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Staff meetings. Minutes and assignments,
July 1997–December 1997.

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CONFIDENTIAL - FINAL

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: August 4, 1997

DATE MINUTES ISSUED: September 19, 1997

PARTICIPANTS: Karen Barth,,Gail Dorph, Ellen Goldring, Alan Hoffmann,
Barry Holtz, Megan Ifill, Karen Jacobson, Erica Wolfe

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

I. Staff Learning

II. Steering Committee

The Special Board Meeting attendees will be: Karen Barth, John Colman, Mort Mandel, and Lester Pollack in person, and Dan Bader, Bill Berman, Esther Leah Ritz, Chuck Ratner, and Bennett Yanowitz via teleconferencing.

Karen Barth will introduce Cippi Hart, Nellie Harris, and Elie Holzer and they will talk briefly about themselves. The Biennial will also be introduced briefly.

The *Costs of Jewish Education* will be taken to the Steering Committee for further review and discussion.

Sherry Blumberg, Jane Shapiro, and Jane West-Walsh will speak for five minutes each on TEI progress

III. Time Sheet

Everybody needs to turn in their time sheets promptly.

IV. Budget Process

On September 8, Karen Barth, Bob Dietz, Karen Jacobson and others will meet to draft the 1998 budget. Bob Dietz and Karen Jacobson will finalize the budget for the next steering committee meeting.

V. PEJE

Naava ^{we} and Josh would like CIJE to do a best practices study in day school. Should do this? Options discussed included doing case studies, a team of writers in different schools, a newspaper-type summary of schools, a series of conferences and possibly discussion of day schools, preschools, and supplementary schools. After discussion it was agreed that we don't have resources this year for this work.

VI. Hiring Update

Michael Paley will not be able to join CIJE to work on the biennial project.



OK-KAB

CONFIDENTIAL - FINAL

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: September 4, 1997

DATE MINUTES ISSUED: September 12, 1997

PARTICIPANTS: Karen Barth, Gail Dorph, Nellie Harris, Cippi Harte, Alan Hoffmann (via telephone), Jessica Holstein (secy.), Barry Holtz (via telephone), Karen Jacobson, Nessa Rapaport

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

I. Introduction of New Staff

KAB welcomed new staff members Cippi Harte as of August 25 and Nellie Harris as of today, September 4, and support staff member Jessica Holstein as of September 1.

II. Staff Learning

Staff Learning was postponed. Brief discussion regarding restructuring of Staff Learning.

Assignment: KJ to update Staff Learning schedule (updated schedule attached).

III. 1998 Calendar Updates - Tentative Projections

Jan. 28: AH arrives, all materials to be ready for Board Meeting

Jan. 29 (eve.) - Feb. 1: Professors Group

Feb. 2: Board Meeting (rescheduled from Feb. 5)

Feb. 4-5: Staff Retreat

It was agreed that Staff Retreats should not be prior to Board Meetings.

March 26 (tentative): Board Meeting (rescheduled from April 4) AH, BH not attending.

Assignment: KAB to finalize schedule after discussing with Kathy and Margo (LP's and MLM's secretaries).

June 23: Board Meeting (rescheduled from June 18)

Due to long interval between March and June Board Meetings, more individual interaction with Board Members will be needed.

Nov. 16-19: GA Jerusalem, Israel - PCH, KAB, NR will be attending.
(CFJ Calendar attached).

IV. YU/JTS Gift

CIJE asked by EG to help with thinking about the dissemination of a small fund to Jewish education. To be discussed further at next staff meeting.

V. Professors Group

Last week in June is the best time to schedule programs which require professors attendance due to their schedules. We must start planning now if group is to be expanded effectively. Seminar scheduling will be added to agenda for next staff meeting. Membership in group, content of next seminar, one-year and long-term plans need to be discussed. There was a discussion about professors meeting more than twice a year and the possibility of someone teaching the group regularly, especially in light of large concentration of professors in Michigan. The issue was posed about how to utilize professors throughout CIJE's activities.

Assignment: BH, AH to discuss before September 8.

VI. CJF/Dalia Pollack

CIJE invited to continuity/task force meeting next Tuesday, along with JESNA, Hillel, and movements. Proposal for PCH to attend. NR reported that Dalia Pollack's job definition has changed from Jewish education to continuity, but funding is still intact.

Assignment: KAB to discuss with Marty Kraar announcement of Biennial.

VII. Torah uMesorah

EH to attend September 21 Seminar on the Teaching of Talmud. Dovid Bernstein asked CIJE for speaker suggestions for seminar. Senior/Senior Strategic Seminar will be held in November with Annette Hochstein and Seymour Fox. Concept of bringing together foundations to discuss needs and priorities is on the agenda. This issue will be put back on agenda after September 21 meeting.

VIII. Resumes

KAB received several high-quality resumes (attached). Prompted discussion of creation of internship program under JEWEL.

Assignment: KAB to discuss with MLM and possibly arrange meeting with the candidates.

IX. PEJE Update

KAB to attend September 15 PEJE board meeting with MLM.

X. Board Meeting Prep

Next staff meeting scheduled for Thursday, September 11, 9:00 - 11:00 am, KAB via telephone.

Assignment: KJ to call DP regarding availability.

Protocol for pre-Board Meeting discussions with Board members to be discussed at this meeting.

KJ reviewed assignments:

KAB - MLM, LP, Steve Hoffman, Chuck Ratner

DP - Esther Leah Ritz, Dan Bader

GZD - John Coleman, Stanley Horowitz

Preliminary Agenda for October 9 Board Meeting:

Minutes and Update (½ hour)

Sister Joel (45 mins.) - may be postponed to December due to Esther Leah's health

Work Plan (1 hour) - KAB:

JEWEL

EG - overview (½ hour),

Mike Millstein - professional (½ hour)

PCH - Biennial/Lay Leadership (½ hour)

Internal Governance (30-45 mins.) - KAB

Steering committee to Board transition

Board Committee work ideas

Chairman's Council - first meeting proposed for February

Continued Board Meeting prep to be on agenda for next staff meeting.

XI. Staff Training September 28-29

2-day staff training program for new hires was discussed. Proposed agenda items:

Consulting - KAB

Time management - KAB may have found someone

Teaching and learning - GZD

Assignment: KAB, GZD, KJ will meet to finalize plans.

Date tentative but please keep calendars open.

XII. September 8 Budget Meeting

KJ must receive all one-pagers with budgets.

Assignment: KJ to fax or fedex one-pagers to AG, EG, SS in preparation for September 17 evaluation meeting.

Final Budget Meeting will be held on September 23.

XIII. September 17 Meeting

Evaluation Workshop 9:00 am - 12:00 noon - AG, DP, EG, SS

Indicators Project 1:00 - 4:00 pm - AG, DP, EG, SS, Barbara Schneider



KAB

CONFIDENTIAL – FINAL

NOTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: September 11, 1997

DATE NOTES ISSUED: September 29, 1997

PARTICIPANTS: Karen Barth (via telephone), Gail Dorph, Nellie Harris, Barry Holtz (via telephone), Dan Pekarsky (via telephone), Nessa Rapoport

CC: Sarah Feinberg, Adam Gamoran, Ellen Goldring, Cippi Harte, Alan Hoffmann, Jessica Holstein, Elie Holzer, Karen Jacobson, Mort Mandel, Lester Pollack, Chava Werber

KAB suggested that we return the telecon phone.

I. Board Meeting – Meeting with Board Members

Materials to use in preparation for the meetings:

1. Copies of one-pagers as a base – not to distribute
2. Summary page

Additional documents to take to meetings:

1. CIJE “pie” diagram of initiatives
 2. Synergies chart
 3. Grid page filled in by work plan
- and integrate information from one-pagers in discussion.

Assignment: KJ to distribute one-pager package to all staff by end of day 9/11.
GZD, DP will speak about protocol for meetings

II. Oppenheim

KAB met with the partners of the Phillips Oppenheim Group. All of them were very enthusiastic about the three-way partnership between CAPE, CIJE and Oppenheim. Each partner will pay one-third of a full time staff person. Objective is to use person to work with us, help in planning of JEWEL, community research and recruiting people into the field, as well as work for CAPE recruiting for them. Will work out of Oppenheim.

III. Public Relations

Lay Leadership Forum – add to agenda for September 26, 9:30-11:00.
Discuss lay person to act as chair of Forum planning committee.

IV. Schedule Changes

September 29 schedule change:
Regular Staff Meeting 10-1
Orientation 2-5
September 28 Orientation cancelled.
BWH to participate by telephone.

V. JTS Rabbinic Program

KAB has been asked to consult on Rabbinic Program at JTS. Will update staff as events progress.

VI. YU/JTS Gift

EG's aunt has asked for advice on where to give a donation of \$60,000 to JTS and YU.

Assignment: BWH and KAB will talk and make a suggestion on options at JTS.

Assignment: BWH will call ADH to discuss.

VII. CJF Update – September 9 Meeting

PCH reported on Jewish continuity meeting hosted by CJF to think about how to serve community at grassroot and how agencies could work together. Goal of meeting was to define what umbrella organization should and could do for communities. PCH will be in contact with group to see how it will evolve, and we will consider our contribution.

VIII. GA

NR reported on the GA.

1. Only four sessions concerning Jewish education.
2. List of people leading planning of specific sessions
 - Community High Schools – Dalia Pollack
 - Supplementary Schools – Paul Flexner
 - Synagogue Transformation – Dalia Pollack
 - PEJE – Josh Elkin

Discussion whether a CIJE person should be on any of these panels. Maybe DP on community day high school. KAB, NR, PCH will be there anyway. Maybe TEI graduate to talk about supplementary school. Decision to get a suite to hold meetings, not to hold a reception at GA this year.

Assignment: NR will call Paul and Dalia to discuss our participation and also on room arrangements.
PCH reported that Charles Bronfman will chair GA in Israel next year. Agenda will focus on Israel/Diaspora relations. This GA will take place six months before Lay Leadership Forum.



CONFIDENTIAL

CIJE ASSIGNMENTS

Staff Meeting Assignments as of September 11, 1997

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DATE DUE
1.	BWH will call ADH to discuss YU/JTS gift.	BWH	9/11/97	
2.	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
3.	ADH and GZD to have telecon re: Melton short term programs.	GZD/ADH	5/1/97	7/9/97
4.	GZD and BWH to discuss work on the Policy Brief.	GZD/BWH	5/1/97	7/9/97
5.	KAB will write up a senior staff policy with regard to the acceptance of outside compensation.	KAB	5/20/97	7/9/97
6.	BWH to call Ruth Pinkenson Feldman re: strategy for using the Early Childhood Best Practices.	BWH	5/20/97	7/9/97
7.	KAB to discuss Educational Leaders Report with EG and AG.	KAB/EG/AG	5/20/97	8/1/97
8.	GZD will call Bill Firestone re: Norms and Standards piece	GZD	5/1/97	6/4/97
9.	BWH to call David Behrman re: advice on dissemination.	BWH	5/20/97	6/4/97

KAB

CONFIDENTIAL – FINAL

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: September 29, 1997

DATE MINUTES ISSUED: October 7, 1997

PARTICIPANTS: Karen Barth, Gail Dorph, Nellie Harris, Cippi Harte, Alan Hoffmann, Jessica Holstein (secy.), Barry Holtz (via telephone), Karen Jacobson, Nessa Rapoport

CC: Shahrazad Ahmed, C.C. Cruz (for Megan Ifill), Sarah Feinberg, Adam Gamoran, Ellen Goldring, Elie Holzer, Mort Mandel, Dan Pekarsky, Lester Pollack, Susan Stodolsky, Chava Werber

I. Staff Learning

NH led the staff learning session with excerpts from Mishna Sota 9:15 and Talmud Sota 49b.

II. Review of Previous Minutes

September 11 Minutes were reviewed, corrected and accepted.

