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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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Senior Policy Advisors meeting. 22 April 1990. Planning notes
and correspondence, February 1990-April 1990.

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



Sheraton Hopkins Airport Hotel

The hospitality people of **ITT**

5300 RIVERSIDE DRIVE • CLEVELAND, OHIO 44135-3196 • (216) 267-1500
SHERATON HOPKINS AIRPORT HOTEL

LETTER OF AGREEMENT
WITH
PREMIER INDUSTRIAL CORPORATION

CM: MARIAN FLANIGAN

PIC: _____

Date	Day	From	To	Function	#PPL Set-Up
04/22/90	Sun	09:30A	- 09:45A	COFFEE BREAK	13 HOLLOW SQUARE
04/22/90	Sun	09:30A	- 03:00P	MEETING	13 HOLLOW SQUARE
04/22/90	Sun	12:00P	- 01:00P	LUNCH	13 HOLLOW SQUARE

Room Rental \$75.00



Marian Flanigan
Accepted for
SHERATON HOPKINS AIRPORT HOTEL

Accepted for
PREMIER INDUSTRIAL CORPORATION

Dir. of Catering
Title

Title

SHERATON HOPKINS AIRPORT HOTEL IS OWNED BY THE HOPKINS AIRPORT HOTEL PARTNERSHIP AND OPERATED BY AIRCOA UNDER A LICENSE ISSUED BY SHERATON INNS, INC.

Date

Date



Sheraton Hopkins Airport Hotel

The hospitality people of **ITT**

5300 RIVERSIDE DRIVE • CLEVELAND, OHIO 44135-3196 • (216) 267-1500
SHERATON HOPKINS AIRPORT HOTEL

LETTER OF AGREEMENT WITH PREMIER INDUSTRIAL CORPORATION

This agreement constitutes a tentative booking agreement between
SHERATON HOPKINS AIRPORT HOTEL and PREMIER INDUSTRIAL CORPORATION,
until signed, whereupon it will become a definite agreement.

GUEST ACCOMODATIONS

The following room block is being held for:

0

0 0 0 0 0 0 0 0 0 0 0

Rate

Attendance: 0

CONFERENCE SERVICES

The conference requirements for your program are outlined on the
attached page(s).

Marion Hanigan
Accepted for
SHERATON HOPKINS AIRPORT HOTEL

Accepted for
PREMIER INDUSTRIAL CORPORATION

Dir. of Catering
Title

Title

2/22/90
Date

Date

INTER-OFFICE CORRESPONDENCE

TO: Morton L. Mandel FROM: Virginia F. Levi DATE: 2/27/90
NAME NAME
DEPARTMENT/PLANT LOCATION DEPARTMENT/PLANT LOCATION

SUBJECT: LOGISTICS FOR APRIL 22 SENIOR POLICY ADVISORS MEETING

OK
good I have tentatively reserved a room at the Sheraton Hopkins Airport Hotel for a meeting of senior policy advisors on Sunday, April 22, from 10:30 a.m. to 3:30 p.m. It is possible for us to tie the Premier teleconferencing unit into the Sheraton Hopkins telephone line and to include Seymour Fox and Annette Hochstein in the meeting via telephone. In addition to the cost of the telephone call, there would be a 30 percent surcharge.

With the help of Sally Turner, I have calculated the possible cost of the telephone call as follows:

11:00 a.m. - Noon (60 minutes)	\$ 77.21
(Break for lunch 45 minutes)	
12:45 - 3:30 p.m. (165 minutes)	<u>208.46</u>
TOTAL	\$285.67
30 percent surcharge	<u>85.70</u>
TOTAL	\$371.37

This total cost is still substantially less than bringing even one person from Israel for the meeting. I recommend that we proceed with arrangements to meet at the Sheraton Hopkins and plan to use the telephone conferencing unit.

I also asked Sally Turner about the possibility of purchasing an amplifier for the teleconferencing unit. She pursued this and learned that there is nothing that can be put on the equipment to amplify sound. A different telephone line may give us better sound, but if not, we are stuck with what we had.

