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

Subseries 1: Meetings, 1990–1998.

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Staff meetings. Minutes and assignments,
July 1995-September 1995.

For more information on this collection, please see the finding aid on the
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**CIJE STAFF MEETING
AGENDA
July 6, 1995**

I. Plans for November 1-2, 1995 meetings

A. Seminar

1. Chair
2. Speaker/program
3. location/set-up
4. guest list/camper system
 - a. Steve Solendar recommendations

B. Board Meeting

1. schedule
 - a. 9:30am - 3:00pm?
 - b. committees need 90 minutes
2. agenda/presentation styles
3. camper calls
4. identification of new board members/orientation

C. Executive Committee

1. agenda
2. timing

D. Steering Committee

II. Plans for August 25, 1995 Steering Committee meeting

- A. time**
- B. agenda**

III. Update on Virtual College Program

IV. Summer Seminars: Where are we? What are current issues?

- A. Goals Coaches**
- B. Virtual College - Teacher Educator Institute**
- C. Training Evaluators**

V. Educational Leader Materials: What are we learning from the study? Policy implications. Should it be a policy brief?

VI. Document on Evaluation Capacity

VII. Luncheon Seminar: Wooster: date for August onwards

VIII. NY Office

A. CIJE/JCCA relations

IX. Wexner

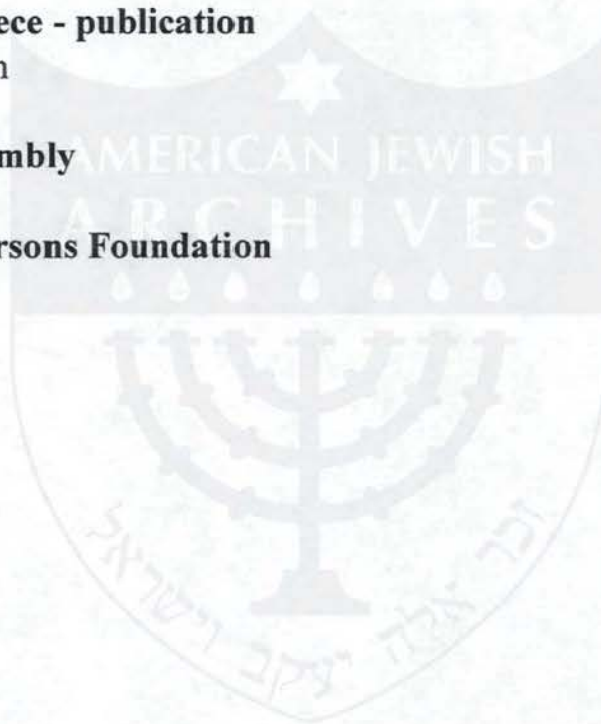
X. Steering Committee minutes & assignments

XI. Ackerman Piece - publication

A. Art Vernon

XII. General Assembly

XIII. Righteous Persons Foundation



MINUTES: CIJE STAFF TELECON
DATE OF MEETING: JULY 6, 1995
DATE MINUTES ISSUED: JULY 11, 1995
PARTICIPANTS: Gail Dorph, Alan Hoffmann (by phone), Barry Holtz,
Virginia Levi (by phone), Robin Mencher,
Debra Perrin (sec'y), Nessa Rapoport
COPY TO: Sheila Allenick, Adam Gamoran, Ellen Goldring,
Morton Mandel, Daniel Pekarsky

I. Review of May 29, 1995 Staff Meeting Minutes and Assignments

Meeting minutes and assignments were reviewed.

II. July 13, 14, 16, 17 Goals Seminar

R. Toren will only be attending the first two days of the Goals Seminar. Sunday's meetings will take place from 12:00pm - 6:00pm at the home of GZD as there is no air conditioning at the CIJE office. Monday we will meet until 3:00pm for a consultation with S. Fox regarding the Virtual College/Cummings Grant. GZD will prepare a packet of information for S. Fox on this topic which he will receive July 12th in Boston.

The Brandeis/CJF/JESNA/CIJE course is still happening. BWH will be there Monday night, July 17th.

III. Plans for November 1-2, 1995 Board meeting

A. Board Seminar Location

Assignment

BWH will contact Caroline Green this week to discuss the possibility of our using the meeting rooms in the 110 E. 59th Street building as the November Board seminar site. A thorough cost analysis places the Harvard Club out of our range of possible seminar locations.

IV. Daniel Pekarsky

Following a number of productive conversations, S. Fox, D. Marom and DNP are now working intensively on preparing for the Goals Seminar. The majority of the seminar will be devoted to focusing the long-term directions of the Goals

project.

V. JCC Goals Seminar

It has been agreed that the CIJE/JCC Goals Seminar on JCC Camps will be scheduled concurrently with the JCC November meeting in Washington, D.C. DNP has prepared a one page description about the seminar and has given it to L. Rubin for circulation to JCC potential attendees.

VI. Database

The CJF database information should be here by July 14 for data entry. We will discuss creating a manual and software package as part of the CIJE Study of Educators packet for the communities at the July 6 MEF telecon. NR still needs staff input on the 2 page description of CIJE which will be included in this packet. She will forward a copy of the description to VFL for additional comment.

Assignment

VII. JCC Best Practices Volume

BWH has received comments from Rabbi Poupko of the Kaplan JCC in Illinois to the effect that the conclusions drawn from the JCC Best Practices volume should have stronger recommendations of how to upgrade current practices. It was agreed that this volume should be published as a more polished, higher quality document than most publications which come out of the Jewish professional world. NR and BWH are considering a cover design which plays off of the Policy Brief cover.

Best Practices Early Childhood and Supplementary School volumes need to be reprinted. RJM will contact the JCC production department regarding the cost of either a new cover or a re-printing of the complete volumes with corrections. BWH also brought up the need for producing another publication along the lines of the Policy Brief which would comprise a distillation of the Supplementary School volume for use in new communities.

Also to consider is the Educational Leadership document. We have yet to decide on who our audience will be and what form the final document will take. This will be discussed at the MEF telecon July 6, 1995.

VIII. Steering Committee August 25, 1995

A. Time

Assignment

This meeting will probably take place from 9:00am - 3:00pm. VFL will find out what time Shabbat begins in Cleveland for those who will be returning there following the meeting.

B. Possible Agenda

The items this meeting may focus on are:

1. Towards a conceptual framework for community mobilization (NR)
2. Goals project (DNP)
 - a. directions
 - b. workplan
3. General Assembly (NR/BWH)
4. CIJE Update
 - a. Report on educational leaders (leadership report)
 - b. BWH's JCC's Best Practices volume
 - c. Report on August seminar in Cleveland
 - d. Letter to new communities
5. Committee meetings

Assignment

ADH will review this agenda with MLM on July 18, 1995.

Assignment

A. Finkelstein will be invited to speak at the November board meeting about JCC Best Practices. DSP will speak to his assistant about adding the November Board meeting to his calendar.

IX. 1996 CIJE Calendar

Very tentative dates for Steering Committee and Board meetings in 1996 are as follows (conversation ADH/MLM, still not confirmed by MLM):

January 22, 1996 - Steering Committee meeting
 March 14, 1996 - Steering Committee meeting
 April 24, 25, 1996 - Steering Committee/Board meeting
 June 20, 1996 - Steering Committee meeting
 August 8, 1996 - Steering Committee meeting
 October 16, 17, 1996 - Steering Committee/Board meeting

Assignment
Assignment

VFL and DSP will verify these dates against the CJF master calendar. ADH will review them again with MLM on July 18th.

X. Virtual College update

1. Teacher Educator Institute

As of today we do not have current numbers of how many will attend the Virtual College program in Cleveland in August. D. Ball, S. Feiman-Nemser, and possibly two Cleveland College faculty members will join GZD, ADH, and BWH as faculty for this program. Tuesday, July 11 we will have a meeting to focus on the curriculum of the seminar, especially highlighting both instances of teaching and as a model for how to use video to teach. For now we are weaving themes and different contexts of how education takes place in different situations together. In the future we may consider separating early childhood, supplementary schools, and other frameworks.

Assignment

RJM will be traveling to Cleveland to assist VFL with arrangements for the Institute. VFL will speak to the caterer about ordering "milkig" meals for all dinners. BR will be attending as well as part of the MEF evaluation of the seminar. R. Cowan may want to attend for a day or so. Staff should pay special attention to the back-to-back ticket list in order to take advantage of already existing airline tickets.

Assignment

GZD is keeping track of all existing correspondence about the Cummings project for BR's project on evaluation.

XI. Training Evaluators

Assignment

As of yet there is no budget or director for the Training Evaluators program. GZD recommended that we find a faculty member and grad student team to run the program. A grad student exposed to the project could then be trained to work in this area as a CIJE staff member. ADH will contact the president of Teacher's College, Prof. Levine about this. He will also contact the President of the Columbia School of Business. Meyer Feidberg may be a good candidate to join the CIJE Board.

XII. Document on Evaluation Capacity

Now that we're satisfied with this document, the next stage will be for SFA,

Assignment GZD, and ADH to create a budget from it.

