



THE JACOB RADER MARCUS CENTER OF THE  
**AMERICAN JEWISH ARCHIVES**

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

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

Subseries 1: Meetings, 1990–1998.

---

Box  
24

Folder  
6

Staff meetings. Minutes and assignments,  
October 1995-December 1995.

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

---

**CIJE STAFF MEETING**  
**AGENDA**  
**October 5, 1995**

- I. November Board Meeting and Steering Committee Meeting
  - a. New members
  - b. Dalia Pollack (Steering Committee?)
  - c. Program
  - d. Update to chairs and/or committee members
  - e. Shelley Zimmerman, Shuly Schwartz revisited, the UJ, Henry Everett conversation
  - f. Fact books
  - g. Board Seminar: Remaining first names question
- II. General Assembly
  - a. Sessions
  - b. Breakfast
  - c. ADH/NR/Woocher call - 3:30pm Thursday NY time
- III. JESNA - CIJE
- IV. Evaluation Institute
- V. Summer 1996
- VI. January 1996
- VII. Reform Education - head of department

DRAFT

**MINUTES:**

**DATE OF MEETING:**

**DATE MINUTES ISSUED:**

**PARTICIPANTS:**

**COPY TO:**

CIJE STAFF TELECON

~~SEPTEMBER~~ 5, 1995

*October*

Gail Dorph, Barry Holtz, Alan Hoffmann (by phone),  
Virginia Levi (by phone), Debra Perrin (sec'y),  
Nessa Rapoport

Sheila Allenick, Adam Gamoran, Ellen Goldring,  
Morton Mandel, Josie Mowlem, Daniel Pekarsky

---

**I. Brief Updates**

**A. CUMMINGS FOUNDATION**

Assignment

Rachael Cowan has invited BWH and ADH to attend and speak at the upcoming Cummings Foundation Board meeting. The meeting will take place on December 8, 1995. BWH will speak with her regarding times.

**B. CALENDAR**

On May 5, 1996 ADH and MLM will attend a consultation by HUC in Washington, D.C.

**C. BEST PRACTICES VOLUMES**

NR and BWH held a meeting with Liz Sheehan regarding reprinting our two existing Best Practices volumes and the volume on JCCs. By printing the old and new volumes together we can save a lot of money. The volumes will be bound as books to increase the aesthetic presentation and will all have identical cover designs with a difference only in color.

**II. November Board and Steering Committee meetings**

**A. NEW MEMBERS**

ADH will have a telecon with Esther Leah Ritz to discuss the new board member strategy for CIJE's changing structure. Most likely their invitations will include them as "special guests" and will mention that we are rethinking the structure of the board and would like them to be a part of it's new format. There are 12 new members in consideration for the board.

If ELR agrees, there will not be a Nominating Committee meeting regarding the



new invitees. ELR and ADH will discuss the list and will run it by MLM. VFL and ADH will work out a letter. Each person will receive a phone call follow-up.

#### B. DALIA POLLACK

Assignment

Dalia Pollack will be invited to attend the full board meeting but will not be invited to attend a steering committee meeting until she's attended a CIJE staff meeting. DSP will call her to invite her to attend the October 27, 1995 staff meeting. BWH and GZD have already met with her, NR has a meeting scheduled.

#### C. STEERING COMMITTEE MEETING

BWH will be late attending the November 1, 1995 steering committee meeting due to his teaching schedule. This meeting begins at 10:00am.

The program for the steering committee meeting includes the following:

1. CIJE Update
  - a. Report on evaluation institute consultation
  - b. Report on lead communities consultation
  - ~~c. Update on General Assembly~~
  - d. July in Israel 1996
  - ~~e. Update on Baltimore goals seminar~~
  - f. Report on JCC Best Practices
2. Workplan 1995 toward 1996
3. Reconceptualizing the CIJE Board
4. The General Assembly and CIJE
5. Board Review

ADH will speak to MLM about moving the January 22, 1996 steering committee meeting to New York. The suggested agenda for that steering committee meeting will include JCC education from both CIJE and JCCA points of view. BWH will report on the JCC Best Practices and we will invite Allan Finkelstein to discuss how he sees CIJE harmonizing with things currently under way in the JCCs and how the Best Practices volume might move things forward for them. DNP will report on the November JCC Camps meeting.

#### D. BOARD SEMINAR

1. Invitees
  - a. Shelley Zimmerman - will be installed at Hebrew Union College after our



- Assignment Board meeting has already taken place. Both he and Fred Gottschalk will be invited to attend the seminar. ADH will call him as well.
- Assignment b. Shuly Schwartz - NR and BWH will decide if she should be invited.
- c. UJ People - will not be invited. We will only invite people with whom we've had a previous conversation.
- Assignment d. Henry Everett - NR will tel Art Green that Everett won't be invited due to a public feud between he and the chair.
- Assignment 2. Seminar Chair
- Lester Pollack will be invited to chair the seminar by GZD.
3. Logistics
- Assignment JM is following up on the room set-up. NR will look again at the 2 page CIJE update and will decide on additional materials to be available to seminar attendees.

#### E. BOARD MEETING

The agenda for the November 2, 1995 Board meeting will be as listed in the attachment.

GZD will discuss the question of her approach with EG. EG should be prepared to introduce the issue of vision at the end of her discussion. Is Jewish education leadership the same as non-Jewish?

ADH, BWH, and NR will discuss further at the staff telecon of October 6, 1995.

## Council for Initiatives in Jewish Education

## MEMORANDUM

Date: 10/5/95  
 To: CIJE Staff Telecon Group  
 From: Virginia F. Levi  
 Subject: Board Meeting Agenda

For Barry + Nessa  
 for 9am telecon on  
 Fri, 10/6

Here's where we were on the 11/2 board agenda at the conclusion of today's telecon. To be continued tomorrow at 9:00 a.m. EDT.

9:00	Coffee is served [To be set up by 8:30]	
9:30	Welcome and introductions	MLM
9:45	Review structure of day and Introduce Leadership as a Means to Change	ADH
10-10:45	Three vignettes showing the impact of Leadership	
	A. Stuart Selzer or Joe Reimer on a Synagogue School [Barry to invite]	
	B. Allan Finkelstein on the impact of the JCCA Fellows Program [Barry to invite]	
	C. Deborah Meier (maybe) on Leadership and General Education [Gail to get guidance from Deborah Ball on inviting. Nessa to call John Ruskey]	
10:45-11:05	Leadership Data [Someone to discuss with her]	EG
11:05-12:00	Discussion on vignettes, data, and policy implications	ADH or EG
12:00-12:30	CIJE Responses to Leadership needs: TEI & Harvard	GZD
12:30-1:30	Lunch	
1:30	CIJE in Action	
	A. Jehuda Reinharz on Brandeis Project [ADH to invite]	
	B. Sharon Feiman-Nemser on July Plans [ADH or GZD will call]	
	C. Adam G. on the module: the ripple effect of the evaluation process [Who will contact him?]	
2:15	Discussion	
3:20	D'var Torah [ADH to contact Lee]	Lee Hendler

**Council for Initiatives in Jewish Education****OPEN ISSUES:**

We need to revise working titles on agenda for final version.

Can/will the guests participate?

Will we pay any or all?

**What materials will we send out in advance?**

Is the flow of the day right? (Looks like a lot in the A.M. compared to the P.M.)

Invitations to new people still need to be prepared and sent

Cover letter to accompany materials needs to be prepared. All materials must be submitted by 10/11 for mailing on 10/13.

**OPEN ISSUES FOR BOARD SEMINAR:**

Will Pollack chair? [ADH to call]

Room set-up [Josie is working on this]

Materials to have for distribution:

- CIJE brochure
- policy brief
- A Time to Act
- Two page update [ADH & NR to discuss]



# Council for Initiatives in Jewish Education

## MEMORANDUM

Date: 10/6/95  
 To: CIJE Staff Telecon Group  
 From: Virginia F. Levi  
 Subject: Board Meeting Agenda

Here's an update following the 10/6 telecon:

9:00	Coffee is served [To be set up by 8:30]	
9:30	Welcome and introductions	MLM
9:45	Review structure of day and Introduce Leadership as a Means to Change	ADH
10-10:45	Three vignettes showing the impact of Leadership	
	A. Joe Reimer on a Synagogue School [Barry to invite]	
	B. Allan Finkelstein on the impact of the JCCA Fellows Program [Barry to invite]	
	C. Deborah Meier (maybe) on Leadership and General Education [Gail to get guidance from Deborah Ball on inviting. Nessa to call John Ruskay]	
10:45-11:05	Leadership Data [Gail to discuss with her]	EG
11:05-12:00	Discussion on vignettes, data, and policy implications [Maybe just questions of clarification, then break into groups.]	ADH or EG
12:00-12:30	CIJE Responses to Leadership needs: TEI & Harvard [Might become A, below, and have groups meet until lunch]	GZD
12:30-1:30	Lunch	
1:30	CIJE in Action	
	A. Jehuda Reinharz on Brandeis Project [ADH to invite]	
	B. Sharon Feiman-Nemser on July Plans [ADH or GZD will call]	
	C. Adam G. on the module: the ripple effect of the evaluation process [Who will contact him?]	
2:15	Discussion	
3:15	Brief business meeting	

**Council for Initiatives in Jewish Education**

3:20

D'var Torah  
[ADH to contact Lee]

Lee Hendler

**OPEN ISSUES:**

We need to revise working titles on agenda for final version.

Can/will the guests participate?

Will we pay any or all?

**What materials will we send out in advance? Decided and noted in e-mail.**

Is the flow of the day right? (Looks like a lot in the A.M. compared to the P.M.)

Invitations to new people still need to be prepared and sent

Cover letter to accompany materials needs to be prepared. All materials must be submitted by 10/11 for mailing on 10/13.

