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CIJE correspondence, meetings, and funding commitments,
1990-1991.

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Council Steering Committee
October 10, 1990

Page 2

II. Council Logistics

A. It was reported that CJF will serve as fiscal agent and that discussions are under way regarding the use of CJF space.

B. Identification of Staff

SHH is continuing to talk with Shulamit Elster and has also spoken with Gail Dorph about the chief education officer position. Josh Elkin is not currently interested. It is hoped that by the end of November we will have identified a top candidate. ?

III. Plans for November 8 Commission Meeting

A. Invitation List

A list of prospective invitees was reviewed. It was suggested that the chief lay and professional leaders of the foundations listed be invited and that a copy of the letter to the professional officer be sent to the lay leader.

Assignment

DPK and VFL will make follow-up phone calls to non-respondents beginning the third week of October. At the next meeting of the Steering Committee a short list will be developed of people to be called and reminded to attend.

B. Logistics

Assignment

VFL will arrange with Josie Mowlen at JCCA to accompany SHH to the Grant Hyatt on October 17 to choose the meeting space and arrange final details. The luncheon is to be arranged with round tables of eight and a speakers' table. Done?

The Steering Committee will discuss on October 30 the possibility of arranging a meeting for consultation on the Council to follow the 2:30 p.m. conclusion of the Commission meeting. //

C. Publicity

DPK has been in touch with Jerry Springer about publicity.

A press conference is scheduled for 9:00 a.m. on November 8. This will include MLM, the presidents of the four associations, Max Fisher, and possibly Charles Bronfman and Zevulun Hammer. DPK will discuss the advisability of including Bronfman and Hammer with the press. The goal is to get the press to come as much as possible. printed and broadcast media coverage as possible.

Committee Steering Committee
October 10, 1990

Page 3

Assignment

The media will not be invited to attend the meetings. However, arrangements will be made to have a photographer present throughout the day. In addition to candid shots, it was suggested that the photographer do posed pictures of the commissioners and the senior policy advisors. We may wish to distribute a bound volume of photographs to each commissioner.

For optimum press coverage, we will need press releases and press kits. In addition, it was suggested that a few key commissioners be asked to prepare Op-Ed pieces. Further, a personalized release will be arranged for submission to the hometown newspapers of each commissioner.

One is to discuss with certain commissioners to know what they will pay out-of-pocket expenses, and to request a budget.

D. Schedule

The meeting will begin at 10:30 a.m. Following opening remarks by MLM, Fjm and Fox will describe the process by which the current report was developed and AM will provide a recap of the report, using the Executive Summary. Following discussion of the final report, SHH will make a presentation on CIJE--where it is now and plans for its future. This will be followed by discussion.

The morning meeting should end at approximately noon with luncheon to begin around 12:15 p.m. The afternoon program will open with comments by MLM (20 minutes), remarks by Haa Fjalker (5 minutes), remarks by Minister Hammer (20 minutes) and general discussion (30 minutes) for which we will have primed a few people.

Assignment

It was suggested that this proposed schedule be circulated to Kraar, Rotman, and Woocher for their reactions. It was also suggested that a conference call be arranged for the week of October 30 during which CR AM SHH BPF VFI, MLM, and HIZ will discuss the proposed program and the presentation on the final report.

Assignment

E. Publication of Final Report

Spiral bound copies of the final report will be available for distribution at the meeting on November 8. Bound volumes and a small number of hard cover volumes for personalization and presentation to commissioners, senior policy advisors and perhaps a few others will be available later.

The acknowledgment section of the report is currently being drafted. It is to be checked extremely carefully for correct spelling and inclusiveness. We were reminded that it should be checked again at the proof stage.

Commission Steering Committee
October 10, 1990

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IV. GA Plans

MLM will be the speaker at a session beginning at 8:00 a.m. on Friday, November 16. It will be chaired by Neil Greenbaum and the topic will be Jewish education in North America. We will plan to distribute the Executive Summary of the Commission report, a list of commissioners, and a cover sheet which will indicate where and how interested people can purchase the full report..

VFL will get MLM's GA talk from last year to SHH. He will review it and use it as the basis for this year's remarks, which will be prepared with some input from advisors. It was suggested that the ideal would be to have slides and extemporaneous spoken words as the Executive Summary and the 1989 presentation. SHH will talk with AB about the possibility of her preparing this presentation.

As yment

V. Plans for Philadelphia

It was suggested that the November 26 Philadelphia schedule include the following:

- 9:00 -- 11:00 a.m. ■ meeting with a group at Reconstructionist Rabbinical College
- 12:00 noon - luncheon with group of potential funders
- 2:00 - 4:00 p.m. ■ meetings with federation leadership
- 5:45 p.m. - flight to Cleveland

VI. Next Meeting

The next meeting is scheduled for Tuesday, October 30 at 7:30 a.m.

MKMO TO: Stephen H. Hoffman, David P. Kleinman
FROM: Virginia F. Levi
DATE: November 5, 1990
SUBJECT: Meeting of November 2, 1990 to discuss CIJE
COPY TO: Morton L. Mandel, Henry L. Zucker

Following is a summary of our discussion of steps necessary to launch the CIJE.

I.. Council - Technical Arrangements

DPK was assigned to do the following:

- A. Visit CJF to look at space set aside for CIJE, to include three offices plus space for a secretary. He will determine when it is to be available and discuss financial details.
- B. Talk with Jon Woodner about plans to hire a secretary who might be shared by the Crown/JESNA project and CIJE.
- C. Talk with someone at CJF about the handling of day-to-day operations and budget matters.
- D. Find models that might be used for the drafting of governance documents.

II.. CIJE Board

A. Structure

1. Chair - MLM
2. Honorary Chair - Max Fisher
3. Four Vice Chairs
 - a. Charles Goodman * CJF
 - b. Lester Pollack * JCCA
 - c. Neil Greenbaum * JESNA
 - d. Open - Possibilities include:
 - i. Charles Brenfman
 - ii. Lester Crown
 - iii. Matthew Maryles
 - iv. Bonnet Yarnowitz
 - v. Isadore Tversky
 - vi. Esther Leah Ritz

B. Potential Board Members

Following is a list of potential board members,, to include representatives of ten foundations in addition to MAF, representatives of the three partner agencies,, academics,, community,, etc.,

1. Charles Bronfman
2. ~~Isidore~~ Crown
3. Morton Mandell
4. Florence Melton
5. David Hirschhorn
6. Rachel Cowan
7. Eli Evans
8. Mona Ackerman
9. Steve Dobbs
10. Richard Scheuer
11. Max Fisher
12. Robert Arrow
13. Bennett Yanowitz/Neil Greenbaum - JESNA
14. Bill Berman/Charles Goodman - CJF
15. Lester Pollack - JCCA
16. Matthew Maryles
17. Irwin Finkel
18. Esther Leah Ritz
19. ~~Isidore~~ Twersky
20. Seymour Lipsset
21. John Colman
22. Dan Shapiro
23. Bill Berman (?)
24. Mark Lainer

Other possibilities include:

1. An Orthodox foundation • (Jim Joseph?)
2. Representatives of the denominations - (SHH to discuss with SF)
3. Professionals

In addition, we may wish to find representatives from the South/Southeast and San Francisco..

This proposed list will be reviewed with CJF, JCCA and JESNA following further refinement..

III. Senior Policy Advisors

A. The proposed list of senior policy advisors includes the following:

1. Marty Kraar
2. Art Ruman
3. Jon Woodner

Other possibilities include:

1. A representative of the Jim Joseph Foundation
2. The heads of the four seminaries, the denominations, and Torah Umesorah
3. Professionals

Assignment

VFL will ask Fox, Rotman, Schiff and Woocher who might represent the denominations and professional educators. VFL will prepare a grid indicating the age, sex, geographic location and affiliation of potential board members. VFL will also ask Alvin Schiff who the equivalent is to Norman Lamm in Torah Umesorah.

Assignment

SHH will call his contacts in Atlanta and San Francisco for suggestions of people to serve on the board.

Our goal is to appoint as many board members as possible by the end of December.

C. Senior Policy Advisors

The proposed list of senior policy advisors includes the following:

1. Marty Kraar
2. Art Rotman
3. Jon Woocher
4. Yitz Greenberg
5. Steve Solender
6. Alvin Schiff
7. Sara Lee
8. Josh Elkin
9. Dan Pekarsky
10. Barry Shrage
11. Robert Abramson
12. UAHC representative
13. Orthodox representative
14. Reconstructionist representative
15. Eliot Spack
16. Torah Umesorah representative
17. Jack Bieler
- *18. Richard Joel
19. Bernie Reckman
20. David Dubin

Assignment

- * SHH will consult with a college-age expert to advise us on Hillel. SHH will aim to recruit senior policy advisors by December 20.

The function and purpose for the senior policy advisors and first steps for the board as laid out in VFL's memo of November 5, 1990 (attached) were approved.

MINUTES:: COUNCIL STEERING COMMITTEE

DATE OF MEETING:: November 23, 1990

DATE MINUTES ISSUED: November 30, 1990

PRESENT:: Stephen H. Hoffman, David P. Kleinman, Morton L. Mandel,
Virginia F. Levi (Sec'y)

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

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I. The minutes and assignments of October 30 were reviewed.

II. Public Relations Update

Assignment Jerry Strober will follow up with the media in the home towns of commissioners. DPK will follow up with Strober.

Both UJA and JCCA clipping services are tracking articles on the Commission for us.

Assignment SHH is in conversation with Ari Goldman of the New York Times about an article. He will ask Alvin Schiff or John Woolcher to follow up with Goldman.

Assignment VFL will assemble a list of commissioners, senior policy advisors, and others to receive a semi-personalized letter of thanks for participation in the Commission effort. These are to be sent in December.

Assignment VFL will work on arrangements for handover binding off a small number of reports ((75-100)) with a personalized acknowledgment to be pasted in the front cover. She will consult with Norm Friedman on this. We will aim for distribution of the books in January.

III. Distribution of Reports

A list of people to receive complimentary copies of the report is being finalized. The report has already been sent to commissioners and others who were invited, but unable to attend the November 8 meeting. In addition, we are responding to orders for the book, selling them for \$6.00 per copy plus shipping.

Assignment VFL will maintain a running log of distribution and will submit a quarterly report to the Steering Committee.

IV. Administrative Process

A. Technical Arrangements

Assignment

DPK is working with staff at CJF to set up an office. He will explore with Jon Woocher the possibility of sharing a secretary with the Crown/JESNA project. He will also talk with Harold Adler at CJF about handling day to day operations and budget matters.

Assignment

SMH will ask Mike Cole to review and simplify Federation bylaws for CIJE use. CIJE will not incorporate, but will function as a committee of CJF.

B. CIJE Board

Assignment
Assignment

MLM will ask Corky Goodman, Lester Pollack and Neil Greenbaum to serve as vice chairs of the board. VFL will call Jon Woocher about the affiliation of the three and, assuming none is Orthodox, MLM will invite Matthew Maryles to be the fourth vice chair.

Following is a list of potential board members:

1. Charles Bronfman
2. Lester Crown
3. Morton Mandel
4. Florence Melton
5. David Hirschhorn
6. Rachel Cowan * if foundation agrees to support CIJE
7. Eli Evans
8. Mona Ackerman - if foundation agrees to support CIJE
9. Steve Dobbs - if foundation agrees to support CIJE
10. Richard Scheuer - if foundation agrees to support CIJE
11. Max Fisher
12. Robert Arrow
13. Neil Greenbaum - JESNA
14. Charles Goodman - CJF
15. Lester Pollack - JCCA
16. Matthew Maryles
17. Irwin Finkel
18. Esther Leah Ritz
19. Isadora Twardy
20. Seymour Lipsitz
21. John Colman
22. Dan Shapiro
23. Bill Berman
24. Mark Lerner
25. Bennett Yacovitz
26. Norman Lipeff (Miami)
27. Julia Koschitzky (Toronto)
28. Arthur Green
29. Norman Lamm
30. Alfred Gottschalk
31. Ismar Schorsch

4. Yitz Greenberg
5. Steve Solender
6. Alvin Schiff
7. Sara Lee
8. Josh Elkin
9. Dan Pekarsky
10. Barry Shrage
11. Robert Abramson
12. VAHC representative
- 13.. Orthodox representative
14. Reconstructionist representative
15. Eliot Spack
16. Torah Umesorah representative
17. Jack Bieler
18. Richard Joel
19. Bernie Reisman

The group will also include the three CIJE professional staff people..

B.. Function

This group will serve as advisors to CIJE staff. It will be chaired by the chief education or chief professional officer..

C.. Purpose

1. Think through programmatic initiatives..
2. Provide contacts to other professional community members on specific projects and within areas of expertise.
3. Lay the groundwork for lead communities; help manage the lead community process..

The policy advisers may be organized in subcommittees by expertise or interest area. SHH will consult with Seymour Fox and Sara Lee about a representative from the Reform movement and with Seymour Fox and Alvin Schiff about a representative from the Orthodox/Yeshiva movement.

IV., First Steps

- A. Schedule meetings for the CIJE board in 1991 for January/February, June, and October/November, in New York.
- B. Issues to cover at the first meeting
 1. Approve budget
 2. Adopt mission statement

3. Prioritize Commission recommendations for CIJE action
4. Launch lead community process
5. Hire staff
6. Review technical contracts..

C. Timetable

1. Establish lead community criteria by June meeting
2. Identify potential lead communities by fall meeting for announcement thereafter
3. New chief professional officer identified and committed by fall meeting
4. Establish research agenda by December 1991

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Name ~~SEYMOUR FOX~~
ANETTE HOCHSTEIN

Company

Street Address

City

State

Zip

Country

FROM: FAX NO. (460) 341-9962

Name GRAY KEBEL

Company

Tele. No. () Ext.

Seymour + Anette -

attached are minutes + assignments from
CITE Steering Committee plus a copy of the
letter to Elul. Seymour, please note your
3 assignments re Board appointments.

I hope all is well there.

Anny

MTAMATIC.

FINALIST STEERING COMMITTEE

MEMBER OF THE EXECUTIVE

December 17, 1990

DATE MINUTES ISSUED: December 17, 1990

PRESENT:

Stephen H. Hoffman, Morton L. Mandell,
Henry L. Zucker, Virginia F. Levi (Sec'y)

COPY TO:

Seymour Fox, Annette Hochstein

I. The minutes and assignments of November 28 were reviewed.

It was noted that we need a system for control and oversight of the MAF funds being devoted to raising the quality of personnel for Jewish education. This includes a planning process, a statement of purpose, and a means for working in partnership with others to achieve our goal of preparing an elite within the field. This may require the establishment of a new steering committee and the identification of a staff person to focus on training programs.

Assignment

It was suggested that a simple accounting process be set up to control expenditures on behalf of CIJE. SHH will discuss this with Barry Reiss.

II. Update on Board and Senior Policy Advisor Appointments

Assignment

SHH, HZZ, and WFL will develop assignments and a timetable for inviting people to serve on the board. To the list of potential board members, we will add William Shatten of Atlanta and Bennett Aaron or Miriam Schneirov of Philadelphia.

Mark Lainer has indicated an interest in serving on the board. He is working with his family on the possibility of funding, but is not encouraging at this point.

We will add Rabbi Fishman to the list of potential senior policy advisors.

III. Update on Funding

A. SHH has scheduled a phone call with the Jim Joseph Foundation to discuss support for two years.

B. Crown support has not yet been resolved.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840.

SHH reported a conversation with the Jim Joseph Foundation and noted that they will review funding for the CIJE on an annual basis..

MLM will call Lester Crown to request support for the CIJE.

II.. Status of Board Appointments

III. Plans for First Board Meeting

It was agreed that prospective meeting dates will be checked with the following critical board members, once they have agreed to serve::

- B. The first meeting will be scheduled for noon to 4:00 p.m. at CJPB and will include a buffet lunch. The agenda of this meeting will be to update board members on the status of staff appointments and review the tasks proposed for CIJE in its first year.

Council Steering Committee
January 23, 1991

Page 2

IV. Meeting of Senior Policy Advisors

purpose will be to outline CIJE plans drafted in Jerusalem and to get policy advisor reactions.

V. Distribution of Reports

A record of distribution of Commission reports was reviewed. This will be periodically updated and kept in the notes section of the Steering Committee factbook.

VI. Operations

- | | |
|------------|--|
| Assignment | A. It was noted that the council/manager approach to the Commission worked well. SHH will set up a system whereby senior policy advisors are responsible for keeping board members informed and involved through phone calls and visits. |
| Assignment | B. It was suggested that we consider Heinz Eppler for possible involvement on the CIJE or MIG board. |
| Assignment | C. VFL will work with SHH to develop a report on the status of requests for funding the CIJE. |

VII. Next Meeting

The next meeting of this group will be all day Monday, February 11.



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|---|--|

Dear Seymour + Annette -

1. I am attaching a list of prospective CIE board members and the outcomes, where there are any.
2. Annette - Can you give me an update on ~~distinctions of reported~~ ~~your~~ ~~how~~ many are left?
3. A ~~list~~ ~~forward~~ ~~to~~ ~~receiving~~ ~~Primer's~~ paper next week. I will use the same distribution list as for the other papers, unless you instruct me otherwise.

GINNY
NOR

1/25/91

Prospective GUE Board Members

| Name | Assignment | Description | Due Date | Outcome |
|--|------------|---|----------|---------|
| Bennett Aaron (or Miriam Schnierov) | VFL | MLM letter of invitation. | HOLD | |
| Nona Ackerman | SF | Follow up on foundation support & board membership | 2/11/91 | |
| Robert Arnow | Open | Hold until funding is confirmed | | |
| Bill Berman | MLM | Call after Fisher support is confirmed. | 2/11/91 | |
| Charles Bronfman | VFL | MLM letter of confirmation. | done | YES |
| Gerald Cohen | SHH | Call re board membership. | 2/11/91 | |
| John Colman | VFL | MLM letter of invitation. | done | YES |
| Rachel Cowan | SHH | Contact re foundation support and board membership. | 2/11/91 | |
| Lester Crown | Open | | | |
| Eli Evans | SHH | Contact re foundation support and board membership. | 2/11/91 | |
| Irwin Finkel | MLM | Call re funding commitment. | 2/11/91 | |
| Max Fisher | MLM | Call re funding commitment. | done | YES |
| Charles Goodman | MLM | Invite to be board vice chair. | 2/11/91 | |
| Alfred Gottschalk | VFL | MLM letter of invitation. | done | YES |
| Arthur Green | VFL | MLM letter of invitation. | done | YES |
| Neil Greenbaum | MLM | Invite to be board vice chair. | 2/11/91 | |
| David Hirschhorn | SHH | Call to follow up on invitation. | 2/11/91 | |
| Julia Koschitzky | SHH | Call re board membership. | 2/11/91 | |
| Mark Lerner | VFL | MLM letter of confirmation. | done | YES |
| Norman Lamm | VFL | MLM letter of invitation. | done | YES |
| Norman Lipoff | MLM | Call re board membership. | 2/11/91 | |

| | | | | |
|------------------|------|--|---------|-----|
| Morton Mandel | | DONE | | YES |
| Matthew Maryles | MLM | Invite to be board vice chair.. | 2/11/91 | |
| Florence Melton | SFSF | Contact re foundation support and board membership.. | 2/11/91 | |
| Lester Pollack | MLM | Invite to be board vice chair.. | 2/11/91 | |
| Esther Leah Ritz | WEHL | Follow up to invitation.. | 2/11/91 | |
| Ismar Schorsch | WEHL | MLM letter of invitation.. | done | YES |
| Daniel Shapiro | WEHL | Follow up to invitation.. | 2/11/91 | |
| Isadore Twersky | SFSF | Call re board membership.. | 2/11/91 | YES |
| Bennett Yanowitz | WEHL | MLM letter of invitation.. | done | YES |



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ANNETTE HOGSTEIN

Company _____

Street Address _____

City _____ State _____ Zip _____ Country _____

FROM: FAX NO. (011) 361-9962Name GINNY LEVI

Company _____

Tele. No. () _____ Ext. _____

S + A -

Here are papers for Monday's meeting.
Shulamith will be joining us from
Philadelphia, but will have to cut out
from 10:30 - 11:00.

Annette - I'm sure the report distribution
summary is ~~some~~ inaccurate on Israel
distribution. Can you let me know
the correct figure?

We'll call you between 9:30 - 10:00 a.m.
668-7294, unless you notify me
otherwise.

Ginny

COUNCIL STEERING COMMITTEE
February 11, 1991
Agenda

Assignment

9:00 - 9:30 AM

[Participants: SHH, VFL, MLM, HLZ]

- | | | |
|------|---|-----|
| I. | Review Minutes of 1/23/91 | WFL |
| II. | Review Assignments | WFL |
| III. | Distribution of Commission reports - Update | WFL |
| IV. | Set next meeting dates | MLM |

9:30 - 11:45 AM

[Teleconference: AHH SF, SF, AH]

- | | | |
|------|---|-----|
| V. | Status of Board Appointments | SHH |
| VI. | Update on plans for April 9 Board meeting | SF |
| VII. | Final for HODVAG of COUNCIL Policy, April 9 | SHH |

Purpose: to consider plans drafted at Jan.
meeting in Jerusalem

- | | | |
|-------|---|-----|
| VIII. | Follow-up on CIJE assignments | SF |
| | A. Pre-service strategy proposal (SF/AH) | |
| | B. In-service strategy proposal (AA, Hoffman) | |
| | C. Research capability proposal (IL, Schaffner) | |
| IX. | Funding/foundation controls/CIJE budget needs | SHH |
| X. | Status of staffing | SHH |
| XI. | Next steps on Commission recommendations | SF |
| XII. | Status reports on JCCA, Yeshiva, JTS, and HUC | SF |

2/8/91

Record of Distribution of Commission Reports

| | Initial NY Dist. | JGGA | Israel | Cleveland | Ruder-Finn | Total left |
|--|---------------------|------|--------|-----------|------------|------------|
| | 150 | 350 | 400 | 1000 | 100 | 2000 |
| 11/8/90 | | | | | | |
| APR 1990 | 120 | | | | | 1880 |
| Press kits | 30 | | | | | 1850 |
| 11/15 Mailing to invitees | | | | 142 | | 1708 |
| GA distribution | | | | 100 | | 1608 |
| To JW for mailing to central agencies | | 665 | | | | 1543 |
| To fill Nov. orders | | | | 154 | | 1389 |
| Israel Nov. distribution | | | 168 | | | 1221 |
| To fill Dec. orders | | | | 181 | | 1040 |
| Distributed or kept by Ruder-Finn | | | | | 100 | 940 |
| To fill Jan. orders | | 111 | | 58 | | 871 |
| REPORTS REMAINING | 0 | 274 | 232 | 365 | 0 | |

2/8/91

Prospective GIFE Board Members

| Name | Assignment | Description | Due Date | Outcome |
|---------------------------------------|------------|---|----------|-----------------|
| Bennett Aaron (or Miriam Selinger) | VFL | MLM Letter of invitation. | hold | |
| Mona Ackerman | SF | Follow up on foundation support & board membership | 2/11/91 | |
| Robert Arnow | Open | Hold until funding is requested | | |
| Bill Berman | MLM | Call after Fisher support support is confirmed. | 2/11/91 | |
| Charles Bronfman | VFL | MLM letter of confirmation. | done | YES |
| Gerald Cohen | SHH | Call re board membership. | 2/11/91 | |
| John Colman | VFL | MLM letter of invitation. | done | YES |
| Rachel Cowan | SHH | Contact re foundation support and board membership. | 2/11/91 | NO Fdn. Support |
| Lester Crown | MLM | Call re foundation support | 2/11/91 | |
| Elh Evans | SHH | Contact re foundation support and board membership. | 2/11/91 | |
| Irwin Field | MLM | Call re board membership. | 2/11/91 | |
| Max Fisher | MLM | Call re funding commitment. | done | YES |
| Charles Goodman | MLM | Invite to be board vice chair. | 2/11/91 | |
| Alfred Gottschalk | VFL | MLM letter of invitation. | done | YES |
| Arthur Green | VFL | MLM letter of invitation. | done | YES |
| Neil Greenbaum | MLM | Invite to be board vice chair. | 2/11/91 | YES |
| Thomas Hausdorff | VFL | MLM letter of invitation. | 2/11/91 | |
| David Hirschhorn | SHH | Call to follow up on invitation. | 2/11/91 | YES |
| Ludwig Jesselson | VFL | MLM letter of invitation. | 2/11/91 | |
| Julia Koschitzky | SHH | Call re board membership. | 2/11/91 | |
| Mark Lainer | VFL | MLM letter of confirmation. | done | YES |

| | | | | |
|------------------|-----|---|---------|-----|
| Norman Lipoff | MLM | Call re board membership. | 2/11/91 | |
| S. Martin Lipset | VFL | Follow up to invitation. | done | YES |
| Morton Mandel | | DONE | | YES |
| Matthew Maryles | MLM | Invite to be board vice chair. | 2/11/91 | YES |
| Florence Melton | SF | Contact re foundation support and board membership. | 2/11/91 | |
| Lester Pollack | MLM | Invite to be board vice chair. | 2/11/91 | YES |
| Esther Leah Ritz | VFL | Follow up to invitation. | 2/11/91 | YES |
| Isamar Schorsch | VFL | MLM letter of invitation. | done | YES |
| Daniel Shapiro | VFL | Follow up to invitation. | 2/11/91 | |
| Isadora Twersky | SF | Call re board membership. | 2/11/91 | YES |
| Bennett Yanowitz | VFL | MLM letter of invitation. | done | YES |

COUNCIL STEERING COMMITTEE
February 11, 1991
Agenda

Assignment

9:00 - 9:30 AM

[Participants: SHH, VFL, MLM, HLZ]

- | | | |
|------|---|-----|
| I. | Review Minutes of 1/23/91 | VFL |
| II. | Review Assignments | VFL |
| III. | Distribution of Commission reports - Update | VFL |
| IV. | Set next meeting dates | MLM |

9:30 - 11:45 AM

[Teleconference: AHH SF, AM]

- | | | |
|------|---|-----|
| V. | Status of Board Appointments | SHH |
| VI. | Update on plans for April 0 Decisions meeting | VFL |
| VII. | Plan for Meeting of CHAIRMAN, RABBI, and AHA | SHH |

Purpose: to consider plans drafted at Jan.
meeting in Jerusalem

- | | | |
|-------|---|-----|
| VIII. | Follow-up on CUE assignments | SF |
| | A. Pre-service strategy proposal (SF/AH) | |
| | B. In-service strategy proposal (AA, Hoffman) | |
| | C. Research capability proposal (I. Schleffler) | |
| IX. | Funding/foundation controls/CUE budget needs | SHH |
| X. | Status of staffing | SHH |
| XI. | Next steps on Commission recommendations | SF |
| XII. | Status reports on JCCA, Yeshiva, JTS, and HUC | SF |

2/8/91

Record of Distribution of Commission Reports

| | Initial NY Dist. | JGGA | Israel | Cleveland | Ruder-Finn | Total | left |
|--|---------------------|------|--------|-----------|------------|-------|------|
| | 150 | 350 | 400 | 1000 | 100 | | 2000 |
| 11/8/90 | | | | | | | |
| Advertisements | 120 | | | | | | 1880 |
| Press kits | 30 | | | | | | 1850 |
| 11/15 Mailing to invitees | | | | 142 | | | 1708 |
| GA distribution | | | | 100 | | | 1608 |
| To JW for mailing to central agencies | | 65 | | | | | 1543 |
| To fill Nov. orders | | | | 154 | | | 1389 |
| Israel Nov. distribution | | | 168 | | | | 1221 |
| To fill Dec. orders | | | | 181 | | | 1040 |
| Distributed or kept by Ruder-Finn | | | | | 100 | | 940 |
| To fill Jan. orders | | 11 | | 58 | | | 871 |
| REPORTS REMAINING | 0 | 274 | 232 | 365 | 0 | | |

2/8/91

Prospective CUE Board Members

| Name | Assignment | Description | Due Date | Outcome |
|--|------------|---|----------|-----------------|
| Bennett Aaron (or Miriam Schnierow) | VFL | MLM letter of invitation. | HOLD | |
| Mona Ackerman | SF | Follow up on foundation support & board membership | 2/11/91 | |
| Robert Arnow | Open | Hold until funding is requested | | |
| Bill Berman | MLM | Call after Fisher supports support is confirmed. | 2/11/91 | |
| Charles Bronfman | VFL | MLM letter of confirmation. | done | YES |
| Gerald Cohen | SHH | Call re board membership. | 2/11/91 | |
| John Colman | VFL | MLM letter of invitation. | done | YES |
| Rachel Cowan | SHH | Contact re foundation support and board membership. | 2/11/91 | NO Fdn. Support |
| Lester Crown | MLM | Call re foundation support | 2/11/91 | |
| Elis Evans | SHH | Contact re foundation support and board membership. | 2/11/91 | |
| Irwin Field | MLM | Call re board membership. | 2/11/91 | |
| Max Fisher | MLM | Call re funding commitment. | done | YES |
| Charles Goodman | MLM | Invite to be board vice chair. | 2/11/91 | |
| Alfred Gottschalk | VFL | MLM letter of invitation. | done | YES |
| Arthur Green | VFL | MLM letter of invitation. | done | YES |
| Neil Greerbaum | MLM | Invite to be board vice chair. | 2/11/91 | YES |
| Thomas Hausdorff | VFL | MLM letter of invitation. | 2/11/91 | |
| David Hirschhorn | SHH | Call to follow up on invitation. | 2/11/91 | YES |
| Ludwig Jesselson | VFL | MLM letter of invitation. | 2/11/91 | |
| Julia Keschitzky | SHH | Call re board membership. | 2/11/91 | |
| Mark Lainer | VFL | MLM letter of confirmation. | done | YES |

| | | | | |
|------------------|-----|---|---------|-----|
| Norman Lipoff | MLM | Call re board membership. | 2/11/91 | |
| S. Martin Lipset | VFL | Follow up to invitation. | done | YES |
| Morton Mandel | | DONE | | YES |
| Matthew Maryles | MLM | Invite to be board vice chair. | 2/11/91 | YES |
| Florence Melton | SF | Contact re foundation support and board membership. | 2/11/91 | |
| Lester Pollack | MLM | Invite to be board vice chair. | 2/11/91 | YES |
| Esther Leah Ritz | VFL | Follow up to invitation. | 2/11/91 | YES |
| Ismar Schorsch | VFL | MLM letter of invitation. | done | YES |
| Daniel Shapiro | VFL | Follow up to invitation. | 2/11/91 | |
| Leonard Tareley | SM | Call re board membership. | 2/11/91 | YES |
| Bennett Yanowitz | VFL | MLM letter of invitation. | done | YES |

2/8/91

Prospective GIFE Board Members

| Name | Assignment | Description | Due Date | Outcome |
|--|------------|---|----------|-----------------|
| Bennett Aaron (or Miriam Schnierow) | VFL | MLM letter of invitation. | NOID | |
| Mona Ackerman | SF | Follow up on foundation support & board membership | 2/11/91 | |
| Robert Arnow | Open | Hold until funding is requested | | |
| Bill Berman | MLM | Call after Fisher support is confirmed. | 2/11/91 | |
| Charles Bronfman | VFL | MLM letter of confirmation. | done | YES |
| W. rald Cohen | SHH | Call re board membership. | 2/11/91 | |
| John Colman | VFL | MLM letter of invitation. | done | YES |
| Rachel Cowan | SHH | Contact re foundation support and board membership. | 2/11/91 | NO Fdn. Support |
| Lester Crown | MLM | Call re foundation support | 2/11/91 | |
| Eli Evans | SHH | Contact re foundation support and board membership. | 2/11/91 | |
| Irwin Field | MLM | Call re board membership. | 2/11/91 | |
| Max Fisher | MLM | Call re funding commitment. | done | YES |
| Charles Goodman | MLM | Invite to be board vice chair. | 2/11/91 | |
| Lfred Gottschalk | VFL | MLM letter of invitation. | done | YES |
| Arthur Green | VFL | MLM letter of invitation. | done | YES |
| Neil Greenbaum | MLM | Invite to be board vice chair. | 2/11/91 | YES |
| Thomas Hausdorff | VFL | MLM letter of invitation. | 2/11/91 | |
| David Hirschhorn | SHH | Call to follow up on invitation. | 2/11/91 | YES |
| Ludwig Jesselson | VFL | MLM letter of invitation. | 2/11/91 | |
| Julia Koschitzky | SHH | Call re board membership. | 2/11/91 | |
| Mark Lainer | VFL | MLM letter of confirmation. | done | YES |

| | | | | | |
|-------------------|-----|--|---|---------|-----|
| S. Martin Lipsee | VFL | Follow up to invitation. | T | done | YES |
| Morton Mandel | | DONE | | | YES |
| Matthew Marylas | MLM | invite to be board vice chair. | | 2/11/91 | YES |
| Florence Melton | SF | Contact re foundation support and board membership. | | 2/11/91 | |
| Lester Pollack | MLM | invite to be board vice chair. | | 2/11/91 | YES |
| Esther Leah Ritz | VFL | Follow up to invitation. | | 2/11/91 | YES |
| Isamar Schorsch | VFL | MLM letter of invitation. | | done | YES |
| Daniel Shapiro | VFL | Follow up to invitation. | | 2/11/91 | |
| Isidoro Tvarovsky | SF | Call re board membership. | | 2/11/91 | YES |
| Bennett Yanowitz | VFL | MLM letter of invitation. | | done | YES |



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|---|---|

Dear Seymour + Annette,

I don't think you ever told me if the telecons we proposed are OK.

