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CIJE Steering Committee meetings, 1992.

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<p>TO: FAX NO. (Off) <u>972-697-971</u>          Name <u>ANNETTE HOCHSTEIN</u>  <u>SEYMOUR FOX</u>          Company _____          Street Address _____          _____          City State Zip Country</p>	<p>FROM: FAX NO. (214) <u>361-9962</u>          Name <u>ESQUIV ZBTV1</u>          Company _____          Tele. No. ( ) _____ Ext. _____</p>
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Annette,

Can you fax us a copy of  
 the Mandel Institute mission  
 statement, if there is such a  
 thing.

Thanks,

Joan

MINUTES: CIJE STEERING COMMITTEE TELECONFERENCE  
DATE OF MEETING: January 3, 1992  
DATE MINUTES ISSUED: January 13, 1992  
PRESENT: Shulamith Elster, Seymour Fox, Annette Hochstein,  
Stephen H. Hoffman, Ann G. Klein, Virginia F. Levi  
(Sec'y)  
COPY TO: Morton L. Mandel, Henry L. Zucker

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I. The minutes and assignments of December 11 were reviewed.

Assignment

- A. ~~It was reported that Aryeh Davidson will be meeting soon with Eli Evans to discuss the Jewish Museum. Davidson has been advised to suggest to Evans that he consider using Lead Communities to implement Revson interests. SHH will call Davidson to follow up.~~
- B. Status reports are expected from Aron, Gamoran, and Habtz within the next week. The CIJE annual report will refer to these projects, with an emphasis on the progress being made in the area of Best Practices.

II. Relations with CRB

Assignment

It was noted that the next step is for MLM to talk directly with Charles Bronfman. Following a meeting of the CRB Israel staff next week, AH and Barry Chazan plan to prepare a background paper outlining the implementation of the Israel experience through Lead Communities.

III. Status of Mailings

- A. Materials were sent to senior policy advisors on January 2.
- B. We will mail the Lead Communities documents and Adam Gamoran's proposal to board members on January 6. VFL will draft a cover letter from MLM.

IV. Review of Upcoming Meetings

A. Senior Policy Advisors - 1/7/92

1. The agenda was approved. It was noted that it will be important to present the materials in a positive, upbeat fashion. Senior policy advisors should leave the meeting with a desire to involve their institutions in Lead Communities.

The Camoran proposal will be distributed at the meeting.

2. SE will arrange for Jack Ukeles to talk with SF and AH about his presentation prior to the meeting.

B. Annual Meeting - 1/16/92 9:30 a.m. - 1:00 p.m.

1. Annual Report

SMH will share the completed annual report with the committee on January 6. At that time a decision will be made regarding whether to mail the report in advance or simply to distribute it at the annual meeting.

2. Presentation of Lipset's Work

SF will suggest to Lipset that SE present the executive summary at the meeting. We will ask both Lipset and Marty Kraar to be available to respond to questions. We may wish to distribute the Lipset paper at the conclusion of the meeting. (Later: The paper won't be ready for distribution.)

3. The Lead Communities presentation will be made by Jack Ukeles

4. We do not currently expect to distribute any documents in advance of the morning meeting.

C. Funders Luncheon

This is to be discussed with MLM on January 6.

D. Board Meeting - 1:15 - 4:00 p.m.

1. Agenda

The agenda was reviewed and revised to allow more time for the presentation and discussion on Lead Communities. It was agreed that the tone should be upbeat and that board members should leave the meeting with a desire for their communities to become Lead Communities.

It was suggested that there are five outcomes desired of this meeting:

- a. Approval of the rationale.
- b. Establish committees to move the process ahead.
- c. Approval of criteria for selection.
- d. Determine the role of GJE in mobilizing communities.

- e. Discussion and agreement regarding costs and funding (if we think we are ready..)
2. The agenda should include a brief reference by MLM to the director search..
3. SHH will prepare chairman's notes for MLM.
4. We will suggest the following to give a D'var Torah! Maurice Corson,, Matthew Maryles,, or Lester Pollack.
5. EB

AGK will prepare a press release which should emphasize the following:

- a. CIJE has been working for a year and has held its first annual meeting..
  - b. Sociologist Seymour Martin Lipset has prepared a report based on the CJF Population Study which suggests that education is the answer to Jewish attrition.
  - c. The CIJE board has approved the process for selecting Lead Communities..
6. It was agreed that counselors will contact their campers once they have received the January 6 mailing..

E. CIJE Staff - January 27-29, 1992

The dates, length, and purpose of this meeting are currently under reconsideration. SF and AH will call SHH on January 6 to discuss details..

V. Future Meetings

No additional telecons were scheduled.

TO: FAX NO: (071) 972 246 19 957.r/

Name ANNETTE HORSTHEIM  
SEYMOUR FOX

Company \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

FROM: FAX NO. (216) 341-9942

Name GINNY LEVI

Company \_\_\_\_\_

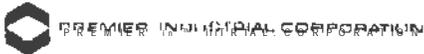
Tele. No. ( ) \_\_\_\_\_ Ext. \_\_\_\_\_



**Proposed Agenda  
 CIJE Teleconference  
 Sun., Mar. 8, 1992 10:00-11:30 a.m.**

Participants: Jerusalem - SF, AH; Cleve. - SHH, VFL; Rockville - SE,  
 New York - JM, JU

	<u>Assignment</u>
I. Review assignments	VFL
II. Lead Community application review process (See document of 2/28/92)	JM
III. Review off work plan (See document of 2/28/92)	JM
IV. Lead Community funding	JU
V. Status of Board Lead Community Committee	SE
VI. Meeting date for CIJE Board: 8/26-27??	VFL
VII. Involvement of Senior Policy Advisors	SE
VIII. Project updates	AH/SE
A. Best Practices	
B. Monitoring, Evaluation, Feedback	
C. Research	
IX. Set future telecons	SHH



SEE MANAGEMENT MANUAL SECTION 157 AND GUIDANCE ON THE COMPLETION OF THE FORM FOR A FUNCTIONAL SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

72090 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	ELSTER ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	3/5/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Review list of potential questions for the satellite telecon, suggest additional questions, and suggest responses to JM.		SE	2/4/92	2/14/92	
2.	With VFL, review list of journals that received press release and follow up with a select number to encourage publication.		SE	2/4/92	2/14/92	
3.	With JM and JU, prepare an outline for the satellite telecon, including key messages we wish to communicate.		SE	2/4/92	2/18/92	
4.	Develop and circulate a list of proposed panelists for assignment to lead community review teams.		SE	2/4/92	2/18/92	
5.	Contact senior policy advisors and selected others from the denominations to encourage communities to participate in the telecon and apply to be lead communities.		SE	2/4/92	2/21/92	
6.	Send comments to AG on the position announcement and position description for field researchers and suggest people and places to receive the announcements.		SE	2/4/92	2/28/92	
7.	Develop a preliminary plan to prepare seminars, continental agencies, and people at general universities to gear up to support lead communities.		SE	2/4/92	2/28/92	
8.	Discuss with SF and AH, the key elements for a paper on personnel in lead communities.		SE	2/4/92	3/6/92	
9.	With JM/JU, develop a first draft description of possible programs for implementation in lead communities and a cost range for each.		SE	2/4/92	3/16/92	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

7/3280 (REV. 10/86) PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	ELSTER ASSIGNMENTS		
ORIGINATOR	VFL	DATE	3/5/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR RENEWED DATE
10.	Contact the following board members as follow up to the January 16 meeting and send brief report to VFL:  a. Billl Beerman b. Gerald Cohen c. Irwin Finkel d. Arthur Green e. Neill Greenbaum f. Tim Hausdorff g. Henry Koschitzky h. Mark Lainer i. Norman Lipoff j. S. Martin Lipset k. Matthew Maryles l. Florence Melton m. Melwin Meribars n. Lester Rollback o. Bennett Yanowitz		SE	8/29/91	4/15/92	
11.	Prepare status reports on training, research, and Best Practices.		SE	9/3/91	monthly	
12.	Work with Barry Holtz on developing a Best Practices panel.		SE	1/23/91	ongoing	
13.	Work with SF and AH to develop concrete means of establishing Lead Communities.		SE	4/11/91	ongoing	
14.	Develop and maintain list of experts on which CIJE can draw.		SE	4/11/91	ongoing	
15.	With AH, clarify what we need from a planner in the area of training and consider contacting Roy Feldman of Boston as a possible consultant.		SE	9/3/91	TBD	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

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

FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE

3/5/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Suggest an advisory committee to work with Best Practices team.		SF	8/28/91	1/16/92	
2.	Talk with David Hirschhorn about support for research project.		SF	11/27/91	1/16/92	
3.	Explore with Florence Melton the possibility of funding a mini-school in each Lead Community and general support for CIJE.		SF	8/28/91	1/92	
4.	Invite Rabbi Twersky to prepare an op ed piece.		SF	10/30/90	1/92	
5.	Review list of potential questions for the satellite telecon, suggest additional questions, and suggest responses to JM.		SF	2/4/92	2/14/92	
6.	Send comments to AG on the position announcement and position description for field researchers and suggest people and places to receive the announcements.		SF	2/4/92	2/28/92	
7.	With AH, prepare a brief paper outlining the content of lead communities.		SF	2/4/92	3/6/92	
8.	Contact the following board members as follow up to the January 16 meeting and send brief reports to VFL:  a. Alfred Gottschalk b. David Hirschhorn c. Isadore Twersky		SF	8/29/91	4/15/92	
9.	Send SHH a list of suggested members of a training oversight committee.		SF	3/20/91	ongoing	

MINUTES; CIJE STEERING COMMITTEE TELECONFERENCE

DATE OF MEETING: March 8, 1992

DATE MINUTES ISSUED: March 10, 1992

PRESENT: Shulamith Elster, Annette Hochstein, Stephen H. Hoffman,  
Virginia F. Levi ((Sec'y)), Jim Meiler, Jack Ukeles

COPY TO: Seymour E Cox, Ann Klein, Morton L. Matzdel, Henry L. Zucker

I. The accumulated assignments from the January 13 telecon and February 4 meeting were reviewed.

Assignment  
Assignment

A. It was reported that Adam Gamoran had sent a revised proposal and budget to AH, reflecting the plan to limit ourselves to three lead communities. AH will distribute the revised proposal to the Steering Committee. She and SF are preparing a proposal for submission to David Hirschhorn, asking that he support the full cost of research and evaluation.

Assignment

B. It was reported that the CRB Foundation is committed to participating in lead communities. SE will prepare a draft statement classifying the CRB role and will work with AH to develop it. The first draft will be completed by March 13. The importance of coordinating our interaction with CRB staff was emphasized.

Assignment

C. AH reported that she had met with Eli Evans who expressed a serious interest in participating in lead communities. AH will follow up with Evans, clarifying our expectations of the Revson Foundation as a participant in the Lead Communities Project.

II. Lead Community Application Review Process and Work Plan

A. Response to Satellite Telecon

A concern about the lack of clarity in the telecon regarding funding of lead communities led to the suggestion that a memo be prepared to clarify the magnitude of financial commitment a community might expect to incur. It was also suggested that CIJE consider making a commitment to support planning grants and first year funding for lead communities. It was noted that the numbers now on the table regarding the potential commitment of CIJE and the communities are unclear. It was also suggested that CIJE will have its hands full funding core operations.

Assignment  
Assignment

It was concluded that no information will be sent to potential applicant communities on this subject prior to the application deadline. AH will discuss the figures with JU for clarification, after which SHH will discuss the approach with MM.

CIJE Steering Committee Teleconference  
 March 8, 1992

Page 2

Assignment

B. It was reported that twelve communities have expressed intent to apply and an additional eight seem likely to apply to become lead communities. A concern was raised over the possibility that the CRB Foundation may actively encourage the selection of Ottawa, a community well below the 15,000 Jewish population minimum. It was suggested that we clarify the CRB role in the decisionmaking process. It was concluded that this role could best be resolved by appointing a CRB representative to serve on a review panel. Peter Geffen will be asked to do so. We will also consider asking MUM to discuss this with Charles Bronfman.

C. Review Process

1. The use of one review panel versus three was discussed. It was concluded that there will be three panels which will meet via telecon. People in communities which apply will not be assigned to review panels during the preliminary review process. If their communities do not become finalists, they may be added to panels for the second stage of the process.
2. It was agreed that every preliminary proposal will be read by two panels, which will rank applicants from best to worst. We expect to complete the preliminary process with 8-10 finalists. Site visits will be conducted in mid-July either by the panels which conducted the preliminary review or by newly constituted panels. Recommendations for selection will be made to the Board Lead Communities Committee, which will be asked to select three communities and three alternates.

A question was raised about how the review process will be staffed. SHH will consider this matter and make recommendations by March 13.

Assignment

III. Meeting Date for CIJE Board Board

- A. It was noted that Tuesday, August 25 and Thursday, August 27 were being checked for a CIJE board meeting.
- B. It was suggested that seven months may be too long to go between board meetings. Four alternatives were proposed.
  1. We could move into a more reactive mode with a more constant contact. This provides for board member input, but there is no opportunity for interaction. Concern was raised that without face-to-face meeting, we may lose interest at a time when it is critical to keep it up.
  2. We may wish to consider holding regional meetings. These could serve as updates and provide an opportunity for interaction.
  3. We could establish additional board committees which could meet between meetings to keep people engaged.

- 4, We could schedule a meeting of the full board for late May or early June. The agenda could include a report on the preliminary review process of lead communities, a discussion of best practices and the Gamoran proposal (which has never been discussed by the board). Alternatively, one or more issues in Jewish education could be presented and discussed. For example, the meeting might focus on campus issues with Richard Joel providing an outline of his vision and the movements describing their activities on campuses.

We were cautioned to be careful about getting involved in an area where we have no real expertise and reminded that, to date, meetings have focused on issues around which serious preparations have taken place.

Assignment

- No conclusions were reached. SE will prepare an outline of the options, including a possible agenda for a board meeting.



TO: FAX NO. (211) 273-3-647 251  
 ANNETTE HECHTIE'S  
 Name SEYMOUR FOX  
 Company \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 \_\_\_\_\_  
 City State Zip Country

FROM: FAX NO. (211) 361-9742  
 Name JOSEY DEWIS  
 Company \_\_\_\_\_  
 Tele. No. ( ) \_\_\_\_\_ Ext. \_\_\_\_\_

Dear Seymour + Annette -

Attached, if in use at our Times: Tebeor, are the following:

1. Draft Agenda - any corrections? Yes.
2. SREE MEMO re 5/3 meeting
3. minutes and assignments

I stopped it

~~stopped~~

Will we call you at AH's home?

Thanks,  
Gunny

2x on SF possible  
SF pr min

DRAFT 4/8/92

AGENDA  
CIJE STAFF  
Tues., April 14, 1992  
3:00 ■ 5:30PM

Expected attendance: Shulamith Elster, Stanley Horowitz, Ann Klein,  
Ginny Levi, Mort Mandel, Art Naparstek, Henry Zucker  
By telecon - Seymour Fox, Annette Hochstein

Assignment

- I. Review Minutes of 3/10/92 AGK
- II. Review Assignments of 3/10/92 VFL
- III. Review Responsibilities of <sup>introduce participants & (to)</sup> ~~Current~~ Staff MLM
- ~~IV. Status of Director Search~~ HLZ
- V. Lead Communities Selection Process SRE
  - A. Status Report SRE
  - B. ~~Reconsider~~ <sup>Lead Communities selects</sup> a strategy LC's <sub>revisited</sub> AH
  - B. Plans for May 13 meeting AH
  - C. Status of Board Committee AH
  - D. Public Relations AH
- VI. ~~CIJE~~ Projects: Progress Reports and Next Steps AH
  - ~~A. Research~~ SRE
  - B. Best Practices AH
  - C. Monitoring, Evaluation and Feedback SRE
- VII. Fund Raising VFL
  - A. Billing MLM
  - B. Discuss assignments to contact potential funders SRE
- ~~VIII. Preliminary Plans for August 25 Board Meeting~~ MLM
- IX. Monitoring Grants to Institutions of Higher Learning MLM
  - A. Hebrew Union College
  - B. JCC Association
  - C. Jewish Theological Seminary
  - D. Yeshiva University
- X. Set Future Meeting Dates MLM

*out*

*out*

*out*

*accordamp with pl*

4/8/92

TO: CIJE Staff

FROM: Shulamith Elster

RE: Planning for May 3 CIJE Meetings

I. Assumption: There will be two meetings. One of the entire group for planning the Lead Communities selection/action process and a follow-up meeting for next steps and assignments..

II. Proposed Participants

Both meetings:

Morton Mandel - Chair

Shulamith Elster

David Finn?

Adam Gamoran

Annette Hochstein

Barry Holtz

Stanley Horowitz

Marty Kraar

Ginny Levi

Planning meeting, only:

Corky Goodman

Neil Greenbaum

Lester Pollack\*

\*Will be in San Francisco for JCCA Biennial Convention

Jim Meier,

Art Naparstek?

Chuck Ratner

Art Rotman\*

Jack Ukeles

Jon Woocher

Henry Zucker

10 AM  
Muth fac big.

none of the committee. a few people should participate in staff meetings

III. Open Issues

A. Meeting notification

1. Personal phone calls: hold date and time

2. Written confirmation

B. Meeting place/ arrangements/ scheduling (food service) [Sunday meeting - possibly get space at Mayflower Hotel]

Kohen

out

C. Agenda

D. Materials

AGENDA  
 CIJE STAFF  
 Tues., April 14, 1992  
 3:00 - 5:30PM

Expected attendance: Shulamith Elster,, Stanley Horowitz,, Ann Klein,,  
 Ginny Levi,, Mort Mandel,, Art Naparstek,, Henry Zucker  
 By telecon - Seymour Fox,, Annette Hochstein

	<u>Assignment</u>
I. Review Minutes of 3/10/92	AGK
II. Review Assignments of 3/10/92	VFL
III. Introduce Participants and their Responsibilities	MLM
IV. Lead Committees	
A. Status of Recruitment and Selection Process	SSRE
B. Strategy in Light of Applications	AAH
C. Special Meeting of May 3	AAH
D. Role of Board Committee	AAH
E. Public Relations	AAH
V. Fund Raising	
A. Billing	VVFL
B. Discuss contact with funders	MMM
VI. CIJE Projects: Progress Reports and Next Steps	
A. Research	AAH
B. Best Practices	SSRE
C. Monitoring, Evaluation and Feedback	AAH
VII. Status of Director Search	HLZ
VIII. Monitoring Grants to Institutions of Higher Learning	MLM
A. Hebrew Union College	
B. JCC Association	
C. Jewish Theological Seminary	
D. Yeshiva University	
IX. Set Future Meeting Dates	MLM

MEMORANDUM

TO: ~~CIJE Steering Committee~~  
 Merton L. Mandel  
 Seymour Fox  
 Annette Hochstein  
 Virginia F. Levi  
 Henry Zucker

FROM: Shulsmith Elster

SUBJECT: Report of Activities: April 1-1992-92

DATE: April 6, 1992

I. Lead Communities Selection

In my last report to the Steering Committee I reported, in the main, on the progress of the Lead Communities selection process. At this point in time the entire process is "on hold" following discussions in Amsterdam between Mott, Seymour and Annetto.

The good news is that there are 23 proposals from communities throughout North America. At the planning meeting scheduled for May 3rd in New York we will have an opportunity to discuss the many possibilities that this response presents for the project and for the CIJE itself.

II. Council of Jewish Federations: FYI

CJF is involved at this time in the planning of A Comprehensive Approach to Jewish Identity and Continuity. This is intended to be a major planning directive for CJF.

The first meeting of the Committee on Community Planning that will work on this project took place yesterday at the Quarterly. Neil Greenbaum and Mark Lanier were among those at the table. Jon Woocher called me several weeks ago to tell me about this new effort and together we met briefly with Norbert Fruehauf to learn more about the CJF plans. There is nothing to report at this date other than that this is underway. I stay in touch with the project and report again to you.

This new effort which appears to have three components:

- Planning: appropriate modes of intervention to build a viable <sup>organized</sup> community with which people want to be affiliated
- Formulation of Community Initiatives, Processes and Models: modes of intervention
- Implementation and Demonstration Projects: assistance to communities and organizations to test feasibility, efficacy and monitor results for replication

Much of this sounds familiar!

### III. CIJE Projects

Best Practices is continuing on schedule. Barry and our panelists are at work and we have the first write-ups of our site visits to supplementary school programs. The invitations have gone out to the participants in our early childhood panel. There is a meeting with the JCCA on the calendar for early May at which time we will meet with Barry Chazan and others to begin round three. This project is within budget guidelines and doing well.

Isa awaits comments on the final draft of the report on the building of a research capability.

Adam has been authorized to publish advertisements for the field researcher positions for the Lead Communities. These will appear during April in the Chronicle of Higher Education and Education Week.

### IV. Planning Agenda for CIJE

#### A. Budget

I prepared a draft of a budget package for Annette with assumptions and preliminary thinking about the CIJE and its projects through the fiscal year ending on June 30, 1992. The package includes a summary of costs-to-date prepared by Steve's staff in Cleveland and are used as the basis for cost projections.

#### B. Senior Policy Advisors and Board of Directors

We very much need a plan for reporting on progress to the members of the SPA and the Board- and the larger education community. I am preparing a draft of a letter to the Senior Policy Advisors that I would like to have out before Passover. There is good progress to report on the items that have been presented at their most recent meetings.

I think we should also plan for camper contacts- and/or other communication to the Board- following Passover.

### IV. Future Meetings

I am looking forward to my meeting with MLM in Cleveland next week and to the important discussion on lead communities now planned for May 3rd in New York.

### V. EXCC

I will be at the JCCA Biennial and participating in a program on joint efforts between centers and educational institutions. There are a number of fine examples of cooperative ventures which foster fine educational programs. The number of community campuses, including those cited in the proposals the CIJE has received, suggest that this will be an important topic for many communities.

The Hillel National Leadership Conference invited me to speak at the major plenary on Sunday, May 3rd to provide the educational context for their new campus efforts. I will not be able to do this because of our own upcoming meeting. It is good to know that the CIJE is now an important resource for many of the national organizations.

I participated in a recent meeting of the Chancellor's Education Cabinet at JTSA bringing a progress report on the Lead Communities Project. The movements have an important role to play but they must begin themselves to organize for this activity at the local level as well.

MEB

4/7/92



PROPOSED AGENDA  
CIJE STAFF  
Mon., April 20, 1992  
10:00 AM

	<u>Assignment</u>
I. Review Minutes of 4/15/92	VPL
II. Discuss working paper on Lead Community approach prepared by SE, SF, and AH	MLM
III. Decide whether to hold a May meeting and select Hafa	MLM
IV. Set future meetings	MLM

4/16/92

To: MLM

From: VFL

Following are the results of my polling of potential participants in a May CIJE meeting. I checked all three dates, even though it seemed unlikely that we would settle on the 10th after yesterday's telecon. (Where there was a clear preference for one date, I underlined the first choice.) I am to get back to people after our April 20 telecon to confirm a date -- or cancel, if that's the decision on Mon. Based on my calls, I suggest that we stay with May 3.

	<u>Sun... May 3</u>	<u>Fri... May 8</u>	<u>Sun... May 10</u>
Elster	OK	OK	OK
Finn	<u>OK</u>	Prefers not	OK
Goodman	Phone lines dead from flood		
Greenbaum	<u>OK</u> (Fatkov very ill. Can make no commitments.)	Maybe OK	NO
Hochstein	OK	OK	OK
Hoffman	OK	OK	OK
Holtz	OK	?	?
Horowitz	OK	OK	NO
Kraar	NO	OK	NO
Levi	OK	OK	OK
Mandel	OK	OK	OK
Naparstek	OK	OK	OK
Pollack	NO	Not 12-2	NO
Ratner	OK	NO	NO
Rotman	NO	NO	NO
Ukeles	OK	Maybe	OK
Woocher	<u>OK</u>	OK	OK
Zucker	OK	OK, Not good	OK

MINUTES: CIJE STAFF

DATE OF MEETING: April 15, 1992

DATE MINUTES ISSUED: April 16, 1992

PRESENT: Shulamith Elster, Stephen H. Hoffman, Stanley Horowitz,  
Ann G. Klein, Virginia F. Levi (Sec'y), Morton Mandell,  
Arthur J. Naparstek, Henry L. Zucker

BY TELECON: Seymour Fox, Annette Hochstein

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## I. Introduction

The primary purpose of this meeting was to strategize the response of CIJE to the unexpected number of responses to the call for preliminary proposals for the Lead Community Project. Twenty-three communities have submitted preliminary applications. How can we best take advantage of the interest of 23 communities that have expressed an interest in working with the CIJE to advance Jewish education in North America? Can we respond to these and the handful of additional cities that choose to join in a revised concept of lead communities that might involve coalitions for Jewish education?

Our original intention was to select 3-5 lead communities from the pool of applicants. It was suggested that this remains an important goal, but that we may also wish to work with a larger group of interested cities. We might establish regional clusters, coalitions of communities interested in building capacity in similar areas, or local centers of best practice to serve as models. It was suggested that, during the process of planning and implementation, a small number of communities would rise to the top and could eventually be designated as lead communities.

## II. Discussion of Memorandum of April 13, 1992

### A. Overview

AH provided a summary of the April 13 memorandum she and SF had prepared. "1994 Communities Revisited: Towards a Strategy for Implementation." We have learned through the recruitment process that there is a much greater interest in Jewish education at the local level than we anticipated. The large response suggests opportunities to (1) mobilize the North American Jewish community--lay, professional, and at large; (2) involve a wide range of continental partners (CJF, JCCA, JESNA, CAJE, CLAL, the training institutions, etc.); and (3) involve the communities in the process. The memorandum suggests that we work with all 23 communities, that we add others which express interest, and that we use the input of all participants to help us plan, structure and choose lead communities.

B. Discussion

It was agreed that we would talk first about the concept, leaving a discussion of practical matters for later.

A question was raised about how we might involve the communities in the selection process, as is proposed in the memorandum. One suggestion was that representatives of all interested communities might be convened to consider the lead community concept and review an outline of proposed content areas. Participants would be asked to comment on the feasibility of the recommended approaches and to suggest their own ideas. Following such a meeting the discussions would continue with individual communities or groups of communities. This gathering might be more a work session than a meeting. Community representatives, both lay and professional, would be invited to work together on areas of shared interest. We could take advantage of the expertise of national organizations and foundations. A "menu of interventions" might be put forth and participants invited to select those that meet their needs and are of interest.

It was suggested that advance work would have to be done with the 23 communities to determine the areas on which such a session should focus. CIJE would then ensure that experts were present to facilitate. We might present our assumptions on what will bring about change in Jewish education and review with the 23 communities how to ensure both scope and quality.

C. Getting Practical

Participants were asked to list practical considerations to this approach. The following initial list was developed:

1. We lack the staff resources to prepare
  - a. content areas
  - b. community organization work with the 23 communities
  - c. coordination of the interests and involvement of the continental agencies (contact, clarify, bring in, help them shape their agendas, etc.)
  - d. financing--for core activity and planning initiatives
2. Quality control
3. Timetable: It will take a substantial amount of time to get up and running; we may decide to implement in phases. The other "costs" of delay (credibility, current high level of expectations).

4. The general community will be confused about CIJE's goals and agenda. PR/communications are critical.
5. Community relations: What do we say to the 23 communities and the rest of North America that is watching while we rethink our approach?

It was agreed that participants should ~~consider this further~~, try to identify the toughest obstacles possible, and communicate them to SE, who will work with SF and AH on a paper for discussion by this group. We will work toward a larger meeting in early May for which we should have developed responses to as many of these issues as possible.

Assignment

It was suggested that a meeting be scheduled for May 3, May 8, or May 10. A list of possible participants was included with the April 13 memo. VFL will poll that group to see which is the best date. The purpose will be to reconsider this approach and to conclude the day with agreement on how to proceed on lead communities.

Assignment

It was noted that we feel fairly confident of our ability to attract funders to support specific programs. It will be important to know if MAF is willing to serve as the court of last resort to ensure that the core operation can continue. SE and AH will outline what must be done over the next four months and beyond, what staffing would be required, and what the cost would be. This information should be available for MAF review before the May meeting takes place.

Assignment

It was agreed that a teleconference of this group would be scheduled for Monday, April 20 at 10:00 a.m. SE and AH will prepare a working paper for discussion. If they find it impossible to be ready by April 20, the meeting will be rescheduled for Thursday, April 23.

