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Staff meetings. Minutes and assignments,
January 1997-June 1997.

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CONFIDENTIAL - FINAL VERSION

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: January 8, 1997

DATE MINUTES ISSUED: January 30, 1997

PARTICIPANTS: Karen Barth, Gail Dorph, Barry Holtz, Megan Ifill (secy.),
Karen Jacobson, Dan Pekarsky, Nessa Rapoport

CC: Sheila Allenick, Sarah Feinberg, Adam Gamoran, Ellen
Goldring, Alan Hoffmann, Virginia Levi, Mort Mandel,
Dalia Pollack, Chava Werber

I. Harvard Meeting, January 19 -20, 1997

It was decided that the Harvard meeting materials including the schedule, brochures, overviews and articles will be distributed at the Harvard meeting.

GZD also reported that Judith McLaughlin has completed work on the case study of when Brandeis University decided to serve Pork and shellfish in one of the cafeterias. This case will be presented at the Harvard meeting.

II. Review of Previous Minutes

The December 30 Minutes were not reviewed. Assignments were reviewed, corrected and accepted.

III. Web Site Info Update

KJ has scheduled an exploratory meeting in our office with an Educational Communications Specialist, Mark Rosenberg for Thursday, January 16, 1-2:30pm to discuss the possible applications of a web site to CIJE staff and its extended communities.

IV. Time Accounting

KAB discussed that the monthly time sheet is a tool to track time allocation by project, and is useful for both the individual and the organization. It helps staff with time management and is essential for funding purposes. The Master Project List, lists approximately 40 projects, with each publication considered a separate project. For allocating time, it was agreed that one hour = 10% of the day. It was suggested to allocate by percentage based on 100%, instead of hours, which everyone agreed would work best. Core includes staff meetings, Misc. includes e-mail, phone calls and filing.

V. Steering Committee Follow-Up

There was a discussion of the agenda for the February 6 Steering Committee Meeting. The working agenda is:

- | | |
|-----------------------------|--------------|
| 1) Minutes and introduction | 9:30-10am |
| 2) Strategic Plan | |
| a) Interview results | 10-10:30am |
| b) Willow Creek case | 10:30-11am |
| c) Change philosophy | 11-12noon |
| 3) Lunch | 12-1pm |
| 4) TEI video | 1-1:45pm |
| 5) Chuck - Harvard | 1:45-2:15pm |
| 6) Updates | 2:15-3:30pm. |

At the Strategic Plan meeting on January 9th it will be decided which CIJE program updates will be given: 2-3 full updates and brief updates. Possible update topics include: Milwaukee - Beth Israel, Professors January Meeting, Office Administration Update, General update on consulting project.

The three aspects of the Strategic planning process will be presented as follows:

- 1) GZD - Teaching Willow Creek case study
- 2) DNP - Interview quotes
- 3) KAB - Change Philosophy document

The question was raised as to whether Rabbi Josh Elkin should be invited. GZD will check out relevance to Harvard discussion. All materials should be ready by January 23.

VI. Strategic Plan

A brief discussion was held regarding discussion topics for the January 9th meeting. It was decided that DNP and KAB will work together on interview quotes to be presented at the Steering Committee Meeting. NR will be on hand to provide support. Full discussion tabled and rescheduled for next staff meeting.

VII. Materials

Material requirements for upcoming meetings: TEI - none, Harvard - GZD will have a display table with schedules and brochures at the meeting. Strategic Plan - Willow Creek case study, Change Philosophy document and interview quotes.

VII. Seminars

Tova Halbertal may agree to do March Luncheon Seminar.



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CIJE ASSIGNMENTS

Staff Meeting of January 8, 1997

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DATE DUE
1	DNP, EG, AG, BWH and GZD meet to discuss use of Professors in CIJE's work and to define its vision and goals and report back. BWH will follow-up.	DNP/EG/ AG/BWH /GZD	11/25/96	1/15/97
2	KJ will advise about tape of A.J.C. Consultation on 12/5.	KAB	11/25/96	1/15/97
3	GZD will distribute notes on TEI.	GZD	12/23/96	1/30/97
4	KAB will contact Rachel Cowan to set up meeting on educational change.	KAB	12/23/96	1/15/97
5	KJ asks staff to send her a wish-list for e-mail/Compuserve.	All Staff	12/23/96	1/13/97

CONFIDENTIAL - FINAL VERSION

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: January 13, 1997

DATE MINUTES ISSUED: January 31, 1997

PARTICIPANTS: Karen Barth, Gail Dorph, Barry Holtz, Megan Ifill (secy.),
Karen Jacobson, Nessa Rapoport

CC: Sheila Allenick, Sarah Feinberg, Adam Gamoran, Ellen
Goldring, Nellie Harris, Alan Hoffmann, Virginia Levi,
Mort Mandel, Dan Pekarsky, Dalia Pollack, Chava Werber

I. Review of Previous Minutes

The December 30 and January 8 Minutes and Assignments were reviewed, corrected and accepted.

II. TEI Video Consultation Meeting

GZD reviewed tapes for the meeting on Wednesday, January 15, with Vicky Kelman, Deborah Ball, Amy Wallk-Katz and Mark Rosenberg. Due to technical issues on one set of tapes and content issues in the other set of tapes, we decided to regroup and create a new strategy for videotaping new classes. GZD will discuss with Vicky and Deborah the quality control issue, determine responsibility and what is needed on videotapes.

III. Staff Learning

BWH led the meeting's learning session on the concept of leadership and "followship" using a Midrash from Exodus V. 13-14.

III. Meeting Date Changes

Based on everyone's travel and meeting schedules, the February 3rd staff meeting will be held on Tuesday, February 4th, from 10am-1pm.

The Wexner meeting is scheduled for Monday, February 17th.

IV. Harvard Meeting, January 19 -20, 1997

GZD reported that there would be approximately 60 meeting participants coming from Boston, Alabama, Milwaukee, Cleveland and a small group from Montreal.

A conference call is scheduled for presenters excluding Mike Rosenak on Friday, January 10 to discuss various items including what role presenters should play while not presenting.

GZD will discuss the text of the 2nd study of the Brandeis case study with Mike Rosenak on Monday, January 13 at 10am.

GZD and SDF will arrive at the meeting site on Saturday, January 18 to set up meeting materials.

V. Move

KAB is negotiating terms of a lease for larger space in the building with the landlord. The lease should be signed soon. Estimated move date is by April 1.

KJ has a chart of the move schedule. She is coordinating efforts with the architect and designer. She has assigned tasks to the support staff coordinating equipment and furniture purchases, phone/network lines and computer issues.

VI. Strategic Plan Meeting

The Strategic Plan meeting took place on January 9th. KAB, DKP, BWH, GZD, KJ, AG and EG worked on the Change Philosophy document in preparation for the Steering Committee meeting.

VII. Expense Report Forms

There was a discussion on a new expense report form that would be easier to use for processing purposes. The finalized version will be submitted to Sheila Allenick for review.

