



THE JACOB RADER MARCUS CENTER OF THE
AMERICAN JEWISH ARCHIVES

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.

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Assignments, 1988-1990.

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- ☒ **ASSIGNMENTS**
☐ **ACTIVE PROJECTS**
☐ **RAW MATERIAL**
☐ **FUNCTIONAL SCHEDULE**

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

FUNCTION

 SUBJECT/OBJECTIVE Commission on Jewish Education
 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 |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Production of minutes. | | AJN | 8/2/88 | 8/26/88 | |
| 2. | Copies of tapes. | | VFL | 8/2/88 | 8/8/88 | 8/11/88 |
| 3. | Quick "bread and butter letter" from MLM. | | VFL | 8/2/88 | 8/8/88 | 8/10/88 |
| 4. | Cover letter to go with minutes (with variations for individual commissioners including those who were absent). | | SF/ AJN/ HLZ | 8/2/88 | 8/26/88 | |
| 5. | Schedule second Commission meeting for December 13 and follow-up meetings for senior policy advisors on the morning of December 14 and planning group through December 16. Confirm meetings with Federation and JWB. | | 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 executive committee. | | Team | 8/2/88 | | |
| 8. | Schedule a planning meeting in Cleveland for October. | | AJN/ SF | 8/2/88 | 9/15/88 | |
| 9. | Develop a list of critical dates for the next 18 months. | | AJN/ SF | 8/2/88 | 9/15/88 | |
| 10. | Draft papers for a presentation at December 13 meeting. | | | | | |
| | a. vision and best practices paper. | | SF | 8/2/88 | 10/1/88 | |
| | b. personnel paper. | | AH/JR | 8/2/88 | 10/1/88 | |
| | c. develop a set of ground rules to be used in the production of papers for the Commission. | | AJN/SF/ AH/JR | 8/2/88 | 9/15/88 | |
| 11. | Consider the possibility of holding regional meetings before December 13. | | Team | 8/2/88 | | |



PREMIER INDUSTRIAL CORPORATION

 SEE MANAGEMENT MANUAL POLICY NO. 8.5
 FOR GUIDELINES 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.

FUNCTION

SUBJECT/OBJECTIVE

Commission on Jewish Education
in North America

ORIGINATOR

Virginia F. Levi

DATE

8/12/88

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|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 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 | |
| 15. | Prepare an "options paper" based on review of minutes, and apparent consensus. | | SF/JR concurrently | 8/2/88 | 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. | | 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 | |
| 19. | Develop a list of informal publics with which the Commission should establish a relationship. | | 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 group--to 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 | |



PREMIER INDUSTRIAL CORPORATION

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☒ FUNCTIONAL SCHEDULE

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SEE MANAGEMENT MANUAL POLICY NO. 8.5
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FUNCTION Planning Schedule
 SUBJECT/OBJECTIVE Meeting of Planning Group for Commission 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. | | Chairperson/ President | | 4-6 weeks prior to meeting | |
| 2. | Get tentative list of participants. This will help to determine: a. size of meeting room b. style of meeting (arrangement of tables and chairs) c. best date and time for meeting d. meal requirements | | Program Officer | | 4-6 weeks ahead | |
| 3. | Check the dates with each participant and finalize actual meeting date. | | Program Intern | | 4-6 weeks ahead | |
| 4. | Get the date onto participants' calendars. | | Program Intern | | 4-6 weeks ahead | |
| 5. | Select meeting place, and check availability. When using Jewish Community Federation of Cleveland: a. Contact Gretchen Corsillo to initiate the process (566-9200) b. Contact Ethel Meyers for specifics (same#) c. Arrange for separate lunchroom and strictly Kosher food. | | Program Officer/ Program Intern | | 4-6 weeks ahead | |
| 6. | Confirm date and time of meeting with all members of Planning Group, and inquire about travel needs. | | Program Intern | | 3-4 weeks ahead | |
| 7. | Make necessary travel arrangements: a. If the meeting is in Cleveland, hotel arrangements will be made by the Foundation secretary at the Hollenden Hotel. b. If the meeting is outside of Cleveland, hotel arrangements and air travel will be handled by the Foundation secretary. | | Secretary | | 3-4 weeks ahead | |
| 8. | Develop and gather materials for the Planning Group book, which should be updated before each meeting. | | Program Intern/ Program Officer | | 2-3 weeks ahead | |
| 9. | Have all materials for Planning Group books approved by MLM before insertion in binders. | | President | | 2-3 weeks ahead | |
| 10. | Develop a meeting agenda. | | President, Program Officer | | 1-2 weeks ahead | |



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FUNCTION Planning Schedule

SUBJECT/OBJECTIVE Meeting of Planning Group for Commission
 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 |
|-----|---|----------|------------------------------------|-----------------------|-------------------------------|---------------------------|
| 11. | Have meeting agenda approved by MLM. | | President | | 1-2 weeks 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 weeks ahead | |
| 13. | While arranging for special equipment, confirm meeting arrangements: a. Date, time, and exact location of rooms b. Coffee, tea and water during the meeting c. Meal arrangements. | | Program Intern | | 1-2 weeks ahead | |
| 14. | Write final reminder to all attendees, including date, time, address, and exact location of meeting room. | | Program Intern | | 1-2 weeks ahead | |
| 15. | Make a list of all definite attendees, and send to chairperson along with agenda of the meeting. | | Program Intern | | 1 week ahead | |
| 16. | Call meeting place to confirm date, number of rooms, and equipment. | | Program Intern | | 1 week ahead | |
| 17. | Make sure Planning Group books are completely updated. | | Program Intern | | 1 week ahead | |
| 18. | On the day of the meeting: a. Bring all materials (books, pads, pens, etc) which 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. Check 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 Officer/ Program 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 Officer/ Program Intern | | Within 2 weeks after meeting. | |



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FUNCTION

SUBJECT/OBJECTIVE Senior Policy Advisors 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 |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Develop a brief paper describing and assessing each of the 26 Options | | JR, AH SF, staff | 10/12/88 | 11/15/88 | |
| 2. | Decide by phone on the need for a third task force to deal with programmatic options | | AJN, SF 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 | | 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 maintaining contact with constituent federations | | HLZ, SH CS | 10/12/88 | 11/1/88 | |
| 7. | Develop a plan for initiating and maintaining contact with constituent formal education groups | | DA, JW | 10/12/88 | 11/1/88 | |
| 8. | Develop a plan for initiating and maintaining contact with constituent informal education 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 reference to all bodies which coordinate Jewish education in their communities | | JW, VFL | 10/12/88 | 11/1/88 | |
| 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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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 |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 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, indicating contact person, strategy for contact, summary of contacts to date, and plans for future contact | | VFL | 10/10/88 | 10/17/88 | Done |
| 5. | Contact Commissioners for in-depth interviews before 12/13 meeting | | All involved | 10/10/88 | 12/10/88 | |
| 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 | | VFL | 10/10/88 | Ongoing | |
| 8. | Send draft to SF of update letter to go from MLM to all Commissioners midway between Commission meetings, including reminder of upcoming meeting and reference to contacts | | AJN | 10/13/88 | 11/1/88 | |
| 9. | Develop a draft budget for Commission | | SF, AH AJN | 10/10/88 | 11/1/88 | |
| 10. | Discuss PR strategy with David Finn in Israel | | SF | 10/10/88 | 10/25/88 | |
| 11. | Develop recommendation for a subcommittee on public info to develop a PR strategy, with David Finn's help | | AJN | 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 | | AJN | 10/10/88 | 10/17/88 | |

- ☒ ASSIGNMENTS
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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 mtng. | | AH | 10/10/88 | 10/24/88 | |
| 19. | Arrange for minute-taking at 12/13 meeting | | AJN | 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 | |

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TO: See Distribution
NAME
DEPARTMENT/PLANT LOCATION

FROM: Virginia F. Levi
NAME
DEPARTMENT/PLANT LOCATION

DATE: 11/22/88
REPLYING TO
YOUR MEMO OF: _____

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.

Distribution: Morton L. Mandel
✓ Arthur J. Naparstek
Henry L. Zucker
Rachel M. Gubitz
Joseph Reimer
Seymour Fox
Annette Hochstein





PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POLICY NO. 8.3
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

- ☒ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

73493 (REV. 10/84) PRINTED IN U.S.A.

FUNCTION

SUBJECT/OBJECTIVE Senior Policy Advisors 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 |
|------|---|----------|-------------------------|-----------------------|----------|---------------------------|
| 1. | Develop a brief paper describing and assessing each of the 26 Options | | JR, AH SF, staff | 10/12/88 | 11/15/88 | in process |
| ✓ 2. | Decide by phone on the need for a third task force to deal with programmatic options | ~ | AJN, SF 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 | | HLZ, VFL | 10/12/88 | 10/27/88 | Done |
| 5. | Meet with JESNA, JWB, and CJF people at GA on November 16-20 | | MLM | 10/12/88 | 11/20/88 | Done |
| 6. | Develop a plan for initiating and maintaining contact with constituent federations | | HLZ, SH CS, ASN | 10/12/88 | 11/1/88 | in process |
| 7. | Develop a plan for initiating and maintaining contact with constituent formal education groups | | DA, JW ASN | 10/12/88 | 11/1/88 | " |
| 8. | Develop a plan for initiating and maintaining contact with constituent informal education groups | | AR, 3 ASN | 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 | Done |
| 10. | Determine appropriate terminology for reference to all bodies which coordinate Jewish education in their communities | | JW, VFL | 10/12/88 | 11/1/88 | Done |
| 11. | Develop a schedule of activities between 10/12 and 12/13; coordinate involvement of Planning Group | | Staff, AJN | 10/12/88 | | ongoing |



AMERICAN JEWISH ARCHIVES

SEE MANAGEMENT MANUAL POLICY NO. 4.3
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- ☒ ASSIGNMENTS
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7580 (REV. 10/84) PRINTED IN U.S.A.

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 |
|------|--|----------|------------------------|-----------------------|--------------------|---------------------------|
| 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, indicating contact person, strategy for contact, summary of contacts to date, and plans for future contact | | VFL | 10/10/88 | 10/17/88 | Done |
| 5. | Contact Commissioners for in-depth interviews before 12/13 meeting | | All involved | 10/10/88 | 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 | | VFL | 10/10/88 | Ongoing | ✓ |
| 8. | Send draft to SF of update letter to go from MLM to all Commissioners midway between Commission meetings, including reminder of upcoming meeting and reference to contacts | | AJN | 10/13/88 | 11/1/88 | Done |
| 9. | Develop a draft budget for Commission <i>Communications Strategy</i> | | SF, AH AJN | 10/10/88 | 11/1/88 | |
| 10. | Discuss PR strategy with David Finn in Israel | | 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 | | AJN | 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 | | AJN | 10/10/88 | 10/17/88 | Under consideration |

- ☒ ASSIGNMENTS
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FORM 90 (REV. 10/84) PRINTED IN U.S.A.

FUNCTION

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

ORIGINATOR Virginia F. Levi

DATE 10/26/88

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|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 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 mtng. | | AH | 10/10/88 | 10/24/88 | Done |
| 19. | Arrange for minute-taking at 12/13 meeting | | AJN | 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 | |



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

FUNCTION COMMISSION ON JEWISH EDUCATION IN NORTH AMERICA

SUBJECT/OBJECTIVE ASSIGNMENTS

ORIGINATOR Virginia F. Levi

DATE 2/17/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| | <u>COMMISSIONER INVOLVEMENT</u> | | | | | |
| 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. | | 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. | | MLM | 2/9/89 | 3/31/89 | |
| 5. | Draft letter to commissioners from MLM summarizing activities to date, and notifying of regional meetings. | | AJN VFL | 2/9/89 | 4/5/89 | |
| 6. | Convene a meeting of commissioner educators. | | JR | 2/9/89 | 3/30/89 | |
| 7. | Convene meeting of MLM with Twersky, Lipset, heads of 4 seminaries, SF or AH. | | 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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FUNCTION COMMISSION ON JEWISH EDUCATION IN NORTH AMERICA

SUBJECT/OBJECTIVE ASSIGNMENTS

ORIGINATOR Virginia F. Levi

DATE 2/17/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| | <u>OUTREACH/PUBLIC RELATIONS</u> (2/22/89) | | | | | |
| 1. | Consider sending representative to present Commission report at August, 1989 meeting of CAJE. | | MLM HLZ AJN | 2/9/89 | | |
| 2. | The Commission's partners (JWB, JESNA) should convene groups of people who can contribute to the work of the Commission. | | AR JW | 2/2/89 | | |
| 3. | Create a short piece (pamphlet, brochure, etc.) describing the Commission's work, members, staff, goals to precede a larger outreach effort. | | PR Com | 2/9/89 | 2/22? | |
| 4. | 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 | |
| 5. | Arrange meeting of MLM with Federation executives in April. | | AJN | 2/9/89 | 4/9/89 | |
| 6. | Develop ties to federations, formal education groups, informal education groups. When anyone is aware of a meeting at which a Commission presentation would be appropriate, let AJN know. | | AJN Plan Group | 10/12/88 | Ongoing | |
| 7. | Develop a communications/PR strategy. Identify publics; consider a newsletter; develop a standard paragraph defining the Commission; use JWB, JESNA, and CJF mailing lists. | | PR Team | 2/9/89 | | |