### III. Additional Discussion

- A. How do we get the continental agencies to participate without raising significant turf problems? It was noted that the agencies want to participate. It was suggested that we call a "summit" and invite the professionals and presidents to come together to discuss this. They should be approached individually in advance and prepared for such a meeting.
- B. It was noted that demonstration projects that work are those that differentiate among the needs of different communities. We might consider establishing lead communities and, on another level, "lead programs" with the thought that lead programs could eventually become lead communities.
- C. It was reported that Charles Bronfman has agreed to serve on the Lead Communities Committee.

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

75090 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	HOGHSTEIN ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/16/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Distribute the revised proposal from Adam Gamoran to the Steering Committee..		AH	3/8/92	3/10/92	
2.	Discuss funding commitment figures with Jack Ukeles for clarification..		AH	3/8/92	3/13/92	
3.	With SF, outline a brief paper on the content of lead communities..		AH	2/4/92	3/20/92	
4.	With SF, prepare a proposal to submit to David Hirschhorn asking that he support the full cost of research and evaluation..		AH	3/8/92	3/31/92	
5.	Follow up with Eli Evans about Revson participation in the Lead Communities Project..		AH	3/8/92	4/15/92	
6.	With Barry Chazan and SE, prepare a background paper outlining the implementation of the Israel experience through Lead Communities..		AH	1/3/92	4/15/92	
7.	Contact the following board members as follow up to the January 16 meeting and send brief report to VFL:  a. David Arnow b. Charles Bronfman c. Ludwig Jesselson d. Norman Lamm e. Esther Leah Ritz f. Ismar Schorsch		AH	8/29/91	4/15/92	
8.	With SE, prepare a working paper for discussion at April 20 CIJE teleconference..		AH	4/15/92	4/20/92	
9.	With SE, prepare outline of what must be done over the next 4 months and beyond, and what the cost would be..		AH	4/15/92	4/24/92	
10.	Prepare a paper summarizing the components of profession building and suggest where to begin..		AH	10/21/91	TBD	
11.	With SE, clarify what we need from a planner in the area of training, review with JESNA and JCCA, and consider contacting Roy Feldman of Boston as a possible consultant..		AH	9/3/91	TBD	



<b>TO: FAX NO.</b> <u>(911) 2722-61995V</u> <b>Name</b> <u>ANNETTE HOCHSTEIN</u> <u>SEYMOUR FOX</u> <b>Company</b> _____ <b>Street Address</b> _____ _____ City State Zip Country	<b>FROM: FAX NO.</b> <u>(414) 361-9962</u> <b>Name</b> <u>GINNY LEVY</u> <b>Company</b> _____ <b>Tele. No.</b> ( ) _____ <b>Ext.</b> _____
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*Handwritten red scribble*

Annette, -

Here's a draft of minutes of our Mar. 11 telecon. Please give me your comments by tomorrow (Wed.).

-Thanks. Ginny

*Handwritten red signature: Ginny*

*Handwritten red notes: TB P3 Time only*

PAGE 10

MINUTES: CIJE STAFF

DATE OF MEETING: April 20, 1992

DATE MINUTES ISSUED: April 21, 1992

PARTICIPANTS: Shulamith Elster, Seymour Fox, Annette Hochstein,  
Stephen H. Hoffman, Stanley Horowitz,  
Virginia F. Levi (Sec'y), Morton Mandel,  
Arthur J. Napanzok, Henry L. Zucker

---

I. Introduction

It was agreed at the meeting of April 15 that participants would consider the suggestion to expand the work of the CIJE to involve all 23 of the communities which have expressed an interest in the Lead Communities Project. SE, SF, and AH prepared a paper which summarized the thinking on April 15, reviewed alternatives which had been considered since the April 15 meeting, and summarized in general terms the resources that would be required to accomplish our proposed goals.

The meeting began with a review of the paper, dated April 20, 1992 and entitled The Lead Communities Project: Alternative Strategies and Estimated Resource Requirements. The paper outlined three alternative approaches to lead communities:

A. Maximizing option

Select a small number of lead communities while forming a coalition of the remaining applicant communities to engage with continental agencies in profession building, community mobilization and Israel experience programs.

B.. Original option

Select three lead communities through a two-round process and engage in a five-year program for large-scale improvement of their Jewish education programs..

C.. Mixed option

1. Select three lead communities and proceed with a five-year program.
2. Invite all other applicant communities to participate in a limited effort to improve one or two aspects of their local Jewish education programs through work with continental agencies..

The paper continues with an outline of the human and financial resources that would be required to accomplish each of the outlined options.

II. Discussion

It was agreed that the maximizing option is the ideal, but that we do not have the human resources to undertake it now.

After further discussion, it was agreed that we would pursue the mixed option (C, above). The 23 lead community applications should now be reviewed as we work on developing a timetable and content for work beyond the lead communities. The staff team will continue to refine the lead community selection criteria which we will apply to the recommendations of the review panels after their submission.

It was agreed that there is some confusion and concern in the community about the decision to postpone review of lead community applications. SE and AH will work quickly to develop a talk piece for use in communicating with concerned individuals. This is to be completed by April 22 for review by MLM. SE will propose a list of individuals and communities to be contacted.

It was agreed that we will hold a meeting of a larger staff group on Sunday, May 3 from 12:00 a.m. to 3:30 p.m. in New York to communicate the current thinking and to decide how to proceed. SE and AH will draft a plan for that meeting for consideration by MLM.



PREMIER INDUSTRIAL CORPORATION  
FACSIMILE HEADER SHEET  
73136 (5/90) PRINTED IN U.S.A.

DATE: 4/24 TIME: \_\_\_\_\_

NUMBER OF  
PAGES SENT: 10

<p><b>TO: FAX NO.</b> <u>(911) 972 2-619951</u>  <b>ANNETTE HOONSTEIN</b>  <b>Name</b> <u>GREYMOULX FOX</u>  <b>Company</b> _____  <b>Street Address</b> _____  _____  City      State      Zip      Country</p>	<p><b>FROM: FAX NO.</b> <u>(214) 367-9262</u>  <b>Name</b> <u>GINNY LEVI</u>  <b>Company</b> _____  <b>Tele. No.</b> (    ) _____ <b>Ext.</b> _____</p>
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MINUTES: CLIBE STAFF

DATE OF MEETING: April 20, 1992 1992

DATE MINUTES ISSUED: April 23, 1992 1992

PARTICIPANTS: Shulamith Elster, Seymour Fox, Annette Hochstein,  
Stephen H. Hoffman, Stanley Morowitz,  
Virginia F. Levi (Sec'y), Morton Mandel,  
Arthur J. Naparstek, Henry L. Zucker

---

### I. Introduction

It was agreed at the meeting of April 15 that participants would consider the suggestion to expand the Lead Communities Project to involve all 23 of the communities which have expressed an interest. SE, SF, and AH prepared a paper which summarized the thinking on April 15, reviewed alternatives which had been considered since the April 15 meeting, and summarized in general terms the resources that would be required for each.

The meeting began with a review of the paper, dated April 20, 1992 and entitled The Lead Communities Project: Alternative Strategies and Estimated Resource Requirements. The paper outlined three alternative approaches:

#### A. Maximizing option

Select a small number of lead communities while forming coalitions of the remaining applicant communities to engage with continental agencies in profession building, community support and Israel experience programs.

#### B. Original option

Select three lead communities through a two-round process and engage in a five-year program for large-scale improvement of their local Jewish education programs.

#### C. Mixed option

1. Select three lead communities and proceed with a five-year program.
2. Invite all other applicant communities to participate in a limited effort to improve one or two aspects of their local Jewish education programs through work with continental agencies.

The paper continues with an outline of the human and financial resources that would be required to accomplish each of the outlined options.

CIJE Staff  
April 20, 1992

Page 2

II. Discussion

It was agreed that the maximizing option is the ideal, but that we do not have the human resources to undertake it now.

After further discussion, it was agreed that we would pursue the mixed option (C, above). The 23 lead community applications should now be reviewed as we work on developing a plan, including a timetable and content for addressing issues of the lead communities.

Assignment

It was agreed that there is some confusion and concern in the community about the decision to postpone review of lead community applications. SEE and AH will work quickly to develop a talk piece for use in communicating with concerned individuals. This is to be completed by April 22 for review by MLM. SE will propose a list of individuals and communities to be contacted.

Assignment

It was agreed that we will hold a meeting of a larger staff group on Sunday, May 3 from 11:00 a.m. to 3:30 p.m. in New York to review current thinking with key individuals and plan for next steps through the selection of the committees. SEE and AH will draft a plan for that meeting for consideration by MLM.

MINUTES  
COUNCIL FOR INITIATIVES IN JEWISH EDUCATION  
STEERING COMMITTEE  
MAY 3, 1992  
NEW YORK CITY

Attendance: Morton L. Mandel, Chair, Shulamith Elster, Annette Hochstein,  
Stephen Hoffman, Stanley Horowitz, Virginia Levi, Arthur  
Napatstek, Henry L. Zucker

---

I. Introduction

This was a brief meeting following the meeting of a larger advisory group. The purpose was to review the larger meeting and to determine what next steps should be taken.

II. Meeting Review

It was felt that the meeting was useful in involving a larger group in the deliberations of CIJE. It brought the entire group to a more clearly focused understanding of CIJE's objectives. It was agreed that this smaller steering group should continue to meet regularly to develop and manage the CIJE work plan.

A. Future Meetings

It was agreed that we will propose the following dates and places for meetings of the larger advisory committee:

Sunday, July 12 - New York York

(Monday, August 24 - New York? Is this for the larger group?)

Sunday, November 8 - Cleveland

Sunday, January 10 - Cleveland

It was agreed that this steering committee will meet at 7:30 a.m. as follows (SF and ANH, and sometimes SE by phone):

Friday, May 15  
Friday, June 12  
Friday, June 26  
Friday, July 10  
Friday, July 24  
Tuesday, August 18

14:30  
Israel  
time

III. Next Steps

A. Communications

Assignment 1. It was agreed that SE will draft letters for MLM summarizing the decisions of May 3 to participant communities, the Lead Communities Committee, board members, CIJE partners and senior policy advisors.

Assignment 2. SE will ask Jon Woocher for a proposal to prepare a simple, four-page newsletter, four to six times per year, to the community at large. The purpose will be to introduce CIJE and keep the community aware of what is happening.

3. This committee should continue to discuss how we relate most effectively to federations, foundations, and the religious community.

Assignment B. SE will work with AH to develop a work plan by May 18.

Assignment C. SHH will take the lead on community issues, working closely with SBH and HLZ. He will contact Marty Kraar to find out who serves on the CJF Jewish Continuity Committee.

D. Foundation Development

Assignment AJN will coordinate foundation activities. He will work with SHH, SBH, and HLZ to develop approaches by May 18.



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73250 (REV. 1/80) PRINTED IN U.S.A.

SEE MANAGEMENT MANUAL POLICY NO. 18.3 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION	GIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	ELSTER ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	5/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETION OR REVIEW DATE
1.	With AH, develop a talk piece for use in communicating current lead communities approach to concerned individuals.		SE	4/20/92	4/24/92	
2.	With AH, draft a plan for May 3 meeting for consideration by MLM.		SE	4/20/92	4/28/92	
3.	Develop a list of assignments, responsibilities, invitations, and obligations and work with MLM to prioritize.		SE	4/15/92	5/1/92	
4.	Meet with Carl Scheingold regarding his work in the area of Jewish continuity.		SE	4/15/92	5/6/92	
5.	Draft letters for MLM to GIJE participants summarizing the decisions of the May 3 meeting.		SE	5/3/92	5/15/92	
6.	Ask JW for a proposal to prepare a newsletter to keep the community at large aware of GIJE happenings.		SE	5/3/92	5/15/92	
7.	With AH, develop a specific proposal for the CRB Foundation to introduce the Israel experience into Lead Communities.		SE	1/20/92	5/15/92	
8.	With JM/JW, develop a first draft description of possible programs for implementation in lead communities and a cost range for each.		SE	2/4/92	5/15/92	
9.	Discuss with SF and AH the key elements of papers on content and personnel in lead communities.		SE	2/4/92	5/15/92	
10.	Follow up with Cummings Foundation on funding.		SE	2/18/92	5/15/92	
11.	Work with AH to develop a work plan.		SE	5/3/92	5/18/92	
12.	With AH, prepare management plan for GIJE for the next 4 months and beyond.		SE	4/15/92	5/31/92	
13.	Work with AH on preparation of a draft annual operating budget.		SE		5/31/92	

MINUTES  
 COUNCIL FOR INITIATIVES IN JEWISH EDUCATION ADVISORY GROUP  
 MAY 3, 1992  
 11:00 A.M. - 3:30 P.M.  
 NEW YORK CITY

Attendance: Shulamith Elster, David Finn, Neil Greenbaum, Annette Hochstein,  
 Stephen Hoffman, Barry Holtz, Stanley Horowitz, Virginia Levi,  
 Merton Mandel, James Meier, Ulla Mandel, Miriam Noyenfeldt,  
 Charles Ratner, Jack Ukeles, Jonathan Woocher, Henry L. Zucker

Copy to: Charles Goodman, Martin Kraaz, Lester Pollack, Arthur Rotman

I. Introductory Remarks

The chair opened the meeting by welcoming participants and thanking David Finn for the use of his office and staff for the meeting. He noted that the purpose of the meeting was to review and refine the Lead Communities Project and to consider the implications for the CIJE of the number and quality of the applications. He indicated that while a process had been designed for the review of lead community preliminary applications, it was important to remain open to new approaches.

Twenty-three communities have submitted applications and a number of others have indicated serious interest. The quality of the applications suggests that the local commitment in many communities is stronger and more serious than we had anticipated.

II. Update on Lead Communities Project

The chair introduced Shulamith Elster for a review of the applications. Dr. Elster noted that the 23 applications represent over 1.5 million North American Jews from all regions of the United States and from five Canadian communities.

Many of the issues raised in the applications are shared among several or more communities. The following list is illustrative: Nearly all share a concern for the recruitment, training and retention of personnel. They seek changes in community funding for Jewish education. They emphasize synagogue cooperation and affiliation. They raise issues related to inter-marriage and the education of parents and children. Several offer proposals to work regionally, especially with small neighboring Jewish communities, and many point to the benefits and importance of collaborative efforts with continental agencies. They express interest in improving the quality and level of participation in Israel programs.

CJJE ADVISORY GROUP  
May 3, 1992

Page 2

It was noted that some of the applicant communities have stable or declining Jewish populations while others are growing. Some have well-established commissions on Jewish continuity/education while others are at the beginning stages. In some the presence of committed lay support is well advanced while in others it is now being sought.

In the discussion that followed, it was noted that in many cases the strong commitment to Jewish education is relatively new and can be attributed in part to the work of the Commission. It was suggested that we have tapped into a trench which is stimulating others to join the endeavor.

It was noted that the applications provide important information and that we may wish to consider analyzing the data and preparing a report on what we've learned. We might begin by preparing a synopsis of the information drawn from these applications under the heading "A Time of Hope."

It was noted that there are other signs that Jewish education has risen on the community agenda. Jewish continuity has become the top issue for many federations, was an overriding theme of the JCCA biennial, and will be the theme of the fall CJF Quarterly.

Discussion turned to the matter of CJJE's role in ensuring success in the lead communities. It was noted that CJJE's purpose is to catalyze--to identify expertise and bring it to bear on the work of each community.

#### III. Selection Process and Criteria

Jack Ukeles reported that twelve professionals were invited to serve in an advisory capacity on lead community review panels and that all twelve accepted. Their task is to review the preliminary applications, assess the preparedness of each to be a lead community, and cite evidence supporting a rating. Each application will be evaluated by two review panels and each panel will discuss its reactions via telecon. The resulting recommendations and supporting information will be provided to the Board Lead Communities Selection Committee for its use in selecting the finalist communities which will be invited to submit more detailed proposals. Site visits will be conducted at each of the finalist communities.

In the discussion that followed, it was noted that the purpose of lead communities is to demonstrate what is possible of Jewish life/education at its best. This led to a discussion of how we will know when we have succeeded. Adam Gamoran and his team will involve communities themselves in a process of ongoing monitoring and evaluation. In order to know we've succeeded, we must agree on desired outcomes. In the interim it is important to evaluate what can be assessed. By selecting three communities, each different from the others, we broaden the chances of identifying what works.

CJJE Advisory Group  
May 3, 1992

Page 3

It was noted, in summary, that we seek to have in place a process of sufficient breadth, depth, and quality to lead to broad-based community support and engagement in Jewish education. Our first target is to help communities develop an environment in which the best people engage in the best practices with the strongest possible linkages with continental agencies. Our longer-term goal is to change the quality of Jewish life in a community through Jewish education.

As we proceed, we will develop a means of measuring outcomes. The Gamoran project will ensure that each community keeps track of what it is doing and that evaluative questions are asked at each step of the process.

#### IV. The Lead Communities Project Revisited

Annette Hochstein reported that the high quality and quantity of applications caused us to pause to consider our approach to lead communities. She described three options.

1. The basic option is to proceed as originally planned by selecting 3-5 lead communities within a period of four months.
2. An alternative, described as "maximizing," would be to create a coalition of the interested communities to participate in the design of lead communities. All 23+ communities would be engaged in programs to support local change. A smaller number would self-select for involvement in more in-depth work and from that group the lead communities would eventually be selected. This option would permit us to respond maximally to the applicants, but would require significant resources to accomplish.
3. The third option, called the "mixed option," would be to proceed with the selection of 3-5 lead communities as originally planned, while creating a coalition of applicant communities and designing one or two programs in which all communities would be invited to participate. It was recommended that serious consideration be given to the mixed option.

Examples were given of how each of the three options might be carried out. In particular, the professional support CJJE will need to offer lead communities was presented for discussion (e.g. content and quality, planning assistance, resource coordination, etc.). Copies of the slides used to illustrate the presentation are attached.

In the discussion that followed, it was suggested that a variation on the mixed option might be to establish several consortia, each focused on a specific key area such as supplementary schools, Israel programs, or family education. Communities might choose to participate in one or several. A continental agency might be asked to coordinate each project.

GIJE Advisory Group  
May 3, 1992

Page 4

It was suggested that this is an ideal,, but that our first objective should be to establish and work effectively in lead communities..

It was noted that an important by-product of the lead communities process will be ongoing communications with all interested communities.. As we learn how to make effective use of the best practices project,, for example,, we should inform other communities.. It was agreed that we will explore the possibility of establishing a simple newsletter to be published regularly..

It was suggested that undertaking anything more ambitious than the three lead communities should probably wait.. We can identify common needs among the communities and encourage continental agencies to work independently with the communities to meet some of these needs.

V. Concluding Remarks

It was agreed that this meeting had been useful and that it would be valuable for this group to meet on a regular basis.. The chair thanked all who were present and noted that we will be in touch to schedule future meetings..

**Some Options**

**1  
BASIC**

**2  
MAXIMIZING**

**3  
MIXED**

**3-5 LEAD COMMUNITIES**

**From**

**Coalition of 20 +  
Communities**

**To**

**Stepped-Up Program  
—Fewer Communities**

**To**

**3-5 LEAD COMMUNITIES**

**From**

**3-5 LEAD COMMUNITIES**

**To**

**Limited Program for  
Coalition of 20 +**

**(Doing What)**

## **PERSONNEL**

- **IN-SERVICE TRAINING**
- **NEW EDUCATIONAL POSITIONS**
- **NEW EDUCATORS TO COMMUNITY**
- **RECRUITMENT STRATEGIES**
- # **PRE-SERVICE TRAINING**
- **SALARIES & BENEFITS**
- **ETC,**

**(Doing What)**

# **MOBILIZING COMMUNITY SUPPORT**

- ⑥ **LEADERSHIP ENGAGED & KNOWLEDGEABLE**
- **CHAMPION**
- ⑥ **INCREASED LOCAL FUNDING**
- @ **ONGOING PUBLIC DEBATE**
- ⑥ **WALL TO WALL COALITION**

# SUPPLEMENTARY SCHOOLS

**1. WHAT BEST PRACTICES SAY**

**2. WHAT BEST PRACTICES DO**

**3. LEARNING & RE-INVENTING**

**4. PERSONNEL**

**• Initial In-Service for all principals,  
at training institutions**

**• Ongoing In-Service for teachers**

**• History curriculum group**

(illustration)

## **SUPPLEMENTARY SCHOOLS (Cont.)**

### **5. COMMUNITY**

- **The goals of supplementary school education**
- **Family involvement**

### **6. ISRAEL**

- **Savings plan**
- **Ninth grade to Israel**
- **Staff training**

### **7. FEEDBACK LOOP**

**(1. Basic Option)**

**RESOURCE COORDINATION**

Partners: JESNA, JCCA, CJF  
Purveyors: Training Institutions,  
CLAL, CAJE  
Foundations: Cummings,  
CRB, MAF

**CONTENT & QUALITY**

Experts/Consultants  
Best Practices  
Monitoring, Evaluation

COMMUNITY  
DEVELOPMENT

**LEAD COMMUNITY**

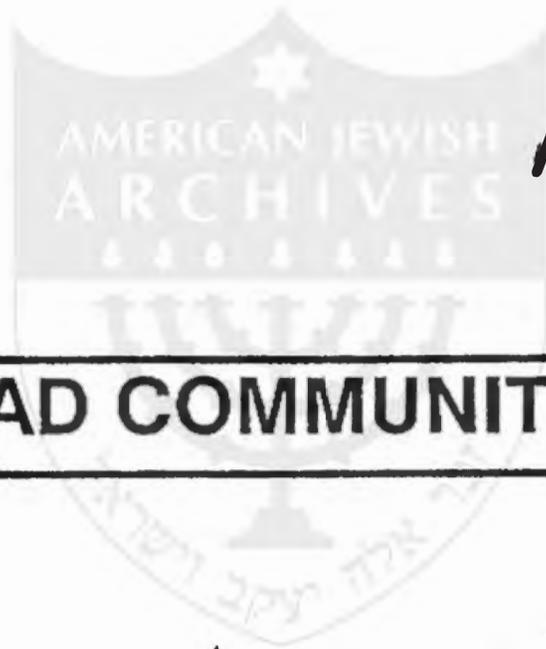
**COMMUNICATIONS &  
DISSEMINATION**

**FUNDING FACILITATION**

Links to  
Foundations  
Organizations

**PLANNING  
ASSISTANCE**

Self-Study  
5-Year Plan  
Individual Programs



**(Options)**

# DIFFERENCES

	<sup>1</sup> BASIC	<sup>2</sup> MAXI	<sup>3</sup> MIXED
<ul style="list-style-type: none"> <li>● <b>SCOPE</b> (How many?) Settings Institutions People</li> </ul>	<p>MAJOR MOST MOST</p>	<p>SEVERAL</p>	<p>ONE OR TWO</p>
<ul style="list-style-type: none"> <li>Ⓢ <b>INSTITUTIONAL LEADERSHIP</b></li> </ul>			
<ul style="list-style-type: none"> <li>Ⓢ <b>HUMAN RESOURCES</b>  CJE Partners- JESNA, JCCA, CJF Partners- Training Institutions, CAJE Coalition- 20 communities Foundation</li> </ul>			
<ul style="list-style-type: none"> <li>Ⓢ <b>TIME</b></li> </ul>			
<ul style="list-style-type: none"> <li>Ⓢ <b>FUNDING</b>  Basic Programmatic</li> </ul>			



DATE: 5/13 TIME: \_\_\_\_\_

NUMBER OF PAGES SENT: 30

<p>TO: FAX NO. (011) <u>2723-619951</u>          PROJECT no #ST&amp;TS          Name <u>GYMORA FOX</u>          Company _____          Street Address _____          _____          City            State            Zip            Country</p>	<p>FROM: FAX NO. (011) <u>361-9942</u>          Name <u>SINNY LEVI</u>          Company _____          Tele. No. ( ) _____ Ext. _____</p>
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III. Next Steps

A. Communications

Assignment 1. It was agreed that SE will draft letters for MLM summarizing the decisions of May 3 to participant communities, the Lead Communities Committee, board members, CIJE partners and senior policy advisors.

Assignment 2. SE will ask Jon Woocher for a proposal to prepare a simple, four-page newsletter, four to six times per year, to the community at large. The purpose will be to introduce CIJE and keep the community aware of what is happening.

3. This committee should continue to discuss how we relate most effectively to federations, foundations, and the religious community.

Assignment B. SE will work with AH to develop a work plan by May 18.

Assignment C. SHH will take the lead on community issues, working closely with SBH and HLZ. He will contact Marty Kraar to find out who serves on the CJF Jewish Continuity Committee.

D. Foundation Development

Assignment AJN will coordinate foundation activities. He will work with SHH, SBH, and HLZ to develop approaches by May 18.

MINUTES  
COUNCIL FOR INITIATIVES IN JEWISH EDUCATION ADVISORY GROUP  
MAY 3, 1992  
11:00 A.M. - 3:30 P.M.  
NEW YORK CITY

Attendance: Shulamith Elster, David Finn, Neil Greenbaum, Annette Hochstein,  
Stephen Hoffman, Barry Holtz, Stanley Horowitz, Virginia Levi,  
Morton Mandel, James Moler, Uma Merilani, Miriam Meyerson,  
Charles Ratner, Jack Ukeles, Jonathan Woodner, Henry L. Zucker

Copy to: Charles Goodman, Martin Kraaz, Lester Pollack, Arthur Rotman

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I. Introductory Remarks

The chair opened the meeting by welcoming participants and thanking David Finn for the use of his office and staff for the meeting. He noted that the purpose of the meeting was to review and refine the Lead Communities Project and to consider the implications for the CIJE of the number and quality of the applications. He indicated that while a process had been designed for the review of lead community preliminary applications, it was important to remain open to new approaches.

Twenty-three communities have submitted applications and a number of others have indicated serious interest. The quality of the applications suggests that the local commitment in many communities is stronger and more serious than we had anticipated.

II. Update on Lead Communities Project

The chair introduced Shulamith Elster for a review of the applications. Dr. Elster noted that the 23 applications represent over 1.55 million North American Jews from all regions of the United States and from five Canadian communities.

Many of the issues raised in the applications are shared among several or more communities. The following list is illustrative: Nearly all share a concern for the recruitment, training and retention of personnel. They seek changes in community funding for Jewish education. They emphasize synagogue cooperation and affiliation. They raise issues related to inter-marriage and the education of parents and children. Several offer proposals to work regionally, especially with small neighboring Jewish communities, and many point to the benefits and importance of collaborative efforts with continental agencies. They express interest in improving the quality and level of participation in Israel programs.

CJJE Advisory Group  
May 3, 1992

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It was noted that some of the applicant communities have stable or declining Jewish populations while others are growing. Some have well-established commissions on Jewish continuity/education while others are at the beginning stages. In some the presence of committed lay support is well advanced while in others it is now being sought.

In the discussion that followed, it was noted that in many cases the strong commitment to Jewish education is relatively new and can be attributed in part to the work of the Commission. It was suggested that we have tapped into a trend while stimulating others to join the endeavor.

It was noted that the applications provide important information and that we may wish to consider analyzing the data and preparing a report on what we've learned. We might begin by presenting a synopsis of the information drawn from these applications under the heading "A Time of Hope."

It was noted that there are other signs that Jewish education has risen on the community agenda. Jewish continuity has become the top issue for many federations, was an overriding theme of the JOCA biennial, and will be the theme of the fall CJF Quarterly.

Discussion turned to the matter of CIJE's role in ensuring success in the lead communities. It was noted that CIJE's purpose is to catalyze--to identify expertise and bring it to bear on the work of each community.

### III. Selection Process and Criteria

Jack Ukeles reported that twelve professionals were invited to serve in an advisory capacity on lead community review panels and that all twelve accepted. Their task is to review the preliminary applications, assess the preparedness of each to be a lead community, and cite evidence supporting a rating. Each application will be evaluated by two review panels and each panel will discuss its reactions via telecon. The resulting recommendations and supporting information will be provided to the Board Lead Communities Selection Committee for its use in selecting the finalist communities which will be invited to submit more detailed proposals. Site visits will be conducted at each of the finalist communities.

In the discussion that followed, it was noted that the purpose of lead communities is to demonstrate what is possible of Jewish education at its best. This led to a discussion of how we will know when we have succeeded. Adam Gamoran and his team will involve communities themselves in a process of ongoing monitoring and evaluation. In order to know we've succeeded, we must agree on desired outcomes. In the interim it is important to evaluate what can be assessed. By selecting three communities, each different from the others, we broaden the chances of identifying what works.

