

# FOIA MARKER

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**Folder Title:**  
Calendars, Sagawa - February 1996 [2]

Stack:	Row:	Section:	Shelf:	Position:
S	66	1	9	2

Sagawa, Shirley

February 1996

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Wednesday, February 21, 1996

8:00	
8:30	
9:00	
9:30	Harris/Gary/Debbie/J re PR contracts
10:00	Management Working Group Room 8501
10:30	
11:00	
11:30	Terry & Myong A. Kassanbaum
12:00	
12:30	
1:00	
1:30	
2:00	Karen H/Peg R & program officers re Quality Program Room 8410
2:30	Terry R & Gene S A Kassanbaum
3:00	
3:30	3:45 p.m. Conference w/Cluster w/Mal C 8501
4:00	
4:30	Harris/Tracy G/Lance P/Steve W & others followup on option papers
5:00	
5:30	
6:00	

**Thompson, Avelina**

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**From:** Hallerman, Karen  
**To:** Sagawa, Shirley  
**Cc:** Thompson, Avelina; Rosenberry, Peg@CNCS MS Mail S  
**Subject:** Quality Working Group  
**Date:** Thursday, February 15, 1996 4:47PM

Peg and I know how busy you are, but we thought you might find next weeks' Quality Program meeting an interesting one to attend. It will be held at 2:00PM, Wednesday, February 21st. Our Program Directors will be sharing their current methods of assisting programs achieve high quality and/or how they select high quality grantees in the quality areas we have collectively identified. In addition, they want to have a discussion about how we should promote these standards of quality. Frankly, some feel that revising the Quality document would be a waste of effort (though it was important in our first year of operation) and that we should simply collectively change our guidelines to reflect this new common quality language. Others feel a different format would be appropriate for promoting these quality values. Let me know if you can make it. Avelina thought you might be free. We will be meeting for an hour.

*Jennifer Cheng  
202 690 6241*

## Thompson, Avelina

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To: Ekstrom, Jim; Potter, Lance; Waldman, Steven; Cohen, Bruce; Kari, Carolyn; Rymph, David; Sofer, Gene; Gray, Tracy@CNCS MS Mail Serve; Jospin, Debbie@CNCS MS Mail Se; Russell, Mike@CNCS MS Mail Ser; Heinaru, Peter@CNCS MS Mail Se; Rosenberry, Peg@CNCS MS Mail S  
Cc: Raines, Susan; Walker, Elinor; Harrison, Rosa@CNCS MS Mail Se; Perdue, Patricia; Ihator, laurel@CNCS MS Mail Se; Spitale, Nicole; Parnell, Ulysses  
Subject: FW: Great job--Option Papers

This is to confirm my last e-mail of February 16 at 1:04 p.m. that the Option Papers followup meeting will take place tomorrow, Wednesday, February 21 at 4:30 p.m. in room 9520. Harris and Shirley will be joining you.

-----  
From: Ekstrom, Jim  
To: Thompson, Avelina  
Subject: RE: Great job  
Date: Friday, February 16, 1996 1:04PM

Change noted. Thanks, Avelina.

-----  
From: Thompson, Avelina  
To: Ekstrom, Jim; Potter, Lance; Waldman, Steven; Cohen, Bruce; Kari, Carolyn; Rymph, David; Sofer, Gene; Gray, Tracy@CNCS MS Mail Serve; Jospin, Debbie@CNCS MS Mail Se; Russell, Mike@CNCS MS Mail Ser; Heinaru, Peter@CNCS MS Mail Se; Rosenberry, Peg@CNCS MS Mail S  
Cc: Spitale, Nicole; Raines, Susan; Walker, Elinor; Perdue, Patricia; Parnell, Ulysses; Harrison, Rosa@CNCS MS Mail Se; Ihator, laurel@CNCS MS Mail Se  
Subject: FW: Great job  
Date: Friday, February 16, 1996 12:59PM  
Priority: High

Disregard Tuesday, February 20 a5 5:30 p.m.-- we are trying for Wednesday, February 21 a 4:30 p.m. Sorry for all the changes--but as priorities change, so must we .....

-----  
From: Thompson, Avelina  
To: Cohen, Bruce; Kari, Carolyn; Potter, Lance; Rymph, David; Heinaru, Peter@CNCS MS Mail Se; Jospin, Debbie@CNCS MS Mail Se; Rosenberry, Peg@CNCS MS Mail S; Russell, Mike@CNCS MS Mail Ser; Gray, Tracy@CNCS MS Mail Serve; Sofer, Gene; Waldman, Steven; Ekstrom, Jim  
Cc: Raines, Susan; Walker, Elinor; Harrison, Rosa@CNCS MS Mail Se; Perdue, Patricia; Ihator, laurel@CNCS MS Mail Se; Spitale, Nicole; Parnell, Ulysses  
Subject: FW: Great job  
Date: Friday, February 16, 1996 10:55AM  
Priority: High

The followup meeting to complete the review of options with Harris and others will be on Tuesday, February 20 at 5:30 p.m. in room 9520. Please adjust your calendars. Harris' calendar is pretty full. I am on x394. Thanks.

Ulysses, please reserve 9520 after the senior staff meeting. Thanks.

-----  
From: Spitale, Nicole  
To: Thompson, Avelina  
Subject: FW: Great job  
Date: Thursday, February 15, 1996 6:06PM  
Priority: High

FYI. You set this up for Tuesday, right?

-----  
From: Gray, Tracy  
To: Cohen, Bruce; Kari, Carolyn; Potter, Lance; Rymph, David; Heinaru, Peter; Jospin, Debbie; Rosenberry, Peg; Russell, Mike  
Cc: Sagawa, Shirley; Sofer, Gene; Spitale, Nicole; Waldman, Steven

Subject: Great job  
Date: Thursday, February 15, 1996 5:56PM  
Priority: High

My hats off to all of the team leaders for an outstanding job on the Option Papers and presentation today. Harris was very pleased with the work and expressed his satisfaction with the high quality of work. We are going to schedule the next meeting for tomorrow or Tuesday. Nicole will be getting in contact with you. Thanks again for all of your hard work!