CONFIDENTIAL

CIJE ASSIGNMENTS

Staff Meeting of January 13, 1997

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DATE DUE
1	DNP, EG, AG, BWH and GZD meet to discuss use of Professors in CIJE's work and to define its vision and goals and report back. BWH will follow-up.	DNP/EG/AG/BWH/GZD	11/25/96	1/15/97
2	KJ will advise about tape of A.J.C. Consultation on 12/5.	KAB	11/25/96	1/15/97
3	GZD will distribute notes on TEL.	GZD	12/23/96	1/30/97
4	KAB will contact Rachel Cowan to set up meeting on educational change.	KAB	12/23/96	1/15/97
5	KJ asks staff to send her a wish-list for e-mail/Compuserve.	All Staff	12/23/96	1/13/97
6	AG to contact Michael Zeldin and report back.	AG	1/13/97	2/3/97

CONFIDENTIAL - FINAL VERSION

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: January 27, 1997

DATE MINUTES ISSUED: January 31, 1997

PARTICIPANTS: Karen Barth (via telephone), Gail Dorph, Nellie Harris, Alan Hoffmann (via telephone), Barry Holtz, Megan Ifill (secy.), Karen Jacobson, Nessa Rapoport

CC: Sheila Allenick, Sarah Feinberg, Adam Gamoran, Ellen Goldring, Virginia Levi, Mort Mandel, Dan Pekarsky, Dalia Pollack, Chava Werber

I. Review of Previous Minutes

The January 13 Minutes and Assignments were reviewed, corrected and accepted.

II. Time sheets

KAB asked about the status of completed time sheets. GZD, BWH and NR reported that they have been filling out their time sheets and will submit the January time sheet to KAB.

III. Staff Learning

NR's staff learning was deferred to the next staff meeting due to time constraints.

III. Steering Committee Meeting Update

The packet of materials to be discussed at the meeting were sent out to participants last week. ADH received his today.

There was a discussion as to whether one of the professors or other professionals from the Harvard meeting should make a presentation at the

Assignment:
Assignment:

Steering Committee meeting during the Harvard update section. It was suggested that Elaine Cohen from Montreal and Josh Elkin should be contacted. Also, EG should make a short introduction about the Harvard meeting. BWH will call Elaine Cohen. NR will call Josh Elkin and EG.

There was a review of the agenda for the February 6 Steering Committee Meeting. The working agenda is:

1) Minutes and introduction		9:30-10am
2) Strategic Planning		
a) Interview results	Dan Pekarsky	10-10:30am
b) Willow Creek case	Gail Dorph	10:30-11am
c) Change philosophy	Karen Barth	11-12noon
3) Lunch		12-1pm
4) Presentation of pilot video produced for TEI	Gail Dorph	1-1:45pm
5) Harvard	Ellen Goldring, Chuck Ratner and Josh Elkin	1:45-2:15pm
6) Updates	CIJE Staff	2:15-3:30pm

IV. Harvard Meeting, January 19 -20, 1997

Nellie Harris gave a brief summary on what she thought were the strong points of the meeting as well as areas that could be improved based on her participation in the meeting and discussions with other participants. Nellie thought that Mike Rosenak's session "Shared Governance: A Jewish Perspective on Roles and Responsibilities," was the most interesting although there could have been more interaction with the speaker and less material covered. She also found that Judith Block McLaughlin's "Applying Basic Principles to Practice: A Case Study Analysis," which was a case study based on Brandeis University's decision to serve pork and shell-fish in one of its cafeterias, gave participants a good opportunity to work together in discussion groups.

GZD reported that she found that the logic of the construction of the meeting and the organization of participants was excellent. She found that while Tom Savage's presentation was good, the debriefing was disappointing. Also, the two most substantive presentations were Judith Block McLaughlin's "Applying Basic Principles to Practice: A Case Study Analysis." The other was a joint presentation with Judith Block McLaughlin, Ellen Goldring and Josh Elkin entitled "Managing the Change Process."

V. Professors' Seminar, January 30 - February 2, 1997

GZD reported that approximately 16 of the 25 invitees will be attending the Professors' seminar. Unfortunately, Ken Zeichner will be unable to attend. One of the programmatic problems she is encountering is that not everyone will be there for all of the sessions. Two new professors in the group are Bill Firestone, Rutgers University, New Jersey and Anna Richert, Mills College, California.

VI. Move

KAB reported that the lease is still under negotiation. There is a small chance that it may be signed before February 2nd.

KJ distributed the Gant chart of the move schedule. She reported that a work letter was submitted by John Bzezinski, the portfolio manager for the landlord, the insurance review has started and the design agreement is pending signature of the lease. KJ reported that in the previous support staff meeting, tasks had been divided among the support staff. CW is the point person for all information about new office machines, MI is working on computer related concerns and calling NY Shares to find out about used furniture options, and SDF is compiling information of staff furniture inventory and filing needs. There was a discussion of individual staff input on work space requirements and design. It was determined that the staff will review carpet samples, paint colors, etc. Once the lease is signed, KJ can show everyone the space and the building plan to determine dimension of offices and file cabinet locations.

VII. New Expense Report Form

KAB and ADH will show the new form to MLM at their meeting 9:30am, Friday, February 7th.

VIII. The Peabody Journal

Due to time constraints this item will be discussed at the February 4th staff meeting.

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CIJE ASSIGNMENTS

Staff Meeting of January 27, 1997

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DATE DUE
1	GZD will bring the list to Professors' meeting in Florida for ADH	GZD	1/27/97	2/4/97
2	KJ will advise about tape of A.J.C. Consultation on 12/5.	KAB	11/25/96	2/4/97
3	GZD will distribute notes on TEI.	GZD	12/23/96	1/30/97
4	KAB will set up meeting with Rachel Cowan when she returns from Israel re: educational change.	KAB	12/23/96	2/15/97
5	AG write summary about CIJE to discuss with Michael Zeldin.	AG	1/13/97	2/4/97
6	BWH will call Elaine Cohen.	BWH	1/27/97	2/4/97
7	NR will call Josh Elkin and EG.	NR	1/27/97	2/4/97



MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: February 4, 1997

DATE MINUTES ISSUED: February 21, 1997

PARTICIPANTS: Karen Barth, Gail Dorph, Alan Hoffmann, Barry Holtz, Megan Ifill (secy.), Karen Jacobson (via telephone), Nessa Rapoport

CC: Reena Cohen, Sarah Feinberg, Adam Gamoran, Ellen Goldring, Nellie Harris, Elie Holzer, Virginia Levi, Mort Mandel, Dan Pekarsky, Chava Werber

I. Staff Learning

NR led the meeting's learning session with an article written by her grandmother, Mattie Rotenberg, for her weekly column *As The Woman Sees It: Woman and the Intellectual Life* (in *The Jewish Standard* of Toronto, September 5, 1930). In her tribute to her grandmother, NR discussed her life as a model of commitment to the education of women; Jewish education; and the integration of Judaism and modernity. Mattie Rotenberg was an observant Jew with five children. She also earned the first Ph.D. in physics granted to a woman by the University of Toronto; broadcast a weekly program on Canada's national radio for thirty years; and founded the first progressive Jewish day school in Toronto; among other accomplishments. Mattie Rotenberg's life was a testimony to the power of Jewish families to transmit culture; the power of education for women; and the inequities she experienced that still persist in the Jewish and general world.

