE DATE	COMPLETED
6.	Draft letter from MLM to appropria commissioners asking them to chain meetings.		(INITIALS)	5/7/89	5/22/89	DATE
.7.	Make follow-up phone call to MLM i to potential group chairs.	invitation	AJN	5/7/89	5/31/89	
8.	Draft letter from MLM inviting gro co-chairs.		AJN	5/7/89	5/22/89	
9.	Suggest and, after approval, invit most appropriate resource people a recorders for group meetings, with	ind	AJN	5/7/89	5/22/89	
0.	Develop grid indicating assignment and timetable for preparing participants in 6/14 meeting, with		AJN	5/7/89	5/22/89	
1.	See that planning group considers if/when (after 6/14) to arrange a of funders.	meeting	AJN	5/7/89	6/15/89	
2.	See that planning group considers holding periodic meetings of Commission after 6/90 to monitor I	JE.	AJN	5/7/89	TBD	

□ ASSIGNMENTS

SEE MANAGEMENT MANUAL POLICY NO. 8.5 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

	RAW MATERIAL		0111115510	on on set	wish Educa	icion in i	NA
	FUNCTIONAL SCHEDULE	SUBJECT/OBJECTIVE	Fox	Assignme	ents		
	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		D	ATE 5/10	0/89
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE
1.	Prepare proposal for imple mechanism (IJE).	mentation	TP	SF	2/9/89	5/22/89	
2.	Convene meeting of MLM wit Lipset, heads of 4 seminar		SP	SF	2/9/89	TBD	
3.	Redraft option paper on pe light of implementation pr outline of final report.		SP	SF	2/9/89	5/22/89	
¥.	Prepare outline for a visi (Part of IJE mission state		SP	SF	2/9/89	5/22/89	
5.	Contact assigned commissio prior to June 14 meeting.	ners individually		SF	3/30/89	5/5/89	
	Mona Ackerman - 5/5 David Arnow - 5/5 Charles Bronfman - 5/4 Lester Crown - 5/8 Alfred Gottschalk - 4/7 David Hirschhorn - 5/3 Seymour Martin Lipset - Florence Melton - 5/8 Isadore Twersky - 5/4 Sara Lee - 4/2 Robert Loup - to be done	2 Joy S					
5.	Prepare background papers	for 6/14 meeting.		SF	4/7/89	5/22/89	
7.	Draft discussion guide for meetings, with AH, to be ma than June 1.			SF	5/7/89	6/1/89	
3.	Draft letter to go to comm 5/26 reflecting outcome of with AH.			SF	5/7/89	5/19/89	
).	Draft letter on content and 6/14 meeting to be mailed 1			SF	5/7/89	5/23/8	9

ASSIGNMENTS

□ ACTIVE PROJECTS

RAW MATERIAL

□ FUNCTIONAL SCHEDULE

SUBJECT/OBJECTIVE

FUNCTION

Hochstein Assignments

	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL	$r \in \mathbb{N}$	D	ATE 5/10)/89
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact assigned commission prior to June 14 meeting. Morton Mandel Esther Leah Ritz - 4/5 Norman Lamm - 4/5 Ismar Schorsch - 4/5	ners individually		АН	3/30/89	5/5/89	
	AME	RICAN JEV					

□ ASSIGNMENTS □ ACTIVE PROJECTS

RAW MATERIAL

FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A.

SUBJECT/OBJECTIVE

FUNCTION

Zucker Assignments

	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		D	ATE 5/10	/89
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Redraft option paper on com light of implementation pro- outline of final report.		SP	HLZ	2/9/89	5/22/89	
2.	Contact assigned commission prior to June 14 meeting.	ers individually		HLZ	3/30/89	5/25/89	
	John Colman - 5/3 Maurice Corson - after 5/3 Eli Evans - 5/11 Robert Hiller	RICAN JEV					
3.	Develop a plan for follow up related meetings at which Co presentations occur.			HLZ	4/3/89	6/1/89	
4.	Work with C. Schwartz to ens Commission reports are on ag groups he convenes or report	gendas of		HLZ	5/7/89	ongoing	
5.	Draft statement on relations Commission to CJF, with CS of by planning group.			HLZ	5/7/89	6/13/89	
6.	Invite Esther Leah Ritz to m on community and arrange to	-		HLZ	5/7/89	5/15/89	
7.	Work with J. Fox on revision local initiatives and decide not to distribute to commiss	whether or		HLZ	5/7/89	5/19/89	
8.	Draft list of communities to in PR approach.	be targeted		HLZ	5/2/89	6/1/89	
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□ ASSIGNMENTS □ ACTIVE PROJECTS

RAW MATERIAL

FUNCTION

	FUNCTIONAL SCHEDULE	SUBJECT/OBJECTIVE	Reim	er Assig	gnments		
	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL	D	ATE 5/10	/89	
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Draft a thought piece on al scenarios for final report reviewed by internal staff to senior policy advisors.	to be		JR	3/30/89	TBD	
2.	Contact assigned commission prior to June 14 meeting.	ers individually	1	JR	3/30/89	5/5/89	
	Irwin Field - 5/1 Mark Lainer - 5/1 Arthur Green - 4/24 Jack Bieler - 4/25 Josh Elkin Carol Ingall - 4/25 Harold Schulweis - 5/1 Isaiah Zeldin - 5/1	RICAN JE C H I V					
3.	Outline approach to commissi including proposing editoria potential authors, on the for State of the Field Organizational or Institut of the Field Jewish Continuity and Jewi Best Practices Enhancing Option Papers or Community	al boards and ollowing topics: tional Analysis ish Education		JR	4/7/89	5/12/89	
4.	Send critique of J. Fox pape initiatives to HLZ.	er on local		JR	5/7/89	5/15/89	
5.	Draft outline for MLM meetir Schorsch, Lamm and Gottschal with SF and AJN.			JR	5/7/89	5/26/89	
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□ ASSIGNMENTS

□ ACTIVE PROJECTS

RAW MATERIAL

□ FUNCTIONAL SCHEDULE

SUBJECT/OBJECTIVE

FUNCTION

Rotman Assignments

Commission on Jewish Education in NA

	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		DATE 5/10/89			
NO.	DESCRIPTION	1200	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE	
1.	Contact assigned commissione prior to June 14 meeting: Daniel Shapiro - 4/27/89	r individually		AR	3/30/89	5/5/89		
				1				
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5/10/89

COMPLETED OR REMOVED DATE

PREMIER INDUSTRIAL CORPORATION ASSIGNMENTS ACTIVE PROJECTS FUNCTION Commission on Jewish Education in NA **RAW MATERIAL** SUBJECT/OBJECTIVE Woocher Assignments FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A. ORIGINATOR DATE VFL ASSIGNED DATE NO. DESCRIPTION PRIORITY DUE DATE TO (INITIALS) STARTED 3/30/89 5/5/89 Contact assigned commissioners individually JW 1. prior to June 14 meeting. David Dubin - 4/25 Irving Greenberg - 4/28 Lester Pollack - scheduled for 5/25 Harriet Rosenthal - 5/4 3/30/89 5/12/89 JW Prepare list of critical groups and 4. players within denominations and send to AJN.

SEE MANAGEMENT MANUAL POLICY NO. 8.5 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

5/10/89

□ ASSIGNMENTS

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□ ACTIVE PROJECTS

RAW MATERIAL

73890 (REV. 10/86) PRINTED IN U.S.A.

□ FUNCTIONAL SCHEDULE

SUBJECT/OBJECTIVE Levi Assignments

VFL

FUNCTION

ORIGINATOR

DATE

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NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Confirm June meetings with Planning Group and Senior Policy Advisors.		VFL	5/2/89	5/15/89	
2.	Add section on PR to Steering Committee factbook.		VFL	5/2/89	5/31/89	
3.	Distribute draft of General Brochure on Commission to Steering Committee members and get comments.	VISH	VFL	5/2/89	5/12/89	
4.	Develop list of commissioners not planning to attend 6/14 meeting and work with "counselors" to develop plan to encourage attendance.	E S	VFL	5/7/89	5/22/89	
5.	Follow procedure for scheduling Commission meetings for 2/14/90 and 6/13/90.		VFL	5/7/89	6/9/89	
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	ACTIVE PROJECTS RAW MATERIAL		_		ING COMMI	TTEE	1.34.4
	FUNCTIONAL SCHEDULE 3890 (REV. 10/86) PRINTED IN U.S.A.	SUBJECT/OBJECTIV	A.	SSIGNMEN		ATE June	
		ORIGINATOR VFL			DATE	6, 1989 COMPLETE	
NO.	DESCRIPTION		PRIORITY	(INITIALS)	ASSIGNED STARTED	DUE DATE	OR REMOVE DATE
1.	Consider inviting Berman, Yanowitz to a dinner meeti June 13, to review June 14	ng on Tuesday,		MLM	6/6/86	6/9/89	Removed
2.	Call commissioners to conf attendance for June 14 mee			VFL	6/6/89	6/8/89	Done
3.	Finalize meeting arrangeme	nts.		VFL	6/6/89	6/12/89	Done
4.	Redraft the document "Some for Discussion" to include paragraph, list of propose and explanation of each qu	introductory d questions,		HDS	6/6/89	6/7/89	Done
5.	Prepare paper detailing pr the commissioning of paper final report for presentat June 15 Senior Policy Advi meeting.	s for a ion at the		JR	6/6/89	6/12/89	
6.	Check with the UJA/Federat November 8 is available fo Commission meeting.		12	VFL	6/6/89	6/8/89	Done

	ASSIGNMENTS ACTIVE PROJECTS	FUNCTION	COMMISSIC	ON: SENI	OR POLICY	ADVISOR	5
	RAW MATERIAL FUNCTIONAL SCHEDULE	SUBJECT/OBJECTIVE	AS	SIGNMENT	rs		
	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR		a F. Levi		ATE 7/7/1	39
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVE DATE
1.	Extract assignments from m tapes.	eeting		AH	6/15/89	7/15/89	
2.	Identify commissioners who of special competence and ask their involvement in p to reports in their areas	recommend that Si reparing or reac		ALL	6/15/89	7/30/89	
3.	Consult with various resea begin to explore available			JR	6/15/89	7/30/89	
4.	Suggest a date for the fou Commission meeting.	rth CAN JE	WISH	SF	6/15/89	7/1/89	Done
5.	Schedule meetings with Lam and Gottschalk to discuss to the bodies representing with Rotman and/or Woocher	approaches denominations,		MLM	6/15/89	9/1/89	
6.	Convene foundation and fed representatives, with HLZ.	eration	1	MLM	6/15/89	10/1/89	
7.	Extract list of key commist and place on file.	sioners	12	VFL	6/15/89	6/30/89	Done

	ACTIVE PROJECTS RAW MATERIAL	FUNCTION C	ommissio	on on Jev	wish Educa	tion in 1	NA
	FUNCTIONAL SCHEDULE	SUBJECT/OBJECTIVE	Mande	al Assign	nments		
7	3890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		D	ATE 7/1:	2/89
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE
1.	Meet with Schorsch, Lamm a to develop a mechanism to denominations, along with	involve the		MLM	3/30/89	9/1/89	
2.	Arrange for Premier's PR r work with Paula Berman Coh lishing contacts with the and the <u>Wall Street Journa</u>	en in estab- <u>New York Times</u>		MLM	3/30/89	TBD	
3.	Consider calling Herschel Berger to interest <u>Moment</u>		(E S	MLM	3/30/89	TBD	
4.	Contact assigned commissio up to June 14 meeting.	ners for follow		MLM	6/15/89	8/1/89	
	Max Fisher Joseph Gruss Ludwig Jesselson Daniel Shapiro	Y		1			
5.	Meet with Michael Albanese to discuss developing mont and to discuss Commission	hly trend report		MLM	4/4/89	TBD	
6.	Consider a trip to the wes with the local LA commissi			MLM	5/7/89	TBD	
7.	Convene foundation and fed representatives, with HLZ.	CONTRACTOR CONTRACTOR OF CONTRAC		MLM	6/15/89	10/1/89	
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	ASSIGNMENTS			1.1	0	FOR GUIDELINES ON TH THIS FORM FOR A FUNC	
	ACTIVE PROJECTS	FUNCTION	Commissio	n on Jew	vish Educa	tion in N	A
	RAW MATERIAL FUNCTIONAL SCHEDULE	SUBJECT/OBJECTIV	E Mande	1 Assign	nments - Page 2		
7	3890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		D	ATE 7/12	./89
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVE DATE
8.	Identify commissioners who of special competence and a SF ask their involvement in reacting to reports in the expertise.	recommend that n preparing or		MLM	6/15/89	7/30/89	
9.	Consider attending a JESNA to discuss Commission.	Board meeting	WISH	MLM	7/5/89	TBD	
0.	Hold meeting with Twersky.		E S	MLM	2/9/89	11/1/89	
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□ ACTIVE PROJECTS

73890 (REV. 10/86) PRINTED IN U.S.A.