**AGENDA FOR DRAFT OPTION PAPERS MEETING**

February 15, 1996 (10:00am)

Room 9520

1. Rationale for papers
2. 5 minute overview of papers
  - I. **National Identity** (Mike Russell)
  - II. **Matching Requirements** (Mike Russell)
  - III. **AmeriCorps Member Selection** (Bruce Cohen)
  - VI. **Centralized Payroll System** (Carolyn Kari)
  - V. **Volunteer Generator Model** (Lance Potter)
  - VI. **Program Administration** (David Rymph)
  - VII. **Grants Structure** (Peg Rosenberry)
  - VIII. **Training and Technical Assistance** (Jim Ekstrom)
3. Suggested changes and revisions

*Harris  
Steve  
Tracy  
Shirley  
Peter H  
Gene Sofer*

*W CMS  
AmeriCorps*

TO: Avelina  
FROM: Janna  
DATE: 2/21/96  
SUBJECT: AmeriCorps Team for the Games Working Group

Don considers everyone on the following distribution list for his Weekly Reports to be part of the working group for the Olympics/Paralympics project.

DISTRIBUTION LIST

D. Algra	F. Peters
H. Bailey	C. Prejean
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M. Campos	D. Rymph
B. Cline	S. Sagawa
M. Coles/E. Walker	T. Scannell
D. Dammann	J. Scheibel
C. Dawson	S. Scott
K. Dennis	T. Silard
T. Endres	G. Sofer
T. Gray	S. Stroud
K. Hallerman	J. Tabola
M. Hudson/AM. Connolly	S. Waldman
G. Johnson	L. Wilson
D. Jospin	H. Williams
G. Kowalczyk	S. Woodard
J. Marshall	
M. Miller	

Sagawa, Shirley

February 1996

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Thursday, February 22, 1996

8:00	
8:30	
9:00	
9:30	Anne Maura C/Tracy G/Debbie J/Melinda H/Susan S re Carnegie Report (?)
10:00	
10:30	Karen H re update & public affairs issues & training survey
11:00	
11:30	Terry Pay & Peter re ed awards
12:00	Lunch w/Tom Endres
12:30	
1:00	
1:30	ECD conf call w/Catherine M/Sue L/Cecilia C & Nicole
2:00	
2:30	Catherine M will stay on the telephone with Shirley
3:00	Mark Miller
3:30	Reauthorization Working Group 8412
4:00	
4:30	Learn & Serve Communications Plan w/Harris/ Susan S/Debbie J/Calvin D/Hugh B/Michael B/Kim B/Jay/Steve W/Ernie P Room 8501
5:00	
5:30	
6:00	

12:00AM p

8501

✓ + wait direct guides ✓

1:30-3:30 pm  
 Avelin pattern  
 window 95 close  
 in room 8412

→ Conference 5 minutes  
 Mark Miller

## Thompson, Avelina

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**From:** Thompson, Avelina  
**To:** Waldman, Steven; Purce, Ermette; Berning, Michael; Beury, Kim@CNCS MS Mail Server; Jospin, Debbie@CNCS MS Mail Se; Bailey, Hugh@CNCS MS Mail Serv; Dawson, Calvin@CNCS MS Mail Se; Stroud, Susan@CNCS MS Mail Ser; Toscano, J@CNCS MS Mail Server  
**Cc:** Trueheart, Blanche; Spitale, Nicole; Raines, Susan; Walker, Elinor; Josephson, Markus@CNCS MS Mail; Southall, Tijuana@CNCS MS Mail  
**Subject:** FW: Followup RLSM Meeting  
**Date:** Friday, February 16, 1996 10:40AM

Harris and Shirley can do the update on RLSM on Thursday, February 22 at 4:30 p.m. Please, please, try to arrange your calendars--there isn't too much flexibility in Harris' calendar. Thanks.

-----  
**From:** Thompson, Avelina  
**To:** Raines, Susan  
**Subject:** RE: Followup RLSM Meeting  
**Date:** Friday, February 16, 1996 10:05AM

Let's try Feb 22 at 4:30 p.m. -- please advise and I will send out the e-mail. Thanks.

-----  
**From:** Raines, Susan  
**To:** Thompson, Avelina  
**Subject:** RE: Followup RLSM Meeting  
**Date:** Friday, February 16, 1996 9:47AM

Wednesday, February 21 from 4:30-5 looks good for Harris. I will tentatively schedule it. Thanks.

-----  
**From:** Thompson, Avelina  
**To:** Waldman, Steven; Purce, Ermette; Berning, Michael; Beury, Kim@CNCS MS Mail Server; Jospin, Debbie@CNCS MS Mail Se; Bailey, Hugh@CNCS MS Mail Serv; Dawson, Calvin@CNCS MS Mail Se; Stroud, Susan@CNCS MS Mail Ser; Toscano, J@CNCS MS Mail Server  
**Cc:** Trueheart, Blanche; Spitale, Nicole; Raines, Susan; Walker, Elinor; Josephson, Markus@CNCS MS Mail; Southall, Tijuana@CNCS MS Mail  
**Subject:** FW: Followup RLSM Meeting  
**Date:** Thursday, February 15, 1996 12:46PM

Susan S will be on travel on Friday, February 23. How is Wednesday, February 21 from 4:30-5:00 p.m.? Or, Thursday, February 22 from 2:30 - 3:30 p.m.? Susan, how is Harris' agenda? Please let me know as soon as possible. Thanks.

-----  
**From:** Thompson, Avelina  
**To:** Stroud, Susan@CNCS MS Mail Ser; Toscano, J@CNCS MS Mail Server; Jospin, Debbie@CNCS MS Mail Se; Waldman, Steven; Berning, Michael; Purce, Ermette; Dawson, Calvin@CNCS MS Mail Se; Bailey, Hugh@CNCS MS Mail Serv; Beury, Kim@CNCS MS Mail Server  
**Cc:** Raines, Susan; Spitale, Nicole  
**Subject:** FW: Followup RLSM Meeting  
**Date:** Wednesday, February 14, 1996 2:48PM

This meeting has been rescheduled for Friday, February 23 from 10-11:00 a.m. I am on x394. Thanks.

