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Steering committee. 7 August 1997. Minutes, August 1997.

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MINUTES:	CIJE STEERING COMMITTEE MEETING
DATE OF MEETING:	August 7, 1997
DATE MINUTES ISSUED:	September 18, 1997
PARTICIPANTS:	Morton L. Mandel (chair), Karen Barth, John Colman, Gail Dorph (sec'y), Adam Gamoran, Ellen Goldring, Nellie Harris, Stephen Hoffman, Alan Hoffmann, Stanley Horowitz, Karen Jacobson, Daniel Pekarsky, Lester Pollack, Nessa Rapoport, Charles Ratner
COPY TO:	Daniel Bader, Seymour Fox, Lee Hendler, Annette Hochstein, Barry Holtz, Morris Offit, Esther Leah Ritz, Henry Zucker

I. Welcome and Introductions

The meeting of the CIJE Steering Committee was convened at 9:30 am. A special meeting of the Board was held prior to the meeting to elect the new slate of the Board of Directors. The plan is to grow the Board from the 9 current members to approximately 15 people.

The next Board meeting will be held on October 9 with Lester Pollack as Chair.

The Chairman's Council is being created as an opportunity for lay leaders to become involved in the work of CIJE. It will convene in New York for a breakfast meeting two-to-three times a year. The first meeting will include approximately 9 lay leaders and is expected to grow over the next few years to a maximum of 20 members.

Karen Barth introduced three new staff members: Elie Holzer, Nellie Harris, and Patricia Cipora Harte. Elie Holzer, who was born in Belgium, is an ordained rabbi and a graduate of the Jerusalem Fellows. He will be dividing his time between CIJE and the Maimonides school in Boston. Nellie Harris, a graduate of Hebrew University and currently working towards her doctorate degree in education at the Jewish Theological Seminary, will focus on the area of professional development. Cippi Harte, who has a background in elementary education, social work and non-profit management, has worked in the field of Jewish education for over 15 years. She will be working on the biennial and other programs intended to develop lay leadership.

II. Master Schedule Control

The agenda and the Master Schedule Control were reviewed. The list of the new Board of Directors was noted.

A preliminary Biennial timeline was distributed. The Biennial will serve as a national venue

to talk seriously about Jewish education. Next steps will include forming a planning committee. Cippi Harte will be working to develop a strong advisory committee to assist her in the development of the biennial.

III.   Minutes

The minutes of the June 26 Steering Committee meeting were reviewed, corrected and accepted.

IV.   1998 Workplan

The 1998 preliminary workplan schedule was reviewed. The budget planning and evaluation process will focus on developing the 1998 workplan and budget, and appropriate evaluations for each program. Input from members of the Board will be incorporated into the schedule and a revised proposal will be presented at the October meeting.

The status of the strategic plan and the infrastructure issues were discussed in relation to the development of the 1998 workplan. The 1998 workplan has three parts that correspond to our change philosophy: 1) Institutions, 2) Leadership, and 3) Ideas.

The workplan for <u>Institutions</u> used "decision model," scales of "ease" and "need" to help narrow down the institutional settings on which we will focus. The following five institutions were selected as starting points: day schools, synagogues (including continuing our work with supplementary schools), JCCs, early childhood, and youth. Three-year objectives for each of these settings were discussed. The process of a sample project was mapped, from its inception in CORE as a white paper, to its development into a pilot Field Site project and finally into a JEWEL project. Other projects may only come through the think tank, JEWEL, and CFWW. The strong synergies between the different initiatives were discussed.

In the <u>Leadership</u> area the primary focus is on planning JEWEL and piloting JEWEL programs. Work on <u>Ideas</u> fell into the categories of building research capacity and institutional change. There is a fourth piece to the workplan that deals with infrastructure and administrative issues.

V.   Costs of Jewish Education

The rough findings of Bettina Klein's work on the economics of Jewish education were reviewed. An issue that came out of the study was the high "cost of living" Jewishly. Issues that were felt to merit more careful study were:
- How important a force is money in creating good schools?

- What's the proportion of money being spent by parents versus by the community?
- What is the size of total spending on Jewish education?
- What is the total amount of federation money being spent on Jewish education?

It was suggested that input from economists of education would be helpful for developing a careful project in the economics of Jewish education.

VI.   TEI Update

The TEI update focused on the twelve-day summer seminar in Israel, a collaborative effort between CIJE and CAPE. Twenty-eight of the forty people in Cohort II attended the seminar jointly taught by an Israeli faculty and a North American faculty.

