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Staff meetings. Minutes and assignments,
July 1993-September 1993.

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Council for Initiatives
in
Jewish Education

Date sent: **7/27**

Time sent: **8:30**

No. of Pages (incl. cover):

To: Barry Holtz

From: Ginny Levi

Organization:

Phone Number:

Phone Number:

Fax Number: (212) 749-9085

Fax Number: (216) 391-5430

Comments:



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this transmission, please call:
216-391-1852

MEMO TO: CIJE Staff Telecon Group

FROM: Virginia F. Levi

DATE: July 13, 1993

Linney

The CIJE staff telecon scheduled for Wednesday, July 14 has been cancelled. I propose that we schedule the next two telecons for Thursdays at 9:00 a.m. eastern daylight time on July 22 and July 29. Please let me know of your availability.



CIJE TELECONFERENCE

Friday, July 23 at 2:00 p.m.

Esther Leah Ritz	(414) 291-9220
John Colman	(708) 835-1209
Lester Pollack	(212) 632-4829
Melvin Merians	(914) 834-3125
Charles Goodman	(312) 899-5020
Charles Ratner	(216) 267-1200

Morton L. Mandel
Sunny Levi



DRAFT 7/19/93

AGENDA
CIJE STAFF TELECON
July 22, 1993
9:00 AM (EDT)

Participants: Seymour Fox, Annette Hochstein, Steve Hoffman, Alan Hoffmann, Barry Holtz, Ginny Levi, Shmuel Wygoda, Henry L. Zucker

Assignment

- | | | |
|------|---|--------|
| I. | Review minutes of June 30 | VFL |
| II. | Review assignments of June 30 | VFL |
| III. | Aug. 26 Board Meeting | |
| | A. Contacts with campers | VFL |
| | 1. Status of calls | |
| | 2. Reassign Billie Gold - for this meeting, only | |
| | B. Status of materials to be mailed in advance | SW |
| | C. Materials for meeting books | VFL |
| | 1. Minutes of Feb. Board meeting | |
| | 2. Progress Report | |
| | 3. Gamoran and Holtz reports | |
| | 4. Board and Staff lists | |
| IV. | Staff meeting | VFL/SW |
| | A. Times: 10 am on 8/19 to 4 pm on 8/20 | |
| | B. Location: American Friends of Hebrew University? | |
| | C. Agenda | |
| | D. Attendance | |
| V. | Lead Communities Joint Meeting | ARH |
| | A. Jerusalem simulation | |
| | B. Status of agenda planning | |
| VI. | Discuss BH draft letter to Rachel Cowan | BH |

VII. Status reports on communities

Team

- A. Atlanta
- B. Baltimore
- C. Milwaukee

VIII. Schedule next telecon

VFL

Thurs., July 29, 9:00 am (EDT)



MINUTES: CIJE Staff Teleconference

DATE OF MEETING: July 22, 1993

DATE MINUTES ISSUED: July 26, 1993

PRESENT: Seymour Fox, Annette Hochstein, Stephen Hoffman,
Alan Hoffmann, Barry Holtz, Virginia Levi (Sec'y),
Shmuel Wygoda, Henry L. Zucker

COPY: Gail Z. Dorph, Morton L. Mandel

I. The minutes and assignments of June 30 were reviewed.

- Assignment A. SF will talk with David Hirschhorn about finalizing arrangements for a Blaustein grant as soon as Mr. Hirschhorn has recovered from his recent surgery. It still seems likely that we will be able to announce the grant on August 26.
- B. MLM is trying to arrange a meeting with Gershon Kekst in New York. He hopes to speak with Mr. Kekst before he meets with SF in Israel on August 3.
- C. MLM plans to talk with Erica Jesselson about how the Jesselson family will relate to CIJE. He will suggest that a family member serve on the board. He hopes to hold this meeting prior to the August board meeting.
- Assignment D. It was agreed that we need to develop a more systematic approach to the distribution of CIJE materials. A case in point is the haphazard way in which the publication on Best Practices in Supplementary Schools was distributed. BH will meet with Jon Woocher to get some guidance on how we might identify appropriate audiences. That meeting will be for information, only.
- E. Another item for future CIJE consideration is the status and best use of senior advisors.
- Assignment F. VFL will work with CJF to schedule a meeting of CIJE with Lead Community representatives on Tuesday, November 16.
- Assignment G. SHH will call Carl Sheingold to talk about a CIJE slot on the GA agenda.

II. August 26 Board Meeting Preparations

A. Camper Calls

Counselors are beginning to make phone calls and will submit written reports to VFL as they are completed. Barry Holtz will talk with

Billie Gold. VFL will get SF a California phone number for Seymour Martin Lipset.

B. Materials to be mailed in advance.

1. Barry Holtz has submitted a report on best practices. He will have feedback from the Mandel Institute by July 27.
2. Adam Gamoran will have his paper to ARH around July 27.

C. It was agreed to recommend that the following materials be included in the meeting books:

1. Minutes of February board meeting.
2. Progress report.
3. Best Practices report.
4. Monitoring, evaluation and feedback report.
5. Bios on Gail Dorph, Adam Gamoran, Ellen Goldring, Alan Hoffmann and Barry Holtz.
6. Board and staff lists.

III. August Staff Meeting

- A. The meeting will take place at the American Friends of Hebrew University, 11 East 69th Street, New York. It will begin on August 19 at 10 a.m. and conclude on August 20 at 4 p.m.
- B. Participants will include Gail Dorph, Seymour Fox, Ellen Goldring, Annette Hochstein, Barry Holtz, Alan Hoffmann, Ginny Levi and Shmuel Wygoda.
- C. The agenda will include the following:
 1. Bringing new staff people on board.
 2. Preparations for Baltimore meeting.
 3. Preparations for board meeting.
 4. Develop annual work plan.

IV. Lead Communities Joint Meeting

Assignment

- A. The meeting on August 23 will begin with lunch at noon at THE ASSOCIATED in Baltimore. It will go into the evening on Monday and conclude by 4 p.m. on Tuesday, August 24. CIJE staff will meet at THE ASSOCIATED by 10:30 a.m. to do final planning for the meeting.
- B. The meeting will focus on each community's plans for the year. (Each will be asked to prepare a written document in advance.) We seek the following products during this year:
1. Complete the educators surveys and data analysis and plan for personnel development in each community.
 2. Continue to gather data.
 3. Develop action plans.
 4. Clarify monitoring, evaluation and feedback work.
 5. Integrate the goals project and best practices work.

It was suggested that each community needs a strategic vision to shape approaches and outcomes. This will be the primary topic of discussion among CIJE staff at 10:30 on August 23 in Baltimore.

Assignment

- V. A draft letter reporting on the Best Practices project from Barry Holtz to Rachel Cowan was discussed. It was concluded that the letter is fine as is, but it was suggested that a sentence be added indicating that BH looks forward to meeting to discuss plans for the future.

It was noted that we should give greater attribution to the Cummings Foundation. The foundation name will be included in future editions of the Best Practices in Supplementary Schools report. It was noted that whenever we write anything about a funded project, we should be certain to refer to the funder.

BH was asked about feedback he has received to the report. He noted that while feedback has been generally very positive, people have noted that it would be useful to have more analysis on how a successful school achieved that success. It was noted that in-depth portraits are the best way to achieve that goal and will be included in future editions.

It was suggested that Rachel Cowan be invited to the August 26 board meeting as a guest.

VI. Status Reports on Communities

A. Milwaukee

SHH reported having spoken with Howard Neistein about Milwaukee's needs for planning. It appears that Milwaukee is seeking ongoing guidance to walk them through the process of strategic planning. Neistein is not planning to be deeply involved in this process.

Assignment

It was suggested that ADH should consider what kind of planning help Milwaukee requires and how to proceed with this.

VFL noted a request from Ruth Cohen for suggestions of someone to lead a Milwaukee discussion on visioning in October. [The retreat originally scheduled for August has been rescheduled for October and this is the event at which they wish to have guidance from a person with "vision."] They have invited Barry Chazan, who is not available. If CIJE wishes to have input into the selection of a discussion leader, we should move quickly.

B. Atlanta

SHH reported that Steve Gelfand is planning to become the lead planner on the education agenda in Atlanta. He is anxious to see Atlanta move forward with CIJE this summer. It was proposed that a teleconference be scheduled with Gelfand to discuss his thinking prior to the Baltimore meeting. VFL will try to arrange this for Thursday, July 29 at 10 a.m. [Later: Gelfand reported to VFL that it is premature to have such a telecon. He is at a very preliminary point in his thinking and wants to talk with local lay leaders before meeting with CIJE.]

C. Baltimore

It was concluded that a teleconference with Darrell Friedman is not necessary. Communication appears to be good and Baltimore is not waiting for a telecon.

It was noted that Baltimore is in the final stages of approving a strategic plan. VFL will get a copy of that plan from Mark Gurvis and send it to Israel. [Later: Mark did not have the plan. Chaim Botwinick indicated that it is to be approved on July 30 and that he will send it to both Cleveland and Israel following that approval.]

VII. The next telecon is scheduled for Thursday, July 29 at 9 a.m. eastern daylight time.

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

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

FUNCTION	CIJE STEERING COMMITTEE	
SUBJECT/OBJECTIVE	FOX ASSIGNMENTS	
ORIGINATOR/PROJECT LEADER	VFL	DATE 7/22/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Finalize arrangements for Blaustein grant with D. Hirschhorn.		SF	7/22/93	8/15/93	
2.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Alfred Gottschalk b. David Hirschhorn c. S. Martin Lipset d. Florence Melton e. Isadore Twersky		SF	2/25/93	8/15/93	
3.	With AH and BH, draft a job description for Barry Holtz.		SF	5/19/93	8/19/93	
4.	With SHH, develop a plan for involving denominations in each Lead Community process.		SF	3/31/93	12/1/93	



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☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	HOCHSTEIN ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	7/22/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Prepare a recommendation for a policy on the use of materials and data generated by CIJE.		ARH	7/9/93	8/12/93	
2.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. David Arnow b. Norman Lamm c. Esther Leah Ritz d. Ismar Schorsch		ARH	2/25/93	8/15/93	
3.	With SF and BH, draft a job description for Barry Holtz.		ARH	5/19/93	8/19/93	
4.	With VFL, develop plan to support each item on the CIJE PERT chart.		ARH	5/19/93	8/31/93	



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☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	S HOFFMAN ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	7/22/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Explore availability and cost of office space at UJA/Federation .		SHH	7/9/93	7/30/93	
2.	With HLZ, talk with MLM about the advisability of approaching Jesselson family to partner with Jim Joseph grant.		SHH	6/8/93	8/15/93	
3.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Jay Davis b. Charles Goodman c. Marvin Lender d. Norman Lipoff e. Charles Ratner f. Bennett Yanowitz		SHH	2/25/93	8/15/93	
4.	Call Carl Sheingold to talk about CIJE slot on the GA agenda.		SHH	7/22/93	8/19/93	
5.	With Alan Hoffmann, confer by telephone with chief professional of each Lead Community to encourage them to interview Senior Educators.		SHH	5/19/93	TBD	
6.	Propose to MLM that he talk with Roy Hoffberger about the Lead Community process in Baltimore and provide an outline of discussion points.		SHH	3/24/93	TBD	
7.	With SF, develop a plan for involving denominations in each Lead Community in CIJE.		SHH	3/31/93	TBD	

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

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FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	A HOFFMANN
ORIGINATOR/PROJECT LEADER	VFL
DATE	7/22/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Draft a mission statement for the Lead Communities project.		ADH	7/22/93	8/19/93	
2.	Redraft PERT chart on which clear milestones for CIJE are highlighted.		ADH	7/22/93	8/19/93	
3.	Work with CRB Foundation to clarify relationship of Israel experience programs to Lead Communities.		ADH	7/22/93	8/19/93	
4.	With staff, prepare time line and action plan for CIJE.		ADH	6/17/93	8/20/93	
5.	Consider what planning support Milwaukee requires and how best to help.		ADH	7/22/93	TBD	

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

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FUNCTION	CIJE STEERING COMMITTEE	
SUBJECT/OBJECTIVE	HOLTZ ASSIGNMENTS	
ORIGINATOR/PROJECT LEADER	VFL	DATE 7/22/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Complete and mail report to Cummings Foundation.		BH	7/22/93	8/2/93	
2.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Gerald Cohen - done b. Susan Crown c. Billie Gold d. Neil Greenbaum - done e. Thomas Hausdorff f. Mark Lainer - done g. Matthew Maryles - done h. David Teutsch - done		BH	6/30/93	8/15/93	
3.	Meet with J. Woocher for guidance on approach to mailing publications.		BH	7/22/93	8/19/93	
4.	With SF and ARH, draft a job description for Barry Holtz.		BH	5/19/93	8/19/93	
5.	Prepare a memo summarizing proposal on distribution of CIJE materials.		BH	5/28/93	8/21/93	
6.	Work with Atlanta on filling the position of Director of the Lead Community project.		BH	6/16/93	12/15/93	
7.	Prepare suggestions for how to proceed with pilot projects in Atlanta.		BH	3/5/93	TBD	
8.	Work with Milwaukee on pilot projects.		BH	4/29/93	TBD	
9.	Begin work with Baltimore on a pilot project.		BH	3/5/93	TBD	



