



THE JACOB RADER MARCUS CENTER OF THE
AMERICAN JEWISH ARCHIVES

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

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

Subseries 1: Meetings, 1990–1998.

Box
23

Folder
9

Staff meetings. Minutes, assignments, and planning notes, 1992.

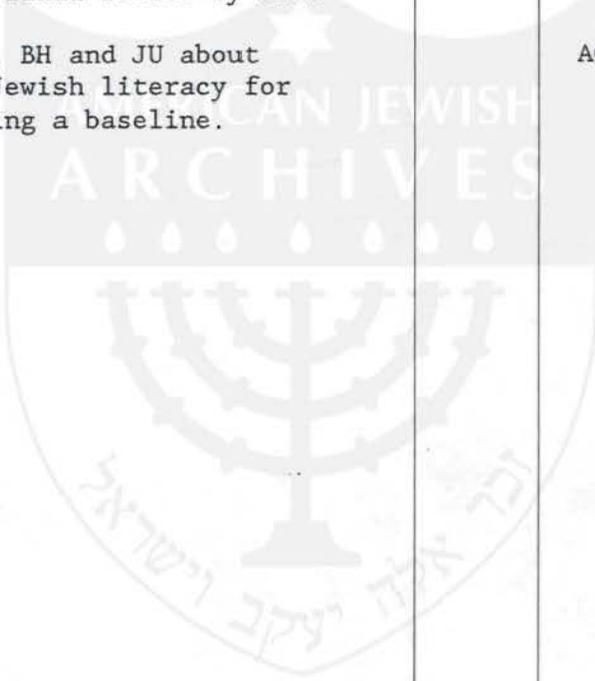
Pages from this file are restricted and are not available online. Please
contact the [American Jewish Archives](http://AmericanJewishArchives.org) for more information.

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF		
SUBJECT/OBJECTIVE	GAMORAN ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	2/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Review list of potential questions for the satellite telecon, suggest additional questions, and suggest responses to JM.		AG	2/4/92	2/14/92	✓
2.	Incorporate suggestions into position description and announcement for field researchers, for final review by SHH.		AG	2/4/92	3/6/92	
3.	Talk with SE, SF, BH and JU about a test of basic Jewish literacy for use in establishing a baseline.		AG	2/4/92	TBD	



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

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

FUNCTION	CIJE STAFF		
SUBJECT/OBJECTIVE	GURVIS ASSIGNMENTS		
ORIGINATOR	VFL	DATE	2/12/92

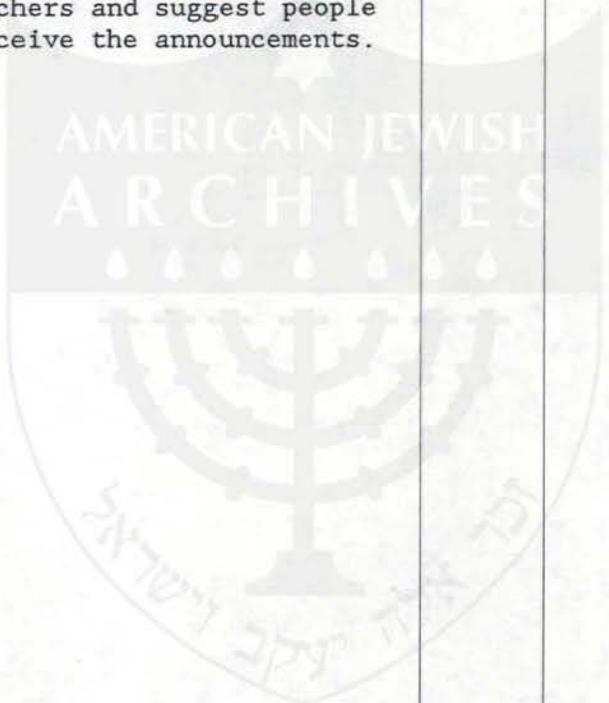
NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Review list of potential questions for the satellite telecon, suggest additional questions, and suggest responses to JM.		MG	2/4/92	2/14/92	✓
2.	Send comments to AG on the position announcement and position description for field researchers and suggest people and places to receive the announcements.		MG	2/4/92	2/28/92	
3.	Prepare an update of the paper done for the Israel seminar on involving community in lead communities, based on the discussion at the 2/4 meeting.		MG	2/4/92	3/6/92	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

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

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	HOLTZ ASSIGNMENTS
ORIGINATOR	VFL
DATE	2/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Review list of potential questions for the satellite telecon, suggest additional questions, and suggest responses to JM.		BH	2/4/92	2/14/92	✓
2.	Send comments to AG on the position announcement and position description for field researchers and suggest people and places to receive the announcements.		BH	2/4/92	2/28/92	



MINUTES: CIJE STAFF

DATE OF MEETING: April 15, 1992

DATE MINUTES ISSUED: April 16, 1992

PRESENT: Shulamith Elster, Stephen H. Hoffman, Stanley Horowitz,
Ann G. Klein, Virginia F. Levi (Sec'y), Morton Mandel,
Arthur J. Naparstek, Henry L. Zucker

BY TELECON: Seymour Fox, Annette Hochstein

I. Introduction

The primary purpose of this meeting was to strategize the response of CIJE to the unexpected number of responses to the call for preliminary proposals for the Lead Community Project. Twenty-three communities have submitted preliminary applications. How can we best take advantage of the interest of 23 communities that have expressed an interest in working with the CIJE to advance Jewish education in North America? Can we respond to these and the handful of additional cities that choose to join in a revised concept of lead communities that might involve coalitions for Jewish education?