OK
IF the surcharge were 1000⁰⁰ it would still be less, so that's not really germane

3/5 GINNY - all OK, BUT
WHY the Hotel?
100
NOT think this should apply to a 3-4 hour call! who did you talk to?
Please advise
- m

CORRESPONDENCE INSTRUCTIONS

Date: 3/6

To: MLM

From: VFL

FOR	PLEASE
Approval <input type="checkbox"/>	Advise <input type="checkbox"/>
For Your Action <input type="checkbox"/>	Note and File <input type="checkbox"/>
More Details Needed <input type="checkbox"/>	Note and Return <input type="checkbox"/>
Your Comments <input type="checkbox"/>	Read and Destroy <input type="checkbox"/>
Your Information <input type="checkbox"/>	Investigate and Report <input type="checkbox"/>
Your Signature <input type="checkbox"/>	See Me <input type="checkbox"/>
Returned as Requested <input type="checkbox"/>	Reply <small>(Response Needed By)</small> <input type="checkbox"/>
<input type="checkbox"/>	Initial and Forward To: <input type="checkbox"/>

REMARKS: On further discussion with
the Sheraton-Hopkins Director of
Catering, they are willing to
reduce the surcharge to 10%
of the bill, or approx. \$30.

(Use reverse side if more space is needed)

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Sheraton Hopkins Airport Hotel

The hospitality people of **ITT**

5300 RIVERSIDE DRIVE • CLEVELAND, OHIO 44135-3196 • (216) 267-1500
SHERATON HOPKINS AIRPORT HOTEL

LETTER OF AGREEMENT WITH PREMIER INDUSTRIAL CORPORATION

CM: MARIAN FLANIGAN

PIC: _____

Date	Day	From	To	Function	#PPL	Set-Up
04/22/90	Sun	09:30A	09:45A	COFFEE BREAK	13	HOLLOW SQUARE
04/22/90	Sun	09:30A	04:00P	MEETING (actual meeting 10:30-3:30)	18	HOLLOW SQUARE
04/22/90	Sun	12:00P	01:00P	LUNCH	18	HOLLOW SQUARE

2 Tables

Room Rental \$75.00

We will bring telephone equipment to plug into Sheraton phone line and agree to pay a 10% surcharge to the cost of the telephone call.

Marian Flanigan
Accepted for
SHERATON HOPKINS AIRPORT HOTEL

Virginia F. Lewis
Accepted for
PREMIER INDUSTRIAL CORPORATION

Dir. of Catering
Title

Program Director
Title



Sheraton Hopkins Airport Hotel

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The following room block is being held for:

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0

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0

0

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0

0

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Rate

Attendance: 0

CONFERENCE SERVICES

The conference requirements for your program are outlined on the
attached page(s).

Marian Flanagan

Accepted for
SHERATON HOPKINS AIRPORT HOTEL

Dir. of Catering

Title

2/22/90

Date

Virginia F. Lewis

Accepted for
PREMIER INDUSTRIAL CORPORATION

Program Director

Title

3/14/90

Date

It is our pleasure to confirm the following arrangements for your group. We would like to ask that you please review carefully these terms and conditions.