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☐ FUNCTIONAL SCHEDULE

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL DATE 7/22/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Schedule joint telecon of search and executive committees to consider Hoffman appointment; prepare bios on CIJE staff; draft talk piece on Lead Communities.		VFL	7/9/93	7/22/93	
2.	With SW, draft a written progress report to be sent to the board in early August.		VFL	6/17/93	8/1/93	
3.	Work with CJF to schedule a meeting of CIJE with Lead Community representatives on 11/16, in conjunction with the GA.		VFL	7/22/93	8/19/93	
4.	With ARH, develop plan to support each item on the CIJE PERT chart.		VFL	5/19/93	8/31/93	
5.	Plan to discuss letters of agreement for the Lead Communities. Consider including our expectations regarding the sort of lay and professional involvement we expect.		VFL	4/7/93	10/1/93	
6.	Schedule a telecon with Executive Committee members following a meeting of presidents and executives of partner organizations.		VFL	2/25/93	TBD	
7.	Develop a communications program: internal; with our board and advisors; with the broader community.		VFL	4/7/93	TBD	



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- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
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FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	MANDEL ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	7/9/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Charles Bronfman b. Max Fisher c. Lester Pollack d. Richard Scheuer		MLM	2/25/93	8/15/93	
2.	Consider establishing a finance committee.		MLM	4/7/93	8/31/93	
3.	Visit with Erica Jesselson to get her on board to support CIJE.		MLM	6/17/93	8/31/93	



PREMIER INDUSTRIAL CORPORATION

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☐ ACTIVE PROJECTS
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☐ FUNCTIONAL SCHEDULE

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE WYGODA ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 7/22/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Ask AG to prepare a report on progress and plans for the second year of the Monitoring, Evaluation & Feedback project.		SW	6/30/93	8/1/93	
2.	With VFL, draft a written progress report to be sent to the board in early August.		SW	6/30/93	8/1/93	
3.	Ask each Lead Community to prepare notes on annual plan for Baltimore meeting.		SW	7/22/93	8/2/93	



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☐ RAW MATERIAL
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FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	ZUCKER ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	7/22/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Encourage MLM to invite a Jesselson family representative to August 26 board meeting.		HLZ	6/30/93	7/15/93	
2.	With SHH, talk with MLM about the advisability of approaching Jesselson family to partner with Jim Joseph grant.		HLZ	6/8/93	8/15/93	
3.	Schedule a telecon of MLM with Gershon Kekst to discuss CIJE.		HLZ	4/29/93	8/15/93	
4.	Schedule meeting of MLM, AJN, and HLZ to discuss CIJE funding.		HLZ	7/9/93	7/30/93	
5.	With VFL, prepare C. Ratner to report on Lead Communities at board meeting.		HLZ	6/17/93	8/15/93	
6.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Mandell Berman b. John Colman c. Maurice Corson		HLZ	2/25/93	8/15/93	
7.	Encourage MLM to talk with Corky Goodman prior to scheduling a meeting with the presidents and executives of CJF, JCCA and JESNA.		HLZ	3/24/93	TBD	
8.	Arrange meeting for MLM with presidents and executives of CJF, JCCA and JESNA and second meeting to include CRB, Crown, Avi Chai, Wexner and other funders.		HLZ	1/28/93	TBD	

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Council for Initiatives
in
Jewish Education

Date sent: 7/28 Time sent:

No. of Pages (incl. cover): 7

To: Barry Holtz

From: Ginny Levi

Organization:

Phone Number:

Phone Number:

Fax Number: (212) 749-9085

Fax Number: (216) 391-5430

Comments:

Barry,
Confirming telecan for tomorrow,
July 29, 9 AM at 212-678-8034
number.

MEB

If there are any problems receiving
this transmission, please call:
216-391-1852

MEMO TO: Gail Dorph, Seymour Fox, Ellen Goldring, Annette Hochstein, Alan Hoffmann, Barry Holtz, Shmuel Wygoda,
FROM: Virginia F. Levi *Levi*
DATE: July 26, 1993
SUBJECT: August Staff Meeting

This will confirm plans for a meeting of the group listed on this memo on Thursday, August 19 and Friday, August 20 in New York. The meeting will begin promptly at 10:00 a.m. on Thursday and conclude on that day at 8:30 p.m. We will reconvene at 8:45 a.m. on Friday and conclude by 4:00 p.m.

The meeting will take place at:

American Friends of the Hebrew University
Institute of Contemporary Jewry
11 East 69th Street
New York, NY 10021
FAX: 212-744-2324
PHONE: 212-472-9800

I look forward to seeing you there.

(S)

AMERICAN FRIENDS OF THE HEBREW UNIVERSITY

Institute of Contemporary Jewry

11 East 69th Street

New York, NY 10021

FAX: 212-744-2324

TEL: 212-472-9800

FAX TRANSMITTAL SHEET

DATE: 7/21/93

TO: Prof. Seymour Fox

FROM: ALIZA SABLE

FAX: 2-619-951 - Mandel Institute

NUMBER OF PAGES (INCLUDING THIS COVER SHEET): 1

SUBJECT: August meetings

Dear Seymour:

The American Friends is available for your August meetings. They will not charge a room fee, so your expenses will be only for the food and overtime for the maintenance man who will be setting and clearing everything up. I have to know the following information:

1) A Melton Center/Hebrew University Israeli budget number that the expenses can be charged to. 036-9028

2) Room requirements: are both the dining room and the conference room needed? The dining room has a table in the center of the room and a buffet table can be set up alongside it for the meals. Meetings can be held in the dining room around the table, or the conference room can be used.

3) Expected attendance

4) Hours of the meeting

5) Food and beverage requirements

6) Other requests that you may have

You can reach me in the office Tuesday through Thursday, or at home during the rest of the week.

Regards,

Aliza

ALIZA'S NUMBERS: 212 - 606 4261 (OFFICE)

CIJE TELECONFERENCE

Thursday, July 29 at 2:00 p.m.

Mark Lainer	(818) 787-1400
Mandell Berman	(313) 353-8390
Matthew Maryles	(212) 667-7420
Ginny Levi	(216) 391-8300 X 2400
Morton Mandel	(407) 844-9749



DRAFT 7/27/93

AGENDA
CIJE STAFF TELECON
July 29, 1993
9:00 AM (EDT)

*What address should I
use for Alan on lists
for dist. at mtg?*

file

Participants: Seymour Fox, Annette Hochstein, Steve Hoffman, Alan
Hoffmann, Barry Holtz, Ginny Levi, Shmuel Wygoda, Henry L.
Zucker

Assignment

- | | | |
|------|---|-----------------|
| I. | Review minutes of July 22 | VFL |
| II. | Review assignments of July 22 | VFL |
| III. | Aug. 26 Board Meeting | |
| | A. Contacts with campers | VFL |
| | Anything we need to consider in planning meeting? | |
| | B. Status of materials to be mailed in advance | SW |
| | 1. Gamoran report | |
| | 2. Holtz report | |
| | 3. Progress report | |
| | C. Review agendas (Any revisions?) | VFL |
| | 1. Executive Committee | |
| | 2. Board | |
| | D. Reminder of schedule | VFL |
| | 1. Aug. 25, 1-5 PM at JCCA - Planning meeting | |
| | 2. Aug. 26, UJA/Federation | |
| | a. 9:30 refreshments | |
| | b. 10-11:30 Exec. Com. | |
| | What staff people should we suggest be present? | <i>- ask me</i> |
| | c. Aug. 26, 12-1 - Lunch | |
| | d. Aug. 26, 1-4 - Board meeting | |
| | e. Aug. 26, 4-5 - Debrief (Any change in this?) | |

Flip chart - \$30 (Have chart, but don't want
(huge post-it) Tape on walls, alt. 2
Overhead proj. + screen = \$137

IV. Staff meeting (Aug. 19-20, Am. Friends of Hebrew U.) VFL/SW

A. Should Ellen Goldring's memo on the data analysis of the principals' survey be discussed at this meeting? If not, when/where will it be considered?

V. Lead Communities Joint Meeting (Aug. 23-24, Baltimore) SW/VFL

A. CIJE team to meet at 10:30 am

B. Lead Community representatives to arrive for lunch

C. Status of SW calls for input to agenda

D. If Adam is expected to make a presentation on mef, he would like to know in advance.

— flip chart?
— overhead?

VI. Report on conversation with John Ruskay BH

VII. Status reports on communities Team

A. Atlanta

B. Baltimore

C. Milwaukee

VIII. Schedule next telecon VFL

None

Re Nov. 16 mtg. - Before we can get spare, I need to provide time frame, people count, meal needs. Help!

Ask ARH about field researcher contracts. Could she pay \$ now/ her recommendations - today or tomorrow? Ab getting anxious.

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: July 29, 1993

DATE MINUTES ISSUED: August 2, 1993

PRESENT: Seymour Fox, Stephen Hoffman, Alan Hoffmann, Barry Holtz, Shmuel Wygoda, Henry L. Zucker, Virginia L. Levi, (Sec'y)

COPY TO: Morton L. Mandel, Ann Klein, Gail Dorph, Annette Hochstein

I. The minutes of July 22 were reviewed.

- A. It was reported that a letter had been sent to Gershon Kekst inviting him to attend the August 26 board meeting. VFL will fax a copy to SF prior to their meeting on August 3.
- B. VFL will send the staff group a list of the current responses to attendance at the August 26 board meeting.

Assignment

II. Preparation for August 26

A. Contacts with campers

Telecon participants were asked whether any camper contacts had yielded information that might impact the agenda of the meeting. It was noted that there is a sense of optimism among board members when they hear about the appointments of Gail Dorph and Barry Holtz. No one had heard any concerns that should be addressed at the meeting.

SF will call Paul Steinberg in advance of the meeting.

B. Materials to be mailed in advance

1. The report by Barry Holtz has been approved. BH will send a clean copy to VFL for inclusion in the packet to be mailed.
2. Adam Gamoran's paper has been submitted to the Mandel Institute for review. A final version will be sent to VFL as soon as it is approved.
3. The progress report will be completed in Jerusalem and sent to VFL by August 6.
4. VFL will draft a cover letter from MLM to accompany the materials. The letter should announce Alan Hoffmann's appointment and comment on staffing.

Assignment

Assignment

Assignment

C. VFL will draft a press release announcing the staff appointments which will be sent to JTA for release on August 26.

D. Agendas

1. Executive Committee

It was agreed that MLM will refer to the 1993 budget and to any news on funding in his introductory remarks. ARH will be prepared to give a progress report, focusing on issues that were raised at the February executive committee meeting and progress which has been made in each area.

ADH has drafted a work plan which has been sent to MLM for review. This is intended as an internal document and should not be distributed to the executive committee. However, ADH will be prepared to provide a detailed report on plans for the coming year.

Assignment

SHH will consider whether the CJF commission and its relationship to CIJE should be referred to during this meeting. The conclusion as of July 29 is that this might better be discussed in a group to include MLM, ADH, SHH, Jon Woocher and CJF representatives.

2. Board Meeting

The draft agenda was reviewed. ADH plans to provide an oral, broad position description for each of the staff people, but believes it is premature to distribute a written organization chart. He noted that the role of planner remains open.

In discussion, it was suggested that the relationship between Cleveland and Jerusalem is clear. Cleveland is the central address of CIJE, and is the address to be used for Alan, and the Mandel Institute staff serves as consultants to Alan and CIJE.

It was agreed that the talking points drafted for Chuck Ratner and reviewed with him in June remain appropriate. If any changes arise as a result of the Baltimore Lead Communities meetings, Chuck will be informed.

The presentations to be made by the Lead Community lay leaders are to be discussed in Baltimore.

Assignment

Adam Gamoran met with Esther Leah Ritz on July 28 and believes she is well prepared to introduce the monitoring, evaluation & feedback report. Barry Holtz plans to talk with John Colman, to prepare him to introduce the Best Practices report.

Assignment VFL will work with MLM on the recommendation of a person to give the D'Var Torah when attendance results are more complete.

III. Staff Meeting (August 19 - 20)

ADH is working on an agenda and will consider the suggestion that Ellen Goldring's memorandum on data analysis of the principals survey be discussed at that time.

Assignment BH will try to get an overhead projector from JTS and bring it to the American Friends of Hebrew University.

IV. Lead Communities Meeting (August 23 - 24)

The schedule was confirmed. SW has received recommendations from Milwaukee and Baltimore for items to be included on the agenda and will circulate them to the telecon group. He is waiting to hear from Atlanta.

Assignment ARH and SW will be in touch with Adam Gamoran to discuss what is expected of him at the meeting.

V. Report on Conversation with John Ruskay

BH reported having been invited to a meeting at UJA/Federation to talk with John Ruskay and a small group about their continuity efforts. When asked if CIJE were interested in being involved, BH offered to serve as liaison.

It was agreed that this would be useful and noted that it may serve as a model for how we might begin to have impact on communities beyond the three Lead Communities.

