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- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

73890 (REV. 1/89) PRINTED IN U.S.A.

SEE MANAGEMENT MANUAL POLICY NO. 8.3
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE 5/19/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. Alfred Gottschalk b. David Hirschhorn c. S. Martin Lipset (with SE) d. Florence Melton e. Isadore Twersky		SF	2/25/93		
2.	Interview Gail Dorph for position working with Lead Communities.		SF	5/19/93	5/20/93	
3.	Draft a letter to David Hirschhorn for review by SHH, MLM, and HLZ indicating our understanding of his interest in CIJE.		SF	3/24/93	5/28/93	
4.	Prepare a brief summary of the issues, questions, and agreements we seek from CRB.		SF	4/14/93	5/28/93	
5.	With AH, write a job description for Barry Holtz.		SF	5/19/93	6/01/93	
6.	With SHH, develop a plan for involving denominations in each Lead Community process.		SF	3/31/93	TBD	

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☐ ACTIVE PROJECTS
☐ RAW MATERIAL
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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE

6/8/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With BH, discuss next steps on the Best Practice project.		SF	5/28/93	6/15/93	
2.	Draft a letter to David Hirschhorn for review by SHH, MLM, and HLZ indicating our understanding of his interest in CIJE.		SF	3/24/93	6/20/93	
3.	With AH and BH, draft a job description for Barry Holtz.		SF	5/19/93	6/25/93	
4.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Alfred Gottschalk b. David Hirschhorn c. S. Martin Lipset (with SE) d. Florence Melton e. Isadore Twersky		SF	2/25/93	7/15/93	
5.	With SHH, develop a plan for involving denominations in each Lead Community process.		SF	3/31/93	TBD	

Council for Initiatives
in
Jewish Education

Date sent: 6/16 Time sent: 4:50

No. of Pages (incl. cover): 3

To: Annette Hochstein, Seymour Fox,
Shmuel Wygoda
Organization:

From: Ginny Levi

Phone Number:

Phone Number:

Fax Number: 0119722 619 951

Fax Number: (216) 391-5430

Comments:

SF + AH -

I finally got to see MLM. Here's a revised agenda and a retyped 8/26 agenda. Ignore what I sent earlier.

I assume you'll be at AH's office. Please send me a fax if this is incorrect. Talk to you tomorrow.

Ginny

P.S. How about holding the LC seminar on Aug. 30-31? We could plan on the 29th. Either date is OK for Chaim + Nancy, but Nancy can only attend if it's in Balt. No word yet from Mike. They're tied up today.

If there are any problems receiving
this transmission, please call:

216-391-1852

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Date Prepared 4/6/93

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MINUTES: CIJE STEERING COMMITTEE

DATE OF MEETING: JUNE 17, 1993

DATE MINUTES ISSUED: JUNE 18, 1993

PRESENT: Seymour Fox, Annette Hochstein, Stephen Hoffman, Ann Klein, Virginia Levi, (Sec'y), Morton L. Mandel, Chair, Henry L. Zucker

COPY TO: Barry Reis

I. The minutes of May 13 were reviewed.

- Assignment A. MLM reported a conversation with Erica Jesselson in which she noted the deep interest her husband had expressed in the work of CIJE. The implication was that she will carry on that interest. It was noted that she should be an important person on our list of supporters. We may wish to consider her or her son for membership on the CIJE board. MLM intends to see her in New York and will follow up.
- Assignment B. The development of a CIJE time line and action plan will become the responsibility of Alan Hoffman. ARH will advise him as he takes over this responsibility.
- Assignment C. VFL will prepare a matrix of current and potential funders, the CIJE staff person responsible for working with each funder, and the status. Assignment A similar matrix will be developed for funding requests submitted to CIJE.
- D. ARH has drafted a position description for the chief education officer. VFL will distribute this to the people scheduled to interview Gail Dorph.
- Assignment An organization chart should now be developed to clarify relationships and include a short explanation of duties for each of the people working for CIJE.

II. Plans for August 26, CIJE Board Meeting

A. Executive Committee

The proposed agenda was reviewed. It was agreed that a report on development will depend on whether we have concrete results, e.g. a Blaustein gift or a Jim Joseph gift, to report.

The proposed work plan might be presented by Alan Hoffman, depending on whether his appointment has been announced.

B. Progress Report

1. MLM will make introductory remarks and will introduce Alan Hoffman. His remarks will include the role of CIJE in funding. Hoffman's remarks might include the introduction of Gail Dorph and the distribution of an organization chart.

2. Report on work in the Lead Communities

Assignment

HLZ and VFL will work with Chuck Ratner to prepare him to make the report on the Lead Communities.

It was recommended that the lay and professional leaders of the three Lead Communities be invited to attend the board meeting. We should include in the agenda responses by each community to the Ratner presentation.

3. Monitoring, Evaluation & Feedback Report

Ellen Goldring will prepare Esther Leah Ritz to make the introduction to this report. The report itself will include an update on the project by Adam Gamoran and a brief report on the educators survey by Ellen Goldring.

4. Update on Best Practices and Pilot Projects

Barry Holtz will prepare John Colman to make the introduction, followed by a report which Barry will give.

C. Announcement of Alan Hoffman's appointment

Assuming the negotiations which are currently underway are successful, it was suggested that the following steps be taken:

1. Hold a meeting of the executive search committee by telecon for their approval.
2. Hold a meeting of the executive committee by telecon for their consideration of the appointment and at least one other agenda item, to be determined.
3. Send an announcement to the board members prior to the August meeting.

D. Communications

Assignment

1. VFL will prepare a letter now asking people to indicate their attendance plans.

Assignment

2. VFL and ARH will work together on a written progress report to be sent in early August.

III. CIJE Board Membership

A memo from SHH reporting the recommendation of David Sarnat to replace Gerald Cohen with Jay Davis was discussed. It was concluded that SHH should call Sarnat for more information about Davis, after which an invitation will be issued.

assignment

IV. Lead Communities Update

It was noted that the only community actively working at present is Milwaukee. While the other two communities are heading in the right direction, the process is going slowly.

It was suggested that when we have more regular staff involvement, we can expect things to go more smoothly. It would be unrealistic to expect a change of culture to occur quickly and easily.

V. Upcoming Seminars

A staff seminar is being planned for mid July in Jerusalem. SW is working on the scheduling.

A seminar of the Lead Communities is scheduled for late August in the States. VFL and SW are working on identifying an appropriate date and location.

VI. Update on CJF Continuity Commission

A. MLM reported on a meeting he had with Marvin Lender, chair of the CJF commission on Jewish continuity. It was apparent that we have much to do in bringing the national lay community up to date on the work of our Commission and CIJE. It was concluded that Lender will not proceed with the CJF commission until he and MLM talk again about how their work and ours can complement each other.

B. It was suggested that Lender be invited to serve on the CIJE board. VFL and HLZ will draft a letter inviting him to serve and providing him with background information.

C. SHH reported on conversations with Marty Kraar. He noted that Federation staff are generally not well informed about Jewish continuity. This commission was formed as a reaction to the data from the CJF survey. Marty is now aware of the pitfalls of this approach. He, too, is anxious to find a way to work cooperatively with CIJE.

D. It was concluded that this situation provides us with an opportunity to find a way for CIJE and CJF in work in concert. It was suggested that SHH advise Alan Hoffman about this situation and how to proceed.

assignment

assignment

VII. Operations

A. Torah U'mesorah

Assignment

It was agreed that VFL will draft a letter to Rabbi Fishman informing him that we generally like the idea of his proposal for teacher training and that we have asked Shmuel Wygoda to work with him.

B. VFL will prepare a list of open major proposals for support of projects in the area of Jewish education. A review of this list will be included on the agenda of the CIJE steering committee.

C. Final arrangements for Shulamith Elster's termination of employment were discussed. VFL will inform her of the outcome.



MINUTES: CIJE Steering Committee

DATE OF MEETING: May 13, 1993

DATE MINUTES ISSUED: May 19, 1993

PRESENT: Morton L. Mandel, Chair, Seymour Fox, Annette Hochstein, Alan Hoffman, Stephen Hoffman, Ann Klein, Virginia Levi (Sec'y), Barry Reis, Henry L. Zucker

AH copy
for next
steering tee
telecon

I. The master schedule control, minutes and assignments of April 15 were reviewed.

- A. Ellen Goldring has been asked to identify a social scientist to do the statistical analysis of the educators survey. This will be done at the expense of the Lead Communities. Thereafter, Adam Gamoran and Ellen Goldring will write the evaluation.

It was suggested that CIJE is missing an opportunity to write papers and contribute to the body of knowledge related to this project. It was noted that Adam Gamoran and Ellen Goldring will use this data for the eventual preparation of such papers. It is possible that the Spencer Foundation will provide funding for such analysis.

- Assignment B. MLM will meet with SHH and HLZ to discuss the status of the CJF Commission on Jewish continuity and our response. We should help Marty Kraar respond to community pressure.
- C. MLM will talk with Erica Jesselson about an appropriate member of the family to appoint to the CIJE Board in place of Ludwig.
- Assignment D. VFL will make an additional assignment sheet entitled Open Grant Requests on which proposals submitted to CIJE will be listed. AGK will add a review of these proposals to the next Philanthropic Steering Committee agenda. CDM

II. Report on Lead Communities Seminar

Annette Hochstein reported on the meetings of May 11 and 12 with CIJE staff and consultants and representatives of the three communities. The purpose of the seminar was to move us forward on the path toward ongoing partnership. A preliminary meeting in Jerusalem, attended by Marshall Levin of Baltimore, provided the basis for the agenda of the seminar. The objectives were to develop an action plan and calendar for the next two years.

Attendance at the seminar was good, including the full time professional and two lay leaders of the Milwaukee project, the head planner and educator from Baltimore, and the professional in Atlanta assigned part time to this project as well as David Sarnat, Atlanta Federation Exec, for the second half of the seminar.

The seminar achieved an understanding of the need for ongoing conversations and resulted in an agreement to a series of meetings over the next twelve months to manage the process and to shape a common understanding. In addition to meetings of the central pros from each community, a schedule of three meetings to bring the lay and professional leaders of CIJE and the three communities together was established.

The importance of getting the message to a broader group of people was emphasized. It was reported that the participants in the seminar now understand the centrality of personnel development and community mobilization. It was suggested that this message should be disseminated more broadly. A list of people to receive a written communique and a draft of such a communique will be developed.

Assignment

It was suggested that we invite a small group of people to meet with MLM at the Quarterly for an update. It was agreed that this will be arranged.

Assignment

It was noted that the arrangements at Federation worked well and that the staff was extremely helpful.

III. Review Draft CIJE PERT Chart

- amended*
- A. A Draft of a CIJE time line was presented and discussed. It was suggested that the time line be simplified to include only major headings and items with specific completion dates. A functional schedule should then be prepared to support each item with detailed logistics and an action plan.

Assignment

It was suggested that VFL and AH develop a functional schedule for keeping our Board and Executive Committee members informed. This might include four letters per year to Executive Committee members, two letters per year to Board members, and Camper contacts, including the preparation of appropriate talk pieces. In addition, the chairs of the three committees should be briefed.

- B. Lead Communities

It was reported that the Lead Communities are asking for our help in articulating local goals and a mission statement. It was suggested that if we can get the lay leaders in each Lead Community to work through goals, we will have moved this process forward significantly. It was noted that we need a mission statement for the Lead Communities project. AH will prepare a draft.

Assignment

?

C. Monitoring, Evaluation and Feedback

There will be monthly meetings (probably telecons) to provide feedback to CIJE and each Lead Community. It was suggested that there should be a presentation on the project to the Executive Committee twice a year and that the chair of the Monitoring, Evaluation and Feedback Committee should report to the Board periodically. We expect to be ready to report at the February Board Meeting on both the qualitative and quantitative surveys on educators.

info follows up

D. Local Staffing

It was reported that Alan Hoffman has identified several people about to enter the Senior Educators Program at the Melton Center who are available to move to a Lead Community following their year of study. The communities are being encouraged to hire these people before they begin the course so that they can spend the year preparing. In light of the slow pace at which the communities are moving, it was suggested that Steve Hoffman and Alan Hoffman confer by telephone with the chief professional of each community and encourage them to move this process along.

Assignment

Assignment
Assignment

- E. AH will now prepare a second draft of the time line. She and VFL will work together to develop a plan to support each of the items on the chart. These will then be reviewed and prioritized.

Annette

IV. CIJE Organization Matters

A. Executive Search

It was reported that one candidate was to be interviewed on May 13 and that other names have been raised. It was suggested that AGK draft an ad for insertion in the New York Times, the Chronicle of Higher Education, and the Chronicle of Philanthropy. AGK will consult with Art Naparstek as she drafts the ad and will submit the draft to the CIJE Steering Committee for review.

Assignment

B. Best use of Barry Holtz

It was noted that when Shulamith Elster departs, there will be "a void at the end of the phone line." We need to help the Lead Communities implement programs within the context of a local wall-to-wall coalition.