Our original intention was to select 3-5 lead communities from the pool of applicants. It was suggested that this remains an important goal, but that we may also wish to work with a larger group of interested cities. We might establish regional clusters, coalitions of communities interested in building capacity in similar areas, or local centers of best practice to serve as models. It was suggested that, during the process of planning and implementation, a small number of communities would rise to the top and could eventually be designated as lead communities.

II. Discussion of Memorandum of April 13, 1992

A. Overview

AH provided a summary of the April 13 memorandum she and SF had prepared, "Lead Communities Revisited: Towards a Strategy for Implementation." We have learned through the recruitment process that there is a much greater interest in Jewish education at the local level than we anticipated. The large response suggests opportunities to (1) mobilize the North American Jewish community--lay, professional, and at large; (2) involve a wide range of continental partners (CJF, JCCA, JESNA, CAJE, CLAL, the training institutions, etc.); and (3) involve the communities in the process. The memorandum suggests that we work with all 23 communities, that we add others which express interest, and that we use the input of all participants to help us plan, structure and choose lead communities.

B. Discussion

It was agreed that we would talk first about the concept, leaving a discussion of practical matters for later.

A question was raised about how we might involve the communities in the selection process, as is proposed in the memorandum. One suggestion was that representatives of all interested communities might be convened to consider the lead community concept and review an outline of proposed content areas. Participants would be asked to comment on the feasibility of the recommended approaches and to suggest their own ideas. Following such a meeting the discussions would continue with individual communities or groups of communities. This gathering might be more a work session than a meeting. Community representatives, both lay and professional, would be invited to work together on areas of shared interest. We could take advantage of the expertise of national organizations and foundations. A "menu of interventions" might be put forth and participants invited to select those that meet their needs and are of interest.

It was suggested that advance work would have to be done with the 23 communities to determine the areas on which such a session should focus. CIJE would then ensure that experts were present to facilitate. We might present our assumptions on what will bring about change in Jewish education and review with the 23 communities how to ensure both scope and quality.

C. Getting Practical

Participants were asked to list practical considerations to this approach. The following initial list was developed:

1. We lack the staff resources to prepare
 - a. content areas
 - b. community organization work with the 23 communities
 - c. coordination of the interests and involvement of the continental agencies (contact, clarify, bring in, help them shape their agendas, etc.)
 - d. financing--for core activity and planning initiatives
2. Quality control
3. Timetable: It will take a substantial amount of time to get up and running; we may decide to implement in phases. The other "costs" of delay (credibility, current high level of expectations).

4. The general community will be confused about CIJE's goals and agenda. PR/communications are critical.
5. Community relations: What do we say to the 23 communities and the rest of North America that is watching while we rethink our approach?

It was agreed that participants should consider this further, try to identify the toughest obstacles possible, and communicate them to SE, who will work with SF and AH on a paper for discussion by this group. We will work toward a larger meeting in early May for which we should have developed responses to as many of these issues as possible.

Assignment
It was suggested that a meeting be scheduled for May 3, May 8, or May 10. A list of possible participants was included with the April 13 memo. VFL will poll that group to see which is the best date. The purpose will be to reconsider this approach and to conclude the day with agreement on how to proceed on lead communities.

Assignment
It was noted that we feel fairly confident of our ability to attract funders to support specific programs. It will be important to know if MAF is willing to serve as the court of last resort to ensure that the core operation can continue. SE and AH will outline what must be done over the next four months and beyond, what staffing would be required, and what the cost would be. This information should be available for MAF review before the May meeting takes place.

Assignment
It was agreed that a teleconference of this group would be scheduled for Monday, April 20 at 10:00 a.m. SE and AH will prepare a working paper for discussion. If they find it impossible to be ready by April 20, the meeting will be rescheduled for Thursday, April 23.

III. Additional Discussion

- A. How do we get the continental agencies to participate without raising significant turf problems? It was noted that the agencies want to participate. It was suggested that we call a "summit" and invite the professionals and presidents to come together to discuss this. They should be approached individually in advance and prepared for such a meeting.
- B. It was noted that demonstration projects that work are those that differentiate among the needs of different communities. We might consider establishing lead communities and, on another level, "lead programs" with the thought that lead programs could eventually become lead communities.
- C. It was reported that Charles Bronfman has agreed to serve on the Lead Communities Committee.

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	ELSTER ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/16/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With AH, develop a specific proposal for the CRB Foundation to introduce the Israel experience into Lead Communities.		SE	1/20/92	3/13/92	
2.	Prepare a draft statement clarifying the CRB role in lead communities and work with AH to develop it.		SE	3/8/92	3/13/92	
3.	Outline agenda options for a possible spring board meeting.		SE	3/8/92	3/13/92	
4.	With JM/JU, develop a first draft description of possible programs for implementation in lead communities and a cost range for each.		SE	2/4/92	3/16/92	
5.	Develop and circulate a list of proposed panelists for assignment to lead community review teams.		SE	2/4/92	3/20/92	
6.	Develop an outline for a preliminary plan to prepare seminars, continental agencies, and people at general universities to gear up to support lead communities.		SE	2/4/92	3/20/92	
7.	Discuss with SF and AH, the key elements for a paper on personnel in lead communities.		SE	2/4/92	3/20/92	
8.	Contact the following board members as follow up to the January 16 meeting and send brief report to VFL:		SE	8/29/91	4/15/92	
	<ul style="list-style-type: none"> a. Bill Berman b. Gerald Cohen c. Irwin Field d. Arthur Green e. Neil Greenbaum f. Tim Hausdorff g. Henry Koschitzky h. Mark Lainer i. Norman Lipoff j. S. Martin Lipset k. Matthew Maryles l. Florence Melton m. Melvin Merians n. Lester Pollack o. Richard Scheuer p. Bennett Yanowitz 					