1. Wednesdays at 8:30 a.m. (Cleveland time)
KITE SHIP, HLZj, +VFL. First call - 2/27.
2. A call on Thurs., 3/12 at two*3** with MLM, HLZ, +WFL } to discuss MAF/MLG.
3. We tentatively have a CIDE Steering Committee set for Mon, 3/11, 7:30 a.m. This may become unnecessary in light of the others.

PWA. At me know if these are on your calendars.

Is ~~ANUSCA~~ imminent? & ~~IT~~ so ☐

Giviny

MINUTES: COUNCIL STEERING COMMITTEE

DATE OF MEETING: February 11, 1991

DATE MINUTES ISSUED: February 14, 1991

PRESENT: Stephen H. Hoffman, Morton L. Mandel,
Henry L. Zucker, Virginia F. Levi (Sec'y)

BY TELECONFERENCE: Shulamith Elster, Seymour Fox, Annette Hochstein

- I. The minutes and assignments of January 23, 1991 were reviewed. It was agreed that the Council Steering Committee will review and discuss requests for support of programs in Jewish education, whether they are submitted to CIJE or MAR.

II. Status of Board Appointments

A list of prospective CIJE members was reviewed.

Assignment

- A. It was agreed that SF will call Mona Ackerman about foundation support and board membership.

- B. Gerald Cohen will let us know within a week whether he will join the CIJE board or identify another potential board member from Atlanta or the Southeast.

Assignment

- C. It has been suggested that Henry Koschitzky, rather than his wife Julia, be invited to serve on the board. SHM will contact Koschitzky when he returns from Israel.

Assignment

- D. SF plans to talk with Florence Melton on February 15 about joining the board.

III. Plans for First Board Meeting

The meeting has been scheduled for Tuesday, April 9 at CJF in New York.

- A. The agenda will include the following items:

1. Purpose of the CIJE.
2. CIJE leadership.
3. Long-term agenda.
4. Objectives and priorities for the first year.
5. Proposed budget.
6. Staff recruitment, office space, and other logistics.

- A. ~~It was agreed that the counselor/carer approach be put in place prior to the April 1991 meeting so that David and Mary can be prepared for the meeting and the agenda can reflect their feedback.~~
SHH will prepare assignments of counselors.

Assignment

IV. Senior Policy Advisors

A meeting of senior-policy advisors has been scheduled for Tuesday, March 12 at CJE. The list of potential senior policy advisors is currently as follows:

| | |
|------------------|----------------|
| Robert Abramson | Sara Lee |
| Jack Bieler | Danny Pekarsky |
| David Dubin | Bernie Reisman |
| Josh Elkin | Art Rotman |
| Sylvia Ettenberg | Alvin Schiff |
| Joshua Fishman | Barry Shrage |
| Yitz Greenberg | Steve Solender |
| Richard Joel | Eliot Spack |
| Marty Kraar | Jon Woocher |

Assignment In addition, SHH has asked the organization of national youth directors to designate an advisor and will follow up with Sid Clearfield.

Assignment MLM will ask Alex Schindler who should be invited from UARC.

Assignment SHH will ask Norman Lamm whom to invite from the Orthodox movement.

Assignment SHH and VFL will prepare a grid of potential senior policy advisors to check for inclusiveness.

V. Follow-up on CIJE Assignments

- A. A paper on pre-service and inservice training, just received from AM, was discussed. It was agreed that the next step is to identify a panel of experts to consult with one or more people who can undertake the tasks defined in the paper. SE will work with SF and AM to identify these people for the training aspect of our work.
SF will forward to SHH his thoughts on the cost of this process.

Assignment

Assignment

B. Proposal on Research Capability

Assignment

Israel Scheffler is unavailable to draft this proposal, but is willing to sit on a panel to work with a researcher. SF will prepare a brief paper outlining the issues to be considered in an assessment of research capability. He will submit this by February 18.

Assignment

It was agreed that SF and AH will prepare similar brief background papers on each of the areas, e.g. lead communities, to be undertaken by the CIJE. These will serve as the basis for discussion at the senior policy advisors' meeting on March 12. Each paper is to include both a context and an action plan, noting the kinds of decisions needed or questions to be answered to reach our stated goals.

VI. Funding Update

A chart summarizing funding commitments was reviewed. It was noted that the camper approach will help to prepare people for the funding request. We will continue to push on this during the weeks ahead.

VII. Status of Staffing

Assignment

SE has prepared a draft of a position description of a planner and will forward it to SF and AH for their reactions. She will continue to seek candidates and gather resumes.

VIII. Status Report on Grant Proposals

A. JCCA

AH reported that she has been meeting with JCCA staff and will soon have a revised proposal for the development of a program to train JCC personnel. She will try to determine the relationship of this proposal to a planning proposal recently submitted to Wexner. We will consider whether support for the JCCA proposal should come solely from the MAF or from a variety of sources when we know the amount being sought. We were reminded of the importance of developing a program which can continue to function when start-up funding is concluded.

B. Yeshiva University

The planning grant has been approved and the planning process will continue until June.

C. Jewish Theological Seminary

SF and AH are in conversation with Ismar Schorsch and Aryeh Davidson about this proposal.

D. Hebrew Union College

SF has spoken with Fred Gottschalk and Sara Lee, who have agreed to do some long-range planning and develop a more focused proposal.

IV. Jewish Agency Authority

Assignment

It was reported that the temporary leadership of the Jewish Agency is appointing four resident Israelis for the Executive of the new Education Authority. It was agreed that SF would arrange for Abraham Infeld to take responsibility for keeping SHH informed so that we can intervene where necessary.

X. Next Meeting

It was tentatively agreed that a teleconference will be held on Monday, March 11 at 7:30 a.m. Cleveland time, to include the same participants.

MEMO TO: Shulamich Elster,, Seymour Fox,, Annette Hochstein,,
Stephen Hoffman,, Henry L. Zucker

FROM: Virginia F. Flemer

DATE: February 26, 1991

..... (LIX)

Attached are the materials for use during our teleconference scheduled for
8:30 a.m. eastern time on Wednesday, February 27, 1991. Attachments
include:

1. Agenda
2. CIJE assignments dated 2/14/91.
3. List of pending proposals.

2/25/91 DRAFT

Agenda
Teleconference
Wed., Feb. 27, 1991 - 8:30 a.m.

Participants: In Jerusalem - SF, AH; in Rockville - SE; in Cleveland -
SHH, VFL, HLZ

Purpose: To bring ourselves up to date on CIJE issues.

- | | |
|--|-----|
| I. Review Steering Committee assignments | VFL |
| II. Discuss status of pending grant proposals | HLZ |
| Any other proposals likely in near future? | |
| III. Plans for senior policy advisors meeting | SHH |
| IV. Plans for board meeting | SHH |
| V. Update on Boston seminar | SF |
| VI. How to use these telecons in future; frequency | HLZ |
| VII. Other business | HLZ |
| VIII. Confirm weekly telecons - Wed., 8:30 am | HLZ |

MINUTES:

/CJUE STAFFING COMMITTEE

DATE OF MEETING:

February 27, 1991

DATE MINUTES ISSUED:

February 28, 1991

PRESENCE:

Stephen Hoffman, Virginia Levi, Henry L. Zucker

11-1A-1 ^

COPY TO:

Morton L. Mandel

I. Status of Festina Giant Fmuwsala

A. JCC Association

AM continues to work with Don Wexner and MAF on formulation of a proposal. The focus may change to maximizing the training of general education professionals at JCCs. A preliminary proposal should be ready within the next two weeks. AM will clarify its relationship to the MAF proposal submitted to MAF to train outstanding executive directors. She will also clarify the status of the Wexner proposal. No action is required of MAF.

Assignment

Assignment

B. Yeshiva University Planning Grant

A planning commission has been established and is working with Jack Ukeles, in consultation with AM. Following a planning retreat scheduled for March, we will get a clearer sense of their direction. It was agreed that, when a proposal is submitted, we will talk with them about finding partners for funding their program.

C. Jewish Theological Seminary

JTS has a planning grant from Wexner for their School of Education. It is likely that one piece of a comprehensive proposal on personnel will be submitted to MAF. SF and AM are in touch with MAF and will advise us when it is appropriate to respond to proposal.

D. Hebrew Union College

SF and AM are to talk with MAF and HUC about the direction and timing of whether to pursue a program of research or training. The next step is likely to be a proposal for a planning grant, but this is not yet clear and no action is necessary at present.

III. Agenda of Senior Policy Advisors Meeting

The senior policy advisors are scheduled to meet March 12 in New York. The proposed agenda for the meeting is as follows:

A. General orientation

1. Spend approximately 30 minutes bringing the group up to date on the recommendations of the Commission and action which has been taken since the issuance of the report. Review minutes of the meeting of the working group in Jerusalem.
2. Review working papers on building the profession (SE), lead communities (SHH), and research (JW). OF and AM will work with SE to prepare papers to be used as the basis of these three presentations.

Woosher's presentation will also refer to work he is doing on the development of a data base.

B. Break into groups to consider the three working papers and recommend specific approaches to the issues.

It is anticipated that policy advisors will begin to identify what lead communities will look like, will flesh out directions we should take with pre- and in-service training, and will identify priorities for conducting research and establishing a data base.

It was noted that community support is also a Commission priority. It is anticipated that community advocacy will grow out of this process, especially as concrete recommendations are presented to the CIUE Board. Senior policy advisors should be reminded of the centrality of this issue and informed that it will be discussed at a future meeting.

It was suggested that senior policy advisors might also consider how to approach the establishment of a best practices panel. While it may be premature to go into detail at this time, we do wish to have this in place when we begin to work with lead communities and should develop a framework to allow us to seek a funder for this approach in the near future.

C. Return to priority or discuss recommendations of subgroups.

We hope to be prepared to go to the CIUE Board with recommendations for establishing a strategy on pre- and in-service training, an approach to research, and a plan for establishing lead communities. If we can get Board approval of these approaches on April 9, prospective funders can be approached with a specific agenda and the CIUE can begin to take concrete steps.

Assignment

It was agreed that SE, SF, and AH would consult further on this on February 28 and would provide SHH with an outline of materials to be prepared by March 5. This will be the basis of discussion at our next teleconference on Wednesday, March 6 at 8:30 a.m.

It was agreed that one purpose of the meeting is to get these key players in Jewish education to participate, feel involved, and take ownership.

IV. Report on Boston Seminar

It was reported that nineteen Jerusalem Fellows met in Boston in early February. A written report of this seminar is currently being prepared and will be shared with this group and MAF when it is ready.



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Attached are Tentative
agenda and attendance list .

3/4/91 DRAFT

Agenda
Teleconference
Thurs., Mar. 7, 1991 ■ 8:30 a.m.

Participants: Jerusalem - SF, AH; Rockville - SE; Cleveland - SHH, VFL, HLZ

- I. Review minutes and assignments of 2/27/91 VFL
- II. Plans for senior policy advisors meeting SHH
 - A. Attendance -
 - B. Agenda/assignments
 - 1. Commission recommendations and action ((30 min.)) SHH
 Since final meeting. [Minutes of Jerusalem meeting]
 - 2. Review working papers ((30 min.))
 - Building the profession SE
 - ~~-----~~ GMI
 - Research and development of data base JW
 [SHH will ask and brief JW]
 - 3. Break into groups to discuss three topics ((4 hrs.))
 [Group assignments]
 - 4. Return to plenary to report and conclude ((1 hr.))
- III. Relationship with funders - further discussion SHH
- V. Schedule future telecons: 3/20, 3/27, 4/3 * all at 8:30 a.m.
 Note: telecon of 3/11 has been cancelled

3/4/91

CIJE - Senior Policy Advisors
Invited to 3/12/91 Meeting

| Name | Sex | Denomination | Affiliation | Attendance Plans |
|------------------|-----|--------------|--------------|------------------------|
| Robert Abramson | M | Conservative | Formal Ed. | Yes (In Israel) |
| Jack Bieler | M | Orthodox | Formal Ed. | Yes |
| David Dubin | M | | Informal Ed. | Yes |
| Josh Elkin | M | Conservative | Formal Ed. | Yes |
| Sylvia Ettenberg | F | | | Yes |
| Joshua Fishman | M | Orthodox | Formal Ed. | *- |
| Yitz Greenberg | M | Orthodox | Formal Ed. | Yes (10-11:40; 3-4) |
| Richard Joel | M | | Hillel | Yes |
| Marty Kraar | M | | Federations | *- |
| Sara Lee | F | Reform | Formal Ed. | Yes |
| Dan Pekarsky | M | | Formal Ed. | Yes |
| Bernie Reisman | M | | Informal Ed. | Yes |
| Art Rotman | M | | Informal Ed. | Yes |
| Alvin Schiff | M | Orthodox | Formal Ed. | Yes |
| Barry Shrage | M | Conservative | Federation | May be late Yes |
| Steve Sandler | M | | Federation | Yes (10:30-1:00) |
| Eliot Speck | M | | CAJE | Yes |
| Jon Woocher | M | | Formal Ed. | Yes |
| S. Hoffman | | | | Yes |
| S. Elster | | | | Yes |
| G. Levi | | | | Yes |
| S. Fox | | | | Yes |
| A. Hochstein | | | | No |

Total attending

* You'll talk with these 2,

19



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3/6/91

CIJE * Senior Policy Advisors

| Name | Name: |
|--|--|
| <p>Mr. Stephen H. Hoffman Acting Director 6040 Euclid Avenue Cleveland, OH 44115 Ph: 216-566-9200 fax: 216-566-9084</p> | <p>Dr. Shulamith Elster Chief Education Officer Charles E. Smith Jewish Day School 1901 E. Jefferson Street Rockville, MD 20852 ph: 301-984-6176 fax: 301-984-6160</p> |
| <p>Dr. Robert Abramson United Synagogue of America 155 Fifth Avenue New York, NY 10010 ph: 212-533-7800 fax: 212-353-9439</p> | <p>Rabbi Irving Greenberg (Yitz) National Jewish Center for Learning and Leadership 47 W. 34th Street, 2nd Floor New York, NY 10001 ph: 212-279-2525 fax: 212-465-8425</p> |
| <p>Rabbi Jack Bieler Hebrew Academy of Greater Washington 2010 Linden Lane Silver Spring, MD 20910 ph: 301-587-4100 fax: 301-587-4341</p> | <p>Mr. Richard Joel B'nai B'rith Hillel Foundation 1640 Rhode Island Avenue, NW Washington, D.C. 20036 ph: 202-857-6560 fax: 202-857-6693</p> |
| <p>Mr. David Dubin JCC on the Palisades 411 E. Clinton Tenafly, NJ ph: 201-569-7900 fax: 201-569-7448</p> | <p>Mr. Martin Kraar (Marty) Executive Vice President Council of Jewish Federations 730 Broadway New York, NY 10003 ph: 212-598-3505 fax: 212-529-5842</p> |
| <p>Rabbi Josh Elkin 74 Park Lane Newton, MA 02159 ph: 617-964-7765 fax: 617-964-9401</p> | <p>Mrs. Sara Lee Rhea Hirsch School of Education Hebrew Union College 3077 University Avenue Los Angeles, CA 90007-3796 ph: 213-749-3424 fax: 213-747-6128</p> |
| <p>Mrs. Sylvia Ettenberg 924 West End Avenue New York, NY 10025 ph: 212-662-3841</p> | <p>Professor Daniel Pekarsky (Dan) 2551 Kendall Avenue Madison, WI 53705 ph: 608-262-1718 fax: 608-231-2312 (Incl msge to call above *)</p> |
| <p>Rabbi Joshua Fishman Executive Vice President Torah Umesorah 160 Broadway New York, NY 10038 ph: 212-227-1000 fax: 212-406-6934</p> | |

Dr. Bernard Reisman (Bernie)
Benjamin S. Hornstein Program in
Jewish Communal Service
Brandeis University
Waltham, MA 02254-9110
ph: 617-736-2990
fax: 617-736-2070

Mr. Arthur Rotman (Art)
Executive Vice President
JCC Association
115 East 26th Street
New York, NY 10010
ph: 212-532-4949
fax: 212-481-4174


Dr. Alvin Schiff
Board of Jewish Education of Greater NY
426 West 58th Street
New York, NY 10019
ph: 212-245-8200
fax: 212-586-9579

Mr. Barry Shrage
Executive Vice President
Combined Jewish Philanthropies of Gr. Boston
One Lincoln Plaza
Boston, MA 02111
ph: 617-330-9500
fax: 617-330-5197

Mr. Stephen Solender (Steve)
Executive Vice President
UJA/Federation of Jewish Philanthropies
130 East 59th Street
New York, NY 10022
ph: 212-980-1000
fax: 212-888-7538

Dr. Eliot Spack
Executive Director
CAJE
261 W. 35th St., Floor 12A
New York, NY 10001
ph: 212-268-4210
fax: 212-268-4214

Dr. Jonathan Woocher (Jon)
Executive Vice President
JESNA
730 Broadway
New York, NY 10003-9450
ph: 212-529-2000
fax: 212-529-2009

MEMO TO: Seymour Fox, Annette Hochstein
FROM: Virginia F. Levi 
DATE: March 8, 1991
COPY TO: Henry L. Zucker

.....

We would like to schedule bi-weekly teleconferences to discuss MAF matters. Because of various travel plans, we propose to schedule the first of these for Wednesday, April 24. We suggest that you also set aside May 1, May 8, and May 15. All of these would be at 8:30 a.m., Cleveland time.

We are expecting both of you in Cleveland on Wednesday, April 10 to report to the MAF trustees on the activities of the Mandel Institute. We propose to meet with you later that morning for a face-to-face discussion on MAF-Israel.

Please let me know if you are unavailable for any of these meetings.

MINUTES: CIJE STEERING COMMITTEE

DATE OF MEETING: March 7, 1991

DATE MINUTES ISSUED: March 8, 1991

PRESENT: Shulamith Elser, Annette Hochstein, Stephen Hoffman,
Henry L. Zucker, Virginia F. Levi (S&P'y)

COPY TO: Seymour Fox, Merton L. Mandel

I. The minutes of February 27 were reviewed.

II. Status of Pending Grant Proposals

A. JCC Association

It was reported that a new proposal has been drafted by JCCA staff and submitted to MAF-Israel. AH will review the proposal and share it with MAF-Cleveland. The request is for a planning grant to develop a program of Jewish education training for JCCA staff.

B. Yeshiva University Planning Grant

SF will meet with Jack Ukeles on March 12 to discuss the work of the Yeshiva Planning Commission.

C. Jewish Theological Seminary

AH has a meeting scheduled with Aryeh Davidson to discuss the status of JTS' proposal on personnel.

D. Hebrew Union College

SF will meet with Sara Lee on March 12 to discuss the status of a proposal from HUC.

E. Reconstructionist Rabbinical College

It was reported that a new proposal has just been received and will be reviewed.

F. Jerusalem Municipality

Michael Gal is working on a new proposal and will submit it to MAF-Israel.

CIJE Steering Committee
March 7 9 1991

Page 2

III. Plans for March 12 Senior Policy Advisors Meeting

A. Agenda

The previously proposed agenda was approved. It was agreed that we are not ready to include best practices in the discussion on March 12, but that CIJE would indicate that work is progressing on this subject.

B. Materials for Use at the Meeting

Assignment

Drafts of papers on training, lead communities, and research had been submitted by AH. It was agreed that SE would make some revisions, check them with AH, and have the papers available for distribution at the March 12 meeting. We will make it clear at the meeting that these are preliminary working papers, not for distribution or publication.

C. Assignment to Breakout Groups

The working papers will be reviewed in groups as follows:

1. Training/Building the Profession

Josh Elkin-Chair, Jack Bieler, Sylvia Ettenberg, Joshua Fishman, Bernie Reisman, Eliot Spack, Shulamith Elster

2. Lead Communities

Art Rotman-Chair, David Dubin, Yitz Greenberg, Richard Joel, Marty Kraar, Barry Shrage, Steve Solender, Steve Hoffman, Ginny Levi (recorder)

3. Research

Jon Woocher-Chair, Sara Lee, Dan Pekarsky, Alvin Schiff, Seymour Fox

Chairs will be asked to appoint recorders for groups 1 and 3.

Working papers will be distributed to the groups responsible for them early in the meeting. They will be given time to review the papers prior to discussion. All participants will receive copies of the papers not reviewed by their groups prior to the conclusion of the meeting.

Assignment

D. SHH will talk with Lamm and Schindler about representatives of their organizations to serve on the CIJE senior policy advisors. If either representative is identified and available to attend the meeting, he will be added to the group on training.

CIUE Steering Committee
March 7, 1991

Page 3

IV.. Additional Board Members

A. It was reported that MLM had spoken with Schindler and been advised to invite Mel Merians to serve on the CIUE Board.

Assignment

B. It was reported that HLZ had spoken with Phyllis Cook and Brian Lurie of San Francisco and had been advised to invite Bud Goldman to serve on the CIUE Board. SHH will follow up.

V.. Future Conference Calls

Telecons were confirmed for March 20,, March 27,, and April 3,, all at 8:30 a.m..-Cleveland time..

MINUTES
COUNCIL FOR INITIATIVES IN JEWISH EDUCATION
SENIOR POLICY ADVISORS
MARCH 12, 1991
10 A.M. - 6 P.M.
COUNCIL OF JEWISH FEDERATIONS
NEW YORK CITY

Attendance

Jack Bieler, David Dubin, Shulamith Elster, Sylvia Ettenberg, Joshua Fishman, Seymour Fox, Irving Greenberg, Stephen Hoffman, Richard Joell, Martin Kraar, Sara Lee, Virginia Levi, Daniel Pekarsky, Bernard Reisman, Arthur Rotman, Alvin Schiff, Barry Shrage, Stephen Solender, Eliot Spack, Jonathan Woocher

Copy to

Robert Abramson, Josh Elkin, Robert Hirt, Morton L. Mandel, Henry L. Zucker

.....

I. Introductory Remarks

The chair noted that the senior policy advisors of the Council for Initiatives in Jewish Education (CIJE) is a group in formation. We anticipate additions to this group from the Reform movement, the Orthodox movement, and the Association of National Youth Group Directors. This group will work with the board and staff of the CIJE, contributing individual and collective expertise to the CIJE effort.

It was noted that the Commission on Jewish Education in North America chose to focus on the areas of personnel and community in an effort to enhance Jewish education for Jewish continuity. Throughout its deliberations, the Commission noted a lack of adequate data and the importance of establishing a more far reaching research component for the field of Jewish education. The role of CIJE is to take the ideas of the Commission and make them concrete through demonstration and implementation activities.

Since the final Commission meeting in November 1990, Dr. Shulamith Elster has been designated chief education officer, effective July 1, 1991, and a search is under way for a planning officer to bring expertise in community organization and social planning. Negotiations are under way for space at CJF and funds are being raised to cover the core budget of CIJE for a period of three years.

A preliminary planning meeting took place in Jerusalem in January. The minutes of that meeting were distributed to senior policy advisors and served as a basis for discussion throughout the day.

The purpose of this meeting was to determine how to move ahead with the establishment of lead communities, with efforts to build the profession, and with the building of a research capability. It was anticipated that the day would result in proposals to the CIJE board of a game plan which CIJE staff and identified experts could proceed to execute.

In the discussion that followed, it was agreed that the three directions to be discussed are interconnected and that one role of the senior policy advisors and staff is to maintain the linkages among them. Another role will be to bring the expertise of regional and national organizations to work with lead communities in accomplishing their goals.

Several advisors raised questions about the role of the CIJE in funding its initiatives. It was noted that lead communities will be expected to support a local planning effort with local funds and that the CIJE's role would be to provide expertise and to help identify funders to assist with specific implementation action. The concept of the lead community itself should energize a community and its personnel to take action for Jewish education. Advisors noted that some pool of funds available to the CIJE for implementation of lead community efforts could be important and should be suggested to the board.

II. Review of Working Papers

Senior policy advisors spent most of the day in working groups, each reviewing preliminary papers on one topic, and concluding with the following recommendations.

A. Lead Communities

1. How will Lead Communities be Identified?

Two possible approaches will be recommended to the board. The first, described as the buckshot approach, would invite any community in North America to apply to be a lead community. The second approach is to ask senior policy advisors to identify 10-12 communities with the potential to succeed, and to invite them to apply. From the applicants, 3-5 communities would be selected.

2. What Criteria should be used in Selecting Lead Communities?

The following criteria will be considered in selecting lead communities.

- a. City size
- b. Geographic location
- c. Lay leadership commitment

CIJE Minutes
March 12, 1991

Page 3

- d. The existence of a planning process
- e. Financial stability
- f. Availability of academic resources
- g. Strength of existing institutions
- h. Presence of some strong professional leadership
- i. Willingness of a community to take over the process and carry it forward • /
- j. Replicability
- k. Commitment to coalition building (synergism)
- l. Commitment to innovation
- m. Commitment to a "seamless approach," involving all ages, formal and informal education
- n. Commitment to the notion of Clal Yisrael - willingness to involve all segments of the community
- o. Agreement with the importance of creating fundamental reform, not just incremental change

3. What will CIJE bring to Lead Communities?

- a. Expertise of CIJE staff and planning teams
- b. Help with the cost of outside experts
- c. The ability to link projects with potential funders

4. Required Program Areas to be Addressed by a Lead Community

- a. Programs to train personnel
 - b. Lay leadership development
 - c. Israel program development
- There was discussion about the value of pointing to a single program area. It was suggested that not all lead communities need focus on a single program area. This is to be discussed further.
- d. An ongoing focus on goals and philosophy
- Advisors felt that this area should be a focus of planning teams, but might not be a necessary precondition for every lead community.

5. Best Practices

It was agreed that work should begin now to identify an array of successful approaches for possible implementation by lead communities. Each "best practice" would be accompanied by the names of one or more experts to be consulted.

It was suggested that the CIJE periodically convene representatives of the lead communities for workshops on how best to treat a program area such as early childhood, family education, media and technology, etc.

It was suggested that each community be assigned an "account executive" and a team of experts to work with it. It was further agreed that the senior policy advisors would maintain close contact with this team and with the lead communities to provide quality control.

B. Training

The working group on training identified the following concerns for further consideration:

1. Recruitment

What type of recruitment activities should be undertaken? How can these reflect the variety of needs within the field? How many students can current programs accommodate? What efforts can be undertaken to enhance the profiles of the training institutions?

2. Definitions of "professional"

How should "professional" be defined? What are the elements of a working definition: full-time vs. part-time, professional training programs, certification, appropriate compensation?

What is the role of the professional school in the building of the profession? What role can professional organizations play? How can this definition reflect the "stratification" of the field and differentiated staffing within institutions?

3. Training objectives

What is the mission of current programs? How is this mission articulated? What is their "vision" of the profession? What should be the objectives of training programs? Should programs train for current needs and current delivery systems? Should institutions be working to design programs to prepare personnel to meet future needs?

4. Training

The training of professionals for Jewish education should be thought of as a continuum: pre-service/professional training--in-service/ continuing education.

What alternatives exist to degree granting programs? What training needs can be met through continuing education units? How can these programs be implemented--local sites, CAJE?

5. Standards for training and for the profession

How can standards of "excellence" be implemented? " 'Good enough' is not acceptable."

6. Selected research issues

Identification of the qualities, or character traits, of highly regarded educators to serve as models of professionalism.