2/12
V

Barry Holtz will serve as Chief Education Officer and will move content forward through implementation of the Best Practices and Pilot Projects. He will not be in a position to work with the Lead Communities on planning and organizing. In addition to the function Barry will perform, we need someone to help insure that each local commission is correctly composed, to provide guidance in setting the agenda of the local commissions, and to help the Lead Communities in

planning. In addition, there will be educational projects to be implemented in the Lead Communities for which we require coordination.

Several scenarios were proposed for filling these needs. It was concluded that SF would interview Gail Dorph with an eye toward her taking this on as a full time job. It was the sense of those who know her that she is clearly capable of implementing educational projects and that if she doesn't know planning, she could learn it.

Done

Assignment
Assignment

SF will interview the candidate on May 20. If he is satisfied with her candidacy, VFL will arrange for SBH, SHH, MLM, HLZ, and herself to talk with her.

Done

Assignment
Assignment

AGK will do a PNJ-1 for this position, which will be called Lead Communities Project Officer. SF and AH will write a job description to clarify the role of Barry Holtz.

TBD

C. Committee Structure

It was agreed that it is premature to appoint committees. However, the chairs of the three committees should be brought up to date and prepared to report to the Board at the August meeting. Their staff liaisons will prepare bullet points for them prior to the August 26 meeting. The committees' chairs and staff liaisons are listed below:

<u>Committee</u>	<u>Chair</u>	<u>Staff Liaison</u>
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who tells them?

V. Planning for August 26, CIJE Board Meeting

It was suggested that SF, HLZ, and VFL meet to prepare a first rough draft of an agenda for the August 26 Board meeting. This was done later in the day.

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VI. CIJE Budget

A first draft of a CIJE budget for the year beginning July 1, 1993 was reviewed. It was agreed that Ann Klein, Paul Moraco, Barry Reis, and Ginny Levi will meet to flesh out the draft, providing more itemization. The budget will not include occupancy or salaries.

Assignment

MINUTES: CIJE Steering Committee
DATE OF MEETING: May 13, 1993
DATE MINUTES ISSUED: May 19, 1993
PRESENT: Morton L. Mandel, Chair, Seymour Fox, Annette Hochstein,
Alan Hoffman, Stephen Hoffman, Ann Klein, Virginia Levi
(Sec'y), Barry Reis, Henry L. Zucker

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Monitoring, Evaluation and Feedback	Esther Leah Ritz	Ellen Goldring
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V. Planning for August 26, CIJE Board Meeting

It was suggested that SF, HLZ, and VFL meet to prepare a first rough draft of an agenda for the August 26 Board meeting. This was done later in the day.

VI. CIJE Budget

Assignment

A first draft of a CIJE budget for the year beginning July 1, 1993 was reviewed. It was agreed that Ann Klein, Paul Moraco, Barry Reis, and Ginny Levi will meet to flesh out the draft, providing more itemization. The budget will not include occupancy or salaries.

MINUTES: CIJE Steering Committee

DATE OF MEETING: April 15, 1993

DATE MINUTES ISSUED: April 19, 1993

PRESENT: Morton L. Mandel, Chair, Seymour Fox, Annette
Hochstein, Stephen Hoffman, Ann Klein, Virginia Levi
(Sec'y), Barry Reis, Henry L. Zucker

I. The minutes of March 18, 1993 were reviewed.

MLM indicated that he would have a draft of a policy and procedure on travel to discuss with SF and AH at their meeting on April 18.

SF will talk with MLM on April 18 about the status of fund development.

II. Lead Community Status Reports

- A. A seminar is planned for May 10-12 in Cleveland. The agenda is currently being developed in consultation with the Lead Communities. Representatives from the three Lead Communities and the three major denominational groups will be present at the seminar.
- B. Work has begun on the preparation of an educators survey. Shulamith Elster and Ellen Goldring met with representatives of Baltimore and Milwaukee to develop a first draft for review in Israel. The survey is to be administered in Milwaukee at the end of April and in Baltimore during May and a report is scheduled for release at the end of the summer. It is not yet clear how Atlanta will fit into this timetable, if at all.
- C. Shulamith Elster and Barry Holtz are working in each community to develop pilot projects and introduce the best practices concept.
- D. Baltimore is scheduling a formal launch of its commission for some time in June.
- E. Milwaukee's commission has been launched and a pilot project on best practices in supplementary schools is in the planning stages.
- F. Atlanta is holding its first commission meeting on April 20. Shulamith Elster, Ellen Goldring and Barry Holtz will be in Atlanta for that and related meetings.
- G. Discussion

It was noted that final authority for decisions related to CIJE rests with MLM. Any major decisions will be made by him.

CIJE Steering Committee
April 15, 1993

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signment

It was suggested that a PERT chart be developed on which clear milestones for CIJE are highlighted. This would provide a frame of reference relative to our ideal and would allow us to focus on areas of concern in each community.

It was noted that we should have a privately agreed upon vision. We can then adapt to the individual styles of the Lead Communities, as necessary, within our own frame of reference.

III. Activation of Board Committees

We have tentatively established the following three board committees:

<u>Committee</u>	<u>Chair</u>	<u>Staff</u>
Best Practices	John Colman	Barry Holtz
Lead Communities	Charles Ratner	Shulamith Elster
Monitoring, Evaluation and Feedback	Esther Leah Ritz	Ellen Goldring

It was noted that the ideal is for each committee to work closely with the related project and to make all but final decisions related to it. Given our current staffing situation, this would mean three more "bosses" with no clear guidance and could easily lead to confusion in the communities.

It was suggested that we move slowly, beginning by having AH brief each of the three committee heads. We would keep them informed and see if they can be involved in some way.

It was agreed that we will do nothing, for now, about inviting people to serve on these committees.

IV. Letter from Mel Merians and Fred Gottschalk

Reference was made to a letter dated March 2, 1993 from Fred Gottschalk and Mel Merians in which they note an absence of "the deliverers of Jewish education" in the governance structures of the three Lead Communities.

It was reported that CIJE has been working with the Conservative and Orthodox movements to develop a plan for involvement in the Lead Communities. The Conservative movement (JTS and United Synagogue) is prepared to participate at the appropriate time. Yeshiva University is also prepared to get involved, when appropriate. (There is no cohesive movement organization to bring into the process.)

The Reform movement has begun to work on a plan, but does not yet have a coordinated approach. The UAHC has hired Seymour Rosele to work on education issues. He and Sara Lee will be working together to develop an approach to the Lead Communities.

CIJE Steering Committee
April 15, 1993

Page 3

It was noted that the Merians/Gottschalk letter is correct in its statement that the Lead Communities are not involving the denominations centrally. CIJE should be working with the communities and the movements to orchestrate a cooperative effort.

It was noted that one item on the PERT chart discussed earlier would relate to the appropriate involvement of congregations. We will establish an ideal and compare it to the actual in each community.

It was suggested that denominational involvement is a top priority and should be given more emphasis at this stage in the process. It was suggested that we develop a list of generic and unique needs for each community and then do a prioritization for each. This is all part of the PERT chart process.

V. Organization Review

A. Status of Ukeles Involvement

It was noted that the Ukeles team had been very helpful to CIJE in preparing documents such as the program guidelines and planning guide. While we have no specific assignment for them at present, we may wish to turn back to them in the long run.

It was noted that, as a consulting firm, Ukeles & Associates has set aside time for CIJE and that we cannot simply walk away from the arrangement. It was concluded that SHH would talk with Jack Ukeles, indicating that we would like to keep him on the team but have no immediate assignments for him, and explore an interim financial arrangement that he would find fair.

VI. Operations

- assignment A. AGK will develop a system for preplanning conferences to clarify attendance and costs.
- assignment B. HLZ is to call a candidate for executive director of CIJE who was recommended by Mel Merians. He will arrange for himself and SHH to interview this candidate in Cleveland. If he appears well qualified, we will ask Phil Bernstein to check his references.
- assignment C. HLZ will prepare a list of CIJE consultants, their proposed duties, areas of engagement, direct supervisors, and means of involving them.

VII. Next Meeting

The next meeting of the CIJE Steering Committee is scheduled for Thursday May 13, 7:30 to 10:00 a.m. At that meeting we will discuss communications and consider organization review.

MINUTES: CIJE Steering Committee

DATE OF MEETING: March 18, 1993

DATE MINUTES ISSUED: March 19, 1993

PRESENT: Stephen Hoffman, Ann Klein, Virginia Levi (Sec'y),
Morton Mandel, Barry Reis

COPY TO: Seymour Fox, Annette Hochstein, Henry L. Zucker

I. Purpose of Committee

The purpose of this committee is to coordinate and facilitate the work of CIJE. Over time, the committee will develop a regular modus operandi for CIJE.

Future meetings should include Seymour Fox and Annette Hochstein by telecon.

II. Administrative Needs

Ann Klein will serve as office manager for CIJE. Under her guidance, we will systematically develop policies and procedures. When we have a new secretary/bookkeeper, that person will be directly involved in implementation of many of the procedures.

AGK is preparing an operations manual with sections on general administration, travel, equipment and supplies, personnel, and communications. As we formalize our approach in each of these areas, the appropriate policies and forms will be distributed to CIJE staff and consultants.

With respect to travel, we are working toward an arrangement where one person at a selected travel agency will be responsible for handling all CIJE plane and hotel reservations.

III. Status of the Work with the Lead Communities

A. Atlanta

Discussion centered around the reluctance of Atlanta to move rapidly. This is of great concern to us. We will work with Atlanta to correct the situation.

There is an additional complication in Atlanta because they have been selected by the CRB Foundation as a CRB Lead Community and don't know how to respond. Barry Holtz spoke with Peter Geffen, director of the CRB project, in an effort to learn what is actually happening. He was frustrated with the "snow job" he got as a response. This is something to be considered further in the future.

CIJE Steering Committee
March 18, 1993

Page 2

B. Baltimore

Baltimore is in a better position than Atlanta because they are well staffed. They are trying to put us on their timetable, but CIJE is succeeding in moving them more quickly than they might like. We are shaping their style.

C. Milwaukee

Milwaukee is moving most quickly and our challenge is to keep up with the necessary materials and ideas. The relationship with Milwaukee seems to be working well.

D. Lay Involvement

It was noted that most of the work in the communities so far has involved staff with staff or, on occasion, staff with lay leaders. At some point MLM or perhaps Chuck Ratner should probably visit each community. It was suggested that this would provide the lay people in most communities with a sense of purpose and excitement.

It was suggested that at the next steering committee meeting a plan and timetable for lay involvement with each Lead Community be developed.

IV. Communication Needs

It was noted that a modest communication plan could be very beneficial for CIJE. This might involve the periodic publication of a newsletter, distribution of documents such as Stu Eizenstat's 1992 GA speech, and similar communications with various publics.

It was suggested that we consider hiring a consultant to work on this for a half to a full day each week. Ideally, this would be someone already familiar with Jewish education who could be up-trained and would be available to help strategize and make contacts with the media while keeping our various publics informed. Steering Committee members are encouraged to submit any suggestions to VFL.

It was agreed that VFL will now arrange to distribute the minutes of the Executive and Board meetings of February 25. Further consideration will be given to what distribution, if any, there should be of the minutes of the Annual Meeting.

Internal communication is being handled through a weekly telecon of CIJE staff.

There was some discussion of the possibility of using JESNA as a distributor of CIJE publications. It was agreed that there are advantages and disadvantages and that this will be considered further in the future.

V. Funding

- A. VFL will work with AJN on drafting grant proposals and arranging meetings with prospective funders. She will solicit reactions and involvement of others on the CIJE team as appropriate.
- B. When checks arrive from funders, BR will notify VFL who will prepare acknowledgements for MLM's signature.

VI. Personnel Needs

The need to seek a full-time executive for CIJE was discussed. It was suggested that the ideal candidate will probably not be interested in the organization until we are somewhat further along. It was suggested that we look for someone who would be available to carry us through the next couple of years until we are on firmer footing. One possibility might be for SF to identify someone from Israel who would be available to work with us here for two years.

Two names were raised as examples of the sort of person we might wish to consider: Carmi Schwartz or Alvin Schiff. It was suggested that members of the Steering Committee consider this and submit any names to MLM.

VII. Future Meetings

The following is a tentative schedule of future meetings, to be revised if they do not mesh with the schedules of SF and AH.

Thursday, April 15, 7:30 a.m.
Thursday, May 13, 7:30 a.m.
Thursday, June 17, 7:30 a.m.
Friday, July 9, 7:30 a.m.
Wednesday, August 4, 7:30 a.m.