CIJE Advisory Group  
May 3, 1992

Page 3

It was noted, in summary, that we seek to have in place a process of sufficient breadth, depth, and quality to lead to broad-based community support and engagement in Jewish education. Our first target is to help communities develop an environment in which the best people engage in the best practices with the strongest possible linkages with continental agencies. Our longer-term goal is to change the quality of Jewish life in a community through Jewish education.

As we proceed, we will develop a means of measuring outcomes. The Gamoran project will ensure that each community keeps track of what it is doing and that evaluative questions are asked at each step of the process.

#### IV. The Lead Communities Project Revisited

Annette Hochstein reported that the high quality and quantity of applications caused us to pause to consider our approach to lead communities. She described three options.

1. The basic option is to proceed as originally planned by selecting 3-5 lead communities within a period of four months.
2. An alternative, described as "maximizing," would be to create a coalition of the interested communities to participate in the design of lead communities. All 23+ communities would be engaged in programs to support local change. A smaller number would self-select for involvement in more in-depth work and from that group the lead communities would eventually be selected. This option would permit us to respond maximally to the applicants, but would require significant resources to accomplish.
3. The third option, called the "mixed option," would be to proceed with the selection of 3-5 lead communities as originally planned, while creating a coalition of applicant communities and designing one or two programs in which all communities would be invited to participate. It was recommended that serious consideration be given to the mixed option.

Examples were given of how each of the three options might be carried out. In particular, the professional support CIJE will need to offer lead communities was presented for discussion (e.g. content and quality, planning assistance, resource coordination, etc.). Copies of the slides used to illustrate the presentation are attached.

In the discussion that followed, it was suggested that a variation on the mixed option might be to establish several consortia, each focused on a specific key area such as supplementary schools, Israel programs, or family education. Communities might choose to participate in one or several. A continental agency might be asked to coordinate each project.

CIJE Advisory Group  
May 3, 1992

Page 4

It was suggested that this is an ideal, but that our first objective should be to establish and work effectively in lead communities.

It was noted that an important by-product of the lead communities process will be ongoing communications with all interested communities. As we learn how to make effective use of the best practices project, for example, we should inform other communities. It was agreed that we will explore the possibility of establishing a simple newsletter to be published regularly.

It was suggested that undertaking anything more ambitious than the three lead communities should probably wait. We can identify common needs among the communities and encourage continental agencies to work independently with the communities to meet some of these needs.

V. Concluding Remarks

It was agreed that this meeting had been useful and that it would be valuable for this group to meet on a regular basis. The chair thanked all who were present and noted that we will be in touch to schedule future meetings.



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TO: FAX NO. (011) 972 2 619951 ANNETTE HOCHSTETTER Name SEYMOUR FOX Company _____ Street Address _____ City _____ State _____ Zip _____ Country _____	FROM: FAX NO. (416) 361-9962 Name SINNY LEVI Company _____ Tele. No. ( ) _____ Ext. _____
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Dear Seymour + Annette,

This may be a mish mosh fax as I accumulate things throughout the day.

1. The girls and I are wait listed on EBoal flight 8, leaving Kennedy at 9:00 p.m. on Thurs., July 9, arriving Tel Aviv at 2:25 p.m. on Fri., July 10. Anything you can do to confirm would be wonderful. (There is evidently a Delta flight that we might take. What do you think?)

2. What phone number should I use for the June 12 telecon?

3. I see no grants that require renewal at the July MAF meeting. The big one for potential renewal is the HUC request.

Malitz \* general support - renewal should be requested in Sept. for consideration in Oct.

4. I'm sending you the minutes and assignments referred to on the Malitz agenda.

5. Ray has spoken with Eli Dohvi and seems very pleased with the plans. It looks like he'll be arriving on July 1 and will need a single room until we get there on the 9th or 10th. He's going to participate in an alpen - so that something we should consider.

MINUTES  
COUNCIL FOR INITIATIVES IN JEWISH EDUCATION  
STEERING COMMITTEE  
MAY 3, 1992  
NEW YORK CITY

Attendance: Morton L. Mandel, Chair, Shulamith Elster, Annette Hochstein,  
Stephen Hoffman, Stanley Horowitz, Virginia Levi, Arthur  
Naparstek, Henry L. Zucker

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I.. Introduction

This was a brief meeting following the meeting of a larger advisory group. The purpose was to review the larger meeting and to determine what next steps should be taken.

III. Meeting Review

It was felt that the meeting was useful in involving a larger group in the deliberations of CIJE. It brought the entire group to a more clearly focused understanding of CIJE's objectives. It was agreed that this smaller steering group should continue to meet regularly to develop and manage the CIJE work plan.

A. Future Meetings

It was agreed that we will propose the following dates and places for meetings of the larger advisory committee:

Sunday, July 12<sup>12</sup> - New York York

(Monday, August 24 - New York? Is this for the larger group?)

Sunday, November 8 - Cleveland

Sunday, January 10 - Cleveland

It was agreed that this steering committee will meet at 7:30 a.m. as follows (SF and AH, and sometimes SE by phone):

Friday, May 15

Friday, June 12<sup>12</sup>

Friday, June 26<sup>26</sup>

Friday, July 10<sup>10</sup>

Friday, July 24<sup>24</sup>

Tuesday, August 18

III. Next Steps

A. Communications

Assignment            1. It was agreed that SE will draft letters for MLM summarizing the decisions of May 3 to participant communities, the Lead Communities Committee, board members, CIJE partners and senior policy advisors.

Assignment            2. SE will ask Jon Woocher for a proposal to prepare a simple, four-page newsletter, four to six times per year, to the community at large. The purpose will be to introduce CIJE and keep the community aware of what is happening.

3. This committee should continue to discuss how we relate most effectively to federations, foundations, and the religious community.

Assignment            B. SE will work with AH to develop a work plan by May 18.

Assignment            C. SHH will take the lead on community issues, working closely with SBH and HLZ. He will contact Marty Kraar to find out who serves on the CJF Jewish Continuity Committee.

D. Foundation Development

Assignment            AJN will coordinate foundation activities. He will work with SHH, SBH, and HLZ to develop approaches by May 18.

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*Attached are the following.*

- 1. Agenda*
- 2. Billing pages*
- 3. Shulamith* *with 8016*  
*FOX + Jlc*

GIJE STEERING COMMITTEE

June 12, 1992

7:30 AM

Agenda

Participants - In Cleveland: Mort Mandel, Chair, Shulamith Elster,  
 Steve Hoffman, Ginny Levi, Art Naparstek, Henry Zucker  
 In New York: Art Rotman  
 In Jerusalem: Seymour Fox, Annette Hochstein

	<u>Assignment</u>
I. Review Minutes of May 31, 1992	VFL
II. Review Assignments	VFL
III. Lead Community Update	AR
A. Report on selection of finalist communities	
B. Next steps	
IV. Foundation Development Plan	AJN
V. Progress Reports on CUBE Projects	SRE
A. Best Practices	
B. Monitoring, Evaluation and Feedback	
VI. Communications	SRE
A. Status report on newsletter	
B. Memo to Board and Senior Policy Advisors	
C. PR/press release	
D. Camper contacts before Aug. 25 meeting	
VII. Confirm future meetings (all 7:30 am)	MLM
Fri., June 26	
Fri., July 10	
Fri., July 24	
Tues., Aug. 18	

**MEMORANDUM**

**TO:** CIJE Steering Committee  
Morton L. Mandel  
Seymour Fox  
Annette Hochstein  
Stephen H. Hoffman  
Stanley Horowitz  
Virginia Levi  
Arthur Naparstek  
Henry Zucker

**FROM:** Shulamith Elster

**SUBJECT:** Report of Activities - May-June 10, 1992

**DATE:** June 10, 1992

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**I. Lead Communities Selection**

Review Panels/Board Committees

The twelve review panelists completed their work by mid-May and the telecon deliberations were compiled and organized with other materials - including summaries of the community proposals - for use by the Lead Communities Committee. The Committee of the Board..

The review panelists were:

Dr. Robert Abramson	Richard Abel
Mark Berger	Sara Lee
David Dubin	Leonard Rubin
Sylvia C. Ettenberg	Dr. Alvin Schiff
Dr. Peter Geffen	Dr. Elbert Spack
Mark Gurvis	Jonathan Wootner

The Board Lead Communities Committee, chaired by Chuck Ratner, met on Friday via telecon to select the finalists from the 23 preliminary applicants. The Committee dealt with issues of geographic distribution, community size and potential for the realization of CIJE and community goals.

Letters were mailed following the meeting to each applicant community. The finalist communities are the following nine communities:

Atlanta	Columbus	Oakland
Baltimore	Metre West	Ottawa
Boston	Milwaukee	Palm Beach

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The members of the Board of Directors Lead Communities include Charles Bronfman, Thomas Hausdorff, David Hirschhorn, Mark Lainer, Melvin Merians, Lester Pollack, Chuck Ratner. Art Rotman is staffing the Committee for the CUE.

We are working now on plans for the next phase which will include site visits in July by committee members, staff and educators to these communities. I hope to visit all of the sites so as to provide continuity for the work of the Committee.

The staff work done by Ukeles Associates and Jim Meier, in particular, was instrumental in our ability to meet the June 5th deadline for this phase of the Lead Communities Project.

The Board Committee has plans to meet on the afternoon of August 24th, the day prior to the scheduled Board meeting, to formulate its recommendation to the CUE Board.

## II. CIJE Projects

### BEST PRACTICE PROJECT

The initial meeting of the Early Childhood Panel took place on May 11th at the Jewish Theological Seminary. The early childhood educators who attended included:

Elissa Blaser ((Covenant Foundation))	Esther Friedman
Lucy Cohen	Charlotte Muehlbeck
Esther Elfinbaum	Jane Penman (JCCA)
Miriam ((Mickey)) Feinberg	Ira Reggosi
Shulamit Gittleson	Rina Roubertberg
Ruth Pinkerson-Feldman	Rosanna Shorofsky

With the exception of Marvell Ginsburg was unable to attend, all of the invitees enthusiastically accepted the invitation to participate. It was an extraordinarily productive afternoon and considerable progress was made in the identification of criteria for inclusion in Best Practice. Plans were made for the next steps: identification of sites, field visits and documentation. Work will continue at the beginning of the new school year in September.

Barry and I were joined at the meeting of the JCCA senior staff by Barry Chazan. The discussion was most productive in that it ended a discussion of a work plan which would involve those most closely associated with CENTER PROGRAMS IN JEWISH EDUCATION in the identification of those programs,

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projects and centers most appropriate for inclusion in the Best Practices Project (excluding early childhood and camping programs that will be included elsewhere in the project).

Within the Supplementary School Division \* , the following educators are writing programmatic descriptions of ten "Best Practices" Sites/schools: Sam Joseph, Michael Zeldin, Kathy Green, Carol Ingall, Vicki Kelman, Joe Reimer, and Stuart Schomfeld.

Barry and I are pleased with the status of the project and on June 2nd met to assess progress to date, review the initial year budget and plan for the year ahead."

#### Research Project

Isa has received comments on the final draft of her report on the research capability and is now finalizing it.

#### Monitoring, Evaluation and Feedback

Adam received 70 applications for the field researcher positions. He screened the applicants and identified 13 semi-finalists. To assist in the identification of finalists, Adam called on two colleagues and together with them we identified 4-5 with whom we will meet next week in Madison. Adam and I will interview the finalists with his colleagues Ellen Goldring (Vanderbilt, formerly of Tel Aviv University) and Gary Wehlage (Wisconsin).

Among the criteria we will use include: field-work research experience, experience in developing descriptive accounts of educational or community endeavors, earned doctorate or ASD, involvement in and knowledge of Jewish education.

Once selected, the training of the field researchers will take place in three components between July-September. Adam will be leaving for Scotland on August 9th and so we are using this period of time to pay attention to administrative issues including: employment agreements, project management, training and supervision.

### III. Planning Agenda for CIUE

I forwarded to Annette today a revised DRAFT of the CIUE agenda (including specific staff assignments) for July - September and hope to have this assignment completed by

\* Division is the term that we are now using as a substitute for rounds.

-4-

JUNE 17th. This will take the CIJE through the selection of the Lead Communities and the proposed seminar for participating communities..

Likewise, we are working on the next draft of the CIJE operating budget which takes into account our various projects and preliminary plans for a fiscal year to begin July 1, 1992.

#### IV, Senior Policy Advisors and Board of Directors

A revised memorandum to Board members and Senior Policy Advisors is being drafted for review later this week. It will provide an update on CIJE activities,, especially on the status of the Lead Communities Project..

I propose that Rabbi Jonathan Stein,, chairman of the Reform Commission on Jewish Education,, be added to the Senior Policy Advisors.. Please see discussion that follows later in this report on the Commission.

If a Cummings Family member joins the Board of Directors then perhaps Rabbi Rachel Cowan should also be considered for the SPA. If not,, she would make a fine addition to the Board.

I would like to propose a meeting of the Senior Policy Advisors for early September following the selection of the Lead Communities.. I would like to set the date as soon as possible for the week of September 14th.

#### V. BTC/For Your Information:

##### Reform Commission on Jewish Education:

I spoke with co-chairs Robert Tornberg (Educational Director of Holy Blossom Temple in Toronto) and Dr. Jane Sherman of Santa Fe, a lay leader,, and with Rabbi Jonathan Stein (Indianapolis Hebrew Congregation) and the chairman of the Commission.

Mel Merians has encouraged the work of the and it has adopted a mission statement which emphasizes the Commission role as the meeting place for educators,, rabbis and lay leadership of the movement - a type of central address for our own purposes.. They asked me to be aware that the presence of Syna, Lea and Aron within our CIJE community was not the same as a Commission/movement presence..

Of significance to the Commission is the name of the UAHC department - DEPARTMENT OF RELIGIOUS EDUCATION. Rabbi Stein, in particular,, wanted to be certain that this was emphasized.

"This is not a matter of Jewish identity. It is a religious identity that is of concern. The Reform movement is a religious movement with the synagogue as its center."

At the last Commission meeting,, there was a prominent place for discussion of research issues with Isa taking an important role in her HUC/UAHC capacity. The discussion centered around a research agenda. However,, the primary obstacle to its implementation is the lack of financial resources.

The Commission will meet again on February 27-28,, 1993 in Houston in 1993. It may be well for the CJE to work with the Reform community through the Commission and this will be one recommendation within my paper on the movements//denominations.

Rabbi Stein and I will stay in touch and I will give him periodic reports on our work that he can share with others- particularly,, Best Practice and Lead Communities. I will let Mel Merians and Daniel Syme know about the conversation and my interest in working with the Commission.

#### FROM THE FIELD

##### Covenant Foundation:

Jon Woocher reported on the recent meeting of the Covenant Foundation Board in Chicago. He suggests that we ^ think about ways to integrate their interest in dissemination grants with our Best Practices Project. When we're ready,, we should put together a group to think about best ways to approach this funding source. Art and I have a meeting with Dr. Judith Ginsberg and Jon scheduled for June 19th.

##### CLAL

This week,, CLAL has its annual kallah and content of Jewish continuity is the theme. Steve Bayme,, Jon Woocher,, Carl Scheingold,, Deborah Lipstadt and Arnie Eisen are presenters. Isa is attending and I will ask her and Jon for a report on the substance of the deliberations.

##### CJF

Jon Woocher,, Barry Shraga and Carl Scheingold will participate in a CJF think tank on Jewish Identity and Continuity this summer.

Meeting with Carl Scheingold: Carl has been working with John Colman on the CJF Long-Range Planning and with others on the Continuity Commission. He also has major responsibility for the Summer Think Tank and continuing education activities for federation and CJF staff. Carl told me of plans for a full day at GA on " identity and continuity". It is probably not too early for CJE to think about a GA program. Our experience with Lee Shulman last year was positive and we attracted a large and interested audience to the session.



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MINUTES: CIJE Steering Committee  
DATE OF MEETING: June 12, 1992  
DATE MINUTES ISSUED: June 17, 1992  
PARTICIPANTS: Morton L. Mandel, Chair, Shulamith Elster, Seymour Fox,  
Annette Hochstein, Stephen H. Hoffman, Virginia F. Levi  
(See'y), Arthur J. Naparstek, Arthur Rotman,  
Henry L. Zucker  
COPY TO: Stanley Horowitz

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I. The minutes of May 33 were reviewed. It was agreed that in the future the agenda will incorporate items from the minutes and assignments, which will not be reviewed separately.

II. Lead Communities

A. Update

Art Rotman reported that a telecon of the Lead Communities Selection Committee had been held on June 5 with participation of everyone except David Hirschhorn, with whom he had spoken subsequently. With the effective chairmanship of Chuck Ratner and the active involvement of Charles Bronfman on the selection of a Canadian community, the group reached virtual consensus in the selection of the nine finalist communities.

The following nine communities have been notified of their selection for participation in the second stage of the selection process:

Atlanta	Columbus	Oakland
Baltimore	Metro West	Ottawa
Boston	Milwaukee	Palm Beach

The fourteen other communities were also notified and thanked for their interest and participation.

B. Next Steps

Each community will be visited by a member of the Selection Committee or board and an educational consultant during July, a process being coordinated by AR. This involves getting dates from committee members and communities, considering appropriate matches, and arranging mutually acceptable dates. It is anticipated that all visits will be completed by August 7.

The first visit will take place in Boston on July 7. Participants for CIJE will be MM, AR, and SE.

Assignment

Assignment As the site visits are being scheduled and conducted, a set of questions specific to each community will be developed and submitted for written response. AR is drafting a set of questions and briefing materials which will be distributed to the Steering Committee for reactions and suggestions prior to the first site visit.

The Selection Committee has scheduled a meeting for 3:00 p.m. on Monday, August 24 to make the final selections. All site visits will have been completed and written responses from communities submitted so that a summary document can be prepared and distributed to the Selection Committee by August 10.

Communities which participate in the second round will be asked to sign a document agreeing to 1) respond to questions, 2) meet stated conditions of being a lead community, and 3) attend a briefing meeting in September (specific date to be determined).

Assignment The discussion that followed focused on next steps following the selection of the lead communities. It was agreed that the meeting of the CLJE Advisory Group scheduled for Sunday, July 12 in New York is an appropriate time at which to discuss a plan of action for September 1992 through 1993. SF and AH will submit their recommendations prior to that meeting.

Assignment Assignment It was suggested that two meetings be scheduled on July 12: this Steering Committee plus Barry Holtz and Adam Gannon, followed by a larger group to include David Finn, Chuck Ratner, Corky Goodman, Marty Kraar, Neil Greenbaum, Jon Wocher, and Lester Pollack. SE will coordinate the development of agendas for those meetings. VFL will begin immediately to make arrangements and invite participants.

Assignment No date has yet been set for the fall seminar with representatives of the lead communities. SF and AH will propose dates in September when they could be available.

### III. Foundation Development Plan

Assignment It was suggested that foundation development be approached by identifying program areas which require support and prospects who might be interested in each program area. An initial list of program areas and prospects was developed. VFL will use data gathered over the past months to prepare a first draft of a matrix identifying program areas and prospects. This will be circulated to the Steering Committee for adjustments. Once the matrix is developed, AJN will work with the Steering Committee to establish priorities and determine approaches.

Assignment It was suggested that we not limit ourselves to Jewish foundations. The work on how to bring about systemic change and growth of a community's educational system should be of broader interest.

CIJE Steering Committee  
June 12, 1992

Page 3

assignment

Before any foundation can be approached, it will be necessary to have an outline of the elements of each program area on which we propose to focus. AH will develop an outline of the elements of the priority program areas no later than the end of June.

In summary, the approach will be as follows:

1. Develop the matrix of program areas and prospects.
2. Develop a prospectus for potential donors.
3. Identify priority donors.
4. Undertake a focused campaign to raise funds.

#### IV. Progress Reports on CIJE Projects

##### A. Monitoring, Evaluation and Feedback

It was reported that Adam Gamoran is moving ahead with the recruitment of field researchers. He and SE will interview candidates the week of June 15 and develop plans for involving the field researchers in the lead community process.

##### B. Best Practices

This project is proceeding under the careful direction of Barry Holtz. A seminar on early childhood education has occurred and follow-up work is now under way.

#### V. Communications

- assignment
- A. SE is working with Jon Woocher on a proposal for a newsletter. This should include a statement of purpose and a list of potential publics. The proposal will be circulated to the Steering Committee for review and discussion.

It was suggested that a series of letters from the chair might substitute for a formal newsletter. It was noted, however, that while this may be appropriate for individuals who are directly involved with the process, there is a broader public with an interest in the work of CIJE and no way of accessing information. We may wish to consider both a newsletter and a series of letters from the chair.

- B. It was reported that a memo to board members and senior policy advisers has been drafted and will be circulated for review. It is anticipated that the memo will be ready for mailing no later than June 19.

assignment

SE will prepare a six-month plan for communication with the board, senior policy advisers, the director search committee, the Lead Community Selection Committee, and the general public.

C. PR/Press Release

gment

It was suggested that it would be appropriate to announce the selection of finalist communities in the lead communities selection process. SE will contact Jerry Strober immediately to prepare and distribute a press release.

D. Camper Contacts

gment  
gment

All members of the CIJE board should be contacted prior to the August 25 meeting. VFL will distribute a list of assignments to be reviewed and updated. AH will prepare a table by June 30. People will submit written reports on contacts to VFL, as in the past.

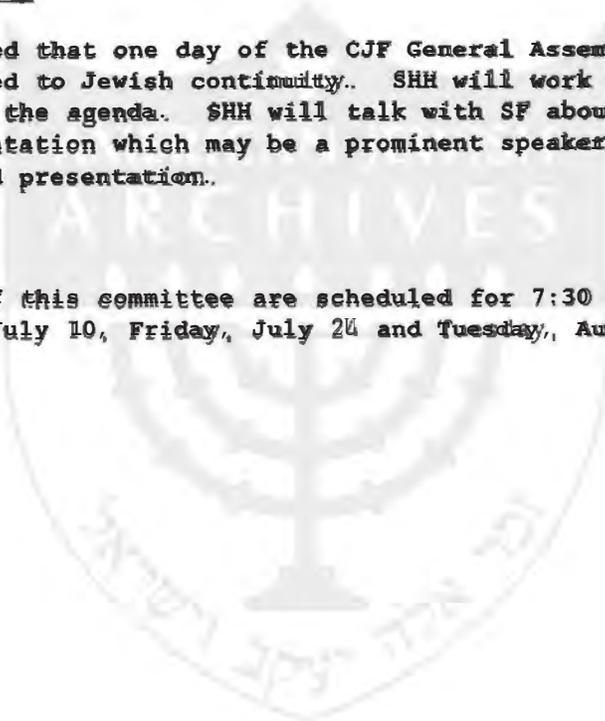
E. General Assembly

gment

It was reported that one day of the CJF General Assembly this fall will be devoted to Jewish continuity. SHH will work on getting us a prime spot on the agenda. SHH will talk with SF about an appropriate program presentation which may be a prominent speaker or panel for a CIJE-sponsored presentation.

VI. Future Meetings

Future meetings of this committee are scheduled for 7:30 a.m. on Friday, June 26, Friday, July 10, Friday, July 24 and Tuesday, August 18.





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MINUTES: CIJE Steering Committee

DATE OF MEETING: June 26, 1992

DATE MINUTES ISSUED: July 2, 1992

PARTICIPANTS: Merton L. Mandel, Chair, Shulamith Elster, Seymour Fox, Annette Hochstein, Stanley B. Horowitz, Virginia F. Levi (Sec'y), Arthur J. Naparstek, Arthur Rotman, Henry L. Zucker

COPY TO: Stephen H. Hoffman

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1. Lead Communities Update

Art Rotman reported that the nine finalists have been notified of their status and have received briefing materials and site specific questions. Plans are under way for the scheduling of the site visits. The first will be to Boston on July 7 and will include MLM, AR, and SE. Others have tentatively been scheduled for Baltimore, Columbus and Oakland.

Assignment

A briefing book is being prepared for each visitor. The book will outline the areas of concentration for each site visit. It will be distributed to the Steering Committee for review prior to the July 7 visit.

Plans are under way to videotape the first visit. We may wish to consider showing segments at the August board meeting.

Assignment

It was suggested that the planning team consider scheduling meetings with potential funders in each community to inform them about the project and demonstrate their importance to its success. This will be considered on a city-by-city basis.

Assignment

Arrangements will be made for a conference call following the July 7 visit to Boston. Participants will be CIJE board members who will be visiting other communities. MLM will share his experience to help the others in their planning.

A: Fall Seminar

Plans are under way for a seminar for the lay and professional leadership of the lead communities. It may take place the several days preceding the GA. Participants will be involved in planning and discussion of substance for their communities. It is anticipated that representatives of the training institutions and other potential "purveyors" of programs will be present. Representatives of foundations with specific programmatic interests will also be included. Plans for the seminar will be more definite by the July 10 telecon.

CIJE Steering Committee  
June 26, 1992

Page 2

It was suggested that dates close to the GA can be difficult. A final decision on a date need not be made until after the lead communities are selected.

B. Content for Lead Communities

A detailed outline of content for the lead communities will be drafted by SF and AH and sent to the Steering Committee by July 3. This may be useful in planning for site visits. It was suggested that an executive summary or outline might be useful to the people who will be visiting the communities.

C. Implementation

SE will draft a paper outlining programs for implementation and possible costs following submission of SF's and AH's paper on content.

III. Foundation Development Plan

- A. AJN presented a proposed approach for foundation development. The plan would include three phases. During the first phase we would develop "generic areas" for funding, not necessarily specific to lead communities. These might include best practices, research and evaluation, personnel compensation/benefits, building community, and building personnel.

Some of these areas may appeal to general foundations. AJN has spoken with staff of the Kellogg, Ford and Rockefeller Foundations, all of which expressed some degree of interest in our work. The focus might be to treat CIJE as a "national intermediary" for Jewish education.

The second phase would take a series of themes and program areas and identify foundations which would be interested in funding combinations of these in the lead communities. (See preliminary matrix attached as Exhibit A.) More work can be done with this approach following the identification of lead communities and the outlining of content for the communities.

It was suggested that general proposals might be developed for each of the six themes and that each might refer to program areas as appropriate. These six general proposals could be tailored for specific foundations later in the process.

Assignment

AJN proposed a third phase of donor cultivation to begin now. He will prepare a strategy paper for clustering foundations and bringing them together for informational meetings. They should feel a sense of involvement before we ask for funding.

Assignment

we ask the presidents of the federations of the three lead communities to serve as respondents. We will send a fax from MLM to SHH in Israel asking him to meet with Marty Kraar, who is also there, to pin down a slot on the agenda for CIJE.

D. Camper Contacts

Camper assignments were reviewed and revised. An update will be incorporated in the assignments from the meeting.

Assignment

AH has prepared a draft talk piece which VFL will circulate to Steering Committee members.

IV. Other Current Assignments

A. A work and management plan for the next four months is under way.

Assignment

B. An annual operating budget for CIJE is also under way and will be submitted to AR for his review. AH will coordinate the next steps and work toward submission of the first draft.

V. Meeting Plans

A. Friday, July 10 ■ CIJE Steering Committee

We will consider the possibility of including the CIJE Advisory Group for the 7:30-8:30 portion of the telecon, followed by a meeting of the steering group from 8:30-9:30.

B. The CIJE Advisory Group meeting scheduled for Sunday, July 12 was cancelled.

C. Friday, July 24 - CIJE Steering Committee

D. Tuesday, August 18 \* CIJE Steering Committee

E. Monday, August 24

1. Preplan for the board meeting at the JCCA, 11:00 a.m to 3:00 p.m.

2. The Lead Communities Selection Committee at the JCCA, 3:00 p.m.

F. Tuesday, August 25 9:30-30:30 - CIJE Board at UPA/Federation

The following agenda will be considered and revised as the meeting approaches:

Assignment

1. Presentation by Lead Communities Selection Committee and decision on final choices.

Chuck Retzner

2. Outline of lead community content.

Gay Pearson ?

CIJE Steering Committee  
June 26, 1992

Page 5

3. Presentation of Gamoran project. (??)

4. Update on Best Practices.. Barry Holtz

assignment

5. Discussion of Jewish education by heads of training institutions,, specific subject to be determined. [[VFL to draft letter from MLM asking them to plan to speak and indicating that specifics will follow..]]

