

FOIA MARKER

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Collection/Record Group: Clinton Presidential Records
Subgroup/Office of Origin: National Service
Series/Staff Member: Shirley Sagawa
Subseries:

OA/ID Number: 24268
FolderID:

Folder Title:
Calendars, Sagawa - December 1996

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

Withdrawal/Redaction Sheet

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. note	re: [Personally Identifiable Information] [Partial] (1 page)	12/10/1996	b(6)

COLLECTION:

Clinton Presidential Records
National Service
Shirley Sagawa
OA/Box Number: 24268

FOLDER TITLE:

Calendars, Sagawa - December 1996

2013-0661-F

jp4952

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

Sagawa, Shirley

Monday, December 02, 1996

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7:00	
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8:00	
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9:00	Breakfast with Laura Sullivan RE: Bylaws
:30	Location: WhatsaBagel on the corner of 13th and F, directly across from The Shops.
10:00	
:30	
11:00	Meet with Stewart Schapiro
:30	
12:00	Lunch with Stewart Schapiro, and Kenn Allen at Haad Thai
:30	
1:00	
:30	
2:00	
:30	Forum Weekly Meeting 8501
3:00	
:30	Nicole Forum details
4:00	Stu Davis re your post-employment (go to his office) Also see Barry Stevens
:30	
5:00	Summit Budget Mtg with Stewart Schapiro, Gregg P, Stuart Lord at POLF
:30	
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To Do (Active):

3 AVELINA OFF starts on Fri 11/29/96, ends on Fri...
3 HOLD TIME FOR SUMMIT MEETING starts on...

Sagawa, Shirley

Monday, December 02, 1996

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7:00	
:30	
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:30	
9:00	Breakfast with Laura Sullivan RE: Bylaws
:30	Location: WhatsaBagel on the corner of 13th and F, directly across from The Shops.
10:00	
:30	
11:00	Meet with Stewart Schapiro
:30	
12:00	Lunch with Stewart Schapiro, and Kenn Allen
:30	
1:00	
:30	
2:00	
:30	Forum Weekly Meeting - 8501
3:00	
:30	3:30-4:00 - Nicole → forum details
4:00	Stu Davis re your post-employment - in his office
:30	Barry S. - in his office
5:00	Summit Budget Mtg with Stewart Schapiro, Gregg P, Stuart Lord at POLF
:30	
6:00	
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7:00	
:30	
8:00	
:30	

To Do (Active):

3 HOLD TIME FOR SUMMIT MEETING starts on...

Optional Summit Communications mtg in 8501 office

4 pm Conf. call w/ Summit Exec. Committee

Try anytime after 4:15 is okay

Sagawa, Shirley

Monday, December 02, 1996

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7:00	
:30	
8:00	
:30	
9:00	Breakfast with Laura Sullivan RE: Bylaws
:30	Leave a message on her voice mail RE: the meeting place
10:00	
:30	
11:00	Meet with Stewart Schapiro
:30	
12:00	Lunch with Stewart Schapiro, and Kenn Allen
:30	
1:00	
:30	
2:00	
:30	Forum Weekly Meeting
3:00	
:30	
4:00	Stu Davis re your post-employment
:30	
5:00	Summit Budget Mtg with Stewart Schapiro, Gregg P, Stuart Lord at POLF
:30	
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To Do (Active):

3 HOLD TIME FOR SUMMIT MEETING starts on...

8501 OPTIONAL
communications mtg.

Sagawa, Shirley

Monday, December 02, 1996

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7:00	
:30	
8:00	
:30	
9:00	Breakfast Laura S. (Bylaws)
:30	
10:00	
:30	
11:00	Stewart Shapiro
:30	Senior Staff 8410
12:00	Lunch
:30	Lunch w/Laura S. w/Stewart Shapiro and Kenn Allen
1:00	
:30	Communications w/Barbara Loman, D. Kenney, J. Toscano, Stewart Shapiro
2:00	
:30	Forum Weekly Meeting
3:00	
:30	
4:00	Stu Davis re your post-employment
:30	
5:00	Berry S/Melinda H/Frank T/Ferry R & Kenn Allen re summit legal issues 8501
:30	Stuart S. Gregg D. Stuart L.
6:00	Summit Budget
:30	P.O.L.E.
7:00	
:30	
8:00	
:30	

To Do (Active):

3 HOLD TIME FOR SUMMIT MEETING starts on...

Invitation Strategy Budget meeting w/Stuart S. Gregg S. Stuart L.