-----  
**From:** Thompson, Avelina  
**To:** Stroud, Susan@CNCS MS Mail Ser; Toscano, J@CNCS MS Mail Server; Jospin, Debbie@CNCS MS Mail Se; Waldman, Steven; Berning, Michael; Purce, Ermette; Dawson, Calvin@CNCS MS Mail Se; Bailey, Hugh@CNCS MS Mail Serv; Beury, Kim@CNCS MS Mail Server  
**Cc:** Raines, Susan; Spitale, Nicole  
**Subject:** FW: Followup RLSM Meeting  
**Date:** Thursday, February 08, 1996 3:52PM

This meeting needs to be rescheduled at 1:30 p.m., same day, same place.

From: Thompson, Avelina  
To: Stroud, Susan@CNCS MS Mail Ser; Toscano, J@CNCS MS Mail Server; Jospin, Debbie@CNCS MS Mail Se; Waldman, Steven; Berning, Michael; Purce, Ermette; Dawson, Calvin@CNCS MS Mail Se; Bailey, Hugh@CNCS MS Mail Serv  
Cc: Josephson, Markus@CNCS MS Mail; Page, Nina; Walker, Elinor; Southall, Tijuana@CNCS MS Mail  
Subject: Followup RLSM Meeting  
Date: Wednesday, January 31, 1996 4:13PM

This RLSM followup meeting has been set for Tuesday, February 13 from 2-3 p.m. in room 8501. Please e-mail or call me on x394. Thanks.

Sagawa, Shirley

February 1996

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Friday, February 23, 1996

8:00	
8:30	
9:00	
9:30	
10:00	Yasmina Vinci re proposals for Headstart Conference (202) 393-5501
10:30	
11:00	
11:30	Mike K + Preet K conf. all re challenge grants
12:00	
12:30	Tracy G + Debra J
1:00	
1:30	
2:00	
2:30	Prep for Sr Corps Project Directors meeting on Feb. 26 w/Harris & others
3:00	
3:30	
4:00	
4:30	
5:00	
5:30	
6:00	

*Abel, W + -  
10:30 Training  
Survey*



February 16, 1996

Shirley Sagawa  
Corporation for National & Community Service  
1201 New York Avenue, NW  
Washington, D.C. 20525

Dear Shirley:

This is to advise you that the Head Start Fellows Commissioners meeting will be in Amelia Island, Florida on February 24-25, 1996. The hotel information is as follows:

**Ritz-Carlton Amelia Island  
4750 Amelia Island Parkway  
Amelia Island, FL 32034  
904-277-1100**

You will be flying into Jacksonville International Airport. Please plan to arrive so that we can begin at 12:00 pm on Saturday. The meeting will end on Sunday at approximately 3:00 pm.

Travel to Florida and per diem expenses will be covered by the Council. You may book your own travel directly using the Council's Travel Agency, WorldTravel Partners, (703) 204-3100. We will book you for two nights, Saturday, February 24 and Sunday, February 25. If your travel plans necessitate any alternative arrangements, please let Vivienne, ext. 238, know your departure and arrival times by Wednesday, February 21.

Also, additional Head Start Fellows materials have arrived at the Council. If they affect you and the work of your partner, they are enclosed.

Sincerely,

*Carol Phillips*

Carol B. Phillips, Ph.D.  
Executive Director

*Make sure they know! Can't go need to schedule a couple hrs w/ Jasmine - Vinci week I finished the ready over the weekend*

**COUNCIL**  
for early  
childhood  
professional  
recognition

1341 G Street, NW  
Suite 400  
Washington, DC  
20005-3105

Tel: 202-265-9090  
Fax: 202-265-9161

*Executive Director*  
Carol Brunson Phillips

*Corporate Officer*  
J.D. Andrews

*Board of Directors*  
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*President*

Dwayne A. Crompton  
*Treasurer*

Barbara Ferguson Kamara  
*Secretary*

Josué Cruz, Jr.  
Earline Kendall  
Barbara Richardson



Directions to the Ritz-Carlton, Amelia Island  
from Jacksonville International Airport:

1. Take Interstate 95 North to Exit 129. The sign says AIA, Callahan, Fernandia Beach.
2. Take Exit 129 off of 1-95 and make a right at the end of the exit ramp. You will be traveling East on AIA.
3. After 14 miles, you will cross the Thomas J. Shave Bridge that takes you over the Atlantic Intercoastal Waterway on to Amelia Island.
4. Immediately after crossing the bridge, make a right onto Amelia Island Parkway at the first traffic light. (Signs for the Ritz-Carlton, Amelia Island will direct you from this point).
5. Follow Amelia Island Parkway about 2-1/2 miles to a road which forks off to the left with a sign reading "Summer Beach".
6. Follow this road for about one mile and you will come to a stop sign.
7. Continue straight and the Ritz-Carlton will be the first drive on the left.

**DRIVE CAREFULLY!**

**4750 AMELIA ISLAND PARKWAY, AMELIA ISLAND, FLORIDA 32034 (904) 277-1000**



GEORGE V. VOINOVICH  
GOVERNOR

STATE OF OHIO  
**OFFICE OF THE GOVERNOR**  
COLUMBUS 43266-0601

February 1, 1996

To Whom It May Concern  
The Commission on National Head Start Fellowships  
Council for Early Childhood Professional Recognition, Inc.  
2460 16th Street, N.W.  
Washington, D.C. 20009-3575

Dear Sirs:

It is with great confidence that I recommend Ms. Susan Rohrbough for a position within the National Head Start Fellows Program. Ms. Rohrbough would bring a wonderful blend of practical program experience, tested state system-change leadership and unwavering dedication to the children and families of Head Start. It is precisely this blend of experienced leadership which has helped propel Ohio to its premier national position in providing early childhood education services.

Please accept my responses to your seven questions.

*1. How long and in what connection have you known the applicant?*

I have known Ms. Rohrbough for four years. As the Director of Ohio's Head Start Collaboration Project, I supervise her activities on behalf of Governor George V. Voinovich.

I also am proud to count Susan as a wise friend.