□ FUNCTIONAL SCHEDULE

□ ASSIGNMENTS

RAW MATERIAL

FUNCTION

SUBJECT/OBJECTIVE

Naparstek Assignments DATE 7/12/89

	1890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		DATE 7/12/89		2/89
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE
1.	Contact assigned commiss up to June 14 meeting. Mandell Berman Stuart Eizenstat Matthew Maryles Peggy Tishman Bennett Yanowitz Alvin Schiff Haskell Lookstein Ronald Appelby Henry Koschitzky Lionel Schipper Donald Mintz Charles Ratner	ioners for follow	WISH VES	AJN	6/15/89	8/1/89	
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□ ASSIGNMENTS □ ACTIVE PROJECTS RAW MATERIAL □ FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A.

SUBJECT/OBJECTIVE

FUNCTION

Fox Assignments DATE 7/12/89

	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		DATE 7/12/89		/89
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Prepare proposal for implem mechanism (IJE).	mentation	TP	SF	2/9/89	8/1/89	
2.	Prepare outline for a visio (Part of IJE mission statem		SP	SF	2/9/89	TBD	
3.	Contact assigned commission up to June 14 meeting.	ners for follow		SF	6/15/89	8/1/89	
	Mona Ackerman David Arnow Charles Bronfman Lester Crown Alfred Gottschalk David Hirschhorn Seymour Martin Lipset Florence Melton Isadore Twersky Sara Lee Robert Loup						
5.	Involve commissioners ident in preparing or reacting to their areas of expertise.		2	SF	6/15/89		
6.	Draft MLM's presentation to group in consultation with	S. Lee and JR.		SF	7/5/89	7/30/89	

□ ASSIGNMENTS □ ACTIVE PROJECTS

RAW MATERIAL

73890 (REV. 10/86) PRINTED IN U.S.A.

□ FUNCTIONAL SCHEDULE

SUBJECT/OBJECTIVE

FUNCTION

Hochstein Assignments

73890 (REV. 10/86) PRINTED IN U.S.A.		ORIGINATOR VFL			DATE 7/12/89			
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE	
1.	Contact assigned commission up to June 14 meeting. Morton Mandel Esther Leah Ritz Norman Lamm Ismar Schorsch (done)	ners for follow		AH	6/15/89	8/1/89		
2.	Extract assignments from me	eting tapes.	WISH	AH	6/15/89	7/24/89		
3.	Identify commissioners who of special competence and r SF ask their involvement in reacting to reports in thei expertise.	ecommend that preparing or	E S	АН	6/15/89	7/30/89		
	St.		17	/				
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FUNCTIONAL SCHEDULE

□ ASSIGNMENTS □ ACTIVE PROJECTS

RAW MATERIAL

73890 (REV. 10/86) PRINTED IN U.S.A.

SUBJECT/OBJECTIVE

FUNCTION

Zucker Assignments

	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR VFL			DATE 7/12/89		/89
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact assigned commissione up to June 14 meeting.	ers for follow		HLZ	6/15/89	8/1/89	
	John Colman Maurice Corson Eli Evans Robert Hiller						
2.	Develop a plan for follow up related meetings at which Co presentations occur.		VISH F S	HLZ	4/3/89	6/30/89	
3.	Work with C. Schwartz to ens Commission reports are on ag groups he convenes or report	gendas of		HLZ	5/7/89	ongoing	
4.	Coordinate development of a through 1990.	PR plan		HLZ	7/5/89	ongoing	
5.	See that planning group cons holding periodic meetings of Commission after 6/90 to mor	£ States and Stat	÷/	HLZ	5/7/89	TBD	
6.	Identify commissioners who m of special competence and re SF ask their involvement in reacting to reports in their expertise.	ecommend that preparing or		HLZ	6/15/89	7/30/89	
7.	Contact Carmi Schwartz to d Commission should be feature			HLZ	7/5/89	8/24/89	
8.	Work with S. Lee on encourage publicize Commission present their group.			HLZ	7/5/89	8/15/89	

□ ASSIGNMENTS □ ACTIVE PROJECTS

73890 (REV. 10/86) PRINTED IN U.S.A.

RAW MATERIAL

□ FUNCTIONAL SCHEDULE

FUNCTION

SUBJECT/OBJECTIVE

Commission on Jewish Education in NA

Reimer Assignments

	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		DATE 7/12/89		/89
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact assigned commission up to June 14 meeting.	ers for follow		JR	6/15/89	8/1/89	
	Irwin Field Mark Lainer Arthur Green Jack Bieler Josh Elkin Carol Ingall Harold Schulweis Isaiah Zeldin		e vist				
2.	Identify commissioners who of special competence and r SF ask their involvement in reacting to reports in thei expertise.	ecommend that preparing or					
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□ ASSIGNMENTS □ ACTIVE PROJECTS RAW MATERIAL

73890 (REV. 10/86) PRINTED IN U.S.A.

□ FUNCTIONAL SCHEDULE

SUBJECT/OBJECTIVE

FUNCTION

DATE 7/12/89

Commission on Jewish Education in NA

Rotman Assignments

_		ORIGINATOR	VFL		DATE 7/12/89		/89
10.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE
	Identify commissioners who m of special competence and re SF ask their involvement in reacting to reports in their expertise.	commend that preparing or		AR	6/15/89 7/30/89		
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□ ASSIGNMENTS □ ACTIVE PROJECTS

RAW MATERIAL

73890 (REV. 10/86) PRINTED IN U.S.A.

FUNCTIONAL SCHEDULE

FUNCTION

SUBJECT/OBJECTIVE

Woocher Assignments

DATE 7/12/89

	3890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR VFL DATE		DATE 7/12/89			
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE
1.	Contact assigned commission up to June 14 meeting. David Dubin Irving Greenberg Lester Pollack Harriet Rosenthal	ners for follow		WL	6/15/89	8/1/89	
	Identify commissioners who of special competence and r SF ask their involvement in reacting to reports in their expertise.	ecommend that	WISH E S	WL	6/15/89	7/30/89	
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	ACTIVE PROJECTS RAW MATERIAL	FUNCTION CO		and the second method and	vish Educa	tion in N	IA	
	FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	DEAT	Assignme	DATE 7/12/89			
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE	
1.	Follow procedure for sched meetings for 2/14/90 and 6			VFL	5/7/89	8/15/89		
2.	Send reminders of assignmen suggested topics for follow with commissioners.			VFL	7/5/89	7/20/89		
3.	Call J. Woocher for feedbac meeting with bureau director on who should meet with bur in November.	cors and advice	VISH / E S	VFL	7/5/89	7/20/89		
4.	Draft MLM response to B. So with HLZ.	chrage letter,		VFL	7/5/89	7/24/89		

	ACTIVE PROJECTS	FUNCTION	Commission on Jewish Education in NA					
	RAW MATERIAL FUNCTIONAL SCHEDULE	SUBJECT/OBJECT	IVE Stein	n Assign	ments			
	3890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL			ATE 7/1	2/89	
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVE DATE	
1.	Call Don Feldstein of CJF Department for details on needs in area of personne	current		HDS	7/5/89	7/28/8	9	
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Commission on Jewish Education in NA

□ ACTIVE PROJECTS RAW MATERIAL

□ ASSIGNMENTS

FUNCTIONAL

FUNCTION

FUNCTIONAL SCHEDULE	SUBJECT/OBJECTIVE	el Assig	nments	
73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		
DESCRIPTION		PRIORITY	ASSIGNED	DATE

	73890 (REV. 10/86) PRINTED IN U.S.A.	DRIGINATOR	VFL		D	ATE 8/3	/89
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Meet with Schorsch, Lamm and to develop a mechanism to inv denominations, along with AR	olve the		MLM	3/30/89	9/1/89	
2.	Arrange for Premier's PR representative to work with Paula Berman Cohen in estab- lishing contacts with the <u>New York Times</u> and the <u>Wall Street Journal</u> .			MLM	3/30/89	TBD	
3.	Consider calling Herschel Blu Berger to interest <u>Moment</u> in	-	E S	MLM	3/30/89	TBD	
4.	Contact assigned commissioner: up to June 14 meeting. - Max Fisher - Joseph Gruss - Ludwig Jesselson - Daniel Shapiro	s for follow		MLM	6/15/89	9/15/89	
5.	Meet with Michael Albanese, Hi to discuss developing monthly and to discuss Commission budg	trend report		MLM	4/4/89	TBD	
6.	Consider a trip to the west co with the local LA commission.	oast to meet		MLM	5/7/89	TBD	
7.	Convene foundation and federatives, with HLZ.	tion		MLM	6/15/89	10/1/89	
8.	Consider attending a JESNA Boa to discuss Commission.	ard meeting		MLM	7/5/89	TBD	13.1
9.	Hold meeting with Twersky.			MLM	2/9/89	11/1/89	
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□ ASSIGNMENTS □ ACTIVE PROJECTS RAW MATERIAL

FUNCTION

□ FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A.

SUBJECT/OBJECTIVE Mandel Assignments

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DATE 8/3/89

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NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
10.	Discuss with Rotman and Woocher who should accompany MLM to meet with denomination heads and arrange meetings as soon as possible.	*	MLM	7/30/89	9/15/89	
11.	Recommend an author for the final report to SF.		MLM	7/30/89	10/1/89	
12.	Discuss with Bill Berman a proposal that the next meeting of federation presidents and executives be devoted to the Commission.	VISH VES	MLM	7/30/89	9/1/89	
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□ FUNCTIONAL SCHEDULE

ASSIGNMENTS
 ACTIVE PROJECTS

73890 (REV. 10/86) PRINTED IN U.S.A.

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SUBJECT/OBJECTIVE

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Naparstek Assignments

		ORIGINATOR VFL			DATE 8/3/89		/89
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE
1.	Contact assigned commissione up to June 14 meeting.	ers for follow		AJN	6/15/89	9/15/89	
	 Ronald Appleby Stuart Eizenstat Robert Hiller Matthew Maryles Lionel Schipper Peggy Tishman 		WISH				
2.	Recommend an author for the to SF.	final report	E S	AJN	7/30/89	10/1/89	
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	ASSIGNMENTS ACTIVE PROJECTS	FUNCTION	Commissi	on on Io	wish Educa	ation in	NA	
	RAW MATERIAL	SUBJECT/OBJECTIVE				acton in		
	UNCTIONAL SCHEDULE 3890 (REV. 10/86) PRINTED IN U.S.A.		ron	Assignm	DATE 8/3/89			
		ORIGINATOR	VFL	Courses and	DF	AIE 8/3	/89	
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE	
1.	Prepare proposal for implemechanism (IJE).	nentation	TP	SF	2/9/89	8/24/89		
2.	Prepare outline for a visio (Part of IJE mission states		SP	SF	2/9/89	TBD		
3.	Contact assigned commission up to June 14 meeting.	ners for follow	VISH	SF	6/15/89	9/15/89		
	 Mona Ackerman Charles Bronfman Lester Crown Alfred Gottschalk David Hirschhorn Sara Lee Seymour Martin Lipset Charles Ratner Isadore Twersky 							
4.	Draft MLM's presentation to group in consultation with JR.		the second second	SF	7/5/89	8/7/89		
5.	Review with Sara Lee sugges for a paper on approaches to opportunities.			SF	7/30/89	8/15/89		
6.	Engage authors to do papers senior policy advisors.	s approved by		SF	7/30/89	8/15/89		

	JECTS	FUNCTION	Commissic	on on Jev	vish Educa	tion in N	NA			
	and the second	SUBJECT/OBJECTIV	SUBJECT/OBJECTIVE Hochstein As				ssignments			
	FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A DESCRIPTION DESCRIPTION Contact assigned commissing up to June 14 meeting. - David Arnow - Norman Lamm - Robert Loup - Morton Mandel - Florence Melton - Esther Leah Ritz - Ismar Schorsch (done) Recommend an author for the to SF.	ORIGINATOR	VFL		DATE 8/3/89					
NO.	DESCRIPTION	,	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE			
		oners for follow		AH	6/15/89	9/15/89	3,-			
- Norman	Lamm									
- Morton	Mandel		-	1						
the second se			WISH				7.3			
	an author for th	ne final report		AH	7/30/89	10/1/89				
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Commission on Jewish Education in NA

□ ASSIGNMENTS

□ ACTIVE PROJECTS **RAW MATERIAL** FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A.