VI. November Lead Communities Meeting

In an effort to plan ahead and provide the Lead Communities with as much advance notice as possible, plans are under way for a November 16 meeting in Montreal in conjunction with the GA. It was suggested that the meeting begin at noon on Tuesday, November 16 in order to allow enough time for people to arrive in Montreal. We would conclude in the early afternoon of Wednesday, November 17,

VII. Status Reports on Communities

A. Milwaukee

Assignment 1. Milwaukee is looking for someone to meet with their commission in October to help establish a vision for Jewish education. It was agreed that BH will call Ruth Cohen for details on what they seek and how this differs from what Jonathan Woocher was asked to do. It may be that we will propose BH for this purpose.

2. Milwaukee also needs help with strategic planning. It was suggested that we consider recommending Roy Feldman of Boston, who does this professionally. Another possibility is someone from Washington D.C. who has work with Barry Shrage. VFL will call Shrage to get his name.

Assignment

B. Atlanta

1. SHH has spoken with Steve Gelfand, who will be taking a larger role in the Lead Community project. He reported that Atlanta is working on two tracks: the development of a five year strategic plan and a work plan on how to implement the recommendations of the Banks report. The latter will be shared with CIJE when it is completed.
2. SF has spoken with David Blumenthal of Emory University. He and ADH will continue to work with Emory to establish a relationship for the project.
3. Lauren Azoulai has been in touch with BH for additional guidance on improving Jewish education through the JCC and the relationship of JCC to religious institutions in the community. It was noted that Barry Chazan is the JCCA liaison to Atlanta. This remains an open item.

C. Baltimore

SHH spoke with Darrell Friedman about the importance of Baltimore sharing documents with CIJE at the draft stage. This was in reference to the Baltimore strategic plan for Jewish education. The broader issue of communication between CIJE and each Lead Community remains open.

- VIII. It was agreed that there will be no further telecons before the meetings in New York and Baltimore in August.



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

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FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	FOX ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	7/29/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Finalize arrangements for Blaustein grant with D. Hirschhorn.		SF	7/22/93	8/15/93	
2.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Alfred Gottschalk b. David Hirschhorn c. S. Martin Lipset d. Florence Melton e. Paul Steinberg f. Isadore Twersky		SF	2/25/93	8/15/93	
3.	With AH and BH, draft a job description for Barry Holtz.		SF	5/19/93	8/19/93	
4.	With SHH, develop a plan for involving denominations in each Lead Community process.		SF	3/31/93	12/1/93	



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

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FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	HOCHSTEIN ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	7/29/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SW, discuss with Adam Gamoran what is expected of him at August 26 meeting.		ARH	7/29/93	8/6/93	
2.	Prepare a recommendation for a policy on the use of materials and data generated by CIJE.		ARH	7/9/93	8/12/93	
3.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. David Arnow b. Norman Lamm c. Esther Leah Ritz d. Ismar Schorsch		ARH	2/25/93	8/15/93	
4.	With SF and BH, draft a job description for Barry Holtz.		ARH	5/19/93	8/19/93	
5.	With VFL, develop plan to support each item on the CIJE PERT chart.		ARH	5/19/93	8/31/93	

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

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FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	S HOFFMAN ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	7/29/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Explore availability and cost of office space at UJA/Federation .		SHH	7/9/93	7/30/93	
2.	Consider whether the CJF commission and its relationship to CIJE should be referred to during August 26 meeting.		SHH	7/29/93	8/6/93	
3.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Jay Davis b. Charles Goodman c. Marvin Lender d. Norman Lipoff e. Charles Ratner f. Bennett Yanowitz		SHH	2/25/93	8/15/93	
4.	With HLZ, talk with MLM about the advisability of approaching Jesselson family to partner with Jim Joseph grant.		SHH	6/8/93	8/15/93	
5.	Call Carl Sheingold to talk about CIJE slot on the GA agenda.		SHH	7/22/93	8/19/93	
6.	Propose to MLM that he talk with Roy Hoffberger about the Lead Community process in Baltimore and provide an outline of discussion points.		SHH	3/24/93	TBD	
7.	With SF, develop a plan for involving denominations in each Lead Community in CIJE.		SHH	3/31/93	TBD	
8.	With Alan Hoffmann, confer by telephone with chief professional of each Lead Community to encourage them to interview Senior Educators.		SHH	5/19/93	TBD	



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

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FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	A HOFFMANN		
ORIGINATOR/PROJECT LEADER	VFL	DATE	7/22/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Draft a mission statement for the Lead Communities project.		ADH	7/22/93	8/19/93	
2.	Redraft PERT chart on which clear milestones for CIJE are highlighted.		ADH	7/22/93	8/19/93	
3.	Work with CRB Foundation to clarify relationship of Israel experience programs to Lead Communities.		ADH	7/22/93	8/19/93	
4.	With staff, prepare time line and action plan for CIJE.		ADH	6/17/93	8/20/93	
5.	Consider what planning support Milwaukee requires and how best to help.		ADH	7/22/93	TBD	



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

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FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	HOLTZ ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	7/29/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Call Ruth Cohen about a speaker for Milwaukee meeting in October to help establish a vision for Jewish education.		BH	7/29/93	8/1/93	
2.	Send clean copy of report to VFL for inclusion in packet to be mailed in advance of August 26 meeting.		BH	7/29/93	8/6/93	
3.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Gerald Cohen - done b. Susan Crown c. Billie Gold d. Neil Greenbaum - done e. Thomas Hausdorff f. Mark Lainer - done g. Matthew Maryles - done h. David Teutsch - done		BH	6/30/93	8/15/93	
4.	Meet with J. Woocher for guidance on approach to mailing publications.		BH	7/22/93	8/19/93	
5.	Get an overhead projector from JTS to bring to the American Friends of Hebrew University meeting.		BH	7/29/93	8/19/93	
6.	With SF and ARH, draft a job description for Barry Holtz.		BH	5/19/93	8/19/93	
7.	Talk with John Colman, to prepare him to introduce Best Practices report at the August 26 meeting.		BH	7/29/93	8/20/93	
8.	Prepare a memo summarizing proposal on distribution of CIJE materials.		BH	5/28/93	8/21/93	
9.	Work with Atlanta on filling the position of Director of the Lead Community project.		BH	6/16/93	12/15/93	
10.	Begin work with Baltimore on a pilot project.		BH	3/5/93	TBD	
11.	Prepare suggestions for how to proceed with pilot projects in Atlanta.		BH	3/5/93	TBD	
12.	Work with Milwaukee on pilot projects.		BH	4/29/93	TBD	



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

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FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	LEVI ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	7/29/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Call Barry Shrage to get name in Washington D.C. to help Milwaukee with strategic planning.		VFL	7/29/93	7/30/93	
2.	With SW, draft a written progress report to be sent to the board in early August.		VFL	6/17/93	8/1/93	
3.	Send current attendance list to staff group.		VFL	7/29/93	8/2/93	
4.	Draft a cover letter from MLM to accompany materials to be sent out in advance of August 26 meeting.		VFL	7/29/93	8/12/93	
5.	Work with MLM on the recommendation of a person to give the D'Var Torah when attendance plans are more complete.		VFL	7/29/93	8/12/93	
6.	Draft a press release announcing staff appointments which will be sent to JTA for release on August 26.		VFL	7/29/93	8/15/93	
7.	Work with CJF to schedule a meeting of CIJE with Lead Community representatives on 11/16, in conjunction with the GA.		VFL	7/22/93	8/19/93	
8.	With ARH, develop plan to support each item on the CIJE PERT chart.		VFL	5/19/93	8/31/93	
9.	Plan to discuss letters of agreement for the Lead Communities. Consider including our expectations regarding the sort of lay and professional involvement we expect.		VFL	4/7/93	10/1/93	
10.	Schedule a telecon with Executive Committee members following a meeting of presidents and executives of partner organizations.		VFL	2/25/93	TBD	
11.	Develop a communications program: internal; with our board and advisors; with the broader community.		VFL	4/7/93	TBD	



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

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FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	MANDEL ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	7/9/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Charles Bronfman b. Max Fisher c. Lester Pollack d. Richard Scheuer		MLM	2/25/93	8/15/93	
2.	Consider establishing a finance committee.		MLM	4/7/93	8/31/93	
3.	Visit with Erica Jesselson to get her on board to support CIJE.		MLM	6/17/93	8/31/93	



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

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FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	WYGODA ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	7/29/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With VFL, draft a written progress report to be sent to the board in early August.		SW	6/30/93	8/1/93	
2.	Ask each Lead Community to prepare notes on annual plan for Baltimore meeting.		SW	7/22/93	8/2/93	
3.	With ARH, discuss with Adam Gamoran what is expected of him at the August 26 meeting.		SW	7/29/93	8/6/93	



PREMIER INDUSTRIAL CORPORATION

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

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FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	ZUCKER ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	7/22/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Encourage MLM to invite a Jesselson family representative to August 26 board meeting.		HLZ	6/30/93	8/15/93	
2.	With SHH, talk with MLM about the advisability of approaching Jesselson family to partner with Jim Joseph grant.		HLZ	6/8/93	8/15/93	
3.	Schedule a telecon of MLM with Gershon Kekst to discuss CIJE.		HLZ	4/29/93	8/15/93	
4.	Schedule meeting of MLM, AJN, and HLZ to discuss CIJE funding.		HLZ	7/9/93	7/30/93	
5.	With VFL, prepare C. Ratner to report on Lead Communities at board meeting.		HLZ	6/17/93	8/15/93	
6.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Mandell Berman b. John Colman c. Maurice Corson		HLZ	2/25/93	8/15/93	
7.	Encourage MLM to talk with Corky Goodman prior to scheduling a meeting with the presidents and executives of CJF, JCCA and JESNA.		HLZ	3/24/93	TBD	
8.	Arrange meeting for MLM with presidents and executives of CJF, JCCA and JESNA and second meeting to include CRB, Crown, Avi Chai, Wexner and other funders.		HLZ	1/28/93	TBD	

COUNCIL FOR INITIATIVES IN JEWISH EDUCATION

P.O. Box 94553, Cleveland, Ohio 44101
Phone: (216) 391-1852 • Fax: (216) 391-5430

Chair

Morton Mandel

July 30, 1993

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Charles Goodman

Neil Greenbaum

Matthew Maryles

Lester Pollack

Aliza Sable

American Friends of the Hebrew University

11 East 69th Street

New York, NY 10021

Honorary Chair

Max Fisher

Dear Aliza,

Board

David Arnov

Daniel Bader

Mandell Berman

Charles Bronfman

Gerald Cohen

John Colman

Maurice Corson

Susan Crown

Irwin Field

Alfred Gottschalk

Arthur Green

Thomas Hausdorff

David Hirschhorn

Henry Koschitzky

Mark Lainer

Norman Lamm

Norman Lipoff

Seymour Martin Lipset

Florence Melton

Melvin Merians

Charles Ratner

Esther Leah Ritz

Richard Scheuer

Ismar Schorsch

Isadore Twersky

Bennett Yanowitz

This will confirm plans for a two-day meeting to be held by the Council for Initiatives in Jewish Education in the meeting rooms at the American Friends of the Hebrew University. I expect nine people to attend. (This is different from the eight I mentioned on the telephone)

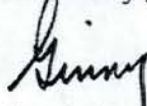
The group will convene on Thursday, August 19 at 10:00 AM. You indicated that there would be coffee and danish available at 9:45 AM. Lunch of assorted salads will be at noon. We will need soft drinks in addition to coffee in the afternoon, and would like dinner of a deli-platter, chicken, and a vegetarian option available at 6:00 PM. We will plan to conclude by 8:30 PM.

We will reconvene at 8:45 AM on Friday, August 20 for coffee and danish and will plan to begin the meeting at 9:00 AM. We will break for lunch of bagels, lox and cream cheese at 12:15 and reconvene at 1:00 PM. We will conclude by 4:00 PM.

If we need an overhead projector, we will bring it in. We will need a flip chart and would like to have you order what you described as a "giant post-it note".

Thank you for your assistance on all of this. Please contact me if you have any questions. I look forward to meeting you on the 19th.

Sincerely,



Virginia F. Levi

7/6/93

CIJE EXECUTIVE COMMITTEE MEETING

August 26, 1993

AGENDA

(Refreshments 9:30; Meeting 10 - 11:30)

- 
- I. Introductory Remarks MLM
 - II. Progress Report ARH
 - III. Proposed Workplan A. Hoffmann
 - IV. Development Report by AJN (If we have a Blaustein or Jim Joseph gift to report)
 - V. Budget for 1993 A. Hoffmann

7/6/93

CIJE BOARD MEETING

August 26, 1993

AGENDA

(Lunch 12 - 1:00; Meeting 1 - 4:00)

I. Welcome and Progress Report

Introductory remarks, comment on CIJE role with respect to Lead Communities, etc., and introduce Alan Hoffmann.

II. Comments

Alan Hoffmann

Introduce Gail Dorph, comment on new status of Barry Holtz, discuss staffing.