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FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE ELSTER ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 6/17/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Conduct a needs assessment on leadership in the Lead Communities.		SE	6/16/93	6/25/93	
2.	Draft talk piece for use in preparing campers for August 26 meeting.		SE	5/28/93	6/30/93	
3.	Brief David Teutsch, new CIJE board member.		SE	6/16/93	6/30/93	
4.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL:		SE	2/25/93	7/15/93	
	a. Gerald Cohen - done					
	b. Susan Crown					
	c. Arthur Green					
	d. Neil Greenbaum					
	e. Thomas Hausdorff					
	f. Mark Lainer - done					
	g. S. Martin Lipset (with SF) - done					
	h. Matthew Maryles					



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 6/17/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Discuss with BH next steps on the Best Practice project.		SF	5/28/93	6/23/93	
2.	Draft a letter to David Hirschhorn for review by SHH, MLM, and HLZ indicating our understanding of his interest in CIJE.		SF	5/24/93	6/23/93	
3.	With AH and BH, draft a job description for Barry Holtz.		SF	5/19/93	6/25/93	
4.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Alfred Gottschalk b. David Hirschhorn c. S. Martin Lipset (with SE) d. Florence Melton e. Isadore Twersky		SF	5/25/93	7/15/93	
5.	With SHH, develop a plan for involving denominations in each Lead Community process.		SF	3/31/93	TBD	



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOCHSTEIN ASSIGNMENT

ORIGINATOR/PROJECT LEADER VFL

DATE 6/17/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SF and BH, draft a job description for Barry Holtz.		ARH	5/19/93	6/25/93	
2.	With VFL, develop a functional schedule for keeping Board and Executive Committee members informed.		ARH	5/19/93	6/30/93	
3.	Draft a mission statement for the Lead Communities project.		ARH	5/19/93	6/30/93	
4.	Redraft PERT chart on which clear milestones for CIJE are highlighted.		ARH	5/14/93	6/30/93	
5.	With VFL, draft a talk piece highlighting the centrality of personnel development and community mobilization and develop a list of people with whom to discuss it.		ARH	5/19/93	6/30/93	
6.	With VFL, develop plan to support each item on the CIJE PERT chart.		ARH	5/19/93	7/1/93	
7.	Draft CIJE organization chart.		ARH	6/17/93	7/9/93	
8.	Work with CRB Foundation to clarify relationship of Israel experience programs to Lead Communities.		ARH	1/28/93	7/15/93	
9.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. David Arnow b. Norman Lamm c. Esther Leah Ritz d. Ismar Schorsch		ARH	2/25/93	7/15/93	



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE A HOFFMAN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 6/17/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With ARH, prepare time line and action plan for CIJE.		AH	6/17/93	8/15/93	





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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE S HOFFMAN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 6/17/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Talk with Darrell Friedman about the importance of assigning someone full time to staff Baltimore project and related concerns about Baltimore's commitment. Propose 6/25 meeting with SF & AH in Jerusalem.		SHH	6/1/93	6/23/93	
2.	Call D. Sarnat for details on Jay Davis.		SHH	6/17/93	6/23/93	
3.	With HLZ, talk with MLM about the advisability of approaching Jesselson family to partner with Jim Joseph grant.		SHH	6/8/93	6/30/93	
4.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL:		SHH	2/25/93	7/15/93	
5.	With Alan Hoffman, confer by telephone with chief professional of each Lead Community to encourage them to interview Senior Educators. a. Charles Goodman b. Norman Lipoff c. Charles Ratner d. Bennett Yanowitz		SHH	5/19/93	7/15/93	
6.	With SF, develop a plan for involving denominations in each Lead Community in CIJE.		SHH	3/31/93	8/15/93	
7.	Advise A. Hoffman about the CJF continuity commission and suggest an approach.		SHH	6/17/93	8/25/93	
8.	Propose to MLM that he talk with Roy Hoffberger about the Lead Community process in Baltimore and provide an outline of discussion points.		SHH	3/24/93	TBD	



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOLTZ ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 6/17/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SF, discuss next steps on the Best Practices project.		BH	5/28/93	6/23/93	
2.	Complete meeting attendance form for CAJE conference.		BH	6/8/93	6/23/93	
3.	With SF and AH, draft a job description for Barry Holtz.		BH	5/19/93	6/25/93	
4.	Prepare a memo summarizing proposal on distribution of CIJE materials.		BH	5/28/93	6/30/93	
5.	Work with Atlanta on filling the position of Director of the Lead Community project.		BH	6/16/93	12/93	
6.	Prepare suggestions for how to proceed with pilot projects in Atlanta.		BH	3/5/93	TBD	
7.	Begin work with Baltimore on a pilot project.		BH	3/5/93	TBD	
8.	Work with Milwaukee on pilot projects.		BH	4/29/93	TBD	



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 6/17/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Prepare a letter to board members asking August 26 attendance plans.		VFL	6/17/93	6/25/93	
2.	With HLZ, draft a letter inviting M. Lender to serve on Board.		VFL	6/17/93	6/25/93	
3.	Draft a letter to Rabbi Fishman on the status of his proposal.		VFL	6/17/93	6/25/93	
4.	With ARH, develop a functional schedule for keeping Board and Executive Committee members informed.		VFL	5/19/93	6/30/93	
5.	With ARH, draft a talk piece highlighting the centrality of personnel development and community mobilization and develop a list of people with whom to discuss it.		VFL	5/19/93	6/30/93	
6.	With ARH, develop plan to support each item on the CIJE PERT chart.		VFL	5/19/93	7/1/93	
7.	Prepare a matrix of current and potential funders and staff assignment.		VFL	6/17/93	7/9/93	
8.	Prepare a matrix of pending grant requests.		VFL	6/17/93	7/9/93	
9.	With ARH, draft a written progress report to be sent to the board in early August.		VFL	6/17/93	8/1/93	
10.	Plan to discuss letters of agreement for the Lead Communities. Consider including our expectations regarding the sort of lay and professional involvement we expect.		VFL	4/7/93	10/1/93	
11.	Schedule a telecon with Executive Committee members following a meeting of presidents and executives of partner organizations.		VFL	2/25/93	TBD	



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 6/17/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
12.	Develop a communications program: internal; with our board and advisors; with the broader community.		VFL	4/7/93	TBD	





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DATE 6/17/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Establish a finance committee.		MLM	4/7/93	7/15/93	
3.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Charles Bronfman b. Max Fisher c. Lester Pollack d. Richard Scheuer		MLM	2/25/93	7/15/93	
3.	Visit with Erica Jesselson to get her on board to support CIJE.		MLM	6/17/93	8/31/93	



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☐ FUNCTIONAL SCHEDULE

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 6/17/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Encourage MLM to talk with Corky Goodman prior to scheduling a meeting with the presidents and executives of CJF, JCCA and JESNA.		HLZ	3/24/93	6/21/93	
2.	With VFL, draft a letter inviting M. Lender to serve on board.		HLZ	6/17/93	6/25/93	
3.	Schedule a meeting of MLM with Lester Pollack and Gershon Kekst to discuss CIJE.		HLZ	4/29/93	6/30/93	
4.	Invite a small group of people to meet with MLM at the Quarterly for a CIJE update.		HLZ	5/19/93	6/30/93	
5.	With SHH, talk with MLM about the advisability of approaching Jesselson family to partner with Jim Joseph grant.		SHH	6/8/93	6/30/93	
6.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Mandell Berman b. John Colman c. Maurice Corson		HLZ	2/25/93	7/15/93	
7.	With VFL, prepare C. Ratner to report on Lead Communities at board meeting.		HLZ	6/17/93	8/15/93	
8.	Arrange meeting for MLM with presidents and executives of CJF, JCCA and JESNA and second meeting to include CRB, Crown, Avi Chai, Wexner and other funders.		HLZ	1/28/93	TBD	



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE ELSTER ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 6/8/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Draft talk piece for use in preparing campers for August 26 meeting.		SE	5/28/93	6/15/93	
2.	Encourage D. Pekarsky and R. Goodman to work closely together.		SE	6/8/93	6/16/93	
3.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Gerald Cohen - done b. Susan Crown c. Arthur Green d. Neil Greenbaum e. Thomas Hausdorff f. Mark Lainer - done g. S. Martin Lipset (with SF) - done h. Matthew Maryles		SE	2/25/93	7/15/93	

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE

6/8/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With BH, discuss next steps on the Best Practice project.		SF	5/28/93	6/15/93	
2.	Draft a letter to David Hirschhorn for review by SHH, MLM, and HLZ indicating our understanding of his interest in CIJE.		SF	3/24/93	6/20/93	
3.	With AH and BH, draft a job description for Barry Holtz.		SF	5/19/93	6/25/93	
4.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Alfred Gottschalk b. David Hirschhorn c. S. Martin Lipset (with SE) d. Florence Melton e. Isadore Twersky		SF	2/25/93	7/15/93	
5.	With SHH, develop a plan for involving denominations in each Lead Community process.		SF	3/31/93	TBD	



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOCHSTEIN ASSIGNMENT

ORIGINATOR/PROJECT LEADER VFL DATE 6/8/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Update J. Woocher on CIJE developments.		AH	6/8/93	6/14/93	
2.	With VFL, develop a functional schedule for keeping Board and Executive Committee members informed.		AH	5/19/93	6/15/93	
3.	Draft a mission statement for the Lead Communities project.		AH	5/19/93	6/15/93	
	Redraft PERT chart on which clear milestones for CIJE are highlighted.		AH	5/14/93	6/17/93	
5.	With VFL, draft a talk piece highlighting the centrality of personnel development and community mobilization and develop a list of people with whom to discuss it.		AH	5/19/93	6/25/93	
6.	With SF and BH, draft a job description for Barry Holtz.		AH	5/19/93	6/25/93	
7.	With VFL, develop plan to support each item on the CIJE PERT chart.		AH	5/19/93	7/1/93	
8.	Work with CRB Foundation to clarify relationship of Israel experience programs to Lead Communities.		AH	1/28/93	7/15/93	
9.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL:		AH	2/25/93	7/15/93	
	a. David Arnow b. Norman Lamm c. Esther Leah Ritz d. Ismar Schorsch					



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE 6/8/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Talk with David Sarnat about the politics of the JCC search for Director of Jewish education and about SF's conversation with D. Blumenthal.		SHH	5/28/93	6/15/93	
2.	With Alan Hoffman, confer by telephone with chief professional of each Lead Community to encourage them to interview Senior Educators.		SHH	5/19/93	6/15/93	
3.	Talk with Darrell Friedman about the importance of assigning someone full time to staff Baltimore project and related concerns about Baltimore's commitment. Propose 6/25 meeting with SF & AH in Jerusalem.		SHH	6/1/93	6/15/93	
4.	With HLZ, talk with MLM about the advisability of approaching Jesselson family to partner with Jim Joseph grant.		SHH	6/8/93	6/30/93	
5.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Charles Goodman b. Norman Lipoff c. Charles Ratner d. Bennett Yanowitz		SHH	2/25/93	7/15/93	
6.	With SF, develop a plan for involving denominations in each Lead Community in CIJE.		SHH	3/31/93	8/15/93	
7.	Propose to MLM that he talk with Roy Hoffberger about the Lead Community process in Baltimore and provide an outline of discussion points.		SHH	3/24/93	TBD	



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOLTZ ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 6/8/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Prepare a memo summarizing proposal on distribution of CIJE materials.		BH	5/28/93	6/10/93	
2.	With SF, discuss next steps on the Best Practices project.		BH	5/28/93	6/15/93	
3.	Complete meeting attendance form for CAJE conference.		BH	6/8/93	6/15/93	
4.	With SF and AH, draft a job description for Barry Holtz.		BH	5/19/93	6/25/93	
5.	Begin work with Baltimore on a pilot project.		BH	3/5/93	TBD	
6.	Prepare suggestions for how to proceed with pilot projects in Atlanta.		BH	3/5/93	TBD	
7.	Work with Milwaukee on pilot projects.		BH	4/29/93	TBD	



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE KLEIN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 6/1/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Develop a system for preplanning conferences to clarify attendance and costs.		AGK	4/15/93	5/31/93	
2.	Prepare a PNJ-1 for Executive Director position.		AGK	5/19/93	6/1/93	
3.	Draft an ad for CIJE Executive Director.		AGK	5/19/93	6/17/93	
..	Add a review of proposals submitted to CIJE to next Philanthropic Steering Committee agenda.		AGK	5/19/93	6/21/93	

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SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 6/8/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Arrange a meeting with Ann Klein, Paul Moraco, and Barry Reis to flesh out first draft of CIJE budget.		VFL	5/19/93	6/10/93	
2.	Get memo on Milwaukee trip from D. Pekarsky and distribute.		VFL	6/8/93	6/10/93	
3.	Draft a policy on meeting planning, outlining the basic elements of annual and board meetings.		VFL	4/7/93	6/15/93	
4.	With AH, develop a functional schedule for keeping Board and Executive Committee members informed.		VFL	5/19/93	6/15/93	
5.	Check with Lead Communities on date for next joint meeting.		VFL	6/8/93	6/16/93	
6.	Arrange for SBH, SHH, MLM, HLZ and VFL to talk with Gail Dorph.		VFL	5/19/93	6/22/93	
7.	With AH, draft a talk piece highlighting the centrality of personnel development and community mobilization and develop a list of people with whom to discuss it.		VFL	5/19/93	6/25/93	
8.	With AH, develop plan to support each item on the CIJE PERT chart.		VFL	5/19/93	7/01/93	
9.	Plan to discuss letters of agreement for the Lead Communities. Consider including our expectations regarding the sort of lay and professional involvement we expect.		VFL	4/7/93	10/1/93	
10.	Schedule a telecon with Executive Committee members following a meeting of presidents and executives of partner organizations.		VFL	2/25/93	TBD	
11.	Develop a communications program: internal; with our board and advisors; with the broader community.		VFL	4/7/93	TBD	



