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Steering committee. Minutes and assignments,  
August 1990-December 1990.

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MINUTES: COUNCIL STEERING COMMITTEE

DATE OF MEETING: August 7, 1990

DATE MINUTES ISSUED: August 8, 1990

PRESENT: Stephen H. Hoffman, Morton L. Mandel, Henry L. Zucker,  
Virginia F. Levi (Sec'y)

COPY TO: Seymour Fox, Annette Hochstein

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I. Structure

It was agreed that this Steering Committee, which will manage the process of establishing and developing the Council for Initiatives in Jewish Education (Council) will include SHH, VFL, MLM, HLZ, and a part-time staff associate. The group will follow the process established for the Commission of a factbook, minutes, and assignments. VFL will serve as secretary.

Assignment

Possible candidates for an associate to work closely with SHH were listed and discussed. It was agreed that SHH will pursue the possibility of David Kleinman taking on this responsibility.

It was agreed that the Steering Committee would meet regularly. The following meetings were set, all to take place at 7:30 a.m. at Premier: Wednesday August 22, Tuesday September 11, Wednesday, October 10, and Tuesday October 30.

A. Recruitment of Professional Staff

Assignment

Among the tasks to be undertaken in the near future are the recruitment of a chief professional officer and a chief education officer. SHH is currently acting in the role of chief professional and SF in the role of chief education officer. Both are to be replaced with permanent appointees.

B. Fiscal Agent

Assignment

It was agreed that it is preferable to operate under the auspices of the Jewish Community Federation of Cleveland rather than to incorporate separately. SHH will review this option with Federation legal and financial experts and advise the committee on the outcome.



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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR

VFL

DATE 8/8/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Meet with Florence and Sam Melton during upcoming trip to the U.S.		SF	8/7/90	8/15/90	
2.	Meet with Charles Bronfman on August 16.		SF	8/7/90	8/16/90	
3.	Meet with Alvin Schiff and Ackerman or Hat.		SF	8/7/90	TBD	

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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR

VFL

DATE 8/8/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Discuss with SF how to approach Henry Koschitzky.		SHH	8/7/90	8/14/90	
2.	Meet with Charles Bronfman on August 16.		SHH	8/7/90	8/16/90	
3.	Pursue the possibility of David Kleinman as Council associate .		SHH	8/7/90	8/22/90	
4.	Review with Federation legal and financial experts, option to operate under Federation rather than to incorporate separately.		SHH	8/7/90	8/22/90	
5.	Seek alternative name for "Advisory Council."		SHH	8/7/90	8/22/90	
6.	Draft letter from MLM confirming Max Fisher support for Council.		SHH	8/7/90	8/22/90	
7.	Follow up with David Arnow to schedule a meeting with Arnow-Weiler families.		SHH	8/7/90	9/11/90	
8.	Talk with Corky Goodman about Crown Foundation next steps.		SHH	8/7/90	9/11/90	
9.	Confirm Blaustein Foundation pledge in writing with David Hirschhorn.		SHH	8/7/90	9/11/90	
10.	Call Bob Hiller about Krieger Foundation funding.		SHH	8/7/90	9/11/90	
11.	Send next draft of final report to Rabbi Fishman at Torah Umesorah.		SHH	8/7/90	9/11/90	
12.	Follow up with Avraham HaCohen to schedule a fall meeting with Avi Chai Foundation to request funding.		SHH	8/7/90	10/10/90	
13.	Follow up with Cummings Foundation.		SHH	8/7/90	10/10/90	
14.	Talk with Eli Evans about Revson Foundation funding.		SHH	8/7/90	10/10/90	





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SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR

VFL

DATE 8/8/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
15.	Write to Wilbur Daniels regarding Scheuer Foundation support for Council.		SHH	8/7/90	10/10/90	
16.	Meet with Maurice Corson to discuss Wexner Foundation support.		SHH	8/7/90	10/10/90	
17.	Approach Ludwig Jesselson about funding.		SHH	8/7/90	10/10/90	
18.	Approach Mark Lainer about funding.		SHH	8/7/90	10/10/90	
19.	Recruit a chief professional officer and a chief education officer.		SHH	8/7/90	12/31/90	



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SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR VFL DATE 8/8/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Notify senior policy advisors of meeting in New York on Sunday, September 16.		VFL	8/8/90	8/10/90	





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SUBJECT/OBJECTIVE MANDEL ASSIGNMENTS

ORIGINATOR VFL DATE 8/8/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Talk with Mel Swig of San Francisco about funding.		MLM	8/7/90	11/18/90	







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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

ORIGINATOR

VFL

DATE 8/8/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Call Stephen Dobbs to set up appointment for HLZ and SHH to meet with Koret Foundation trustees during the GA.		HLZ	8/7/90	10/10/90	
2.	Ask Phyllis Cook for help to update potential funders on the Council.		HLZ	8/7/90	10/10/90	



MINUTES: COUNCIL STEERING COMMITTEE

DATE OF MEETING: August 22, 1990

DATE MINUTES ISSUED: August 22, 1990

PRESENT: Stephen H. Hoffman, Morton L. Mandel, Henry L. Zucker,  
Virginia F. Levi (Sec'y)

COPY TO: Seymour Fox, Annette Hochstein

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- I. The minutes and assignments of August 7 were reviewed. It was reported that SHH has had initial conversations with David Kleinman about serving as an associate and hopes to resolve this within the next week.

Assignment

It was suggested that MLM plan to accompany SHH when he meets with Ludwig Jesselson. It was also suggested that MLM make the phone call to Mark Lainer about funding.

II. Plans for September 16 Meeting

- A. Commission senior policy advisors will meet on Sunday September 16, 10:00 a.m. to 1:30 p.m., including lunch. The agenda will be to complete discussion of the draft final report, including plans to contact commissioners; planning for the 11/8 Commission concluding event; an update on the Council.
- B. Council consultants will meet from 2:00-4:00 p.m. to review in depth the proposed action plan.

Assignment

1. SHH will be in touch with Ariel, Reimer and Stein to explain the make-up of the Council consultants and to invite them to participate in the 9/16 meeting.

Assignment

2. SHH will work with SF to identify representatives of the denominations to invite to serve as Council policy advisors.

Assignment

3. SHH will review with SF the recommendation to invite Eliot Spack to represent CAJE as a policy advisor.

Assignment

4. SHH will talk with Barry Shrage informally about his availability to serve as a policy advisor.

Assignment

5. SHH will prepare an invitation to people who have been identified as prospective senior policy advisors (with the exception of the denomination representatives, who will be handled in consultation with MLM).



III. Council Board

Assignment

- A. MLM will consider the appointment of vice chairmen. It was suggested that these might be the presidents of CJF, JCCA, and JESNA, and possibly Charles Bronfman and Max Fisher. Fisher might be asked to serve as honorary chair.

It was suggested that David Finn be invited to serve as a member of the board.

- B. It was suggested that it will be important to fashion a lay group willing to take ownership of the Council. This is envisioned as an ongoing, proactive, creative leadership group.
- C. It was suggested that the Council consider introducing the concept of "lead institutions" such as day schools or camps. The Ramaz school was cited as an example.

IV. Funders

- A. SHH reported having met with Corson and his staff to review the Council action plan. It was noted that Wexner involvement will most likely depend on the list of others who participate.
- B. Fox and Hoffman met with Charles Bronfman who implied that he will support implementation.

Assignment

- C. By 9/11 SHH will have developed a calendar of contacts with prospective funders, including both timing and method of approach.
- D. We were reminded of the importance of stimulating funders to concentrate on specific areas of Jewish education and of the possible role of the Council in helping foundations to identify staff for this purpose.

V. November 8 Commission Meeting

- A. It was suggested that the meeting be scheduled for 10:00 a.m. to 2:30 p.m. The following tentative schedule was proposed:

10:30 a.m. - present and discuss final report

11:30 a.m. - present and discuss plans for Council

12:30-2:30 p.m. - luncheon

celebration and thank yous

comments from foundations on funding plans for the next five years

good and welfare

possible final message by Hammer

Assignment

SHH will talk with SF about the advisability of inviting Hammer to participate in the meeting.



- C. It was suggested that a small board be established to work with Dan Pekarsky and the Federation on a vision for Cleveland as a model community for Jewish education.