Identification of inhibiting and enhancing factors that contribute to participation in in-service and continuing education programs.

The impact of participation in continuing education activities and in-service programs.

Building the Profession should include a thorough examination of all of the above.

7. Next steps

- a. The important first step is the mapping of the field--including a full description of training opportunities and identification of the needs of those currently working in the field.

A study should be made of available and unfilled positions in the field and projections made as to needs five and ten years out.

- b. Recruitment strategies should be developed to meet these needs and programs developed at the training institutions to meet the training needs of the recruits.

- c. The research agenda should include issues related to the building of the profession.

In the discussion that followed, it was suggested that it will be difficult for communities to provide professional training to part-time educators in the same way that full-time educators are prepared. Each lead community might look at particular ways of training and upgrading part-timers.

It was suggested that one goal of the effort to build the profession might be to create careers within the synagogue setting. There should be room for one to two full-time people in most synagogues to focus on classroom education, family education, etc. These positions would require a special kind of training.

CIJE Minutes
March 12, 1991

Page 6

In this same context, it was noted that we anticipate the lead community concept identifying new kinds of personnel, which will require new training systems. We need to think creatively.

C. Research and Development of a Data Base

It was suggested that priorities for research include the following:

1. Development of an Agenda

A researcher working with staff and an editorial board should map out what is currently available, creating a blueprint or framework for further study.

- a. A research agenda should be defined in reference to the CIJE's other agendas.
- b. Any mapping or planning process should involve those currently working in the field.
- c. This study should be done in the context of various definitions of research, e.g. experimental research anticipated in the framework of lead communities should be included.
- d. This should show how research can lead to better practice and professionalism. The challenge is to effect change.

2. There is a need to develop a data base as quickly as possible. This can be accomplished by bringing together a group of experts (JESNA and JCCA have people available) for brainstorming, consultation, and preparation of a paper. They should identify the audience--the key decisionmakers--and determine what they need to know. They should indicate what this data bank will do for Jewish education.

During the consultation phase the team should talk with the experts involved in data gathering, talk to people in the field to be sure that the data is needed, and be honest about what is available and what is not. It will be important to clarify such terms as formal and informal education so that everyone is talking about the same issues.

3. Research should play a central role in the work of the CIJE. The CIJE should serve as a model, showing that good education planning flows from a strong research program. It was suggested that one member of the CIJE staff serve as coordinator of the research effort.

4.. Next Steps

Based on the foregoing report it was suggested that a researcher be identified now to prepare a map of the field and that a group of JESNA and JCCA staff be asked to move ahead quickly to prepare a paper on the data base for possible presentation at the April 9 CIJE board meeting.

III. General Discussion

In the short time that remained at the conclusion of the reports, general comments were invited.

It was suggested that an issue to consider in the future is the need to create a market. This encompasses the issue of how to attract to Jewish education those people not at all involved with the current system. In this context, it was suggested that each lead community be encouraged to include a marketing component in its efforts.

The CIJE staff will now move ahead to implement some of the specific steps recommended at this meeting. This will be done in consultation with senior policy advisors.

Future meetings of the senior policy advisors will be scheduled for early summer and early fall.

DRAFT 3/19/91

MINUTES
COUNCIL FOR INITIATIVES IN JEWISH EDUCATION
SENIOR POLICY ADVISORS
MARCH 12, 1991
10 A.M. - 4 P.M.
COUNCIL OF JEWISH FEDERATIONS
NEW YORK CITY

Attendance

Jack Bieler, David Dubin, Shulamith Elster, Sylvia Ettenberg, Joshua Fishman, Seymour Fox, Irving Greenberg, Stephen Hoffman, Richard Joel, Martin Kram, Sara Lee, Virginia Levi, Daniel Pekarsky, Bernard Reisman, Arthur Rotman, Alvin Schiff, Barry Shrage, Stephen Solender, Eliot Spack, Jonathan Woodier

Conv to

Robert Abramson, Josh Elkin, Morton L. Mandel, Henry L. Zucker

.....

I.. Introductory Remarks

The chair noted that the senior policy advisors of the Council for Initiatives in Jewish Education (CIJE) is a group in formation. We anticipate additions to this group from the Reform movement, the Orthodox movement, and the Association of National Youth Group Directors. This group will work with the board and staff of the CIJE, contributing individual and collective expertise to the CIJE effort.

It was noted that the Commission on Jewish Education in North America chose to focus on the areas of personnel and community in an effort to enhance Jewish education for Jewish continuity. Throughout its deliberations, the Commission noted a lack of adequate data and the importance of establishing a research component for the field of Jewish education. The role of CIJE is to take the ideas of the Commission and make them concrete through demonstration and implementation activities.

Since the final Commission meeting in November 1990, Dr. Shulamith Elster has been designated chief education officer, effective July 1, 1991, and a search is under way for a planning officer to bring expertise in community organization and social planning. Negotiations are under way for space at CJF and funds are being raised to cover the core budget of CIJE for a period of three years.

A preliminary planning meeting took place in Jerusalem in January. The minutes of that meeting were distributed to senior policy advisors and served as a basis for discussion throughout the day.

The purpose of this meeting was to determine how to move ahead with the establishment of lead communities, with efforts to build the profession, and with the building of a research capability. It was anticipated that the day would result in proposals to the CIJE board of a game plan which CIJE staff and identified experts could proceed to execute.

In the discussion that followed, it was agreed that the three directions to be discussed are interconnected and that one role of the senior policy advisors and staff is to maintain the linkages among them. Another role will be to bring the expertise of regional and national organizations to work with lead communities in accomplishing their goals.

Several advisors raised questions about the role of the CIJE in funding its initiatives. It was noted that lead communities will be expected to provide expertise and to help identify funders to assist with specific implementation action. The concept of the lead community itself should energize a community and its personnel to take action for Jewish education. Advisors noted that some pool of funds available to the CIJE for implementation of lead community efforts could be important and should be suggested to the board.

II. Review of Working Papers

Senior policy advisors spent most of the day in working groups, each reviewing preliminary papers on one topic, and concluding with the following discussion:

A. Lead Communities

1. How will Lead Communities be Identified?

Two possible approaches will be recommended to the board. The first, described as the buckshot approach, would invite any community in North America to apply to be a lead community.

The second approach is to ask senior policy advisors to identify 10-12 communities with the potential to succeed, and to invite them to apply. From the applicants, 3-5 communities would be selected.

2. What Criteria should be used in Selecting Lead Communities?

The following criteria will be considered in selecting lead communities..

- a. City size
- b. Geographic location
- c. Lay leadership commitment
- d. The existence of a planning process
- e. Financial stability
- f. Availability of academic resources
- g. Strength of existing institutions
- h. Presence of some strong professional leadership
- i. Willingness of community to take over process and carry it forward
- j. Replicability
- k. Commitment to coalition building (synergism)
- l. Commitment to innovation
- m. Commitment to a "seamless approach," involving all ages, formal and informal education
- n. Commitment to the notion of Olal Yisrael - willingness to involve all segments of the community
- o. Agreement with the importance of creating fundamental reform, not just incremental change

3. What will GIFE bring to Lead Communities?

- a. Expertise of GIFE staff and planning teams
- b. Help with the cost of outside experts
- c. The ability to link projects with potential funders

4. Minimal Program Areas to be Addressed by a Lead Community

- a. Programs to train personnel
- b. Lay leadership development
- c. Local program development

There was discussion about the value of pointing to a single program area. It was suggested that not all lead communities need focus on a single program area. This is to be discussed further.

- d. An ongoing focus on goals and philosophy

Advisors felt that this area should be a focus of planning teams, but might not be a necessary precondition for every lead community.

5. Best Practices

It was agreed that work should begin now to identify an array of successful approaches for possible implementation by lead communities. Each "best practice" would be accompanied by the names of one or more experts to be consulted.

It was suggested that the CIJE periodically convene representatives of the lead communities for workshops on how best to treat a program area such as early childhood, family education, etc..

It was suggested that each community be assigned an "account executive" and a team of experts to work with it.. It was further agreed that the senior policy advisors would maintain close contact with this team and with the lead communities to provide quality control..

B.. Training

The working group on training identified the following concerns for further consideration:

1. Recruitment

What type of recruitment activities should be undertaken? How can these reflect the variety of needs with the field? How many students can current programs accommodate? What efforts can be undertaken to enhance the profiles of the training institutions?

2. Definitions of "professional"

How should "professional" be defined? What are the elements of a working definition: full-time vs. part-time, professional training programs, certification, appropriate compensation?

Page: 7

What is the role of the professional school in the building of the profession? What role can professional organizations play? How can this definition reflect the "stratification" of the field and differentiated staffing within institutions?

3. Training objectives

What is the mission of current programs? How is this mission articulated? What is their "vision" of the profession? What should be the objectives of training programs? Should programs train for current needs and current delivery systems? Should institutions be working to design programs to prepare personnel to meet future needs?

4. Training

The training of professionals for Jewish education should be thought of as a continuum: pre-service/professional training - in-service/ continuing education.

What alternatives exist to degree granting programs? What training needs can be met through continuing education units? How can these programs be implemented - local sites, CAJE?

5. Standards for training and for the profession

How can standards of "excellence" be implemented? " 'Good enough' is not acceptable."

6. Selected research issues

Identification of the qualities,, or character traits,, of highly regarded educators to serve as models of professionalism.

Identification of inhibiting and enhancing factors that contribute to participation in in-service and continuing education programs..

The impact of participation in continuing education activities and in-service programs..

Building the Profession should include a thorough examination of all of the above..

7. Next steps

a. The important first step is the mapping of the field-■including a full description of training opportunities and identification of the needs of those currently working in the field.

A study should be made of available and unfilled positions in the field and projections made as to needs five and ten years out.

b. Recruitment strategies should be developed to meet these needs and programs developed at the training institutions to meet the training needs of the recruits.

c. The research agenda should include issues related to the building of the profession.

In the discussion that followed, it was suggested that it will be difficult for communities to provide professional training to part-time educators in the same way that full-time educators are prepared. Each lead community might look at particular ways of training and upgrading part-timers.

It was suggested that one goal of the effort to build the profession might be to create careers within the synagogue setting. There should be room for one to two full-time people in most synagogues to focus on classroom education, family education, etc. These positions would require a special kind of training. In this same context, it was noted that we anticipate the lead community concept www.muhos.lt/~personnel/4.htm will require new training systems. We need to think creatively.

C.. Research and Development of a Data Base

It was suggested that priorities for research include the following::

1. Development of an Agenda

A researcher working with staff and an editorial board should map out what is currently available, creating a blueprint or framework for further study..

- a. A research agenda should be defined in reference to the CIJE's other agendas..
- b. Any mapping or planning process should involve those currently working in the field.
- c. This study should be done in the context of various definitions of research, e.g. experimental research anticipated in the framework of lead communities should be included.
- d. This should show how research can lead to better practice and professionalism. The challenge is to effect change.

2. There is a need to develop a data base as quickly as possible. This can be accomplished by bringing together a group of experts (JESNA and JCCA have people available) for brainstorming, consultation, and preparation of a paper. They should identify the audience--the key decisionmakers--and determine what they need to know. They should indicate what this data bank will do for Jewish education.

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Page 12

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THE CJE staff will now move ahead to implement some of the specific steps recommended at this meeting.. This will be done in consultation with senior policy advisors..

Future meetings of the senior policy advisors will be scheduled for early summer and early fall..

3/18/91

CIFE Board Members Invited to 4/9/91 Meeting

| Name | Attendance Plans |
|-------------------|---------------------|
| Charles Bronfman | Yes |
| Gerald Cohen | Yes |
| John Colman | Yes |
| Irwin Field | |
| Max Fisher | |
| Charles Goodman | |
| Alfred Gottschalk | Yes |
| Arthur Green | |
| Neil Greenbaum | No |
| Thomas Hausdorff | Yes |
| David Hirschhorn | |
| Ludwig Jesselson | No - in Israel |
| Mark Lainer | |
| Norman Lamm | Yes |
| Norman Lipoff | |
| S. Martin Lipset | |
| Morton Mandel | Yes |
| Matthew Maryles | Yes |
| Lester Pollack | Yes |
| Esther Leah Ritz | Yes |
| Ismar Schorsch | No - in Canton, OH |
| Isadore Twersky | |
| Bennett Yanowitz | Yes |

Other invitees:

| | |
|-----------|--------------|
| Elster | Yes |
| Fox | Yes |
| Hochstein | Yes |
| Hoffman | Yes |
| Levi | Yes |
| Kraar | Yes |
| | (until 2:30) |
| Rotman | Yes |
| Woocher | Yes |
| Zucker | Yes |

| | |
|-----------------|----|
| TOTAL Attending | 20 |
|-----------------|----|

Agenda
CIJE Teleconference
Wed., Mar. 20, 1991 8:30 a.m.

Participants: Jerusalem ■ SF, AH; Rockville 5154; Cleveland ■ SHH, VFL

- I. Status of pending proposals
- II. Status of Schiefelber-Fox paper
- III. Follow up on CIJE funding
 - A. Lainer
 - B. Melton
 - C. Revson
 - D. Riklis
- IV. Review senior policy advisors meeting
- V. Follow up CIJE new member invites
 1. Bud Goldman
 2. Mel Merians
 3. Mona Ackerman/Kathy Hat?
 4. Rachel Cowan?
 5. Eli Evans?
 6. Others?
- VI. Plans for April 9 board meeting
 - A. Structure
 - B. Finance and Administration
 - C. Staffing
 - D. Action Plan
 1. Lead communities
 2. Pre-professional/In-service training
 3. Research capability
 4. Best practice
 - E. Foundation community contacts and issues
 - F. Communications agenda

VII. Work in advance of board meeting

- A. Memo on Jerusalem meeting/minutes??
- B.. Memo on staffing
- C. Memo on senior policy advisors meeting/minutes?
- D. Distribute papers on research, training, lead communities?
- E. Counselor/campar issue

VIII. Review assignment list

- IX. Confirm/schedule future telecons: 3/27,, 4/3 - 8:30 a.m.
Others?

MINUTES: CIJE STEERING COMMITTEE

DATE OF MEETING: March 20, 1991

DATE MINUTES ISSUED: March 20, 1991

PRESENT: Shulamith Elster, Seymour Fox, Annette Hochstein,
Stephen Hoffman, Virginia F. Levi (Secretary)

COPY TO: Morton L. Mandel, Henry L. Zucker

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I. Status of Pending Grant Proposals

A. JCC Association

Art Rotman has indicated that we should consider the proposal initiated in the States, not the one being developed in Israel. This involves the training of the top leaders of the JCCA movement. AH will review the proposal and provide her comments while she is in the States next month.

Assignment

B. Yeshiva University Planning Grant

Jack Ukeles continues to work with Yeshiva. A planning seminar is scheduled for April. The process should yield a comprehensive proposal on schedule.

C. Jewish Theological Seminary

AH met with Aryeh Davidson to discuss the status of this proposal. Davidson is now preparing a proposal for improving and expanding teacher training and placement for Conservative day schools.

D. Hebrew Union College

SF met with Sara Lee on March 12. She agreed to consider development of a proposal for upgrading HUC's training program. She and her staff will now prepare a plan and a proposal. This may include a request for a planning grant.

E. Reconstructionist Rabbinical College

We now have a new proposal from Arthur Green. VFL will fax it to AH and SE and it will be discussed during our next telecon.

Assignment

F. Jerusalem Municipality

AH anticipates having a proposal from Michael Gal in the next several weeks and will bring it with her to the States.

Assignment

II. Status of Scheffler-Fox Paper

Assignment

SF reported that he will meet with Scheffler during the week of April 15 and anticipates completing the paper shortly thereafter. It was felt that there is still a need for this paper and that it will be of use to the CIJE in its work.

III. Follow-up on CIJE Funding

- A. SHH will continue to work with Mark Lainer on potential support.
- B. Florence Melton advised SF to discuss this with her again in June. We will not invite her to the April CIJE board meeting.
- C. Eli Evans is prepared to support the CIJE one year at a time if we promise to push technology in lead communities. It was felt that this could and should be done and that we should offer to work with Evans.
- D. SF met with Kathy Hat and felt that she would encourage Mona Ackerman to support the CIJE for three years. SF is to call Hat next week for an answer.
- E. No final decision was reached on whether to invite to the April 9 meeting potential funders who have not yet made a commitment. SHH will discuss this with MLM. A conversation with Charles Bronfman is probably necessary before invitations can be extended. SHH will let the Steering Committee know the outcome of that discussion.

Assignment

IV. Review of Senior Policy Advisors Meeting

It was felt that the March 12 meeting of senior policy advisors went well. Attendance was good and participants appeared to feel good about their involvement. Discussion was constructive and covered a lot of ground. The outcome was minimal modification to the recommendations made in Jerusalem.

It was felt that we now have a reasonably clear idea of next steps to be taken with respect to lead communities and research. It is less clear where we go with training. It was suggested that the next step may be to draw up a master plan to deal with the shortage of training opportunities. In order to do this, we might form a committee of experts and academics; identify an individual, probably a planner, to collect data; identify where gaps exist; and begin to recommend solutions.

Assignment

SF and AH will fax to SHH a list of possible committee members. SE will begin to identify people who might undertake this work.

V. Follow up on Possible Additions to CJJE Board

- A. Bud Goldman has been suggested as a possible West Coast representative. This suggestion is under consideration and no further action is necessary at the moment.
- B. Alex Schindler has suggested that Mel Merians be appointed. ~~SHH~~ will discuss this with MLM.

Assignment

VI. Plans for April 9 Board Meeting

A. Agenda

Following is the currently proposed agenda for the meeting.

1. CJJE structure
2. Finance and administration
3. Staffing
4. Action plan
 - a. Lead communities
 - b. Pre-professional/in-service training
 - c. Research capability
 - d. Best practice
5. Foundation community contacts and issues

It was suggested that the board be kept apprised of key initiatives in Jewish education that are being undertaken. We might ask participating foundation principals to report briefly, ((three minutes)) on initiatives they are currently funding.

B. Communications Agenda

It was suggested that the following be sent to CJJE board members in advance of the meeting:

1. A memo from MLM approximately one week prior to the meeting with an update on staff.
2. The minutes of the January Jerusalem meeting and the March senior policy advisers meeting, edited to make recommendations more tentative.

3. It was suggested that mailing the summary papers on lead communities, research, and training might be too much. However, a timeline for action on lead communities might be helpful. SHH will work on this.

Assignment

- C. Counselor/camper assignments will be discussed during the next telecon.

Assignment

- D. A chart summarizing the attendance plans of those invited to the meeting was reviewed and the following assignments for follow up were made;

Irwin Field-VFL
Max Fisher-MLM
Charles Goodman-SHH
Arthur Green-VFL
David Hirschhorn-VFL
Mark Lainer-SHH
Norman Lipoff-VFL
S. Martin Lipset-SHH

- E. SHH reported that he had spoken with Bob Hiller about the development of a benefits package for Jewish professionals. Hiller is interested and expressed a willingness to fund a study on the subject. SHH will talk to Jon Woocher about benefits consultants who might be available to work on this project.

Assignment

- VII. The next telecon will take place on Wednesday, March 27 at 9:00 a.m. Cleveland time.

MINUTES:: CIJE STEERING COMMITTEE

DATE OF MEETING:: April 3, 1991

DATE MINUTES ISSUED:: April 4, 1991

PRESENT:: Shulamith Elster,, Annette Hochstein,
Stephen Hoffman, Virginia F. Levi ((Sec'y))

COPY TO: Seymour Fox,, Morton L. Mandel, Henry L. Zucker

- I. The minutes and assignments of March 20 were reviewed. It was reported that the Riklis Foundation is not currently prepared to commit funding to the CIJE. A decision on whether to invite representatives of non-participating foundations to join the CIJE board awaits a conversation between MLM and Charles Bronfman.

It was reported that Melvin Marians, new chairman of the UAHC, has agreed to serve on the CIJE board and that Alex Schindler has appointed Daniel Syme to represent UAHC on the senior policy advisors.

II. Status of Pending Grant Proposals

A. JCC Association

Assignment SF and AH plan to meet with Art Rotman for clarification of the proposal during their trip to the States.

B. Yeshiva University Planning Grant

This proceeds on schedule.

C. Jewish Theological Seminary

Assignment SF and AH will meet with Aryeh Davidson while in the States and expect to receive a proposal at that time.

D. Hebrew Union College

We now have a proposal for a planning grant. It will be reviewed and discussed in the near future.

E. Reconstructionist Rabbinical College

This is to be discussed further with AH when she is in the States. Concerns were raised regarding adequate evaluation of candidates for the program, the lack of detailed information on staffing the program, the need to identify long-term funding, and the need for ongoing evaluation of the proposed program.

F.. University of Judaism - Wilstein Institute

We have received a letter from Lipset reporting on his proposed timetable and promising an interim report in July and a final report in December.

G.. Ramaz

VFL will fax the proposal to AH and SE.. The Jim Joseph Foundation may consider co-funding this project.. It is to be discussed further..

H. Torah Umesorah

SHH has asked Rabbi Fishman for a concrete proposal..

I.. Jewish Heritage Video Collection

Eli Evans has supplied a concept paper on this major Revson Foundation interest. It will be circulated to Steering Committee members and discussed further in the future.

III. April 9 Board Meeting

The following agenda was tentatively approved:

A. CIJE operations

- | | |
|-------------------------------|-----|
| 1. Structure | MLM |
| 2. Finance and administration | SHH |
| 3. Staffing | MLM |

B. Action plan

- | | |
|--|-----|
| 1. Pre-professional/In-service training and best practice | SEE |
| 2. Research capability | JW |
| 3. Lead communities | SHH |

C. Foundation community contacts and Issues MLM/SHH

It was agreed that the focus during presentation of the action plan will be on lead communities. The other presentations will be status reports including definition, identification of issues and needs, and a possible timetable for action.

We may request board action on the proposal prepared by Jan Woocher, to take the first steps toward establishment of a North American Jewish Education Data Bank. It was suggested that eventually this data bank be expanded to incorporate a clearinghouse for best practices, but agreed that it is premature to propose this now.

During the presentation on lead communities we will seek a decision from the board on whether to take a shotgun approach to identifying the communities or to invite communities to apply. We will outline a timetable for action, to include site visits and identification of communities with a goal to begin implementation by September.

The presentation on foundation community contacts and issues might include the following:

1. A summary of Jewish education proposals approved or under review by the Mandel Associated Foundations.
2. A report on discussions with Eli Evans regarding support for technology.
3. A report by SHH on his conversation with Bob Hiller about the creation of a national benefits package.
4. Call on Bronfman, Hausdorff and Hirschhorn to report briefly on recent activities of their foundations in support of Jewish education.

IV. Preparations for Board Meeting

Assignment

- A. SHH will brief MM and prepare a detailed outline of the day, including desired outcomes and potential problems.
- B. Logistics
 1. Luncheon will be served before the meeting officially begins.
 2. Participants will be asked to pick up their placecards and put them at their own places rather than our assigning seats.
 3. Binders will be distributed at the meeting and will include the following:
 - a. Mission statement
 - b. Minutes of Jerusalem meeting
 - c. Minutes of March 12 senior policy advisors meeting
 - d. Woocher proposal
 - e. Executive summary of Commission report
 - f. Current lists of board members and senior policy advisors
 - g. Agenda
- C. Follow up

At the preplan meeting set for Monday, April 8 at 3:00 p.m., we will discuss plans for follow up to the meeting, including the assignment of counselors to campers.

MINUTES
COUNCIL FOR INITIATIVES IN JEWISH EDUCATION
APRIL 9, 1991
12 NOON - 4:00 P.M.
COUNCIL OF JEWISH FEDERATIONS
NEW YORK CITY

Attendance

Board Members: Charles Bronfman, Gerald Cohen, John Coleman,
Alfred Gottschalk, Arthur Green, Thomas Hausdorff,
David Hirschhorn, Norman Lamm, S. Martin Lipset,
Morton Mandel, Matthew Maryles, Lester Pollack,
Esther Leah Ritz, Isadore Twersky, Bennett Yanowitz

Policy Advisors and Staff: Shulamith Elster, Seymour Fox, Annette Hochstein,
Stephen Hoffman, Martin Kresar, Virginia Levi,
Arthur Rotman, Jonathan Woocher, Henry Zucker

I. Welcome and Introductions

Mr. Mandel called the meeting to order at 12:40 p.m. He welcomed participants to the first meeting of the newly established CIJE board and asked those present to introduce themselves. He extended the regrets of Max Fisher, honorary chair. He reminded board members that the Council for Initiatives in Jewish Education is an outgrowth of the Commission on Jewish Education in North America. Its purpose is to implement the recommendations of the Commission and to bring about greater support for Jewish education in North America with the ultimate goal of upgrading its quality.

II. CIJE Structure

The chair called board members' attention to the mission statement which had been distributed in advance. He reminded the board that its purpose is to set policy, authorize action, and galvanize resources for Jewish education. He noted that, in addition to board meetings which will occur approximately three times each year, there will be an annual meeting of an Advisory Council, composed of board members, Commission members, and other interested parties. The purpose of this meeting will be to discuss and approve reports on efforts to enhance Jewish education in North America.

Several board members raised questions about the actual role of the board in the work of the CIJE. Should the board initiate new ideas, evaluate funding proposals, and generally work with the staff to accomplish the Commission's recommendations? Or should the board react to proposals of the staff and policy advisors? It was suggested

that the board should set policy and strategy, and should shape the direction of the CIJE. It should create an agenda, serve as a catalyst, and generally work to make the Commission recommendations happen.

It also was suggested that an important step toward bringing about change is to establish a timetable for accomplishing concrete goals. Where do we want to be in two, five, or ten years?

III. Action Plan

A. Training

Dr. Shulamith Elster, newly appointed chief education officer of CIJE, spoke about the training of Jewish educators. She noted that the Commission concluded that the number of well-trained Jewish educators in North America must increase. In order to accomplish this goal, we must recruit, train, and place highly qualified educators.

As an initial step toward this goal, CIJE is establishing close working relationships with the major institutions of Jewish learning, encouraging them to be the best they can be. Each is working to meet the changing needs of society. CIJE is working with them to encourage the development of plans to develop and enhance their strengths. In addition, CIJE is working with the JCC Association to support the training of top leadership in the field of informal Jewish education.

As it encourages an enhanced training capability, CIJE will focus its attention on 1) clarification of current and future needs in the field, 2) facilitating planning to meet the needs of the field, 3) the teaching of subject matter, 4) identification of areas for joint projects, 5) means of attracting quality faculty, 6) the current status of in-service training and how to meet those special needs. It was noted that we must know more about the state of pre-service and in-service education in order to work effectively on recruitment, retention, and professionalization of the field.

In the discussion that followed, it was noted that the training programs being proposed will differ from those currently in effect by building on the current strengths of each of the training institutions. We are working to develop programs which will train more people for the field and to do so in innovative ways.

In response to a question about the role of CIJE in this effort, it was noted that CIJE is working with each institution to develop a strategy for meeting a particular set of needs.

B. Research

Jonathan Woocher, executive vice president of JESNA and a CIJE senior policy advisor, noted that the Commission had concluded that research is a key element for change in Jewish education. The Commission became aware of the paucity of research and the limited character of the research capability for Jewish education. It recommended, therefore, that one goal of CIJE be to strengthen the research capability for Jewish education in North America. .

Senior policy advisors have recommended that research become an integral component of CIJE activities and that action be based on research. They also recommended that there is a need to address the lack of reliable data on specific elements of Jewish education, e.g., enrollments, personnel, program, etc..

It was suggested that a Jewish education data bank is needed, based on current thinking and technology, to provide the data necessary for effective planning and implementation of programs. In order to take the first steps toward developing such a data bank, JESNA and the JCC Association propose to assess the data needs of potential decisionmakers, determine how best to collect the essential data, determine where and how to organize and maintain the data, and study ways to disseminate the data once it is in place.

Finally, the senior policy advisors recommend that CIJE develop an agenda for future research efforts and expand the current research capability in the field of Jewish education. It was suggested that the first steps toward this goal include a study of the research currently available and the development of a blueprint for what is needed.

Woocher summarized the recommendations of the senior policy advisors:

1. That the CIJE consider research an integral component of its activities.
2. That a plan be developed for the creation of a data base.
3. That the CIJE undertake a study of specific approaches to building a broadbased research capability.

In the discussion that followed it was noted that there is currently a North American Jewish data bank, that this does not focus on Jewish education, and that it would be consulted on the technology necessary to develop and maintain a data bank.

If the proposal to establish a data bank is approved, the CIJE staff will work to identify funders for the project. JCCA and JESNA would then take the necessary steps to develop a design for the creation of the data bank.

It was suggested that parameters be set so that a data bank would focus on research related to the mission of CIJE. It was also suggested that any project supported by CIJE should build a component of evaluation into the program.

It was suggested that a subcommittee be formed to consider research needs and make a recommendation to the full board.

C. Lead Communities

Stephen H. Hoffman, interim director of CIJE, reminded the board that the Commission recommended the creation of lead communities to serve as a laboratory to build Jewish education programs worth replicating. Many communities have nominated themselves for this role. We wish now to determine how to identify lead communities, whether by inviting all communities to apply or by identifying a small number of candidate communities and inviting them to apply. We anticipate establishing three to five lead communities.

communities was discussed. It was suggested that the availability of new money to support innovative efforts in Jewish education be among the criteria.

Several board members spoke in favor of issuing a general invitation to apply, noting that this ensures a degree of commitment that will be important to success. Others prefer inviting communities to apply, to avoid raising the hopes of communities that will then not be selected. It was suggested that we identify a single lead community, establishing the best possible program, and assessing its impact. Other board members suggested that geographic and size diversity are significant for replicability and that we should select at least three communities. Finally, it was suggested that CIJE publish the criteria for selection and invite all communities to apply, while at the same time extending particular invitations to those we would especially like to consider.

It was noted that the CIJE will bring the following elements to each lead community:

1. Expertise of CIJE staff and planning teams.
2. Help with the cost of outside experts.
3. The ability to link projects with potential funders.

We wish to encourage a focus on planning in each community. We also propose to identify, codify, and disseminate information on good practices which can be replicated elsewhere.

It was suggested that a timetable be set for the establishment of lead communities. Short- and intermediate-term goals should be set to encourage concrete action.