6. Possible presentation on funding. Arthur Naparstek

7.. D'Var Torah (??)

G. Tuesday, August 25 - 3:00-5:00 = Critique of meeting = UJA/Federation

H. September 21 or 22 - Senior Policy Advisors

6/25/92

**CUE Fundraising  
Preliminary Matrix**

**THEMES**

Program Areas	Innovations	Community: Capacity building for Lay Ldrshp	Curriculum	Personnel	Integration Formal/Informal	Media/Tec:Inology
Supplementary Schools	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:
Day Schools	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:
Israel Experience	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:
Family Education	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:

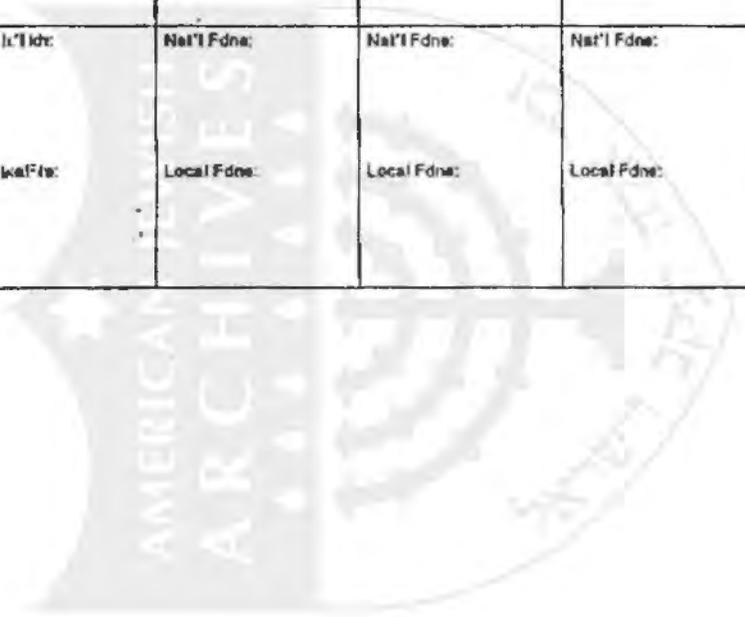
Program Areas	Innovations	Community: Capacity building for Lay Leadership	Curriculum	Personnel	Integration Formal/Informal	Media/Technology
JCCs Informal Education	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:
Early Childhood	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:
Senior Personnel In-Service Training	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:
Outreach	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:
Community Leadership	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:

D U B I U S H I

I N S T I T U T I O N F O R J E W I S H S T U D I E S

J U D I S C I A R Y

Program Area	Innovations	Direct: Dacytalking clay Ltho	Curriculum	Personnel	Integration Formal/Informal	Media/Technology
Adult Education	Nat'l Fdne:  Local Fdne:					
Young Adults	Nat'l Fdne:  Local Fdne:					



CIJE STEERING COMMITTEE

July 10, 1992

7:30 AM

Agenda

Participants - In Cleveland: Mort Mandel, Chair, Steve Hoffman, Ann Klein  
Art Naparstek, Henry Zucker  
In Columbus: Shulamith Elster  
In New York: Art Rotman, Stanley Horowitz  
In Jerusalem: Seymour Fox, Annette Hochstein, Ginny Levi (maybe)

Assignment

i. Lead Community Update

AR

A. The nine finalists are:

Atlanta	Columbus	Oakland
Baltimore	Metro West	Ottawa
Boston	Milwaukee	Palm Beach

B. Plans are under way for site visits

1. Briefing book

2. Visits will be arranged with potential funders, where appropriate

3. Boston visit took place on 7/7

MLM

4. Conference call was held with other visitors

MLM

C. Plans for fall seminar

AR

D. SF & AH have drafted content paper: Lead Communities at Work

SF/AH

E. Related Assignments:

1. SE is to develop an outline for a preliminary plan to prepare seminaries, continental agencies, and people at general universities to gear up to support lead communities.

2. SF & AH are to recommend an action plan for the first year's work in lead communities.

3. SE is to prepare paper outlining programs for implementation and projected costs.

II. Foundation Development Plan - Update

AJN

Related assignments

1. Prepare a strategy paper for clustering foundations and bringing them together for informational meetings. (AJN)
2. Work with Steering Committee to establish priorities and determine approaches to foundation development. (AJN)
3. Outline elements for priority program areas for use in soliciting foundation support. (AH)
4. Prepare proposal for David Hirschhorn for funding of monitoring & evaluation (SF, AH ■ by 7/15)
5. Submit proposal to Cummings Foundation. (SE - by 8/15)

III. Communications

SE

- A. Invitation to 8/25 Board meeting has been sent.
- B. Letter inviting Gottschalk, Lamm & Schorsch to speak at Board meeting has been drafted.
- C. Status of draft communications plan
- D. Camper Contacts
  1. Current assignments appear behind Tab 3. The following assignments were tentative and should be reviewed:  
  
Corky Goodman - AR  
Norman Lipoff - SHH  
Matthew Maryles - SE
  2. Talk piece has been distributed. Joan Wade is available to help set up appointments.
- E. Plans for the GA

SHH

1. Report on conversation with Marty Kraar.
2. SE assignment: work with Steering Committee to develop ideas for CIJE-GA forum.

- IV. Status of Other Current Assignments MLM
- A. Develop a work and management plan for the next 4 months. ((SE & AH))
  - B. Work with AR on draft of annual operating budget. (AH)
  - C. Find out from M. Kraar who serves on CJF Continuity Committee. ((SHH))
- V. Status of CIJE Projects
- A. Best Practices SE
  - B. Monitoring, Evaluation & Feedback AH
- VI. Future Meeting Plans SE
- A. Fri., July 24, 7:30 am - CIJE Steering Committee
  - B. Tues., Aug. 18, 7:30 am - CIJE Steering Committee
  - C. Mon., Aug. 24, 11 am to 3 pm - Preplan for Board meeting; at JCCA.
  - D. Mon., Aug. 24 - Lead Communities Selection Committee - 3 - 5; at JCCA. [Committee members should be reminded. Who from Steering Committee should plan to attend?]
  - E. Tues., Aug. 25 - 9:30 - 3:30 - CIJE Board; at UJA/Federation. Current draft agenda:
    - 1. Presentation by Lead Community selection committee and decision on final choices C. Ratner
    - 2. Outline of Lead Community content Who?
    - 3. Presentation of Camoran project Who?
    - 4. Update on Best Practices BB. Holitz
    - 5. Discussion of Jewish education by heads of training institutions. Details TBD
    - 6. Possible presentation on funding ANN
    - 7. D'Var Torah Who?
  - F. Tues., Aug. 25 - 3:00 - 5:00 - Critique of meeting; at UJA/Federation
  - G. Mon. or Tues., Sept. 21 or 22 - Senior Policy Advisors

MINUTES: CIJE Steering Committee

DATE OF MEETING: July 28, 1992

DATE MINUTES ISSUED: July 30, 1992

PARTICIPANTS: Morton L. Mandel, Chair, Seymour Fox, Amettes Hochstetler,  
Stanley B. Horowitz, Virginia F. Levi (Sec'y),  
Arthur J. Naparstek, Arthur Roman, Henry L. Zucker

COPY TO: Shulamith Elster, Stephen H. Hoffman

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## I. Plans for August 25 Board Meeting

### A. Attendance

It was reported that we have twelve positive responses and eight negative responses for attendance at the August 25 board meeting. Eleven board members have not yet responded. As camper contacts are made, attendance should be confirmed and encouraged. VFL will distribute a list of responses to date.

### B. Camper Contacts

Steering Committee members were reminded that camper contacts should be made now and reports submitted to VFL. Anyone who wishes assistance in scheduling meetings should contact VFL.

### C. Agenda

#### 1. Selection of Lead Communities

It was suggested that this item be placed at the end of the day, as the culmination of the day's discussions. Immediately prior to the presentation of the recommendations of the Lead Communities Selection Committee, we may wish to have 1) a description by a member of the committee of the experience of participating in a site visit and 2) a brief presentation by someone from one of the communities visited, describing the visit from the community's perspective.

#### 2. Outline of Lead Community Content

This presentation will be based on AH's memo describing lead communities at work. This may be supplemented by suggestions which have come up during community site visits. The presenter remains to be determined.

CIJE Steering Committee  
July 28, 1982

Page 2

3. A presentation will be made on the Gamoran project. Gamoran's three-year outline will be distributed, without budget, in advance of the meeting. The presenter remains to be determined.
4. Barry Holtz will prepare a summary of his work by August 3 for distribution in advance of the meeting. He will make a presentation on the Best Practices project at the meeting.
5. The three heads of the training institutions have been invited to make presentations on their plans for the training of Jewish educators. It was suggested that we may not wish to have presentations by all three at one meeting. This is to be discussed further. It was noted that Ismar Schorsch will not be attending the meeting.

6. D'Var Torah

VFL will prepare a list of people who have given concluding remarks at previous board and Commission meetings. This, along with a list of expected attendees, will help us in selecting a person to give the D'Var Torah.

- D. It was suggested that the following items be mailed in advance to board members:

Assignment

1. Cover letter to be drafted by AR.
2. Monitoring, evaluation and feedback three-year plan minus the budget--already prepared.
3. Holtz paper on best practices to be drafted by August 5.
4. List of lead community finalists visited, including CIJE visitors to each community.

III. Lead Community Update

The final site visit is scheduled for August 6. On August 11, MILM, AR, and Chuck Ratner will meet to discuss issues of financing and to review preliminary results of the visits. At the August 18 Steering Committee meeting, we will plan to talk in depth about final selection.

It was noted that the site visits have, in many cases, served to advance the local process. Participating board members are also finding the experience uplifting.

Assignment

A final meeting of the Lead Communities Selection Committee is scheduled for 3 p.m. on August 24 at JCCA. VFL will follow up with committee members to ensure their attendance.

CIJE Steering Committee  
July 28, 1992

Page 3

### III. Plans for the GA

Assignment

It was agreed that we should consider inviting David Hartman to speak at the forum set aside for our use. AR will discuss this further with MLM before extending an invitation. We might ask him to describe CIJE as an example of the sort of effort called for by the results of the CJP Study. It was noted that we should be sure that Hartman is not already scheduled for another slot at the GA.

It was agreed that we will consider the possibility of a panel of lead community leaders or seminary heads to respond to Hartman.

### IV. Foundation Development

AJN reported on plans to focus on a small number of non-Jewish foundations. He indicated that the Lilly Foundation has indicated a willingness to consider proposals on religion and education. The Spencer Foundation may be interested in supporting best practices work; SF is familiar with this foundation and will work with AJN. In addition, the Endowment for the Humanities and the Office of Private Education of the Office of Education are prime targets.

Secondary targets include the Ford and Kellogg Foundations. It will be important to show them how our work could be applicable to general education.

It was suggested that we may wish to postpone a presentation to the board on fundraising activities until the next meeting. We may wish to be cautious about building expectations of funding from the general foundation world and should be careful not to take the pressure off our board members.

Assignment

It was suggested that a meeting be scheduled for AR, AJN, SF, and AH to discuss funding issues on August 18 or 19.

Assignment

SF reported on his meeting with David Hirschhorn. He gave Hirschhorn the Gamoran proposal without the budget and received a positive response. SF will send the budget by July 31 and has a meeting scheduled for August 24. We may wish to set a meeting of SF and MLM with Mr. Hirschhorn during the day of the board meeting.

V. The next meeting of the CIJE Steering Committee was confirmed for 7:30 a.m. on Tuesday, August 18.

CLUE STEERING COMMITTEE  
 July 28, 1992  
 10 A.M.  
 Agenda

Participants  In Florida: Mort Mandel, Chair,  
 In Cleveland: Ginny Levi, Henry L. Zucker  
 In Massachusetts: Art Naparstek  
 In Rockville: Shulamith Elster  
 In New York: Art Rotman, Stanley Horowitz  
 In Jerusalem: Seymour Fox  
 In Italy: Annette Hochstein

Assignment

- I. Discuss plans for August 25 Board Meeting
- A. Report on attendance responses VFL
- B. Status of camper contacts VFL
1. Scheduling
2. Irwin Field to be assigned
- C. Agenda AR
1. Presentation by Lead Community selection committee and decision on final choices C. Racner
2. Outline of Lead Community content Who?
3. Presentation of Gamoran project Who?
4. Update on Best Practices B. Holtz
5. Discussion of Jewish education by heads of training institutions. Details TBD
6. Possible presentation on funding AJN
7. D'Var Torah Who?
- II. Lead Community Update AR
- A. Plans for meeting of Lead Communities Selection Committee - Scheduled for 3 p.m. on August 24 at JCCA. AR

## B. Site Visits

SE

CompletedScheduled

Boston  
Columbus  
Oakland  
Atlanta  
MetroWest  
Baltimore  
Palm Beach

Ottawa - July 30  
Milwaukee ■ August 6

## C. Review funding issue

AR

## D. Plans for fall seminar

AR

## E. Lead Communities at Work - Update (?)

SF/AH

## F. Related Assignments:

1. SE is to develop an outline for a preliminary plan to prepare seminars, continental agencies, and people at general universities to gear up to support lead communities.
2. SF & AH are to recommend an action plan for the first year's work in lead communities.
3. SE is to prepare paper outlining programs for implementation and projected costs.

## III. Foundation Development Plan - Update

AJN

## Related assignments

1. Work with Steering Committee to establish priorities and determine approaches to foundation development. (AJN)
2. Outline elements for priority program areas for use in soliciting foundation support. (AH)
3. Update on David Hirschhorn proposal (SF)
4. Update on proposal to Cummings Foundation. (AJN)

## IV. Communications

SE

## A. Status of draft communications plan

B. Plans for the GA AR

1. SE is to work with Steering Committee to develop ideas for CIJE-GA forum.
2. AH and SF to check out new Minister of Education, Shulamit Aloni as a possible speaker.

V. Status of Current Assignments

- |  |      |
|--|------|
| A. Work Plan = Update                                  | AAH  |
| B. Develop a budget based on work plan                 | ARR  |
| C. Find out who serves on the CDF Continuity Committee | SSHH |

VI. Status of CIJE Projects

- |                                      |     |
|--------------------------------------|-----|
| A. Best Practices                    | SEE |
| B. Monitoring, Evaluation & Feedback | AAH |

VII. Other Future Meeting Plans SEE

- |  |  |
|--|--|
| A. Tues., Aug. 18, 7:30 am ■ CIJE Steering Committee Telecon             |  |
| B. Mon., Aug. 24, 11 am to 3 pm = Preplan for Board meeting; at JCCA.    |  |
| C. Tues., Aug. 25 = 3:00 - 5:00 = Critique of meeting; at UJA/Federation |  |
| D. Mon., Sept. 21 = Senior Policy Advisors                               |  |



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 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 City State Zip Country

FROM: FAX NO. (414) 361-9962  
 Name GINNY LEVI  
 Company \_\_\_\_\_  
 Tele. No. ( ) \_\_\_\_\_ Ext. \_\_\_\_\_

GIJE STEERING COMMITTEE  
 July 10, 1992  
 7:30 AM  
 Agenda

Participants - In Cleveland: Mort Mandel, Chair, Steve Hoffman, Ann Klein  
 Art Naparstek, Henry Zucker  
 In Columbus: Shulamith Eister  
 In New York: Art Rotman; Stanley Horowitz  
 In Jerusalem: Seymour Fox, Annette Hochstein, Ginny Levi (maybe)

Assignment

- I. Lead Community Update AR
- A. The nine finalists are:
- |           |            |            |
|-----------|------------|------------|
| Atlanta   | Columbus   | Oakland    |
| Baltimore | Metro West | Ottawa     |
| Boston    | Milwaukee  | Palm Beach |
- B. Plans are under way for site visits
1. Briefing book
  2. Visits will be arranged with potential funders, where appropriate
  3. Boston visit took place on 7/7 MLM
  4. Conference call was held with other visitors MLM
- C. Plans for fall seminar AR
- D. SF & AH have drafted content paper: Lead Communities at Work SF/AH
- E. Related Assignments:
1. SE is to develop an outline for a preliminary plan to prepare seminars, continental agencies, and people at general universities to gear up to support lead communities.
  2. SF & AH are to recommend an action plan for the first year's work in lead communities.
  3. SE is to prepare paper outlining programs for implementation and projected costs.

## II. Foundation Development Plan - Update

AJN

## Related assignments

- k. Prepare a strategy paper for clustering foundations and bringing them together for informational meetings.. (AJN)
2. Work with Steering Committee to establish priorities and determine approaches to foundation development.. (AJN)
3. Outline elements for priority program areas for use in soliciting foundation support.. (AH)
4. Prepare proposal for David Hirschhorn for funding of monitoring & evaluation ((SF, AH - by 7/15))
5. Submit proposal to Cummings Foundation.. (SE - by 8/15)

## III. Communications

SE

- A. Invitation to 8/25 Board meeting has been sent..
- B. Letter inviting Gottschalk, Lamm & Schorsch to speak at Board meeting has been drafted.
- C. Status of draft communications plan
- D. Camper Contacts
  1. Current assignments appear behind Tab 3. The following assignments were tentative and should be reviewed:
    - Corky Goodman - AR
    - Norman Lipoff - SHH
    - Matthew Maryles - SE
  2. Talk piece has been distributed. Joan Wade is available to help set up appointments..
- E. Plans for the GA
  1. Report on conversation with Marty Kraar.
  2. SE assignment: work with Steering Committee to develop ideas for CIJE-GA forum.

SHH

- IV. Status of Other Current Assignments MLM
- A. Develop a work and management plan for the next 4 months. ((SE & AH))
  - B. Work with AR on draft of annual operating budget. (AH)
  - C. Find out from M. Kraar who serves on CJF Continuity Committee. ((SHH))
- V. Status of CIJE Projects
- A. Best Practices SE
  - B. Monitoring, Evaluation & Feedback AH
- VI. Future Meeting Plans SE
- A. Fri., July 24, 7:30 am - CIJE Steering Committee
  - B. Tues., Aug. 18, 7:30 am - CIJE Steering Committee
  - C. Mon., Aug. 24, 11 am to 3 pm - Preplan for Board meeting; at JCCA.
  - D. Mon., Aug. 24 - Lead Communities Selection Committee - 3 5 57; at JCCA. [[Committee members should be reminded. Who from Steering Committee should plan to attend?]
  - E. Tues., Aug. 25 - 9:30 - 3:30 - CIJE Board; at UJA/Federation. Current draft agenda:
    - 1. Presentation by Lead Community selection committee and decision on final choices C. Rattner
    - 2. Outline of Lead Community content Who?
    - 3. Presentation of Gamoran project Who?
    - 4. Update on Best Practices EE. Hertz
    - 5. Discussion of Jewish education by heads of training institutions. Details TBD
    - 6. Possible presentation on funding AJM
    - 7. D'Var Torah Who?
  - F. Tues., Aug. 25 - 3:00 - 5:00 - Critique of meeting; at UJA/Federation
  - G. Mon. or Tues., Sept. 21 or 22 - Senior Policy Advisers

TO: Shulamith Elster, Seymour Fox, Annette Hochstein, Stephen H. Hoffman, Stanley B. Horowitz, Morton L. Mandel, Arthur J. Naparstek, Arthur Rotman, Henry L. Zucker

FROM: Virginia F. Levi *Levi*

DATE: July 7, 1992

SUBJECT: Guidelines for Camper Interviews

---

Attached are proposed guidelines for your interviews with CIJE board members as well as a list of current assignments. Please try to conduct all interviews by August 7 and submit your written summaries to me by August 12.

Please excuse the "roughness" of the copies. This document began life as a fax.

Joan Wade is available to assist in scheduling your meetings. She will call you within the next few days to discuss available dates.

*Am not enclosing your guidelines. You have them. S*

Counselor	Priority	Done
AJN		
SRE		
AK		
SHH?		
SRE/SF		
SRE?		
SF		
AR		
AR		
SHH		
AR		
MLM		
AH		
SF		
SHH		

7/1/92

CJJE Board Members - Proposed Camper Ass

Name	Counsellor	Priority	Done	Name
David Annon	AN			Henry Koschitzky
Bill Berman	AJN			Mark Lainer
Charles Bronfman	AR			Norman Lamm
Gerald Cohen	SRE			Norman Lipoff
John Colman	HLZ			S. Martin Lippsett
Maurice Corson	KLZ/AJN			Horton Mandel
Irwin Field	SHH			Matthew Maryles
Max Fisher	HLH			Florence Melton
Charles Goodman	AR?			Kelvin Merians
Alfred Gottschalk	SF			Lester Pollack
Arthur Green	SRE			Charles Ratner
Neil Greenbaum	SRE			Esther Leah Ritz
Thomas Hausdorff	SRE			Richard Scheuer
David Hirschhorn	SF/AJN			Ismar Schorsch
Ludwig Jesselson	MLM/AJN			Isadore Twersty
				Bennett Yanowitz

TP = Top Priority



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

FORM 110 (REV. 11/82)

MEMBER OF THE INDUSTRIAL CORPORATION  
 OF THE DISTRICT OF COLUMBIA

FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	ELSTER ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	11/21/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUPLICATE DATE	COMPLETED OR PROMISED DATE
1.	Work with AH Co develop a work and management plan for CIJE for the next 4 months and beyond.		SE	5/3/92	7/10/92	
2.	Develop an outline for a preliminary plan to prepare seminars, continental agencies, and people at general universities to gear up to support lead communities..		SE	2/4/92	7/10/92	
3.	With Steering Committee members,, develop ideas for a CIJE forum at the GA.		SE	6/26/92	7/10/92	
4.	Revise a six-month plan for communication of CIJE activities..		SE	6/12/92	7/24/92	
5.	Develop a first draft description of possible programs for implementation in lead communities and a cost range for each.		SE	2/4/92	7/24/92	
6.	Submit a proposal to the Cummings Foundation for full funding of Best Practices..		SE	2/18/92	7/31/92	
7.	Contact the following board members in advance of the August 25 meeting and send brief report to VFL:  a. Gerald Cohen b. Arthur Green c. Neil Greenbaum d. Tim Hausdorff e. Mark Lainer f. S. Martin Lipset g. Matthew Maryles ?		SE		8/15/92	
8.	With AH, prepare outlines of content and rationale for identified themes and program areas in Lead Communities..		SE	6/26/92	TBD	



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

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

SEE MANAGEMENT MANUAL, CHAPTER 1.15 FOR REQUIREMENTS AND COMPLETION OF THIS FORM OR 3.17 IN TOWN HALL

FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	FOX ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	7/22/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With AH, prepare a brief paper outlining the content of lead communities.		SF	2/4/92	6/30/92	
2.	Recommend action plan for first year's work in lead communities.		SF	6/12/92	7/12/92	
3.	With AH, prepare a proposal to submit to David Hirschhorn asking that he support the full cost of research and evaluation.		SF	3/8/92	7/15/92	
4.	Contact the following board members in advance of the August 25 Board meeting and send brief report to VFL:  a. Alfred Gottschalk b. David Hirschhorn (with AUN) c. S. Martin Lipsset (with SESE) d. Florence Melton e. Isadore Twensky		SF		8/15/92	
5.	Explore with Florence Melton the possibility of funding a mini-school in each Lead Community and general support for CIJE.		SF	8/28/91	8/25/92	



PREMIER INDUSTRIAL CORPORATION

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

74990 (REV. 1/89) PRINTED IN U.S.A.

SEE ASSIGNMENT MANUAL PERIODIC 16.5 FOR SUBJECTS ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	HOCHSTEIN ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	7/2/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SF, outline a brief paper on the content of lead communities.		AH	2/4/92	6/30/92	
2.	Develop an outline of the elements of the priority program areas for use in soliciting foundation support.		AH	6/12/92	7/5/92	
3.	With SE, prepare a work and management plan for CIJE for the next 4 months and beyond.		AH	4/15/92	7/10/92	
4.	Work with AR on preparation of a draft annual operating budget.		AH		7/10/92	
5.	Recommend action plan for first year's work in lead communities.		AH	6/12/92	7/12/92	
6.	With SF, prepare a proposal to submit to David Hirschhorn asking that he support the full cost of monitoring and evaluation.		AH	3/8/92	7/15/92	
7.	Contact the following board members in advance of the August 25 Board meeting and send brief report to VFL:  a. David Arnow b. Norman Lamm c. Ismar Schorsch		AH		8/15/92	
8.	Prepare a paper summarizing the components of profession building and suggest where to begin.		AH	10/21/91	TBD	
9.	With AH, prepare outlines of content and rationale for identified themes and program areas in Lead Communities.		AH	6/26/92	TBD	

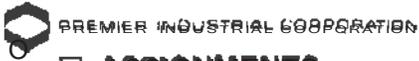


- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

SEE MANAGEMENT MANUAL PAGES 113-115 FOR ASSIGNING OR REASSIGNING OF PROGRAMS FOR A FUNCTIONAL SCHEDULE

FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	HOFFMAN ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	7/2/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REASSIGNED DATE
1.	Contact Marty Kraar to find out who serves on the CJF Jewish Continuity Committee..		SHH	5/3/92	6/30/92	
2.	Talk with SF then Marty Kraar about an appropriate CIJE-sponsored presentation for the CJF General Assembly.		SHH	6/12/92	7/6/92	
3.	Contact the following board members in advance of the August 23 Board meeting and send brief report to VFL:  a. Irwin Field b.. Norman Lipoff ? c. Charles Ratner d. Bennett Yanowitz		SHH		8/15/92	



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73090 (REV. 1/89) PRINTED IN U.S.A.

SEE MANAGEMENT MANUAL POLICY NO. 0-3  
FOR SCHEDULES ON THE COMPLETION  
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	LEVI ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	7/2/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Send a fax from MLM to SHH in Israel asking him to meet with Marty Kraar to pin down a slot on the GA agenda for CIJE.		VFL	6/26/92	7/1/92	
2.	Draft letter from MLM to Jewish education heads of training institutions asking them to speak at August 25 board meeting.		VFL	6/26/92	7/2/92	
3.	Arrange a conference call with CIJE board members after Boston site visit on July 7.		VFL	6/26/92	7/6/92	
4.	Circulate AH's draft camper talk piece to Steering Committee members.		VFL	6/26/92	7/7/92	



PREMIER INDUSTRIAL CORPORATION

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

75000 (REV. 1/88) PRINTED IN U.S.A.

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

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	MANDEL ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	7/2/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REVISION DATE
1.	Contact the following board members in advance of the August 25 Board meeting and send brief report to VFL:  a. Max Fisher b. Ludwig Jesselson (with AJN) c. Richard Scheuer		MLM	6/26/92	8/15/92	
2.	Talk to Leslie Wexner about CIJE funding.		MLM	1/20/92	TBD	
3.	Talk with Ratner family about CIJE funding.		MLM	1/20/92	TBD	
4.	Develop a plan to get Ludwig Jesselson more involved in CIJE funding.		MLM	2/18/92	TBD	
5.	Develop a plan to approach Lester Pollack about CIJE funding.		MLM	2/18/92	TBD	
6.	Consider the following persons for CIJE board membership:  a. Rachel Cowan b. Eli Evans c. Doug Goldman		MLM	9/17/91	TBD	



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

FORM NO. 1700 PRINTED IN U.S.A.