1. Reservations received within your room block will be accepted until _____. Remaining unreserved rooms will be released back to the Sheraton Hopkins Airport Hotel for general sales. Reservation requests received after cut-off date are subject to rate and space availability.
2. If guest room reservations are not guaranteed by the deposit or acceptable letter of guarantee, they will be held until 6:00 p.m. on the date of arrival. A guaranteed reservation will be held the night of the arrival date. If the guest does not arrive, either the guest or the organization, as applicable, will be obligated for one night's room rate plus tax.
3. Check out time is 11:00 a.m. The Sheraton Hopkins Airport Hotel policy is to house guests in a clean room. It will be helpful if your guests plan to arrive after 3:00 p.m. Efforts will be made to accommodate those guests who arrive earlier.
4. If Direct Billing is requested as payment of the account, the attached credit application must be returned to the Hotel Credit Department for its approval at least 30 days prior to the scheduled arrival date. If additional information is required, you will be notified by said Department. Please indicate the name and address of individual(s) responsible for payment of the account, as well as those individuals authorized to sign charges to the account. Also specify the types of charges to be direct billed.
5. Upon receipt of the signed copy of this contract, our Convention Service Department will contact you to discuss the details of your meeting. Please advise our Convention Service Department of any special requirements you may have in the areas of menu selection, exhibit space, audio/visual equipment, display equipment, labor, etc.
6. Function rooms are assigned in accordance with your estimate of the number of persons anticipated. The Sheraton Hopkins Airport Hotel reserves the right to reassign a group to a room suitable for its actual attendance, if attendance changes upward or downward. Should your final guarantee fall more than 25% below your estimated maximum attendance, a service charge may apply.
7. In the event it becomes necessary for the organization to cancel this function at the Sheraton Hopkins Airport Hotel, the organization agrees to notify the hotel a minimum of 2 wks prior to the scheduled function/arrival date. Should notification not be received in the agreed time frame, the organization agrees to pay the Sheraton Hopkins Airport Hotel the sum of 75.00 as a cancellation penalty.
8. No one will be permitted to bring food or beverage of any kind into the Sheraton Hopkins Airport Hotel without its express written permission. Prices for food and beverage are confirmed 90 days in advance of an event. A final guarantee is required by Noon two (2) business days before the event. We must be informed in writing or by phone of the exact number of people who will attend the event. This number will be a guaranteed minimum and the amount for which payment is due. We will not have to serve more than 5% more than this number (but not more than 50 additional guests maximum). If no notification is made by the required time, we will assume the anticipated attendance discussed to be correct; you will be charged and agree to pay accordingly.
9. You agree to conduct your function in an orderly, decorous, and lawful manner and to abide by the Hotel rules. All displays and signage must conform to said rules. The Sheraton Hopkins Airport Hotel reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. The Sheraton Hopkins Airport Hotel cannot assume, and you hereby release it from, any liability or responsibility for personal property and equipment brought onto the premises.
10. Upon written notice, either party may be excused from performing this agreement due to acts of God, war, government regulation, disaster, strikes, civil disorder, or other emergencies making it illegal or impossible to provide the facilities or to hold the meeting. This agreement shall be construed in accordance with the laws of the State of Ohio. References to the Sheraton Hopkins Airport Hotel or The Hotel mean and refer to Sheraton Hopkins Airport Hotel, their partners, officers and directors. Changes to this agreement must be in writing.
11. Please indicate your acceptance and acknowledgement that this meeting is definite and confirmed by signing and returning one copy of the agreement to the Sheraton Hopkins Airport Hotel Sales Office by 3/8/90 along with a deposit in the amount of \$ which will be applied to your Master Account.

Comments: _____

Confirmation: The Sheraton Hopkins Airport Hotel

Name Marian Hanigan
Title Dir. of Catering
Date 2/22/90

Confirmation:

Name Virginia F. Lewis
Title Program Director
Date 3/14/90

Upon signing this agreement, the above person warrants he/she is a duly authorized and appointed agent for the meeting, and is fully empowered to accept the provisions contained in this agreement as a definite and binding commitment. We sincerely thank you for allowing us this opportunity to be at your service.



PREMIER INDUSTRIAL CORPORATION

REQUEST FOR TELEX/MAILGRAM/FAX

72343 (REV. 2/88) PRINTED IN U.S.A.

SPECIFY HOW TO SEND MESSAGE

DATE REQUESTED

3/20/90

☐ TELEX NO.☐ MAILGRAM☒ FAX NO. 972 2699951NO. OF PGS. 15
(INCL. COVER SHEET)☒ URGENT - Time sensitive - must go at once☐ REGULAR - Send at time rates are most economical

TYPE (USING DOUBLE SPACES) OR PRINT CLEARLY

TO: SEYMOUR FOX
NAME ANNETTE HOCHSTEIN
COMPANY NATIV
STREET ADDRESS
CITY, STATE, ZIP JERUSALEM
PHONE NUMBER

FROM:

NAME GINNY LEVI
COMPANY PREMIER
DEPARTMENT
COST CENTER 090
216 361 9962

TELEX NO.: 6873015 PREMI UW**FAX NO.:** ~~2160940027~~**TIME SENT:****MESSAGE:**

Attached are the current Commission senior policy advisor and staff assignments, organized in alphabetical order.

We are expecting you to call us on Thursday, March 22 at 9:45 a.m. our time.

sent 3/22
12:20

MEMO TO: David Ariel, Seymour Fox, Mark Gurvis, Annette Hochstein,
Stephen H. Hoffman, Martin S. Kraar, Morton L. Mandel,
Joseph Reimer, Arthur Rotman, Herman Stein, Jonathan Woocher
Henry L. Zucker

FROM: Virginia F. Levi

Levi

DATE: March 19, 1990

Attached are the current Commission senior policy advisor and staff assignments, organized in alphabetical order.