II. Review of Previous Minutes

The January 27 Minutes and Assignments were reviewed, corrected and accepted. It was decided that minutes are not final until reviewed by all at staff meeting.

III. Time sheets

KJ handed out additional copies of times sheets. There was a brief discussion on how everyone filled out their time sheets. It was decided that weekend time at seminars should be counted.

IV. February 6, 1997 Steering Committee Meeting Update

There was a brief discussion about the meeting material sent out to participants last week. It was decided that both KAB and ADH would review all materials before distribution to Steering Committee members.

There was a review of the agenda for the February 6 Steering Committee Meeting. The revised working agenda is:

1) Minutes and introduction		9:30-10am
2) Strategic Planning		
a) Interview results	Dan Pekarsky	10-10:30am
b) Willow Creek case	Gail Dorph	10:30-11am
c) Change philosophy	Karen Barth	11-12noon
3) Lunch		12-12:30pm
4) TEI pilot video:		
Work in progress	Gail Dorph	1-1:45pm
5) Harvard	Ellen Goldring, Chuck Ratner and Josh Elkin	1:45-2:15pm
6) Updates	CIJE Staff	2:15-3:30pm

V. April 9, 1997 Steering Committee Meeting Update

There was a discussion that as the April 10 Board meeting has been canceled, and since Board members have already blocked out the time, the April 9th meeting should extend to 3pm on April 10th.

There was also a discussion about having a Steering Committee dinner on the evening of April 9 as well as catering and location options.

VI. Budget Review

KAB handed out a list of budget problems which was discussed and a copy of the proposed 1997 budget and asked that everyone review them for cost

XIII. The Move

KJ handed out a copy of the construction letter from Cushman and Wakefield. Construction will commence as soon as the lease is signed.

XIV. Announcements

It was announced that KJ has permanently joined the CIJE staff as Assistant Executive Director.



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CIJE ASSIGNMENTS

Staff Meeting of February 4, 1997

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DATE DUE
1.	KAB will set up meeting with Rachel Cowan.	KAB	12/23/96	2/15/97
2.	ADH to call Alvin Schiff re: National Board of License.	ADH	2/4/97	2/14/97



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MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: February 10, 1997

DATE MINUTES ISSUED: February 21, 1997

PARTICIPANTS: Karen Barth, Gail Dorph, Alan Hoffmann, Barry Holtz, Megan Ifill (secy.), Karen Jacobson, Nessa Rapoport

CC: Reena Cohen, Sarah Feinberg, Adam Gamoran, Ellen Goldring, Nellie Harris, Elie Holzer, Virginia Levi, Mort Mandel, Dan Pekarsky, Chava Werber

I. Staff Learning

GZD lead the staff learning session on Aaron and Moses as leaders. Aaron led by gaining acceptance of his ideas while Moses handed down the Commandments. Do we need both types of leaders?

II. Review of Previous Minutes

The February 4 Assignments were reviewed, corrected and accepted. The minutes will be reviewed at the next staff meeting.

III. Budget Review

KAB handed out "Budget Review Suggestions," which was a list of projects divided by staff member and the estimated amount over or under budget. This list was reviewed, discussed and updated.

IV. Update on CIJE Publications

NR, BWH and GZD report that they are working to complete three CIJE publications: Policy Brief on Professional Development, Teachers Report and the Leadership Report. These publications should be released later this year.

Assignment: NR to find out cost between printing 2500 copies versus 5000 copies of the Teacher's Report
Assignment: NR to do backward mapping when document/text of the Teacher's Report would need to be ready.

V. April 9, 1997 Steering Committee Meeting Update

There was a discussion as to the location, the catering and who to invite to the April 9th Steering Committee dinner. It was decided that the following people should be invited:

All program staff and their spouses.
Steering Committee members and their spouses.

Assignment: KAB to call Lee Hendler.
Assignment: GZD to call Dan Bader
Assignment: ADH and KJ will compose a letter to send to Board members advising them that the April 10 board meeting has been canceled.

VI. Lease/Move

KAB reported that the lease was going to the landlord today.

KJ asked for everyone's telephone wish-list by February 20th.

VII. The Peabody Journal

BWH reported that a revision of the Peabody Journal article is almost completed. A portion of this article will be used in the upcoming Policy Brief on Professional Development.

VIII. Goals Seminar

There was a discussion on when and where to hold the next Goals seminar. After discussions with Seymour Fox and Annette Hochstein it will be decided whether or not to hold the seminar in Israel. Other issues include:

- 1) Who should attend: Community Day High School group would be good
- 2) Should lay people be included.
- 3) Possibly holding the seminar in December, which gives lead time.
- 4) Should tuition be charged?
- 5) Who are the people that will make the most difference.

IX. Staff Meeting Date

The next staff meeting will be held on Tuesday, February 25th,
8:30am-10:30am.



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CIJE ASSIGNMENTS

Staff Meeting of February 10, 1997

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DATE DUE
1.	KAB will set up meeting with Rachel Cowan.	KAB	12/23/96	2/15/97
2.	ADH to call Alvin Schiff re: National Board of License.	ADH	2/4/97	2/14/97
3.	NR to find out cost of printing 2500 copies versus 5000 copies of the Teacher's Report.	NR	2/10/97	3/6/97
4.	NR to do backward mapping when the Teacher's Report document/text needs to be ready.	NR	2/10/97	3/6/97
5.	KAB to invite Lee Hendler to Steering Committee dinner.	KAB	2/10/97	3/6/97
6.	GZD to invite Dan Bader to Steering Committee dinner.	GZD	2/10/97	3/6/97
7.	ADH and KJ to compose letter to the Board	ADH/KJ	2/10/97	3/1/97

CONFIDENTIAL - FINAL KB

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: March 17, 1997
DATE MINUTES ISSUED: March 20, 1997

PARTICIPANTS: Karen Barth, Gail Dorph, Alan Hoffmann (via telephone),
Megan Ifill (secy.), Karen Jacobson, Nessa Rapoport

CC: Reena Cohen, Sarah Feinberg, Adam Gamoran, Ellen
Goldring, Nellie Harris, Barry Holtz, Elie Holzer, Virginia
Levi, Mort Mandel, Dan Pekarsky, Chava Werber

I. Staff Learning

GZD lead the staff learning session with a lesson used at TEI on Havdalah.