This special seminar was planned as one strategy for intensifying the role of content learning and its importance in creating professional development experiences in the work of the second TEI cohort. The curriculum integrated questions of Jewish content with questions of Jewish learning surrounding the concept of *teshuva* during the high holidays and in daily life as well as the implications of this ideology for educating from a Jewish perspective.

Three participants in the Israel program were introduced: Jane Shapiro, Sherri Blumberg, and Jane West Walsh. Each guest spoke about the intensity and quality of her experience and described how the TEI experience was shaping her current work. They presented the chair with a work of art created by the seminar participants.

VII.   Retrospective: Looking Back, Looking Forward

Alan Hoffmann discussed his experience as Executive Director over the last four years. He reviewed the development of the organization and expressed his excitement about the emerging vision for the future. He emphasized that he is not leaving CIJE, but is rather taking on a different role in the organization.

Mort Mandel reflected on his experience as founder of CIJE and his hopes for the future. He commended Alan for his extraordinary leadership of CIJE.

Mort Mandel inducted Lester Pollack as incoming Chair of CIJE. Karen Barth was inducted as the Executive Director of CIJE.

The Founding Chair was presented with a plaque, recognizing his visionary leadership in taking CIJE from an inspirational idea to a vital organization.

The meeting was adjourned at 3:30 pm.

MASTER SCHEDULE CONTROL

COUNCIL FOR INITIATIVES IN JEWISH EDUCATION

Date Prepared: 10/6/97

ELEMENT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Board of Directors Meeting **9:30 AM - 4:00 PM**	N.Y. 10/9		N.Y. 12/3		N.Y. 2/2	N.Y. 3/19			N.Y. 6/23		N.Y. 8/13		N.Y. 10/22		

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LAY LEADERSHIP FORUM:
Questions for Board Meeting

1. • What should be objectives for the Forum?
   • What would success look like?

2. • Should this be a lay or lay/professional conference?

3. • What should be our strategy for planning the Forum?
   • Who should be involved in the planning?
   • Who do we want to attend?
   • How will we motivate these people to attend?
   • Who are the partners we want to invite?

4. • What characteristics should this event have to impact lay leadership support and involvement in Jewish education?
   • Are there any models of conferences with these characteristics?

5. • What kind of papers and research should we commission for the Forum?
   • Should we do a piece of research on lay leaders to present at the Forum?

6. • How should the Forum be announced?
   • What message?
   • What media?
   • To whom should it be announced?

Lay Leadership Forum
Task Time Grid

TASK/TIME	Oct-97	Nov-97	Dec-97	Jan-98	Feb-98	Mar-98	Apr-98	May-98	Jun-98	Jul-98	Aug-98	Sep-98	Oct-98	Nov-98	Dec-98	Jan-99	Feb-99	Mar-99	Apr-99	May-99	Jun-99
Program:																					
Set goals and objectives	→————→																				
Form planning committee		→————————→																			
Set schedule for planning meetings		→————————→																			
Plan program				→————————————————————————→																	
- format				→————————————→																	
- content				→————————————————————————→																
- presenters				→————————————————————→																
- contact presenters re: availability/content				→————————————————————→																
Commission papers to be presented				→————————————————→																
Pre-Forum research and design																					
- decide what kind of research to commission	→————————————→																				
- identify possible researchers				→————————————→																
- commission research piece(s)						→————————————→														
Hold Forum																		→————→			
Post forum follow-up																					
- publications																		→————————————————→		
- other CIJE mailings																		→————————————————→		
Networking/Outreach:																					
Contact local Federation leaders for input/support		→————————————————→																		
Develop list of planning partners	→————————————→																				
Create network database system for cataloging people	→————→																				
- establish database needs	→————→																				
- decide what information will be needed over time	→————→																				
- envision how information might be used in the future	→————→																				
- consider potential uses for other CIJE programs	→————→																				
- establish what information CIJE already possesses	→————→																				
- identify information sources	→————→																				
- gather information, obtain directories	→————————————→																				
- input data	→——→																				
- maintain, verify, and update data	→——→																				
Identify list of people to meet with to solicit ideas/wisdom	→————————→																				