III. GA

Decision was made not to get a suite.

Assignment: NR to call Marty Kraar about getting a meeting room instead. It was agreed that CIJE staff attending GA would depart on Sunday and return on Tuesday on 4:00 pm flight.

IV. Lay Leadership Forum

PCH distributed questions on Forum to be raised at Board Meeting. Questions and issues were discussed and prioritized and list of questions was revised. The question was raised whether Forum should be a lay/professional event. Possible Forum planning committees discussed:

- Working committee – staff plus several Board members.
- Representative from each planning partner (e.g., JESNA, CJP) and from some communities.

Also discussed was possibility of interviewing 20-25 lay people about their ideas. KAB will introduce Forum to Board and put questions on the table, and each Board member will be interviewed later to get their ideas on all the questions. It was suggested that Forum be a piece of every Board meeting, and that the Board be a "committee of whole" for Forum planning.

V. Lay Leadership Research

There was a discussion about if and what type of lay leadership research should be done in preparation for the Forum. Potential questions for research:

- Why and by what process do lay people get involved in Jewish education, and what are obstacles to this process?
- What are the demographics of lay leadership?

It was agreed that research should be contracted out and that a prominent researcher was needed. Possible candidates were Barry Kosmin, Calvin Goldschieder, Sam Heilman, Reynold Levy, Charles Kadushin, Pearl Beck, Steve Cohen.

Assignment: NR to obtain advance copy of Ma'yan study of composition of national boards coming out this fall from Pearl Beck/Bethamie Horowitz. KAB announced that CIJE has hired Steve Cohen as a consultant on the Indicators Project to write a paper on existing data sets.

Assignment: NR to call Reynold Levy and Ma'yan to get names of people who have studied women in philanthropy.

Assignment: KAB and PCH to discuss consultation on research.

Assignment: PCH to set up consultation with Sam Heilman, Charles Kadushin, and Steve Cohen and others.

VI. Staff Positions

KAB presented new CIJE staff positions to be filled:

- In-house researcher/evaluator – half-time
- Development person (grant-writing, matching donors with programs) – half-time
- Senior education person to share duties with KAB and GZD

There was a discussion of suggested candidates. Several names were mentioned.

Assignment: KAB to meet with Pearl Beck.

Assignment: PCH to contact candidates to set up meetings with KAB.

It was agreed that it would be great to have a full-time development person. Discussion to be added to next week's agenda.

VII. Board Meeting Agenda

Board Meeting agenda time allocation discussed and revised, and attendees confirmed (EH not coming, Sr. Joel Read is coming).

Assignment: JSH to call Sr. Joel Read regarding hotel accommodations.

(KAB reported that Sr. Joel will take KAB to a meeting with Ford Foundation religion department.)

Assignment: Materials to go out ahead of Board Meeting to KJ by end of today, September 29.

Assignment: PCH to revise Lay Leadership Forum questions for Board discussion.

Assignment: NR package with annual report.

All other documents will go into the book for the meeting.

VIII. YU/JTS Gift

EG's aunt is still waiting for our recommendation regarding gifts to YU and JTS.

Assignment: GZD to call Moshe Sokolow regarding YU gift.

Assignment: KAB to call Bob Hirt to set up meeting regarding YU gift.

KAB reported on her conversation with Bill Lebeau on strategic planning for JTS rabbinical school. KAB offered to do it with DP, and KAB will meet with Lebeau on September 30. KAB suggested possible use of JTS gift for this.

IX. Budget

KJ reported that we have a budget. KAB will meet with LP today, September 29, and MLM tomorrow, September 30. KAB will meet with LP and MLM on Erev Yom Kippur.

Assignment: KJ to distribute a copy of each individual budget to project group leader.

X. Professors

Staff discussed the possibility that Professors will not go to Israel due to staff time constraints, and the idea of a 5-day (not 10-day) program held in the U.S.

Assignment: KAB to discuss with ADH and Annette Hochstein.

There was a discussion of cost of holding Professors at Chauncey, as well as scheduling and attendance issues raised by possible change of location. To be placed at top of agenda for next meeting.

XI. Staff Development

GZD reported that Staff Development will start today, September 29, on teaching and learning, using an 18-minute TEI video.

CONFIDENTIAL

CIJE ASSIGNMENTS

Staff Meeting Assignments as of September 29, 1997

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DATE DUE
1.	KJ to put in staff manual the senior staff policy regarding the acceptance of outside compensation.	KAB	10/6/97	
2.	NR to call Marty Kraar about getting a meeting room at the GA.	NR	9/29/97	
3.	NR to obtain advance copy of Ma'yan study of composition of national boards coming out this fall from Pearl Beck and Bethamie Horowitz.	NR	9/29/97	
4.	NR to call Reynold Levy and Ma'yan to get names of people who have studied women in philanthropy.	NR	9/29/97	
5.	KAB and PCH to discuss consultation on research for Lay Leadership Forum.	KAB/PCH	9/29/97	
6.	PCH to set up consultation on research for Lay Leadership Forum.	PCH	9/29/97	
7.	KAB to meet with Pearl Beck.	KAB	9/29/97	
8.	PCH to contact candidates for new staff positions to set up meetings with KAB.	PCH	9/29/97	
9.	JSH to call Sr. Joel Read regarding hotel accommodations.	JSH	9/29/97	
10.	Materials to go out ahead of Board Meeting to KJ.	All Staff	9/29/97	9/29/97
11.	PCH to revise Lay Leadership Forum questions for Board discussion.	PCH	9/29/97	
12.	NR to put together package with annual report for Board Meeting.	NR	9/29/97	
13.	GZD to call Moshe Sokolow regarding YU gift.	GZD	9/29/97	
14.	KAB to call Bob Hirt to set up meeting regarding YU gift.	KAB	9/29/97	
15.	KJ to distribute a copy of each individual budget to project group leader.	KJ	9/29/97	
16.	KAB to discuss June Professors with ADH and Annette Hochstein.	KAB	9/29/97	

CONFIDENTIAL – FINAL

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: October 6, 1997

DATE MINUTES ISSUED: October 13, 1997

PARTICIPANTS: Karen Barth, Gail Dorph, Nellie Harris, Cippi Harte, Jessica Holstein (secy.), Barry Holtz (via telephone), Karen Jacobson, Nessa Rapoport

CC: Shahrzad Ahmed, C.C. Cruz (for Megan Ifill), Sarah Feinberg, Adam Gamoran, Ellen Goldring, Alan Hoffmann, Elie Holzer, Mort Mandel, Dan Pekarsky, Lester Pollack, Susan Stodolsky, Chava Werber

I. Review of Previous Minutes

September 29 Minutes were reviewed, corrected and accepted. Old Assignments were reviewed, discussed and corrected.

Assignment: BWH to report on Melton short-term programs in a couple of months.
Assignment: KJ to put in staff manual the senior staff policy regarding the acceptance of outside compensation.

II. Internship Program

KAB reported on discussion with MLM regarding creation of internship program for high-quality resumes CIJE has received recently. MLM supported the idea and thinks it should be part of JEWEL.

Assignment: NR to add names of possible internship candidates to CIJE mailing list.

III. Staffing

KAB reported that we are considering hiring a full-time development person.

IV. Staff Learning

GZD led the staff learning session on *Unetaheh Tokef* prayer from High Holidays service.

V. Professors

KAB reported that Mike Rosenak is booked to come to the January Professors Seminar.

Assignment: BWH to meet with Mike Rosenak.

Possible topics were discussed, including Jewel Planning projects. GZD reported that Fran Jacobs would be ready with work on early childhood, and that Bill Firestone could do piece on Norms and Standards. It was suggested that January Professors could build on Mike Rosenak's and EH's work for the "Leading Jewishly" seminar to be held in December. Composition and possible expansion of Professors Group was discussed with suggestion that up to 3 new people be added each time, e.g. Mike Millstein, Sam Meisels.

Assignment: GZD to contact Mike Millstein, Sam Meisels.

It was proposed that June Professors Seminar be scheduled from the evening of June 16 through 2:00 pm, June 21.

Assignment: BWH to contact Professors regarding this date.

VI. Calendar Update

See attached Calendar. KAB announced plans to change fiscal year to July 1 to July 1, with a Staff Retreat in January or February to do extra half-year work plan to get on new cycle.

VII. Lay Leadership Research

List of candidates was compiled for consultation to develop ideas, questions and methodology for lay leadership research to be done in preparation for the Forum. It was discussed that several good thinkers across disciplines be brought together to consider whether existing research should be pulled together or new research created. Staff were assigned to contact candidates about availability for November 19, 24 and December 24.

Assignment: Steven Cohen (PCH), Sam Heilman (BWH), Charles Kadushin (BWH), Barry Kosmin (NR), Reynold Levy (NR), Michael Paley (KAB), Jonathan Sarna (NR), Gary Tobin (GZD), Jack Wertheimer (KAB), Susan Stodolsky (PCH), Barbara Schneider (GZD), and a few CIJE Board members (KAB).

Payment of consultants will be at our standard rate.

VIII. Board Meeting Agenda Recap

Agenda for Thursday's Board Meeting was reviewed, and materials still needed were mentioned:

- Lay Leadership Forum

Assignment: PCH to give Lay Leadership Forum task time grid to KJ by October 7.

- Workplan
- Assignment: KAB to give presentation on work plan to KJ today, October 6.
- Lunch
- Sister Joel Read
- Assignment: KAB to get materials on Sister Joel to KJ by October 7.
- Assignment: GZD to call DP about his tying in Sister Joel's story with CIJE's work, as lead in to University of Wisconsin item.
- University of Wisconsin
- Updates (as discussed at September 29 Staff Meeting):
 - Harvard Leadership (GZD)
 - Jewel Planning Consultation (GZD)
 - Staff Development (GZD)
 - Annual Report (NR)
 - Chairman's Council (KAB)
 - Rabbinical Schools (KAB)
 - GA – announce who will go (KAB)
- Assignment: KAB to inform CW of audio/visual equipment needs and set-up. Budget will not be discussed at this Board Meeting.

IX. GA

Update was given on status of GA sessions:

- Community Day High Schools – DP is not able to attend.
- Synagogue Transformation – will not take place.
- Supplementary Schools – Paul Flexner (JESNA) has not returned calls regarding having a TEI person attend.
- Assignment: KAB to discuss having TEI person attend Supplementary Schools session with Jon Woocher on Wednesday, October 8.
PCH reported that she spoke with Steve Hoffman regarding Federation people to meet with at GA.
- Assignment: PCH to get an update from CIJE staff regarding CIJE's background with people on Steve Hoffman's list.
It was decided that individual meetings should be set up with people at the GA, including lay people from Boston, Michael Rukin, Mark Gurvis, private foundations, and Rob Torem (new head of SAMIS in Seattle).
- Assignment: KAB to contact Michael Rukin.
- Assignment: NR to call Mark Kramer.
(It was reported that the Jewish Funders Network has moved into office space at JCCA.)

X. Budget Review

- KAB will meet with MLM on Friday, October 10 regarding the budget.
- Assignment: KJ to re-fax budget to BWH.
- Assignment: Project leaders to review budgets for their programs before October 10.

Assignment: KJ to get detailed budgets from Bob Dietz and distribute to project leaders today, October 6.

Assignment: KJ to get complete budget details to KAB today, October 6.

XI. Early Childhood Update

GZD reports that Fran Jacobs is prepared to write a short paper on early childhood which serve as the basis for a larger consultation on early childhood. The paper will include data on early childhood that is part of CIJE Study of Educators. Barbara Salmonson was suggested as a policy person in early childhood field.

Assignment: PCH to contact Barbara Salmonson.



