



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

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

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

Subseries 1: Meetings, 1990–1998.

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Box  
26

Folder  
1

Steering committee. 8 June 1995. Planning notes and  
correspondence, June 1995.

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

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JUN 5 1995

## MEETING/WORKSHOP BUDGET REQUEST

Entity CJE

Project STEERING COMMITTEE

Responsible Person/Meeting Coordinator

Purpose

Date(s) of Meeting JUNE 8, 1995

Meeting City/Airport NY

Arrival Time

Departure Time

Location: Where? CJE-NY

Address

Is the location already reserved? Yes ☒ No ☐

Post-It™ brand fax transmittal memo 7671

# of pages 1

To	ROBIN	From	BERNARD, NA
Co.	CJE	Co.	BTI AMERKASAC
Dept.		Phone #	
Fax #	212-532-2646	Fax #	212-681-0554

Time of Meeting From: 9:30 - 4:00

Arrival Date and Latest Suitable

Departure Date and Earliest Suitable

Meeting Agenda Attached? Yes ☒ No ☐

Phone

Fax

* Attendees (*If more space needed please attach separate sheet)	Airport Departure City	Travel Air	Travel Taxi/Drive	Rooms	Meals	Total
A. HOFFMANN						
B. HOLTZ						
G. DORPH						
NR REPORT						
* A. GAMORAN	MADISON, WI	680. <sup>00</sup>	440. <sup>00</sup>	145		
* D. PELASCKY	MADISON, WI	609. <sup>00</sup>		290		
W. ACKERMAN	CLEVELAND	622. <sup>00</sup>				
* V. LEVI	CLEVELAND	11	11	145		
* R. SHATTEN	CLEVELAND	11	11			
S. HOFFMAN	CLEVELAND	11	11			
S. WOOLHER						
Attendee Cost						

\* TICKETED ALREADY.

TAXI  
\$50.00 per person flying

[illegible]

# MEETING/WORKSHOP BUDGET ELEMENTS

No. 1.3  
Effective 7/2/93  
Page 4 of 4

ATTENDEE COST: (Brought forward from front side)

\$ \_\_\_\_\_

## DESCRIPTION

MEETING ROOM(S):

\$ 0

GROUP MEALS:

(CHECK APPROPRIATE BLOCK(S) AND INDICATE THE PER PERSON COST AS WELL AS THE TOTAL)

☒ BREAKFAST \$ 2.75 ☒ LUNCH \$ 16.00 ☐ DINNER \$ \_\_\_\_\_ \$ 300  
(PER PERSON) (PER PERSON) (PER PERSON)

EQUIPMENT:

AMERICAN JEWISH ARCHIVES  
\$ 0

GROUP REFRESHMENTS:

none other than above meals (beverages included)

\$ \_\_\_\_\_

OTHER (SPECIFY):

\$ \_\_\_\_\_

TOTAL MEETING/WORKSHOP BUDGET

\$ \_\_\_\_\_

Submitted By <u>Rosy V. Mancor</u>	Date	Financial Approval:	Date
Air Fares Estimated <u>BERNADINA - BTI AMERICAS</u>	<u>5/25/95</u>	Operations Approval:	
Knowledge Center Approval:		Final Approval: <u>[Signature]</u>	<u>5/30</u>

\*Required for budgets allowing less than 30 days notice.



**InterOffice Memo**

**To:** MLM  
**From:** VFL *VFL*  
**CC:** ADH, RAS  
**Date:** 6/6/95  
**Subject:** Steering Committee Meeting Space

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We've run into a small problem with meeting space for the 6/8 CIJE Steering Committee meeting. It seems that JCCA had the meeting on its books for today (6/6). They have several other meetings scheduled for the 8th.

