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Staff calendars, 1992-1996.

For more information on this collection, please see the finding aid on the
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COUNCIL FOR INITIATIVES IN JEWISH EDUCATION

Mailing address: 163 Third Avenue #128
Phone: (212) 532-1961

New York, NY 10003
FAX: (212) 213-4078

MEMORANDUM

Crail
Please fill
in as best
you can

TO: Shulamith Elster
Seymour Fox
Ellen Goldring
Roberta Goodman
Annette Hochstein
Barry Holtz
Art Naparstek
Claire Rottenberg
Julie Tammivaara
Jack Ukeles

DATE: December 11, 1992

CC: Art Rotman

FROM: Jo Ann Schaffer

SUBJECT: Staff Communications

In order to facilitate communications among the CIJE staff, I will be distributing at least once a month a calendar listing the whereabouts of each of you. Would you please fill in the attached calendar with the following information:

- At what location you can be reached during the week;
- if out of the office: the city where you will be, phone number(s), and, where possible, a contact person within the community;
- indicate when you will not be available, i.e., vacation;
- optional: where you can be reached on the weekend.

Please fax the information to me as quickly as possible so that it can be promptly distributed via fax. As I receive schedule changes, I will revise the calendar accordingly and disseminate.

If there is additional information you would find useful or if you would like to see this data presented in a different format, please let me know.

RECEIVED DEC 14 1992

JACK UKELES
CALENDAR
JANUARY 1993

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

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Jack Ukeles

DATE: December 22, 1992

FROM: Jo Ann Schaffer

SUBJECT: CIJE Staff Calendar

The attached calendar has been compiled to facilitate communications among CIJE staff members. It contains all the information I have received to date.

CIJE STAFF CALENDAR
JANUARY 1993
(as of 12/22/92)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 HOLIDAY
4 EG - ISRAEL	5 AR - CLEVELAND EG - ISRAEL	6 RG - MILWAUKEE SRE - SCHOOL VISITS EG - ISRAEL	7 RG - MILLWAUKEE EG - ISRAEL	8 SRE - DC/MD EG - ISRAEL
11 RG - CLEVELAND College of Judaic Studies (216) 464-4050 (contact Jeff Schein) EG - ISRAEL	12 JU - BALTIMORE RG - CLEVELAND	13 RG - CLEVELAND	14 SRE - CLEVELAND (contact Art Naparstek)	15 SRE - DC/MD
18 UAI - CLOSED RG - NASHVILLE JT - NASHVILLE CR - NASHVILLE with Ellen Goldring	19 RG - NASHVILLE JT - NASHVILLE CR - NASHVILLE with Ellen Goldring	20	21 CIJE SENIOR ADVISORS MTG. JU, SRE	22 SRE - DC/MD
25 AR - FLORIDA/SEMINAR	26 AR - FLORIDA/SEMINAR	27 AR - FLORIDA/SEMINAR SRE - WASHINGTON, DC	28	29 SRE - DC/MD

CIJE Calendar of Upcoming Events September 1996 - December 1997

Revision 14
9/3/96

DATE	EVENT	PLACE	STAFF PERSON
September 4, 1996	Staff Meeting	NYC	ADH
September 10, 1996	Meeting with Wexner Staff	NYC	JM
September 10, 1996	Staff Meeting	NYC	ADH
September 11, 1996	TEI Advisory Meeting	NYC	GZD
September 16, 1996	Telecon	NYC	ADH
September 25, 1996	Telecon	NYC	ADH
September 30, 1996	Staff Meeting	NYC	ADH
October 7, 1996	Telecon	NYC	ADH
October 14, 1996	Staff Meeting	NYC	ADH
October 16-17, 1996	Steering Committee and Board Meetings	NYC	JM
October 21, 1996	Staff Meeting	NYC	ADH
October 21, 1996	Luncheon Seminar	NYC	NR
October 28, 1996	Telecon	NYC	ADH
November 4, 1996	Telecon	NYC	ADH
November 11, 1996	Staff Meeting	NYC	ADH
November 11-16, 1996	GA	Seattle	JM
November 15, 1996	Panel of papers for Research Network due		AG
November 19, 1996	Staff Meeting	NYC	ADH
November 25, 1996	Telecon	NYC	ADH
December 2, 1996	Staff Meeting	NYC	ADH
December 5, 1996	Steering Committee	NYC	JM
December 9, 1996	Telecon	NYC	ADH
December 11, 1996	Luncheon Seminar	NYC	NR

December 15-18, 1996	TEI Cohort I & II	Cleveland	GZD
December 19, 1996	Telecon	NYC	ADH
December 23, 1996	Telecon(?)	NYC	ADH
December 30, 1996	Telecon(?)	NYC	ADH
February 6, 1997	Steering Committee	NYC	JM
March 2-5, 1997	TEI Cohort II		GZD
April 9-10, 1997	Steering Committee and Board Meeting	NYC	JM
May 4-7, 1997	TEI Cohort I		GZD
June 1-4, 1997	TEI Cohort II		GZD
June 26, 1997	Steering Committee	NYC	JM
August 7, 1997	Steering Committee	NYC	JM
November 14-19, 1997	GA	Indianapolis	JM
December 3-4, 1997	Steering Committee and Board Meetings	NYC	JM