SUBJECT/OBJECTIVE Zucker Assignments

FUNCTION

	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		DATE 8/3/89		
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact assigned commission up to June 14 meeting.	ers for follow		HLZ	6/15/89	9/15/89	
2.	- John Colman Develop a plan for follow up to federation- related meetings at which Commission presentations occur.		ALC L	HLZ	4/3/89	10/1/89	
3.	Work with C. Schwartz to ensure that Commission reports are on agendas of groups he convenes or reports to.		E S	HLZ	5/7/89	ongoing	
4.	Coordinate development of a through 1990.	PR plan	7	HLZ	7/5/89	ongoing	
5.	See that planning group con holding periodic meetings o Commission after 6/90 to mo	f	27	HLZ	5/7/89	TBD	
6.	Contact Carmi Schwartz to d Commission should be featur			HLZ	7/5/89	8/24/89	
7.	Work with S. Lee on encoura publicize Commission presen their group.			HLZ	7/5/89	8/15/89	
8.	Review proposal to collect attitudes, opinions, and per needs of CJF leadership and approach.	rceptions of		HLZ	7/30/89	8/24/89	
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	ACTIVE PROJECTS RAW MATERIAL	FUNCTION	Commissio	on on Jev	wish Educa	tion in 1	AN	
	UNCTIONAL SCHEDULE	SUBJECT/OBJECTIVE	Zucl	ker Assig	gnments			
73	3890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		DA	TE 8/3	/89	
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE	
9.	Recommend an author for th to SF.	e final report		HLZ	7/30/89	10/1/89		
.0.		Draft a community/financing paper with staff assistance of MG and VFL.		HLZ	7/30/89	8/24/89		
.1.	Call Steve Solender for suggestion of a New York lay person to add to panel on community/finance.			HLZ	7/30/89	8/24/89		
2.	Work with Kraar, Hoffman, Gurvis to plan a presentation for the General Assembly in November.		77	HLZ	7/30/89	9/30/89		
.3.	Discuss with Hoffman and K meetings with foundation d regarding their interest i Commission implementation.	onors n funding	17	HLZ	7/30/89	9/15/89		

	ACTIVE PROJECTS	FUNCTION	Commissi	on on Je	wish Educa	tion in 1	NA
	RAW MATERIAL	SUBJECT/OBJECTIVE	Rei	mer Assi	gnments		
73890 (REV. 10/86) PRINTED IN U.S.A. IO. DESCRIPTION		ORIGINATOR	VFL		DA	TE 8/3,	/89
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact assigned commissio follow up to June 14 meeti			JR	6/15/89	9/15/89	
	- Jack Bieler - Josh Elkin - Irwin Field - Arthur Green - Carol Ingall						
	 Henry Koschitzky Mark Lainer Haskell Lookstein Alvin Schiff Harold Schulweis Isaiah Zeldin 		wis⊧ ∕ES				
2.	Draft paper on the synagog context for Jewish educati		IJ	JR	6/15/89	10/23/8	9
3.	Recommend an author for th to SF.	e final report	1.2	JR	7/30/89	10/1/89	
4.	Propose panel for paper on as context to SF and HLZ.	synagogues	12	JR	7/31/89	8/15/89	
					1.1		

	ACTIVE PROJECTS	FUNCTION	Commissie	on on Jer	wish Educa	ition in M	NA
	RAW MATERIAL FUNCTIONAL SCHEDULE	SUBJECT/OBJECTIVI	E Roti	man Assig	gnments	198	
	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL	1.02	Di	ATE 8/3/	/89
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact assigned commissio follow up to June 14 meeti			AR	7/30/89	9/15/89	
	- Eli Evans - Donald Mintz						
2.	Convene meeting with Kraar to draft an acceptable def Jewish education.	: and Woocher finition of	WISH	AR	7/30/89	8/24/89	
3.	Recommend an author for th to SF.	ne final report	E S	AR	7/30/89	10/1/89	
			A. A.				

□ ASSIGNMENTS □ ACTIVE PROJECTS

RAW MATERIAL

FUNCTION

□ FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A.

SUBJECT/OBJECTIVE

Woocher Assignments

Commission on Jewish Education in NA

1	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL	DATE 8/3			8/89	
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE	
1.	Contact assigned commission up to June 14 meeting.	ers for follow		JW	6/15/89	9/15/89		
	- Mandell Berman - Maurice Corson - David Dubin - Irving Greenberg							
	- Lester Pollack - Harriet Rosenthal - Bennett Yanowitz		VISH					
2.	Provide VFL with list of or with a strong interest in t process and recommend how t each.	he Commission		WL	7/30/89	8/15/89		
3.	Recommend an author for the to SF.	final report	Y.	WL	7/30/89	10/1/89		
	The second second		2					

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	ASSIGNMENTS ACTIVE PROJECTS	FUNCTION C	ommissio	on on Jew	vish Educa	tion in N	IA
	RAW MATERIAL FUNCTIONAL SCHEDULE	SUBJECT/OBJECTIVE	Levi	Assignme	ents		2
	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		D/	ATE 8/3/	/89
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVE DATE
1.	Follow procedure for scheduling Commission meetings for 2/14/90 and 6/13/90.			VFL	5/7/89	9/15/89	
2.	Call J. Woocher for feedback on recent meeting with bureau directors and advice on who should meet with burear directors in November.			VFL	7/5/89	7/20/89	
3.	Draft MLM response to B. : with HLZ.	Schrage letter,	VISH E S	VFL	7/5/89	7/24/89	
¥.	Distribute BY/JW paper on agency relationships in Jo to senior policy advisors	istribute BY/JW paper on federation/ gency relationships in Jewish education o senior policy advisors.		VFL	7/30/89	8/15/89	
5.		Review JW list of organizations with SF and JR and distribute to senior policy advisors.		VFL	7/30/89	8/24/89	
6.	Send interview outline and to interviewers.	d assignments	2	VFL	7/30/89	8/4/89	

	ACTIVE PROJECTS RAW MATERIAL	FUNCTION SUBJECT/OBJECTI			wish Educa	tion in M	IA	
	SAND CENTRONAL SCHEDULE	ORIGINATOR	Juer	in Assigr		DATE 8/3/89		
NO.	DESCRIPTION		VFL	ASSIGNED TO (INITIALS)	DATE ASSIGNED	DUE DATE	COMPLETED OR REMOVED	
				(INITIALS)	STARTED		DATE	
1.	Call Don Feldstein of CJF Department for details on needs in area of personnel	current		HDS	7/5/89	8/15/89		
2.	Recommend an author for th to SF.	e final report		HDS	7/30/89	10/1/89		
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ASSIGNMENTS ACTIVE PROJECTS		FUNCTION Commission on Jewish Education in NA					
	AW MATERIAL	SUBJECT/OBJECT	IVE Gur	vis Assi	gnments		5.8
	890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR VFL DATE 8/3/89					
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLET OR REMOV DATE
1.	Make necessary arrangemen meeting with planners at Quarterly.	nts for a the next		MG	7/30/89	9/1/89	
			EWISH				
			V E S				
			IJ				
			19				

	ASSIGNMENTS					F THIS FORM FOR A FUNC	INTRA SCHEDOLE		
	ACTIVE PROJECTS	FUNCTION Co	ommissi	on on Je	wish Educ	ation in 1	NA		
	RAW MATERIAL FUNCTIONAL SCHEDULE	SUBJECT/OBJECTIVE	Mand	el Assig	nments	nts			
	3890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	C	DATE 9/8/89					
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVE DATE		
1.	Meet with Schorsch, Lamm a to develop a mechanism to denominations, along with	involve the		MLM	3/30/89	9/30/89			
2.	Contact assigned commissio up to June 14 meeting.	oners for follow		MLM	6/15/89	9/15/89			
	- Max Fisher - Joseph Gruss - Ludwig Jesselson	ERICAN JE							
	Send summary of interviews circulation to senior poli								
3.	Convene foundation and fed representatives, with HLZ.			MLM	6/15/89	10/1/89	In proces		
4.	Hold meeting with Twersky.			MLM	2/9/89	11/1/89			
5.	Recommend an author for th to SF.	e final report		MLM	7/30/89	10/1/89			
6.	Call Eli Evans and Arthur	Green		MLM	8/24/89	10/23/89			
7.	Consider calling Herschel Berger to interest <u>Moment</u>	Blumberg and Paul in the Commission		MLM	3/30/89	TBD			
8.	Meet with Michael Albanese to discuss developing mont and to discuss Commission	thly trend report		MLM	4/4/89	TBD			
9.	Consider a trip to the wes with the local LA commissi			MLM	5/7/89	TBD			
LO.	Consider attending a JESNA to discuss Commission.	Board meeting		MLM	7/5/89	TBD			
10.		. Board meeting		MLM	7/5/89	TBD			

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	SSIGNMENTS				OF	FOR GUIDELINES ON TH THIS FORM FOR A FUNC	E COMPLETION		
	CTIVE PROJECTS	FUNCTION	Commissi	on on Je	wish Educ	ation in	NA		
	AW MATERIAL UNCTIONAL SCHEDULE	SUBJECT/OBJECTIVE Fox Assignments							
731	890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR VFL			D	DATE 9/8/89			
10.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE		
1.	Prepare proposal for imple mechanism (IJE).	ementation	TP	SF	2/9/89	9/30/89			
2.	Prepare outline for a vision paper. (Part of IJE mission statement)		SP	SF	2/9/89	TBD			
 Contact assigned commiss up to June 14 meeting. 		oners for follow	A1SH	SF	6/15/89	9/15/89			
	 Mona Ackerman Charles Bronfman Lester Crown Alfred Gottschalk David Hirschhorn Sara Lee Seymour Martin Lipset Charles Ratner Isadore Twersky 								
	Send summary of interviews circulation to senior pol:		2						
		AN AN							

ASSIGNMENTS ACTIVE PROJECTS FUNCTION Commission on Jewish Education in NA RAW MATERIAL SUBJECT/OBJECTIVE Hochstein Assignments FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A. ORIGINATOR DATE 9/8/89 VFL ASSIGNED DATE COMPLETED OR REMOVED DATE NO. DESCRIPTION PRIORITY TO (INITIALS) DUE DATE STARTED 6/15/89 9/15/89 1. Contact assigned commissioners for follow AH up to June 14 meeting. - David Arnow - Norman Lamm - Robert Loup - Morton Mandel - Matthew Maryles - Florence Melton - Esther Leah Ritz - Ismar Schorsch - Peggy Tishman Send summary of interviews to VFL for circulation to senior policy advisors. 7/30/89 10/1/89 AH Recommend an author for the final report 2. to SF. AH 8/24/89 9/1/89 Provide VFL with a revision of the suggested 3. interview schedule for distribution to those appointed to conduct interviews. AH 8/24/89 10/24/89 Develop a list of questions for a survey of 4. community leaders' attitudes for review by senior policy advisors, who will recommend how best to gather the data sought.

ASSIGNMENTS □ ACTIVE PROJECTS FUNCTION Commission on Jewish Education in NA RAW MATERIAL SUBJECT/OBJECTIVE FUNCTIONAL SCHEDULE Hoffman Assignments 73890 (REV. 10/86) PRINTED IN U.S.A. ORIGINATOR DATE 9/8/89 VFL ASSIGNED DATE ASSIGNED STARTED COMPLETED OR REMOVED DATE NO. DESCRIPTION PRIORITY DUE DATE TO (INITIALS) 8/24/89 9/15/89 Contact assigned commissioners for follow SHH 1. up to June 14 meeting. - Ronald Appleby - Robert Hiller Send summary of interviews to VFL for circulation to senior policy advisors.