Sagawa, Shirley

Tuesday, December 03, 1996

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7:00	
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8:00	
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9:00	Mike Deaver at Edelman Public Relations, 1420 K Street NW, 10th Floor
:30	
10:00	
:30	
11:00	Allan Lopatin/NASCC, 409 3rd Street SW, Suite 200 (202/244-2244). You are addressing group on strat planning
:30	
12:00	
:30	
1:00	Parent-Teach w/Matt
:30	
2:00	Jay T re PR firm
:30	Summit - Commitments with Melinda H, Virginia Austin, Jim Scheibel, Ann Maura C, Susan Stroud in 8501
3:00	
:30	
4:00	Summit Invitation Strategy with Melinda, Rhonda, Gregg P, Marci Levin, Jim Scheibel in 8501
:30	
5:00	Reception at National Women's Law Center/ Welcome of the new Board of Directors, Elizabeth Coleman (Myung (x548) to accompany)
:30	
6:00	National Women's Law Center, 11 Dupont Circle, NW, Suite 800 entrance on New Hampshire Ave
:30	
7:00	
:30	
8:00	
:30	

To Do (Active):

3 Halloran case starts on Tue 12/3/96, ends on...

*4:00 pm today HW re after school forum

Sagawa, Shirley

Tuesday, December 03, 1996

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7:00	
:30	
8:00	
:30	
9:00	Mike Deaver
:30	
10:00	Executive Director's Team Leaders 8410
:30	
11:00	Allan Lopatin/NASCC, 409 3rd Street SW, Suite 200 (202/244-2244). You are addressing group on strat planning
:30	
12:00	
:30	
1:00	Parent-Teach w/Matt
:30	
2:00	
:30	Summit - Commitments with Melinda H, Virginia Austin, Jim Scheibel, Ann Maura C, Susan Stroud in 8501
3:00	
:30	
4:00	Summit Invitation Strategy with Melinda, Rhonda, Gregg P, Marci Levin, Jim Scheibel in 8501
:30	
5:00	Reception at National Women's Law Center/ Welcome of the new Board of Directors, Elizabeth Coleman (Myung (x548) to accompany)
:30	
6:00	National Women's Law Center, 11 Dupont Circle, NW, Suite 800 entrance on New Hampshire Ave
:30	
7:00	
:30	
8:00	
:30	

To Do (Active):

3 Halloran case starts on Tue 12/3/96, ends on...

Edelman Public Relations
1420 K ST. NW,
10th Floor.

~~1:20 pm~~

Sagawa, Shirley

Tuesday, December 03, 1996

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7:00	
:30	
8:00	
:30	
9:00	<i>Michael Deemer & others</i>
:30	
10:00	Executive Directors Team Leaders 8410
:30	
11:00	Allan Lopatin/NASCC, 409 3rd Street SW, Suite 200 (202/244-2244). You are addressing group on strat planning
:30	
12:00	
:30	
1:00	Parent-Teach w/Matt
:30	
2:00	
:30	
3:00	<i>Summit</i> VIP SUMMIT (?????) <i>Commitments w/ Melinda, Virginia Austin, Jim Schenkel</i>
:30	
4:00	
:30	
5:00	Reception at National Women's Law Center/ Welcome of the new Board of Directors, Elizabeth Coleman (Myung (x548) to accompany)
:30	
6:00	National Women's Law Center, 11 Dupont Circle, NW, Suite 800 entrance on New Hampshire Ave
:30	
7:00	
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8:00	
:30	