X. Next Meeting

The next meeting is scheduled for Tuesday, September 11 at 7:30 a.m.





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SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR VFL

DATE 8/22/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Talk with assistant to President Herzog about incorporating remarks about the Commission report in GA presentation.		SF	8/22/90	10/10/90	
2.	Meet with Alvin Schiff and Ackerman or Hat.		SF	8/7/90	TBD	



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ORIGINATOR

VFL

DATE 8/22/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact Ariel, Reimer and Stein to explain make-up of Council consultants and to invite them to 9/16 meeting.		SHH	8/22/90	8/31/90	
2.	Work with SF to identify representatives of denominations to invite to serve as Council policy advisors.		SHH	8/22/90	8/31/90	
3.	Review with SF whether to invite Eliot Spack of CAJE to be a Council policy advisor.		SHH	8/22/90	8/31/90	
4.	Talk with Barry Shrage about his availability to serve as a Council policy advisor.		SHH	8/22/90	8/31/90	
5.	Prepare an invitation to prospective Council senior policy advisors. Consult with MLM re. denomination representatives.		SHH	8/22/90	8/31/90	
6.	Draft letter from MLM confirming Max Fisher support for Council.		SHH	8/7/90	9/11/90	
7.	Follow up with David Arnow to schedule a meeting with Arnow-Weiler families.		SHH	8/7/90	9/11/90	
8.	Talk with Corky Goodman about Crown Foundation next steps.		SHH	8/7/90	9/11/90	
9.	Confirm Blaustein Foundation pledge in writing with David Hirschhorn.		SHH	8/7/90	9/11/90	
10.	Call Bob Hiller about Zanvyl T. Krieger Foundation funding.		SHH	8/7/90	9/11/90	
11.	Send next draft of final report to Rabbi Fishman at Torah Umesorah.		SHH	8/7/90	9/11/90	
12.	Develop a calendar of contacts with prospective funders, including timing and method of approach.		SHH	8/22/90	9/11/90	
13.	Discuss with SF inviting Hammer to the 11/8 meeting.		SHH	8/22/90	9/11/90	





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DATE 8/22/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
14.	Follow up with Avraham HaCohen to schedule a fall meeting with Avi Chai Foundation to request funding.		SHH	8/7/90	10/10/90	
15.	Follow up with Cummings Foundation.		SHH	8/7/90	10/10/90	
16.	Talk with Eli Evans about Revson Foundation funding.		SHH	8/7/90	10/10/90	
17.	Write to Wilbur Daniels regarding Scheuer Foundation support for Council.		SHH	8/7/90	10/10/90	
18.	Meet with Maurice Corson to discuss Wexner Foundation support.		SHH	8/7/90	10/10/90	
19.	With MLM, approach Ludwig Jesselson about funding.		SHH	8/7/90	10/10/90	
20.	With SF, develop a plan for meeting with Lamm, Schorsch and Gottschalk to discuss ways to support personnel development.		SHH	8/22/90	10/10/90	
21.	Recruit a chief professional officer and a chief education officer.		SHH	8/7/90	12/31/90	



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SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR VFL DATE 8/22/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Make arrangements for 9/16 senior policy advisors meeting in New York City.		VFL	8/22/90	9/11/90	





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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE MANDEL ASSIGNMENTS

ORIGINATOR VFL DATE 8/22/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Consider the appointment of vice chairmen to the Council Board. Candidates: President of CJF, JCCA, JESNA; C. Bronfman, M. Fisher (possible honorary chair)		MLM	8/22/90	9/11/90	
2.	Talk with Mark Lainer about funding.		MLM	8/22/90	10/10/90	
3.	Talk with Mel Swig of San Francisco about funding.		MLM	8/7/90	11/18/90	

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ORIGINATOR VFL DATE 8/22/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Call Stephen Dobbs to set up appointment for HLZ and SHH to meet with Koret Foundation trustees during the GA.		HLZ	8/7/90	10/10/90	
2.	Ask Phyllis Cook for help to update potential funders on the Council.		HLZ	8/7/90	10/10/90	



## NOTES

1. It was suggested that David Finn be invited to serve as a member of the board. (8/22/90)
2. It was suggested that it will be important to fashion a lay group willing to take ownership of the Council. This is envisioned as an ongoing, proactive, creative leadership group. (8/22/90)
3. It was suggested that the Council consider introducing the concept of "lead institutions" such as day schools or camps. The Ramaz school was cited as an example. (8/22/90)
4. We were reminded of the importance of stimulating funders to concentrate on specific areas of Jewish education and of the possible role of the Council in helping foundations to identify staff for this purpose. (8/22/90)
5. It was suggested that we manage the way in which the final report is released and distributed. We may wish to consider scheduling a series of meetings with the local leadership of 15-20 cities over a period of 6-9 months for the purpose of presenting and discussing the report. (8/22/90)



MINUTES: COUNCIL STEERING COMMITTEE

DATE OF MEETING: September 11, 1990

DATE MINUTES ISSUED: September 12, 1990

PRESENT: Stephen H. Hoffman, David P. Kleinman, Morton L. Mandel,  
Virginia F. Levi (Sec'y)

COPY TO: Seymour Fox, Annette Hochstein, Henry L. Zucker

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Assignment I. The minutes and assignments of August 22 were reviewed. VFL will see that all notes are added to the assignment list.

SHH reported that he had spoken with Shulamith Elstar about the position of chief educational officer. He also reported having initiated discussions with Josh Elkin.

Assignment It was reported that there is an updated Action Plan which will be placed in the Steering Committee books and used with senior policy advisors and consultants on September 16. It was suggested that SHH, DPK, and VFL work together to develop a timetable for implementation to incorporate in the Action Plan.

II. Logistics

- A. It was agreed that SF and AH need not participate in Council Steering Committee meetings by telecon, but that they should continue to receive minutes of these meetings.
- B. SHH is in contact with CJF about the possibility of serving as fiscal agent for the Council. Other options include the JCCA and the Cleveland Jewish Community Federation.

It was also reported that Marty Kraar is working on arrangements for office space at CJF and will have a letter to SHH shortly.

Assignment C. A draft of the final report was to be delivered to senior policy advisors on September 11. It is lacking an executive summary and an acknowledgment section, both still to be written. It was suggested that SF and AH draft the acknowledgment section, leaving space for reference to their contribution, which will be prepared in Cleveland.

Assignment The draft of the final report is to be discussed by senior policy advisors on September 16 and mailed to commissioners the following day. VFL will work closely with senior policy advisors to see that they meet or talk with their assigned commissioners for feedback on the report by October 1.



III. Plans for September 16 Meetings

A. Commission Senior Policy Advisors (10:00 a.m. - 1:30 p.m.)

A proposed agenda was reviewed and approved. It was agreed that SF and AH should be available in Jerusalem and D. Finn at his home in New York for a phone call at 10:30 a.m. The first item of discussion will be the draft final report, which will be reviewed page by page.

B. Council Consultants (2:00 - 4:00 p.m.)

It was reported that Alvin Schiff, Josh Elkin, and Eliot Spack will participate in this meeting. Following the meeting, Spack will meet with his board to determine whether he or someone else should represent CAJE in the future. Barry Shrage is discussing with his board his possible involvement with the Council consultants.

The purpose of this meeting will be to elicit reactions to the current Action Plan.

IV. Funders

Further action with potential funders is awaiting a conversation between SHH and Corky Goodman to confirm Crown involvement. With several major funders committed, it will be possible to move forward with the second tier group.

V. Plans for November 8 Commission Meeting

- A. We will not refer to this as a celebratory event, as it has been suggested that the celebration should follow successful implementation.

Current plans call for the morning meeting to focus on the final report and plans for the Council. At the luncheon, MLM will comment on the Commission's impact on North America and the world, with particular reference to its impact on our relationship with Israel. This will be followed by the comments of Minister Hammer.

A question was raised regarding the advisability of calling upon foundation principals to comment on their plans for funding projects in Jewish education over the next five years. This is to be discussed further with senior policy advisors on September 16. The issue is what we gain if this presentation goes as we wish and what we lose if it does not.