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 OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION COMMISSION ON JEWISH EDUCATION IN NORTH AMERICA

SUBJECT/OBJECTIVE ASSIGNMENTS

ORIGINATOR Virginia F. Levi

DATE 2/17/89

| 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 commissions together, and/or presenting a report from them at the next Commission meeting. | | 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 | |
| <u>ASSIGNMENTS RE OUTCOMES AND IMPLEMENTATION</u> | | | | | | |
| 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 | |



PREMIER INDUSTRIAL CORPORATION

- ☒ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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

FUNCTION COMMISSION ON JEWISH EDUCATION IN NORTH AMERICA

SUBJECT/OBJECTIVE ASSIGNMENTS

ORIGINATOR Virginia F. Levi

DATE 2/17/89

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|-----|--|----------|------------------------|-----------------------|------------------|---------------------------|
| 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. | | AJN SF | 2/9/89 | TBD | |
| 7. | Commission a paper on the significance of Jewish continuity in the context of Jewish education. | | | | | |
| 8. | Draft an Outcomes paper, for meetings with wise people before 6/14. | | 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. | | TBD | 2/9/89 | TBD | |
| 12. | Create a production schedule for all staff work. | | 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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|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| | <u>GENERAL PRINCIPLES</u> | | | | | |
| 1. | Commissioners should be actively engaged in the work of the Commission. | | | | | |
| 2. | As a follow up to each Commission meeting, all commissioners should be contacted for debriefing (or briefing for those not present). | | | | | |
| 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. | | | | | |
| 4. | We should address the individual interests of commissioners while pursuing our main thrusts. | | | | | |
| 5. | All commissioners are welcome to communicate through letters, mailings, etc., but the office will not circulate these communications. | | | | | |
| 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. | | | | | |
| 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. | | | | | |
| 8. | A file of all Commission-related correspondence will be maintained by VFL and circulated to the Planning Group. | | | | | |



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FUNCTION COMMISSION ON JEWISH EDUCATION IN NORTH AMERICA

SUBJECT/OBJECTIVE ASSIGNMENTS

ORIGINATOR Virginia F. Levi

DATE 2/17/89

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|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 9. | At a point mid-way between Commission meetings an update letter will be sent from MLM to all commissioners. | | | | | |
| 10. | Assignment sheets will be circulated among the Planning Group by VFL regularly. | | | | | |

AMERICAN JEWISH
ARCHIVES

- ☒ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION COMMISSION ON JEWISH EDUCATION IN NORTH AMERICA

SUBJECT/OBJECTIVE ASSIGNMENTS

ORIGINATOR Virginia F. Levi

DATE 2/17/89

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|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| | <u>IDEAS CARRIED OVER FROM EARLIER MEETINGS</u> | | | | | |
| 1. | Consider leaving more time for lunch at future Commission meetings, and vary the format for the afternoon. | | | 12/14/88 | | |
| 2. | Look at good practices within a programmatic area and identify key factors for success. | | | 12/14/88 | | |
| 3. | Consider commissioning occasional papers on a variety of topics. | | | 12/14/88 | | |
| 4. | Schedule preparation of a proposal for 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 | | |
| 6. | Each programmatic option should be reviewed in relation to personnel and community. | | | 12/14/88 | | |
| 7. | A study of the two primary options should include a research component. | | | 12/14/88 | | |
| 8. | A look at community should include input from the Bureau system and Federation planners. | | | 12/14/88 | | |



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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 |
|-----|---|----------|------------------------|-----------------------|---------------|---------------------------|
| | <u>COMMISSIONER INVOLVEMENT</u> | | | | | |
| 1. | Design checklist for commissioner contacts. | TP | VFL | 2/9/89 | 2/27/89 | |
| 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 | 3/29 or 31 | |
| | a. Propose regional meetings to occur in April or May, chaired by Bronfman and Crown to consider implementation concept with other commissioners. | | MLM | 2/9/89 | | |
| | b. Set up regional meetings of commissioners to consider the implementation proposal. | | 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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|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| | <u>OUTREACH/PUBLIC RELATIONS</u> | | | | | |
| 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. | TP | 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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|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 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 | |
| | <u>ASSIGNMENTS RE OUTCOMES AND IMPLEMENTATION</u> | | | | | |
| 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 | |
| 20. | 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 | |
| 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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FUNCTION COMMISSION ON JEWISH EDUCATION IN NORTH AMERICA

SUBJECT/OBJECTIVE OPEN ISSUES

ORIGINATOR Virginia F. Levi

DATE 2/23/89

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|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| | <u>OPEN ISSUES</u> | | | | | |
| 28. | Draft an outcomes paper, for meetings with wise people before 6/14. | | SF | 2/9/89 | | |
| | a. 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. | | SF AH AJN | 2/9/89 | | |
| 30. | Consider asking Walter Ackerman to write a paper presenting an institutional and organizational analysis of Jewish Education in North America. | | | 2/9/89 | | |



PREMIER INDUSTRIAL CORPORATION

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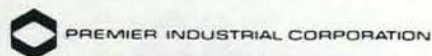
SEE MANAGEMENT MANUAL POLICY NO. 8.5
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULEFUNCTION Planning Group for Commission on
Jewish Education in North America

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 maintaining contact with constituent federations. | | HLZ/ SH/CS | 10/12/88 | | |
| 11. | Develop a plan for initiating and maintaining contact with constituent formal education groups. | | DA/JW | 10/12/88 | | |
| 12. | Develop a plan for initiating and maintaining contact with constituent informal education groups. | | AR/? | 10/12/88 | | |



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| | | |
|-------------------|---|--------------|
| FUNCTION | Planning Group for Commission on Jewish Education in North America | |
| 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 |
|-----|--|----------|---------------------------|-----------------------|----------|---------------------------|
| 13. | Conduct debriefing interviews with commissioners. | | SF/AH AJN/JR HLZ/AR | 12/14/89 | 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. | | SF/ AH | 12/14/89 | 6/89 | |
| 17. | Draft outcomes paper. | | SF/AH | 12/14/89 | 2/7/89 | |
| 18. | Establish PR plan. | | AJN/ Team | 12/14/89 | 2/9/89 | |
| 19. | Plan for organizing to achieve outcomes. | | Team | 12/14/89 | 2/9/89 | |

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FUNCTION PUBLIC RELATIONS/COMMUNICATIONS COMMITTEE

SUBJECT/OBJECTIVE ASSIGNMENTS

ORIGINATOR Virginia F. Levi

DATE 2/24/89

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| 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. | | MLM | 2/22/89 | | |
| 4. | Prepare update letter for mailing to commissioners in early April, following review by senior policy advisors. | | 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. | | 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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FUNCTION Commission on Jewish Education in North America
 SUBJECT/OBJECTIVE Work Schedule to Arrange Commission Mtngs.
 ORIGINATOR Rachel M. Gubitz DATE 3/3/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|------------------|---------------------------|
| 1. | Choose a location, usually the UJA/Federation in New York: Confirm several tentative dates with contact. If UJA is location, contact Blance Rothman at (212) 836-1815. The "fax" number is (212) 888-7538. (UJA is at 139 East 59th Street, New York NY 10022. The Executive Director is Stephen D. Solender, and the general phone number is (212) 980-1000). <u>Always</u> remember to invite the Executive Director of the host Federation to the Commission meeting. | | | | 4-6 Months Ahead | |
| 2. | Set meeting date, and confirm with critical people: a. Morton L. Mandel b. Mandell L. Berman c. Charles R. Bronfman d. Lester Crown e. Max M. Fisher f. Donald R. Mintz g. Bennett Yanowitz | | | | 4-6 mo. ahead | |
| 3. | If critical people clear date, propose to the remainder of Commissioners: By mail for the first meeting; thereafter announce date of each upcoming meeting at prior meeting. | | | | 4-5 mo. ahead | |
| 4. | Call location contact back to confirm date. Follow up with letter of confirmation. Make all necessary arrangements for the meeting with contact: a. Reserve two rooms large enough for 50 people. One is for the meeting, and the other is for lunch. b. Arrange for a glatt Kosher lunch and find out where it will come from, for the Commissioners' information. c. Arrange to seat 8 per table, use cloth tablecloths, and plastic dishes and utensils. The lunch should be buffet style, but there should be enough for everyone to eat comfortably. | | | | 4-5 mo. ahead | |

PREMIER INDUSTRIAL CORPORATION

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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 |
|-----|--|----------|---------------------------|-----------------------------|------------------|---------------------------------|
| 4. | <p>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.</p> <p>e. Arrange for a continental breakfast (danishes and coffee) to be available in the morning when Commissioners arrive.</p> <p>f. Make sure there is water on the tables, and arrange for periodic refills.</p> <p>g. Request that tables be set up in a large square.</p> <p>h. Determine what audio/visual equipment is required (including tape-recorders) and make sure that it will be available.</p> <p>i. Determine if equipment for copying audio tapes will be available directly after the meeting (UJA has the facilities).</p> | | | | 4-5 Months Ahead | |
| 5. | <p>Make air and hotel arrangements for Premier staff and Consultants:</p> <p>a. Reserve flight seats for Premier staff well in advance of the meeting, to take advantage of reduced fares.</p> <p>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.)</p> <p>c. Guarantee late arrivals with a Premier credit card number.</p> <p>d. Ask the reservations manager to send a contract specifying the exact terms of the agreement made on the phone.</p> | | | | 6-12 Weeks Ahead | |

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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

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|-----|---|----------|------------------------|-----------------------|-----------------|---------------------------|
| 6. | <p>Make arrangements for preliminary and follow-up meetings of the Commission Planning Group:</p> <p>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).</p> <p>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.</p> <p>c. Refreshments (coffee, tea, water) should be provided for.</p> <p>d. Make arrangements for Kosher lunches when meetings cover mealtimes.</p> | | | | 6-12 wks. ahead | |
| 7. | Send a memo to MLM with a complete list of menu choices and prices, a recommendation, and indication that the lunch will be a buffet. | | | | 6-8 wks. ahead | |
| 8. | Send a letter of confirmation to the Federation (or other meeting place) specifying the details of the arrangements made on the phone. | | | | 6-8 wks. ahead | |
| 9. | <p>Send a letter of confirmation to all Commissioners (and to the Executive Director of the host Federation), including the following:</p> <p>a. Exact location, date and times of the meeting.</p> <p>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.</p> | | | | 6-8 wks. ahead | |

PREMIER INDUSTRIAL CORPORATION

- ☐ ASSIGNMENTS
☒ ACTIVE PROJECTS
☐ RAW MATERIAL
☒ FUNCTIONAL SCHEDULE

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SEE MANAGEMENT MANUAL POLICY NO. 8.5
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A 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 |
|-----|---|----------|------------------------|-----------------------|----------------|---------------------------|
| | 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 presentations 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). | | | | 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. | | | | 4-6 wks. ahead | |
| 12. | Sign and return the hotel contract. Check carefully that all prearranged specifications are included in it. | | | | 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 | |

 PREMIER INDUSTRIAL CORPORATION

- ☐ ASSIGNMENTS
☒ ACTIVE PROJECTS
☐ RAW MATERIAL
☒ FUNCTIONAL SCHEDULE

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 SEE MANAGEMENT MANUAL POLICY NO. 8.5
 FOR GUIDELINES ON THE COMPLETION
 OF THIS FORM FOR A 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 |
|-----|--|----------|------------------------|-----------------------|----------------|---------------------------|
| 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. | | | | 1-2 wks. ahead | |
| 17. | Make follow-up phone calls to those Commissioners who did not return reply cards. | | | | 1-2 wks. ahead | |
| 18. | Develop a complete list of attendees to the Commission meeting and hand print name tags. | | | | One week ahead | |
| 19. | Work with Seymour Fox on Chairman's notes for the Commission meeting. | | | | 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 | |



PREMIER INDUSTRIAL CORPORATION

- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☒ 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

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|--|---------------------------|
| 21. | Obtain and bring to the meeting enough audio tapes to record the 6-hour meeting and to make two complete copies of this recording. | | | | One week ahead | |
| 22. | On the day of the meeting: a. Arrive at the meeting place two hours early. b. Have a complete list of attendees for the UJA guard to check. Inform the guard of any late arrivals. c. Set up placecards on the meeting table. d. Check arrangements for meals and refreshments. e. Register all attendees, checking transportation needs and dispensing name tags. f. Make sure the meeting is being tape-recorded, and that all other audio/visual equipment (such as overhead projector) is functioning properly. | | | | On meeting date | |
| 23. | Follow up after the meeting: a. Have copies made of the tape-recording right after the meeting if possible. b. Make sure all transportation to the airport goes smoothly and on time. c. Remind Planning Group members of the post-Commission meeting schedule. d. Make sure the notes of the meeting are secured for later compilation and distribution. e. Send letter to all absent Commission members, informing them of the date, time, and location of the next scheduled Commission meeting. | | | | On meeting date and day after Within 1 week after | |