*2. What are the applicant's major strengths?*

Far and away Ms. Rohrbough's key strength is her passion for children in need. This passion guides all her professional decisions. She advocates, then she negotiates. Ms. Rohrbough also is highly organized and is a fair, but firm, taskmaster.

*3. What impact has the applicant had on his or her professional field?*

In answering this question, I would point to two powerful messages Ms. Rohrbough has conveyed to Ohio's Head Start community. As Ohio's state funding commitment to Head Start grew from \$18 million in SFY 1990-91 to this biennium's \$154 million figure, the task of guaranteeing the proper balance between expanding quickly to serve more children and maintaining high quality standards fell squarely on Ms. Rohrbough's shoulders. On many occasions, she waded into difficult situations. The sheer force of her commitment to quality standards helped push through new state laws and administrative monitoring procedures which now apply to both Head Start and Public Preschool.



The second, and perhaps more long-term, impact Ms. Rohrbough has had on her professional field addresses how Head Start views itself and its relationship within the larger early childhood education system. She has helped Head Start professionals to think of themselves as part of this system. This ongoing evolution is key to Ohio's school readiness effort. Through her leadership, Head Start professionals are embracing our Ohio Early Start infant and toddler program. They're also partnering with child care programs and playing a much more active role in kindergarten transitioning. As the rest of the nation focuses on budget cuts and building a wall around Head Start, Ms. Rohrbough has helped Ohio think about building bridges between Head Start and other relevant family programs. She is helping her profession to think about a continuum of development as well as leading other programs to embrace the core values which have made Head Start a model worth emulating.

*4. What impact has this individual had in the community, outside his or her professional realm?*

Ms. Rohrbough has a long history of civic involvement. Quite frankly, I have urged her to slow down a bit outside the job these past years. The incredibly difficult agenda she must pursue at the office can be personally draining. Despite my urging that Ms. Rohrbough spend a little more of her leisure time in leisure, I think her application details her continued involvement with others seeking her assistance.

*5. How would you describe this candidate's public speaking ability?*

Over the past few years, Ms. Rohrbough has become a polished public speaker. She is able to take difficult concepts and complex program nuances and convey them to audiences in a practical manner.

*6. How would you describe this candidate's leadership skills?*

By asking Ms. Rohrbough to operate the Head Start Collaborative project from the vantage of the Governor's Office, Ohio put a spotlight on the task at hand. By putting the power and prestige of the Governor's Office behind Ms. Rohrbough, she was often asked to negotiate difficult compromises between and among stakeholders in the fastest growing early childhood education system in the nation. To ensure success for Head Start families, she routinely helped devise solutions which were acceptable to children, families, program staff, program administrators, state agency officials and a Governor and legislature who were keeping a close eye on their investment.

The best testament to Ms. Rohrbough's leadership skills is the phenomenal success of our programs. She has delivered program expansion, unparalleled service system integration, and managed to maintain the respect and friendship of her colleagues. I envy her skills.

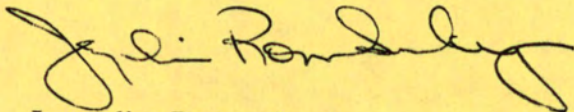
National Head Start Fellowship Program  
Page Three

*7. What would you expect this candidate to be doing in five years?*

In the year 2001, I envision attending a "How-To" seminar being conducted by noted author and practitioner Susan Rohrbough. I know there's a book in her soul just waiting to be written. Everyone in America who cares about children and our nation's continued economic and moral success will want to read this basic primer. I'm hoping for a free autographed copy.

In closing, I highly recommend Ms. Rohrbough for a National Head Start Fellowship. My only hesitation in making this recommendation is the realization that your gain will be my loss. Susan has so much to share with others. She will not let you down.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jacqueline Romer-Sensky".

Jacqueline Romer-Sensky  
Deputy Chief of Staff

## **Thompson, Avelina**

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**From:** Butler, Frances  
**To:** Butler, Frances; Scheibel, James A.; Sagawa, Shirley; Endres, Tom; Jospin, Debbie@CNCS MS Mail Se  
**Cc:** Raines, Susan; Thompson, Avelina; Walker, Elinor; Pimble, Jean; Lamphear, Laura  
**Subject:** Harris briefing  
**Date:** Friday, February 16, 1996 2:43PM

Please mark your calendars. Susan has scheduled a 1/2 hr meeting on Friday, Feb 23 at 2:30 pm for Jim, Tom, and Fran to brief Harris on issues we expect to come up when the Senior Corps Project directors come to Washington for their meetings the week of Feb 26.

2/14/96

pm

S' Ali spoke to you about  
a mtg for non profits  
organizations w/ banking  
investment group  
for right people?

It's Feb 27

11-2 pm

You are already

saving this time -- is

that what it's for

IS HARRIS involved  
in this? <sup>no unless</sup> <sup>Elia</sup> <sup>Avellini</sup>

Sagawa, Shirley

February 1996						
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Monday, February 26, 1996

8:00	AVELINA OFF
8:30	
9:00	
9:30	
10:00	Management Working Group Room 8501
10:30	
11:00	Gary K/Mike K/Tracy G & Susan S to discuss getting grants out by Sept 30 Room 8501
11:30	
12:00	Brown bag lunch w/Tracy and Jessica re PLC budget
12:30	
1:00	1:15 RSVP/FGP & SCP Project Directors w/Harris/Fran B (x299) and others Room 8410-12
1:30	
2:00	
2:30	
3:00	Olympics update with Harris/Don M/Don S/Debbie J/Tracy Gray\Gary K\JT\Larry W & others in 9520 <i>+ Gloria J</i>
3:30	
4:00	
4:30	Sr. Staff Meeting Room 9520
5:00	
5:30	<i>Meet w/Harris + Steve WA</i>
6:00	

CORPORATION  
FOR NATIONAL  
SERVICE

2/26/96  
am

Kelly Work  
Neighborhood Green Corps  
202 547-9178

to meet w/  
Executive Director

Kelly  
202 547-9178

Work 4  
Neighborhood Green Corps

— 426  
Avelina -

Message on your  
machine (D saved)

from

Kelly Warkowitz  
Neighborhood  
Green Corps

202-547-9178

called re. an  
invitation for Shirley  
to meet w/ the ED.