Assignment B. DPK will take responsibility for developing an invitation list. SHH has initiated contact with senior policy advisors, Steve Solender, and Seymour Fox for their suggested additions to this list.

C. Publicity

Assignment Following discussion, it was decided not to ask David Finn to coordinate PR activities on November 8. DPK will work with the PR people of CJF, JCCA, JESNA, Hebrew Union College, Jewish Theological Seminary, Yeshiva University, and the New York Federation to arrange a press conference and personal interviews with leading Commission members. Stanley Horowitz may also be asked for his assistance.

VI. Lipset Grant Proposal

A recommendation for funding Lipset's proposal to analyze the CJF education data will be ready for review by the Mandel Associated Foundations on October 9.

VII. GA Plans

The Herzog speech is currently under discussion. We should know shortly the extent to which the Commission can be included. We do know that the Commission will be the subject of the Education Forum. MLM has been asked to present the Commission's report, followed by comments from individuals, possibly Bronfman, Elkin, Hoffman, and Maryles.

Assignment Mervin Morris of San Francisco has offered to host MLM when he is there. It was suggested that Morris be included in a meeting with potential funders of Jewish education projects. SHH will try to arrange such a meeting, probably for breakfast on Friday, November 16.

VIII. JESNA Continental Leadership Conference

Assignment This conference will take place in Cleveland in June 1991. MLM agreed to give a closing talk on the morning of June 11, the focus of which will be a call to action.

IX. Visits with Seminary Heads

SHH reported that he, SF, and AH visited with Norman Lamm and Bob Hirt to discuss initiating a planning process for Yeshiva University's Educational Training Program. SF and AH agreed to engage in the process on behalf of the Council and the Mandel Institute. It was reported that a small planning grant may be requested.



Assignment

A visit with Ismar Schorsch was postponed. Alfred Gottschalk has submitted a proposal for Mandel support for a research center for Jewish education at HUC to which we will respond later. VFL is to distribute the proposal to the Steering Committee.

SHH reported that he visited the Ramaz School to follow up on Haskel Lookstein's recent visit with MLM. They discussed the need for Ramaz to engage in strategic planning and for staff development to take place in Israel.

X. Next Meeting

The next meeting is scheduled for Wednesday, October 10 at 7:30 a.m.



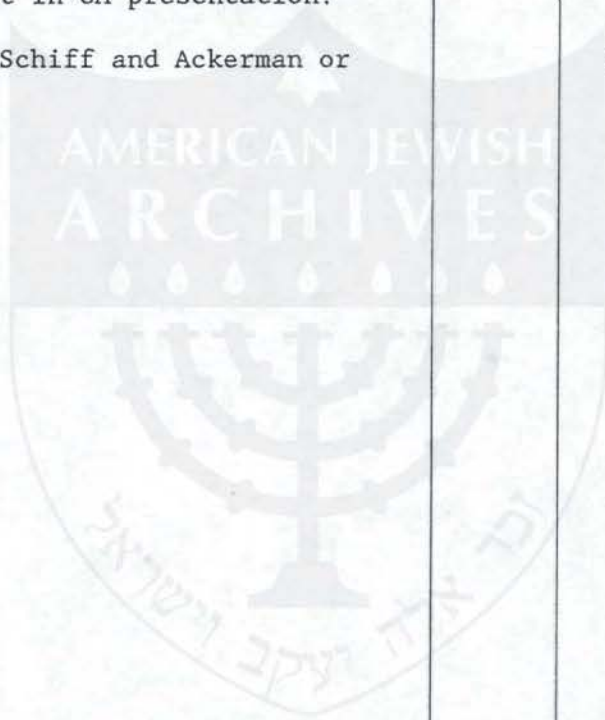


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ORIGINATOR	VFL
DATE	9/12/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Draft with AH the acknowledgment section of the final report.		SF	9/11/90	9/17/90	
2.	Talk with assistant to President Herzog about incorporating remarks about the Commission report in GA presentation.		SF	8/22/90	10/10/90	
3.	Meet with Alvin Schiff and Ackerman or Hat.		SF	8/7/90	TBD	





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VFL DATE  
9/12/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Send next draft of final report to Rabbi Fishman at Torah Umesorah.		SHH	8/7/90	9/12/90	
2.	Talk with Corky Goodman about Crown Foundation next steps.		SHH	8/7/90	9/24/90	
3.	Confirm Blaustein Foundation pledge in writing with David Hirschhorn.		SHH	8/7/90	9/30/90	
4.	Call Bob Hiller about Zanyvl T. Krieger Foundation funding.		SHH	8/7/90	9/30/90	
5.	Develop a calendar of contacts with prospective funders, including timing and method of approach.		SHH	8/22/90	9/30/90	
6.	Draft letter from MLM confirming Max Fisher support for Council.		SHH	8/7/90	10/10/90	
7.	Follow up with David Arnow to schedule a meeting with Arnow-Weiler families.		SHH	8/7/90	10/10/90	
8.	Follow up with Avraham HaCohen to schedule a fall meeting with Avi Chai Foundation to request funding.		SHH	8/7/90	10/10/90	
9.	Follow up with Cummings Foundation.		SHH	8/7/90	10/10/90	
10.	Talk with Eli Evans about Revson Foundation funding.		SHH	8/7/90	10/10/90	
11.	Write to Wilbur Daniels regarding Scheuer Foundation support for Council.		SHH	8/7/90	10/10/90	
12.	With MLM, approach Ludwig Jesselson about funding.		SHH	8/7/90	10/10/90	
13.	Call Stephen Dobbs to set up appointment for HLZ and SHH to meet with Koret Foundation trustees during the GA.		SHH	8/7/90	10/10/90	
14.	Ask Phyllis Cook for help to update potential funders on the Council.		SHH	8/7/90	10/10/90	





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

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FUNCTION

COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE

HOFFMAN ASSIGNMENTS

ORIGINATOR

VFL

DATE

9/12/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
15.	Work with SF to identify representatives of denominations to invite to serve as Council policy advisors.		SHH	8/22/90	10/10/90	
16.	Talk with Barry Shrage about his availability to serve as a Council policy advisor.		SHH	8/22/90	10/10/90	
17.	Prepare an invitation to prospective Council senior policy advisors. Consult with MLM re. denomination representatives.		SHH	8/22/90	10/10/90	
18.	With SF, meet with Ismar Schorsch to discuss ways to support personnel development.		SHH	8/22/90	10/10/90	
19.	Work with DPK and VFL to develop a timetable for implementation of the Action Plan.		SHH	9/11/90	10/10/90	
20.	Make arrangements for Council fiscal agent.		SHH	9/11/90	10/10/90	
21.	Consider inviting David Finn to serve as a member of the board.		SHH	8/22/90	10/30/90	
22.	Consider scheduling a series of meetings with the local leadership of 15-20 cities over a period of 6-9 months to present and discuss the final report.		SHH	8/22/90	10/30/90	
23.	Arrange a meeting of potential funders of Jewish education projects in San Francisco, to include Mervin Morris.		SHH	9/11/90	10/30/90	
24.	Recruit a chief professional officer.		SHH	8/7/90	12/31/90	
25.	Recruit a chief education officer.		SHH	8/7/90	12/31/90	
26.	Consider introducing to the Council the concept of "lead institutions" such as day schools or camps. The Ramaz School is an example.		SHH	8/22/90	TBD	
27.	Consider and respond to Gottschalk proposal for a research center for Jewish education at HUC.		SHH	9/11/90	TBD	





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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE KLEINMAN ASSIGNMENTS

ORIGINATOR VFL DATE 9/12/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Develop invitation list for November 8 Commission meeting.		DPK	9/11/90	9/20/90	
2.	Work with PR people to arrange a press conference and personal interviews with leading Commission members.		DPK	9/11/90	10/10/90	

AMERICAN JEWISH  
ARCHIVES



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FUNCTION

COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE

LEVI ASSIGNMENTS

ORIGINATOR

VFL

DATE

9/12/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Add notes to assignment list.		VFL	9/11/90	9/14/90	
2.	Distribute Gottschalk proposal to Steering Committee.		VFL	9/11/90	9/14/90	
3.	Place updated Action Plan in Steering Committee books.		VFL	9/11/90	9/16/90	
4.	Work closely with senior policy advisors to see that they talk with assigned commissioners for feedback on final report.		VFL	9/11/90	10/1/90	

