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

Series C: Council for Initiatives in Jewish Education (CIJE). 1988–2003. Subseries 6: General Files, 1990–2000.

Box Folder 51 16

Staff domain and responsibilities timetable. Staff assignments, 1992-1995.

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

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Mr. Henry L. Zucker Consultant 4500 Euclid Avenue Cleveland, OH 44103 216-391-8300 ph:

fax: 216-361-9962

TO:

Lead Community Leadership

FROM:

Alan D. Hoffmann

DATE:

September 29, 1993

SUBJECT:

CIJE Staff and Consultants

A SHA

At the Lead Communities seminar in Baltimore, I promised a summary of who's who in CIJE and how we can be reached. While assignments may vary in the future, the following should provide you with a picture of where we are today.

#### I. Core Staff

A. Alan D. Hoffmann - Executive Director P. O. Box 94553

Cleveland, OH 44101 Phone: 216-391-1852 FAX: 216 391-5430

I will be coordinating the work of the core staff and consultants. I will serve as liaison between CIJE staff and consultants and the CIJE board and advisors. I can always be reached through the CIJE central office, which will forward messages to me on a daily basis, even when I am in Israel. [My family is in the process of moving to the U. S. during this year.]

B. Gail Z. Dorph - Project Officer

\*588 West End Ave.

Apt. 2A

New York, NY 10024 Phone: 212-769-0725 FAX: Not yet in place

Gail will be working most directly with the Lead Communities and will usually be your first point of contact. She will visit each community on a regular basis and will consult with staff and consultants to determine the best use of her time. She will focus on personnel development.

C. Barry W. Holtz - Program Officer

299 Riverside Drive, 4B

New York, NY 10025

Phone: 212-864-3529

FAX: 212-864-6622

Barry will continue to work on the development of Best Practice reports and will work with Lead Communities to determine how to use "Best Practices" at the local level. He will work with the Lead Communities on the conceptualization and development of pilot projects.

\* We are presently investigating options for office space in NY and will inform you as soon as we have an address, phone & fax.

#### D. <u>Virginia F. Levi</u> - CIJE Coordinator

P. O. Box 94553 Cleveland, OH 44101 Phone: 216-391-1852

FAX: 216-391-5430

Ginny will manage the CIJE headquarters office in Cleveland. If you are uncertain about whom to contact about a particular issue or concern, she can direct your call.

#### E. <u>Adam Gamoran</u> - Director, Monitoring, Evaluation & Feedback Project University of Wisconsin

Dept. of Sociology 1180 Observatory Drive

Madison, WI 53706 Phone: 608-263-4253 FAX: 608-263-6448

Adam will work with Ellen Goldring to direct the work of the field researchers, and will continue to design instruments to help us understand both process and outcomes in the Lead Communities and to inform CIJE and the broader community of the results.

#### F. <u>Ellen Goldring</u> - Co-Director, Monitoring, Evaluation & Feedback Project

Peabody College Vanderbilt University Dept. of Educational Leadership P. O. Box 514 Nashville, TN 37203

Phone: 615-322-8037 FAX: 615-343-7094

Ellen will work with Adam and the MEF team, as described above.

#### G. Roberta Goodman

149 Nautilus Drive Madison, WI 53705 Phone: 608-231-3534 FAX: 608-231-6844

Roberta serves as the field researcher for Milwaukee and works with the MEF team.

#### H. Julie Tammivaara

58 Penny Lane Baltimore, MD 21209 Phone: 410-653-4648 FAX: 410-653-3727

Julie serves as the field researcher for Baltimore and works with the MEF team.

#### II. Consultants

A. <u>Stephen H. Hoffman</u> - Executive Director Jewish Community Federation of Cleveland 1750 Euclid Ave. Cleveland, OH 44115

Phone: 216-566-9200 FAX: 216-861-1230

Steve will remain involved with CIJE with a particular emphasis on community process issues.

B. Seymour Fox - President

Mandel Institute for the Advanced

Study & Development of Jewish Education

8 Hovevei Zion Street Jerusalem 92226 Israel Phone: 0119722 662-832 FAX: 0119722 619-951

Seymour will continue to work with us on the implications of the "Educated Jew Project" for the development of goals and vision in the Lead Communities.