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

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	NAPARSTEK ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	7/2/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUPLICATE DATE	COMPLETED OR REMOVED DATE
1.	Work with SHH, SBH, and HLZ to develop approaches to foundations..		AJN	5/3/92	7/10/92	
2.	Prepare a strategy paper for clustering foundations and bringing them together for informational meetings.		AJN	6/26/92	7/10/92	
3.	Work with Steering Committee to establish priorities and determine approaches to foundation development..		AJN	6/12/92	7/24/92	
4.	Contact the following board members in advance of the August 25 Board meeting and send brief report to VFL:		AJN	6/26/92	8/15/92	
	a. Mandell Berman					
	b. Maurice Corson (with HLZ)					
	c. David Hirschhorn (with SF)					
	d. Ludwig Jesselson (with MLM)					
	e. Henry Koschitzky					



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POINT NO. 03  
FOR GUIDELINES ON THE COMPLETION  
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

25800 (REV. 1/89) PRINTED IN USA

FUNCTION CIJE STAFF

SUBJECT/OBJECTIVE ROTMAN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

DATE 7/2/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Draft a set of questions and briefing materials for Steering Committee reactions and suggestions prior to the first site visit.		AR	6/12/92	7/7/92	
2.	Consider scheduling meetings with potential funders during Lead Community site visits.		AR	6/26/92	7/15/92	
3.	Coordinate site visits to lead community applicants.		AR	6/12/92	8/7/92	
4.	Contact the following board members in advance of the August 25 Board meeting and send brief report to VFL:  a. Charles Bronfman b. Charles Goodman ? c. Melvin Merians d. Lester Pollack e. Esther Leah Ritz		AR	6/26/92	8/15/92	



PREMIER INDUSTRIAL CORPORATION

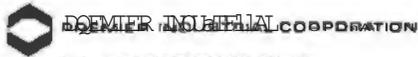
SEE INSTRUCTIONS ON BACK OF THIS FORM FOR THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

75000 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	WOCHER ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	7/2/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SHH, plan to meet with Susan Crown.		JW	9/28/91	TBD	

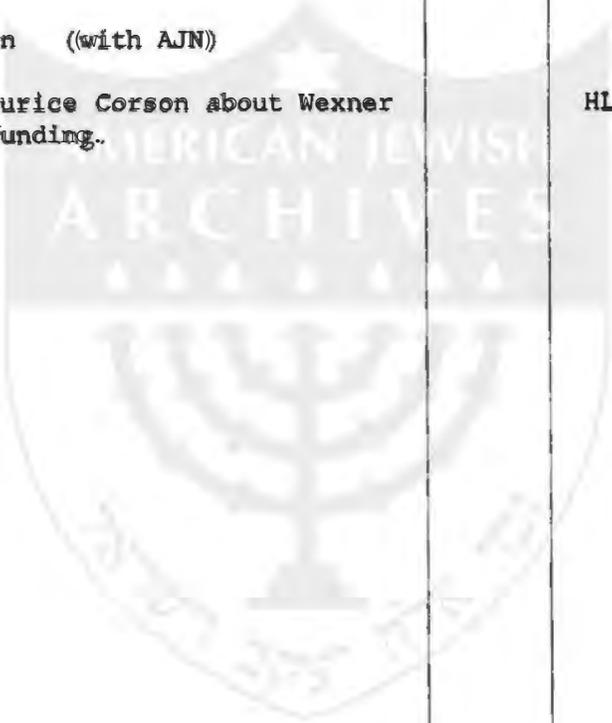


SEE MANAGEMENT MANUAL POLICY NO. 35  
FOR GUIDELINES ON THE COMPLETION  
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

- ASSIGNMENTS
  - ACTIVE PROJECTS
  - RAW MATERIAL
  - FUNCTIONAL SCHEDULE
- PM90 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	ZUCKER ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	7/2/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members in advance of the August 25 meeting and send brief report to VFL:  a. John Calman b. Maurice Corson ((with AJN))		HLZ		8/15/92	
2.	Follow up with Maurice Corson about Wexner Foundation CIJE funding.		HLZ	2/18/92	TBD	



1  
CJ  
1 W I  
**CJUE STEERING COMMITTEE**  
June 26, 1992  
7:30 AM  
Agenda

**Participants** - In Cleveland: Mort Mandel, Chair, Shulamith Elster,  
Stanley Horowitz, Ginny Levi, Art Naparstek, Henry Zucker  
In New York: Art Rotman  
In Jerusalem: Seymour Fox, Annette Hochstein

Assignment

I. Lead Community Update

-1 AR

A. The nine finalists are:

Atlanta	Columbus	Cardland
Baltimore	Metro West	Ottawa
Boston	Milwaukee	Palm Beach

B. Plans for visiting the communities

C. Related assignments:

1. Draft questions and briefing materials for discussion before first site visit. (AR)
2. Propose content and dates for fall seminar. (SF, AB)
3. Propose key elements of papers on content and personnel in Lead Communities. (SF, AH)
4. Describe possible programs for implementation in Lead Communities and cost range for each. (SE)

II. Foundation Development Plan

ADN

A. From minutes of June 12:

In summary, the approach will be as follows:

1. Develop a matrix of program areas and prospects.
2. Develop a prospectus for potential donors.
3. Identify priority donors.
4. Undertake a focused campaign to raise funds.

**B. Related assignments**

1. Follow up with Cummings Foundation. ((SE))
2. Prepare proposal for David Hirschhorn for funding of monitoring & evaluation. ((SF, AH))
3. Report on status of proposal for CRB Foundation involvement in Lead Communities. ((AH))

7

**III. Communications**

SE

- A. Memo has gone to board and SPAs advising of selection of finalists
- B. Press release has gone to Anglo Jewish press.
- C. Preliminary discussion of SE memo of June 22 proposing a six month plan.
- D. Camper Contacts
  1. VFL is to distribute assignments for review and update.
  2. AH is to prepare talk piece by 6/30.

**IV. Status of Other Current Assignments**

VFL

- A. Develop a work and management plan for the next 4 months. ((SE & AH))
- B. Draft annual operating budget. ((SE & AH))

**V. Meeting Plans**

SE/VFL

- A. Fri., July 10 - CIJE Steering Committee \* cancel?
- B. ~~Sun., July 12 - CIJE Advisory Group - in NY Space reserved at D. Finn's office. They have speaker phones. "Nothing too sophisticated." SF, AH, & VFL will be in Jerusalem. Goodman, Greenbaum, & Pollack definitely not available. Ratner probably not. This steering committee + Finn, Holtz, Kraar, & Woocher are holding date. Should we cancel?~~
- C. Fri., July 24 - CIJE Steering Committee
- D. Tues., Aug. 18 - CIJE Steering Committee

7-30 I

out

- E. Mon., Aug. 24 - Preplan for Board meeting  
Normally scheduled 1 5 5. In light of Lead  
Communities selection committee meeting,  
suggest we schedule 11 - 3; at JCCA.
- F. Mon., Aug. 24 - Lead Communities Selection  
Committee - 3 ■ 5; at JCCA.
- G. Tues., Aug. 25 \* 9:30 - 3:30 - CIJE Board; at  
UJA/Federation J
- H. Tues., Aug. 25 ~~5:0000~~ ~~3:0000~~ - Critique of meeting;  
at UJA/Federation -
- I. Mon. or Tues., Sept. 21 or 22 - Senior Policy  
Advisors

**Counselor Priority Date**

AJK

SRE

AH

SHH

SRE/SF

AR

~~AR~~ . 1

AR

AR

SHH

~~AH~~ A P

~~SRE~~ "A" A\*7 6/2

AH

SF

SHH

6/25/92

CJJE Board Members - Proposed Camper Ass  
Suggested changes noted with \*\*

PAGE 11

PRIMIER CORP. MEMIN.

ES:01 55. 55. 55. 55. 55.

Name	Counselor	Priority	Done	Name
David Arnov	AH			* Henry Koschitzky
* Bill Berman	AJN			Mark Lainer
Charles Bronfman	AH			Norman Lamin
Gerald Cohen	SRE			* Norman Lipoff
John Colman	HLZ /			S. Martim Lipset
Maurice Carson	HLZ			Horton Mandel
* Irwin Field	SHH			* Matthew Narybas
Max Fisher	HLZ			* Florence Helton
Charles Goodman	HLZ			* Melvin Merians
Alfred Goetschalk <del>I</del>	SF			* Lester Pollack
Arthur Green	SRE			Charles Ratner
Neil Greenbaum	SRE			Esther Leah Ritz
Thomas Hausdorff	SRE			Richard Scheuer
David Hirschhorn	SF / AN 7			Ismar Schorsch
Ludwig Jesselson	<del>SRE</del> M.C.H.			Isadore Twersky
				* Bennett Yanowitz

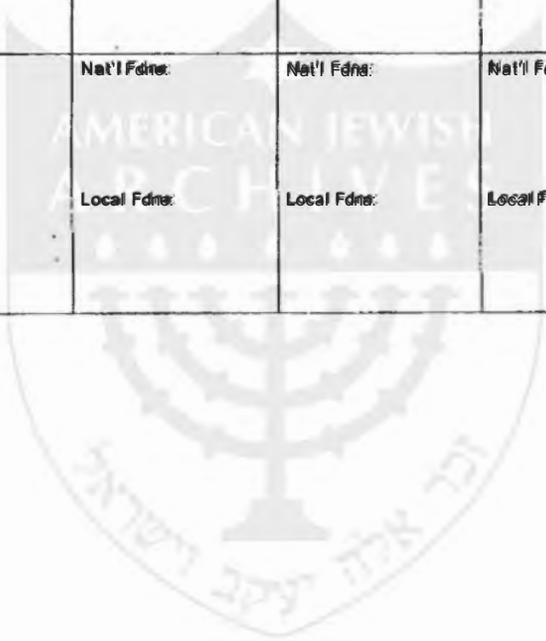
### CJE Fundraising Preliminary Matrix

#### THEMES

Program Areas	Innovations	Community: Capacity building for Lay Leadership	Curriculum	Personnel	Integration: Formal/Informal	Media/Technology
Supplementary Schools	Nat'l Fdng:  Local Fdng:	Nat'l Fdng:  Local Fdng:	Nat'l Fdng:  Local Fdng:	Nat'l Fdng:  Local Fdng:	Nat'l Fdng:  Local Fdng:	Nat'l Fdng:  Local Fdng:
Day Schools	Nat'l Fdng:  Local Fdng:	Nat'l Fdng:  Local Fdng:	Nat'l Fdng:  Local Fdng:	Nat'l Fdng:  Local Fdng:	Nat'l Fdng:  Local Fdng:	Nat'l Fdng:  Local Fdng:
Israel Experience	Nat'l Fdng:  Local Fdng:	Nat'l Fdng:  Local Fdng:	Nat'l Fdng:  Local Fdng:	Nat'l Fdng:  Local Fdng:	Nat'l Fdng:  Local Fdng:	Nat'l Fdng:  Local Fdng:
Family Education	Nat'l Fdng:  Local Fdng:	Nat'l Fdng:  Local Fdng:	Nat'l Fdng:  Local Fdng:	Nat'l Fdng:  Local Fdng:	Nat'l Fdng:  Local Fdng:	Nat'l Fdng:  Local Fdng:



Program Areas	Innovation	Community: Capacity building for Lay Leadership	Curriculum	Personnel	Integration Formal/Informal	Media/Technology
Adult Education	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:
Young Adults	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:	Nat'l Fdne:  Local Fdne:





DATE: 6/23 TIME:

NUMBER OF PAGES SENT: 4

5216

<b>TO: FAX NO. (011) 972 7-619951</b> PROJECT HOME ST-43 Name <u>SEYMOUR FOX</u> Company _____ Street Address _____ _____ City / State / Zip / Country	<b>FROM: FAX NO. (214) 311-8962</b> Name <u>GINNY LEVI</u> Company _____ Tele. No. ( ) _____ Ext. _____
--	--

Dear Seymour + Annette,

Here's a draft agenda for Fri. I've taken MLM's advice and incorporated relevant assignments and items from the minutes rather than including a review.

Should we be ready with some suggestions for the Aug. 25 Board Agenda? How about the following:

1. Presentation by L.C. selection committee and decision on final choices. ✓
2. Outline of L.C. content. ✓
3. Presentation of Hamman project. ✓
4. Update on Best Practices. ✓
5. Presentation by heads of the training institutions on Jewish education. ✓  
 (SF's suggestion for G.S. Maybe a dry run.) /iwy!^

I look forward to your thoughts.

Ginny

6/23/92

## CIJE STEERING COMMITTEE

June 26, 1992

7:30 AM

Agenda

Participants \* In Cleveland: Mort Mandel, Chair, Shulamith Elster,  
Stanley Horowitz, Ginny Levi, Art Naparstek, Henry Zucker  
In New York: Art Rotman  
In Jerusalem: Seymour Fox, Annette Hochstein

Assignment

## I.. Lead Community Update

AR

## A. The nine finalists are:

Atlanta	Columbus	Oakland
Baltimore	Metro West	Ottawa
Boston	Milwaukee	Palm Beach

## B. Plans for visiting the communities

## C. Related assignments:

1. Draft questions and briefing materials for discussion before first site visit. (AR)
2. Propose content and dates for fall seminar. (SF, AH) *Pre G.A.?*
3. Propose key elements of papers on content and personnel in Lead Communities. (SF, AH)
4. Describe possible programs for implementation in Lead Communities and cost range for each. (SE) *? Penetration*

## II. Foundation Development Plan

AJN *✓*

## A. From minutes of June 12:

In summary, the approach will be as follows:

- 1: Develop a matrix of program areas and prospects.
- 2: Develop a prospectus for potential donors.
- 3: Identify priority donors.
- 4: Undertake a focused campaign to raise funds.

B. Related assignments

- 1. Follow up with Cummings Foundation.. (SE)
- 2. Prepare proposal for David Hirschhorn for funding of monitoring & evaluation.. (SF, AH)
- 3. Report on status of proposal for CRB Foundation involvement in Lead Communities.. (AH)

*not number*

III. Communications

SE

- A. Memo has gone to board and SPAs advising of selection of finalists
- B. Press release has gone to Anglo Jewish press.
- C. Preliminary discussion of SE memo of June 22 proposing a six month plan.
- D. Camper Contacts
  - 1. VFL is to distribute assignments for review and update.
  - 2. AH is to prepare talk piece by 6/30.

*✓*  
*✓*  
*T 7*

*change assignments ask AR \* We next reports to his FAX.*

IV. Status of Other Current Assignments

VFL  
VFL

- A. Develop a work and management plan for the next 4 months.. (SE & AH)
- B. Draft annual operating budget.. (SE & AH)

*L*  
*am done*  
*VFL*

V. Meeting Plans

SE/VFL

- A. Fri., July 10 - CIJE Steering Committee
- B. Sun., July 12 - CIJE Advisory Group - in NY Space reserved at D. Finn's office. They have speaker phones. "Nothing too sophisticated." SF, AH, & VFL will be in Jerusalem. Goodman, Greenbaum, & Pollack definitely not available. Ratner probably not. This steering committee + Finn, Heltz, Kraak, & Woocher are holding date. Should we cancel?
- C. Fri., July 24 - CIJE Steering Committee
- D. Tues., Aug. 18 - CIJE Steering Committee

*→*  
*23*  
*11 11*  
*11 M \* SF*

- E. Mon., Aug. 24 - Preplan for Board meeting  
Normally scheduled 1-55. In light of Lead  
Communities selection committee meeting,  
suggest we schedule 11 - 3; at JCCA. FAHBT
- F. Mon., Aug. 24 - Lead Communities Selection  
Committee 5 3- -3 5; at JCCA. ✓
- G. Tues., Aug. 25 - 9:30 \* 3:30 - CIJE Board; at  
UJA/Federation
- H. Tues., Aug. 25 \* 3:00 - 3:00 \* Critique of meeting;  
at UJA/Federation V
- I. Mon. or Tues., Sept. 21 or 22 \* Senior Policy  
Advisors

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

7/28/92 (REV. 1/78) PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	ELSTER ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	6/17/92

NO	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUPLICATE DATE	COMPLETED OR ANTICIPATED DATE
1.	Contact Jerry Strober to prepare and distribute a press release.		SE	6/12/92	6/19/92	
2.	Prepare a six-month plan for communication of CIJE activities.		SE	6/12/92	6/26/92	
3.	Work with AH to develop a work and management plan for CIJE for the next 4 months and beyond.		SE	5/3/92	6/26/92	
4.	Review JW newsletter proposal and prepare a recommendation for the Steering Committee.		SE	5/3/92	6/26/92	
5.	Discuss with SF and AH the key elements of papers on content and personnel in lead communities.		SE	2/4/92	6/30/92	
6.	Develop a first draft description of possible programs for implementation in lead communities and a cost range for each.		SE	2/4/92	6/30/92	
7.	Follow up with Cummings Foundation on funding.		SE	2/18/92	6/30/92	
8.	Work with AH on preparation of a draft annual operating budget.		SE		6/30/92	
9.	Develop an outline for a preliminary plan to prepare seminars, continental agencies, and people at general universities to gear up to support lead communities.		SE	2/4/92	6/30/92	
10.	Draft agendas for two meetings scheduled on July 12.		SE	6/12/92	7/3/92	
11.	Contact the following board members in advance of the August 25 meeting and send brief report to VFL:		SE		8/15/92	
	a. Bill Berman		r. Norman Lipoff			
	b. Gerald Cohen		j. S. Martin Lipset			
	c. Irwin Field		k. Matthew Maryles			
	d. Arthur Green		l. Florence Melton			
	e. Neil Greenbaum		m. Melvin Mariani			
	f. Tim Hausdorff		n. Lester Pollack			
	g. Henry Koschitzky		o. Richard Scheuer			
	h. Mark Lainer		p. Bennett Yanowitz			



PREMIUM INDUSTRIAL CORPORATION

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

79890 (REV. 2/79) PRINTED IN U.S.A.

SEE MANAGEMENT MANUAL PAGE# 113  
FOR GUIDELINES ON THE COMPLETION  
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	FOX ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	6/17/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Propose September dates for a seminar with representatives of the lead communities..		SF	6/12/92	6/26/92	
2.	With AH, prepare a brief paper outlining the content of lead communities..		SF	2/4/92	6/30/92	
3.	Recommend action plan for first year's work in lead communities..		SF	6/12/92	7/12/92	
4.	With AH, prepare a proposal to submit to David Hirschhorn asking that he support the full cost of research and evaluation..		SF	3/8/92	7/15/92	
5.	Contact the following board members in advance of the August 25 Board meeting and send brief report to VFL:  a. Alfred Gottschalk b. David Hirschhorn c. Isadore Twersky		SF		8/15/92	
6.	Explore the possibility of funding a mini-school in each Lead Community and general support for CIJE..		SF	8/28/91	8/25/92	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

72060 (REV. 1/80) PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	HOCHSTEIN ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	6/17/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SE, prepare a work and management plan for CIJE for the next 4 months and beyond.		AH	4/15/92	6/18/92	
2.	Work with SE on preparation of a draft annual operating budget.		AH		6/20/92	
3.	Report on status of proposal for CRB Foundation involvement in Lead Communities		AH	5/3/92	6/26/92	
4.	Develop an outline of the elements of of the priority program areas for use in soliciting foundation support.		AH	6/12/92	6/26/92	
5.	With SF, propose September dates for a seminar with representatives of the lead communities.		AH	6/12/92	6/26/92	
6.	With SF, outline a brief paper on the content of lead communities.		AH	2/4/92	6/30/92	
7.	Prepare a talk piece for use in camper contacts.		AH	6/12/92	6/30/92	
8.	Recommend action plan for first year's work in lead communities.		AH	6/12/92	7/12/92	
9.	With SF, prepare a proposal to submit to David Hirschhorn asking that he support the full cost of monitoring and evaluation		AH	3/8/92	7/15/92	
10.	Contact the following board members in advance of the August 25 Board meeting and send brief report to VFL:  a. David Arnow b. Charles Bronfman c. Ludwig Jesselson d. Norman Lamm e. Esther Leah Ritz f. Ismar Schersch		AH		8/15/92	
11.	Prepare a paper summarizing the components of profession building and suggest where to begin.		AH	10/21/91	TBD	

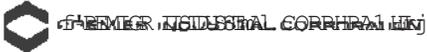
- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

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

FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	HOFFMAN ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	6/17/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact Marty Kraar to find out who serves on the CJF Jewish Continuity Committee..		SHH	5/3/92	6/30/92	
2.	Talk with SF about an appropriate CIJE-sponsored presentation for the CJF General Assembly..		SHH	6/12/92	7/31/92	





SEE MANAGEMENT MANUAL POLICY NO. 4.5 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

7880 REV. 12/81 PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	LEVI ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	6/17/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DATE	COMPLETED OR REVIEWED DATE
1.	Make arrangements and invite participants to the two meetings scheduled on July 12.		VFL	6/12/92	6/19/92	
2.	Prepare a matrix identifying program areas which require support and prospects who might be interested.		VFL	6/12/92	6/19/92	
3.	Distribute a list of camper contact assignments to be reviewed and updated.		VFL	6/12/92	6/26/92	



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

TM 94 (REV. 1/99) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	MANDEL ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	6/17/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Talk to Leslie Wexner about CIJE funding.		MLM	1/20/92	TBD	
2.	Talk with Ratner family about CIJE funding.		MLM	1/20/92	TBD	
3.	Develop a plan to get Ludwig Jesselson more involved in CIJE funding.		MLM	2/18/92	TBD	
4.	Develop a plan to approach Lester Pollack about CIJE funding.		MLM	2/18/92	TBD	
5.	Consider the following persons for CIJE board membership:		MLM	9/17/91	TBD	
	a. Rachel Cowan					
	b. Eli Evans					
	c. Doug Goldman					



PREMIER INDUSTRIAL CORPORATION

THE MANAGEMENT MANUAL POLICY NO. 105  
FOR GUIDELINES ON THE MANAGEMENT  
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

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

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	NAPARSTEK ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	6/27/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Work with SHH, SBH, and HLZ to develop approaches to foundations..		AJN	5/3/92	6/26/92	
2.	Work with Steering Committee to establish priorities and determine approaches to foundation development..		AJN	6/12/92	7/15/92	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

7M10 / REV. 2/88 / PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	ROTMAN ASSIGNMENTS
COORDINATOR/PROJECT LEADER	WJ
DATE	6/17/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Draft a set of questions and briefing materials for Steering Committee reactions and suggestions prior to the first site visit.		AR	6/12/92	7/7/92	
2.	Coordinate site visits to lead community applicants..		AR	6/12/92	8/7/92	



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POLICY NO. 103 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 1/87) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	WOOCHER ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	6/17/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SHH, plan to meet with Susan Crown.		JW	9/28/91	TBD	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

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

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	ZUCKER ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	6/17/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members in advance of the August 25 meeting and send brief report to VFL:  a. John Colman b. Maurice Corson c. Max Fisher d. Charles Goodman		HLZ		8/15/92	
2.	Follow up with Maurice Corson about Wexner Foundation CIJE funding.		HLZ	2/18/92	TBD	



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

FORM REV. 1/1971 PRINTED IN U.S.A.

<b>FUNCTION</b>	<b>CIJE STEERING COMMITTEE</b>
<b>SUBJECT/OBJECTIVE</b>	<b>ELSTER ASSIGNMENTS</b>
<b>ORIGINATOR/PROJECT LEADER</b>	<b>VFL</b>
<b>DATE</b>	<b>6/10/92</b>

NO	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Draft letters for MLM to CIJE Board and Senior Policy Advisors providing update on lead communities..		SE	5/3/92	6/12/92	
2.	Discuss with SF and AH, the key elements of papers on content and personnel in lead communities..		SE	2/4/92	6/15/92	
3.	Work with AH to develop a work and management plan for CIJE for the next 4 months and beyond..		SE	5/3/92	6/18/92	
4.	Review JW newsletter proposal and prepare a recommendation for the Steering Committee.		SE	5/3/92	6/30/92	
5.	With JM/JU, develop a first draft description of possible programs for implementation in lead communities and a cost range for each..		SE	2/4/92	6/30/92	
6.	Follow up with Cummings Foundation on funding..		SE	2/18/92	6/30/92	
7.	Work with Ali on preparation of a draft annual operating budget..		SE		6/30/92	
8.	Develop an outline for a preliminary plan to prepare seminaries, continental agencies, and people at general universities to gear up to support lead communities..		SE	2/4/92	6/30/92	
9.	Contact the following board members in advance of the August 25 meeting and send brief report to VFL:		SE		8/15/92	
	a. Bill Berman		i. Norman Lipoff			
	b. Gerald Cohen		jm S. Martin Tipset			
	c. Irwin Field		k. Matthew Maryles			
	d. Arthur Green		l. Florence Melton			
	e. Neil Greanbaum		m. Melvin Merians			
	f. Tim Hausdorff		n. Lester Pollack			
	g. Henry Koschitzky		o. Richard Scheuer			
	h. Mark Lainer		p. Bennett Yanowitz			

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

72090 (REV. 1/78) PRINTED IN U.S.A.

<b>FUNCTION</b>	CIJE STEERING COMMITTEE		
<b>SUBJECT/OBJECTIVE</b>	FOX ASSIGNMENTS		
<b>ORIGINATOR/PROJECT LEADER</b>	VFL	<b>DATE</b>	6/10/92

NO	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Call Revson Foundation about CIJE funding..		SF	2/18/92	5/10/92	
2.	With AH, prepare a brief paper outlining the content of lead communities..		SF	2/4/92	5/15/92	
3.	With AH, prepare a proposal to submit to David Hirschhorn asking that he support the full cost of research and evaluation.		SF	3/8/92	5/15/92	
4.	Discuss with SE and AH, the key elements of papers on content and personnel in lead communities..		SF	2/6/92	5/15/92	
5.	Explore with Florence Melton the possibility of funding a mini-school in each Lead Community and general support for CIJE..		SF	8/28/91	5/31/92	
6.	Contact the following board members in advance of the August 25 Board meeting and send brief report to VFL:  a. Alfred Gottschalk b. David Hirschhorn c. Isadore Twersky		SF		8/15/92	
7.	Send MLM a list of suggested members of a training oversight committee..		SF	3/20/91	TEU	
8.	Invite Rabbi Twersky to prepare an an op ed piece..		SF	10/30/90	TEU	



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

725920 (REV. 1/88) PRINTED IN U.S.A.

<b>FUNCTION</b>	CIJE STEERING COMMITTEE
<b>SUBJECT/OBJECTIVE</b>	HOCHSTEIN ASSIGNMENTS
<b>ORIGINATOR/PROJECT LEADER</b>	VFL
<b>DATE</b>	6/10/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUPLICATE DATE	COMPLETED OR RECOMMENDED DATE
1.	With SF, outline a brief paper on the content of lead communities.		AH	2/4/92	5/15/92	
2.	With SF, prepare a proposal to submit to David Hirschhorn asking that he support the full cost of monitoring and evaluation.		AH	3/8/92	5/15/92	
3.	Follow up with Eli Evans about Revson participation in the Lead Communities Project.		AH	3/8/92	5/15/92	
4.	Discuss with SE and SF, the key elements of papers on content and personnel in lead communities.		AH	2/4/92	5/15/92	
5.	With Barry Chazan and SE, prepare a background paper outlining the implementation of the Israel experience through Lead Communities.		AH	1/3/92	5/31/92	
6.	With SE, prepare management plan for CIJE for the next 4 months and beyond.		AH	4/15/92	5/31/92	
7.	Work with SE on preparation of a draft annual operating budget.		AH		5/31/92	
8.	Report on status of proposal for CRB Foundation involvement in Lead Communities		AH	5/3/92	6/12/92	
9.	Contact the following board members in advance of the August 25 Board meeting and send brief report to VFL:  a. David Arnow b. Charles Bronfman c. Ludwig Jesselson d. Norman Lamm e. Esther Leah Ritz f. Ismar Scheresh		AH		8/15/92	
10.	Prepare a paper summarizing the components of profession building and suggest where to begin.		AH	10/21/91	TBD	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

FORM 1000 (REV. 1/89) PRINTED IN U.S.A.

**FUNCTION** CIJE STEERING COMMITTEE

**SUBJECT/OBJECTIVE** HOFFMAN ASSIGNMENTS

**ORIGINATOR/PROJECT LEADER**

VFL

**DATE**

5/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact Marty Kraar to find out who serves on the CJF Jewish Continuity Committee..		SHH	5/7/92	5/15/92	
2.	Secure second year CIJE funding from the Jim Joseph Foundation..		SHH	3/10/92	5/31/92	
3.	Talk with Bob Hiller about how to approach the Zanvyl/Krieger Foundation for CIJE funding..		SHH	2/18/92	5/31/92	
4.	With Jonathan Woocher, schedule a meeting with Susan Crown to discuss Crown support for Best Practices..		SHH	9/17/91	TBD	
5.	Talk with Dina Charnin of the Dorot Foundation about CIJE funding..		SHH	1/20/92	TBD	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73990 REV. 1/791 PRINTED IN U.S.A.