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☐ RAW MATERIAL  
☐ FUNCTIONAL SCHEDULE

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FUNCTION	COUNCIL STEERING COMMITTEE
SUBJECT/OBJECTIVE	MANDEL ASSIGNMENTS
ORIGINATOR	VFL
DATE	9/12/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Consider the appointment of vice chairmen to the Council Board. Candidates: President of CJF, JCCA, JESNA; C. Bronfman, M. Fisher (possible honorary chair)		MLM	8/22/90	10/10/90	
2.	Talk with Mark Lainer about funding.		MLM	8/22/90	10/10/90	
3.	Talk with Mel Swig of San Francisco about funding.		MLM	8/7/90	11/18/90	
4.	Give closing talk at JESNA Continental Leadership Conference.		MLM	9/11/90	6/11/91	





PREMIER INDUSTRIAL CORPORATION

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

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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

ORIGINATOR VFL DATE 9/12/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE



# NOTES

1. It was suggested that it will be important to fashion a lay group willing to take ownership of the Council. This is envisioned as an ongoing, proactive, creative leadership group. (8/22/90)
2. We were reminded of the importance of stimulating funders to concentrate on specific areas of Jewish education and of the possible role of the Council in helping foundations to identify staff for this purpose. (8/22/90)



MINUTES: Consultation on Council for Initiatives in  
Jewish Education

DATE OF MEETING: September 16, 1990

DATE MINUTES ISSUED: September 19, 1990

PRESENT: Morton L. Mandel (Chair), David Ariel, Jack Bieler,  
Stephen Hoffman, David Kleinman, Joseph Reimer,  
Art Rotman, Alvin Schiff, Eliot Spack, Herman Stein,  
Jonathan Woocher, Virginia Levi (Sec'y)

COPY TO: Joshua Elkin, Seymour Fox, Annette Hochstein,  
Barry Shrage, Stephen Solender, Henry L. Zucker

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I. Introduction

The chair introduced participants and noted that this meeting was to serve as a consultation on the Council for Initiatives in Jewish Education (CIJE). When the CIJE board is in place, it will decide whether to establish a senior policy advisors group and, if so, the makeup of that group. The purpose of today's meeting is to help shape the beginnings of CIJE.

II. Review of CIJE Action Plan

A. Mission

It was noted that the Action Plan was drafted to share with potential funders and future CIJE constituents, including prospective board members. It was noted further that CIJE will work closely with national and local agencies to accomplish its goals.

It was suggested that the language of this document aim high, but that it not set unrealistic goals. It was further suggested that examples be included for clarification.

It was argued that a mission statement should not be too specific.

It was suggested that the document reflect involvement not only of lay leadership, but of educators at all levels.

The section on research was considered by some to be too ambitious. It was suggested that the document indicate that CIJE will develop a plan and seek to implement it. CIJE will encourage the development of a multi-year research agenda, using the best minds we can find. It will disseminate findings and consider implications.



It was suggested that a mission statement should be more of a vision, with much of the specific detail left for methodology.

The following specific suggestions were offered:

1. Advocacy - Include reference to professional leaders in Jewish education.
2. Initiatives - Refer to all levels of personnel, supervisory and instructional. Clarify the meaning of Lead Communities.
3. Connections - Clarify that "those with proposals" include foundations, communities and institutions.
4. Research - Facilitate the development of a variegated research agenda: short-term, mid-range, and long-range.
5. Synergism - Consider incorporating the first part of this section in the introduction to the document. Consider integrating with the section on connections.
6. Energizing - This section might focus on developing a talent bank and a support mechanism.

B. Method of Operation

It was agreed that CIJE should be an organization whose goal is to build the capacity of others to do the work.

C. Structure

In discussing the board, a question was raised regarding representation of the denominations. It was agreed that Jon Woocher will consult with Alvin Schiff and Joe Reimer on this. It was agreed further that board members should serve ad personum.

It was suggested that the proposed structure may be overly complex for such a small organization. Perhaps it is unnecessary to create a specific group of fellows or scholars in the beginning. It may be preferable to let this group emerge.

III. Office and Personnel

A. Office Space

It was reported that CIJE will be located in New York City. It may be located in CJF office space, contiguous with JESNA, possibly sharing space with the group working on a Crown project.

## II. Council Logistics

- A. It was reported that CJF will serve as fiscal agent and that discussions are under way regarding the use of CJF space.

B. Identification of Staff

SHH is continuing to talk with Shulamit Elster and has also spoken with Gail Dorph about the chief education officer position. Josh Elkin is not currently interested. It is hoped that by the end of November we will have identified a top candidate.

## III. Plans for November 8 Commission Meeting

A. Invitation List

A list of prospective invitees was reviewed. It was suggested that the chief lay and professional leaders of the foundations listed be invited and that a copy of the letter to the professional officer be sent to the lay leader.

Assignment

DPK and VFL will make follow-up phone calls to non-respondents beginning the third week of October. At the next meeting of the Steering Committee a short list will be developed of people to be called and reminded to attend.

B. Logistics

Assignment

VFL will arrange with Josie Mowlen at JCCA to accompany SHH to the Grant Hyatt on October 17 to tour the meeting space and arrange final details. The luncheon is to be arranged with round tables of eight and a speakers' table.

The Steering Committee will discuss on October 30 the possibility of arranging a meeting for consultation on the Council to follow the 2:30 p.m. conclusion of the Commission meeting.

C. Publicity

DPK has been in touch with Jerry Strober about publicity.

A press conference is scheduled for 9:00 a.m. on November 8. This will include MLM, the presidents of the four seminaries, Max Fisher, and possibly Charles Bronfman and Zevulun Hammer. DPK will discuss the advisability of including Bronfman and Hammer with Strober. The goal of this press conference is to gain as much printed and broadcast media coverage as possible.



Assignment

The media will not be invited to attend the meetings. However, arrangements will be made to have a photographer present throughout the day. In addition to candid shots, it was suggested that the photographer do posed pictures of the commissioners and the senior policy advisors. We may wish to distribute a bound volume of photographs to each commissioner.

For optimum press coverage, we will need press releases and press kits. In addition, it was suggested that a few key commissioners be asked to prepare Op-Ed pieces. Further, a personalized release will be arranged for submission to the hometown newspapers of each commissioner.

DPK is to discuss all this with Strober, to indicate that we will pay out-of-pocket expenses, and to request a budget.

D. Schedule

The meeting will begin at 10:30 a.m. Following opening remarks by MLM, Finn and Fox will describe the process by which the current report was developed and AH will provide a recap of the report, using the Executive Summary. Following discussion of the final report, SHH will make a presentation on CIJE--where it is now and plans for its future. This will be followed by discussion.

The morning meeting should end at approximately noon with luncheon to begin around 12:15 p.m. The afternoon program will open with comments by MLM (20 minutes), remarks by Max Fisher (5 minutes), remarks by Minister Hammer (20 minutes) and general discussion (30 minutes) for which we will have primed a few people.

Assignment

Assignment

It was suggested that this proposed schedule be circulated to Kraar, Rotman, and Woocher for their reactions. It was also suggested that a conference call be arranged for the week of October 22 during which SF, AH, SHH, DPK, VFL, MLM, and HLZ will discuss the proposed program and the presentation on the final report.

E. Publication of Final Report

Spiral bound copies of the final report will be available for distribution at the meeting on November 8. Bound volumes and a small number of hard cover volumes for personalization and presentation to commissioners, senior policy advisors and perhaps a few others will be available later.

The acknowledgment section of the report is currently being drafted. It is to be checked extremely carefully for correct spelling and inclusiveness. We were reminded that it should be checked again at the proof stage.



IV. GA Plans

MLM will be the speaker at a session beginning at 8:00 a.m. on Friday, November 16. It will be chaired by Neil Greenbaum and the topic will be Jewish education in North America. We will plan to distribute the Executive Summary of the Commission report, a list of commissioners, and a cover sheet which will indicate where and how interested people can purchase the full report.

