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Project: Code: 0100

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- Leaders Report
- Policy Brief
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Order:

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Isaac M. Wise Temple

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Cin. OH 45236

1 teacher's
report

10/5

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Union of American Hebrew
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633 3rd Ave.
NY, NY 10017-6778

→ 3 copies of reports on
teachers + leaders

→ 1 copy of educat'l. ldrs
reports

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Best Practices
JCC
12 copies

Dr. Susan Shevitz
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MS 037

Brandeis U.
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9110

The teachers report
Goldberg
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Dir. of Ed.

Westchester Reform Temple

255 Main Street
Rd.

Scarsdale 10583

1 Mordechai Nisan
Publication
sent to

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Harvard 1997
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TEI Cohort 2

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Solomon Schechter High School of Long Island
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Harvard 1997
Harvard 1996
Forum

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Education Seminar1995-1998
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Harvard 1996
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in N.Y. new
ask her to address
moving to Israel
new address this
summer

retired. check
with E/te
gets it on
Israel list

leave
him
in

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Best Practices: Early Childhood Jewish Education and Best Practices: Supplementary School Education: These previous volumes of the Best Practices series are being redesigned in the new series format.

Publication: Fall 1996

The Place of Vision in Jewish Educational Reform: Daniel Pekarsky

Designed for community leaders and professional educators interested in CIJE's Goals work, this essay is in final draft and will be ready by Summer 1996.

Circulation: Summer 1996

Publication: Fall 1996

Teachers in Jewish Schools: A Study of Three Communities: Adam Gamoran, Ellen Goldring, Bill Robinson, Julie Tammivaara, Roberta Goodman

This comprehensive MEF report on the teachers of our three Lead Communities summarizes the findings of the *CIJE Educators Study* on teachers in day, supplementary and pre-schools. The audience for the paper includes researchers and teacher educators, as well as communal professionals with a particular interest in Jewish education.

Publication: Fall 1996

In Quest of a Future: The Jewish Seeker on the North American Landscape: Arthur Green

This second paper in the CIJE Essay Series, based on the Board Seminar lecture of Fall 1995, will be submitted to CIJE on June 1.

Publication: Fall 1996

TEI: Toward a New Model of Professional Development for Jewish Educators: Amy Katz

This paper, written by a participant of TEI who will also be involved in administering the second cohort, opens up the intensive experience of TEI for those interested in understanding issues of teaching and learning for Jewish educators--and for those interested in supporting opportunities for supplementary school educators to expand their knowledge and change their classroom practice.

Publication: Fall/Winter 1996

The Harvard-CIJE Principals' Institute: Leadership and Vision for Jewish Education: Kathy Green

Kathy Green, a journalist and experienced Jewish educator, attended the Harvard Institute in March and will be writing an overview that addresses the professional development of educational leaders in Jewish schools. The essay will be submitted to CIJE in July 1996.

Publication: Fall/Winter 1996

Guided by Vision: Camp Ramah and the Dream of Jewish Transformation: Seymour Fox

A Goals Project essay, this in-depth description of a specific institution and its educational lessons will be useful for community leaders and professional educators seeking to transform existing educational institutions or create new ones.

Publication: 1997

CIJE Comprehensive Report

Work has begun on a comprehensive publication describing CIJE's philosophy and model projects.

Publication: Early 1997

In Preparation

In the coming months, CIJE will begin to prepare policy briefs on in-service training for Jewish educators, as part of the TEI Nathan Cummings grant; and on early childhood education.

The MEF team will be preparing several research papers based on the CIJE Study of Educators: on educational leaders; teachers' in-service training; and levers for educational change.

Daniel Marom, of the Mandel Institute, will be preparing a case study on his Goals work with the Agnon School in Cleveland.