XIII. August 20th meetings with Sheila Allenick

The purposes of the meetings with SFA are to: 1) educate the staff about the budget structure in their domains and its relation to the 1995 workplan, 2) to fill staff in on the current expenditures in budgets and evaluate spending against the workplan, and 3) to work on re-budgeting for the 1996 workplan.

XIV. Luncheon Seminars

Assignment NR will organize dates for the luncheon seminars with staff. The schedule for these should be arranged as follows: one luncheon before the end of 1995, two in the first half of 1996, and two in the second half of 1996. There will be a floating list of 5 or 6 people tied to the topic every time. J. Woocher has already been asked to begin the first session with his paper. This will be the highest level ongoing professional seminar in Jewish education in North America.

Assignment DSP will verify the number of seats available in the JCCA conference room as that will be the size of the seminar. NR will work with staff on who to invite to the basic list.

XV. Additional Issues

A. Harvard

Assignment We are still looking into planning two CIJE leadership seminars at Harvard this fall. ADH and GZD will meet with the Director of the Harvard Principal's Center on July 12th. GZD will follow up on this when she has more information.

B. Walter Ackerman

Assignment NR will call A. Vernon to let him know that we are interested in his proposal regarding the Ackerman paper, "Reforming Jewish Education."

XVI. CIJE/JCCA Relations

All staff must be sensitive to changes currently taking place within the JCCA. We

Assignment

must also be aware of the stress which we cause within the JCCA when using meeting rooms which require advance set-up and when requesting large projects from production. RJM will look into local copy services to alleviate some of the stress which CIJE causes by over utilizing the production department. We also need to keep in mind the issue of compensation for excess work/effort put in by Franklin and Ivan. For meeting and conference planning, please consider location and service requirement options (i.e. ADH's office, making our own coffee).



CIJE ASSIGNMENTS

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DUE DATE
1.	Speak with Caroline Green about using the UIA meeting rooms for the November 1 Board Seminar.	BWH	June 29, 1995	July 6, 1995
2.	Plan to attend one day of the Teacher Educator Institute in Cleveland, arrange with GZD.	NR	June 29, 1995	July 10, 1995
3.	Contact S. Hoffman and C. Ratner regarding their availability the week of the Teacher Educator Institute.	VFL	June 29, 1995	July 10, 1995
4.	Discuss participation in the Milwaukee JCC consultation with AG and J. Reimer.	GZD	June 29, 1995	July 10, 1995
5.	Contact C. Green regarding renting rooms for the Board seminar.	BWH	July 6, 1995	July 10, 1995
6.	Forward a copy of the 2 pg. CIJE description to VFL for her input.	NR	July 6, 1995	July 10, 1995
7.	Find out what time Shabbat begins in Cleveland on August 25, 1995.	VFL	July 6, 1995	July 10, 1995
8.	Verify possible 1996 meeting dates with CJF calendar.	VFL, DSP	July 6, 1995	July 10, 1995
9.	Speak to caterer for Educators Institute about ordering "milig" dishes for dinners.	VFL	July 6, 1995	July 10, 1995
10.	Verify the number of seats available in the JCCA conference room.	DSP	July 6, 1995	July 10, 1995
11.	Meet with the Director of the Harvard Principal's Center regarding leadership seminars.	GZD, ADH	July 6, 1995	July 12, 1995
12.	Prepare packet for S. Fox on Virtual College/Cummings Grant information.	GZD	July 6, 1995	July 13, 1995
13.	Organize dates for luncheon seminar with staff, work with staff on who to invite.	NR	July 6, 1995	July 14, 1995
14.	Look into local copy services for CIJE NY.	RJM	July 6, 1995	July 17, 1995
15.	Review agenda for November Board meeting with MLM; review dates for 1996 calendar with MLM.	ADH	July 6, 1995	July 18, 1995

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DUE DATE
16.	Create a budget from the document on Evaluation Capacity.	SFA, GZD, ADH	July 6, 1995	July 31, 1995
17.	Contact the president of Teacher's College about finding someone to run the Training Evaluators project.	ADH	July 6, 1995	July 31, 1995
18.	Keep track of all Cummings correspondence for BR's project on evaluation.	GZD	July 6, 1995	ongoing

updated: July 6, 1995



CIJE STAFF MEETING
AGENDA
July 10, 1995

I. Plans for November 1-2, 1995 meetings

A. Seminar

1. Chair
2. Speaker/program
3. location/set-up
4. guest list/camper system
 - a. Steve Solendar recommendations

B. Board Meeting

1. schedule
 - a. 9:30am - 3:00pm?
 - b. committees need 90 minutes
2. agenda/presentation styles
3. camper calls
4. identification of new board members/orientation

C. Executive Committee

1. agenda
2. timing

D. Steering Committee

MINUTES: CIJE STAFF TELECON
DATE OF MEETING: JULY 10, 1995
DATE MINUTES ISSUED: JULY 12, 1995
PARTICIPANTS: Gail Dorph, Alan Hoffmann (by phone), Barry Holtz,
Virginia Levi (by phone), Robin Mencher,
Debra Perrin (sec'y), Nessa Rapoport
COPY TO: Sheila Allenick, Adam Gamoran, Ellen Goldring,
Morton Mandel, Daniel Pekarsky

The topic of this meeting is the November 1-2, 1995 Board meeting.

I. Attendance

Due to a conflict with the Jewish Agency meeting, a few of our Board members may not be in attendance at the November 1-2, 1995 Board meeting. They are as follows:
I. Field, C. Goodman, N. Lipoff, and M. Wishner.

II. Location

A. HARVARD CLUB

Following a cost analysis, the Harvard Club is no longer being considered as an optimal location for the Board seminar.

B. 110 EAST 59TH STREET BUILDING

BWH spoke with C. Green regarding use of the meeting rooms in the 110 E. 59th Street building. The UIA/WZO rents these rooms for conferences. BWH will contact H. Colan of the WZO regarding space availability and cost. This building offers three rooms for rental, the largest holding up to 85 people in auditorium style seating. This would offer the more intimate setting which we are looking for. One option would be to hold the Executive dinner at the UJA/Federation and the seminar and reception next door in the UIA rooms. As with the UJA/Federation, we would coordinate food and set-up with the UIA/WZO.

C. UJA/FEDERATION BUILDING

The UJA/Federation is still an option for the Board seminar. VFL has kept our room reservation there and will continue to hold it as a contingency plan. Should we decide to use this room, we will consider a better set-up, perhaps altering the room size for a warmer ambiance.

Assignment

III. Speaker/Program

GZD sent a note to Prof. David Cohen along with the Sarna article, requesting that he contact Linda Darling-Hammond about speaking at the November Board seminar. We have not yet heard back from him. If Linda Darling-Hammond does not accept, we will consider Prof. Arnie Eisen as an alternate speaker (he will be on sabbatical from Stanford in New York).

Should L. Darling-Hammond agree to speak, she will have to be educated on CIJE context prior to the seminar. L. Darling-Hammond's areas of expertise are in educational reform and restructure, focusing on 1) the workforce and how work is organized; professional development as the work of educators, and 2) standards and licensing and their impact on the field. Prof. Darling-Hammond has the ability to create a vocabulary and set the issues for what must be addressed in professional education, her main point being that by working with teachers, we can significantly improve education.

For CIJE purposes we could focus her talk on three possible issues: 1) standards, 2) professional development and "does it make a difference?", and 3) professional development in the context of "state of the art" thinking. The topic of "Top-down support for bottom-up reform" is catchy enough to get people's attention as well as being a good title and a good topic for CIJE. L. Darling-Hammond can incorporate the theoretical with case studies and will be an interesting speaker should she choose to accept.

IV. Board seminar Chair

At the conclusion of the past Board meeting, we suggested that MLM should not chair the seminar and that the chair should be rotated among Board members. Lester Pollack will be asked to chair the Board seminar. We will consider having a respondent. The respondent should provide substantive commentary on professional development as it pertains to the Jewish education world. Both Dr. Beverly Gribitz and Dr. Josh Elkin are prime candidates. Either one could speak from the school's perspective and would be able to provide the link to Jewish education.

V. Guest List

Staff will look at the guest list together and decide on who to retain and who to remove. NR suggested that we add personal notes to each invitation from the staff members who know them. Once we have a list of attendees we can organize a

camper-like system for those attendees who will need taking care of at the seminar.

Assignment

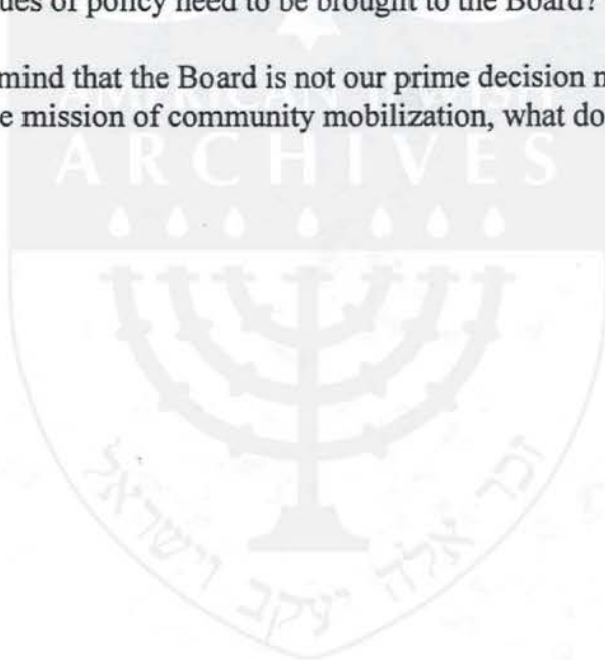
VFL will contact S. Solender regarding his suggested attendees.