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1	SSIGNMENTS CTIVE PROJECTS	FUNCTION Commission on Jewish Education in NA							
	AW MATERIAL	SUBJECT/OBJECTIVE	Rei	mer Assi	gnments				
73	890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		DATE 9/8/89				
NO.	DESCRIPTION	E.	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE		
				1.1.2					
1.	Contact assigned commissio follow up to June 14 meeti			JR	6/15/89	9/15/89			
-	- Jack Bieler		1						
	- Josh Elkin				C. 4. 1		-		
	- Irwin Field - Arthur Green		1 1 1 1	2			1.0		
	- Carol Ingall								
1	- Henry Koschitzky				1.00		1		
	- Mark Lainer		IA ISE						
	- Haskell Lookstein				1.1.1.1				
	- Alvin Schiff				1.00				
	- Harold Schulweis - Isaiah Zeldin		0.0						
	Send summary of interviews circulation to senior poli		17						
2.	Draft paper on the synagog context for Jewish educati		5	JR	6/15/89	10/23/89			
3.	Recommend an author for th to SF.	e final report	*	JR	7/30/89	10/1/89			
					0.101.100	10 /1 /00			
4.	Take responsibility for co original option papers.	mpleting the		JR	8/24/89	10/1/89			
5.	Work with Alvin Schiff on report for COJEO's upcomin	a Commission		JR	8/24/89	TBD			

SEE MANAGEMENT MANUAL POLICY NO. 8.5 FOR GUIDELINES ON THE COMPLETION

	ACTIVE PROJECTS	FUNCTION	ommissi	on on Je	wish Educ	ation in	NA	
	RAW MATERIAL	SUBJECT/OBJECTIVE	Rot	man Assi	gnments	100		
	3890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR VFL				DATE 9/8/89		
10.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE	
1.	Contact assigned commissio follow up to June 14 meeti - Stuart Eizenstat - Eli Evans Depeld Minta			AR	7/30/89	9/15/89		
1000	- Donald Mintz - Daniel Shapiro Send summary of interviews circulation to senior poli		NISH					
2.	Recommend an author for th to SF.	e final report		AR	7/30/89	10/1/89		
3.	Work with HLZ to arrange f presentation at February m Center executives.			AR	8/24/89	12/15/89		
4.	In consultation with SF an strategy for meetings with Torah U'mesorah involvemen (including link with UAHC)	n Lamm (including nt) and Gottschalk	A.	AR	8/24/89	9/20/89		

	SSIGNMENTS					FOR GUIDELINES ON TH FTHIS FORM FOR A FUN	HE COMPLETION CTIONAL SCHEDULE		
	CTIVE PROJECTS	FUNCTION	Commissi	on on Je	wish Educ	ation in	NA		
	RAW MATERIAL	SUBJECT/OBJECTIVE	Ste	in Assig	nments	s			
	3890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL			DATE 9/8/89			
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE		
1.	Call CJF Personnel Departm details on current needs i of personnel.	ment for In area		HDS	7/5/89	9/15/89			
2.	Recommend an author for th to SF.	ne final report	1	HDS	7/30/89	10/1/89			
			VISE			1.4			
						1.10			
			17			1.175			
							1		
			R						
			1						
				Ref.					
					12				
			3						
			3.5						

ASSIGNMENTS ACTIVE PROJECTS FUNCTION Commission on Jewish Education in NA RAW MATERIAL SUBJECT/OBJECTIVE Woocher Assignments FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A. ORIGINATOR DATE 9/8/89 VFL ASSIGNED DATE COMPLETED OR REMOVED DATE DESCRIPTION NO. PRIORITY DUE DATE (INITIALS) STARTED 6/15/89 9/15/89 Contact assigned commissioners for follow JW 1. up to June 14 meeting. - Mandell Berman - Maurice Corson - David Dubin - Irving Greenberg - Lester Pollack - Harriet Rosenthal - Bennett Yanowitz Send summary of interviews to VFL for circulation to senior policy advisors. JW 7/30/89 10/1/89 2. Recommend an author for the final report to SF. 8/24/89 9/20/89 3. In consultation with SF and JR, plan JW strategy for meeting with Schorsch.

	SSIGNMENTS						ICTIONAL SCHEDULE	
	CTIVE PROJECTS	FUNCTION	Commissi	on on Je	ewish Educ	ation in	NA	
	UNCTIONAL SCHEDULE	SUBJECT/OBJECTIVE	Zuc	ker Assi	gnments	ents		
730	890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL	S. Sell	D	DATE 9/8	3/89	
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE	
1.	Contact assigned commission up to June 14 meeting.	oners for follow		HLZ	6/15/89	9/15/89		
	- John Colman Send summary of interviews circulation to senior poli							
2.	Develop a plan for follow related meetings at which presentations occur.		VISH (E S	HLZ	4/3/89	10/1/89		
3.	Work with C. Schwartz to e Commission reports are on groups he convenes or repo	agendas of		HLZ	5/7/89	ongoing		
4.	Recommend an author for th to SF.	he final report	â	HLZ	7/30/89	10/1/89		
5.	Draft a community/financin staff assistance of MG and		1	HLZ	7/30/89	9/30/89		
6.	Call Steve Solender for su New York lay person to add community/finance.			HLZ	7/30/89	9/30/89		
7.	Work with Kraar, Hoffman, a presentation for the Gen in November.			HLZ	7/30/89	9/30/89	In process	
8.	Discuss with Hoffman and H meetings with foundation of regarding their interest in Commission implementation.	donors in funding		HLZ	7/30/89	9/15/89		

 SEE MANAGEMENT MANUAL POLICY NO. 8.5 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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D A	SSIGNMENTS				0	F THIS FORM FOR A FUNC	CTIONAL SCHEDULE			
	CTIVE PROJECTS	FUNCTION	FUNCTION Commission on Jewish Education in NA							
	AW MATERIAL	SUBJECT/OBJECT	IVE Zuc	cker Assi	ignments		5			
	890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL			DATE 9/8/89				
10.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	ASSIGNED		COMPLETED OR REMOVED DATE			
9.	Meet with Ken Myers for pe free-lance writing of Com press releases and advise	mission		HLZ	8/24/89	10/1/89				
10.	Consider inviting Barbie W to attend a Commission med advise MLM.			HLZ	8/24/89	10/1/89				
11.	Recommend a staff person directly with individuals by CAJE and other organiza input on programmatic opt	identified ations for		HLZ	8/24/89	9/15/89				
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	SSIGNMENTS CTIVE PROJECTS	FUNCTION	Commissi	on on Je	wish Educ	ation in	NA
	AW MATERIAL	SUBJECT/OBJECTI	VE Gur	vis Assi	gnments		
	890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL			ATE 9/8	3/89
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVE DATE
1.	Make necessary arrangement meeting with planners at a Quarterly.			MG	7/30/89	9/1/89	In process
2.	Coordinate development of through 1990.	a PR plan		MG	7/5/89	ongoing	
3.	Contact Carmi Schwartz to discuss how Commission should be featured at GA.			MG	7/5/89	8/24/89	In process
4.	Talk with David Ariel about arrangements for Sara Lee or Ariel to report on the Commission at the next AIHLJE meeting.			MG	8/24/89	9/20/89	
5.	Distribute summary of CAJ senior policy advisors.	E meeting to	10	MG	8/24/89	9/1/89	
1							

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	ACTIVE PROJECTS	FUNCTION	Commissi	on on Je	wish Educ	ation in	NA
	RAW MATERIAL	SUBJECT/OBJECTIVE	Levi	Assignm	ents	100	1
	3890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		C	DATE 9/8	/89
10.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVE DATE
1.	Follow procedure for sched meetings for 2/14/90 and 6			VFL	5/7/89	9/30/89	
2.	See that Lionel Schipper is assigned an interviewer.			VFL	8/24/89	9/30/89	1
3.	Circulate Twersky letter t advisors.	Circulate Twersky letter to senior policy advisors.		VFL	8/24/89	9/15/89	
4.	Work with MLM to develop a list of commissioners whom MLM should call before each Commission meeting to urge their attendance.			VFL	8/24/89	9/30/89	
5.	Circulate a proposal from on a training research pap policy advisors.	Aryeh Davidson Der to senior	2	VFL	8/24/89	9/1/89	
		and the second	\$				
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□ ASSIGNMENTS □ ACTIVE PROJECTS

73890 (REV. 10/86) PRINTED IN U.S.A.

RAW MATERIAL

□ FUNCTIONAL SCHEDULE

SUBJECT/OBJECTIVE

VFL

FUNCTION

ORIGINATOR

Mandel Assignments

DATE 11/6/89

Commission on Jewish Education in NA

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE
1.	Contact assigned commissioners for follow up to October 23 meeting.		MLM	10/24/89	2/1/90	
	- Max Fisher - Joseph Gruss - Ludwig Jesselson					
	Send summary of interviews to VFL for circulation to senior policy advisors.			6		
2.	Hold meeting with Twersky.		MLM	2/9/89	11/1/89	
3.	Recommend an author for the final report to SF.		MLM	7/30/89	11/30/89	
4.	Consider calling Herschel Blumberg and Paul Berger to interest <u>Moment</u> in the Commission	1	MLM	3/30/89	TBD	
5.	Meet with Michael Albanese, HLZ and VFL to discuss developing monthly trend report and to discuss Commission budget.		MLM	4/4/89	TBD	
6.	Consider a trip to the west coast to meet with the local LA commission.		MLM	5/7/89	TBD	
7.	Consider attending a JESNA Board meeting to discuss Commission.		MLM	7/5/89	TBD	1
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						146

	CTIVE PROJECTS	FUNCTION	Commissi	on on Je	wish Educa	ation in 1	NA	
	RAW MATERIAL	SUBJECT/OBJECTI	VE Fox	Assignm	ents			
73	3890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		DATE 11/6/89			
NO.	DESCRIPTION	2	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE	
1.	Contact assigned commissio	ners for follow	r	SF	10/24/89	2/1/90		
	up to October 23 meeting. - Mona Ackerman - Charles Bronfman - Lester Crown - Alfred Gottschalk - David Hirschhorn - Sara Lee - Seymour Martin Lipset - Charles Ratner		EWISH					
	- Isadore Twersky Send summary of interviews circulation to senior poli							
2.	Prepare proposal for imple mechanism (IJE).	mentation	TP	SF	2/9/89	1/15/90		
3.	Prepare draft of recommend final report.	lations for	2	SF	10/24/89	12/5/90		
4.	Prepare outline for a visi (Part of IJE mission state		SP	SF	2/9/89	TBD		
5.	Prepare progress report fo Commission meeting.	or fifth		SF	10/24/89	1/15/90		
6.	Share with senior policy a design for a paper on the structure of Jewish educat America.	organizational		SF	10/24/89	11/30/89		
7.	Recommend approach to prog options, with AH.	rammatic		SF	10/24/89	11/15/89		

ASSIGNMENTS ACTIVE PROJECTS FUNCTION Commission on Jewish Education in NA RAW MATERIAL SUBJECT/OBJECTIVE Hochstein Assignments FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A. ORIGINATOR DATE 11/6/89 VFL DATE ASSIGNED STARTED COMPLETED OR REMOVED DATE ASSIGNED PRIORITY DUE DATE DESCRIPTION TO (INITIALS) NO. 2/1/90 10/24/89 Contact assigned commissioners for follow AH 1. up to October 23 meeting. - David Arnow - Henry Koschitzky - Norman Lamm - Haskel Lookstein - Robert Loup - Morton Mandel - Matthew Maryles - Florence Melton - Esther Leah Ritz - Ismar Schorsch - Peggy Tishman Send summary of interviews to VFL for circulation to senior policy advisors. 7/30/89 11/30/89 2. Recommend an author for the final report AH to SF. 10/24/89 11/15/89 AH Chart commissioner absences, with VFL. 3. 10/24/89 11/15/89 AH Develop new list of combined options. 4.