of GreenCorps

---

I called Kelly + said that  
you would get back to her on Tues

## Thompson, Avelina

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**From:** Butler, Frances  
**To:** Waldman, Steven; Russell, Terry; London, Diana; Whitaker, Donna; Butler, Frances; Kowalczyk, Gary; Sofer, Gene; Scheibel, James A.; Fahy, Suzanne; Hacaj, Sylvia A.; Sagawa, Shirley; Scannell, Tess; Coles, Malcolm; Jospin, Debbie@CNCS MS Mail Se; Tagen, Julie@CNCS MS Mail Serv; Hudson, Melinda@CNCS MS Mail S  
**Cc:** Trueheart, Blanche; Raines, Susan; Thompson, Avelina; Walker, Elinor; Pimble, Jean; Lamphear, Laura  
**Subject:** Monday Meeting with Senior Corps Directors Associations  
**Date:** Wednesday, February 21, 1996 2:23PM

Following is the agenda for our meetings on Monday, February 26, with the Boards of Directors of the Senior Corps Directors Associations (RSVP, Foster Grandparents, Senior Companions). You are welcome to sit in on as much as you want, but I DO need you especially for the times listed. Please let me know if this is a problem; otherwise, we look forward to seeing you on Monday on the 8th floor. I hope each of you will give a brief overview of your issue, and invite 1 to 3 questions from the audience. We expect an audience of 45 Directors -- the elected officers and cluster delegates from each of the three Associations. Call Fran Butler at ext 299 if you have any questions. Many thanks!

NSSC Directors Associations Meeting  
at the  
Corporation for National Service  
Monday, February 26, 1996  
1 pm - 5 pm  
Rm. 8410 -8412

### AGENDA

Corporation-wide focus	1: pm - 3:00	
Introductions		Jim Scheibel
1:15 Welcome		Harris Wofford accompanied by: Deb Jospin and Steve Waldman
1:35 Remarks from the Executive Director		Shirley Sagawa
1:50 Overview of Legislative & Budget Issues		Gene Sofer and Gary Kowalczyk
2:15 Field Restructuring		MalColes
2:30 Impact of CR on VISTA		Diana London
2:40 Reauthorization process & response (Fed Register)		Terry Russell
2:50 Public Liaison Activities, including National Volunteer Week		Melinda Hudson
3:00 break		
NSSC-specific issues	3:15 - 5:00	Jim Scheibel, Tom Endres & staff
3:15 National Conference		Tess Scannell, Julie Tagen
3:35 NSSC Budget cuts		Sue Fahy

4:00 Demonstration Update

Jim Scheibel

4:15 Planning and Impact Programming Update

Donna Whitaker

4:30 Update on other NSSC activities

Fran Butler

## Thompson, Avelina

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**From:** Butler, Frances  
**To:** Thompson, Avelina  
**Subject:** RE: NSSC Directors Board Meetings  
**Date:** Monday, February 12, 1996 1:23PM

Avelina, can she come in with Harris just after 1. She does not have to stay the 2 hrs, unless she wants to. We can brief her prior to the meeting on what the "issues" are.

-----  
**From:** Thompson, Avelina  
**To:** Butler, Frances  
**Subject:** RE: NSSC Directors Board Meetings  
**Date:** Monday, February 12, 1996 11:10AM

Do I still reserve 1-3:00 p.m. for Shirley--can you pin down a time for her to address the group or whatever it was you wanted her to do? Thanks.

-----  
**From:** Butler, Frances  
**To:** Russell, Terry; Dalpiaz, Elaine; London, Diana; Verveer, Elaina M.; Kowalczyk, Gary; Sofer, Gene; Berning, Michael; Sagawa, Shirley; Jospin, Debbie@CNCS MS Mail Se; Hudson, Melinda@CNCS MS Mail S; Toscano, J@CNCS MS Mail Server  
**Cc:** Raines, Susan; Ostberg, Anne; Thompson, Avelina; Whitaker, Donna; Walker, Elinor; Fisher, Janice; Pimble, Jean; Scheibel, James A.; Lamphear, Laura; Tejada, Rey; Fahy, Suzanne; Endres, Tom; Scannell, Tess; Coles, Malcolm  
**Subject:** NSSC Directors Board Meetings  
**Date:** Monday, February 12, 1996 10:53AM

On Monday, February 26, from 1 to 5 pm, the three Boards of Directors of the NSSC Project Directors Associations will be meeting here at the Corporation in the 8th floor conference rooms (8410 & 8412). There will be as many as 45 Directors in attendance (15 from each Association -- Officers and 2 delegates from each of our Clusters). The meeting will start with a welcome from Harris. Then we would like to schedule short introductions and/or presentations and Q & As from each of you. The remainder of the meeting will focus on NSSC matters. Would you please let me know about your availability, or any time preferences for getting you on the schedule. (Hopefully we can get you all in before 2:30). Following are some notes to guide you on what we would like from you: Shirley - general welcome and update; Debbie - a hello so they can put a face to your name as HW's chief of staff; Melinda - plans for National Volunteer week and a mention of the constituent group meetings on reauthorization; Gene - a general overview of legislative affairs activities, with details about reauthorization to be reserved for discussions with 3 Executive Committees at mtg on Tuesday afternoon which Melinda is arranging; Jay - a hello from you and brief remarks on what you do (Mike, Elaine, and Elaina -- we want you to speak on NSSC-specific PA matters later in the afternoon, including how to order displays, etc (Elaina)); Gary - general budget overview with Q & A; Diana - specific VISTA problem with respect to CR and how VISTA has fallen through the cracks and is not protected by the 25% floor; Terry - reauthorization, comments from Federal Register piece and next steps (the Directors specifically requested to meet you). I look forward to hearing from all of you! Thanks so much.

Thompson, Avelina

*Mindy  
2/26  
3:30*

From: Sagawa, Shirley  
To: Thompson, Avelina; Kowalczyk, Gary  
Subject: RE: Atlantic service center  
Date: Friday, February 16, 1996 9:24AM

CORPORATION  
FOR NATIONAL  
SERVICE

Avelina -- can you set up a meeting with Mike and Gary and Tracy and Susan to discuss plans for getting this year's grants out the door by September 30?