VI. Topic

Four questions were posed regarding the focus of the November Board meeting.

1. What would naturally lead into this board meeting from the last one?
2. Is there anything that was promised at the last board meeting?
3. Can we involve people more in this meeting?
4. What issues of policy need to be brought to the Board?

Keeping in mind that the Board is not our prime decision making body, but serves primarily the mission of community mobilization, what do we want to ask of them?



CIJE ASSIGNMENTS

Board Meeting Telecon

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DUE DATE
1.	Contact H. Colan of the WZO regarding room rental for the Board seminar.	BWH	July 10, 1995	July 25, 1995
2.	Contact S. Solendar regarding his suggested Board meeting attendees.	VFL	July 10, 1995	July 25, 1995

updated: July 10, 1995



**CIJE STAFF MEETING
AGENDA
July 25, 1995**

- I. August 25, 1995 Steering Committee meeting**
 - A. Status of JCC Best Practices volume
 - B. Materials for Mailing and Fact Books

- II. Plans for November 1-2, 1995 meetings**
 - A. Seminar
 - 1. Chair
 - 2. Speaker/program
 - 3. location/set-up
 - 4. guest list/camper system
 - a. Steve Solendar recommendations
 - B. Board Meeting
 - 1. schedule
 - a. 9:30am - 3:00pm?
 - b. committees need 90 minutes
 - 2. agenda/presentation styles
 - 3. camper calls
 - 4. identification of new board members/orientation
 - C. Executive Committee
 - 1. agenda
 - 2. timing
 - D. Steering Committee

- III. MEF Consultation in August**
 - or meeting with AG/EG on the 23/24th

- IV. E-mail conversations on next Policy Brief**

MINUTES: CIJE STAFF TELECON
DATE OF MEETING: JULY 25, 1995, 8:15 am EDT
DATE MINUTES ISSUED: JULY 26, 1995
PARTICIPANTS: Gail Dorph, Alan Hoffmann (Israel), Barry Holtz, Ginny Levi (Cleveland), Robin Mencher (sec'y), Nessa Rapoport
COPY TO: Sheila Allenick, Adam Gamoran, Ellen Goldring, Morton Mandel, Daniel Pekarsky, Debra Perrin

I. Review of Minutes and Assignments

A. DANIEL PEKARSKY

Assignment BWH will contact DNP about distributing the minutes of the July 24 telecon on Goals to the core staff.

B. JCC CAMPING GOALS SEMINAR

Assignment The seminar on the Jewishness of camping in the JCC will take place in Washington, D.C. on November 8-9, immediately following the JCCA national meeting. DSP will add these dates to ADH's calendar and remove the earlier December dates.

C. DATA BASE

Assignment NR will include information about the MEF software package in the document she is developing for the dissemination packet.

D. JCC BEST PRACTICES VOLUME

BWH has received written comments from B. Chazan, A. Finkelstein, S. Greenfield, and L. Rubin of the JCCA regarding the Best Practices volume on JCCs. He has met twice with A. Finkelstein to discuss his comments on the draft of the report.

BWH has been in close contact with Prof. S. Cohen about the comments of the JCCA staff. S. Cohen will begin to redraft the document.

Assignment BWH and NR will work jointly on the production, design and publishing aspects of all the volumes.

Assignment BWH, NR and VFL will construct a backward map for the production of the Best Practices volume to determine if a finished product could be completed in time for distribution before the November board meeting.

E. 1996 CIJE CALENDAR

Assignment

After completing a survey of all the dates for 1996, VFL will send a note to MLM, briefing him on the responses of staff, steering committee, and board meetings. Some preliminary responses:

1. May 1996 board meeting

Due to the fact that the JCCA Biennial will be held in Baltimore one week after CIJE's May 1996 board meeting, A. Finkelstein has suggested that CIJE hold our board meeting in Baltimore, making it easier for our lay leaders to attend both events. The CIJE staff does not believe this is a workable proposal.

2. August 23 meeting of the presidents of regional training colleges

Assignment

RJM will call Zachary Heller to confirm August 23 as the date of the next meeting of the presidents of regional training colleges.

3. Staff meeting, Monday, August 21

Assignment

There is a staff meeting scheduled for Monday, August 21, from 2:00 pm to 5:00 pm to review all aspects of the August 25 steering committee meeting. DSP will check ADH's calendar and finalize the time and date with all staff members.

Assignment

ADH will check with S. Fox and S. Cohen about arranging an appointment for S. Fox and NR in the morning of August 21.

4. Staff meeting, Sunday, August 27

A full-day staff meeting has been tentatively planned for Sunday, August 27, time and place to be determined. [This meeting will probably take place at the JCCA, depending on the weather.]

F. VIRTUAL COLLEGE UPDATE

GZD reported that all is under control for next week's Teacher Educator Institute. Everyone should bring his or her calendar to Cleveland to help plan the rest of the year's events.

There will be an MEF telecon on July 26 to discuss the proposed evaluation of the Teacher Educator Institute. A. Hochstein will participate.

G. DOCUMENT ON EVALUATION CAPACITY

Assignment

The assignment for ADH and SFA to create a budget from the document on evaluation capacity will be extended until the end of August.

H. LUNCHEON SEMINAR FOR NY EDUCATIONAL LEADERS

Assignment

ADH will work with NR to schedule dates for the CIJE luncheon seminar series.

I. LOCATION OF CIJE BOARD SEMINAR, NOVEMBER 1, 1995

All CIJE meetings will take place at UJA/Federation.

J. ALTERNATE COPY CENTER

Assignment

RJM will set up an account with the cheapest copy center to be used as an alternative to the JCCA when they are over-extended.

II. CIJE Steering Committee Meeting, August 25, 1995

A. TIME

Assignment

The steering committee will meet between 9:30 am and 3:00 pm on Friday, August 25. VFL will contact AG, EG, and DNP to verify that they can arrive home before Shabbat begins that evening.

B. AGENDA

Please refer to the agenda for the steering committee meeting at the end of these minutes.

C. MATERIALS

The documents to be included in the steering committee mailing include:

<u>Document</u>	<u>From</u>
1. Cover letter	ADH/VFL
2. Agenda	VFL
3. GA document and attached memo	NR
4. CIJE description and attached memo	NR
5. Leadership survey document	EG
6. Teacher Educator Institute materials	GZD
7. Goals Summary	DNP

Assignment
Assignment
Assignment
Assignment

GZD will speak with EG about item #5 above. BWH will speak with DNP about item #7 above. ADH will also prepare a document that will be faxed to the steering committee and added to the books. NR will pass out a table of contents of the dissemination package during her presentation at the meeting.

D. COMMITTEE MEETINGS

All staff members will meet with their committee chairs in the ten days preceding the meeting. Thus, there will be no formal meetings of committees during the steering committee meeting itself.



DRAFT 7/26/95

COUNCIL FOR INITIATIVES IN JEWISH EDUCATION STEERING COMMITTEE

AGENDA

Friday, August 25, 1995, 9:30 AM - 3:00 PM
New York

	<u>Supporting Documents</u>	<u>Tab</u>	<u>Assignment</u>
I. Master Schedule Control		1	MLM
II. Minutes		2	VFL
III. Assignments		3	VFL
IV. CIJE Update			
A. General Remarks			ADH
B. Report on Educational Leaders	Whatever Ellen drafts	6a	AG/EG
C. JCC Best Practices Volume			BWH
D. Report on Teacher Educator Institute	Gail decides	6b	GZD
V. Community Mobilization for CIJE			NR
A. Title TBD: Framework for community mobilization			
B. General Assembly	Document shared w/CJF	6c	
C. Dissemination	NR memo & CIJE desc.	6d	
VI. Personnel	ADH paper	6e	ADH
A. Presentation			
Lunch			
B. Discussion			
VII. Goals Project	DP synthesis	6f	DP
A. Directions			
B. Workplan			