**OPEN ISSUES FOR BOARD SEMINAR:**

Will Pollack chair? [ADH to call]

Room set-up [Josie is working on this]

Materials to have for distribution:

- CIJE brochure
- policy brief
- A Time to Act
- Two page update [ADH & NR to discuss]

Alan, Barry, Nessa and I continued the discussion of plans for the Board meeting on a telecon this morning. Here's a summary of that discussion:

1. Stuart Selzer is not available to join us. Barry will ask Joe Reimer.
2. Gail will discuss Ellen's presentation with her.
3. We discussed the possibility of breaking into groups (maybe committees, maybe not) following Ellen's presentation, after brief clarification discussion. The groups would discuss the morning presentations in depth. They might report back before lunch, after lunch, or not at all. In this scenario, Gail's presentation on TEI and Harvard would become item A under CIJE in Action in the afternoon. NOT RESOLVED.

4. We decided we'd better come to closure on materials to be mailed in advance, since those have to go out in one week, and there are chags between now and then. Here's what we'll mail:

- a. Updatte letter that ADH and NR will finalize on 10/8.
- b. Piece on Jewish ed. leadership - either from Ackerman's latest product [ADH TO CALL HIM] or from an article by Joe Reimer.
- c. Piece on general ed. leadership - BARRY TO GET DEAL'S NEW BOOK AND LOOK FOR A PORTION TO DUPLICATE.
- d. A cover memo describing what is enclosed. For this, Nessa needs a couple of sentences describing items b & c, above.

That's it. Shabbat Shalom. Ginny





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

CIJE STAFF TELECON  
OCTOBER 5, 1995

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

---

**COPY TO:**

## **I. Brief Updates**

### **A. CUMMINGS FOUNDATION**

Assignment

Rachael Cowan has invited BWH and ADH to attend and speak at the upcoming Cummings Foundation Board meeting. The meeting will take place on December 8, 1995. BWH will speak with her regarding times.

### **B. CALENDAR**

On May 5, 1996 ADH and MLM will attend a consultation by HUC in Washington, D.C.

### **C. BEST PRACTICES VOLUMES**

NR and BWH held a meeting with Liz Sheehan regarding reprinting our two existing Best Practices volumes and the volume on JCCs. By printing the old and new volumes together we can save a lot of money. The volumes will be bound as books to increase the aesthetic presentation and will all have identical cover designs with a difference only in color.

## **II. November Board and Steering Committee meetings**

### **A. NEW MEMBERS**

ADH will have a telecon with Esther Leah Ritz to discuss the new board member strategy for CIJE's changing structure. Most likely their invitations will include them as "special guests" and will mention that we are rethinking the structure of the board and would like them to be a part of it's new format. There are 12 new members in consideration for the board.

If ELR agrees, there will not be a Nominating Committee meeting regarding the

new invitees. ELR and ADH will discuss the list and will run it by MLM. VFL and ADH will work out a letter. Each person will receive a phone call follow-up.

#### B. DALIA POLLACK

Assignment

Dalia Pollack will be invited to attend the full board meeting but will not be invited to attend a steering committee meeting until she's attended a CIJE staff meeting. DSP will call her to invite her to attend the October 27, 1995 staff meeting. BWH and GZD have already met with her, NR has a meeting scheduled.

#### C. STEERING COMMITTEE MEETING

BWH will be late attending the November 1, 1995 steering committee meeting due to his teaching schedule. This meeting begins at 10:00am.

The program for the steering committee meeting includes the following:

1. CIJE Update
  - a. Report on evaluation institute consultation
  - b. Report on lead communities consultation
  - c. Update on General Assembly
  - d. July in Israel
  - e. Update on Baltimore goals seminar
  - f. Report on JCC Best Practices
2. Workplan 1995 toward 1996
3. Reconceptualizing the CIJE Board
4. The General Assembly and CIJE
5. Board Review

ADH will speak to MLM about moving the January 22, 1996 steering committee meeting to New York. The suggested agenda for that steering committee meeting will include JCC education from both CIJE and JCCA points of view. BWH will report on the JCC Best Practices and we will invite Allan Finkelstein to discuss how he sees CIJE harmonizing with things currently under way in the JCCs and how the Best Practices volume might move things forward for them. DNP will report on the November JCC Camps meeting.

#### D. BOARD SEMINAR

1. Invitees
  - a. Shelley Zimmerman - will be installed at Hebrew Union College after our



- Assignment Board meeting has already taken place. Both he and Fred Gottschalk will be invited to attend the seminar. ADH will call him as well.
- Assignment b. Shuly Schwartz - NR and BWH will decide if she should be invited.
- c. UJ People - will not be invited. We will only invite people with whom we've had a previous conversation.
- Assignment d. Henry Everett - NR will tel Art Green that Everett won't be invited due to a public feud between he and the chair.
- Assignment 2. Seminar Chair
- Lester Pollack will be invited to chair the seminar by GZD.
3. Logistics
- Assignment JM is following up on the room set-up. NR will look again at the 2 page CIJE update and will decide on additional materials to be available to seminar attendees.

#### E. BOARD MEETING

The agenda for the November 2, 1995 Board meeting will be as listed in the attachment.

GZD will discuss the question of her approach with EG. EG should be prepared to introduce the issue of vision at the end of her discussion. Is Jewish education leadership the same as non-Jewish?

ADH, BWH, and NR will discuss further at the staff telecon of October 6, 1995.



**CIJE STAFF MEETING**  
**AGENDA**  
**October 11, 1995**

- I. November Board Meeting and Steering Committee Meeting
  - a. Program
  - b. Materials
  - c. Executive committee meeting
- II. General Assembly
  - a. Sessions
  - b. Breakfast
  - c. ADH/NR/Woocher phone call
- III. JESNA - CIJE
- IV. Evaluation Institute
- V. Summer 1996
- VI. January 1996
- VII. Reform Education - head of department



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

**CIJE STAFF TELECON**  
**OCTOBER 11, 1995**

**COPY TO:**

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

---

**I. Review of October 5, 1995 Minutes and Assignments**

**A. CUMMINGS FOUNDATION**

BWH and ADH will attend the Cummings Foundation Board meeting on  
December 7, 1995 from 3:00 pm to 6:30 pm.

**B. BEST PRACTICES VOLUMES**

Due to the two color printing process, we may be able to print more than two  
colors on the Best Practice volume covers at no greater expense.

**C. NOVEMBER BOARD MEETING**

**1. New Members**

ADH and Esther Leah Ritz had a telecon to discuss the new board member  
strategy for CIJE. Although ELR is in favor of the new format, she does not  
feel it is appropriate to include new people in the upcoming board meeting if  
the board will be discontinued. Also recommended by ELR was the idea of  
using the final hour of the board meeting to discuss the current structure of  
CIJE and ideas for change. ADH will discuss this possibility with MLM.

Assignment

**2. Attendance**

a. Charles Bronfman will not be attending the November 1-2, 1995 meetings.  
ADH will contact him to discuss.

Assignment

b. Dalia Pollack will receive a packet and invitation to the board meeting when  
she meets with NR on October 11, 1995.

Assignment

## D. STEERING COMMITTEE MEETING

### 1. Agenda

The tentative agenda for the November steering committee and board meetings are attached. Possible documents to be prepared for fact books/ mailing are as follows:

- a. Workplan 1995 - 1996
- b. Report on lead communities
- c. Report on General Assembly
- d. Report on Baltimore goals program
- e. Report on Evaluation Institute

### 2. Future meetings

Assignment  
Assignment

ADH will speak with MLM about rescheduling the January 22, 1996 Steering Committee meeting. He will also speak with MLM about changing the day of the March 8, 1996 meeting to something other than a Friday.

## E. BOARD SEMINAR

Assignment

ADH will call Lester Pollack to invite him to chair the November 1, 1995 Board Seminar.

## II. Memorandum of October 5, 1995 (attached)

### 1. Vignettes

Assignment  
Assignment

Joe Reimer has agreed to speak at the board meeting on the impact of leadership in a synagogue school. BWH will speak with A. Finkelstein about the impact of the JCCA Fellows Program. GZD and ADH will further discuss inviting Sara Lee to speak about her school and the educational standards that she has developed.

### 2. Leadership Data

Assignment

GZD will meet with EG regarding the question of her approach to the topic of leadership and the introduction of her vision at the end of the leadership data discussion.



## 3. CIJE in Action

Assignment

ADH will call Sharon Feiman-Nemser to invite her to discuss her experiences with the July Israel group at the board meeting. GZD will speak with AG regarding the module and his comments to the board about our plans for it.

Assignment

ADH will also call Lee Hendler to invite her to give the D'var Torah.

Assignment

GZD, BWH, and VFL will further discuss specifics of the board and steering committee meetings at 3:00 pm today.



CIJE STAFF MEETING  
AGENDA  
October 19, 1995

- I. November Board Meeting and Seminar/ Steering Committee Meeting
  - a. Mailings
  - b. Fact books
  - c. Attendance list
- II. General Assembly
  - a. Sessions
  - b. Breakfast
- III. JESNA - CIJE
- IV. Evaluation Institute
- V. January 1996
- VI. Summer 1996
- VII. Reform Education - head of department

ADH

• Dalia Pollack

• ~~ADH~~: Research Network Conference in Israel

— Lisa Malik: 2 wks @ CJE office

~~Fed~~: Research Conf. in Baltimore  
February

VFL file  
min. book  
DEC 26 1995

**MINUTES:** CIJE Staff Telecon  
**DATE OF MEETING:** October 27, 1995  
**DATE MINUTES ISSUED:** October 31, 1995  
**PARTICIPANTS:** Gail Dorph, Barry Holtz, Alan Hoffmann,  
Ginny Levi (by telephone), Robin Mencher (sec'y.),  
Josie Mowlem, Debra Perrin, Dalia Pollack,  
Nessa Rapoport  
**COPY TO:** Sheila Allenick, Adam Gamoran, Ellen Goldring,  
Morton Mandel, Daniel Pekarsky

---

### **I. Welcomes and Introductions**

ADH welcomed DSP back to the office after a difficult week. He also welcomed Dalia Pollack (DTP), the CIJE-CJF-JESNA staff member, to her first CIJE Staff Telecon.

### **II. Additions to the Agenda**

ADH added to the agenda:

CIJE consultation with UJA/Federation of New York

NR added a page of issues to be discussed to the agenda (see attached).

### **III. Steering Committee Meeting, November 1, 1995, CIJE**

#### **A. AGENDA**

Assignment There was one change in the agenda of the Steering Committee meeting. RJM will make the correction to the factbooks for the meeting.

