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Folder
2013

CIJE correspondence and meetings. Lead Communities and MEF meetings and planning documents, 1992-1993.

Pages from this file are restricted and are not available online. Please contact the [American Jewish Archives](https://www.AmericanJewishArchives.org) for more information.

Mandel Institute

מכון מנדל

Tel. 972-2-617 418; 618 728

Fax: 972-2-619 951

Facsimile Transmission

To:	<u>G. my dog</u>	Date:	<u>5/5/93</u>
From:	<u>Shmuel WZG</u>	No. Pages:	<u>5</u>
Fax Number:	<u></u>		



CIJE / LEAD COMMUNITIES MAY CONSULTATION

AGENDA

Desired outcomes:

- *To continue joint planning and intensify partnership.*
- *To foster and develop relationships within and across Lead Communities and with the CIJE*
- *To agree upon the role , content , and method of implementation of each element involved in the Lead Communities project.*
- *To develop an integrated joint action plan and calendar for each L.C ("within ") and for the three L.C. (" across ") and the CIJE*

I) Overview

Partnership and joint planning

Examples of issues to be covered:

- a) Issues related to launching a Lead Community.
- b) How to coordinate and integrate the Communities' agenda and the CIJE agenda.
- c) The relationship of the CIJE to funding and fundraising in L.C.
- d) Different visions of the project by the various partners.
- e) CIJE chain of command.
- f) Partnership issues, e.g.:
 - 1) Relationship within and across the L.C. and with the CIJE.
 - 2) The denominations, the L.C. and the CIJE.
 - 3) Relationship with major institutions, e.g. JESNA, JCCA, CJF

II) Draft Action Plan .

A) The three Lead Communities together and the CIJE.

- Jointly draft a 18/24 months calendar / action plan for the 3 Lead Communities and the CIJE.

Related reading material:

- 1) Commission on Jewish Education in North America: Background materials for the meeting of February 14th 1990: " Community Action Sites " pp 18-25

B) Elements:

1) Systemic change

a) The concept

b) The role of enabling & programmatic options.

c) Personnel:

- Educators' survey
- Addressing the shortage of qualified personnel
- Strategies to recruit and train personnel (short & medium term)

d) Community mobilization:

- The concept
- Wall to wall coalition - lay leaders, rabbis, educators, professionals, & academics..
- Building strategies for Community mobilization

2) Support projects

Comprehensive and planned approaches to content , scope & quality.

a) Best Practices:

- Best Practices as an inventory of " success stories " in Jewish Education.
- Pre-conditions for replicating Best Practices
- Initial areas in which Best Practices will be developed.
- Best Practices in the Supplementary school : Initial findings and implementation.
- Pilot Projects and Best Practices

b) Goals

- The role of Goals for education
- Articulate goals for effective evaluation
- Participants in the deliberation on Goals

c) Monitoring Evaluation and Feedback (MEF)

- MEF as a tool to document the entire L.C. project and gauge its success.
- Developing the feedback loop
- The role of the Field Researchers
- Relationship of the Field Researchers to the Lead Communities

C) Individual Lead Communities and the CIJE

- Each community's strategy and action plan

III) Synthesis:

II)A and II)C integrated into a joint action plan / calendar

IV) Open issues

Concluding discussion



5.4.93

DATE: 5.4.93
FAX SENT

Mandel Institute

מכון מנדל

Tel. 972-2-617 418; 618 728

Fax: 972-2-619 951

Facsimile Transmission

To: <u>Ginny Levi</u>	Date: <u>May 4, 1993</u>
From: <u>Oriana Or</u>	No. Pages: <u>1</u>
Fax Number: _____	

Dear Ginny,

Thank you very much for yesterday's fax. The pages came through clearly.

I apologize for the delay in responding to your fax. Today's telecon will be at 617418.

Regards,

Oriana

AMERICAN JEWISH
ARCHIVES



Mandel Institute

מכון מנדל

Tel. 972-2-617 418; 618 728

Fax: 972-2-619 951

Facsimile Transmission

To: <u>Ginny Levi</u>	Date: <u>May 4, 1993</u>
From: <u>Oriana Or</u>	No. Pages: <u>1</u>
Fax Number: _____	

Dear Ginny,

Good morning! With reference to the 17 page fax sent on May 3, the following pages need to be resent, as they arrived with part of the content unreadable.

Pages: 2 (first page of minutes)
9 (assignments of SHH)
15 (assignments of AJN)

I hope that spring has finally arrived to Cleveland.

All the best,



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Council for Initiatives
in
Jewish Education

Date sent: 5/3 Time sent: 4:45 No. of Pages (incl. cover): 1

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:

Dear Annette,

I just had a phone call from Steve, saying he'd had an "irate call" from David Sarnat. He's upset with how sketchy the agenda is. He has no sense of the meeting.

Steve also feels we can't just send a list of background materials and make them fumble through their files for documents. We should either send materials out that we want them to read (in which case we should select only those central to our purpose) or have them available here. I would need the "Additional Publications" if

we were going to distribute them.

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

216-391-1852

What should we do?

Ginny

P.S. Will you have a PERT chart for review by the CITE Steering Committee on May 13?

Tel. 972-2-617 418; 618 728

Fax: 972-2-619 951

Facsimile Transmission

To: Ginny Levy Date: May 3, 1993
From: Shmuel Wvgoda No. Pages: 4
Fax Number: _____

Dear Ginny,

Please find attached to this letter the suggested agenda for the May consultation as well as the suggested letter of invitation to be sent to the participants.

I look forward to seeing you next week in Cleveland.

Best regards

Shmuel



MAY SEMINAR

SUGGESTED AGENDA: TOWARDS A JOINT ACTION PLAN

I. Overview

Partnership and joint planning

II. Draft Action Plan

A. The three Lead Communities together and the CIJE

B. Elements

1. Systemic change

a. Personnel

b. Community mobilization

2. Support projects

a. Best practices

b. Goals

c. MEF

C. Individual Lead Communities and the CIJE

III. Synthesis:

II)A and II)C integrated into a joint action plan/calendar

IV. Local Lead Communities issues: Open discussion

April 3, 1993

Dear XXX,

We look forward to your participation in the CIJE Lead Communities consultation in Cleveland at the (name & address of meeting place) on Tuesday May 11th and Wednesday May 12th. It is planned that we will begin at XXX (time) on Tuesday and meet through (time) XXX and then again on Wednesday at (time) XXX until (time) XXX.

In preparation for the consultation in Cleveland, the staff of the CIJE met in Jerusalem with the participation of Mr. Marshall Levin from Baltimore to prepare an agenda which we suggest will concentrate on building a joint action plan. Marshall will be discussing this suggestion with you. Because we hope that these meetings will be devoted to joint deliberation and planning, we are not enclosing any reading materials. The enclosed list of materials will serve as background materials for our meetings in Cleveland and I, of course, will be happy to mail them to you before the meetings if they are not readily available to you.