-----  
From: Kowalczyk, Gary  
To: Sagawa, Shirley  
Subject: RE: Atlantic service center  
Date: Thursday, February 15, 1996 5:56PM

good idea...do you want to ask Avelina to set it up?.....no need for rocco to be there...i know his thinking....key players would be mike kenefick and tracy, in addition to Susan, you, and i

-----  
From: Sagawa, Shirley  
To: Kowalczyk, Gary  
Subject: RE: Atlantic service center  
Date: Thursday, February 15, 1996 9:55AM

should you and i jointly call a meeting?

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From: Kowalczyk, Gary  
To: Sagawa, Shirley; Stroud, Susan  
Subject: RE: Atlantic service center  
Date: Friday, February 09, 1996 3:40PM

i agree that this a workload and efficiency question.....i'm ready to discuss now...the service centers have capacity, particularly in the timeframes between june 15---sept. 15, as there are a huge no. of grants that are done by june 15 scheduled to begin on july 1....., but the next significant batch is not until the october/november timeframe.....

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From: Sagawa, Shirley  
To: Kowalczyk, Gary; Stroud, Susan  
Subject: RE: Atlantic service center  
Date: Friday, February 09, 1996 2:03PM

when should we talk to mike? shouldn't we discuss in the context of the overall workload if we need to get all \$\$\$ out the door as of sept 30?

-----  
From: Stroud, Susan  
To: Kowalczyk, Gary; Sagawa, Shirley  
Subject: FW: Atlantic service center  
Date: Thursday, February 08, 1996 10:47AM  
Priority: High

I'll call Rocco as soon as you give me the go ahead.

-----  
From: Kowalczyk, Gary on Thu, Feb 8, 1996 10:27 AM  
Subject: RE: Atlantic service center  
To: Stroud, Susan

i spoke with rocco...we would divide up this workload among service centers, but it would be one stop shopping from your perspective.....we agree it can be done easily, but you should discuss details further with him at an appropriate time....i agree that before we proceed further, shirley and i

1201 New York Avenue, NW  
Washington, DC 20525  
Telephone 202-606-5000

need to speak with mike

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From: Stroud, Susan  
To: Sagawa, Shirley  
Cc: Kowalczyk, Gary; Gray, Tracy  
Subject: Atlantic service center  
Date: Wednesday, February 07, 1996 11:18AM  
Priority: High

I spoke with Gary this morning about having the Atlantic cluster service center process the LSA grants this year. Gary agrees that it is a good idea.

He will touch base with Rocco. Before I follow up with Rocco to begin working out a timeline, etc., you should make sure that Mike Kenefick has been informed. I'll let you know when I have heard from Gary. Thanks. (Don't envy you this one!)

## Thompson, Avelina

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**From:** Sagawa, Shirley  
**To:** Thompson, Avelina  
**Subject:** FW: National NSSC Project Director Association Board Meetings  
**Date:** Monday, January 29, 1996 9:13AM

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**From:** Endres, Tom  
**To:** Sofer, Gene; Scheibel, James A.; Sagawa, Shirley; Jospin, Debbie@CNCS MS Mail Se  
**Cc:** Raines, Susan; Butler, Frances  
**Subject:** National NSSC Project Director Association Board Meetings  
**Date:** Friday, January 26, 1996 4:16PM

Fran's out for several days and I want, in her stead, to give you an early alert. The three **National Project Director Associations (RSVP, FGP, & SCP)** have scheduled their spring board meetings in late February. They have requested a **joint meeting with Corporation Officials on Monday, February 26 from about 1 to 3:00 p.m.** A site has not been determined for the meeting. Additionally, there has been some discussion with Melinda about the possibility of using the the Board's presence as a time to meet the commitment made to involve them in a reauthorization discussion. Would you please block out your schedules from about 1 - 5: p.m. on that day so we have the schedule flexibility to figure out the particulars of agenda and representation. We will prepare the new schedule request forms early next week.

I believe this meeting to be very important. We need to consider this a key meeting since we have the opportunity to communicate directly, at an important time with the Association Board representatives from across the country - about 45 elected NSSC project director representatives. This is an opportunity to communicate Corporation interests, further collaborative strategies, and to strengthen support from this constituency as we continue to confront budget and re-authorization issues. It is important to keep in mind that they already have had extensive discussion about re-authorization issues and will undoubtedly advocate their perceived organizational interests. Thus, we should be ready to handle hard issues exacerbated by increasing levels of anxiety.

Upon Fran's return to the office on Monday, I recommend that she be the contact/coordinator for these meetings. We will need to set up one or more strategy sessions to do adequate preparation for Corporate participant presentations. NSSC will develop a proposed schedule and set of issue/background papers for leadership's consideration.

If you have any questions, please let me know or feel free to contact Fran directly.

Sagawa, Shirley

February 1996						
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Tuesday, February 27, 1996

8:00	
8:30	
9:00	
9:30	
10:00	Executive Director's Team Leaders (SMALL) Room 8501
10:30	Policy Working Group 8412
11:00	SHIRLEY AWAY FROM THE OFFICE UNTIL 3:00 P.M.
11:30	
12:00	
12:30	
1:00	
1:30	
2:00	
2:30	21 AT + K w/ SUSAN (202) 862-3870
3:00	
3:30	
4:00	Debbie / Tracy
4:30	
5:00	
5:30	
6:00	

\*then prof atg

Winston, Simpson  
1133 Conu  
11th floor

2:30 Nicole  
meets w/ Julio

Susan  
862-3870

**Sagawa, Shirley**

**Tuesday, February 27, 1996**

10:00AM-10:30AM

Executive Director's Team Leaders (SMALL) Room 8501

10:30AM-11:00AM

Policy Working Group 8412

11:00AM-3:30PM

Shirley away from the office

4:00PM-4:30PM

Debbie & Tracy

# Sagawa, Shirley

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Events for Wednesday, February 28, 1996:

8:00	
:30	
9:00	
:30	
10:00	Gloria Johnson
:30	Karen H/Don S/Jim S re DC Public Sch Initiative
11:00	Don S
:30	Margaret McL & Ted Tschully (consultant) re del system
12:00	
:30	
1:00	
:30	ECD Conference call w/Susan S/Catherine M/Sue L/Cecilia C/Nicole & Jessica 8501
2:00	
:30	Gen S/Steve W/Mark M & Nicole re issue papers 8501
3:00	Prep for Susan
:30	Susan re 1996 Annual Plan & Objectives
4:00	
:30	4:30PM - 5:30PM Tracy G/Lance P/Chuck H/David R re Eval Strategy 8501

### Other appointments:

4:30PM-5:30PM  
Tracy G/Lance P/Chuck H/David...