#### **B. DOCUMENTS**

Assignment ADH will draft a chart summarizing the 1996 workplan.

Assignment The GA document prepared by NR will include a cover memo, information about the forums and workshops co-sponsored by CIJE, and information about the education/learning track. The document highlight the Jewish education forums being held this year.



#### **IV. Executive Committee Meeting, November 1, 1995, UJA/Federation**

Assignment ADH outlined an agenda for the Executive Committee meeting. VFL will draft the agenda, submit to ADH for final approval, contact Phillips-Oppenheim, and collect all related materials for folders.

#### **V. Seminar, November 1, 1995, UJA/Federation**

##### **A. ATTENDANCE**

Attendance for the seminar is expected to be around 70 people. JM has attended to the room set-up and a/v needs for the evening.

Assignment NR will call Lynn Kroll and Barbara Dobkin to encourage them to attend the event.

Assignment At the seminar, several people will be introduced to MLM. NR will introduce Rachel  
Assignment Cowan and Charles Halpern. GZD will introduce Joan Rosenbaum and David Gordis.

Assignment In the future, CIJE will send out a "hold the date" postcard to all seminar invitees 10-12 weeks in advance. It was decided that this postcard need not indicate the speaker or topic.

##### **B. ART GREEN**

Assignment NR will gather biographical information and BWH will write the bio of A. Green for the  
Assignment chairman's notes.

Assignment BWH will take A. Green to dinner the evening of the seminar. He will make sure that they arrive at UJA/Federation by 7:30 pm.

##### **C. CIJE MATERIALS**

Assignment The staff should review the updated version of CIJE's Current Activities and submit any changes to NR. This document will be on hand at the seminar. Also available at the seminar will be policy briefs and brochures.

#### **VI. Board Meeting, November 2, 1995, UJA/Federation**

Assignment The agenda of the board meeting was revised. RJM will make the correction to the factbooks for the meeting.

## VII. GA

### A. BDF MEETING

GZD will make a presentation to the BDF on Tuesday, November 14, the day preceding the GA. The staff discussed what CIJE may want to offer--in terms of building relationships with communities--to bureau directors at this time.

### B. CIJE INVITATIONAL BREAKFAST

Assignment CIJE will not hold a breakfast this year. RJM will call R. Jacobs at CJF to cancel.

### C. FORUMS/WORKSHOPS

#### Synagogue-Federation Partnership Workshop

Assignment NR will be the staff member for this workshop. She will ask Bill Berman to chair the workshop on research and evaluation. If he is unavailable, she will ask John Colman.

## VIII. CIJE-JESNA Meetings

### A. PROFESSIONAL DEVELOPMENT

Assignment CIJE will invite JESNA to our office for a half day meeting to discuss TEI and its implications. GZD and ADH will attend the meeting from CIJE and JESNA will be invited to bring any staff member(s) they choose. DTP will also be invited. GZD will arrange a date with Paul Flexner.

### B. EVALUATION CONSORTIUM, NOVEMBER 3, 1995

CIJE is hosting a joint meeting with JESNA to discuss issues in evaluation.

CIJE will pay for M. Gurvis' attendance.

Assignment ADH will discuss with J. Woocher how the meeting will be run.

## IX. Goals Seminar, January 1-4, 1996, Jerusalem

CIJE will hold a meeting on Goals, in conjunction with the Mandel Institute, in Jerusalem in January 1996. If for any reason DNP will not be able to attend, the meeting will be canceled.



Assignment JM and DSP will coordinate all the meeting logistics and prepare the budget form. BWH  
Assignment will look into purchasing tickets from Roz Solomon.

#### **X. CIJE Summer Institute for Professors of Education, July 1995**

Assignment JM will arrange the logistics of this meeting. She will contact Shmuel Ben Halal in  
Jerusalem about reservations at Kibbutz Ramat Rahel.

#### **XI. Reform Movement**

Assignment CIJE will meet with E. Yoffie of UAHC on November 13. DSP will check if the 10:30  
am meeting can be rescheduled to that afternoon so that more CIJE staff members can  
attend.

#### **XII. Research Network in Jewish Education, July 29-August 1, Israel**

Assignment DSP will distribute to the staff materials about the conference from Michael Zeldin and  
Zeev Mankowitz.

CIJE staff members GZD, BWH, AG, and EG will attend. DNP and NR are encouraged  
to attend.

Assignment BWH will be the CIJE point person for the Research Network. He will speak with AG,  
EG, and DNP about attendance.

#### **XIII. Lisa Malik**

Assignment Lisa Malik is a doctoral student in Jewish Education at Stanford University. In advance  
of her potential future work with CIJE, ADH will invite her to spend the last two weeks  
in January with CIJE.

#### **XIV. Changes in the Master Schedule Control**

The following changes to the master schedule control will be reflected in a new chart at  
the November 1, 1995 Steering Committee meeting. VFL will bring the new charts with  
her upon arrival to New York on October 31 for the impending meetings.



**A. STEERING COMMITTEE MEETING, JANUARY 22, 1996**

Assignment

The January 22, 1996 Steering Committee meeting will now take place in New York at the CIJE office. It was previously scheduled to be held in Cleveland. DSP will reserve the meeting spaces.

**B. STEERING COMMITTEE MEETING, MARCH 1996**

The Steering Committee meeting originally scheduled for Friday, March 8 will now be held on Wednesday, March 6, in Cleveland.

**XV. Shamash Network Meeting**

JM and DTP will attend the Shamash Network meeting on October 31.

**XVI. Integrated Report on Educational Leaders**

This topic will be discussed at the next CIJE staff meeting on Tuesday, October 31, 1995. AG and EG will take part in the conversation via telephone.

**XVII. Wexner Heritage Retreat - Moshe Greenberg Papers**

Articles written by M. Greenberg will not be handed out at any teaching session at the Wexner Heritage Alumni Retreat. BWH, ADH, D. Marom, and DNP may teach this subject together with Shelly Dorph.

**XVIII. Shira Simchovitch**

Shira Simchovitch, a Jerusalem Fellow and specialist in Jewish early childhood education, will be coming to the United States to work for five days. CIJE will plan to consult with her for one day in November.

**XIX. JCCA Camping Meeting, November 1995, Washington DC**

BWH, ADH, JM, DNP and Jonny Ariel (consultant to CIJE on this subject) will attend the meeting on JCCA camping this November. GZD may attend the meeting.

**XX. Luncheon Seminar**

Assignment NR will go through the board seminar list to recruit a list of invitees for the CIJE December luncheon seminar with J. Woocher.

**XXI. MEF**

Assignment BR should coordinate the bi-monthly MEF telecons. ADH will e-mail BR about this.

**XXII. All Day Extended Staff Meeting, January 16, 1996, New York**

Assignment There will be an all day staff meeting for all CIJE staff and consultants at the CIJE office on January 16, 1996. ADH will contact AG, EG, and DNP to invite them to attend the meeting.

**XXIII. Meeting with UJA/Federation, January 17, 1996, UJA/Federation**

The entire CIJE staff will meet with John Ruskay and his colleagues to present and discuss the work of CIJE.

**XXIV. Next Staff Meeting**

The Next CIJE staff meeting will take place on Tuesday, October 31, 1995 in the Board Room. DTP will attend. AG, EG and maybe BR will attend by telephone for part of the meeting.



## CIJE ASSIGNMENTS

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DUE DATE
01.	Make changes in the agenda for the steering committee meeting for the books.	RJM	Oct. 27, 1995	Oct. 27, 1995
02.	Draft a chart summarizing the 1996 workplan.	ADH	Oct. 27, 1995	Oct. 31, 1995
03.	Prepare GA document for the steering committee.	NR	Oct. 27, 1995	Oct. 31, 1995
04.	Prepare materials for executive committee meeting. Arrange meeting with Phillips-Oppenheim.	VFL	Oct. 27, 1995	Oct. 30, 1995
05.	Call L. Kroll and B. Dobkin to encourage them to attend the seminar.	NR	Oct. 27, 1995	Oct. 31, 1995
06.	Introduce R. Cowan and C. Halpern to MLM at seminar.	NR	Oct. 27, 1995	Nov. 1, 1995
07.	Introduce J. Rosenbaum and D. Gordis to MLM at seminar.	GZD	Oct. 27, 1995	Nov. 1, 1995
08.	Submit any changes to the Update of Current Activities document to NR	STAFF	Oct. 27, 1995	Oct. 30, 1995
09.	Send out a Hold the Date postcard 10-12 weeks in advance of the May 1 seminar.	JM	Oct. 27, 1995	February 1996
010.	Collect biographical information about A. Green for chairman's notes.	NR	Oct. 27, 1995	Oct. 30, 1995
011.	Write bio of A. Green for chairman's notes.	BWH	Oct. 27, 1995	Oct. 30, 1995
12.	Review Update of Current Activities document and submit changes to NR.	STAFF	Oct. 27, 1995	Oct. 30, 1995
13.	Make changes to the Board Meeting agenda and replace them in the books for the meeting.	RJM	Oct. 27, 1995	Oct. 27, 1995
14.	Call R. Jacobs of CJF to cancel the breakfast.	RJM	Oct. 27, 1995	Oct. 31, 1995
15.	Ask B. Berman to chair GA workshop on synagogue-federation partnerships.	NR	Oct. 27, 1995	Oct. 31, 1995
15.	Arrange date for CIJE-JESNA meeting on professional development.	GZD	Oct. 27, 1995	Nov. 3, 1995



NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DUE DATE
16.	Discuss with J. Woocher how the evaluation institute meeting will be run.	ADH	Oct. 27, 1995	Oct. 31, 1995
17.	Coordinate meeting logistics and create budget form for Jan. Goals meeting.	JM, DSP	Oct. 27, 1995	Dec. 1, 1995
018.	Look into purchasing airline tickets to Israel from Roz Solomon.	BWH	Oct. 27, 1995	Nov. 15 1995
19.	Attempt to reschedule E. Yoffie meeting.	DSP	Oct. 27, 1995	Oct. 30, 1995
20.	Distribute to staff Research Network materials.	DSP	Oct. 27, 1995	Nov. 3, 1995
21.	Speak to AG, EG, and DNP about Research Network.	BWH	Oct. 27, 1995	Nov. 30, 1995
22.	Speak to Lisa Malik about spending the last two weeks in January with CIJE.	ADH	Oct. 27, 1995	Nov. 15, 1995
23.	Make changes to the Master Schedule Control.	VFL	Oct. 27, 1995	Oct. 31, 1995
24.	Reserve meeting space for Jan. 22 steering committee meeting.	DSP	Oct. 27, 1995	Nov. 3, 1995
	Make invitee list for luncheon seminar.	NR	Oct. 27, 1995	Nov. 10, 1995
26.	Contact AG, EG, and DNP about attending staff meeting on Jan. 16, 1995	ADH	Oct. 27, 1995	Nov. 3, 1995

updated: October 31, 1995

**CIJE STAFF MEETING**  
**AGENDA**  
**October 31, 1995**

- I. Josie - office procedures
- II. November Board Meeting and Seminar/ Steering Committee Meeting
  - a. Last minute details
- III. Summer Seminar for Professors of Education
- IV. February Research Conference in Baltimore
- V. Integrated Report on Educational Leaders (AG/EG/BR 10:30am)
  - a. Dissemination of communal reports on leadership
- VI. Manual
- VII. Luncheon seminar
- VIII. Ramah
- IX. Policy brief reprint
- X. Steve Hoffman/Brief distribution report
- XI. GA materials
- XII. Wexner
- XIII. "CIJE on the road" (1996 workplan)
- XIV. Sarna - JCCA
- XV. Creating a "Friends of Jewish Education" list
- XVI. Israel (January 1996): Preparation

XVII. Spielberg





**MINUTES:**

**DATE OF MEETING:**

**DATE MINUTES ISSUED:**

**PARTICIPANTS:**

**COPY TO:**

CIJE STAFF MEETING

OCTOBER 31, 1995

DECEMBER 15, 1995

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

---

**I. In Brief**

**A. MINUTES**

ADH thanks RJM for her assistance in preparing last week's minutes so quickly!

**B. JOSIE MOWLEM - OFFICE PROCEDURES**

Assignment

Josie Mowlem will be making all prioritization of workload decisions for the CIJE administrative staff. Staff members should be aware that they are not to come to the administrative staff with their time constraints, but should approach JM directly with all concerns and considerations. JM, RJM, and DSP will meet each morning to go over the daily work load.

Assignment

**C. STEERING COMMITTEE DOCUMENTS**

The GA document prepared by NR for the Steering Committee will highlight places where CIJE staff will be involved in the GA.

**D. GENERAL ASSEMBLY**

Assignment

Assignment

Staff will consider what materials they will require for the GA. Materials must be to RJM by November 8, 1995. RJM will verify that the CIJE breakfast has been cancelled.

Correction: Bill Berman will chair the Research and Evaluation Workshop, not the Synagogue Workshop. NR will attend.

**E. REFORM MOVEMENT**

The CIJE meeting with E. Yoffie of UAHC could not be rescheduled. The meeting will be held on November 13, 1995, at 10:30 a.m.

## F. SHAMASH NETWORK MEETING

Assignment JM will report on the Shamash Network meeting at our next staff meeting.

## G. WEXNER HERITAGE RETREAT - MOSHE GREENBERG PAPERS

DNP will attend S. Dorph's session at the upcoming Wexner Retreat.

## H. JCCA CAMPING MEETING, WASHINGTON DC

Assignment GZD will not be attending the JCCA Camping meeting. DSP will cancel her reservation.

## I. LUNCHEON SEMINAR

Assignment Staff has assembled a list of invitees to the first Luncheon Seminar, scheduled to take place December 5, 1995. NR and JM will discuss further logistical arrangements.

## II. Integrated Report on Educational Leaders

AG, EG, and BR joined us by telecon for this portion of the staff meeting.

## A. MANUAL

The manual is finished. All feedback and comments have been integrated, as well as coding instructions. The title page will describe this as Version 2.0, reflecting that although it is prepared for use, this is understood to be a document that can and will evolve over time. The manual will be housed in a looseleaf binder, 3-hole punched, and soft-covered with color coding for sections. EG will bring a Spencer Survey as an example of graphic preference for NR.

## B. RIPPLES -- AG's PRESENTATION AT THE BOARD MEETING

Assignment AG will mention during his Board Meeting presentation that "CIJE is planning an evaluation day in January for new communities, in advance of having a full-blown evaluation institute." EG, AG, and GZD will discuss dates for this when EG and AG are in town. EG will mention the evaluation day at the General Assembly.

## C. INTEGRATED REPORT

We've now heard back from all of the communities who've received the



Assignment Integrated Report. Now we must consider further dissemination. NR and GZD will go over the text and will decide if we can use this version for other communities. By the next staff meeting staff will decide the date that it is to go out.

#### D. INTEGRATED FINAL REPORT ON TEACHERS

The Integrated Final Report on Teachers is targeted to go out on November 15, 1995.

#### E. MEF TELECON

Assignment BR will set up all bi-weekly MEF telecons. He will coordinate ADH's schedule with DSP. MEF minutes will be circulated to all CIJE staff.

### III. UJA/Federation

On January 17, 1996, we have been invited by John Ruskay to meet with the UJA/Federation to brief them on CIJE. The question of evaluation is of major interest. The entire staff should be involved.

### IV. Calendaring

#### A. STAFF DAY

In conjunction with the UJA/Federation meeting of January 17, 1996, we will hold a full-staff meeting day to take place on January 16, 1996. The evaluation institute will take place either January 15 or 21, 1996, to be announced at the Board Meeting.

#### B. ISRAEL RESEARCH CONFERENCE

The Israel Research Conference begins July 29, 1996. Shmuel ben Halal will make all arrangements for CIJE staff. BWH will discuss CIJE presentations with conference planners.

### V. JCCA Camping meeting

The JCCA camping meeting will be organized with a presentation of Michael Rosenack's ideas on goals. BWH and L. Rubin will meet on November 1, 1995 to



discuss the particulars. This is a preparatory meeting in nature.

## **VI. Budgeting**

Staff will be receiving monthly updates of budgets. Budgeted items that can be carried over into the next year are limited to items that have been planned and finalized in the current year.

## **VII. Summer Seminar for Professors of Education**

Semour Fox and Shmuel Vygoda will be the Israel contact people for the Summer Seminar for Professors of Education. CIJE contacts will be ADH and GZD. Sharon Feiman-Nemser will be in touch with SF regarding the planning process. Suggested attendees are as follows:

- |                     |                  |
|---------------------|------------------|
| 1. S. Stodolsky     | 10. S. Weinberg  |
| 2. EG               | 11. P. Grossman  |
| 3. AG               | 12. A. B. Cutler |
| 4. S. Feiman-Nemser | 13. D. Chazan    |
| 5. D. Ball          | 14. B. Firestone |
| 6. B. Neufeld       | 15. G. Noam      |
| 7. K. Zumwald       | 16. A. Lieberman |
| 8. D. Kerdeman      |                  |

## CIJE ASSIGNMENTS

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DUE DATE
1.	JM to make all prioritization of workload decisions for staff.	JM	October 31, 1995	Ongoing
2.	JM, RJM, and DSP to meet every morning to discuss workflow.	JM, RJM, DSP	October 31, 1995	Ongoing
3.	Staff to give RJM all materials to be sent to the GA.	Staff	October 31, 1995	November 8, 1995
4.	JM to report on the Shamash network.	JM	October 31, 1995	November 13, 1995
5.	DSP to cancel GZD's reservation at the JCCA meeting in Washington, DC.	DSP	October 31, 1995	November 13, 1995
6.	NR and JM to discuss logistical needs for December 5, 1995 luncheon seminar.	NR, JM	October 31, 1995	November 13, 1995
7.	EG, AG, GZD to discuss dates for new community evaluation institute in January.	EG, AG, GZD	October 31, 1995	November 13, 1995
	EG to mention the upcoming new community evaluation day at the GA.	EG	October 31, 1995	November 13, 1995
9.	NR and GZD to consider the current Integrated Report for dispensation to new communities.	NR, GZD	October 31, 1995	November 13, 1995
10.	Staff to decide on a date for the Integrated Report to go out to new communities.	Staff	October 31, 1995	November 13, 1995
11.	BR to set up bi-weekly MEF telecons.	BR	October 31, 1995	Ongoing



**CIJE Board Meeting and Seminar**  
**November 1-2 1995**

WEEKS PRIOR	PROGRAMMATIC DEADLINES	assigned to:	done:	ADMINISTRATIVE DEADLINES	assigned to:	done:
	Select and finalize meeting location		✓	Select and finalize meeting location		✓
week of 8/28	Select/confirm/ <u>invite</u> (with official letters) speaker for seminar	NY staff		Finalize meeting assignments and deadlines with actual dates. Distribute to staff	RJM	✓
week of 9/5				Complete meeting approval form and send to Cleveland	DSP	✓
	Select guest chair for seminar	NY staff	✓			
9/5 to 9/18	Develop materials for all mailings and books	staff & consultants				
week of 9/11	Develop and finalize outline of content for all meetings and events	staff & consultants				
	Develop and finalize complete lists (names and addresses) of invitees for all meetings and events	NR/ NY staff				
	Draft and submit invitations for mailing	NR/ VFL				
week of 9/18	Submit design for follow-up postcard	NR/ VFL		Mail invitations; begin to track attendance	RJM/ DSP	
	Submit final materials for mailings and books	staff & consultants				
				Print postcard	RJM	
week of 9/25				Send out materials mailing	RJM/ DSP	
week of 10/2	Finalize and submit all additional handouts and a/v needs	staff & consultants				



week of 10/11	Select, invite, confirm person for d'var Torah at the board meeting	ADH		Begin production of books	DSP	
week of 10/18	Begin board camper calls	NY staff		Finalize location arrangements and catering, security, a/v, room set-up	DSP/ VFL	
				Mail follow-up postcard	RJM	
week of 10/25	Begin seminar camper system	NY staff		Complete fact books, name tags, place cards, registration materials, paper, pencils, finalize logistics	DSP	
day of 10/26	Preview session with MLM to go over all details of meetings	ADH				
day of 10/27	Begin work on chairman's notes	ADH				
day of 10/31				Send count, list of attendees to security	DSP	