Josie has done her best to meet our needs. The solution is that we will meet in the central conference room, where we always meet, all morning and through lunch. After lunch, the committee groups will meet in staff offices, as in the past. From 2:15, when we reconvene, to 3:30, when the Steering Committee meeting concludes and the fund raising group gathers, we will meet in the Board Room (the smaller conference room behind the reception area). It may be a little tight, but JCCA will ensure that we have enough tables to accommodate the group. The 3:30 fund raising meeting and the 4:00 candidate interview will also take place in the Board Room, but with a smaller group.



file 6/8 Steg mcs



**CIJE** Council  
for  
Initiatives  
in  
Jewish  
Education

*Chair*

Morton Mandel

*Vice Chairs*

Billie Gold

Ann Kaufman

Matthew Maryles

Maynard Wishner

June 12, 1995

*Honorary Chair*

Max Fisher

Ms. Josie Mowlem

JCC Association

15 East 26th Street

New York, NY 10010-1579

*Board*

David Arnow

Daniel Bader

Mandell Berman

Charles Bronfman

John Colman

Maurice Corson

Susan Crown

Jay Davis

Irwin Field

Charles Goodman

Alfred Gottschalk

Neil Greenbaum

David Hirschhorn

Gershon Kekst

Henry Koschitzky

Mark Lainer

Norman Lamm

Marvin Lender

Norman Lipoff

Seymour Martin Lipset

Florence Melton

Melvin Merians

Lester Pollack

Charles Ratner

Esther Leah Ritz

William Schatten

Richard Scheuer

Ismar Schorsch

David Teutsch

Isadore Twersky

Bennett Yanowitz

Dear Josie:

I understand that you had a major juggling act to manage on the day of our Steering Committee meeting last week, and want you to know how appreciative we at CIJE are. Our meetings went smoothly and there was no sign that anything out of the ordinary had occurred. I know that this was due to your quiet, behind-the-scenes efforts and want you to know that I realize how difficult it can be to make things appear so effortless on the surface.

Thank you for your important efforts on our behalf. As always, it is a pleasure working with you.

Warm regards,

MORTON L. MANDEL -- Chair

cc: Allan Finkelstein - JCCA

*Executive Director*

Alan Hoffmann



1) MEF file  
2) Steering Committee file  
3) To go out with minutes

June 5, 1995

To: CIJE Steering Committee  
From: Adam Gamoran  
RE: support for analysis of survey data

At the last meeting, the Steering Committee asked whether the MEF team could provide support for community researchers who may be analyzing data gathered with the CIJE Educators Survey.

It is well within our means to prepare a manual including coding instructions and program lines to be used with SPSS, a commercially available software package. This would enable a user to code data collected from any community in a standardized manner using our coding procedures, resulting in the same indicators as we are using.

If the CIJE Evaluation Institute comes to be, this coding manual would be part of the training materials. The coding manual could also be used independently. In the long run, the coding manual could be the first step in preparation for a national data base.

We estimate that it would take about 60 hours of effort from Bill and about 10 hours each from Ellen and Adam to accomplish this task. We have not assigned ourselves this task yet because there are as yet no customers, but we will when the time comes.

6-8-95

Sherry Case file  
St. Comm.

**COUNCIL FOR INITIATIVES IN JEWISH EDUCATION  
STEERING COMMITTEE MEETING  
NEW YORK**

**9:30**

**CONFERENCE ROOM**

**CHAIRMAN'S NOTES**

**9:30: WELCOME ALL**

CHUCK RATNER WILL NOT ATTEND

WE SEND CONDOLENCES TO HIM AND HIS FAMILY

LESTER POLLACK IS ATTENDING HIS FIRST STEERING COMMITTEE MEETING (LESTER IS FLYING IN FROM LONDON IN THE MORNING AND WILL COME DIRECTLY TO THE STEERING COMMITTEE MEETING.)

PROFESSOR WALTER ACKERMAN HAS BEEN A VISITING PROFESSOR AT THE CLEVELAND COLLEGE THIS YEAR AND A CONSULTANT TO THE CIJE. VERY HAPPY TO HAVE HIM WITH US.

**9:35: GO THROUGH "BOOKS" AND MASTER SCHEDULE CONTROL**

**9:40-10:10: II. MINUTES and III. ASSIGNMENTS:**

GINNY WILL GO THROUGH THE MINUTES AND ASSIGNMENTS. NOTE THAT UNDER ASSIGNMENTS WE AGREED TO INCREASE BOARD SIZE AND RECOMMEND COMMITTEE CO-CHAIRS. IN PALM BEACH WE AGREED THAT YOU WOULD APPROACH ESTHER LEAH TO CHAIR A NOMINATING



COMMITTEE (YOU MAY WANT TO APPROACH HER BEFORE THE MEETING BEGINS) AND THAT WE WOULD NOT APPOINT VICE-CHAIRS FROM THE BOARD UNTIL WE HAD EXPANDED THE BOARD.

