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Series C: Council for Initiatives in Jewish Education (CIJE). 1988–2003.

Subseries 1: Meetings, 1990–1998.

Box
22

Folder
12

Planning and debriefing minutes, March 1993-April 1995.

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American Jewish Archives website.

MINUTES: CIJE Planning and Debriefing Meetings

DATE OF MEETING: February 24-25, 1993

DATE MINUTES ISSUED: March 10, 1993

PRESENT: Shulamith Elster, Seymour Fox, Ellen Goldring,
Annette Hochstein, Stephen Hoffman, Barry Holtz,
Martin Kraar, Virginia Levi, Morton L. Mandel,
Arthur Naparstek, Arthur Rotman, Jonathan Woocher,
Shmuel Wygoda, Henry Zucker

- I. The planning meeting opened with a review of our work with the Lead Communities. It was noted that visits had been made over the last several weeks to each of the communities and that each is at a different point of readiness of lay leadership, staff, and planners. CIJE is now working to clarify a vision of what we want to do in the Lead Communities.
- A. A primary goal is general mobilization--the formation of a wall-to-wall coalition. It appears that Milwaukee is closest to this goal and Atlanta has the farthest to go.
- B. In order to establish the current status and future needs of personnel in each community, we are encouraging each to undertake an educators survey that will clarify numbers and qualifications of current staff. At the same time, our field researchers are conducting interviews to learn about the perceptions and working conditions of current educators. When we know the key needs of each community, we will encourage in-service training through the Melton and Jerusalem Fellows programs in Israel and work with the denominational training institutions in the United States.
- C. In an effort to provide an early demonstration of action, we will encourage the communities to use the work of the Best Practices project to undertake:
1. a seminar for principals of supplementary schools,
 2. a seminar for lay leaders on change in Jewish education,
 3. a seminar for local rabbis, possibly with Joe Reimer, on their roles in supplementary school education, or
 4. discussions on upgrading the quality of the Israel experience.
- D. We will encourage the communities to establish a vision for Jewish education. This will be a long-term process which should begin now.

In the discussion that followed, it was noted that CIJE has a basic vision for each Lead Community. By working with the communities, we can help to raise their levels of expectations for themselves and enhance the planning process. This process will require time as relationships are built and the communities develop a clearer understanding of the role of CIJE. We are overcoming a period of skepticism in the communities as each begins to understand that it can be more effective with CIJE than without.

It was noted that we do not currently have signed agreements with the communities, but intend to move in that direction in the months ahead. One piece of such an agreement may be a clarification of the sort of lay and professional involvement we expect in each community.

In the first year we envision taking the following steps:

1. Community mobilization--establishment of a wall-to-wall commission.
2. Development of a joint planning process among the three communities.
3. Guided by the joint process, forward movement on the planning process in each community.
4. Development and administration of a survey to determine the current status of personnel in each community leading to the possible addition of 2-3 new positions, involvement in training programs, and the undertaking of pilot projects as described earlier.

- II. Following this discussion, there was detailed discussion and preparation for the meetings on February 25.

Assignment

It was noted that we had not adequately prepared our board members through either written or personal communication. We will move ahead in the coming weeks to reestablish a communication plan.

It was suggested that we involve our board members more actively by activating the three committees for which chairs have been identified: Lead Communities; Best Practices; Monitoring, Evaluation and Feedback. If board members take an active role in these activities, they will help to legitimize the CIJE process and will encourage involvement of local lay leaders within the three Lead Communities.

It was suggested that we consider establishing a finance committee, as well. This will be proposed to the Executive Committee of the board at its next meeting.

- III. Post-Meeting Debrief

Following the February 25 meetings, the staff group reconvened to review them and discuss next steps.

A. Executive Committee Meeting

It was reported that the Executive Committee discussed its role and concluded that the work of CIJE should be carried out through the work of the entire board. It was felt that a meeting schedule for the Executive Committee should evolve, but that two or at most three meetings per year are sufficient at present.

Executive Committee members accepted the current executive directorship arrangement. They would be happy if we could hire a "superstar" to serve as executive and will support the resumption of a search in the future, but are satisfied to proceed as we are.

The group agreed with the concept of working through committees and supported the recommendation that the committees be constituted and begin to function.