WEEKS AFTER	PROGRAMMATIC DEADLINES			ADMINISTRATIVE DEADLINES		
day of 11/7	Draft and submit "We missed you" mailing to board/committee members who did not attend	NR/ VFL				
day of 11/10				Send "We missed you" mailing to board/committee members who did not attend	RJM	
week of 11/15				Thank you notes, board and committee minutes to ADH for approval	com- mittee staff/ VFL	
week of 11/22	Follow up camper calls					
				Send thank you notes, board and committee minutes	RJM	

CIJE STAFF MEETING  
AGENDA  
November 13, 1995

I. February Research Conference in Baltimore

~~II. Policy brief reprint - AJS mailing~~

~~III. Steve Hoffman/Brief distribution report~~

IV. Wexner

~~X "CIJE on the road" (1996 workplan)~~

VI. Sarna - JCCA

XV. Creating a "Friends of Jewish Education" list

XVI. Israel (January 1996): Preparation

XVII. Spielberg

XVIII. Burt Cohen

XIX. Adina Ofek

XX. JCC Camping - keep on agenda

XXI. Jan. 22<sup>S.C.</sup> meeting

XXII. April board + seminar

XXIII. TEL

XXIV. Harvard

XXV. Ed Professors

XXVI. Torah U' Mesorah

XXVII. Schedule

add: xxx.TTT  
xxx1. Workplan

XXVIII. JCCA biennial

XXIX. Rosenack + Feb.

XXXII. Board + S.C.



<b>MINUTES:</b>	CIJE STAFF MEETING
<b>DATE OF MEETING:</b>	NOVEMBER 13, 1995
<b>DATE MINUTES ISSUED:</b>	DECEMBER 15, 1995
<b>PARTICIPANTS:</b>	Gail Dorph, Barry Holtz, Alan Hoffmann, Josie Mowlem, Debra Perrin (sec'y), Nessa Rapoport
<b>COPY TO:</b>	Sheila Allenick, Adam Gamoran, Ellen Goldring, Morton Mandel, Robin Mencher, Daniel Pekarsky, Dalia Pollack

---

## I. In Brief

### A. REVIEW OF OCTOBER 31, 1995 MINUTES

#### 1. Josie Mowlem - Office Procedures

In January we will revisit the issues surrounding JM's prioritization of the office workload.

#### 2. CIJE Brochure

NR will research and report on printing a new CIJE brochure. NR will find out if Sandee Brawarsky is available to work with her on it. Staff will consider necessary changes to be made.

#### 3. Policy Brief Mailing

We've had no response from the policy brief mailing to the Federations. Staff will discuss the topic of how to reach the right people in the Federations at a future staff meeting.

NR and JM will discuss disseminating the Sarna publication through the JCCA system.

#### 4. Creating a "Friends of Jewish Education" mailing list

This mailing list will now be referred to as the "CIJE Main Contacts" mailing list. Ari Kellman and Michael Paley will be invited to attend this meeting (to be scheduled for January). NR will speak with A. Kellman to arrange a date.

#### 5. Spielberg

The next Jewish Funders Meeting is scheduled for March 1-4, 1996. NR will



speak to VFL about it. She will follow up with Rachael Cowan to discuss potential CIJE involvement.

#### 6. JCC Camping

BWH gave a brief summary of the JCC Camping meeting. Response to the program was good. The next step will include consulting with A. Finkelstein about how he would like to move the process forward. We will discuss a 2-day seminar in the early spring for the more serious, dedicated members of this group. The design should move us toward the summer.

Assignment  
Assignment  
Assignment

ADH will meet with A. Finkelstein to discuss bringing in Johnny Ariel as a joint CIJE/JCCA consultant. CIJE staff will meet with J. Ariel and DNP in Israel during December to discuss. This topic will remain on our agenda for further discussion.

### II. TEI - December 10 - 14, 1995

RJM will return to Cleveland to assist in running December's TEI. The next TEI is scheduled for February 19 - 22, 1996.

### III. Summer Seminar for Professors of Education

Assignment

GZD will contact the Summer Seminar attendees with Shmuel Vygoda's name as our Israel contact. The formula for compensation of attendees will be three weeks at Ramat Rachel including room and board, and a round-trip ticket to Israel. We will negotiate individually from there. S. Vigodah will hand-tailor arrangements for each person.

### IV. Torah U'Mesorah

Assignment  
Assignment

DSP will reschedule the Torah U'Mesorah/CIJE consultation for the week of January 8, 1996. She will contact Eric Yoffie's office to reschedule for that week as well.

### V. January 22, 1996 Steering Committee meeting

Assignment  
Assignment

BWH will have a document on the Best Practices volume on JCCs prepared at least ten days in advance of the January 22, 1996 Steering Committee meeting. BWH will

find out if S. Cohen is available to attend.

Assignment

We will also report on JCC Camping at this meeting. This will provide a good opportunity for weaving the issue of informal education throughout the Steering Committee agenda. BWH will discuss this topic with A. Finkelstein and will bring up Phil Margolis as a possible additional speaker.

A. Finkelstein has the Steering Committee meeting on his calendar and looks forward to attending.

## VI. Workplan

It is important that we finalize next year's workplan and budget. Staff should consider additional needs (i.e. additional professional/support staff) in terms of what we will be able to accomplish with added help. We will discuss the issues of organizational versus content capabilities at a later date.

Assignment  
Assignment

Professional staff will provide suggestions of 5 topics in their domain to be reconsidered from rollover to 1996, and two topics that will be added. ADH will meet with each staff member privately regarding this issue. Our continued interests at CIJE for 1996 will be on expanding our capacity, contracting our work, and sharpening our focus.

## VII. Lisa Malik

Lisa Malik will intern at CIJE the last two weeks of January, 1996.



## CIJE ASSIGNMENTS

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DUE DATE
1.	Research and report on printing a new CIJE brochure.	NR	November 13, 1995	November 28, 1995
2.	Find out if Sandee Barasky is available to work on a CIJE brochure.	NR	November 13, 1995	November 28, 1995
3.	Consider necessary changes to be made to CIJE brochure.	Staff	November 13, 1995	December 8, 1995
4.	Discuss how to reach/mobilize people in the Federations.	Staff	November 13, 1995	December 8, 1995
5.	Discuss dispensing Sarna publication to the JCCs.	JM, NR	November 13, 1995	December 8, 1995
6.	Arrange a date for the Friends of Jewish Education mailing list meeting.	NR	November 13, 1995	December 8, 1995
7.	Reschedule Torah U'Mesorah consultation for week of January 8, 1996.	DSP	November 13, 1995	December 8, 1995
8.	Reschedule E. Yoffie visit for January.	DSP	November 13, 1995	December 8, 1995
9.	Meet w/A. Finkelstein re: J. Ariel.	ADH	November 13, 1995	December 8, 1995
10.	Ask S. Cohen if he will be able to attend the January 22, 1996 Steering Committee meeting.	BWH	November 13, 1995	December 8, 1995
11.	Discuss S.C. meeting with A. Finkelstein and bring up P. Margolis as possible additional speaker.	BWH	November 13, 1995	December 8, 1995
12.	Provide suggestions of 5 topics to be reconsidered from rollover into 1996 workplan.	GZD, BWH, NR	November 13, 1995	December 8, 1995
13.	Provide suggestions of two topics to be added to 1996 workplan.	GZD, BWH, NR	November 13, 1995	December 8, 1995
14.	Meet with J. Ariel and DNP in Israel to discuss JCC Camping.	Staff	November 13, 1995	January 9, 1995
15.	Give Summer Seminar attendees S. Vigodah's name as Israel contact.	GZD	November 13, 1995	January 9, 1995
16.	Prepare document on Best Practices volume on JCCs for Steering Committee meeting.	BWH	November 13, 1995	January 9, 1995

Date: November 13, 1995



BK  
file

## Council for Initiatives in Jewish Education

### MEMORANDUM

Date: 11/29/95  
To: MLM and CIJE Staff  
From: VFL  
Subject: Nov. 2 Debrief

Following are the points that were made at the debriefing session following the Nov. 1-2 CIJE meetings:

1. Add a CIJE staff organization chart to the board book.
2. Look for a different location for future seminars.
3. Consider getting a CIJE banner for the podium. [JM is working on this.]
4. As we plan for future major meetings, we should recognize that virtually all of staff time for the weeks leading up to those meetings is devoted to preparations.
5. The notion of an evening seminar and a thematic meeting the next day followed by a business session seems to work well. We should aim to both present the work of CIJE and teach people. The evening and next day sessions could be on different topics, with the evening devoted to big Jewish issues and the following day to the work of CIJE.

**MINUTES:**

CIJE STAFF TELECON

**DATE OF MEETING:**

TUESDAY, NOVEMBER 21, 1995

**DATE MINUTES ISSUED:**

TUESDAY, NOVEMBER 28, 1995

**PARTICIPANTS:**

Gail Dorph, Alan Hoffmann (Jerusalem), Barry Holtz,  
Robin Mencher (Sec'y), Josie Mowlem, Nessa Rapoport

**COPY TO:**

Sheila Allenick, Adam Gamoran, Ellen Goldring,  
Ginny Levi, Morton Mandel, Daniel Pekarsky,  
Debra Perrin

---

**I. Wexner Heritage Alumni Retreat**

Assignment BWH will contact M. Paley about receiving more binders for the weekend.

**II. Israel Goals Meeting, January 1996**

Assignment BWH, DM and DNP will formulate an agenda for these meetings. BWH will speak with  
Assignment NR about any items she would like to add to the agenda.

Each day will include 3 hours set aside for CIJE staff meetings.

**III. JCCA**

**A. CAMPING**

ADH will meet with J. Ariel the week of November 26.

**B. BEST PRACTICES**

Assignment BWH will give A. Finkelstein a copy of the latest draft of the Best Practices report on  
JCCs. There will be a meeting on this topic held in Israel on November 30. S. Cohen  
will attend.