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION CIJE STAFF

SUBJECT/OBJECTIVE ELSTER ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/16/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
9.	With AH, prepare a working paper for discussion at April 20 CIJE teleconference.		SE	4/15/92	4/20/92	
10.	With AH, prepare outline of what must be done over the next 4 months and beyond, and what the cost would be.		SE	4/15/92	4/24/92	
11.	Meet with Carl Scheingold regarding his work in the area of Jewish continuity.		SE	4/15/92	5/1/92	
12.	Develop a list of assignments, responsibilities, invitations, and obligations and work with MLM and HLZ to prioritize.		SE	4/15/92	5/1/92	
13.	Follow up with Cummings Foundation on funding.		SE	2/18/92	5/15/92	
14.	Prepare status reports on training, research, and Best Practices.		SE	9/3/91	monthly	
15.	Work with Barry Holtz on developing a Best Practices panel.		SE	1/23/91	ongoing	
16.	Work with SF and AH to develop concrete means of establishing Lead Communities.		SE	4/11/91	ongoing	
17.	Develop and maintain list of experts on which CIJE can draw.		SE	4/11/91	ongoing	
18.	With AH, clarify what we need from a planner in the area of training and consider contacting Roy Feldman of Boston as a possible consultant.		SE	9/3/91	TBD	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	FOX ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/16/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With AH, prepare a brief paper outlining the content of lead communities.		SF	2/4/92	3/16/92	
2.	With AH, prepare a proposal to submit to David Hirschhorn asking that he support the full cost of research and evaluation.		SF	3/8/92	3/31/92	
3.	Explore with Florence Melton the possibility of funding a mini-school in each Lead Community and general support for CIJE.		SF	8/28/91	3/92	
4.	Invite Rabbi Twersky to prepare an an op ed piece.		SF	10/30/90	3/92	
5.	Contact the following board members as follow up to the January 16 meeting and send brief report to VFL: a. Alfred Gottschalk b. David Hirschhorn c. Isadore Twersky		SF	8/29/91	4/15/92	
6.	Send SHH a list of suggested members of a training oversight committee.		SF	3/20/91	ongoing	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	HOCHSTEIN ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/16/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Distribute the revised proposal from Adam Gamoran to the Steering Committee.		AH	3/8/92	3/10/92	
2.	Discuss funding commitment figures with Jack Ukeles for clarification.		AH	3/8/92	3/13/92	
3.	With SF, outline a brief paper on the content of lead communities.		AH	2/4/92	3/20/92	
4.	With SF, prepare a proposal to submit to David Hirschhorn asking that he support the full cost of research and evaluation.		AH	3/8/92	3/31/92	
5.	Follow up with Eli Evans about Revson participation in the Lead Communities Project.		AH	3/8/92	4/15/92	
6.	With Barry Chazan and SE, prepare a background paper outlining the implementation of the Israel experience through Lead Communities.		AH	1/3/92	4/15/92	
7.	Contact the following board members as follow up to the January 16 meeting and send brief report to VFL: a. David Arnow b. Charles Bronfman c. Ludwig Jesselson d. Norman Lamm e. Esther Leah Ritz f. Ismar Schorsch		AH	8/29/91	4/15/92	
8.	With SE, prepare a working paper for discussion at April 20 CIJE teleconference.		AH	4/15/92	4/20/92	
9.	With SE, prepare outline of what must be done over the next 4 months and beyond, and what the cost would be.		AH	4/15/92	4/24/92	
10.	Prepare a paper summarizing the components of profession building and suggest where to begin.		AH	10/21/91	TBD	
11.	With SE, clarify what we need from a planner in the area of training, review with JESNA and JCCA, and consider contacting Roy Feldman of Boston as a possible consultant.		AH	9/3/91	TBD	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	HOFFMAN ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/16/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
	<u>IMMEDIATE ACTION</u>					
1.	Call Revson Foundation about CIJE funding.		SHH	2/18/92	3/10/92	
2.	Consider how to staff the review process.		SHH	3/8/92	3/13/92	
3.	Begin to consider an agenda for the next CIJE board meeting and whether to include funding of lead communities.		SHH	2/4/92	3/16/92	
4.	Secure second year CIJE funding from the Jim Joseph Foundation.		SHH	3/10/92	3/16/92	
5.	Write a memo on the issues of financing the lead communities.		SHH	3/10/92	3/16/92	
6.	Work with Jack Ukeles to arrange a retainer for funding the planning process of the lead communities.		SHH	3/10/92	3/20/92	
7.	Discuss funding approach to applicant communities with MLM.		SHH	3/8/92	3/20/92	
8.	With HLZ, SF, and AH, determine the funding CIJE will need to launch and support lead communities and how the funds will be raised. Consider the role of CIJE as "jump start" funder.		SHH	2/4/92	3/20/92	
9.	Develop a plan to get Ludwig Jesselson more involved in CIJE funding.		SHH	2/18/92	3/23/92	
10.	Develop a plan to approach Lester Pollack about CIJE funding.		SHH	2/18/92	3/23/92	
11.	Consider asking MLM to discuss CRB Foundation role in lead community selection with Charles Bronfman.		SHH	3/8/92	3/31/92	
12.	Recruit a chief professional officer.		SHH	8/7/90	3/92	
13.	Talk with Bob Hiller about how to approach the Zanvyl/Krieger Foundation for CIJE funding.		SHH	2/18/92	4/10/92	
14.	Contact Chuck Ratner as follow up to the January 16 meeting and send brief report to VFL.		SHH	8/29/91	4/15/92	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	HOFFMAN ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/16/92