II. University of Judaism

KAB reported that she and DNP had a successful conference call with Dan Gordis of University of Judaism (UJ) regarding a possible CIJE consultation to help develop their rabbinic program. The areas in which they are asking for help are: 1) exploring their concept of what a rabbi knows and does (they will send us articles/blurbs on what they have done; 2) reviewing leading ideas on roles of a rabbi as a teacher/educator, pastor, spiritual guide and/or leader and 3) developing a curriculum around studying text in a way that makes people into these four concepts. Dan Gordis is sending a current curriculum to DNP for analysis.

In relation to models of teaching and learning, it was suggested that in addition to CIJE staff, DNP and EG, that we may want to include Sharon Feiman-Nemser and Deborah Ball in the UJ consultation.

Assignment:

GZD to call Deborah Ball and Sharon Feiman-Nemser.

Proposed dates for the consultation are May 21st or May 22nd. KAB has two objectives for this consultation: 1) we should learn more about what are the challenges of rabbinic education and 2) University of Judaism should walk away with a feeling that they have learned so much that they

Assignment: want to continue working with us.
KAB to set up a meeting with Dan Gordis.

III. April 6 Get Together at KAB's home

KAB reported that everyone's preference was for Brunch which would be at 11am.
Assignment: KAB will confirm 11am brunch time.

IV. April 9-10 Steering Committee meeting update

There was a discussion about some of the elements that should comprise the Steering Committee meeting. It was agreed that institutions in transformation should be highlighted, especially an institution where the influence of an outside person helped transform it. A presentation by one of the following rabbis: Rick Jacobs, Joel Zaiman or Roly Matolon was suggested. Also suggested was a discussion of the new Ramah piece. It was also discussed whether there was a school that could fit the transformation definition: early childhood, congregational or religious school. A review of the "Best Practices" publication was suggested as a resource.

KAB suggested that at some point (not this meeting), we invite Harvard Business School professor Len Schlesinger to make a presentation during a leadership component of the Steering Committee meeting. Professor Schlesinger, the top person in leadership training at Harvard Business School is also involved in pro-bono work in the Jewish community and is a consultant to Boston Hebrew College. We discussed that Reynold Levy should be invited to the meeting. Mr. Levy, who, has a professional background and is now a lay person, is the President of the Board of the Cummings Foundation and also has expertise in the funding area.

Assignment: KAB to call Len Schlesinger to schedule a visit to Harvard.

Assignment: KAB to call Reynold Levy and invite him to make a presentation at the Steering Committee meeting.

It was decided that the meeting time will be: April 9, 9:30-4:30 and April 10, 9:30-2pm (approximately 5 hours meeting for Strategic Planning portion and 3-1/2 hours for other agenda items). We discussed a format for the part of the meeting not directly dealing with the Strategic Plan. The meeting might have the following order:

1) Mentoring (leadership/skills) - Sharon Feiman-Nemser; 2) Vision - Discussion of Ramah piece; 3) Change processes and vision - Rick Jacobs

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CIJE ASSIGNMENTS

Staff Meeting of March 17, 1997

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DATE DUE
1.	GZD to invite Lee Hendler to Steering Committee dinner.	GZD	2/25/97	3/24/97
2.	GZD to invite Dan Bader to Steering Committee dinner.	GZD	2/10/97	3/24/97
3.	GZD to discuss Milwaukee Continuity Director position with Rick Meyer.	GZD	2/25/97	4/8/97
4.	GZD will follow-up with Sharon Feinman-Nemser on her availability to make a presentation at the Steering Committee meeting.	GZD	3/12/97	3/24/97
5.	GZD and BWH to review David Cohen and Deborah Ball's paper.	GZD/ BWH	3/12/97	4/8/97
6.	KAB to set up the meeting with Dan Gordis of University of Judaism re: CIJE consultation.	KAB	3/17/97	4/8/97
7.	DNP to analyze University of Judaism curriculum	DNP	3/17/97	3/31/97
8.	KAB will confirm 11am brunch time.	KAB	3/17/97	3/24/97
9.	KAB to call Len Schlesinger to schedule a visit to Harvard.	KAB	3/17/97	3/24/97
10.	All staff to review Wexner proposal and give feedback to KAB.	All Staff	3/17/97	4/8/97
11.	NR to call a few attendees from the last Luncheon Seminar to determine if May 13th is a good date.	NR	3/17/97	3/24/97

OK - KAB

CONFIDENTIAL - FINAL VERSION

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: March 24, 1997

DATE MINUTES ISSUED: March 31, 1997

PARTICIPANTS: Karen Barth, Gail Dorph, Alan Hoffmann (via telephone), Barry Holtz, Megan Ifill (secy.), Karen Jacobson, Nessa Rapoport

CC: Sarah Feinberg, Adam Gamoran, Ellen Goldring, Nellie Harris, Virginia Levi, Mort Mandel, Dan Pekarsky, Chava Werber

I. Staff Learning

KAB lead the staff learning session in the spirit of Purim with a presentation on the laws of *muktza* (items you can and cannot touch on Shabbat). The highlight was a discussion of the complex and important question of what to do if an expensive goldfish falls on the floor on Shabbat.

II. Review of Previous Minutes

The March 17 Minutes and Assignments were reviewed, corrected and accepted.

III. April 6 Get Together at KAB's home

KAB confirmed that Brunch will be at 11am.

IV. Luncheon Seminar

NR reported that she is inviting Steven Bayme of the American Jewish Committee to speak at the June Luncheon Seminar.

V. April 9-10 Steering Committee meeting update

The bulk of the meeting focused on creating the Steering Committee agenda. Several versions of the agenda were created out of which it was fine-tuned

into the following tentative agenda for the Steering Committee meeting:

Day 1 - April 9th

9:30 - 10:15	Welcome, Minutes, Etc.
10:15 - 10:45	Avraham Infeld - World Leadership Conference
10:45 - 11:00	Break
11:00 - 11:30	Rick Jacobs
11:30 - 12:15	Ramah
12:15 - 1:00	Lunch
1:00 - 2:30	Presentation of Strategic Plan
2:30 - 3:15	Discussion Groups
3:15 - 3:30	Break
3:30 - 4:15	Report Back/Discussion

Day 2 - April 10th

9:30 - 9:45	Introduction to Change Laboratory Discussion
9:45 - 10:15	Discussion Groups - Pros and Cons of each option
10:15 - 10:30	Break
10:30 - 11:00	Large Group Discussion
11:00 - 11:30	Synthesis, Wrap Up, Next Steps
11:30 - 12:00	Update on CIJE Consultations - UJ - Wexner - HUC
12:00 - 1:00	Lunch
1:00 - 2:30	Mentoring