	ASSIGNMENTS ACTIVE PROJECTS	FUNCTION	ommissi	on on Je	wish Educa	ation in 1	NA
	RAW MATERIAL FUNCTIONAL SCHEDULE	SUBJECT/OBJECTIVE	Zuc	ker Assi	gnments		
	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		DATE 11/6/89		
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE
1.	Contact assigned commissio up to October 23 meeting.	ners for follow		HLZ	10/24/89	2/1/90	
	- John Colman						
	Send summary of interviews circulation to senior poli						
2.	Develop a plan for follow related meetings at which presentations occur.		NISE	HLZ	4/3/89	ongoing	
3.	Work with C. Schwartz/M. K that Commission reports ar groups he convenes or repo	e on agendas of	(<u>E</u> S	HLZ	5/7/89	ongoing	
4.	Recommend an author for th to SF.	e final report	11	HLZ	7/30/89	11/30/89	
5.	Draft a community/financin staff assistance of MG and		1	HLZ	7/30/89	1/15/90	
6.	Call Steve Solender for su New York lay person to add community/finance.		1	HLZ	7/30/89	11/30/89	
7.	Work with Kraar, Hoffman, a presentation for the Gen in November.		1	HLZ	7/30/89	11/15/89	
8.	Consider establishing a ta work on an approach to dev federation support for Com outcomes.	reloping		HLZ	10/24/89	1/15/90	
9.	Recommend a plan for telep to encourage commissioner at the fifth Commission me MG and VFL.	attendance		HLZ	11/8/89	12/6/89	
10.	Establish and work with a for the selection of the a final report.			HLZ	11/8/89	1/15/90	
						100	

	ASSIGNMENTS ACTIVE PROJECTS	FUNCTION	Commissi	on on Je	wish Educa	ation in	NA	
	RAW MATERIAL	SUBJECT/OBJECTIVE	Rei	mer Assi	gnments		1	
	3890 (REY. 10/86) PRINTED IN U.S.A.	ORIGINATOR VFL			DATE 11/6/89			
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE	
1.	Contact assigned commission follow up to October 23 m	oners for eeting.		JR	10/24/89	2/1/90		
	- Jack Bieler - Josh Elkin - Arthur Green - Carol Ingall							
	- Mark Lainer - Alvin Schiff - Lionel Schipper		WISH					
	Send summary of interview circulation to senior pol		E S					
2.	Draft paper on the synago context for Jewish educat		17	JR	6/15/89	1/15/90		
3.	Recommend an author for the to SF.	he final report	1	JR	7/30/89	11/30/89		
4.	Take responsibility for cooriginal option papers.	ompleting the	\$	JR	8/24/89	12/1/89		
5.	Work with Alvin Schiff on report for COJEO's upcomin			JR	8/24/89	TBD		

	ACTIVE PROJECTS	FUNCTION	Commissi	on on Je	wish Educa	ation in 1	NA
	RAW MATERIAL	SUBJECT/OBJECTIVE	Roti	man Assi	ignments		
	3890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		D/	ATE 11/6/	/89
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVE DATE
1.	Contact assigned commission follow up to October 23 me			AR	10/24/89	2/1/90	
	- Stuart Eizenstat - Eli Evans						
	- Donald Mintz - Daniel Shapiro						
	Send summary of interviews circulation to senior poli		VISH				
2.	Recommend an author for th to SF.	he final report	E S	AR	7/30/89	11/30/89	
3.	Work with HLZ to arrange f presentation at February m Center executives.		7	AR	8/24/89	12/15/89	
			2	1			
			1				

□ ASSIGNMENTS □ ACTIVE PROJECTS

RAW MATERIAL

SUBJECT/OBJECTIVE

FUNCTION

□ FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A.

Woocher Assignments

Commission on Jewish Education in NA

DATE 11/6/89

	3890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		D	ATE 11/6/	/89
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE
1.	Contact assigned commission up to October 23 meeting.	oners for follow		WL	10/24/89	2/1/90	
	 Mandell Berman Maurice Corson David Dubin Irving Greenberg Lester Pollack Harriet Rosenthal Bennett Yanowitz 		VISH				
	Send summary of interviews circulation to senior poli	s to VFL for Ley advisors.		3	1		
2.	Recommend an author for the to SF.	ne final report	1	₩	7/30/89	11/30/89	

	ACTIVE PROJECTS RAW MATERIAL	FUNCTION C	Commissio	on on Je	wish Educa	tion in N	NA
	UNCTIONAL SCHEDULE	SUBJECT/OBJECTIVE	Levi	Assignm	ents	1.15	
	3890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		DA	ATE 11/6,	/89
10.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOV DATE
	•						
1.	Follow procedure for schee sixth Commission meetings			VFL	5/7/89	12/1/89	
2.	Work with MLM to develop a commissioners whom MLM sho next Commission meeting to attendance.	ould call before		VFL	10/24/89	1/15/90	
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			1	1			
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-	IER INDUSTRIAL CORPORATION					E MANAGEMENT MANUAL FOR GUIDELINES ON THE THIS FORM FOR A FUNCT	COMPLETION		
	SSIGNMENTS	FUNCTION	Commissi	on on Je	wish Educa	ation in 1	NA		
	AW MATERIAL	SUBJECT/OBJECTIVE Stein Assignments							
	1890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		D	/89			
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE		
1.	Recommend an author for the to SF.	final report		HDS	7/30/89	11/30/89			
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			2	1					
						1			

□ ASSIGNMENTS

	RAW MATERIAL	SUBJECT/OBJECTI	VE Gur	vis Assi	gnments		
	3890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL	15 11551		ATE 11/6	/89
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVI DATE
1.	Coordinate development of through 1990.	a PR plan		MG	7/5/89	ongoing	
2.	Work with David Ariel and on Commission report at a AIHLJE meeting.			MG	8/24/89	11/30/89	
3.	Serve as contact person f on administrative matters		EWISE VES	MG	7/30/89	ongoing	
4.	Develop plan for communic commissioners between mee			MG	10/24/89	11/30/89	
5.	Arrange for meeting of ex develop programmatic area		12	MG	10/24/89	12/1/89	
6.	Review approach used to p Carnegie Report.	ublicize	12	MG	10/24/89	2/1/90	
7.	Develop plans for involvi commissioners in represen Commission to communities North America for discuss senior policy advisors on with HLZ and VFL.	ting the throughout ion with		MG	11/8/89	12/6/89	
8.	Collect other Commission use as prototypes.	reports to		MG	11/8/89	3/1/90	

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	CTIVE PROJECTS AW MATERIAL	FUNCTION	Commissi	on on Je	wish Educ	ation in	NA	
	UNCTIONAL SCHEDULE	SUBJECT/OBJECTIVE	Hoff	man Assi	gnments	6	1.1	
738	890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR VFL			DATE 11/6/8/89			
10.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVI DATE	
1.	Contact assigned commission up to October 23 meeting.	oners for follow		SHH	10/24/89	2/1/90		
	- Ronald Appleby - Robert Hiller							
	Send summary of interviews circulation to senior pol:		VISE					
2.	Recommend an author for th to SF.	he final report	E S	SHH	7/30/89	11/30/89		
			1					
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□ ASSIGNMENTS □ ACTIVE PROJECTS

RAW MATERIAL

73890 (REV. 10/86) PRINTED IN U.S.A.

□ FUNCTIONAL SCHEDULE

SUBJECT/OBJECTIVE

FUNCTION

ORIGINATOR

Kraar Assignments

DATE 11/6/89

Commission on Jewish Education in NA

		ORIGINATOR	VFL			ATE 11/6,	
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETI OR REMOV DATE
1.	Meet with Richard Joel of H inform him about Commission him to consult on college ye	and to ask		MK	10/24/89	11/30/89	
2.	Recommend an author for the to SF.	final report		MK	7/30/89	11/30/89	
			11			3	
			1.27	/			
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and the second second	ACTIVE PROJECTS RAW MATERIAL	FUNCTION	ommissio	on on Je	wish Educa	tion in N	A	
	FUNCTIONAL SCHEDULE	SUBJECT/OBJECTIVE	Mande	1 Assig	nments			
,	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		Dł	/89		
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE	
1.	Contact assigned commissio up to October 23 meeting.	ners for follow		MLM	10/24/89	2/1/90		
	- Max Fisher - Joseph Gruss - Ludwig Jesselson							
	Send summary of interviews circulation to senior poli	to VFL for cy advisors.	W1SF					
2.	Hold meeting with Twersky.		E S	MLM	2/9/89	2/1/90		
3.	Consider calling Herschel Berger to interest <u>Moment</u>			MLM	3/30/89	TBD		
4.	Meet with Michael Albanese to discuss developing mont and to discuss Commission	hly trend report	Z,	MLM	4/4/89	TBD		
5.	Travel to the west coast t with LA and San Francisco		1	MLM	5/7/89	4/30/90		
6.	Consider attending a JESNA to discuss Commission.	Board meeting		MLM	7/5/89	TBD		
7.	Meet or talk individually David Hirschhorn, and Char regarding funding.			MLM	11/8/89	1/1/90		
8.	Hold individual meeting wi	th Wexner.		MLM	11/8/89	TBD		
9.	Submit to SF ideas for tit and for renaming "programm	le of final repor atic areas."	t	MLM	12/6/89	1/5/90		

DATE 12/18/89

DUE DATE

2/1/90

12/6/89 12/15/89

12/6/89

12/6/89

SF

1/3/90

1/15/90

COMPLETED OR REMOVED DATE

DATE ASSIGNED STARTED

10/24/89

PREMIER INDUSTRIAL CORPORATION ASSIGNMENTS ACTIVE PROJECTS FUNCTION Commission on Jewish Education in NA RAW MATERIAL SUBJECT/OBJECTIVE Fox Assignments FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A. ORIGINATOR VFL ASSIGNED DESCRIPTION PRIORITY TO (INITIALS) NO. SF Contact assigned commissioners for follow 1. up to October 23 meeting. - Mona Ackerman - Charles Bronfman - Lester Crown - Alfred Gottschalk - David Hirschhorn - Sara Lee - Seymour Martin Lipset - Charles Ratner - Isadore Twersky Send summary of interviews to VFL for circulation to senior policy advisors. SF 2. Explore the possibility of David Finn serving as editor of final report and executive summary. SF 3. Contact assigned commissioners to encourage attendance at February meeting. - Mona Ackerman

- Charles Bronfman - Alfred Gottschalk - David Hirschhorn - Henry Koschitzky

4.

Let VFL know outcome as soon as possible.

Discuss with David Finn a photographer to

take appropriate pictures for final report.

□ FUNCTIONAL SCHEDULE

□ ASSIGNMENTS □ ACTIVE PROJECTS **RAW MATERIAL**

73890 (REV. 10/86) PRINTED IN U.S.A.

SUBJECT/OBJECTIVE

FUNCTION

DATE 12/18/89

Commission on Jewish Education in NA

Hochstein Assignments

7	'3890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		D	ATE 12/18	3/89
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact assigned commissione up to October 23 meeting.	ers for follow		АН	10/24/89	2/1/90	
	 David Arnow Henry Koschitzky Norman Lamm Haskel Lookstein Robert Loup Morton Mandel Matthew Maryles Florence Melton Esther Leah Ritz Ismar Schorsch 	RICAN JE					
	- Peggy Tishman Send summary of interviews t circulation to senior policy						
2.	Design a format to be used b for their final drafts of pa commissioners, with SF.			АН	12/6/89	1/3/90	
3.	Submit to SF ideas for title and for renaming "programmat		2	АН	12/6/89	1/5/90	
4.	Develop an interview schedul will distribute.	le which VFL		АН	12/6/89	12/15/89	
5.	Contact assigned commissione attendance at February meeti			AH	12/6/89	1/3/90	
	- Matthew Maryles - Ismar Schorsch						
	Let VFL know outcome as soor	n as possible.					

□ ASSIGNMENTS □ ACTIVE PROJECTS RAW MATERIAL □ FUNCTIONAL SCHEDULE

FUNCTION Commission on Jewish Education in NA SUBJECT/OBJECTIVE Zucker Assignments

	3890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		DA	TE 12/1	8/89
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE
1.	Contact assigned commission up to October 23 meeting.	ners for follow		HLZ	10/24/89	2/1/90	
	- John Colman						
	Send summary of interviews circulation to senior polic						
2.	Develop a plan for follow or related meetings at which (presentations occur.			HLZ	4/3/89	ongoing	
3.	Work with M. Kraar to ensur Commission reports are on a groups he convenes or repor	igendas of		HLZ	5/7/89	ongoing	
4.	Draft a community/financing staff assistance of MG and			HLZ	7/30/89	1/15/90	
5.	Consider establishing a tas work on an approach to deve federation support for Comm outcomes.	loping		HLZ	10/24/89	1/15/90	
6.	Invite Ackerman, Arnow, Eva Gruss, Jesselson, Koschitzl Melton, and Ratner to a gro of potential funders with M Crown, and Hirschhorn.	cy, Lainer, oup meeting		HLZ	12/6/89	1/31/90	
7.	Submit to SF ideas for titl and for renaming "programma		t	HLZ	12/6/89	1/5/90	
8.	Draft section on community	for final report		HLZ	12/6/89	1/15/90	
9.	Contact assigned commission attendance at February meet			HLZ	12/6/89	1/3/90	
	- Lester Crown (also Susan) - Eli Evans - Mark Lainer - Daniel Shapiro						
	Let VFL know outcome as soc	on as possible.					
0.	Review results of phone cal recommend further action.	ls and		HLZ	12/6/89	1/5/90	

OF THIS FORM FOR A FUNCTIONAL SCHEDULE ASSIGNMENTS ACTIVE PROJECTS FUNCTION Commission on Jewish Education in NA RAW MATERIAL SUBJECT/OBJECTIVE Reimer Assignments FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A. ORIGINATOR DATE 12/18/89 VFL ASSIGNED DATE ASSIGNED STARTED COMPLETED OR REMOVED DATE NO. DESCRIPTION PRIORITY TO (INITIALS) DUE DATE 2/1/90 10/24/89 1. Contact assigned commissioners for JR follow up to October 23 meeting. - Jack Bieler - Josh Elkin - Arthur Green - Carol Ingall - Mark Lainer - Alvin Schiff - Lionel Schipper Send summary of interviews to VFL for circulation to senior policy advisors. 1/15/90 2. JR 6/15/89 Draft paper on the synagogue as a context for Jewish education. Take responsibility for completing the JR 1/15/90 3. 8/24/89 original option papers. Submit to SF ideas for title of final report 12/6/89 1/5/90 4. JR and for renaming "programmatic areas."