CIJE ASSIGNMENTS

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DUE DATE
1.	Organize dates for luncheon seminar with staff, work with staff on who to invite.	NR, ADH	July 6, 1995	July 14, 1995
2.	Contact DNP about distributing minutes of the July 24 Goals telecon to core staff.	BWH	July 25, 1995	July 31, 1993
3.	Add dates for December Goals Seminar to ADH's calendar.	DSP	July 25, 1995	July 31, 1995
4.	Include information about the MEF software package in the dissemination packet.	NR	July 25, 1995	August 4, 1995
5.	Finalize time and date of tentative August 21, 1995 staff meeting with staff.	DSP	July 25, 1995	August 4, 1995
6.	Arrange an appointment for S. Fox and NR on the morning of August 21, 1995.	ADH	July 25, 1995	August 4, 1995
7.	Verify 3:00pm ending of steering committee meeting on August 25th with AG, EG, and DNP.	VFL	July 25, 1995	August 4, 1995
8.	Speak with EG re: CIJE Leadership survey document.	GZD	July 25, 1995	August 4, 1995
9.	Speak with DNP re: Goals Summary document.	BWH	July 25, 1995	August 4, 1995
10.	Prepare document to be faxed to the steering committee and added to the books.	ADH	July 25, 1995	August 4, 1995
11.	Confirm August 23 as date of next meeting of the presidents of regional training colleges with Z. Heller.	RJM	July 25, 1995	August 11, 1995
12.	Prepare backward map for the production of JCC Best Practices volume to be worked on jointly by BWH and NR for publishing.	BWH, NR, VFL	July 25, 1995	August 11, 1995
13.	Brief MLM by memo on responses of staff to possible dates for 1996 CIJE calendar.	VFL	July 25, 1995	August 11, 1995
14.	Set up an account with a copy center to be used as an alternative to the JCCA.	RJM	July 25, 1995	August 15, 1995
15.	Contact the president of Teacher's College about finding someone to run the Training Evaluators project.	ADH	July 6, 1995	August 15, 1995

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DUE DATE
16.	Pass out table of contents of the dissemination package during presentation at the steering committee meeting.	NR	July 25, 1995	August 25, 1995
17.	Create a budget from the document on Evaluation Capacity.	SFA, GZD, ADH	July 6, 1995	August 31, 1995
18.	Keep track of all Cummings correspondence for BR's project on evaluation.	GZD, EG, AG	July 6, 1995	ongoing

updated: July 25, 1995



CIJE STAFF MEETING
AGENDA
August 21, 1995

- I. August 25, 1995 Steering Committee meeting**
 - A. Status of JCC Best Practices volume
 - B. Materials for Mailing and Fact Books
 - C. Letter to and packet for rabbis re: dissemination
- II. Plans for November 1-2, 1995 meetings**
 - A. Seminar
 - 1. Chair
 - 2. Speaker/program
 - 3. location/set-up
 - 4. guest list/camper system
 - a. Steve Solendar recommendations
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 - C. Executive Committee
 - 1. agenda
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 - D. Steering Committee
- III. MEF Consultation in August**
 - or meeting with AG/EG on the 23/24th
- IV. E-mail conversations on next Policy Brief**
- V. Koret Foundation**
- VI. JCC Camping meeting**

VII. Avram Goodblatt

- TEI discussion group, etc.

VIII. TEI - Cummings Foundation

A. Contact

B. Bibliography

C. Mailing lists

IX. Thoughts about the Ramah article

X. Print Run of Sarna Essay: AJS Distribution



MINUTES:

DATE OF MEETING:

DATE MINUTES ISSUED:

PARTICIPANTS:

COPY TO:

CIJE STAFF MEETING

AUGUST 21, 1995

SEPTEMBER 6, 1995

Gail Dorph, Barry Holtz, Robin Mencher,

Debra Perrin (sec'y), Nessa Rapoport

Sheila Allenick, Adam Gamoran, Ellen Goldring,

Alan Hoffmann, Virginia Levi, Morton Mandel,

Josie Mowlem, Daniel Pekarsky

I. August 25, 1995 Steering Committee meeting

A. AGENDA

Assignment

The final changes have been made to the agenda for the Steering Committee of August 25, 1995. GZD's assignment to prepare a new draft of guidelines for work with affiliated communities has been completed. GZD and ADH will discuss preparing it as a hand out for committee members. GZD will also read the overview and conclusions of EG's MEF document for coherence in order to decide whether it can be distributed to the Steering Committee before the meeting.

B. GOALS WORKPLAN

DNP's Goals Workplan will not be handed out as a public document. This piece attempts to calendarize the source of the Goals conclusions. A summary of this work has been prepared for the Steering Committee.

C. JCC BEST PRACTICES VOLUME

BWH reported on the status of the JCC Best Practices volume and summarized the JCC's response to the document. Key issues from the JCC directors and staff focused on what the JCC interprets to be an anti-JCC bias. BWH and Steven Cohen will be re-writing second and third drafts with anticipated publishing dates in the Fall.

D. PERSONNEL UPDATE

Assignment

ADH's update to the Steering Committee will focus on the centrality and emphasis for the new direction of the personnel agenda. GZD will discuss this with L. Pollack at their meeting today.

II. Letter to the rabbis

NR is preparing a letter to the rabbis to be sent with Policy Briefs. It will emphasize the role of the rabbi as educational leader. We must consider what of the work that we do matters to them, focusing on issues of personnel (eg. the Best Practices work has demonstrated the importance of the rabbi in offering a sense of vision which can guide a community or a school). We want to focus on the integrated concept of the synagogue as a whole and the place of education in that whole. Included in the rabbi's mailing will be:

1. Update on CIJE activities
2. Policy Brief
3. Brochure
4. Clips - a select few
5. A Time to Act

Assignment

NR will circulate a letter to staff for input.

III. November 1-2, 1995 Board meeting and seminar

A. SEMINAR

Arnie Eisen will not be available to participate as the speaker at our Board seminar of November 1, 1995. Sharon Feiman-Nemser is the next likely option. A possible topic could be "the motivation of people to teach and why they do it." Prof. Feiman-Nemser could also focus on pre-service programs and teachers learning to teach; teaching and how it can be improved. Staff will consider whether her presentation could be published as a CIJE essay.

Assignment

NR will speak with ADH about handing out the 2 page description of CIJE and our current activities at the November seminar.

B. LOGISTICS

The decision was made to have coffee available to seminar attendees prior to the seminar in addition to serving coffee and dessert afterwards. Seminar invitations will state, "Please join us at 7:30pm for coffee. The seminar will begin promptly at 8:00pm."

Assignment

There is still some question about how we can get a better list of actual attendees to the seminar. DSP and VFL will discuss the options.

Assignment The camper system will be discussed at a later meeting. Until then RJM will add it to the Board meeting backward map.

Assignment The invitation to attend the Board meeting will go out to Board members by September 18, 1995. Due to the proximity of the November meetings to the holidays, we will also send out reminder post cards on Friday, October 13, 1995.

IV. Deborah Nussbaum-Cohen

Deborah Nussbaum-Cohen is a JTA reporter doing a series on Jewish education. She's asked to speak with the CIJE staff. The staff will meet before speaking with her.

V. JCC Camping meeting

Assignment DNP is involved with Jay Roth and the JCC camp in Milwaukee in directing a goals project. BWH will discuss with ADH whether we shouldn't continue our JCC Camping involvement in this direction rather than at the JCC annual meeting which would expand the enterprise to about 5 JCC camps. This discussion will have to take place between ADH and Allan Finkelstein.

VI. Avram Goodblatt

Assignment The Teacher Educator Institute attendees would like to create a private discussion forum via the Internet in which to continue exploring further ideas. Options are to set up a discussion through CompuServe, JTS, A. Goodblatt (Shamash), or our Internet computer consultants. BWH will speak to Rich Siegal regarding what might be our best bet since he is connected with Shamash. RJM will speak to our own computer consultants (Internet).

VII. Teacher Educator Institute - Cummings Foundation

A. RACHEL COWAN

Assignment Rachel Cowan will receive a copy of the Teacher Educator Institute report on meetings with consultants, and a report on the Cleveland experience. BWH will contact her to set up a meeting to bring her up to date. GZD and BWH will prepare reports for her information.

B. CIJE BIBLIOGRAPHY

Assignment It was agreed that the CIJE Goals Project should maintain an ongoing master bibliography consisting of materials Daniel Marom and DNP have already gathered, as well as materials that are currently used. In addition, bibliographies should be kept for each of our projects. GZD said that we have such a document on professional development from TEI.

VIII. Ramah Article

Assignment NR and S. Fox will meet on Friday to discuss the Ramah article. NR will focus on what inputs it took to create a vision driven institution such as Ramah.

IX. General Assembly

Assignment NR will speak with ADH about the politics of the General Assembly and the update to the steering committee.

X. Print Run of Sarna Essay: AJS Distribution

Assignment NR will discuss with ADH the quantity of Sarna essays we will be printing.