- ☒ **ASSIGNMENTS**
☐ **ACTIVE PROJECTS**
☐ **RAW MATERIAL**
☐ **FUNCTIONAL SCHEDULE**

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| | | |
|--------------------------|---|--------------------|
| FUNCTION | PUBLIC RELATIONS COMMITTEE COMMISSION ON JEWISH EDUCATION IN NORTH AMERICA | |
| SUBJECT/OBJECTIVE | ASSIGNMENTS | |
| ORIGINATOR | 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. | | 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. | | 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. | | AJN HLZ VFL | 4/3/89 | 4/20/89 | |



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POLICY NO. 85
FOR GUIDELINES ON THE COMPLETION
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- ☒ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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| | | |
|-------------------|--|--------------|
| FUNCTION | Senior Policy Advisors for Commission on Jewish Education in North America | |
| SUBJECT/OBJECTIVE | Assignments | |
| ORIGINATOR | Virginia F. Levi | DATE 4/17/89 |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|---------------------------|-----------------------|----------|---------------------------|
| 1. | Decide on the nature of contact with commissioners before the 6/14 meeting. | TP | MLM AJN | 2/9/89 | 4/21/89 | |
| 2. | Draft position description for head of implementation mechanism. | TP | AJN | 2/9/89 | TBD | |
| 3. | Prepare proposal for implementation mechanism (IJE). | TP | SF AH | 2/9/89 | 5/22/89 | |
| 4. | Convene meeting of MLM with Twersky, Lipset, heads of 4 seminaries, SF or AH. | SP | AJN SF | 2/9/89 | TBD | |
| 5. | Redraft options papers on personnel and community in light of implementation proposals and outline of final report. | SP | SF AH HLZ | 2/9/89 | 5/22/89 | |
| 6. | Prepare outline for a vision paper. (Part of IJE mission statement) | SP | SF | 2/9/89 | 5/22/89 | |
| 7. | 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 | |
| 8. | Commission a paper on the significance of Jewish continuity in the context of Jewish education. | RP | TBD | 2/9/89 | TBD | |
| 9. | Draft a best practices paper. | | TBD | 2/9/89 | TBD | |
| 10. | Review IJE concept paper and submit comments to AJN. Consider competing models and submit in writing to AJN. | | Sr. Policy Advisors | 3/30/89 | 4/28/89 | |
| 11. | Prepare list of critical groups and players within denominations and send to AJN. | | JW | 3/30/89 | 4/28/89 | |
| 12. | Meet with Lamm, Schorsch, and Gottschalk to develop a mechanism to involve the denominations. | | MLM JW AR | 3/30/89 | 6/1/89 | |

- ☒ **ASSIGNMENTS**
☐ **ACTIVE PROJECTS**
☐ **RAW MATERIAL**
☐ **FUNCTIONAL SCHEDULE**

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

SUBJECT/OBJECTIVE Assignments

ORIGINATOR Virginia F. Levi **DATE** 4/17/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 13. | Draft a thought piece on alternative scenarios for final report to be reviewed by internal staff and distributed to senior policy advisors. | | JR | 3/30/89 | TBD | |
| 14. | Review 3/21 memo on "Commissioning Papers" and provide JR with feedback. | | Sr. Policy Advisors | 3/30/89 | 4/28/89 | |
| 15. | Arrange for Premier's PR representative to work with Paula Berman Cohen in establishing contacts with the <u>New York Times</u> and the <u>Wall Street Journal</u> . | | MLM | 3/30/89 | 6/1/89 | |
| 16. | Consider calling Herschel Blumberg and Paul Berger to interest <u>Moment</u> in the Commission. | | MLM | 3/30/89 | 6/1/89 | |
| 17. | Redraft letter to commissioners to provide update on activities since December 13 meeting. | | AJN | 3/30/89 | 4/20/89 | |
| 18. | Prepare master book on all commissioner contacts to bring to each meeting. | | VFL | 3/30/89 | 4/30/89 | |
| 19. | Contact commissioners individually prior to June 14 meeting. | | Sr. Policy Advisors | 3/30/89 | 5/5/89 | |
| 20. | Present list of organizations in need of contact to the Public Relations Committee. | | AJN | 3/30/89 | 4/3/89 | |
| 21. | Reserve space for tentative Commission meetings in October 1989 and check dates with group of critical participants. | | VFL | 3/30/89 | 4/14/89 | |
| 22. | Develop a draft talk sheet to include list of items to discuss, not to discuss, and potential risks. | | SF AH | 3/29/89 | 4/14/89 | |



PREMIER INDUSTRIAL CORPORATION

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- ☐ ASSIGNMENTS
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☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Mandel Assignments

ORIGINATOR VFL 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 establishing contacts with the <u>New York Times</u> and the <u>Wall Street Journal</u> . | | MLM | 3/30/89 | 6/1/89 | |
| 3. | Consider calling Herschel Blumberg and Paul Berger to interest <u>Moment</u> in the Commission. | | MLM | 3/30/89 | 6/1/89 | |
| 4. | Contact assigned commissioners individually prior to June 14 meeting. Max Fisher Joseph Gruss Ludwig Jesselson | | 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 commission, 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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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Naparstek Assignments

ORIGINATOR VFL DATE 5/10/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Draft position description for head of implementation mechanism. | TP | AJN | 2/9/89 | TBD | In proc |
| 2. | <p>Contact assigned commissioners individually prior to June 14 meeting.</p> <p>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</p> | | AJN | 3/30/89 | 5/5/89 | |
| 3. | Recommend to MLM schedule of regional meetings to follow June Commission meeting. | | AJN | 4/4/89 | TBD | |
| 4. | Work with PBC and HLZ to put together a proposal on communication strategy for MLM approval. This includes determining milestone events, developing communication pieces, and developing and prioritizing a work plan. | | AJN | 4/4/89 | 5/15/89 | |
| 5. | Follow up with Henry Hecker at JWB and Frank Strauss at CJF regarding follow up to meetings of April 9 and 10. | | AJN | 4/4/89 | 4/21/89 | In pro |
| 7. | Develop list of papers to be commissioned and timetable for final report and circulate to Planning Group for feedback. | | AJN | 4/4/89 | 6/15/89 | |



- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Naparstek Assignments - Page 2

ORIGINATOR VFL DATE 5/10/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 8. | Develop list of PR activities to be undertaken immediately - with PBC. | | AJN | 5/2/89 | 6/1/89 | |
| 9. | Seek advice of D. Ariel on asking A. Schiff to participate in CAJE presentation in August. | | AJN | 5/2/89 | 6/1/89 | |
| 10. | Draft paper listing and explaining basic assumptions underlying implementation, with SF and AH. Circulate to planning group for input. | | AJN | 5/7/89 | 6/30/89 | |
| 11. | Work with CJF, JESNA, and JWB pros to ensure that their lay leaders remain engaged in Commission proceedings. | | AJN | 5/7/89 | ongoing | |
| 12. | Work with Rotman & Woocher to ensure that Commission reports are on agendas of groups they convene or report to. | | AJN | 5/7/89 | ongoing | |
| 13. | Draft statement on relationship of Commission to JWB & JESNA, with AR and JW, for review by planning group. | | AJN | 5/7/89 | 6/13/89 | |
| 14. | Work with planning group on developing and ranking list of commissioners whom MLM should try to see personally. | | AJN | 5/7/89 | 6/30/89 | |
| 15. | Review reports on commissioner interviews with input from SF, AH, HDS, and HLZ and draft MLM introduction for 6/14 meeting. | | AJN | 5/7/89 | 5/31/89 | |



- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Naparstek Assignments - Page 3

ORIGINATOR VFL DATE 5/10/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 16. | Draft letter from MLM to appropriate commissioners asking them to chair group meetings. | | AJN | 5/7/89 | 5/22/89 | |
| 17. | Make follow-up phone call to MLM invitation to potential group chairs. | | AJN | 5/7/89 | 5/31/89 | |
| 18. | Draft letter from MLM inviting group co-chairs. | | AJN | 5/7/89 | 5/22/89 | |
| 19. | Suggest and, after approval, invite the most appropriate resource people and recorders for group meetings, with HLZ. | | AJN | 5/7/89 | 5/22/89 | |
| 20. | Develop grid indicating assignments and timetable for preparing participants in 6/14 meeting, with VFL. | | AJN | 5/7/89 | 5/22/89 | |
| 21. | See that planning group considers if/when (after 6/14) to arrange a meeting of funders. | | AJN | 5/7/89 | 6/15/89 | |
| 22. | See that planning group considers holding periodic meetings of Commission after 6/90 to monitor IJE. | | AJN | 5/7/89 | TBD | |



- ☐ ASSIGNMENTS
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☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Fox Assignments

ORIGINATOR VFL DATE 5/10/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Prepare proposal for implementation mechanism (IJE). | TP | SF | 2/9/89 | 5/22/89 | |
| 2. | Convene meeting of MLM with Twersky, Lipset, heads of 4 seminaries, SF or AH. | SP | SF | 2/9/89 | TBD | |
| 3. | Redraft option paper on personnel in light of implementation proposals and outline of final report. | SP | SF | 2/9/89 | 5/22/89 | |
| 4. | Prepare outline for a vision paper. (Part of IJE mission statement) | SP | SF | 2/9/89 | 5/22/89 | |
| 5. | Contact assigned commissioners individually prior to June 14 meeting. 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 - 4/5 Florence Melton - 5/8 Isadore Twersky - 5/4 Sara Lee - 4/2 Robert Loup - to be done by phone | | SF | 3/30/89 | 5/5/89 | |
| 6. | Prepare background papers for 6/14 meeting. | | SF | 4/7/89 | 5/22/89 | |
| 7. | Draft discussion guide for use at group meetings, with AH, to be mailed no later than June 1. | | SF | 5/7/89 | 6/1/89 | |
| 8. | Draft letter to go to commissioners by 5/26 reflecting outcome of interviews. with AH. | | SF | 5/7/89 | 5/19/89 | |
| 9. | Draft letter on content and agenda of 6/14 meeting to be mailed by 6/2, with AH. | | SF | 5/7/89 | 5/23/89 | |



PREMIER INDUSTRIAL CORPORATION

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☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Hochstein Assignments

ORIGINATOR VFL DATE 5/10/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners individually prior to June 14 meeting. Morton Mandel Esther Leah Ritz - 4/5 Norman Lamm - 4/5 Ismar Schorsch - 4/5 | | AH | 3/30/89 | 5/5/89 | |



PREMIER INDUSTRIAL CORPORATION

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Zucker Assignments

ORIGINATOR VFL DATE 5/10/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Redraft option paper on community in light of implementation proposals and outline of final report. | SP | HLZ | 2/9/89 | 5/22/89 | |
| 2. | Contact assigned commissioners individually prior to June 14 meeting. John Colman - 5/3 Maurice Corson - after 5/8 Eli Evans - 5/11 Robert Hiller | | HLZ | 3/30/89 | 5/25/89 | |
| 3. | Develop a plan for follow up to federation-related meetings at which Commission presentations occur. | | HLZ | 4/3/89 | 6/1/89 | |
| 4. | Work with C. Schwartz to ensure that Commission reports are on agendas of groups he convenes or reports to. | | HLZ | 5/7/89 | ongoing | |
| 5. | Draft statement on relationship of Commission to CJF, with CS for review by planning group. | | HLZ | 5/7/89 | 6/13/89 | |
| 6. | Invite Esther Leah Ritz to make presentation on community and arrange to brief her. | | HLZ | 5/7/89 | 5/15/89 | |
| 7. | Work with J. Fox on revisions of paper on local initiatives and decide whether or not to distribute to commissioners. | | HLZ | 5/7/89 | 5/19/89 | |
| 8. | Draft list of communities to be targeted in PR approach. | | HLZ | 5/2/89 | 6/1/89 | |

- ☐ **ASSIGNMENTS**
☐ **ACTIVE PROJECTS**
☐ **RAW MATERIAL**
☐ **FUNCTIONAL SCHEDULE**

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Reimer Assignments

ORIGINATOR VFL DATE 5/10/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Draft a thought piece on alternative scenarios for final report to be reviewed by internal staff and distributed to senior policy advisors. | | JR | 3/30/89 | TBD | |
| 2. | Contact assigned commissioners individually prior to June 14 meeting. 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 | | JR | 3/30/89 | 5/5/89 | |
| 3. | Outline approach to commissioning papers, including proposing editorial boards and potential authors, on the following topics: State of the Field Organizational or Institutional Analysis of the Field Jewish Continuity and Jewish Education Best Practices Enhancing Option Papers on Personnel and Community | | JR | 4/7/89 | 5/12/89 | |
| 4. | Send critique of J. Fox paper on local initiatives to HLZ. | | JR | 5/7/89 | 5/15/89 | |
| 5. | Draft outline for MLM meetings with Schorsch, Lamm and Gottschalk; review with SF and AJN. | | JR | 5/7/89 | 5/26/89 | |



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☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Rotman Assignments

ORIGINATOR VFL DATE 5/10/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioner individually prior to June 14 meeting: Daniel Shapiro - 4/27/89 | | AR | 3/30/89 | 5/5/89 | |