**C. BIENNIAL**

Assignment ADH will talk with A. Finkelstein about CIJE's participation in the JCCA Biennial in  
May of 1996.

Possible topics for such participation may include: Best Practices report, early childhood  
data, and the camping process.

JM noted that this meeting is aimed at highlighting lay people, not professional staff.

#### IV. Michael Rosenak

Assignment

M. Rosenak will be asked to come to the United States during the week of February 5, 1996. The content of his trip may include work about community goals. A potential schedule would bring him to meet with people from Baltimore, Milwaukee, Atlanta, as well as a consultation with the CIJE staff. GZD and BWH will organize the content of this visit. ADH will ask M. Rosenak to send CIJE a fax with his available dates in this time period.

#### V. Sheila Allenick

Assignment

Assignment

GZD, ADH, JM and NR have all recently met with SFA about 1996 budgetary issues. BWH will set up a telephone appointment with her. In the future, JM will participate in all further budgetary conversations with SFA and ADH.

#### VI. CIJE Steering Committee Meeting, January 22, 1996

Tentative Agenda:

- I. Review of Minutes and Assignments
- II. Reports
  - A. TEI
  - B. Israel Goals Meeting
  - C. Best Practices: JCCS
- III. IV. CIJE Workplan
- IV. V. Structure of CIJE Board of Directors


III. Jewish Cmu  
+ CIJE  
1) BP  
2) Camping

Lee Hendler will be invited to participate in this meeting. Materials related to this agenda will be discussed at the next staff meeting.



## VII. Future Meetings

Staff Meetings/Telecons:

December 7, 6:15 pm, Upper West Side (?) 

December 8, 9:30-12:00

December 18, 2:30-4:00

December 27, 9:30-12:00

TEI Consultation: January 8, 12:00-5:00

Torah Umesorah Consultation: January 9, 9:00-4:00

Key People Mailing List Meeting: January 9, 4:00-6:00

Full Staff Meeting: January 16, CIJE

Meeting with UJA/Federation: January 17, CIJE

CIJE Steering Committee Meeting: January 22, CIJE (NY)

## VIII. Next CIJE Staff Telecon

The next CIJE Staff Telecon will be held on Tuesday, November 28, from 9:30 am - 12:00 pm. Agenda items include: GA Debrief, Luncheon Seminar, Materials for Cummings Foundation Board Meeting, Materials for January 22 Steering Committee, Spielberg, and the April Board Meeting.

## CIJE ASSIGNMENTS

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED
01.	Contact M. Paley re: Wexner Retreat binders.	BWH	November 21, 1995
02.	Speak to NR re: items for Israel Goals meeting agenda.	BWH	November 21, 1995
03.	Formulate agenda for Israel Goals meeting.	BWH, DM, DNP	November 21, 1995
04.	Give A. Finkelstein copy of BP: JCCs	BWH	November 21, 1995
05.	Talk with A. Finkelstein about CIJE's participation in the JCCA Biennial.	ADH	November 21, 1995
06.	Organize M. Rosenak visit.	GZD, BWH	November 21, 1995
07.	Speak with SFA about 1996 budget.	BWH	November 21, 1995
08.	Participate in future budgetary conversations.	JM	November 21, 1995

updated: November 27, 1995

CIJE STAFF MEETING  
AGENDA  
November 28, 1995

I. GA Debrief

II. Spielberg

III. ~~April~~ Board Meeting

IV. Luncheon Seminar

V. Materials for Cummings Board Meeting

VI. January 22, 1995 Steering Committee Meeting

VII. JCCA Biennial

VIII. TTT

IX. Workplan



12/17  
mtg

May 1-2  
Seminars Model - Night before  
change agent

Twersky

Change



<b>MINUTES:</b>	CIJE STAFF MEETING
<b>DATE OF MEETING:</b>	NOVEMBER 28, 1995
<b>DATE MINUTES ISSUED:</b>	DECEMBER 8, 1995
<b>PARTICIPANTS:</b>	Gail Dorph, Barry Holtz (by phone), Alan Hoffmann (by phone), Robin Mencher, Josie Mowlem, Debra Perrin (sec'y), Nessa Rapoport
<b>COPY TO:</b>	Sheila Allenick, Adam Gamoran, Ellen Goldring, Virginia Levi, Morton Mandel, Daniel Pekarsky, Dalia Pollack

---

## I. Minutes of November 21, 1995 Staff Telecon

### A. ISRAEL GOALS MEETING, JANUARY 1996

DNP and D. Marom have been making arrangements for the Israel Goals meeting in January. An agenda has been developed. ADH is trying to incorporate three hours of staff time into each day.

### B. CALENDAR

Additional meetings scheduled for December and January are as follows:

- Dec. 26, 1995 - Jerusalem Fellows Colloquium - ADH speaks on CIJE
- Dec. 28, 1995 - Jerusalem Fellows Colloquium - CIJE breakfast
- Dec. 28, 1995 - Jerusalem Fellows Colloquium - ADH/GZD speak on Innovations in Jewish Teacher Education
- Dec. 31, 1995 - GZD, S. Simhovitch, R. Pinkenson-Feldman meeting on Early Childhood
- Jan. 1, 1996 - NR, D. Marom meet to discuss "the kitchen"
- Jan. 8, 1996 - D. Ball and S. Feiman-Nemser come in for Torah U'Mesorah consultation
- Jan. 8, 1996 - NR, D. Marom meet
- Jan. 9, 1996 - D. Ball, S. Feiman-Nemser consultation

Assignment  
Assignment

GZD will schedule a meeting with Rabbi Twersky while CIJE is in Israel. BWH will set a meeting with J. Ariel and DNP for Sunday, December 31, 1995.

### C. JCCA

#### 1. Camping

ADH spoke with A. Finkelstein regarding J. Ariel. A. Finkelstein would

love to have him involved with the JCCA. There remains a question of funding.

## 2. Best Practices

A. Finkelstein is ready to attend the Steering Committee meeting of January 22, 1996 to speak about the issues raised in the Best Practices volume on JCCs. We will discuss both the document itself and a framework for future directions. BWH will meet with A. Finkelstein to plan the structure of the JCCA segment of the Steering Committee meeting. ADH will also discuss with him the possibility of inviting P. Margolius to attend.

Assignment  
Assignment

## D. Michael Rosenak

Michael Rosenak will be in the United States from February 8 - 15, 1996. GZD suggested planning a seminar at CIJE during this week to discuss Rosenak's new book. The Rosenak seminar will offer a good opportunity to bring together key people from lead communities. GZD will speak with M. Rosenak about scheduling. NR and GZD will firm up dates with staff. Professionals and lay people from Milwaukee, Baltimore, and Atlanta will be considered as attendees. In addition a consultation will be planned for CIJE staff, including consultants, to be further discussed in Israel.

Assignment  
Assignment

## E. Sheila Allenick

Sheila is planning to complete the 1996 CIJE budget by the end of this week.

## F. CIJE Steering Committee meeting, January 22, 1996

Lee Hendler has been invited to attend the January 22, 1996 Steering Committee meeting. DSP will send her a note including the names and phone numbers of all Steering Committee lay members.

Assignment

Assignment

RJM will complete Consultant Forms for Deborah Ball and Sharon Feiman-Nemser in advance of the meeting.

## II. General Assembly Debrief

The Continuity and Identity Track was discussed as the only "new" session at this year's General Assembly. Responses to the Track were positive, though people seemed to expect something with more of a "long-term" impact. A follow-up was suggested by GZD in the form of a letter extrapolating 5 principles identified



during the seminar which each attendee could use within his/her own community.

CIJE GA sessions generally appealed to the smaller, more outlying communities.

### III. Spielberg

Assignment	NR and GZD will write up one page ideas for potential CIJE work with Spielberg. GZD will speak with R. Levin about a possible focus on early childhood.
Assignment	
Assignment	NR and ADH will discuss Spielberg briefly before their meeting with A. Rubin on December 6, 1995.

### IV. April Board Meeting

The April Board meeting will focus on the "underpinnings of educational change." I. Twersky will be invited to speak either at the seminar or during the meeting to teach text that incorporates this topic. For our next meeting, each staff member should consider what pieces will make this topic work.

### V. Materials for the Cummings Board Meeting

Assignment	BWH will talk to R. Cowan about what type of presentation will work well for the Cummings Board. We will prepare a conversation (GZD may attend and present) on TEI and it's impact on the classroom in terms of change.
Assignment	GZD will look for three minutes of the Marsha Kaunfer tape for the presentation.

**CIJE STAFF MEETING  
AGENDA  
December 7, 1995**

- I. Update Reports:
  - a. Early Childhood
  - b. Evaluation Institute
    - 1. January
    - 2. Barbara Neufeld
  - c. Brandeis Planning Group report
  - d. TEI
  - e. Cummings Board Meeting
  - f. Wexner weekend
- II. JCCA Camping
- III. Planning for Israel
  - a. Professors
  - b. Twersky
  - c. Update on Goals
- IV. Spielberg
- V. April Board Meeting; Seminar speaker
- VI. Luncheon Seminar - debriefing
- VII. January 22, 1995 Steering Committee Meeting
- VIII. JCCA Biennial
- IX. Workplan
- X. JM Planning Calendar
- XI. Michael Rosenack



XII. Calendar implications of GZD's surgery  
a. January 16, 17, 21, 22

XIII. America On Line and CIJE

XIV. Jan Katz

XV. January 21 Evaluation Institute



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

CIJE STAFF MEETING  
DECEMBER 7, 1995

**COPY TO:**

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

---

## **I. Review of minutes from November 28, 1995 Staff telecon**

### **A. CALENDARING**

Staff time at the Israel Goals meeting will be devoted to work on Building the Profession (1 day), Content and Program (1 day) and Community Mobilization (2 days).

Assignment  
Assignment  
Assignment

ADH will have the 1996 workplan completed by December 13, 1995. SFA and ADH will complete the 1996 budget by December 10, 1995. All staff should send ADH e-mail regarding what they'd cut from the 1996 workplan if necessary.