C. Annette Hochstein - Director

Mandel Institute for the Advanced Study & Development of Jewish Education

8 Hovevei Zion Street Jerusalem 92226 Israel Phone: 0119722 662-832 FAX: 0119722 619-951

Annette will continue to work closely with Adam and Ellen on the monitoring, evaluation & feedback project.

D. Daniel Pekarsky

26D University Houses Madison, WI 53705 Phone: 608-233-4044

Daniel will work with the Lead Communities on the goals project.

E. Shmuel Wygoda

10 Yehoshafat Street Jerusalem 93152 Israel Phone: 0119722 617-418 FAX: 0119722 619-951

Shmuel is available to work with us on personnel training in Israel for Lead Communities and with the denominational training institutions.

Please let me know if you have any questions, I will keep you updated as any of this information changes.

# **CIJE 1995**

# **DOMAIN AND STAFF RESPONSIBILITIES**

## **TIMETABLES**



indicates parameters of "time-bound" work to prepare and implement project/program on a monthly basis



indicates continuous or year-long work

## **CIJE DOMAIN TIMETABLE 1995**

BUILDING THE PROFESSION	J	F	M	A	M	J	J	A	S	0	N	D
1. Building National Teacher Education Faculty												
1.1 Virtual College												
a. build virtual college faculty	<b>N</b>	2			ļ							
b. design virtual college program												
c. recruit first cohort of mentor trainers	N JEWIS											
d. mentor-trainer program	I I V E											
1.2 Teachers Teaching Teachers	0 0 0											
a. design and plan program												
b. recruit first cohort												
c. teachers training teachers program		$\leftarrow$		-		-				-		
2. National Pilots												
2.1 Building regional capacity (through regional colleges)	2			***********								
2.2 Brandeis strategic planning process												
2.3 Consultation on salary and benefits	1											
3. Personnel Action Plan Process									***************************************			
3.1 Atlanta												
3.2 Baltimore												

BUILDING THE PROFESSION	J	F	M	A	M	J	J	A	S	0	N	D
3.3 Milwaukee												
3.4 Community seminars (planning and implementing)												
a. March												
b. June												
c. November		4										
4. Personnel Action Plan Pilot Initiatives												
4.1 Milwaukee Masters degree with Cleveland College												
4.2 Machon L'Morim												
4.3 Leadership seminars	1 1											
a. educational leadership	100											
b. building a learning community	10	/										
5. Professional Meetings and Presentations												
5.1 JEA												
5.2 CAJE				IT.								
5.3 Cleveland Principals Council												

GAIL DORPH	J	F	М	A	M	J	J	A	S	0	N	D
1. Building National Teacher Education Faculty												
1.1 Virtual College												
a. build virtual college faculty												
b. design virtual college program												
c. recruit first cohort of mentor trainers  AMERICAN III	1/151											
d. mentor-trainer program	V E											
1.2 Teachers Teaching Teachers												
a. design and plan program	11											
b. recruit first cohort												
c. teachers training teachers program		_										
2. National Pilots	1											
2.1 Building regional capacity (through regional colleges)												
2.2 Brandeis strategic planning process												
2.3 Consultation on salary and benefits							2+0					
3. Personnel Action Plan Process												
3.1 Atlanta												
3.2 Baltimore												

GAIL DORPH		J	F	M	A	M	J	J	A	S	0	N	_D
3.3 Milwaukee													
3.4 Community seminars													
a. March	Α.												
b. June	-62												
c. November	AMERICAN JE	4/1SI											
4. Personnel Action Plan Pilot Initiatives	ARCHII												
4.1 Milwaukee Masters degree with Cleveland College	*** * * *												
4.2 Machon L'Morim	ANY												
4.3 Leadership seminars			1										
a. educational leadership		-0	7										
b. building a learning community	Con S	\$/											
5. Professional Meetings and Presentations													
5.1 JEA								10			+		
5.2 CAJE													
5.3 Cleveland Principals Council													
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GAIL DORPH	J	F	M	A	M	J	J	A	S	0	N ·	D
6. Best Practices Project: Writing Projects												
6.1 Generic personnel action plan												
6.2 Policy brief: "In-service Education"												
6.3 Best practitioners												
		1										
7. MEF												
7.1 Module: CIJE Study of Educators												
8. Goals Project												
8.1 Plan curriculum for training coaches	1 1											
8.2 Select coaches	A.											
8.3 Seminar for training coaches	Á	/_										
9. Staffing Committee on Building the Profession												
9.1 Ongoing work of committee												
10. Internal CIJE Work		10										
10.1 Camper calls										ļ		
10.2 Planning board meetings												