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CIJE ASSIGNMENTS

Staff Meeting of March 24, 1997

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DATE DUE
1.	GZD to discuss Milwaukee Continuity Director position with Rick Meyer.	GZD	2/25/97	4/8/97
2.	GZD will follow-up with Sharon Feiman-Nemser on her availability to make a presentation at the Steering Committee meeting.	GZD	3/12/97	4/8/97
3.	GZD and BWH to review David Cohen and Deborah Ball's paper.	GZD/ BWH	3/12/97	4/8/97
4.	KAB to set up the meeting with Dan Gordis of University of Judaism re: CIJE consultation.	KAB	3/17/97	4/8/97
5.	DNP to analyze University of Judaism curriculum	DNP	3/17/97	3/31/97
6.	All staff to review Wexner proposal and give feedback to KAB.	All Staff	3/17/97	4/2/97

CONFIDENTIAL - FINAL KB

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: April 1, 1997

DATE MINUTES ISSUED: April 2, 1997

PARTICIPANTS: Karen Barth, Gail Dorph, Alan Hoffmann (via telephone), Barry Holtz, Megan Ifill (secy.), Karen Jacobson, Nessa Rapoport

CC: Sarah Feinberg, Adam Gamoran, Ellen Goldring, Nellie Harris, Virginia Levi, Mort Mandel, Dan Pekarsky, Chava Werber

I. Review of Previous Minutes

The March 24 Minutes and Assignments were reviewed, corrected and accepted.

II. Update on Jewish Funders Network Conference - March 30th

The opening plenary was a case study on new directions in Jewish Education. NR gave the introduction, "The Case for Jewish Education: 10 Principles for Making a Difference," and KAB led a workshop on "Jewish Education: Think Global, Act Local."

KAB reported that some of the feedback she got from participants was that they would welcome an opportunity to learn more about what others are doing, as well as to exchange information and ideas. She also reported that Evan Mendelson is interested having a separate conference next year focused on Education, with assistance from CIJE and that Bruce Whizin would like to put together a database for participants to use as a resource.

Assignment: NR to distribute copies of her speech to all staff.

III. Update on Ramah Conference - March 28 - 29th

GZD reported that she attended the Ramah 50th Anniversary conference of 250 lay and professional leaders in the Chicago area. The Ramah piece that was just published was distributed and very well received.

IV. April 9-10 Steering Committee meeting update

The revised agenda for the Steering Committee meeting is as follows:

Day 1 - April 9th

9:30 - 10:45	Welcome, Minutes, Etc.
10:45 - 11:00	Break
11:00 - 11:30	Ramah
11:30 - 12:15	Rick Jacobs
12:15 - 1:00	Lunch
1:00 - 2:30	Presentation of Strategic Plan
2:30 - 3:15	Discussion Groups
3:15 - 3:30	Break
3:30 - 4:15	Key Issues/Discussion

Day 2 - April 10th

9:30 - 9:45	Introduction to Change Laboratory Discussion
9:45 - 10:15	Discussion Groups - Pros and Cons of each option
10:15 - 10:45	Large Group Discussion
10:45 - 11:00	Break
11:00 - 11:30	Synthesis, Wrap Up, Next Steps
11:30 - 12:00	Updates - UJ - Wexner - HUC - Professors - Evaluation Institute - Lee Hendler
12:00 - 1:00	Lunch
1:00 - 2:30	Mentoring

IX.

Professional Development in Community Mapping

A conference call with KAB, GZD, EG and AG will be held before this can become an agenda item and fully discussed at a staff meeting. KAB to set up a conference call.

Assignment:



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CIJE ASSIGNMENTS

Staff Meeting of April 1, 1997

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DATE DUE
1.	GZD to discuss Milwaukee Continuity Director position with Rick Meyer.	GZD	2/25/97	4/8/97
2.	DNP to analyze University of Judaism curriculum.	DNP	3/17/97	3/31/97
3.	All staff to review Wexner proposal and give feedback to KAB.	All Staff	3/17/97	4/2/97
4.	MI will arrange dates for University of Judaism planning meeting and Dan Gordis meeting.	MI	3/25/97	4/8/97
5.	NR to distribute copies of her speech at the Jewish Funders Network conference to all staff.	NR	4/1/97	4/8/97
6.	ADH to call Avraham Infeld to discuss his presentation.	ADH	4/1/97	4/8/97
7.	GZD will follow-up with Sharon Feiman-Nemser on her availability to make a presentation at the Steering Committee meeting.	GZD	4/1/97	4/8/97
8.	GZD to call Isa Aron to get ECE materials to give out at meeting related to Rick Jacobs' presentation.	GZD	4/1/97	4/8/97
9.	ADH and KAB to prepare Chairman's notes.	ADH/KAB	4/1/97	4/8/97
10.	NR to call DNP re: Ramah segment of meeting.	NR	4/1/97	4/8/97
11.	KAB to call DNP re: evaluation of University of Judaism curriculum.	KAB	4/1/97	4/8/97
12.	KAB to set up a conference call with GZD, EG and AG to discuss Professional Development in Community Mapping.	KAB	4/1/97	4/8/97

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MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: April 8, 1997

DATE MINUTES ISSUED: May 1, 1997

PARTICIPANTS: Karen Barth, Gail Dorph, Alan Hoffmann, Barry Holtz, Nessa Rapoport

CC: Reena Cohen, Sarah Feinberg, Adam Gamoran, Ellen Goldring, Nellie Harris, Elie Holzer, Megan Ifill, Karen Jacobson, Virginia Levi, Mort Mandel, Dan Pekarsky, Chava Werber

I. Review of Previous Minutes

The April 1 Minutes and Assignments were reviewed, corrected and accepted.

II. April 9-10 Steering Committee meeting update

The Steering Committee plan was reviewed.

Assignment: GZD will speak with DNP about weaving together the pieces of the institutional change discussion.

Assignment: GZD will speak to Lee Hendler about making a brief presentation as part of the updates section of the agenda on her idea for getting lay leaders who have been involved in general education, involved in Jewish education.

III. Milwaukee Staffing

GZD spoke with Rick Meyer in Milwaukee. We should try to come up with some names for them but have none as of right now. The staff will continue to think about this.

IV. TEI Update

GZD handed out an update on where we stand with attendance at TEI in Israel. Right now 29 people out of 65 have said "yes," more will probably join. We will discuss the TEI agenda at next week's meeting. Gail handed out a list of questions about professional development that could be the organizing framework for a final report for communities. We will discuss this next week and also will discuss the whole issue of TEI evaluation.

V. Professors

We have a good turnout of our key people and will go ahead with it. Possible teachers are Art Green and Eliezer Diamond.

Assignment: BWH will send out an e-mail letting people know we are going ahead.

VI. Kashrut Policy

1. No hot food without a *hekhsher* will be allowed in our kitchen. Cold food with kosher ingredients (without a *hekhsher*) can be brought into the kitchen.
2. What is eaten by individuals at their own desks will be a matter of individual choice.
3. All food at group meetings involving outsiders must come from a restaurant or caterer under Rabbinic supervision.
4. Food for staff meetings must not have non-kosher ingredients. It does not have to be purchased from a restaurant or caterer under Rabbinic supervision, unless there are staff members or guests present who require food that was prepared in a kosher establishment.