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cc DSP
From VFL



MASTER SCHEDULE CONTROL

COUNCIL FOR INITIATIVES IN JEWISH EDUCATION

Date Prepared: 11/28/95

-----1995-----//-----1996-----														
ELEMENT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1. Steering Committee 10:00 AM - 4:00 PM	N.Y. 11/1		N.Y. 1/22		CLEVE. 3/6		N.Y. 5/1	CLEVE. 6/26		CLEVE. 8/15		N.Y. 10/16		N.Y. 12/12
2. Executive Committee 6:00 - 7:30 PM	N.Y. 11/1						N.Y. 5/1-2					N.Y. 10/16		
3. Board of Directors 7:45-10:00 PM; 9:30 AM-3:30 PM	N.Y. 11/1-2						N.Y. 5/1-2					N.Y. 10/16-17		
4. Sub-Committees:														
A. Building the Profession	N.Y. 11/2						N.Y. 5/2					N.Y. 10/17		
B. Community Mobilization	N.Y. 11/2						N.Y. 5/2					N.Y. 10/17		
C. Content & Program	N.Y. 11/2						N.Y. 5/2					N.Y. 10/17		
D. Research & Evaluation	N.Y. 11/2						N.Y. 5/2					N.Y. 10/17		

November

1996

1996

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Staff telecon 10am - 11:30am KAB	5	6 Mail paper for 2nd Luncheon Seminar KAB	7 Strategic Planning 9am-2pm CIJE/Wexner Staff 2pm-5pm KAB	8	9
10 DP in NY thru 11/11 ADH in US	11 Staff mtg 10am - 1pm Torah Umesorah 1:30pm KAB	12 KAB	13 GA/Seattle	14 GA	15 GA	16 GA
17	18 MLM in NYC KAB	19 ADH leaves for Israel KAB	20	21 KAB	22	23
24 DP in NY thru 11/26	25 Strategic Planning Meeting 10am - 5pm KAB	26 KAB	27 KAB	28 Thanksgiving	29	30

December

1996

1996

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 ADH in US	2 Staff mtg 10am - 1pm	3	4 DP in NY thru 12/5 1:30pm MLM at CIJE	5 Steering Committee mtg 9:00am - 2:30pm, NYC ADH leaves for Israel	6	7
8	9 Staff telecon 10am - 11:30am	10	11 Luncheon Seminar/ B. Kosmin 12pm - 2pm	12	13	14
15 TEI Cohort I and II thru 12/18 - Cleveland DP in Cleveland thru 12/18	16 TEI I&II	17 TEI I&II	18 TEI I&II	19 Staff telecon 10am - 11:30am	20	21
22	23 Staff telecon (?) 10am - 11:30am	24	25 Office Closed	26	27	28
29	30 Staff telecon (?) 10am - 11:30am	31				

January

1997

1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 HOLIDAY - NEW YEAR'S DAY	2	3	4
5	6	7	8	9	10	11
12 ADH arrives in US	13	14	15 Video tape mtg.	16 Video tape mtg.	17	18
19 Harvard Leadership Seminar 1 pm	20 Martin Luther King Day - Office Closed Harvard Seminar concludes at 3:30 pm	21 ADH leaves for Israel	22	23 Tu Beshvat	24	25
26	27	28	29	30 Professors Seminar	31 Professors Seminar	

February

1997

1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Professors Seminar
2 Professors Seminar ADH in US	3	4	5	6 CIJE Steering Committee	7 MLM at CIJE	8 ADH leaves for Israel
9	10	11	12	13	14	15
16	17 Washington's Birthday Office Closed	18 ADH in US	19	20	21	22
23	24	25	26 ADH leaves for Israel	27	28	

March

1997

1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 TEI (Cohort #2) ADH in US	3 TEI (Cohort #2)	4 TEI (Cohort #2)	5 TEI (Cohort #2)	6	7 MLM at CIJE	8 ADH leaves for Israel
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 Purim	24	25	26	27	28	29
30	31					

1997

April

1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9 CIJE Steering Committee NYC	10 CIJE Board NYC	11	12
13	14	15	16	17	18	19
20	21	22 Pesach (thru 4/30)	23	24	25	26
27	28	29	30			25

1997

May

1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4 TEI (Cohort #1) Yom Hashoa	5 TEI (Cohort #1)	6 TEI (Cohort #1)	7 TEI (Cohort #1)	8 MLM Day in NYC	9	10
11	12 Yom Ha'atzmaut	13	14	15	16	17
18	19	20	21	22	23	24
25 Lag Baomer	26 Memorial Day Office Closed	27	28	29	30	31

June

1997

1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 TEI (Cohort #2)	2 TEI (Cohort #2)	3 TEI (Cohort #2)	4 TEI (Cohort #2)	5	6	7
8	9	10	11 Shavuot	12 Shavuot	13	14
15	16	17	18	19	20	21
22	23	24	25	26 CIJE Steering Committee	27 MLM Day in NYC	28
29	30					

1997

July

1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 4th of July Office CLOSED	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1997

August

1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 MLM/CIJE NYC	7 Steering Committee	8	9
10	11	12 Tisha Be'Av	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

1997

1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Holiday - Labor Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

1997

1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 Rosh Hashanah	3 Rosh Hashanah	4
5	6	7	8	9	10	11 Yom Kippur
12	13 Steering Committee	14	15	16 Sukkot	17 Sukkot	18
19	20	21	22	23 Shemini Atzeret	24 Simhat Torah	25
26	27	28	29	30	31	

November

1997

1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14 GA - Indianapolis	15 GA
16 GA	17 GA	18 GA	19 GA	20	21	22
23	24	25	26	27 Holiday - Thanksgiving	28	29
30						

December

1997

1997

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Steering Committee	4 CIJE Board	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 Hanukkah thru 12/31	25 Holiday - Christmas	26	27
28	29	30	31			