GAIL DORPH	J	F	M	A	M	J	J	A	S	0_	N	D
10.3 Professional conferences												
a. GA												
b. ALOHA												
c. Jewish Education Research Network												
10.4 Periodic Wexner planning (occasional consultation)												
10.5 Consultation visits to new communities												
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### **CIJE DOMAIN TIMETABLE 1995**

CONTENT AND PROGRAM	J	F	M	A	M	J	J	A	S	0	N	D
Best Practices Project												
1.1. Best Practice: JCCs												
1.2. Best Practice: day school hebrew		4										
1.3. In-service	E (//S)											
1.4. Best practice: seminars in communities												
a. Early childhood												
b. Supplementary school												
1.5. Best Practice: conferences and consultations												
a. one-day consultations: on best practice in in-service training			<u></u>									
b. one-day consultations: salary and benefits		/										
c. public conferences: e.g. best practice in supplementary school etc.	24-/											
1.6. Best Practice: New Directions												
a. Best Practitioners		<u> </u>										
b. How a Best Practices Site Comes to be							-					
1.7. Best Practice: Camping												
1.8. Best Practice: Writing Projects						-						
Write article on documenting best practice: theory and practice												
b. "Policy Brief" on Supplementary School improvement			010 100 100 100 100 100 100 100 100 100									

CONTENT AND PROGRAM	J	F	M	A	M	J	J	A	S	0	N	D
c. Generic Personnel Action Plan												
d. "Policy Brief": in-service education												
2. Goals Project		W										
2.1 Goals seminars for local communities							60年					
2.2 Plan curriculum for training coaches	(N JEVASI											
2.3 Select coaches	-											
2.4 Seminar for training of coaches	0 0 0											
2.5 Identify institutions for goals												
2.6 Essay on Goals Project												
2.7 Goals resource handbook		1										
3. Personnel Initiatives								*********	********	*********	*********	4444444
3.1 Consultations with communities												
3.2 Writing Personnel Action Plan											*********	6666666
3.3 Machon l'Morim consulting												
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CONTENT AND PROGRAM	J	F	M	A	M	J	J	A	S	О	N	D
4. Mobilizing Community Support			***********	Activities of the second secon	carrear	secure con	*********	4444444	**********		,,,,,,,,,,,	(((((()()
4.1 Best practice presentations for lay leaders												
4.2 Planning the dissemination of products such b.p. reports									NAME OF THE PARTY		**********	
4.3 Develop Wexner-type program for lay leadership around issues of Jewish education												
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BARRY HOLTZ	J	F	M	_A_	M	J	J	A	S	0	N	D
Best Practices Project										ļ		
1.1 Best Practice: JCCs				ļ	-							
1.2 Best Practice: day school hebrew												
1.3 In-service		1							ļ			
1.4 Best Practice: seminars in communities												
a. Early childhood						ļ						
b. Supplementary school												
1.5 Best Practice: conferences and consultations									ļ			ļ
a. one-day consultations: on best practice in in-service training							ļ	ļ				
b. one-day consultations: salary and benefits		/			ļ							ļ
c. public conferences: e.g. best practice in supplementary school etc.		1/_								_		_
1.6 BEST PRACTICE: NEW DIRECTIONS									Colonia (Colonia)	or Contact		
a. Best Practitioners	w 22 /											
b. How a Best Practices Site Comes to be												
1.7 Best Practice: Camping							365					
1.8 Best Practice: Writing Projects						ļ						
a. Write article on documenting best practice: theory and practice												
b. "Policy Brief" on Supplementary School improvement												
c. Generic Personnel Action Plan												

BARRY HOLTZ	J	F	M	A	M	J	J	A	S	0	N	D
d. "Policy Brief": in-service education												
2. Goals Project					TARREST ST							
2.1 Goals seminars for local communities	<u> AND</u>											
2.2 Plan curriculum for training coaches												
2.3 Select coaches												
2.4 Seminar for training of coaches	B C LI LY F											
2.5 Identify institutions for goals												
2.6 Work with coaches and institutions									ļ			
2.7 New goals seminars for local communities	FF AND IN											
3. Personnel Initiatives		*********	*********		*********	********	*********	×111111111		21111111111		1111111
3.1 Consultations with communities												
3.2 Writing Personnel Action Plan		***********	**********	**********				Annua (	annina.	annin i	111111111	
3.3 Machon l'Morim consulting									- innervan	rista massista	annamin	
3.4 Consultation with Brandeis University												