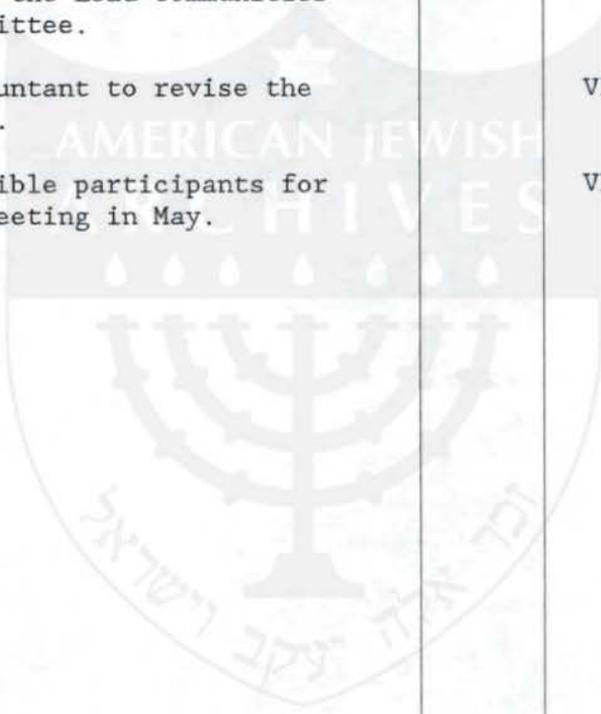
NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
15.	In consultation with staff, draft an outline of planning assignments and a management plan for CIJE. <u>AS TIME PERMITS</u>		SHH	2/4/92	4/30/92	
16.	With HLZ, consider the following persons for CIJE board membership: a. Rachel Cowan b. Eli Evans c. Doug Goldman		SHH	9/17/91	TBD	
17.	Discuss development of a portable benefits program with the CIJE board.		SHH	1/6/92	TBD	
18.	With Jonathan Woocher, schedule a meeting with Susan Crown to discuss Crown support for Best Practices.		SHH	9/17/91	TBD	
19.	Talk with Dina Charnin of the Dorot Foundation about CIJE funding.		SHH	1/20/92	TBD	
20.	Meet with Abramson, Gurvis, Rotman, Shrage, Syme and Woocher to determine how to proceed on community organization side of Lead Communities.		SHH	4/11/91	TBD	
21.	Follow up with Cummings Foundation.		SHH	8/7/90	TBD	
22.	Consider scheduling a series of meetings with the local leadership of 15-20 cities over a period of 6-9 months to present and discuss the final report.		SHH	8/22/90	TBD	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	LEVI ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/16/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Draft a letter to Yitzhak Yaacovy about the Cleveland group's visit to the Roman Gate.		VFL	3/10/92	3/12/92	
2.	Prepare a letter from MLM inviting Tim Hausdorff to join the Lead Communities Selection Subcommittee.		VFL	3/10/92	3/20/92	
3.	Work with an accountant to revise the CIJE billing form.		VFL	3/10/92	3/20/92	
4.	Poll list of possible participants for best date for a meeting in May.		VFL	4/15/92	4/20/92	



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	MANDEL ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/16/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Talk with Max Fisher about increasing his commitment of support for CIJE.		MLM	5/8/91	3/16/92	
2.	Talk to Leslie Wexner about CIJE funding.		MLM	1/20/92	3/31/92	
3.	Talk with Ratner family about CIJE funding.		MLM	1/20/92	4/1/92	
4.	Talk with Ludwig Jesselson about his cancellation of his CIJE commitment.		MLM	3/10/92	4/15/92	
5.	Talk with Lester Crown about working with MLM on the idea of Jewish education across the country.		MLM	1/20/92	TBD	
6.	Talk with Mel Merians about CIJE funding.		MLM	2/18/92	TBD	



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	WOOCHER ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/16/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SHH, plan to meet with Susan Crown.		JW	9/28/91	TBD	

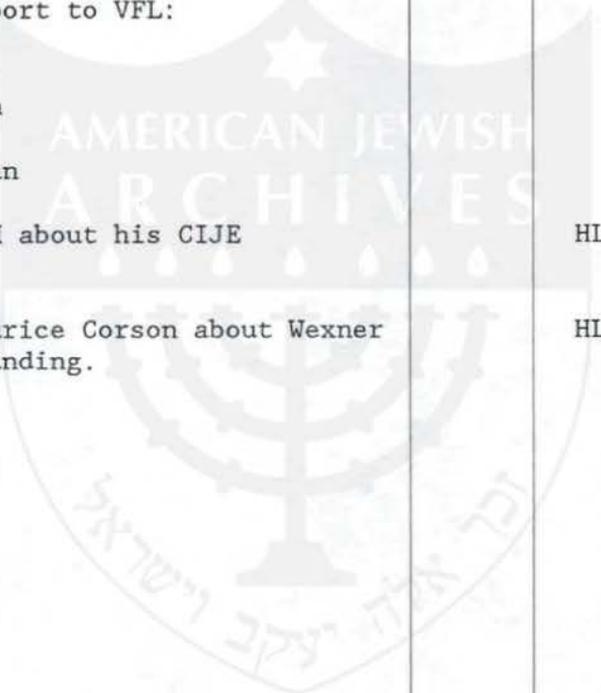


- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	ZUCKER ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/16/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Draft a letter to Charles Bronfman inviting him to join the Lead Communities Selection Subcommittee.		HLZ	3/10/92	3/16/92	
2.	Contact the following board members as follow up to the January 16 meeting and send brief report to VFL: a. John Colman b. Maurice Corson c. Max Fisher d. Charles Goodman		HLZ	8/29/91	4/15/92	
3.	Follow up with MLM about his CIJE assignments.		HLZ	7/3/91	ongoing	
4.	Follow up with Maurice Corson about Wexner Foundation CIJE funding.		HLZ	2/18/92	TBD	



MINUTES: CIJE STAFF
DATE OF MEETING: April 20, 1992
DATE MINUTES ISSUED: April 23, 1992
PARTICIPANTS: Shulamith Elster, Seymour Fox, Annette Hochstein,
Stephen H. Hoffman, Stanley Horowitz,
Virginia F. Levi (Sec'y), Morton Mandel,
Arthur J. Naparstek, Henry L. Zucker

I. Introduction

It was agreed at the meeting of April 15 that participants would consider the suggestion to expand the Lead Communities Project to involve all 23 of the communities which have expressed an interest. SE, SF, and AH prepared a paper which summarized the thinking on April 15, reviewed alternatives which had been considered since the April 15 meeting, and summarized in general terms the resources that would be required for each.