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CIJE ASSIGNMENTS

Staff Meeting Assignments as of October 6, 1997

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DATE DUE
1.	BWH to report on Melton short-term programs in a couple of months.	BWH	10/6/97	12/6/97
2.	KJ to put in staff manual the senior staff policy regarding the acceptance of outside compensation.	KAB	10/6/97	
3.	NR to add names of possible internship candidates to CIJE mailing list and send CIJE kits.	NR	10/6/97	
4.	BWH to meet with Mike Rosenak regarding January Professors Seminar.	BWH	10/6/97	
5.	BWH to contact Professors regarding the proposed date for the June Professors Seminar.	BWH	10/6/97	
6.	PCH to contact Steven Cohen and SS regarding availability for consultation on lay leadership research.	PCH	10/6/97	
7.	BWH to contact Sam Heilman and Charles Kadushin regarding availability for consultation on lay leadership research.	BWH	10/6/97	
8.	NR to contact Barry Kosmin, Reynold Levy, Jonathan Sarna, regarding availability for consultation on lay leadership research.	NR	10/6/97	
9.	KAB to contact Michael Paley, Jack Wertheimer and a few CIJE Board members regarding availability for consultation on lay leadership research.	KAB	10/6/97	
10.	GZD to contact Gary Tobin, Barbara Schneider regarding availability for consultation on lay leadership research.	GZD	10/6/97	
11.	PCH to give Lay Leadership Forum task time grid to KJ.	PCH	10/6/97	10/7/97
12.	KAB to give presentation on work plan to KJ.	KAB	10/6/97	10/6/97
13.	KAB to get materials on Sister Joel to KJ.	KAB	10/6/97	10/7/97
14.	GZD to call DP about his tying in Sister Joel's story with CIJE's work, as lead in to University of Wisconsin at Board Meeting.	GZD	10/6/97	10/8/97
15.	KAB to inform CW of audio/visual equipment needs and set-up for Board Meeting.	KAB	10/6/97	10/8/97
16.	KAB to discuss with Jon Woocher having TEI person attend Supplementary Schools session at GA.	KAB	10/6/97	10/8/97

17.	PCH to get an update from CIJE staff regarding CIJE's background with people on Steve Hoffman's list of people to see at the GA.	PCH	10/6/97	
18.	KAB to contact Michael Rukin about meeting with Boston lay leaders at GA.	KAB	10/6/97	
19.	NR to call Mark Kramer to find out who will attend GA.	NR	10/6/97	
20.	KJ to re-fax budget to BWH.	KJ	10/6/97	10/6/97
21.	Project leaders to review budgets for their programs.	All Staff	10/6/97	10/10/97
22.	KJ to get detailed budgets from Bob Dietz and distribute to project leaders.	KJ	10/6/97	10/6/97
23.	KJ to get complete budget details to KAB.	KJ	10/6/97	10/6/97
24.	PCH to contact Barbara Salmonson regarding Early Childhood project.	PCH	10/6/97	
25.	NR to call Marty Kraar about getting a meeting room at the GA.	NR	9/29/97	
26.	NR to obtain advance copy of Ma'yan study of composition of national boards coming out this fall from Pearl Beck and Bethamie Horowitz.	NR	9/29/97	
27.	NR to call Reynold Levy and Ma'yan to get names of people who have studied women in philanthropy.	NR	9/29/97	
28.	KAB and PCH to discuss consultation on research for Lay Leadership Forum.	KAB/PCH	9/29/97	
29.	PCH to set up consultation on research for Lay Leadership Forum.	PCH	9/29/97	
30.	KAB to meet with Pearl Beck.	KAB	9/29/97	
31.	PCH to contact candidates for new staff positions to set up meetings with KAB.	PCH	9/29/97	
32.	JSH to call Sr. Joel Read regarding hotel accommodations.	JSH	9/29/97	
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37.	KAB to call Bob Hirt to set up meeting.	KAB	9/29/97	
38.	KJ to distribute a copy of each individual budget to project group leader.	KJ	9/29/97	
39.	KAB to discuss June Professors with ADH and Annette Hochstein.	KAB	9/29/97	

STAFF MEETING AND LEARNING LIST
Addendum to 1997 CIJE Calendar

Staff Meeting Dates Projected through 1997 as of October 13, 1997

10/6	Mon.	Staff Telecon	10-1:00	Gail
10/13	Mon.	Staff Telecon	10-1:00	Nessa
10/27	Mon.	Staff Telecon	10-1:00	Cippi
11/3	Mon.	Staff Telecon	10-1:00	Karen
11/10	Mon.	Staff Telecon	10-1:00	Gail
11/20	Thurs.	Staff Telecon	10-1:00	Barry
11/24	Mon.	Staff Telecon	10-1:00	KJ
12/1	Mon.	Staff Telecon	10-1:00	Nellie
12/8	Mon.	Staff Telecon	10-1:00	Nessa
12/15	Mon.	Staff Telecon	10-1:00	Cippi
12/22	Mon.	Staff Telecon	10-1:00	Karen

Please note the cancellations or rescheduling of the following previously scheduled meetings:

10/14 Tues.
10/20 Mon.

CIJE Calendar of Upcoming Meetings & Events
 (excluding staff meetings)
July 1997 - December 1997

As of October 13, 1997

DATE	EVENT	TIME	PLACE	POINT PERSON	LEAD PERSON
Oct. 29, 1997	Luncheon Seminar	11:45-1:45	JCCA - NYC	CW	NR
Nov. 14 - 19, 1997	GA		Indianapolis		
Dec. 3, 1997	Board Meeting	9:30-4	JCCA - NYC	CW	KJ
Dec. 16, 1997	Luncheon Seminar	11:45-1:45	JCCA - NYC	CW	NR



CIJE Calendar of Upcoming Meetings & Events
(excluding staff meetings)
January - December 1998

As of October 13, 1997

DATE	EVENT	TIME	PLACE	POINT PERSON	LEAD PERSON
Jan. 29-Feb. 1, 1998	Professors Seminar				
Feb. 2	Board Meeting				
Feb. 3, 1998	Chairman's Council Breakfast				
Feb. 4-5, 1998	Staff Mini-Retreat				
Mar. 18, 1998	Luncheon Seminar				
Mar. 19, 1998	Board Meeting				
Apr. 1-2, 1998	Staff Retreat	All day			
May 12, 1998	Luncheon Seminar				
May 17-20, 1998	TEI Cohort II				
June 7-9, 1998	Research Conference				
June 16-21, 1998	Professors Seminar				
June 23, 1998	Chairman's Council Breakfast				
June 23, 1998	Board Meeting				
Aug. 10-11, 1998	Staff Retreat				
Aug. 13, 1998	Board Meeting				
Oct. 22, 1998	Chairman's Council Breakfast				
Oct. 22, 1998	Board Meeting				
Nov. 16-19, 1998	GA		Jerusalem		

1998 Jewish and Secular Holidays

January 19 (Monday)	Martin Luther King Day
February 16 (Monday)	Presidents' Day
* April 11-12 (Saturday-Sunday)	Pesach
* April 17-18 (Friday-Saturday)	
May 25 (Monday)	Memorial Day
* May 31-June 1 (Sunday-Monday)	Shavuot
July 4 (Saturday)	Independence Day
September 7 (Monday)	Labor Day
* September 21-22 (Monday-Tuesday)	Rosh HaShanah
* September 30 (Wednesday)	Yom Kippur
* October 5-6 (Monday-Tuesday)	Sukkot
* October 12-13 (Monday-Tuesday)	Shemini Atzeret/Simchat Torah
November 26 (Thursday)	Thanksgiving
December 25 (Friday)	Christmas

* CIJE Office closes early day before.

YAM

CONFIDENTIAL – FINAL

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: October 13, 1997

DATE MINUTES ISSUED: October 28, 1997

PARTICIPANTS: Karen Barth, Gail Dorph, Nellie Harris, Cippi Harte, Jessica Holstein (secy.), Barry Holtz (via telephone), Karen Jacobson, Nessa Rapoport

CC: Shahrazad Ahmed, C.C. Cruz (for Megan Ifill), Sarah Feinberg, Adam Gamoran, Ellen Goldring, Alan Hoffmann, Elie Holzer, Mort Mandel, Dan Pekarsky, Lester Pollack, Susan Stodolsky, Chava Werber

Status of the telecon phone was discussed. It was decided that company providing our phone system should handle this.

I. Staff Learning

NR led Staff Learning on the issue of what it means to be chosen with a piece she wrote in *Beginning Anew* edited by Gail Twersky Reimer and Judith A. Kates.

II. Review of Previous Minutes

October 6 Minutes and Assignments were reviewed, corrected and accepted.

III. October 9 Board Meeting Follow-up

Sister Joel's Board Meeting presentation was discussed and reactions were given. It was suggested perhaps we might invite Sister Joel to a future meeting with staff and Professors in the mid-west.

Assignment: KAB to call Sister Joel.

Assignment: KJ to have Sister Joel's talk transcribed and distributed to internal staff.

Assignment: KJ to call Sister Joel regarding expense reimbursement.

IV. YU/JTS Gift

KAB updated on situation with gift from EG's aunt.

V. Rabbi Twersky

BWH spoke about the funeral, and gave shiva details.

Assignment: NR to draft official note from LP to Mrs. Twersky.

Assignment: NR to distribute Mrs. Twersky's name and address to CIJE board, staff.

Assignment: KAB to discuss notice in the press with ADH.

VI. Ford Foundation

KAB reported on her visit with Sister Joel and Esther Leah Ritz to the Ford Foundation. They met with the head of the new religion department, Connie Buchanan, as well as the head of Media, Culture, Education and Religion, Alison Bernstein. Ford Foundation sees religious institutions as vehicles for social change, education, etc.

Assignment: KAB to write note and send materials to Ford Foundation.

Assignment: KAB to set up another meeting for after she returns from Israel.

VII. Budget Meeting

KAB reported on meetings with MLM and LP. Budget will be finalized before December 3 Board Meeting.

Assignment: KJ and Bob Dietz to meet with each project leader regarding individual budget details by October 28.

Assignment: SA to contact staff today regarding schedules for these meetings. KJ and Bob Dietz will attend part of meeting with KAB and LP on November 24 to present 4-5 largest project budgets and sampling of other projects.

Assignment: KJ to inform Bob Dietz about November 24 meeting.

VIII. December 3 Board Meeting

Board Meeting agenda discussed.

- Indicators – Barbara Schneider was invited to attend Board Meeting.

Assignment: JSH to contact Barbara Schneider regarding arrangements.

- Forum
- Budget

Incorporating Jewish learning into Board Meetings was raised.

Development of Board member small working groups was discussed.

Space issues for Board Meetings discussed, as we are outgrowing JCCA meeting space.

Assignment: SA to contact Baruch College regarding renting meeting space for future Board Meetings.

IX. GA

PCH reported that CIJE will be in Westin Hotel and that we have a suite.

X. Database

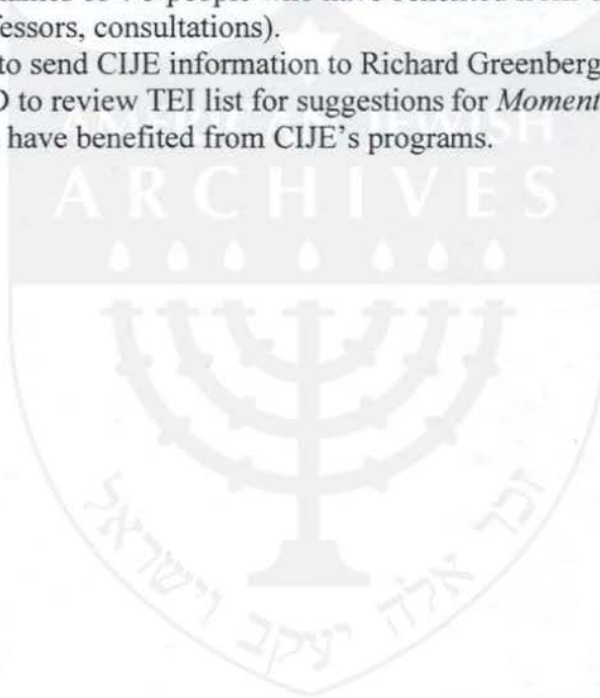
NR asked staff to please make time to meet with CW regarding database issues, as we need to move forward on this.