	ACTIVE PROJECTS	FUNCTION C	ommissio	on on Je	wish Educa	ation in M	A		
	RAW MATERIAL	SUBJECT/OBJECTIVE	Rotn	nan Assi	gnments	nents			
	3890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR VFL			DATE 12/18/89				
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE		
1.	Contact assigned commission follow up to October 23 me			AR	10/24/89	2/1/90			
	- Stuart Eizenstat - Eli Evans - Donald Mintz - Daniel Shapiro								
	Send summary of interviews circulation to senior pol		W15F / E @						
2.	Work with HLZ to arrange a presentation at February n Center executives.			AR	8/24/89	12/15/89			
3.	Submit to SF ideas for ti and for renaming "program	tle of final repor matic areas."		AR	12/6/89	1/5/90			
4.	Contact assigned commission attendance at February me		2	AR	12/6/89	1/3/90			
	- Florence Melton - Lester Pollack Let VFL know outcome as se	oon as possible.							
	Arrange for JWB clipping			AR	12/6/89	1/3/90			
5.	articles on the Commission								
			20						

12/18/89

COMPLETED OR REMOVED

DATE

DATE

12/6/89 12/15/89

12/6/89 12/15/89

12/6/89

1/5/90

1/3/90

DUE DATE

2/1/90

Commission on Jewish Education in NA

DATE

ASSIGNED

10/24/89

Woocher Assignments

ASSIGNED

TO (INITIALS)

JW

JW

JW

VFL

PRIORITY

□ ASSIGNMENTS ACTIVE PROJECTS FUNCTION RAW MATERIAL SUBJECT/OBJECTIVE FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A. ORIGINATOR DESCRIPTION NO. Contact assigned commissioners for follow 1. up to October 23 meeting.

> - Mandell Berman - Maurice Corson - David Dubin - Irving Greenberg

- Lester Pollack - Harriet Rosenthal - Bennett Yanowitz

2.

Send summary of interviews to VFL for circulation to senior policy advisors.

- Draft a definition of the "North American JW Jewish community."
- Submit to SF ideas for title of final report JW 12/6/89 3. and for renaming "programmatic areas." 12/6/89 12/15/89 JW Propose new names for program areas to make 4.
- Suggest rewording for pages 24 and 25 of 5. final report draft to clarify the example of the supplementary school.
- Contact assigned commissioner to encourage 6. attendance at February meeting.

- Mandell Berman

them parallel.

Let VFL know outcome as soon as possible.

ASSIGNMENTS □ ACTIVE PROJECTS FUNCTION Commission on Jewish Education in NA RAW MATERIAL SUBJECT/OBJECTIVE □ FUNCTIONAL SCHEDULE Levi Assignments 73890 (REV. 10/86) PRINTED IN U.S.A. ORIGINATOR DATE 12/18/89 VFL ASSIGNED TO (INITIALS) DATE ASSIGNED STARTED COMPLETED OR REMOVED DATE DESCRIPTION PRIORITY DUE DATE NO. 10/24/89 1/15/90 1. Work with MLM to develop a list of VFL commissioners whom MLM should call before next Commission meeting to urge their attendance.

□ ASSIGNMENTS □ ACTIVE PROJECTS

RAW MATERIAL

□ FUNCTIONAL SCHEDULE

FUNCTION

SUBJECT/OBJECTIVE

Commission on Jewish Education in NA

Stein Assignments

		ORIGINATOR VFL			DATE 12/18/89		
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Submit to SF ideas for titl and for renaming "programma	e of final repo tic areas."	rt	HDS	12/6/89	1/5/90	
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SEE MANAGEMENT MANUAL POLICY NO. 8.5 For Guidelines on the completion of this form for a functional schedule

ASSIGNMENTS ACTIVE PROJECTS FUNCTION Commission on Jewish Education in NA RAW MATERIAL SUBJECT/OBJECTIVE Gurvis Assignments FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A. ORIGINATOR DATE 12/18/89 VFL COMPLETED OR REMOVED DATE DATE ASSIGNED STARTED ASSIGNED DESCRIPTION PRIORITY DUE DATE NO. TO (INITIALS) MG 7/5/89 ongoing 1. Coordinate development of a PR plan through 1990. 2/11/90 Work with David Ariel and Sara Lee 8/24/89 MG 2. on Commission report at a future AIHLJE meeting. 7/30/89 MG ongoing Serve as contact person for researchers 3. on administrative matters. 10/24/89 1/15/90 Develop plan for communication with MG 4. commissioners between meetings 2/1/90 MG 10/24/89 Review approach used to publicize 5. Carnegie Report. MG 11/8/89 1/23/90 Develop plans for involving key 6. commissioners in representing the Commission to communities throughout North America. 11/8/89 3/1/90 MG Collect other Commission reports to 7. use as prototypes. 2/28/90 MG 11/8/89 Develop a log sheet on each of the 8. top 30 federations, to record communication and evaluate the potential for their increased support for Jewish education.

ASSIGNMENTS ACTIVE PROJECTS RAW MATERIAL FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A.		FUNCTION Commission on Jewish Education in NA							
		SUBJECT/OBJECTIVE Gurvis Assignments							
		ORIGINATOR VFL			DATE 12/18/89				
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE		
9.	Collect other Commission : to use as prototypes.			MG	11/8/89	3/1/90			
10.	Work with SF and AH to be sure research papers are reviewed by senior policy advisors prior to distribution to commissioners.		MG	12/6/89	ongoing				
11.	Distribute research papers to commissioners as they are completed.			MG	12/6/89	1/31/90			
12.	Contact Barry Kosmin at CJF about design of 1990 CJF survey of Jewish population and how it might relate to the Gallup work.		MG	12/6/89	1/23/90				
13.	Work with JW to organize meetings with bureau directors and planners to present draft of Commission's recommendations.			MG	12/6/89	2/14/90			
14.	Draft a proposed agenda for meetings and review with senior policy advisors.		i i	MG	12/6/89	1/23/90			
				122					

□ ASSIGNMENTS □ ACTIVE PROJECTS

FUNCTION

Commission on Jewish Education in NA

RAW MATERIAL

□ FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A.

SUBJECT/OBJECTIVE

Hoffman Assignments

DATE 12/18/89

73890 (Rev. 10/86) PRINTED IN U.S.A.		ORIGINATOR VFL		DATE 12/18/89			
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
	Markey and		-			100	
1.	Contact assigned commission up to October 23 meeting.	ers for follow		SHH	10/24/89	2/1/90	
	- Ronald Appleby - Robert Hiller						
	Send summary of interviews circulation to senior polic	to VFL for y advisors.		10			
	AME	RICAN IF					
2.	Submit to SF ideas for title of final report and for renaming "programmatic areas."		E S	SHH	12/6/89	1/5/90	
3.	Contact assigned commission attendance at February meet			SHH	12/6/89	1/3/90	
	- Charles Ratner - Bennett Yanowitz			1			
	Let VFL know outcome as soo	n as possible.		Ys a			
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	ASSIGNMENTS				OF	HIS FORM FOR A FUNCT	TIONAL SCHEDULE		
	ACTIVE PROJECTS	FUNCTION Commission on Jewish Education in NA							
	RAW MATERIAL FUNCTIONAL SCHEDULE	SUBJECT/OBJECTIVE Kraar Assignments							
ÿ	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR VFL			DATE 12/18/89				
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE		
1.	Meet with Richard Joel of H inform him about Commission him to consult on college y	n and to ask		МК	10/24/89	1/15/90			
2.	Submit to SF ideas for tit: and for renaming "programma	le of final repor atic areas."	t	MK	12/6/89	1/5/90			
3.	Submit materials written by to MG for distribution to s advisors.	y Gary Rosenblatt senior policy	WISE / E S	MK	12/6/89	1/5/90			

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	ASSIGNMENTS					THIS FORM FOR A FUNCT	
	ACTIVE PROJECTS	FUNCTION CO	ommissio	on on Jev	wish Educa	tion in N	AI
	RAW MATERIAL FUNCTIONAL SCHEDULE	SUBJECT/OBJECTIVE Ariel Assignments					
7	3890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR V	DATE 12/18/89				
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE
1.	Consult with SF and AH rega of final report.	arding title		DA	12/6/89	1/15/90	
2.	Submit to SF ideas for rena "programmatic areas."	aming		DA	12/6/89	1/5/90	
3.	Work with MG to organize me association of training ins present draft of Commission	titutions to	ns.1SF	DA	12/6/89	2/11/90	
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 RAW MATERIAL FUNCTIONAL SCHEDULE JUBJECT/OBJEC ORIGINATOR NO. DESCRIPTION Hold meeting with Twersky. Travel to the west coast to meet with with LA and San Francisco leadership. Attend JESNA and JWB Board meetings in April to discuss Commission. Hold individual meeting with Wexner. 	TIVE Mande	ASSIGNED TO (INITIALS) MLM MLM MLM			COMPLETED OR REMOVED DATE
73890 (REV. 10/86) PRINTED IN U.S.A ORIGINATOR NO. DESCRIPTION 1. Hold meeting with Twersky. 2. Travel to the west coast to meet with with LA and San Francisco leadership. 3. Attend JESNA and JWB Board meetings in April to discuss Commission.		MLM MLM MLM	DATE ASSIGNED STARTED 2/9/89 5/7/89 7/5/89	DUE DATE TBD 4/30/90	COMPLETED OR REMOVED DATE
 Hold meeting with Twersky. Travel to the west coast to meet with with LA and San Francisco leadership. Attend JESNA and JWB Board meetings in April to discuss Commission. 	PRIORITY	MLM MLM MLM	2/9/89 5/7/89 7/5/89	TBD 4/30/90	OR REMOVED DATE
 Travel to the west coast to meet with with LA and San Francisco leadership. Attend JESNA and JWB Board meetings in April to discuss Commission. 	JEWISH VES	MLM	5/7/89 7/5/89	4/30/90	
 with LA and San Francisco leadership. 3. Attend JESNA and JWB Board meetings in April to discuss Commission. 	JEWISH VES	MLM	7/5/89		
in April to discuss Commission.	JEWISH VES			4/30/90	
4. Hold individual meeting with Wexner.	JE WISH	MLM	11 /8 /90		
A N C HI			11/0/09	TBD	
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□ FUNCTIONAL SCHEDULE

ASSIGNMENTS
 ACTIVE PROJECTS

73890 (REV. 10/86) PRINTED IN U.S.A.

SUBJECT/OBJECTIVE

FUNCTION

Fox Assignments

DATE 1/23/90

Commission on Jewish Education in NA

	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL	DATE 1/23/90			90
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact assigned commissione up to October 23 meeting.	ers for follow		SF 1	10/24/89	2/1/90	
	 Mona Ackerman Charles Bronfman Eli Evans Alfred Gottschalk David Hirschhorn Sara Lee 						
	- Seymour Martin Lipset - Charles Ratner - Isadore Twersky	RICAN JE CHIV	E S				
	Send summary of interviews t circulation to senior policy		17			-	
2.	Discuss with David Finn a ph take appropriate pictures fo	notographer to or final report.	1	SF	12/6/89	1/15/90	

□ ASSIGNMENTS □ ACTIVE PROJECTS

FUNCTION Commission on Jewish Education in NA

Hochstein Assignments

RAW MATERIAL

☐ FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A.

SUBJECT/OBJECTIVE

	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR VFL			DATE 1/23/90			
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE	
1.	Contact assigned commissione up to October 23 meeting.	ers for follow		АН	10/24/89	2/1/90		
	 David Arnow Irwin Field Ludwig Jesselson Henry Koschitzky Norman Lamm Haskel Lookstein Robert Loup Morton Mandel Matthew Maryles Florence Melton Esther Leah Ritz Ismar Schorsch Peggy Tishman 							
	Send summary of interviews t circulation to senior policy							

□ ASSIGNMENTS

□ ACTIVE PROJECTS **RAW MATERIAL**

FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Zucker Assignments

□ FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A.