PREMIER INDUSTRIAL CORPORATION

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Woocher Assignments

ORIGINATOR VFL DATE 5/10/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners individually prior to June 14 meeting. David Dubin - 4/25 Irving Greenberg - 4/28 Lester Pollack - scheduled for 5/25 Harriet Rosenthal - 5/4 | | JW | 3/30/89 | 5/5/89 | |
| 4. | Prepare list of critical groups and players within denominations and send to AJN. | | JW | 3/30/89 | 5/12/89 | |



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POLICY NO. 8.5
FOR GUIDELINES ON THE COMPLETION
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- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Levi Assignments

ORIGINATOR VFL DATE 5/10/89

| 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. | | 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. | | 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 | |

- ☒ **ASSIGNMENTS**
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☐ **RAW MATERIAL**
☐ **FUNCTIONAL SCHEDULE**

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| | | |
|-------------------|-------------------------------|-------------------|
| FUNCTION | COMMISSION STEERING COMMITTEE | |
| SUBJECT/OBJECTIVE | ASSIGNMENTS | |
| ORIGINATOR | VFL | DATE June 6, 1989 |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Consider inviting Berman, Mintz, and Yanowitz to a dinner meeting on Tuesday, June 13, to review June 14 meeting. | | MLM | 6/6/86 | 6/9/89 | Removed |
| 2. | Call commissioners to confirm attendance for June 14 meeting. | | VFL | 6/6/89 | 6/8/89 | Done |
| 3. | Finalize meeting arrangements. | | VFL | 6/6/89 | 6/12/89 | Done |
| 4. | Redraft the document "Some Questions for Discussion" to include introductory paragraph, list of proposed questions, and explanation of each question. | | HDS | 6/6/89 | 6/7/89 | Done |
| 5. | Prepare paper detailing proposals for the commissioning of papers for a final report for presentation at the June 15 Senior Policy Advisor's meeting. | | JR | 6/6/89 | 6/12/89 | |
| 6. | Check with the UJA/Federation to see if November 8 is available for the next Commission meeting. | | VFL | 6/6/89 | 6/8/89 | Done |

- ☒ **ASSIGNMENTS**
☐ **ACTIVE PROJECTS**
☐ **RAW MATERIAL**
☐ **FUNCTIONAL SCHEDULE**

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FUNCTION COMMISSION: SENIOR POLICY ADVISORS

SUBJECT/OBJECTIVE ASSIGNMENTS

ORIGINATOR Virginia F. Levi DATE 7/7/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Extract assignments from meeting tapes. | | AH | 6/15/89 | 7/15/89 | |
| 2. | Identify commissioners who may have areas of special competence and recommend that SF ask their involvement in preparing or reacting to reports in their areas of expertise. | | ALL | 6/15/89 | 7/30/89 | |
| 3. | Consult with various researchers to begin to explore available data. | | JR | 6/15/89 | 7/30/89 | |
| 4. | Suggest a date for the fourth Commission meeting. | | SF | 6/15/89 | 7/1/89 | Done |
| 5. | Schedule meetings with Lamm, Schorsch, and Gottschalk to discuss approaches to the bodies representing denominations, with Rotman and/or Woocher. | | MLM | 6/15/89 | 9/1/89 | |
| 6. | Convene foundation and federation representatives, with HLZ. | | MLM | 6/15/89 | 10/1/89 | |
| 7. | Extract list of key commissioners and place on file. | | VFL | 6/15/89 | 6/30/89 | Done |

- ☐ **ASSIGNMENTS**
☐ **ACTIVE PROJECTS**
☐ **RAW MATERIAL**
☐ **FUNCTIONAL SCHEDULE**

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Mandel Assignments

ORIGINATOR VFL DATE 7/12/89

| 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 | 9/1/89 | |
| 2. | Arrange for Premier's PR representative to work with Paula Berman Cohen in establishing contacts with the <u>New York Times</u> and the <u>Wall Street Journal</u> . | | MLM | 3/30/89 | TBD | |
| 3. | Consider calling Herschel Blumberg and Paul Berger to interest <u>Moment</u> in the Commission. | | MLM | 3/30/89 | TBD | |
| 4. | Contact assigned commissioners for follow up to June 14 meeting. Max Fisher Joseph Gruss Ludwig Jesselson Daniel Shapiro | | MLM | 6/15/89 | 8/1/89 | |
| 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. | Convene foundation and federation representatives, with HLZ. | | MLM | 6/15/89 | 10/1/89 | |



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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Mandel Assignments - Page 2

ORIGINATOR VFL DATE 7/12/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 8. | Identify commissioners who may have areas of special competence and recommend that SF ask their involvement in preparing or reacting to reports in their areas of expertise. | | MLM | 6/15/89 | 7/30/89 | |
| 9. | Consider attending a JESNA Board meeting to discuss Commission. | | MLM | 7/5/89 | TBD | |
| 10. | Hold meeting with Twersky. | | MLM | 2/9/89 | 11/1/89 | |

- ☐ ASSIGNMENTS
- ☐ ACTIVE PROJECTS
- ☐ RAW MATERIAL
- ☐ FUNCTIONAL SCHEDULE

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|-------------------|--------------------------------------|--------------|
| FUNCTION | Commission on Jewish Education in NA | |
| SUBJECT/OBJECTIVE | Naparstek Assignments | |
| ORIGINATOR | VFL | DATE 7/12/89 |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to June 14 meeting.</p> <p>Mandell Berman Stuart Eizenstat Matthew Maryles Peggy Tishman Bennett Yanowitz Alvin Schiff Haskell Lookstein Ronald Appelby Henry Koschitzky Lionel Schipper Donald Mintz Charles Ratner</p> | | AJN | 6/15/89 | 8/1/89 | |



- ☐ **ASSIGNMENTS**
☐ **ACTIVE PROJECTS**
☐ **RAW MATERIAL**
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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Fox Assignments

ORIGINATOR VFL DATE 7/12/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Prepare proposal for implementation mechanism (IJE). | TP | SF | 2/9/89 | 8/1/89 | |
| 2. | Prepare outline for a vision paper. (Part of IJE mission statement) | SP | SF | 2/9/89 | TBD | |
| 3. | Contact assigned commissioners for follow up to June 14 meeting. Mona Ackerman David Arnow Charles Bronfman Lester Crown Alfred Gottschalk David Hirschhorn Seymour Martin Lipset Florence Melton Isadore Twersky Sara Lee Robert Loup | | SF | 6/15/89 | 8/1/89 | |
| 5. | Involve commissioners identified by staff in preparing or reacting to reports in their areas of expertise. | | SF | 6/15/89 | | |
| 6. | Draft MLM's presentation to 8/15 CAJE group in consultation with S. Lee and JR. | | SF | 7/5/89 | 7/30/89 | |

- ☐ ASSIGNMENTS
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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Hochstein Assignments

ORIGINATOR VFL DATE 7/12/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners for follow up to June 14 meeting. Morton Mandel Esther Leah Ritz Norman Lamm Ismar Schorsch (done) | | AH | 6/15/89 | 8/1/89 | |
| 2. | Extract assignments from meeting tapes. | | AH | 6/15/89 | 7/24/89 | |
| 3. | Identify commissioners who may have areas of special competence and recommend that SF ask their involvement in preparing or reacting to reports in their areas of expertise. | | AH | 6/15/89 | 7/30/89 | |



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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Zucker Assignments

ORIGINATOR VFL DATE 7/12/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners for follow up to June 14 meeting. John Colman Maurice Corson Eli Evans Robert Hiller | | HLZ | 6/15/89 | 8/1/89 | |
| 2. | Develop a plan for follow up to federation-related meetings at which Commission presentations occur. | | HLZ | 4/3/89 | 6/30/89 | |
| 3. | Work with C. Schwartz to ensure that Commission reports are on agendas of groups he convenes or reports to. | | HLZ | 5/7/89 | ongoing | |
| 4. | Coordinate development of a PR plan through 1990. | | HLZ | 7/5/89 | ongoing | |
| 5. | See that planning group considers holding periodic meetings of Commission after 6/90 to monitor IJE. | | HLZ | 5/7/89 | TBD | |
| 6. | Identify commissioners who may have areas of special competence and recommend that SF ask their involvement in preparing or reacting to reports in their areas of expertise. | | HLZ | 6/15/89 | 7/30/89 | |
| 7. | Contact Carmi Schwartz to discuss how Commission should be featured at GA. | | HLZ | 7/5/89 | 8/24/89 | |
| 8. | Work with S. Lee on encouraging CAJE to publicize Commission presentation to their group. | | HLZ | 7/5/89 | 8/15/89 | |

- ☐ ASSIGNMENTS
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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Reimer Assignments

ORIGINATOR VFL DATE 7/12/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to June 14 meeting.</p> <p>Irwin Field Mark Lainer Arthur Green Jack Bieler Josh Elkin Carol Ingall Harold Schulweis Isaiah Zeldin</p> | | JR | 6/15/89 | 8/1/89 | |
| 2. | <p>Identify commissioners who may have areas of special competence and recommend that SF ask their involvement in preparing or reacting to reports in their areas of expertise.</p> | | JR | 6/15/89 | 7/30/89 | |



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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Rotman Assignments

ORIGINATOR VFL DATE 7/12/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Identify commissioners who may have areas of special competence and recommend that SF ask their involvement in preparing or reacting to reports in their areas of expertise. | | AR | 6/15/89 | 7/30/89 | |



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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Woocher Assignments

ORIGINATOR VFL DATE 7/12/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners for follow up to June 14 meeting. David Dubin Irving Greenberg Lester Pollack Harriet Rosenthal | | JW | 6/15/89 | 8/1/89 | |
| 2. | Identify commissioners who may have areas of special competence and recommend that SF ask their involvement in preparing or reacting to reports in their areas of expertise. | | JW | 6/15/89 | 7/30/89 | |

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|-------------------|--------------------------------------|--------------|
| FUNCTION | Commission on Jewish Education in NA | |
| SUBJECT/OBJECTIVE | Levi Assignments | |
| ORIGINATOR | VFL | DATE 7/12/89 |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Follow procedure for scheduling Commission meetings for 2/14/90 and 6/13/90. | | VFL | 5/7/89 | 8/15/89 | |
| 2. | Send reminders of assignments, including suggested topics for follow-up meetings with commissioners. | | VFL | 7/5/89 | 7/20/89 | |
| 3. | 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 | |
| 4. | Draft MLM response to B. Schrage letter, with HLZ. | | VFL | 7/5/89 | 7/24/89 | |



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|-------------------|--------------------------------------|------|---------|
| FUNCTION | Commission on Jewish Education in NA | | |
| SUBJECT/OBJECTIVE | Stein Assignments | | |
| ORIGINATOR | VFL | DATE | 7/12/89 |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Call Don Feldstein of CJF Personnel Department for details on current needs in area of personnel. | | HDS | 7/5/89 | 7/28/89 | |



- ☐ ASSIGNMENTS
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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Mandel Assignments

ORIGINATOR VFL DATE 8/3/89

| 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 | 9/1/89 | |
| 2. | Arrange for Premier's PR representative to work with Paula Berman Cohen in establishing contacts with the <u>New York Times</u> and the <u>Wall Street Journal</u> . | | MLM | 3/30/89 | TBD | |
| 3. | Consider calling Herschel Blumberg and Paul Berger to interest <u>Moment</u> in the Commission. | | MLM | 3/30/89 | TBD | |
| 4. | Contact assigned commissioners for follow up to June 14 meeting. - Max Fisher - Joseph Gruss - Ludwig Jesselson - Daniel Shapiro | | MLM | 6/15/89 | 9/15/89 | |
| 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. | Convene foundation and federation representatives, with HLZ. | | MLM | 6/15/89 | 10/1/89 | |
| 8. | Consider attending a JESNA Board meeting to discuss Commission. | | MLM | 7/5/89 | TBD | |
| 9. | Hold meeting with Twersky. | | MLM | 2/9/89 | 11/1/89 | |

- ☐ ASSIGNMENTS
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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Mandel Assignments

ORIGINATOR VFL DATE 8/3/89

| 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. | | MLM | 7/30/89 | 9/1/89 | |



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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Naparstek Assignments

ORIGINATOR VFL DATE 8/3/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners for follow up to June 14 meeting. - Ronald Appleby - Stuart Eizenstat - Robert Hiller - Matthew Maryles - Lionel Schipper - Peggy Tishman | | AJN | 6/15/89 | 9/15/89 | |
| 2. | Recommend an author for the final report to SF. | | AJN | 7/30/89 | 10/1/89 | |



PREMIER INDUSTRIAL CORPORATION

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Fox Assignments

ORIGINATOR VFL DATE 8/3/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Prepare proposal for implementation mechanism (IJE). | TP | SF | 2/9/89 | 8/24/89 | |
| 2. | Prepare outline for a vision paper. (Part of IJE mission statement) | SP | SF | 2/9/89 | TBD | |
| 3. | Contact assigned commissioners for follow up to June 14 meeting. - Mona Ackerman - Charles Bronfman - Lester Crown - Alfred Gottschalk - David Hirschhorn - Sara Lee - Seymour Martin Lipset - Charles Ratner - Isadore Twersky | | SF | 6/15/89 | 9/15/89 | |
| 4. | Draft MLM's presentation to 8/15 CAJE group in consultation with S. Lee and JR. | | SF | 7/5/89 | 8/7/89 | |
| 5. | Review with Sara Lee suggested authors for a paper on approaches to training opportunities. | | SF | 7/30/89 | 8/15/89 | |
| 6. | Engage authors to do papers approved by senior policy advisors. | | SF | 7/30/89 | 8/15/89 | |