CIJE ASSIGNMENTS

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DUE DATE
1.	Prepare backward map for the production of JCC Best Practices volume to be worked on jointly by BWH and NR for publishing.	BWH, NR, VFL	July 25, 1995	August 11, 1995
2.	Discuss with ADH preparing the "guidelines for work with affiliated communities" to be handed out to the steering committee.	GZD	August 21, 1995	August 23, 1995
3.	Discuss with L. Pollack the new direction of the personnel agenda.	GZD	August 21, 1995	August 23, 1995
4.	Circulate letter for the rabbi Policy Brief mailing to staff for input.	NR	August 21, 1995	August 23, 1995
5.	Meet with S. Fox to discuss the Ramah article.	NR	August 21, 1995	August 25, 1995
6.	Write seminar invitation letter to A. Green	BWH, NR	September 5, 1995	September 8, 1995
	Call A. Green for exact wording of lecture.	NR	September 5, 1995	September 6, 1995
8.	Discuss the politics of the GA and the GA update to the Steering committee.	ADH, NR	August 21, 1995	August 25, 1995
9.	Discuss handing out 2-page CIJE description at the November seminar.	NR, ADH	August 21, 1995	September 13, 1995
10.	Discuss how to get a more exact list of actual seminar attendees.	VFL, DSP	August 21, 1995	September 13, 1995
11.	Add camper system to the Board meeting backward map.	RJM	August 21, 1995	September 13, 1995
12.	Discuss the direction of our continuing JCC camp involvement.	ADH, BWH	August 21, 1995	September 13, 1995
13.	Speak with Rich Siegal regarding Shamash.	BWH	August 21, 1995	September 13, 1995
14.	Speak with Internet computer consultants about private discussion forums.	RJM	August 21, 1995	September 13, 1995
15.	Discuss the quantity of Sarna essays to be printed.	ADH, NR	August 21, 1995	September 13, 1995
16.	Revise seminar guest list	NR	September 5, 1995	September 15, 1995
17.	Send Board mailing by September 18; reminder post cards by October 13, 1995.	RJM, DSP	August 21, 1995	September 18, 1995 October 13, 1995

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DUE DATE
18.	Contact R. Cowan for a CIJE update meeting.	BWH	August 21, 1995	September 20, 1995
19.	Prepare Cummings Foundation information updates.	GZD, BWH	August 21, 1995	September 20, 1995
20.	Invite L. Pollack to chair Nov. 1 seminar.	ADH	September 5, 1995	October 2, 1995
21.	Arrange room set-up for seminar.	VFL, JM	September 5, 1995	October 18, 1995
22.	Maintain ongoing master bibliographies for all CIJE projects.	Staff	August 21, 1995	Ongoing

updated: Sept. 6, 1995



Keep for me
to take home
August 23rd

STAFF MEETING: AUGUST 24, 1995

9:30 - 4:30

The purpose of this staff meeting is to clarify and articulate the CIJE position and agenda regarding the preparation and professional development of educational leaders. To meet this goal, we will review what is happening in the field of general education (both in public and private education) and juxtapose this with findings from the MEF report on educational leaders and results from a review of programs offered by Institutions of Higher Jewish Learning.

Enclosed are a number of readings. These will help us familiarize ourselves with some of the issues facing the field.

AGENDA

I. An Examination of Pre-Service and In-Service Standards for Educational Leaders in Public and Private Schools

- A. Do such standards exist in the field of Jewish education?
- B. How do the leaders in the LC's compare to these standards?

II. An Examination of Pre-Service and In-Service Programs Designed to Meet Standards in General Education

- A. What are some of the major design and curricular issues that serve as the framework for these programs?
- B. What are some of the differences between training and development programs for teachers and leaders?
- C. What programs exist for educational leaders of Jewish schools?

III. CIJE's agenda

- A. Are there standards that we want to articulate and advocate?
 - What is the focus of the content of the standards?
- B. What kind of programs does CIJE want to:
 - Shape?
 - Invent?
 - Implement?
 - What is the focus of the content of the programs?
- C. Do our responses to the above questions vary according to the settings in which Jewish ed takes place?

D. How do we respond to local needs:

--Planning in response to LC's local community reports on educational leaders and furthering personnel action plans.

E. How do we respond to national needs?

--Are we going to work through institutions (i.e., impact the design of certification programs at JTS)?

-- Are we going to create a center for leadership training for senior personnel/or even not so senior personnel?

--Given the lack of pre-service training, do we focus on in-service?

IV. NEXT STEPS:

A. Discussion Paper on Leadership: How are we going to use it?

B. Policy Brief:

--Is there going to be one?

--What's going to be its take?

--Timeframe

--Audience

C. If we intend to move ahead with this agenda, what would it take?

-- For example, advisory committee to deliberate on implementation of this agenda (that is, in the same way we brought in an advisory group to work with us on prodev, shouldn't we be "taking in an advisory group" to deliberate with us?)

D. Workplan to move it ahead

CIJE STAFF MEETING
August 27, 1995
DECISIONS TAKEN

From: Barry Holtz
 Date issued: August 29, 1995

I. Lisa Malik

Alan has spoken with Lisa about a possible position on the education staff of CIJE. It is unlikely that this can take place before the next (academic) year.

II. November Board Meeting

Barry will talk to Art Green about being the speaker at the board seminar. The topic will be something connected to locating Jews today in the contemporary American religious scene vis a vis the search for meaning. *What kind of professionals in Jewish education and professional training might this call for?*

III. CIJE at the General Assembly/ Publications

***GA:** We decided on two presentations: a) "Funding new initiatives in Jewish Education": inviting Lee Hendler, Daniel Bader, David Hirschhorn, Rachel Cowan. b) a presentation similar to our last April board meeting on professional development and new initiatives. Alan needs to contact Kraar and Scheingold to get us slots for this before we contact the people who would present. Gail and Barry will write descriptions for sessions.*

Publications: *This was not discussed at the meeting.*

IV. Early Childhood Policy Brief

We will aim to have this for the GA in 1996. *During this coming year Gail and Alan* will work on developing a consultation with experts in the field in the area of Early Childhood education: David Elkind, Frances Horowitz, etc.

V. 1995 Workplan

This staff will prepare updates on their workplans, looking at the original plan, what currently is happening, what will and will not get done and the budget implications for Alan by September 11th.

VI. 1996 Workplan

The 1996 should flow from the revisions of the 1995 plan (as per item above).

VII. Torah U'Mesorah

Gail will arrange to meet with Rabbi David Bernstein for a consultation on professional training of torah umesorah teachers.

VIII. Barry Chazan (August 30th 5-8)

Barry and Gail will set up meeting with Barry Chazan on the Israel curriculum project.

IX. Carl Sheingold

We need to set up a meeting with Carl to talk more about CIJE with him. Nessa will set this up with Debra.

X. 1996 Additional Professional Staff

Gail will contact a variety of people who are well connected educators to find an additional staff person in the domain of building the profession. She has compiled a list with Alan of such people. Other staff members will also try to think of appropriate candidates.

XI. JCC Camping/ JCC retreat on Jewish Ed. In JCC's - ELR (Sept. 10)

Barry will talk to Allen Finkelstein about the possibility of postponing this meeting. Gail will talk to Milwaukee and Esther Leah about attending the Sept. 10th education retreat in Milwaukee.

XII. Milwaukee, MA

Not discussed at our meeting.

XIII. Communities - Old and New

Not discussed in great detail at our meeting.

XIV. Leadership Seminar for ALOHA

Not discussed at our meeting.

XV. Brandeis Consultation on Professional Development

Barry and Gail will attend. Gail will talk to Susan Shevitz to see if Susan is interested in Gail giving a presentation at this meeting similar to the presentation Gail gave at the CIJE April board meeting. Related to this may be Alan's conversation with Harvard about possibilities for Jewish education located at Harvard e.g. center for Jewish ed. Leadership— perhaps in connection with Brandeis. Gail will inform Ellen of the date and as time moves forward we will consider suggesting to Susan that Ellen be invited.

XVI. Follow-up with ACJS (Association of Colleges of Jewish Studies)

Alan and Gail reported on their meeting with the group. Gail will contact Rabbi Zach. Heller and David Ariel re follow-up on this meeting and the CIJE proposal for the colleges to engage in the issue of early childhood education.

XVII. July in Israel

We discussed the July seminar for the Deborah Ball, Sharon F-Nemser group. Alan will pursue this.

XXIII. Harvard leadership seminar

Gail will talk to Nancy Brodie to see if she understands what is going on with the Harvard Principal's Center and us. Gail will also set up a meeting with Cliff Baden (with Barry) to see if Cliff can run our seminar at Harvard under his operation. Costs and what Cliff can do for us will need to be explored. It's possible that we hire Nancy Brodie to organize this for us.

XXIX. CIJE luncheon seminar:

Nessa will begin to work on an invitation list for the first seminar to take place on December 5th. We will discuss Jon Woocher's continuity essay. She will work with Debra to find two more dates in spring 1996.



FROM: Debra Perrin, 76322,2406
TO: Gail Dorph, 73321,1217
Alan Hoffmann, 73321,1220
Barry Holtz, 73321,1221
Robin Mencher, 74043,423
Nessa Rapoport, 74671,3370
Virginia Levi, 73321,1223

DATE: 8/31/95 10:45 AM

Re: staff meeting scheduling

Dear CIJE NY staff & Ginny,

The time for planning of staff meetings is at hand. Please let me know if the following dates will work with all of you. It is vital that we accomplish this scheduling in an expedient manner as the November board meeting will soon be upon us. Tentative staff meeting/telecon dates are as follows:

- * Tuesday, September 5, 9:15am - 12:00 noon
- ✓ * Monday, September 11, 9:00am - 11:00am (BWH will not be available) or Wednesday, September 13th, 9:30am - 12:00 noon (VFL is not available)
- ✓ * Wednesday, September 20, all day (VFL can join us in the morning)
- * ~~Thursday, September 28, 9:15am - noon~~ Oct. 2 9:15am
- ✓ * Thursday, October 5, 9:15am - noon CF 11³⁰ (NR out @ 11:30) 4:30 opening
- * Thursday, October 12, 9:15am - noon - no GZD Oct. 11
- ✓ * Thursday, October 19, 9:15am - noon
- ✓ * Tuesday, October 24, 9:30am - noon - no Josie
- * Tuesday, October 31, 9:30am - noon - no Josie, no VFL

Thanks for your prompt input (I'd appreciate responses from everyone by the end of next week).