IV. Finance, Administration and Staffing

It was reported that we anticipate a professional staff of three for CIJE: a chief professional officer to provide overall direction, a chief education officer to provide expertise on issues of education, and a planner familiar with community organization and social planning. Dr. Shulamith Elster has accepted the position of chief education officer and will assume that position on July 1. There is a need to identify the chief professional officer as soon as possible.

An anticipated three-year operating budget for CIJE was presented and discussed.

It was proposed that a search committee be established to select the chief professional officer. Committee members will include Charles Bronfman, Max Fisher, Charles Goodman, Neil Greenbaum, Morton Mandel, Matthew Maryles, and Lester Pollack. The search committee will consider engaging a search consultant. It will see that a position description is written and that it is shared with the board. The search committee will canvas the board, senior policy advisors and others for possible candidates. A progress report will be presented at the next meeting of the board.

V. Foundation Community Contacts

It was noted that a number of foundations are already actively involved with support of or considering new Initiatives for programs in Jewish education. The CRB Foundation has an interest in Israel experience programs, the Cummings Foundation in development of best practices, the Jim Joseph Foundation is working with day schools, the Mandel Associated Foundations on senior personnel, the Revson Foundation is working on media and technology, the Wexner Foundation with recruitment, and the Zavyel Krieger Foundation on compensation and pension programs.

VI. CIJE Mission

Following the presentations and discussion on an action plan, the board returned to a discussion of its method of operation. It was anticipated that three meetings per year would be held in New York. Subcommittees may be established which will meet between meetings or on mornings prior to board meetings. Materials for board discussion will

be sent out in advance and individual consultations will be held with board members between meetings. There will be periodic communications with the board to provide updates on progress which occurs between meetings. All of this will evolve as we go about our work.

It was suggested that CIJE's role as an advocate for Jewish education be considered further at a future meeting. The concept of lead programs or institutions was raised for further discussion at a future meeting. There was also a reminder of the importance of the replicability of programs within lead communities..

VII. Concluding Comments

The meeting concluded with a thoughtful D'var Torah by Rabbi Norman Lamm, president of Yeshiva University..

MINUTES
COUNCIL FOR INITIATIVES IN JEWISH EDUCATION
APRIL 9, 1991
12 NOON - 4:00 P.M.
COUNCIL OF JEWISH FEDERATIONS
NEW YORK CITY

Attendance

Board Members: Charles Bronfman, Gerald Cohen, John Gorman,
Alfred Gottschalk, Arthur Green, Thomas Hansdorff,
David Hirschhorn, Norman Lamm, S. Martin Lipsett,
Morton Mandel, Matthew Maryles, Lester Pollack,
Esther Leah Ritz, Isadore Twersky, Bennett Yanowitz

**Policy Advisors
and Staff:** Shulamith Elster, Seymour Fox, Annette Hochstein,
Stephen Hoffman, Martin Knaar, Virginia Levi,
Arthur Rotman, Jonathan Woocher, Henry Zucker

I. Welcome and Introductions

Mr. Mandel called the meeting to order at 12:40 p.m. He welcomed participants to the first meeting of the newly established CIJE board and asked those present to introduce themselves. He extended the regrets of Max Fisher, honorary chair. He reminded board members that the Council for Initiatives in Jewish Education is an outgrowth of the Commission on Jewish Education in North America. Its purpose is to implement the recommendations of the Commission and to bring about greater support for Jewish education in North America with the ultimate goal of upgrading its quality.

II. CIJE Structure

The chair called board members' attention to the mission statement which had been distributed in advance. He reminded the board that its purpose is to set policy, authorize action, and galvanize resources for Jewish education. He noted that, in addition to board meetings which will occur approximately three times each year, there will be an annual meeting of an Advisory Council, composed of board members, Commission members, and other interested parties. The purpose of this meeting will be to report on affairs to enhance Jewish education in North America.

Several board members raised questions about the actual role of the board in the work of the CIJE. Should the board initiate new ideas, evaluate funding proposals, and generally work with the staff to accomplish the Commission's recommendations? Or should the board react to proposals of the staff and policy advisors? It was suggested

that the board should set policy and strategy, and should shape the direction of the CIJE. It should create an agenda, serve as a catalyst, and generally work to make the Commission recommendations happen.

It also was suggested that an important step toward bringing about change is to establish a timetable for accomplishing concrete goals. Where do we want to be in two, five, or ten years?

Iii. Action Plan

A. Training

Dr. Shulamith Elster, newly appointed chief education officer of CIJE, spoke about the training of Jewish educators. She noted that the Commission concluded that the number of well-trained Jewish educators in North America must increase. In order to accomplish this goal, we must recruit, train, and place highly qualified educators.

As an initial step toward this goal, CIJE is establishing close working relationships with the major institutions of Jewish learning, encouraging them to be the best they can be. Each is working to meet the changing needs of society. CIJE is working with them to encourage the development of plans to develop and enhance their strengths. In addition, CIJE is working with the JCC Association to support the training of top leadership in the field of informal Jewish education.

As it encourages an enhanced training capability, CIJE will focus its attention on 1) clarification of current and future needs in the field, 2) facilitating planning to meet the needs of the field, 3) the teaching of subject matter, 4) identification of areas for joint projects, 5) means of attracting quality faculty, 6) the current status of in-service training and how to meet those special needs. It was noted that we must know more about the state of pre-service and in-service education in order to work effectively on recruitment, retention, and professionalization of the field.

In the discussion that followed, it was noted that the training programs being proposed will differ from those currently in effect by building on the current strengths of each of the training institutions. We are working to develop programs which will train more people for the field and to do so in innovative ways.

In response to a question about the role of CIJE in this effort, it was noted that CIJE is working with each institution to develop a strategy for meeting a particular set of needs.

B.. Research

Jonathan Woocher, executive vice president of JESNA and a CIJE senior policy advisor, noted that the Commission had concluded that research is a key element for change in Jewish education. The Commission became aware of the paucity of research and the limited character of the research capability for Jewish education. It recommended, therefore, that one goal of CIJE be to strengthen the research capability for Jewish education in North America. •

Senior policy advisors have recommended that research become an integral component of CIJE activities and that action be based on research. They also recommended that there is a need to address the lack of reliable data on specific elements of Jewish education, e.g., enrollments, personnel, program, etc..

It was suggested that a Jewish education data bank is needed, based on current thinking and technology, to provide the data necessary for effective planning and implementation of programs. In order to take the first steps toward developing such a data bank, JESNA and the JCC Association propose to assess the data needs of potential decisionmakers, determine how best to collect the essential data, determine where and how to organize and maintain the data, and study ways to disseminate the data once it is in place.

Finally, the senior policy advisors recommend that CIJE develop an agenda for future research efforts and expand the current research capability in the field of Jewish education. It was suggested that the first steps toward this goal include a study of the research currently available and the development of a blueprint for what is needed.

Woocher summarized the recommendations of the senior policy advisors:

- 1: That the CIJE consider research an integral component of its activities.
- 2: That a plan be developed for the creation of a data base.
- 3: That the CIJE undertake a study of specific approaches to building a broadbased research capability.

In the discussion that followed it was noted that there is currently a North American Jewish data bank, that this does not focus on Jewish education, and that it would be consulted on the technology necessary to develop and maintain a data bank.

If the proposal to establish a data bank is approved, the CIJE staff will work to identify funders for the project. JCCA and JESNA would then take the necessary steps to develop a design for the creation of the data bank.

It was suggested that parameters be set so that a data bank would focus on research related to the mission of CIJE. It was also suggested that any project supported by CIJE should build a component of evaluation into the program.

It was suggested that a subcommittee be formed to consider research needs and make a recommendation to the full board.

C. Lead Communities

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VII. Concluding Comments

The meeting concluded with a thoughtful D'var Torah by Rabbi Norman Lamm, president of Yeshiva University..

MINUTES: CIJE STEERING COMMITTEE TELECONFERENCE

DATE OF MEETING: April 26, 1991

DATE MINUTES ISSUED: April 29, 1991

PRESENT: Shulamith Elster, Seymour Fox, Annette Hochstein,
Stephen Hoffman, Virginia F. Levi (Sec'y),
Henry L. Zucker

COPY TO: Morton L. Mandel

- I. The minutes and assignments of April 11 were reviewed. SHH reported that he had spoken with Mark Lainer and Norm Lipoff about the April 9 meeting. SF has spoken with Isadore Twersky. Their reports will be submitted to VMF for distribution.

II. Lead Communities

Assignment

It was reported that SE, SF, and AH had met to discuss the lead community process and revisions in the proposed approach. It was noted that the new approach would require communities to commit themselves to a set of core issues and concerns and permit them to select from a wide range of other focus areas to meet their particular needs. The CIJE would monitor, collect data, and evaluate the process. It was suggested that one unique aspect of the original lead community proposal, the provision of expert planning intervention, may be missing from this new approach. AH will provide the summary of this new approach by April 30 so that it can be discussed at the next teleconference.

The next step in establishing lead communities is to carry out a simulation. This will involve listing all of the steps required to establish and work with a lead community, and detailing the effort and time necessary to accomplish each step. It was suggested that senior policy advisers be involved in this process, perhaps after the Steering Committee has first undertaken it. The process should help to determine the extent to which the approach is appropriate for various types of cities.

III. Planner Search

Assignment

It was reported that several candidates have been identified and have been or will be interviewed. SE will send a copy of the position description to Art Rotman and Jon Woocher and will solicit their ideas of possible candidates. She will also seek recommendations from Jack Ukeles. It was noted that we are looking for a practical community organization planner rather than a policy planner.

CIJE Steering Committee Teleconference
April 26, 1991

Page 2

IV. Best Practice

Barry Holtz has agreed to work with CIJE on defining and identifying best practice. In addition, panels will be established to work with lead communities on implementing best practices.

V. Research and Data Bank

It was noted that it will be important for the work of a data bank to be synchronized with the data collection, analysis, and evaluation for lead communities. It was agreed that it is premature to establish a data bank until a simulation has been undertaken to help determine the data most useful for lead communities.

It was reported that Isa Aron is willing, in principle, to work on establishing a research agenda. In addition, Israel Scheffler and Marty Lipset have agreed to serve on an editorial board for this area. A decision has not yet been made about whether to include Tim Shulman on this board.

VI. Strategy Formation and Training

Assignment

It was agreed that a national strategic plan must be developed in the area of training. It was suggested that Jack Ukeles be asked to prepare a detailed proposal outlining how he would go about developing such a plan. SE will meet with Ukeles on May 5 for preliminary discussions on this process. SHH and SE will identify other candidates from whom to seek proposals, perhaps including the Wilstein Institute.

Assignment

VII. Relationships with Funders

Assignment

Assignment

A. SF reported having met with the Meltons and recommended that Florence Melton now be invited to become a member of the CIJE board. SHH will ask MLM to extend an invitation by mid-May. SF will continue to talk with Mrs. Melton about funding.

Assignment

Assignment

B. HLZ met with Jack Weiler and suggests that a member of the Arnow//Weiler family be invited to serve on the board. HLZ will follow up on a proposal for funding.

Assignment

C. It was suggested that a representative of Avi Chai be invited to serve on the board.

VIII. Status of Fox/Scheffler Paper

It was reported that the paper is nearly complete and should be ready for distribution by mid-summer.

CIVE Steering Committee Teleconference
April 26, 1991

Page 3

IX. Status of Proposals and Funded Projects

A. JCC Association

SF and AH met with Art Rotman and suggested revisions to the proposal to emphasize preparation of future leaders of the JCC movement to follow through on maximizing the Jewish educational impact of JCCs.

B. Yeshiva University

Work is progressing. We expect a report on the planning process within several months. It was noted that, while planning is proceeding well, there remains the question of how to get Yeshiva to undertake effective implementation.

C. Jewish Theological Seminary

JTS has undergone a planning process with a grant from Wexner and should be ready within a few weeks to submit a proposal for implementation. SF and AH are optimistic about the potential impact of the proposed JTS program.

D. Hebrew Union College

A planning grant has been approved. We do not yet have a final timetable for implementation.

E. Reconstructionist Rabbinical College

Assignment

SHH will contact Richard Joel for his candid reaction to the proposal.

F. University of Judaism - Wilstein Institute

Lipset now has the data and is proceeding with analysis.

G. Ramaz School

Nothing to report.

H. Torah Umesorah

Assignment

SHH has received a draft proposal and will circulate it to Steering Committee members.

I. Jewish Heritage Video Collection

Assignment

SHH has a proposal which he will distribute to Steering Committee members.

CJJE Steering Committee Teleconference
April 26, 1991

Page 4

X, Good and Welfare

- A. Discussions are under way in Cleveland about the possibility of the Agnon and Solomon Schechter schools merging to create a school which could compete with the top private schools in Cleveland. The following were suggested as possible consultants: Alvin Schiff, Beverly Gribitz, Ted Sizer, and Ray Levi.
- B. It was suggested that SHH, MLM, and HLZ talk about how the Jewish community should prepare itself to take advantage of a voucher system for education, should one be adopted.

XI. Future teleconferences are scheduled for:

Wednesday, May 1
Tuesday, May 7
Tuesday, May 14
Wednesday, June 4



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FROM: FAX NO. 210 261-9962

Name GARY LEBI

Company

Tele. No. () Ext.

MINUTES: CIJE STEERING COMMITTEE TELECONFERENCE

DATE OF MEETING: May 1, 1991

DATE MINUTES ISSUED: May 2, 1991

PRESENT: Shulamith Elster,, Seymour Fox,, Annette Hochstein,,
Stephen Hoffman, Virginia F. Levi (Sec'y),
Henry L. Zucker

COPY TO: Morton E. Mandel

I. The minutes of April 26 were reviewed.

II., Lead Communities

A memorandum of April 30 from AH to SF outlining the modifications proposed to the original concept of lead communities was discussed.

It was suggested that the role of research in the process has taken a more prominent role in this version. In response, it was noted that the original recommendation indicated that the environment for research into Jewish education in North America must change. The actual role of research in the lead communities will be worked out as we proceed.

It was noted that the issue of quality control has not been resolved and will require further discussion.

The question of whether the new proposal will require more or less staff time than the original one was discussed. The process of identifying 30-50 best practices to offer to communities may take more time than the original approach of undertaking a planning process and working with a community to set goals while best practices are being identified and offered to the lead community for implementation. It was suggested that a simulation is the best way to determine which approach can get started more quickly and operate more independently.

It was agreed that the simulation process should be undertaken at a face-to-face meeting. It may be that two meetings will be required, one to include SE, SF, AH, SHH, Barry Holtz, and the planner; a second to be undertaken with senior policy advisors and others.

III. Best Practice Update

It was agreed that Barry Holtz is the top choice to undertake this assignment. SE will request an updated outline of how he proposes to proceed and will distribute it to the Steering Committee. SE and SHH will discuss next steps in engaging Holtz. In addition, SE and Holtz will discuss further staffing needs.

IV. Research Update

Assignment AH will now call Isa Aron and ask her to submit a proposal on undertaking the assignment to establish a research agenda. When a tentative timetable and budget are in hand, SHH will negotiate a stipend.

V. Training

Assignment HLZ had a meeting with Art Rotman to discuss the JOCA training proposal. The next step is for a discussion between HLZ and MIM. It is anticipated that this could be considered by the MAF in July.

VI. Funding Proposals

A. Torah Umesorah

A preliminary proposal for funding had been distributed in advance of the meeting for reaction. The response was positive to the concept of support for in-service education within the Torah Umesorah movement. SHH will work with Rabbi Fishman on the formulation.

B. Jewish Heritage Video Collection

It was agreed that the idea of a library of video materials is a good idea which is currently seldom used. We may be able to work with Revson to show how a collection could be more effectively used within lead communities. SHH will continue to discuss this with Eli Evans.

VII. Future teleconferences are scheduled for:

Tuesday, May 7

Tuesday, May 14

Wednesday, May 29

Tuesday, June 4

MAY 17 '91 8:37

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PAGE 011

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Name GARY LEVI

Company _____

Tele. No. () _____ Ext. _____

MINUTES: CIJE STEERING COMMITTEE TELECONFERENCE

DATE OF MEETING: May 16,, 1991

DATE MINUTES ISSUED: May 16,, 1991

PRESENT: Shulamith Elster, Annette Hochstein,
Stephen Hoffman, Virginia F. Levi (Sec'y),

COPY TO: Seymour Fox, Morton L. Mandell, Henry L. Zucker

I. The minutes of May 1 were reviewed.

II. Lead Communities

It was reported that SF has been working with several Jerusalem Fellows on developing a list of elements which might be proposed to communities. The list would include a set of elements required of each community participating in the CIJE process and a set of elements from which an individual community could select those most appropriate to its needs. The process would be more locally based than originally conceived, but would include active involvement by CIJE on content areas and on monitoring and evaluation.

A variation on this approach might be to focus on program areas rather than on the development of comprehensive lead community efforts.

Assignment It was reported that SE and SHH have developed a set of questions which may help to focus discussion on lead communities. SHH will distribute this to the Steering Committee prior to the May 23 telecon.

III. Best Practice Update

Assignment SE will draft a brief paper on goals and objectives with respect to best practice and on Barry Holtz's role in accomplishing them.

IV. Research Agenda and Data Bank

Assignment A. SE will draft a paper on goals and objectives for research.

B. AH has spoken with Isa Aron, who is interested in working with us. Aron will prepare a proposal for the preparation of a monograph on needs and resources for research. The proposal will include a recommendation to establish a steering committee to guide this work, with Israel Scheffler at its head.

Assignment C. AH has received a letter from Adam Cameron listing possible issues for data collection in lead communities. She will fax a copy of the letter to SHH for his review.

- D. AH has not spoken with Jonathan Woocher about next steps in the establishment of a data bank because the Arom and Gamoran proposals relate to the establishment of a data bank on activities in the research area.

V. Status of Proposals and Funded Projects

A. JCC Association

Assignment

SF and AH will discuss this with MLM and HLZ while they are in Israel. They will suggest that the program include a formal, regular program of Jewish study in the training of JCC executives.

B. Yeshiva University

Nothing new to report.

C. Jewish Theological Seminary

AH has received a new draft proposal from Aryeh Davidson and expects that he will be ready to submit a formal proposal before the end of May.

D. Hebrew Union College

A timetable for undertaking the planning process has been set and an award letter has gone to HUC.

E. Reconstructionist Rabbinical College

Nothing to report.

F. University of Judaism - Wilstein Institute

Assignment

VFL will ask Marty Lipset for bi-monthly updates on the data analysis he is undertaking.

G. Torah Umesorah

Assignment

SHH is working with Rabbi Fishman on focusing the proposal.

H. Ramaz School

Assignment

SHH will send the proposal to Tim Hausdorff at the Jim Joseph Foundation and ask if they will join us in funding the strategic planning process. In light of plans for Ramaz staff to be at the Halton Center in early July to work on planning, we will try to conclude the processing of this proposal by the end of June.

I. Jewish Heritage Video Collection

Nothing new to report.

VI. Update on Planner Search

Assignment SHH will meet with Tom Wexelberg-Clouser while he is in Cleveland in early June and will try to arrange for MLM and HLZ to meet with him at the same time.

Assignment AH has made arrangements to talk with David Epstein and will try to arrange for MLM and HLZ to meet with him while they are in Israel.

VII. Other Business

AH reported a meeting with CRB staff at which strong interest was expressed in working with CIJE on an Israel experience component to lead communities.

VIII. Future teleconferences are scheduled for:

Thursday, May 23

Tuesday, June 4 (SE in Cleveland)



DATE:

1/16

TIME:

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Street Address

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State

Zip

Country

FROM: FAX NO. 8/4 361 926 2

Name GUY LEVY

Company

Tele. No. () Ext.

MINUTES:: CIJE STEERING COMMITTEE TELECONFERENCE

DATE OF MEETING: June 4, 1991

DATE MINUTES ISSUED: June 5, 1991

PRESENT: Shulamith Elster, Seymour Fox, Annette Hochstein,
Stephen Hoffman, Virginia F. Levi (Sec'y),
Henry L. Zucker

COPY TO: Morton L. Mandel

I. The minutes and assignments of May 16 were reviewed.

- Assignment A. AH will call Jon Woocher to bring him up to date on plans for research.
- Assignment B. SHH will schedule a meeting for himself and SF with Charles Bronfman to take place during the latter half of August.
- Assignment C. SHH will try to talk with Irwin Fiedl and Abraham T. Fiedl during the JESNA Conference in Cleveland.

II. Update on Lead Communities

- Assignment SF and AH are planning to conduct a simulation of lead communities with Jerusalem Fellows in mid-June. SHH will try to get the questions he and SE formulated on lead communities to Israel prior to that simulation.

SHH will be in Israel in late June and will plan to meet with AH all day on June 23.

Plans were discussed for meetings in Israel to review lead communities as well as issues relating to research and training. The meetings will take place July 11-13. Participants from the U.S. will include, in addition to SE and SHH, as many of the following as possible: Isa Aron, Adam Gamoran, Mark Gurvis, Barry Holtz, Jack Ukeles and Jon Woocher. Israeli participants, in addition to SF and AH, may include Barry Chazen, Alan Hoffman, and Zev Mankowitz.

- Assignment It is anticipated that AH will have preliminary papers ready in advance of the July meeting, including a draft definition of lead communities, issues to consider, and a possible process for implementation. She will send these preliminary papers to SE and SHH as soon as they are ready. It is anticipated that at the conclusion of the July meetings we will have a clear timetable and cost estimates for the implementation of the lead community concept.

CIJE Steering Committee Teleconference
June 4, 1991

Page 3

VII.. Update on Funding

Assignment

A. Florence Melton has agreed to join the CIJE board. WFL will prepare a letter from MLM welcoming her to the board and transmitting materials which have been sent to other board members. SF will talk with Mrs. Melton about a funding commitment.

Assignment

B. It was noted that Henry Koschitzky is involved with a challenge grant to York University to raise funds to support a Jewish education/secular education program and that York may come to CIJE for help identifying support.

C. HLZ has had a preliminary meeting with Jack Weiler and David Arnow and plans to meet with the Weiler family before the end of the summer.

VIII. Next Meeting

A teleconference was scheduled for Tuesday, June 18, 8:30 a.m.

DATE: 5/8 TIME:

TO: FAX NO. (011) 9224-688851

Name SEYMOUR, ANNETTE
FOX HOLSTEIN

Company

Street Address

City State Zip Country

FROM: FAX NO. (216) 361-9962

Name GINNY LEVI

Company

Tele. No. () Ext.

Letter to board members who attended meeting

May 7, 1991

Dear :

I am pleased to send you the minutes of the first meeting of the Council for Initiatives in Jewish Education. The meeting was a good beginning. When we come together again in a few months, we will be in a position to take action on several concrete proposals.

Since the meeting on April 9, staff has continued to work on a plan for the establishment of lead communities, incorporating approaches to best practice and a research component. We will keep you informed on progress.

You can expect to hear from a CIJE staff member or senior policy advisor to seek your reactions to the meeting and your thoughts on next steps. We want to find ways to make it convenient for you to share your ideas as fully as possible.

We have not yet set a date for the next board meeting, but will notify you as soon as we do.

I look forward to continuing to work with you in this important endeavor, and send my warmest personal regards.

MORTON L. MANDEL
Chair

Letter to board members who did not attend meeting

May 7, 1991

Dear :

I am pleased to send you the minutes of the first meeting of the Council for the Establishment of Lead Communities. It was a good beginning. When we come together again in a few months, we will be in a position to take action on several concrete proposals.

Since the meeting on April 9, staff has continued to work on a plan for the establishment of lead communities, incorporating approaches to best practice and a research component. We will keep you informed on progress.

You can expect to hear from a CLE staff member or senior policy advisor to fill you in on the meeting and seek your thoughts on next steps. We want to find ways to make it convenient for you to share your ideas as fully as possible.

We have not yet set a date for the next board meeting, but will notify you as soon as we do.

I look forward to continuing to work with you in this important endeavor, and send my warmest personal regards.

MORTON L. MANDEL
Chair

Letter to senior policy advisors

May 8, 1991

Dear :

I am pleased to send you the minutes of the April 9 meeting of the Board of the Council for Initiatives in Jewish Education. I feel that the meeting was a good beginning.

Since the meeting, staff has continued to work on a plan for the establishment of lead communities, incorporating approaches to best practice and a research component. We will be in touch with you for your thoughts as we begin to plan next steps.

We have not yet set a date for the next Senior Policy Advisors meeting, but will notify you as soon as we do.

I look forward to continuing to work with you in this important endeavor.

Sincerely,

Stephen H. Hoffman
Acting Director



SEE MANAGEMENT MANUAL POLICY NO. 15
FOR INSTRUCTIONS ON THE COMPLETION
OF THIS FORM FOR FUNCTIONAL SCHEDULE

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

73800 (REV. 10-86) PRINTED IN U.S.A.

| | | | | | |
|-------------------|----------------------------|------|--------|--|--|
| FUNCTION | COUNCIL STEERING COMMITTEE | | | | |
| SUBJECT/OBJECTIVE | COUNCIL RESPONSIBILITIES | | | | |
| ORIGINATOR | VFL | DATE | 6/5/91 | | |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR RENEWED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Fax Geraldine Weiser resume to AH. | | SE | 6/4/91 | 6/7/91 | |
| 2. | Determine a time during week of August 18 to hold senior policy advisors meeting. Work with VFL on location. | | SE | 6/4/91 | 6/15/91 | |
| 3. | With SHH, identify other candidates from whom to seek strategic plan proposals. | | SE | 4/26/91 | 6/15/91 | |
| 4. | With SHH, meet with D. Syme. | | SE | 4/11/91 | 6/15/91 | |
| 5. | Draft paper on goals and objectives with respect to best practice and on Barry Holtz's role in accomplishing them. | | SE | 5/16/91 | 6/30/91 | |
| 6. | Draft a paper on goals and objectives for research. | | SE | 5/16/91 | 6/30/91 | |
| 7. | Work with Barry Holtz on developing a best practices panel. | | SE | 1/23/91 | 6/30/91 | |
| 8. | Contact the following board members as follow up to April 9 meeting and send brief report to VFL: a. Gerald Cohen b. Alfred Gottschalk c. S. Martin Lipset d. Melvin Merians e. Arthur Green | | SE | 4/11/91 | 7/15/91 | |
| 9. | Develop outline for how to proceed with educational component of lead communities. | | SE | 4/11/91 | 7/15/91 | |
| 10. | Work with SF and AH to develop concrete means of establishing lead communities. | | SE | 4/11/91 | ongoing | |
| 11. | Develop and maintain list of topics on which CISE can draw. | | SE | 4/11/91 | ongoing | |



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL BOOK 10.1.1
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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

FORM (REV. 12/88) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR VFL

DATE 6/5/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Send SHH a list of suggested members of a training oversight committee. | | SF | 3/20/91 | 6/7/91 | |
| 2. | Contact Florence Helton regarding foundation support for CIJE. | | SF | 2/11/91 | 6/30/91 | |
| 3. | Contact the following named members as follow up to April 9 meeting and send brief report to VFL: a. Charles Bronfman - with SHH b. David Hirschhorn c. Isadore Twersky | | SF | 4/11/91 | 8/29/91 | |
| 4. | Invite Rabbi Twersky to prepare an opinion piece. | | SF | 10/30/90 | TBD | |



PREMIER INDUSTRIAL CORPORATION

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

FORM (REV. 1/88) PPM 'CO PMU SA.

 SEE MANAGEMENT MANUAL (SECTION 1.1)
 FOR GUIDANCE ON THE COMPLETION
 OF FORMS FOR ASSIGNMENTS

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOCHSTEIN ASSIGNMENTS

ORIGINATOR VFL

DATE 6/5/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED (DATE) | DUE DATE | COMPLETED (OR REMOVED) DATE |
|-----|--|----------|------------------------|----------------------|----------|-----------------------------|
| 1. | Talk with Jon Woocher about next steps for the establishment of a data bank and to update him on research plans.. | | AM | 4/11/91 | 6/15/91 | |
| 2. | Try to see planner candidate Geraldine Weiser in Jerusalem. | | AM | 6/4/91 | 6/30/91 | |
| 3. | Send preliminary papers for July meetings to SE and SHH. | | AM | 6/4/91 | 7/8/91 | |
| 4. | Contact the following board members as follow up to April 9 meeting and send brief report to VFL: a. Matthew Marvilles b. Ludwig Jasselson c. Norman Tamm d. Esther Leah Ritz e. Ismar Schorsch | | AM | 4/11/91 | 8/29/91 | |



Premier INDUSTRIAL CORPORATION

 USE MANAGEMENT MANUAL SCHEDULE 13
 FOR SCHEDULING ON THE COMPLETION
 OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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

FORM (REV. 10/66) PRINTED IN U.S.A.