Please do not hesitate to be in touch with me if you need any additional information or assistance.

Looking forward to your participation in Cleveland.

Sincerely,

Ginny Levi

BACKGROUND MATERIAL.

- A) A Time to Act
- B) Lead Communities Program Guidelines
- C) Annette Hochstein : " Lead Communities at Work "
- D) CIJE Planning Guide
- E) Adam Gamoran : " The Challenge of Systemic Reform : Lessons From the New Futures Initiatives for the CIJE "
- F) Commission on Jewish Education in North America : Background materials
- G) Aryeh Davidson : " The Preparation of Jewish Educators in North America : A Status report " .
(A report submitted to the Commission on Jewish Education in North America)
- H) Barry W. Holtz : " The Best Practices Project "
- I) Barry W. Holtz : " Best Practices Project : The Supplementary School . CIJE-February 1993
- J) Barry W. Holtz : " Pilot Projects " . Working paper from February 22nd 1993
- K) Adam Gamoran: " Monitoring Evaluation & Feedback in Lead Communities-Tentative Plan of Work for 1992-93 (August 1992)

Additional Publications

- 1) Marshall Smith & Jennifer O'Day: "Systemic School Reform" pp 233-267
- 2) Sara Lightfoot: " The Good High School " pp 316-323
- 3) David Cohen: " The Shopping Mall High-School " pp 304-309

TO: FAX NO. () 619 - 951 SEYMOUR FOX Name ANNETTE HOCHSTEIN Company _____ Street Address _____ City _____ State _____ Zip _____ Country _____	FROM: FAX NO. (216) 391 - 5430 GINNY LEVI Name _____ Company _____ Tele. No. () _____ Ext. _____
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Several messages for SF+AH:

- ① SF's travel expenses will be ~~needed~~ wired today. This delay was not Barry Reis' fault. It has to do with Transmittal from one office to the next.
- ② Prof. Coleman called today to say an unavoidable conflict has come up and he won't be able to attend the Harvard meetings. He'll talk with SF late next week.
- ③ Evidently Rabbi Seymour Rossel is planning to participate in the May seminar. Did you know that? If there's anyone else I don't know about, please tell me so I can send the reservation materials.
- ④ So far, telecon is on for Thurs., 4/29 at 9:30 a.m. Cleve. time.

Chers, *Ginny*

22/4/93
אמ"י

Mandel Institute

מכון מנדל

Tel. 972-2-617 418; 618 728

Fax: 972-2-619 951

Facsimile Transmission

To: <u>Ginny Levi</u>	Date: <u>April 22, 1993</u>
From: <u>Annette Hochstein</u>	No. Pages: <u>1</u>
Fax Number: _____	

AMERICAN JEWISH
ARCHIVES

Re: CIJE staff Telecon

Dear Ginny,

Thursday the 29th is fine for the telecon - but only after 9:30 a.m. (Cleveland time) since we have our simulation until then. We will be at number 617418.

Please let us know if this is possible, or suggest alternative times.

Best regards,

Annette

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Council for Initiatives
in
Jewish Education

Date sent: 4/27/93 Time sent: 1:30 p.m.

No. of Pages (incl. cover):

To: Annette Hochstein

From: Ginny Levi

Organization:

Phone Number:

Phone Number:

Fax Number: 011-972-2-619-951

Fax Number: 216-391-5430

Comments:

Dear Annette,

I hope the simulation is going well. I look forward to hearing about it on Thurs.

As you think through agenda issues for May, there is some sense here that we should take advantage of having the "staff" together to review some administrative procedures. The evening of May 10 may be a logical time for that, except that Ann Klein isn't available then. What about some time on the 11th or 12th? (By the way, I'll be out after 6PM on the 11th.)

I'm sending a draft agenda for 4/29. Any suggestions or corrections?

Talk to you soon.

Ginny

If there are any problems receiving
this transmission please call:
216 391 1602



**NUMBER OF
PAGES SENT:**

TO: FAX NO. () _____ Name <u>Danny Mares</u> Company _____ Street Address _____ City _____ State _____ Zip _____ Country _____	FROM: FAX NO. () _____ Name <u>Danny Levi</u> Company _____ Tele. No. () _____ Ext. _____
---	---

A friend of mine, Michael Hoffman, of the Cleveland Foundation, will be in Israel on May 9 - 14, on a tour given by Pax World Service. I've given him your number and suggested he call you if he has any time. I thought an Israeli perspective might be important for him. (He works very closely with the Cleveland Federation on a foundation jointly managed with the Cleveland Foundation.)

Thanks.

Geny



BY FAX:

TO: GINNY LEVI

FROM: SHMUEL WYGODA

RE: DRAFT FOR MAY SEMINAR

DATE: APRIL 21st 1993

Dear Ginny,

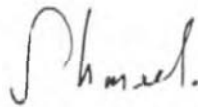
Attached is a first draft of the agenda for the May seminar in Cleveland.

As you know we will have next week in Jerusalem a simulation in preparation for that seminar. We expect to learn a lot during that simulation, and it is quite likely that the final agenda will be affected by what we will learn during the simulation.

In the meantime we here think it is a good idea to show the attached agenda to the CIJE staff for comments.

With regards to the material to be distributed for the May seminar, a first package will reach you by May 1st and the remaining will be sent to you right after the simulation.

Best regards,

A handwritten signature in cursive script, appearing to read "Shmuel".

c.c. SF, AH.

SEMINAR FOR THE LEAD COMMUNITIES AND THE DENOMINATIONAL TRAINING INSTITUTIONS.

Draft for an agenda.

The following are some suggestions for the agenda of the May seminar with the Lead Communities and the Training Institutions :

I) Community updates:

- a) Overview local commissions and program report.
- b) Launch, and presentation to the Community.
- c) Educators survey
- d) Pilot Projects
- e) Best Practices.

II) Problems, topics and issues:

- a) Systemic approach to change.
- b) Addressing Personnel shortage.
- c) Lay leadership involvement.
- d) Developing the feedback loop.

III) Resources:

A) Projects:

- The Goals project.
- Best Practices.
- Pilot Projects.
- Monitoring Evaluation Feedback.
- Educators survey.

B) Institutional Resources.

C) Denominational Resources.

IV) Next Steps:

- a) Ongoing meetings and seminar.
- b) Targets.
- c) Communications.
- d) Time line.