	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL		D	ATE 1/23/	90
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVE DATE
1.	Contact assigned commissione up to October 23 meeting. - John Colman	ers for follow		HLZ	10/24/89	2/1/90	
	- Lester Crown Send summary of interviews to circulation to senior policy	co VFL for v advisors.					
2.	Consider establishing a task work on an approach to devel federation support for Commi outcomes.	loping	VISH	HLZ	10/24/89	TBD	
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	ASSIGNMENTS ACTIVE PROJECTS	FUNCTION	Commission		wish Educa	tion in N	IA		
	RAW MATERIAL	SUBJECT/OBJECTI				CION IN I			
	FUNCTIONAL SCHEDULE 3890 (REV. 10/86) PRINTED IN U.S.A.								
		VIL							
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE		
1.	Contact assigned commissio follow up to October 23 me			JR	10/24/89	2/1/90			
	 Jack Bieler Josh Elkin Arthur Green Carol Ingall Mark Lainer Alvin Schiff Lionel Schipper 		EWIST		- 7				
	Send summary of interviews circulation to senior poli		ANE S						
2.	Take responsibility for co original option papers.	mpleting the		JR	8/24/89	1/15/90			
				1					

ASSIGNMENTS □ ACTIVE PROJECTS FUNCTION Commission on Jewish Education in NA RAW MATERIAL SUBJECT/OBJECTIVE Rotman Assignments □ FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A. DATE 1/23/90 ORIGINATOR VFL DATE ASSIGNED STARTED COMPLETED OR REMOVED DATE ASSIGNED DESCRIPTION PRIORITY DUE DATE NO. TO (INITIALS) 10/24/89 2/1/90 AR Contact assigned commissioners for 1. follow up to October 23 meeting. - Stuart Eizenstat - Donald Mintz - Daniel Shapiro Send summary of interviews to VFL for circulation to senior policy advisors.

ASSIGNMENTS ACTIVE PROJECTS FUNCTION Commission on Jewish Education in NA RAW MATERIAL SUBJECT/OBJECTIVE Woocher Assignments FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A. ORIGINATOR DATE 1/23/90 VFL COMPLETED OR REMOVED ASSIGNED DATE ASSIGNED PRIORITY DUE DATE DESCRIPTION NO. TO (INITIALS) DATE STARTED 2/1/90 Contact assigned commissioners for follow JW 10/24/89 1. up to October 23 meeting. - Mandell Berman - Maurice Corson - David Dubin - Irving Greenberg - Lester Pollack - Harriet Rosenthal - Bennett Yanowitz Send summary of interviews to VFL for circulation to senior policy advisors.

Commission on Jewish Education in NA

□ ASSIGNMENTS □ ACTIVE PROJECTS

FUNCTION

RAW MATERIAL SUBJECT/OBJECTIVE Levi Assignments □ FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A. ORIGINATOR DATE 1/23/90 VFL COMPLETED OR REMOVED DATE ASSIGNED TO (INITIALS) DATE ASSIGNED STARTED NO. DESCRIPTION PRIORITY DUE DATE 1/23/90 1/26/90 Send detailed notes of senior policy VFL 1. advisors' review of background materials and their suggestions on style to SF and AH.

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		FUNCTION Commission on Jewish Education in NA							
	RIAL AL SCHEDULE	SUBJECT/OBJECT	IVE Stei	in Assign	nments				
73890 (REV. 10/86) PRINTE		ORIGINATOR				DATE 1/23/90			
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ASSIGNMENTS ACTIVE PROJECTS FUNCTION Commission on Jewish Education in NA RAW MATERIAL SUBJECT/OBJECTIVE Gurvis Assignments FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A. ORIGINATOR DATE 1/23/90 VFL COMPLETED OR REMOVED ASSIGNED DATE DESCRIPTION PRIORITY DUE DATE NO. TO (INITIALS) DATE STARTED ongoing Coordinate development of a PR plan 7/5/89 MG 1. through 1990. Work with David Ariel and Sara Lee 2/11/90 MG 8/24/89 2. on Commission report at February 11 AIHLJE meeting. 7/30/89 MG ongoing Serve as contact person for researchers 3. on administrative matters. MG 10/24/89 2/28/90 4. Review approach used to publicize Carnegie Report. 5. Develop plans for involving key MG 11/8/89 2/28/90 commissioners in representing the Commission to communities throughout North America. MG 11/8/89 3/1/90 Collect other Commission reports to 6. use as prototypes. MG 11/8/89 2/28/90 Develop a log sheet on each of the 7. top 30 federations, to record communication and evaluate the potential for their increased support for Jewish education. Work with JW to organize meetings with bureau 12/6/89 2/14/90 MG 8. directors and planners to present draft of Commission's recommendations. 1/23/90 2/2/90 MG 9. Send copies of articles on the Commission in The New York Jewish Week and Cleveland Jewish News to commissioners and the Cleveland Jewish News editorial to senior policy advisors.

□ ASSIGNMENTS □ ACTIVE PROJECTS

RAW MATERIAL

73890 (REV. 10/86) PRINTED IN U.S.A.

□ FUNCTIONAL SCHEDULE

SUBJECT/OBJECTIVE

FUNCTION

DATE 1/23/90

Commission on Jewish Education in NA

Hoffman Assignments

,	3890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR VFL			DATE 1/23/90			
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE	
1.	Contact assigned commission up to October 23 meeting.	ners for follow		SHH	10/24/89	2/1/90		
	- Ronald Appleby - Robert Hiller					13.3		
	Send summary of interviews circulation to senior polic	to VFL for cy advisors.	2	1				
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	ACTIVE PROJECTS RAW MATERIAL			on on Je	wish Educa	tion in N	A	
	FUNCTIONAL SCHEDULE	SUBJECT/OBJECTIVE	Kraar	Assign				
		ORIGINATOR VFL			DATE 1/23/90			
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVE DATE	
1.	Meet with Richard Joel of Meet with Richard Joel of Meet inform him about Commission him to consult on college	n and to ask		МК	10/24/89	1/15/90		
2.	Contact assigned commission up to October 23 meeting.	ners for follow		MK	1/23/90	2/1/90		
	- Max Fisher		WISE		-			
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AC'	TIVE PROJECTS	FUNCTION	Commissio	n on Jev	vish Educ	cation in	NA
	W MATERIAL NCTIONAL SCHEDULE	SUBJECT/OBJECTI	/E Ariel	Assign	nents	1920	
	REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL	0		DATE 1/23	/90
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PREMIER	INDUSTRIAL	CORPORATION	

□ ASSIGNMENTS □ ACTIVE PROJECTS

RAW MATERIAL

FUNCTION □ FUNCTIONAL SCHEDULE

Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Ariel Assignments

	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	ORIGINATOR VFL			DATE 3/15/90			
NO.	DESCRIPTI	DN	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE		
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Commission on Jewish Education in NA

Gurvis Assignments

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ASSIGNMENTS

ACTIVE PROJECTS

RAW MATERIAL

FUNCTIONAL SCHEDULE

73890 (REV. 10/86) PRINTED IN U.S.A.

NO.

DESCRIPTION

DATE 3/15/90 ORIGINATOR VFL COMPLETED OR REMOVED DATE DATE ASSIGNED STARTED ASSIGNED PRIORITY DUE DATE TO (INITIALS) 1. Coordinate development of a PR plan MG 7/5/89 ongoing through 1990. 2. Serve as contact person for researchers MG 7/30/89 ongoing on administrative matters. 11/8/89 3. Develop plans for involving key MG TBD commissioners in representing the Commission to communities throughout North America. 11/8/89 4. Develop a log sheet on each of the MG ongoing top 40 federations, to record communication and evaluate the potential for their increased support for Jewish education.

FUNCTION

SUBJECT/OBJECTIVE

	ACTIVE PROJECTS	FUNCTION	Commissi	on on Je	wish Educa	tion in N	NA	
	RAW MATERIAL	SUBJECT/OBJECTIVE	Fox	Assignme	ents			
7.	3890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR VFL			DATE 3/15/90			
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE	
1.	Contact assigned commission up to February 14 meeting.			SF	2/15/90	5/31/90		
	- Mona Ackerman - Charles Bronfman							
	- Eli Evans - Alfred Gottschalk - David Hirschhorn							
	- Sara Lee - Seymour Martin Lipset - Charles Ratner - Isadore Twersky		WISH					
	Send summary of interviews circulation to senior poli							
2.	Work with David Finn on pr of draft of final report	reparation	1	SF	2/15/90	5/1/90		
3.	Complete draft of Fox/Sche on Jewish education/contin		A	SF	3/6/90	4/5/90		
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SEE MANAGEMENT MANUAL POLICY NO. 8.5 For Guidelines on the completion of this form for a functional schedule

□ ASSIGNMENTS □ ACTIVE PROJECTS

Commission on Jewish Education in NA FUNCTION

RAW MATERIAL

□ FUNCTIONAL SCHEDULE

SUBJECT/OBJECTIVE

Hochstein Assignments

3/15/90 DATE

3	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR			3/15/90 DATE				
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE		
1.	Contact assigned commission up to February 14 meeting.	ners for follow		AH	2/15/90	5/31/90			
	 David Arnow Irwin Field Ludwig Jesselson Henry Koschitzky Norman Lamm Haskel Lookstein Robert Loup 								
	 Morton Mandel Matthew Maryles Florence Melton Esther Leah Ritz Ismar Schorsch Peggy Tishman 		E S						
	Send summary of interviews circulation to senior polic		1	1					
2.	Review drafts of research p work with MG to see that th reviewed by senior policy a and distributed to commissi	ney are advisors	12	АН	2/15/90	Ongoing			
3.	Prepare interview schedule in follow up with commission Suggest commissioners to be contacted, with SF.	oners.		АН	3/6/90	4/10/90			
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□ ASSIGNMENTS ACTIVE PROJECTS FUNCTION Commission on Jewish Education in NA RAW MATERIAL SUBJECT/OBJECTIVE FUNCTIONAL SCHEDULE Hoffman Assignments 73890 (REV. 10/86) PRINTED IN U.S.A. DATE 3/15/90 ORIGINATOR VFL COMPLETED OR REMOVED DATE ASSIGNED DATE DESCRIPTION PRIORITY DUE DATE NO. (INITIALS) STARTED SHH 2/15/90 5/31/90 Contact assigned commissioners for follow 1. up to February 14 meeting. - Ronald Appleby - Robert Hiller Send summary of interviews to VFL for circulation to senior policy advisors. 2/14/90 6/1/90 With SF, meet individually with Evans, SHH 2. Twersky, and other commissioners identified for special attention. 3. Determine preliminary steps for SHH 2/14/90 ongoing organization of implementation mechanism, with MLM and HLZ.

ASSIGNMENTS
 ACTIVE PROJECTS
 RAW MATERIAL

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FUNCTION

SUBJECT/OBJECTIVE

SUBJECT/OBJECTIVE

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Commission on Jewish Education in NA

73890 (REV. 10/86) PRINTED IN U.S.A. DATE 3/15/90 ORIGINATOR VFL ASSIGNED TO (INITIALS) DATE ASSIGNED STARTED COMPLETED OR REMOVED DATE DUE DATE PRIORITY NO. DESCRIPTION Contact assigned commissioners for follow MK 2/15/90 5/31/90 1. up to February 14 meeting. Max Fisher -Joseph Gruss -Send summary of interviews to VFL for circulation to senior policy advisors.

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	PROJECTS	FUNCTION	Commissio	on on Jev	wish Educ	ation in	NA		
	TERIAL DNAL SCHEDULE	SUBJECT/OBJECTIVE Levi Assignments			ents				
73890 (REV. 10/86) P	PRINTED IN U.S.A.	ORIGINATOR	VFL	_	C	DATE 3/15/90			
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE		
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□ ASSIGNMENTS □ ACTIVE PROJECTS RAW MATERIAL

FUNCTION

Commission on Jewish Education in NA

□ FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A.