The current financial situation was shared briefly and it was reported that a meeting with the presidents and executives of our partner organizations is now being scheduled. It was suggested that a teleconference be held with Executive Committee members following that meeting to brief them on the outcomes.

It was clear that Executive Committee members wish to be fully engaged and to provide constructive support to the work of CIJE. It was noted in discussion that ongoing camper contacts are critical and must begin now.

B. Annual Meeting

It was felt that the meeting went well and that the attendance was very good. Scheduling was a concern and it was concluded that in the future we will return to the approach of holding our largest meeting in the morning.

It was suggested that at the next annual meeting we continue the practice of featuring the work of one foundation on behalf of Jewish education and that a good possibility for the next meeting might be the Cummings Foundation. It was also noted that we should prepare a letter to Rachel Cowan thanking her for considering membership on the CIJE board and noting our understanding of the Cummings Foundation policy against doing so.

Another suggestion for the next annual meeting is that we consider a report of general interest in the area of Jewish education such as that made by Marty Lipset last year on the population study.

C. Board Meeting

We will begin now to schedule the next board meeting for August and will plan to follow the practice of holding meetings in August and

Assignment

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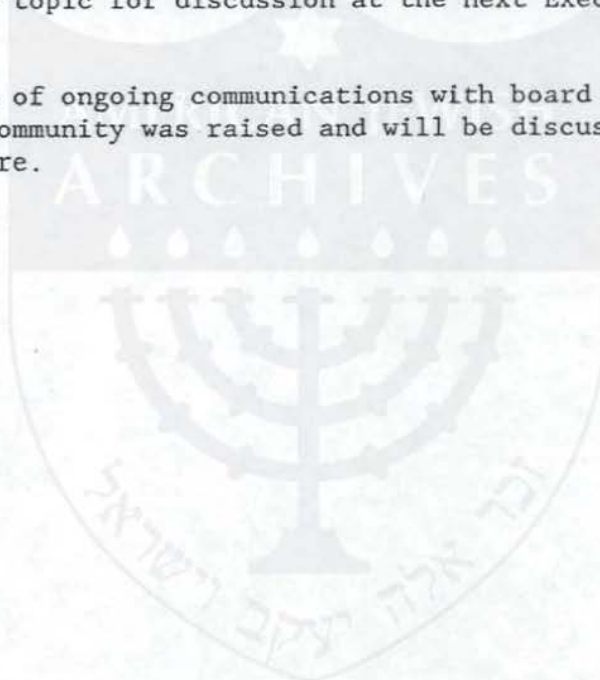
February. We will consider holding an Executive Committee meeting in the interim and having committee meetings in conjunction with the two board meetings. We will begin now to set dates for Board and Executive Committee meetings through February 1994. We may wish to schedule a cultural or informational session in the evening prior to a full day of CIJE meetings.

Assignment

In further discussion about the establishment of the three committees, the following recommendations were made with respect to staffing: Best Practices Committee--Barry Holtz; Lead Communities Committee--Shulamith Elster; Monitoring, Evaluation and Feedback Committee--Ellen Goldring/Adam Gamoran.

It was suggested that we consider adding a Development Committee. This is a topic for discussion at the next Executive Committee meeting.

The issue of ongoing communications with board members and the broader community was raised and will be discussed further in the near future.



Papers for 8/25/93
planning meeting

make
file

COUNCIL FOR INITIATIVES IN JEWISH EDUCATION

Planning Meeting

August 25, 1993

1:00 - 5:00 PM

Participants: Gail Dorph, Seymour Fox, Adam Gamoran, Annette Hochstein, Steve Hoffman, Alan Hoffmann, Barry Holtz, Ann Klein, Ginny Levi, Mort Mandel, Art Rotman, Jon Woocher, Shmuel Wygoda

I. Desired Outcomes of August 26 Meetings

MLM

A. Executive Committee

B. Board of Directors

Sense of progress and excitement, e.g.

- new CIJE staff
- local commissions in place; lay involvement
- deep interest in Best Practices
- educators survey as basis for plan for personnel
- monitoring, evaluation & feedback process in place

Plans for the future

II. Reports on Camper Contacts

MLM

Any comments on conversations with board members which should be considered as we move through the day?