AX SENT
DATE: 21/4/93
21/4

Mandel Institute

מכון מנדל

Tel. 972-2-617 418; 618 728

Fax: 972-2-619 951

Facsimile Transmission

To: Virginia F. Levi	Date: April 21, 1993
Caroline Biran	2
From:	No. Pages:
Fax Number:	

Dear Ginny,

Re: CIJE Lead Communities/Training Institutions Seminar

Please find attached the hotel reservation forms for SF, AH, Shmuel Wygoda, Alan Hoffmann. I do not have their flight schedules yet.

Please note that expenses for these Mandel Institute participants should not be charged to the CIJE.

Best regards,

Carlin

CIJE Lead Communities/Training Institutions Seminar
May 10 - 12, 1993

Name: Prof. Seymour Fox Phone: 972-2-618728
Organization: Mandel Institute
Arriving at airport (date/time) 10/5/93 Flight _____
Departing at airport (date/time) 14/5/93 Flight _____
If arriving after 6:00 p.m., credit card information to guarantee room:
Credit card _____ Number _____ Exp. _____

CIJE Lead Communities/Training Institutions Seminar
May 10 - 12, 1993

Name: Annette Horbaten Phone: 972-2-617415
Organization: Mandel Institute
Arriving at airport (date/time) 10/5/93 Flight _____
Departing at airport (date/time) 14/5/93 Flight _____
If arriving after 6:00 p.m., credit card information to guarantee room:
Credit card _____ Number _____ Exp. _____

CIJE Lead Communities/Training Institutions Seminar
May 10 - 12, 1993

Name: Shmuel Wygoda Phone: 972-2-617418
Organization: Mandel Institute
Arriving at airport (date/time) 10/5/93 Flight _____
Departing at airport (date/time) 12/5/93 Flight _____
If arriving after 6:00 p.m., credit card information to guarantee room:
Credit card _____ Number _____ Exp. _____

CIJE Lead Communities/Training Institutions Seminar
May 10 - 12, 1993

Name: Alan Hoffmann Phone: 972-2-882033
Organization: Mandel Institute
Arriving at airport (date/time) 10/5/93 Flight _____
Departing at airport (date/time) 13/5/93 Flight _____
If arriving after 6:00 p.m., credit card information to guarantee room:



TO: FAX NO. () 619 - 951
SEYMOUR FOX
Name ANNETTE HOCHSTEIN
Company _____
Street Address _____

City / State / Zip / Country

FROM: FAX NO. (216) 391 - 5430
Name GINNY LEVI
Company _____
Tele. No. () _____ Ext. _____

Dear Annette,

In order to respond to your request for a letter
on Michael Rosenak's income, we need you to
complete the items marked with "✓" on the
attached.

Thanks,

Ginny



CONSULTANT EMPLOYMENT FORM

Name MICHAEL ROSENAK Date 4/20/93

✓ SS# _____ (If U.S. citizen)

✓ Address _____

Consultant to be used by _____

✓ Brief summary of project _____

____ Attach consultant proposal to this form

✓ Desired Starting Date _____ Desired Completion Date _____

Use of consultant initiated by _____

✓ Suggested fee arrangement:

\$ Amount _____ per _____ Frequency of payment _____
(day, mo., yr.)

Terms/Limitations _____

✓ Payor _____

✓ Send check to _____

Any current or prior assignments with us? _____

Comments _____

✓ Submitted by _____ Date _____

Program Approval _____ Date _____

Financial Approval _____ Date _____

Final Approval by _____ Date _____

PP #1 (4/93)



PREMIER INDUSTRIAL CORPORATION

FACSIMILE HEADER SHEET

73138 (5/90) PRINTED IN U.S.A.

DATE: 4/20

TIME: 9:25

NUMBER OF

PAGES SENT: 2

TO: FAX NO. () 619 - 951

Name SEYMOUR FOX
ANNETTE HOCHSTEIN

Company

Street Address

City

State

Zip

Country

FROM: FAX NO. (216) 391 - 5430

Name GINNY LEVI

Company

Tele. No. () Ext.

Dear Annette,

Welcome back. I understand from SF that your meetings went well.

Several things:

1. I've had several calls from people about the agenda for May 11-12. Ellen wants to know if she and Adam can come out time to meet with the field researchers. Others want at least some sense of how various blocks of time will be used. Anything I can share?
2. I've also been asked what materials, if any, will be sent out in advance and when people can expect them.
3. ~~We~~ We've cancelled the telecon for tomorrow, since neither you nor SF can participate. Barry has an unavoidable conflict the following Wed. and Steve will be out of town. Could we do it on Thurs., April 29 instead - also at 9am? Please let me know.

4. The 2 items Shulamith had hoped to cover in this week's telecon have to do with the educators survey and CRB program. She needs your comments on the following:

a) She & Ellen are working together today on the content & format of the educators survey. Do you have any advice for them? Even if you don't, I know they'd like to hear from you so that there's no question that you're all in synch. I believe you can fax your response c/o Lauren Ayzouki at 404-874-7043.

b) Do you have a suggested response to Atlanta re CRB? They ~~have it~~ are counting on our advice before their scheduled meeting with CRB. Would you please get back to Shulamith no later than Thurs?

Thanks,
Genny



PREMIER INDUSTRIAL CORPORATION
FACSIMILE HEADER SHEET
73138 (5/90) PRINTED IN U.S.A.

DATE: 4/15 TIME: _____

NUMBER OF
PAGES SENT: 1

TO: FAX NO. () 619 - 951

Name SEYMOUR FOX
ANNETTE HOCHSTEIN

Company _____

Street Address _____

City

State

Zip

Country

FROM: FAX NO. (R16) 391 - 5430

Name GINNY LEVI

Company _____

Tele. No. () _____ Ext. _____

The date for MLM's honorary degree
from Yeshiva University is
May 24.



FAX SENT 14-4-93
DATE:

file a copy in
CRB file

Mandel Institute

מכון מנדל

Tel. 972-2-617 418; 618 728

Fax: 972-2-619 951

Facsimile Transmission

To:	Ginny Levi	Date:	April 14, 1993
From:	Annette Hochstein	No. Pages:	4
Fax Number:	001-216-391-5430		

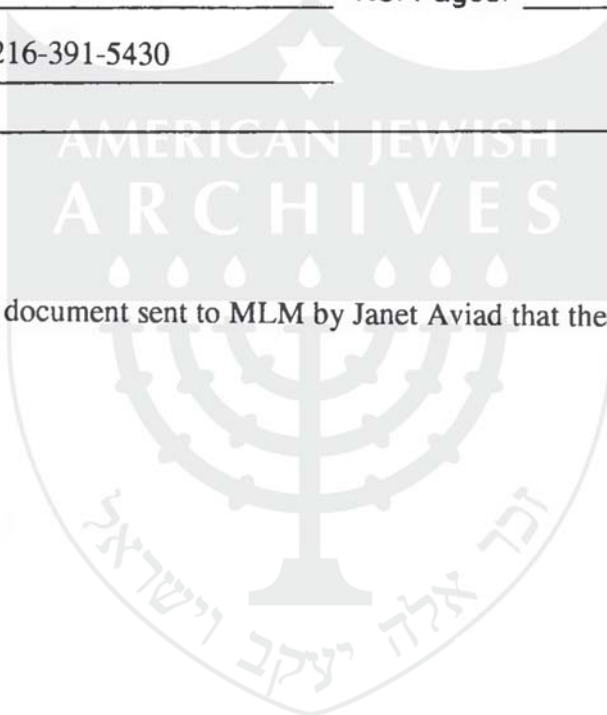
Dear Ginny,

This was the background document sent to MLM by Janet Aviad that the request for the \$25,000 payment is based on.