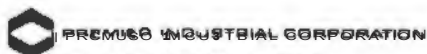
FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR VFL

DATE 6/5/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| | <u>IMMEDIATE ACTION</u> | | | | | |
| 1. | Discuss with SF and AM, the next steps with regard to research.. | | SHH | 6/4/91 | 6/6/91 | |
| 2. | Distribute to Steering Committee, set of questions SE and SHH have developed to help focus discussion on lead communities.. | | SHH | 5/16/91 | 6/15/91 | |
| 3. | Follow up with Sid Clearfield regarding advisor* from organization of national youth directors.. | | SHH | 2/11/91 | 6/15/91 | |
| 4. | Consider inviting Bud Goldman to serve on the CIJE Board. | | SHH | 3/8/91 | 6/15/91 | |
| 5. | Contact Henry Koschitsky regarding foundation support and/or board membership.. | | SHH | 1/23/91 | 6/15/91 | |
| 6. | Talk to Jon Woocher about consultants to work on benefits package. | | SHH | 3/20/91 | 6/15/91 | |
| 7. | Write JO, memo, WFL to, synops. | | SHH | 1/11/91 | 2/15/91 | |
| 8. | Talk with Irwin Field and Avraham Infeld during the JESNA Conference in Cleveland. | | SHH | 6/4/91 | 6/20/91 | |
| 9. | Contact Richard Joel for his reaction to Reconstructionist Rabbinical College proposal. | | SHH | 4/26/91 | 6/30/91 | |
| 10. | Contact the following board members as follow up to April 9 meeting and send brief report to VFL: a. Charles Bronfman - with SF b. Irwin Field c. Max Fisher d. Norman Lipoff e. Mark Lainer f. Bennette Yanowitz | | SHH | 4/11/91 | 6/30/91 | |
| 11. | Arrange to meet with SF and Charles Bronfman in late August. | | SHH | 6/4/91 | 6/30/91 | |



34 MANAGEMENT MANUAL POLICY NO. 1.5
FOR SCHEDULED ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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

73090 (REV. 10/78) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR VFL

DATE 6/5/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 12. | Invite representatives of Arnow/Weller Avi Chai, Crown, Melton, Revson, Waxner foundations to join the board without financial commitment for next year. | | SHH | 4/11/91 | 6/30/91 | |
| 13. | Work with Rabbi Fishman on focusing the Torah Umesorah proposal. | | SHH | 5/16/91 | 6/30/91 | |
| 14. | Recruit a chief professional officer. | | SHH | 8/7/90 | 9/1/91 | |
| | <u>AS TIME PERMITS</u> | | | | | |
| 15. | Meet with Abramson, Gurvis, Rotman, Shrage, Syme and Woocher to determine how to proceed on community organization side of lead communities. | | SHH | 4/11/91 | TBD | |
| 16. | Follow up with Cummings Foundation. | | SHH | 8/7/90 | TBD | |
| 17. | Consider Heinz Eppler for possible involvement on CIJE or MIG board. | | SHH | 1/23/91 | TBD | |
| 18. | Explore informally with Jerry Strober the possibility of paying him a modest stipend for his work for the CIJE. | | SHH | 12/14/90 | TBD | |
| 19. | Consider scheduling a series of meetings with the local leadership of 15-20 cities over a period of 6-9 months to present and discuss the final report. | | SHH | 8/22/90 | TBD | |
| 20. | Work with staff at CJF to set up an office. | | SHH | 11/28/90 | TBD | |



PREMIER INDUSTRIAL CORPORATION

 SEE MANAGEMENT MANUAL, FORM NO. 0.1
 FOR INSTRUCTIONS ON THE COMPLETION
 OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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

73890 (REV. 10/86) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR

VFL

DATE 6/5/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Get preliminary CJF data from SHH and send to SF and AM. | | VFL | 6/4/91 | 6/6/91 | |
| 2. | Ask Marty Lipset for bi-monthly updates on the data analysis he is undertaking. | | VFL | 5/16/91 | 6/10/91 | |
| 3. | Request information on the upcoming Wirstein conference at which CJF data will be analyzed. | | VFL | 6/4/91 | 6/15/91 | |
| 4. | Prepare a letter to Florence Melton from MLM welcoming her to the CIJE board and transmit materials sent to other board members to her. | | VFL | 6/4/91 | 6/15/91 | |
| 5. | Work on update of CIJE executive director position description. | | VFL | 6/4/91 | 6/15/91 | |
| 6. | Check possible CIJE board meeting dates with MLM and critical board members. | | VFL | 6/4/91 | 6/15/91 | |



PREMIER INDUSTRIAL CORPORATION

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

7/2/90 (REV. 1/2/90) PRINTED IN U.S.A.

SEE MANAGEMENT MANUAL, NO. 83
 FOR INSTRUCTIONS ON THE COMPLETION
 OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE MANDEL ASSIGNMENTS

ORIGINATOR

VFL

DATE 6/5/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Give closing talk at JESNA Continental Leadership Conference.. | | MLM | 9/11/90 | 6/11/91 | |
| 2. | Talk with Mark Lainer about support for CIJE from his family.. | | MLM | 2/27/91 | 6/15/91 | |
| 3. | Call Max Fisher regarding level of support for Council.. | | MLM | 10/10/90 | 6/15/91 | |
| 4. | Call and invite Bill Berman to serve on the CIJE board.. | | MLM | 1/23/91 | 6/15/91 | |
| 5. | Call Lester Crown to request support for the CIJE.. | | MLM | 1/23/91 | TBD | |
| 6. | Consider means of upgrading financial capability of foundation staff.. | | MLM | 1/23/91 | TBD | |



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POLICY NO. 23
FOR GUIDANCE ON THE COMPLETION
OF THIS FORM AND A FUNCTIONAL SCHEDULE

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

7/19/83 (REV. 10/78) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ROTMAN ASSIGNMENTS

ORIGINATOR VFL

DATE 6/5/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | <p>Contact the following board members as follow up to April 9 meeting and send brief report to VFL:</p> <p>a. Charles Goodman</p> <p>b. Lester Pollack</p> | | AR | 4/11/91 | 6/15/91 | |





PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL, POLICY NO. 18.5
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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

73850 (REV. 12/86) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE WOOCHEE ASSIGNMENTS

ORIGINATOR

VFL

DATE 6/5/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| h. | Contact the following board member as follow up to April 9 meeting and send brief report to VFL: a. Neil Greenbaum | | JW | 4/11/91 | 6/15/91 | |



PREMIER INDUSTRIAL CORPORATION

 SEE MANAGEMENT MANUAL POLICY NO. 22
 FOR GUIDELINES ON THE COMPLETION
 OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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

73490 (REV. 10/90) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

ORIGINATOR VFL

DATE 6/5/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact the following board members as follow up to April 9 meeting and send brief report to VFL: a. John Colman b.. Thomas Hausdorff | | HLZ | 4/11/91 | 6/30/91 | |
| 2. | Follow up on a proposal for funding from Arnow/Weiler family. | | HLZ | 4/26/91 | 7/15/91 | |



MAY 31 '91 14:43:
PREMIER INDUSTRIAL CORPORATION
FACSIMILE HEADER SHEET
73138 (5/90) PRINTED IN U.S.A.

PREMIER CORP. ADMIN.

PAGE 001
NUMBER OF
PAGES SENT: 2

DATE: 5/31/91

TIME:

TO: FAX NO. (415) 972-3699 SV
Name ANNETTE HENSTEIN
Company
Street Address
City State Zip Country

FROM: FAX NO. 424 364-9962
Name GINNY LEVY
Company
Tele. No. () Ext.

Dear S. A. -

Here is *an agenda for our 6/4 telecon.
I'll call you at 800-034, unless I
hear to the contrary.

Ginny

Agenda
CIJE Teleconference
Tues., June 4, 1991 - 8:30 a.m.

Participants: Jerusalem - SF, AH; Cleveland ■ SE, SHH, HLZ, VFL

- I. Minutes and Assignments of 5/1/91
- II. Update on lead communities
- III. Update on best practice
- IV. Status of research agenda and data bank
- V. Update on training
- VI. Status of proposals and funded projects
 - A. JCC Association
 - B. Yeshiva University
 - C. Jewish Theological Seminary
 - D. Hebrew Union College
 - E. Reconstructionist Rabbinical College
 - F. University of Judaism + Wilstein Institute
 - G. Ramaz School
 - H. Jewish Heritage Video Collection
 - I. Torah Umesorah
- VII. Update on Planner search
- VIII. Set future telecons

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

7/28/90 REVISED BY: J. H. H. A.
FUNCTION COUNCIL STEERING COMMITTEE
SUBJECT/OBJECTIVE ELSTER ASSIGNMENTS
ORIGINATOR
VFL
DATE 5/16/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Draft paper on goals and objectives with respect to best practice and on Barry Holtz's role in accomplishing them. | | SE | 5/16/91 | 6/1/91 | |
| 2. | Draft a paper on goals and objectives for research. | | SE | 5/16/91 | 6/1/91 | |
| 3. | With SHH, identify other candidates from whom to seek strategic plan proposals. | | SE | 4/26/91 | 6/15/91 | |
| 4. | Contact the following board members as follow up to April 9 meeting and send brief report to VFL: a. Gerald Cohen b. Alfred Gottschalk c. S. Martin Lipset d. Melvin Merians e. Arthur Green | | SE | 4/11/91 | 6/15/91 | |
| 5. | With SHH, meet with D. Syme. | | SE | 4/11/91 | 6/15/91 | |
| 6. | Develop outline for how to proceed with educational component of lead communities. | | SE | 4/11/91 | 6/15/91 | |
| 7. | Work with Barry Holtz on developing a best practices panel. | | SE | 1/23/91 | 6/30/91 | |
| 8. | Work with SF and AM to develop concrete means of establishing lead communities. | | SE | 4/11/91 | ongoing | |
| 9. | Develop and maintain list of experts on which CIJE can draw. | | SE | 4/11/91 | ongoing | |

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

23490 (REV 10/85) PRINTED IN U.S.A.
FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR
VFL
DATE 5/16/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | With AH, discuss JCC Association proposal with MLM and HLZ while they are in Israel. | | SF | 5/16/91 | 5/24/91 | |
| 2. | Send SHH a list of suggested members of a training oversight committee. | | SF | 3/20/91 | 5/31/91 | |
| 3. | Contact the following board members as follow up to April 9 meeting and send brief report to VFL: a. Charles Bronfman * with SHH b. David Hirschhorn c. Isadore Twersky | | SF | 4/11/91 | 6/15/91 | |
| 4. | Contact Florence Melton regarding foundation support for CIJE. | | SF | 2/11/91 | 6/30/91 | |
| 5. | Invite Rabbi Twersky to prepare an an op ed piece. | | SF | 10/30/90 | TBD | |



PBS/IBS INTERNATIONAL CORPORATION

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

FORM 100-1 (REV. 12/85) PRINTED IN U.S.A.

 FILE MANAGEMENT MANUAL POLICY NO. 13
 FOR SCHEDULING OR THE COMPLETION
 OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOCHSTEIN ASSIGNMENTS

ORIGINATOR VFL

DATE 5/16/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Ask Isa Aron to submit a proposal on undertaking the assignment to establish a research agenda. | | AH | 5/1/91 | 5/20/91 | |
| 2. | Fax Adam Gamoran's letter listing possible issues for data collection in lead communities to SHH for his review. | | AH | 5/16/91 | 5/20/91 | |
| 3. | With SF, discuss JCC Association proposal with MLM and HLZ while they are in Israel. | | AH | 5/16/91 | 5/24/91 | |
| 4. | Arrange for MLM and HLZ to meet with David Epstein in Israel. | | AH | 5/16/91 | 5/24/91 | |
| 5. | Talk with Jon Woocher about next steps for the establishment of a data bank. | | AH | 4/11/91 | 5/25/91 | |
| 6. | Contact the following board members as follow up to April 9 meeting and send brief report to VFL: | | AH | 4/11/91 | 6/15/91 | |
| | a. Matthew Maryles | | | | | |
| | b. Ludwig Jesselsson | | | | | |
| | c. Norman Hamm | | | | | |
| | d. Esther Leah Ritz | | | | | |
| | e. Ismar Schorsch | | | | | |

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

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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR VFL DATE 5/16/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| | <u>IMMEDIATE ACTION</u> | | | | | |
| 1. | Distribute to Steering Committee, set of questions SE and SHH have developed to help focus discussion on lead communities.. | | SHH | 5/16/91 | 5/22/91 | |
| 2. | Contact Richard Joel for his reaction to Reconstructionist Rabbinical College proposal. | | SHH | 4/26/91 | 5/30/91 | |
| 3. | Meet with Tom Wexelberg-Clouser while he is in Cleveland. Try to arrange for MLM and HLZ to meet him. | | SHH | 5/16/91 | 6/4/91 | |
| 4. | Send Ramaz School proposal to Tim Hausdorff of Jim Joseph Foundation and ask if they will join us in funding the strategic planning process. | | SHH | 5/16/91 | 6/7/91 | |
| 5. | Follow up with Sid Clearfield regarding advisor from organization of national youth directors. | | SHH | 2/11/91 | 6/15/91 | |
| 6. | Consider inviting Bud Goldman to serve on the CIJE Board. | | SHH | 3/8/91 | 6/15/91 | |
| 7. | Contact Henry Koschitsky regarding foundation support and/or board membership. | | SHH | 1/23/91 | 6/15/91 | |
| 8. | Talk to Jon Weecher about consultants to work on benefits package. | | SHH | 3/20/91 | 6/15/91 | |
| 9. | Contact the following board members as follow up to April 9 meeting and send brief report to VFL: a. Charles Bronfman - with SF b. Irwin Field c. Max Fisher d. Norman Lipoff e. Mark Lainer f. Bennette Yanowitz | | SHH | 4/11/91 | 6/15/91 | |
| 10. | Work on a timeline for action on lead communities. | | SHH | 3/20/91 | 6/15/91 | |



PREMIER INDUSTRIAL CORPORATION

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

100-100-100-100-100-100

 SEE MANAGEMENT MANUAL, POLICY NO. 11
 FOR GUIDELINES ON THE COMPOSITION
 OF THE BOARD OF A FUNCTIONAL SCHEDULE

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR

VFL

DATE 5/16/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 11. | Invite representatives of Arnow/Weller, Avi Chai, Crown, Melton, Revson, Wexner foundations to join the board without financial commitment for next year. | | SHH | 4/11/91 | 6/15/91 | |
| 12. | With SE, meet with D. Syme. | | SHH | 4/11/91 | 6/15/91 | |
| 13. | Meet with Abramson, Gurviss, Rotman, Shrage, Syme and Woocher to determine how to proceed on community organization side of lead communities. | | SHH | 4/11/91 | 6/15/91 | |
| 14. | Work with Rabbi Fishman on focusing the Torah Umesorah proposal. | | SHH | 5/16/91 | 6/30/91 | |
| 15. | Recruit a chief professional officer. | | SHH | 8/7/90 | 9/1/91 | |
| | <u>AS TIME PERMITS</u> | | | | | |
| 16. | Follow up with Cummings Foundation. | | SHH | 8/7/90 | TBD | |
| 17. | Consider Heinz Eppler for possible involvement on CIJE or MIG board. | | SHH | 1/23/91 | TBD | |
| 18. | Explore informally with Jerry strober the possibility of paying him a modest stipend for his work for the CIJE. | | SHH | 12/14/90 | TBD | |
| 19. | Consider scheduling a series of meetings with the local leadership of 15-20 cities over a period of 6-9 months to present and discuss the final report. | | SHH | 8/22/90 | TBD | |
| 20. | Work with staff at CJF to set up an office. | | SHH | 11/28/90 | TBD | |



FEDERAL BUREAU OF INVESTIGATION

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

7-189 (REV. 10-25-80) (FBI/DOJ)

 MANAGEMENT MANUAL PAGE NO. 13
 TO BE USED IN THE COMPLETION
 OF THE FUNCTIONAL SCHEDULE

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR VFL DATE 5/16/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Ask Marty Lipset for bi-monthly updates on the data analysis he is undertaking. | | VFL | 5/16/91 | 5/23/91 | |



PREMIER INDUSTRIAL CORPORATION

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

728992 (REV. 10-88) (PRINTED IN U.S.A.)

SEE MANAGEMENT MANUAL POLICY NO. 1-3
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ROTMAN ASSIGNMENTS

ORIGINATOR

VFL

DATE 5/16/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|---------------------------|-----------------------------|----------|---------------------------------|
| 1. | <p>Contact the following board members as follow up to April 9 meeting and send brief report to VFL:</p> <p>a. Charles Goodman b. Lester Pollack</p> | | AR | 4/11/91 | 6/15/91 | |



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POLICY NO. 2.3
FOR GUIDELINES ON THE COMPLETION
OF THIS WORK FOR FUNCTIONAL SCHEDULE

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

72590 (REV. 10-88) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE WOOCHEER ASSIGNMENTS

ORIGINATOR VFL DATE 5/16/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|---------------------------|-----------------------------|----------|---------------------------------|
| 1. | <p>Contact the following board member as follow up to April 9 meeting and send brief report to VFL:</p> <p>a. Neil Greenbaum</p> | | JW | 4/11/91 | 6/15/91 | |



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

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SEE MANAGEMENT MANUAL POLICY NO. 0.3
 FOR GUIDELINES ON THE COMPLETION
 OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

ORIGINATOR

VFL

DATE 5/16/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|---------------------------|-----------------------------|----------|---------------------------------|
| 1. | Discuss JCCA proposal with MLM. | | HLZ | 5/1/91 | 5/31/91 | |
| 2. | Contact the following board members as follow up to April 9 meeting and send brief report to VFL: a. John Colman b. Thomas Hausdorff | | HLZ | 4/11/91 | 6/15/91 | |
| 3. | Follow up on a proposal for funding from Arnow/Weiler family. | | HLZ | 4/26/91 | 6/15/91 | |



DATE: 5/15 TIME: _____

TO: FAX NO. (PH) 9724-658951

Name ANNETTE HOPSTEIN

Company _____

Street Address _____

City _____ State _____ Zip _____ Country _____

FROM: FAX NO. (PH) 561-2962

Name GINNY LAY

Company _____

Tele. No. () _____ Ext. _____

Talk to you tomorrow

Agenda
CIJE Teleconference
Thurs., May 16, 1991 - 9:15 a.m.

Participants: Jerusalem - AH; Rockville - SE; Cleveland - SHM, VFL

- I. Minutes and Assignments of 5/1/91
- II. Update on lead communities
- III. Update on best practice
- IV. Status of research agenda and data bank
- V. Update on training
- VI. Status of proposals and funded projects
 - A. JCC Association
 - B. Yeshiva University
 - C. Jewish Theological Seminary
 - D. Hebrew Union College
 - E. Reconstructionist Rabbinical College
 - F. University of Judaism - Wilstein Institute
 - G. Ramaz School
 - H. Jewish Heritage Video Collection
 - I. Torah Umesorah
- VII. Update on Planner search
- VIII. Confirm future telecons

Thurs., May 23
Wed., May 29 [cancel]
Tues., June 4

MEMO TO: Shulamith Elster,, Seymour Fox,, Annette Hochstein,,
Stephen Hoffman,, Morton Mandel,, Henry L. Zucker

FROM: Virginia Hewitt

Henry

DATE: May 10, 1991

This will confirm the next two CIE teleconferences, scheduled as follows:

1. Thursday, May 16, 9:15 a.m. Cleveland time, to include SE, SF, AH, AH, SHH and VFL
2. Thursday, May 23, 9:00 a.m. Cleveland time, to include SE, SF, AH, AH, SHH, VFL, MIM and HLZ

DATE: 5/9 TIME: _____ NUMBER OF PAGES SENT: 1

| | |
|--|--|
| TO: FAX NO. 011 9222-699951 | FROM: FAX NO. (212) 361-57822- |
| Name SEYMOUR - ANNETTE F#* * F#* * F#* * F#* * | Name GINNY DEVI |
| Company _____ | Company _____ |
| Street Address _____ | Tele. No. () _____ Ext. _____ |
| City _____ State _____ Zip _____ Country _____ | |

Dear Annette + Seymour,

We have to reschedule our next C I E
telecon. It's currently scheduled for
Tues., May 14 at 9:30 a.m. Cleveland time.
Are you available on Thurs., May 16
at 9:15 a.m., our time? If yes, at what
number? Please let me know ASAP.

Thanks,
Ginny

733906

4¹⁵



| | |
|--|--|
| TO: FAX NO. (811) 9722-69951 Name <u>ANNETTE HUGSPEE</u> Company <u>DATOC. LVP&P</u> Street Address _____ _____ City _____ State _____ Zip _____ Country _____ | FROM: FAX NO. (216) 361-9962 Name <u>GINNY LEVI</u> Company _____ Tele. No. () _____ Ext. _____ |
|--|--|

Annette**/ Darrick -

1. Attached is HUC award letter, for your info. ✓
2. Attached is Project DAA* award letter, sent 4/18. They should have submitted it by now.. MAF has added the funds to PER. ✓
3. We are waiting for Annette's final advice on the Jerusalem Municipality grant. Once we know the total cost and project schedule, we'll send an award letter.
4. Annette & I are planning a telecon for Thursday; May 21st 2:00 PM (EST) Cleveland time. (SF advised that this time was OK.) What phone # should we call? At your end will be you, SF, MLM + HLZ.

Thanks,

Ginny

4 p.m.

668412

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

T3090 (REV. 10/86) PRINTED IN U.S.A.

| | | | | | |
|-------------------|----------------------------|--|------|--------|--|
| FUNCTION | COUNCIL STEERING COMMITTEE | | | | |
| SUBJECT/OBJECTIVE | ELSTER ASSIGNMENTS | | | | |
| ORIGINATOR | VFL | | DATE | 5/2/91 | |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Send copy of planner position description to Art Rotman and Jon Woocher and solicit their and Jack Ukeles ideas of possible candidates.. | | SE | 4/26/91 | 5/5/91 | |
| 2. | Ask Jack Ukeles for a detailed proposal outlining how he would develop a national strategic plan on training.. | | SE | 4/26/91 | 5/5/91 | |
| 3. | With SHH, identify other candidates from whom to seek strategic plan proposals.. | | SE | 4/26/91 | 5/15/91 | |
| 4. | Contact the following board members as follow up to April 9 meeting and send brief report to VFL: a. Gerald Cohen b. Alfred Gottschalk c. S. Martin Lipset d. Melvin Merians e. Arthur Green | | SE | 4/11/91 | 5/15/91 | |
| 5. | Meet with Jack Ukeles to discuss tasks defined in paper on pre-service and in-service training.. | | SE | 2/11/91 | 5/15/91 | |
| 6. | With SHH, meet with D. Syme. | | SE | 4/11/91 | 6/1/91 | |
| 7. | Develop outline for how to proceed with educational component of lead communities.. | | SE | 4/11/91 | 6/15/91 | |
| 8. | Work with Barry Heltz on developing a best practices panel. | | SE | 1/23/91 | 6/30/91 | |
| 9. | Work with SF and AH to develop concrete means of establishing lead communities.. | | SE | 4/11/91 | ongoing | |
| 10. | Develop and maintain list of experts on which CIJE can draw.. | | SE | 4/11/91 | ongoing | |

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

73490 (REV. 10/86) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR VFL DATE 5/2/91

| NO | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REVIEWED DATE |
|----|--|----------|------------------------|-----------------------|----------|----------------------------|
| 1. | Contact the following board members as follow up to April 9 meeting and send brief report to VFL: a. Charles Bronfman - with SHH b. David Hirschhorn c. Isadore Twersky | | SF | 4/11/91 | 5/15/91 | |
| 2. | Send SHH a list of suggested members of a training oversight committee.. | | SF | 3/20/91 | 5/15/91 | |
| 3. | Contact Florence Melton regarding foundation support for CIJE.. | | SF | 2/11/91 | 6/30/91 | |
| 4. | Invite Rabbi Twersky to prepare an op ed piece.. | | SF | 10/30/90 | TBD | |



PREMIER INDUSTRIAL CORPORATION

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

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

FORM 40 (REV. 10/86) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOCHSTEIN ASSIGNMENTS

ORIGINATOR

VFL

DATE 5/2/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Ask Isa Aron to submit a proposal on undertaking the assignment to establish a research agenda. | | AH | 5/1/91 | 5/7/91 | |
| 2. | Contact the following board members as follow up to April 9 meeting and send brief report to VFL: a. Matthew Maryiles b. Ludwig Hasselsson c. Norman Hamm d. Esther Leah Ritz e. Ismar Schorsch | | AH | 4/11/91 | 5/15/91 | |
| 3. | Talk with Jon Woocher about next steps for the establishment of a data bank. | | AH | 4/11/91 | 5/25/91 | |



HOFFMAN INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POINT NO. 13
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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

73890 (REV. 10/86) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR VFL

DATE 5/2/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| | <u>IMMEDIATE ACTION</u> | | | | | |
| 1. | Follow up with Sid Clearfield regarding advisor from organization of national youth directors.. | | SHH | 2/11/91 | 5/15/91 | |
| 2. | Consider inviting Bud Goldman to serve on the CIJE Board. | | SHH | 3/8/91 | 5/15/91 | |
| 3. | Contact Henry Koschitsky regarding foundation support and/or board membership.. | | SHH | 1/23/91 | 5/15/91 | |
| 4. | Talk to Jon Woocher about consultants to work on benefits package. | | SHH | 3/20/91 | 5/15/91 | |
| 5. | Contact the following board members as follow up to April 9 meeting and send brief report to VFL: a. Charles Bronfman - with SF b. Irwin Field c. Max Fisher d. Norman Lipoff e. Mark Lainer f. Bennett Yanowitz | | SHH | 4/11/91 | 5/15/91 | |
| 6. | Work on a timeline for action on lead communities. | | SHH | 3/20/91 | 5/15/91 | |
| 7. | Invite representatives of Arnow/Weiler Avi Chai, Crown, Melton, Revson, Wexner foundations to join the board without financial commitment for next year. | | SHH | 4/11/91 | 5/15/91 | |
| 8. | Contact Richard Joel for his reaction to Reconstructionist Rabbinical College proposal.. | | SHH | 4/26/91 | 5/30/91 | |
| 9. | With SE, meet with D. Syme. | | SHH | 4/11/91 | 6/1/91 | |
| 10. | Meet with Abramson, Gurvis, Retman, Shrage, Syme and Woocher to determine how to proceed on community organization side of lead communities.. | | SHH | 4/11/91 | 6/15/91 | |

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

7/8990 (REV. 12/78) PRINTED IN U.S.A.

 FUNCTION **COUNCIL STEERING COMMITTEE**

 SUBJECT/OBJECTIVE **HOFFMAN ASSIGNMENTS**

ORIGINATOR

VFL

 DATE **5/2/91**

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR RESCHEDULED DATE |
|-----|---|----------|------------------------|-----------------------|----------|-------------------------------|
| 11. | Recruit a chief professional officer. | | SHH | 8/7/90 | 9/1/91 | |
| | <u>AS TIME PERMITS</u> | | | | | |
| 12. | Follow up with Cummings Foundation. | | SHH | 8/7/90 | TBD | |
| 13. | Consider Heinz Eppler for possible involvement on CIJE or MIG board. | | SHH | 1/23/91 | TBD | |
| 14. | Explore informally with Jerry Strober the possibility of paying him a modest stipend for his work for the CIJE. | | SHH | 12/14/90 | TBD | |
| 15. | Consider scheduling a series of meetings with the local leadership of 15-20 cities over a period of 6-9 months to present and discuss the final report. | | SHH | 8/22/90 | TBD | |
| 16. | Work with staff at CJF to set up an office. | | SHH | 11/28/90 | TBD | |

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

25899 (REV. 10/86) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE MANDEL ASSIGNMENTS

ORIGINATOR

VFL

DATE

5/2/91

| NO | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Talk with Mark Lainer about support for CIJE from his family.. | | MLM | 2/27/91 | 5/15/91 | |
| 2. | Call Max Fisher regarding level of support for Council.. | | MLM | 10/10/90 | 5/15/91 | |
| 3. | Call and invite Bill Berman to serve on the CIJE board.. | | MLM | 1/23/91 | 5/15/91 | |
| 4. | Talk to Board Institute of HUC. | | MLM | 1/23/91 | 5/30/91 | |
| 5. | Give closing talk at JESNA Continental Leadership Conference.. | | MLM | 9/11/90 | 6/11/91 | |
| 6. | Call Lester Crown to request support for the CIJE.. | | MLM | 1/23/91 | TBD | |
| 7. | Consider means of upgrading financial capability of foundation staff.. | | MLM | 1/23/91 | TBD | |



PREMIER INDUSTRIAL CORPORATION

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

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

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ROTMAN ASSIGNMENTS

ORIGINATOR VFL DATE 5/2/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------------|-----------------------------|----------|---------------------------------|
| 1. | Contact the following board members as follow up to April 9 meeting and send brief report to VFL: a. Charles Goodman b. Lester Pollack | | AR | 4/11/91 | 5/15/91 | |



PERMUTER INTERNATIONAL CORPORATION

SEE MANAGEMENT MANUAL, POLICY NO. 10.3
FOR GUIDANCE ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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

7/8/80 (REV. 10/86) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE WOOCHEE ASSIGNMENTS

ORIGINATOR VFL DATE 5/2/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact the following board member as follow up to April 9 meeting and send brief report to VFL: a. Neil Greenbaum | | JW | 4/11/91 | 5/15/91 | |



- 📁 **ASSIGNMENTS**
- 📁 **ACTIVE PROJECTS**
- 📁 **RAW MATERIAL**
- 📁 **FUNCTIONAL SCHEDULE**

73890 (REV. 10/86) PRINTED IN U.S.A.

ORIGINATOR VFL DATE 5/2/91

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Agenda
CIJE Teleconference
Wed., May 1, 1991 - 8:30 a.m.

Participants: Jerusalem - SF, AH; Rockville - SE; Cleveland - SHH, VFL, HLZ

- I. Minutes and Assignments of 4/26/91
- II. Where we are with lead communities
 - A. AH memo
 - B. Simulation
- III. Best practice update
 - A. Establishment of panels
 - B. Timing of process - interim reports
- IV. Status of research agenda and data bank
 - A. Is Aron on board?
 - B. Additions to editorial board?
- V. Update on training
- VI. Status of proposals and funded projects
 - A. Torah Umesorah
 - B. Jewish Heritage Video Collection
- VII. Update on Planner search
- VIII. Confirm future telecons

Tues., May 7
Tues., May 14
Wed., May 29
Tues., June 4

Agenda
CIJE Teleconference
Fri., April 26, 1991 - 8:30 a.m.