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Hochstein Assignments

ORIGINATOR VFL DATE 8/3/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to June 14 meeting.</p> <ul style="list-style-type: none"> - David Arnow - Norman Lamm - Robert Loup - Morton Mandel - Florence Melton - Esther Leah Ritz - Ismar Schorsch (done) | | AH | 6/15/89 | 9/15/89 | |
| 2. | <p>Recommend an author for the final report to SF.</p> | | AH | 7/30/89 | 10/1/89 | |



- ☐ ASSIGNMENTS
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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Zucker Assignments

ORIGINATOR VFL DATE 8/3/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners for follow up to June 14 meeting. - John Colman | | HLZ | 6/15/89 | 9/15/89 | |
| 2. | Develop a plan for follow up to federation-related meetings at which Commission presentations occur. | | 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. | | HLZ | 5/7/89 | ongoing | |
| 4. | Coordinate development of a PR plan through 1990. | | HLZ | 7/5/89 | ongoing | |
| 5. | See that planning group considers holding periodic meetings of Commission after 6/90 to monitor IJE. | | HLZ | 5/7/89 | TBD | |
| 6. | Contact Carmi Schwartz to discuss how Commission should be featured at GA. | | HLZ | 7/5/89 | 8/24/89 | |
| 7. | Work with S. Lee on encouraging CAJE to publicize Commission presentation to their group. | | HLZ | 7/5/89 | 8/15/89 | |
| 8. | Review proposal to collect data on attitudes, opinions, and perceptions of needs of CJF leadership and recommend an approach. | | HLZ | 7/30/89 | 8/24/89 | |



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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Zucker Assignments

ORIGINATOR VFL DATE 8/3/89

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|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 9. | Recommend an author for the final report to SF. | | HLZ | 7/30/89 | 10/1/89 | |
| 10. | Draft a community/financing paper with staff assistance of MG and VFL. | | HLZ | 7/30/89 | 8/24/89 | |
| 11. | 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 | |
| 12. | Work with Kraar, Hoffman, Gurvis to plan a presentation for the General Assembly in November. | | HLZ | 7/30/89 | 9/30/89 | |
| 13. | Discuss with Hoffman and Kraar holding meetings with foundation donors regarding their interest in funding Commission implementation. | | HLZ | 7/30/89 | 9/15/89 | |

- ☐ ASSIGNMENTS
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| FUNCTION | Commission on Jewish Education in NA | | |
| SUBJECT/OBJECTIVE | Reimer Assignments | | |
| ORIGINATOR | VFL | DATE | 8/3/89 |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to June 14 meeting.</p> <ul style="list-style-type: none"> - Jack Bieler - Josh Elkin - Irwin Field - Arthur Green - Carol Ingall - Henry Koschitzky - Mark Lainer - Haskell Lookstein - Alvin Schiff - Harold Schulweis - Isaiah Zeldin | | JR | 6/15/89 | 9/15/89 | |
| 2. | Draft paper on the synagogue as a context for Jewish education. | | JR | 6/15/89 | 10/23/89 | |
| 3. | Recommend an author for the final report to SF. | | JR | 7/30/89 | 10/1/89 | |
| 4. | Propose panel for paper on synagogues as context to SF and HLZ. | | JR | 7/31/89 | 8/15/89 | |



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POLICY NO. 8.5
FOR GUIDELINES ON THE COMPLETION
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- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Rotman Assignments

ORIGINATOR VFL DATE 8/3/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners for follow up to June 14 meeting. - Eli Evans - Donald Mintz | | AR | 7/30/89 | 9/15/89 | |
| 2. | Convene meeting with Kraar and Woocher to draft an acceptable definition of Jewish education. | | AR | 7/30/89 | 8/24/89 | |
| 3. | Recommend an author for the final report to SF. | | AR | 7/30/89 | 10/1/89 | |

- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Woocher Assignments

ORIGINATOR VFL DATE 8/3/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners for follow up to June 14 meeting. - Mandell Berman - Maurice Corson - David Dubin - Irving Greenberg - Lester Pollack - Harriet Rosenthal - Bennett Yanowitz | | JW | 6/15/89 | 9/15/89 | |
| 2. | Provide VFL with list of organizations with a strong interest in the Commission process and recommend how to involve each. | | JW | 7/30/89 | 8/15/89 | |
| 3. | Recommend an author for the final report to SF. | | JW | 7/30/89 | 10/1/89 | |



PREMIER INDUSTRIAL CORPORATION

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Levi Assignments

ORIGINATOR VFL DATE 8/3/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED 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. Schrage letter, with HLZ. | | VFL | 7/5/89 | 7/24/89 | |
| 4. | Distribute BY/JW paper on federation/ agency relationships in Jewish education to 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 assignments to interviewers. | | VFL | 7/30/89 | 8/4/89 | |



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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Stein Assignments

ORIGINATOR VFL DATE 8/3/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Call Don Feldstein of CJF Personnel Department for details on current needs in area of personnel. | | HDS | 7/5/89 | 8/15/89 | |
| 2. | Recommend an author for the final report to SF. | | HDS | 7/30/89 | 10/1/89 | |

AMERICAN JEWISH
ARCHIVES



PREMIER INDUSTRIAL CORPORATION

- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Gurvis Assignments

ORIGINATOR VFL DATE 8/3/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Make necessary arrangements for a meeting with planners at the next Quarterly. | | MG | 7/30/89 | 9/1/89 | |





- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Mandel Assignments

ORIGINATOR VFL DATE 9/8/89

| 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 | 9/30/89 | |
| 2. | Contact assigned commissioners for follow up to June 14 meeting. - Max Fisher - Joseph Gruss - Ludwig Jesselson Send summary of interviews to VFL for circulation to senior policy advisors. | | MLM | 6/15/89 | 9/15/89 | |
| 3. | Convene foundation and federation representatives, with HLZ. | | MLM | 6/15/89 | 10/1/89 | In process |
| 4. | Hold meeting with Twersky. | | MLM | 2/9/89 | 11/1/89 | |
| 5. | Recommend an author for the final report to SF. | | 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 Blumberg and Paul Berger to interest <u>Moment</u> in the Commission. | | MLM | 3/30/89 | TBD | |
| 8. | Meet with Michael Albanese, HLZ and VFL to discuss developing monthly trend report and to discuss Commission budget. | | MLM | 4/4/89 | TBD | |
| 9. | Consider a trip to the west coast to meet with the local LA commission. | | MLM | 5/7/89 | TBD | |
| 10. | Consider attending a JESNA Board meeting to discuss Commission. | | MLM | 7/5/89 | TBD | |



PREMIER INDUSTRIAL CORPORATION

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Fox Assignments

ORIGINATOR VFL

DATE 9/8/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Prepare proposal for implementation mechanism (IJE). | 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 | |
| 3. | Contact assigned commissioners for follow up to June 14 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 | 6/15/89 | 9/15/89 | |

- ☐ **ASSIGNMENTS**
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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Hochstein Assignments

ORIGINATOR VFL DATE 9/8/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners for follow 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. | | AH | 6/15/89 | 9/15/89 | |
| 2. | Recommend an author for the final report to SF. | | AH | 7/30/89 | 10/1/89 | |
| 3. | Provide VFL with a revision of the suggested interview schedule for distribution to those appointed to conduct interviews. | | AH | 8/24/89 | 9/1/89 | |
| 4. | Develop a list of questions for a survey of community leaders' attitudes for review by senior policy advisors, who will recommend how best to gather the data sought. | | AH | 8/24/89 | 10/24/89 | |



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☐ FUNCTIONAL SCHEDULE

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|-------------------|--------------------------------------|-------------|
| FUNCTION | Commission on Jewish Education in NA | |
| SUBJECT/OBJECTIVE | Hoffman Assignments | |
| ORIGINATOR | VFL | DATE 9/8/89 |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to June 14 meeting.</p> <p>- Ronald Appleby - Robert Hiller</p> <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | SHH | 8/24/89 | 9/15/89 | |

- ☐ **ASSIGNMENTS**
☐ **ACTIVE PROJECTS**
☐ **RAW MATERIAL**
☐ **FUNCTIONAL SCHEDULE**

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Reimer Assignments

ORIGINATOR VFL DATE 9/8/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners for follow up to June 14 meeting. - Jack Bieler - Josh Elkin - Irwin Field - Arthur Green - Carol Ingall - Henry Koschitzky - Mark Lainer - Haskell Lookstein - Alvin Schiff - Harold Schulweis - Isaiah Zeldin Send summary of interviews to VFL for circulation to senior policy advisors. | | JR | 6/15/89 | 9/15/89 | |
| 2. | Draft paper on the synagogue as a context for Jewish education. | | JR | 6/15/89 | 10/23/89 | |
| 3. | Recommend an author for the final report to SF. | | JR | 7/30/89 | 10/1/89 | |
| 4. | Take responsibility for completing the original option papers. | | JR | 8/24/89 | 10/1/89 | |
| 5. | Work with Alvin Schiff on a Commission report for COJEO's upcoming meeting. | | JR | 8/24/89 | TBD | |



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|-------------------|--------------------------------------|------|--------|
| FUNCTION | Commission on Jewish Education in NA | | |
| SUBJECT/OBJECTIVE | Rotman Assignments | | |
| ORIGINATOR | VFL | DATE | 9/8/89 |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners for follow up to June 14 meeting. - Stuart Eizenstat - Eli Evans - Donald Mintz - Daniel Shapiro Send summary of interviews to VFL for circulation to senior policy advisors. | | AR | 7/30/89 | 9/15/89 | |
| 2. | Recommend an author for the final report to SF. | | AR | 7/30/89 | 10/1/89 | |
| 3. | Work with HLZ to arrange for a Commission presentation at February meeting of JWB Center executives. | | AR | 8/24/89 | 12/15/89 | |
| 4. | In consultation with SF and JR, plan strategy for meetings with Lamm (including Torah U'mesorah involvement) and Gottschalk (including link with UAHC). | | AR | 8/24/89 | 9/20/89 | |

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- ☐ RAW MATERIAL
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|-------------------|--------------------------------------|-------------|
| FUNCTION | Commission on Jewish Education in NA | |
| SUBJECT/OBJECTIVE | Stein Assignments | |
| ORIGINATOR | VFL | DATE 9/8/89 |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Call CJF Personnel Department for details on current needs in area of personnel. | | HDS | 7/5/89 | 9/15/89 | |
| 2. | Recommend an author for the final report to SF. | | HDS | 7/30/89 | 10/1/89 | |



- ☐ **ASSIGNMENTS**
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☐ **RAW MATERIAL**
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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Woocher Assignments

ORIGINATOR VFL DATE 9/8/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners for follow 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 | 6/15/89 | 9/15/89 | |
| 2. | Recommend an author for the final report to SF. | | JW | 7/30/89 | 10/1/89 | |
| 3. | In consultation with SF and JR, plan strategy for meeting with Schorsch. | | JW | 8/24/89 | 9/20/89 | |

- ☐ ASSIGNMENTS
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☐ RAW MATERIAL
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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Zucker Assignments

ORIGINATOR VFL DATE 9/8/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners for follow up to June 14 meeting. - John Colman Send summary of interviews to VFL for circulation to senior policy advisors. | | HLZ | 6/15/89 | 9/15/89 | |
| 2. | Develop a plan for follow up to federation-related meetings at which Commission presentations occur. | | 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. | | HLZ | 5/7/89 | ongoing | |
| 4. | Recommend an author for the final report to SF. | | HLZ | 7/30/89 | 10/1/89 | |
| 5. | Draft a community/financing paper with staff assistance of MG and VFL. | | HLZ | 7/30/89 | 9/30/89 | |
| 6. | Call Steve Solender for suggestion of a New York lay person to add to panel on community/finance. | | HLZ | 7/30/89 | 9/30/89 | |
| 7. | Work with Kraar, Hoffman, Gurvis to plan a presentation for the General Assembly in November. | | HLZ | 7/30/89 | 9/30/89 | In process |
| 8. | Discuss with Hoffman and Kraar holding meetings with foundation donors regarding their interest in funding Commission implementation. | | HLZ | 7/30/89 | 9/15/89 | |



PREMIER INDUSTRIAL CORPORATION

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SUBJECT/OBJECTIVE Zucker Assignments

ORIGINATOR VFL DATE 9/8/89

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|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 9. | Meet with Ken Myers for possible free-lance writing of Commission press releases and advise MLM. | | HLZ | 8/24/89 | 10/1/89 | |
| 10. | Consider inviting Barbie Weinberg to attend a Commission meeting and advise MLM. | | HLZ | 8/24/89 | 10/1/89 | |
| 11. | Recommend a staff person to work directly with individuals identified by CAJE and other organizations for input on programmatic options. | | HLZ | 8/24/89 | 9/15/89 | |

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SUBJECT/OBJECTIVE Gurvis Assignments