Regards,

Annette

AMERICAN JEWISH
ARCHIVES



January 29, 1993

Israel Experience Research Project

The Israel Experience Research Project is the tentative title for a new co-operative endeavor among three parties: the CRB Foundation (CRBF), Mandel Associated Foundations (MAF), and the Melton Centre for Jewish Education in the Diaspora of the Hebrew University.

The central purpose of the project is to stimulate and support basic and applied research on the "Israel Experience." Toward that end, the CRBF and the MAF have made available to the Melton Centre \$50,000 and \$25,000, respectively, for the first year of operation (July 1, 1992-June 30, 1993). The project will be operated in conjunction with the Melton Centre. The project will be located at the Melton Centre.

Overall Objectives of the Project

1. *The Research Population:* Most of the research support by the project will focus upon programs that serve young Jews from the Diaspora.

The Steering Committee (see below), in conjunction with its academic advisors, will consider whether we should further specify the principal research population with respect to such characteristics as age, geographic origin, duration of programs, and orientation of program to first-time or repeat visitors.

2. *Nature of the Research:* We will facilitate both basic and applied research in the field of the Israel Experience

On the applied or policy-oriented side, we are interested in such issues as:

- improving the marketing of Israel Experience programs;
- assessing the pricing structure of these programs;
- regularly monitoring the level of participation in these programs;
- broadening the Jewish and socio-demographic background of participants;
- assessing staff recruitment, training, supervision, and evaluation;
- planning such innovations as a resource center to serve both practitioners and researchers;
- program evaluation.

Basic research projects may seek to conceptualize, clarify, and operationalize such issues as:

- educational objectives;

- measuring the size, duration, and nature of the impact of the Israel Experience upon Jewish identity generally and involvement with Israel in particular;
- the nature of Jewish and Zionist commitment, identity and knowledge.

We expect to be open to research in several disciplines. Advisors from the academic world will help shape the project's substantive research agenda.

3. Developing Research Personnel: We regard the development of additional research personnel in the study of the Israel Experience as a distinct and urgent priority. As such, we are committed to intensively recruiting talented researchers who until now have had only a tangential interest in the Israel Experience.

Programs

4. Mix of Grant Programs: We will need to devise programs that will address our research agenda and develop research personnel.

Toward that end, we will need to select a few of several alternative uses of our limited funds. The choices include (but are not limited to):

- a. Research grants to experienced investigators.
- b. Doctoral research grants.
- c. Master's research grants.
- d. Conferences of academicians and practitioners.
- e. Publications, e.g. monographs, anthologies, and occasional papers.

The academic advisors will deliberate with the Steering Committee on these and other possible programs and help decide among them.

5. Recruiting Researchers: We will need to decide as to how best to initiate research. One possibility entails a pro-active posture where we would approach specific researchers with research possibilities. Alternatively, we may want to issue RFPs (Requests for Proposals), or announce open competitions for grants for advanced students or researchers.

Management

6. Steering Committee: Overall management of the project will rest with a Steering Committee consisting of Dr. Janet Aviad (representing CRBF), Annette Hochstein (representing MAF), and Alan Hoffmann (representing HU). Prof. Steven Cohen of the Melton Centre will staff the Steering Committee.

7. Academic Advisors: The Academic Advisors will help decide upon the following matters:

- a. The research agenda.
- b. The mix of grant programs.
- c. The procedures to recruit researchers.
- d. The review and selection of specific grant applications.
- e. Monitoring and evaluation.




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*      REPORT                      ( APR 14 '93 16:01 ) :MANDEL INSTITUTE
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*      DATE      START      REMOTE TERMINAL      MODE      TIME      TOTAL      RESULTS  DEPT.
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*      SERVICE CODE             : 0-07,
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DATE: 4/12 TIME: _____ NUMBER OF
PAGES SENT: 5

TO: FAX NO. () <u>619 - 951</u> Name <u>SEYMOUR FOX</u> <u>ANNETTE HOCHSTEIN</u> Company _____ Street Address _____ _____ City _____ State _____ Zip _____ Country _____	FROM: FAX NO. (R/G) <u>391 - 5430</u> Name <u>GINNY LEVI</u> Company _____ Tele. No. () _____ Ext. _____
---	---

Unless we hear otherwise, we plan
to call you at 618-728 for
Wed. telecon at 9 a.m. our time



AGENDA
CIJE STAFF TELECON
Wed., April 14, 1993
9:00 AM (EDT)

Expected Participation: Shulamith Elster, Seymour Fox, Annette Hochstein,
Steve Hoffman, Barry Holtz, Ginny Levi, Shmuel Wygoda, Henry Zucker

Assignment

- I. Review Minutes and Assignments of 3/31/93 VFL
- II. Educators Survey Update SRE
 - A. Review by staff team
 - B. Review by local educators
 - C. Recommendation for analysis of data
- III. Update on each community, including status of:
 - A. Best Practices Project
 - B. Pilot Projects
 - C. Monitoring, Evaluation & Feedback
 - D. Mobilizing the community
 - 1. Leadership mobilization (lay leaders, educators rabbis, professionals)
 - 2. Launching local commissions
 - 3. Hiring full-time project directors
- IV. Plans for May Seminar
 - A. Status of Agenda Planning
 - 1. Israel draft
 - 2. Community input
 - B. Should field researchers attend?
- V. Schedule future telecons



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

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

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	
5.	Work with Lead Communities to establish a vision and goals for Jewish education.		AH	4/7/93	TBD	



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

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

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.	Draft a policy on meeting planning, outlining the basic elements of annual and board meetings.		VFL	4/7/93	6/15/93	
5.	Develop an operations manual for CIJE.		VFL	4/7/93	Ongoing	
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	4/7/93	TBD	



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

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

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.	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
FACSIMILE HEADER SHEET
73138 (5/90) PRINTED IN U.S.A.