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CIJE ASSIGNMENTS

Staff Meeting of April 8, 1997

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DATE DUE
1.	DNP to analyze University of Judaism curriculum.	DNP	3/17/97	5/19/97
2.	MI will arrange a date for University of Judaism meeting.	MI	3/25/97	4/18/97
3.	KAB to call DNP re: evaluation of University of Judaism curriculum.	KAB	4/1/97	5/19/97
4.	KAB to set up a conference call with GZD, EG and AG to discuss Professional Development in Community Mapping.	KAB	4/1/97	4/15/97
5.	GZD will speak with DNP about weaving together the pieces of the institutional change discussion.	GZD	4/8/97	4/9/97
6.	GZD will speak to Lee Hendler about making a brief presentation as part of the updates section of the agenda on her idea for getting lay leaders who have been involved in general education, involved in Jewish education.	GZD	4/8/97	4/9/97
7.	BWH will send out an e-mail letting people know we are going ahead with the another Professors seminar.	BWH	4/8/97	4/14/97

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MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: May 1, 1997

DATE MINUTES ISSUED: May 2, 1997

PARTICIPANTS: Karen Barth, Gail Dorph, Alan Hoffmann (via telephone), Megan Ifill, Karen Jacobson, Nessa Rapoport

CC: Sarah Feinberg, Adam Gamoran, Ellen Goldring, Nellie Harris, Barry Holtz, Eli Holzer, Virginia Levi, Mort Mandel, Dan Pekarsky, Chava Werber

I. Review of Previous Minutes

The April 8 Minutes and Assignments were reviewed, corrected and accepted.

II. Evaluation Institute

KAB reported that the Evaluation Institute would be a joint venture with JESNA; CIJE would run the program and JESNA would recruit attendees. The first step would be to create an advisory committee of which Leora Isaacs would be a member. Barbara Neufeld will send out a proposed list of advisory board members. Barbara will send KAB a brief e-mail update every two weeks which KAB will send a copy to ADH, GZD, EG and AG.

III. MEF and TEI

GZD reported that she, BWH, EG, AG, Bill Robinson are working together to produce a 10-page document for each community which will include an executive summary and four to five points. Bill Robinson has baseline data and has done quantitative mapping work based on qualitative interviews and will make a "goals" list from this information.

additional help

There was a discussion that we should look for ~~someone other than Bill~~ to focus on the qualitative and writing work of the interview piece. It was suggested that we ask Anna Reichert, Susan Shevitz and Ken Zeichner for suggestions with an emphasis on Ken Zeichner as he may have a pool of graduate students that he could oversee on this work. NR offered to help work on the piece.

Assignment: GZD to call Ken Zeichner.

IV. Workplan

Assignment: KAB led an extensive review and update of the Workplan with the staff. The revised version will be distributed later this month to the Steering Committee. A three-month update will be sent to staff, extended staff, consultants and lay people in a form different than minutes.

Assignment: GZD will call Bill Firestone re: Norms and Standards piece.

Assignment: ADH and GZD to have telecon re: Melton short term programs.

Assignment: GZD and BWH to discuss work on the Policy Brief.

NR suggested that the Luncheon Seminar should be more tied into our work and we should solicit people for specific papers. Best Practices materials will be included in the staff retreat agenda.

V. Professors

BWH and Art Green had a meeting, discussing Art's role as speaker/teacher at Professors in June.

Several professors were invited to join the professor group: Mike Millstein, Fran Jacobs, Dan Chazan, Richard Cohen, and Sam Meisels

Assignment: GZD will call Millstein to discuss future involvement as part of JEWEL.

VI. Staff meeting schedule

There will be a staff meeting on Thursday, May 8th, 3pm-5pm; Tuesday, May 20th, 10am-5pm and Wednesday, May 21st, 10am-2pm followed by a strategic planning meeting, 12pm-3:30pm.

Assignment: MI to send out meeting notice to staff.

VII. Staff learning schedule

We will determine the staff learning schedule at the next staff meeting.

Assignment: MI to type list of upcoming staff meetings and disseminate.

VIII. University of Judaism

KAB, GZD and DNP will meet with Dan Gordis and Bob Wexler on June 30th, 9am-4pm. MI is working on setting up a date for a planning meeting with KAB, ADH, GZD and DNP.

IX. Wexner

KAB reported that there was a meeting with all the sponsoring institutions and that the recruiting conference will be held in the Spring not the Fall.

X. JEWEL

KAB reported that there was a terrific meeting with Mike Millstein on April 25th at CIJE. GZD, KAB, EG, DE and Josh Elkin attended. Mike spoke about his work researching models of education. We are interested in having him write a piece on models of leadership education for JEWEL.

XI. PEJE: Partnership Excellence in Jewish Education

Josh Elkin and Naava Frank are planning to pilot process of three grants this year. GZD and KAB met with them and suggested that there be a two phase grant process: 1) give out planning grants whereby it can be determined if a project is worthwhile pursuing and 2) a project grant to complete worthy work.

XII. Early childhood

KAB and GZD attended a meeting at Tufts arranged by Fran Jacobs who is a member of the Professors Group. They met with the faculty of the education department and discussed models of early childhood education as they relate to Jewish education. There is a possibility we will work with Fran on a developmental model of early childhood education and examine what this model looks like in a religious school.

XIII. Chairman's Council

There was a brief discussion as to what form the Chairman's Council would take. It was suggested that a series of smaller group meetings be held as it would provide a more intimate setting.

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CIJE ASSIGNMENTS

Staff Meeting of September 4, 1997

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DATE DUE
1.	KJ to update Staff Learning Schedule.	KJ	9/4/97	9/11/97
2.	KAB to finalize Board Meeting schedule after discussing with Kathy and Margo (LP's and MLM's secretaries).	KAB	9/4/97	9/11/97
3.	BH and AH to discuss Professors Group.	BH/AH	9/4/97	9/8/97
4.	KAB to discuss announcement of Biennial with Marty Kraar.	KAB	9/4/97	9/11/97
5.	KAB to discuss with MLM creation of internship program for high-quality resumes, possibly arrange meeting with candidates.	KAB	9/4/97	9/11/97
6.	KJ to call DP regarding availability for September 11 staff meeting.	KJ	9/4/97	9/5/97
7.	KAB/GZD/ KJ to meet to finalize plans for Staff Training.	KAB/GZD/ KJ	9/4/97	9/11/97
8.	KJ to fax or Fedex one-pagers to AG, EG, SS in preparation for September 17 Evaluation Meeting.	KJ	9/4/97	9/12/97
9.	ADH and GZD to have telecon re: Melton short term programs.	GZD/ADH	5/1/97	7/9/97
10.	GZD and BWH to discuss work on the Policy Brief.	GZD/BWH	5/1/97	7/9/97
11.	KAB will write up a senior staff policy with regard to the acceptance of outside compensation.	KAB	5/20/97	7/9/97
12.	BWH to call Ruth Pinkenson Feldman re: strategy for using the Early Childhood Best Practices.	BWH	5/20/97	7/9/97
13.	KAB to discuss Educational Leaders Report with EG and AG.	KAB/EG/ AG	5/20/97	8/1/97
14.	KAB to call Josh Elkin to discuss next steps to formalize relationship and see if CIJE could be helpful in their strategic plan.	KAB	5/20/97	7/9/97
15.	GZD to call Vicky Kelman to see if she is available for Fairmont Temple project or knows of a suitable alternative.	GZD	6/23/97	7/9/97
16.	BWH to call Alvin Kaunfer to see if she is available for this project.	GZD	6/23/97	7/9/97
17.	DNP to analyze University of Judaism curriculum.	DNP	3/17/97	5/25/97