The meeting began with a review of the paper, dated April 20, 1992 and entitled The Lead Communities Project: Alternative Strategies and Estimated Resource Requirements. The paper outlined three alternative approaches:

A. Maximizing option

Select a small number of lead communities while forming coalitions of the remaining applicant communities to engage with continental agencies in profession building, community support and Israel experience programs.

B. Original option

Select three lead communities through a two-round process and engage in a five-year program for large-scale improvement of their local Jewish education programs.

C. Mixed option

1. Select three lead communities and proceed with a five-year program.
2. Invite all other applicant communities to participate in a limited effort to improve one or two aspects of their local Jewish education programs through work with continental agencies.

The paper continues with an outline of the human and financial resources that would be required to accomplish each of the outlined options.

II. Discussion

It was agreed that the maximizing option is the ideal, but that we do not have the human resources to undertake it now.

After further discussion, it was agreed that we would pursue the mixed option (C, above). The 23 lead community applications should now be reviewed as we work on developing a plan, including a timetable and content for addressing issues of the lead communities.

Assignment

It was agreed that there is some confusion and concern in the community about the decision to postpone review of lead community applications. SE and AH will work quickly to develop a talk piece for use in communicating with concerned individuals. This is to be completed by April 22 for review by MLM. SE will propose a list of individuals and communities to be contacted.

Assignment

It was agreed that we will hold a meeting of a larger staff group on Sunday, May 3 from 11:00 a.m. to 3:30 p.m. in New York to review current thinking with key individuals and plan for next steps through the selection of the communities. SE and AH will draft a plan for that meeting for consideration by MLM.



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	ELSTER ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/23/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With AH, develop a talk piece for use in communicating current lead communities approach to concerned individuals.		SE	4/20/92	4/24/92	
2.	With AH, draft a plan for May 3 meeting for consideration by MLM.		SE	4/20/92	4/28/92	
3.	Develop a list of assignments, responsibilities, invitations, and obligations and work with MLM and HLZ to prioritize.		SE	4/15/92	5/1/92	
4.	Meet with Carl Scheingold regarding his work in the area of Jewish continuity.		SE	4/15/92	5/6/92	
5.	With AH, develop a specific proposal for the CRB Foundation to introduce the Israel experience into Lead Communities.		SE	1/20/92	5/15/92	
6.	With JM/JU, develop a first draft description of possible programs for implementation in lead communities and a cost range for each.		SE	2/4/92	5/15/92	
7.	Discuss with SF and AH, the key elements of papers on content and personnel in lead communities.		SE	2/4/92	5/15/92	
8.	Follow up with Cummings Foundation on funding.		SE	2/18/92	5/15/92	
9.	With AH, prepare management plan for CIJE for the next 4 months and beyond.		SE	4/15/92	5/31/92	
10.	Work with AH on preparation of a draft annual operating budget.		SE		5/31/92	
11.	Contact the following board members following the May 3 staff meeting and send brief report to VFL:		SE		5/31/92	
	<ul style="list-style-type: none"> a. Bill Berman b. Gerald Cohen c. Irwin Field d. Arthur Green 					

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	ELSTER ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/23/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
	<ul style="list-style-type: none"> e. Neil Greenbaum f. Tim Hausdorff g. Henry Koschitzky h. Mark Lainer i. Norman Lipoff j. S. Martin Lipset k. Matthew Maryles l. Florence Melton m. Melvin Merians n. Lester Pollack o. Richard Scheuer p. Bennett Yanowitz 					
12.	Develop an outline for a preliminary plan to prepare seminaries, continental agencies, and people at general universities to gear up to support lead communities.		SE	2/4/92	6/15/92	
13.	Prepare status reports on training, research, and Best Practices.		SE	9/3/91	monthly	
14.	Work with Barry Holtz on Best Practices project.		SE	1/23/91	ongoing	
15.	Develop and maintain list of experts on which CIJE can draw.		SE	4/11/91	ongoing	
16.	With AH, clarify what we need from a planner in the area of training and consider contacting Roy Feldman of Boston as a possible consultant.		SE	9/3/91	TBD	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION CIJE STAFF