XI. Moment Interview

KAB was interviewed by Richard Greenberg of *Moment* magazine for a piece on philanthropy and Jewish education. He requested materials and the names of 4-5 people who have benefited from CIJE programs (TEI, Professors, consultations).

Assignment: NR to send CIJE information to Richard Greenberg.

Assignment: GZD to review TEI list for suggestions for *Moment* magazine of people who have benefited from CIJE's programs.



CONFIDENTIAL

CIJE ASSIGNMENTS

Staff Meeting Assignments as of October 13, 1997

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DATE DUE
1.	KJ to have Sister Joel's talk transcribed and distributed to internal staff.	KJ	10/13/97	
2.	KJ to call Sister Joel regarding expense reimbursement.	KJ	10/13/97	
3.	KAB to call Sister Joel regarding possible future meeting in the mid-west with staff and Professors.	KAB	10/13/97	
4.	NR to draft official note from LP to Rabbi Twersky's widow.	NR	10/13/97	
5.	NR to distribute name and address of Rabbi Twersky's widow to CIJE board, staff.	NR	10/13/97	
6.	KAB to discuss with ADH notice in the press about Rabbi Twersky's death.	KAB	10/13/97	
7.	KAB to write note and send materials to Ford Foundation.	KAB	10/13/97	
8.	KAB to set up meeting with Ford Foundation for after she returns from Israel.	KAB	10/13/97	
9.	KJ and Bob Dietz to meet with each project leader regarding individual budget details by October 28.	KJ/Bob Dietz	10/13/97	10/28/97
10.	SA to contact staff regarding schedules for budget meetings with KJ and Bob Dietz.	SA	10/13/97	10/13/97
11.	KJ to inform Bob Dietz about November 24 meeting with KAB and LP.	KJ	10/13/97	
12.	JSH to contact Barbara Schneider regarding arrangements for December 3 Board Meeting.	JSH	10/13/97	
13.	SA to contact Baruch College regarding renting meeting space for future Board Meetings.	SA	10/13/97	
14.	NR to send draft of annual report to Richard Greenberg at <i>Moment</i> magazine.	NR	10/13/97	
15.	GZD to review TEI list for people who have benefited from CIJE's programs for <i>Moment</i> magazine article.	GZD	10/13/97	
16.	BWH to report on Melton short-term programs in a couple of months.	BWH	10/6/97	12/6/97

17.	KJ to put in staff manual the senior staff policy regarding the acceptance of outside compensation.	KAB	10/6/97	
18.	NR to add names of possible internship candidates to CIJE mailing list and send CIJE kits.	NR	10/6/97	
19.	BWH to meet with Mike Rosenak regarding January Professors Seminar.	BWH	10/6/97	
20.	BWH to contact Professors regarding the proposed date for the June Professors Seminar.	BWH	10/6/97	
21.	PCH to get an update from CIJE staff regarding CIJE's background with people on Steve Hoffman's list of people to see at the GA.	PCH	10/6/97	
22.	PCH to contact Barry Shrage about meeting with Michael Rukin and other Boston lay leaders at GA.	PCH	10/6/97	
23.	NR to obtain advance copy of Ma'yan study of composition of national boards coming out this fall from Pearl Beck and Bethamie Horowitz.	NR	9/29/97	
24.	PCH to set up consultation on research for Lay Leadership Forum.	PCH	9/29/97	
25.	KAB to meet with Pearl Beck.	KAB	9/29/97	
26.	PCH to contact candidates for new staff positions to set up meetings with KAB.	PCH	9/29/97	
27.	KAB to call Bob Hirt to set up meeting.	KAB	9/29/97	
28.	KAB to discuss June Professors with ADH and Annette Hochstein.	KAB	9/29/97	

CONFIDENTIAL – FINAL

MINUTES: CIJE STAFF TELECONFERENCE

KAB

DATE OF MEETING: October 27, 1997

DATE MINUTES ISSUED: November 24, 1997

PARTICIPANTS: Karen Barth, Gail Dorph, Nellie Harris, Cippi Harte, Jessica Holstein (secy.), Barry Holtz (via telephone), Karen Jacobson, Nessa Rapoport

CC: Shahrazad Ahmed, Sarah Feinberg, Adam Gamoran, Ellen Goldring, Alan Hoffmann, Elie Holzer, Megan Ifill, Mort Mandel, Dan Pekarsky, Lester Pollack, Susan Stodolsky, Chava Werber

I. Staff Learning

PCH led Staff Learning with the Simchat Torah readings *VeZot HaBrachah* and *Bereishit* and an excerpt from "On Leadership" by Gardner.

Assignment: KAB to give learning text for November 3 Staff Meeting to JSH.

II. Review of Previous Minutes

October 13 Minutes and Assignments were reviewed, corrected and accepted.

III. Sister Joel Read

Assignment: KAB to call Sister Joel Read regarding donation to Alverno College. There was a brief discussion about inviting Sister Joel to a possible staff retreat at an airport hotel in the Midwest and including Sharon, Deborah, and SS.

IV. Rabbi Twersky z"l

Assignment: NR to find photo of Rabbi Twersky z"l from CIJE Board Meeting and possibly send to his family.

V. Staffing Options

There was a major discussion of candidates for the following job openings:

- Senior Researcher
- In-House Evaluator (half-time)
- Fundraiser
- Senior Education Officer
- Researchers (4): Synagogue Change, TEI, Lay Leadership, JEWEL
- Oppenheim
- CFWW Director (no funding in budget)
- Consulting Helper (no funding in budget)

Staffing discussion to continue at next week's staff meeting in order to involve staff more in this process.

Assignment: BWH to find out who was recruited for new Melton program.

Assignment: MI to give Summer Staff Retreat notes to JSH for names for staffing candidates list for KAB.

VI. December 3 Board Meeting

Agenda items and times as follows:

- Minutes 9:30 - 10:00 am
- Indicators 10:00 - 11:15 am
- Break 11:15 - 11:30 am
- Updates 11:30 am - 12:15 noon
- Lunch 12:15 noon - 1:00 pm
- Forum 1:00 - 2:00 pm
- Budget 2:00 - 3:00 pm

Format and scheduling of Updates was discussed, and it was suggested that there be a section in the Board book with pieces on each Update.

Updates to be given will include staffing, Harvard, database, December 24 Lay Leadership Research Consultation, fundraising, Synagogue Change Project.

Assignment: All staff to come up with "~~show and tell~~ ^{written materials}" pieces for December Board Meeting Updates.

There was a discussion about how to present the budget, and KAB discussed min-max budget idea. It was suggested that Board Meeting end with a preview of the next Board Meeting.

VII. GA

PCH and NR reported that at this point we do not know what hotel CIJE staff will stay in, and we do not yet have meetings set up. Sylvia Abrams of TEI will attend Paul Flexner's session, and materials should be sent to her.

VIII. Professors

BWH reported on his discussion with Mike Rosenak, who indicated that the "Leading Jewishly" piece from Harvard would not be appropriate for Professors group. GZD reported that she has sent email to Mike Milstein and Sam Meisels.

IX. Budget

Budget review meetings with BD, KJ and project administrators will be done by October 28, and BD will produce final budgets for KAB to present to Stanley in Israel.

X. Administrative/Support Staff Issues

KJ reported that we have no receptionist, but we are looking. In the meanwhile, support staff will each cover the phones for one time slot per day. Guests must be put in reception book (i.e., appointment book at the reception desk).

KJ reported that there is now a policy that when support staff call in sick, they must call KJ and their direct supervisor. KJ will then inform SA, who will circulate a memo regarding the absence. In addition, support staff have been asked to leave a note on their desk indicating their whereabouts when they are away from their desks. Support staff must also have permission from a senior staff member to stay in the office after 5:30-6:00 pm.

KJ reported that SA will be coming around to senior staff to get information on staff member's projects as necessary. A discussion followed about how this information would be used, and if this would be an effective tool for upgrading support staff's knowledge base. It was suggested that a brown bag lunch be scheduled sooner than 1998. It was agreed that Staff Development and the 1998 brown bag lunches be on a future Staff Meeting agenda.

KJ reminded all staff that meetings need to be put on the Meeting Board and support staff informed. Support staff should keep their senior staff member's calendar. KJ requested that she be emailed regarding all meetings.

KJ reported that vacation/sick day schedules and remaining flex spending are in staff mailboxes and reminded staff to use up both by the end of the year.

KJ reminded all staff that Friday 2:00 pm early closing starts on October 31, and there was a discussion about the Friday after Thanksgiving, as the building and JCCA may be closed.

NR suggested that for reasons of security the front door should be locked after 5:30 pm or whenever anyone is alone in the office.



CONFIDENTIAL

CIJE ASSIGNMENTS

Staff Meeting Assignments October 27, 1997

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DATE DUE
1.	KAB to give learning text for November 3 Staff Meeting to JSH.	KAB/JSH	10/27/97	10/29/97
2.	KAB to call Sister Joel Read regarding donation to Alverno College.	KAB	10/27/97	
3.	BWH to find out who was recruited for new Melton program.	BWH	10/27/97	
4.	MI to give Summer Staff Retreat notes to JSH for names for staffing candidates list for KAB.	MI	10/27/97	10/29/97
5.	All staff to come up with "show-and-tell" piece for December Board Meeting Updates.	All Staff	10/27/97	
6.	KJ to have Sister Joel's talk transcribed and distributed to internal staff.	KJ	10/13/97	
7.	KAB to call Sister Joel regarding possible future meeting in the mid-west with staff and Professors.	KAB	10/13/97	
8.	KAB to write note and send materials to Ford Foundation.	KAB	10/13/97	
9.	KAB to set up meeting with Ford Foundation for after she returns from Israel.	KAB	10/13/97	
10.	KJ and Bob Dietz to meet with each project leader regarding individual budget details by October 28.	KJ/Bob Dietz	10/13/97	10/28/97
11.	JSH to contact Barbara Schneider regarding arrangements for December 3 Board Meeting.	JSH	10/13/97	
12.	SA to contact Baruch College regarding renting meeting space for future Board Meetings.	SA	10/13/97	
13.	BWH to report on Melton short-term programs in a couple of months.	BWH	10/6/97	12/6/97
14.	KJ to put in staff manual the senior staff policy regarding the acceptance of outside compensation.	KAB	10/6/97	
15.	NR to add names of possible internship candidates to CIJE mailing list and send CIJE kits.	NR	10/6/97	
16.	BWH to contact Professors regarding the proposed date for the June Professors Seminar.	BWH	10/6/97	
17.	PCH to get an update from CIJE staff regarding CIJE's background with people on Steve Hoffman's list of people to see at the GA.	PCH	10/6/97	

18.	PCH to contact Barry Shrage about meeting with Michael Rukin and other Boston lay leaders at GA.	PCH	10/6/97	
19.	KAB to meet with Pearl Beck.	KAB	9/29/97	
20.	KAB to call Bob Hirt to set up meeting.	KAB	9/29/97	
21.	KAB to discuss June Professors with ADH and Annette Hochstein.	KAB	9/29/97	



~~CONFIDENTIAL - DRAFT~~ ^{FINAL}

KAB

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: November 3, 1997

DATE MINUTES ISSUED: November 24, 1997

PARTICIPANTS: Karen Barth (via telephone), Gail Dorph, Nellie Harris, Cippi Harte (via telephone), Jessica Holstein (secy.), Barry Holtz (via telephone), Karen Jacobson, Nessa Rapoport

CC: Shahrazad Ahmed, Sarah Feinberg, Adam Gamoran, Ellen Goldring, Alan Hoffmann, Elie Holzer, Megan Ifill, Mort Mandel, Dan Pekarsky, Lester Pollack, Susan Stodolsky, Chava Werber

Staff Learning and Review of October 27 Minutes postponed to next staff meeting.