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE MANDEL ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 6/1/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Establish a finance committee.		MLM	4/7/93	6/30/93	
2.	Meet with SHH and HLZ to discuss status of CJF Commission on Jewish Continuity and our response; then discuss with Mary Kraar and Corky Goodman.		MLM	5/19/93	6/30/93	
3.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Charles Bronfman b. Max Fisher c. Lester Pollack d. Richard Scheuer		MLM	6/25/93	7/15/93	

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- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 6/8/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Encourage MLM to talk with Corky Goodman prior to scheduling a meeting with the presidents and executives of CJF, JCCA and JESNA.		HLZ	3/24/93	6/15/93	
2.	Schedule a meeting of MLM with Lester Pollack and Gershon Kekst to discuss CIJE.		HLZ	4/29/93	6/15/93	
	Invite a small group of people to meet with MLM at the Quarterly for a CIJE update.		HLZ	5/19/93	6/15/93	
4.	Clarify with AJN what Jim Joseph Fdn. means by "partners" for their grant.		HLZ	6/8/93	6/15/93	
5.	With SHH, talk with MLM about the advisability of approaching Jesselson family to partner with Jim Joseph grant.		SHH	6/8/93	6/30/93	
6.	Contact the following board members in preparation for the August 26 meeting and send brief report to VFL: a. Mandell Berman b. John Colman c. Maurice Corson		HLZ	2/25/93	7/15/93	
7.	Arrange meeting for MLM with presidents and executives of CJF, JCCA and JESNA and second meeting to include CRB, Crown, Avi Chai, Wexner and other funders.		HLZ	1/28/93	TBD	



- ☐ ASSIGNMENTS
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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE ELSTER ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 5/19/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVE DATE
1.	<p>Contact the following board members in follow up to the February 25 meeting and send brief report to VFL:</p> <p>a. Gerald Cohen b. Susan Crown c. Arthur Green d. Neil Greenbaum e. Thomas Hausdorff f. Mark Lainer g. S. Martin Lipset (with SF) h. Matthew Maryles</p>		SE	2/25/93		



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE 5/19/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. Alfred Gottschalk b. David Hirschhorn c. S. Martin Lipset (with SE) d. Florence Melton e. Isadore Twersky		SF	2/25/93		
2.	Interview Gail Dorph for position working with Lead Communities.		SF	5/19/93	5/20/93	
3.	Draft a letter to David Hirschhorn for review by SHH, MLM, and HLZ indicating our understanding of his interest in CIJE.		SF	3/24/93	5/28/93	
4.	Prepare a brief summary of the issues, questions, and agreements we seek from CRB.		SF	4/14/93	5/28/93	
5.	With AH, write a job description for Barry Holtz.		SF	5/19/93	6/01/93	
6.	With SHH, develop a plan for involving denominations in each Lead Community process.		SF	3/31/93	TBD	



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOCHSTEIN ASSIGNMENT

ORIGINATOR/PROJECT LEADER VFL

DATE 5/19/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE
1.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. David Arnow b. Norman Lamm c. Esther Leah Ritz d. Ismar Schorsch		AH	2/25/93		
2.	With SF, write a job description for Barry Holtz.		AH	5/19/93	6/1/93	
3.	With VFL, draft a memo highlighting the centrality of personnel development and community mobilization and develop a list of people to receive it.		AH	5/19/93	6/10/93	
4.	Work with CRB Foundation to clarify relationship of Israel experience programs to Lead Communities.		AH	1/28/93	6/15/93	
5.	With VFL, develop a functional schedule for keeping Board and Executive members informed.		AH	5/19/93	6/15/93	
6.	Draft a mission statement for the Lead Communities project.		AH	5/19/93	6/15/93	
7.	Redraft PERT chart on which clear milestones for CIJE are highlighted.		AH	5/14/93	6/17/93	
8.	With VFL, develop plan to support each item on the CIJE PERT chart.		AH	5/19/93	7/1/93	



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE 5/19/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLET OR REMOV DATE
1.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. Charles Goodman b. Norman Lipoff c. Charles Ratner d. Bennett Yanowitz		SHH	2/25/93		
2.	With Alan Hoffman, confer by telephone with chief professional of each Lead Community to encourage them to interview Senior Educators.		SHH	5/19/93	5/28/93	
3.	With SF, develop a plan for involving denominations in each Lead Community in CIJE.		SHH	3/31/93	8/15/93	
4.	Propose to MLM that he talk with Roy Hoffberger about the Lead Community process in Baltimore and provide an outline of discussion points.		SHH	3/24/93	TBD	



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOLTZ ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE 5/19/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLET OR REMOV DATE
1.	Begin work with Baltimore on a pilot project.		BH	3/5/93	TBD	
2.	Prepare suggestions for how to proceed with pilot projects in Atlanta.		BH	3/5/93	TBD	
3.	Work with Milwaukee on pilot projects.		BH	4/29/93	TBD	

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE KLEIN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 5/19/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETION OR REMOVAL DATE
1.	Develop a system for preplanning conferences to clarify attendance and costs.		ACK	4/15/93	5/31/93	
2.	Prepare a PNJ-1 for Executive Director position.		AGK	5/19/93	6/1/93	
3.	Draft an ad for CIJE Executive Director.		AGK	5/19/93	6/17/93	
4.	Add a review of proposals submitted to CIJE to next Philanthropic Steering Committee agenda.		AGK	5/19/93	6/21/93	

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE 5/19/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLET OR REMOV DATE
1.	Make additional assignment sheet to list proposals submitted to CIJE.		VFL	5/19/93	5/21/93	
2.	With AH, draft a memo highlighting the centrality of personnel development and community mobilization and develop a list of people to receive it.		VFL	5/19/93	6/10/93	
3.	Arrange a meeting with Ann Klein, Paul Moraco, and Barry Reis to flesh out first draft of CIJE budget.		VFL	5/19/93	6/10/93	
4.	With AH, draft a memo highlighting the centrality of personnel development and community mobilization and develop a list of people to receive it.		VFL	5/19/93	6/10/93	
5.	Draft a policy on meeting planning, outlining the basic elements of annual and board meetings.		VFL	4/7/93	6/15/93	
6.	With AH, develop a functional schedule for keeping Board and Executive members informed.		VFL	5/19/93	6/15/93	
7.	Arrange for SBH, SHH, MLM, HLZ and VFL to talk with Gail Dorph if SF is satisfied with interview.		VFL	5/19/93	6/17/93	
8.	With AH, develop plan to support each item on the CIJE PERT chart.		VFL	5/19/93	7/01/93	
9.	Plan to discuss letters of agreement for the Lead Communities. Consider including our expectations regarding the sort of lay and professional involvement we expect.		VFL	4/7/93	10/01/93	



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE 5/19/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
10.	Schedule a telecon with executive committee members following a meeting of presidents and executives of partner organizations.		VFL	2/25/93	TBD	
11.	Develop a communications program: internal; with our board and advisors; with the broader community.		VFL	4/7/93	TBD	





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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE MANDEL ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE 5/19/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLET OR REMO DATE
1.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. Charles Bronfman b. Max Fisher c. Lester Pollack d. Richard Scheuer		MLM	2/25/93		
2.	Establish a finance committee.		MLM	4/7/93	6/30/93	
3.	Meet with SHH and HLZ to discuss status of CJF Commission on Jewish Continuity and our response; then discuss with Mary Kraar and Corky Goodman.		MLM	5/19/93	6/30/93	



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 5/19/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMO DATE
1.	Contact the following board member in follow up to the February 25 meeting and send brief report to VFL: a. Mandell Berman b. John Colman c. Maurice Corson		HLZ	2/25/93		
2.	Encourage MLM to talk with Corky Goodman prior to scheduling a meeting with the presidents and executives of CJF, JCCA and JESNA.		HLZ	3/24/93	6/15/93	
3.	Schedule a meeting of MLM with Lester Pollack and Gershon Kekst to discuss CIJE.		HLZ	4/29/93	6/15/93	
4.	Invite a small group of people to meet with MLM at the Quarterly for a CIJE update.		HLZ	5/19/93	6/15/93	
5.	Arrange meeting for MLM with presidents and executives of CJF, JCCA and JESNA and second meeting to include CRB, Crown, Avi Chai, Wexner and other funders.		HLZ	1/28/93	TBD	



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE OPEN GRANT REQUESTS

ORIGINATOR/PROJECT LEADER

VFL

DATE 5/19/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETION OR REMOVAL DATE
1.	CLAL					
2.	Torah Umesorah					
3.	National Board of License					
4.	Terry Bookman (Milwaukee)					
5.	CAJE					

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE ELSTER ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/30/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Talk with Steve Gelfand for a report on the meeting with the CRB Foundation on the Israel experience.		SE	4/29/93	5/5/93	
2.	Send a brief report on the feedback session in Milwaukee to the staff group.		SE	4/29/93	5/5/93	
3.	Provide the communities with a summary of opportunities for working with the orthodox and reform training institutions, as well as Melton in Israel.		SE	2/22/93	5/15/93	
4.	With BH, discuss the Israel experience program and determine whether this is an Atlanta/CIJE priority.		SE	3/5/93	5/31/93	
5.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. Gerald Cohen b. Susan Crown c. Arthur Green d. Neil Greenbaum e. Thomas Hausdorff f. Mark Lainer g. S. Martin Lipset (with SF) h. Matthew Maryles		SE	2/25/93		
6.	With SHH, develop a plan for involving denominations in each Lead Community process.		SE	3/31/93	TBD	
7.	Prepare a report on each Lead Community commission launch outlining what it entails and what constitutes a successful launch.		SE	4/14/93	TBD	



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/30/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. Alfred Gottschalk b. David Hirschhorn (with AJN) c. S. Martin Lipset (with SE) d. Florence Melton e. Isadore Twersky		SF	2/25/93		
2.	Draft a letter to David Hirschhorn for review by SHH, MLM, and HLZ indicating our understanding of his interest in CIJE.		SF	3/24/93	5/15/93	
3.	Prepare a brief summary of the issues, questions, and agreements we seek from CRB.		SF	4/14/93	5/20/93	



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOCHSTEIN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/30/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Prepare a revised agenda and cover letter for May seminar and send to VFL for distribution.		AH	4/29/93	5/3/93	
2.	Get report from Alan Hoffman on his meeting with CRB staff.		AH	4/29/93	5/5/93	
3.	Finalize arrangements for the analysis of the Educators Survey data.		AH	4/14/93	5/13/93	
4.	Develop a PERT chart on which clear milestones for CIJE are highlighted.		AH	4/15/93	5/13/93	
5.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. David Arnow b. Norman Lamm c. Esther Leah Ritz d. Ismar Schorsch		AH	2/25/93		
6.	Stay in close touch with field researchers to be sure they are serving CIJE needs effectively.		AH	1/28/93	ongoing	
7.	Work with CRB Foundation to clarify relationship of Israel experience programs to Lead Communities.		AH	1/28/93	ongoing	
8.	Work with Lead Communities to establish a vision and goals for Jewish education.		AH	4/7/93	TBD	



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/30/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Send copy of letter from Milwaukee requesting \$30,000 from CIJE to MLM and to Israel for consideration.		SHH	4/29/93	5/5/93	
2.	Propose to MLM that he talk with Roy Hoffberger about the Lead Community process in Baltimore and provide an outline of discussion points.		SHH	3/24/93	5/5/93	
3.	Talk with MLM about the CJF commission and recommend that he talk with Bennett Yanowitz and Jon Woocher regarding JESNA's role with CIJE.		SHH	4/29/93	5/15/93	
4.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. Charles Goodman b. Norman Lipoff c. Charles Ratner d. Bennett Yanowitz With SE, develop a plan for involving denominations in each community in CIJE.		SHH	2/25/93		
			SHH	3/31/93	TBD	



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOLTZ ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/30/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SE, begin work with Baltimore on a pilot project.		BH	3/5/93	TBD	
2.	With SE and SF, prepare suggestions for how to proceed with pilot projects in Atlanta.		BH	3/5/93	TBD	
3.	With SE, work with Milwaukee on pilot projects.		BH	4/29/93	TBD	





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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE KLEIN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/30/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Develop a system for preplanning conferences to clarify attendance and costs.		AGK	4/15/93	5/31/93	





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SUBJECT/OBJECTIVE KRAAR ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/30/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Arrange meeting for MLM with presidents and executives of CJF, JCCA and JESNA.		MLK	1/28/93	TBD	
2.	Arrange second meeting to include CRB, Crown, Avi Chai, Wexner and other funders		MLK	1/28/93	TBD	