**10:10 - 10:40: IV. CIJE UPDATE**

ADH WILL UPDATE ON AREAS NOT INCLUDED IN TODAY'S AGENDA FOLLOWED BY DISCUSSION

**10:40-11:30: V. REGIONAL TRAINING CAPACITY**

WALTER ACKERMAN WILL INTRODUCE THIS TOPIC. STEERING COMMITTEE MEMBERS HAVE RECEIVED THREE DOCUMENTS WRITTEN BY ACKERMAN. "THE STRUCTURE OF JEWISH EDUCATION" (tab 6a) IS THE PIECE HE WROTE FOR THE MANDEL COMMISSION IN 1990 AND THIS IS UPDATED BY "REFORMING JEWISH EDUCATION" (tab 6c) WHICH DOCUMENTS THE TRENDS IN THE RESTRUCTURING OF JEWISH EDUCATION IN THE PAST FIVE YEARS. HIS PIECE "BUILDING THE PROFESSION: IN SERVICE TRAINING (tab 6b) RELATES MORE SPECIFICALLY TO THE ISSUE OF REGIONAL TRAINING CAPACITY.

ACKERMAN WILL INTRODUCE THE TOPIC AND ADH WILL REPORT ON CIJE'S MEETINGS WITH THE PRESIDENTS OF THE COLLEGES OF JEWISH STUDIES.

CALL ON ACKERMAN, THEN ON ADH FOLLOWED BY DISCUSSION.

**11:30-12:15: VI. EVALUATION INSTITUTE**

AT THE APRIL 27TH STEERING COMMITTEE, THE NOTION OF BUILDING AN EVALUATION INSTITUTE WAS MOOTED AND STAFF WERE ASKED TO DEVELOP A DRAFT CONCEPT AND PROPOSAL. STEERING COMMITTEE MEMBERS RECEIVED THE PROPOSAL IN ADVANCE AND IT IS INCLUDED IN tab 6d.

CALL ON ADAM GAMORAN TO PRESENT CONCEPT AND GO OVER DOCUMENT.

**12:30-1:00: LUNCH**

LUNCH WILL BE SERVED IN BOARD ROOM AND WE WILL THEN ADJOURN TO STAFF OFFICES FOR MEETINGS OF SUBCOMMITTEE CHAIRS, CONSULTANTS, AND STAFF.

BUILDING OF THE PROFESSION -- ALAN'S OFFICE  
MONITORING EVALUATION AND FEEDBACK -- ART ROTMAN'S  
OFFICE  
CONTENT AND PROGRAM -- GAIL'S OFFICE  
COMMUNITY MOBILIZATION -- NESSA'S OFFICE

**WE WILL RECONVENE IN THE SMALL BOARD ROOM OVERLOOKING  
MADISON SQUARE.**

**2:00-2:50: VIII. GUIDELINES FOR CIJE AFFILIATED COMMUNITIES**

AT THE LAST STEERING COMMITTEE WE LOOKED AT A PREVIOUS VERSION OF THESE GUIDELINES (SEE tab 6e). ASK GAIL TO INTRODUCE THE DISCUSSION BY REFLECTING ON OUR EXPERIENCE IN ENGAGING WITH SEATTLE, SAN FRANCISCO, AND CLEVELAND AS POTENTIAL AFFILIATED COMMUNITIES.

**2:50: CONCLUDE WITH REMINDER OF NEXT MEETING AUGUST 25, 1995 IN NEW YORK.**

**TEN MINUTE BREAK AND RECONVENE AS FUNDING COMMITTEE AND SEARCH COMMITTEE**

**3:00-3:40: FUNDING**

PURPOSE OF THE MEETING IS TO REVIEW WHERE WE ARE IN THE FUNDRAISING PROCESS AND TO ALLOCATE PROSPECTS TO STEERING COMMITTEE MEMBERS. IN THE FOLDERS WE HAVE INCLUDED SAMPLE PLEDGE CARDS, RECEIPTS, AND THE FULL BOARD LIST. YOU MAY WANT TO MENTION THE GIFTS MADE BY THE STEERING COMMITTEE MEMBERS THEMSELVES.