III. Run through the day

MLM

A. Executive Committee

1. Attendance
2. Schedule: Gather at 9:30, convene at 10:00, conclude by noon
3. Detailed review of agenda

B. Board

1. Attendance
2. Schedule: Luncheon at noon; convene at 1:00, conclude by 4:00 PM
3. Detailed review of agenda

C. Reminder: debrief session 4:00 - 5:00 PM

August 25 Planning Meeting 1:00 - 5:00 PM

List of Participants

Gail Dorph
Seymour Fox
Adam Gamoran
Annette Hochstein
Stephen Hoffman
Alan Hoffmann
Barry Holtz
Ann Klein
Marty Kraar
Ginny Levi
Morton Mandel
Art Rotman
Jonathan Woocher
Shmuel Wygoda



MINUTES: **CIJE DEBRIEFING SESSION**

DATE OF MEETING: October 6, 1994

DATE MINUTES ISSUED: October 25, 1994

PRESENT: Morton L. Mandel - Chair, Gail Dorph, Adam Gamoran,
Ellen Goldring, Alan Hoffmann, Barry Holtz,
Daniel Pekarsky, Nessa Rapoport, Richard Shatten,
Virginia Levi (Sec'y)

The following points were made at the debriefing session:

1. The evening seminar was well attended. It was felt that better advance notice would have brought out significantly more people. In the future, refreshments should be available both before and following the seminar.
2. The presentation on the Educators Survey was well received by a board which is relatively knowledgeable. The audience at the GA will be less sophisticated and the presentation should be geared accordingly. It should not only relay bad news, but should be given in a context of hope. It should suggest clear next steps for both CIJE and those who hear the presentation. The graphics should be clear and consistent.
3. Time should be allowed for discussion after each presentation to the board. In this case, there may have been questions or comments relating to Alan's presentation on the state of CIJE.
4. Committee meetings went well. It helps to have a recorder who is neither chair nor staff. It was good to have the morning presentation before the committee meetings, to help focus the agenda.
5. It appears that David Hirschhorn is prepared to support the continuation of field researchers in the Lead Communities. Alan will follow up to insure that this link continues.
6. A label will be placed on the cover of each fact book inviting people to remove the contents, but requesting that they leave the books.
7. It was felt that the overall model of an evening event followed by the board meeting and committees the next day worked well. We will plan to follow the same approach for the April meeting, and we will continue to focus on the topic of leadership for the next seminar.

MINUTES: CIJE DEBRIEFING SESSION

DATE OF MEETING: April 27, 1995, 3:30 PM

DATE MINUTES ISSUED: May 15, 1995

PRESENT: Morton Mandel, John Colman, Gail Dorph,
Adam Gamoran, Ellen Goldring, Stephen Hoffman,
Alan Hoffmann, Barry Holtz, Daniel Pekarsky,
Nessa Rapoport, Esther Leah Ritz, Richard Shatten,
Virginia Levi

I. SEMINAR

Reactions to the seminar were extremely positive. People appreciated the focus on history.

Issues to consider for future seminars:

- A. We might ask someone other than MLM to chair.
- B. We may wish to consider a different place or room and a different set up, perhaps auditorium style with chairs in a semi-circle.
- C. We should identify people coming to the seminar whom we wish to cultivate and set up a camper system.
- D. Steve Solender would like to recommend additional key lay people for future invitations.
- E. As a means of board development/community mobilization, we may wish to invite some people to the seminar and as guests to the board meeting.

II. BOARD MEETING

- A. Time issues
 - 1. People liked the 9:30 a.m. start time and 3:00 PM conclusion time. We may wish to schedule other meetings in the same way.
 - 2. Committees need at least 90 minutes.
- B. We should experiment with a style other than frontal presentations.
- C. Staff should call their committee members between meetings to bring them up to date with CIJE happenings.

- D. As we increase the size of the board. We will need to develop an orientation program.

Assignment

- E. We should consider holding committee meetings between board meetings, possibly by video conferencing. VFL will explore this further with guidance from SHH.

Assignment

- F. Nessa will draft a letter to the non-attendees outlining the highlights of the meeting.



ASSIGNMENTS

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Function: CIJE DEBRIEFING SESSION

Subject/Objective: ASSIGNMENTS

Originator: Virginia F. Levi

Date: 4-27-95

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE
1.	Explore possibility of video conferencing for committee meetings with guidance from Steve Hoffman.		VFL	4/27/95	6/8/95
2.	Draft letter to Board Meeting non-attendees outlining highlights of the meeting.		NR	4/27/95	5/5/95