ORIGINATOR VFL DATE 9/8/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Make necessary arrangements for a meeting with planners at the next Quarterly. | | MG | 7/30/89 | 9/1/89 | In process |
| 2. | Coordinate development of a PR plan through 1990. | | 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 CAJE meeting to senior policy advisors. | | MG | 8/24/89 | 9/1/89 | |

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Levi Assignments

ORIGINATOR VFL DATE 9/8/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Follow procedure for scheduling Commission meetings for 2/14/90 and 6/13/90. | | VFL | 5/7/89 | 9/30/89 | |
| 2. | See that Lionel Schipper is assigned an interviewer. | | VFL | 8/24/89 | 9/30/89 | |
| 3. | 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 Aryeh Davidson on a training research paper to senior policy advisors. | | VFL | 8/24/89 | 9/1/89 | |

- ☐ **ASSIGNMENTS**
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☐ **RAW MATERIAL**
☐ **FUNCTIONAL SCHEDULE**

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Mandel Assignments

ORIGINATOR VFL DATE 11/6/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners for follow up to October 23 meeting. - Max Fisher - Joseph Gruss - Ludwig Jesselson Send summary of interviews to VFL for circulation to senior policy advisors. | | MLM | 10/24/89 | 2/1/90 | |
| 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. | | 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 | |

- ☐ **ASSIGNMENTS**
☐ **ACTIVE PROJECTS**
☐ **RAW MATERIAL**
☐ **FUNCTIONAL SCHEDULE**

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SUBJECT/OBJECTIVE Fox Assignments

ORIGINATOR VFL DATE 11/6/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners for follow 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 | 10/24/89 | 2/1/90 | |
| 2. | Prepare proposal for implementation mechanism (IJE). | TP | SF | 2/9/89 | 1/15/90 | |
| 3. | Prepare draft of recommendations for final report. | | SF | 10/24/89 | 12/5/90 | |
| 4. | Prepare outline for a vision paper. (Part of IJE mission statement) | SP | SF | 2/9/89 | TBD | |
| 5. | Prepare progress report for fifth Commission meeting. | | SF | 10/24/89 | 1/15/90 | |
| 6. | Share with senior policy advisors the design for a paper on the organizational structure of Jewish education in North America. | | SF | 10/24/89 | 11/30/89 | |
| 7. | Recommend approach to programmatic options, with AH. | | SF | 10/24/89 | 11/15/89 | |

- ☐ **ASSIGNMENTS**
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SUBJECT/OBJECTIVE Hochstein Assignments

ORIGINATOR VFL DATE 11/6/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners for follow 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. | | AH | 10/24/89 | 2/1/90 | |
| 2. | Recommend an author for the final report to SF. | | AH | 7/30/89 | 11/30/89 | |
| 3. | Chart commissioner absences, with VFL. | | AH | 10/24/89 | 11/15/89 | |
| 4. | Develop new list of combined options. | | AH | 10/24/89 | 11/15/89 | |



- ☐ ASSIGNMENTS
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|-------------------|--------------------------------------|------|---------|
| FUNCTION | Commission on Jewish Education in NA | | |
| SUBJECT/OBJECTIVE | Zucker Assignments | | |
| ORIGINATOR | VFL | DATE | 11/6/89 |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners for follow up to October 23 meeting. - John Colman Send summary of interviews to VFL for circulation to senior policy advisors. | | HLZ | 10/24/89 | 2/1/90 | |
| 2. | Develop a plan for follow up to federation-related meetings at which Commission presentations occur. | | HLZ | 4/3/89 | ongoing | |
| 3. | Work with C. Schwartz/M. Kraar to ensure that Commission reports are on agendas of groups he convenes or reports to. | | HLZ | 5/7/89 | ongoing | |
| 4. | Recommend an author for the final report to SF. | | HLZ | 7/30/89 | 11/30/89 | |
| 5. | Draft a community/financing paper with staff assistance of MG and VFL. | | HLZ | 7/30/89 | 1/15/90 | |
| 6. | Call Steve Solender for suggestion of a New York lay person to add to panel on community/finance. | | HLZ | 7/30/89 | 11/30/89 | |
| 7. | Work with Kraar, Hoffman, Gurvis to plan a presentation for the General Assembly in November. | | HLZ | 7/30/89 | 11/15/89 | |
| 8. | Consider establishing a task force to work on an approach to developing federation support for Commission outcomes. | | HLZ | 10/24/89 | 1/15/90 | |
| 9. | Recommend a plan for telephone contact to encourage commissioner attendance at the fifth Commission meeting, with MG and VFL. | | HLZ | 11/8/89 | 12/6/89 | |
| 10. | Establish and work with a subcommittee for the selection of the author of the final report. | | HLZ | 11/8/89 | 1/15/90 | |

- ☐ **ASSIGNMENTS**
☐ **ACTIVE PROJECTS**
☐ **RAW MATERIAL**
☐ **FUNCTIONAL SCHEDULE**

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|-------------------|--------------------------------------|--------------|
| FUNCTION | Commission on Jewish Education in NA | |
| SUBJECT/OBJECTIVE | Reimer Assignments | |
| ORIGINATOR | VFL | DATE 11/6/89 |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners for 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. | | JR | 10/24/89 | 2/1/90 | |
| 2. | Draft paper on the synagogue as a context for Jewish education. | | JR | 6/15/89 | 1/15/90 | |
| 3. | Recommend an author for the final report to SF. | | JR | 7/30/89 | 11/30/89 | |
| 4. | Take responsibility for completing the original option papers. | | JR | 8/24/89 | 12/1/89 | |
| 5. | Work with Alvin Schiff on a Commission report for COJEO's upcoming meeting. | | JR | 8/24/89 | TBD | |

- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Rotman Assignments

ORIGINATOR VFL DATE 11/6/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to October 23 meeting.</p> <ul style="list-style-type: none"> - Stuart Eizenstat - Eli Evans - Donald Mintz - Daniel Shapiro <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | AR | 10/24/89 | 2/1/90 | |
| 2. | <p>Recommend an author for the final report to SF.</p> | | AR | 7/30/89 | 11/30/89 | |
| 3. | <p>Work with HLZ to arrange for a Commission presentation at February meeting of JWB Center executives.</p> | | AR | 8/24/89 | 12/15/89 | |

- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Woocher Assignments

ORIGINATOR VFL DATE 11/6/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to October 23 meeting.</p> <ul style="list-style-type: none"> - Mandell Berman - Maurice Corson - David Dubin - Irving Greenberg - Lester Pollack - Harriet Rosenthal - Bennett Yanowitz <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | JW | 10/24/89 | 2/1/90 | |
| 2. | <p>Recommend an author for the final report to SF.</p> | | JW | 7/30/89 | 11/30/89 | |

- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Levi Assignments

ORIGINATOR VFL DATE 11/6/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Follow procedure for scheduling fifth and sixth Commission meetings. | | VFL | 5/7/89 | 12/1/89 | |
| 2. | Work with MLM to develop a list of commissioners whom MLM should call before next Commission meeting to urge their attendance. | | VFL | 10/24/89 | 1/15/90 | |





PREMIER INDUSTRIAL CORPORATION

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- ☐ ACTIVE PROJECTS
- ☐ RAW MATERIAL
- ☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Stein Assignments

ORIGINATOR VFL DATE 11/6/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Recommend an author for the final report to SF. | | HDS | 7/30/89 | 11/30/89 | |



- ☐ **ASSIGNMENTS**
☐ **ACTIVE PROJECTS**
☐ **RAW MATERIAL**
☐ **FUNCTIONAL SCHEDULE**

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Gurvis Assignments

ORIGINATOR VFL DATE 11/6/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Coordinate development of a PR plan through 1990. | | MG | 7/5/89 | ongoing | |
| 2. | Work with David Ariel and Sara Lee on Commission report at a future AIHLJE meeting. | | MG | 8/24/89 | 11/30/89 | |
| 3. | Serve as contact person for researchers on administrative matters. | | MG | 7/30/89 | ongoing | |
| 4. | Develop plan for communication with commissioners between meetings | | MG | 10/24/89 | 11/30/89 | |
| 5. | Arrange for meeting of experts to develop programmatic areas. | | MG | 10/24/89 | 12/1/89 | |
| 6. | Review approach used to publicize Carnegie Report. | | MG | 10/24/89 | 2/1/90 | |
| 7. | Develop plans for involving key commissioners in representing the Commission to communities throughout North America for discussion with senior policy advisors on 12/6, with HLZ and VFL. | | MG | 11/8/89 | 12/6/89 | |
| 8. | Collect other Commission reports to use as prototypes. | | MG | 11/8/89 | 3/1/90 | |

- ☐ ASSIGNMENTS
- ☐ ACTIVE PROJECTS
- ☐ RAW MATERIAL
- ☐ FUNCTIONAL SCHEDULE

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|-------------------|--------------------------------------|----------------|
| FUNCTION | Commission on Jewish Education in NA | |
| SUBJECT/OBJECTIVE | Hoffman Assignments | |
| ORIGINATOR | VFL | DATE 11/6/8/89 |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to October 23 meeting.</p> <p>- Ronald Appleby - Robert Hiller</p> <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | SHH | 10/24/89 | 2/1/90 | |
| 2. | <p>Recommend an author for the final report to SF.</p> | | SHH | 7/30/89 | 11/30/89 | |



PREMIER INDUSTRIAL CORPORATION

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Kraar Assignments

ORIGINATOR VFL

DATE 11/6/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Meet with Richard Joel of Hillel to inform him about Commission and to ask him to consult on college youth paper. | | MK | 10/24/89 | 11/30/89 | |
| 2. | Recommend an author for the final report to SF. | | MK | 7/30/89 | 11/30/89 | |

AMERICAN JEWISH
ARCHIVES

- ☐ **ASSIGNMENTS**
☐ **ACTIVE PROJECTS**
☐ **RAW MATERIAL**
☐ **FUNCTIONAL SCHEDULE**

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Mandel Assignments

ORIGINATOR VFL DATE 12/18/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners for follow up to October 23 meeting. - Max Fisher - Joseph Gruss - Ludwig Jesselson Send summary of interviews to VFL for circulation to senior policy advisors. | | MLM | 10/24/89 | 2/1/90 | |
| 2. | Hold meeting with Twersky. | | MLM | 2/9/89 | 2/1/90 | |
| 3. | Consider calling Herschel Blumberg and Paul Berger to interest <u>Moment</u> in the Commission. | | MLM | 3/30/89 | TBD | |
| 4. | Meet with Michael Albanese, HLZ and VFL to discuss developing monthly trend report and to discuss Commission budget. | | MLM | 4/4/89 | TBD | |
| 5. | Travel to the west coast to meet with with LA and San Francisco leadership. | | MLM | 5/7/89 | 4/30/90 | |
| 6. | Consider attending a JESNA Board meeting to discuss Commission. | | MLM | 7/5/89 | TBD | |
| 7. | Meet or talk individually with Lester Crown David Hirschhorn, and Charles Bronfman regarding funding. | | MLM | 11/8/89 | 1/1/90 | |
| 8. | Hold individual meeting with Wexner. | | MLM | 11/8/89 | TBD | |
| 9. | Submit to SF ideas for title of final report and for renaming "programmatic areas." | | MLM | 12/6/89 | 1/5/90 | |

- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Fox Assignments

ORIGINATOR VFL DATE 12/18/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to October 23 meeting.</p> <ul style="list-style-type: none"> - Mona Ackerman - Charles Bronfman - Lester Crown - Alfred Gottschalk - David Hirschhorn - Sara Lee - Seymour Martin Lipset - Charles Ratner - Isadore Twersky <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | SF | 10/24/89 | 2/1/90 | |
| 2. | <p>Explore the possibility of David Finn serving as editor of final report and executive summary.</p> | | SF | 12/6/89 | 12/15/89 | |
| 3. | <p>Contact assigned commissioners to encourage attendance at February meeting.</p> <ul style="list-style-type: none"> - Mona Ackerman - Charles Bronfman - Alfred Gottschalk - David Hirschhorn - Henry Koschitzky <p>Let VFL know outcome as soon as possible.</p> | | SF | 12/6/89 | 1/3/90 | |
| 4. | <p>Discuss with David Finn a photographer to take appropriate pictures for final report.</p> | | SF | 12/6/89 | 1/15/90 | |

- ☐ **ASSIGNMENTS**
☐ **ACTIVE PROJECTS**
☐ **RAW MATERIAL**
☐ **FUNCTIONAL SCHEDULE**

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Hochstein Assignments

ORIGINATOR VFL DATE 12/18/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners for follow 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. | | AH | 10/24/89 | 2/1/90 | |
| 2. | Design a format to be used by researchers for their final drafts of papers to commissioners, with SF. | | AH | 12/6/89 | 1/3/90 | |
| 3. | Submit to SF ideas for title of final report and for renaming "programmatic areas." | | AH | 12/6/89 | 1/5/90 | |
| 4. | Develop an interview schedule which VFL will distribute. | | AH | 12/6/89 | 12/15/89 | |
| 5. | Contact assigned commissioners to encourage attendance at February meeting. - Matthew Maryles - Ismar Schorsch Let VFL know outcome as soon as possible. | | AH | 12/6/89 | 1/3/90 | |