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3. Dorph, G. Z. (1995). Transforming Jewish teaching: A necessary condition for transforming Jewish schools. *Agenda: Jewish Education*, #6, pp. 21-24.
4. Dorph, G. Z. & Holtz, B. W. Professional Development for Teachers: Why Doesn't the Model Change? *Journal of Jewish Education*, 66:2, pp. 67-76.
5. Gamoran, A., Goldring, E. B., Robinson, B., Tammivaara, J., & Goodman, R. (1998). *The Teachers Report: A Portrait of Teachers in Jewish schools*. New York: Council for Initiatives in Jewish Education.
6. Gamoran, A., Goldring, E. B., & Robinson, B., (1999). Towards Building a Profession: Characteristics of Contemporary Educators in American Jewish Schools. In Rich, Y. & Rosenak, M. (Eds.) *Abiding Challenges: Research Perspectives on Jewish Education*. (pp. 449-476.) Tel Aviv: Freund Publishing and Bar-Ilan University.
7. Gamoran, A., Goldring, E. B., Robinson, B., Tammivaara, J., & Goodman, R. (1997). Background and Training of teachers in Jewish Schools: Current Status and Levers for Change. *Religious Education*. 92:4, pp. 534-550.
8. Goldring, E. B. (1997). Leadership, Adult Learning and Professional Development in Jewish Education. *Professional Growth and Communal Change*. (pp. 13-18). Hornstein Program, Brandeis University.
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III-T	Sign off on print run number for designer.	C	R	I	A					I		
III-T	Decide on price, where applicable		R	I	A							
III-P	Receive "blues."		A	R						R		
III-P	Proof blues.		A	R						I		
III-P	Receive 50 copies of publication via Federal Express as soon as printed.		A	R						I		

		Author/s	NR	PA	KAB	Staff	MLM	LP	Board	Designer	Other	DUE DATE
III-P	Approve printed publication.		A	R						I		
III-S	Create dissemination cover letter.		R		A							
III-S	Get sign-off for cover letter.		R		A		A	A				
III-S	Prepare database for dissemination plan (clean up, add names or lists).		A	R							KJ-C	
III-S	Obtain labels or lists from direct mail outlets or other organizations.		A	R								
III-S	Check for duplicates between CIJE list and other lists.		A	R								
III-S	Plan evaluation		R		R							
IV-P	Upon approval, fax printer addresses (CIJE, Mandel Institute, mailing house if appropriate) and shipping instructions (UPS, Fedex, etc.).		A	R						I		
IV-D	For our files, get a copy of the percentages and swatches on each publication.		A	R						R		
IV-T	Process bills and invoices.		A	R								
IV-S	Distribute to 1 st tier (CIJE staff, board, Chairman's Council, MPP, Mandel Institute).		A	R	C							
IV-S	Coordinate mailing to 2 nd tier (Contributors, photograph subjects, credits).		A	R								
IV-S	Update CIJE communications tools.											
IV-S	Coordinate mailing to 3 rd tier through mailing house.		A	R							KJ-I	
IV-S	Conduct evaluation											
IV-S	Report on evaluation		R		C							

See the Following Style/Information Sheets:

- Budget template
- Citations/bibliography (which edition of a text to include, i.e. most recent paperback; if more than one text per author, list earliest first, regardless if with co-authors or not)
- Inside front cover and copyright page/overview style sheet
- Research data (part-time vs. part time; 100% vs. one-hundred percent)
- Other grammar, spelling, punctuation and hyphenation
- Proofreader's marks sheet
- LCCN; Copyright; ISBN; BIP; CIP: Information

- ISBN logbook
- Mailing house/fulfillment
- Shipping and post office info
- Direct mail
- Contacts database 'list of lists'

Phase Codes

- I. In development
- II. Pre-Production
- III. In Production
- IV. Post-Production

Notes:

Add photo shoot to the plan of every major seminar/event

BUDGET TEMPLATE

TITLE

Vendor

Pages

Copies

Editorial Consultant

Editor

Photography

Costs of Contact sheets, prints and shipping

(Cover) art

Design

Printing

Shipping

Purchase of mailing lists



ISBN

To receive an application for an ISBN publisher prefix R.R. Bowker

121 Chanlon Road
New Providence, NJ 07974
Phone: (908) 665-6770
Fax: (908) 665-2895

On 2/18/97, we received a block of 10 ISBN numbers (for CIJE use only). The remaining numbers can be assigned to forthcoming publications, and recorded on our ISBN logbook. In order to be listed in the ISBN database and to list a publication in Books in Print, an Advance Book Information form must be sent to:

R.R. Bowker Data Collection Center
P.O. Box 6000-0103
Oldsmar, FL 34677-0103



Dictionary & Style Sheets of Preference*New Yorker Magazine (536-5688)*

Dictionary:

- Primary: Webster 10
- Backup: Webster 2, 3, Random House, American Heritage

Style manual:

- Primary: their own
- Backup: Chicago Style Manual

Thesaurus:

- “We don’t use thesauri.”