<b>FUNCTION</b>	GIJE STAFF		
<b>SUBJECT/OBJECTIVE</b>	MANDEL ASSIGNMENTS		
<b>ORIGINATOR/PROJECT LEADER</b>	VFL	<b>DATE</b>	5/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Talk to Leslie Wexner about GIJE funding.		MLM	1/20/92	5/31/92	
2.	Talk with Ratner family about GIJE funding.		MLM	1/20/92	5/31/92	
3.	Develop a plan to get Ludwig Jesselson more involved in GIJE funding.		MLM	2/18/92	5/31/92	
4.	Develop a plan to approach Lester Pollack about GIJE funding.		MLM	2/18/92	5/31/92	
5.	Consider the following persons for GIJE board membership:  a. Rachel Cowan b. Eli Evans c. Doug Goldman		MLM	9/17/91	TBD	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

P. 3020 (REV. 12/80) PRINTED IN U.S.A.

<b>FUNCTION</b>	CIJE STAFF
<b>SUBJECT/OBJECTIVE</b>	NAPARSTEK ASSIGNMENTS
<b>ORIGINATOR/PROJECT LEADER</b>	VFL
<b>DATE</b>	5/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Work with SHH, SBH, and HLZ to develop approaches to foundations..		AJN	5/3/92	5/18/92	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73800 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	WOOCHEE ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	5/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SHH, plan to meet with Susan Crowl.		JW	9/78/91	TBD	

- ASSIGNMENTS
  - ACTIVE PROJECTS
  - RAW MATERIAL
  - FUNCTIONAL SCHEDULE
- 73690 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	ZUCKER ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	5/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members following the May 3 staff meeting and send brief report to VFL:  a. John Colman b. Maurice Corson c. Max Fisher d. Charles Goodman		HLZ		5/31/92	
2.	Follow up with Maurice Corson about Wexner Foundation CIJE funding.		HLZ	2/18/92	TBD	



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POLICY NO. 125 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

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

FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	ELSTER ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	5/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETION OR REVIEW DATE
1.	With AH, develop a talk piece for use in communicating current lead communities approach to concerned individuals.		SE	4/20/92	4/24/92	
2.	With AH, draft a plan for May 3 meeting for consideration by MLM.		SE	4/20/92	4/28/92	
3.	Develop a list of assignments, responsibilities, invitations, and obligations and work with MLM to prioritize.		SE	4/15/92	5/1/92	
4.	Meet with Carl Scheingold regarding his work in the area of Jewish continuity.		SE	4/15/92	5/6/92	
5.	Draft letters for MLM to CIJE participants summarizing the decisions of the May 3 meeting.		SE	5/3/92	5/15/92	
6.	Ask JW for a proposal to prepare a newsletter to keep the community at large aware of CIJE happenings.		SE	5/3/92	5/15/92	
7.	With AH, develop a specific proposal for the CRB Foundation to introduce the Israel experience into Lead Communities.		SE	1/20/92	5/15/92	
8.	With JM/JW, develop a first draft description of possible programs for implementation in lead communities and a cost range for each.		SE	2/4/92	5/15/92	
9.	Discuss with SF and AH the key elements of papers on content and personnel in lead communities.		SE	2/4/92	5/15/92	
10.	Follow up with Cummings Foundation on funding.		SE	2/18/92	5/15/92	
11.	Work with AH to develop a work plan.		SE	5/3/92	5/18/92	
12.	With AH, prepare management plan for CIJE for the next 4 months and beyond.		SE	4/15/92	5/31/92	
13.	Work with AH on preparation of a draft annual operating budget.		SE		5/31/92	



PREMIER INDUSTRIAL CORPORATION

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

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

71890 (REV. 1/82) PRINTED IN U.S.A.

FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE ELSTER ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL DATE 5/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REWORKED DATE
14.	<p>Contact the following board members following the May 3 staff meeting and send brief report to VFL:</p> <ul style="list-style-type: none"> <li>a. Bill Benman</li> <li>b. Gerald Cohen</li> <li>c. Darwin Fabelid</li> <li>d. Arthur Greenen</li> <li>e. Neil Greenbaum</li> <li>f. Tim Hausdorff</li> <li>g. Henry Koschiltzky</li> <li>h. Mark Laitner</li> <li>i. Norman Lipoff</li> <li>j. S. Martin Lippset</li> <li>k. Matthew Maryless</li> <li>l. Florence Melton</li> <li>m. Melwin Merjans</li> <li>n. Lester Pollack</li> <li>o. Richard Schear</li> <li>p. Bennett Yarnowitz</li> </ul>		SE		5/31/92	
15.	<p>Develop an outline for a preliminary plan to prepare seminars, continental agencies, and people at general universities to gear up to support lead communities.</p>		SE	2/4/92	6/15/92	
16.	<p>With AH, clarify what we need from a planner in the area of training and consider Roy Feldman of Boston as a possible consultant.</p>		SE	9/3/91	TBD	

SEE MEMORANDUM MANUAL POLICY NO 85  
FOR GUIDELINES ON THE COMPLETION  
OF THIS FORM FOR A FUNCTIONAL SCHEDULE



PREMIER INDUSTRIAL CORPORATION

- ASSIGNMENTS  
 ACTIVE PROJECTS  
 RAW MATERIAL  
 FUNCTIONAL SCHEDULE

73890 (REV 1/81) PRINTED IN U.S.A.

FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE 5/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REWORK DATE
1.	Call Revson Foundation about CIJE funding.		SF	2/18/92	5/10/92	
2.	With AH, prepare a brief paper outlining the content of lead communities.		SF	2/4/92	5/15/92	
3.	With AH, prepare a proposal to submit to David Hirschhorn asking that he support the full cost of research and evaluation.		SF	3/8/92	5/15/92	
4.	Discuss with SE and AH the key elements of papers on content and personnel in lead communities.		SF	2/4/92	5/15/92	
5.	Explore with Florence Melton the possibility of funding a mini-school in each Lead Community and general support for CIJE.		SF	8/28/91	3/31/92	
6.	Contact the following board members following the May 3 staff meeting and send brief report to VFL:  a. Alfred Gottschalk b. David Hirschhorn c. Isadore Twersky		SF		5/31/92	
7.	Send MLM a list of suggested members of a training oversight committee.		SF	3/20/91	TBD	
8.	Invite Rabbi Twersky to prepare an op ed piece.		SF	10/30/90	TBD	



PREMIER INDUSTRIAL CORPORATION

- ASSIGNMENTS  
 ACTIVE PROJECTS  
 RAW MATERIAL  
 FUNCTIONAL SCHEDULE

75890 (REV. 1/80) PRINTED IN U.S.A.

SEE MANAGEMENT MANUAL POLICY NO. 113  
FOR INSTRUCTIONS ON THE COMPLETION  
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOCHSTEIN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE

5/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETION OR REMOVAL DATE
1.	With SE, develop a talk piece for use in communicating current lead communities approach to concerned individuals.		AH	4/20/92	4/24/92	
2.	With SE, draft a plan for May 3 meeting for consideration by MLM.		AH	4/20/92	4/28/92	
3.	With SF, outline a brief paper on the content of lead communities.		AH	2/4/92	5/15/92	
4.	With SF, prepare a proposal to submit to David Hirschhorn asking that he support the full cost of research and evaluation.		AH	3/8/92	5/15/92	
5.	Follow up with Eli Evans about Revson participation in the Lead Communities Project.		AH	3/8/92	5/15/92	
6.	Discuss with SE and SF the key elements of papers on content and personnel in lead communities.		AH	2/4/92	5/15/92	
7.	With Barry Chazan and SE, prepare a background paper outlining the implementation of the Israel experience through Lead Communities.		AH	1/3/92	5/31/92	
8.	Contact the following board members following the May 3 staff meeting and send brief report to VFL:  a. David Arnow b. Charles Bronfman c. Ludwig Jesselson d. Norman Lamm e. Esther Leah Ritz f. Iemar Schorsch		AH		5/31/92	
9.	With SE, prepare management plan for CIJE for the next 4 months and beyond.		AH	4/15/92	5/31/92	
10.	Work with SE on preparation of a draft annual operating budget.		AH		5/31/92	



PREMIER INDUSTRIAL CORPORATION

- ASSIGNMENTS  
 ACTIVE PROJECTS  
 RAW MATERIAL  
 FUNCTIONAL SCHEDULE

7504 (REV. 1/89) PRINTED IN U.S.A.

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

FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE

5/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE! OR REINVOICE DATE
1.	Contact Marty Kraar to find out who serves on the CJF Jewish Continuity Committee..		SHH	5/3/92	5/15/92	
2.	Secure second year CIJE funding from the Jim Joseph Foundation.		SHH	3/10/92	5/31/92	
3.	Talk with SOD member about how to approach the Zanvyl/Krieger Foundation for CIJE funding.		SHH	2/18/92	5/31/92	
4.	With Jonathan Woocher, schedule a meeting with Susan Crown to discuss Crown support for Best Practices..		SHH	9/17/91	TBD	
5.	Talk with Dina Charnin of the Dorot Foundation about CIJE funding.		SHH	1/20/92	TBD	



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POLICY NO. 1.3 FOR GUIDELINES ON THE ASSIGNMENT OF THE FORM FOR A FUNCTIONAL SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

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FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	MANDEL ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	5/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REVIEW DATE
1.	Talk to Leslie Wexner about CIJE funding.		MLM	1/20/92	5/31/92	
2.	Talk with Ratner family about CIJE funding.		MLM	1/20/92	5/31/92	
3.	Develop a plan to get Ludwig Jesselson more involved in CIJE funding.		MLM	2/18/92	5/31/92	
4.	Develop a plan to approach Lester Pollack about CIJE funding.		MLM	2/18/92	5/31/92	
5.	Consider the following persons for CIJE board membership:  a. Rachel Cowan b. Eli Evans c. Doug Goldman		MLM	9/17/91	TBD	



CHEMICO INDUSTRIAL CORPORATION

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

- ASSIGNMENTS
  - ACTIVE PROJECTS
  - RAW MATERIAL
  - FUNCTIONAL SCHEDULE
- TAPPS (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	NAPARSTEK ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	5/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUPLICATE	COMPLETE OR REMOVE DATE
1.	Work with SHH, SBH, and HLZ to develop approaches to foundations.		AJN	5/3/92	5/18/92	



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

73400 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	WOOCHEER ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	5/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE
1.	With SIML, plan to meet with Susan Crown.		JW	9/28/91	TBD	





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

73890 (REV. 1989) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	ZUCKER ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	5/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVED DATE
1.	<p>Contact the following board members following the May 3 staff meeting and send brief report to VFL:</p> <ul style="list-style-type: none"> <li>a. John Colman</li> <li>b. Maurice Corson</li> <li>c. Max Fisher</li> <li>d. Charles Goodman</li> </ul>		HLZ		5/31/92	
2.	Follow up with Maurice Corson about Wynn Foundation CIJE funding.		HLZ	2/18/92	TBD	



PREMIER INDUSTRIAL CLASSIFICATION

SEE MANAGEMENT MANUAL, POLICY NO. 015 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 1082) PRINTED IN U.S.A.

FUNCTION	CLUE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	ELSTER ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	5/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
14.	<p>Contact the following board members following the May 3 staff meeting and send brief report to VFL:</p> <ul style="list-style-type: none"> <li>a. Billi Beaman</li> <li>b. Gerald Coiten</li> <li>c. Irwin Eisold</li> <li>d. Arthur Green</li> <li>e. Neil Greenbaum</li> <li>f. Tim Hausdorff</li> <li>g. Henry Koschitzky</li> <li>h. Mark Laitner</li> <li>i. Norman Lippoff</li> <li>j. S. Martin Lippset</li> <li>k. Matthew Maryless</li> <li>l. Florence Melton</li> <li>m. Melvin Merlans</li> <li>n. Lester Pollack</li> <li>o. Richard Scheuer</li> <li>p. Bennett Yarowitz</li> </ul>		SE		5/31/92	
15.	Develop an outline for a preliminary plan to prepare seminars, continental agencies, and people at general universities to gear up to support lead communities.		SE	2/4/92	6/15/92	
16.	With AH, clarify what we need from a planner in the area of training and consider Roy Feldman of Boston as a possible consultant.		SE	9/3/91	TBD	



PREMIER INDUSTRIAL CORPORATION

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

75890 (REV 1/88) PRINTED IN U.S.A.

SEE MANAGEMENT MANUAL, PROJECT NO. 154 FOR INSTRUCTIONS ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE

5/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUPLICATE DATE	COMPLETED OR REMOVED DATE
1.	Call Revson Foundation about CIJE funding.	<i>JK</i>	SF	2/18/92	5/10/92	
2.	With AH, prepare a brief paper outlining the content of lead communities.		SF	2/4/92	5/15/92	
3.	With AH, prepare a proposal to submit to David Hirschhorn asking that he support the full cost of research and evaluation.		SF	3/8/92	5/15/92	
4.	Discuss with SE and AH the key elements of papers on content and personnel in lead communities.		SF	2/4/92	5/15/92	
5.	Explore with Florence Melton the possibility of funding a mini-school in each Lead Community and general support for CIJE.		SF	8/28/91	5/31/92	
6.	Contact the following board members following the May 3 staff meeting and send brief report to VFL:  a. Alfred Gottschalk b. David Hirschhorn c. Isadore Twersky		SF		5/31/92	
7.	Send MLM a list of suggested members of a training oversight committee.		SF	3/20/91	TBD	
8.	Invite Rabbi Twersky to prepare an op ed piece.		SF	10/30/90	TBD	



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL, PROJECT NO. 85  
FOR GUIDANCE ON THE COMPLETION  
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

- ASSIGNMENTS  
 ACTIVE PROJECTS  
 RAW MATERIAL  
 FUNCTIONAL SCHEDULE

FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOCHSTEIN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE

5/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DATE	COMPLETION OR REVIEW DATE
1.	With SE, develop a talk piece for use in communicating current lead communities approach to concerned individuals.	✓	AH	4/20/92	4/24/92	
2.	With SE, draft a plan for May 3 meeting for consideration by MLM.	✓	AH	4/20/92	4/28/92	
3.	With SF, outline a brief paper on the content of lead communities.	✓	AH	2/4/92	5/15/92	
4.	With SF, prepare a proposal to submit to David Hirschhorn asking that he support the full cost of research and evaluation.		AH	3/8/92	5/15/92	
5.	Follow up with Eli Evans about Revson participation in the Lead Communities Project.		AH	3/8/92	5/15/92	
6.	Discuss with SE and SF the key elements of papers on content and personnel in lead communities.		AH	2/4/92	5/15/92	
7.	With Barry Chazan and SE, prepare a background paper outlining the implementation of the Israel experience through Lead Communities.		AH	1/3/92	5/31/92	
8.	Contact the following board members following the May 3 staff meeting and send brief report to VFL:  a: David Arnow b: Charles Bronfman c: Ludwig Jesselson d: Norman Lamm e: Esther Leah Ritz ✓ f: Ismael Schorsch ✓		AH		5/31/92	
9.	With SE, prepare management plan for CIJE for the next 4 months and beyond.		AH	4/15/92	5/31/92	
10.	Work with SE on preparation of a draft annual operating budget.		AH		5/31/92	



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POINT NO. 43  
FOR GUIDELINES ON THE COMPLETION  
OF THIS FORM FOR A FUNCTIONAL SCHEDULE.

- ASSIGNMENTS  
 ACTIVE PROJECTS  
 RAW MATERIAL  
 FUNCTIONAL SCHEDULE

FORM 100 (REV. 8/89) PRINTED IN U.S.A.

FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE HOFFMAN ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE

5/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVE DATE
1.	Contact Marty Kraar to find out who serves on the CJF Jewish Continuity Committee.		SHH	5/3/92	5/15/92	
2.	Secure second year CIJE funding from the Jim Joseph Foundation.		SHH	3/10/92	5/31/92	
3.	Talk with Bob Miller about how to approach the Zanvyl/Krieger Foundation for CIJE funding.		CHH	3/12/92	5/31/92	
4.	With Jonathan Woocher, schedule a meeting with Susan Crown to discuss Crown support for Best Practices.		SHH	9/17/91	TBD	
5.	Talk with Dina Charnin of the Dorot Foundation about CIJE funding.		SHH	1/20/92	TBD	



PREMIER INDUSTRIAL CORPORATION

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV 4/89) PPM 820113.2A

SEE MANAGEMENT MANUAL P. 1017 NO. 11.6  
FOR SUBJECTS ON THE COMPLETION  
OF THIS FORM AND A FUNCTIONAL SCHEDULE

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	MANDEL ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	5/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETION OR REVIEW DATE
1.	Talk to Leslie Wexner about CIJE funding.		MLM	1/20/92	5/31/92	
2.	Talk with Ratner family about CIJE funding.		MLM	1/20/92	5/31/92	
3.	Develop a plan to get Ludwig Jesselson more involved in CIJE funding.		MLM	2/18/92	5/31/92	
4.	Develop a plan to approach Lester Pollack about CIJE funding.		MLM	2/18/92	5/31/92	
5.	Consider the following persons for CIJE board membership:  a. Rachel Cowan b. Eli Evans c. Doug Goldman		MLM	9/17/91	TBD	



PREMIER INDUSTRIAL COMPANY

SEE MANAGEMENT MANUAL ADDENDUM #3 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

72010 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION CIJE STAFF

SUBJECT/OBJECTIVE NAPARSTEK ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL

VFL

DATE

5/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETION OR REVIEW DATE
1.	Work with SHH, SBH, and HLZ to develop approaches to foundations.		AJN	5/3/92	5/18/92	





PREMIER LOGISTICAL CORPORATION

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

FORM 001 (REV. 1/89) PRINTED IN U.S.A.

SEE MANAGEMENT MANUAL PROJECTING USES FOR INSTRUCTIONS ON THE CORRECTION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	WOOCHEE ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	5/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUKE DATE	COMPLETE FOR (EMPLOYEE) (DATE)
1.	With DMM, plan to meet with Susan Crown		JW	9/28/91	TBD	



PREMIER INDUSTRIAL CORPORATION

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

72890 (REV. 11/89) PRINTED IN U.S.A.

SEE MANAGEMENT MANUAL POLICY NO. 85 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	ZUCKER ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	5/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVED DATE
1.	Contact the following board members following the May 3 staff meeting and send brief report to VFL:  a. John Colman b. Maurice Corson c. Max Fisher d. Charles Goodman		HLZ		5/31/92	
2.	Follow up with Maurice Corson about Weymar Foundation CIJE funding.		HLZ	2/18/92	TBD	



PREMIER INDUSTRIAL CORPORATION

- ASSIGNMENTS  
 ACTIVE PROJECTS  
 RAW MATERIAL  
 FUNCTIONAL SCHEDULE

73990 (REV. 1/85) PRINTED IN U.S.A.

 SEE MANAGEMENT MANUAL POLICY NO. 1.3  
 FOR SUB-DIVISIONS ON THE COMPLETION  
 OF THE FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION CIJE STAFF

SUBJECT/OBJECTIVE ELSTER ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL DATE 4/23/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE
1.	With AH, develop a talk piece for use in communicating current lead communities approach to concerned individuals.		SE	4/20/92	6/24/92	
2.	With AH, draft a plan for May 3 meeting for consideration by MLM.		SE	4/20/92	4/28/92	
3.	Develop a list of assignments, responsibilities, invitations, and obligations and work with MLM and HLZ to prioritize.		SE	4/15/92	5/1/92	
4.	Meet with Carl Scheingold regarding his work in the area of Jewish continuity.		SE	4/15/92	5/6/92	
5.	With AH, develop a specific proposal for the CRB Foundation to introduce the Israel experience into Lead Communities.		SE	1/20/92	5/15/92	
6.	With JM/JW, develop a first draft description of possible programs for implementation in lead communities and a cost range for each.		SE	2/4/92	5/15/92	
7.	Discuss with SF and AH, the key elements of papers on content and personnel in lead communities.		SE	2/4/92	5/15/92	
8.	Follow up with Cummings Foundation on funding.		SE	2/18/92	5/15/92	
9.	With AH, prepare management plan for CIJE for the next 4 months and beyond.		SE	4/15/92	5/31/92	
10.	Work with AH on preparation of a draft annual operating budget.		SE		5/31/92	
11.	Contact the following board members following the May 3 staff meeting and send brief report to VFL:		SE		5/31/92	
	a. Bill Berman					
	b. Gerald Cohen					
	c. Irwin Field					
	d. Arthur Green					



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL, PART 1001-1011 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

FORM 1000 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	ELSTER ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/23/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	FILE DATE	COMPLETION DATE
	e. Neil Greenbaum f. Tim Hausdorff g. Henry Koschitzky h. Mark Lainer i. Norman Lipoff j. S. Martin Lipset k. Matthew Maryles l. Florence Melton m. Melvin Merriam n. Leanne Poblack o. Richard Scheuer p. Bennett Yanowitz					
112.	Develop an outline for a preliminary plan to prepare seminaries, continental agencies, and people at general universities to gear up to support lead communities.		SE	2/4/92	6/15/92	
113.	Prepare status reports on training, research, and Best Practices.		SE	9/3/91	monthly	
114.	Work with Barry Holtz on Best Practices project.		SE	1/23/91	ongoing	
115.	Develop and maintain list of experts on which CIJE can draw.		SE	4/11/91	ongoing	
116.	With AH, clarify what we need from a planner in the area of training and consider contacting Roy Feldman of Boston as a possible consultant.		SE	9/3/91	TBD	



PREMIER INDUSTRIAL CORPORATION

- ASSIGNMENTS  
 ACTIVE PROJECTS  
 RAW MATERIAL  
 FUNCTIONAL SCHEDULE

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

SEE APPROPRIATE MANUAL FORM NO. 111  
FOR INSTRUCTIONS ON THE COMPLETION  
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION CIJE STAFF

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE

4/23/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVED DATE
1.	Invite Rabbi Twersky to prepare an op ed piece..		SF	10/30/90	3/92	
2.	With AH, prepare a brief paper outlining the content of lead communities.		SF	2/4/92	5/15/92	
3.	With AH, prepare a proposal to submit to David Hirschhorn asking that he support the full cost of research and evaluation.		SF	3/8/92	5/15/92	
4.	Discuss with SE and AH, the key elements of papers on content and personnel in lead communities..		SF	2/4/92	5/15/92	
5.	Explore with Florence Melton the possibility of funding a mini-school in each Lead Community and general support for CIJE.		SF	8/28/91	5/31/92	
6.	Contact the following board members following the May 3 staff meeting and send brief report to VFL:  a. Alfred Gottschalk b. David Hirschhorn c. Isadore Twersky		SF		5/31/92	
7.	Send SHH a list of suggested members of a training oversight committee..		SF	3/20/91	ongoing	



PREMIER INDUSTRIAL CORPORATION

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73880 (REV. 4/88) (PRINTED IN U.S.A.)

SEE MANAGEMENT MANUAL POINT NO. 85  
FOR GUIDANCE ON THE DOWNSIZING  
OF THE FIRM'S FUNCTIONAL SCHEDULE

FUNCTION	GIJE STAFF
SUBJECT/OBJECTIVE	HOCHSTEIN ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/23/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SE, develop a talk piece for use in communicating current lead communities approach to concerned individuals..		AH	4/20/92	4/24/92	
2.	With SE, draft a plan for May 3 meeting for consideration by MLM.		AH	4/20/92	4/28/92	
3.	With SF, outline a brief paper on the content of lead communities..		AH	2/4/92	5/15/92	
4.	With SF, prepare a proposal to submit to David Hirschhorn asking that he support the full cost of research and evaluation.		AH	3/8/92	5/15/92	
5.	Follow up with Eli Evans about Revson participation in the Lead Communities Project..		AH	3/8/92	5/15/92	
6.	Discuss with SE and SF, the key elements of papers on content and personnel in lead communities..		AH	2/4/92	5/15/92	
7.	With Barry Chazan and SE, prepare a background paper outlining the implementation of the Israel experience through Lead Communities.		AH	1/3/92	5/31/92	
8.	Contact the following board members following the May 3 staff meeting and send brief report to VFL:  a. David Arnow b. Charles Bronfman c. Ludwig Jesselsen d. Norman Lamm e. Esther Leah Ritz f. Ismar Schorsch		AH		5/31/92	
9.	With SE, prepare management plan for CIJE for the next 4 months and beyond.		AH	4/15/92	5/31/92	
10.	Work with SE on preparation of a draft annual operating budget.		AH		5/31/92	



PREMIER INDUSTRIAL CORPORATION

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

FORM 001 (REV. 1/89) PRINTED IN U.S.A.

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE BY THE NATIONAL ARCHIVES

FUNCTION	GIJE STAFF
SUBJECT/OBJECTIVE	HOCHSTEIN ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/23/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR RESCHED. DATE
11.	Prepare a paper summarizing the components of profession building and suggest where to begin.		AH	10/21/91	TED	
12.	With SE, clarify what we need from a planner in the area of training, review with JESNA and JCCA, and consider contacting Roy Feldman of Boston as a possible consultant.		AH	9/3/91	TED	

MEMO TO: Shulamith Elster, Seymour Fox, Annette Hochstein,  
Stanley Horowitz

FROM: Virginia F. Levi / W *VF*

DATE: April 24, 1992

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Premier has recently contracted with the Holiday Inn-Lakeside to accommodate our guests at the reasonable rate of \$42 plus tax per night. MLM has indicated his preference for foundation guests to stay at the Holiday Inn-Lakeside and use Holiday Inn transportation, as described in the attached flyer, whenever possible.

If you prefer to stay at the Glidden House, we will be happy to make reservations and help with other details. You will be responsible, though, for covering the difference in cost.

HOLIDAY INN-LAKESIDE  
1111 Lakeside Avenue  
Cleveland, Ohio 44114  
Telephone: (216) 241-5100  
Fax: (216) 241-7437

LOCATION

The Holiday Inn-Lakeside is located in downtown Cleveland at the foot of East 12th Street.

ROOM RATE

\$42.00 plus tax -- single  
\$44.00 plus tax -- double

RESERVATIONS

As in the past, all reservations for overnight accommodations in Cleveland are only to be made through our receptionist in the Executive Lobby, Building #6. Use Form #1/2271 for this purpose. In an emergency situation, when time is insufficient to permit written instructions, you may phone our receptionist at Ext. 2331, and send a written confirmation to the receptionist afterward.

*Joani will handle for foundation guests.*

TRANSPORTATION

Complimentary van service will be provided between the airport, the Holiday Inn-Lakeside and to and from our Cleveland facilities. Vans operate on a flexible schedule as well as an on-call basis. All requests for this service must be made through our receptionist in the Executive Lobby (Ext. 2331).

Travelers arriving at Hopkins Airport should use the courtesy phone located in the airport luggage area (ground level at Exit 2) to notify the Holiday Inn-Lakeside of their arrival. All van pickups will be at Exit 2.

MEALS

The hours of operation for the Holiday Inn-Lakeside food and beverage outlets are as follows:

Restaurant and sports bar offers breakfast, lunch and dinner. Service starts at 6:00 AM and ends at 10:00 PM.

Room service is available from 6:30 AM until midnight.

The lounge is open until midnight and sandwiches are available.

The Galleria is located one block south of the hotel. Several fast food restaurants and many shops are located in the building. By pre-arrangement van service will be available to other downtown restaurants.

ACTIVITIES

A swimming pool is available on the premises. Use of a health spa has been arranged for Premier guests on a complimentary basis. Check at the front desk. Shopping malls and movie theaters are also near this locale. The Holiday Inn-Lakeside will provide van service to these locations. Each guest will need to make arrangements for this type of van service directly with the front desk.



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

728890 (REV. 11/89) PRINTED IN U.S.A.

<b>FUNCTION</b>	CIJE STAFF
<b>SUBJECT/OBJECTIVE</b>	ELSTER ASSIGNMENTS
<b>ORIGINATOR/PROJECT LEADER</b>	VFL
<b>DATE</b>	4/18/92

N.O.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With AH, develop a specific proposal for the CRB Foundation to introduce the Israel experience into Lead Communities.		SE	1/20/92	3/13/92	
2.	Prepare a draft statement clarifying the CRB role in lead communities and work with AH to develop it.		SE	3/8/92	3/13/92	
3.	Outline agenda options for a possible spring board meeting.		SE	3/8/92	3/13/92	
4.	With JM/JU, develop a first draft description of possible programs for implementation in lead communities and a cost range for each.		SE	2/4/92	3/16/92	
5.	Develop and circulate a list of proposed panelists for assignment to lead community review teams.		SE	2/4/92	3/20/92	
6.	Develop an outline for a preliminary plan to prepare seminars, continental agencies and people at general universities to gear up to support lead communities.		SE	2/4/92	3/20/92	
7.	Discuss with SF and AH, the key elements for a paper on personnel in lead communities.		SE	2/4/92	3/20/92	
8.	Contact the following board members as follow up to the January 16 meeting and send brief report to VFL:		SE	8/29/91	4/15/92	
	a. Bill Berman					
	b. Gerald Cohen					
	c. Irwin Field					
	d. Arthur Green					
	e. Neil Greenbaum					
	f. Tim Hausdorff					
	g. Henry Koschitzky					
	h. Mark Lainer					
	i. Norman Lipoff					
	j. S. Martin Lipset					
	k. Matthew Maryles					
	l. Florence Melton					
	m. Melvin Merfins					
	n. Lester Pollack					
	o. Richard Scheuer					
	p. Bennett Yanowitz					



PREMIER INDUSTRIAL CORPORATION

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

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73490 (REV. 1/88) PRINTED IN U.S.A.