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DAN PEKARSKY	J	F	M	A	M	J	J	A	S	0	N	D
1. Goals Project												
1.1 Goals seminars for local communities												
1.2 Plan curriculum for training coaches												
1.3 Select coaches												
1.4 Seminar for training of coaches		92 le										
1.5 Identify institutions for goals												
1.6 Work with coaches and institutions	- 04											
1.7 New goals seminars for local communities	2 1											
1.8 Essay on Goals Project												
1.9 Goals resource handbook	* _ A	1										
	215/											
2. Internal CIJE Work		*********			anaanaa	www.		annana.	******	seeleeleeleeleeleeleeleeleeleeleeleeleel		11111111
2.1 Do presentations about CIJE to various groups												
2.2 Plan for and attend various conferences: GA, CAJE, Research Network, etc.												
3. Staffing Content Committee		saddadaa	***********	e halashar	4441444	nanana.	211111111	3/1/1/1/1/1	<i>2111111111</i>	statian.	200000	41111111
3.1 Ongoing work of Content committee												

## **CIJE DOMAIN TIMETABLE 1995**

COMMUNITY MOBILIZATION	J	F	M	A	M	J	J	A	S	0	N	D
1. Board/Steering Committee Development							***************************************					
1.1 Appointment of vice chairs to steering committee							<u></u>	ļ		XIIIIII	************	mm
1.2 Addition of 8-16 board members; addition of 6-12 committee members												
1.3 Preparation for April board meeting; preparation for November board meeting											ļ	
1.4 Interim communication with board members AMERICAN												
1.5 Preparation for 5 steering committee meetings												
1.6 Interim communication with steering committee members												
1.7 Preparation for semi-annual board seminar/public lecture	77											
2. Coalition of Essential Communities												
2.1 Creating "Principles of Partnership" between CIJE and new communities			<u> </u>	ļ	ļ			, william	, mining	, mining	Annina.	minn
2.2 Initial consultations: Introduction, orientation for new communities (Hartford; Seattle; San Francisco; 3 more)												
2.3 Networking and communications among and within communities												
2.4 The CIJE Study of Educators: Module, implementation through the lens of community mobilization												
2.5 Personnel Action Plans: Development, implementation through the lens of community mobilization; access to trainers												
2.6 Goals: Seminars on communal and institutional goals for lay leaders and education professionals in lead communities, in new communities; access to coaches												
2.7 Pilot projects: With community mobilization implications, evaluation												

COMMUNITY MOBILIZATION	J	F	M	A	M	J	J	A	S	0	N	D
2.8 Best Practices: Seminars for lay leaders and education professionals on successful models of Jewish education												
2.9 Evaluation: Ongoing, through trained local personnel												
3. Lay Leadership: National Partnerships		a										
3.1 CJF: Working relationship between CJF; JESNA; CIJE to focus on continental mobilization for Jewish education	1,7751											
3.2 GA: Design; prep.; private seminar for execs, pres's; publication for; press; follow-up									<u> </u>		ļ	
3.3 Wexner Heritage Foundation: Joint curriculum to create Jewish education champions; seminars; retreat												
4. Communications	1											
4.1 Publications (Conceptualizing, editing, producing):	1 6	/										
a. Best Practices in supplementary schools	2							ļ				
b. Best Practices on in-service education												
c. Policy Brief on educational leaders or salary/benefits												
d. Essay introducing Goals Project to lay people							1 (4)			<u> </u>	<u> </u>	
e. Board Seminar paper	-										<u> </u>	1
f. Annual Report				9500/600000								
4.2 Data Base: Establishment and maintenance for dissemination of publications; for tracking lay and professional leadership for Jewish education												