Debra

Brookline
64559025

PR.
2016540

debs - checked w/waucher?

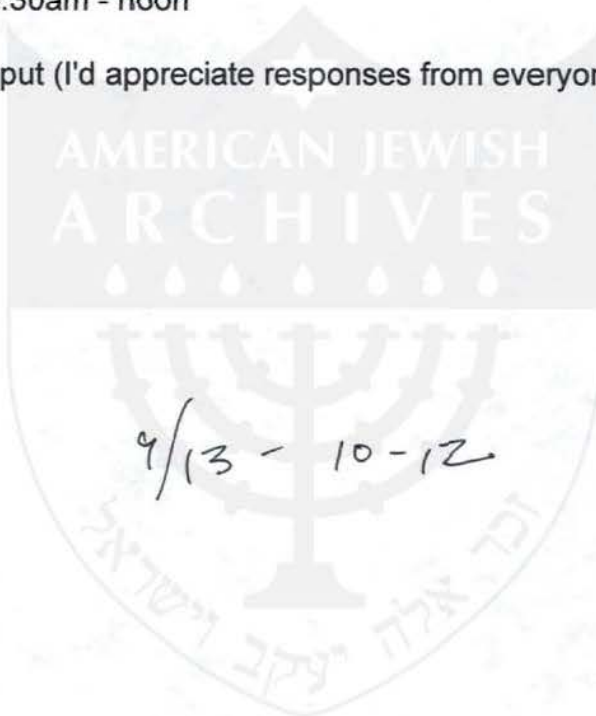
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- ~~September 13th, 9:30am - 12:00 noon (VFL is not available)~~
- * Wednesday, September 20, all day (VFL can join us in the morning) - minus 1 1/2 hrs.
- (* Thursday, September 28, 9:15am - noon) → or Oct. 2 @ 9:15am 1 1/2 hrs.
- * Thursday, October 5, 9:15am - noon
- * Thursday, October 12, 9:15am - noon
- * Thursday, October 19, 9:15am - noon
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- * Tuesday, September 5, 9:15am - 12:00 noon *OK*
- * Monday, September 11, 9:00am - 11:00am (BWH will not be available) or Wednesday, September 13th, 9:30am - 12:00 noon (VFL is not available) *could be available at 10.*
- * Wednesday, September 20, all day (VFL can join us in the morning) *OK*
- * Thursday, September 28, 9:15am - noon *OK*
- * Thursday, October 5, 9:15am - noon *OK*
- * Thursday, October 12, 9:15am - noon *OK* *in Milwaukee*
- * Thursday, October 19, 9:15am - noon *OK*
- * Tuesday, October 24, 9:30am - noon *OK*
- * Tuesday, October 31, 9:30am - noon *OK*

Thanks for your prompt input (I'd appreciate responses from everyone by the end of next week).

Debra

Debra, These are all fine with me, with the exception noted for 9/13 and the fact that I'll be flying to NY on the morning of 10/31. Ginny

----- Forwarded Message -----

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- * Wednesday, September 20, all day (VFL can join us in the morning)
- * Thursday, September 28, 9:15am - noon
- * Thursday, October 5, 9:15am - noon — OK
- * Thursday, October 12, 9:15am - noon — OK
- * Thursday, October 19, 9:15am - noon — OK
- * Tuesday, October 24, 9:30am - noon — can't do
- * Tuesday, October 31, 9:30am - noon — can't do

Thanks for your prompt input (I'd appreciate responses from everyone by the end of next week).

Debra



FROM: Debra Perrin, 76322,2406
TO: Gail Dorph, 73321,1217
Alan Hoffmann, 73321,1220
Barry Holtz, 73321,1221
Robin Mencher, 74043,423
Nessa Rapoport, 74671,3370
Virginia Levi, 73321,1223

DATE: 8/31/95 10:45 AM

Re: staff meeting scheduling

BARRY'S
Response ?

Dear CIJE NY staff & Ginny,

The time for planning of staff meetings is at hand. Please let me know if the following dates will work with all of you. It is vital that we accomplish this scheduling in an expedient manner as the November board meeting will soon be upon us. Tentative staff meeting/telecon dates are as follows:

- * Tuesday, September 5, 9:15am - 12:00 noon — from 11:30 only
- * Monday, September 11, 9:00am - 11:00am (BWH will not be available) or Wednesday, September 13th, 9:30am - 12:00 noon (VFL is not available)
- * Wednesday, September 20, all day (VFL can join us in the morning) ok
- * Thursday, September 28, 9:15am - noon ok
- * Thursday, October 5, 9:15am - noon ok
- * Thursday, October 12, 9:15am - noon ok
- * Thursday, October 19, 9:15am - noon ok
- * Tuesday, October 24, 9:30am - noon ok
- * Tuesday, October 31, 9:30am - noon ok

Thanks for your prompt input (I'd appreciate responses from everyone by the end of next week).

Debra

MINUTES:**DATE OF MEETING:****DATE MINUTES ISSUED:****PARTICIPANTS:****COPY TO:**

CIJE Staff Telecon

September 5, 1995, 11:00 am edt

October 12, 1995

New York: Gail Dorph, Barry Holtz,
 Robin Mencher (sec'y), Josie Mowlem, Nessa Rapoport
 Cleveland: Ginny Levi, Jerusalem: Alan Hoffmann
 Sheila Allenick, Adam Gamoran, Ellen Goldring, Morton
 Mandel, Daniel Pekarsky, Debra Perrin

The purpose of this staff telecon was to review the backward map for the November board meeting and seminar.

I. Seminar, November 1, 1995**A. INVITATION LETTER TO ART GREEN**

Assignment
 Assignment

We will send BWH's draft of ADH's letter to Art Green with a few minor revisions. This letter will entail all pertinent details related to the talk. NR and BWH will discuss the exact wording of the letter. NR will call A. Green to discuss a title for the lecture.

B. GUEST CHAIR

Assignment

The staff decided that Lester Pollack would be asked to chair the seminar. ADH will ask him.

C. GUEST LIST

Assignment

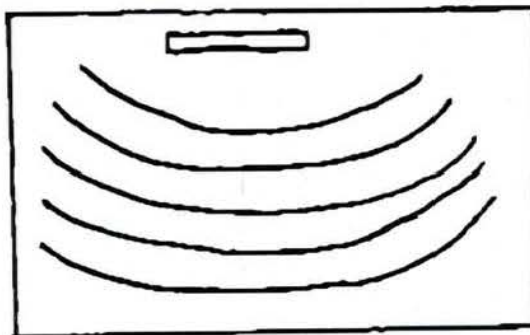
NR will 1) develop a guest list with CIJE staff members, 2) develop a list of non New York metropolitan area residents who should be invited, and 3) add academic peers of Art Green to the list of invitees.

D. ROOM SET-UP

Assignment

The room set up may be rows of chairs in concentric semi-circles with the front of the room being the long wall across from the door. (See diagram below.) JM (Josie Mowlem) and VFL will arrange this space.

1-2 AISLES



ADH -
 please okay
 for distribution.
 - DSP

II. Content of Board Meeting, November 2, 1995

The staff discussed several possible topics for the board meeting. Educational leadership, TEI and Best Practices in JCCs were among the strongest possibilities. The staff will continue to discuss this issue before the next scheduled staff meeting.

Assignment

III. New Board Member Orientation

It was decided that new members to the board would receive individual orientations on a "camper" system. The board meeting itself may also provide an opportunity to engage in an extensive update of the work of CIJE.



CIJE ASSIGNMENTS

NO.	DESCRIPTION	ASSIGNED ▼ TO	DATE ASSIGNED	DUE DATE
1.	Prepare backward map for the production of JCC Best Practices volume to be worked on jointly by BWH and NR for publishing.	BWH, NR, VFL	July 25, 1995	August 11, 1995
2.	Discuss with ADH preparing the "guidelines for work with affiliated communities" to be handed out to the steering committee.	GZD	August 21, 1995	August 23, 1995
3.	Discuss with L. Pollack the new direction of the personnel agenda.	GZD	August 21, 1995	August 23, 1995
4.	Circulate letter for the rabbi Policy Brief mailing to staff for input.	NR	August 21, 1995	August 23, 1995
	Meet with S. Fox to discuss the Ramah article.	NR	August 21, 1995	August 25, 1995
6.	Write seminar invitation letter to A. Green	BWH, NR	September 5, 1995	September 8, 1995
7.	Call A. Green for exact wording of lecture.	NR	September 5, 1995	September 6, 1995
8.	Discuss the politics of the GA and the GA update to the Steering committee.	ADH, NR	August 21, 1995	August 25, 1995
9.	Discuss handing out 2-page CIJE description at the November seminar.	NR, ADH	August 21, 1995	September 13, 1995
10.	Discuss how to get a more exact list of actual seminar attendees.	VFL, DSP	August 21, 1995	September 13, 1995
11.	Add camper system to the Board meeting backward map.	RJM	August 21, 1995	September 13, 1995
12.	Discuss the direction of our continuing JCC camp involvement.	ADH, BWH	August 21, 1995	September 13, 1995
13.	Speak with Rich Siegal regarding Shamash.	BWH	August 21, 1995	September 13, 1995
14.	Speak with Internet computer consultants about private discussion forums.	RJM	August 21, 1995	September 13, 1995
15.	Discuss the quantity of Sarna essays to be printed.	ADH, NR	August 21, 1995	September 13, 1995
16.	Revise seminar guest list	NR	September 5, 1995	September 15, 1995
17.	Send Board mailing by September 18; reminder post cards by October 13, 1995.	RJM, DSP	August 21, 1995	September 18, 1995 October 13, 1995