Participants: Jerusalem - SF, AH; Rockville - SE; Cleveland - SHM, VFL, HLZ

- I. Minutes and Assignments of 4/11/91
- II. Update and next steps toward lead communities
- III. Best practice update
- IV. Update and next steps toward research agenda and data bank
- V. Next steps on training
- VI. Relationships with funders
 - A. Update on Mellon support
 - B. Status of invitations to potential funders to serve on Board
- VII. Status of Fox/Scheffler paper
- VIII. Status of proposals and funded projects
 - A. JCC Association
 - B. Yeshiva University
 - C. Jewish Theological Seminary
 - D. Hebrew Union College
 - E. Reconstructionist Rabbinical College
 - F. University of Judaism - Wilestein Institute (Lipset)
 - G. Ramaz
 - H. Torah Umesorah
 - I. Jewish Heritage Video Collection
- IX. Confirm future telecons

Wed., May 1
Tues., May 7
Tues., May 14
Wed., May 29
Tues., June 4



PREMIER INDUSTRIAL CORPORATION

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

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SEE MANAGEMENT MANUAL, PAGES 80, 81
FOR SUBMITTING OFFICE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ELSTER ASSIGNMENTS

ORIGINATOR

VFL

DATE 4/29/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Send copy of planner position description to Art Rotman and Jon Woocher and solicit their and Jack Ukeles' ideas of possible candidates.. | | SE | 4/26/91 | 5/5/91 | |
| 2. | Ask Jack Ukeles for a detailed proposal outlining how he would develop a national strategic plan on training. | | SE | 4/26/91 | 5/5/91 | |
| 3. | With SHH, identify other candidates from whom to seek strategic plan proposals.. | | SE | 4/26/91 | 5/15/91 | |
| 4. | Contact the following board members as follow up to April 9 meeting and send brief report to VFL: a. Gerald Cohen b. Alfred Gottschalk c. S. Martin Lipset d. Melvin Merians e. Arthur Green | | SE | 4/11/91 | 5/15/91 | |
| 5. | Meet with Jack Ukeles to discuss tasks defined in paper on pre-service and in-service training. | | SE | 2/11/91 | 5/15/91 | |
| 6. | With SHH, meet with D. Syme.. | | SE | 4/11/91 | 6/1/91 | |
| 7. | Develop outline for how to proceed with educational component of lead communities. | | SE | 4/11/91 | 6/15/91 | |
| 8. | Work with Barry Holtz on developing a best practices panel. | | SE | 1/23/91 | 6/30/91 | |
| 9. | Work with SF and AH to develop concrete means of establishing lead communities. | | SE | 4/11/91 | ongoing | |
| 10. | Develop and maintain list of experts on which CIJE can draw. | | SE | 4/11/91 | ongoing | |



PREMIER INDUSTRIAL CORPORATION

 SEE MANAGEMENT MANUAL POLICY NO. 03
 FOR GUIDANCE ON THE COMPLETION
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- ☐ ASSIGNMENTS
☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR

VFL

DATE 4/29/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact the following board members as follow up to April 9 meeting and send brief report to VFL: a. Charles Bronfman - with SHH b. David Hirschhorn c. Isadore Twersky | | SF | 4/11/91 | 5/15/91 | |
| 2. | Send SHH a list of suggested members of a training oversight committee. | | SF | 3/20/91 | 5/15/91 | |
| 3. | Contact Florence Melton regarding foundation support for GJE. | | SF | 2/11/91 | 6/30/91 | |
| 4. | Invite Rabbi Twersky to prepare an op ed piece. | | SF | 10/30/90 | TBD | |



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POLICY NO. 2.3
FOR SIGNATURE OR TIME QUALIFICATION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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

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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOCHSTEIN ASSIGNMENTS

ORIGINATOR

VFL

DATE 4/29/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Provide summary of new approach to lead community process to be discussed at next teleconference. | | AH | 4/26/91 | 4/30/91 | |
| 2. | Work with SE and SF on a proposal to Isa Aron stating what we seek as a first step in developing a research agenda. | | AH | 4/11/91 | 5/8/91 | |
| 3. | Contact the following board members as follow up to April 9 meeting and send brief report to VFL: a. Matthew Maryles b. Ludwig Jesselson c. Norman Lamm d. Esther Leah Ritz e. Ismar Schorsh | | AH | 4/11/91 | 5/15/91 | |
| 4. | Talk with Jon Woocher about next steps for the establishment of a data bank. | | AH | 4/11/91 | 5/25/91 | |



PREMIER INDUSTRIAL CORPORATION

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

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FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR

VFL

DATE

4/29/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| | <u>IMMEDIATE ACTION</u> | | | | | |
| 1. | Distribute to Steering Committee,, proposals from Torah Umesorah and Jewish Heritage Video Collection. | | SHH | 4/26/91 | 4/30/91 | |
| 2. | Follow up with Sid Clearfield regarding advisor from organization of national youth directors.. | | SHH | 2/11/91 | 5/1/91 | |
| 3. | Consider inviting Bud Goldman to serve on the CIJE Board. | | SHH | 3/8/91 | 5/1/91 | |
| 4. | Contact Henry Koschitsky regarding foundation support and/or board membership.. | | SHH | 1/23/91 | 5/1/91 | |
| 5. | Talk to Jon Woocher about consultants to work on benefits package.. | | SHH | 3/20/91 | 5/10/91 | |
| 6. | Contact the following board members as follow up to April 9 meeting and send brief report to VFL: a. Charles Bronfman ■ with SF b. Irwin Field c. Max Fisher d. Nathan I. Lipp e. Mark Lainer f. Bennett Yanowitz | | SHH | 4/11/91 | 5/15/91 | |
| 7. | Work on a timeline for action on lead communities.. | | SHH | 3/20/91 | 5/15/91 | |
| 8. | Invite representatives of Arnow/Weiler Avi Chai, Crown, Melton, Revson, Wexner foundations to join the board without financial commitment for next year. | | SHH | 4/11/91 | 5/15/91 | |
| 9. | Contact Richard Joel for his reaction to Reconstructionist Rabbinical College proposal. | | SHH | 4/26/91 | 5/30/91 | |
| 10. | With SE, meet with D. Syme.. | | SHH | 4/11/91 | 6/1/91 | |



PREMIER INDUSTRIAL CORPORATION

 SEE MANAGEMENT MANUAL POLICY NO. 25
 FOR GUIDANCE ON THE COMPLETION
 OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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

72000 (REV 10/86) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR

VFL

DATE 4/29/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 11. | Meet with Abramson, Gurvis, Rotman, Shrage, Syme and Woocher to determine how to proceed on community organization side of lead communities.. | | SHH | 4/11/91 | 6/15/91 | |
| 12. | Recruit a chief professional officer.. | | SHH | 8/7/90 | 9/1/91 | |
| | <u>AS TIME PERMITS</u> | | | | | |
| 13. | Follow up with Cummings Foundation.. | | SHH | 8/7/90 | TBD | |
| 14. | Consider Heinz Eppler for possible involvement on CIJE or MIG board.. | | SHH | 1/23/91 | TBD | |
| 15. | Explore informally with Jerry Strober the possibility of paying him a modest stipend for his work for the CIJE.. | | SHH | 12/14/90 | TBD | |
| 16. | Consider scheduling a series of meetings with the local leadership of 15-20 cities over a period of 6-9 months to present and discuss the final report.. | | SHH | 8/22/90 | TBD | |
| 17. | Work with staff at CJP to set up an office.. | | SHH | 11/28/90 | TBD | |



PREMIER INDUSTRIAL CORPORATION

 SEE INSTRUCTIONS MANUAL ENTRY NO. 114
 FOR GUIDELINES ON THE COMPLETION
 OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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

71090 (REV. 10/95) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE MANDEL ASSIGNMENTS

ORIGINATOR

VFL

DATE

4/29/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Talk with Mark Lainer about support for CIJE from his family.. | | MLM | 2/27/91 | 5/15/91 | |
| 2. | Call Max Fisher regarding level of support for Council.. | | MLM | 10/10/90 | 5/15/91 | |
| 3. | Call and invite Bill Berman to serve on the CIJE board.. | | MLM | 1/23/91 | 5/15/91 | |
| 4. | Talk to Board Institute of HUC.. | | MLM | 1/23/91 | 5/30/91 | |
| 5. | Give closing talk at JESNA Continental Leadership Conference.. | | MLM | 9/11/90 | 6/11/91 | |
| 6. | Call Lester Crown to request support for the CIJE.. | | MLM | 1/23/91 | TBD | |
| 7. | Consider means of upgrading financial capability of foundation staff.. | | MLM | 1/23/91 | TBD | |



PREMIER INDUSTRIAL CORPORATION

SEE INSTRUCTIONS MANUAL PROJECT NO. 15
FOR GUIDANCE ON THE COMPLETION
OF THIS FORM FOR A PROFESSIONAL CONSULTANT

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

72510 (REV. 10/88) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ROTMAN ASSIGNMENTS

ORIGINATOR VFL DATE 4/29/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR RESCHEDULED DATE |
|-----|---|----------|------------------------|-----------------------|----------|-------------------------------|
| 1. | <p>Contact the following board members as follow up to April 9 meeting and send brief report to VFL:</p> <p>a. Charles Goodman</p> <p>b. Lester Pollack</p> | | AR | 4/11/91 | 5/15/91 | |





PREMIER INDUSTRIAL CORPORATION

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

73890 (REV. 10/86) PRINTED IN U.S.A.

USE MANAGEMENT MANUAL FORM NO. 13
FOR ENTRIES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE WOOCHEE ASSIGNMENTS

ORIGINATOR

VFL

DATE

4/29/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact the following board member as follow up to April 9 meeting and send brief report to VFL: a. Neil Greenbaum | | JW | 4/11/91 | 5/15/91 | |



INTERNATIONAL COMMISSION ON THE HOLOCAUST IN GERMANY

SEE ASSIGNMENT MANUAL FOOTNOTES NO. 13
FOR GUIDANCE ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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

73899 (REV. 10/86) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

ORIGINATOR

VFL

DATE

4/29/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR RENEWED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact the following board members as follow up to April 9 meeting and send brief report to VFL: a.. John Colman b.. Thomas Hausdorff | | HLZ | 4/11/91 | 5/15/91 | |
| 2. | Follow up on a proposal for funding from Arnow/Weiler family.. | | HLZ | 4/26/91 | 6/15/91 | |

TO: FAX NO. (011) 9222-69995/1

Name SEYMOUR (ANNETTE)
FOX HOCHSTEIN

Company _____

Street Address _____

City _____ State _____ Zip _____ Country _____

FROM: FAX NO. (810) 361-9962

Name GINNY LEVI

Company _____

Tele. No. () _____ Ext. _____

Letter to board members who did not attend meeting

May 7, 1991

Dear :

I am pleased to send you the minutes of the first meeting of the ~~University of Illinois at Chicago~~ ~~Education~~ ~~the~~ ~~meeting~~ was a good beginning. When we come together again in a few months, we will be in a position to take action on several concrete proposals.

Since the meeting on April 9, staff has continued to work on a plan for the establishment of lead committees, incorporating approaches to best practice and a research component. We will keep you informed on progress.

You can expect to hear from a CIJE staff member or senior policy advisor to fill you in on the meeting and seek your thoughts on next steps. We want to find ways to make it convenient for you to share your ideas as fully as possible.

We have not yet set a date for the next board meeting, but will notify you as soon as we do.

I look forward to continuing to work with you in this important endeavor, and send my warmest personal regards.

MORTON L. MANDEL
Chair

Letter to senior policy advisors

May 8, 1991

Dear :

I am pleased to send you the minutes of the April 9 meeting of the Board of the Council for Initiatives in Jewish Education. I feel that the meeting was a good beginning.

Since the meeting, staff has continued to work on a plan for the establishment of lead communities, incorporating approaches to best practice and a research component. We will be in touch with you for your thoughts as we begin to plan next steps.

We have not yet set a date for the next Senior Policy Advisors meeting, but will notify you as soon as we do.

I look forward to continuing to work with you in this important endeavor.

Sincerely,

Stephen H. Hoffman
Acting Director

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

FORM #0103 12/881 PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ELSTER ASSIGNMENTS

ORIGINATOR VFL DATE 4/4/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Work with SF and AH to identify people who can undertake tasks defined in paper on pre-service and in-service training. | | SE | 2/11/91 | 4/15/91 | |
| 2. | Draft an approach to developing a best practices panel with Barry Holtz. | | SE | 1/23/91 | TBD | |



PHARMACEUTICAL RESEARCH AND MANUFACTURERS OF AMERICA

SEE PHARMACEUTICAL RESEARCH AND MANUFACTURERS OF AMERICA
FOR CHAIRMAN OF THE COMMITTEE
OF THIS FORM FOR A CHAIRMAN'S SCHEDULE

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

73880 (REV. 10/78) PRINTED IN U.S.A.





FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR VFL DATE 4/4/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact regarding foundation support and/or board membership: a. Florence Melton | | SF | 2/11/91 | 6/10/91 | |
| 2. | Send SHH a list of suggested members of a training oversight committee.. | | SF | 3/20/91 | 4/15/91 | |
| 3. | Meet with Israel Scheffler to discuss completion of research paper. | | SF | 3/20/91 | 5/1/91 | |
| 4. | Invite Rabbi Twersky to prepare an an op ed piece. | | SF | 10/30/90 | TBD | |



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

ORIGINATOR VIL DATE 4/4/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|---------------------------|-----------------------------|----------|---------------------------------|
| 1. | Follow up with S. Martin Lipset on progress of review of CJF population data. | | AH | 2/27/91 | 4/15/91 | |
| 2.. | Review JCCA proposal with Art Rotman while in the U.S. | | AH | 3/20/91 | 4/19/91 | |
| 3. | With SF, meet with Aryeh Davidson to discuss JTS proposal. | | AH | 4/3/91 | 4/19/91 | |

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

7-8890 (REV. 10/94) PREMIER-INT.USA
FUNCTION COUNCIL STEERING COMMITTEE
SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS
ORIGINATOR VFL DATE 4/4/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| | <u>IMMEDIATE ACTION</u> | | | | | |
| 1. | Set up a system whereby senior policy advisors keep board members informed and involved through phone calls and visits.. | | SHH | 1/23/91 | 4/8/91 | |
| 2. | Work on a timeline for action on lead communities. | | SHH | 3/20/91 | 4/8/91 | |
| 3. | Prepare detailed outline for board meeting, including desired outcomes and potential problems, and brief NLM. | | SHH | 4/3/91 | 4/8/91 | |
| 4. | Talk to Jon Woocher about consultants to work on benefits package.. | | SHH | 3/20/91 | 4/10/91 | |
| 5. | Follow up with Sid Clearfield regarding advisor from organization of national youth directors. | | SHH | 2/11/91 | 5/1/91 | |
| 6. | Consider inviting Bud Goldman to serve on the CIJE Board. | | SHH | 3/8/91 | 5/1/91 | |
| 7. | Contact Henry Koschitsky regarding foundation support and/or board membership. | | SHH | 1/23/91 | 5/1/91 | |
| 8. | Recruit a chief professional officer. | | SHH | 8/7/90 | 9/1/91 | |
| | <u>AS TIME PERMITS</u> | | | | | |
| 9. | Follow up with Cummings Foundation. | | SHH | 8/7/90 | TBD | |
| 10. | Consider Heinz Eppler for possible involvement on CIJE or MIG board. | | SHH | 1/23/91 | TBD | |
| 11. | Explore informally with Jerry Strober the possibility of paying him a modest stipend for his work for the CIJE. | | SHH | 12/14/90 | TBD | |
| 12. | Consider scheduling a series of meetings with the local leadership of 15-20 cities over a period of 6-9 months to present and discuss the final report. | | SHH | 8/22/90 | TBD | |
| 13. | Work with staff at CJF to set up an office. | | SHH | 11/28/90 | TBD | |



PREMIER INDUSTRIAL CORPORATION

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

7890 (REV 10/86) PRINTED IN U.S.A.

SEE INSTRUCTIONS ON THE REVERSE OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

ORIGINATOR

VFL

DATE

4/4/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE 5- ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|--------------------------------|----------|---------------------------------|
| 1. | Schedule a meeting with Arnow-Weiler families.. | | HLZ | 8/7/90 | 5/1/89. | |

Annette Hechstein Schedule

Wednesday, April 10

7:30 a.m. * MAF meeting at Federation 173750 Euclid Avenue
 9:30-12 p.m. - AH, SF, HLZ, VFL
 12-1:30 p.m. ■ AAF and VFL
 1:30 p.m. - AH and SHH at Federation
 3:00 p.m. - AH and Barry Reis at Federation
 4:00 p.m. - AH, SF and Mark Gurvis at Federation

Thursday, April 11

8:30 a.m. - AH and John Gerhart - Building 1, Room 105

The rest of the day is open.

Seymour Fox Schedule

Wednesday, April 10

7:30 a.m. - MAF meeting at Federation - 1750 Euclid Avenue

9:30-12 p.m. -- SF, AH, HIZ, WEL

12-1:30 p.m. -- SF and HIZ

3:00 p.m. -- * SF and Dan Pekarsky at Federation (ask for Judith Oscker)

4:00 p.m. -- SF, AH and Mark Gurvis at Federation

Thursday, April 11

7:30 a.m. - Breakfast at Glidden House and SF and W. Ackerman

The rest of the day is open.



PREMIER INDUSTRIAL CORPORATION

FACSIMILE HEADER SHEET

731138 (5/90) PRINTED IN U.S.A.

DATE: 3/28 TIME:

NUMBER OF PAGES SENT: 3

| | |
|---|--|
| TO: FAX NO. <u>(911) 972-4699</u> | FROM: FAX NO. <u>(212) 361-9962</u> |
| Name <u>ANNETTE HOGSTEIN</u> | Name <u>GIRNY LEVI</u> |
| Company _____ | Company _____ |
| Street Address _____ | Tele. No. () _____ Ext. _____ |
| _____ <div style="display: flex; justify-content: space-between;"> City State Zip Country </div> | |

Annette -

Steve advised me not to work on revising the Israel minutes. He thinks they are fine as they are and wants to mail on Mon.

We have made a few changes in the Sr. Policy minutes, clarifying that the

Attached is the ~~original~~ ^{2nd} ~~idea~~ ^{MAN} suggested for our 4/3 telecon. Any other ideas? I think that's it for now.

Have a lovely Pesach..

Henry

P.S. Where will you be on the 3rd?

3/28/91

Agenda
CIJE Teleconference
Wed., April 3, 1991 - 9:30 a.m.

Participants: Jerusalem - SF, AH; Rockville ■ SE; Cleveland - SHH, VFL

- I. Minutes of March 20
- II. Assignments
- III. Status of pending proposals
- IV. Follow up ~~with~~ new mentoir invities
 1. Bud Goldman - anything further?
 2. Mel Mariani - invited
 3. Mona Ackerman/Kathy Hat?
 4. Rachel Cowan?
 5. Eli Evans?
 6. Others?
- V. April 9 board meeting
 - A. Review ~~agenda~~
 - B. Review Agenda
 1. CIJE Operations Who reports? Who prepares?
 - a. Structure
 - b. Finance and Administration
 - c. Staffing
 2. Action Plan Who reports? Who prepares?
 - a. Lead communities [Has a timetable been prepared?]
 - b. Pre-professional/In-service training
 - c. Research capability
 - d. Best practice
 3. Foundation community contacts and issues HLZ?
 - Anything further on benefits package
 - C. Communications agenda

VI. Preparations for board meeting

- A. Counselor/camper assignments
- B. Brief MLM/Prepares his remarks
- C. Logistics of the day

- 1. Serve luncheon before meeting begins?
- 2. Assign seats?
- 3. Materials in folders,, as for 3/12?
 - a.. Agenda
 - b.. What else?

VII. Set future telecons

DATE: 3/26 TIME: _____

NUMBER OF
PAGES SENT: 5

TO: FAX NO. (011) 972 2-629 951

Name SEYMOUR FOX
ANNETTE ROCHSTEIN

Company _____

Street Address _____

City _____ State _____ Zip _____ Country _____

FROM: FAX NO. (214) 361-9962

Name GARY LEVI

Company _____

Tele. No. () _____ Ext. _____

Seymour + Annette =

1. Steve has cancelled tomorrow's telecon. He's not ready. (In case you want to lobby, he's not inclined to put the camper/counselor system in place - but ~~don't~~ say if told by us.) Can next week's telecon - April 3, - be at 9:30 our time?
2. Attached is a letter from SM Lipst, for your info. Also current attendance ~~list~~ ^{ASSTm J list}.
3. Here's what I have arranged for you in Cleveland:

April 10

7:30 a.m. - MAF ~~meeting~~ at 1750 Euclid. (I can pick you up shortly after 7 if you'd like. Light breakfast will be served at the meeting.)

8:30-12 SE, AH, HLZ, VFL

12:15-1:30 $\left\{ \begin{array}{l} SF + HLZ \\ AH + VFL \end{array} \right.$

1:30 - AH + SHAH at Federation

3:00 - AH + B Rieis at Federation (Wendy's is in labor)

4:00 - SE + SH + W. Gots at Federation

April 11

7:30 a.m. - Breakfast at Golden House * SE + W. Ackerman
(SW + AL + AKCU AT AH want to join to SE + W.)

8:30 a.m. - AH + John Gerhart = Building 1, Room 105

The rest of the day is open.
I didn't ask Steve about a meeting
with you & SE. I'll be glad to
you, unless I hear otherwise.

3/25/91

CIFE Board Members Invited to 4/9/91 Meeting

| Name | Attendance Plans |
|-------------------|---------------------|
| Charles Bronfman | Yes |
| Gerald Cohen | Yes |
| John Cojman | Yes |
| Irwin Field | No |
| Max Fisher | |
| Charles Goodman | |
| Alfred Gottschalk | Yes |
| Arthur Green | Yes |
| Neil Greenbaum | No |
| Thomas Hausdorff | Yes |
| David Hirschhorn | Yes |
| Ludwig Jesselson | No - in Israel |
| Mark Lainer | |
| Norman Lamm | Yes |
| Norman Lipoff | No |
| S. Martin Lipsitz | Yes |
| Morton Mandel | Yes |
| Matthew Maryles | Yes |
| Melvin Merlans | |
| Lester Pollack | Yes |
| Esther Leah Ritz | Yes |
| Ismar Schorsch | No - in Canton, OH |
| Isadore Twersky | Yes |

Other invitees;

| | |
|-----------|---------------------|
| Elster | Yea |
| Fox | Yes |
| Hochstein | Yes |
| Hoffman | Yes |
| Levi | Yes |
| Kraar | Yes (until 2:30) |
| Rotman | Yes |
| Woocher | Yes |
| Zucker | Yes |

| | |
|-----------------|----|
| TOTAL Attending | 24 |
|-----------------|----|

George Mason University

MAR 25 1991

The Institute of Public Policy
Krug Hall, Room 205
Fairfax, Virginia 22030-4444
(703) 323-2503
Fax: (703) 323-2504

March 22, 1991

Ms. Virginia Levi
Premier Industrial Foundation
4500 Euclid Avenue
Cleveland, OH 44103

Dear Ginny::

I'm glad to set down what I plan to do with the analysis of the population data. As it happens the tape only reached me a couple of days ago. For reasons that I do not completely understand the preparing of the code book and the cleaning of the data and putting it on a tape and so on took much longer than was anticipated. In any case Barry Kosmin sent me a code book and the tape a couple of days ago. I hired someone to start doing the statistical analysis and he is going through the preliminary work at the moment. Hence the timing of the study can be said to have begun as of March 15th, to pick an arbitrary date. I hope very much that I will have it finished by the end of the calendar year. The first immediate product of it has to be ready for a conference which The Wilstein Institute is holding in Los Angeles the second week in July to discuss the results of the study and other matters. I would hope, therefore, that this could also be the halfway progress report that you ask for.

I trust that all this is satisfactory. With best wishes --

Cordially,



Seymour Martin Lipset
Hazel Chair of Public Policy

SML/ngc



PREMIER INDUSTRIAL CORPORATION

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

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THE INFORMATION HEREIN IS FOR THE USE OF THE COUNCIL STEERING COMMITTEE
OF THE PREMIER INDUSTRIAL CORPORATION

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ELSTER ASSIGNMENTS

ORIGINATOR VFL DATE 3/20/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR RENEWED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Work with SP and AH to identify people who can undertake tasks defined in paper on pre-service and in-service training.. | | SE | 2/11/91 | 3/27/91 | |
| 2. | Draft an approach to developing a best practices panel with Barry Holtz.. | | SE | 1/23/91 | TBD | |

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

73090 (REV. 10/88) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR

VFL

DATE 3/20/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|--------------------|---------------------------|
| 1. | Contact regarding foundation support and/or board membership: a. Florence Melton b.. Mona Ackerman | | SF | 2/11/91 | 6/10/91 3/27/91 | |
| 2. | Send SHH a list of suggested members of a training oversight committee.. | | SF | 3/20/91 | 3/25/91 | |
| 3. | Meet with Israel Scheffler to discuss completion of research paper.. | | SF | 3/20/91 | 5/1/91 | |
| 4. | Invite Rabbi Twersky to prepare an an op ed piece.. | | SF | 10/30/90 | TBD | |



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL, POLICY NO. 1.1
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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

73690 (REV. 10/84) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOCHSTEIN ASSIGNMENTS

ORIGINATOR VFL

DATE 3/20/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|---------------------------|-----------------------------|----------|---------------------------------|
| 1. | Get proposal for Jerusalem Municipality from Michael Gal and bring to U.S.. | | AH | 3/20/91 | 4/10/91 | |
| 2. | Follow up with S. Martin Lipset on progress of review of CJF population data.. | | AH | 2/27/91 | 4/15/91 | |
| 3. | Review JCCA proposal from Art Rotman and provide comments while in the U.S.. | | AH | 3/20/91 | 4/19/91 | |



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

73090 (REV. 10/05) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR

VFL

DATE

3/20/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| | <u>IMMEDIATE ACTION</u> | | | | | |
| 1. | Discuss with MLM whether to invite potential funders to April 9 meeting.. | | SHH | 3/20/91 | 3/21/91 | |
| 2. | Discuss with MLM if Mel Merians should be appointed to CIJE board.. | | SHH | 3/20/91 | 3/21/91 | |
| 3. | Ask Alex Schindler whom to invite to serve as a senior policy advisor.. | | SHH | 3/8/91 | 3/27/91 | |
| 4. | Set up a system whereby senior policy advisors keep board members informed and involved through phone calls and visits.. | | SHH | 1/23/91 | 3/27/91 | |
| 5. | Follow up with Sid Clearfield regarding advisor from organization of national youth directors.. | | SHH | 2/11/91 | 3/27/91 | |
| 6. | Work on a timeline for action on lead communities.. | | SHH | 3/20/91 | 3/27/91 | |
| 7. | Follow up on attendance at April 9 meeting with: a. Charles Goodman b. Mark Lainer c. S. Martin Lipset | | SHH | 3/20/91 | 3/27/91 | |
| 8. | Invite Bob Hirt to join senior policy advisors.. | | SHH | 3/20/91 | 3/31/91 | |
| 9. | Invite Bud Goldman to serve on the CIJE Board.. | | SHH | 3/8/91 | 4/1/91 | |
| 10. | Contact Henry Koschitsky regarding foundation support and/or board membership.. | | SHH | 1/23/91 | 4/1/91 | |
| 11. | Talk to Jon Weecher about consultants to work on benefits package.. | | SHH | 3/20/91 | 4/3/91 | |
| 12. | Talk with Mark Lainer about support for CIJE from his family.. | | SHH | 2/27/91 | 4/15/91 | |

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

33950 (REV. 10/86) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR VFL

DATE 3/8/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 13. | Recruit a chief professional officer. <u>AS TIME PERMITS</u> | | SHH | 8/7/90 | 9/1/91 | |
| 14. | Follow up with Cummings Foundation. | | SHH | 8/7/90 | TBD | |
| 15. | Consider Heinz Eppler for possible involvement on CIJE or MIG board. | | SHH | 1/23/91 | TBD | |
| 16. | Explore informally with Jerry Strober the possibility of paying him a modest stipend for his work for the CIJE. | | SHH | 12/14/90 | TBD | |
| 17. | Consider scheduling a series of meetings with the local leadership of 15-20 cities over a period of 6-9 months to present and discuss the final report. | | SHH | 8/22/90 | TBD | |
| 18. | Work with staff at GJF to set up an office. | | SHH | 11/28/90 | TBD | |



PREMIER INDUSTRIAL CORPORATION

SEE INSTRUCTIONS PAGE 101
FOR MODIFICATIONS TO THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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

73090 (REV. 10/88) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR

VFL

DATE 3/20/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Fax proposal from Arthur Green to AH and SE. | | VFL | 3/20/91 | 3/22/91 | |
| 2. | Follow up on attendance at April 9 meeting with: a. Irwin Field b. Arthur Green c. David Hirschhorn d. Norman Lipoff | | VFL | 3/20/91 | 3/27/91 | |

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

| | |
|-------------------|----------------------------|
| FUNCTION | COUNCIL STEERING COMMITTEE |
| SUBJECT/OBJECTIVE | ZUCKER ASSIGNMENTS |
| ORIGINATOR | VFL |
| DATE | 3/20/91 |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Schedule a meeting with Arnow-Weiler families.. | | HLZ | 8/7/90 | 5/1/91 | |

15. Jaffa Project

We reviewed the following suggested wording of the dedication plaque for the Jaffa project:

MANDEL CULTURAL CENTER

Presented to the People of Tel Aviv ■ Jaffa

to Enrich the Life of the Community

Jack N. and Lilyan Mandel

Joseph C. and Florence Mandel

Morton L. and Barbara Mandel

SF will send a suggested wording to us for approval by the three Mandels.



PREMIER INTERNATIONAL CORPORATION

SEE MANAGEMENT MANUAL, SUBJECT NO. 1.1
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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

7/20/90 (REV. 10/91) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ELSTER ASSIGNMENTS

ORIGINATOR

VFL

DATE 3/8/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Work with SK and AH to identify people who can undertake tasks defined in paper on pre-service and in-service training. | | SE | 2/11/91 | 3/11/91 | |
| 2. | Make revisions on drafts of papers on training, lead communities, and research, check them with AH, and have ready for 3/12 meeting. | | SK | 3/7/91 | 3/11/91 | |
| 3. | Draft an approach to developing a best practices panel. | | SE | 1/23/91 | TBD | |



PREMIER INDUSTRIAL CORPORATION

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

73890 (REV. 10/80) MMS/KRM/USA

SEE MANAGEMENT MANUAL POLICY NO. 15
FOR INSTRUCTIONS ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR VFL

DATE 3/8/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact regarding foundation support and/or board membership: a. Florence Malton b. Mona Ackerman | | SF | 2/11/91 | 3/15/91 | |
| 2. | Forward to SHH, thoughts on cost of implementing recommendations on training. | | SF | 2/11/91 | 3/27/91 | |
| 3. | Invite Rabbi Twersky to prepare an op ed piece. | | SF | 10/30/90 | TBD | |



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

73890 (REV. 10/86) PRINTED IN U.S.A.

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

| | | | |
|-------------------|----------------------------|------|--------|
| FUNCTION | COUNCIL STEERING COMMITTEE | | |
| SUBJECT/OBJECTIVE | HOCHSTEIN ASSIGNMENTS | | |
| ORIGINATOR | VFL | DATE | 3/8/91 |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Clarify status of JCCA proposal for Wexner planning grant. | | AH | 2/27/91 | 3/13/91 | |
| 2. | Follow up with S. Martin Lipset on progress of review of CJF population data. | | AH | 2/27/91 | 3/24/91 | |



PREMIER INDUSTRIAL CORPORATION

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

73890 (REV. 1/88) PRINTED IN U.S.A.