Farrar, Strauss & Giroux (741-6900)

Dictionary & Thesaurus:

- Miriam Webster 2, 3 eds.

Style Manual:

- Words Into Type
- Chicago Style Manual



[PUBLICATION TITLE]: BUDGET [TEMPLATE]

CATEGORY	ITEM	VENDOR/NAME	DESCRIPTION/COMMENTS	COST/ ITEM	# UNITS	LINE TOTAL	CATEGORY TOTAL
OVERHEAD		Nessa Rapoport	# days work allocated/salary allocation	\$/day	# days		
		Authors (if on payroll)	# days work allocated/salary allocation	\$/day	# days		
		Program Assistant	# days work allocated/salary allocation	\$/day	# days		
		Other CIJE staff/ consultants	# days work allocated/salary allocation	\$/day	# days		
EDITORIAL	Editorial Consultant:	[Name]					
	• Consulting fees			[\$/hour]	[# hours]		
	• Travel			[\$/trip]	[# trips]		
	Line editor/Copy editor:	[Name]					
	• Consulting fees			[\$/hour]	[# hours]		
	• Travel			[\$/trip]	[# trips]		
	Copying costs		For multiple copies & versions of drafts	[\$/copy]	[# copies]		
	Postage/Shipping		For circulating multiple copies & versions of drafts	[\$/mailing]	[# mailings]		
PHOTOGRAPHY & ARTWORK	Photographer #1:	[Name]					
	• Session fees						
	• Travel						
	• Supplies		Film, contact sheets, etc (sometimes included in session fee)				
	• Prints		8x10 on paper; or on zip drive for scanning		[# prints]		
	• Postage/Shipping		Of contact sheets & prints: to CIJE & to designer				
	Photographer #2:	[Name]					
	(same items as above)						
	Artwork:		For cover or other part of publication				
	• Rights to publish						
	• Prints						
	• Postage/shipping		To CIJE and to designer				
DESIGN	Designer:	[Name]					
	• Design of publication						
	• Design of additional components		Postcard, envelope, paper, letterhead, cover letter, etc.				
	• Postage/shipping		Of designed pieces from designer to CIJE and back				

PRINTING	Printer:	[Name]					
	• # pages						
	• # in print run						
	• Paper type						
	• Coating						
	• Color key proof & initial film shooting						
	• Corrections to above & shooting new film						
SHIPPING	To CIJE		First 50 printed				
	To CIJE/mailing house		Bulk of publications				
	To Israel		Approximately 200				
	To other location						
DISSEMINATION/MAILING	Direct mail list(s) rental	[Vendor]					
	Mailing supplies	[Vendor]	Envelopes, paper, letterhead, labels, etc.				
	Labor	[Vendor]	Of initial mailing through mailing house				
	Printing	[Vendor]	Of envelopes, cover letters, postcards, etc.				
	Postage	[Vendor]	For initial mailing through mailing house				
FULFILLMENT	Fulfillment house	[Name]					
	• Enter request data		Per request	[\$/entry]	[/month]		
	• Packing labor		Per package	[\$/package]	[/month]		
	• Postage		Per package	[\$/package]	[/month]		
	• Monthly storage			[\$/month]	[/ months]		
	• Monthly reports			[\$/month]	[/ months]		
TOTAL COST							
CONTRIBUTION			To be put against total cost				
NET COST			Costs covered by CIJE				

CIJE Publications Flowchart: Tasks and Responsibilities

R = Responsible
A = Approve
C = Consult
I = Inform

[illegible]