DATE: 4/12 TIME: _____ NUMBER OF
PAGES SENT: 3

TO: FAX NO. () 619 - 951
Name SEYMOUR FOX
ANNETTE HOCHSTEIN
Company _____
Street Address _____
City _____ State _____ Zip _____ Country _____

FROM: FAX NO. (216) 391 - 5430
Name GINNY LEVI
Company _____
Tele. No. () _____ Ext. _____

*Here is the letter Atlanta sent out,
based on Ellen Goldring's proposed
language*

AMERICAN JEWISH
ARCHIVES





Atlanta Jewish Federation

1753 Peachtree Road, Northeast/Atlanta, Georgia 30309/404-873-1661/FAX 404-874-7043

April 2, 1993

Dear _____:

As you know, Atlanta has been selected by the Council for Initiatives in Jewish Education (CIJE) as one of three lead communities in Jewish education in North America. The underlying goal of the Lead Communities Project is to foster Jewish continuity through Jewish education. Essential to this goal is the mobilization of the Jewish community to support the development of new Jewish education opportunities and to enhance the quality of existing ones. The Atlanta Jewish community has established the Council for Jewish Continuity which will be our community's direct link to CIJE. The CJC is chaired by Dr. William Schatten, and I serve as staff to the Council.

One part of the collaborative effort between CIJE and the Atlanta Jewish community is the CIJE Monitoring, Evaluation, and Feedback project. The purpose of this project is to document the process of change and monitor the implementation of initiatives in Jewish education introduced in Atlanta. Dr. Claire Rottenberg is the field researcher assigned to our community by CIJE. As part of the effort of documentation, Dr. Rottenberg will be interviewing a broad range of community members, including lay leaders, rabbis, educators, parents and students. She also will be observing Jewish educational programs and meetings related to Jewish education in Atlanta. In her research role, Dr. Rottenberg is contacting many individuals involved in Jewish education in Atlanta during the course of the project. She is looking forward to a continued collaborative effort between CIJE and the Atlanta Jewish community. I am sure that if you have not yet met her, you will join others in our community in extending our warm southern hospitality.

PRESIDENT—Gerald D. Horowitz • FIRST VICE PRESIDENT—David N. Minkin
VICE PRESIDENTS—Jack N. Halpern, S. Stephen Selig III
TREASURER—Mark Lichtenstein • ASSISTANT TREASURERS—Elliott Cohen, Joey Franco
SECRETARY—Larry Joseph • ASSISTANT SECRETARIES—Candy A. Berman, Ann L. Davis
CAMPAIGN CHAIRMAN—Arnold B. Rubenstein, M.D. • EXECUTIVE DIRECTOR—David I. Sarnat

April 2, 1993
Page Two

Another dimension of the CIJE Monitoring, Evaluation and Feedback project will be a survey of Jewish educators which will be conducted in each of the three lead communities. One of the goals of the Lead Communities Project is to develop and enhance the Jewish education profession. The educators' survey will provide us with a baseline of information on the Jewish education profession in Atlanta. The survey instrument is being designed at this time and more information about its implementation will be forthcoming.

If you have any questions about the CIJE Lead Community Project, please feel free to call me at 870-1629.

Sincerely,

Lauren Azoulai
Senior Planning Associate





PREMIER INDUSTRIAL CORPORATION
FACSIMILE HEADER SHEET
73138 (5/90) PRINTED IN U.S.A.

DATE: 4/8/93

TIME: 11:10

NUMBER OF
PAGES SENT: 1

TO: FAX NO. () 619 - 951

Name SEYMOUR FOX
ANNETTE HOCHSTEIN

Company

Street Address

City

State

Zip

Country

FROM: FAX NO. (216) 391 - 5430

Name GINNY LEVI

Company

Tele. No. () Ext.

Dear Seymour + Annette,

- ① I passed your message on to Betty about your Sun. telecon. She'll let you know if there are any problems, but thinks 4:00 is fine.
- ② Annette - I'm to ask you if you agree with my suggestion that we add Ellen to the staff telecon. I think the more in focus people are, the better. What do you think?
- ③ Mike Cole at Federation needs the street address of the School for Educational Leadership for the written approval of the letter of credit. Could someone please fax that directly to him on Fri? His fax # is 861-1230.
- ④ Seymour, my home address is
3124 Chadbourne Rd.
Shaker Hts., OH 44120

Thanks to everyone and Shabbat Shalom.

Ginny



DATE: 4/7

TIME:

NUMBER OF
PAGES SENT: 2

TO: FAX NO. () 619 - 951

Name SEYMOUR FOX
ANNETTE HOCHSTEIN

Company

Street Address

City

State

Zip

Country

FROM: FAX NO. (216) 391 - 5430

Name GINNY LEVI

Company

Tele. No. () Ext.

Dear Seymour & Annette,

1. First, thanks Seymour for your call today.
The info you gave me was useful at our meeting
with Mort.

2. Annette - There are a couple of things I think
you could help with as we try to systematize
finances.

a) First, is there a letter stating our
arrangements with Adam - both in general
and for the current year? If you have
them, please fax me a copy.

b) Is it OK to pay the attached Ukeles invoice?
As soon as I get your approval, I'll proceed
to process.

c) Related issue - Mort knows we've discussed
terminating the Ukeles agreement. How
does that decision get made and what
happens next? This may be a topic
for the CISE steering Committee.

Thanks

Ginny

DATE: 3/29 TIME: _____

NUMBER OF
PAGES SENT: 3

TO: FAX NO. () 619 - 951

Name ANNETTE HOCHSTEIN

Company _____

Street Address _____

City

State

Zip

Country

FROM: FAX NO. R/G ~~619-951~~

Name GINNY LEVI

Company _____

Tele. No. () _____ Ext. _____

Dear Seymour & Shmuel,

First, I am sending the letter prepared for Atlanta's introduction of Claire Rottenberg, per my assignment.

Second, I'm sending a draft agenda for our Wed. telecon. Items V. and VII. were on the list of suggested items that AH sent me. I'm not sure we have a lot to discuss, except maybe my conversation with S. Lee.

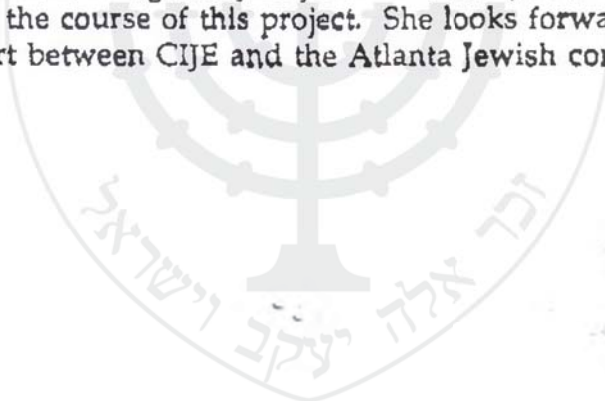
Please let me know your suggestions for the agenda. Unless otherwise notified, I will assume you'll be at 617-418.