Assignment

VFL will get MLM's GA talk from last year to SHH. He will review it and use it as the basis for this year's remarks, which will be prepared in consultation with senior policy advisors. It was suggested that the ideal would be to have slides and extemporaneous speech based on the Executive Summary and the 1989 presentation. SHH will talk with AH about the possibility of her preparing this presentation.

V. Plans for Philadelphia

It was suggested that the November 26 Philadelphia schedule include the following:

- 9:00 - 11:00 a.m. - meeting with a group at Reconstructionist Rabbinical College
- 12:00 noon - luncheon with group of potential funders
- 2:00 - 4:00 p.m. - meetings with federation leadership
- 5:45 p.m. - flight to Cleveland

VI. Next Meeting

The next meeting is scheduled for Tuesday, October 30 at 7:30 a.m.



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FUNCTION

COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE

FOX ASSIGNMENTS

ORIGINATOR

VFL

DATE

10/12/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Draft with AH the acknowledgment section of the final report.		SF	9/11/90	10/15/90	
2.	Talk with assistant to President Herzog about incorporating remarks about the Commission report in GA presentation.		SF	8/22/90	11/1/90	
3.	Meet with Alvin Schiff and Ackerman or Hat.		SF	8/7/90	TBD	





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## FUNCTION

COUNCIL STEERING COMMITTEE

## SUBJECT/OBJECTIVE

HOFFMAN ASSIGNMENTS

## ORIGINATOR

VFL

## DATE

10/12/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
	<u>IMMEDIATE ACTION</u>					
1.	With MLM, develop a calendar of contacts with prospective funders, including timing and method of approach.		SHH	8/22/90	10/31/90	
2.	Tour meeting space and arrange final details at Grand Hyatt with Josie Mowlen of JCCA.		SHH	10/10/90	10/17/90	
3.	Discuss with professional heads of CJF, JCCA and JESNA the advisability of their three lay leaders serving as vice chairmen of the CIJE board.		SHH	10/10/90	10/30/90	
4.	Work with DPK and VFL to develop a timetable for implementation of the Action Plan.		SHH	9/11/90	10/30/90	
5.	Arrange a meeting of potential funders of Jewish education projects in San Francisco, to include Mervin Morris.		SHH	9/11/90	10/30/90	
6.	Work with AH on preparation of MLM's remarks for GA.		SHH	10/10/90	11/1/90	
7.	With MLM, meet with Stephen Dobbs and Phyllis Cook during the GA.		SHH	8/7/90	11/20/90	
8.	Recruit a chief education officer.		SHH	8/7/90	12/15/90	
	<u>AS TIME PERMITS</u>					
9.	Talk with Corky Goodman about Crown Foundation next steps.		SHH	8/7/90	10/30/90	
10.	Follow up with Cummings Foundation.		SHH	8/7/90	10/30/90	
11.	Talk with Eli Evans about Revson Foundation funding.		SHH	8/7/90	10/30/90	
12.	Follow up with Wilbur Daniels regarding Scheuer Foundation support for Council.		SHH	8/7/90	10/30/90	
13.	With MLM, approach Ludwig Jesselson about funding.		SHH	8/7/90	10/30/90	





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COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE

HOFFMAN ASSIGNMENTS

ORIGINATOR

VFL

DATE

10/12/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
14.	Discuss with MLM the advisability of asking Bob Hiller to join the CIJE board.		SHH	10/10/90	10/31/90	
15.	Work with SF to identify representatives of denominations to invite to serve as Council policy advisors.		SHH	8/22/90	11/6/90	
16.	With HLZ, follow up with David Arnow to schedule a meeting with Arnow-Weiler families.		SHH	8/7/90	11/30/90	
17.	Follow up with Avraham HaCohen to schedule a meeting with Avi Chai Foundation to request funding.		SHH	8/7/90	11/30/90	
18.	Recruit a chief professional officer.		SHH	8/7/90	9/1/91	
19.	Prepare an invitation to prospective Council senior policy advisors. Consult with MLM re. denomination representatives.		SHH	8/22/90	TBD	
20.	With SF, meet with Ismar Schorsch to discuss ways to support personnel development.		SHH	8/22/90	TBD	
21.	Consider inviting David Finn to serve as a member of the board.		SHH	8/22/90	TBD	
22.	Consider scheduling a series of meetings with the local leadership of 15-20 cities over a period of 6-9 months to present and discuss the final report.		SHH	8/22/90	TBD	
23.	Consider introducing to the Council the concept of "lead institutions" such as day schools or camps. The Ramaz School is an example.		SHH	8/22/90	TBD	
24.	Consider and respond to Gottschalk proposal for a research center for Jewish education at HUC.		SHH	9/11/90	TBD	





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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE KLEINMAN ASSIGNMENTS

ORIGINATOR VFL DATE 10/12/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Work with PR people to arrange a press conference and media coverage of November 8 meeting.		DPK	9/11/90	10/30/90	
2.	Arrange to have a photographer present throughout the day on November 8.		DPK	10/10/90	10/30/90	
3.	Make follow-up phone calls to non-respondent invitees.		DPK	10/10/90	11/1/90	





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SUBJECT/OBJECTIVE	LEVI ASSIGNMENTS
ORIGINATOR	VFL
DATE	10/12/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Gather information for MLM which will be helpful in calling potential funders Lainer, Hirschhorn and Crown.		VFL	10/10/90	10/19/90	
2.	Circulate proposed 11/8 meeting schedule to Kraar, Rotman and Woocher for their reactions.		VFL	10/10/90	10/20/90	
3.	Arrange a conference call the week of 10/22 for SF, AH, SHH, DPK, VFL, MLM and HLZ to discuss proposed 11/8 program.		VFL	10/10/90	10/22/90	
4.	Make follow-up phone calls to non-respondent invitees.		VFL	10/10/90	11/1/90	

MINUTES: COUNCIL STEERING COMMITTEE TELECONFERENCE

DATE OF MEETING: October 23, 1990

DATE MINUTES ISSUED: October 24, 1990

PRESENT: Seymour Fox, Annette Hochstein, Stephen H. Hoffman,  
David P. Kleinman, Morton L. Mandel, Henry L. Zucker,  
Virginia F. Levi (Sec'y)

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I. Press Conference (9:30 a.m. - November 8)

The purpose of the press conference is to feature the findings of the Commission. Issues which should be highlighted are the private/public partnership and the pluralistic nature of the effort.

A. Participants

Assignment

In addition to MLM, Gottschalk, Green, Lamm and Schorsch, it was agreed to invite Bill Berman, Neil Greenbaum and Lester Pollack to participate.

B. Arrangements

A media alert has been sent to a mailing list of approximately 250. Jerry Strober is drafting a press release, which will be circulated to the Steering Committee before distribution.

Assignment

DPK will prepare a list of key points for use by MLM in making his opening statement.

It was agreed that a breakfast meeting will take place at 8:30 a.m. for the purpose of preparing the principals. Staff will also be present.

The press conference will begin at 9:30 a.m. and conclude by 10:15. MLM may use a few slides as the basis of a factual, action oriented presentation. The slides will be prepared by AH for use in her presentation later in the morning.

Press kits will be prepared and will include the following:

1. Bio and PR photos of the principals
2. Press release
3. Final report
4. CIJE mission statement
5. Commissioner list
6. List of Commission meeting dates



In addition, Strober will fax a press release to the local paper of each commissioner. It will include statements from the people who will participate in the press conference.

UJA will provide a photographer.

MLM will chair the press conference, will make the opening statement, and will see that all of the principals are involved.

Strober has agreed that it would be appropriate for Twersky to write an op ed piece.

Staff to be present for the breakfast and press conference include SF, AH, SHH, DPK, and VFL. In addition, we will invite Kraar, Rotman and Woocher.

II. Morning Meeting (10:30 a.m. to Noon)

It is anticipated that the audience will be approximately half Commission members and half important people who have not been a part of the process or read the report. It will be important to relay the basic principles of the Commission plan and to focus heavily on implementation, providing a clear understanding of how we got to this point.

A. MLM Opening Remarks (5-10 minutes)

This will include the following components: welcome, introduction of guests (perhaps limited to general comments on the presence of both Commission members and guests with an interest in the Commission's product), comments on the events and process leading to today's meeting--including interviews of commissioners and incorporation of their comments in next drafts, an invitation to respond to the report, and an introduction of the morning presenters.