III. Overview of the Lead Communities Project

Charles Ratner

Responses by chairs of Lead Community projects:

Atlanta - William Schatten

Baltimore - Genine Fidler, Ilene Vogelstein

Milwaukee - Jane Gellman, Louise Stein

IV. Monitoring, Evaluation & Feedback Report

A. Introductory Remarks

Esther Leah Ritz

B. Update on Overall Project

Adam Gamoran

C. Preliminary Report on Educators' Survey

Ellen Goldring

V. Update on Best Practices & Pilot Projects

A. Introductory Remarks

John Colman

B. Report

Barry Holtz

VI. D'var Torah

TBD



To: Ginny Levi

From: Ellen Goldring

Re: Educator Survey: Principal Questionnaire

Date: July 23, 1993

I have just received the following fax from Nancy Hendrix regarding the data for the Principal's (educational directors/leaders) version of the educator survey. As you may recall, Milwaukee is in the process of collecting surveys from educational leaders now.

I have asked Nancy to give me an estimate for data entry only. We are hopeful that once we hire a new field researcher to replace Claire, s/he will be able to analyze the data.

How do you suggest we proceed? I do not think we need an immediate decision, as questionnaires are still being sent back to Ruth.



To: Ellen Goldring

From: Nancy Hendrix

Subject: Estimate for Principal Questionnaire Entry

I have estimated what it would cost for us to do the entry, verification, and coding of open-ended and fixed response questions for the principal study. If we spread the costs of data entry as well as coding and verification among the three cities in the same way that we did before, Milwaukee and Atlanta would each pay \$220, and Baltimore would pay \$1100. If Milwaukee were the only city, they would pay \$1320 since the cost of open-ended questions, training, etc. would be borne by them alone. If for some reason, each of the three cities has about the same number of questionnaires, we can simply divide \$1540, the total for processing between 60 and 200 questionnaires, by three.

Much of the cost, again, is based on the length of the questionnaire which requires not only more time to enter each response but, more importantly, more initial time in training entry personnel on the fine points of entry especially in regard to the large number of "other" answers. Unfortunately even though the teacher's and principal's questionnaires will be alike, the answers to "others, please specify" may not be. In any case, time will be expended determining whether or not to code the dozens of "other" answers exactly as in the teacher's questionnaire or differently.

If for some reason, each of the three cities has about the same number of questionnaires, we can simply divide \$1540, the total for 150 questionnaires by three. We are set up for handling large numbers of questionnaires; there really is an economy of scale, so that the per questionnaire cost turns out to be much higher for every part of the process when we are dealing with small numbers.

We have finished the data entry for the educator's questionnaire except for an additional packet which arrived Monday. Thus we can begin the analysis since we have been assured that no more questionnaires will be sent. Let me hear from you if you have additional information on crosstabs and correlation preferences. I have your fax which I am using as a guide. I will call with any additional questions as we proceed. I am looking forward to the analysis phase.

JUL 23 '93 11:29

PAGE.002

MEMO TO: The File
FROM: Virginia F. Levi
DATE: August 4, 1993
SUBJECT: Director Search

Two teleconferences were held, one on Friday, July 23 and the second on Thursday, July 29, to report to the CIJE Executive and Search Committees about the director search and to request endorsement of the appointment of Alan Hoffmann as Executive Director of CIJE.

Participants in the July 23 telecon included Morton L. Mandel, (Chair), John Colman, Charles Goodman, Lester Pollack, Charles Ratner and Esther Leah Ritz. Participants in the July 29 telecon included Morton L. Mandel, (Chair), Mandell Berman and Mark Lainer. Virginia Levi served as secretary for both meetings.

The outcome of both meetings was enthusiastic support for the appointment. Participants were equally enthusiastic about the news that Gail Dorph and Barry Holtz would be working full time with Alan Hoffmann and that Adam Gamoran and Ellen Goldring would continue their part-time consulting.

AGENDA FOR THE CIJE STAFF MEETING.
AUGUST 19-20th 1993.
American Friends of the Hebrew University.
Institute of Contemporary Jewry
11 East 69th street. New - York . N-Y

Session 1. Thursday August 19th: 10a.m.-12p.m.

The conception reconsidered.

Background material:

- Commission background reports (meetings of June 14th 1989; October 23rd 1989; February 14th 1990) .
- Time to Act ;
- Minutes of the May 1993 CIJE / LC Cleveland seminar

Session 2. Thursday August 19th: 12:45 - 2:15 p.m.

Discussion

Session 3: Thursday August 19th: 2:30 - 4:00 p.m.

Some basic concepts:

- " Systemic reform "
- " Content, Scope , Quality "

Background material

- " Lead Communities at Work "
- " Lead Communities Preliminary Work plan 1992-93 "

Session 4: Thursday August 19th : 4:15 - 6:00

Working with the Communities:

- 1) Planning
- 2) Local Commissions
- 3) Problems in implementing the idea of the Lead Community

Background material:

CLJE Planning Guide : February 1993

Session 5: Thursday August 19th: 7:00 - 8:30 p.m.

Working with the Communities: (continuation)

- 4) Community mobilization ; Wall to wall coalition ; Partnership, Funding
- 5) Programmatic options ; Enabling options
- 6) Educational profile of the Communities

Session 6: Friday August 20th: 9:00 - 10:30 a.m.

Content and Goals for Lead Communities:

Ideas, Vision, Visioning, Goals

Background material:

- *Goals for Jewish Education in Lead Communities*
- *David Cohen: " The Shopping Mall High-School " , pp.304-309*
- *Sara Lightfoot: " The Good High-School", pp.316-323*
- *Smith & O' Day: " Systemic School Reform " pp.235-6, 246-7*

Session 7: Friday August 20th : 10:45 a.m. - 12:15 p.m

Support Projects: Best Practices, Monitoring Evaluation & Feedback

Background material:

- *Best Practices project's director's report to the CIJE Board*
- *MEF project's director's report to the CIJE Board*

Session 8: Friday August 20th : 1:00 - 2:30 p.m.

Work plan:

- 1993-94 Outcomes
- 1993-94 Process

Session 9: Friday August 20th : 2:30 - 4:00 p.m.

Next meetings:

- Friday August 27th, 1:00 - 5:00 p.m.
Meeting place: To be decided upon
Agenda: Next steps
- October
- Future agenda for staff
- Seminar in Israel

AGENDA
CIJE STAFF TELECON
Sept. 21, 1993
10:00 AM (EDT)

Memo to LCC

Participants: Gail Dorph, Alan Hoffmann, Barry Holtz, Ginny Levi

Assignment

- I. Communications
- A. Bi-weekly newsletter: who submits what, when ADH
 - B. Status of search for periodic newsletter writer BWH
 - C. Should we establish a relationship with JTA? How? ADH
- II. Status of search for office space BWH
- III. Funding issues
- A. How to handle request from Baltimore for \$30,000 VFL
 - B. Next steps with Lilly Foundation ADH
 - C. Next steps with Jim Joseph ADH
- IV. What do we mean when we offer the Lead Communities support from institutions of higher Jewish learning and the denominations? ADH
- Do we know? Do the institutions? Do the communities?
Next steps - Reform movement.
- V. Status reports on communities GZD
- A. Atlanta; goals for GZD visit
 - B. Baltimore
 - C. Milwaukee; goals for GZD visit
- VI. Calendar
- A. Mon., Nov. 8 - Cleveland
- 7:30 - 9:00 GZD, SHH, ADH, BWH, VFL, MLM, (HLZ?) *yes*
- 9:00 - 3:30 GZD, SHH, ADH, BWH, VFL
- 3:30 - 5:00 Management Committee: SHH, ADH, VFL, BR, HLZ, (SDN?)
- 5:00 - ? ADH, MLM

B. Tues., Nov. 9 - Milwaukee

GZD, ADH, BWH to spend day in Milwaukee, including evening with task force. Maybe ask DP to join.

C. Wed., Nov. 10 - Milwaukee

All day staff meeting to include GZD, AG, EG, ADH, BWH, VFL, DP

D. G.A., Nov. 16 - 19

1. Lead Community Seminar: 11/16 (optional lunch) - 11/17 lunch

2. CIJE presentation(s)

E. National Calendar of Events and Our Presence

VII. Israel Agenda
[Random order]

ADH

A. From 3 to 23

B. Attainable lead community goals by April board meeting

C. The community of educators and CIJE

D. Establishment (rejuvenation) and use of professional advisory group

E. Lead community rabbis and broader groups of rabbis

F. Summer 1994 - for pros and lay people

G. Denominations

H. GA: Lead community seminar

I. Pilot projects

VIII. Review of upcoming travel plans

ADH

IX. Other issues

Team

X. Future telecons

VFL

Wed., Sept. 29, 10:30 am (EDT)

Wed., Oct. 6, 10:00 am "

Thurs., Oct. 14, 3:00 pm "

Can we set aside Wed. at 9:00 am (or 8:30) for future telecons?

XI. Review current assignments

VFL



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

73290 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	DORPH ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	9/20/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Write reports on Atlanta, Baltimore and Milwaukee visits.					
2.	Determine date for Milwaukee forum. Discuss arrangements with Ruth Cohen.					





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

73090 (REV. 1/85) PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	FOX ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	7/29/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Finalize arrangements for Blaustein grant with D. Hirschhorn.		SF	7/22/93	8/15/93	
2.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Alfred Gottschalk b. David Hirschhorn c. S. Martin Lipset d. Florence Melton e. Paul Steinberg f. Isadore Twersky		SF	2/25/93	8/15/93	
3.	With AH and BH, draft a job description for Barry Holtz.		SF	5/19/93	8/19/93	
4.	With SHH, develop a plan for involving denominations in each Lead Community process.		SF	3/31/93	12/1/93	



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

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

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

FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	HOCHSTEIN ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	7/29/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SW, discuss with Adam Camoran what is expected of him at August 26 meeting.		ARH	7/29/93	8/6/93	
2.	Prepare a recommendation for a policy on the use of materials and data generated by CIJE.		ARH	7/9/93	8/12/93	
3.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. David Arnow b. Norman Lamm c. Esther Leah Ritz d. Ismar Schorsch		ARH	2/25/93	8/15/93	
4.	With SF and BH, draft a job description for Barry Holtz.		ARH	5/19/93	8/19/93	
5.	With VFL, develop plan to support each item on the CIJE PERT chart.		ARH	5/19/93	8/31/93	



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

75890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	S HOFFMAN ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	7/29/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Explore availability and cost of office space at UJA/Federation .		SHH	7/9/93	7/30/93	
2.	Consider whether the CJF commission and its relationship to CIJE should be referred to during August 26 meeting.		SHH	7/29/93	8/6/93	
3.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Jay Davis b. Charles Goodman c. Marvin Lender d. Norman Lipoff e. Charles Ratner f. Bennett Yanowitz		SHH	2/25/93	8/15/93	
4.	With HL2, talk with MLM about the advisability of approaching Jesselson family to partner with Jim Joseph grant.		SHH	6/8/93	8/15/93	
5.	Call Carl Sheingold to talk about CIJE slot on the GA agenda.		SHH	7/22/93	8/19/93	
6.	Propose to MLM that he talk with Roy Hoffberger about the Lead Community process in Baltimore and provide an outline of discussion points.		SHH	3/24/93	TBD	
7.	With SF, develop a plan for involving denominations in each Lead Community in CIJE.		SHH	3/31/93	TBD	
8.	With Alan Hoffmann, confer by telephone with chief professional of each Lead Community to encourage them to interview Senior Educators.		SHH	5/19/93	TBD	



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

73690 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	A HOFFMANN
ORIGINATOR/PROJECT LEADER	VFL
DATE	9/20/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
16.	Develop 3-6 month work plan with each community.					
17.	Develop a communications program: internal; with our board and advisors; with the broader community.					
18.	Develop descriptive brochure for CIJE.					





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

73290 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	A HOFFMANN
ORIGINATOR/PROJECT LEADER	VFL
DATE	9/20/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Draft a mission statement for the Lead Communities project.		ADH	7/22/93	8/19/93	
2.	Redraft PERT chart on which clear milestones for CIJE are highlighted.		ADH	7/22/93	8/19/93	
3.	Work with CRB Foundation to clarify relationship of Israel experience programs to Lead Communities.		ADH	7/22/93	8/19/93	
4.	With staff, prepare time line and action plan for CIJE.		ADH	6/17/93	8/20/93	
5.	Consider what planning support Milwaukee requires and how best to help.		ADH	7/22/93	TBD	
6.	Look into design of CIJE logo.					
7.	Write to Lilly Foundation reps. as follow-up to Indianapolis meeting. Enclose <u>A Time to Act</u> and other publications.					
8.	Consider issue of tax exemption at Mayflower.					
9.	Write to Roberta confirming salary arrangements.					
10.	Arrange to meet with CRB Foundation on next visit.					
11.	Write up meetings with denominations and training institutions.					
12.	Plan to meet with Schindler and Syme on next trip.					
13.	Work with VFL on budget -- start with work plan and structure, to be discussed with SDN in Israel.					
14.	Arrange for managing partner of Kesselman and Kesselman to meet with SDN in Israel.					
15.	Get back to lay and pro leaders of lead communities about expectation that they attend future CIJE board meetings.					