Best,
Ginny

Dear :

As you may know, Atlanta has been selected by the Council for Initiatives in Jewish Education (CIJE) as one of three lead communities in Jewish education in North America. An underlying goal of the Lead Communities Project is to foster Jewish continuity through Jewish education. Essential to this goal is mobilization of the Jewish community behind Jewish educational efforts.

One part of the collaborative effort between CIJE and the Atlanta Jewish community is the CIJE Monitoring, Evaluation, and Feedback project. The purpose of this project is to document the process and implementation of efforts in Jewish education made by Atlanta. Claire Rottenberg is the field researcher for Atlanta. As part of the effort at documentation, Claire will be interviewing a wide-range of community members, including lay leaders, rabbis, educators, parents, and students. She also will be observing Jewish educational programs and meetings related to Jewish education in Atlanta. As part of her role, Claire will be contacting many of you to discuss Jewish education in Atlanta during the course of this project. She looks forward to a collaborative effort between CIJE and the Atlanta Jewish community.



DRAFT 3/29/93

AGENDA
CIJE STAFF TELECON
Wed., March 31, 1993
9:00 AM (EST)

Expected Participation: Shulamith Elster, Seymour Fox, Steve Hoffman,
Barry Holtz, Ginny Levi, Shmuel Wygoda, Henry Zucker

	<u>Assignment</u>
I. Review Minutes of 3/24/93	VFL
II. Review Assignments of 3/24/93	VFL
III. Report on Baltimore meeting on educators survey	SRE
IV. Best Practices Project	BH
V. Pilot Projects: What do communities want?	SRE
VI. Monitoring, Evaluation & Feedback: Anything new?	SRE
VII. Mobilizing the community	???
A. Leadership mobilization (lay leaders, educators rabbis, professionals)	
VFL report on conversation with Sara Lee	
B. Launching local commissions	
C. Hiring full-time project directors	
VIII. Board Committees	VFL
Help to define function of board committees:	
A. Lead Communities Committee	
B. Best Practices Committee	
C. Monitoring, Evaluation & Feedback Committee	
D. What about a Finance Committee?	
IX. Confirm next telecon	
Wed., April 14, 9:00 a.m. (EDT)	

FAX SENT

DATE:

29.3.93

Mandel Institute

מכון מנדל

Tel. 972-2-617 418; 618 728

Fax: 972-2-619 951

Facsimile Transmission

To: Ginny Levi Date: March 29, 1993
From: Oriana Or No. Pages: 1
Fax Number: 001-216-391-5430

Dear Ginny,

I received the 3 page fax you sent to Annette dated March 25th, requesting a copy of Janet Aviad's proposal, and asking for corrections or suggestions to the draft memo on the question of Barry Holtz's June '93 pay.

Annette is away on holiday, and will return to the office on the 4th of April. I know she will be in touch immediately upon return.

However, if there is anything that I can personally be of assistance with during her absence, please do not hesitate to ask.

Hope the weather is warming up in Cleveland.

Best wishes,

Oriana

MAR 25 '93 17:05

TO MANDELINST

PAGE.001



PREMIER INDUSTRIAL CORPORATION

FACSIMILE HEADER SHEET

73138 (5/90) PRINTED IN U.S.A.

DATE: _____

TIME: _____

NUMBER OF
PAGES SENT: 6

TO: FAX NO. () _____

Name SF, AH + SW

Company _____

Street Address _____

City

State

Zip

Country

FROM: FAX NO. (216) 391-5430

Name Genny Levi

Company _____

Tele. No. (216) 391-8300 Ext. _____

Here are the minutes of our Wed. telecon. I have to wait for Joan to get back from vacation next Mon. to do the assignments, but I thought you might find this useful in the meantime.

Genny



טופס מעקב

טופס זה מיועד למקרים בהם מסמך אחד יכול להיות רלוונטי ליותר מתיק אחד, ומהווה בעצם שלד למסמך המקורי המתויק בתיק אחר.

(1) שם כותב המסמך: ג'י. ל'י Jimmy Levi

(2) תאריך: 25.3.93

(3) הנדון: Minutes: CISE staff Telecon

(4) תוכן מקוצר:

(5) שם התיק בו מתויק המסמך המקורי: CISE '88





DATE: 3/26

TIME: 10:30

PAGES SENT: 1

TO: FAX NO. () -

Name Seymour Fox

Company

Street Address

City

State

Zip

Country

FROM: FAX NO. (216) 591-5430

Name Jimmy Luni

Company

Tele. No. () Ext.

Dear Seymour,

Thanks for your fax. I've passed your message on to Steve, via Ketchen. He'll call between 6:45 + 7:00 a.m. on Sun.

I've now heard from Art Naparstek. He suggests that you call him at 9 a.m. Cleveland time, at his office: 216-368-1947.

If that time is not good for you, please call him at home before Sun. to let him know. That # is 216-371-5221.

Nice day

Jimmy



PREMIER INDUSTRIAL CORPORATION

FACSIMILE HEADER SHEET

73138 (5/90) PRINTED IN U.S.A.

DATE: 3/25 TIME: 10:10 NUMBER OF PAGES SENT: 3TO: FAX NO. () 619 - 951Name ANNETTE HOCHSTEIN

Company _____

Street Address _____

City

State

Zip

Country

FROM: FAX NO. 214 381 - 2430Name GINNY LEVI

Company _____

Tele. No. () _____ Ext. _____

Dear Annette,

- ① I have your fax of 3/25 with the letter from Janet Auld. I do not seem to have the proposal you refer to. Can you fax me a copy? It may have been a letter that I forwarded to MLM, but it has not been processed as a grant request.
- ② MLM asked me to clarify the question of Barry Holtz' June '93 pay. Would you please look over the attached draft memo and let me know if you have any corrections or suggestions? I believe you have the relevant back-up materials.