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

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

ORIGINATOR VFL DATE 3/15/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
						

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

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

FUNCTION	Commission on Jewish Education in NA	
SUBJECT/OBJECTIVE	Gurvis Assignments	
ORIGINATOR	VFL	DATE 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**

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

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.	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	
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
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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

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.	Review drafts of research papers and work with MG to see that they are reviewed by senior policy advisors and distributed to commissioners.		AH	2/15/90	Ongoing	
3.	Prepare interview schedule for use in follow up with commissioners. Suggest commissioners to be contacted, with SF.		AH	3/6/90	4/10/90	

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

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

FUNCTION	Commission on Jewish Education in NA	
SUBJECT/OBJECTIVE	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	



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 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	

AMERICAN JEWISH
ARCHIVES




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

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

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
						



PREMIER INDUSTRIAL CORPORATION

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☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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

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	



PREMIER INDUSTRIAL CORPORATION

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

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	

- ☐ 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 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	

AMERICAN JEWISH
ARCHIVES





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

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE



- ☐ ASSIGNMENTS
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☐ FUNCTIONAL SCHEDULE

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

FUNCTION Commission on Jewish Education in NA

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	

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

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FUNCTION Commission on Jewish Education in NA

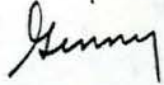
SUBJECT/OBJECTIVE Zucker Assignments

ORIGINATOR VFL DATE 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"> - John Colman - Lester Crown <p>Send summary of interviews to VFL for circulation to senior policy advisors.</p>		HLZ	2/15/90	5/31/90	
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	
3.	<p>Arrange individual meetings of potential funders with MLM and HLZ.</p>		HLZ	3/6/90	5/31/90	
4.	<p>Consult with John Colman on desirability of a meeting before 6/12 with Chicago participants in local commission process.</p>		HLZ	3/6/90	5/31/90	

cc: Henry L. Zucker

TO: Seymour Fox, Mark Gurvis, Annette Hochstein

FROM: Virginia F. Levi 

DATE: March 23, 1990

SUBJECT: HIGHLIGHTS OF TELEPHONE CONVERSATION OF MARCH 22, 1990

Below is a brief summary of our telephone conversation of March 22, including reminders of assignments each of us has agreed to.

1. Research Status

- A. Ackerman--AH will Federal Express a copy to us for distribution to senior policy advisors.
- B. Aron on professionalization--AH has sent a revised list of senior policy advisors and instructions for printing. This will be ready to duplicate and distribute after SF calls Herman Stein and reviews and comments on the proposed cover letter.
- C. Aron--Teacher Census--Comments have been received from some senior policy advisors. MG will check with others. SF and AH are still considering whether or not this should be published.
- D. Davidson--He has comments from senior policy advisors. The next step is for SF to talk with him about the changes to be incorporated in the next draft. MG will check with Davidson on convenient times for a teleconference on March 27, 28, or 30 and will fax that information to SF.
- E. Zucker and Fox papers--It was agreed that these will not be reproduced and distributed to commissioners at this time.
- F. Reimer--SF will call and reinforce a deadline several days in advance of the April 22 senior policy advisors meeting.
- G. Reisman--MG will circulate the paper to policy advisors for comments.
- H. CAJE--This paper will not be published, but will provide useful material for lead communities. AH will discuss this with Elliot Spack.
- I. Fox/Scheffler paper--On schedule; should be in Cleveland by April 5, 1990.
- J. If we have not heard from MLM about the printing of report covers by the end of the day today (March 23), VFL will fax a copy of the memo recommending this process to SF for his use in talking with MLM on March 26.

K. VFL and MG will send SF a summary of the research budget.

2. Finn--SF reported that he had had a long meeting with Finn and his staff last week and has a teleconference scheduled for today. He and HLZ will talk in detail about Finn's progress on the final report. Following HLZ's return to Cleveland, we will talk concretely about a schedule for that report.
3. Interview Schedule--SF and AH agreed that this would be completed after Passover, in advance of the senior policy advisory meeting of April 22.
4. Plans for Meeting of April 22--We will decide during the teleconference on April 12 whether or not to proceed with the meeting. Current agenda items include:
 - A. Review interview schedule and assignments to commissioners
 - B. Status of final report
 - C. Time line and MO from April 1, 1990 to December 31, 1990
 - D. Funding
 - E. Update on IJE activity
 - F. Plans for June meeting
5. VFL agreed to call Loup's secretary to ensure that the correct Commission date is on his calendar.

Cancelled
4/22 meeting
on 4/9 to
Marian Flanagan
11:50 a.m.