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

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

FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOLTZ ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL DATE 7/29/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Call Ruth Cohen about a speaker for Milwaukee meeting in October to help establish a vision for Jewish education.		BH	7/29/93	8/1/93	
2.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Gerald Cohen - done b. Susan Crown c. Billie Gold d. Neil Greenbaum - done e. Thomas Hausdorff f. Mark Lainer - done g. Matthew Maryles - done h. David Teutsch - done		BH	6/30/93	8/15/93	
3.	Meet with J. Woocher for guidance on approach to mailing publications.		BH	7/22/93	8/19/93	
4.	With SF and ARH, draft a job description for Barry Holtz.		BH	5/19/93	8/19/93	
5.	Prepare a memo summarizing proposal on distribution of CIJE materials.		BH	5/28/93	8/21/93	
6.	Work with Atlanta on filling the position of Director of the Lead Community project.		BH	6/16/93	12/15/93	
7.	Begin work with Baltimore on a pilot project.		BH	3/5/93	TBD	
8.	Prepare suggestions for how to proceed with pilot projects in Atlanta.		BH	3/5/93	TBD	
9.	Work with Milwaukee on pilot projects.		BH	4/29/93	TBD	
10.	Set up a meeting for BH and ADH with John Ruskay and Rachel Cowan for ADH's next visit.					
11.	Arrange for SHH to see space at UJA/Fed., American Jewish Committee, etc. on 9/28.					



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

77890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	LEVI ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	9/14/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Work with CJF to schedule a meeting of CIJE with Lead Community representatives on 11/16, in conjunction with the GA.	TP	VFL	7/22/93	8/19/93	
2.	Draft letter to communities outlining responsibilities of and means of contacting CIJE staff and consultants.	TP	VFL			
3.	Draft cover letter to accompany minutes to people who attended board meeting.	TP				
4.	Draft cover letter to accompany minutes to people who did not attend board meeting. Suggest additional personal sentence for some. Enclose report on BP in Early Childhood.	TP				
5.	Prepare thank you letters to presenters at board meeting: Ratner, Schatten, Vogelstein, Stein, Colman, Ritz, Twersky.	TP				
6.	Prepare first bi-weekly newsletter.	TP				
7.	Determine with IVI the best arrangements for Israel travel. Discuss with GZD and BWH.	TP				
8.	Organize and arrange meetings for Cleveland "forum" on 11/8 and Milwaukee continuation on 11/9-10. Notify participants of plans.	TP				
9.	Work with ADH on budget. Start with work plan and structure.	TP				
10.	Develop and maintain a 6 month CIJE calendar.	TP				
11.	Complete preparation of minutes of staff, Baltimore, board, and executive committee meetings.	TP				
12.	Look into use of Internet/Compuserve for CIJE.	SP				
13.	Design and order business cards for staff.	SP				
14.	Look into options and costs of portable printer for ADH.	SP				
15.	Arrange for review of CIJE manual when staff is in Cleveland.	SP				



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

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

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FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	LEVI ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	9/14/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
16.	Arrange for Barry Reis to prepare and submit a monthly summary of expenditures to ADH.	SP				
17.	Review files on financial commitments of CIJE supporters and be sure Barry Reis' records are complete.	SP				
18.	Revise letterhead.	RP				
19.	Organize materials for parallel set of files.	RP				
20.	Prepare a list of CIJE and Mandel Institute consultants used to date and their rates of pay.	RP				
21.	Arrange to have Macintosh disks of names and addresses translated to IBM use. Explore best way to develop and update a rolodex for staff use.	RP				
22.	Plan to discuss letters of agreement for the Lead Communities. Consider including our expectations regarding the sort of lay and professional involvement we expect. [Israel agenda]	RP	VFL	4/7/93		
23.	Schedule a telecon with Executive Committee members following a meeting of presidents and executives of partner organizations.	RP	VFL	2/25/93		



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

73850 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	MANDEL ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	7/9/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Charles Bronfman b. Max Fisher c. Lester Pollack d. Richard Scheuer		MLM	2/25/93	8/15/93	
2.	Consider establishing a finance committee.		MLM	4/7/93	8/31/93	
3.	Visit with Erica Jesselson to get her on board to support CIJE.		MLM	6/17/93	8/31/93	



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

73890 (REV. 1/80) PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	ZUCKER ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	7/22/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Encourage MLM to invite a Jesselson family representative to August 26 board meeting.		HLZ	6/30/93	8/15/93	
2.	With SHH, talk with MLM about the advisability of approaching Jesselson family to partner with Jim Joseph grant.		HLZ	6/8/93	8/15/93	
3.	Schedule a telecon of MLM with Gershon Kekst to discuss CIJE.		HLZ	4/29/93	8/15/93	
4.	Schedule meeting of MLM, AJN, and HLZ to discuss CIJE funding.		HLZ	7/9/93	7/30/93	
5.	With VFL, prepare C. Ratner to report on Lead Communities at board meeting.		HLZ	6/17/93	8/15/93	
6.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Mandell Berman b. John Colman c. Maurice Corson		HLZ	2/25/93	8/15/93	
7.	Encourage MLM to talk with Corky Goodman prior to scheduling a meeting with the presidents and executives of CJF, JCCA and JESNA.		HLZ	3/24/93	TBD	
8.	Arrange meeting for MLM with presidents and executives of CJF, JCCA and JESNA and second meeting to include CRB, Crown, Avi Chai, Waxner and other funders.		HLZ	1/28/93	TBD	

Issues for Israel meeting in October:

Should I try to write a "vision" of Lead Communities ala The Future is History: what would/could the Lead Communities Council for Initiatives in Jewish Education look like if it worked.

The List of Ideas for Lead Communities

Ideas to deal with recruitment of educators

Ideas to deal with upgrading/in-service of educators

Ideas to deal with compensation of educators

Ideas for helping with strategic planning

Can we use the December 13, 1988 criteria for the prog. options in working with the Lead Communities commissions

A LC project-- how is "quality" judged in advance?

Project: A "Wexner"-type project for lay leaders: A Vision of Jewish Education for the future"-- goals project both in Israel and US

What do we mean by systemic change: would raising up each institution individually, without hitting the whole system be enough.

How do you have systemic change when individual institutions are all independent? Differences between Jewish education and the Smith & O'Day view (no overarching control)

What is the connection of the Best Practices Project to the Lead Communities?

FAX

Council for Initiatives in Jewish Education

Date: September 16, 1993

To: CIJE staff

From: Barry Holtz

at Fax number: 212-864-6622

Number of pages (including this one): 2

Re: Plans for the Israel meetings.

When I saw the agenda for our telecon, it struck me that I ought to send along the enclosed. This is something I did with Alan in Indianapolis.

(if there is difficulty in transmission, please call 212-864-3529)

University of Wisconsin—Madison

MADISON, WISCONSIN 53706

DEPARTMENT OF SOCIOLOGY
SOCIAL SCIENCE BUILDING
1180 OBSERVATORY DRIVE

TO CALL WRITER DIRECT
PHONE (608) 263-4253

MEMORANDUM

September 15, 1993

To: Alan Hoffmann and Annette Hochstein
From: Adam, Ellen, Julie, and Roberta
Re: report on mobilization and visions, in progress

The MEF team is working on cumulative reports on mobilization and visions in the lead communities, for the period of September, 1992 through August, 1993. Although the primary audience for these reports is CIJE staff, we assume that they will be shared with the local CIJE project directors (i.e., Chaim, Ruth, and Lauren should see the reports about their own communities), and that selected portions of the report will probably have wider distribution.

A separate memo will describe the process of consultation with our advisory board in which we will engage prior to releasing the reports to any of these audiences.

Because of our staffing situation we are not sure we will have a report on Atlanta, but let's assume for the moment that we will.

The purpose of this memo is to describe the issues we are addressing, so that you may provide input at this stage. The reports will have three parts: Mobilization, Visions, and the relations between the two. We will also address the implications of these findings for systemic change.

The mobilization section will address questions such as:

- (a) To what extent has the lay leadership of the community been galvanized in support of Jewish education?
- (b) What lay leaders are actually participating in the lead community process? What is the extent of their participation -- e.g., how often do they meet, what do they know, are they really concerned about this or just showing up?
- (c) Besides lay leaders, what other leaders have been recruited? In particular, what about federation professionals, and educators?
- (d) What institutions, organizations, and movements have been drawn into the lead community process, or otherwise become involved in community mobilization for education?

(e) Considering these leaders and institutions, is there a wall-to-wall coalition in the community?

(f) What new financial resources have been mobilized for new initiatives in Jewish education?

(g) What is the interplay of lead-community and grass-roots action regarding educational innovation?

Throughout this first section, we will present information on people involved in the lead community project, on key events, and on process issues such as the extent of consensus, dealing with ambiguity, and so on. CJE's role in the communities will be addressed, but we will not deal with the evolution of CJE per se, except through its contact with the communities.

The section on visions will address the following:

(a) What is the content of visions expressed by community members?

(b) What is the process of "visioning"? Whose voices are being heard? At what level -- substantively and organizationally -- are discussions taking place?

(c) What are the links between community-wide visioning on the one hand, and articulation of goals for particular institutions and programs on the other?

(d) What is the relation between emerging visions in the communities and their "strategic planning" processes?

The final section will present the links between mobilization and visions, and we will conclude by presenting implications of our findings.

I look forward to any comments you may have on this outline.

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Council for Initiatives
in
Jewish Education

Date sent:

Time sent:

No. of Pages (incl. cover): 21

To: September 27, 1993

Barry Holtz

Organization: and Gail Dorph

From:

Mary Esther Block

Phone Number:

Phone Number:

Fax Number:

(212) 864-6622

Fax Number:

216-391-5430

Comments:

Barry and Gail:

Attached please find copy of agenda for upcoming telecon plus minutes and assignments. Also a draft outline for Israel seminar.

Gail, please let us know what your fax number is as soon as you have it.

Thanks.

MEB

If there are any problems receiving
this transmission, please call:

216-391-1852

AGENDA
CIJE STAFF TELECON
Sept. 29, 1993
10:00 AM (EDT)

Participants: Gail Dorph, Alan Hoffmann, Barry Holtz, Ginny Levi

	<u>Assignment</u>
I. Minutes of 9/21	VFL
II. Assignments of 9/21	VFL
III. Israel Agenda [Random order]	ADH
A. From 3 to 23	
B. Attainable lead community goals by April board meeting	
C. The community of educators and CIJE	
D. Establishment (rejuvenation) and use of professional advisory group	
E. Lead community rabbis and broader groups of rabbis	
F. Summer 1994 - for pros and lay people	
G. Denominations	
H. GA: Lead community seminar	
I. Pilot projects	
J. Content of Lilly/CIJE colloquium	
K. Planning with institutions of higher Jewish learning	
L. Reasonable outcomes for Lead Communities over 3, 6, 9 months	
M. Should BH write a "vision" of LCs ala The Future is History: what would/could the LCs look like if it worked?	
N. Ideas to deal with recruitment of educators	
O. Ideas to deal with upgrading/in-service of educators	
P. Ideas to deal with compensation of educators	
Q. Ideas for helping with strategic planning: Can we use 12/13/88 criteria for prog. options in working with LC commissions?	
R. A LC project: how is "quality" judged in advance?	

- S. Project: A "Wexner" type project for lay leaders: A Vision of Jewish education for the future -- goals project both in Israel and US
- T. What do we mean by systemic change: would "raising up" each institution individually, without hitting the whole system, be enough?
- U. How do you have systemic change when individual institutions are all independent? Differences between Jewish education and the Smith & O'Day view (no overarching control)
- V. What is the connection of the Best Practices project to the LCs?
- W. Do we need letters of agreement with the LCs? If so, what should they cover?

IV.	Community Updates	GZD
V.	Review of upcoming travel plans	ADH
VI.	Other issues	Team
VII.	Future telecons	VFL

Wed., Oct. 6, 10:00 am (Earlier?)

Thurs., Oct. 14, 3:00 pm

Can we set aside Wed. at 9:00 am (or 8:30) for future telecons?

DRAFT OUTLINE

**CJIE ISRAEL STAFF SEMINAR
OCT. 20TH - 25TH, 1993**

AGENDA

I. Lead communities - 1993/94 operations

A. Benchmarks:

1. January 31st 1994
2. April 30th 1994
3. July 31st 1994

- i. Personnel
- ii. Strategic plan
- iii. Goals
- iv. Pilot projects
- v. Community mobilization (lay leaders, champions, grass roots)

B. GA seminar

II. CJIE : general

A. Denominations

B. Rabbis

C. From 3-23 ("Boston")

D. Educational Community

- Professional advisory group
- Conference and meetings

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: September 21, 1993

DATE MINUTES ISSUED: September 24, 1993

PRESENT: Gail Dorph, Alan Hoffmann, Barry Holtz, Virginia Levi
(Sec'y)

COPY TO: Morton L. Mandel

I. Communications

A. Bi-weekly Newsletter

Ginny will gather excerpts from reports and minutes on a bi-weekly basis for distribution to Seymour Fox, Adam Gamoran, Ellen Goldring, Annette Hochstein, Steve Hoffman, Mort Mandel, Barry Reis, Shmuel Wygoda and Henry Zucker. This is a way to ensure that this group is in focus on our work.