SUBJECT/OBJECTIVE Mandel Assignments

DATE 3/15/90

		ORIGINATOR VFL			DATE 3/15/90			
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE	
1.	Hold meeting with Twersky.			MLM	2/9/89	TBD		
2.	Travel to the west coast to with LA and San Francisco le			MLM	5/7/89	4/30/90		
	Attend JESNA and JWB Board m in April to discuss Commissi	eetings on.		MLM	7/5/89	4/30/90		
۰.	Hold individual meeting with	Wexner.	EWISH	MLM	11/8/89	TBD		
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□ FUNCTIONAL SCHEDULE

□ ASSIGNMENTS □ ACTIVE PROJECTS

RAW MATERIAL

SUBJECT/OBJECTIVE

FUNCTION

Reimer Assignments

Commission on Jewish Education in NA

		ORIGINATOR	VFL	DATE 3/15/90				
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVI DATE	
•	Contact assigned commissione follow up to February 14 mee	ers for eting.		JR	2/15/90	5/31/90		
	- Jack Bieler							
1	- Josh Elkin - Arthur Green - Carol Ingall			1.				
	- Mark Lainer - Alvin Schiff - Lionel Schipper		ENISH					
	Send summary of interviews t	o VFL for	V E S			4		
	circulation to senior policy	advisors.	0.0					
•	Take responsibility for comp original option papers.	leting the	11	JR	8/24/89	4/15/90		
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	ACTIVE PROJECTS	FUNCTION	Commissio	on on Jev	vish Educa	tion in N	A			
	RAW MATERIAL FUNCTIONAL SCHEDULE	SUBJECT/OBJECTIVE Rotman Assignments								
	3890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR								
) .	DESCRIPTION	1	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVE DATE			
•	Contact assigned commissio follow up to February 14 m - Stuart Eizenstat - Donald Mintz - Daniel Shapiro Send summary of interviews circulation to senior poli	eeting. to VFL for		AR	2/15/90	5/31/90				

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FUNCTIONAL SCHEDULE
 73890 (REV. 10/86) PRINTED IN U.S.A

SUBJECT/OBJECTIVE

FUNCTION

Commission on Jewish Education in NA

Stein Assignments

		ORIGINATOR	VIL			DATE 3/15/90			
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Commission on Jewish Education in NA

Woocher Assignments

RAW MATERIAL

□ FUNCTIONAL SCHEDULE

SUBJECT/OBJECTIVE

FUNCTION

73890 (REV. 10/86) PRINTED IN U.S.A.		ORIGINATOR VFL		DATE 3/15/90				
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVE DATE	
1.	Contact assigned commissione up to February 14 meeting.	rs for follow		JW	2/15/90	5/31/90		
	 Mandell Berman Maurice Corson David Dubin Irving Greenberg Lester Pollack Harriet Rosenthal Bennett Yanowitz 		EVISH					
	Send summary of interviews t circulation to senior policy	o VFL for advisors.	Y E S					
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□ ASSIGNMENTS ACTIVE PROJECTS FUNCTION Commission on Jewish Education in NA RAW MATERIAL SUBJECT/OBJECTIVE Zucker Assignments FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A. ORIGINATOR DATE 3/15/90 VFL COMPLETED OR REMOVED ASSIGNED DATE NO. DESCRIPTION PRIORITY DUE DATE (INITIALS) DATE STARTED 1. Contact assigned commissioners for follow HLZ 2/15/90 5/31/90 up to February 14 meeting. - John Colman - Lester Crown Send summary of interviews to VFL for circulation to senior policy advisors. 2. Consider establishing a task force to HLZ 10/24/89 TBD work on an approach to developing federation support for Commission outcomes. 3. Arrange individual meetings of potential 3/6/90 5/31/90 HLZ funders with MLM and HLZ. 4. Consult with John Colman on desirability 3/6/90 5/31/90 HLZ of a meeting before 6/12 with Chicago participants in local commission process.

□ ASSIGNMENTS

□ ACTIVE PROJECTS

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RAW MATERIAL

FUNCTIONAL SCHEDULE

FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Mandel Assignments 73890 (REV. 10/86) PRINTED IN U.S.A. DATE 7/2/90 ORIGINATOR VFL ASSIGNED TO DATE COMPLETED OR REMOVED DESCRIPTION PRIORITY DUE DATE

NO.	DESCRIPTION	PRIORITY	TO (INITIALS)	ASSIGNED STARTED	DUE DATE	OR REMOVED DATE
1.	Hold meeting with Twersky.		MLM	2/9/89	TBD	
2.	Hold individual meeting with Wexner.		MLM	11/8/89	TBD	
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SEE MANAGEMENT MANUAL POLICY NO. 8.5 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

	ASSIGNMENTS ACTIVE PROJECTS	FUNCTION Commission on Jewish Education in NA							
	RAW MATERIAL FUNCTIONAL SCHEDULE	SUBJECT/OBJECTIV	Γ.			CION IN N			
-	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL	Assignme	DATE 7/2/90				
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVE DATE		
	Contact assigned commissione up to February 14 meeting. - Mona Ackerman - Charles Bronfman	ers for follow		SF	2/15/90	5/31/90	Done		
	 Charles Brohlman Eli Evans Alfred Gottschalk David Hirschhorn Sara Lee Seymour Martin Lipset Charles Ratner Isadore Twersky Send summary of interviews to circulation to senior policy 		VISH F S						
	Work with David Finn on prep of draft of final report.	paration	\overline{V}	SF	6/13/90	8/15/90	2.5		
3.	Complete draft of Fox/Scheft on Jewish education/continut		R.	SF	3/6/90	8/15/90			

SEE MANAGEMENT MANUAL POLICY NO. 8.5 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

	ASSIGNMENTS	
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□ ACTIVE PROJECTS

Commission on Jewish Education in NA FUNCTION

Hochstein Assignments

RAW MATERIAL SUBJECT/OBJECTIVE □ FUNCTIONAL SCHEDULE

	73890 (REV. 10/86) PRINTED IN U.S.A. ORIGINATOR		VFL			DATE ^{7/2/90}	
NO.	DESCRIPTION	DESCRIPTION		ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVE DATE
1.	Contact assigned commissione up to February 14 meeting.	ers for follow		AH	2/15/90	5/31/90	Done
	 David Arnow Irwin Field Ludwig Jesselson Henry Koschitzky Norman Lamm Haskel Lookstein 						
	 Robert Loup Morton Mandel Matthew Maryles Florence Melton Esther Leah Ritz Ismar Schorsch Beggu Tiebman 						
	- Peggy Tishman Send summary of interviews t circulation to senior policy		17	1			
2.	Review drafts of research pa work with MG to see that the reviewed by senior policy ac and distributed to commission	ey are lvisors	2	AH	2/15/90	Ongoing	
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□ ASSIGNMENTS □ ACTIVE PROJECTS

FUNCTION Commission on Jewish Education in NA

□ FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A.

DESCRIPTION

SUBJECT/OBJECTIVE

ORIGINATOR

VFL		C	DATE 7/2/90
PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE
		-	

1.	Contact assigned commissioners for follow up to February 14 meeting.	HLZ	2/15/90	5/31/90	Done
	- John Colman - Lester Crown				
	Send summary of interviews to VFL for circulation to senior policy advisors.				
2.	Arrange individual meetings of potential funders with MLM and HLZ.	HLZ	3/6/90	Ongoing	
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SEE MANAGEMENT MANUAL POLICY NO. 8.5 FOR GUIDELINES ON THE COMPLETION

	ASSIGNMENTS ACTIVE PROJECTS	FUNCTION Commission on Jewish Education in NA						
RAW MATERIAL FUNCTIONAL SCHEDULE		SUBJECT/OBJECTIVE Reimer Assignments						
	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	VFL	I USSIE		DATE 7/2/90	1	
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE	
	Contact assigned commission follow up to February 14 me - Jack Bieler - Josh Elkin - Arthur Green - Carol Ingall - Mark Lainer - Alvin Schiff - Lionel Schipper Send summary of interviews circulation to senior polic	eting. ERICANI to VFL for				5/31/90		

SEE MANAGEMENT MANUAL POLICY NO. 8.5 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

ACTIVE PROJECTS
RAW MATERIAL

□ ASSIGNMENTS

FUNCTION

Commission on Jewish Education in NA

Rotman Assignments

□ FUNCTIONAL SCHEDULE 73890 (REV. 10/86) PRINTED IN U.S.A.

SUBJECT/OBJECTIVE

		ORIGINATOR	ORIGINATOR VFL			DATE 7/2/90		
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE	
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	Contact assigned commissione follow up to February 14 mee			AR	2/15/90	5/31/90	Done	
	- Stuart Eizenstat - Donald Mintz - Daniel Shapiro							
	Send summary of interviews to circulation to senior policy	co VFL for 7 advisors.	WISH					
	Provide examples of activity under way for use in clarify Commission's recommendations report.	ving the	ES	AR	6/13/90	6/19/90		
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73890 (REV. 10/86) PRINTED IN U.S.A.

SUBJECT/OBJECTIVE

FUNCTION

ORIGINATOR

□ FUNCTIONAL SCHEDULE

Woocher Assignments

VFL

DATE 7/2/90 ASSIGNED DATE

Commission on Jewish Education in NA

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact assigned commissioners for follow up to February 14 meeting. - Mandell Berman - Maurice Corson - David Dubin - Irving Greenberg - Lester Pollack		WL	2/15/90	5/31/90	Done
	- Harriet Rosenthal - Bennett Yanowitz Send summary of interviews to VFL for circulation to senior policy advisors.	E S				
2.	Write statement of support by JESNA for Council for Initiatives in Jewish Education.	17	ΨL	6/13/90	8/31/90	
3.	Provide examples of activities currently under way for use in clarifying the Commission's recommendations in the final report.	5	JW	\$/13/90	6/19/90	
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SEE MANAGEMENT MANUAL POLICY NO. 8.5 For Guidelines on the completion of this form for a functional schedule

□ ASSIGNMENTS

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□ ACTIVE PROJECTS

FUNCTION

Commission on Jewish Education in NA

□ FUNCTIONAL SCHEDULE

SUBJECT/OBJECTIVE Levi Assignments

	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR	DATE 7/2/90				
NO.	DESCRIPTION	*	VFL PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE
ι.	Circulate papers on family e written by Joe Reimer and Ca Keller to senior policy advi	rolyn		VFL	6/13/90	8/15/90	
	vision of the ideal educatio community, and Art Rotman's	culate Jon Woocher's paper on a ion of the ideal educational munity, and Art Rotman's definition Jewish education to senior policy isors.			6/13/90	6/30/90	Done
1.	Prepare a letter from MLM to commissioners proposing a da the final event, and transmi minutes of June 12 Commissio	te for tting		VFL	6/13/90	6/30/90	
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			J.				

SEE MA	ANAGEMENT	MANUAL	POLICY NO. 8.5
FOR	GUIDELINES	ON THE	COMPLETION
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SUBJECT/OBJECTIVE

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DATE 12/90

Commission on Jewish Education in NA

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□ ASSIGNMENTS

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FUNCTION Commission on Jewish Education in NA

□ FUNCTIONAL SCHEDULE

SUBJECT/OBJECTIVE Hoffman Assignments

	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR		DATE 7/2/90				
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE	
1. Contact assigned commissione		rs for follow		SHH	2/15/90	5/31/90	Done	
	up to February 14 meeting. - Ronald Appleby - Robert Hiller				1			
	Send summary of interviews t circulation to senior policy		WISH					
	With SF, meet individually w Twersky, and other commissio identified for special atten	E S	SHH	2/14/90	ongoing			
	Determine preliminary steps organization of implementati mechanism, with MLM and HLZ.	on .	P	SHH	2/14/90	ongoing		
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FUNCTION Commission on Jewish Education in NA

□ FUNCTIONAL SCHEDULE

SUBJECT/OBJECTIVE Kraar Assignments

	73890 (REV. 10/86) PRINTED IN U.S.A.	ORIGINATOR VFL			DATE 7/2/90			
NO. DESCRIPTION			PRIORITY	ASSIGNED		DUE DATE	COMPLETED OR REMOVED DATE	
1.	Contact assigned commissione up to February 14 meeting. - Max Fisher - Joseph Gruss			МК	2/15/90	5/31/90	Done	
	Send summary of interviews t circulation to senior policy	o VFL for advisors.	WISH				1	
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		FUNCTION Commission on Jewish Education in NA SUBJECT/OBJECTIVE Ariel Assignments							
FUNCTIONAL	SCHEDULE								
73890 (REV. 10/86) PRINTED IN U.	SA	ORIGINATOR	I	DATE 7/2/90					
NO.	DESCRIPTION		PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE		
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SEE MANAGEMENT MANUAL POLICY NO. 8.5 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE PREMIER INDUSTRIAL CORPORATION □ ASSIGNMENTS □ ACTIVE PROJECTS FUNCTION Commission on Jewish Education in NA **RAW MATERIAL** SUBJECT/OBJECTIVE FUNCTIONAL SCHEDULE Gurvis Assignments 73890 (REV. 10/86) PRINTED IN U.S.A. ORIGINATOR DATE 7/2/90 VFL DATE ASSIGNED STARTED COMPLETED OR REMOVED DATE ASSIGNED NO. DESCRIPTION PRIORITY TO (INITIALS) DUE DATE 1. Serve as contact person for researchers MG 7/30/89 ongoing on administrative matters.