Additional important dates are as follows:

Feb. 6, 7 - Seymour Fox will be in Boston (possible meeting w/DNP)

Feb. 8 - Staff day with M. Rosenak including DNP

Feb. 13 - Luncheon Seminar with M. Rosenak

Feb. 14 - possible Community day with M. Rosenak

Assignment  
Assignment

NR will try to schedule a few hours in Israel with M. Rosenak and DNP to prime Rosenak for his consulting with CIJE. BWH and NR will meet with M. Rosenak regarding his book.

### **B. JCCA - BEST PRACTICES**

Assignment

BWH and ADH will speak with A. Finkelstein regarding inviting P. Margolius to the Steering Committee meeting.

### **C. GENERAL ASSEMBLY**

Assignment

NR took part in a recent telecon debriefing for the General Assembly planning committee. NR will continue work on beginning a conversation within the



planning committee about new ideas for next year's GA.

## II. Update Reports

### A. ARYEH RUBIN MEETING

NR, ADH, and Aryeh Rubin met to discuss A. Rubin's interests in promoting positive change in the forum of early childhood education. A. Rubin is interested in improving his daughter's school and in creating change on a national level. We will keep him in mind for future discussion.

### B. CUMMINGS FOUNDATION BOARD MEETING

ADH and BWH spoke at the Cummings Foundation Board meeting on December 7, 1995. The presentation covered CIJE and our goals, supplementary schools and how to improve them, a general discussion of current CIJE activities, and the interest in moving toward a National Center for Jewish Leadership. The conversation focused on Cummings Foundation interests and what CIJE has developed with Cummings Foundation funds (i.e. ECE, TEI, etc.). Ruth Cummings Sorenson is a major person of interest at the Cummings Foundation.

### C. EARLY CHILDHOOD

GZD is currently focused on putting together an early childhood advisory group with the goal of creating a policy brief and a plan for action for early childhood. Still to be discussed in the area of early childhood is the possibility of establishing a lab or model school.

D. Wertleib and F. Jacobs are possible choices for the advisory group. The plan will be to focus on a key individual who can be brought to Israel for the Summer of 1996.

### D. EVALUATION INSTITUTE

The January Evaluation Institute program has been canceled. We must notify all interested communities. B. Neufeld, a Harvard contact in the field of qualitative evaluation, will attend the February 11, 1996 Hirshhorn meeting as well as the Summer Institute for Professors of Education.

We are considering giving B. Neufeld's company, Education Matters, a piece of

the Evaluation Institute to organize. B. Neufeld should have a day with AG, EG, J. Ruskay, and M. Gurvis to get a sense of who will eventually use the trained educational consultants.

Assignment      BWH will contact D. Hirshhorn's daughter before the January 11, 1996 Hirshhorn meeting.

#### E. BRANDEIS PLANNING GROUP

The Brandeis Task Force meeting, held December 5, 1995, was the opening of the new Brandeis planning committee. This meeting gave committee members an opportunity to outline the plan and allowed each individual to describe what they felt they could bring to the process. ADH and BWH will return to Brandeis on January 25, 1996 to assist in writing the report and to work from that toward what the year will look like in terms of planning.

#### F. TEACHER EDUCATOR INSTITUTE

The curriculum developing for the December 10 - 14, 1995 Teacher Educator Institute (TEI) is excellent. D. Ball and S. Feiman-Nemser will again take part in the teaching. At a later date staff will meet to discuss the TEI curriculum.

#### G. WEXNER HERITAGE INSTITUTE ALUMNI WEEKEND

Assignment      Staff attending the Wexner Heritage Institute Alumni Weekend on December 1-3, 1995 were pleased with the weekend's outcome. The theoretical focus recommended by CIJE was effective. The question arising from this weekend is how to deal with New York leadership when the plethora of solutions to the problem of Jewish education itself becomes a part of the issue. ADH and N. Laufer will meet to discuss the goals and outcomes of the weekend.

Assignment      For the future we must consider how to move the CIJE/Wexner relationship beyond M. Paley. Staff will discuss the possibility of using M. Paley as a consultant next year and the ramifications of this action on CIJE/Wexner relations. BWH noted that many of the Wexner Weekend attendees are people with whom we should be working. Staff must consider either how identify individuals with potential or how to develop a module with which to approach each of these communities.

Assignment



## CIJE ASSIGNMENTS

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DUE DATE
1.	Discuss Spielberg work in relation to A. Rubin meeting.	ADH, NR	November 28, 1995	December 6, 1995
2.	BWH to meet with A. Finkelstein regarding the JCCA segment of the Steering Committee meeting.	BWH	November 28, 1995	December 6, 1995
3.	Discuss inviting P. Margolis to the Steering Committee meeting w/A. Finkelstein	ADH	November 28, 1995	December 15, 1995
4.	Write up one-page ideas for potential CIJE work with Spielberg.	GZD, NR	November 28, 1995	December 15, 1995
5.	Discuss Spielberg work with R. Levin.	GZD	November 28, 1995	December 15, 1995
6.	Complete the 1996 CIJE workplan.	ADH	December 7, 1995	December 13, 1995
7.	Complete the 1996 CIJE budget.	SFA, ADH	December 7, 1995	December 10, 1995
8.	E-mail ADH about possible cuts from 1996 CIJE workplan.	Staff	December 7, 1995	December 10, 1995
9.	Meet with M. Rosenak and DNP in Israel.	NR	December 7, 1995	January 4, 1996
10.	Meet with M. Rosenak regarding his book.	BWH, NR	December 7, 1995	January 4, 1996
11.	Continue working on bringing new ideas into next year's GA.	NR	December 7, 1995	Ongoing
12.	Contact D. Hirshhorn's daughter before the January 11, 1996 Hirshhorn meeting.	BWH	December 7, 1995	January 8, 1996
13.	Meet with N. Laufer to discuss outcomes of the Wexner Heritage Alumni weekend.	ADH	December 7, 1995	January 22, 1996
14.	Discuss how to move the CIJE/Wexner relationship beyond M. Paley.	Staff	December 7, 1995	January 22, 1996
15.	Consider how to identify individuals with potential from the Wexner weekend and consider developing a module with which to approach communities in the New York area.	Staff	December 7, 1995	January 22, 1996

date: December 13, 1995

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

CIJE STAFF MEETING  
DECEMBER 8, 1995

**COPY TO:**

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

---

### **I. Friends of Jewish Education Mailing List**

Assignment NR will speak with Michelle Sullum about working on a Friends of Jewish Education Mailing List. If she agrees to do the work, Michelle will be asked to attend the mailing list meeting on January 9, 1996.

### **II. JCCA Camping**

Assignment DNP has written a report on the JCCA camping meeting in Washington, DC. This report will go into the Steering Committee books for the January 22, 1996 meeting.

The JCCA meeting in Washington introduced team oriented work to the JCC camp setting. Jewish Education Directors, Camp Directors, and Executive Directors together explored goals successfully. CIJE's continued work within this setting should focus on the JCCA Biennial. Future options are: 1) committing CIJE work to a single camp (i.e. Jay Roth's camp in Milwaukee), 2) creating the same learning forum as we had in Washington with a different group, 3) creating the same learning forum with lay people/professionals.

Assignment The January Steering Committee meeting will focus on how to continue in the area of informal education. We must consider where our emphasis on camps should be, either on JCC camps or on a national center for Jewish camping. BWH will head the camping program for CIJE. ADH, BWH, and M. Rosenak will meet with a prospective camping funder in January.

Open issues on CIJE's JCCA agenda include:

Assignment 1. A. Finkelstein's agenda. ADH and BWH will discuss camping and the Best Practices volume with A. Finkelstein prior to the January 22, 1996 meeting. Also to be considered for the Steering Committee -- additional speakers from the JCCA and concrete CIJE/JCCA activities.



## Assignment

2. Goals. Professional staff will discuss goals, specifically camping issues (Milwaukee), while in Israel.
3. Funding for camping. Initiatives with potential funders could result in a large project with a new staff member.

### III. Calendar Changes

Calendar changes due to GZD's knee surgery are as follows:

## Assignment

January 10, 1996 - BWH will participate in the Principals Institute with the Principal Council in Milwaukee.

## Assignment

January 12, 1996 - BWH will attend the first meeting of the CAJE (Center for the Advance of Jewish Education) committee in Baltimore.

January 15, 1996 - AG/EG/ADH will meet in Ann Arbor without GZD to discuss MEF and the workplan.

## Assignment

## Assignment

January 16, 1996 - The full-day staff meeting has been canceled. DSP will reschedule for January 26, 1996 if EG and AG are available. NR will ask S. Hoffman to attend.

January 17, 1996 - The CIJE/UJA/Federation meeting has been canceled. This will be rescheduled for late January when GZD can attend.

January 19, 1996 - MLM will be in NYC.

January 21, 1996 - The Evaluation Institute in Boston has been canceled.

January 22, 1996 - GZD will miss the Steering Committee meeting. DTP will attend.

## Assignment

January 23, 1996 - GZD will cancel her Atlanta visit.

January 24, 1996 - Elaine Cohen will visit CIJE.

~~Assignment~~

~~JM will schedule a CIJE professional staff meeting with D. Scher.~~

### IV. Michael Rosenak

The schedule for Michael Rosenak's work with CIJE will be as follows:

February 8, 1996 - M. Rosenak/DNP/CIJE meeting

February 13, 1996 - M. Rosenak Luncheon Seminar

February 14, 1996 - Community Mobilization meeting w/M. Rosenak

The focus of the Community Mobilization meeting will be to create a conversation about M. Rosenak's paper and how the issues he discusses relate to our work. This meeting will depend on the participation of a few key attendees (Sheingold, Ruskay).

NR will invite possible attendees and will report to staff on her progress.

Assignment

BWH will arrange a meeting with M. Rosenak and the Atlanta community while Rosenak is in the U.S.

## **V. Planning for Israel**

GZD is speaking to Suzannah Cohen about arranging a meeting with Rabbi Twersky while CIJE professional staff is in Israel. DNP and D. Marom are working on the agenda of the Goals consultation.