It was agreed that each core staff person will prepare a written report on field visits and other activities and will submit these to Ginny for distribution. If there is any information in these reports for the eyes only of the core staff, a second version will be sent to Ginny for distribution to the broader group.

The monitoring, evaluation & feedback group will also be responsible for submitting reports on their meetings and activities. Alan will talk with Adam about this.

Assignment

The suggestion was made at the debrief session on August 26 that a periodic newsletter or chairman's letter be prepared for distribution. Barry has raised the topic with Nessa Rappoport at JTS, who might consider this work.

Our audiences would be the board, lay people beyond the board, educators, and the broader public. It was suggested that we may be talking about four different publications:

1. chairman's letter
2. newsletter to the lay community
3. newsletter to the professional community
4. general descriptive brochure

It was suggested that one person who is familiar with our work could do all of this effectively as an "in house" writer. It was also

suggested that we consider starting slowly, but that we move forward with this process.

Barry will ask Nessa to submit a proposal for doing this work. He will also explore the possibility of other candidates.

B. JTA and other sources of information

Assignment

It was suggested that Ginny arrange a CIJE subscription to the Jewish Telegraphic Agency. She will forward the reports to the remainder of the staff group.

Ginny will also arrange for subscriptions to the local Jewish newspapers in Atlanta, Baltimore and Milwaukee to be sent to Gail, who will scan them and forward critical information to the others. It was agreed that it is important for us to be aware of the general goings on in the three communities.

C. Memo to Lead Communities on CIJE staff and consultants

We promised a memo to the Lead Communities outlining the responsibilities of CIJE staff and consultants and indicating how each can be reached. A draft of this document was discussed and approved. Gail and Barry will talk about possible alternative titles and propose any to Alan before Friday, 9/24.

Ginny will ask the North American consultants for their approval of their descriptive summaries and Alan will do the same with the Israeli consultants.

II. Search for Office Space

Barry reported that there are currently three possible options:

A. American Jewish Committee

This is well located and offers good support services, but Barry thinks we will be treated as one client among many.

B. JCCA

Office space originally set aside for CIJE remains available. The cost would be less than in Mid-town. The location is less advantageous.

Alan will call Art Rotman and ask if Barry and Steve Hoffman could see the space. Following a call by Alan, Barry will contact Art Rotman to arrange a visit.

Assignment

C. UJA/Federation

Steve Hoffman will talk with Steve Solender about less opulent space. If there is some available, SHH and Barry will plan to visit on September 28.

III. Funding Issues

A. Baltimore Request

Assignment

We have received a brief letter from Chaim Botwinick requesting a \$30,000 grant. Alan will call Chaim and ask him to clarify the proposed use of the funds.

Assignment

Ginny will send Alan copies of correspondence with Milwaukee regarding their grant. Gail will talk with Shulamith Elster about the understanding that the communities are to pay for the analysis of the data from the educators survey and will ask her for the disc on which the questionnaire can be found.

B. Lilly Foundation

Assignment

Alan will write a letter to Craig Dykstra, thank him for a good meeting and propose dates for a joint colloquium to be funded by Lilly. It was agreed that the content and participants in the colloquium remain to be determined. Suggestions for content include: the educated Jew project, Jewish values, systemic reform in the religious community, theology and sociology. This is a topic to be added to the agenda for the Israel seminar.

C. Jim Joseph Foundation

Assignment

Ginny will call Tim Hausdorff and propose a meeting with Alan, Gail and Barry in November. Prior to that meeting, it was suggested that the group talk with Ellen Goldring who is knowledgeable in the training of principals. There may be a way to bring Vanderbilt into the project.

IV. Relationship to Institutions of Higher Learning

Ginny will add this to the agenda for discussion at the meetings in Israel.

It was noted that the MAF grants to the training institutions should become part of the CIJE agenda. Part of the purpose of these grants was for the institutions to help meet the needs of the Lead Communities. To the knowledge of this group, very little planning has occurred by the training institutions for work in the Lead Communities.

Alan has agreed to attend a meeting of the "ALOHA group", the group of colleges of Jewish studies, on October 31 and November 1. He plans to spend the morning of October 31 meeting with Sara Lee. Alan will consider

Assignment

whether Gail should accompany him to the ALOHA meeting. This will be discussed at the next telecon. Ginny will confirm Alan's attendance at the meeting and request details on the time, place and agenda. She will also be sure Sara has set aside the morning to meet with Alan.

Assignment

Barry reported having been invited to a meeting that Hebrew Union College is holding in California on November 21 and 22 to discuss progress on the work with supplementary schools being funded by MAF. Alan will discuss with MLM whether Barry and Gail should attend.

Assignment

It was reported that Sara Lee plans to be in Baltimore in October. Alan offered to have Gail call her prior to that meeting to fill her in on contacts CIJE has had with Reform educators in Baltimore. At the same time, Gail should find out what Sara plans to do in Baltimore.

V. Status Reports on Communities

It was agreed that reports will be submitted by Gail, in writing, as follow-up to the recent meetings in each of the three communities. Discussion focused instead on Gail's upcoming trip to Milwaukee.

It was suggested that the visits to the communities are, in part, to "show the flag" of CIJE. They should be used as opportunities to set up direct channels of communication with local educators.

It was suggested that we look at our work with the Lead Communities relative to the following three pre-conditions:

1. A local champion as lay leader - one of the most powerful lay leaders in the community with the capacity to attract community funding.
2. A Federation director who sees this as a high priority.
3. A professional running the project on whom CIJE can rely.

It was suggested that in terms of these three pre-conditions, Atlanta has the most potential and Milwaukee presents the greatest challenges.

A discussion followed about how we will serve communities beyond the three. It was noted that Cleveland is asking for access to many materials being introduced in the Lead Communities which are not yet ready for dissemination. Ginny will try to arrange a meeting on November 8 for Alan and Gail with Steve Hoffman and Mark Gurvis to discuss this.

VI. Calendar

A. Monday, November 8

The schedule of meetings for Monday, November 8 was reviewed. At present it is as follows:

7:30 - 9:00 GZD, SHH, ADH, BWH, VFL, MLM, HLZ

9:00 - 3:30 GZD, SHH, ADH, BWH, VFL

3:30 - 5:00 Management Committee: SHH, ADH, VFL, BR, HLZ, (SDN?)

5:00 - ? ADH, MLM

We will consider holding a staff group meeting on Sunday evening, November 7, beginning around 7 PM.

B. Milwaukee

The current plan is for Alan, Barry and Gail to spend Tuesday, November 9 in Milwaukee, including participation in their task force meeting that evening, followed by an all day staff meeting on Wednesday, November 10, to include Ginny, Adam, Ellen, and Danny. This may all have to be changed in light of the fact that the CJF Commission is scheduled to meet Wednesday, November 10, 10:30 AM to 4:00 PM. (Times confirmed with Jon Woocher.) This is to be discussed further.

C. The GA

Steve Hoffman has been in touch with Marty Kraar and Jon Woocher about a role for CIJE at the GA. It is likely that MLM will introduce the prime minister, Chuck Ratner will speak at a plenary session about moving from Cleveland to CIJE, and Barry will be asked to make a presentation on Best Practices at another session. In addition, there is a session scheduled on local commissions at which we are proposing that one Lead Community lay person participate as a presenter and that another participate as a respondent.

With respect to the Lead Communities Seminar to be held in conjunction with the GA, Ginny will write now to the three communities noting that we are beginning to plan for that meeting and asking for their input to the agenda.

Assignment

VII. Israel Agenda

It was agreed that this will be an item for discussion on the next telecon. Ginny will take the nine topics already listed and add those provided by Barry and those which appear in these minutes,

including a discussion on what is a reasonable outcome for each of the Lead Communities over the next 3, 6, and 9 months.

VIII. Travel Plans

In addition to Milwaukee on September 22 and 23, Gail plans to go to Atlanta on September 27 and 28 and Baltimore on October 13 and 14. Barry will join her in Baltimore on the 13th.

It was suggested that we develop a process for evaluating meetings other than those arranged directly by CIJE in order to determine which we will attend. We should have an ongoing one-month projection of upcoming meetings.

IX. Other Issues

Assignment

It was reported that the Milwaukee study on the professional lives of educators is nearly ready for release. There was a sense that it is not an especially well written document and that we need a means of quality control for materials scheduled to go from CIJE. Alan will talk with Adam about finding someone to do an editorial review of the Milwaukee study and, in general, about his responsibility for overseeing the quality of MEF documents that are produced.

X. Future Telecons

Future telecons are scheduled as follows:

Wednesday, September 29, 10:00 AM

Wednesday, October 6, 10:00 AM

Thursday, October 14, 3:00 PM

At the next telecon we should discuss a regular time and day for future telecons.

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

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FUNCTION	CIJE STEERING COMMITTEE	
SUBJECT/OBJECTIVE	ZUCKER ASSIGNMENTS	
ORIGINATOR/PROJECT LEADER	VFL	DATE 9/21/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Schedule meeting of MLM, AJN, and HLZ to discuss CIJE funding.		HLZ	7/9/93	7/30/93	
2.	With SHH, talk with MLM about the advisability of approaching Jesselson family to partner with Jim Joseph grant.		HLZ	6/8/93	8/15/93	
3.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Mandell Berman b. John Colman c. Maurice Corson		HLZ	2/25/93	8/15/93	
4.	Encourage MLM to talk with Corky Goodman prior to scheduling a meeting with the presidents and executives of CJF, JCCA and JESNA.		HLZ	3/24/93	TBD	
5.	Arrange meeting for MLM with presidents and executives of CJF, JCCA and JESNA and second meeting to include CRB, Crown, Avi Chai, Wexner and other funders.		HLZ	1/28/93	TBD	

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

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE WYGODA ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL DATE 7/29/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With VFL, draft a written progress report to be sent to the board in early August.		SW	6/30/93	8/1/93	
2.	Ask each Lead Community to prepare notes on annual plan for Baltimore meeting.		SW	7/22/93	8/2/93	
3.	With ARH, discuss with Adam Gamoran what is expected of him at the August 26 meeting.		SW	7/29/93	8/6/93	



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

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FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	MANDEL ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	9/21/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Charles Bronfman b. Max Fisher c. Lester Pollack d. Richard Scheuer		MLM	2/25/93	8/15/93	
2.	Consider establishing a finance committee.		MLM	4/7/93	8/31/93	
3.	Visit with Erica Jesselson to get her on board to support CIJE.		MLM	6/17/93	8/31/93	

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

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FUNCTION	CIJE STEERING COMMITTEE	
SUBJECT/OBJECTIVE	LEVI ASSIGNMENTS	
ORIGINATOR/PROJECT LEADER	VFL	DATE 9/21/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
15.	Look into use of Internet/Compuserve for CIJE.	SP	VFL	9/21/93	10/15/93	
16.	Design and order business cards for staff.	SP	VFL	9/21/93	10/15/93	
17.	Look into options and costs of portable printer for ADH.	SP	VFL	9/21/93	10/15/93	
18.	Review files on financial commitments of CIJE supporters and be sure Barry Reis' records are complete.	SP	VFL	9/21/93	10/15/93	
19.	Plan to discuss letters of agreement for the Lead Communities. Consider including our expectations regarding the sort of lay and professional involvement we expect. [Israel agenda]	RP	VFL	4/7/93	10/18/93	
20.	Arrange to have Macintosh disks of names and addresses translated to IBM use. Explore best way to develop and update a rolodex for staff use. Take disks to Israel.	RP	VFL	9/21/93	10/18/93	
21.	Arrange for Barry Reis to prepare and submit a monthly summary of expenditures to ADH.	SP	VFL	9/21/93	10/18/93	
22.	Work with ADH on budget. Start with work plan and structure.	TP	VFL	9/21/93	10/27/93	
23.	Prepare a list of CIJE and Mandel Institute consultants used to date and their rates of pay.	RP	VFL	9/21/93	10/31/93	
24.	Revise letterhead.	RP	VFL	9/21/93	10/31/93	
25.	Arrange for review of CIJE manual when staff is in Cleveland.	SP	VFL	9/21/93	11/08/93	
26.	Organize materials for parallel set of files.	RP	VFL	9/21/93	11/15/93	
27.	Schedule a telecon with Executive Committee members following a meeting of presidents and executives of partner organizations.	RP	VFL	2/25/93	TBD	