18.	KAB to call DNP re: evaluation of University of Jerusalem curriculum.	KAB	4/1/97	6/4/97
19.	GZD to call Ken Zeichner.	GZD	5/1/97	6/4/97
20.	GZD will call Bill Firestone re: Norms and Standards piece	GZD	5/1/97	6/4/97
21.	BWH to call David Behrman re: advice on dissemination.	BWH	5/20/97	6/4/97
22.	KAB to get the Steering Committee dates.	KAB	5/20/97	6/4/97
23.	All Staff to think through plans re: calendar preparation for June 4 th meeting.	All Staff	5/20/97	6/4/97
24.	BWH to send out details and readings for Professors.	BWH	5/20/97	6/16/97
25.	KAB will email Barbara Neufeld and ask her to email staff on ideas for Advisory Board names.	KAB	5/20/97	6/4/97



CONFIDENTIAL - FINAL

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: May 20, 1997

DATE MINUTES ISSUED: May 30, 1997

PARTICIPANTS: Karen Barth, Gail Dorph, Alan Hoffmann, Barry Holtz, Karen Jacobson, Dan Pekarsky, Nessa Rapoport

CC: Sarah Feinberg, Adam Gamoran, Ellen Goldring, Nellie Harris, Elie Holzer, Megan Ifill, Mort Mandel, Lester Pollack, Chava Werber

I. TEI Israel

The budget - The budget for Israel needs to be reviewed by KAB and ADH. KJ and GZD will be working on a system for developing this type of budget. It was agreed that in the future we need much more lead time so that budgeting can be done as part of the visioning and decision-making process.

The program - The topic is the high holidays -- the ideas of *teshuvah* (repentance) and *heshbon hanefesh* (self reflection). These ideas are important because the concept is central to education. Also, this is a way to be responsive to the need for both *Torah L'shema* and give them something practical. This year with the holidays falling in October, there will be an opportunity for those who attend, to work with their teachers in September on how to incorporate this into their practice. People are very excited about this topic and especially the confluence of Jewish ideas with the educational ideas.

Staff and consultants attending: Anna Richert, Deborah Ball, Sharon Feiman-Nemser, GZD, BWH, NH and EH (Elie Holzer)

II. Steering Committee Meeting - June 26 1997

Discussion reviewed earlier suggestions for this meeting including: strategic planning process, a visit from a professor and an update.

KAB talked about two versions of a request from both MLM and LP, that a one page description of CIJE be created for use. (see item #16)

Taking these two as a starting point, the following agenda was created:

9:30 - 10:00	Introductions
10:00 - 12:15	Strategic Plan (with break)
12:15 - 1:00	Lunch
1:00 - 2:00	One-page CIJE description and Steering Committee communication
2:00 - 2:15	Break
2:15 - 3:15	Updates (including Fran Jacobs reporting on consultation at Tufts and its implications for Early Childhood Strategy)

KJ asked that all materials need to be in her hands by the end of next week for mailing June 2nd. Three items are to be included: publications update, Workplan update and Strategic Planning materials.

III. Best Practices Dissemination

BWH circulated a document and introduced two questions:

- 1) What do we mean by dissemination of Best Practices?
- 2) To whom should they go?

Originally Best Practices volumes were not intended for mass distribution, but were available to lead communities, or within the context of CIJE led educational sessions. In recent years we have redone volumes in an attractive way. We now have two reasons for distribution:

- (a) Public Relations -- name recognition for CIJE
- b) Help improve the field of Jewish education

A discussion ensued around the question of whether "dissemination" should

be seen merely as a database issue -- send Best Practices out to a wide number of recipients; or whether Best Practices becomes the text of a curriculum in which the Best Practices is used as part of a wider program.

The general feeling is that our strategy should be oriented toward targets of opportunity with high potential to actually use the ideas in these publications.

Ruth Pinkenson Feldman should be invited to devise a strategy for using the Early Childhood Best Practices within the Center world. It was pointed out that a combination of Biennial, Harvard Principals Programs, JEWEL activities, etc. would over the next two years, need close to 2,000 copies of each of the Best Practices

Assignment:

BWH to call Ruth Pinkenson Feldman re: strategy for using the Early Childhood Best Practices.

We will also talk to David Behrman of Behrman House for some advice on dissemination. Also Best Practices fits in JEWEL as a text for teaching and also possibly, as a vehicle for training a special group of facilitators who would run Best Practices sessions.

Assignment:

BWH to call David Behrman.

All commented on how much the notion of "Best Practices" have taken root in the parlance of Jewish education.

IV. Teachers Report

The Teachers Report -- will be the full-scale report of the data on teachers in Jewish schools from the CIJE Study of Educators. NR continues to receive requests for the full report; the CIJE Policy Brief is an excerpt of the findings and policy implication on the background and training of teachers.

V. Educational Leaders Report

We have not really defined who the audience is. One view is that we should have a document that is analytically strong and accessible to lay leaders. Another view is to just get the data out there! Various concerns were expressed, including: 1) unclarity re: audience, 2) unclarity re: our bottom-line views re: leadership; 3) why publish the article at all? It was stressed that people want information -- there have been many requests! The suggestion was made that data be accompanied by an "issues raised" section -- but this may already be in the document. Issue was tabled. We will

discuss this after everyone rereads the document -- for the June 4th meeting.

We may need to think about publishing more technical documents in a series and also trying to translate that data in ways that are accessible to many people. We need to think from the outset about the nature of publications and particularly what their audience should be. And also who the writers need to be for such documents.

Assignment:

We need to think much more about this document.
KAB to discuss with EG and AG.

VI. Edgar Bronfman's New Projects

NR received a call from Bill Friedman of Edgar Bronfman's foundation re: a new project which would bring Jewish Studies to private schools in New York -- a pilot project to bringing them to public schools. They are looking for suggestions of people to make it happen. They need someone with private school experience who can work with school leadership.

KAB reported that she had a meeting with Richard Joel and there is a second, broader program that is conceived of as "Hillel brought into the high school age group" Avi Weinstein would develop the curriculum.

NR reported that she was invited to Edgar Bronfman's headquarters to meet and discuss this further. She will report back after the meeting.

VII. Staff Meeting

Assignment:

On June 4th we will discuss the 1998 calendar.