COMMUNITY MOBILIZATION	J	F	M	A	M	J	J	A	S	0	N	D
4.3 Dissemination: First policy brief, CIJE Study of Educators module; Best Practices volumes; appropriate new publications under 4.2												
4.4 Press/Media: For specific events and as part of 4.1												
4.5 CIJE Luncheon Seminars								ļ				
4.6 Chair/Staff bios: Create; update		i id										
4.8 Packet of CIJE materials: Update continually; tailor for range of audiences (new communities; new board members; etc.)												
4.9 Mandel Jewish Education Initiatives Communications Plan: Audiences; messages	VES											
Comprehensive Plan for Mobilizing Lay Leadership on behalf of Jewish Education												
5.1 Creation of advisory committee for community mobilization/ lay leadership	7 7											
5.2 Think-piece on mobilizing lay champions for Jewish education	1											
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NESSA RAPOPORT	J	F	M	A	M	J	J	A	S	o	N	D
1. Board/Steering Committee Development												
1.1 Preparation for April board meeting; preparation for November board meeting							simmin					MINION TO
1.2 Interim communication with board members												
1.3 Preparation for 5 steering committee meetings												
1.4 Interim communication with steering committee members												
1.5 Preparation for semi-annual board seminar/public lecture	\ E											
2. Coalition of Essential Communities												
2.1 Creating "Principles of Partnership" between CIJE and new communities					ļ			willing.		<i>Samue</i>		<i>dullu</i>
<ol> <li>Initial consultations: Introduction, orientation for new communities (Hartford; Seattle; San Francisco; 3 more)</li> </ol>												
2.3 Networking and communications among and within communities												
2.4 The CIJE Study of Educators: Module, implementation through the lens of community mobilization												
2.5 Personnel Action Plans: Development, implementation through the lens of community mobilization; access to trainers												
2.6 Goals: Seminars on communal and institutional goals for lay leaders and education professionals in lead communities, in new communities; access to coaches												
2.7 Pilot projects: With community mobilization implications, evaluation												
		P										

NESSA RAPOPORT	J	F	M	A	M	J	J	A	S	o	N	D
3. Lay Leadership: National Partnerships												
3.1 CJF: Working relationship between CJF; JESNA; CIJE to focus on continental mobilization for Jewish education												
3.2 GA: Design; prep.; private seminar for execs, pres's; publication for; press; follow-up							<u> </u>		ļ	ļ	ļ	
3.3 Wexner Heritage Foundation: Joint curriculum to create Jewish education champions; seminars; retreat												
4. Communications	VISI V E											
4.1 Publications (Conceptualizing, editing, producing):												
a. Best Practices in supplementary schools	1-1-											
b. Best Practices on in-service education	17											
c. Policy Brief on educational leaders or salary/benefits												
d. Essay introducing Goals Project to lay people	A	V								ļ		
e. Board Seminar paper	45/											
f. Annual Report											ļ	
4.2 Data Base: Establishment and maintenance for dissemination of publications; for tracking lay and professional leadership for Jewish education												
4.3 Dissemination: First policy brief; CIJE Study of Educators module; Best Practices volumes; appropriate new publications under 4.2												
4.4 Press/Media: For specific events and as part of 4.1												
4.5 CIJE Luncheon Seminars												

NESSA RAPOPORT	J	F	M	A	M	J	J	A	S	0	N	D
4.6 Chair/Staff Bios: Create; update										A THINK		mmm
4.8 Packet of CIJE materials: Update continually; tailor for range of audiences (new communities; new board members; etc.)												
4.9 Mandel Jewish Education Initiatives Communications Plan: Audiences; messages												
5. Comprehensive Plan for Mobilizing Lay Leadership on behalf of Jewish Education												
5.1 Creation of advisory committee for community mobilization/ lay leadership	JE VIS											
5.2 Think-piece on mobilizing lay champions for Jewish education	·											
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ALAN HOFFMANN	J	F	M	A	M	J	J	A	S	0	N	D
NOTE: ITEMS LISTED ON THIS CHART INCLUDE ONLY THOSE ITEMS LISTED ON THE COMMUNITY MOBILIZATION DOMAIN CHART THAT ARE NOT ASSIGNED TO ANY OTHER POINT PERSON.												
		-2										
1. Board/Steering Committee Development												
1.1 Appointment of vice chairs to steering committee												
1.2 Addition of 8-16 board members; addition of 6-12 committee members			<u> </u>									
	12											
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1												
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### CIJE DOMAIN TIMETABLE 1995

RESEARCH AND EVALUATION .	J	F	M	A	M	J	J	A	S	0	N	D
1. Study of Educators												
1.1 Produce module			<u> </u>									
1.2 Three community report on leaders												
1.3 Individual community reports on leaders												
1.4 Three community report on teachers	EVIS V E											
2. Evaluation of CIJE Programs												
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