- ☐ **ASSIGNMENTS**
☐ **ACTIVE PROJECTS**
☐ **RAW MATERIAL**
☐ **FUNCTIONAL SCHEDULE**

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|-------------------|--------------------------------------|---------------|
| FUNCTION | Commission on Jewish Education in NA | |
| SUBJECT/OBJECTIVE | Zucker Assignments | |
| ORIGINATOR | VFL | DATE 12/18/89 |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners for follow up to October 23 meeting. - John Colman Send summary of interviews to VFL for circulation to senior policy advisors. | | HLZ | 10/24/89 | 2/1/90 | |
| 2. | Develop a plan for follow up to federation-related meetings at which Commission presentations occur. | | HLZ | 4/3/89 | ongoing | |
| 3. | Work with M. Kraar to ensure that Commission reports are on agendas of groups he convenes or reports to. | | HLZ | 5/7/89 | ongoing | |
| 4. | Draft a community/financing paper with staff assistance of MG and VFL. | | HLZ | 7/30/89 | 1/15/90 | |
| 5. | Consider establishing a task force to work on an approach to developing federation support for Commission outcomes. | | HLZ | 10/24/89 | 1/15/90 | |
| 6. | Invite Ackerman, Arnow, Evans, Fisher, Gruss, Jesselson, Koschitzky, Lainer, Melton, and Ratner to a group meeting of potential funders with MLM, Bronfman Crown, and Hirschhorn. | | HLZ | 12/6/89 | 1/31/90 | |
| 7. | Submit to SF ideas for title of final report and for renaming "programmatic areas." | | 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 commissioners to encourage attendance at February meeting. - Lester Crown (also Susan) - Eli Evans - Mark Lainer - Daniel Shapiro Let VFL know outcome as soon as possible. | | HLZ | 12/6/89 | 1/3/90 | |
| 10. | Review results of phone calls and recommend further action. | | HLZ | 12/6/89 | 1/5/90 | |

- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
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☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Reimer Assignments

ORIGINATOR VFL DATE 12/18/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to October 23 meeting.</p> <ul style="list-style-type: none"> - Jack Bieler - Josh Elkin - Arthur Green - Carol Ingall - Mark Lainer - Alvin Schiff - Lionel Schipper <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | JR | 10/24/89 | 2/1/90 | |
| 2. | Draft paper on the synagogue as a context for Jewish education. | | JR | 6/15/89 | 1/15/90 | |
| 3. | Take responsibility for completing the original option papers. | | JR | 8/24/89 | 1/15/90 | |
| 4. | Submit to SF ideas for title of final report and for renaming "programmatic areas." | | JR | 12/6/89 | 1/5/90 | |

- ☐ **ASSIGNMENTS**
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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Rotman Assignments

ORIGINATOR VFL DATE 12/18/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners for follow up to October 23 meeting. - Stuart Eizenstat - Eli Evans - Donald Mintz - Daniel Shapiro Send summary of interviews to VFL for circulation to senior policy advisors. | | AR | 10/24/89 | 2/1/90 | |
| 2. | Work with HLZ to arrange for a Commission presentation at February meeting of JWB Center executives. | | AR | 8/24/89 | 12/15/89 | |
| 3. | Submit to SF ideas for title of final report and for renaming "programmatic areas." | | AR | 12/6/89 | 1/5/90 | |
| 4. | Contact assigned commissioners to encourage attendance at February meeting. - Florence Melton - Lester Pollack Let VFL know outcome as soon as possible. | | AR | 12/6/89 | 1/3/90 | |
| 5. | Arrange for JWB clipping service to clip articles on the Commission. | | AR | 12/6/89 | 1/3/90 | |

- ☐ **ASSIGNMENTS**
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☐ **RAW MATERIAL**
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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Woocher Assignments

ORIGINATOR VFL DATE 12/18/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners for follow 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. | | JW | 10/24/89 | 2/1/90 | |
| 2. | Draft a definition of the "North American Jewish community." | | JW | 12/6/89 | 12/15/89 | |
| 3. | Submit to SF ideas for title of final report and for renaming "programmatic areas." | | JW | 12/6/89 | 1/5/90 | |
| 4. | Propose new names for program areas to make them parallel. | | JW | 12/6/89 | 12/15/89 | |
| 5. | Suggest rewording for pages 24 and 25 of final report draft to clarify the example of the supplementary school. | | JW | 12/6/89 | 12/15/89 | |
| 6. | Contact assigned commissioner to encourage attendance at February meeting. - Mandell Berman Let VFL know outcome as soon as possible. | | JW | 12/6/89 | 1/3/90 | |

- ☐ ASSIGNMENTS
- ☐ ACTIVE PROJECTS
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- ☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Levi Assignments

ORIGINATOR VFL DATE 12/18/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Work with MLM to develop a list of commissioners whom MLM should call before next Commission meeting to urge their attendance. | | VFL | 10/24/89 | 1/15/90 | |





PREMIER INDUSTRIAL CORPORATION

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☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE 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 title of final report and for renaming "programmatic areas." | | HDS | 12/6/89 | 1/5/90 | |



- ☐ **ASSIGNMENTS**
☐ **ACTIVE PROJECTS**
☐ **RAW MATERIAL**
☐ **FUNCTIONAL SCHEDULE**

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|-------------------|--------------------------------------|---------------|
| 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 | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Coordinate development of a PR plan through 1990. | | MG | 7/5/89 | ongoing | |
| 2. | Work with David Ariel and Sara Lee on Commission report at a future AIHLJE meeting. | | MG | 8/24/89 | 2/11/90 | |
| 3. | Serve as contact person for researchers on administrative matters. | | MG | 7/30/89 | ongoing | |
| 4. | Develop plan for communication with commissioners between meetings | | MG | 10/24/89 | 1/15/90 | |
| 5. | Review approach used to publicize Carnegie Report. | | MG | 10/24/89 | 2/1/90 | |
| 6. | Develop plans for involving key commissioners in representing the Commission to communities throughout North America. | | MG | 11/8/89 | 1/23/90 | |
| 7. | Collect other Commission reports to use as prototypes. | | MG | 11/8/89 | 3/1/90 | |
| 8. | Develop a log sheet on each of the top 30 federations, to record communication and evaluate the potential for their increased support for Jewish education. | | MG | 11/8/89 | 2/28/90 | |



PREMIER INDUSTRIAL CORPORATION

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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 | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 9. | Collect other Commission reports 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 denomination meetings and review with appropriate senior policy advisors. | | MG | 12/6/89 | 1/23/90 | |

- ☐ ASSIGNMENTS
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☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Hoffman Assignments

ORIGINATOR VFL DATE 12/18/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to October 23 meeting.</p> <ul style="list-style-type: none"> - Ronald Appleby - Robert Hiller <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | SHH | 10/24/89 | 2/1/90 | |
| 2. | <p>Submit to SF ideas for title of final report and for renaming "programmatic areas."</p> | | SHH | 12/6/89 | 1/5/90 | |
| 3. | <p>Contact assigned commissioners to encourage attendance at February meeting.</p> <ul style="list-style-type: none"> - Charles Ratner - Bennett Yanowitz <p>Let VFL know outcome as soon as possible.</p> | | SHH | 12/6/89 | 1/3/90 | |

- ☐ ASSIGNMENTS
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☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Kraar Assignments

ORIGINATOR VFL DATE 12/18/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Meet with Richard Joel of Hillel to inform him about Commission and to ask him to consult on college youth paper. | | MK | 10/24/89 | 1/15/90 | |
| 2. | Submit to SF ideas for title of final report and for renaming "programmatic areas." | | MK | 12/6/89 | 1/5/90 | |
| 3. | Submit materials written by Gary Rosenblatt to MG for distribution to senior policy advisors. | | MK | 12/6/89 | 1/5/90 | |

- ☐ ASSIGNMENTS
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☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Ariel Assignments

ORIGINATOR VFL DATE 12/18/89

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Consult with SF and AH regarding title of final report. | | DA | 12/6/89 | 1/15/90 | |
| 2. | Submit to SF ideas for renaming "programmatic areas." | | DA | 12/6/89 | 1/5/90 | |
| 3. | Work with MG to organize meetings with the association of training institutions to present draft of Commission's recommendations. | | DA | 12/6/89 | 2/11/90 | |

- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Mandel Assignments

ORIGINATOR VFL DATE 1/23/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Hold meeting with Twersky. | | MLM | 2/9/89 | TBD | |
| 2. | Travel to the west coast to meet with with LA and San Francisco leadership. | | MLM | 5/7/89 | 4/30/90 | |
| 3. | Attend JESNA and JWB Board meetings in April to discuss Commission. | | MLM | 7/5/89 | 4/30/90 | |
| 4. | Hold individual meeting with Wexner. | | MLM | 11/8/89 | TBD | |

- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Fox Assignments

ORIGINATOR VFL DATE 1/23/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to October 23 meeting.</p> <ul style="list-style-type: none"> - Mona Ackerman - Charles Bronfman - Eli Evans - Alfred Gottschalk - David Hirschhorn - Sara Lee - Seymour Martin Lipset - Charles Ratner - Isadore Twersky <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | SF | 10/24/89 | 2/1/90 | |
| 2. | <p>Discuss with David Finn a photographer to take appropriate pictures for final report.</p> | | SF | 12/6/89 | 1/15/90 | |



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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Hochstein Assignments

ORIGINATOR VFL DATE 1/23/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to October 23 meeting.</p> <ul style="list-style-type: none">- 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 <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | AH | 10/24/89 | 2/1/90 | |

- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Zucker Assignments

ORIGINATOR VFL DATE 1/23/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to October 23 meeting.</p> <ul style="list-style-type: none"> - John Colman - Lester Crown <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | HLZ | 10/24/89 | 2/1/90 | |
| 2. | <p>Consider establishing a task force to work on an approach to developing federation support for Commission outcomes.</p> | | HLZ | 10/24/89 | TBD | |

- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Reimer Assignments

ORIGINATOR VFL DATE 1/23/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to October 23 meeting.</p> <ul style="list-style-type: none"> - Jack Bieler - Josh Elkin - Arthur Green - Carol Ingall - Mark Lainer - Alvin Schiff - Lionel Schipper <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | JR | 10/24/89 | 2/1/90 | |
| 2. | <p>Take responsibility for completing the original option papers.</p> | | JR | 8/24/89 | 1/15/90 | |

- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Rotman Assignments

ORIGINATOR VFL DATE 1/23/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to October 23 meeting.</p> <ul style="list-style-type: none"> - Stuart Eizenstat - Donald Mintz - Daniel Shapiro <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | AR | 10/24/89 | 2/1/90 | |





PREMIER INDUSTRIAL CORPORATION

- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Woocher Assignments

ORIGINATOR VFL DATE 1/23/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to October 23 meeting.</p> <ul style="list-style-type: none">- Mandell Berman- Maurice Corson- David Dubin- Irving Greenberg- Lester Pollack- Harriet Rosenthal- Bennett Yanowitz <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | JW | 10/24/89 | 2/1/90 | |

- ☐ ASSIGNMENTS
- ☐ ACTIVE PROJECTS
- ☐ RAW MATERIAL
- ☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Levi Assignments

ORIGINATOR VFL DATE 1/23/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Send detailed notes of senior policy advisors' review of background materials and their suggestions on style to SF and AH. | | VFL | 1/23/90 | 1/26/90 | |



- ☐ ASSIGNMENTS
- ☐ ACTIVE PROJECTS
- ☐ RAW MATERIAL
- ☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Stein Assignments

ORIGINATOR VFL DATE 1/23/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|-------------|----------|------------------------|-----------------------|----------|---------------------------|
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☐ **ACTIVE PROJECTS**
☐ **RAW MATERIAL**
☐ **FUNCTIONAL SCHEDULE**

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SUBJECT/OBJECTIVE Gurvis Assignments

ORIGINATOR VFL DATE 1/23/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Coordinate development of a PR plan through 1990. | | MG | 7/5/89 | ongoing | |
| 2. | Work with David Ariel and Sara Lee on Commission report at February 11 AIHLJE meeting. | | MG | 8/24/89 | 2/11/90 | |
| 3. | Serve as contact person for researchers on administrative matters. | | MG | 7/30/89 | ongoing | |
| 4. | Review approach used to publicize Carnegie Report. | | MG | 10/24/89 | 2/28/90 | |
| 5. | Develop plans for involving key commissioners in representing the Commission to communities throughout North America. | | MG | 11/8/89 | 2/28/90 | |
| 6. | Collect other Commission reports to use as prototypes. | | MG | 11/8/89 | 3/1/90 | |
| 7. | Develop a log sheet on each of the top 30 federations, to record communication and evaluate the potential for their increased support for Jewish education. | | MG | 11/8/89 | 2/28/90 | |
| 8. | 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 | |
| 9. | Send copies of articles on the Commission in <u>The New York Jewish Week</u> and <u>Cleveland Jewish News</u> to commissioners and the <u>Cleveland Jewish News</u> editorial to senior policy advisors. | | MG | 1/23/90 | 2/2/90 | |

- ☐ ASSIGNMENTS
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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Hoffman Assignments