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL DATE 4/23/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Invite Rabbi Twersky to prepare an an op ed piece.		SF	10/30/90	3/92	
2.	With AH, prepare a brief paper outlining the content of lead communities.		SF	2/4/92	5/15/92	
3.	With AH, prepare a proposal to submit to David Hirschhorn asking that he support the full cost of research and evaluation.		SF	3/8/92	5/15/92	
4.	Discuss with SE and AH, the key elements of papers on content and personnel in lead communities.		SF	2/4/92	5/15/92	
5.	Explore with Florence Melton the possibility of funding a mini-school in each Lead Community and general support for CIJE.		SF	8/28/91	5/31/92	
6.	Contact the following board members following the May 3 staff meeting and send brief report to VFL: a. Alfred Gottschalk b. David Hirschhorn c. Isadore Twersky		SF		5/31/92	
7.	Send SHH a list of suggested members of a training oversight committee.		SF	3/20/91	ongoing	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	HOCHSTEIN ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/23/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SE, develop a talk piece for use in communicating current lead communities approach to concerned individuals.		AH	4/20/92	4/24/92	
2.	With SE, draft a plan for May 3 meeting for consideration by MLM.		AH	4/20/92	4/28/92	
3.	With SF, outline a brief paper on the content of lead communities.		AH	2/4/92	5/15/92	
4.	With SF, prepare a proposal to submit to David Hirschhorn asking that he support the full cost of research and evaluation.		AH	3/8/92	5/15/92	
5.	Follow up with Eli Evans about Revson participation in the Lead Communities Project.		AH	3/8/92	5/15/92	
6.	Discuss with SE and SF, the key elements of papers on content and personnel in lead communities.		AH	2/4/92	5/15/92	
7.	With Barry Chazan and SE, prepare a background paper outlining the implementation of the Israel experience through Lead Communities.		AH	1/3/92	5/31/92	
8.	Contact the following board members following the May 3 staff meeting and send brief report to VFL: a. David Arnow b. Charles Bronfman c. Ludwig Jesselson d. Norman Lamm e. Esther Leah Ritz f. Ismar Schorsch		AH		5/31/92	
9.	With SE, prepare management plan for CIJE for the next 4 months and beyond.		AH	4/15/92	5/31/92	
10.	Work with SE on preparation of a draft annual operating budget.		AH		5/31/92	

- ASSIGNMENTS
 - ACTIVE PROJECTS
 - RAW MATERIAL
 - FUNCTIONAL SCHEDULE
- 73890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	HOCHSTEIN ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/23/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
11.	Prepare a paper summarizing the components of profession building and suggest where to begin.		AH	10/21/91	TBD	
12.	With SE, clarify what we need from a planner in the area of training, review with JESNA and JCCA, and consider contacting Roy Feldman of Boston as a possible consultant.		AH	9/3/91	TBD	



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	HOFFMAN ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/23/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
	<u>IMMEDIATE ACTION</u>					
1.	Call Revson Foundation about CIJE funding.		SHH	2/18/92	3/10/92	
2.	Begin to consider an agenda for the next CIJE board meeting and whether to include funding of lead communities.		SHH	2/4/92	3/16/92	
3.	Secure second year CIJE funding from the Jim Joseph Foundation.		SHH	3/10/92	3/16/92	
4.	Write a memo on the issues of financing the lead communities.		SHH	3/10/92	3/16/92	
5.	Discuss funding approach to applicant communities with MLM.		SHH	3/8/92	3/20/92	
6.	With HLZ, SF, and AH, determine the funding CIJE will need to launch and support lead communities and how the funds will be raised. Consider the role of CIJE as "jump start" funder.		SHH	2/4/92	3/20/92	
7.	Develop a plan to get Ludwig Jesselson more involved in CIJE funding.		SHH	2/18/92	3/23/92	
8.	Develop a plan to approach Lester Pollack about CIJE funding.		SHH	2/18/92	3/23/92	
9.	Consider asking MLM to discuss CRB Foundation role in lead community selection with Charles Bronfman.		SHH	3/8/92	3/31/92	
10.	Recruit a chief professional officer.		SHH	8/7/90	3/92	
11.	Talk with Bob Hiller about how to approach the Zanvyl/Krieger Foundation for CIJE funding.		SHH	2/18/92	4/10/92	
12.	Contact Chuck Ratner following the May 3 staff meeting and send brief report to VFL.		SHH	8/29/91	5/31/92	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	HOFFMAN ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/23/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
	<u>AS TIME PERMITS</u>					
13.	With HLZ, consider the following persons for CIJE board membership: a. Rachel Cowan b. Eli Evans c. Doug Goldman		SHH	9/17/91	TBD	
14.	Discuss development of a portable benefits program with the CIJE board.		SHH	1/6/92	TBD	
15.	With Jonathan Woocher, schedule a meeting with Susan Crown to discuss Crown support for Best Practices.		SHH	9/17/91	TBD	
16.	Talk with Dina Charnin of the Dorot Foundation about CIJE funding.		SHH	1/20/92	TBD	
17.	Meet with Abramson, Gurvis, Rotman, Shrage, Syme and Woocher to determine how to proceed on community organization side of Lead Communities.		SHH	4/11/91	TBD	
18.	Follow up with Cummings Foundation.		SHH	8/7/90	TBD	
19.	Consider scheduling a series of meetings with the local leadership of 15-20 cities over a period of 6-9 months to present and discuss the final report.		SHH	8/22/90	TBD	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	MANDEL ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/23/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Talk with Max Fisher about increasing his commitment of support for CIJE.		MLM	5/8/91	3/16/92	
2.	Talk to Leslie Wexner about CIJE funding.		MLM	1/20/92	3/31/92	
3.	Talk with Ratner family about CIJE funding.		MLM	1/20/92	4/1/92	
4.	Talk with Ludwig Jesselson about his cancellation of his CIJE commitment.		MLM	3/10/92	4/15/92	
5.	Talk with Lester Crown about working with MLM on the idea of Jewish education across the country.		MLM	1/20/92	TBD	
6.	Talk with Mel Merians about CIJE funding.		MLM	2/18/92	TBD	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	WOCHER ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/23/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SHH, plan to meet with Susan Crown.		JW	9/28/91	TBD	



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	ZUCKER ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/23/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members following the May 3 staff meeting and send brief report to VFL: a. John Colman b. Maurice Corson c. Max Fisher d. Charles Goodman		HLZ		5/31/92	
2.	Follow up with MLM about his CIJE assignments.		HLZ	7/3/91	ongoing	
3.	Follow up with Maurice Corson about Wexner Foundation CIJE funding.		HLZ	2/18/92	TBD	

4/29/92

Council for Initiatives in Jewish Education
Expected Attendance
May 3, 1992 - 11:00 a.m. - 3:30 p.m.