I. December 3 Board Meeting

Agenda:

- Minutes 9:30 - 10:00 am
- Indicators 10:00 - 11:15 am
- Break 11:15 - 11:30 am
- Updates 11:30 am - 12:15 noon
- Lunch 12:15 noon - 1:00 pm
- Forum 1:00 - 2:00 pm
- Budget 2:00 - 3:00 pm

Updates to be given will include staffing (KAB), Harvard (GZD) including seminar, JEWEL consult, and leadership consultation, December 24 Lay Leadership Research Consultation, fundraising (KAB), Synagogue Change Project (KAB). Conference on Rabbinic Education (KAB) to be added to Updates. Database (NR) to February Board Meeting Updates. Synagogue Change Project and Conference on Rabbinic Education updates to be discussed at next staff meeting.

Assignment: KJ to do backward map of deadlines for December 3 Board Meeting documents.

Michael Rosenak will attend and observe at December 3 Board Meeting.
He will stay in Boston on December 1 and 2 to talk with staff to get up to speed. (GZD may be in Ann Arbor on December 1.)

AG and DNP to attend December 3 Board Meeting.

Assignment: JSH to revise and distribute 1998 meeting schedule.

Assignment: JSH to distribute December 1997 meeting schedule.

II. Indicators Project

Assignment: AG will speak to Barbara Schneider regarding Indicators.
There is an Indicators Meeting on November 19. Board meeting discussion will be on the agenda for last half hour of meeting.

Assignment: AG to do November 19 meeting preparation.

III. Leadership Forum

Leadership Forum meeting on November 19. Half hour to be allocated to Board Meeting discussion.

IV. Budget

KAB is working on a budget presentation with KJ to be given to LP and MLM. KAB will present it to staff ahead of meeting with LP and MLM. KJ reported that BD reviewed budgets with DNP, BWH, PCH, NR GZD, KAB. BD is out of the office for next 3 days.

Assignment: KJ to meet with BD when he returns.

Stanley Horowitz cannot meet with KAB in Israel, so meeting has been scheduled for November 20 at 1:00 pm.

V. Professors

BWH sent out email to all Professors regarding June availability, and so far has received 3 responses. Sam Wineburg will still be in Israel in June and cannot come to the US. Sharon Feiman-Nemser has a potential conflict. Deborah Kerdeman is theoretically available June 16 to 20.

Assignment: BWH to meet with Michael Rosenak on November 6.

GZD reported that Mike Milstein and Sam Meisels cannot come in January.

Assignment: SDF to contact Mike Milstein and Sam Meisels regarding June.

GZD has just contacted Marv Hoffman.

GZD reported that Bill Firestone cannot do Norms and Standards paper for January.

Assignment: GZD to contact Bill Firestone about doing an oral piece on Norms and Standards for January Professors.

Assignment: BWH to email Professors regarding January attendance.

Content of Professors to be discussed at next staff meeting.

VI. GA

PCH reported that we are waiting for written confirmation from the Westin Hotel. Meetings have been scheduled with Dick Spiegel, Wayne Feinstein, Alvin Schiff, and Mark Gurvis, and we are waiting to hear from others. KAB suggests calling Steve Hoffman and LP for assistance.

VII. Staff Meeting Schedule

KAB suggests we go ahead with December 4 all day staff meeting as ADH will be here and we could get his input. It was decided to invite consultants even if they cannot come. Notes will be taken and distributed to consultants if they do not attend.

Assignment: KJ to email consultants to extend invitation to December 4 staff meeting.

VIII. Yosi Prager/Avi Chai Foundation

Yosi Prager contacted KAB about setting up a chat group for Jewish educators to share ideas and curricula. Avi Chai will fund it, but asked if CIJE would run the project. It was suggested that this be referred to CAJE.

IX. Harvard

GZD reported that registration is up to 60 people. A waiting list has been started, though we cannot tell people when we will be holding next seminar.

IV. TEI

NH, GZD, and PCH to TEI in Cleveland November 9 to 12. GZD reported that 35 out of 40 people are attending this meeting. Anna Reichert will attend TEI in Cleveland for the first time. SS is attending. AG, EG, GZD and SS discussed TEI evaluation. There will be a TEI faculty meeting on Sunday morning, November 9. NH contacted TEI people about leading small group text study. TEI to be put on brown bag lunch agenda.

X. Luncheon Seminar

NR reported that Luncheon Seminar with Jerome Chanes on October 29 was a great success. The group was collegial and responsive. Luncheon Seminar is proving to be a successful venture, and attendance is good.

XI. Staffing Options

KAB interviewed Pearl Beck. She is interested in working on the Lay Leadership Research but cannot attend meeting on December 24.

Assignment: KAB to interview Jerusalem Fellows while in Israel.

Other candidates were suggested. Pros and cons of candidates to be discussed at next staff meeting.

Assignment: JSH to revise list of candidates.

XII. PEJE

KAB reported on her discussion with Josh Elkin and Naava Frank about helping them to develop a network of consultants and to train principals for new day schools.

XIII. Synagogue Change Project

The first meeting of the leadership team took place via teleconference on October 15. The meeting was very successful, and many issues were raised about serious work to be done which staff needs to discuss at a future staff meeting.

XIV. Peter May

KAB met with NY lay leader Peter May a few weeks ago regarding funding CFWW. He is potentially interested and asked for a proposal.

CONFIDENTIAL

CIJE ASSIGNMENTS

Staff Meeting Assignments November 3, 1997

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DATE DUE
1.	AG will speak to Barbara Schneider regarding Indicators.	AG	11/3/97	
2.	AG to do November 19 Indicators meeting preparation.	AG	11/3/97	11/19/97
3.	KJ to do backward map of deadlines for Dec. 3 Board Meeting documents.	KJ	11/3/97	11/14/97
4.	JSH to revise and distribute 1998 meeting schedule.	JSH	11/3/97	
5.	JSH to distribute December 1997 meeting schedule.	JSH	11/3/97	11/20/97
6.	BWH to meet with Michael Rosenak regarding Professors.	BWH	11/3/97	11/6/97
7.	SDF to contact Mike Milstein and Sam Meisels regarding June Professors.	SDF	11/3/97	
8.	GZD to contact Bill Firestone about doing an oral piece on Norms and Standards for January Professors.	GZD	11/3/97	
9.	BWH to email Professors regarding January attendance.	BWH	11/3/97	
10.	KJ to email consultants to extend invitation to Dec. 4 staff meeting.	KJ	11/3/97	11/10/97
11.	KJ to meet with BD regarding budgets reviewed with DNP, BWH, PCH, NR, GZD, KAB.	KJ/BD	11/3/97	
12.	KAB to speak to ADH about interviewing Jerusalem Fellows while in Israel.	KAB	11/3/97	
13.	JSH to revise list of prospective staff members.	JSH	11/3/97	
14.	KAB to call Sister Joel Read regarding donation to Alverno College.	KAB	10/27/97	
15.	BWH to find out who was recruited for new Melton program.	BWH	10/27/97	
16.	All staff to come up with "show-and-tell" piece for December Board Meeting Updates.	All Staff	10/27/97	
17.	KAB to call Sister Joel regarding possible future meeting in the mid-west with staff and Professors.	KAB	10/13/97	

18.	KAB to set up meeting with Ford Foundation for after she returns from Israel.	KAB	10/13/97	
19.	SA to contact Baruch College regarding renting meeting space for future Board Meetings.	SA	10/13/97	
20.	BWH to report on Melton short-term programs in a couple of months.	BWH	10/6/97	12/6/97
21.	BWH to contact Professors regarding the proposed date for the June Professors Seminar.	BWH	10/6/97	
22.	KAB to call Bob Hirt to set up meeting.	KAB	9/29/97	



FINAL
CONFIDENTIAL – DRAFT

KAB

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: November 20, 1997

DATE MINUTES ISSUED: November 24, 1997

PARTICIPANTS: Gail Dorph, Nellie Harris, Cippi Harte, Jessica Holstein (secy.), Karen Jacobson

CC: Shahrazad Ahmed, Karen Barth, Sarah Feinberg, Adam Gamoran, Ellen Goldring, Alan Hoffmann, Barry Holtz, Elie Holzer, Megan Ifill, Mort Mandel, Dan Pekarsky, Lester Pollack, Nessa Rapoport, Susan Stodolsky, Chava Werber

Staff Learning and Review of October 27 and November 3 Minutes postponed to next staff meeting.

I. December 3 Board Meeting

There was a discussion of materials needed for the Board Meeting:

- December 11 JEWEL consult agenda and list of participants with short bios of 3 lines each.
- December 24 Lay Leadership Research consultation agenda and list of participants with short bios.
- List of people KAB, PCH have talked with regarding Leadership Forum, i.e., Board members and lay and professional leaders met with at the GA with their affiliations.
- Summary of what we have learned from these discussions.

Above pieces will go in Board book and not be sent out with preliminary materials.

Assignment: PCH, GZD to meet today, November 20 regarding which materials above to Updates and which to Board Meeting discussion.

Assignment: PCH to prepare above materials for December 3 Board Meeting. The deadline for all Board Meeting materials is November 24. However, the materials on the Indicators Project will not be ready until November 28.

Assignment: AG to fax and FedEx disk with Indicators piece to KAB/MI on November 25.

Assignment: KAB to take Indicators piece with her to review when she leaves office on November 25.

All materials for Board book are due on November 26; FedEx will go out on November 28.

Assignment: KAB, CW to prepare cover letter for Board materials by November 28.

Assignment: All materials for Board meeting due by November 24.

Assignment: PCH/JSH to email participants for December 24 Lay Leadership Research consultation today, November 20, for 3-lines bios due November 24.

Assignment: JSH to see MI today, November 20, regarding KAB's Board documents on staffing issues, Synagogue Change Project, Conference on Rabbinic Education, and fundraising.

Assignment: KAB, CW to finish Board letter today, November 20, to go out with fax-back form, preliminary agenda, and notice to watch for FedEx with Board materials on December 1.

Michael Rosenak, Barbara Schneider, DNP, AG attending Board Meeting. Board Meeting materials to be discussed further at November 24 Staff Meeting.

II. Staff Retreat

KJ reported that consultants are not attending December 4 Staff Retreat. EH will attend.

Assignment: KAB to prepare Staff Retreat agenda.

Assignment: MI to reserve CIJE conference room and get materials and agenda from KAB.

Staff Retreat to be discussed further at November 24 Staff Meeting.

III. Meeting Schedule

Meeting schedule was reviewed and corrected.

Assignment: JSH to revise meeting schedule and distribute and prepare projected 1998 Staff Meeting calendar.