### Task (Active):

3 Hair starts on Tue 2/27/96,...

## Sagawa, Shirley

### Wednesday, February 28, 1996

10:00AM-10:30AM

Gloria Johnson

10:30AM-11:00AM

Karen H/Don S/Jim S re DC Public Sch Initiative

11:00AM-11:30AM

Don S

11:30AM-12:00PM

Margaret McL & Ted Tschully (consultant) re del system

1:30PM-2:30PM

ECD Conference call w/Susan S/Catherine M/Sue L/Cecilia C/Nicole & Jessica 8501

2:30PM-3:00PM

Gen S/Steve W/Mark M & Nicole re issue papers 8501

3:00PM-3:30PM

Prep for Susan

3:30PM-4:00PM

Susan re 1996 Annual Plan & Objectives

4:30PM-5:00PM

Tracy G/Lance P/Chuck H/David R re Eval Strategy 8501

## Thompson, Avelina

---

To: McLaughlin, Margaret  
Subject: RE: Delivery System Second Meeting

Yes--you are on.

-----  
From: McLaughlin, Margaret  
To: Thompson, Avelina  
Subject: FW: Delivery System Second Meeting  
Date: Thursday, February 22, 1996 11:47AM

Hi, Avelina!!!!

May Ted and I meet with Shirley on Wed. Feb.28th at 11 A.M. in her office?

---

From: Sagawa, Shirley on Thu, Feb 22, 1996 11:22 AM  
Subject: RE: Delivery System Second Meeting  
To: McLaughlin, Margaret

okay -- check with Avelina for a time!

-----  
From: McLaughlin, Margaret  
To: Coles, Malcolm; Sagawa, Shirley; Waldman, Steven; Algra, Diana; Jospin, Debbie  
Cc: Ekstrom, Jim; Gray, Tracy  
Subject: Delivery System Second Meeting  
Date: Wednesday, February 21, 1996 4:05PM

Today, Ted Tschuty ( an outside consultant) and I met to begin designing the second meeting for the Delivery System Working Group. As you know, this group of 8 Corporation State Office Directors and 8 State Commission Directors will meet from March 11-12 in Kansas City to finalize recommendations on various models for the Corporation's delivery system.

In order to bring Ted aboard, to seek your advice about this second meeting in light of the current budget/political situation, and to hear your reactions to the draft of the first meeting, we would like to set up brief (15 minute) meetings with each of you next week, preferably on Tuesday the 27th or Wednesday the 28th. I'll be calling you or your secretaries to set up an exact time.

The importance and complexity of this working group's task did not escape Ted...nor myself...as we planned on the phone today with Steve Schad, Nancy Deaver and Zeke Rodriguez. By meeting with you soon, we will feel even more confident that this next meeting will be as productive as possible.

# Sagawa, Shirley

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Events for Thursday, February 29, 1996:

8:00	
:30	
9:00	
:30	
10:00	10:15AM - 11:30AM Dr. Blackman 3301 New Mexico Av NW, Suite 326 (202/266-7805)
:30	
11:00	
:30	Tracy G & Gretchen update on visit to PLC
12:00	
:30	
1:00	1:15PM - 3:00PM Harris W/Tracy G/Diana L/Diana A/Ann Maura C/Catherine M/Gretchen Van D/Kathi Dennis & others re leadership programs room 8412
:30	
2:00	
:30	
3:00	Catherine M
:30	
4:00	
:30	

## Other appointments:

## Task (Active):

**Sagawa, Shirley**

**Thursday, February 29, 1996**

10:15AM-12:00PM

Dr. Blackman 3301 New Mexico Av NW, Suite 326 (202/266-7805)

*Appt w/ Erat Chen + Tracy M. [unclear] C*

1:15PM-3:00PM

Harris W/Tracy G/Diana L/Diana A/Ann Maura C/Catherine M/Gretchen Van D/Kathi Dennis & others re leadership programs room 8412

3:00PM-3:30PM

Catherine M

TO DO

*Reply to IG '94 Grant Review*

*Avell  
C O  
2/1/96  
Rm 9820*

**Sagawa, Shirley**

**Thursday, February 29, 1996**

10:15AM-11:30AM

Dr. Blackman 3301 New Mexico Av NW, Suite 326 (202/266-7805)

1:30PM-3:00PM

Harris W/Tracy G/Diana L/Diana A/Ann Maura C/Catherine M/Gretchen Van D/Kathi Dennis & others re leadership programs room 8412

~~3:00PM-3:30PM~~

~~Depart for WH w/Harris~~

~~3:30PM-4:00PM~~

~~Melanne V & Ken Apfel room 100 OEGB~~

*Conced*

Sagawa, Shirley

February 1996

S	M	T	W	T	F	S
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8	18	19	20	21	22	23 24
9	25	26	27	28	29	

Thursday, February 29, 1996

8:00	
8:30	
9:00	
9:30	
10:00	10:15 am. Dr. Blackman 3301 New Mexico Ave NW, Suite 326 (202) 266-7805
10:30	
11:00	
11:30	
12:00	
12:30	
1:00	<del>Hold - ECD conf Call</del>
1:30	Harris/Tracy G/Meri A/Diana L/Kathi D/AnnMaura C/Catherine (by phone) Room 8507 <i>8412 phys will have overhead</i>
2:00	
2:30	<del>hold. w/ Reg R. / Diana + Tracy</del>
3:00	
3:30	Reauthorization Working Group 8411
4:00	
4:30	
5:00	
5:30	
6:00	