**3:40-4:00: BRIEFING BY PHILIPS OPPENHEIM**

DEBRA OPPENHEIM WILL COME IN TO BRIEF SEARCH COMMITTEE ON PROGRESS THUS FAR AND ON RABBI ARNIE RACHLIS.



**4:00: CONVERSATION WITH ARNOLD RACHLIS**

**5:00: MLM AND RACHLIS -- COFFEE**



**COUNCIL FOR INITIATIVES  
IN  
JEWISH EDUCATION**

**FAX COVER SHEET**

Date sent: 6/2/95

Time sent:

No. of Pages (incl. cover): 5

To: Members of the Steering Committee

From: Alan D. Hoffmann



Organization:

Phone Number:

Phone Number: 212-532-2360

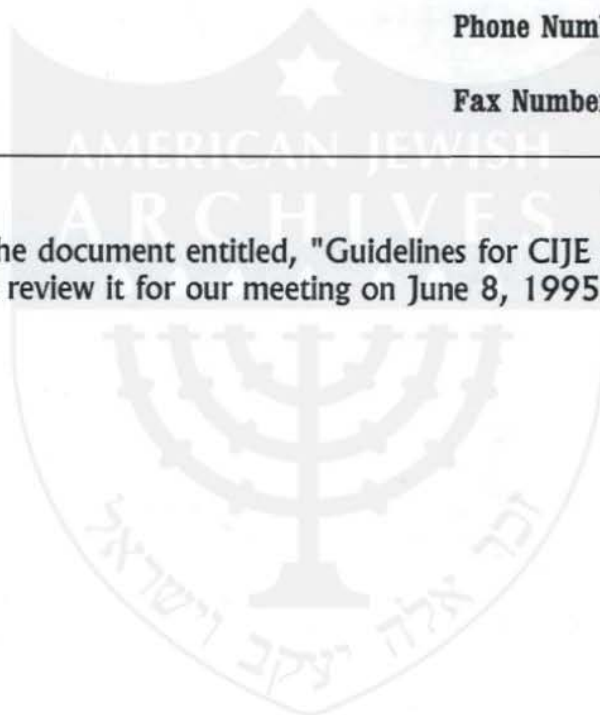
Fax Number:

Fax Number: 212-532-2646

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**COMMENTS:**

Attached please find the document entitled, "Guidelines for CIJE Affiliated Communities." Please review it for our meeting on June 8, 1995.



— JON WOOCHEK 529 2009

305 576 0833

LESTER POLLACK 632.4846

— ESTHER LEAH RITZ 414 291 0207

— JOHN COLMAN 708 835 4994

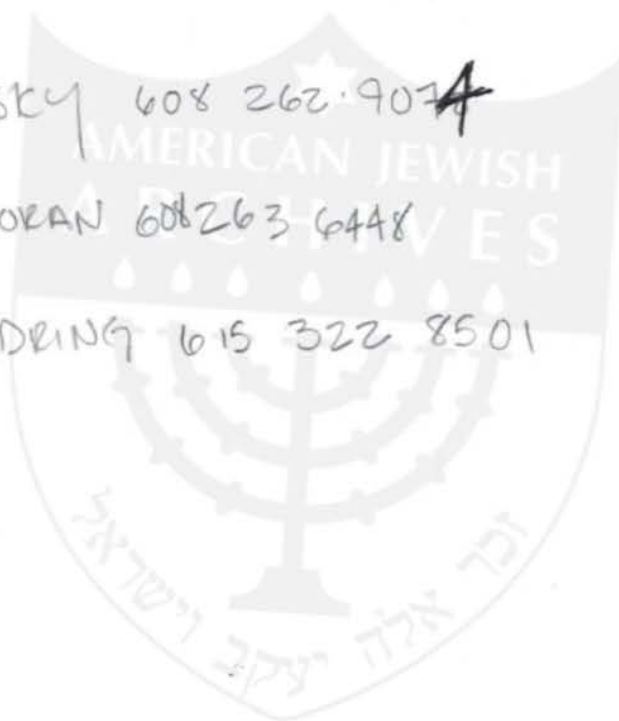
DAN PEKARSKY 608 262.9074

— ADAM MAMORAN 608 263 6448

ELLEN HOLDRING 615 322 8501

NY

ISRAEL





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To: CIJE

Date: 5-29-95

From: Daniel Pekarsky

Page 001 of 007

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~~Gloria~~ I need to find

~~Nehemia~~





- Woodrow  
Palack

- Ritz

- Colman

- Dekarsky

- Garmoran

- Goldring

NY

Israel

Cleveland



FOR 6/8/195 Steering Committee

BINDERS (BLACK) (SAVE 7 from the box)