 SEE MANAGEMENT MANUAL, POLICY NO. 83
 FOR GUIDELINES ON THE COMPLETION
 OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR

VFL

DATE 3/8/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| | <u>IMMEDIATE ACTION</u> | | | | | |
| 1. | Contact the following regarding foundation support and/or board membership: a. Henry Koschitzky b. Eli Evans | | SHH | 1/23/91 | 3/12/91 | |
| 2. | Ask Norman Lamm and Alex Schindler whom to invite from their organizations to serve on the CIJE senior policy advisors | | SHH | 3/8/91 | 3/12/91 | |
| 3. | Set up a system whereby senior policy advisors keep board members informed and involved through phone calls and visits. | | SHH | 1/23/91 | 3/12/91 | |
| 4. | Follow up with Sid Clearfield regarding advisor from organization of national youth directors. | | SHH | 2/11/91 | 3/27/91 | |
| 5. | Invite Bud Goldman to serve on the CIJE Board. | | SHH | 3/8/91 | 4/1/91 | |
| 6. | Prepare assignments of "counselors" prior to April board meeting. | | SHH | 2/11/91 | 4/1/91 | |
| 7. | Talk with Mark Lainer about support for CIJE from his family. | | SHH | 2/27/91 | 4/15/91 | |
| 8. | Talk with Bob Hiller about a benefits package for Jewish professionals. | | SHH1 | 3/8/91 | 4/15/91 | |
| 9. | Recruit a chief professional officer. | | SHH | 8/7/90 | 9/1/91 | |
| | <u>AS TIME PERMITS</u> | | | | | |
| 10. | Follow up with Cummings Foundation. | | SHH | 8/7/90 | TBD | |
| 11. | Consider Heinz Eppler for possible involvement on CIJE or MIG board. | | SHH | 1/23/91 | TBD | |



PREMIER INDUSTRIAL CORPORATION

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

7/24/90 (REV. 12/79) PRINTED IN U.S.A.

 SEE MANAGEMENT MANUAL, POLICY NO. 15
 FOR GUIDELINES ON THE COMPLETION
 OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR

VFL

DATE 3/8/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 12. | Explore informally with Jerry Strober the possibility of paying him a modest stipend for his work for the CIJE. | | SHH | 12/14/90 | TBD | |
| 13. | Consider scheduling a series of meetings with the local leadership of 15-20 cities over a period of 6-9 months to present and discuss the final report. | | SHH | 8/22/90 | TBD | |
| 14. | Work with staff at CJF to set up an office. | | SHH | 11/28/90 | TBD | |



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

73690 (REV. 10/86) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR VFL

DATE 3/8/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------------|-----------------------------|----------|---------------------------------|
| 1. | Arrange for special mailing of hard cover Commission reports.. | | VFL | 1/23/91 | 3/15/91 | |



PREMIER INDUSTRIAL CORPORATION

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

73890 (REV. 10/85) PRINTED IN U.S.A.

SEE MANAGEMENT MANUAL POLICY NO. 83
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

ORIGINATOR VFL

DATE 3/8/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------------|-----------------------------|----------|---------------------------------|
| 1. | Schedule a meeting with Arnov-Weiler families.. | | HLZ | 8/7/90 | 5/1/91 | |

3/4/91 DRAFT

Agenda
Teleconference
 Thurs., Mar. 7, 1991 8:30 a.m.

Participants: Jerusalem - SF, AH; Rockville - SE; Cleveland - SHH, VFL, HLZ

- I. Review minutes and assignments of 2/27/91 VFL
- II. Plans for senior policy advisors meeting SHH
 - A. Attendance
 - B. Agenda/assignments
 1. Commission recommendations and action (30 min.) SHH
 since final meeting. [Minutes of Jerusalem meeting]
 2. Review working papers (30 min.)
 - Building the profession SE
 - ~~Local communication~~ SHH
 - Research and development of data base JW
 [[SHH will ask and brief JW]]
 3. Break into groups to discuss three topics (4 hrs.)
 [[Group assignments]]
 4. Return to plenary to report and conclude (1 hr.)
- III. Relationship with funders - further discussion SHH
- V. Schedule future telecons: 3/20, 3/27, 4/3 * all at 8:30 a.m.
 Note: telecon of 3/11 has been cancelled



SEE MANAGEMENT MANUAL POLICY NO. 2.3
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM BY ALL WORKING PERSONNEL

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

23000 (REV. 10/90) PRINTED IN U.S.A.

COMPONENT: GEOMETRIC DESIGNING COMMITTEE

SUBJECT/OBJECTIVE ELSTER ASSIGNMENTS

ORIGINATOR VFL

DATE 2/28/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Work with SF and AH to identify people who can undertake tasks defined in process on new product and improve training. | | SE | 2/11/91 | 3/11/91 | |
| 2 | Draft an approach to developing a best practices panel | | SE | 1/23/91 | TBD | |



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

20030 (REV. 10/90) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR VFL

DATE 2/28/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Prepare a brief paper outlining the issues to be considered in an assessment of research capability.. | | SF | 2/11/91 | 3/5/91 | |
| 2. | With AH, prepare brief background paper with each of the two sub-committees. By 3/1/91, and with SE prepare outline for use at senior policy advisors meeting.. | | SF | 2/11/91 | 3/5/91 | |
| 3. | Contact regarding foundation support and/or board membership: a. Florence Melton b. Nona Ackermann | | SF | 2/11/91 | 3/15/91 | |
| 4. | Forward to SHM, thoughts on cost of implementing recommendations on training. | | SF | 2/11/91 | 3/27/91 | |
| 5. | Invite Rabbi Twersky to prepare an open piece.. | | SF | 10/30/90 | TBD | |



PREMIER INDUSTRIAL CORPORATION

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

73890 (REV. 10/86) PRINTED IN U.S.A.

 SEE MANAGEMENT MANUAL POLICY NO. U.S.
 FOR GUIDELINES ON THE COMPLETION
 OF THIS FORM FOR PROJECTS.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOCHSTEIN ASSIGNMENTS

ORIGINATOR

VFL

DATE

2/28/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|---------------------------|-----------------------------|----------|---------------------------------|
| 1. | Clarify relationship of new JCCA proposal to original proposal submitted to HAF to train outstanding executive directors.. | | AM | 2/27/91 | 3/13/91 | |
| 2. | Clarify status of JCCA proposal for Wexner planning grant.. | | AM | 2/27/91 | 3/13/91 | |
| 3. | Follow up with S. Martin Lipset on progress of review of CJF population data.. | | AM | 2/27/91 | 3/24/91 | |



SEE MANAGEMENT MANUAL PROJECTING
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

☒ **ASSIGNMENTS**
☒ **ACTIVE PROJECTS**
☒ **RAW MATERIAL**
☒ **FUNCTIONAL SCHEDULE**
 (DO NOT REMOVE)

FUNCTION COUNCIL STRATEGIC COUNCIL
 SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS
 ORIGINATOR VFL DATE 2/78/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| | <u>IMMEDIATE ACTION</u> | | | | | |
| 1. | Contact the following regarding foundation support and/or board membership: a. Henry Koschitzky b. Eli Evans | | SHH | 1/23/91 | 3/12/91 | |
| 2. | Ask Nuzumil L... who is invited as an advisor from the Orthodox movement.. | | SHH | 2/11/91 | 3/12/91 | |
| 3. | Set up a system whereby senior policy advisors keep board members informed and involved through phone calls and visits. | | SHH | 1/23/91 | 3/12/91 | |
| 4. | Follow up with Sid Clearfield regarding advisor from organization of national youth directors.. | | SHH | 2/11/91 | 3/27/91 | |
| 5. | Prepare assignments of "counselors" prior to April board meeting.. | | SHH | 2/11/91 | 4/1/91 | |
| 6. | Talk with Mark Lainer about support for CIJE from his family. | | SHH | 2/21/91 | 4/15/91 | |
| 7. | Recruit a chief professional officer.. | | SHH | 2/7/90 | 3/1/91 | |
| | <u>AS TIME PERMITS</u> | | | | | |
| 8. | Follow up with Nuzumil L... regarding... | | | | | |
| 9. | Consider Heinz Eppler for possible involvement on CIJE or MIG board. | | SHH | 1/23/91 | TBD | |
| 10. | Explore informally with Jerry Strober the possibility of paying him a modest stipend for his work for the CIJE. | | SHH | 12/14/90 | TBD | |
| 11. | Consider scheduling a series of meetings with the local leadership of 15-20 cities over a period of 6-9 months to present and discuss the final report. | | SHH | 8/22/90 | TBD | |
| 12. | Work with staff at CJF to set up an office.. | | SHH | 11/28/90 | TBD | |



SEE MANAGEMENT MANUAL POLICY NO. 4.3
FOR GUIDANCE ON THE COMPLETION
OF THIS FORM FOR A FUGITIVE SCHEDULE

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

73850 (REV. 10/66) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

| SUBJECT/OBJECTIVE | LEVI ASSIGNMENTS |
|--|--|
| 1. The student will be able to identify the major components of a cell. | 1. Identify the major components of a cell. |
| 2. The student will be able to describe the function of the major components of a cell. | 2. Describe the function of the major components of a cell. |
| 3. The student will be able to compare and contrast the structure and function of different types of cells. | 3. Compare and contrast the structure and function of different types of cells. |
| 4. The student will be able to explain the process of cell division. | 4. Explain the process of cell division. |
| 5. The student will be able to identify the major components of a tissue. | 5. Identify the major components of a tissue. |
| 6. The student will be able to describe the function of the major components of a tissue. | 6. Describe the function of the major components of a tissue. |
| 7. The student will be able to compare and contrast the structure and function of different types of tissues. | 7. Compare and contrast the structure and function of different types of tissues. |
| 8. The student will be able to explain the process of tissue repair. | 8. Explain the process of tissue repair. |
| 9. The student will be able to identify the major components of an organ. | 9. Identify the major components of an organ. |
| 10. The student will be able to describe the function of the major components of an organ. | 10. Describe the function of the major components of an organ. |
| 11. The student will be able to compare and contrast the structure and function of different types of organs. | 11. Compare and contrast the structure and function of different types of organs. |
| 12. The student will be able to explain the process of organ development. | 12. Explain the process of organ development. |
| 13. The student will be able to identify the major components of a system. | 13. Identify the major components of a system. |
| 14. The student will be able to describe the function of the major components of a system. | 14. Describe the function of the major components of a system. |
| 15. The student will be able to compare and contrast the structure and function of different types of systems. | 15. Compare and contrast the structure and function of different types of systems. |
| 16. The student will be able to explain the process of system development. | 16. Explain the process of system development. |
| 17. The student will be able to identify the major components of a body. | 17. Identify the major components of a body. |
| 18. The student will be able to describe the function of the major components of a body. | 18. Describe the function of the major components of a body. |
| 19. The student will be able to compare and contrast the structure and function of different types of bodies. | 19. Compare and contrast the structure and function of different types of bodies. |
| 20. The student will be able to explain the process of body development. | 20. Explain the process of body development. |

ORIGINATOR

VFL

DATE 2/28/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Arrange for special mailing of hard cover Commission reports. | | VHT. | 1/23/91 | 3/15/91 | |



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL, PART 20, 25
FOR CHANGES OF THE COMPLETION
OF THIS FORM AND A FUNCTION SCHEDULE

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

2000 (REV. 7/80) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE MANDEL ASSIGNMENTS

ORIGINATOR

VFL

DATE 2/28/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUPLICATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|-----------|---------------------------|
| 1. | Call Max Fisher regarding level of support for Council. | | MLM | 10/10/90 | 2/28/91 | |
| 2. | Call and invite the following to serve on the CIJE board: a. Edith Berman b. Irwin Field c. Norman Lipoff | | MLM | 1/23/91 | 3/11/91 | |
| 3. | Discuss Blaustein Foundation pledge with David Hirschhorn. | | MLM | 8/7/90 | 3/11/91 | |
| 4. | Ask Alex Schindler whom to invite as an advisor from UAHC. | | MLM | 2/11/91 | 3/11/91 | |
| 5. | Talk to Board Institute of HUC. | | MLM | 1/23/91 | 5/30/91 | |
| 6. | Give closing talk at JESNA Continental Leadership Conference. | | MLM | 9/11/90 | 6/11/91 | |
| 7. | Call Lester Crown to request support for the CIJE. | | MLM | 1/23/91 | TBD | |
| 8. | Consider means of upgrading financial capability of foundation staff. | | MLM | 1/23/91 | TBD | |



PREMIER INDUSTRIAL CORPORATION

 SEE IMMEDIATE MANUAL POSTING NO. 13
 FOR ANCHORING AND THE COMMITTEE
 OF THE BOARD FOR J. ARNOW-WEILER

- ☐ ACTIVE PROJECTS
☐ RAW MATERIAL
☐ FUNCTIONAL SCHEDULE

2090 (REV. 10/90) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

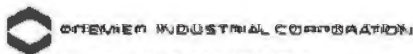
SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

ORIGINATOR

VFL

DATE 2/28/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Call contacts in San Francisco for suggestion of person to serve on the CIJE board. | | HLZ | 11/28/90 | 3/1/91 | |
| 2 | Schedule a meeting with Arnow-Weiler families.. | | HLZ | 8/7/90 | 5/1/91 | |



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

73890 (REV. 10/86) PRINTED IN U.S.A.

SEC MANAGEMENT MANUAL POLICY NO. 1.5
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ELSTER ASSIGNMENTS

ORIGINATOR VFL

DATE 2/14/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Send draft of position description of a planner to SF and AH. | | SE | 2/11/91 | 2/15/91 | |
| 2. | Work with SF and AH to identify people who can undertake tasks defined in paper on pre-service and in-service training. | | SE | 2/11/91 | 3/11/91 | |
| 3. | Draft an approach to developing a best practices panel. | | SE | 1/23/91 | TBD | |



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

73850 (REV. 10/84) PRINTED IN U.S.A.

SEE MANAGEMENT MANUAL POLICY NO. 15
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR

VFL

DATE 2/14/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Prepare a brief paper outlining the issues to be considered in an assessment of research capability. | | SF | 2/11/91 | 2/10/91 | |
| 2. | Contact regarding foundation support and/or board membership: a. Florence Melton b. Moma Ackerman | | SF | 2/11/91 | 2/28/91 | |
| 3. | With AM, prepare brief background paper on each area to be undertaken by the CIDE. | | SF | 2/11/91 | 2/28/91 | |
| 4. | Forward to SHH, thoughts on cost of implementing recommendations on training. | | SF | 2/11/91 | 2/28/91 | |
| 5. | Arrange for Avraham Infeld to keep SHH informed about the work of the Education Authority. | | SF | 2/11/91 | 2/28/91 | |
| 6. | Invite Rabbi Twersky to prepare an op ed piece. | | SF | 10/30/90 | TBD | |



PREMIER INDUSTRIAL CORPORATION

SEE MEMORANDUM DATED JULY 11, 85
FOR A HISTORY OF THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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

7/20/80 (REV. 10/80) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE S. HOFFMAN ASSIGNMENTS

ORIGINATOR VFL DATE 2/14/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUPLICATE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------------|---------------------------|
| | <u>IMMEDIATE ACTION</u> | | | | | |
| 11. | Contact the following regarding foundation support and/or board membership: | | SHH | 1/23/91 | 2/28/91 | |
| | a. Henry Koschitzky | | | | | |
| | b. Eli Evans | | | | | |
| | c. David Hirschhorn | | | | | |
| 2. | Follow up with Sid Clearfield regarding adviser from organization of national youth directors. | | SHH | 2/11/91 | 2/28/91 | |
| 3. | Ask Norman Lamm whom to invite as an adviser from the Orthodox movement. | | SHH | 2/11/91 | 2/28/91 | |
| 4. | Prepare an invitation to prospective Council senior policy advisors. | | SHH | 8/22/90 | 3/1/91 | |
| 5. | Set up a system whereby senior policy advisers keep board members informed and involved through phone calls and visits. | | SHH | 1/23/91 | 3/12/91 | |
| 6. | Prepare assignments of "counselors" prior to April board meeting. | | SHH | 2/11/91 | 4/1/91 | |
| 7. | Recruit a chief professional officer. | | SHH | 8/7/90 | 9/1/91 | |
| | <u>AS TIME PERMITS</u> | | | | | |
| 8. | Follow up with Cummings Foundation. | | SHH | 8/7/90 | THB | |
| 9. | Consider Heinz Eppler for possible involvement on CIJE or MIG board. | | SHH | 1/23/91 | THB | |
| 10. | Explore informally with Jerry Strebel - the possibility of paying him a modest stipend for his work for the CIJE. | | SHH | 12/14/90 | THB | |

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

73800 (REV. 10/06) PRINTED IN U.S.A.

| | |
|-------------------|----------------------------|
| FUNCTION | COUNCIL STEERING COMMITTEE |
| SUBJECT/OBJECTIVE | S. HOFFMAN ASSIGNMENTS |
| ORIGINATOR | VFL |
| DATE | 2/14/91 |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 11. | Consider scheduling a series of meetings with the local leadership of 15*20 cities over a period of 6-9 months to present and discuss the final report. | | SHH | 8/22/90 | TBD | |
| 12. | Work with staff at CJF to set up an office. | | SHH | 11/28/90 | TBD | |



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POLICY NO. 1.1.3
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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

33990 (REV. 10/90) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR

VFL

DATE 2/14/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | With SHH, prepare a grid of potential senior policy advisors to check for inclusiveness. | | VFL | 2/11/91 | 2/28/91 | |
| 2. | Arrange for special mailing of hard cover Commission reports. | | VFL | 1/23/91 | 3/15/91 | |



PENDING INITIAL CONFIRMATION

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

728890 (REV. 10/86) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

ORIGINATOR VFL

DATE 2/14/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Call contacts in San Francisco for suggestion of person to serve on the CIJE board. | | HLZ | 11/28/90 | 3/1/91 | |
| 2. | Schedule a meeting with Arnow-Weiler families. | | HLZ | 8/7/90 | 5/1/91 | |



FORMER (National Coordinator)

SEE INSTRUCTIONS MANUAL, PAGES 10, 11
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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

75010 (REV 10/85) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ELSTER ASSIGNMENTS

ORIGINATOR VFL

DATE 2/14/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Send draft of position description of a planner to SF and AH. | | SE | 2/11/91 | 2/15/91 | |
| 2. | Work with SF and AH to identify people who can undertake tasks defined in paper on pre-service and in-service training. | | SE | 2/11/91 | 3/11/91 | |
| 3. | Draft an approach to developing a best practices panel. | | SE | 1/23/91 | TBD | |



BRITISH H. IMPERIAL. CONFIDANT

SEE IN REPORT NAWA-1001-01.51
FOR COMMENTS OF THE COMMITTEE
OF THIS REPORT FOR A FURTHER SCHEDULE

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

75000 (REV. 10/06) (PRINTED IN U.S.A.)

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR

VFL

DATE 2/14/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1 | Prepare a brief paper outlining the issues to be considered in an assessment of research capability. | | SF | 2/11/91 | 2/18/91 | |
| 2 | Contact regarding foundation support and/or board membership: a. Florence Melton b. Mona Ackerman | | SF | 2/11/91 | 2/28/91 | |
| 3 | With AH, prepare brief background paper on each area to be undertaken by the CIJE. | | SF | 2/11/91 | 2/28/91 | |
| 4 | Forward to SHH, thoughts on cost of implementing recommendations on training. | | SF | 2/11/91 | 2/28/91 | |
| 5 | Arrange for Avraham Infeld to keep SHH informed about the work of the Education Authority. | | SF | 2/11/91 | 2/28/91 | |
| 6 | Invite Rabbi Twersky to prepare an op ed piece. | | SF | 10/30/90 | TBD | |



PREMIER INDUSTRIAL CORPORATION

SEE APPENDIX MANUAL, BOARD NO. 1
FOR CHARTERS OF THE CORPORATION
AT THE END OF THE INVESTIGATION REPORT☐ ASSIGNMENTS☐ ACTIVE PROJECTS☐ RAW MATERIAL☐ FUNCTIONAL SCHEDULE

7880 (REV. 10-6) FINE NUSA

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE S. HOFFMAN ASSIGNMENTS

ORIGINATOR VFL DATE 2/14/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| | <u>IMMEDIATE ACTION</u> | | | | | |
| 1. | Contact the following regarding foundation support and/or board membership: | | SHH | 1/23/91 | 2/28/91 | |
| | a. Henry Koschitzky | | | | | |
| | b. Eli Evans | | | | | |
| | c. David Hirschhorn | | | | | |
| 2. | Follow up with Sid Clearfield regarding advisor from organization of national youth directors. | | SHH | 2/11/91 | 2/28/91 | |
| 3. | Ask Norman Lamm whom to invite as an advisor from the Orthodox movement. | | SHH | 2/11/91 | 2/28/91 | |
| 4. | Prepare an invitation to prospective Council senior policy advisors. | | SHH | 8/22/90 | 3/1/91 | |
| 5. | Set up a system whereby senior policy advisors keep board members informed and involved through phone calls and visits. | | SHH | 1/23/91 | 3/12/91 | |
| 6. | Prepare assignments of "counselors" prior to April board meeting. | | SHH | 2/11/91 | 4/1/91 | |
| 7. | Recruit a chief professional officer. | | SHH | 8/7/90 | 9/1/91 | |
| | <u>AS TIME PERMITS</u> | | | | | |
| 8. | Follow up with Cummings Foundation. | | SHH | 8/7/90 | TBD | |
| 9. | Consider Heinz Eppler for possible involvement on CIJE or MIG board. | | SHH | 1/23/91 | TBD | |
| 10. | Explore informally with Jerry Strober the possibility of paying him a modest stipend for his work for the CIJE. | | SHH | 12/14/90 | TBD | |

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

7/8/90 (REV. 10/84) NINN LITHOLOGIC

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE S.. HOFFMAN ASSIGNMENTS

ORIGINATOR VFL DATE 2/14/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 11 | Consider scheduling a series of meetings with the local leadership of 15-20 cities over a period of 6-9 months to present and discuss the final report. | | SHH | 8/22/90 | TBD | |
| 12 | Work with staff at CJF to set up an office. | | SHH | 11/28/90 | TBD | |



PREMIER INDUSTRIAL CORPORATION

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

72090 (REV. 10/85) PRINTED IN U.S.A.

SEE MANAGEMENT MANUAL BOOK NO. 105
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR

VFL

DATE

2/14/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | With SHH, prepare a grid of potential senior policy advisors to check for inclusiveness. | | VFL | 2/11/91 | 2/28/91 | |
| 2. | Arrange for special mailing of hard cover Commission reports. | | VFL | 1/23/91 | 3/15/91 | |



PREMIER INDUSTRIAL CORPORATION

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

78890 (REV. 12/88) PRINTED IN U.S.A.

 SEE MANAGEMENT MANUAL, SECTION NO. 155
 FOR GUIDELINES ON THE COMPLETION
 OF THIS FORM FOR A FUNCTIONAL SCHEDULE

| | |
|-------------------|----------------------------|
| FUNCTION | COUNCIL STEERING COMMITTEE |
| SUBJECT/OBJECTIVE | ZUCKER ASSIGNMENTS |
| ORIGINATOR | VFL |
| DATE | 2/14/91 |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Call contacts in San Francisco for suggestion of person to serve on the CIJE board. | | HLZ | 11/28/90 | 3/1/91 | |
| 2. | Schedule a meeting with Arnow-Weilar families. | | HLZ | 8/7/90 | 5/1/91 | |

CYB

COUNCIL STEERING COMMITTEE
February 11, 1991
Agenda

your suggestions

Assignment

9:00 - 9:30 AM

[Participants: SHH, VFL, MLM, HLZ]

- | | | |
|------|---|-----|
| I. | Review Minutes of 1/23/91 | VFL |
| II. | Review Assignments | VFL |
| III. | Distribution of Commission reports - Update | VFL |
| IV. | Set next meeting dates | MLM |

9:30 - 11:45 AM

[Teleconference: AHH, SF, SF, AH]

- | | | |
|-------|--|-----|
| V. | Status of Board Appointments | SHH |
| VI. | Update on plans for April 0 Denks meeting | SHH |
| VII. | Review for Meeting of Senior Policy Advisors | SHH |
| VIII. | Follow-up on CIJE assignments | SF |
| | A. Pre-service strategy proposal (SF/AH) | |
| | B. In-service strategy proposal (A. Hoffman) | |
| | C. Research capability proposal (I. Schaffner) | |
| IX. | Funding/foundation controls/CIJE budget needs | SHH |
| X. | Status of staffing | SHH |
| XI. | Next steps on Commission recommendations | SF |
| XII. | Status reports on JCCA, Yeshiva, JTS, and HUC | SF |

also discuss

- PR Book
- ed.
- Best Practices
- L. O.

New York 12-4
-c lera 13 (LVA)
uXc 5a^J
redo +
homework
+ filling in
on next
Presentation
what outcome?

2/8/91

Record of Distribution of Commission Reports

| | Initial NY Dist. | JCCA | Israel | Cleveland | Ruder-Finn | Total left |
|--|---------------------|------|--------|-----------|------------|------------|
| | 150 | 350 | 400 | 1000 | 100 | 2000 |
| 11/8/90 | | | | | | |
| Albion | 120 | | | | | 1880 |
| Press kits | 30 | | | | | 1850 |
| 11/15 Mailing to invitees | | | | 142 | | 1708 |
| GA distribution | | | | 100 | | 1608 |
| To JW for mailing to central agencies | | 65 | | | | 1543 |
| To fill Nov. orders | | | | 154 | | 1389 |
| Israel Nov. distribution | | | 168 | | | 1221 |
| To fill Dec. orders | | | | 181 | | 1040 |
| Distributed or kept by Ruder-Finn | | | | | 100 | 940 |
| To fill Jan. orders | | 11 | | 58 | | 871 |
| REPORTS REMAINING | 0 | 274 | 232 | 365 | 0 | |

2/8/91

Prospective CIJE Board Members

| Name | Assignment | Description | Due Date | Outcome |
|--|------------|---|----------|-----------------|
| Bennett Aaron (or Miriam Schnierow) | VFL | MLM letter of invitation. | not D | |
| Mona Ackerman | SF | Follow up on foundation support & board membership | 2/11/91 | |
| Robert Arnov | Open | Hold until funding is requested | | |
| Bill Berman | MLM | Call after Fisher support is confirmed. | 2/11/91 | |
| Charles Bronfman | VFL | MLM letter of confirmation. | done | YES |
| Gerald Cohen | SHH | Call re board membership. | 2/11/91 | YES |
| John Colman | VFL | MLM letter of invitation. | done | YES |
| Rachel Cowan | SHH | Contact re foundation support and board membership. | 2/11/91 | NO Fdn. Support |
| Lester Crown | MLM | Call re foundation support | 2/11/91 | YES |
| Eli Evans | SHH | Contact re foundation support and board membership. | 2/11/91 | YES |
| Irwin Field | MLM | Call re board membership. | 2/11/91 | YES |
| Max Fisher | MLM | Call re funding commitment. | done | YES |
| Charles Goodman | MLM | Invite to be board vice chair. | 2/11/91 | YES |
| Alfred Gottschalk | VFL | MLM letter of invitation. | done | YES |
| Arthur Green | VFL | MLM letter of invitation. | done | YES |
| Neil Greenbaum | MLM | Invite to be board vice chair. | 2/11/91 | YES |
| Thomas Hausdorff | VFL | MLM letter of invitation. | 2/11/91 | YES |
| David Hirschhorn | SHH | Call to follow up on invitation. | 2/11/91 | YES |
| Ludwig Jesselson | VFL | MLM letter of invitation. | 2/11/91 | YES |
| Julia Koschitzky | SHH | Call re board membership. | 2/11/91 | YES |
| Mark Lainer | VFL | MLM letter of confirmation. | done | YES |

vp*

ye.

geo

| | | | | |
|------------------|-----------|--|---------|-----|
| Norman Lipoff | MLM | Call re board membership. | 2/11/91 | |
| S. Martin Lipsec | VFL | Follow up to invitation. | done | YES |
| Morton Mandel | | DONE | | YES |
| Matthew Maryles | MLM | Invite to be board vice chair. | 2/11/91 | YES |
| Florence Melton | SF WSF | Contact re foundation support and board membership. | 2/11/91 | |
| Lester Pollack | MLM | Invite to be board vice chair. | 2/11/91 | YES |
| Esther Leah Ritz | VFL | Follow up to invitation. | 2/11/91 | YES |
| Ismar Schorsch | VFL | MLM letter of invitation. | done | YES |
| Daniel Shapiro | VFL | Follow up to invitation. | 2/11/91 | f/o |
| Isidoro Tuxkay | CS | Call re board membership. | 2/11/91 | YES |
| Bennett Yanowitz | VFL | MLM letter of invitation. | done | YES |

Interview
Schedule



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

DATE: 2/8 TIME: _____ NUMBER OF
PAGES SENT: 6

TO: FAX NO. (01) 9722-699951

Name SEYMOUR FOX

Company _____

Street Address _____

City _____ State _____ Zip _____ Country _____

FROM: FAX NO. (06) 361-9961

Name GANNY LEVY

Company _____

Tele. No. () _____ Ext. _____

5+4 :

Here are papers for Monday's meeting.
Shulamith will be joining us from
Philadelphia, but will have to cut out
from 10:30 - 11:00.

Annette - I'm sure the report distribution
summary is ~~some~~ inaccurate of Israel
distribution. Can you let me know
the correct figure?

We'd call you between 9:30-10:00 at
608-7728, unless you notify me,
otherwise.

Sunny



PREMIER INDUSTRIAL CORPORATION

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

73898 (REV. 10/88) PRINTED IN U.S.A.

SEE MANAGEMENT MANUAL POLICY NO. 8.1
 FOR GUIDELINES ON THE COMPLETION
 OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ELSTER ASSIGNMENTS

ORIGINATOR VPL

DATE 1/24/91.

| NO. | DESCRIPTION | PRIORITY | Assigned TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------------|-----------------------------|----------------|---------------------------------|
| 1. | Draft a position description for a planner. | | SE | 1/23/91 | TBD | |
| 2. | Draft an approach to developing a best practices panel. | | SE | 1/23/31 | TBD | |



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

73890 (REV. 10/86) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

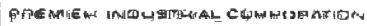
ORIGINATOR

VFL

DATE

1/26/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Draft pre-service strategy proposal for CJE. | | SF | 1/23/91 | 1/31/91 | |
| 2. | Approach Israel Scheffler about conducting a research capability assessment proposal. | | SF | 1/23/91 | 1/31/91 | |
| 3. | Contact regarding foundation support and/or board membership: a. Florence Melton b. Isadore Twersky | | SF | 1/23/91 | 2/11/91 | |
| 4. | Meet with Alvin Schiff to work out how to approach Rikkis through Ackerman or Hat. | | SF | 8/7/90 | TBD | |
| 5. | Invile Rabbi Twersky to prepare an op ed piece. | | | 8/20/90 | TBD | |



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

ORIGINATOR VFL DATE 1/24/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED (DATE) | DUE DATE | COMPLETE OR REMOVE (DATE) |
|-----|--|----------|---------------------------|----------------------------|----------|---------------------------------|
| 1. | Prepare an in-service training strategy proposal for CIJE. | | AH | 1/23/91 | 1/31/91 | |



PREMIER INDUSTRIAL CORPORATION

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

73590 (REV. 10/86) PRINTED IN U.S.A.