B. AH Recap of Report Based on Executive Summary (15-20 minutes)

This presentation will include the use of slides and will focus on the process of narrowing our focus and on implementation.

C. Discussion of Report (30 minutes)

It was suggested that we consider contacting some people in advance to prepare them to speak. Bronfman, who will not be present in the afternoon, might be encouraged to talk about collaboration. Someone should be asked to focus on federation and community. Institution heads might be asked to speak about how they plan to focus on training personnel. Others might speak about the importance of the CIJE as a catalyst. SHH and VFL will review the attendance list and then consult with SF, AH and HLZ to identify possible speakers.

D. SHH will present the CIJE (15 minutes)

E. Discussion of CIJE (30 minutes)

III. Afternoon Meeting (1:00 - 2:30 p.m.)

A. MLM comments (20 minutes)

MLM will mention the outstanding participation and positive response of commissioners and will thank our partners by name. Any further thanks which single out individuals could be problematic. This will be considered and discussed further before November 8.

B. Max Fisher (5 minutes)

He will be asked to focus on the importance of Jewish education and the awakening of American Jewish leadership to the issue.

C. Minister Zevulun Hammer (20 minutes)

SF will prepare Minister Hammer. It was suggested that his remarks be put in the context of current world issues, of the importance of the Jewish communities supporting each other, and of the challenge of educating Soviets on their Jewish heritage. His remarks should note the importance of the outcomes of the Commission to Jews worldwide.

D. Discussion

SHH and HLZ will work with MLM to develop a clear formulation for reporting on funding. They will prepare a question and answer sheet listing points likely to be raised and our answers. In

addition, they will select some funders to be primed to speak. SHH will call Corson to ask about having a Wexner Foundation representative present.

IV. Other Matters

A. CIJE Consultation

It has been suggested that a consultation of people interested in CIJE be scheduled for 2:30-3:30 p.m. It was noted that participation might be somewhat random, and that participation would be limited sending the wrong signals to those who do attend. No conclusion was reached. This is to be discussed later.

B. It was suggested that a meeting of the Council Steering Committee and Kraar, Rotman and Woocher be scheduled for 9:00 p.m. on Wednesday, November 7 to review plans for the 8th. The location of this meeting will be determined.



- C. It was reported that the final report will be ready on November 1. A supply will be available for distribution at the meeting on the 8th. A few will be distributed before the meeting. A supply will be available for distribution at the GA and efforts are under way to arrange for the sale of the report at the GA.

Assignment

- D. SF and SHH will work on developing a list of commissioners to be called prior to the distribution of the report.



MINUTES: COUNCIL STEERING COMMITTEE

DATE OF MEETING: October 30, 1990

DATE MINUTES ISSUED: October 31, 1990

PRESENT: Stephen H. Hoffman, David P. Kleinman, Morton L. Mandel,  
Virginia F. Levi (Sec'y)

COPY TO: Seymour Fox, Annette Hochstein, Henry L. Zucker

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I. The minutes and assignments of October 10 and October 23 were reviewed.

Assignment

SHH reported having spoken with Steve Dobbs about funding. He is to follow up with a formal letter and a copy of the Commission report. The Koret Foundation will review this in December and determine whether to invite us to apply for funding. SHH will meet with Dobbs during the GA.

II. Review Plans for November 7-8

A. Open Items

1. MLM's afternoon remarks will include general thanks, with specific mention only of the director, consultants, and partners.

Assignment

2. SHH will call Steve Solender to encourage his attendance.

3. There will be no Council consultation on the 8th.

Assignment

4. MLM will call Max Fisher to confirm his attendance and to discuss his presentation.

B. Public Relations

Assignment

Preparations for the press conference are under way. DPK will prepare bullet points for use by MLM. SHH has spoken with the executives of CJF, JESNA and JCCA and reported that it is likely that Bill Berman, Bennett Yanowitz, and Lester Pollack will participate.

Assignment

It was noted that the press release is the most critical piece of the process and that it should be mailed, with the complete press kit, to the entire PR mailing list. DPK will talk with Strober about his handling this.



Assignment

SF is to invite Twersky to prepare an op ed piece. In addition, we may wish to invite others to prepare op ed pieces for occasional publication. Possible authors include Eli Evans, Yitz Greenberg, Marty Lipset, and the seminary heads. This will be part of a continuing PR effort.

Assignment

DPK will contact Strober and UJA to get a complete list of people to whom the media alert was sent.

Assignment

There is some uncertainty about the preparation of the press release. VFL will send Ken Myers' most recent release to SHH and DPK, who will consider using it as the basis for the press release.

III. Distribution of Report

A. Initial Distribution

University Press is printing 3,000 softbound copies of the report as well as 300 hardbound copies. We will purchase 2,000 initially for approximately \$3.00 plus the cost of typesetting. The publisher will sell the remaining 1,000 at a fee of \$14.95 for the softbound version and \$30.00 for the hardcover. The publisher is aware that we plan to offer some of our copies for sale at a cost of \$10.00 to GA participants.

It was suggested that the publisher warehouse our copies until after the GA and that they handle the distribution of those ordered as a result of the GA.

It was suggested that copies of the report be initially distributed as follows:

1. 250 to Strober for mailing with press kits
2. 150 for distribution at the meeting--to be delivered to the Grand Hyatt
3. 200 to the CJF office in New York
4. 200 to Cleveland
5. 400 to be taken to Israel

The remaining 800 would remain with the publisher.

B. Distribution List

In addition to the media, it was suggested that reports be sent to selected BJE's, to the board of JCC Association and the metropolitan JCC's, and to selected federations. DPK will call Woocher and Rotman for suggested mailing lists.

Assignment

Assignment      It was also suggested that we write to the seminary heads and offer a few reports to them for distribution.

Assignment      A preprinted cover letter will be prepared to accompany the reports. VFL will work with SHH to design and print Council letterhead. This will be based on the design of the Commission letterhead.

IV. Update on CIJE

Assignment      The executives of CJF, JCCA, and JESNA agreed that it would be appropriate for their lay leaders to serve as vice chairs of the Council. In addition, we will identify a fourth vice chair who could potentially take over the chairmanship in the future.

Assignment      MLM and SHH will develop a timetable for the next twelve months. This will include selection of the board, up to three board meetings, and an annual meeting to include a larger group.

V. Next Meeting

A final meeting of this group was scheduled for Wednesday, November 28 at 7:30 a.m.





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

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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR VFL

DATE 10/30/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Talk with assistant to President Herzog about incorporating remarks about the Commission report in GA presentation.		SF	8/22/90	11/1/90	
2.	Invite Rabbi Twersky to prepare an an op ed piece.		SF	10/30/90	11/15/90	
3.	Meet with Alvin Schiff and Ackerman or Hat.		SF	8/7/90	TBD	

AMERICAN JEWISH  
ARCHIVES





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☐ ACTIVE PROJECTS  
☐ RAW MATERIAL  
☐ FUNCTIONAL SCHEDULE

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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR VFL

DATE 10/30/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
	<u>IMMEDIATE ACTION</u>					
1.	With MLM, develop a calendar of contacts with prospective funders, including timing and method of approach.		SHH	8/22/90	10/31/90	
2.	Work with DPK and VFL to develop a timetable for implementation of the Action Plan.		SHH	9/11/90	11/2/90	
3.	With SF, develop a list of commissioners to be called prior to the distribution of the report.		SHH	10/23/90	11/5/90	
4.	Call Steve Solender to encourage his attendance on November 8.		SHH	10/30/90	11/5/90	
5.	With VFL, review the attendance list to identify possible speakers.		SHH	10/23/90	11/8/90	
6.	Work with AH on preparation of MLM's remarks for GA.		SHH	10/10/90	11/9/90	
7.	Arrange a meeting of potential funders of Jewish education projects in San Francisco, to include Mervin Morris.		SHH	9/11/90	11/15/90	
8.	With MLM, develop a timetable for the CIJE over the next twelve months.		SHH	10/30/90	11/15/90	
9.	Send a formal letter and copy of Commission report to Steve Dobbs and meet with him during the GA.		SHH	10/30/90	11/30/90	
10.	Recruit a chief education officer.		SHH	8/7/90	12/15/90	
	<u>AS TIME PERMITS</u>					
11.	Work with SF to identify representatives of denominations to invite to serve as Council policy advisors.		SHH	8/22/90	11/15/90	
12.	Stay in touch with Corky Goodman about Crown Foundation next steps.		SHH	8/7/90	11/30/90	