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DUE DATE
18.	Contact R. Cowan for a CIJE update meeting.	BWH	August 21, 1995	September 20, 1995
19.	Prepare Cummings Foundation information updates.	GZD, BWH	August 21, 1995	September 20, 1995
20.	Invite L. Pollack to chair Nov. 1 seminar.	ADH	September 5, 1995	October 2, 1995
21.	Arrange room set-up for seminar.	VFL, JM	September 5, 1995	October 18, 1995
22.	Maintain ongoing master bibliographies for all CIJE projects.	Staff	August 21, 1995	Ongoing

updated: Sept. 6, 1995



Dear NY Staff & VFL,

Just an update on the upcoming staff meeting schedule. The following meetings have been agreed upon:

- ✓ Wednesday, September 13, 11:00am - 1:00pm
- ✓ Wednesday, September 20, 9:00am - 11:00am, 1:30pm - 5:00pm
- ✓ Thursday, October 5, 9:15am - 11:30am
- ✓ Thursday, October 19, 9:15am - 12:00 noon
- ✓ Tuesday, October 24, 9:30am - 12:00 noon
- ✓ Tuesday, October 31, 9:30am - 12:00 noon

Oct. 11, 11-1:00

In addition I'd like to schedule a meeting for the week of October 2nd. Please let me know if the following will work for you:

~~Monday, October 2, 9:15am - 12:00 noon~~

We are also still looking at dates for the week of October 9th.

Thank you for your patience,

Debra



**CIJE STAFF MEETING
AGENDA
September 13, 1995**

- I. November Board Meeting
 - A. Due soon:
 - 1. finalize content
 - 2. develop materials
 - 3. seminar invitee list
 - 4. draft seminar invitations, letters to Board
 - a. personalizing seminar invitation letters
 - 5. draft follow-up postcard
 - 6. develop New Board Member orientation materials
 - B. handouts at Board seminar
- II. General Assembly
- III. Publications
- IV. JCC camping/JCC retreat on Jewish education in JCC's - ELR (Sept. 10)
- V. Danny Pekarsky's schedule and work demands
- VI. David Ariel
- VII. Milwaukee - MA
- VIII. Communities - Old and New
- IX. Leadership Seminar for ALOHA
- X. September 11, 1995 consultation
- XI. Future staff meeting schedule

9-18-92

XIII. Cliff Baden - report

XIV. Brandeis with Richard - report

XV. JESNA - CIJE

XVI. CIJE master calendar

XVII. E-mail from AG

XVIII. Barry Chazan

XIX. Hirschorn conf. in Baltimore

XX. Rob Toren + Beth Toren

XXI. Brown Bag Seminar

XXII. TEL Follow-up + Projects

XXIII. Summer '96

XXIV. Jan '96

XXV. Reform Educ. - head
of dept.

- Sarah Lee has given
list of 6 or 7 names.
It will go to a
younger person.
Unlikely that we'd
think of someone they
haven't thought of.
She has an agenda - doesn't
want a Rabbi

MINUTES:
DATE OF MEETING:
DATE MINUTES ISSUED:
PARTICIPANTS:

CIJE STAFF MEETING
SEPTEMBER 13, 1995

COPY TO:

Gail Dorph, Alan Hoffmann, Barry Holtz, Robin Mencher,
Josie Mowlem, Debra Perrin (sec'y), Nessa Rapoport
Sheila Allenick, Adam Gamoran, Ellen Goldring,
Virginia Levi, Morton Mandel, Daniel Pekarsky

I. Expense Reporting

Assignment

SFA joined us by telephone for a short discussion on expense reporting. Staff has been briefed on the importance of timely recording of expenses for tracking of actuals for the purpose of forecasting future budgets. SFA, ADH, and JM will discuss this in further detail.

II. November Board Meeting

A. FINALIZE CONTENT

The focus of November's Board meeting was discussed as were a number of options for presentation.

The basic ideas agreed upon were stories of how leaders have changed institutions including possibly three vinettes as follows: 1) formal religious school, 2) informal JCC Best Practice example, and 3) formal secular school (ex. D. Meyer). Other options on the table were looking at the issue of change in terms of systemic, transformation, or reform and a speaker who exemplifies this; what we've learned and what our work reflects; the state of the art of leadership principles and issues; and what it means to train a leader, educational leadership and its consequences for the future.

Assignment

GZD, BWH, and NR will meet to configure a detailed outline of what the day will look like.

III. General Assembly

ADH and Jon Woocher have begun to explore the possibility that CIJE and JESNA will sessions jointly at the upcoming General Assembly.

Further discussion was held regarding a Thursday or Friday morning CIJE breakfast

to be held as in past years.

IV. Dalia Pollack

Dalia Pollack has take the position as coordinator of the new Committee on Jewish Identity and Continuity in CJF. D. Pollack sees herself as working for JESNA, CJF,

2

and CIJE. This committee will be an inward looking group with the focus on community wide mobilization. She sees her job as bringing the CIJE philosophy to the community. ADH, C. Sheingold, and J. Woocher will comprise the Steering committee for this position. CIJE will plan on including her in all "A" level meetings as she is in a learning position which could add to our staff capacity.



p. 1 of 2

**CIJE STAFF MEETING
AGENDA
September 18, 1995**

- I. November Board Meeting
 - A. Due soon:
 - 1. finalize content
 - 2. develop materials
 - 3. seminar invitee list
 - 4. draft seminar invitations, letters to Board
 - a. personalizing seminar invitation letters
 - 5. draft follow-up postcard
 - 6. develop New Board Member orientation materials
 - B. handouts at Board seminar
- II. General Assembly
- III. Publications
- IV. JCC consultation - November
- V. Danny Pekarsky's schedule and work demands
- VI. David Ariel
- VII. Milwaukee - Report on Milwaukee [MA & JCC]
- VIII. Communities - Old and New
- IX. Leadership Seminar for ALOHA
- X. Future staff meeting schedule
- XI. TEI schedule
- XII. Leora Isaacs memo

MINUTES:
DATE OF MEETING:
DATE MINUTES ISSUED:
PARTICIPANTS:

OUT OF OFFICE STAFF MEETING
SEPTEMBER 18, 1995

COPY TO:

Gail Dorph, Alan Hoffmann, Barry Holtz,
Debra Perrin (sec'y), Josie Mowlem
Sheila Allenick, Adam Gamoran, Ellen Goldring,
Virginia Levi, Morton Mandel, Robin Mencher,
Daniel Pekarsky, Nessa Rapoport

I. Review of Agenda

The Luncheon Seminar and the General Assembly will be discussed when NR is present. NR and ADH will report on the meeting with J. Woocher at the staff meeting of September 20, 1995.

II. JCC Consultation

The JCC Consultation will go ahead per BWH's conversation with L. Rubin. DNP is up for it and will work with GZD and BWH in conjunction with the JCC. BWH will meet with L. Rubin to discuss the framework and specific CIJE requirements. The subject of this consultation will be how to turn up the temperature in Jewish camps. CIJE will consider planning a three hour meeting on the Wednesday of the JCC conference. One possibility is for DNP and Jay Roth to discuss current happenings in Milwaukee. BWH will discuss the options with Jay Roth.

III. DNP's Schedule and Work Demands

A. CJES - BALTIMORE

CIJE work with the Council for Jewish Educational Services begins September 19, 1995. DNP and D. Marom have been speaking about working on Rosenack's paper on community goals. GZD and BWH will discuss this further.

IV. David Ariel

Following the meeting of the Presidents of the Colleges of Jewish Studies, David Ariel approached CIJE to make plans about what his institution should ideally be doing. GZD will set up a meeting for him to speak with the CIJE staff in New York.

V. Milwaukee

Assignment

GZD reported on her attendance at a Board retreat, Teen program consultation, and the MA program in Milwaukee. All three programs went well and attendees were very engaged. GZD raised questions regarding involving Ed Rettig with CIJE. GZD will call Jay Roth about E. Rettig to set up a meeting between E. Rettig and DNP.

ADH then reported on his visit with D. Bader and the Bader Foundation's interests in CIJE. D. Bader sees CIJE as the guide to his philanthropy in Jewish education. ADH gave him the macro view of CIJE. D. Bader would be a good candidate for a position on Steering Committee.

ADH was invited to attend a meeting of the three Milwaukee Jewish education establishments in November. Milwaukee is trying to follow the Cleveland model of bringing their Jewish education work together under the Federation. CIJE will not support this process unless it includes retaining what currently exists with Ruth Cohen and MAJE. Milwaukee must focus on preserving the separate functions of maintenance and change.

Assignment

ADH will set up a dinner with Louise Stein and Jane Gellman for the evening of November 6, 1995 to discuss the possible outcomes of this meeting.