SEE MANAGEMENT MANUAL POLYMER 115
 FOR GUIDELINES ON THE COMPLETION
 OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION COUNCIL STEERING COMMITTEE
 SUBJECT/OBJECTIVE S.. HOFFMAN ASSIGNMENTS
 ORIGINATOR VFL DATE 1/24/991

| NO | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| | <u>IMMEDIATE ACTION</u> | | | | | |
| 1. | Ask Alvin Schuff or Jon Woother to follow up with Ari Goldman of the <u>New York Times</u> about an article.. | | SHH | 11/28/990 | 2/11/991 | |
| 2. | Contact the following regarding foundation support and/or board membership: a. Rachel Cowan b. Eli Evans c. David Hirschhorn | | SHH | 1/23/991 | 2/11/991 | |
| 3 | Prepare an invitation to prospective Council senior policy advisors.. | | SHH | 8/22/990 | 3/1/991 | |
| | <u>AS TIME PERMITS</u> | | | | | |
| 4 | Set up a system whereby senior policy advisors keep board members informed and involved through phone calls and visits. | | SHH | 1/23/991 | 5/1/991 | |
| 5. | Consult with a college-age expert to advise us on Hillel.. | | SHH | 11/28/990 | 6/1/991 | |
| 6 | Recruit a chief professional officer.. | | SHH | 8/7/990 | 9/1/991 | |
| 7 | Follow up with Cummings Foundation.. | | SHH | 8/7/990 | TBD | |
| 8 | Talk with Eli Schuff about R. ... Foundation funding. | | SHH | 8/7/990 | TBD | |
| 9 | Consider adding Rabbi Fishman to senior policy advisors.. | | SHH | 1/23/991 | TBD | |
| 10. | Consider Heinz Eppler for possible involvement on CIJE or MIG board.. | | SHH | 1/23/991 | TBD | |



PREMIER INDUSTRIAL CORPORATION

 SEE MANAGEMENT MANUAL POLICY NO. 1.5
 FOR GUIDELINES ON THE COMPLETION
 OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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

7/8990 (REV. 10/88) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE S.. HOFFMAN ASSIGNMENTS

ORIGINATOR VFL

DATE 1/24/991

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 11. | Explore informally with Jerry Strober the possibility of paying him a modest stipend for his work for the CIJE.. | | SHH | 12/14/900 | TBD | |
| 12. | Consider inviting David Finn Co serve as a member of the board.. | | SHH | 8/22/990 | TBD | |
| 13. | Consider scheduling a series of meetings with the local leadership of 15-20 citizens over a period of 6-9 months to present and discuss the final report.. | | SHH | 8/22/990 | TBD | |
| 14. | Work with staff at CJF to set up an office.. | | SHH | 11/28/990 | TBD | |

MEMORANDUM FOR THE PRESIDENT

SEE MANAGEMENT MANUAL POLICY NO. 1.1
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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

73890 (REV. 10/90) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR

VFL

DATE 1/24/91

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Ask Fox And Rotman who might represent professional educators on CIJE board. | | VFL | 11/28/90 | 7/11/91 | |
| 2. | Ask University Press staff about their plans for publicizing the final report. | | VFL | 12/14/90 | 2/11/91 | |
| 3. | Make follow-up phone calls regarding board membership to: a. S. Martin Lipset b. Esther Leah Ritz c. Daniel Shapiro | | VFL | 1/23/91 | 2/11/91 | |
| 4. | With SHH, develop a report on the status of requests for funding the CIJE. | | VFL | 1/23/91 | 2/11/91 | |
| 5. | Arrange for hard cover binding and special mailing of Commission reports. | | VFL | 1/23/91 | 2/28/91 | |



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

73890 (REV. 10/86) PRINTED IN U.S.A.

SEE MANAGEMENT MANUAL POLICY NO. 11
FOR GUIDELINES ON THE COMPLETION
OF THIS EXAM FOR A FUNCTIONAL SCHEDULE

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

ORIGINATOR

VFL

DATE

1/24/1991

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Call contacts in San Francisco for suggestion of person to serve on the CIJE board. | | HLZ | 11/28/1990 | 2/8/1991 | |
| 2. | Schedule a meeting with Arnow-Weiler families. | | HLZ | 8/7/1990 | 5/1/1991 | |





PREMIER INDUSTRIAL CORPORATION

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

70000 (REV. 10/90) PRINTED IN U.S.A.

SEE MANAGEMENT MANUAL VOLUME 13
FOR INSTRUCTIONS ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR

VFL

DATE 12/14/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|---------------------------|-----------------------------|----------|---------------------------------|
| 1. | Invite Rabbi Twersky to prepare an an op ed piece.. | | SF | 10/30/90 | TBD | |
| 2. | Meet with Alvin Schiff and Ackerman or Nat. | | SF | 8/7/90 | TBD | |



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

73000 (REV. 10/84) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR VFL

DATE 12/14/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLEX OR REMOVAL DATE |
|-----|---|----------|------------------------|-----------------------|----------|-------------------------|
| | <u>IMMEDIATE ACTION</u> | | | | | |
| 1. | Ask Alvin Schiff or Jon Woochar to follow up with Ari Goldman of the <u>New York Times</u> about an article.. | | SHH | 11/28/90 | 12/20/90 | |
| 2. | Call contacts in San Francisco for suggestion of person to serve on the CIJE board.. | | SHH | 11/28/90 | 12/20/90 | |
| 3. | Consult with a college-age expert to advise us on Hillel.. | | SHH | 11/28/90 | 12/20/90 | |
| 4. | Try to get the Jim Joseph Foundation to commit support for CIJE for a second year.. | | SHH | 11/28/90 | 12/20/90 | |
| 5. | Reply to Stuart Eizenstat's letter.. | | SHH | 12/14/90 | 12/21/90 | |
| 6. | Call Rabbi Fishman about his request for funding.. | | SHH | 12/14/90 | 12/21/90 | |
| 7. | Prepare an invitation to prospective Council senior policy advisors.. | | SHH | 8/22/90 | 12/31/90 | |
| 8. | Discuss with Barry Reis, an accounting process to control CIJE expenditures.. | | SHH | 12/14/90 | 1/15/91 | |
| | <u>AS TIME PERMITS</u> | | | | | |
| 9. | Follow up with Cummings Foundation.. | | SHH | 8/7/90 | 12/31/90 | |
| 10. | Talk with Eli Evans about Revson Foundation funding.. | | SHH | 8/7/90 | 12/31/90 | |



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL, POLICY NO. 1.1
FOR GUIDANCE ON THE COMPLETION
OF THIS FORM -> Form 5023a

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

73090 (REV. 10/86) PRINTED IN U.S.A.

FUNCTION COUNCIL OVERSIGHT COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR

VFL

DATE 12/14/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 11. | Explore informally with Jacky Strober the possibility of paying him a modest stipend for his work for the CIJE.. | | SHH | 12/1/90 | 2/28/91 | |
| 12. | Recruit a chief professional officer.. | | SHH | 8/7/90 | 9/1/91 | |
| 13. | Consider inviting David Finn to serve as a member of the board.. | | SHH | 8/22/90 | TBD | |
| 14. | Consider scheduling a series of meetings with the local leadership of 15-20 cities over a period of 6-9 months to present and discuss the final report.. | | SHH | 8/22/90 | TBD | |
| 15. | Work with staff at CJF to set up an office.. | | SHH | 11/28/90 | TBD | |



PREMIER INDUSTRIAL CORPORATION

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

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

71890 (REV. 10/96) PRINTED IN U.S.A.

| | | |
|-------------------|----------------------------|---------------|
| FUNCTION | COUNCIL STEERING COMMITTEE | |
| SUBJECT/OBJECTIVE | LEVI ASSIGNMENTS | |
| ORIGINATOR | VFL | DATE 12/14/90 |

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | With SHH and HLZ, develop assignments and a timetable for inviting people to serve on the CIJE board. | | VFL | 12/14/90 | 12/17/90 | |
| 2 | Ask Fox and Rotman who might represent denominations and professional educators on CIJE board. | | VFL | 11/28/90 | 12/20/90 | |
| 3. | Contact UJA to get a complete list of people to whom the media alert was sent. | | VFL | 10/30/90 | 12/20/90 | |
| 4. | Follow up with Jerry Strober about media in the home towns of commissioners. | | VFL | 11/28/90 | 12/20/90 | |
| 5. | Work with SHH to design and print Council letterhead. | | VFL | 10/30/90 | 12/31/90 | |
| 6. | Ask University Press staff about their plans for publicizing the final report. | | VFL | 12/14/90 | 12/31/90 | |
| 7. | Consult with Norm Friedman on arrangements for hardcover binding of a small number of reports. | | VFL | 11/28/90 | 1/25/90 | |

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

73890 (REV. 10/80) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR VIL DATE 11/30/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Invite Rabbi Twersky Co prepare an op ed piece.. | | SF | 10/30/90 | TBD | |
| 2. | Meet with Alvin Schiff and Ackerman or Hac.. | | SF | 8/7/90 | TBD | |





PACIFIC INDUSTRIAL CORPORATION

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

FORM 100 (REV. 10/86) PRINTED IN U.S.A.

SEE MANAGEMENT MANUAL FORM NO. 100
 for Guidelines on the Preparation
 of this form for a functional schedule

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR

VFL

DATE 11/30/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| | <u>IMMEDIATE ACTION</u> | | | | | |
| 1. | Write a letter to Lester Crown confirming agreement to provide support for CIJE for three years.. | | SHH | 11/28/90 | 12/7/90 | |
| 2. | Proceed with arrangements to engage Shulamith Elster as chief education officer.. | | SHH | 11/28/90 | 12/15/90 | |
| 3. | Ask Alvin Schiff or Jon Woocher to follow up with Ari Goldman of the <u>New York Times</u> about an article.. | | SHH | 11/28/90 | 12/15/90 | |
| 4. | Call contacts in Alameda and San Francisco for suggestions of people to serve on the CIJE board.. | | cuw | 11/30/90 | 12/15/90 | |
| 5. | Consult with a college-age expert to advise us on Hillel.. | | SHH | 11/28/90 | 12/20/90 | |
| 6. | Try to get the Jim Joseph Foundation to commit support for CIJE for a second year.. | | SHH | 11/28/90 | 12/20/90 | |
| 7. | Ask Mike Cole to review and simplify Federation bylaws for CIJE use.. | | SHH | 11/28/90 | 12/31/90 | |
| | <u>AS TIME PERMITS</u> | | | | | |
| 8. | Work with SF to identify representatives of denominations to invite to serve as Council policy advisors.. | | SHH | 8/22/90 | 12/15/90 | |
| 9. | Work with MLM and HLZ to identify a fourth Council vice chair.. | | SHH | 10/30/90 | 12/15/90 | |
| 10. | Follow up with Cummings Foundation.. | | SHH | 8/7/90 | 12/31/90 | |
| 11. | Talk with Eli Evans about Revson Foundation funding.. | | SHH | 8/7/90 | 12/31/90 | |
| 12. | Follow up with Wilbur Daniels regarding Scheuer Foundation support for Council.. | | SHH | 8/7/90 | 12/31/90 | |



PREMIER INQAYWAT CORPORATION

SEE MANAGEMENT MANUAL BOOK NO. 15
FOR GUIDELINES ON THE COMPLETION
OF THE FORM FOR A FUNCTIONAL SCHEDULE

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

7-809 81-17011 PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR

VFL

DATE 11/30/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 13. | With HLZ, follow up with David Arnow to schedule a meeting with Arnow-Weiler families, | | SHH | 8/7/90 | 12/31/91 | |
| 14. | Prepare an invitation to prospective Council senior policy advisors. Consult with MLM re. denomination representatives. | | SHH | 8/22/90 | 12/31/91 | |
| 15. | Recruit a chief professional officer.. | | SHH | 8/7/90 | 9/1/9 | |
| 16. | Consider inviting David Finn to serve as a member of the board.. | | SHH | 8/22/90 | TBD | |
| 17. | Consider scheduling a series of meetings with the local leadership of 15-20 cities over a period of 6-9 months to present and discuss the final report. | | SHH | 8/22/90 | TBD | |



PREMIER INDUSTRIES CORPORATION

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

73890 (REV. 10/89) PRINTED IN U.S.A.

SEE MANAGEMENT MANUAL, PART NO. 8.1
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM OR CUSTOMER SCHEDULE

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE REEDMAN ASSIGNMENTS

ORIGINATOR

VFL

DATE 11/30/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact UJA to get a complete list of people to whom the media alert was sent.. | | DPK | 10/30/90 | 12/5/90 | |
| 2. | Follow up with Jerry Strober about media in the home towns of commissioners.. | | DPK | 11/28/90 | 12/17/90 | |
| 3. | Call Woochex and Rotman for suggested final report mailing lists.. | | DPK | 10/30/90 | 12/8/90 | |
| 4. | Work with staff at CJF to set up an office.. | | DPK | 11/28/90 | 12/15/90 | |



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

3339 (REV. 10/90) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR

VFL

DATE 11/30/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETION OR RESOLVE DATE |
|-----|---|----------|------------------------|-----------------------|----------|----------------------------|
| 1. | Call Jon Woocher about the affiliation of Corky Goodman, Lester Pollack and Neil Greenbaum. | | VFL | 11/28/90 | 12/15/90 | |
| 2. | Ask Fox, Rotman, Schiff and Woocher who might represent denominations and professional educators on CJE board. Prepare a grid of potential board members. Ask Schiff who is equivalent to Lamm in Torah Umesorah. | | VFL | 11/28/90 | 12/17/90 | |
| 3. | Add a section to Council Steering Committee book with a page on each potential lead community. | | VFL | 11/28/90 | 12/17/90 | |
| 4. | Write to seminary heads and offer reports to them for distribution. | | VFL | 10/30/90 | 12/7/90 | |
| 5. | Work with SHH to design and print Council letterhead. | | VFL | 10/30/90 | 12/15/90 | |
| 6. | Assemble list and draft thank you letters to persons who participated in the Commission effort. | | VFL | 11/28/90 | 12/15/90 | |
| 7. | Consult with Norm Friedman on arrangements for hardcover binding of a small number of reports. | | VFL | 11/28/90 | 1/25/91 | |
| 8. | Maintain a running log of distribution of books and submit a quarterly report to the Steering Committee. | | VFL | 11/28/90 | ongoing | |

PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL, POLICY NO. 85
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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

FORM 10/89 REV. 10/89 PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

ORIGINATOR

VFL

DATE 11/30/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|--|----------|---------------------------|-----------------------------|----------|---------------------------------|
| 1 | With SF, meet with Ismar Schorsch to discuss ways to support personnel development. | | HLZ | 8/22/90 | TBD | |
| 2 | Consider and respond to Gottschalk proposal for a research center for Jewish education at HUC. | | HLZ | 9/11/90 | TBD | |



PREMIER INDUSTRIAL CORPORATION
FACSIMILE HEADER SHEET
73128 (5-80) PRINTED IN U.S.A.

DATE: 11/30 TIME: _____NUMBER OF
PAGES SENT: 12TO: FAX NO. (011) 9722 - 69951Name ANNETTE HOCHSTEIN
SEYMOUR FOX

Company _____

Street Address JERUSALEM

City

State

Zip

Country

FROM: FAX NO. () 361 - 9962Name VIRGINIA LEVICompany Premier

Tele. No. () _____ Ext. _____



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

72630 (REV. 10/66) PRINTED IN U.S.A.

ORIGINATOR VFL DATE 11/30/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETION OR REMOVAL DATE |
|-----|---|----------|------------------------|-----------------------|----------|----------------------------|
| 1. | Invite Rabbi Twersky to prepare an open place.. | | SF | 10/30/90 | TBD | |
| 2. | Meet with Alvin Schiff and Ackerman or Hac.. | | SF | 8/7/90 | TBD | |



FORMER JEWISH COMMUNITY CENTER

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

FORMER JEWISH COMMUNITY CENTER

SEE MANAGEMENT MANUAL, POLICY NO. 155
FOR CHANGES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR VFL DATE 11/30/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETE OR REMOVED |
|-----|---|----------|------------------------|-----------------------|----------|---------------------|
| | <u>IMMEDIATE ACTION</u> | | | | | |
| 1. | Write a letter to Lester Crown confirming agreement to provide support for CIJE for three years.. | | SHH | 11/28/90 | 12/7/90 | |
| 2. | Proceed with arrangements to engage Shulamith Elster as chief education officer.. | | SHH | 11/28/90 | 12/15/90 | |
| 3. | Ask Alvin Schiff or Jon Woocher to follow up with Ari Goldman of the <u>New York Times</u> about an article.. | | SHH | 11/28/90 | 12/15/90 | |
| 4. | Call contacts in Milwaukee and San Francisco for suggestions of people to serve on the CIJE board.. | | ELD | 11/28/90 | 12/15/90 | |
| 5. | Consult with a college-age expert to advise us on Hillel.. | | SHH | 11/28/90 | 12/20/90 | |
| 6. | Try to get the Jim Joseph Foundation to commit support for CIJE for a second year.. | | SHH | 11/28/90 | 12/20/90 | |
| 7. | Ask Mike Cole to review and simplify Federation bylaws for CIJE use.. | | SHH | 11/28/90 | 12/31/90 | |
| | <u>AS TIME PERMITS</u> | | | | | |
| 8. | Work with SF to identify representatives of denominations to invite to serve as Council policy advisors.. | | SHH | 8/22/90 | 12/13/90 | |
| 9. | Work with MLM and HLZ to identify a fourth Council vice chair.. | | SHH | 10/30/90 | 12/13/90 | |
| 10. | Follow up with Cummings Foundation.. | | SHH | 8/7/90 | 12/31/90 | |
| 11. | Talk with Eli Evans about Revson Foundation funding.. | | SHH | 8/7/90 | 12/31/90 | |
| 12. | Follow up with Wilbur Daniels regarding Scheuer Foundation support for Council.. | | SHH | 8/7/90 | 12/31/90 | |



PREMIER INTERNATIONAL CORPORATION

SEE MANAGEMENT MANUAL, POLICY NO. 15
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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

33800 (REV. 10/84) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR VFL

DATE 11/30/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 13. | With HLZ, follow up with David Arnow to schedule a meeting with Arnow-Weiler families. | | SHH | 8/7/90 | 12/31/90 | |
| 14. | Prepare an invitation to prospective Council senior policy advisors. Consult with MLM re. denomination representatives. | | SHH | 8/22/90 | 12/31/90 | |
| 15. | Recruit a chief professional officer. | | SHH | 8/7/90 | 9/1/91 | |
| 16. | Consider inviting David Finn to serve as a member of the board. | | SHH | 8/22/90 | TBD | |
| 17. | Consider scheduling a series of meetings with the local leadership of 15-20 cities over a period of 6-9 months to present and discuss the final report. | | SHH | 8/22/90 | TBD | |

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

73590 (REV. 10/80) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE KLEINMAN ASSIGNMENTS

ORIGINATOR

VFL

DATE 11/30/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Contact UJA to get a complete list of people to whom the media alert was sent.. | | DPK | 10/30/90 | 12/5/90 | |
| 2. | Follow up with Jerry Strober about media in the home towns of commissioners.. | | DPK | 11/28/90 | 12/7/90 | |
| 3. | Call Woocher and Rotman for suggested final report mailing lists.. | | DPK | 10/30/90 | 12/8/90 | |
| 4. | Work with staff at CJF to set up an office.. | | DPK | 11/28/90 | 12/15/90 | |

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

725900 (REV. 10/66) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR

VFL

DATE 11/30/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETE OR REMOVE DATE |
|-----|--|----------|------------------------|-----------------------|----------|-------------------------|
| 1. | Call Jon Woocher about the affiliation of Corky Goodman, Lester Pollack and Neil Greenbaum. | | VFL | 11/28/90 | 12/5/90 | |
| 2. | Ask Fox, Rotman, Schiff and Woocher who might represent denominations and professional educators on CIJE board. Prepare a grid of potential board members. Ask Schiff who is equivalent to Lamm in Torah Umesorah. | | VFL | 11/28/90 | 12/7/90 | |
| 3. | Add a section to Council Steering Committee book with a page on each potential lead community. | | VFL | 11/28/90 | 12/7/90 | |
| 4. | Write to seminary heads and offer reports to them for distribution. | | VFL | 10/30/90 | 12/7/90 | |
| 5. | Work with SHH to design and print Council letterhead. | | VFL | 10/30/90 | 12/15/90 | |
| 6. | Assemble list and draft thank you letters to persons who participated in the Commission effort. | | VFL | 11/28/90 | 12/15/90 | |
| 7. | Consult with Norm Friedman on arrangements for hardcover binding of a small number of reports. | | VFL | 11/28/90 | 1/25/91 | |
| 8. | Maintain a running log of distribution of books and submit a quarterly report to the Steering Committee. | | VFL | 11/28/90 | ongoing | |

PREMIER INSTRUCTIONAL COORDINATION

SEE MANAGEMENT MANUAL PART NO. 915
FOR GUIDELINES ON THE COMPLETION
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

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

63990 (REV. 10/86) PRINTED IN U.S.A.

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

ORIGINATOR VFL

DATE 11/30/90

| DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|--|----------|---------------------------|-----------------------------|----------|---------------------------------|
| With SF, meet with Ismar Schorsch to discuss ways to support personnel development. | | HLZ | 8/22/90 | TBD | |
| Consider and respond to Gottschalk proposal for a research center for Jewish education at HUC. | | HLZ | 9/11/90 | TBD | |



PREMIER INDUSTRIAL CORPORATION
FACSIMILE HEADER SHEET
71138 (5-82) PRINTED IN U.S.A.

DATE: 11/30 TIME: _____

NUMBER OF
PAGES SENT: 1

TO: FAX NO. (011) 9122-619951
Name ANNETTE HOCHSTEIN
SEYMOUR FOX

Company _____

Street Address JERUSALEM

City _____ State _____ Zip _____ Country _____

FROM: FAX NO. () 361-9062

Name VIRGINIA AR

Company Premier

Tele. No. () _____ Ext. _____



PREMIER INDUSTRIAL CORPORATION

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

FORM (REV. 10/90) PRINTED IN U.S.A.

 SEE MANAGEMENT MANUAL, SECTION 6
 FOR SUBORDINATE'S RESPONSIBILITIES
 OF THIS FORM AS A FUNCTIONAL FORM

FUNCTION

COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE

FOX ASSIGNMENTS

ORIGINATOR

VFL

DATE

10/12/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETE OR REVC DATE |
|-----|---|----------|------------------------|-----------------------|----------|-----------------------|
| 1. | Draft with AH the acknowledgment section of the final report. | | SF | 9/11/90 | 10/15/90 | |
| 2. | Talk with assistant to President Herzog about incorporating remarks about the Commission report in GA presentation. | | SF | 8/22/90 | 11/1/90 | |
| 3. | Meet with Alvin Schiff and Ackerman or Mat. | | SF | 8/7/90 | TBD | |



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

73000 (REV. 10/80) PRINTED IN U.S.A.

SEE MANAGEMENT MANUAL PROJECT NO. 0.5
 FOR SUBMITTER OR FOR COMPLETION
 OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR VFL DATE 10/12/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE Assistance STARTED | DUE DATE | COMPLETED OR APPROVED DATE |
|-----|--|----------|------------------------|-------------------------|----------|----------------------------|
| | <u>IMMEDIATE ACTION</u> | | | | | |
| 1. | With MLM, develop a calendar of contacts with prospective funders, including timing and method of approach. | | SHH | 8/22/90 | 10/31/90 | |
| 2. | Tour meeting space and arrange final details at Grand Hyatt with Josie Mowlen of JCCA. | | SHH | 10/10/90 | 10/17/90 | |
| 3. | Discuss with professional heads of CJF, JCCA and JESNA the advisability of their three lay leaders serving as vice chairmen of the CIJE board. | | SHH | 10/10/90 | 10/30/90 | |
| 4. | Work with DPK and VFL to develop a timetable for implementation of the Action Plan. | | SHH | 9/11/90 | 10/30/90 | |
| 5. | Arrange a meeting of potential funders of Jewish education projects in San Francisco, to include Mervin Morris. | | SHH | 9/11/90 | 10/30/90 | |
| 6. | Work with AH on preparation of MLM's remarks for GA. | | SHH | 10/10/90 | 11/1/90 | |
| 7. | With MLM, meet with Stephen Dobbs and Phyllis Cook during the GA. | | SHH | 8/7/90 | 11/20/90 | |
| 8. | Recruit a chief education officer. | | SHH | 8/7/90 | 12/15/90 | |
| | <u>AS TIME PERMITS</u> | | | | | |
| 9. | Talk with Corky Goodman about Crown Foundation next steps. | | SHH | 8/7/90 | 10/30/90 | |
| 10. | Follow up with Cummings Foundation. | | SHH | 8/7/90 | 10/30/90 | |
| 11. | Talk with Eli Evans about Revson Foundation funding. | | SHH | 8/7/90 | 10/30/90 | |
| 12. | Follow up with Wilbur Daniels regarding Scheuer Foundation support for Council. | | SHH | 8/7/90 | 10/30/90 | |
| 13. | With MLM, approach Ludwig Jesselson about funding. | | SHH | 8/7/90 | 10/30/90 | |



PREMIER INDUSTRIAL CORPORATION

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

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USE MANAGEMENT APPROVAL POLICY BOARD
 FOR APPROVAL OF THE CONTENTS
 OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION
FUNCTION

COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE

HOFFMAN ASSIGNMENTS

ORIGINATOR

VFL

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OATE 10/12/90

| NO. | DESCRIPTION | priority | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 14. | Discuss with MLM the advisability of asking Bob Miller to join the CIJE board. | | SHH | 10/10/90 | 10/31/90 | |
| 15. | Work with SF to identify representatives of denominations to invite to serve as Council policy advisors. | | SHH | 8/22/90 | 11/6/90 | |
| 16. | With MLZ, follow up with David Arnow to schedule a meeting with Arnow-Weiler families. | | SHH | 8/7/90 | 11/30/90 | |
| 17. | Follow up with Avraham HaCohen to schedule a meeting with Avi Chai Foundation to request funding. | | SHH | 8/7/90 | 11/30/90 | |
| 18. | Recruit a chief professional officer. | | SHH | 8/7/90 | 9/1/91 | |
| 19. | Prepare an invitation to prospective Council senior policy advisors. Consult with MLM re. denomination representatives. | | SHH | 8/22/90 | TBD | |
| 20. | With SF, meet with Ismar Schorsch to discuss ways to support personnel development. | | SHH | 8/22/90 | TBD | |
| 21. | Consider inviting David Finn to serve as a member of the board. | | SHH | 8/22/90 | TBD | |
| 22. | Consider scheduling a series of meetings with the local leadership of 15-20 cities over a period of 6-9 months to present and discuss the final report. | | SHH | 8/22/90 | TBD | |
| 23. | Consider introducing to the Council the concept of "lead institutions" such as day schools or camps. The Ramaz School is an example. | | SHH | 8/22/90 | TBD | |
| 24. | Consider and respond to Gottschalk proposal for a research center for Jewish education at HUC. | | SHH | 9/11/90 | TBD | |



PREMIER INDUSTRIAL CORPORATION

- ☐ ASSIGNMENTS
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THE FOLLOWING INFORMATION IS
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 OF THE FOLLOWING INFORMATION

FUNCTION

COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE

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ORIGINATOR

VFL

DATE

10/12/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DUE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Work with PR people to arrange a press conference and media coverage of November 8 meeting. | | DPK | 9/11/90 | 10/30/90 | |
| 2. | Arrange to have a photographer present throughout the day on November 8. | | DPK | 10/10/90 | 10/30/90 | |
| 3. | Make follow-up phone calls to non-respondent invitees. | | DPK | 10/10/90 | 11/1/90 | |



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- ☒ ASSIGNMENTS
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NO WORKSHEET SHALL BE USED
 EXCEPT BY THE CHAIRMAN
 OF THE VFL FOR A FUNCTIONAL SCHEDULE

FUNCTION

COUNCIL STEERING COMMITTEE

SUBJECT/OBJECTIVE

LEVI ASSIGNMENTS

ORIGINATOR

VFL

DATE

10/12/90

| NO. | DESCRIPTION | PRIORITY | ASSIGNED TO (INITIALS) | DATE ASSIGNED STARTED | DOE DATE | COMPLETED OR REMOVED DATE |
|-----|---|----------|------------------------|-----------------------|----------|---------------------------|
| 1. | Gather information for MLM which will be helpful in calling potential funders Lainer, Hirschhorn and Crown. | | VFL | 10/10/90 | 10/19/90 | |
| 2. | Circulate proposed 11/8 meeting schedule to Kraar, Rotman and Woocher for their reactions. | | VFL | 10/10/90 | 10/20/90 | |
| 4. | Make follow-up phone calls to non responsive invitees. | | VFL | | | |



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| TO: FAX NO. () _____ | FROM: FAX NO. () _____ |
| Name <u>Seymour Fox, Annette Hertz</u> | Name _____ |
| Company _____ | Company _____ |
| Street Address _____ | Tele. No. () _____ Ext. _____ |
| City _____ State _____ Zip _____ Country _____ | |

Seymour + Annette -

I was supposed to schedule a conference call for next week to discuss the "11/8" meeting, with a focus on the presentation of the final report. Are you available at 10:00 EST on Tuesday, Oct 23? This looks like the best time from this end. ✓

Proposed participants: SF + AH - Jerusalem;
MLM - Florida; SHH, DPKleiman, HLZ + VFL - Chile.

Please let me know ASAP.

Thanks,
Jimmy

Yore