Lay Leadership Forum
Task Time Grid

TASK/TIME	Oct-97	Nov-97	Dec-97	Jan-98	Feb-98	Mar-98	Apr-98	May-98	Jun-98	Jul-98	Aug-98	Sep-98	Oct-98	Nov-98	Dec-98	Jan-99	Feb-99	Mar-99	Apr-99	May-99	Jun-99
Set up meetings to "interview" & solicit support				├──────────→																	
Identify list of people to invite to attend			├────────────────────────────────────→																		
Maintain list of those who express interest	├──→																				
Graphic Design Materials:																					
Collect graphic design info.	├────→																				
Select graphic designer			├────→																		
Decide on a "look"			├────→																		
Make list of design needs (letterhead, logo, hold-the-date	├→																				
card, program, invitations, preliminary program, giveaways)																					
Announce the Forum publicly	├→																				
PR materials																					
- advertisements																					
- press releases																					
Registration form/material																					
- develop									├────────→												
- produce										├──────→											
- mail												├────→									
CIJE info/brochures to attendees about the Forum												├────→									
Pre-Forum mailing to include															├────────→						
- directions to site									├→												
- program book/guide									├──────────→											
- agenda									├──────────→											
- presenter bios									├──────────→											
- schedule											├────→										
- registration materials									├────→												
- local maps									├────→												
- tourist activities									├────→												
- restaurants									├────→												
- synagogues									├────→												
- emergency #'s									├────→												
- name tags															├────→						
- participant directory															├────────→					

Lay Leadership Forum
Task Time Grid

TASK/TIME	Oct-97	Nov-97	Dec-97	Jan-98	Feb-98	Mar-98	Apr-98	May-98	Jun-98	Jul-98	Aug-98	Sep-98	Oct-98	Nov-98	Dec-98	Jan-99	Feb-99	Mar-99	Apr-99	May-99	Jun-99
- addenda to program (changes)																	─	►			
Logistics:																					
Site:																					
- gather site information	─	─	►																		
- determine site qualifications	─	─	►																		
- kosher catering, ability to accommodate																					
- facilities (golf, tennis, spa, beach)																					
- hotel business center (fax, computer, secretary)																					
- accessibility to airport																					
- proximity to synagogues																					
- self-contained/isolated retreat vs. accessible																					
- establish site needs				─	─	─	►														
- sleeping room needs (number)																					
- meeting room needs																					
- on-site office (computer, phone/fax/email, copier)																					
- AV equipment for sessions																					
- recording equipment (audio, video)																					
- visit prospective sites				─	─	─	►														
- select conference site/date									─	►											
- confirm site and date with written contract									─	─	►										
Meals:																					
- research kosher caterers	─	─	►																		
- gather catering proposals			─	─	─	►															
- visit caterers			─	─	─	►															
- determine meal progamming						─	─	─	─	─	─	►									
- number of meals						─	─	─	►												
- sit-down vs. buffet						─	─	─	►												
- coffee-breaks, snacks						─	─	─	►												
- select menus									─	►											
- select caterer and sign catering contract									─	►											
Travel:																					
- contact airline/travel agent										─	─	─	►								

Lay Leadership Forum
Task Time Grid

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- participant travel												─	─	►							
- presenter travel												─	─	►							
- staff travel												─	─	►							
- ground transport												─	─	►							
- staff car rental															─	─	►				
Entertainment:																					
- investigate entertainment options/goals					─	─	─	─	►												
- decide on entertainment programming									─	─	►										
- on-site (music/speaker/theater)																					
- off-site (boat trip, other excursion)																					
- sign contracts with entertainers								─	─	─	─	►									
Staff:																					
- establish on-site staffing needs at Forum												─	─	►							
- registration																					
- general adminstrative support																					
- temporary staff needs														─	─	─	─	─	►		
- pre-Forum (NY)																─	─	─	►		
- Forum (on-site)																		─	►		
Participants - Special Needs:																					
- determine possible special needs											─	─	►								
- disabilities																					
- religious accommodations/needs																					
- food requirements																					
- obtain information regarding needs	─	─	─	─	─	─	─	─	─	─	─	─	─	─	─	─	─	─	─	─	►
- input information in database	─	─	─	─	─	─	─	─	─	─	─	─	─	─	─	─	─	─	─	─	►
- develop strategy for accommodating needs	─	─	─	─	─	─	─	─	─	─	─	─	─	─	─	─	─	─	─	─	►
Budget:																					
Budget summary							─	►													
Budget breakdown							─	►													
Set fees							─	►													