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

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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR VFL

DATE 10/30/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
13.	Follow up with Cummings Foundation.		SHH	8/7/90	11/30/90	
14.	Talk with Eli Evans about Revson Foundation funding.		SHH	8/7/90	11/30/90	
15.	Follow up with Wilbur Daniels regarding Scheuer Foundation support for Council.		SHH	8/7/90	11/30/90	
16.	With MLM, approach Ludwig Jesselson about funding.		SHH	8/7/90	11/30/90	
17.	With HLZ, follow up with David Arnow to schedule a meeting with Arnow-Weiler families.		SHH	8/7/90	11/30/90	
18.	Write to seminary heads and offer reports to them for distribution.		SHH	10/30/90	11/30/90	
19.	Work with MLM and HLZ to identify a fourth Council vice chair.		SHH	10/30/90	12/15/90	
20.	Recruit a chief professional officer.		SHH	8/7/90	9/1/91	
21.	Prepare an invitation to prospective Council senior policy advisors. Consult with MLM re. denomination representatives.		SHH	8/22/90	TBD	
22.	With SF, meet with Ismar Schorsch to discuss ways to support personnel development.		SHH	8/22/90	TBD	
23.	Consider inviting David Finn to serve as a member of the board.		SHH	8/22/90	TBD	
24.	Consider scheduling a series of meetings with the local leadership of 15-20 cities over a period of 6-9 months to present and discuss the final report.		SHH	8/22/90	TBD	
25.	Consider introducing to the Council the concept of "lead institutions" such as day schools or camps. The Ramaz School is an example.		SHH	8/22/90	TBD	
26.	Consider and respond to Gottschalk proposal for a research center for Jewish education at HUC.		SHH	9/11/90	TBD	



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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE KLEINMAN ASSIGNMENTS

ORIGINATOR VFL

DATE 10/30/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SHH, consider using Ken Myers' most recent release as the basis of a press release.		DPK	10/30/90	11/1/90	
2.	Contact Jerry Strober and UJA to get a complete list of people to whom the media alert was sent.		DPK	10/30/90	11/2/90	
3.	Prepare a list of key points for use by MLM in making his opening statement.		DPK	10/23/90	11/5/90	
4.	See that press kits are prepared.		DPK	10/23/90	11/5/90	
5.	Prepare bullet points for use by MLM at press conference.		DPK	10/30/90	11/5/90	
6.	Talk with Strober about his handling of entire PR mailing.		DPK	10/30/90	11/5/90	
7.	Call Woocher and Rotman for suggested final report mailing lists.		DPK	10/30/90	11/8/90	





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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR VFL

DATE 10/30/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Work with SHH to design and print Council letterhead.		VFL	10/30/90	11/30/90	



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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

ORIGINATOR VFL

DATE 10/30/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SHH, work with MLM to develop a clear formulation for reporting on funding.		HLZ	10/23/90	11/7/90	



MINUTES: COUNCIL STEERING COMMITTEE  
DATE OF MEETING: November 28, 1990  
DATE MINUTES ISSUED: November 30, 1990  
PRESENT: Stephen H. Hoffman, David P. Kleinman, Morton L. Mandel,  
Virginia F. Levi (Sec'y)  
COPY TO: Seymour Fox, Annette Hochstein, Henry L. Zucker

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

II. Public Relations Update

Assignment Jerry Strober will follow up with the media in the home towns of commissioners. DPK will follow up with Strober.

Both UJA and JCCA clipping services are tracking articles on the Commission for us.

Assignment SHH is in conversation with Ari Goldman of the New York Times about an article. He will ask Alvin Schiff or Jon Woocher to follow up with Goldman.

Assignment VFL will assemble a list of commissioners, senior policy advisors, and others to receive a semi-personalized letter of thanks for participation in the Commission effort. These are to be sent in December.

Assignment VFL will work on arrangements for hardcover binding of a small number of reports (75-100) with a personalized acknowledgment to be pasted in the front cover. She will consult with Norm Friedman on this. We will aim for distribution of the books in January.

III. Distribution of Reports

A list of people to receive complimentary copies of the report is being finalized. The report has already been sent to commissioners and others who were invited, but unable to attend the November 8 meeting. In addition, we are responding to orders for the book, selling them for \$6.00 per copy plus shipping.

Assignment VFL will maintain a running log of distribution and will submit a quarterly report to the Steering Committee.



IV. Administrative Process

A. Technical Arrangements

Assignment

DPK is working with staff at CJF to set up an office. He will explore with Jon Woocher the possibility of sharing a secretary with the Crown/JESNA project. He will also talk with Harold Adler at CJF about handling day to day operations and budget matters.

Assignment

SHH will ask Mike Cole to review and simplify Federation bylaws for CIJE use. CIJE will not incorporate, but will function as a committee of CJF.

B. CIJE Board

Assignment

Assignment

MLM will ask Corky Goodman, Lester Pollack and Neil Greenbaum to serve as vice chairs of the board. VFL will call Jon Woocher about the affiliation of the three and, assuming none is Orthodox, MLM will invite Matthew Maryles to be the fourth vice chair.

Following is a list of potential board members:

1. Charles Bronfman
2. Lester Crown
3. Morton Mandel
4. Florence Melton
5. David Hirschhorn
6. Rachel Cowan - if foundation agrees to support CIJE
7. Eli Evans
8. Mona Ackerman - if foundation agrees to support CIJE
9. Steve Dobbs - if foundation agrees to support CIJE
10. Richard Scheuer - if foundation agrees to support CIJE
11. Max Fisher
12. Robert Arnow
13. Neil Greenbaum - JESNA
14. Charles Goodman - CJF
15. Lester Pollack - JCCA
16. Matthew Maryles
17. Irwin Field
18. Esther Leah Ritz
19. Isadore Twersky
20. Seymour Lipset
21. John Colman
22. Dan Shapiro
23. Bill Berman
24. Mark Lainer
25. Bennett Yanowitz
26. Norman Lipoff (Miami)
27. Julia Koschitzky (Toronto)
28. Arthur Green
29. Norman Lamm
30. Alfred Gottschalk
31. Ismar Schorsch



Other possibilities include:

1. A representative of the Jim Joseph Foundation
2. The heads of the four seminaries, the denominations, and Torah Umesorah
3. Professionals

Assignment

VFL will ask Fox, Rotman, Schiff and Woocher who might represent the denominations and professional educators. VFL will prepare a grid indicating the age, sex, geographic location and affiliation of potential board members. VFL will also ask Alvin Schiff who the equivalent is to Norman Lamm in Torah Umesorah.

Assignment

SHH will call his contacts in Atlanta and San Francisco for suggestions of people to serve on the board.

Our goal is to appoint as many board members as possible by the end of December.

C. Senior Policy Advisors

The proposed list of senior policy advisors includes the following:

1. Marty Kraar
2. Art Rotman
3. Jon Woocher
4. Yitz Greenberg
5. Steve Solender
6. Alvin Schiff
7. Sara Lee
8. Josh Elkin
9. Dan Pekarsky
10. Barry Shrage
11. Robert Abramson
12. UAHC representative
13. Orthodox representative
14. Reconstructionist representative
15. Eliot Spack
16. Torah Umesorah representative
17. Jack Bieler
- \*18. Richard Joel
19. Bernie Reisman
20. David Dubin

Assignment

- \* SHH will consult with a college-age expert to advise us on Hillel. SHH will aim to recruit senior policy advisors by December 20.

The function and purpose for the senior policy advisors and first steps for the board as laid out in VFL's memo of November 5, 1990 (attached) were approved.