Thanks,

Ginny

FAX SENT אוקי
DATE: 25.3.93

Mandel Institute

מכון מנדל

Tel. 972-2-617 418; 618 728

Fax: 972-2-619 951

Facsimile Transmission

To: Ginny Levi Date: March 25, 1993
From: Annette Hochstein No. Pages: 2
Fax Number: 001-216-391-5430

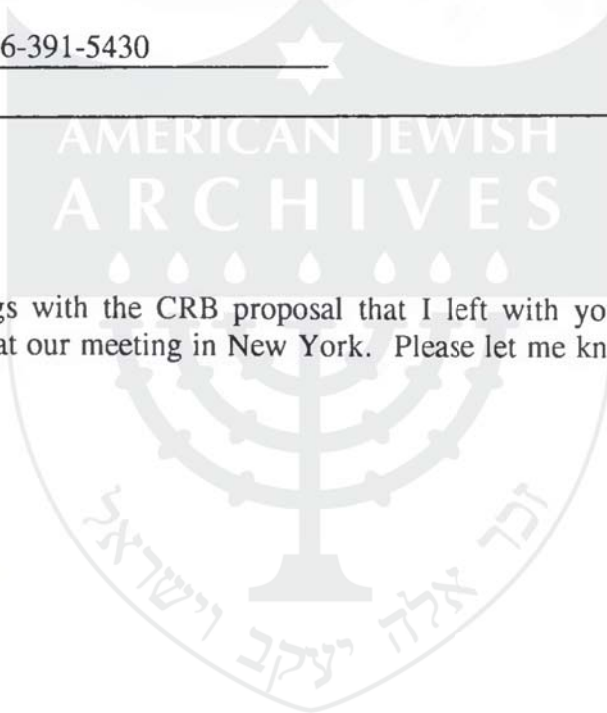
Dear Ginny,

The attached letter belongs with the CRB proposal that I left with you when we met. We discussed this with MLM at our meeting in New York. Please let me know if more is required for processing.

Thanks!

Annette

AMERICAN JEWISH
ARCHIVES





DATE: 3/24 TIME: _____

NUMBER OF
PAGES SENT: 1

TO: FAX NO. () 619 - 951

FROM: FAX NO. 214 391 - 2962
5430

Name ANNETTE HOCHSTEIN

Name GINNY LEVI

Company _____

Company _____

Street Address _____

Tele. No. () _____ Ext. _____

City _____ State _____ Zip _____ Country _____

Dear Annette,

Here's an update on the May dates...

Training institutions: May 10 is not good. May 11 or 12 are OK for all, but they want to know soon. I could get to NY for the day on the 12th, not the 11th. May 16-17 are OK for all but Sara Lee.

Communities: May 11-12 are OK for all. May 17-18 are OK for Atlanta + Baltimore, not especially good for Milwaukee (we'd lose 2 of their 4 people - 1 lay, 1 pro). You know the Barry Holtz story for May 17-18. SE feels very strongly that it would be a mistake to pull Barry out of the HUC seminar, which is focusing on how to work more effectively through supplementary schools. This has been scheduled for 9 mos. I agree that we should be careful not to shoot ourselves in the foot by hindering progress on our MAF grant. (Personal opinion, for what it's worth.)

The sooner I can get back to people, the better.

Warm regards,
Ginny

SENT 24/3/93
DATE: 24.3.93

Mandel Institute

מכון מנדל

Tel. 972-2-617 418; 618 728

Fax: 972-2-619 951

Facsimile Transmission

To:	Ginny Levi	Date:	March 24, 1993
From:	Annette Hochstein	No. Pages:	2
Fax Number:	001-216-391-5430		

Dear Ginny,

When we get to item III. on the agenda "Update on communities", we suggest that we discuss the following items:

A. The May seminar

B. The attached list of subjects:



1. Pilot Project
 - What communities want to do
2. Best Practices
 - Present to various audience
 - Work with Lay People & Educators
3. Placement, new hires, training of Senior People
4. Relaunch Monitoring, Evaluation, & Feedback
5. Educators survey
6. Mobilizing the community
 - a. leadership mobilization (lay leaders, educators, rabbis, professionals)
 - b. launching local commissions
 - c. hiring full-time project directors
7. Bridge to foundations
8. Time line and assignments

Amelle



DATE: 8/24 TIME: 8:10

NUMBER OF
PAGES SENT: 17

TO: FAX NO. () 619 - 951	FROM: FAX NO. 216 341-9962
Name ANNETTE HOCHSTEIN	Name GINNY LEVI 391-5430
Company	Company
Street Address	Tele. No. () Ext.
City State Zip Country	

24.3.93

Orana,

Please let Suzannah know that
MLM will be in New York tomorrow.

Thanks,

Ginny



טופס מעקב

טופס זה מיועד למקרים בהם מסמך אחד יכול להיות רלוונטי ליותר מתיק אחד, ומהווה בעצם שלד למסמך המקורי המתויק בתיק אחר.

- (1) שם כותב המסמך: Tinny Levy
- (2) תאריך: 5/3/93 march 5 1993
- (3) הנדון: "CIFE Steering Committee" "CIFE Staff Telecon"
- (4) תוכן מקוצר:
- (5) שם התיק בו מתויק המסמך המקורי: CIFE כס' 888 פקט (כס' 8) חוק "חל"

Mandel Institute

FAX SENT

DATE:

23.3.93

מכון מנדל

Tel. 972-2-617 418; 618 728

Fax: 972-2-619 951

Facsimile Transmission

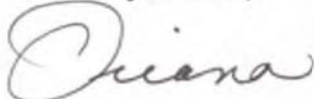
To:	Ginny Levi	Date:	March 23, 1993
From:	Oriana Or	No. Pages:	1
Fax Number:	001-216-391-5430		

Dear Ginny,

Thank you for sending the additional copies of the planning guide and the best practices document. I am working on getting you an answer about the 19th, as well as confirming the dates and times for the Steering Committee telecon.

Did you have a chance to send the package of material to Daniel Pekarsky that we requested?

Talk to you soon,



Oriana



PREMIER INDUSTRIAL CORPORATION
FACSIMILE HEADER SHEET
73138 (5/90) PRINTED IN U.S.A.

DATE: 3/23/93 TIME: _____

NUMBER OF
PAGES SENT: 2

TO: FAX NO. (011 9722-644951)

Name Annette Hochstein

Company Shmuel Wygoda

Street Address Seymour FOX

City

State

Zip

Country

FROM: FAX NO. (216) 391-5430

Name Virginia Levi

Company _____

Tele. No. (216) 391-8300 Ext. 2400



TO: CLJE Staff & Consultants

NAME

DEPARTMENT/LOCATION

FROM: V. F. Levi

NAME

DEPARTMENT/LOCATION

DATE: 3/23/93

REPLYING TO
YOUR MEMO OF: _____

SUBJECT:

We now have a mailing address, phone number and fax number for CLJE. They are as follows:

CLJE

P. O. Box 94553

Cleveland, OH 44101

Phone: (216) 391-1852

Fax (216) 391-5430

All mail can be sent to the Cleveland office at the above address. In particular, any mail relating to expenses and reimbursements should definitely be addressed as noted above and should carry no reference to Premier.

There will be an answering machine linked to the new phone number after hours, so you can leave us messages any time and we'll retrieve them and respond as quickly as possible.