- ☐ ASSIGNMENTS
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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/30/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Arrange for SF to talk with AIN about the proposal to the Spencer Foundation during the May seminar.		VFL	4/29/93	5/10/93	
2.	Draft a policy on meeting planning, outlining the basic elements of annual and board meetings.		VFL	4/7/93	6/15/93	
3.	Schedule a meeting of MLM with Lester Pollack and Gershon Kekst to discuss CIJE.		VFL	4/29/93	6/15/93	
4.	Develop an operations manual for CIJE.		VFL	4/7/93	Ongoing	
5.	Prepare a memo briefly outlining the roles of the 3 board committees and inviting board members to state their preference.		VFL	2/25/93	TBD	
6.	Schedule a telecon with executive committee members following a meeting of presidents and executives of partner organizations.		VFL	2/25/93	TBD	
7.	Prepare letters of agreement with the Lead Communities. Consider including our expectations regarding the sort of lay and professional involvement we expect.		VFL	4/7/93	TBD	
8.	Develop a communications program: internal; with our board and advisors; with the broader community.		VFL	4/1/93	TBD	

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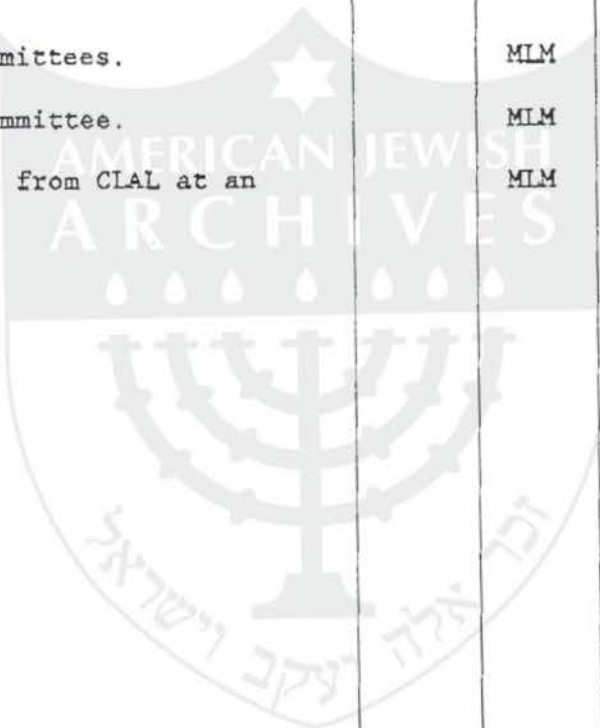
FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE MANDEL ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/30/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. Charles Bronfman b. Max Fisher b. Ludwig Jesselson (with AJN) c. Richard Scheuer		MLM	2/25/93		
2.	Activate the board committees.		MLM	4/7/93	5/31/93	
3.	Establish a finance committee.		MLM	4/7/93	5/31/93	
4.	Consider grant request from CIAL at an appropriate time.		MLM	3/30/93	TBD	





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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE NAPARSTEK ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/30/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	<p>Contact the following board members in follow up to the February 25 meeting and send brief report to VFL:</p> <p>a. Mandell Berman b. Maurice Corson c. David Hirschhorn (with SF) d. Ludwig Jesselson (with MLM) e. Henry Koschitzky</p>		AJN	2/25/93		





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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE ROTMAN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/30/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. Lester Pollack		AR	2/25/93		





- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/30/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board member in follow up to the February 25 meeting and send brief report to VFL: a. John Colman		HLZ	2/25/93		
2.	Encourage MLM to talk with Corky Goodman prior to scheduling a meeting with the presidents and executives of CJF, JCCA and JESNA.		HLZ	3/24/93	5/13/93	
3.	Prepare a list of CIJE consultants, their duties, areas of engagement, supervisors, and means of involving them.		HLZ	4/15/93	5/13/93	
4.	With SHH, interview candidate for executive director of CIJE who was recommended by Mel Merians.		HLZ	4/15/93	5/15/93	



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POLICY NO. 8.5
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE ELSTER ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/19/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Check with local educators to see that the educators survey is on target.		SE	3/31/93	4/20/93	
2.	Provide the communities with a summary of opportunities for working with the orthodox and reform training institutions, as well as Melton in Israel.		SE	2/22/93	4/21/93	
3.	Get input from each Lead Community for agenda for May seminar.		SE	3/31/93	4/21/93	
4.	Arrange with Ellen Goldring and Roberta Goodman to meet with the Milwaukee group process.		SE	3/24/93	4/21/93	
6.	Prepare a brief outline for SHM of progress in Baltimore.		SE	3/24/93	4/21/93	
7.	With BH, discuss the Israel experience program and determine whether this is an Atlanta/CIJE priority.		SE	3/5/93	4/30/93	
8.	With VFL, develop a calendar for how to proceed in each Lead Community, including a time line and assignments.		SE	3/24/93	4/30/93	
9.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. Gerald Cohen b. Susan Crown c. Arthur Green d. Neil Greenbaum e. Thomas Hausdorff f. Mark Lainer g. S. Martin Lipset (with SF) h. Matthew Maryles		SE	2/25/93		
10.	Prepare a report on each Lead Community commission launch outlining what it entails and what constitutes a successful launch.		SE	4/14/93	TBD	

PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POLICY NO. 8.5
FOR GUIDELINES ON THE COMPLETION
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- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE

4/19/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. Alfred Gottschalk b. David Hirschhorn (with AJN) c. S. Martin Lipset (with SE) d. Florence Melton e. Theodore Twerdsky		SF	2/25/93		
2.	Prepare a brief summary of the issues, questions, and agreements we seek from CRB.		SF	4/14/93	4/23/93	
3.	Draft a letter to David Hirschhorn for review by SHH, MLM, and HLZ indicating our understanding of his interest in CIJE.		SF	3/24/93	4/28/93	



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL, POLICY NO. 8.5
FOR GUIDELINES ON THE COMPLETION
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☐ FUNCTIONAL SCHEDULE

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOCHSTEIN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/19/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Draft agenda for the May seminar and share with staff team.		AH	3/24/93	4/21/93	
2.	Finalize arrangements for the analysis of the Educators Survey data.		AH	4/14/93	4/30/93	
3.	Develop a PERT chart on which clear milestones for CIJE are highlighted.		AH	4/15/93	5/13/93	
4.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. David Arnow b. Norman Lamm c. Esther Leah Ritz d. Ismar Schorsch		AH	2/25/93		
5.	Stay in close touch with field researchers to be sure they are serving CIJE needs effectively.		AH	1/28/93	ongoing	
6.	Work with CRB Foundation to clarify relationship of Israel experience programs to Lead Communities.		AH	1/28/93	ongoing	
7.	Work with Lead Communities to establish a vision and goals for Jewish education.		AH	4/7/93	TBD	



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POLICY NO. 8.5
FOR GUIDELINES ON THE COMPLETION
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- ☐ ASSIGNMENTS
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☐ FUNCTIONAL SCHEDULE

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/19/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SE, develop a plan for involving denominations in each community in CIJE.		SHH	3/31/93	4/21/93	
2.	Talk with Jack Ukeles about his role with CIJE and an interim financial arrangement.		SHH	4/15/93	4/30/93	
3.	Propose to MLM that he talk with Roy Hoffberger about the Lead Community process in Baltimore and provide an outline of discussion points.		SHH	3/24/93	5/5/93	
4.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. Charles Goodman b. Norman Lipoff c. Charles Ratner d. Bennett Yanowitz		SHH	2/25/93		



PREMIER INDUSTRIAL CORPORATION

- ☐ ASSIGNMENTS
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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOLTZ ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/19/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SE, meet with Atlanta about a pilot project.		BH	3/5/93	4/20/93	
2.	With Ellen Goldring and Claire Rottenberg, present MEF projects to Atlanta's Council on Jewish Continuity.		BH	3/5/93	4/20/93	
3.	With SE, begin work with Baltimore on a pilot project.		BH	3/5/93	4/29/93	
4.	With SE and SF, prepare suggestions for how to proceed with pilot projects in Atlanta.		BH	3/5/93	TBD	



PREMIER INDUSTRIAL CORPORATION

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☐ RAW MATERIAL
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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE KLEIN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/19/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Develop a system for preplanning conferences to clarify attendance and costs.		AGK	4/15/93	5/31/93	





PREMIER INDUSTRIAL CORPORATION

- ☐ ASSIGNMENTS
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☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE KRAAR ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE

4/19/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Arrange meeting for MLM with presidents and executives of CJF, JCCA and JESNA.		MLK	1/28/93	TBD	
2.	Arrange second meeting to include CRB, Crown, Avi Chai, Wexner and other funders		MLK	1/28/93	TBD	





PREMIER INDUSTRIAL CORPORATION

 SEE MANAGEMENT MANUAL POLICY NO. 3.5
 FOR GUIDELINES ON THE COMPLETION
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☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/19/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SE, develop a calendar for how to proceed in each Lead Community, including a time line and assignments.		VFL	3/24/93	4/30/93	
	Draft a policy on meeting planning, outlining the basic elements of annual and board meetings.		VFL	4/7/93	6/15/93	
3.	Develop an operations manual for CIJE.		VFL	4/7/93	Ongoing	
4.	Prepare a memo briefly outlining the roles of the 3 board committees and inviting board members to state their preference.		VFL	2/25/93	TBD	
5.	Schedule a telecon with executive committee members following a meeting of presidents and executives of partner organizations.		VFL	2/25/93	TBD	
6.	Prepare letters of agreement with the Lead Communities. Consider including our expectations regarding the sort of lay and professional involvement we expect.		VFL	4/7/93	TBD	
7.	Develop a communications program: internal; with our board and advisors; with the broader community.		VFL	4/7/93	TBD	



PREMIER INDUSTRIAL CORPORATION

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 FOR GUIDELINES ON THE COMPLETION
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☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE MANDEL ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE

4/19/93

NO.	DESCRIPTION	PRIORITY	TO (INITIALS)	ASSIGNED STARTED	DUE DATE	OR REMOVED DATE
1.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. Charles Bronfman b. Max Fisher b. Ludwig Jesselson (with AJN) c. Richard Scheuer		MLM	2/25/93		
2.	Activate the board committees.		MLM	4/7/93	5/31/93	
3.	Establish a finance committee.		MLM	4/7/93	5/31/93	
4.	Consider grant request from CLAL at an appropriate time.		MLM	3/30/93	TBD	



PREMIER INDUSTRIAL CORPORATION

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☐ FUNCTIONAL SCHEDULE

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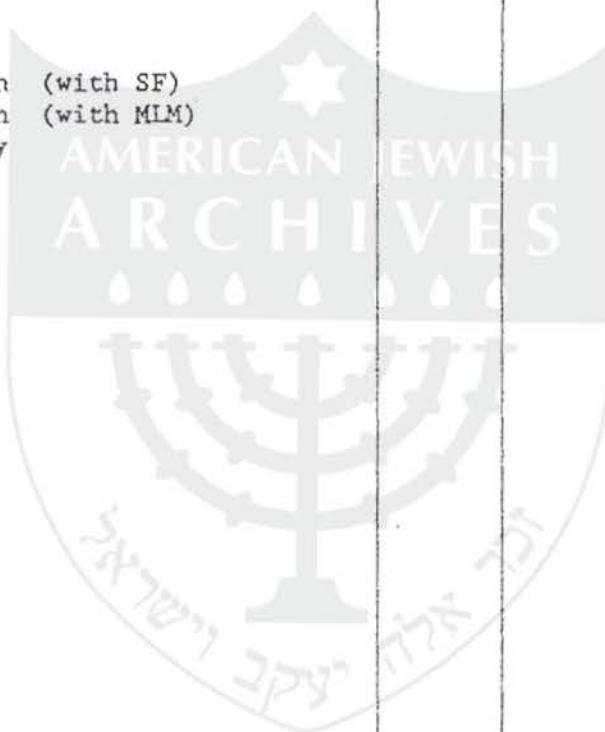
FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE NAPARSTEK ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/19/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	<p>Contact the following board members in follow up to the February 25 meeting and send brief report to VFL:</p> <p> a. Mandell Berman b. Maurice Corson c. David Hirschhorn (with SF) d. Ludwig Jesselson (with MLM) e. Henry Koschitzky </p>		AJN	2/25/93		





PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POLICY NO. 3.5
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

- ☐ ASSIGNMENTS
- ☐ ACTIVE PROJECTS
- ☐ RAW MATERIAL
- ☐ FUNCTIONAL SCHEDULE

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE ROTMAN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL DATE 4/19/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	<p>Contact the following board members in follow up to the February 25 meeting and send brief report to VFL:</p> <p>a. Lester Pollack</p>		AR	2/25/93		