- ☐ **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	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	LEVI ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	9/21/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Work with CJF to schedule a meeting of CIJE with Lead Community representatives on 11/16, in conjunction with the GA.	TP	VFL	7/22/93	8/19/93	
2.	Determine with IVI the best arrangements for Israel travel. Discuss with GZD and BWH.	TP	VFL	9/21/93	9/23/93	
3.	Complete preparation of minutes of staff, Baltimore, board, and executive committee meetings.	TP	VFL	9/21/93	9/24/93	
4.	Write to Lead Communities re: details of November seminar and request input on agenda.	TP	VFL	9/21/93	9/28/93	
5.	Confirm ADH's attendance at ALOHA and get details.		VFL	9/21/93	9/29/93	
6.	Draft cover letter to accompany minutes to people who attended board meeting.	TP	VFL	9/21/93	9/30/93	
7.	Draft cover letter to accompany minutes to people who did not attend board meeting. Suggest additional personal sentence for some. Enclose report on BP in Early Childhood.	TP	VFL	9/21/93	9/30/93	
8.	Subscribe to JTA and Jewish newspapers of the 3 Lead Communities.		VFL	9/21/93	9/30/93	
10.	Arrange for ADH and GZD to meet with Steve Hoffman and Mark Gurvis to discuss Cleveland's use of CIJE materials.		VFL	9/21/93	9/30/93	
11.	Prepare first bi-weekly newsletter.	TP	VFL	9/21/93	9/30/93	
12.	Call Tim Hausdorff and propose meeting with ADH, GZD, BWH about Jim Joseph grant.		VFL	9/21/93	10/01/93	
13.	Organize and arrange meetings for Cleveland "forum" on 11/8 and Milwaukee continuation on 11/9-10. Notify participants of plans.	TP	VFL	9/21/93	10/04/93	
14.	Develop and maintain a 6 month CIJE calendar.	TP	VFL	9/21/93	10/10/93	

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

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FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	HOLTZ ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	9/21/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Call Ruth Cohen about a speaker for Milwaukee meeting in October to help establish a vision for Jewish education.		BH	7/29/93	8/01/93	
2.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Gerald Cohen - done b. Susan Crown c. Billie Gold d. Neil Greenbaum - done e. Thomas Hausdorff f. Mark Lainer - done g. Matthew Maryles - done h. David Teutsch - done		BH	6/30/93	8/15/93	
3.	Meet with J. Woocher for guidance on approach to mailing publications.		BH	7/22/93	8/19/93	
4.	With SF and ARH, draft a job description for Barry Holtz.		BH	5/19/93	8/19/93	
5.	Prepare a memo summarizing proposal on distribution of CIJE materials.		BH	5/28/93	8/21/93	
6.	Arrange for SHH to see space at UJA/Fed., American Jewish Committee, on 9/28.		BH	9/21/93	9/27/93	
7.	Set up a meeting for BH and ADH with John Ruskay and Rachel Cowan for ADH's next visit.		BH	9/21/93	10/05/93	
8.	Work with Atlanta on filling the position of Director of the Lead Community project.		BH	6/16/93	12/15/93	
9.	Prepare suggestions for how to proceed with pilot projects in Atlanta.		BH	3/5/93	TBD	
10.	Work with Milwaukee on pilot projects.		BH	3/5/93	TBD	
11.	Begin work with Baltimore on a pilot project.		BH	3/5/93	TBD	

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

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FUNCTION	CIJE STEERING COMMITTEE				
SUBJECT/OBJECTIVE	A HOFFMANN				
ORIGINATOR/PROJECT LEADER	VFL		DATE	9/21/93	

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
14.	Write follow-up letter to Craig Dykstra - Lilly Foundation.		ADH	9/21/93	10/05/93	
15.	Write up meetings with denominations and training institutions.		ADH	9/21/93	10/15/93	
16.	Consider issue of tax exemption at Mayflower. (BR is working on this)		ADH	9/21/93	10/20/93	
17.	Work with VFL on budget -- start with work plan and structure, to be discussed with SDN in Israel.		ADH	9/21/93	10/26/93	
18.	Develop a communications program: internal; with our board and advisors; with the broader community.		ADH	9/21/93	11/30/93	
19.	Look into design of CIJE logo.		ADH	9/21/93	12/15/93	
20.	Develop descriptive brochure for CIJE.		ADH	9/21/93	1/15/94	

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

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FUNCTION	CIJE STEERING COMMITTEE	
SUBJECT/OBJECTIVE	A HOFFMANN	
ORIGINATOR/PROJECT LEADER	VFL	DATE 9/21/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Work with CRB Foundation to clarify relationship of Israel experience programs to Lead Communities.		ADH	7/22/93	8/19/93	
2.	Redraft PERT chart on which clear milestones for CIJE are highlighted.		ADH	7/22/93	8/19/93	
3.	Draft a mission statement for the Lead Communities project.		ADH	7/22/93	8/19/93	
4.	With staff, prepare time line and action plan for CIJE.		ADH	6/17/93	8/20/93	
5.	Write to Roberta confirming salary arrangements.		ADH	9/21/93	9/30/93	
6.	Write to Lilly Foundation reps. as follow-up to Indianapolis meeting. Enclose <u>A Time to Act</u> and other publications.		ADH	9/21/93	9/30/93	
7.	Talk with AG about editorial review of MEF reports.		ADH	9/21/93	9/24/93	
8.	Talk with AG about submitting written reports to VFL on MEF meetings and activities for bi-weekly newsletter.		ADH	9/21/93	9/24/93	
9.	Discuss with MLM whether BH and/or GD should attend HUC meeting 11/21/93 - 11/22/93.		ADH	9/21/93	9/29/93	
10.	Consider whether GZD should accompany ADH to ALOHA.		ADH	9/21/93	9/29/93	
11.	Clarify with Chaim Botwinick Baltimore's proposed use of grant.		ADH	9/21/93	9/30/93	
12.	Arrange to meet with Schindler and Syme on next trip.		ADH	9/21/93	10/05/93	
13.	Arrange to meet with CRB Foundation on next visit.		ADH	9/21/93	10/05/93	



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

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FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	S HOFFMAN ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	9/21/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Jay Davis b. Charles Goodman c. Marvin Lender d. Norman Lipoff e. Charles Ratner f. Bennett Yanowitz		SHH	2/25/93	8/15/93	
2.	With HLZ, talk with MLM about the advisability of approaching Jesselson family to partner with Jim Joseph grant.		SHH	6/8/93	8/15/93	
3.	Call Carl Sheingold to talk about CIJE slot on the GA agenda.		SHH	7/22/93	8/19/93	
4.	Propose to MLM that he talk with Roy Hoffberger about the Lead Community process in Baltimore and provide an outline of discussion points.		SHH	3/24/93	TBD	
5.	With SF, develop a plan for involving denominations in each Lead Community in CIJE.		SHH	3/31/93	TBD	
6.	With Alan Hoffmann, confer by telephone with chief professional of each Lead Community to encourage them to interview Senior Educators.		SHH	5/19/93	TBD	

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

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FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	HOCHSTEIN ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	9/21/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Prepare a recommendation for a policy on the use of materials and data generated by CIJE.		ARH	7/9/93	8/12/93	
2.	<p>Contact the following board members in preparation for the August 26 meeting and send brief report to VFL:</p> <p>a. David Arnow b. Norman Lamm c. Esther Leah Ritz d. Ismar Schorsch</p>		ARH	2/25/93	8/15/93	
3.	With SF and BH, draft a job description for Barry Holtz.		ARH	5/19/93	8/19/93	

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

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FUNCTION	CIJE STEERING COMMITTEE	
SUBJECT/OBJECTIVE	FOX ASSIGNMENTS	
ORIGINATOR/PROJECT LEADER	VFL	DATE 9/21/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Finalize arrangements for Blaustein grant with D. Hirschhorn.		SF	7/22/93	8/15/93	
2.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Alfred Gottschalk b. David Hirschhorn c. S. Martin Lipset d. Florence Melton e. Paul Steinberg f. Isadore Twersky		SF	2/25/93	8/15/93	
3.	With AH and BH, draft a job description for Barry Holtz.		SF	5/19/93	8/19/93	
4.	With SHH, develop a plan for involving denominations in each Lead Community process.		SF	3/31/93	12/1/93	

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

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FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	DORPH ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	9/21/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Write reports on Atlanta, Baltimore and Milwaukee visits.		GZD	9/21/93	9/28/93	
2.	Talk with S. Elster to find out details on the decision for Lead Communities to pay for date analysis and to request disk of questionnaire.		GZD	9/21/93	9/29/93	
3.	Determine date for Milwaukee forum. Discuss arrangements with Ruth Cohen.		GZD	8/31/93	9/30/93	
4.	Call S. Lee about status of CIJE contacts w/Reform community in Baltimore.		GZD	9/21/93	10/15/93	

MINUTES: CIJE STAFF TELECONFERENCE
DATE OF MEETING: September 29, 1993
DATE MINUTES ISSUED: October 1, 1993
PRESENT: Gail Dorph, Alan Hoffmann, Barry Holtz, Virginia Levi
COPY TO: Morton L. Mandel

I. The minutes of September 21 were reviewed and served as the basis for discussion of the following issues.

II. Invitation to Lead Communities seminar

A letter has been prepared, inviting the Lead Communities to participate in the November 16 - 17 seminar and asking for their suggestions for the agenda. It was agreed that the staff should consider who from each community we feel should attend. This will be discussed at the next telecon and assignments will be made for follow-up phone calls.

III. Communications

A. Bi-weekly reports

It was agreed that there will be one report prior to the Israel staff seminar. This will most likely be distributed on October 15. Gail will provide Ginny with summaries of the various Lead Community visits by October 6.

B. Barry reported having spoken with Nessa Rappoport, who is very interested in our work but unavailable to assist. She suggested, and the group concurred, that it is important to have one person familiar with CIJE to serve as our "voice." She suggested Sandy Brawarsky, whom Barry knows and believes is a good alternative. He has approached her and learned that she is interested, but has a number of questions. Barry will ask her to submit a letter outlining what she thinks the job would entail and listing her questions. We will plan to arrange for her to meet with Alan in November.

Assignment

IV. Search for office space

Barry met with Bob Fisher at JCCA on September 28 for a tour of possible CIJE office space. There are two suites on the ninth floor which might meet our needs, and for which the cost is comparable to that at UJA/Federation. These would need to be furnished and wired for

our use. There are three individual offices and a secretarial bay available on the tenth floor. These offices are furnished and wired for telephones. The cost would be \$810 per month.

After discussion, it was concluded that the ninth floor suites do not meet our needs as a permanent CIJE base, but that the tenth floor space sounds like a good transitional option.

The UJA/Federation remains a good possibility for an eventual CIJE base of operation. Barry will call Steve Hoffman and ask him to call Steve Solender to arrange for Barry to view alternative spaces at UJA/Federation.

Assignment

The American Jewish Committee does not seem like a viable option.

V. Funding issues

A. Baltimore request

Alan has attempted to reach Chaim Botwinick and has left a message for him indicating that we require a proposal to clarify the intended use of the \$30,000 grant. Ginny will follow-up with Chaim to clarify this and remind him that Milwaukee used the funds, in part, to support the analysis of the educators survey.

Assignment

Ginny will call Ellen Goldring and ask her to be in touch with Lauren Azoulai about how Atlanta can contract for data analysis. [Done: Ellen will put Lauren in direct contact with the firm.]

B. Lilly Foundation

Alan is drafting a letter to Craig Dykstra as a follow-up to the meeting last month and to pursue the suggestion for a colloquium. He feels that Seymour Fox and others from the Mandel Institute should be involved in the colloquium, so is waiting for dates from Seymour in April or May. He plans to complete the letter by October 8.

C. Jim Joseph Foundation

When Ginny has Alan's schedule in the States, she will work with Tim Hausdorff to arrange a meeting with Alan, Gail and Barry. We should remember to involve Ellen in the planning for this meeting.

Gail will consider how Alan should plan to use time in the Lead Communities during his next visit. This will be a topic for the discussion at the next telecon.

Assignment

VI. Relationship to Institutions of Higher Learning

Assignment

- A. The "ALOHA group" has a meeting on November 14 - 15, not October 31 - November 1 as we previously thought. It seems that those November dates would be better used in Milwaukee. Ginny will let Sara Lee know that Alan cannot attend on those dates and will try to find another meeting time while she is in the East.

B. Meeting with Hebrew Union College

Assignment

There was further discussion on whether CIJE should be represented at an HUC meeting on November 21 to 22 to discuss progress on the MAF grant. It was agreed that Barry will talk with Isa Aron about the content and anticipated outcomes in order to determine whether it is appropriate for us to be represented. It was agreed that CIJE should be kept informed and that if this is an important meeting, we should be represented. However, we will not plan to attend simply to be visible.

VII. Calendar

A. Cleveland - November 7 - 9

The staff will meet in Cleveland on the evening of November 7. The specific time will depend on when people can arrive. We will aim for a starting time between 7 and 8 PM.

The schedule for Monday, November 8 is as previously presented.

There are three meetings to be scheduled for Tuesday, November 9.

Assignment

1. Barry will call Chuck Ratner to schedule a meeting of 1-1/2 hours with Alan, Gail, and Barry, to bring him up to date on Lead Communities.

Assignment

2. Ginny will arrange a meeting of Steve Hoffman, Mark Gurvis, and Daniel Blaine with Alan, Gail, Barry and Ginny to discuss Cleveland's desire to use CIJE materials.