TABS - A-E

5 Tab inserts 10 Sets of 5 tabs

Lunch / - more mini muffins 3402  
- lunch  
- beverages

ORDERED  
5/26

~~ROBIN  
MENCHER~~

~~ROBIN  
MENCHER~~

MENCHER



## MEETING/WORKSHOP BUDGET REQUEST

No. 1.3

Effective 7/2/93

Page 3 of 4

Entity CIJE

Project STEERING COMMITTEE

Responsible Person/Meeting Coordinator

Purpose

Date(s) of Meeting JUNE 8, 1995

Time of Meeting From: 9:30 - 4:00

Meeting City/Airport NY

Arrival Date and Latest Suitable

Arrival Time

Departure Date and Earliest Suitable

Departure Time

Meeting Agenda Attached? Yes \_\_\_ No \_\_\_

Location: Where? CJE-NY

Phone

Address

Fax

Is the location already reserved? Yes ☒ No \_\_\_

* Attendees (*If more space needed please attach separate sheet)	Airport Departure City	Travel Air <sup>1</sup>	Travel Taxi/Drive	Rooms	Meals	Total
A. HOFFMANN	_____	_____	_____	_____		
B. HOLTZ	_____	_____	_____	_____		
G. DORPH	_____	_____	_____	_____		
NRAPPORT	_____	_____	_____	_____		
A. GAMORAN	MADISON, WI			145		
D. PELARSICY	MADISON, WI			290		
W. ACKERMAN	CLEVELAND					
V. LEVI	CLEVELAND			145		
R. SHATTEN	CLEVELAND					
S. HOFFMAN	CLEVELAND					
S. WOOLCHER	_____	_____	_____	_____		
Attendee Cost	SEE NEXT PAGE	_____	_____	_____	_____	_____

May 23, 1995

## **For Discussion with ADH**

### **I. STEERING COMMITTEE MEETING, JUNE 8, 1995**

- A. Materials for mailing/books
  - 1. Ackerman papers
    - a. The Structure of Jewish Education
    - b. Building the Profession: In-service Training
    - c. Reforming Jewish Education
  - 2. CIJE and Communities document (to be faxed from Cleveland)
  - 3. Institute for evaluative capacity
  - 4. Letter from ADH
- B. Materials for books
  - 1. agenda
  - 2. minutes
  - 3. assignments
- C. Questions related to the meeting
  - 1. When and where will committee meetings be held?

### **II. NEW YORK OFFICE**

- A. Job descriptions
- B. Office policies
- C. CIJE Board and Steering Committee Meetings: planning and policies



# CIJE Steering Committee Meeting June 8, 1995

WEEKS PRIOR	PROGRAMMATIC DEADLINES	assigned to:	done	ADMINISTRATIVE DEADLINES	assigned to:	done
week of May 22				Finalize meeting assignments and deadlines with actual dates- distribute to staff	RJM, DSP	
	Develop and finalize content for meeting mailing and related materials	Staff		Discuss travel and lodging needs (if applicable)	RJM, DSP	
	Submit final mailing materials	Staff		Complete meeting approval form and send to Cleveland	DSP	
	Develop materials for books	Staff				
	Finalize materials for books	Staff		Order all supplies for books and meeting	DSP	
	Begin work on chairman's notes for completion two weeks ahead of time	ADH		Send out mailing	RJM	
	Prepare additional materials for presentations	Staff		Finalize hotel and travel	RJM	
				Begin production of books	DSP	
	Finalize and submit all additional handouts and a/v needs	Staff		Draft memo to JCCA: prep and setup	DSP	
week of May 29	Finalize attendance	Staff		Order food and purchase beverages	DSP	
				Meet with JCCA: prep, setup, list of attendees	DSP	
				Complete books	DSP	