PREMIER INDUSTRIAL CORPORATION

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- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/19/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board member in follow up to the February 25 meeting and send brief report to VFL: a. John Colman		HLZ	2/25/93		
2.	Encourage MLM to talk with Corky Goodman prior to scheduling a meeting with the presidents and executives of CJF, JCCA and JESNA.		HLZ	3/24/93	4/28/93	
3.	Prepare a list of CIJE consultants, their duties, areas of engagement, supervisors, and means of involving them.		HLZ	4/15/93	5/13/93	
4.	With SHH, interview candidate for executive director of CIJE who was recommended by Mel Merians.		HLZ	4/15/93	5/15/93	



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE ELSTER ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/2/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Get draft of educators survey to Israel for review.		SE	3/31/93	4/4/93	
2.	Suggest to AH a list of critical educators in each Lead Community whose input to educators survey should be obtained.		SE	3/31/93	4/4/93	
3.	Check with local educators to see that the educators survey is on target.		SE	3/31/93	4/4/93	
4.	Circulate materials on the Baltimore "teacher specialist" concept to staff group.		SE	3/24/93	4/5/93	
5.	Provide the communities with a summary of opportunities for working with the orthodox and reform training institutions, as well as Melton in Israel.		SE	2/22/93	4/9/93	
6.	Check on status of letter drafted for use by Atlanta in introducing Claire Rottenberg and the monitoring, evaluation and feedback project.		SE	3/31/93	4/9/93	
7.	Let Atlanta and Baltimore know that Milwaukee plans to bring lay leaders to the May seminar.		SE	3/31/93	4/9/93	
8.	With VFL, develop a calendar for how to proceed in each Lead Community, including a time line and assignments.		SE	3/24/93	4/14/93	
9.	Get input from each Lead Community for agenda for May seminar.		SE	3/31/93	4/14/93	
10.	Talk with AH about the cost of the educators survey.		SE	3/31/93	4/14/93	
11.	With EG, summarize recommendation that data be evaluated by a single person and discuss with AH.		SE	3/31/93	4/15/93	

- ☐ ASSIGNMENTS
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FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	ELSTER ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	4/2/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
12.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. Gerald Cohen b. Susan Crown c. Arthur Green d. Neil Greenbaum e. Thomas Hausdorff f. Mark Lainer g. S. Martin Lipset (with SF) h. Matthew Maryles		SE	2/25/93	4/15/93	
13.	Arrange with Ellen Goldring and Roberta Goodman to meet with the Milwaukee group in May to provide oral feedback on work they have undertaken.		SE	3/24/93	4/15/93	
14.	With SHH, develop a plan for involving denominations in each Lead Community process.		SE	3/31/93	4/21/93	
15.	With BH, discuss the Israel experience program and determine whether this is an Atlanta/CIJE priority.		SE	3/5/93	4/30/93	



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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/2/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. Alfred Gottschalk b. David Hirschhorn (with AJN) c. S. Martin Lipset (with SE) d. Florence Melton e. Isadore Twersky		SF	2/25/93	4/15/93	
2.	Draft a letter to David Hirschhorn for review by SHH, MLM, and HLZ indicating our understanding of his interest in CIJE.		SF	3/24/93	4/15/93	



- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOCHSTEIN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/2/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Draft agenda for the May seminar for presentation to the Lead Communities for their additions and comments.		AH	3/24/93	4/9/93	
2.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. David Arnow b. Norman Lamm c. Esther Leah Ritz d. Ismar Schorsch		AH	2/25/93	4/15/93	
3.	Stay in close touch with field researchers to be sure they are serving CIJE needs effectively.		AH	1/28/93	ongoing	
4.	Work with CRB Foundation to clarify relationship of Israel experience programs to Lead Communities.		AH	1/28/93	ongoing	



PREMIER INDUSTRIAL CORPORATION

- ☐ ASSIGNMENTS
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☐ RAW MATERIAL
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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL DATE 4/2/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Propose to MLM that he talk with Roy Hoffberger about the Lead Community process in Baltimore and provide an outline of discussion points.		SHH	3/24/93	4/15/93	
2.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. Charles Goodman b. Norman Lipoff c. Charles Ratner d. Bennett Yanowitz		SHH	2/25/93	4/15/93	
3.	With SE, develop a plan for involving denominations in each community in CIJE.		SHH	3/31/93	4/21/93	



- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOLTZ ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/2/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SE, meet with Atlanta about a pilot project.		BH	3/5/93	4/20/93	
2.	With Ellen Goldring and Claire Rottenberg, present MEF projects to Atlanta's Council on Jewish Continuity.		BH	3/5/93	4/20/93	
.	With SE, begin work with Baltimore on a pilot project.		BH	3/5/93	4/29/93	
4.	With SE and SF, prepare suggestions for how to proceed with pilot projects in Atlanta.		BH	3/5/93	TBD	



- ☐ ASSIGNMENTS
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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE KRAAR ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/2/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Arrange meeting for MLM with presidents and executives of CJF, JCCA and JESNA.		MLK	1/28/93	TBD	
2.	Arrange second meeting to include CRB, Crown, Avi Chai, Wexner and other funders		MLK	1/28/93	TBD	





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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/2/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SE, develop a calendar for how to proceed in each Lead Community, including a time line and assignments.		VFL	3/24/93	4/14/93	
2.	Set dates for board and executive committee meetings through February 1994.		VFL	2/25/93	4/14/93	
3.	Prepare a memo briefly outlining the roles of the 3 board committees and inviting board members to state their preference.		VFL	2/25/93	4/14/93	
4.	Schedule a telecon with executive committee members following a meeting of presidents and executives of partner organizations.		VFL	2/25/93	TBD	



PREMIER INDUSTRIAL CORPORATION

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE MANDEL ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/2/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. Charles Bronfman b. Max Fisher b. Ludwig Jesselson (with AJN) c. Richard Scheuer		MLM	2/25/93	4/15/93	
2.	Consider grant request from CIAL at an appropriate time.		MLM	3/30/93	TBD	





PREMIER INSTITUTIONAL CORPORATION

SEE MANAGEMENT MANUAL POLICY NO. 8.5
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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE NAPARSTEK ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/2/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. Mandell Berman b. Maurice Corson c. David Hirschhorn (with SF) d. Ludwig Jesselson (with MLM) e. Henry Koschitzky		AJN	2/25/93	4/15/93	





PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POLICY NO. 3.5
FOR GUIDELINES ON THE COMPLETION
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- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE ROTMAN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 4/2/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. Lester Pollack		AR	2/25/93	4/15/93	





PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POLICY NO. 8.5
FOR GUIDELINES ON THE COMPLETION
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- ☐ ASSIGNMENTS
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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL DATE 4/2/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board member in follow up to the February 25 meeting and send brief report to VFL: a. John Colman Encourage MLM to talk with Corky Goodman prior to scheduling of a meeting with the presidents and executives of CJF, JCCA and JESNA.		HLZ	2/25/93	4/15/93	
			HLZ	3/24/93	4/15/93	

AMERICAN JEWISH
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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE ELSTER ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 3/25/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Circulate Ellen Goldring's letter to Steve Gelfand describing the monitoring, evaluation and feedback project to staff group.		SE	3/24/93	3/31/93	
2.	With VFL, develop a calendar for how to proceed in each Lead Community, including a time line and assignments.		SE	3/24/93	3/31/93	
3.	Circulate materials on the Baltimore "teacher specialist" concept to staff group.		SE	3/24/93	4/2/93	
4.	Provide the communities with a summary of opportunities for working with the orthodox and reform training institutions, as well as Melton in Israel.		SE	2/22/93	4/9/93	
5.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. Gerald Cohen b. Susan Crown c. Arthur Green d. Neil Greenbaum e. Thomas Hausdorff f. Mark Lainer g. S. Martin Lipset (with SF) h. Matthew Maryles		SE	2/25/93	4/15/93	
6.	Arrange with Ellen Goldring and Roberta Goodman to meet with the Milwaukee group in May to provide oral feedback on work they have undertaken.		SE	3/24/93	4/15/93	
7.	With BH, discuss the Israel experience program and determine whether this is an Atlanta/CIJE priority.		SE	3/5/93	4/30/93	



- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 3/25/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. Alfred Gottschalk b. David Hirschhorn (with AJN) c. S. Martin Lipset (with SE) d. Florence Melton e. Isadore Twersky		SF	2/25/93	4/15/93	
2.	Draft a letter to David Hirschhorn for review by SHH, MLM, and HLZ indicating our understanding of his interest in CIJE.		SF	3/24/93	4/15/93	



- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOCHSTEIN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 3/25/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Draft agenda for the May seminar for presentation to the Lead Communities for their additions and comments.		AH	3/24/93	4/9/93	
2.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. David Arnow b. Norman Lamm c. Esther Leah Ritz d. Ismar Schorsch		AH	2/25/93	4/15/93	
3.	Stay in close touch with field researchers to be sure they are serving CIJE needs effectively.		AH	1/28/93	ongoing	
4.	Work with CRB Foundation to clarify relationship of Israel experience programs to Lead Communities.		AH	1/28/93	ongoing	



- ☐ ASSIGNMENTS
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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 3/25/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Ask Daryl Friedman about the status of lay participation in the Lead Community activity in Baltimore and encourage him to involve David Hirschhorn.		SHH	3/24/93	3/31/93	
2.	Propose to MLM that he talk with Roy Hoffberger about the Lead Community process in Baltimore and provide an outline of discussion points.		SHH	3/24/93	4/8/93	
3.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. Charles Goodman b. Norman Lipoff c. Charles Ratner d. Bennett Yanowitz		SHH	2/25/93	4/15/93	



- ☐ ASSIGNMENTS
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☐ FUNCTIONAL SCHEDULE

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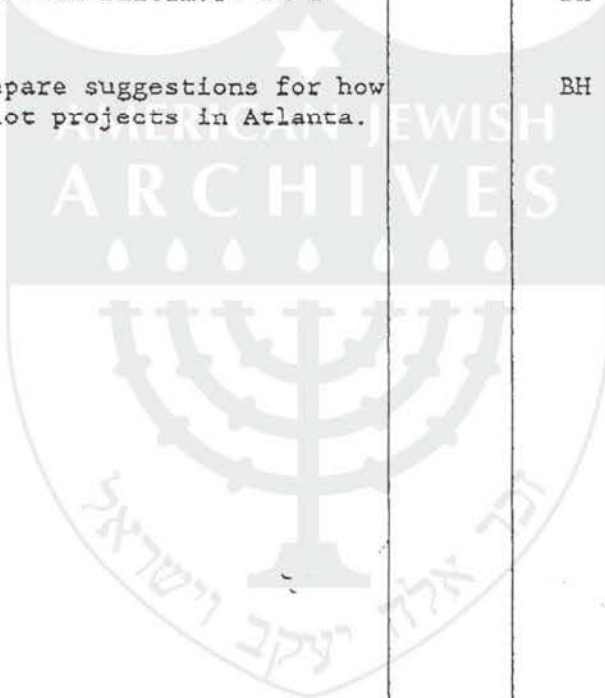
FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOLTZ ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 3/25/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SE, meet with Atlanta about a pilot project.		BH	3/5/93	4/20/93	
2.	With Ellen Goldring and Claire Rottenberg, present pilot projects to Atlanta's Council on Jewish Continuity.		BH	3/5/93	4/20/93	
3.	With SE, begin work with Baltimore on a pilot project.		BH	3/5/93	5/15/93	
4.	With SE and SF, prepare suggestions for how to proceed with pilot projects in Atlanta.		BH	3/5/93	TBD	





- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE KRAAR ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 3/25/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Arrange meeting for MLM with presidents and executives of CJF, JCCA and JESNA.		MLK	1/28/93	TBD	
2.	Arrange second meeting to include CRB, Crown, Avi Chai, Wexner and other funders		MLK	1/28/93	TBD	





- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE

3/25/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SE, develop a calendar for how to proceed in each Lead Community, including a time line and assignments.		VFL	3/24/93	3/31/93	
2.	Design meeting planning process and pull raw materials out of minutes to use for planning.		VFL	3/8/93	3/31/93	
3.	Set dates for board and executive committee meetings through February 1994.		VFL	2/25/93	3/31/93	
4.	Prepare a memo briefly outlining the roles of the 3 board committees and inviting board members to state their preference.		VFL	2/25/93	4/1/93	
5.	Schedule a telecon with executive committee members following a meeting of presidents and executives of partner organizations.		VFL	2/25/93	TBD	



- ☐ ASSIGNMENTS
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☐ RAW MATERIAL
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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE MANDEL ASSIGNMENTS