Assignment

3. Ginny will arrange a meeting for Alan with Richard Shatten.

B. Milwaukee - November 14 - 15

Milwaukee will be holding a strategic planning retreat on these dates. We will plan to hold an all day staff meeting on Sunday, November 14, to include Alan, Gail, Barry, Ginny, Adam, Ellen, Daniel, (Roberta and Julie?). Some of this group will leave the staff meeting to join the strategic planning retreat for the opening 1 - 2 hours on Sunday. That group will join the retreat for the day on the 15th and will leave for Montreal from Milwaukee. Others will be free to leave Milwaukee on Sunday evening.

VIII. Israel Agenda

Assignment Alan will work to mesh the general agenda which he has proposed with the list of specific topics that have been identified. This will be discussed at the next telecon.

Assignment Gail will let Alan know when on October 15 and 16 she is available to meet with him.

IX. Assignments

It was suggested that each of the staff members review all of the assignment sheets and let Ginny know which assignments have been completed. We need to reassign those which are assigned to people no longer centrally involved, determine what to do with camper assignments, and figure out a way to move forward with these assignments.

X. Travel Plans

Gail has tentative plans to be in Baltimore on Tuesday, October 5.

IX. Future Telecons

Future telecons are scheduled as follows:

Wednesday, October 6 - 9:00 AM

Thursday, October 14 - 3:00 PM

Following the staff seminar in Israel, we will consider holding future telecons on Monday mornings.



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FUNCTION	CIJE STEERING COMMITTEE	
SUBJECT/OBJECTIVE	DORPH ASSIGNMENTS	
ORIGINATOR/PROJECT LEADER	VFL	DATE 9/29/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Consider best use of ADH's time in LCs in November.		GZD	9/29/93	10/05/93	
2.	Let ADH know when on 10/15 & 16 meetings could be scheduled.		GZD	9/29/93	10/06/93	
3.	Write reports on Atlanta, Baltimore and Milwaukee visits.		GZD	9/21/93	10/08/93	
4.	Call S. Lee about status of CIJE contacts w/Reform community in Baltimore.		GZD	9/21/93	10/15/93	

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FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	FOX ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	9/29/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Finalize arrangements for Blaustein grant with D. Hirschhorn.		SF	7/22/93	8/15/93	
2.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Alfred Gottschalk b. David Hirschhorn c. S. Martin Lipset d. Florence Melton e. Paul Steinberg f. Isadore Twersky		SF	2/25/93	8/15/93	
3.	With AH and BH, draft a job description for Barry Holtz.		SF	5/19/93	8/19/93	
4.	With SHH, develop a plan for involving denominations in each Lead Community process.		SF	3/31/93	12/1/93	

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FUNCTION	CIJE STEERING COMMITTEE	
SUBJECT/OBJECTIVE	HOCHSTEIN ASSIGNMENTS	
ORIGINATOR/PROJECT LEADER	VFL	DATE 9/29/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Prepare a recommendation for a policy on the use of materials and data generated by CIJE.		ARH	7/9/93	8/12/93	
2.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. David Arnow b. Norman Lamm c. Esther Leah Ritz d. Ismar Schorsch		ARH	2/25/93	8/15/93	
3.	With SF and BH, draft a job description for Barry Holtz.		ARH	5/19/93	8/19/93	



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FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	S HOFFMAN ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	9/29/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Jay Davis b. Charles Goodman c. Marvin Lender d. Norman Lipoff e. Charles Ratner f. Bennett Yanowitz		SHH	2/25/93	8/15/93	
2.	With HLZ, talk with MLM about the advisability of approaching Jesselson family to partner with Jim Joseph grant.		SHH	6/8/93	8/15/93	
3.	Propose to MLM that he talk with Roy Hoffberger about the Lead Community process in Baltimore and provide an outline of discussion points.		SHH	3/24/93	TBD	
4.	With SF, develop a plan for involving denominations in each Lead Community in CIJE.		SHH	3/31/93	TBD	
5.	With Alan Hoffmann, confer by telephone with chief professional of each Lead Community to encourage them to interview Senior Educators.		SHH	5/19/93	TBD	

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FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	A HOFFMANN		
ORIGINATOR/PROJECT LEADER	VFL	DATE	9/29/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Work with CRB Foundation to clarify relationship of Israel experience programs to Lead Communities.		ADH	7/22/93	8/19/93	
2.	Redraft PERT chart on which clear milestones for CIJE are highlighted.		ADH	7/22/93	8/19/93	
3.	Draft a mission statement for the Lead Communities project.		ADH	7/22/93	8/19/93	
4.	With staff, prepare time line and action plan for CIJE.		ADH	6/17/93	8/20/93	
5.	Talk with AG about editorial review of MEF reports.		ADH	9/21/93	9/24/93	
6.	Talk with AG about submitting written reports to VFL on MEF meetings and activities for bi-weekly newsletter.		ADH	9/21/93	9/24/93	
7.	Clarify with Chaim Botwinick Baltimore's proposed use of grant.		ADH	9/21/93	9/30/93	
8.	Write to Roberta confirming salary arrangements.		ADH	9/21/93	9/30/93	
9.	Arrange to meet with Schindler and Syme on next trip.		ADH	9/21/93	10/05/93	
10.	Arrange to meet with CRB Foundation on next visit.		ADH	9/21/93	10/05/93	
11.	Reconfigure Israel agenda.		ADH	9/29/93	10/06/93	
12.	Write to Lilly Foundation reps. as follow-up to Indianapolis meeting. Enclose <u>A Time to Act</u> and other publications.		ADH	9/21/93	10/08/93	
13.	Write up meetings with denominations and training institutions.		ADH	9/21/93	10/15/93	
14.	Consider issue of tax exemption at Mayflower. (BR is working on this)		ADH	9/21/93	10/20/93	
15.	Work with VFL on budget -- start with work plan and structure, to be discussed with SDN in Israel.		ADH	9/21/93	10/26/93	
16.	Develop a communications program: internal; with our board and advisors; with the broader community.		ADH	9/21/93	11/30/93	
17.	Look into design of CIJE logo.		ADH	9/21/93	12/15/93	

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SUBJECT/OBJECTIVE	A HOFFMANN		
ORIGINATOR/PROJECT LEADER	VFL	DATE	9/29/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
18.	Develop descriptive brochure for CIJE.		ADH	9/21/93	1/15/94	

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FUNCTION	CIJE STEERING COMMITTEE	
SUBJECT/OBJECTIVE	HOLTZ ASSIGNMENTS	
ORIGINATOR/PROJECT LEADER	VFL	DATE 9/29/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SF and ARH, draft a job description for Barry Holtz.		BH	5/19/93	8/19/93	
2.	Meet with J. Woocher for guidance on approach to mailing publications.		BH	7/22/93	8/19/93	
3.	Prepare a memo summarizing proposal on distribution of CIJE materials.		BH	5/28/93	8/21/93	
4.	Call Chuck Ratner to schedule meeting with ADH, GZD & BWH on 11/9/93.		BH	9/29/93	10/04/93	
5.	Set up meetings for BH and ADH with John Ruskay and Rachel Cowan for ADH's next visit.		BH	9/21/93	10/05/93	
6.	Ask Sandy Brawarsky to submit a letter about a communications position.		BH	9/29/93	10/05/93	
7.	Ask Steve Hoffman to arrange with Steve Solender to show BH office space at UJA/Federation.		BH	9/29/93	10/06/93	
8.	Ask Isa Aron about content and anticipated outcomes of 11/21 - 22 HUC meeting.		BH	9/29/93	10/06/93	
9.	Work with Atlanta on filling the position of Director of the Lead Community project.		BH	6/16/93	12/15/93	
10.	Work with Milwaukee on pilot projects.		BH	3/5/93	TBD	
11.	Prepare suggestions for how to proceed with pilot projects in Atlanta.		BH	3/5/93	TBD	
12.	Begin work with Baltimore on a pilot project.		BH	3/5/93	TBD	
13.	Contact the following board members and send brief report to VFL: a. Gerald Cohen - done b. Susan Crown c. Billie Gold d. Neil Greenbaum - done e. Thomas Hausdorff f. Mark Lainer - done g. Matthew Maryles - done h. David Teutsch - done		BH	6/30/93	TBD	

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☐ **RAW MATERIAL**
☐ **FUNCTIONAL SCHEDULE**

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FUNCTION	CIJE STEERING COMMITTEE	
SUBJECT/OBJECTIVE	LEVI ASSIGNMENTS	
ORIGINATOR/PROJECT LEADER	VFL	DATE 9/29/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Subscribe to JTA and Jewish newspapers of the 3 Lead Communities.		VFL	9/21/93	9/30/93	
2.	Organize and arrange meetings for Cleveland "forum" on 11/7-9 and Milwaukee on 11/14-15. Notify participants of plans.	TP	VFL	9/21/93	10/04/93	
3.	Draft cover letter to accompany minutes to people who did not attend board meeting. Suggest additional personal sentence for some. Enclose report on BP in Early Childhood.	TP	VFL	9/21/93	10/05/93	
4.	Draft cover letter to accompany minutes to people who attended board meeting.	TP	VFL	9/21/93	10/05/93	
5.	Call Chaim Botwinick about grant proposal.		VFL	9/29/93	10/05/93	
6.	Call Sara Lee about ADH's conflict with ALOHA meeting and look for alternative meeting time.		VFL	9/29/93	10/05/93	
7.	Arrange for ADH and GZD to meet with Steve Hoffman, Mark Gurvis and Daniel Blain to discuss Cleveland's use of CIJE materials.		VFL	9/21/93	10/06/93	
8.	Arrange a meeting on 11/9/93 for ADH and Richard Shatten.		VFL	9/29/93	10/06/93	
9.	Develop and maintain a 6 month CIJE calendar.	TP	VFL	9/21/93	10/10/93	
10.	Look into use of Internet/Compuserve for CIJE.	SP	VFL	9/21/93	10/15/93	
11.	Design and order business cards for staff.	SP	VFL	9/21/93	10/15/93	
12.	Call Tim Hausdorff and propose meeting with ADH, GZD, BWH about Jim Joseph grant.		VFL	9/21/93	10/15/93	
13.	Prepare first bi-weekly newsletter.	TP	VFL	9/21/93	10/15/93	
14.	Work with CJF on details of meeting of CIJE with Lead Community representatives on 11/16 - 17, in conjunction with the GA.	TP	VFL	7/22/93	10/15/93	

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SUBJECT/OBJECTIVE	LEVI ASSIGNMENTS				
ORIGINATOR/PROJECT LEADER	VFL		DATE	9/29/93	

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
15.	Look into options and costs of portable printer for ADH.	SP	VFL	9/21/93	10/15/93	
16.	Review files on financial commitments of CIJE supporters and be sure Barry Reis' records are complete.	SP	VFL	9/21/93	10/15/93	
17.	Plan to discuss letters of agreement for the Lead Communities. Consider including our expectations regarding the sort of lay and professional involvement we expect. [Israel agenda]	RP	VFL	4/7/93	10/18/93	
18.	Arrange to have Macintosh disks of names and addresses translated to IBM use. Explore best way to develop and update a rolodex for staff use. Take disks to Israel.	RP	VFL	9/21/93	10/18/93	
19.	Arrange for Barry Reis to prepare and submit a monthly summary of expenditures to ADH.	SP	VFL	9/21/93	10/18/93	
20.	Work with ADH on budget. Start with work plan and structure.	TP	VFL	9/21/93	10/27/93	
21.	Prepare a list of CIJE and Mandel Institute consultants used to date and their rates of pay.	RP	VFL	9/21/93	10/31/93	
22.	Revise letterhead.	RP	VFL	9/21/93	10/31/93	
23.	Arrange for review of CIJE manual when staff is in Cleveland.	SP	VFL	9/21/93	11/08/93	
24.	Organize materials for parallel set of files.	RP	VFL	9/21/93	11/15/93	
25.	Schedule a telecon with Executive Committee members following a meeting of presidents and executives of partner organizations.	RP	VFL	2/25/93	TBD	



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SUBJECT/OBJECTIVE	MANDEL ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	9/29/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Charles Bronfman b. Max Fisher c. Lester Pollack d. Richard Scheuer		MLM	2/25/93	8/15/93	
2.	Consider establishing a finance committee.		MLM	4/7/93	8/31/93	
3.	Visit with Erica Jesselson to get her on board to support CIJE.		MLM	6/17/93	8/31/93	



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FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	ZUCKER ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	9/29/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Schedule meeting of MLM, AJN, and HLZ to discuss CIJE funding.		HLZ	7/9/93	7/30/93	
2.	With SHH, talk with MLM about the advisability of approaching Jesselson family to partner with Jim Joseph grant.		HLZ	6/8/93	8/15/93	
3.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Mandell Berman b. John Colman c. Maurice Corson		HLZ	2/25/93	8/15/93	
4.	Encourage MLM to talk with Corky Goodman prior to scheduling a meeting with the presidents and executives of CJF, JCCA and JESNA.		HLZ	3/24/93	TBD	
5.	Arrange meeting for MLM with presidents and executives of CJF, JCCA and JESNA and second meeting to include CRB, Crown, Avi Chai, Wexner and other funders.		HLZ	1/28/93	TBD	