Shulamith Elster ²¹²⁻⁸⁶⁴⁻⁰²⁰⁹ 301-230-2012
David Finn 914-633-8462
Neil Greenbaum *Warwick Hotel - NYC*
708-935-5556
Annette Hochstein
Stephen Hoffman 921-4091
Barry Holtz ~~292-6137~~
Stanley Horowitz 212-676-2797, 876-3623
Virginia Levi
Morton Mandel *leaving SF 11:00* ^{415-788-1234 Rm. 1117} *→ 4:20* - 212-838-0268
James Meier 212-662-3631
Arthur Naparstek 371-5221
Charles Ratner 751-4435
Jack Ukeles 212-543-6724
Jonathan Woocher 201-762-2535
Henry L. Zucker 292-6137

TO: Sandra Buckner
NAME
DEPARTMENT/PLANT LOCATION

FROM: Virginia Levi
NAME *VL*
DEPARTMENT/PLANT LOCATION

DATE: 7/7/92
REPLYING TO
YOUR MEMO OF: _____

SUBJECT:

This will confirm arrangements for a teleconference scheduled for Wed., July 8 at 5:00 pm. Following are the participants and their phone numbers:

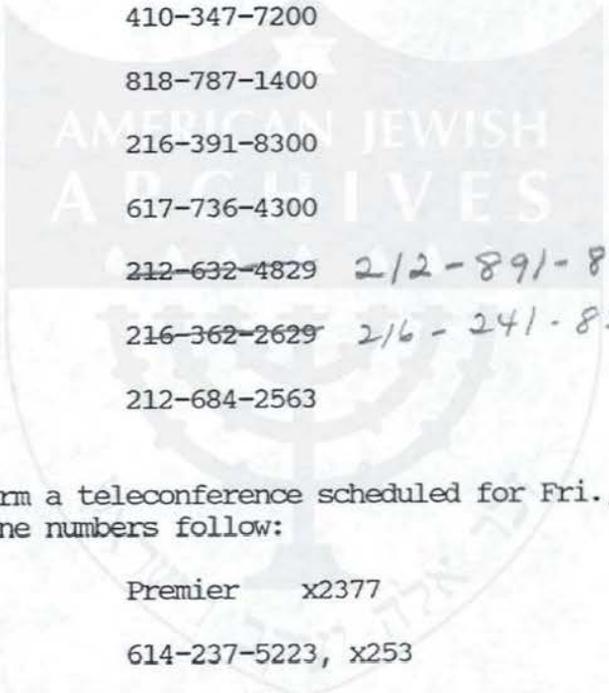
- | | | |
|------------------|-------------------------|--------------|
| Charles Bronfman | 514-878-5201 | 514-935-2037 |
| Shulamith Elster | 301-230-2012 | |
| Tim Hausdorff | 201-599-0674 | |
| David Hirschhorn | 410-347-7200 | |
| Mark Iainer | 818-787-1400 | |
| Mort Mandel | 216-391-8300 | |
| Mel Merians | 617-736-4300 | |
| Lester Pollack | 212-632-4829 | 212-891-8515 |
| Chuck Ratner | 216-362-2629 | 216-241-8550 |
| Art Rotman | 212-684-2563 | |

if he doesn't answer after 5 min, forget it

This will also confirm a teleconference scheduled for Fri., July 10 at 7:30 am. Participants and phone numbers follow:

- | | | |
|------------------|-------------------|-------|
| Ann Klein | Premier | x2377 |
| Shulamith Elster | 614-237-5223, | x253 |
| Seymour Fox | 011-972-2-618-728 | |
| Stanley Horowitz | 212-876-2797 | |
| Arthur Rotman | 914-254-5051 | |

I
R
E
F
E
R
E
N
C
E
S
O
F
F
I
C
E
C
O
R
R
E
S
P
O
N
D
E
N
C
E



g - Pls call Andrea + ask her to
let us know, if possible, what
this call ends up costing.

FL - MCM - 407-844-9749

MA - AJN - 508-693-4542

~~MD - SE - 301-230-2012~~

NY - AR - 212-532-4949

NY - SBH - 212-876-2797

JERS. - SF - 011-972-2-618 728

~~ITALY - AH - 011-39-6-679-2446~~

CL - ~~SF~~ VFL 216-391-8300 ex. 2377
HL2

1 hour - \$170 from time
leader (VFL) picks up phone until
everyone hangs up. Premier get a 4%
discount.

Mandel Institute

מכון מנדל

Tel. 972-2-617 418; 618 728

Fax: 972-2-619 951

Facsimile Transmission

To: <u>Art Rotman</u>	Date: <u>10/11/92</u>
From: <u>Quette Hochster</u>	No. Pages: <u>1</u>
Fax Number: _____	

Dear Art,

Re: your fax of November 9

1. The two Mandel Institute staff members joining us are:

Daniel Marom -- researcher, the Mandel Institute.

Mr Marom, a Jerusalem Fellow, is a specialist in teacher-training and Jewish history. He is the coordinator of the Institute's project on "the Educated Jew".

Shmuel Wygoda - researcher, the Mandel Institute.

Rabbi Wygoda, a Jerusalem Fellow, has recently joined the Institute following 5 years in Montreal where he served as Principal of the "Hebrew Academy" day school. He is the coordinator of the Institute's project on Personnel for Jewish Education.