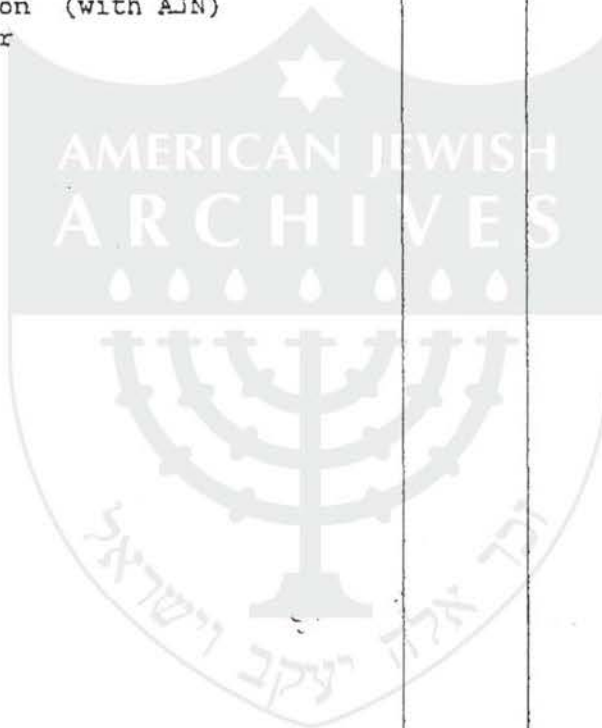
ORIGINATOR/PROJECT LEADER

VFL

DATE

3/25/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	<p>Contact the following board members in follow up to the February 25 meeting and send brief report to VFL:</p> <p>a. Charles Bronfman b. Max Fisher b. Ludwig Jesselson (with AJN) c. Richard Scheuer</p>		MLM	2/25/93	4/15/93	





- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE NAPARSTEK ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE

3/25/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	<p>Contact the following board members in follow up to the February 25 meeting and send brief report to VFL:</p> <p>a. Mandell Berman b. Maurice Corson c. David Hirschhorn (with SF) d. Ludwig Jesselson (with MLM) e. Henry Koschitzky</p>		AJN	2/25/93	4/15/93	





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☐ FUNCTIONAL SCHEDULE

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE ROTMAN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL DATE 3/25/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members in follow up to the February 25 meeting and send brief report to VFL: a. Lester Pollack		AR	2/25/93	4/15/93	





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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

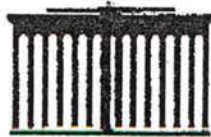
ORIGINATOR/PROJECT LEADER VFL

DATE 3/25/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board member in follow up to the February 25 meeting and send brief report to VFL: a. John Colman Encourage MLM to talk with Corky Goodman prior to scheduling of a meeting with the presidents and executives of CJF, JCCA and JESNA.		HLZ	2/25/93	4/15/93	
			HLZ	3/24/93	4/15/93	

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Atlanta
JCCA - Gershon Kellist



MAY 20 1993

THE JEWISH COMMUNITY FEDERATION OF CLEVELAND
1750 EUCLID AVENUE • CLEVELAND, OHIO 44115 • PHONE (216) 566-9200 • FAX # (216) 861-1230

May 19, 1993

OK

M E M O R A N D U M

TO: Morton L. Mandel
Henry L. Zucker

cc: Virginia Levi

FROM: Stephen H. Hoffman

David Sarnat called the other day to tell me that Gerald Cohen, the CIJE board member from Atlanta, would like to retire from active duty. Gerald is an older member of our board, though he has been a faithful attendee. You may remember that we had to encourage Gerald to join the board because he was reluctant to travel even then. He is a past president of the Atlanta Federation and a major supporter of Jewish education and conservative Judaism in Atlanta. He's also just a wonderful human being.

David has suggested that we consider replacing Gerald with another Atlanta leader, Jay Davis, a young man in his early 40s. He and his father (who is 85) gave a million dollars to the Atlanta Federation for an endowment in Jewish education. David tells me that Jay is still being developed as a constructive leader and is in need of a significant amount of support and education as to community process, politics, etc. It was David's suggestion that we consider inviting the three execs of our lead communities to CIJE board meetings in the future. This would give David a "cover" to be in attendance and to help with the education and cultivation of Jay Davis.

I think we should consider this recommendation positively. The more young, potentially significant players we can identify in the communities, the easier our job will be, and we will also be doing a service for our lead communities, such as I think we are doing with Dan Bader in Milwaukee.

You will, I believe, also be pleased to know that David was much more positive coming out of the staff meetings with the lead communities last week than he was going in. Coming from David, this is "high praise." His usual style is to tell you nothing when he's happy and only to let you know when he's not.

SHH:gc
B3:15A

Agenda for meeting with SF on June 16th .

1) Gail Dorph: The only week she can come to Israel (בדיעבד) is the week of July 7th.

Do we proceed with the week of July 18th, and how do we bring her up to date afterwards?

2) CIJE staff seminar : Jerusalem

a) Dates

b) Hotel reservations

c) Location

d) Agenda:: CIJE activities in 1993-94

- Best Practices : (BH)

1) Supplementary schools (implementation & further research)

2) Early childhood programs (publication & implementation)

3) Day Schools (publication & implementation)

4) Pilot Projects (presentation to LC & implementation)

- Goals Project (SF)

1) The need to clarify the concept to the LC repeatedly

2) Key players in each LC who can present the project locally

3) Mission statements and the Goals project

- Monitoring Evaluation and Feedback (AH?)

1) Data collection (what , how, reported to whom) in LC

2) Additional roles of the Field researchers

3) LC self studies

3) CIJE / LC seminar in August in the US

-Dates : August 23-24th 1993

- Location: Baltimore/ Milwaukee

- Agenda

- Participants (pros, lay?)

4) CIJE Board meeting: August 26th 1993.

- LC participants (re Sarnat's request & VFL suggestion)
- Agenda:
 - 1) VFL proposal to have one LC report , e.g. Milwaukee
 - 2) Rattner on the agenda E.L.Ritz & J.Coleman out ?

5) Lead Communities current situation:

- Personnel
- Policy and strategy

6) Letter to Hirshhorn re Agreement

7) Tora Umesora

- Discussion with VFL
- Letter to Hirt

8) Nehama Leibowitz





PREMIER INDUSTRIAL CORPORATION

- ☐ ASSIGNMENTS
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FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	RAW MATERIAL
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/12/93

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	How to engage executive committee members in CIJE's work.					
2.	Establish relationships between CIJE board members and Lead Community lay leaders. Develop a plan and timetable.					
3.	Each Lead Community should establish a task force on in-service training.					
4.	We wish to encourage networking of educators among the Lead Communities.					
5.	Encourage formation of local commissions and task forces on personnel and Best Practices.					
6.	Consider CIJE's role in involving Lead Communities with the CRB Foundation Israel Experience project.					
7.	Consider encouraging Chuck Ratner to establish an informal mentoring relationship with Daniel Bader.					
8.	Reconsider the idea of establishing a talent bank upon which Lead Communities might draw.					

7/6/93

CIJE EXECUTIVE COMMITTEE MEETING

August 26, 1993

AGENDA

(Refreshments 9:30; Meeting 10 - 11:30)

- 
- I. Introductory Remarks MLM
 - II. Progress Report ARH
 - III. Proposed Workplan A. Hoffmann
 - IV. Development Report by AJN (If we have a Blaustein or Jim Joseph gift to report)
 - V. Budget for 1993 A. Hoffmann

7/6/93

CIJE BOARD MEETING

August 26, 1993

AGENDA

(Lunch 12 - 1:00; Meeting 1 - 4:00)

I. Welcome and Progress Report

Introductory remarks, comment on CIJE role with respect to Lead Communities, etc., and introduce Alan Hoffmann.

II. Comments

Alan Hoffmann

Introduce Gail Dorph, comment on new status of Barry Holtz, discuss staffing.

III. Overview of the Lead Communities Project

Charles Ratner

Responses by chairs of Lead Community projects:

Atlanta - William Schatten

Baltimore - Genine Fidler, Ilene Vogelstein

Milwaukee - Jane Gallman, Louise Stein

IV. Monitoring, Evaluation & Feedback Report

A. Introductory Remarks

Esther Leah Ritz

B. Update on Overall Project

Adam Gamoran

C. Preliminary Report on Educators' Survey

Ellen Goldring

V. Update on Best Practices & Pilot Projects

A. Introductory Remarks

John Colman

B. Report

Barry Holtz

VI. D'var Torah

TBD

CIJE BOARD MEETING

AGENDA

August 26, 1993

Executive Committee

- | | | |
|------|--------------------------------------|-----|
| I. | Introductory Remarks | MLM |
| II. | Progress Reports | AH |
| III. | Proposed Workplan | AH |
| IV. | Development Report by AJN (possibly) | |

CIJE Board Meeting

- | | | |
|------|---|--------------------|
| I. | Progress Report | MLM |
| II. | Report on Work in the Lead Communities | Chuck Ratner |
| III. | Monitoring, Evaluation & Feedback Report | E. L. Ritz |
| | A. Update on Overall Project | Adam Gamoran |
| | B. "Teaser" Report on Educators' Survey | Ellen Goldring |
| IV. | Update on Best Practices & Pilot Projects | J. Colman/B. Holtz |

Note:

MLM will pick up the topics of staffing and of the role of CIJE in funding in his opening remarks.

MEMO TO: Morton L. Mandel

DATE: June 2, 1993

FROM: Virginia F. Levi

SUBJECT: Agenda for August 26 CIJE Executive Committee and Board Meetings

We have scheduled an Executive Committee meeting for the morning of Thursday, August 26 and a Board meeting for the afternoon. I have reserved rooms at UJA/Federation with the thought that the Executive Committee meeting might go from 10 to 11:30 and the Board meeting from noon to 3:30 or 4:00, including lunch.

SF, HLZ and I met recently to discuss these meetings. We listed the following desired outcomes:

1. Provide the Board with a sense of the momentum of CIJE.
2. Demonstrate that the Communities are coming aboard.
3. Indicate that individual activities within the Lead Communities will have an impact well beyond the local communities.

Following are the items proposed for the Executive Committee:

- I. Introductory Remarks
- II. Update on staffing
- III. Approval of fiscal 1993-94 budget.
- IV. Discussion of CIJE as a fund raiser, not a funder, for the Lead Communities.
- V. Development report by AJN.

We propose the following from which to select for the Board meeting:

- I. Progress Report
- II. Centerpiece - Report on work in the Lead Communities (we suggest that Chuck Ratner present the report with careful preparation by CIJE staff.)
Items to be covered would include:
 - A. The establishment of local coalitions
 - B. Work of field researchers in the Lead Communities
 - C. Progress of local commissions

We may wish to invite Milwaukee to respond to Chuck's report, as the community which has advanced farthest on the CIJE agenda.

III. Monitoring, Evaluation and Feedback Report

- A. "Teaser" report on Educators Survey - Ellen Goldring
- B. Update on the overall project - Adam Gamoran

Esther Leah Ritz might introduce Ellen Goldring and Adam Gamoran to make the report on what has occurred to date and what is scheduled.

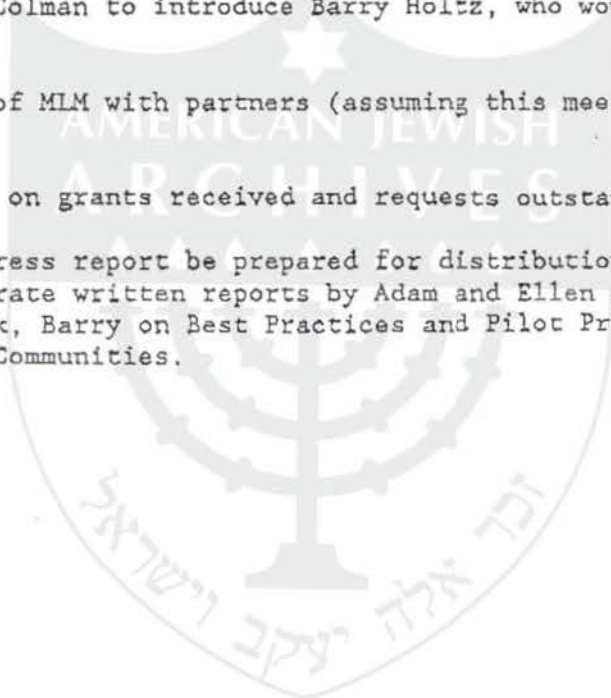
IV. Update on Best Practices and Pilot Projects

We might ask John Colman to introduce Barry Holtz, who would make the report.

- V. Report on meeting of MLM with partners (assuming this meeting has taken place by then)

VI. Development report on grants received and requests outstanding

We propose that a progress report be prepared for distribution in advance of the meeting to incorporate written reports by Adam and Ellen on Monitoring, Evaluation and Feedback, Barry on Best Practices and Pilot Projects, and Shulamith on the Lead Communities.



MEMO TO:

FROM: Henry L. Zucker

DATE: July 6, 1993

SUBJECT: Joint Lead Communities Working Session

COPY TO:

The next joint meeting of CIJE and the Lead Communities is scheduled for Monday and Tuesday, August 23 and 24 in Baltimore. We will plan to begin promptly at 10:00 a.m. on Monday and conclude by 4:00 p.m. on Tuesday. We will review the decisions made at the May meeting and discuss how to move the project forward. Your recommendations for agenda items will be sought.