CONFIDENTIAL

CIJE ASSIGNMENTS

Staff Meeting Assignments November 20, 1997

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DATE DUE
1.	PCH, GZD to meet regarding which JEWEL and Forum materials to Updates and which to Board Meeting discussion.	PCH, GZD	11/20/97	11/20/97
2.	PCH to prepare JEWEL and Forum materials for December 3 Board Meeting.	PCH	11/20/97	11/26/97
3.	AG to fax and FedEx disk with Indicators piece to KAB/MI on November 25.	AG/MI	11/20/97	11/25/97
4.	KAB to take Indicators piece with her to review when she leaves office on November 25.	KAB/MI	11/20/97	11/25/97
5.	KAB, CW to prepare cover letter for Board materials by November 28.	KAB/CW	11/20/97	11/28/97
6.	All materials for Board meeting due by November 24.	All Staff	11/20/97	11/24/97
7.	PCH/JSH to email participants for December 24 Lay Leadership Research consultation today, November 20, for 3-lines bios due November 24.	PCH/JSH	11/20/97	11/20/97
8.	JSH to see MI today, November 20, regarding KAB's Board documents on staffing issues, Synagogue Change Project, Conference on Rabbinic Education, and fundraising.	JSH/MI	11/20/97	11/20/97
9.	KAB, CW to finish Board letter today, November 20, to go out with fax-back form, preliminary agenda, and notice to watch for FedEx with Board materials on December 1.	KAB/CW	11/20/97	11/20/97
10.	KAB to prepare Staff Retreat agenda.	KAB	11/20/97	
11.	MI to reserve CIJE conference room and get Staff Retreat materials and agenda from KAB.	MI	11/20/97	
12.	JSH to revise meeting schedule and distribute and prepare projected 1998 Staff Meeting calendar.	JSH	11/20/97	
13.	KAB to call Sister Joel Read regarding donation to Alverno College.	KAB	10/27/97	
14.	BWH to find out who was recruited for new Melton program.	BWH	10/27/97	
15.	All staff to come up with "show-and-tell" piece for December Board Meeting Updates.	All Staff	10/27/97	

16.	KAB to call Sister Joel regarding possible future meeting in the mid-west with staff and Professors.	KAB	10/13/97	
17.	KAB to set up meeting with Ford Foundation for after she returns from Israel.	KAB	10/13/97	
18.	SA to contact Baruch College regarding renting meeting space for future Board Meetings.	SA	10/13/97	
19.	BWH to report on Melton short-term programs in a couple of months.	BWH	10/6/97	12/6/97
20.	BWH to contact Professors regarding the proposed date for the June Professors Seminar.	BWH	10/6/97	
21.	KAB to call Bob Hirt to set up meeting.	KAB	9/29/97	



CONFIDENTIAL – FINAL

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: November 24, 1997

DATE MINUTES ISSUED: December 3, 1997

PARTICIPANTS: Karen Barth, Gail Dorph, Nellie Harris, Cippi Harte, Jessica Holstein (secy.), Karen Jacobson, Nessa Rapoport

CC: Shahrazad Ahmed, Sarah Feinberg, Adam Gamoran, Ellen Goldring, Alan Hoffmann, Barry Holtz, Elie Holzer, Megan Ifill, Mort Mandel, Dan Pekarsky, Lester Pollack, Susan Stodolsky, Chava Werber

OK-KB

I. Staff Learning

KAB led staff learning on speech, examining issues of praise, *lashon hara* (derogatory or damaging speech), *rechilut* (gossip) and their implications for the way we operate as an organization. It was suggested that it might be a topic for discussion at the staff retreat and that EH and Michael Rosenak might be asked to do a piece on *tochahah* (rebuke) in the future. Sources brought were from *Apples of Gold* by Rabbi Dovid Bernstein and *The Sanctity of Speech* compiled by Rabbi Yisroel Kalman and Rabbi Yisroel Meir Shain.

II. Review of Previous Minutes

October 27, November 3, and November 20 Minutes and Assignments were reviewed, corrected and accepted.

III. Staffing Options

KAB reported that she and ADH had a good meeting about staffing options.

There was discussion of the possibility of hiring one full-time staff person to be In-House Evaluator and Researcher for all research projects, including Synagogue Change and Lay Leadership. KJ raised issue of support staff needs for additional full-time staff. AG to meet with Pearl Beck on December 3. All staff to meet with her. It was proposed that she

be brought in initially as a consultant. KAB to meet with her Monday, December 1.

CFWW hiring is on hold until we get funding. Peter May has our proposal and we are waiting for a response.

Oppenheim is off budget for next year and on hold till we can find staff.

Next year, EH is probably relocating to New York, working 60-70% for CIJE with rest of time working for a school or teacher-training program; we will have a lot of Michael Rosenak's time; and BWH will be back.

It was decided that we should keep a running file of good candidates for future reference.

Assignment: GZD to contact Jody Hirsch and Judy Seigel.

IV. Office Space

There was a discussion of future office space needs and options.

V. PEJE

KAB presented PEJE's new reference guide, "A Guide to Educational Excellence in Jewish Day Schools." PEJE has held its first Board meeting and has had good PR. They are looking to us for advice on how to get consultants for new day schools and on training principals.

VI. Synagogue Change

KAB reported that she met with Barry Shrage, and he would like to attend the Synagogue Change research consultation in January. We also met with Michael Rukin (senior lay leader from Boston, chair of national Hillel, JESNA board member) and Michael Bohnen (lay head of Boston Continuity Commission), and they were very enthusiastic about the project.

VII. December 3 Board Meeting

Preparations and materials for Board Meeting were discussed.

MINUTES:

Assignment: KJ to finish previous Board Meeting minutes to go out with November 28 mailing.

Assignment: KAB to approve previous Board Meeting minutes.

INDICATORS:

Assignment: KAB to call AG to follow-up on Indicators piece for Board Meeting.

UPDATES:

It was proposed and agreed that KAB lead Updates with announcement of grants received for Synagogue Change research and Conference on Rabbinic Education with grant proposals to go in Board book. Main Updates items and their corresponding materials are as follows:

- JEWEL consult – agenda
- Harvard – schedule and brochure
- Lay leadership consultation – bios

Assignment: GZD to prepare above materials for Updates.

Assignment: GZD to prepare a slide differentiating above programs.

KAB will briefly present additional Updates items with no materials, as follows:

- TEI Video Project
- Professors Seminar
- HUC Consultation

Updates to be shortened from 45 minutes to 30 minutes, and lunch will start at 12:00 noon.

LEADERSHIP FORUM:

Forum presentation was discussed, including how to focus Board discussion. It was agreed that we need to clarify and present to Board the following major issues regarding Leadership Forum:

- Size
- Cohorts from communities vs. individuals
- Focus on one or two major issues
- Infrastructure before and after

3 Slides were developed for presentation at Board Meeting, and it was agreed that PCH would present slides and KAB would lead discussion.

Assignment: PCH to draft Forum presentation slides and fax to KAB by Wednesday, November 26.

~~Board's role in Forum planning was discussed.~~

Assignment: KAB to call Chuck Ratner regarding Forum committee.

Michael Rosenak will be in the office on Tuesday, December 2 to meet with senior staff.

Assignment: JSH to coordinate schedule for Michael Rosenak including meetings for Michael Rosenak with each senior staff member.

Possibility was discussed of Michael Rosenak presenting at February Board Meeting.

Assignment: JSH to reserve hotel for Michael Rosenak for January 25 to February 5.

VIII. Chairman's Council

There was a discussion of how to encourage participation in the Chairman's Council.

- IX.** Assignment: KAB to discuss Chairman's Council with LP during meeting today, November 24.



CONFIDENTIAL

CIJE ASSIGNMENTS

Staff Meeting Assignments November 24, 1997

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DATE DUE
1.	KJ to finish previous Board Meeting minutes to go out with November 28 mailing.	KJ	11/24/97	11/28/97
2.	KAB to approve previous Board Meeting minutes.	KAB	11/24/97	11/28/97
3.	KAB to call AG to follow-up on Indicators piece for Board Meeting.	KAB	11/24/97	
4.	GZD to prepare materials for Board Meeting Updates (JEWEL consult agenda, Harvard schedule and brochure, Leadership consultation bios).	GZD	11/24/97	12/1/97
5.	GZD to prepare slide for Board Meeting differentiating between JEWEL, Harvard and Leadership Forum.	GZD	11/24/97	12/1/97
6.	PCH to draft Forum presentation slides and fax to KAB by Wednesday, November 26.	PCH	11/24/97	11/26/97
7.	KAB to call Chuck Ratner regarding Forum committee.	KAB	11/24/97	
8.	JSH to set up meetings for Michael Rosenak with each senior staff member.	JSH	11/24/97	11/28/97
9.	JSH to reserve hotel for Michael Rosenak for January 25 to February 5.	JSH	11/24/97	
10.	AG to fax and FedEx disk with Indicators piece to KAB/MI on November 25.	AG/MI	11/20/97	11/25/97
11.	KAB to take Indicators piece with her to review when she leaves office on November 25.	KAB/MI	11/20/97	11/25/97
12.	KAB to prepare Staff Retreat agenda.	KAB	11/20/97	
13.	MI to reserve CIJE conference room and get Staff Retreat materials and agenda from KAB.	MI	11/20/97	
14.	JSH to revise meeting schedule and distribute and prepare projected 1998 Staff Meeting calendar.	JSH	11/20/97	
15.	KAB to call Sister Joel Read regarding donation to Alverno College.	KAB	10/27/97	
16.	BWH to find out who was recruited for new Melton program.	BWH	10/27/97	
17.	All staff to come up with materials for December Board Meeting Updates.	All Staff	10/27/97	

18.	KAB to call Sister Joel regarding possible future meeting in the mid-west with staff and Professors.	KAB	10/13/97	
19.	KAB to set up meeting with Ford Foundation for after she returns from Israel.	KAB	10/13/97	
20.	SA to contact Baruch College regarding renting meeting space for future Board Meetings.	SA	10/13/97	
21.	BWH to report on Melton short-term programs in a couple of months.	BWH	10/6/97	12/6/97
22.	BWH to contact Professors regarding the proposed date for the June Professors Seminar.	BWH	10/6/97	
23.	KAB to call Bob Hirt to set up meeting.	KAB	9/29/97	



CONFIDENTIAL – FINAL

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: December 1, 1997

DATE MINUTES ISSUED: December 26, 1997

PARTICIPANTS: Karen Barth, Gail Dorph, Nellie Harris, Cippi Harte, Jessica Holstein (secy.), Barry Holtz (by telephone), Karen Jacobson, Nessa Rapoport

CC: Shahrazad Ahmed, Sarah Feinberg, Adam Gamoran, Ellen Goldring, Alan Hoffmann, Elie Holzer, Megan Ifill, Mort Mandel, Dan Pekarsky, Lester Pollack, Susan Stodolsky, Chava Werber

OK - KJB

I. Review of Previous Minutes

November 24 Minutes and Assignments were reviewed, corrected and accepted.

II. December 3 Board Meeting Agenda

Minutes:

Assignment: KAB, KJ to do abbreviated minutes and Chairman's notes.

Indicators:

KAB reported that we have discussion questions for Indicators Board discussion, but we still need clearer picture of what topics AG and Barbara Schneider will cover.

Updates:

Items and assignments were reviewed.

Assignment: KAB to discuss TEI Video Update item with NH, GZD.
Professors Update to be on date and numbers and Mike Rosenak's teaching on relationship between classical Jewish sources and contemporary education.

Forum:

Assignment: KAB, GZD, PCH to discuss Forum presentation and finalize documents to be presented.

III. Professors

There was a discussion of attendees for January Professors.

IV. Evaluation Institute

KAB reported that Barbara Neufeld will not be doing Evaluation Institute. Evaluation Institute is to be put on agenda for Staff Retreat to discuss possible candidates for this project. It was added that the Evaluation Institute was a very popular idea with people we met with at the GA.

V. Forum

Forum Committee will meet on December 3, following Board Meeting. Lee Hendler and Chuck Ratner to attend.

Assignment: PCH to call Chuck Ratner's office regarding Steve Hoffman.

VI. Database

NR requests that important contacts be entered into the CIJE database. Database Update Form was distributed, and staff was asked to please assist in keeping database current. NR emphasized that database is for people we are actively in contact with, and to whom we want to send our publications.

VII. CJF Executive Development Program

KAB reported briefly on the CJF Executive Development Program and distributed materials.

VIII. Jerusalem Fellows

KAB reported that she met with all the Jerusalem Fellows and was impressed with them.

IX. Wexner/CIJE Recruiting Conference

KAB distributed conference agenda (attached) for discussion at staff retreat. The conference will be held Motzei Shabbat, March 7 through March 8 in Boston.