VI. Communities - old and new

A. NEW COMMUNITIES

Assignment

With the proper personnel capacity, CIJE would like to get 4 or 5 new communities involved. An additional staff person for this position would be able to 1) teach the new communities about the survey and how they should use it, and 2) implement the survey as part of the greater process including the lay process, funding, a policy action plan, etc. Elaine Cohen would be the perfect candidate for this position. ADH will call her to discuss the opportunity. We will follow up by setting a date for her to come to New York.

Assignment

Until now all inquiries about the Educational Survey have been forwarded to BR. From now on NR will follow up on all inquiries, notifying interested communities that we will be holding a consultation in January for those who would like to attend and that until then we will send them a packet including: the module, A Time to Act, a Policy Brief, and a document that GZD will create for prospective communities. In January our goal will be to have a staff response that "we are running a very high level consultation at which the people who made this module will be showing how to move the whole process

Assignment

forward.”

VII. Leadership Seminar for ALOHA

Assignment

GZD is in the process of creating a consultation in which we invite ALOHA to participate. This would make a good place stop for the educational leadership process as well as moving along CIJE's agenda by creating a leadership seminar for ALOHA. Before this can take place we will plan a consultation. GZD will contact EG about setting up the next step for educational leadership.

VIII. Calendar

A. STAFF MEETINGS

Assignment

CIJE New York staff meetings have been changed due to BWH's school schedule and ADH's travel. We will now have all staff meetings when ADH is in town on Wednesday evenings from 5:00pm - 9:00pm and Friday mornings beginning at 9:30am. All staff meetings while ADH is in Israel will be scheduled separately. DSP will prepare an updated meeting calendar for staff.

B. MASTER CALENDAR

Assignment

DSP will prepare a master calendar of important CIJE dates to be circulated to all CIJE staff and consultants. This calendar will include the following:

October 1, 2, 1995 - lead community consultation
 October 22, 1995 - CJES in Baltimore
 October 30, 1995 - National Board of License board meeting
 November 6, 7, 1995 - consultation with D. Ball, S. Feiman-Nemser
 November 7, 1995 - consultation with Torah U'Mesorah
 November 15 - 17, 1995 - General Assembly
 December 1, 2, 3, 1995 - Wexner Heritage weekend
 December 5, 1995 - Luncheon Seminar
 December 6, 1995 - Goals evening in Baltimore
 December 10 - 14, 1995 - TEI in Cleveland
 January 1 - 6, 1995 - Israel Goals consultation
 July for Geniuses - consultation in Israel (date not yet set)

Assignment

GZD will contact AG regarding scheduling new dates for consultations with new communities.

2 faxes to
prof. S. Ascheron
of Princeton

CIJE STAFF MEETING
AGENDA
September 20, 1995

Next telecon w/ADH in Israel

I. November Board Meeting

A. Due now:

1. finalize content
2. develop materials
3. seminar invitee list - NR
4. draft seminar invitations, letters to Board - NR
 - a. personalizing seminar invitation letters
- ~~5. draft follow-up postcard~~
6. develop New Board Member orientation materials

B. handouts at Board seminar -

II. November Steering Committee meeting

III. General Assembly

✓ III. TEI schedule, follow-up & projects

IV. Brandeis with Richard - report

V. JESNA - CIJE

VI. E-mail from AG

VII. Rob Toren and Beth Torah

VIII. Luncheon Seminar

IX. Summer 1996

X. January 1996

XI. Reform Education - head of department

XII. Deborah Nussbaum-Cohen

The Covenant Foundation (Susan Crown)

Hirschhorn

Services in July



MINUTES:
DATE OF MEETING:
DATE MINUTES ISSUED:
PARTICIPANTS:

CIJE STAFF MEETING
SEPTEMBER 20, 1995

COPY TO:

Gail Dorph, Alan Hoffmann, Barry Holtz,
Virginia Levi, Debra Perrin (sec'y), Nessa Rapoport
Sheila Allenick, Adam Gamoran, Ellen Goldring,
Morton Mandel, Robin Mencher,
Daniel Pekarsky, Nessa Rapoport

I. November 1-2, 1995 Board seminar and meeting

A. SEMINAR

1. Speaker

Assignment

Art Green is confirmed as our speaker for the November 1, 1995 Board seminar. DSP will make sure that a check is cut to be handed to him the evening of the event.

2. Handouts

Assignment

The two page update of current CIJE activities will be prepared to be handed out at the seminar.

B. BOARD MEETING

1. General Outline

Discussion was held over the schedule of the day for November 2, 1995 and the general topic of focus for this Board meeting.

The Board meeting will include three leadership case studies, specifically:

- a) Best Practices site (i.e. congregational school)
- b) JCC
- c) general education (i.e. Debra Meyer)

The general topic of the day will center on the power of what educational leadership can do.

2. Materials

Materials to be mailed to the board and included in the fact books are as follows:

- a. Jewish leadership piece
- b. Background materials/article on leadership (secular)
- c. Summary of EG's data
- d. Executive summary of leadership integrated report or October 1-3, 1995 consultation
- e. Origins of Institutions
- f. letter to attendees and guests with 2 page update (NR)

Assignment

BWH will call Ackerman to ask about the book on origins of institutions. He will also contact A. Mars about the Ackerman piece.

3. Invitations

Assignment

NR and RJM are working on the list of invitees. Invitations will be mailed out by September 28, 1995 to be on people's desks no later than October 5, 1995. The Sarna essay will be prepared and ready to be mailed with the invitations. VFL will look into who will be invited from (S. Zimmerman, Gottshalk). VFL and NR will discuss the three different letters to Board members, Steering Committee members, and guests. Due to scheduling changes we will no longer mail out reminder postcards. Additional materials will be prepared to be mailed to the board by October 2, 1995. J. Ginsburg, D. Polster and S. Feiman-Nemser will be added to the mailing. GZD and BWH will make final invitee list decisions.

Assignment

Assignment

Assignment

Assignment

Assignment

Assignment

For next years seminars, we will prepare "hold the date" postcards to be mailed to attendees two months in advance.

4. Schedule of Events

- 9:30 am - MLM welcomes attendees, introduction of new people
- 9:45 am - Introduction to leadership as critical for change
- 10:00 am - Introduction of the day's schedule
 - Vinettes of leaders transforming institutions
- 10:30 am - EG presentation of Educational Leaders study
- 10:45 am - discussion on vinettes, EG's data, and policy implications
- 11:15 am - CIJE leadership program (GZD will prepare this on Harvard, TEI, and July in Israel) "Is Jewish leadership different from current views on leadership?"

12:30 pm - lunch
 1:30 pm - CIJE in Action
 1) S. Feiman-Nemser - July in Israel
 2) Milwaukee - Bader ??
 3) Y. Reinhartz - Brandeis
 Time ?? - D'var Torah - Lee Hendler

Assignment ADH will speak with A. Finkelstein about making an informal comment during the leadership presentation. BWH will speak to Corson and will
 Assignment speak to Jon Coleman. GZD and ADH will further discuss the policy implications of the leadership conversation.

II. Future Board meetings

The next Steering Committee meeting will consider adapting a new process for CIJE's annual meetings. If approved, we will cease to hold Board meetings and will instead hold Biennials and occasional CIJE Seminars. NR will be in charge of both. This has the potential of creating a mobilized force of up to 500 people on behalf of CIJE. If accepted by the Steering Committee, the November Board meeting will be our last.

III. November 1, 1995 Steering Committee meeting

Topics to be discussed at the upcoming November 1, 1995 Steering Committee meeting are as follows:

- A) CIJE Seminar
- B) Biennial/future of CIJE Board
- C) 1995 Updated Workplan (mailing will include 1995 original workplan)
- D) 1996 Proposed Workplan
- E) Search Committee
- F) Board meeting
- G) July in Israel

IV. General Assembly

Assignment CIJE will hold a breakfast at the upcoming General Assembly, November 15-17, 1995 from 6:45 am - 8:00 am. The topic of this breakfast session will be "Old Communities, New Communities." VFL will prepare an invitation for lead
 Assignment community members, board members, key lay people, etc. RJM will set up the

Assignment breakfast, NR and VFL will consult about the invitation.

V. Teacher Educator Institute

Assignment The December Teacher Educator Institute is still scheduled to occur. The meeting will take place December 10-15, 1995. RJM will put together a flow chart and we will hire additional help if necessary to plan for this additional set of deadlines.

Assignment Summer TEI dates are still being looked at. The Israel meeting will be scheduled based on the needs of our five key people, others who can also attend will be welcome. GZD will send out February and June dates and will notify staff of the responses for further scheduling. We are looking toward scheduling two weeks during the summer of 1997 for both first and second groups to come together for work on Jewish content.



CIJE STAFF MEETING
AGENDA
September 28, 1995

- I. November Board Meeting/Steering Committee Meeting
- II. General Assembly update
- III. Future staff meeting schedule
- IV. TEI schedule
- V. Update on Leadership Seminar
- VI. JESNA - CIJE - November 3 consultation
- VII. CIJE master calendar
 - A. Baltimore - Hirshhorn conference
 - B. LC seminar - Oct. 1, 2