The meetings will be held at THE ASSOCIATED. The Baltimore staff is looking into hotel options and will let us know their recommendations shortly.

I hope that you will plan to attend the meeting. Please call Ginny Levi at (216) 391-1852 and let her know of your attendance plans.



MEMO TO: Seymour Fox, Annette Hochstein, Stephen Hoffman, Barry Holtz,
Shmuel Wygoda, Henry L. Zucker

FROM: Virginia F. Levi *Levi*

DATE: July 6, 1993

SUBJECT: November Lead Communities Meeting

I had as an assignment to call Joan Strauss at CJF to discuss the possibility of holding a Lead Community seminar in conjunction with the GA. She reported that there are no meetings involving planners on Tuesday, November 16. At present, they are holding Wednesday, the 17th for possible meetings beginning at 10:00 a.m., but no formal program has been planned.

Joan's advice was that we make our plans as soon as possible and get back to CJF regarding scheduling and space. She said that space is limited and haste is advised.

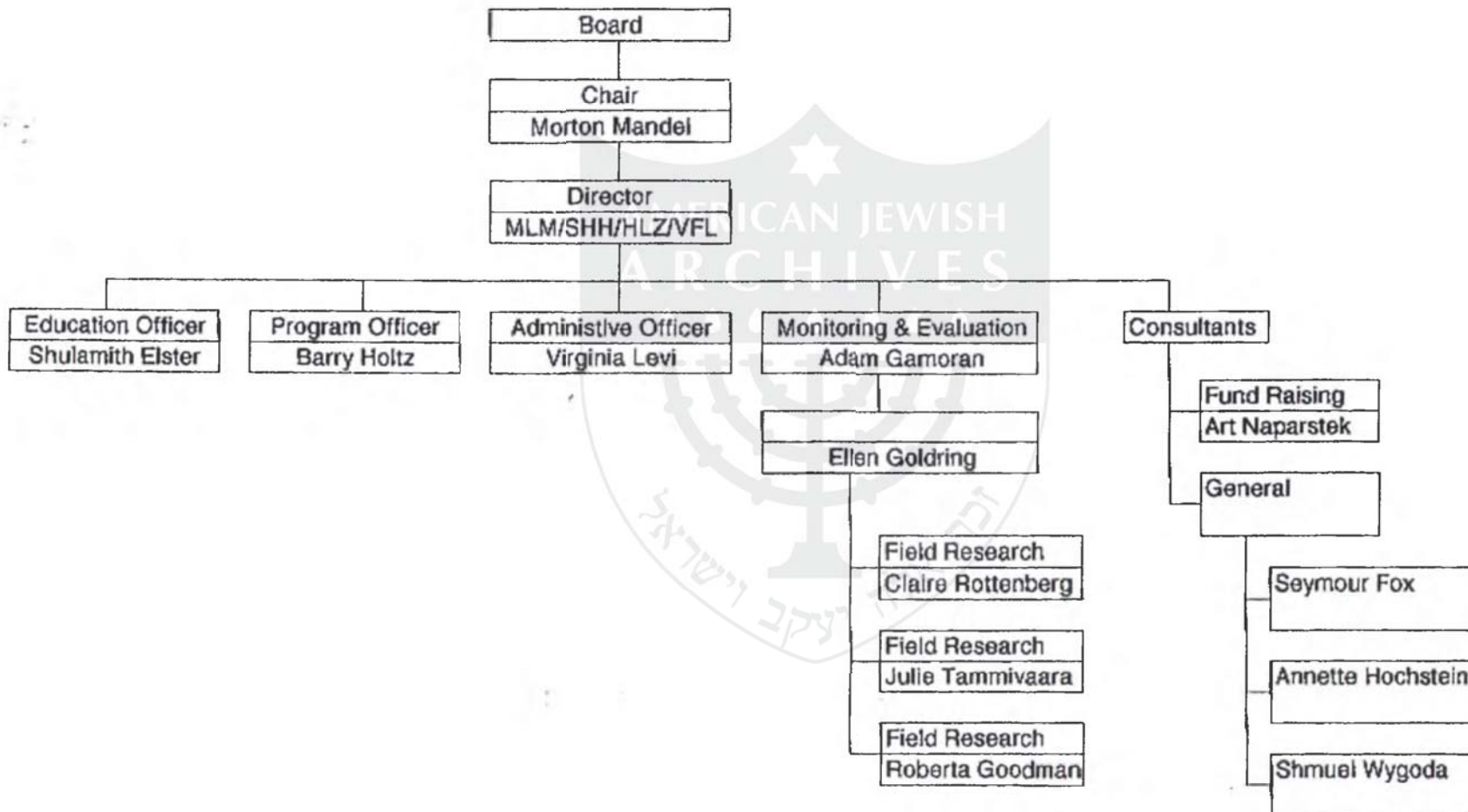
Would we do a one-day meeting? If not, could we get people to Montreal on Monday, the 15th? Perhaps we should discuss all this at our next telecon, if not before.



CIJE ORGANIZATION PLANNING

CURRENT ACTUAL

at 4/15/93



JUN 21 1993

MEMORANDUM

TO: CIJE
FROM: Shulamith R. Elster
DATE: June 9, 1993
RE: American Advisory Council to the Joint Authority for
Jewish/Zionist Education

For the past two years, I have served on the AAC and on two of its sub-committees as a representative of the CIJE, Alvin Schiff chairs this group. Meetings take place twice a year at the Jewish Agency offices in New York.

I spoke with Alvin at the conclusion of today's meeting about my continued participation. He indicated that he would like for me to remain an active member. I will consider the invitation.

The CIJE should anticipate a request from Alvin that a member of the educational staff join the Advisory Council in time for the October meeting.





To: Annette Hochstein and Seymour Fox

From: Ellen Goldring

Re: Request for Use of Educator Survey

Date: June 28, 1993

CC: Ginny Levi

In a recent conversation with Shulamith, she informed me that Mark Gurvis from Cleveland will be contacting me regarding using the Educator Survey in Cleveland. He asked Shulamith about data analysis, processing and other issues.

In addition, when Milwaukee was signing their contract regarding the data analysis, questions were raised about who "owned" the data, and who would have access to it for additional analyses, report writing, and information releases.

These questions bring to my attention an issue that CIJE may want to address regarding the use of the Educator Survey and other instruments that are developed. Do we want to have some type of process or procedure to monitor and approve the use of the questionnaires? Do we want some type of quality control over the usage and reporting of data, etc?

As CIJE begins to develop more instruments how do we want to promote the dissemination of the availability to other communities? Do we want to have some type of comparative research data base? Do we want to promote or suggest people to conduct analyses?

There are many questions to be discussed in this regard. In the short term, I would appreciate it if you would advise me as I respond to immediate requests from Mark and others.

I hope you are having a pleasant summer. I am off to Madison tomorrow and I am sure Adam and I will be in touch with a more detailed memo in response to my recent visit with you in Jerusalem within a week or so.

Warmest Regards!

Post-It™ brand fax transmittal memo 7671		# of pages	1
To	GINNY LEVI		
From	ELLEN GOLDRING		
Co.	Co.		
Dept.	Phone #		
Fax #	216-391-5430		
	615-343-7094		

(VFL)



איחוד
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Union of American Hebrew Congregations

SERVING REFORM JUDAISM IN NORTH AMERICA

PATRON OF HEBREW UNION COLLEGE-JEWISH INSTITUTE OF RELIGION
838 FIFTH AVENUE, NEW YORK, N.Y. 10021-7064 (212) 249-0100 CABLES: UNIONUAHC

March 2, 1993

Mr. Morton Mandel
Premier Industrial Corporation
4500 Euclid Avenue
Cleveland, Ohio 44103

Dear Mort:

As the Lead Communities Project of the Council for Initiatives in Jewish Education takes shape, we want to share with you our hopes for the success of the project and our readiness to participate as the Reform Movement in the effort.

On February 3, 1993, the leaders of the arms of Reform Judaism gathered in New York to discuss the possibilities for engagement of the Reform Movement with our constituents in the three Lead Communities. The meeting was most productive, and we are moving ahead with first steps to implement such an engagement.

Because of our commitment to the success of the project, we write at this time to share our deep concerns.

At the recent C.I.J.E. Senior Policy Advisors meeting in New York, the virtual absence of congregational rabbis, educators and lay leaders in the governance structure of the Lead Communities was highlighted as a significant obstacle to genuine constructive change. Even as you have included the top leadership of the synagogue movements in planning and decision making on a national level, so we now urge that you direct similar involvement on a local level.


The potential for systemic change in these communities is, we believe, directly dependent on the investment of the deliverers of Jewish education in the process, professional leaders who are now in largest measure serving Reform, Conservative, Reconstructionist and Orthodox congregations and schools. Let us, therefore, involve them now, rather than expect them to embrace a system which they played no role in shaping.


Mr. Morton Mandel
March 2, 1993
Page No. 2

In all three of the Lead Communities, - governance structures have already been put into place which exclude these critical change agents. We wish to bring this important omission to your personal attention, knowing that you will see that it is rectified.

We look forward to joining you in your efforts to build a strong future for Jewish education, and thank you for the leadership which you have provided in advancing initiatives toward this goal.

Sincerely,


Dr. Alfred Gottschalk, President
Hebrew Union College-Jewish
Institute of Religion


Melvin Merians, Chairman
Union of American Hebrew
Congregations



MORTON L. MANDEL4500 EUCLID AVENUE • CLEVELAND, OHIO 44103

April 7, 1993

Dear Mel and Fred:

I have had a chance to think about your very thoughtful letter of March 2, and there is a lot to what you say.

I am going to discuss your concerns with my colleagues, and will get back to you fairly soon.

I very much appreciate your calling this to my attention. It follows on some very useful discussions Mel and I had at the last CIJE Executive Committee meeting. I think we are on to something very big here, if we can learn how to coordinate and get the most out of our various knowledge centers.

Thanks again, and warmest personal regards.

Sincerely,

MORTON L. MANDEL

Mr. Melvin Merians, Chairman
Union of American Hebrew Congregations
and Dr. Alfred Gottschalk, President
Hebrew Union College
838 Fifth Avenue
New York, NY 10021-7064

bcc: Virginia F. Levi✓

AGENDA

CIJE STEERING COMMITTEE

July 9, 1993
7:30 AM

Participants: Morton Mandel (Chair), Annette Hochstein, Steve Hoffman, Ann Klein,
Virginia Levi, Henry Zucker

	<u>Tab</u>	<u>Assignment</u>
I. Master Schedule Control	1	MLM
- Reschedule Aug. 4 to Aug. 12		
- Schedule future meetings		
II. Minutes and Assignments of June 17, 1993	2,3	VFL
III. Plans for Aug. 26 Executive Committee and Board Meetings	6a,6b	MLM
IV. Plans for Staff Seminar and Seminar with Lead Communities		ARH
V. Lead Communities Update		ARH
VI. Discuss SRE Memo re Representation on Advisory Council to Joint Authority for Jewish/Zionist Ed.	9	MLM
VII. Discuss Goldring memo re use of Educator Survey	9	SF/ARH
VIII. Review draft budget	5	MLM
IX. Status Reports		ARH
A. Best Practices		
B. Monitoring, Evaluation & Feedback		
X. Staffing		MLM

AGENDA

CIJE STEERING COMMITTEE

June 17, 1993
7:30 AM

Participants: Morton Mandel (Chair), Seymour Fox, Annette Hochstein, Steve Hoffman, Ann Klein, Virginia Levi, Barry Reis, Henry Zucker

	<u>Tab</u>	<u>Assignment</u>
I. Master Schedule Control	1	VFL
II. Minutes and Assignments of May 13, 1993	2,3	VFL
III. Plans for Aug. 26 CIJE Board Meeting	6b	MLM
IV. CIJE Board Membership		MLM
SHH memo re replacement of Gerald Cohen with Jay Davis and inclusion of 3 Lead Community execs and lay leaders at Board meetings	9	
V. Lead Communities Update		AH
VI. Proposed Staff Seminar and Seminar with Lead Communities		AH
VII. Update on CJF continuity commission		MLM/SHH

AGENDA

CIJE STEERING COMMITTEE

April 15, 1993
7:30 AM

Participants: Morton Mandel (Chair), Seymour Fox, Annette Hochstein, Stephen Hoffman, Ann Klein, Barry Reis, Henry Zucker, Virginia Levi (Sec'y)

	<u>Tab</u>	<u>Assignment</u>
I. Master Schedule Control	1	VFL
II. Minutes of March 18, 1993	2	VFL
III. Assignments	3	VFL
IV. Lead Community Status Reports		AH
V. Activation of Board Committees: level of authority		MLM
VI. Merians/Gottschalk letter re denominational involvement in Lead Community governance	9	MLM
VII. Organization Review	8	MLM
A. The need for a full time executive		
B. Possible termination of Ukeles agreement		
C. How to manage planning without Ukeles		
D. How to fill SE's position		
VIII. Communications		MLM
A. Consider need for, and timing		
B. Consider using JESNA to distribute CIJE publications		