FUNCTION CLJE STAFF

SUBJECT/OBJECTIVE ELSTER ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE

4/8/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR RENEWED DATE
9.	Follow up with Cummings Foundation on funding.		SE	2/18/92	5/15/92	
10.	Prepare status reports on training, research, and Best Practices.		SE	9/3/91	monthly	
11.	Work with Barry Holtz on developing a Best Practices panel.		SE	1/23/91	ongoing	
12.	Work with SF and AH to develop concrete means of establishing Lead Communities.		SE	4/11/91	ongoing	
13.	Develop and maintain list of experts on which CLJE can draw.		SE	4/11/91	ongoing	
14.	With AH, clarify what we need from a planner in the area of training and consider contacting Roy Feldman of Boston as a possible consultant.		SE	9/3/91	TBD	



SEE ANNOUNCEMENT MANUAL PUBLISHED BY THE  
FOR GUIDELINES ON THE COMPLETION  
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

72990 (REV. 1/78) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	FOX ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/8/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR RENEWED DATE
1.	With AH, prepare a brief paper outlining the content of lead communities.		SF	2/4/92	3/16/92	
2.	With AH, prepare a proposal to submit to David Hirschhorn asking that he support the full cost of research and evaluation.		SF	3/8/92	3/31/92	
3.	Explore with Florence Melton the possibility of funding a mini-school in each Lead Community and general support for CIJE.		SF	8/28/91	3/92	
4.	Invite Rabbi Twersky to prepare an op ed piece.		SF	10/30/90	3/92	
5.	Contact the following board members as follow up to the January 16 meeting and send brief report to VFL:  a. Alfred Gottschalk b. David Hirschhorn c. Isadore Twersky		SF	8/29/91	4/15/92	
6.	Send SHH a list of suggested members of a training oversight committee.		SF	3/20/91	ongoing	



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL, FOOTNOTES 13  
FOR SUPPLEMENTARY INSTRUCTIONS  
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

- ASSIGNMENTS
  - ACTIVE PROJECTS
  - RAW MATERIAL
  - FUNCTIONAL SCHEDULE
- 7/19/80 (REV. 1/11/80) MCH/ED/IN/USA

FUNCTION	CIVIL STAFF
SUBJECT/OBJECTIVE	HOCHSTEIN ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/8/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REVISION DUE DATE
1.	Distribute the revised proposal from Adam Gamoran to the Steering Committee.		AH	3/8/92	3/10/92	
2.	Discuss funding commitment figures with Jack Ukeles for clarification.		AH	3/8/92	3/13/92	
3.	With SF, outline a brief paper on the content of lead communities.		AH	2/4/92	3/20/92	
4.	With SF, prepare a proposal to submit to David Hirschhorn asking that he support the full cost of research and evaluation.		AH	3/8/92	3/31/92	
5.	Follow up with Eli Evans about Revson participation in the Lead Communities Project.		AH	3/8/92	4/15/92	
6.	With Barry Chazan and SE, prepare a background paper outlining the implementation of the Israel experience through Lead Communities.		AH	1/3/92	4/15/92	
7.	Contact the following board members as follow up to the January 16 meeting and send brief report to VFL:  a. David Arnow b. Charles Bronfman c. Ludwig Jesselson d. Norman Lamm e. Esther Leah Ritz f. Ismar Schorsch		AH	8/29/91	4/15/92	
8.	Prepare a paper summarizing the components of profession building and suggest where to begin.		AH	10/21/91	TBD	
9.	With SE, clarify what we need from a planner in the area of training, review with JESNA and JCCA, and consider contacting Roy Feldman of Boston as a possible consultant.		AH	9/3/91	TBD	



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL PROJECT RULES  
OR GUIDELINES ON FILE CONCERNING  
OF THIS FORM FOR INSTRUCTIONS/SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

FORM REV. 2/89 PRINTED IN U.S.A.

FUNCTION		CIJE STAFF	
SUBJECT/OBJECTIVE		HOFFMAN ASSIGNMENTS	
ORIGINATOR/PROJECT LEADER	WFL	DATE	4/8/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUPLICATE DATE	COMPLETED OR REMOVED DATE
<u>IMMEDIATE ACTION</u>						
1.	Call Revson Foundation about CIJE funding.		SHH	2/18/92	3/10/92	
2.	Consider how to staff the review process.		SHH	3/8/92	3/13/92	
3.	Begin to consider an agenda for the next CIJE board meeting and whether to include funding of lead communities.		SHH	2/4/92	3/16/92	
4.	Secure second year CIJE funding from the Jim Joseph Foundation..		SHH	3/10/92	3/16/92	
5.	Write a memo on the issues of financing the lead communities.		SHH	3/10/92	3/16/92	
6.	Work with Jack Ukeles to arrange a retainer for funding the planning process of the lead communities.		SHH	3/10/92	3/20/92	
7.	Discuss funding approach to applicant communities with MLM.		SHH	3/8/92	3/20/92	
8.	With HLZ, SF, and AM, determine the funding CIJE will need to launch and support lead communities and how the funds will be raised. Consider the role of CIJE as "jump start" funder.		SHH	2/4/92	3/20/92	
9.	Develop a plan to get Ludwig Jesselson more involved in CIJE funding.		SHH	2/18/92	3/23/92	
10.	Develop a plan to approach Lester Pollack about CIJE funding.		SHH	2/18/92	3/23/92	
11.	Consider asking MLM to discuss GRB Foundation role in lead community selection with Charles Bronfman.		SHH	3/8/92	3/31/92	
12.	Recruit a chief professional officer.		SHH	8/7/90	3/92	
13.	Talk with Bob Hiller about how to approach the Zanvyl/Krieger Foundation for CIJE funding.		SHH	2/18/92	4/10/92	
14.	Contact Chuck Ratner as follow up to the January 16 meeting and send brief report to WFL.		SHH	8/29/91	4/15/92	



PHILADELPHIA INTERNATIONAL CORPORATION

SEE MANAGEMENT MANUAL FOR GUIDELINES FOR DEVELOPING THE CONTENTION OF THIS FORM AND A FUNCTIONAL SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

FORM 100 (REV. 1/87) PRINTED IN U.S.A.

<b>FUNCTION</b>	CIJE STAFF
<b>SUBJECT/OBJECTIVE</b>	HOFFMAN ASSIGNMENTS
<b>ORIGINATOR/PROJECT LEADER</b>	WHL
<b>DATE</b>	4/8/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUPLICATE	COMPLETED OR REMOVED DATE
15.	In consultation with staff, draft an outline of planning assignments and a management plan for CIJE.  <u>AS TIME PERMITS</u>		SHH	2/4/92		4/30/92
16.	With HLZ, consider the following persons for CIJE board membership:  a. Rachel Cowan b. Eli Evans c. Doug Goldman		SHH	9/17/91		TBD
17.	Discuss development of a portable benefits program with the CIJE board.		SHH	1/6/92		TBD
18.	With Jonathan Woocher, schedule a meeting with Susan Crown to discuss Crown support for Best Practices.		SHH	9/17/91		TBD
19.	Talk with Dina Charnin of the Dorot Foundation about CIJE funding.		SHH	1/20/92		TBD
20.	Meet with Abranson, Gurvis, Rotman, Shrage, Syme and Woocher to determine how to proceed on community organization side of Lead Communities.		SHH	4/11/91		TBD
21.	Follow up with Cummings Foundation.		SHH	8/7/90		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



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL, PAGE NO. 115  
FOR GUIDELINES ON THE COMPLETION  
OF THIS FORM FOR ANNUAL SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

72828D, (REV. 7/89) PRINTED IN U.S.A.

FUNCTION CIJE STAFF

SUBJECT/OBJECTIVE LEVI ASSIGNMENTS

ORIGINATOR/PROJECT LEADER WFL DATE 4/8/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR RECOMMENDED DATE
1.	Draft a letter to Yitzhak Yaacovy about the Cleveland group's visit to the Roman Gate.		WFL	3/10/92	3/12/92	
2.	Prepare a letter from MLM inviting Tim Hausdorff to join the Lead Communities Selection Subcommittee.		WFL	3/10/92	3/20/92	
3.	Work with an accountant to revise the CIJE billing form.		WFL	3/10/92	3/20/92	



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POLICY NO. 105 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73090 (REV. 1/80) PRINTED IN U.S.A.

FUNCTION CIJE STAFF

SUBJECT/OBJECTIVE MANDEL ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

YFL

DATE

4/8/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Talk with Max Fisher about increasing his commitment of support for CIJE.		MLM	5/8/91	3/16/92	
2.	Talk to Leslie Wexner about CIJE funding.		MLM	1/20/92	3/31/92	
3.	Talk with Ratner family about CIJE funding.		MLM	1/20/92	4/1/92	
4.	Talk with Ludwig Jesselson about his cancellation of his CIJE commitment.		MLM	3/10/92	4/15/92	
5.	Talk with Lester Crown about working with MLM on the idea of Jewish education across the country.		MLM	1/20/92	TBD	
6.	Talk with Mel Marians about CIJE funding.		MLM	2/18/92	TBD	



PREMIER INDUSTRIAL CORPORATION

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

7889C (REV. 1/80) PRINTED IN U.S.A.

SEE MANAGEMENT MANUAL FOR INFO  
ON SCHEDULES OR THE COMPLETION  
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION	CLJE STAFF
SUBJECT/OBJECTIVE	WOOCHEE ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	4/18/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUPLICATE	COMPLETED OR REMOVED DATE
1.	With SHH, plan to meet with Susan Crown.		JW	9/28/91	TBD	



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73400 (REV. 1/89) PRINTED IN U.S.A.

SEE INSTRUCTIONS ANNUAL REPORTING 1.85 FOR INSTRUCTIONS ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION CIJE STAFF

SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL DATE 4/18/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REEVALUATED DATE
1.	Draft a letter to Charles Bronfman inviting him to join the Lead Communities Selection Subcommittee.		HLZ	3/10/92	3/16/92	
2.	Contact the following board members as follow up to the January 16 meeting and send brief report to VFL:  a. John Colman b. Maurice Corson " c. Max Fisher d. Charles Goodman		HLZ	8/29/91	4/15/92	
3.	Follow up with MLM about his CIJE assignments.		HLZ	7/3/91	ongoing	
4.	Follow up with Maurice Corson about Wexner Foundation CIJE funding.		HLZ	2/18/92	TBD	



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 10/88) PRINTED IN U.S.A.

FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE ELSTER ASSIGNMENTS

ORIGINATOR

VFL

DATE 3/10/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUPLICATE DATE	COMPLETED OR REVIEWED DATE
1.	Prepare a draft statement clarifying the CRB role in lead communities and work with AH to develop it.		SE	3/8/92	3/13/92	
2.	Outline agenda options for a possible spring board meeting.		SE	3/8/92	3/13/92	
3.	With JM/JU, develop a first draft description of possible programs for implementation in lead communities and a cost range for each.		SE	2/4/92	3/16/92	
4.	Develop and circulate a list of proposed panelists for assignment to lead community review teams.		SE	2/4/92	3/20/92	
5.	Develop an outline for a preliminary plan to prepare seminars, continental agencies, and people at general universities to gear up to support lead communities.		SE	2/4/92	3/20/92	
6.	Discuss with SF and AH, the key elements for a paper on personnel in lead communities.		SE	2/4/92	3/20/92	
7.	Contact the following board members as follow up to the January 16 meeting and send brief report to VFL:		SE	8/29/91	4/15/92	
	a. Billi Berman					
	b. Gerald Cotton					
	c. Irwin Field					
	d. Arthur Green					
	e. Neil Greenbaum					
	f. Tim Hausdorff					
	g. Harry Kosschitzky					
	h. Mark Laitner					
	i. Norman Lipoff					
	j. S. Martin Lipsset					
	k. Matthew Mayless					
	l. Florence McIron					
	m. Melvin Merlans					
	n. Lester Pollack					
	o. Richard Schauer					
	p. Bennett Yanowitz					



PHLMILIT INDUSTRIAL CORPORATION

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

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73100 (REV. 20/86) PRINTED IN U.S.A

FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE ELSTER ASSIGNMENTS

ORIGINATOR

VFL

DATE 3/10/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVE DATE
8.	Prepare status reports on training, research, and Best Practices.		SE	9/3/91	monthly	
9.	Work with Barry Holtz on developing a Best Practices panel.		SE	1/23/91	ongoing	
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 experts on which CIJE can draw.		SE	4/11/91	ongoing	
12.	With AH, clarify what we need from a planner in the area of training and consider contacting Roy Feldman of Boston as a possible consultant.		SE	9/3/91	TBD	



- ASSIGNMENTS
  - ACTIVE PROJECTS
  - RAW MATERIAL
  - FUNCTIONAL SCHEDULE
- FORM NO. 10000 PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE	
SUBJECT/OBJECTIVE	FOX ASSIGNMENTS	
ORIGINATOR	VFL	DATE 3/10/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR RESCHEDULE DATE
1.	With AH, prepare a brief paper outlining the content of lead communities.		SF	2/4/92	3/16/92	
2.	With AH, prepare a proposal to submit to David Hirschhorn asking that he support the full cost of research and evaluation.		SF	3/8/92	3/31/92	
3.	Explore with Florence Melton the possibility of funding a mini-school in each Lead Community and general support for CIJE.		SF	8/28/91	3/92	
4.	Invite Rabbi Twersky to prepare an op ed piece.		SF	0/30/90	3/92	
5.	Contact the following board members as follow up to the January 16 meeting and send brief report to VFL:  a. Alfred Gottschalk b. David Hirschhorn c. Isadore Twersky		SF	8/29/91	4/15/92	
6.	Send SHH a list of suggested members of a training oversight committee.		SF	3/20/91	ongoing	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 10/88) PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	HOCHSTEIN ASSIGNMENTS		
ORIGINATOR	VFL	DATE	3/10/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR RESUMED DATE
1.	Distribute the revised proposal from Adam Gamoran to the Steering Committee.		AH	3/8/92	3/10/92	
2.	Discuss funding commitment figures with Jack Ukeles for clarification.		AH	3/8/92	3/13/92	
3.	With SF, prepare a proposal to submit to David Hirschhorn asking that he support the full cost of research and evaluation.		AH	3/8/92	3/31/92	
4.	With SF, outline a brief paper on the content of lead communities.		AH	2/4/92	3/20/92	
5.	Follow up with Eli Evans about Revson participation in the Lead Communities Project.		AH	3/8/92	4/15/92	
6.	With Barry Chazan and SE, prepare a background paper outlining the implementation of the Israel experience through Lead Communities.		AH	1/3/92	4/15/92	
7.	Contact the following board members as follow up to the January 16 meeting and send brief report to VFL:  a. David Arnow b. Charles Bronfman c. Ludwig Jesselson d. Norman Lamm e. Esther Leah Ritz f. Ismar Schorsch		AH	8/29/91	4/15/92	
8.	Prepare a paper summarizing the components of profession building and suggest where to begin.		AH	10/21/91	TBD	
9.	With SE, clarify what we need from a planner in the area of training, review with JESNA and JCCA, and consider contacting Roy Feldman of Boston as a possible consultant.		AH	9/3/91	TBD	



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73890 (REV. 10/88) PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	HOFFMAN ASSIGNMENTS		
ORIGINATOR	VFL	DATE	3/10/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
	<u>IMMEDIATE ACTION</u>					
1.	Consider how to staff the review process.		SHH	3/8/92	3/13/92	
2.	Begin to consider an agenda for the next CIJE board meeting and whether to include funding of lead communities.		SHH	2/4/92	3/16/92	
3.	Discuss funding approach to applicant communities with MLM.		SHH	3/8/92	3/20/92	
4.	With HLZ, SF, and AM, determine the funding CIJE will need to launch and support lead communities and how the funds will be raised. Consider the role of CIJE as "jump start" funder.		SHH	2/4/92	3/20/92	
5.	Consider asking MLM to discuss CRB Foundation role in lead community selection with Charles Bronfman.		SHH	3/8/92	3/31/92	
6.	Recruit a chief professional officer.		SHH	8/7/90	3/92	
7.	Contact the following board member as follow up to the January 16 meeting and send brief report to VFL:  a. Chuck Ratner		SHH	8/29/91	4/15/92	
8.	In consultation with staff, draft an outline of planning assignments and a management plan for CIJE.		SHH	2/4/92	4/30/92	
	<u>AS TIME PERMITS</u>					
9.	Explore advisability of inviting Doug Goldman to serve on the CIJE Board.		SHH	3/8/91	Hold	
10.	With JW, work with Susan Crown on possible Crown support for best practices project.		SHH	8/28/91	TBD	
11.	Invite Rachel Cowan and Eli Evans to serve on the CIJE board.		SHH	6/6/91	TBD	



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

72890 (REV. 10/88) PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE	
SUBJECT/OBJECTIVE	MANDEL ASSIGNMENTS	
ORIGINATOR	VFL	DATE 3/10/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REWORKED DATE
1.	Talk with Max Fisher about increasing his commitment of support for CIJE.		MLM	5/8/91	3/16/92	
2.	Call Lester Crown to request support for the CIJE.		MLM	1/23/91	TBD	





RAYTHEON INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL, PAGES NO. 1, 5  
FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE WOOCHEER ASSIGNMENTS

ORIGINATOR

VFL

DATE 3/10/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SHE, plan to meet with Susan Crown.		JW	9/28/91	TBD	



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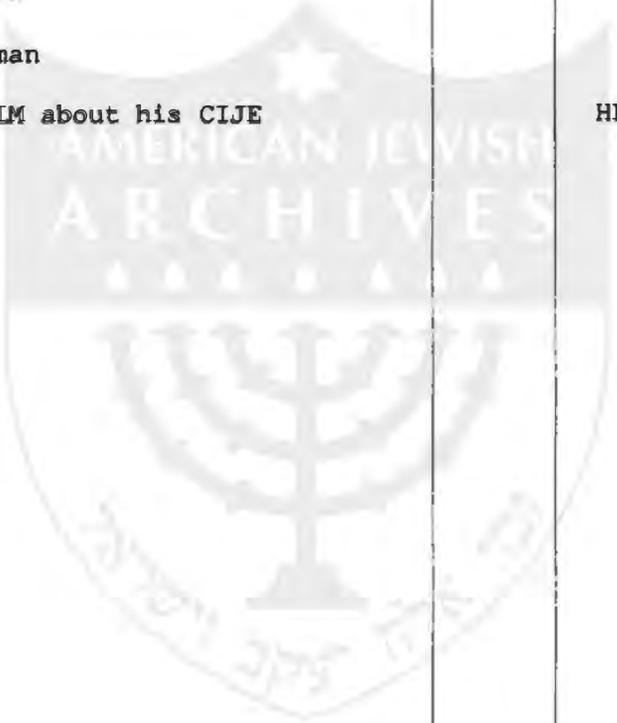
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FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE ZUCKER ASSIGNMENTS

ORIGINATOR VFL DATE 3/10/92

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 the January 16 meeting and send brief report to VFL:</p> <ul style="list-style-type: none"> <li>a. John Colman</li> <li>b. Maurice Corson</li> <li>c. Max Fisher</li> <li>d. Charles Goodman</li> </ul>		HLZ	8/29/91	4/15/92	
2.	<p>Follow up with MLM about his CIJE assignments.</p>		HLZ	7/3/91	ongoing	



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73540 (REV. 10-86) PRINTED IN U.S.A.

FUNCTION CIJE STAFF

SUBJECT/OBJECTIVE MEIER & UKELES ASSIGNMENTS

ORIGINATOR

VFL

DATE 3/10/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SE, develop a first draft description of possible programs for implementation in lead communities and a cost range for each.		JM/ JU	2/4/92	3/20/92	
2.	Develop concept of line of credit/talent bank for lead communities..		JM	2/4/92	4/15/92	
3.	Design a performance management system for lead communities, including key indicators of progress, and develop a manual for how to evaluate progress..		JM/ JU	2/4/92	4/30/92	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

72000 (REV. 12/89) PRINTED IN U.S.A.

<b>FUNCTION</b>	CIJE STEERING COMMITTEE		
<b>SUBJECT/OBJECTIVE</b>	HOCHSTEIN ASSIGNMENTS		
<b>ORIGINATOR/PROJECT LEADER</b>	VFL	<b>DATE</b>	3/5/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With Barry Chazan, prepare a background paper outlining the implementation of the Israel experience through Lead Communities		AH	1/3/92	1/31/92	
2.	Review list of potential questions for the satellite telecon, suggest additional questions, and suggest responses to JM.		AH	2/4/92	2/14/92	
3.	Send comments to AG on the position announcement and position description for field researchers and suggest people and places to receive the announcements..		AH	2/4/92	2/28/92	
4.	With SF, prepare a brief paper outlining the content of lead communities.		AH	2/4/92	3/6/92	
5.	Contact the following board members as follow up to the January 16 meeting and send brief report to VFL:  a. David Arnow b. Charles Bronfman c. Ludwig Jesselson d. Norman Lamm e. Esther Leah Ritz f. Ismar Schorsch		AH	8/29/91	4/13/92	
6.	Prepare a paper summarizing the components of profession building and suggest where to begin.		AH	10/21/91	TBD	
7.	With SE, clarify what we need from a planner in the area of training, review with JESNA and JCCA, and consider contacting Roy Feldman of Boston as a possible consultant.		AH	9/3/91	TBD	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

72890 (REV. 1/88) PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	HOFFMAN ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	3/5/92

NO	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUKE DATE	COMPLETED OR REMOVED DATE
	<u>IMMEDIATE ACTION</u>					
1.	Follow up with Aryeh Davidson about suggesting to Eli Evans that he consider using Lead Communities to implement Revson interests..		SHH	1/3/92	1/15/92	
2.	Follow up with Eli Evans about CIJE funding.		SHH	6/6/91	1/31/92	
3.	Review list of potential questions for the satellite telecon, suggest additional questions, and suggest responses to JM.		SHH	2/4/92	2/14/92	
4.	Send comments to AG on the position announcement and position description for field researchers and suggest people and places to receive the announcements..		SHH	2/4/92	2/28/92	
5.	With HLZ, SFT and AH determine the funding CIJE will need to launch and support lead communities and how the funds will be raised. Consider the role of CIJE as "jump start" funder.		SHH	2/4/92	3/6/92	
6.	Begin to consider an agenda for the next CIJE board meeting and whether to include funding of lead communities.		SHH	2/4/92	3/16/92	
7.	Recruit a chief professional officer.		SHH	8/1/90	3/92	
8.	Contact the following board member as follow up to the January 16 meeting and send brief report to VFL:  a: Chuck Ratner		SHH	8/29/91	4/15/92	
9.	In consultation with staff, draft an outline of planning assignments and a management plan for CIJE.		SHH	2/4/92	4/30/92	
	<u>AS TIME PERMITS</u>					
10.	Explore advisability of inviting Doug Goldman to serve on the CIJE Board.		SHH	3/8/91	held	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

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FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	HOFFMAN ASSIGNMENTS		
ORIGINATOR	VFL	DATE	3/5/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR RENEWED DATE
11.	With JW, work with Susan Crown on possible Crown support for best practices project.		SHH	8/28/91	TBD	
12.	Invite Rachel Cowan and Eli Evans to serve on the CIJE board.		SHH	6/6/91	TBD	
13.	Meet with Abramson, Gurwits, Rotman, Shrage, Syme and Woocher to determine how to proceed on community organization side of Lead Communities.		SHH	4/11/91	TBD	
14.	Follow up with Cummings Foundation.		SHH	8/7/90	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	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

72890 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	KLEIN ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	3/5/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1	Review list of potential questions for the satellite telecon, suggest additional questions, and suggest responses to JM.		AGK	2/4/92	2/14/92	
2	Send comments to AG on the position announcement and position description for field researchers and suggest people and places to receive the announcements..		AGK	2/4/92	2/28/92	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

728890 (REV. 1-89) PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	LEVI ASSIGNMENTS		
ORIGINATOR/PROJECT LEADER	VFL	DATE	3/5/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Review list of potential questions for the satellite telecon, suggest additional questions, and suggest responses to JM.		VFL	2/4/92	2/14/92	
2.	With SE, review list of journals that received press release and follow up with the select number to encourage publication.		VFL	2/4/92	2/14/92	
3.	Work with HLZ on the appointment of a chair for the board lead communities committee, followed by the appointment of the committee.		VFL	2/4/92	2/21/92	
4.	Talk with Art Rotman about resuming JCCA clipping service.		VFL	2/4/92	2/21/92	
5.	Send comments to AG on the position announcement and position description for field researchers and suggest people and places to receive the announcements.		VFL	2/4/92	2/28/92	
6.	Work to schedule board meeting for late summer.		VFL	2/4/92	TBD	



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73880 (REV. 6/8/86) PRINTED IN U.S.A.

FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE MANDEL ASSIGNMENTS

ORIGINATOR

VFL

DATE 3/5/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REWORKED DATE
1.	Follow up with Bill Berman about his participation in funding for CIJE.		MLM	5/8/91	1/16/92	
2.	Talk with Max Fisher about increasing his commitment of support for CIJE.		MLM	5/8/91	1/16/92	
3.	Talk with Mark Lainer about support for CIJE from his family.		MLM	2/27/91	1/16/92	
4.	Call Lester Crown to request support for the CIJE.		MLM	1/23/91	TBD	



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

735880 (REV. 10/86) PRINTED IN U.S.A.

FUNCTION CIJE STAFF

SUBJECT/OBJECTIVE MEIER & UKELES ASSIGNMENTS

ORIGINATOR

VFL

DATE

2/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	With SE, prepare an outline for the satellite telecon, including key messages we wish to communicate..		JM	2/4/92	2/18/92	
2.	Develop concept of line of credit/talent bank for lead communities..		JM	2/4/92	2/28/92	
3.	Send comments to AG on the position announcement and position description for field researchers and suggest people and places to receive the announcements..		JM/ JU	2/4/92	2/28/92	
4.	With SE, develop a first draft description of possible programs for implementation in lead communities and a cost range for each.		JM/ JU	2/4/92	3/20/92	
5.	Design a performance management system for lead communities, including key indicators of progress, and develop a manual for how to evaluate progress..		JM/ JU	2/4/92	4/30/92	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

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FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	ZUCKER ASSIGNMENTS		
ORIGINATOR	VFL	DATE	3/5/92

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 the January 16 meeting and send brief report to VFL:  a. John Colman b. Maurice Corson c. Max Fisher d. Charles Goodman		HLZ	8/29/91	4/15/92	
2.	Follow up with MLM about his CIJE assignments.		HLZ	7/3/91	ongoing	

<b>TO: FAX NO. (011) 9722-1619 281</b> Name <u>ZY/AIC FFE HOCHSTEIN</u> <u>SEYMOUR *A (FOX)</u> Company _____ Street Address _____ City _____ State _____ Zip _____ Country _____	<b>FROM: FAX NO. (011) 361-9942</b> Name <u>Sy+illy /A*2*/1</u> Company _____ Tele. No. ( ) _____ Ext. _____
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MEMO TO: Seymour Fox, Adam Gamoran, Mark Gurvis, Annette Hochstein,  
Barry Holtz, Ann Klein, James Meier, Jack Uksles

FROM: Shulamith Elster, Virginia Levi

DATE: February 12, 1992

COPY TO: Stephen H. Hoffman, Morton L. Mandel, Henry L. Zucker

.....

Thank you for participating in the CIUE planning meeting last week. We  
feel that it was a worthwhile day and that a lot was accomplished.

The purpose of the meeting was to gear up for the next stages of our work.  
Attached are assignment sheets which reflect our various responsibilities  
and should serve as a reminder to you to work on yours.