TO: FAX NO. () 619 - 951

Name ANNETTE HOCHSTEIN

Company _____

Street Address _____

City _____ State _____ Zip _____ Country _____

FROM: FAX NO. R/G ~~344-726~~

Name GINNY LEVI

Company _____

Tele. No. () _____ Ext. _____

Annette -

I will participate in the telecon, after all.
Have changed my plans.



AGENDA
CIJE STAFF TELECON
Wed., March 24, 1993
9:00 AM (EST)

Expected Participation: Shulamith Elster & Barry Holtz - Milwaukee
Seymour Fox, Annette Hochstein, Shmuel Wygoda - Jerusalem
Steve Hoffman, Ginny Levi, Henry Zucker - Cleveland

	<u>Assignment</u>
I. Review Minutes of 3/5/93	VFL
II. Review Assignments of 3/10/93	VFL
III. Update on communities	SRE
IV. Status of educators survey	SRE
V. Progress report on Best Practices project	BWH
VI. Set regular telecon time/day	VFL
Proposal: Wednesdays at 9:00 am EST	



DATE: 3/18 TIME: _____

NUMBER OF
PAGES SENT: 2

TO: FAX NO. () 619 - 951

Name ANNETTE HOCHSTEIN

Company _____

Street Address _____

City State Zip Country

FROM: FAX NO. R/G 361 - 9962

Name GINNY LEVI

Company _____

Tele. No. () _____ Ext. _____

Dear Annette,

Had a meeting of a new committee today - CISE Steering Committee. I'll send minutes when they're ready. MLM asked me to check the proposed dates of future meetings w/ you + SF, so you could participate by telecon. Are you available at 7:30 a.m. Cleveland time on the following dates: April 15, May 13 (you could participate in person), June 17, July 9, Aug. 4. Please let me know as soon as possible.

Also, about scheduling weekly staff telecons - Steve says he almost always has breakfast meetings, but could make himself available on most days at 9:45 a.m. Is there a day each week when you could join at that time? (I realize it's not ideal, so await your reaction.)

Thanks. And - see attached.

Ginny

P.S. Effective Mon., we should have a new fax #.
Will let you know.

3/18/93

Dear Annette,

Here's where I am with the scheduling. It's not great. If you could stay 1 more day, I could try for the 17-19th. Here's what we have:

	May 10	May 11	May 12	May 13	Comments
P. b Hirt	Not available	OK	OK	OK	17+18 better.
Alvin Schiff	OK	OK May have to teach in a.m.	OK evening both days	OK	
Bob Abramson	OK, if nec.	OK	OK	This is a day of scheduled Premier philanthropic meetings as well as CISE Steering Committee. We might work something out, but it's not great.	
Aryeh Davidson	OK	OK	OK		
Sara Lee	Not available. HUC Commencement	OK	OK		
Marshall Levin	Asked if he shd. be here early.	OK	OK	Probably in Russia 5/17.	
Ruth Cohen		checking with lay people + Howard	OK		
Steve Gelfand		No	No		
Daniel Pekarsky	OK	OK	OK		
Barry Holtz	OK	OK	?		
Julamith Elster	OK	OK	OK	Could do 17-18 Not available 14-16	
Steve Hoffman		Will try	OK		
Shen Goldring		OK	maybe		
IFL	OK	OK	OK		

What do you advise?

Gunny

Mandel Institute

מכון מנדל

Tel. 972-2-617 418; 618 728

Fax: 972-2-619 951

Facsimile Transmission

To: Ginny Levi Date: March 18, 1993
From: Oriana Or No. Pages: 1
Fax Number: 001-216-361-9962

Dear Ginny,

Thank you very much for taking care of the matter with David Mittelberg. I spoke with him this morning and confirmed the receipt of the letter from Jim Coleman. He was very appreciative, as he was waiting for this letter in order to write to Mr. Mandel.

Could you please look into the matter of who was responsible for sending him the confirmation letter on the transfer of funds to the P.E.F.? If in fact the P.E.F. should have notified him, please make them aware of the oversight, and ask them to please notify him when the second half of the funds are transferred.

Your assistance in this matter is really appreciated.

On an unrelated item, I wanted to bring to your attention that in going through the material that Annette brought back from her trip, I noticed that on a page titled "COUNCIL FOR INITIATIVES IN JEWISH EDUCATION - 1993 STAFF AND CONSULTANTS"; both Seymour Fox and Annette Hochstein were listed with an incorrect fax number. The page lists our fax as 0119722 699951. Instead, it should say - 619951.

I hope you're keeping warm, and have got a good pair of snow boots! As for me, I'm an ex-New Yorker, and really do miss at least one good heavy snowfall a year.

Warm regards,

Oriana

[illegible]

FAX SENT

DATE: 18.3.93

Mandel Institute

מכון מנדל

Tel. 972-2-617 418; 618 728

Fax: 972-2-619 951

Facsimile Transmission

To:	Virginia F. Levi	Date:	March 18, 1993
From:	Annette Hochstein	No. Pages:	2
Fax Number:			

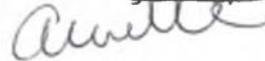
Dear Ginny,

Attached is an invoice request for Shmuel Wygoda's February flight ticket expense. Could you please process the payment directly to the agent. The amount of \$1,059.00 should be transferred to the following address:

Peltours
Travel and Tourism LTD.
2 Shlom-Zion Hamalka street
Jerusalem 91006
Israel

Could this be rushed please; Shmuel, inadvertently, forgot to give this to you when he was in the US.

Best regards,



Annette Hochstein

PELTOURS
TRAVEL & TOURISM LTD.

2, SHLOM-ZION ST.
JERUSALEM 91006
TEL. 02-234316

DOCKET: 93-78-0108 דוקט:
DEP. DATE: 21/02/93

פלטורס
נסיעות ותיירות בע"מ
עוסק מורשה לענין מע"מ 0510838378
שלומציון המלכה 2
ירושלים 91006
טל. 02-234316

תאריך: 18/02/93 DATE:

חשבונית מס מס' 081019 INVOICE NO. מקור ORIGINAL

TO: MANDEL INSTITUTE לכוון:

FOR: WYGODA SHMUEL עבור:

DETAILS	AMOUNT IN U.S. DOLLAR
TLV/NYC/TLV	1002.00
PORT TAX	46.00
INSURENCE	11.00
	0.00
	0.00
	0.00
OFFICE SRV. ש. משרד	0.00
V.A.T. מ.ע.מ.	0.00
TOTAL סה"כ	1059.00

** TO BE PAID UNTIL 18/02/93 לתשלום עד
התשלום לפי שער מזומנים גבוה ביום התשלום

SIGNED

Hani Goeli

חתימה

HANI GOELI

*Approved for
Payment
To Agent Please
Directly Amato*