2. I would love to discuss the agendas with you: the intensive work we are doing here in preparation of the meetings will probably lead to revisions.

3. Your remark on the composition of the group for Nov.23/24 is right. We should discuss this later today when we speak.

Best Regards,

Quette



15 EAST 26TH STREET • NEW YORK, NY 10010-1579 • PHONE (212) 532-4949 • FAX (212) 481-4174

CIJE Staff Meeting

AGENDA

Thursday, November 19

12:30 pm - 1:15 pm Lunch

1:15 pm - 3:00 pm Lead Communities Concept in Action -
Discussion of a document that will
be to interpret project to Lead
Communities

- A. Rotman

3:15 pm - 4:45 pm

The First Year

- A. Rotman, S. Elster

A. Desired Outcomes

- S. Elster

B. Expectations of CIJE

- B. Holtz

- Best Practices

- B. Holtz

- Monitoring, evaluating and
feedback

- Mobilization of funding
resources

E. Goloring

- Talent Bank

- A. Naparstek

- Goals Project

- J. Meier

- Pilot Projects

- A. Hochstein

- Other

- A. Hochstein

C. Expectations of Lead
Communities

- S. Elster, J. Ukeles

- Short and Long Range Plan

- Self Assessment

- Desired Outcomes

- Involvement of Broad Spectrums

- Development of Plus Resources
for Jewish Education

5:00 pm - 6:15 pm

Community Mobilization and
Work Process

- J. Ukeles

A. Introduction of Lead Communities
Idea into the Community

B. Local Mechanism for Implementation

C. Organizational and Process Issues

Friday, November 20**8:30 am - 10:15 am****Lead Communities Planning Workshop
[November 23-24]**

- J. Ukeles

- A. Desired Outcomes and Format
- B. Participants
- C. Program
- D. Timetable
- E. Evaluation

10:30 am - 12 noon**Next Steps**

- A. Rotman

- A. Working with Purveyors of Educational Services
- B. Fund Raising
- C. Next Staff Meeting
- D. Assignments
- E. Timetable
- F. Other



CIJE STAFF MEETING*Suggested Agenda***Thursday November 19th and Friday November 20th, 1992****TOPIC: YEAR 1 WORKPLAN****A. The First Year Assignment**

1. Overview
2. Desired Outcomes

B. Projects

1. Introduce best practices project (discuss with community, choose, develop strategy for adopting best practices).
2. Implement pilot projects in key area of endeavor (personnel and community).
3. Launch the goals project with reference to monitoring, evaluation and feedback project.
4. Introduce the monitoring, evaluation, feedback project and set up feedback process.

C. The Planning Assignment for Lead Communities

1. Educational self-assessment
2. The 5-year plan

D. Community Mobilization and Work Process

1. Introducing the Lead Community idea into the community
 - a. Desired outcomes (what do we need members of each of the following groups to know?)
 1. Lay leaders
 2. Professionals and planners
 3. Educators and rabbis
 - b. Methods and setting (individual meetings, seminars, workshops)
 - c. Timetable

2. The local mechanism for implementation
 - a. Representativeness
 - b. Staffing
 - c. Process
 3. Other organizational and process issues
- E. **Lead Communities Planning Workshop (Nov. 23-24)**
1. Desired outcomes and format
 2. Participants
 3. Program
 4. Timetable
- F. **Other CIJE Assignments:**
1. Working with purveyors of educational services (e.g., training institutions, JCCA, JESNA, CLAL, CAJE, etc.)
 2. Working with foundations
 3. Fundraising
- G. **Next Steps**
1. Next staff meeting
 2. Assignments
 3. Timetable
 4. Other

COUNCIL FOR INITIATIVES IN JEWISH EDUCATION

CIJE STAFF MEETING Thursday, November 19, 1992 Friday, November 20, 1992

Participants: S. Elster, S. Fox, E. Goldring (Arrival 1:00 p.m. Thurs.), S. Greenfield (Arrival 3:00 p.m. Thurs.) , A. Hochstein, B. Holtz (Arrival 3:30 p.m. Thurs.), D. Marom, J. Meier, A. Naparstek (Arrival 3:00 p.m. Thurs.), A. Rotman, J.A. Schaffer, J. Ukeles (Arrival 3:30 p.m.Thurs.) , J. Woocher, S. Wygoda

AGENDA

THURSDAY, NOVEMBER 19

NOTE: Aside from starting and adjournment times, all times are approximate

12:30
(Including Lunch)
NY County Medical
Society, Suite 1101
15 East 26th St., 11th fl.

THE FIRST YEAR

- Overview and Work Plan
- Desired Outcomes

- Expectations of CIJE
 - Pilot Projects
 - Goals Project
 - Other

- Planning with Lead Communities
 - Short & Long Range Plan
 - Self Assessment

3:30 p.m.

BREAK

3:45 P.m.

BEST PRACTICES

4:30 p.m. COMMUNITY MOBILIZATION AND WORK PROCESS

- Introduction of Lead Communities Idea into the community
- Local Mechanism for Implementation
- Organizational and Process Issues

5:45 p.m. GOVERNANCE AND FINANCES

6:30 p.m. ADJOURN

FRIDAY, NOVEMBER 20

8:30 a.m.
JCCA Conference Room
14th floor

LEAD COMMUNITIES PLANNING WORKSHOP
(November 23-24)

- Desired Outcomes and Format
- Participants
- Program
- Timetable
- Evaluation

10:15 a.m. MONITORING, EVALUATION, AND FEEDBACK

11:15 a.m. OTHER WORK AND NEXT STEPS

- Purveyors
- Next Staff Meeting
- Assignments
- Timetable
- Other

12:00 p.m. ADJOURN