Shmuel ben Halal will be in the U.S. in February for ten days to meet with two groups of professors. The Professors Steering Committee, including SF, S. ben Halal, S. Weinberg, D. Ball, B. Neufeld, ADH, EG, and GZD, will convene a group of professors with input about programming.

## **VI. America On Line**

Assignment

CIJE on America On Line (AOL) would give all of North America access to our current activities and publications. NR will look into putting us on line with AOL. JM will report on Shamash and our rights as founders of the Shamash network.

Assignment

## **VII. Cindy Chazan**

Assignment

Cindy Chazan would like to bring 2 or 3 people from her community to meet with CIJE in January. GZD will coordinate.

## **VIII. Lisa Malik**

Assignment

Lisa Malik planned on visiting CIJE for the last two weeks in January. ADH will contact her regarding changing these dates.



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

- I. Last minute planning for Israel
- II. May 2, 1996 Board Meeting
  - a. Agenda
- III. May 1, 1996 Board Seminar
- IV. January 22, 1996 Steering Committee Meeting
  - a. Materials
- V. JCCA Biennial
- VI. Database - Mailing List
- VII. Manual Production
- VIII. Brochure: Plan for Redoing

G:\APPS\DEBRA\AGENDAS\AGENDA.23



JAN 23 1996 ✓

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

CIJE STAFF MEETING

DECEMBER 18, 1995

JANUARY 16, 1996

Alan Hoffmann (by phone), Barry Holtz, Josie Mowlem  
(Sec'y), Nessa Rapoport

COPY TO:

Sheila Allenick, Adam Gamoran, Ellen Goldring, Virginia Levi,  
Morton Mandel, Robin Mencher, Daniel Pekarsky, Debra Perrin,  
Gail Dorph, Dalia Pollack

I. Review of Minutes from December 7-8, 1995 Staff Meetings

- A. BP has exact meeting times blocked for the Israel schedule of meetings. All staff should send any messages re: their schedules to her.
- B. The recent TEI ended on a high note and all involved were pleased.
- C. ADH has had a brief meeting with MLM on the 1996 workplan. ADH and SFA have finalized the budget and final numbers will be available in early January.

D. CALENDARING -

Feb. 13 - Luncheon Seminar with M. Rosenak is set.  
Feb. 14 - Meeting set with Rosenak from 4:00 - 7:00 p.m.  
BWH has spoken to Berman re: Atlanta's participation.

E. JCCA - BEST PRACTICES

ADH, BWH and A. Finkelstein will talk by phone on December 19 about the Steering Committee meeting.

- F. Aryeh Rubin - has gained credibility locally. He may not be back in New York in the near future. NR will keep in touch with him.

G. CUMMINGS FOUNDATION BOARD MEETING

Rachel Cowan called ADH and said that his and BWH's presentation at the Cummings Board meeting went well, and elicited a good response from those present. CIJE staff need to think through very specifically which project to follow up on; however, this discussion cannot be held without GZD.

Cummings are also interested in CIJE doing an economic analysis of Jewish education in North America.

Assignment Rachel Cowan should be invited to attend the next TEI. BWH will call her.

Assignment ADH will spend time with Ruth Cummings Sorenson in Israel.

H. BARBARA NEUFELD

B. Neufeld will visit New York on January 21 and will meet early that day with AG, EG and ADH. She is being considered to run the Evaluation Institute.

Assignment B. Neufeld met with Hirshorn this past week. BWH will contact D. Hirshorn to make a connection.

I. STAFF MEETING - 1/21/96

The 1/21/96 staff meeting will begin at 12:30 p.m. (after lunch) and end at 6:30 p.m on January 21 at GZD's apartment.



J. **BRANDEIS PLANNING GROUP**

The next meeting of the Brandeis Planning Group is scheduled for January 25; time not yet confirmed.

K. **WEXNER HERITAGE INSTITUTE ALUMNI WEEKEND.**

Assignment

ADH will call N. Laufer to review the Wexner weekend and future Wexner relations with CIJE.

Assignment

NR will meet with M. Paley re: a design for follow-up.

ADH and Herb Friedman will talk in early January.

L. **FRIENDS OF JEWISH EDUCATION MASTER MAILING LIST.**

Assignment

NR said that Michelle Sullum cannot do the work on this list.  
NR will need to find someone else to do it.

Assignment

NR will call M. Paley and

Assignment

JM will call Paul Flexner to be available to help compose this list.

Re: the database, NR, RJM, JG and JM have met and will have another meeting on 12/26 to determine the use of the database program; the fields, the input and maintenance of the system.

II. **M. Rosenak**

M. Rosenak will be spending 3-4 days with CIJE in February around the issue of "Community" goals for Jewish Education.

Assignment

ADH will tell M. Rosenak about his schedule for CIJE. A. Finkelstein will be invited to the Feb. 14 meeting. NR will follow-up on the invitee list.

III. **May 2, 1996 Board Seminar**

NR suggested the topic of change and the effect of change agents for the May 2, 1996 Board Seminar.

BWH suggested Arnie Eisen or Paula Hyman as speakers. He is attending one of P. Hyman's lectures and will let us know his thoughts.

Assignment

David Hartman is our first choice and ADH will follow-up with him. P. Hyman is a possibility in the fall.

IV. **CIJE Brochure**

We are out of CIJE brochures.

NR and JM have reviewed the CIJE Brochure. NR will give each person the portion of the brochure relating to their work to read for accuracy and updating. She and JM will follow up.

V. **Manual**

JM will follow up with BR on the design and printing of the manual.

**CIJE STAFF MEETING  
AGENDA  
December 27, 1995**

- I. Last minute planning for Israel
- II. Hartford Meeting
- III. January 22, 1996 Steering Committee Meeting
  - a. Materials
  - b. Lee Hendler
- IV. May 1, 1996 Board Seminar
- V. May 2, 1996 Board Meeting
  - a. Agenda
- VI. JCCA Biennial
- VII. Database - Mailing List: Update
- VIII. Manual Production: ADH/AG Conversation; JM
- IX. Issue with Atlanta
- X. Rosenak Meeting, Feb. 14, 1996



**MINUTES:** CIJE STAFF MEETING  
**DATE OF MEETING:** DECEMBER 27, 1995  
**DATE MINUTES ISSUED:** JANUARY 10, 1996  
**PARTICIPANTS:** Gail Dorph (by phone), Barry Holtz, Alan Hoffmann (by phone), Josie Mowlem, Debra Perrin (sec'y), Nessa Rapoport  
**COPY TO:** Sheila Allenick, Adam Gamoran, Ellen Goldring, Virginia Levi, Morton L. Mandel, Robin Mencher, Daniel Pekarsky, Dalia Pollack

---

### **I. Planning for Goals Meeting in Israel**

Assignment  
Assignment Individual staff members should bring all domain information necessary for the staff meetings to be held in Israel. ADH will supply copies of the new 1996 Workplan. BP will fax a copy of the schedule for the week of January 1, 1996 to the NY office.

### **II. Cummings Foundation**

Assignment  
Assignment BWH will speak to SFA regarding receipt of this year's check from the Cummings Foundation. JM will acknowledge receipt of the funds by letter.

### **III. Hartford**

Assignment Cindy Chazan would like to bring a group from Hartford to meet with CIJE during the week of January 8, 1996. RJM will schedule this meeting for January 10, 1996 at 3:00 p.m.

### **IV. January 22, 1996 Steering Committee Meeting**

A tentative agenda for the January 22, 1996 Steering Committee meeting is as follows:

Welcome

I. Master Schedule Control

II. Minutes

III. Assignments

IV. CIJE Update

A. Wexner

B. Goals Meetings in Israel

NR

DNP

C. TEI  
 V. JCC Best Practices  
 Lunch  
 VI. 1996 Workplan  
 (VII. Search Committee)

tentative GZD

Materials to be mailed to committee members will include:

1. Cover memo
2. Minutes/Assignments of November 1, 1995 meeting
3. Best Practices on JCCs (in final, unpublished form)
4. 2 page memo on Camping DNP
5. 1996 Workplan
6. (possible) TEI summary GZD

Assignment

ADH will see all materials before they are mailed out. JM will call L. Pollack's office to verify that he will indeed attend.

#### **V. May 1, 1996 Board Seminar**

Assignment  
 Assignment

ADH will ask David Hartman to speak at the May 1, 1996 Board Seminar. NR will speak to Joan Rosenbaum regarding use of the Jewish Museum space.

#### **VI. May 2, 1996 Board Meeting**

The focus of the May 2, 1996 Board meeting will be on educational change. BWH and NR discussed using the same model as our November 2, 1995 board meeting including vignettes and CIJE in Action (Harvard, TEI, Goals). Yet to be discussed:

1. Who will discuss CIJE in Action?
2. Who will be speak about change?
3. What will the vignettes be?

Sherry King, Isa Aron and Larry Hoffman were suggested as possible vignettes and/or speakers about change. The program will be discussed further at our next staff meeting.



## VII. JCCA Biennial

The CIJE professional staff will meet with Don Scher in Israel to discuss the JCCA Biennial.

## VIII. Database Mailing List Update

We have hired a CIJE free lance person to do all entry work for the Key Contact Mailing List. The Key Contact list will be available before the database is running.

## IX. Manual Production

Assignment  
Assignment  
Assignment

JM will give BR the okay to go ahead with production of the manual. JM and BR will look at NR's draft and changes. ADH will see the final version before printing.

## X. Rosenak

Assignment

The Rosenak meeting in Atlanta will have a different focus and separate goals than the Rosenak meeting in New York. BWH will discuss the distinctions with S. Chervin. BWH will focus on the two types of opportunities which these meetings present to the Atlanta community.

Assignment  
Assignment  
Assignment

GZD will call L. Pollack regarding the February 14, 1996 Rosenak meeting. NR will invite C. Sheingold, J. Woocher, A. Finkelstein, S. Hoffman, and C. Chazan, and will request that each bring a lay person of their choosing. GZD will contact S. Andron and H. Charish and will invite them to do the same. C. Botwinick and L. Hendler are planning to attend. J. Gellman and L. Stein are both unavailable. NR will follow up with Milwaukee by asking L. Stein who we should invite in her stead.

Assignment

The Atlanta consultation will assist the new High School project.