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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR VFL

DATE 11/30/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Invite Rabbi Twersky to prepare an an op ed piece.		SF	10/30/90	TBD	
2.	Meet with Alvin Schiff and Ackerman or Hat.		SF	8/7/90	TBD	





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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR VFL

DATE 11/30/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
	<u>IMMEDIATE ACTION</u>					
1.	Write a letter to Lester Crown confirming agreement to provide support for CIJE for three years.		SHH	11/28/90	12/7/90	
2.	Proceed with arrangements to engage Shulamith Elster as chief education officer.		SHH	11/28/90	12/15/90	
3.	Ask Alvin Schiff or Jon Woocher to follow up with Ari Goldman of the <u>New York Times</u> about an article.		SHH	11/28/90	12/15/90	
4.	Call contacts in Atlanta and San Francisco for suggestions of people to serve on the CIJE board.		SHH	11/28/90	12/15/90	
5.	Consult with a college-age expert to advise us on Hillel.		SHH	11/28/90	12/20/90	
6.	Try to get the Jim Joseph Foundation to commit support for CIJE for a second year.		SHH	11/28/90	12/20/90	
7.	Ask Mike Cole to review and simplify Federation bylaws for CIJE use.		SHH	11/28/90	12/31/90	
	<u>AS TIME PERMITS</u>					
8.	Work with SF to identify representatives of denominations to invite to serve as Council policy advisors.		SHH	8/22/90	12/15/90	
9.	Work with MLM and HLZ to identify a fourth Council vice chair.		SHH	10/30/90	12/15/90	
10.	Follow up with Cummings Foundation.		SHH	8/7/90	12/31/90	
11.	Talk with Eli Evans about Revson Foundation funding.		SHH	8/7/90	12/31/90	
12.	Follow up with Wilbur Daniels regarding Scheuer Foundation support for Council.		SHH	8/7/90	12/31/90	



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FUNCTION	COUNCIL STEERING COMMITTEE	
SUBJECT/OBJECTIVE	HOFFMAN ASSIGNMENTS	
ORIGINATOR	VFL	DATE 11/30/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
13.	With HLZ, follow up with David Arnow to schedule a meeting with Arnow-Weiler families.		SHH	8/7/90	12/31/90	
14.	Prepare an invitation to prospective Council senior policy advisors. Consult with MLM re. denomination representatives.		SHH	8/22/90	12/31/90	
15.	Recruit a chief professional officer.		SHH	8/7/90	9/1/91	
16.	Consider inviting David Finn to serve as a member of the board.		SHH	8/22/90	TBD	
17.	Consider scheduling a series of meetings with the local leadership of 15-20 cities over a period of 6-9 months to present and discuss the final report.		SHH	8/22/90	TBD	





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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE KLEINMAN ASSIGNMENTS

ORIGINATOR

VFL

DATE 11/30/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact UJA to get a complete list of people to whom the media alert was sent.		DPK	10/30/90	12/5/90	
2.	Follow up with Jerry Strober about media in the home towns of commissioners.		DPK	11/28/90	12/7/90	
3.	Call Woocher and Rotman for suggested final report mailing lists.		DPK	10/30/90	12/8/90	
4.	Work with staff at CJF to set up an office.		DPK	11/28/90	12/15/90	

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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR

VFL

DATE 11/30/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Call Jon Woocher about the affiliation of Corky Goodman, Lester Pollack and Neil Greenbaum.		VFL	11/28/90	12/5/90	
2.	Ask Fox, Rotman, Schiff and Woocher who might represent denominations and professional educators on CIJE board. Prepare a grid of potential board members. Ask Schiff who is equivalent to Lamm in Torah Umesorah.		VFL	11/28/90	12/7/90	
3.	Add a section to Council Steering Committee book with a page on each potential lead community.		VFL	11/28/90	12/7/90	
4.	Write to seminary heads and offer reports to them for distribution.		VFL	10/30/90	12/7/90	
5.	Work with SHH to design and print Council letterhead.		VFL	10/30/90	12/15/90	
6.	Assemble list and draft thank you letters to persons who participated in the Commission effort.		VFL	11/28/90	12/15/90	
7.	Consult with Norm Friedman on arrangements for hardcover binding of a small number of reports.		VFL	11/28/90	1/25/90	
8.	Maintain a running log of distribution of books and submit a quarterly report to the Steering Committee.		VFL	11/28/90	ongoing	





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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

ORIGINATOR VFL

DATE 11/30/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SF, meet with Ismar Schorsch to discuss ways to support personnel development.		HLZ	8/22/90	TBD	
2.	Consider and respond to Gottschalk proposal for a research center for Jewish education at HUC.		HLZ	9/11/90	TBD	



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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR VFL DATE 12/14/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Invite Rabbi Twersky to prepare an an op ed piece.		SF	10/30/90	TBD	
2.	Meet with Alvin Schiff and Ackerman or Hat.		SF	8/7/90	TBD	



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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR VFL

DATE 12/14/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
	<u>IMMEDIATE ACTION</u>					
1.	Ask Alvin Schiff or Jon Woocher to follow up with Ari Goldman of the <u>New York Times</u> about an article.		SHH	11/28/90	12/20/90	
2.	Call contacts in San Francisco for suggestion of person to serve on the CIJE board.		SHH	11/28/90	12/20/90	
3.	Consult with a college-age expert to advise us on Hillel.		SHH	11/28/90	12/20/90	
4.	Try to get the Jim Joseph Foundation to commit support for CIJE for a second year.		SHH	11/28/90	12/20/90	
5.	Reply to Stuart Eizenstat's letter.		SHH	12/14/90	12/21/90	
6.	Call Rabbi Fishman about his request for funding.		SHH	12/14/90	12/21/90	
7.	Prepare an invitation to prospective Council senior policy advisors.		SHH	8/22/90	12/31/90	
8.	Discuss with Barry Reis, an accounting process to control CIJE expenditures.		SHH	12/14/90	1/15/91	
	<u>AS TIME PERMITS</u>					
9.	Follow up with Cummings Foundation.		SHH	8/7/90	12/31/90	
10.	Talk with Eli Evans about Revson Foundation funding.		SHH	8/7/90	12/31/90	



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

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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR VFL DATE 12/14/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
11.	Explore informally with Jerry Strober the possibility of paying him a modest stipend for his work for the CIJE.		SHH	12/14/90	2/28/91	
12.	Recruit a chief professional officer.		SHH	8/7/90	9/1/91	
13.	Consider inviting David Finn to serve as a member of the board.		SHH	8/22/90	TBD	
14.	Consider scheduling a series of meetings with the local leadership of 15-20 cities over a period of 6-9 months to present and discuss the final report.		SHH	8/22/90	TBD	
15.	Work with staff at CJF to set up an office.		SHH	11/28/90	TBD	





PREMIER INDUSTRIAL CORPORATION

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

- ☐ ASSIGNMENTS  
☐ ACTIVE PROJECTS  
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☐ FUNCTIONAL SCHEDULE

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FUNCTION	COUNCIL STEERING COMMITTEE	
SUBJECT/OBJECTIVE	LEVI ASSIGNMENTS	
ORIGINATOR	VFL	DATE 12/14/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SHH and HLZ, develop assignments and a timetable for inviting people to serve on the CIJE board.		VFL	12/14/90	12/17/90	
2.	Ask Fox and Rotman who might represent denominations and professional educators on CIJE board.		VFL	11/28/90	12/20/90	
3.	Contact UJA to get a complete list of people to whom the media alert was sent.		VFL	10/30/90	12/20/90	
4.	Follow up with Jerry Strober about media in the home towns of commissioners.		VFL	11/28/90	12/20/90	
5.	Work with SHH to design and print Council letterhead.		VFL	10/30/90	12/31/90	
6.	Ask University Press staff about their plans for publicizing the final report.		VFL	12/14/90	12/31/90	
7.	Consult with Norm Friedman on arrangements for hardcover binding of a small number of reports.		VFL	11/28/90	1/25/90	

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

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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

ORIGINATOR VFL DATE 12/14/90

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Draft a letter of response for MLM to Rabbi Fishman's letter of November 26.		HLZ	12/14/90	12/14/90	
2.	Schedule a meeting with Arnow-Weiler families.		HLZ	8/7/90	3/91	
3.	With SF, meet with Ismar Schorsch to discuss ways to support personnel development.		HLZ	8/22/90	TBD	
4.	Consider and respond to Gottschalk proposal for a research center for Jewish education at HUC.		HLZ	9/11/90	TBD	