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

7/10/82, 10:00 AM WEDNESDAY

SEE MANAGEMENT MANUAL, POLICY NO. 25  
 FOR INFORMATION ON THE OPERATION  
 OF THE ELSTER CORPORATION CONTROL

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	ELSTER ASSIGNMENTS
ORIGINATOR	VFL
DATE	2/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVAL DATE
1.	Review list of potential questions for the satellite telecon, suggest additional questions, and suggest responses to JM.		SE	2/4/92	2/14/92	
2.	With VFL, review list of journals that received press release and follow up with a select number to encourage publication.		SE	2/4/92	2/14/92	
3.	With JM and JU, prepare an outline for the satellite telecon, including key messages we wish to communicate.		SE	2/4/92	2/18/92	
4.	Develop and circulate a list of proposed panelists for assignment to lead community review teams.		SE	2/4/92	2/18/92	
5.	Contact senior policy advisors and selected others from the denominations to encourage communities to participate in the telecon and apply to be lead communities.		SE	2/4/92	2/21/92	
6.	Send comments to AG on the position announcement and position description for media researchers and suggest people and places to receive the announcements.		SE	2/4/92	2/28/92	
7.	Contact campers to follow up on January 16 board meeting, solicit reactions to lead community materials and suggestions of communities to apply, and update on best practices.		SE	2/4/92	2/28/92	
	a. Bill Berman					
	b. Gerald Cohen					
	c. <del>Irwin Fink</del>					
	d. Arthur Green					
	e. Neil Greenbaum					
	f. <del>Thomas Haverdore</del>					
	g. Henry Koschitzky					
	h. Mark Lainer					
	i. Norman Lipoff					
	j. S. Martin Lipset					
	k. Matthew Maryles					
	l. Florence Melton					
	m. Melvin Meriana					
	n. <del>Leslie Velland</del>					
	o. <del>Barbara Venn</del>					



PREMIER INDUSTRIAL CORPORATION

- ACCICMMGMTG
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

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FUNCTION CISE STAFF

SUBJECT/OBJECTIVE SYSTEM ASST. MANAGEMENT

ORIGINATOR

VFL

DATE 2/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INDICATE)	DATE ASSIGNED STARTED	DUE DATE	COMPLET OR REMO DATE
8.	Develop a preliminary plan to prepare seminars, continental agencies, and people at general universities to gear up to support lead communities.		SE	2/4/92	2/28/92	
9.	Discuss with SF and AH, the key elements for a paper on personnel in lead communities.		SE	2/4/92	3/6/92	
10.	With JM/JU, develop a first draft description of possible programs for implementation in lead communities and a cost range for each.		SE	2/4/92	3/16/92	

G

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	FOX ASSIGNMENTS
ORIGINATOR	VFL
DATE	2/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED (STARTED)	DUPLICATE	COMPLETED OR REMOVED DATE
1.	Review list of potential questions for the satellite telecon, suggest additional questions, and suggest responses to JM,		SF	2/4/92	2/14/92	
2.	Send comments to AG on the position announcement and position description for field researchers and suggest people and places to receive the announcements.		SF	2/4/92	2/28/92	
3.	Contact campers to follow up on January 16 board meeting, solicit reactions to lead community materials and suggestions of communities to apply, and update on best practices.  a. Alfred Gottschalk b. David Hirschhorn c. Isadore Twersky		SF	2/4/92	2/28/92	
4.	With AH, prepare a brief paper outlining the content of lead communities.		SF	2/4/92	3/6/92	



- ASSIGNMENTS
  - ACTIVE PROJECTS
  - RAW MATERIAL
  - FUNCTIONAL SCHEDULE
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FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	CAMORAN ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	2/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Review list of potential questions for the satellite telecom, suggest additional questions, and suggest responses to JM.		AG	2/4/92	2/14/92	
2.	Incorporate suggestions into position description and announcement for field researchers, for final review by SHH.		AG	2/4/92	3/6/92	
3.	Talk with SE, SF, BH and JU about a test of basic Jewish literacy for use in establishing a baseline.		AG	2/6/92	TBD	



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	GURVIS ASSIGNMENTS
ORIGINATOR	VFL
DATE	2/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Review Use of potential questions for the satellite telecom, suggest additional questions, and suggest responses to JM.		HG	2/4/92	2/14/92	
2.	Send comments to AG on the position announcement and position description for field researchers and suggest people and places to receive the announcements.		MG	2/4/92	2/28/92	
3.	Prepare an update of the paper done for the Israel seminar on involving community in lead communities, based on the discussion at the 2/4 meeting.		MG	2/4/92	3/6/92	

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

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FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	HOCHSTEIN ASSIGNMENTS
ORIGINATOR	VFL
DATE	2/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUPLICATE DATE	COMPLETED OR RECEIVED DATE
1.	Review list of potential questions for the satellite telecon, suggest additional questions, and suggest responses to JM.		AH	2/4/92	2/14/92	
2.	Send comments to AG on the position announcement and position description for field researchers and suggest people and places to receive the announcements..		AH	2/4/92	2/28/92	
3.	Contact campers to follow up on January 16 board meeting, solicit reactions to lead community materials and suggestions of communities to apply, and update on best practices.		AH	2/4/92	2/28/92	
	<ul style="list-style-type: none"> <li>a. David Arnow</li> <li>b. Charles Bronfman</li> <li>c. Ludwig Jesselson</li> <li>d. Norman Lamm</li> <li>e. Esther Leah Ritz</li> <li>f. Ismar Schorsch</li> </ul>					
4.	With SF, prepare a brief paper outlining the content of lead communities.		AH	2/4/92	3/6/92	

C

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

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FUNCTION	CIJE STAFF		
SUBJECT/OBJECTIVE	HOFFMAN ASSIGNMENTS		
ORIGINATOR	VFL	DATE	2/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Review list of potential questions for the satellite telecom, suggest additional questions, and suggest responses to JM.		SHH	2/4/92	2/14/92	
2.	Contact campers to follow up on January 16 board meeting, solicit reactions to lead community materials and suggestions of communities to apply, and update on best practices.  a. Chuck Ratner		SHH	2/4/92	2/28/92	
3.	Send comments to AG on the position announcement and position description for field researchers and suggest people and places to receive the announcements.		SHH	2/4/92	2/28/92	
4.	With HLZ, SF, and AH, determine the funding CIJE will need to launch and support lead communities and how the funds will be raised. Consider the role of CIJE as "jump start" funder.		SHH	2/4/92	3/6/92	
5.	Begin to consider an agenda for the next CIJE board meeting and whether to include funding of lead communities.		SHH	2/4/92	3/16/92	
6.	In consultation with staff, draft an outline of planning assignments and a management plan for CIJE.		SHH	2/4/92	4/30/92	



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

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FUNCTION	CGILE STAFF
SUBJECT/OBJECTIVE	HOLTZ ASSIGNMENTS
ORIGINATOR	VVEL
DATE	2/12/92

NO. NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DATE DUE	COMPLETED OR REMOVED DATE
1.	Review list of potential questions for the satellite telecon, suggest additional questions, and suggest responses to JM.		BH	2/14/92	2/14/92	
2.	Send comments to AG on the position announcements and position description for field researchers and suggest people and places to receive the announcements.		BH	2/14/92	2/28/92	



PPRM/IEH INDUSTRIAL CORPORATION

SEE COMMENTS MINUTE TONET NO. 03  
FOR CHANGES ON THE COMPLETION  
OF THIS FORM FOR A CONTINGENT ASSIGNMENT

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

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FUNCTION CIJE STAFF

SUBJECT/OBJECTIVE KLEIN ASSIGNMENTS

ORIGINATOR

VFL

DATE

2/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Review list of potential questions for the satellite telecon, suggest additional questions, and suggest responses to JM.		AGK	2/4/92	2/14/92	
2.	Send comments to AG on the position announcement and position description for field researchers and suggest people and places to receive the announcements.		AGK	2/4/92	2/28/92	



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

FORM REV. 10/81 PWNFG 11 Y. SA

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	LEVI ASSIGNMENTS
ORIGINATOR	VFL
DATE	2/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUPLICATE DATE	COMPLETE OR REMOVE DATE
1.	Review list of potential questions for the satellite telecon., suggest additional questions, and suggest responses to JM.		VFL	2/4/92	2/14/92	
2.	With SE, review list of journals that received press release and follow up with the select number to encourage publication		VFL	2/4/92	2/14/92	
3.	Work with HL2 on the appointment of a chair for the board lead communities committee, followed by the appointment of the committee.		VFL	2/4/92	2/21/92	
4.	Talk with Art Rotman about resuming JCCA clipping service.		VFL	2/4/92	2/21/92	
5.	Send comments to AG on the position announcement and position description for field researchers and suggest people and places to receive the announcements..		VFL	2/4/92	2/28/92	
6.	Work to schedule board meeting for late summer.		VFL	2/4/92	TBD	



- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

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FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	MEIER & UKELES ASSIGNMENTS
ORIGINATOR	WFL
DATE	2/12/02

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVE DATE
1.	With SE, prepare an outline for the satellite telecom, including key messages we wish to communicate.		JM	2/4/92	2/18/02	
2.	Develop concept of line of credit/talent bank for lead communities.		JM	2/4/92	2/28/92	
3.	Send comments to AG on the position announcement and position description for field researchers and suggest people and places to receive the announcements.		JM/ JU	2/4/92	2/28/92	
4.	With SE, develop a first draft description of possible programs for implementation in lead communities and a cost range for each.		JM/ JU	2/4/92	3/20/92	
5.	Design a performance management system for lead communities, including key indicators of progress, and develop a manual for how to evaluate progress.		JM/ JU	2/4/92	4/30/92	



C.3

- ASSIGNMENTS
  - ACTIVE PROJECTS
  - RAW MATERIAL
  - FUNCTIONAL SCHEDULE
- 7/29/90 (REV. 10/88) P.10/10/88 WJL

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	ZUCKER ASSIGNMENTS
ORIGINATOR	VFL
DATE	2/12/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1..	<p>Contact campers to follow up on January 16 board meeting, solicit reactions to lead community materials and suggestions of communities to apply, and update on best practices.</p> <p>a.. John Colman b.. Maurice Corson c.. Max Fisher d. Charles Goodman</p>		HLZ	2/4/92	2/28/92	

TO: Council for Initiatives in Jewish Education  
FROM: Shulamith Elfrat, Education Officer  
DATE: February 11, 1992  
RE: Mauria@ Amado Foundation

Mrs. Tamar Frank of the Amado Foundation has her office in Cincinnati. Her husband is one of the deans of the Hebrew Union College and she learned through HUC that I would be visiting the campus. She called to see if we could meet and discuss our respective educational projects. I met with her at HUC on February 3rd.

The Foundation sponsors special educational projects to enhance the understanding of the Sephardic heritage and to promote multi-cultural approach to Jewish education. Some of their recent projects have included concerts, museum exhibitions, publication of educational materials and materials for teacher education. Grants have been given for these through the Foundation to CAJE, Yeshiva University, UAHC, Spertus Museum, Melton Center at JTSA - to mention just a few. These educational grants are generally of approximately \$50,000 and could possibly be multi-year grants.

The Foundation has \$17,000,000 in assets and awards between \$500,000 and \$1,000,000 each year. The educational projects are just one aspect of their work - they support Sephardic institutions (synagogues, hospitals, senior citizen and nursing homes) throughout the country.

The educational grants are approved by an advisory committee that includes, among others, Rabbi Sam Joseph (HUC) and Ron Wolfson (Whizlim/WW).

We spoke about the possibility of demonstration projects within the Lead Communities. I sent her materials describing the work of the CIJE and the LC project.

There is a Board meeting scheduled for March 1992 and a deadline of May 15th for proposals to be considered in their next funding cycle. The next cycle has a deadline of November 15th for grants to be awarded in April 1993.

My recommendation is that we continue discussions with the Foundation and keep them in mind for demonstration projects within the Lead Communities especially in the area of the arts, and Jewish History.

SRE

FEB 11 '92 13:24

PAGE 02

\*\* TOTAL PAGE: 15 \*\*



PREMIER INDUSTRIAL CORPORATION

SAC MANAGEMENT MANUAL POLICY NO. 64  
FOR GUIDELINES ON THE COMPLETION  
OF THIS FORM FOR A FUNCTIONAL SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

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FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	ELSTER ASSIGNMENTS		
ORIGINATOR	VFL	DATE	1/13/92

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 the August 29 meeting and send brief report to VFL:  a. Bill Berman - scheduled b. Gerald Cohen - done c. Irwin Field d. Arthur Green - done e. Neil Greenbaum - done f. Tim Hausdorff - done g. Mark Lainer - done h. Norman Lipoff - done i. S. Martin Lipset ■ done j. Matthew Maryles TP - done k. Florence Melton TP * done l. Melvin Merians TP * done m. Lester Pollack - scheduled n. Bennett Yanowitz - scheduled		SE	8/29/91	1/16/92	
2.	Draft a discussion piece for the role of movements, denominations and training institutions in Lead Communities.		SE	9/16/91	2/92	
3.	Prepare status reports on training, research, and Best Practices.		EC	9/17/91	immediately	
4.	Work with Barry Holtz on developing a Best Practices panel.		SE	1/23/91	ongoing	
5.	Develop outline for how to proceed with educational component of Lead Communities.		SE	4/11/91	ongoing	
6.	Work with SF and AH to develop concrete means of establishing Lead Communities.		SE	4/11/91	ongoing	
7.	Develop and maintain list of experts on which CIJE can draw.		SE	4/11/91	ongoing	
8.	Develop master plan for training in consultation with Ukales and others.		SE	6/19/91	ongoing	
9.	With AH, clarify what we need from a planner in the area of training and consider contacting Roy Feldman of Boston as a possible consultant.		SE	9/3/91	TBD	



PREMIER INDUSTRIAL CORPORATION

HRG MANAGEMENT MANUAL POLICY NO. 8.1  
FOR SUBORDINATES ON THE COMPLETION  
OF THE PRODUCTION & FUNCTIONAL SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

01/13/92 10:00 AM

FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR VFL DATE 1/13/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Suggest an advisory committee to work with Best Practices team.		SF	8/28/91	1/16/92	
2.	Contact the following board members as follow up to the August 29 meeting and send brief report to VFL:  a. Alfred Gottschalk TP b. David Hirschhorn TP - done c. Isadore Twersky TP - done		SF	8/29/91	1/16/92	
3.	Talk with David Hirschhorn about support for research project.		SF	11/27/91	1/16/92	
4.	Explore with Florence Melton the possibility of funding a mini-school in each Lead Community and general support for CIJE.		SF	8/28/91	1/92	
5.	Invite Rabbi Twersky to prepare an op ed piece.		SF	10/30/90	1/92	
6.	Send SHH a list of suggested members of a training oversight committee.		SF	3/20/91	ongoing	



SEE MANAGEMENT MANUAL POLICY NO. 65 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

75490 (REV. 10/80) PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	HOCHSTEIN ASSIGNMENTS		
ORIGINATOR	VFL	DATE	1/13/92

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 the August 29 meeting and send brief report to VFL:  a. Charles Bronfman TP b. Ludwig Jesselson TP c. Norman Lamm d. Esther Leah Ritz e. Ismar Schorsch TP		AH	8/29/91	1/16/92	
2.	With Barry Chazan, prepare a background paper outlining the implementation of the Israel experience through Lead Communities		AH	1/3/92	1/31/92	
3.	Prepare a paper summarizing the components of profession building and suggest where to begin.		AH	10/21/91	TBD	
4.	With SE, clarify what we need from a planner in the area of training, review with JESNA and JCCA, and consider contacting Roy Feldman of Boston as a possible consultant.		AH	9/3/91	TBD	



PIONEER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POLICY NO. 115 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

72390 (REV. 10/86) PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	HOFFMAN ASSIGNMENTS		
ORIGINATOR	VFL	DATE	1/13/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REWORKED DATE
	<b><u>IMMEDIATE ACTION</u></b>					
1.	Prepare a draft of the CIJE annual report..		SHH	10/21/91	1/6/92	
2.	Follow up with Aryeh Davidson about suggesting to Eli Evans that he consider using Lead Communities to implement Revson interests..		SHH	1/3/92	1/15/92	
3.	Contact the following board member as follow up to the August 29 meeting and send brief report to VFL;  a. Chuck Ratner		SHH	8/29/91	1/16/92	
4.	Follow up with Eli Evans about CIJE.. funding..		SHH	6/6/91	1/31/92	
5.	Recruit a chief professional officer..		SHH	8/7/90	2/92	
	<b><u>AS TIME PERMITS</u></b>					
6.	Explore advisability of inviting Doug Goldman to serve on the CIJE Board..		SHH	3/8/91	Hold	
7.	With JW, work with Susan Crown on possible Crown support for best practices project.		SHH	8/28/91	TBD	
8.	Invite Rachel Cowan and Eli Evans to serve on the CIJE board.		SHH	6/6/91	TBD	
9.	Meet with Abramson, Gurvis, Rotman, Shrage, Syme and Woocher to determine how to proceed on community organization side of Lead Communities..		SHH	4/1/91	TBD	
10.	Follow up with Cummings Foundation.		SHH	8/7/90	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	



SEE MANAGEMENT MANUAL POLICY NO. 4.5  
FOR GUIDANCE 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	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	MANDEL ASSIGNMENTS		
ORIGINATOR	VFL	DATE	1/13/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Follow up with Bill Berman about his participation in funding for CIJE.		MLM	5/8/91	1/16/92	
2.	Talk with Max Fisher about increasing his commitment of support for CIJE.		MLM	5/8/91	1/16/92	
3.	Talk with Mark Lainer about support for CIJE from his family.		MLM	2/27/91	1/16/92	
4.	Call Lester Crown to request support for the CIJE.		MLM	1/23/91	TBD	
5.	Consider means of upgrading financial capability of foundation staff..		MLM	1/23/91	TBD	



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL, BOOK NO. 1.5 FOR GUIDANCE ON THE COMPLETION OF THIS FORM AND A FUNCTIONAL SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73880 (REV. 10/91) PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	WOOCHEER ASSIGNMENTS
ORIGINATOR	VFL
DATE	1/13/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUKE DATE	COMPLETED OR REVIEWED DATE
1.	With SHH, plan to meet with Susan Crown.		JW	9/28/91	TBD	



PREMIER INDUSTRIAL CORPORATION

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

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73390 (REV. 10/86) PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE		
SUBJECT/OBJECTIVE	ZUCKER ASSIGNMENTS		
ORIGINATOR	VFL	DATE	1/16/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR RENEWED DATE
1.	<p>Contact the following board members as follow up to the August 29 meeting and send brief report to VFL:</p> <ul style="list-style-type: none"> <li>a. John Colman - done</li> <li>b. Maurice Conson TPP ■ done</li> <li>c. Max Fisher TP</li> <li>d. Charles Goodman TPP</li> </ul>		HLZ	8/29/91	1/16/92	
2.	Follow up with MLM about his CIJE assignments.		HLZ	7/3/91	ongoing	



PREMIER INDUSTRIAL CORPORATION

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

7/28/92 (REV. 1/27/91) PRINTED IN U.S.A.

FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE ELSTER ASSIGNMENTS

ORIGINATOR/PROJECT LEADER VFL DATE 7/30/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUKE DATE	COMPLETED OR REVISOR DATE
1.	Contact the following board members in advance of the August 25 meeting and send brief report to VFL:  a. Gerald Cohen b. Arthur Green c. Neil Greenbaum d. Tim Hausdorff e. Mark Lainer f. S. Martin Lipset g. Matthew Maryles		SE		8/15/92	
2.	Discuss with AR next steps for implementation of programs in lead communities.		SE	2/4/92	8/17/92	
3.	Revise a six-month plan for communication of CIJE activities.		SE	6/12/92	8/18/92	
4.	Consult with AJN on a proposal to the Cummings Foundation for full funding of Best Practices for review by the Steering Committee.		SE	2/18/92	8/18/92	
5.	Develop an outline for a preliminary plan to prepare seminars, continental agencies, and people at general universities to gear up to support lead communities.		SE	2/4/92	8/21/92	
6.	With AJN, plan to meet with Susan Crown.		SE	7/10/92	TBD	



PREMIER INDUSTRIAL CORPORATION

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

73000 (REV. 1/89) PRINTED IN U.S.A.

SEE MANAGEMENT MANUAL SECTION 4.3 FOR APPROVAL OF THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

FUNCTION CIJE STEERING COMMITTEE

SUBJECT/OBJECTIVE FOX ASSIGNMENTS

ORIGINATOR/PROJECT LEADER

VFL

DATE

7/30/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETE OR REMOVE DATE
1.	Finalize proposal to Hirschhorn and discuss with Steering Committee.		SF	3/8/92	7/31/92	
2.	Contact the following board members in advance of the August 25 Board meeting and send brief report to VFL:  a. Alfred Gottschalk b. David Hirschhorn (with AJN) c. S. Martin Lipsett (with SEE) d. Florence Melton e. Isadore Twersky		SF		8/15/92	
3.	Meet with AR, AJN and AH to discuss funding issues.		SF	7/28/92	8/19/92	
4.	Explore with Florence Melton the possibility of funding a mini-school in each Lead Community and general support for CIJE.		SF	8/28/91	8/25/92	



PREMIER INDUSTRIAL CORPORATION

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

749990 (REV. 1/1991) PRINTED IN U.S.A.

SEE MANAGEMENT MANUAL, POLICY NO. 3.3 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR A FUNCTIONAL SCHEDULE

<b>FUNCTION</b>	CIJE STEERING COMMITTEE
<b>SUBJECT/OBJECTIVE</b>	HOCHSTEIN ASSIGNMENTS
<b>ORIGINATOR/PROJECT LEADER</b>	VFL
<b>DATE</b>	7/30/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Prepare a proposal for a fall seminar for lay and professional leadership of the lead communities.		AH	7/10/92	8/15/92	
2.	Contact the following board members in advance of the August 25 Board meeting and send brief report to VFL:  a.. David Arnow b.. Norman Lamm c. Ismar Schorsch		AH		8/15/92	
3.	Meet with AR, AJN and SF to discuss funding issues.		AH	7/28/92	8/19/92	
4.	Work with AR on preparation of a draft annual operating budget.		AH		8/31/92	
5.	Prepare a paper summarizing the components of profession building and suggest where to begin.		AH	10/21/91	TBD	



PREMIER INDUSTRIAL CORPORATION

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

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

2/88 (REV. 1/89) PRINTED IN U.S.A.

<b>FUNCTION</b>	CIJE STEERING COMMITTEE
<b>SUBJECT/OBJECTIVE</b>	HOFFMAN ASSIGNMENTS
<b>ORIGINATOR/PROJECT LEADER</b>	VFL
<b>DATE</b>	7/30/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Contact Marty Kraar to find out who serves on the CJF Jewish Continuity Committee.		SHH	5/3/92	7/31/92	
2.	Contact the following board members in advance of the August 25 Board meeting and send brief report to VFL:  a. Charles Goodman b. Norman Lipoff c. Charles Ratner d. Bennett Yanowitz		SHH		8/15/92	
3.	Work with Steering Committee to develop an appropriate CIJE-sponsored presentation for the CJF General Assembly.		SHH	6/12/92	8/31/92	



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL FORM NO. 23  
 SCHEDULING & ASSIGNMENT  
 CONTROL FORM FOR LEVY ASSIGNMENTS

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

75000 (REV. 1/82) PRINTED IN U.S.A.

FUNCTION	CIJE STEERING COMMITTEE
SUBJECT/OBJECTIVE	LEVI ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	7/30/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVED DATE
1.	Follow up with Lead Communities Selection Committee members to ensure their attendance at August 24 meeting.		VFL	7/28/92	7/31/92	
2.	Work with SF and MLM to schedule a meeting with David Hirschhorn on August 25.		VFL	7/28/92	8/8/92	



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POLICY NO. 115 FOR ASSIGNMENT OF THE COMPLETION OF THIS FORM AND FUNCTIONAL SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

FORM 100 (REV. 1/81) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	MANDEL ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	7/30/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUPLICATE DATE	COMPLETED OR REVIEWED DATE
1.	Meet with AR and Charles Ratner on 8/11 to discuss suggestions for handling the funding issues with the prospective local communities and to review preliminary results of the site visits.		MLM	7/10/92	8/11/92	
2.	Contact the following board members in advance of the August 25 Board meeting and send brief report to VFL:  a. Max Fisher b. Ludwig Jesselson (with AJN) c. Richard Scheuer		MLM	6/26/92	8/13/92	
3.	Talk to Leslie Wexner about CIJE funding.		MLM	1/20/92	TBD	
4.	Talk with Ratner family about CIJE funding.		MLM	1/20/92	TBD	
5.	Develop a plan to get Ludwig Jesselson more involved in CIJE funding.		MLM	2/18/92	TBD	
6.	Develop a plan to approach Lester Pollack about CIJE funding.		MLM	2/18/92	TBD	
7.	Consider the following persons for CIJE board membership:  a. Rachel Cowan b. Eli Evans c. Doug Goldman		MLM	9/17/91	TBD	



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POLICY NO. 8.1 FOR INSTRUCTIONS ON TO BE POSITION OF THE ROOM FOR EMPLOYEE SCHEDULE

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

75000 (REV. 1/89) PRINTED IN U.S.A.

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	NAPARSTEK ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	7/30/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUPLICATE DATE	COMPLETED OR REMOVED DATE
1.	Contact the following board members in advance of the August 23 Board meeting and send brief report to VFL:  a. Marshall Berman b. Maurice Corson (with HLZ) c. David Hirschhorn (with SF) d. Ludwig Jasselson (with MLM) e. Henry Koschitzky		AJN	6/26/92	8/15/92	
2.	Prepare a strategy paper for clustering foundations and bringing them together for informational meetings.		AJN	6/26/92	8/18/92	
3.	Meet with AR, AH and SF to discuss funding issues.		AJN	7/28/92	8/19/92	
4.	Set up a meeting with Ron Wolfson of the Whizin Foundation.		AJN	7/10/92	9/1/92	
5.	Work with Steering Committee to establish priorities and determine approaches to foundation development.		AJN	6/12/92	ongoing	
6.	With SE, plan to meet with Susan Crown.		AJN	7/10/92	TBD	



PREMIER INDUSTRIAL CORPORATION

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

738992 CHRY. 1/28/92 PRINTED IN U.S.A.

SEE MANAGEMENT MANUAL, POLICY NO. 55 FOR GUIDELINES ON THE COMPLETION OF THIS FORM FOR FUNCTIONAL SCHEDULE

FUNCTION		CIJE STAFF	
SUBJECT/OBJECTIVE		ROTMAN ASSIGNMENTS	
ORIGINATOR/PROJECT LEADER	VFL	DATE	7/30/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR RESCHEDULED DATE
1.	Review Israel Youth Trip Program with Charles Bronfman.		AR	7/10/92	7/24/92	
2.	Discuss with MLM inviting David Hartman to speak at the CIJE forum at the CA.		AR	7/28/92	7/31/92	
	Draft letter to accompany August 25 board materials.		AR	7/28/92	8/5/92	
3.	Meet with MLM and Charles Ratner on 8/11 to discuss suggestions for handling the funding issues within the prospective lead communities and to review preliminary results of the site visits.		AR	7/10/92	8/11/92	
4.	Contact the following board members in advance of the August 25 Board meeting and send brief report to VFL:		AR	6/26/92	8/15/92	
	a. Charles Bronfman					
	b. Melvin Merians					
	c. Lester Pollack					
	d. Esther Leah Ritz					
5.	Meet with AJN, AH and SF to discuss funding issues.		AR	7/28/92	8/19/92	
6.	Develop budget based on work plan being prepared by AH.		AR	7/10/92	8/31/92	



PREMIER INDUSTRIAL CORPORATION

SEE MANAGEMENT MANUAL POLICY NO. 4.5  
FOR INFORMATION CONCERNING  
USE OF THIS FORM FOR ADMINISTRATIVE PURPOSES

- ASSIGNMENTS
- ACTIVE PROJECTS
- RAW MATERIAL
- FUNCTIONAL SCHEDULE

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

FUNCTION	CIJE STAFF
SUBJECT/OBJECTIVE	ZUCKER ASSIGNMENTS
ORIGINATOR/PROJECT LEADER	VFL
DATE	7/30/92

NO.	DESCRIPTION	PRIORITY	ASSIGNED TO (INITIALS)	DATE ASSIGNED STARTED	DUE DATE	COMPLETED OR REMOVE DATE
1.	Contact the following board members in advance of the August 25 meeting and send brief report to VFL:  a. John Colman b. Maurice Corson (with AJN)		HL2		8/15/02	
2.	Follow up with Maurice Corson about Wexner Foundation CIJE funding.		HLZ	2/18/92	TBD	