			Author/s	NR	PA	KAB	Staff	MLM	LP	Board	Designer	Other	DUE DATE
TECHNICAL	I	Create budget and get sign-off.	C	R	R	A					C		
	II	Prepare inside front cover (CIJE description and description of any other organization).		A	R	A					R/I/C		
	II	Prepare copyright page (copyright and address information).	C	A	R						R/I/C		
	II	Prepare list of CIJE staff, consultants, board, chairman's council, if needed.		A	R	A					R/I		
	II	Prepare credits page (photographers, editors, other).		A	R						R/I		
	I	CIP, if needed.		A	R								
	I	LCCN, if needed.		A	R								
	I	ISBN, if needed.		A	R								
	I	BIP, if needed.		A	R								
	I	Sign up photographers for photo sessions at CIJE programs.	C	R	R	A							
	II	Select photographs from contact sheets.	C	R	R	A							
	II	Order prints		I	R								
	II	Negotiate costs and paper with printer.		R/C							C/R		
	III	Sign off on print run number for designer.	C	R	I	A					I		
	III	Decide on price, where applicable		R	I	A							
	IV	Process bills and invoices.		A	R								
PRODUCTION	II	Once final text is complete, create final production timeline with designer.	I	A	R	I	I				C		
	III	Receive "blues."		A	R						R		
	III	Proof blues.		A	R						I		
	III	Receive 50 copies of publication via Federal Express as soon as printed.		A	R						I		
	III	Approve printed publication.		A	R						I		
	IV	Upon approval, fax printer addresses (CIJE, Mandel Institute, mailing house if appropriate) and shipping instructions (UPS, Fedex, etc.).		A	R						I		

			Author/s	NR	PA	KAB	Staff	MLM	LP	Board	Designer	Other	DUE DATE
DISSEMINATION	II	Research costs of: mailing lists, shipping methods, mailing houses, envelopes, etc.		A	R							KJ-A	
	II	Clear or find storage room for boxes.		A	R							KJ-A	
	II	Create dissemination plan (from contacts database, customers, etc.).	C	R	C	A	C						
	III	Create dissemination cover letter.		R		A							
	III	Get sign-off for cover letter.		R		A		A	A				
	II	Add publication info and abstract to CIJE Bibliography (database).		A	R								
	III	Prepare database for dissemination plan (clean up, add names or lists).		A	R							KJ-C	
	III	Obtain labels or lists from direct mail outlets or other organizations.		A	R								
	III	Check for duplicates between CIJE list and other lists.		A	R								
	IV	Distribute to 1 st tier (CIJE staff, board, Chairman's Council, MPP, Mandel Institute).		A	R	C							
	IV	Coordinate mailing to 2 nd tier (Contributors, photograph subjects, credits).		A	R								
	IV	Update CIJE communications tools											
	IV	Coordinate mailing to 3 rd tier through mailing house.		A	R							KJ-I	
	III	Plan evaluation		R		R							
	IV	Conduct evaluation											
	IV	Report on evaluation		R		C							

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Notes:

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CIJE Publications List

CIJE Luncheon (Jewish Education) Seminar Papers

Title	Author	Date of Seminar	Original source/ appears in another publication	
"Toward a 'Unified Field Theory' of Jewish Continuity"	Jonathan Woocher	12/5/95		
"Realms of Jewish Learning"	Professor Michael Rosenak	2/13/96	from <i>Roads to the Palace</i> by Michael Rosenack	
"Content Specific Domains of Knowledge for Teaching Torah"	Dr. Gail Z. Dorph	3/11/96		
"To Know Before Whom You Stand: A Philosophy of Liberal Jewish Education for the 21st Century"	Dr. Sherry Blumberg	6/11/96		
"Beyond Denomination: Emerging Models of Contemporary Jewish Identity"	Dr. Bethamie Horowitz	10/21/96		
"Some Sociological Insights for Educators Arising from the Survey of Conservative B'nai Mitzvah Students in North America"	Dr. Barry A. Kosmin	12/11/96		

NR to discuss

1. Both Barry and I have had good sub-committee meetings for the GA planning process. My own has very able people on it, and is a small group that can actually get things done. On Monday Sept. 11, the entire professional team (as opposed to the lay/professional sub-committees) from CJF/CIJE is on a telecon. This note is to tell you that neither Barry nor I can be on it. (It's from 8:15 to 10 in the morning.) How much of a problem do you think that is? My own sense is: Not much, except that the conversation will be about coordination/coherence/integration, to which we could contribute. And Gail is out of town. I don't see options, but maybe you do. (Distance may confer wisdom.)

2. Richard S. sent me an e-mail asking me to give him a list of CIJE publications for inclusion in the Mandel Program Newsletter. I called him to tease him about having a newsletter at all, but he explained that it is a very in-house matter. Then I asked him who the audience was, and when he told me it was coordination among the components as well as board members and the children of the Mandel family, I suggested that he may want a couple of sentences contextualizing these publications, or how comprehensible will terms like Best Practices be? He thought that was a very solid idea. My question is: ATTA; 2 Best Practices; the Policy Brief; Sarna--and project ahead to BP in JCC's and Ed. Leaders Policy Brief? Does that sound right to you? It does to Barry. Also, I thought I'd write a couple of sentences for him, which he may use, adapt, or discard. Do you feel the need to see this first?