*Relationship program*

*Diana A -*

*Ann +*  
*2-4 pm*  
*COI mtg*  
*9820*

*State present plans*  
*plans*  
*8507*

*Harris +*  
*M. Szw / Med (??)*  
*ask from 1000 EBB*

*Ken Apple*  
*omrs*

**Thompson, Avelina**

**From:** Sagawa, Shirley  
**To:** Thompson, Avelina; Gray, Tracy@CNCS MS Mail Serve; Van der Veer, Gretchen@CNCS MS  
**Subject:** RE: Planning Process --- Next Steps  
**Date:** Friday, February 16, 1996 9:22AM

CORPORATION  
FOR NATIONAL  
SERVICE

Avelina -- please set up a meeting for early next week with Gretchen, Tracy, Meri, Diana L or Kath D, Ann Maura, Catherine, and Harris to discuss next steps with our leadership programs.

Gretchen -- I think it makes sense for you to go to the PLC meeting discussed below, if you can.

-----  
**From:** Milton, Catherine  
**To:** Sagawa, Shirley  
**Subject:** Planning Process --- Next Steps  
**Date:** Thursday, February 15, 1996 1:16PM  
**Priority:** High

It was good to talk to you and AnnMaura today. Here is my understanding of the next steps that we agreed to:

Shirley will arrange a conference call for next Tuesday with Harris, AnnMaura, Gretchen, PLC, and any others she wants to include to discuss the options for a "fellowship" program that will be woven into a proposal to Kellogg and Kaufman;

Based on this input, Catherine and the PLC will continue to do strategic planning with their two programs (NSSE and Environment) to flush out the best ideas for funding proposals (in outline form). We will invite Gretchen to attend these sessions which will take place Wed. and part of Thurs. next week and will figure out ways to involve AnnMaura at the appropriate times by phone;

Gretchen will convene ASAP the AmeriCorps Leaders, VISTA Leaders and PLC (by phone ) to lay out the options for going ahead with one single "leadership" proposal. We will also discuss with these parties the possibility of including other partners (POLF and YSA) which would be done in another meeting. I just got a strange letter from Roger which I am faxing to you and based on this I recommend working only with POLF and not him.

Lisa and Kevin will be in DC on March 11 to work with Meri and Julie. Catherine will be on the East Coast and for a little bit of extra money could participate there in a planning meeting with the key partners if it makes sense. Other options: Either Lisa or Kevin and I could come there on March 18. Finally, Harris is supposed to give a big speech in the Bay Area the week of March 18 and I want to invite him to spend a few hours with the staff of the PLC so we can discuss the future options with him (obviously we would prefer to have you here at the same time but am assuming that is not practical.)

Is this all ok?

Shall I call Harris today and tell him my plans, that you and I are working closely to plan for a strong future for the PLC (involving him by phone and perhaps in person in DC) and invite him to vist while he is in SF????

*Handwritten notes in red ink:*  
Mon 2/21 2:30-3:30  
4:30 - 5:30  
Tue 2/22  
Me Robinson

1201 New York Avenue, NW  
Washington, DC 20525  
Telephone 202-606-5000

5:30 6:30 Tuesday  
7th 20  
—

**Thompson, Avelina**

From: Van der Veer, Gretchen  
 To: Sagawa, Shirley; Gray, Tracy  
 Cc: Green, Ida; Thompson, Avelina  
 Subject: update  
 Date: Monday, February 26, 1996 9:37AM

*2/28/96*  
*5*  
*with Dr. Y on 2*  
*Tracy went to #*  
*the?*  
*Any time*  
*before*  
*the mtg w/*  
*CM*

Good morning!  
 Hope you both were able to take advantage of the beautiful weather this past weekend. When you have a chance, it would probably be a good thing for me to update you on "my take" on my trip to San Francisco. I know that Catherine called and left a message for either one or both of you after our meeting with Tom Ehrlich on Friday afternoon and so you both know she is planning to come here this Thursday. Also, Tom called my office voice mail on Sunday to say that he talked to Harris (I presume over the weekend?) and Harris was very supportive. I don't think the update will take more than a half an hour. When you both have a chance ...

TO <u>Shirley S</u>	TELEPHONED <input checked="" type="checkbox"/>	PLEASE CALL <input checked="" type="checkbox"/>
DATE <u>2/27/96</u> TIME <u>3:50 pm</u>	CALLED TO SEE YOU <input type="checkbox"/>	RETURNED CALL <input type="checkbox"/>
<b>PHONE CALLS</b>	WILL CALL AGAIN <input type="checkbox"/>	URGENT <input type="checkbox"/>
<b>"WHILE OUT" RECORD</b>	MESSAGE <u>(1) WANTS TO talk about</u>	
M. <u>Sue Lehman</u>	<u>partnership mtg. Is helping</u>	
OF _____	<u>Miriam &amp; Eli. Do facilitate</u>	
PHONE <u>(212) 873-7492</u>	<u>mtg. Needs your input.</u>	
AREA CODE NUMBER EXTENSION	<u>(2) Did you like ECDC's briefing</u>	
	<u>book? (we have it for you to take</u>	
	<u>home tonight.</u>	
	TAKEN BY: _____	

TO <u>SS</u>	TELEPHONED <input checked="" type="checkbox"/>	PLEASE CALL <input type="checkbox"/>
DATE <u>2/29</u> TIME <u>9:00</u>	CALLED TO SEE YOU <input checked="" type="checkbox"/>	RETURNED CALL <input type="checkbox"/>
<b>PHONE CALLS</b>	WILL CALL AGAIN <input type="checkbox"/>	URGENT <input type="checkbox"/>
<b>"WHILE OUT" RECORD</b>	MESSAGE <u>Following up on</u>	
M. <u>Bob Shadowens</u>	<u>you conv. w/ Louise</u>	
OF <u>Head of INU., OIG</u>	<u>Wld like to see you a</u>	
PHONE <u>X393</u>	<u>few moments today or</u>	
AREA CODE NUMBER EXTENSION	<u>tomorrow</u>	
	TAKEN BY: _____	