Assignment:

KAB to get the Steering Committee dates.

All Staff to think through plans re: calendar preparation for June 4th meeting.

VIII. Elie Holzer

Elie Holzer will be based in Boston and will work for CIJE two days per week as a consultant.

As part of CIJE orientation for new staff members including Elie, it was

suggested that they attend TEI and also work on some consultant projects.

IX. Office Policy

KJ reported that there are two new request forms that need to be filled out prior to the purchase of materials: one for smaller items and one for larger purchases. There is a short form for staff to fill out which gets turned over to support staff. They will then fill in a larger form.

Time allocation sheets need to be filled in.

Assignment:

KAB will write up a senior staff policy with regard to the acceptance of outside compensation.

X. Professors

About twenty people (including staff) will attend. We have retained the old group and added new people. Art Green will teach five sessions, the main theme being Hasidism as an interpretive tradition. He will discuss the potential and limitations of using Hasidism as a model for religious life in our own times. He will focus on Hasidic view of leadership and teaching. BWH to send out details and readings next week.

Assignment:

There will be a place to discuss the Strategic Plan and other CIJE matters. There are also some new people who cannot come this time but want to be considered members of the group or potential members.

XI. One Page Description of What We Do

LP said that he needs a one page document describing the work of CIJE. MLM asked if the page could be a paragraph. At tomorrow's Strategic Planning meeting we will attempt to write such a document and then bring it to the Steering Committee for review and analysis.

In addition to the request for MLM and LP for a document which describes what CIJE does, John Colman has asked if we could create a monthly update about CIJE's work for Steering Committee members.

XII. Strategic Planning Process

We decided to include the following four topics in tomorrow's meeting:

CFWW, JEWEL, Core and one page document.

XIII. CAPE

KAB met with Annette Hochstein when she was in Israel last week. They talked about strengthening the relationship between CAPE and CIJE which could include allocating a support staff person (20%), more collaboration in recruiting efforts, tying into JEWEL and cooperating in the relationship between JEWEL and CAPE.

XIV. Evaluation Institute

Assignment: Barbara Neufeld has signed a contract with CIJE.
KAB will email Barbara Neufeld and ask her to email staff on ideas for Advisory Board names.

XV. Partnership in Excellence in Jewish Education (PEJE)

Josh Elkin and Naava Frank meeting --

Assignment: KAB to call Josh Elkin to discuss next steps to formalize relationship and see if CIJE could be helpful in their strategic plan.

XVI. HUC

KAB gave a brief update on her trip to the Jerusalem campus of HUC. There are four issues:

- 1) Rethinking the first year program for U.S. Rabbis, Cantors and Educators
- 2) The role of the campus in training Israeli Rabbis
- 3) The role of the campus in supporting the Reform Movement in Israel

4) Managing the leadership transition

The potential of this project appears to be quite significant both in terms of impact on Israel and on Rabbinic training in the U.S.



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CONFIDENTIAL - FINAL

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: June 4, 1997

DATE MINUTES ISSUED: June 16, 1997

PARTICIPANTS: Karen Barth, Gail Dorph, Alan Hoffmann (via telephone), Barry Holtz, Megan Ifill (secy.), Karen Jacobson, Nessa Rapoport

CC: Sarah Feinberg, Adam Gamoran, Ellen Goldring, Nellie Harris, Elie Holzer, Mort Mandel, Dan Pekarsky, Chava Werber

I. Staff Learning

BWH lead the staff learning session.

II. Review of Previous Minutes

The May 20th Assignments were reviewed, corrected and accepted. The minutes will be reviewed at the next staff meeting.

III. 1998 Meeting Dates

It was agreed that Steering Committee meetings and Staff Retreats should be scheduled for the same week so that all staff can be present for both meetings and it would also reduce travel costs.

IV. Professors Seminar

BWH reported that there will be five programmatic sessions at professors: ____
Judaic Content - Art Green
Overview and Discussion of Strategic Plan - Ellen Goldring
Change Lab, CFWW - Karen Barth
Early Childhood Education - Fran Jacobs

Shabbat – Nessa Rapaport
JEWEL - Ellen Goldring

Some new professors to the group are: David Purpel, Wally Feinberg, Barbara Schneider and Debbie Kuderman.

V. Brandeis

Brandeis has proposed a program which represents an investment in substantive programs for youth and would require some significant involvement from us. KAB noted that this could be part of the Change Lab in the Strategic Plan.

VI. Synagogue 2000

KAB reported on the meeting she attended.



CONFIDENTIAL - FINAL

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: June 23, 1997

DATE MINUTES ISSUED: July 2, 1997

PARTICIPANTS: Karen Barth, Gail Dorph, Alan Hoffmann (via telephone), Barry Holtz, Megan Ifill (secy.), Karen Jacobson, Nessa Rapoport

CC: Sarah Feinberg, Adam Gamoran, Ellen Goldring, Nellie Harris, Elie Holzer, Mort Mandel, Dan Pekarsky, Lester Pollack, Chava Werber

I. Staff Learning

NR lead the staff learning session with a reading from the introduction to *The Cloister Walk* by Kathleen Norris. the book depicts Norris' association, as a lay person, with a Benedictine monastery and describes the central role of sacred texts in spiritual life.

II. Review of Previous Minutes

The May 20th Minutes and Assignments were reviewed, corrected and accepted. The June 4th Minutes and Assignments will be reviewed at the next staff meeting.

III. Update on MLM/LP meeting June 22nd

KAB and ADH gave a brief update on their meeting with MLM and LP which centered on the Strategic Plan. It was discussed that we needed to work on the language of the plan. It was decided to change "Change Lab" to "Field Sites."

IV. June 26th Steering Committee Meeting

A full copy of the minutes will be in the Steering Committee book and a summary of the minutes will be read at the meeting.

The following updates will be given: TEI - GZD; University of Judaism and HUC - KAB; Professors - BWH; *Shearim* - ADH

V. Fairmont Temple

KAB spoke with Mark Gervis who reported that the Assistant Rabbi has recently become the Senior Rabbi. The Temple initially was in need of an Educator, now additionally needs an Assistant Rabbi. They are asking for our help to develop ideas on how to revitalize their program.

Assignment: GZD to call Vicky Kelman to see if she is available for this project or knows of a suitable alternative.

Assignment: BWH to call Alvin Kaunfer to see if he is available for this project.

VI. General Assembly (GA)

NR reported that she has not yet received any information from CJF on planning sessions on Jewish education at the 1997 GA.

VII. University of Judaism

KAB reported that Sharon Feiman Nemser would be attending the consultation and Israel Sheffler would join in by telephone from 9:30-11:30am.

VIII. Office

KJ reiterated that we have a "clean-desk" policy and that at the end of each day, everyone's desks should be neat and organized.

KJ reported that there is a 4% increase in the Oxford health insurance premium which will be reflected in the next payroll. Also, we now have Chiropractic care coverage and a small reimbursement for fitness clubs.