Assignment: JSH to add date to CIJE calendar.

X. Shmuel Wygoda

KAB presented books published by Shmuel Wygoda to staff.

XI. Public Relations

KAB requested staff input on how CIJE could be asked more frequently for quotations by the Jewish press. NR informed staff that we would need to devote time to doing press releases on a regular basis in order to have higher profile in the press.

XII. All Day Staff Meeting

Agenda for December 4 all day staff meeting was discussed. The following agenda items were proposed: Professors, Luncheon Seminar, Brown Bag lunches, Chairman's Council, Goals Project, External Communication, and Leader's Report and AG's memo. AG, EG to participate in all day staff meeting by phone for discussion of Leader's Report and AG's memo.

Assignment: PCH to distribute Leader's Report and AG's memo to all staff.
BWH to participate by phone in Professors discussion. Discussion of all day staff meeting agenda to be continued at December 2 staff meeting.

XIII. Budget

KAB distributed budget by project and asked staff to make suggestions on how to cut \$200,000 from budget.

Assignment: All staff to suggest how to cut \$200,000 from budget.

CONFIDENTIAL

CIJE ASSIGNMENTS

Staff Meeting Assignments December 1, 1997

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DATE DUE
1.	KAB, KJ to do abbreviated minutes and Chairman's notes.	KAB, KJ	12/1/97	12/2/97
2.	KAB to discuss TEI Video Update item with NH, GZD.	KAB, NH, GZD	12/1/97	12/2/97
3.	KAB, GZD, PCH to discuss Forum presentation and finalize documents to be presented.	KAB, GZD, PCH	12/1/97	12/1/97
4.	JSH to add recruiting conference date to CIJE calendar.	JSH	12/1/97	
5.	PCH to distribute Leader's Report and AG's memo to all staff.	PCH	12/1/97	
6.	All staff to suggest how to cut \$200,000 from budget.	All Staff	12/1/97	
7.	KAB to call AG to follow-up on Indicators piece for Board Meeting.	KAB	11/24/97	
8.	GZD to prepare slide for Board Meeting differentiating between JEWEL, Harvard and Leadership Forum.	GZD	11/24/97	12/1/97
9.	PCH to draft Forum presentation slides and fax to KAB by Wednesday, November 26.	PCH	11/24/97	11/26/97
10.	JSH to reserve hotel for Michael Rosenak for January 25 to February 5.	JSH	11/24/97	
11.	MI to reserve CIJE conference room and get Staff Retreat materials and agenda from KAB.	MI	11/20/97	
12.	KAB to call Sister Joel Read regarding donation to Alverno College.	KAB	10/27/97	
13.	BWH to find out who was recruited for new Melton program.	BWH	10/27/97	
14.	KAB to call Sister Joel regarding possible future meeting in the mid-west with staff and Professors.	KAB	10/13/97	
15.	KAB to set up meeting with Ford Foundation for after she returns from Israel.	KAB	10/13/97	
16.	BWH to report on Melton short-term programs in a couple of months.	BWH	10/6/97	12/6/97
17.	KAB to call Bob Hirt to set up meeting.	KAB	9/29/97	

Final
CONFIDENTIAL – DRAFT

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: December 2, 1997

DATE MINUTES ISSUED: December 26, 1997

PARTICIPANTS: Karen Barth, Gail Dorph, Nellie Harris, Cippi Harte, Alan Hoffman, Jessica Holstein (secy.), Karen Jacobson, Nessa Rapoport, Michael Rosenak

CC: Shahrazad Ahmed, Sarah Feinberg, Adam Gamoran, Ellen Goldring, Barry Holtz, Elie Holzer, Megan Ifill, Mort Mandel, Dan Pekarsky, Lester Pollack, Susan Stodolsky, Chava Werber

OK-KAB

I. December 3 Board Meeting Agenda

Chairman's Notes:

- Assignment: KAB, KJ to finish Chairman's Notes and fax to LP.
There was a discussion about mentioning Twersky. It was decided to ask MLM to say a few words about Twersky and that NR will read Twersky's vision piece at beginning of meeting.
- Assignment: NR to fax to MLM Twersky's obituary from *The New York Times*.

Indicators:

KAB presented AG's plan for Indicators presentation to Board. Barbara Schneider's biography to be added to Board book.

Updates:

ADH suggested adding Torah U'Mesorah to updates.

Forum:

GZD gave summary of Forum presentation and presented draft slides for staff feedback. Slides were discussed and revised. KAB summarized questions to be presented to and discussed with Board:

- Focus of Forum
- Target population
- Content/theme of Forum

Budget:

There will be no budget presentation at the December 3 Board Meeting.
Assignment: KJ to cancel budget presentation with HPlus.

Discussion followed regarding Board Meeting Agenda revision. New agenda as follows:

Minutes	9:30 – 10:00
Indicators	10:00 – 11:30
Updates	11:30 – 12:30
Lunch	12:30 – 1:30
Board Expansion	1:30 – 2:00
Forum	2:00 – 3:00

Board Expansion:

KAB led discussion on expanding board. ADH reported that other organizations successfully use headhunters to recruit board members.
Assignment: KAB to write up a list of questions on board expansion to hand out at Board Meeting.

Assignment: KAB to call LP regarding Board Expansion discussion at Board Meeting.

Learning:

Issue of Board Meeting learning was discussed. February 2 Board Meeting to focus on leadership with Mike Rosenak to do learning piece on leadership. ADH suggested we might have a *d'var Torah* at end of Board Meetings.

ADH suggested that we update on Strategic Plan at each Board Meeting.

II. Forum

Forum Committee will meet on December 3 from 3 to 4 pm. Chuck Ratner is committee chair, Lee Hendler and Steve Hoffman have agreed to be on the committee, and John Coleman and Esther Leah Ritz will be asked. Initial discussion of how to move process forward to be discussed at Forum Committee meeting. Some questions raised and ideas presented were as follows:

- A "forum" is different from a "conference." How does that affects concept of planning partners?
- A vision and a clear concept of message is needed before concrete steps are taken in planning process. ~~Are we a movement?~~
- What is community mobilization?
- Forum is a pilot as we develop strategy.
- ~~Who is our community and what is the face of assimilation today?~~
- ~~Bringing together a large group and networking which will occur outside formal structure of the Forum.~~

III. All Day Staff Meeting

The following topics to be discussed in depth on December 4:

- Synagogue Change Research
- Conference on Rabbinic Education
- Leader's Report
- Professors
- Lay Leadership Research.

Brown bag lunches to be discussed at next staff meeting. MR to lead staff learning.

Assignment: GZD to call AG regarding participation by phone.

IV. Evaluation Institute

KAB reports the Barbara Neufeld will not be able to do Evaluation Institute. There was a discussion that there is a great demand for this project, but a short supply of people to staff it. Several candidates were mentioned, and it was agreed that what is needed is a senior person who is a self-starter and manager, not just an advisor.

Assignment: KAB to call SS for suggestions for person to do Evaluation Institute.

V. Resumes

KAB reported that we continue to receive great resumes from junior and mid-career people who want to work in Jewish education but who have no background or experience in the field. ADH suggested a JEWEL initiative to bring these people into the system with one monthly session teaching Judaism and Jewish education. ~~KAB suggested using half-time person we share with CAPE to staff such a program.~~

VI. Shearim

Assignment: GZD, ADH to discuss Shearim.

VII. Announcement of Executive Director's Appointment

~~There was a discussion about how to announce KAB's appointment as Executive Director. NR raised that we need to be clear about mailing list for announcement, as our "insiders" already know.~~

Assignment: ~~KAB to discuss announcement with LP, MLM during meeting on December 4.~~

VIII. Staff Learning

KAB led staff learning with *Bereishit 18:1-5* and discussion on how form of text (process) relates to the message (content) and how this concept could be linked to a discussion on leading change.

CONFIDENTIAL

CIJE ASSIGNMENTS

Staff Meeting Assignments December 2, 1997

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DATE DUE
1.	KAB, KJ to finish Chairman's Notes and fax to LP.	KAB, KJ	12/2/97	12/2/97
2.	NR to fax to MLM Twersky's obituary from <i>The New York Times</i> .	NR	12/2/97	12/2/97
3.	KJ to cancel budget presentation with HPlus.	KJ	12/2/97	12/2/97
4.	KAB to write up a list of questions on Board expansion to hand out at Board Meeting.	KAB	12/2/97	12/2/97
5.	KAB to call LP regarding Board Expansion discussion at Board Meeting.	KAB	12/2/97	12/2/97
6.	GZD, ADH to discuss Shearim.	GZD, ADH	12/2/97	
7.	KAB to discuss announcement with LP, MLM.	KAB	12/2/97	12/4/97
8.	KAB to call SS for suggestions for person to do Evaluation Institute.	KAB	12/2/97	
9.	KAB to call Sister Joel Read regarding donation to Alverno College.	KAB	10/27/97	
10.	BWH to find out who was recruited for new Melton program.	BWH	10/27/97	
11.	KAB to call Sister Joel regarding possible future meeting in the mid-west with staff and Professors.	KAB	10/13/97	
12.	KAB to set up meeting with Ford Foundation for after she returns from Israel.	KAB	10/13/97	
13.	BWH to report on Melton short-term programs in a couple of months.	BWH	10/6/97	12/6/97
14.	KAB to call Bob Hirt to set up meeting.	KAB	9/29/97	

OK KB

CONFIDENTIAL – FINAL

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: December 15, 1997

DATE MINUTES ISSUED: January 7, 1998

PARTICIPANTS: Gail Dorph, Nellie Harris, Cippi Harte, Jessica Holstein (secy.), Barry Holtz (via telephone), Karen Jacobson, Nessa Rapoport

CC: Shahrazad Ahmed, Karen Barth, Sarah Feinberg, Adam Gamoran, Ellen Goldring, Alan Hoffmann, Barry Holtz, Elie Holzer, Megan Ifill, Mort Mandel, Dan Pekarsky, Lester Pollack, Susan Stodolsky, Chava Werber

I. Mandel Institute

Assignment: BWH reported on Mandel Institute move and gave new contact numbers. MI to reprogram fax machine and distribute new numbers for BWH and ADH.

II. Policy Brief

Assignment: GZD reported that AG would like to be involved in Policy Brief. GZD, BWH to discuss Policy Brief.

III. Admin/Support Staff Update

Assignment: KJ reported that CC will handle phones and typing projects. Furman Thomas is temp-to-perm on billing/payables and phone coverage. KJ reported that all outstanding bills will be paid next week, and staff was reminded that any end of year expenses must be submitted. All staff to submit end of year expenses to KJ.

IV. Harvard Seminar

GZD reported that attendance was good (70-80 people) and participants got a lot out of seminar, and then she presented ideas on what we learned from the seminar in terms of both form and content.

V. JEWEL Consultation

The first substantive JEWEL consultation was held following Harvard. There will be an all-day meeting with EG on December 23 to look at calendar and workplan to think about what will happen this year and to create structure for time line. (EG is on sabbatical next semester and will be working half-time for CIJE.)

VI. Board Meeting

KJ reminds staff that we need to discuss next Board Meeting. It was decided that meeting would focus on leadership, MR will teach, and budget will be discussed.

VII. Schedule

Calendar attached.

January 13, 14, 15 hold for all-day computer training.

Assignment: MI to ask KAB about date for computer training.

January 28 to February 5 BWH in.

Assignment: JSH to make hotel reservation for BWH

January 28 possible JEWEL consultation if DNP could come in early before Professors.

VIII. Staff Retreat

KJ reported that we have reserved meeting space at Baruch College, and we have Union as a back-up.

Assignment: All staff to give ideas on Staff Retreat site to KJ.

IX. Professors

Assignment: GZD, BWH to discuss January Professors.