3. Workplan. I've now reviewed the workplan and have annotated it with my questions. Few of them have budgetary implications, but they all center around our future conversation about com. mob., which will not have taken place by the time you need this document. Such as, and please address:

1. Will I indeed be writing a think-piece? I'm not at all sure.

2. Will we have a distribution plan for Best Practices? I think we'll reissue them, but not necessarily have a plan by Dec. 31.

3. Will I create an advisory group for strategizing media and communication opportunities? I doubt it.

4. Will I develop a publicity program with future targets? I'd prefer to develop a publications program that unites all wings of our work.

How can I answer these questions in time to give you what you need? In addition, some things are not on my workplan that are aspects of my work that should be delineated. Three are: The board seminar as something separate from "Board, Steering Committee and Committees."

The

luncheon seminar in December. And the Ramah piece, which could happen; if it does, it WILL involve budgetary issues. If Seymour says: "I can find the money," does that mean MI will be paying for it, apart from my airfare and possible hotel room in Boston for 1-2 days? And if it means Bill's fee, does that include transcription, if Bill uses it (he doesn't always). Last time I raised this, you said: Do nothing. But we're getting close to actual dates in October. Still: Do nothing?

In addition, Sheila gave me the other publications from MEF for 1995, which include: Integrated Report: Teachers; and Integrated Report: Leaders. Are we publishing these in 1995? I didn't think we were doing teachers, and I don't know if we arrived at a format decision about leaders.

I am--as we speak--sitting in on the CJF conference call, during which it has emerged that the famous planning meeting at the quarterly next Monday is from 8:15 to 10 pm--not am. Don't ask me how I missed this. As it turns out, I can't make it anyway. I am currently raising the coherence questions, but I think the Monday call will be more finalizing.

Nessa



As for the policy brief expense, we've currently allocated \$6000. Last year's cost \$8000. (The rush transparencies were an additional \$700; will we want designed transparencies this time? Note: We only paid for the good ones, which have been used in several presentations.) Admittedly, there were many rush expenses involved in producing the policy brief, but on the other hand the cost of paper has gone up and no doubt so has everything else. So should I up the \$6000? And if we embark on this policy brief but don't actually print until January, do I still allocate the whole sum or do I just include the design fee?

Last, 4. What is this piece of paper from Woocher? He called to tell me it was coming, after he spoke to you, but I don't know what I'm meant to contribute here. He can write, so it can't be an editorial question. I've faxed it to you for your content/policy take.

Please look at these questions one by one and answer as best you can!

See you soon--and please tell Nadia I'm thinking of her.

Nessa



I promised Steve Hoffman I required only five minutes of his time; and, predictably, CIJE got maximum value per minute.

I asked him about the theme: Promoting Jewish educational change in an era of flat campaigns. Likely leading to personnel and leadership.

Here are his reactions, in sequence:

"I would use language like 'fiscal stringency' rather than flat campaign. Then the question is: Is it real? That is: Are money constraints an impediment to change--or not? I don't know the answer."

Then: "I don't know if I want to go to one more meeting where we worry about money. CIJE can't do much about it anyway." He didn't think the money issue was necessarily the right starting place for the conversation.

Then: "I would turn the thing on its head. If I were being cute, I would ask: If we've got all these great ideas, how come we're moving so slowly? Or, less cutely: What are the obstacles to change, of which money is just one?"

So that's his reaction. What's yours?

Mine, on one foot: This seems to me to be a bit about: What have we learned from the Lead Com. experience and in our other projects/efforts about the impediments to change--and the enhancers? I don't know if we're ready to have that conversation, and I don't know how to be cautious about the possible negativity quotient. On the other hand, this perspective DOES take into account the reality of where people/communities are and has the possibility of bringing new people into our work more subtly, by describing what we've learned rather than what we've done. And we have some positive things to say about what enhances the possibility of change--leaders, involvement of the rabbi, the holy trinity, enlightened private funding, etc.

Nessa .