ORIGINATOR VFL DATE 1/23/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to October 23 meeting.</p> <ul style="list-style-type: none"> - Ronald Appleby - Robert Hiller <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | SHH | 10/24/89 | 2/1/90 | |

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Kraar Assignments

ORIGINATOR VFL DATE 1/23/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Meet with Richard Joel of Hillel to inform him about Commission and to ask him to consult on college youth paper. | | MK | 10/24/89 | 1/15/90 | |
| 2. | Contact assigned commissioners for follow up to October 23 meeting. - Max Fisher | | MK | 1/23/90 | 2/1/90 | |


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| FUNCTION | Commission on Jewish Education in NA | | |
| SUBJECT/OBJECTIVE | Ariel Assignments | | |
| ORIGINATOR | VFL | DATE | 1/23/90 |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|---|-------------|----------|---------------------------|-----------------------------|----------|---------------------------------|
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- ☐ ACTIVE PROJECTS
- ☐ RAW MATERIAL
- ☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Ariel Assignments

ORIGINATOR VFL

DATE 3/15/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|-------------|----------|------------------------|-----------------------|----------|---------------------------|
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- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Gurvis Assignments

ORIGINATOR VFL DATE 3/15/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Coordinate development of a PR plan through 1990. | | MG | 7/5/89 | ongoing | |
| 2. | Serve as contact person for researchers on administrative matters. | | MG | 7/30/89 | ongoing | |
| 3. | Develop plans for involving key commissioners in representing the Commission to communities throughout North America. | | MG | 11/8/89 | TBD | |
| 4. | Develop a log sheet on each of the top 40 federations, to record communication and evaluate the potential for their increased support for Jewish education. | | MG | 11/8/89 | ongoing | |

- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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|-------------------|--------------------------------------|--------------|
| FUNCTION | Commission on Jewish Education in NA | |
| SUBJECT/OBJECTIVE | Fox Assignments | |
| ORIGINATOR | VFL | DATE 3/15/90 |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to February 14 meeting.</p> <ul style="list-style-type: none"> - Mona Ackerman - Charles Bronfman - Eli Evans - Alfred Gottschalk - David Hirschhorn - Sara Lee - Seymour Martin Lipset - Charles Ratner - Isadore Twersky <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | SF | 2/15/90 | 5/31/90 | |
| 2. | Work with David Finn on preparation of draft of final report | | SF | 2/15/90 | 5/1/90 | |
| 3. | Complete draft of Fox/Scheffler paper on Jewish education/continuity. | | SF | 3/6/90 | 4/5/90 | |

- ☐ ASSIGNMENTS
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☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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|-------------------|--------------------------------------|--------------|
| FUNCTION | Commission on Jewish Education in NA | |
| SUBJECT/OBJECTIVE | Hochstein Assignments | |
| ORIGINATOR | VFL | DATE 3/15/90 |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to February 14 meeting.</p> <ul style="list-style-type: none"> - 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 <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | AH | 2/15/90 | 5/31/90 | |
| 2. | <p>Review drafts of research papers and work with MG to see that they are reviewed by senior policy advisors and distributed to commissioners.</p> | | AH | 2/15/90 | Ongoing | |
| 3. | <p>Prepare interview schedule for use in follow up with commissioners. Suggest commissioners to be contacted, with SF.</p> | | AH | 3/6/90 | 4/10/90 | |

- ☐ ASSIGNMENTS
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SUBJECT/OBJECTIVE Hoffman Assignments

ORIGINATOR VFL DATE 3/15/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to February 14 meeting.</p> <p>- Ronald Appleby - Robert Hiller</p> <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | SHH | 2/15/90 | 5/31/90 | |
| 2. | <p>With SF, meet individually with Evans, Twersky, and other commissioners identified for special attention.</p> | | SHH | 2/14/90 | 6/1/90 | |
| 3. | <p>Determine preliminary steps for organization of implementation mechanism, with MLM and HLZ.</p> | | SHH | 2/14/90 | ongoing | |

- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Kraar Assignments

ORIGINATOR VFL

DATE 3/15/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to February 14 meeting.</p> <ul style="list-style-type: none"> - Max Fisher - Joseph Gruss <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | MK | 2/15/90 | 5/31/90 | |

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- ☐ **RAW MATERIAL**
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|-------------------|--------------------------------------|--------------|
| FUNCTION | Commission on Jewish Education in NA | |
| SUBJECT/OBJECTIVE | Levi Assignments | |
| ORIGINATOR | VFL | DATE 3/15/90 |

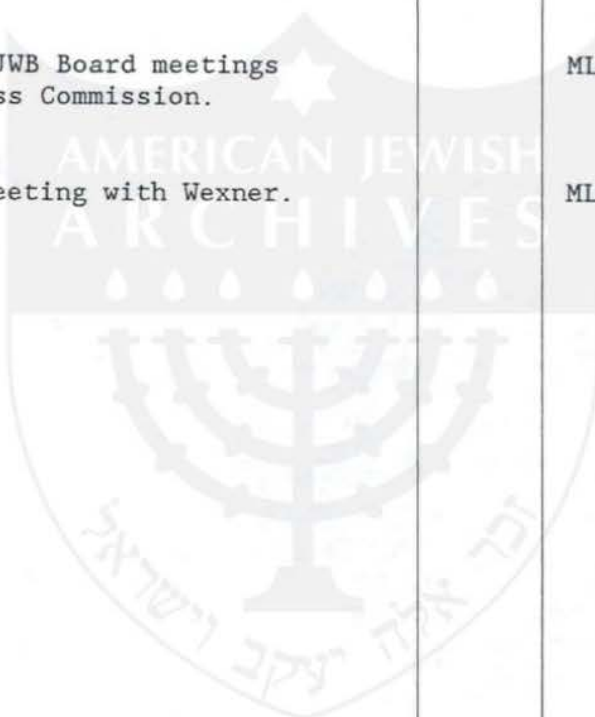
| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
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- ☐ ASSIGNMENTS
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☐ FUNCTIONAL SCHEDULE

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|-------------------|--------------------------------------|--------------|
| FUNCTION | Commission on Jewish Education in NA | |
| SUBJECT/OBJECTIVE | Mandel Assignments | |
| ORIGINATOR | VFL | DATE 3/15/90 |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Hold meeting with Twersky. | | MLM | 2/9/89 | TBD | |
| 2. | Travel to the west coast to meet with with LA and San Francisco leadership. | | MLM | 5/7/89 | 4/30/90 | |
| 3. | Attend JESNA and JWB Board meetings in April to discuss Commission. | | MLM | 7/5/89 | 4/30/90 | |
| 4. | Hold individual meeting with Wexner. | | MLM | 11/8/89 | TBD | |





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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Reimer Assignments

ORIGINATOR

VFL

DATE 3/15/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to February 14 meeting.</p> <ul style="list-style-type: none">- Jack Bieler- Josh Elkin- Arthur Green- Carol Ingall- Mark Lainer- Alvin Schiff- Lionel Schipper <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | JR | 2/15/90 | 5/31/90 | |
| 2. | <p>Take responsibility for completing the original option papers.</p> | | JR | 8/24/89 | 4/15/90 | |



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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Rotman Assignments

ORIGINATOR

VFL

DATE 3/15/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to February 14 meeting.</p> <ul style="list-style-type: none">- Stuart Eizenstat- Donald Mintz- Daniel Shapiro <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | AR | 2/15/90 | 5/31/90 | |

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Stein Assignments

ORIGINATOR VFL DATE 3/15/90

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SUBJECT/OBJECTIVE Woocher Assignments

ORIGINATOR

VFL

DATE 3/15/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to February 14 meeting.</p> <ul style="list-style-type: none">- Mandell Berman- Maurice Corson- David Dubin- Irving Greenberg- Lester Pollack- Harriet Rosenthal- Bennett Yanowitz <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | JW | 2/15/90 | 5/31/90 | |



PREMIER INDUSTRIAL CORPORATION

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☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Zucker Assignments

ORIGINATOR VFL DATE 3/15/90

| 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. - John Colman - Lester Crown Send summary of interviews to VFL for circulation to senior policy advisors. | | HLZ | 2/15/90 | 5/31/90 | |
| 2. | Consider establishing a task force to work on an approach to developing federation support for Commission outcomes. | | HLZ | 10/24/89 | TBD | |
| 3. | Arrange individual meetings of potential funders with MLM and HLZ. | | HLZ | 3/6/90 | 5/31/90 | |
| 4. | Consult with John Colman on desirability of a meeting before 6/12 with Chicago participants in local commission process. | | HLZ | 3/6/90 | 5/31/90 | |



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ORIGINATOR

VFL

DATE 7/2/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--------------------------------------|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Hold meeting with Twersky. | | MLM | 2/9/89 | TBD | |
| 2. | Hold individual meeting with Wexner. | | MLM | 11/8/89 | TBD | |





- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Fox Assignments

ORIGINATOR

VFL

DATE 7/2/90

| 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. - Mona Ackerman - Charles Bronfman - Eli Evans - 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 | 2/15/90 | 5/31/90 | Done |
| 2. | Work with David Finn on preparation of draft of final report. | | SF | 6/13/90 | 8/15/90 | |
| 3. | Complete draft of Fox/Scheffler paper on Jewish education/continuity. | | SF | 3/6/90 | 8/15/90 | |

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Hochstein Assignments

ORIGINATOR VFL DATE 7/2/90

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|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to February 14 meeting.</p> <ul style="list-style-type: none"> - 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 <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | AH | 2/15/90 | 5/31/90 | Done |
| 2. | <p>Review drafts of research papers and work with MG to see that they are reviewed by senior policy advisors and distributed to commissioners.</p> | | AH | 2/15/90 | Ongoing | |



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FUNCTION

Commission on Jewish Education in NA

SUBJECT/OBJECTIVE

Zucker Assignments

ORIGINATOR

VFL

DATE

7/2/90

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|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact assigned commissioners for follow up to February 14 meeting. - John Colman - Lester Crown Send summary of interviews to VFL for circulation to senior policy advisors. | | HLZ | 2/15/90 | 5/31/90 | Done |
| 2. | Arrange individual meetings of potential funders with MLM and HLZ. | | HLZ | 3/6/90 | Ongoing | |



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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Reimer Assignments

ORIGINATOR

VFL

DATE 7/2/90

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|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact assigned commissioners for follow up to February 14 meeting.</p> <ul style="list-style-type: none">- Jack Bieler- Josh Elkin- Arthur Green- Carol Ingall- Mark Lainer- Alvin Schiff- Lionel Schipper <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | JR | 2/15/90 | 5/31/90 | Done |

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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Rotman Assignments

ORIGINATOR

VFL

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| 1. | <p>Contact assigned commissioners for follow up to February 14 meeting.</p> <ul style="list-style-type: none"> - Stuart Eizenstat - Donald Mintz - Daniel Shapiro <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | AR | 2/15/90 | 5/31/90 | Done |
| 2. | <p>Provide examples of activities currently under way for use in clarifying the Commission's recommendations in the final report.</p> | | AR | 6/13/90 | 6/19/90 | |



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FUNCTION Commission on Jewish Education in NA

SUBJECT/OBJECTIVE Woocher Assignments

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| 1. | Contact assigned commissioners for follow up to February 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 | 2/15/90 | 5/31/90 | Done |
| 2. | Write statement of support by JESNA for Council for Initiatives in Jewish Education. | | JW | 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. | | JW | 6/13/90 | 6/19/90 | |



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Commission on Jewish Education in NA

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Levi Assignments

ORIGINATOR

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| 1. | Circulate papers on family education written by Joe Reimer and Carolyn Keller to senior policy advisors. | | VFL | 6/13/90 | 8/15/90 | |
| 2. | Circulate Jon Woocher's paper on a vision of the ideal educational community, and Art Rotman's definition of Jewish education to senior policy advisors. | | VFL | 6/13/90 | 6/30/90 | Done |
| 3. | Prepare a letter from MLM to commissioners proposing a date for the final event, and transmitting minutes of June 12 Commission meeting. | | VFL | 6/13/90 | 6/30/90 | |



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Stein Assignments

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Commission on Jewish Education in NA

SUBJECT/OBJECTIVE

Hoffman Assignments

ORIGINATOR

VFL

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| 1. | Contact assigned commissioners for follow up to February 14 meeting. - Ronald Appleby - Robert Hiller Send summary of interviews to VFL for circulation to senior policy advisors. | | SHH | 2/15/90 | 5/31/90 | Done |
| 2. | With SF, meet individually with Evans, Twersky, and other commissioners identified for special attention. | | SHH | 2/14/90 | ongoing | |
| 3. | Determine preliminary steps for organization of implementation mechanism, with MLM and HLZ. | | SHH | 2/14/90 | ongoing | |



PREMIER INDUSTRIAL CORPORATION

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| 1. | <p>Contact assigned commissioners for follow up to February 14 meeting.</p> <ul style="list-style-type: none">- Max Fisher- Joseph Gruss <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p> | | MK | 2/15/90 | 5/31/90 | Done |

AMERICAN JEWISH
ARCHIVES



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SUBJECT/OBJECTIVE

Ariel Assignments

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SUBJECT/OBJECTIVE Gurvis Assignments

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| 1. | Serve as contact person for researchers on administrative matters. | | MG | 7/30/89 | ongoing | |