X. Joel Paul Associates

At their requests, KJ met with representatives of Joel Paul Associates, an agency that does executive recruitment for senior staff. They are interested in working with us on training and placement in Jewish education.

XI. Brown Bag/Staff Development

The distinction between Brown Bag Lunches and Staff Development was discussed. Possible topics proposed were as follows:

- What can we learn from TEI?
- The Forum
- Myers Briggs – leadership styles.

CONFIDENTIAL

CIJE ASSIGNMENTS

Staff Meeting Assignments December 15, 1997

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DATE DUE
1.	MI to reprogram fax machine and distribute new numbers for BWH and ADH.	MI	12/15/97	
2.	GZD, BWH to discuss Policy Brief.	GZD, BWH	12/15/97	
3.	All staff to submit end of year expenses to KJ.	All staff	12/15/97	12/31/97
4.	MI to ask KAB about date for computer training.	KJ	12/15/97	
5.	JSH to make hotel reservation for BWH.	JSH	12/15/97	
6.	All staff to give ideas on Staff Retreat site to KJ.	All staff	12/15/97	12/19/97
7.	KAB to call SS for suggestions for person to do Evaluation Institute.	KAB	12/2/97	
8.	KAB to call Sister Joel Read regarding donation to Alverno College.	KAB	10/27/97	
9.	BWH to report on Melton short-term programs and to find out who was recruited for new Melton PhD program.	BWH	10/27/97	
10.	KAB to call Sister Joel regarding possible future meeting in the mid-west with staff and Professors.	KAB	10/13/97	
11.	KAB to set up meeting with Ford Foundation.	KAB	10/13/97	
12.	KAB to call Bob Hirt to set up meeting.	KAB	9/29/97	

OK-KB

CONFIDENTIAL – FINAL

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: December 16, 1997

DATE MINUTES ISSUED: January 7, 1998

PARTICIPANTS: Karen Barth (via telephone), Gail Dorph, Nellie Harris (via telephone), Cippi Harte, Jessica Holstein (secy.), Karen Jacobson, Nessa Rapoport

CC: Shahrazad Ahmed, Sarah Feinberg, Adam Gamoran, Ellen Goldring, Alan Hoffmann, Barry Holtz, Elie Holzer, Megan Ifill, Mort Mandel, Dan Pekarsky, Lester Pollack, Susan Stodolsky, Chava Werber

I. Computer training

All-day computer training session to be held on January 13 or 15.

II. PEJE

KAB reported that she sat in on Executive Committee meeting on December 15. They discussed how to set up consulting network for schools. It was raised whether this should be run by PEJE, JESNA or independent, and whether or not it should be a referral service. KAB has been asked to help PEJE think about these issues.

III. TEI

GZD reported that recruiting is about to start for the next TEI.

IV. Budget

KAB is meeting with MLM on December 21 to discuss budget and workplan.

V. CFWW

KAB reported that CFWW is a priority to start in 1998. We will hire a consultant to do planning and initial recruiting. Deborah Oppenheim will

be asked to help recruit a director. We will not hold a major conference for CFWW at this point.

VI. Chairman's Council

CIJE's work will be presented to Chairman's Council. It was agreed that strategic plan should be discussed.

VII. Staff Retreat

Suggested agenda items for February staff retreat as follows:

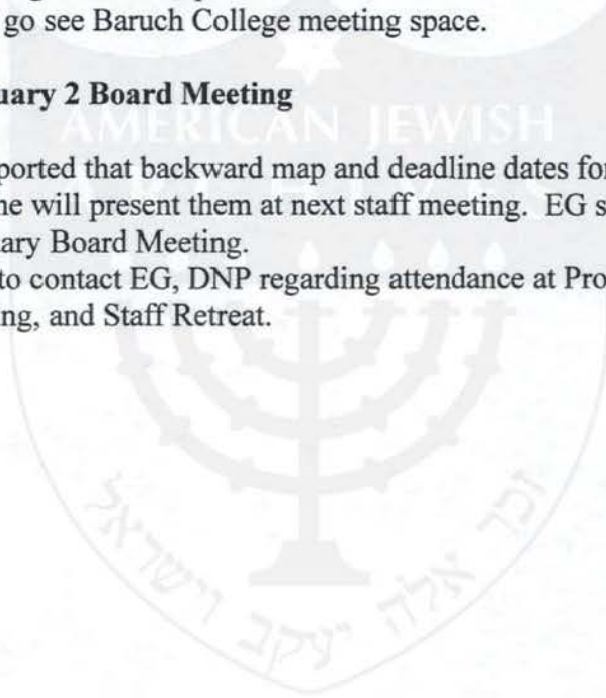
- Guiding Principles
- Goals Project
- Budget and workplan review

Assignment: KJ to go see Baruch College meeting space.

VIII. February 2 Board Meeting

KJ reported that backward map and deadline dates for materials are done, and she will present them at next staff meeting. EG should attend February Board Meeting.

Assignment: PCH to contact EG, DNP regarding attendance at Professors, Board Meeting, and Staff Retreat.



CONFIDENTIAL

CIJE ASSIGNMENTS

Staff Meeting Assignments December 16, 1997

NO.	DESCRIPTION	ASSIGNED TO	DATE ASSIGNED	DATE DUE
1.	PCH to contact EG, DNP regarding attendance at Professors, Board Meeting, and Staff Retreat.	PCH	12/16/97	
2.	KJ to go see Baruch College meeting space.	KJ	12/16/97	
3.	All staff to submit end of year expenses to KJ.	All staff	12/15/97	12/31/97
4.	KAB to call Sister Joel Read regarding donation to Alverno College.	KAB	10/27/97	
5.	BWH to report on Melton short-term programs and to find out who was recruited for new Melton PhD program.	BWH	10/27/97	
6.	KAB to call Sister Joel regarding possible future meeting in the mid-west with staff and Professors.	KAB	10/13/97	
7.	KAB to set up meeting with Ford Foundation.	KAB	10/13/97	
8.	KAB to call Bob Hirt to set up meeting.	KAB	9/29/97	

CONFIDENTIAL – FINAL

CM

MINUTES: CIJE STAFF TELECONFERENCE

DATE OF MEETING: December 22, 1997

DATE MINUTES ISSUED: January 30, 1998

PARTICIPANTS: Karen Barth, Gail Dorph, Nellie Harris, Cippi Harte, Jessica Holstein (secy.), Barry Holtz (via telephone), Karen Jacobson, Nessa Rapoport

CC: Shahrazad Ahmed, Sarah Feinberg, Adam Gamoran, Ellen Goldring, Alan Hoffmann, Barry Holtz, Elie Holzer, Megan Ifill, Mort Mandel, Dan Pekarsky, Lester Pollack, Susan Stodolsky, Chava Werber

I. Staffing Update

Lisa Malik will be hired as of January 1 or February 1 for one year as a part-time consultant to work 2-3 days a week on the Synagogue Change Research Project. She will be relocating to New York in July. She will be here on December 23 and 24 and at the January 5 meeting in Chicago.

II. TEI Follow-Up

In the August staff retreat, we decided to recruit participants in cohort 3 of TEI who could strengthen our current work in improving the quality of supplementary schools. In addition we would recruit participants from organizations, institutions, projects that were part of a process of educational change that had the supplementary school as one of its foci. Today's discussion focused on issues of communication and "scaling up." Two suggestions were made: engaging a communications specialist to help us and TEI participants learn more about telling the TEI story; creating an application process for TEI which would require lay and rabbinic "sign off" and might include two extra seminar days which would involve lay and rabbinic participation.

III. Professors

EH, BWH and GZD met to discuss Professors. Seminar to include the following:

- Mike Rosenak – 5 sessions dealing with Jewish sources and their relationship to educational ideas, including text study and *chevruta* learning with CIJE staff as leaders in *chevruta* groups.
- Shabbat experience with davening (GZD, EH), study/discussion, Shabbat morning learning (EH, NH).
- Jewish education sessions to orient professors to world of Jewish education, and to use gathering of professors to do real work and get their help.

We have a good model of how to integrate professors on a project-by-project basis. What does it mean to at this point to gather group together? What is most effective way to do things as a group? We should tell professors about CIJE's work like we do with the Board.

5 sessions will be as follows:

- Fran Jacobs on current thinking in the early childhood initiative.
- Barbara Schneider on the Indicators Project.
- Wally Fireburg with MR on the issue of core curriculum for Jewish literacy in context of JEWEL. (This could count as an education session or one of MR's sessions.)
- Discussion of CIJE research initiatives in Synagogue Change and Lay Leadership Research.
- Updates on recent CIJE work
 - DNP to report on January 19 Goals/Guides meeting.
 - GZD, EG on Harvard Seminar and planning
 - Rabbinic Conference

IV. Budget

KAB discussed addressing the need for a work plan that is more focused on implementing the strategic plan. There was a discussion of projects which could be dropped if necessary or pushed off to 1999. We expect to present budget at February Board meeting.

V. CFWW

Start-up funding for CFWW is included in the budget and will be used for recruiting and creation of a business plan to be done by outside consultants. It was discussed that CFWW needs a "school of thought," and shouldn't just be a directory of consultants. Lack of attention to goals and vision has been biggest problem with projects that have not been successful.

VI. Florence Melton Adult Mini-School for Teachers

GZD gave an update on this institution, and KAB reported that director Jonathan Mervis called KAB for advice on future planning.

Assignment: GZD to call Betsy Katz.

VII. Computer Training

Computer training is scheduled for January 13 all day. Morning session will be basics for senior staff. It was agreed that staff needed hands-on training.

Assignment: KJ to find out extent of hands-on nature of computer training.

VIII. Evaluation Institute

A teleconference will be held with AG, EG, GZD, KAB on the Evaluation Institute.

Assignment: MI to set up teleconference.

IX. Forum

There will be a Forum Committee meeting in Cleveland on January 20 from 11 am to 1 pm. Draft minutes from the last committee meeting have been sent to Chuck Ratner. There was a discussion about video-conferencing possibilities for the January 20 meeting. GZD, KAB, PCH will have a Forum meeting next week.

X. Synagogue Change

KAB has prepared materials for the December 24 research consultation. Jack Wertheimer will not be staying for the afternoon session. Lisa Malik will be attending.

Assignment: JSH to reconfirm attendance for December 24 meetings.

Assignment: GZD, PCH to review materials.

XI. Travel Agent

KJ reported on new travel agent and procedures.

XII. Chairman's Council

Presentation to Chairman's Council will be an update on CIJE's work and the strategic plan.

XIII. Board Meeting

Assignment: KJ to bring schedule of deadlines for February 2 Board Meeting planning to January 7 staff meeting.

XIV. Wexner Recruiting Conference

Andy Koren has asked CIJE to think about learning piece for the conference. It will be 45 minutes of text study on Sunday, done in small groups with Jewish educators. Conference to be held in March, so study could be about Purim.

XV. Admin.

Assignment: All staff to submit to KJ any outstanding expense reports, etc. before end of the fiscal year.



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CIJE ASSIGNMENTS

Staff Meeting Assignments December 22, 1997

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1.	GZD to call Betsy Katz regarding Florence Melton Adult Mini-School for Teachers.	GZD	12/22/97	
2.	KJ to find out extent of hands-on nature of January 13 computer training.	KJ	12/22/97	
3.	MI to set up teleconference with AG, EG, GZD, KAB on the Evaluation Institute.	MI	12/22/97	
4.	JSH to reconfirm attendance for December 24 meetings.	JSH	12/22/97	12/23/97
5.	GZD, PCH to review December 24 Synagogue Change Research materials.	GZD, PCH	12/22/97	12/23/97
6.	KJ to bring schedule of deadlines for February 2 Board Meeting planning to January 7 staff meeting.	KJ	12/22/97	1/7/98
7.	KJ to go see Baruch College meeting space.	KJ	12/16/97	
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