To Do (Active):

3 Halloran case starts on Tue 12/3/96, ends on...

Annmaria C. Susan S.
Commitments.
Invit

Thompson, Avelina

From: Hudson, Melinda
Sent: Tuesday, November 26, 1996 7:05 PM
To: Sagawa, Shirley
Cc: Thompson, Avelina
Subject: coalition and strategic plan

After our conversation last week on feedback on the strategic plan, I asked Alan if he would like to set up a meeting for the entire coalition and, wonders, he already has! The meeting you have on the 3rd is an "all hands coalition" meeting . So, there are two "field outreach efforts" under your belt ... Wingspread and the Coalition.

Woven in with the renewal meetings, that might be pretty good reach.

Now, if the turnout is meager on the 3rd, we should do a meeting with broad public mailing as our last gasp for the calendar year. I'll check in with you after Alan's gathering.

Sagawa, Shirley

Wednesday, December 04, 1996

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7:00	
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8:00	
:30	
9:00	Matt's appt.
:30	
10:00	
:30	Ray Scheppah, NGA/Harris W/Bob Goodwin/Gene S/Marcia L (?), 444 N. Capitol Street, #267
11:00	
:30	
12:00	Abe Lowell/Debbie & Terry
:30	
1:00	
:30	1:30-4:00 p.m. Hold for Forum Planning
2:00	Andrew Chambers
:30	
3:00	Update HW on reauthorization
:30	
4:00	
:30	4:45PM - 9:30PM 4:45 p.m. Leave for hotel w/Nicole
5:00	After school forum Dec 4-6 p.m. at the Latin American Youth Center
:30	
6:00	
:30	
7:00	
:30	
8:00	
:30	

Other appointments:

4:45PM-9:30PM

4:45 p.m. Leave for hotel w/Nicole...

To Do (Active):

3 Halloran case starts on Tue 12/3/96, ends on...

3 Halloran case starts on Wed 12/4/96, ends on...

Sagawa, Shirley

Wednesday, December 04, 1996

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7:00	
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8:00	
:30	
9:00	] matt
:30	
10:00	
:30	Ray Scheppah, NGA/Harris W/Bob Goodwin/Gene S/Marcia L (?), 444 N. Capitol Street, #267
11:00	
:30	
12:00	lunch w/Lance / meeting c Abbe Lowell, if you are interested
:30	
1:00	
:30	1:30-4:00 p.m. Hold for Forum Planning
2:00	] mtg w/ Andrew Chambers
:30	
3:00	
:30	
4:00	
:30	4:45PM - 9:30PM 4:45 p.m. Leave for hotel w/Nicole
5:00	After school forum Dec 4-6 p.m. at the Latin American Youth Center
:30	
6:00	
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Other appointments:

4:45PM-9:30PM
4:45 p.m. Leave for hotel w/Nicole...

To Do (Active):

3 Halloran case starts on Wed 12/4/96, ends on...

← 300 pm update on
reauthorization
staff group -

Sagawa, [unclear]ley

Wednesday, December 04, 1996

7:00

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SS Gene 10:30
Muriel Harris
10:30
Wed
Ray Scheppach
444 N. Capital
ST. #267
Exec Dir
NAT'L Gov. Assoc.
+ HARRIS
NCA

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To Do (Active):

3 Halloran case starts on Wed 12/4/96, ends on Wed 12/4/96.

After school forum Dec 4-8 p.m.

~~John [unclear] [unclear]~~

10:30 am, Ray Scheppach, National Gov's Assoc. 444 N. Capital
w/ Harris / Bob Gordon / Gene Sch Morris (?)
ST. #267

Hold - lunch w/ [unclear]

1:30 - 4:30 pm Hold for Forum Planning!
9:30

Leave hotel w/ Nirole @ 4:45 pm

Thompson, Avelina

From: Spitale, Nicole
Sent: Tuesday, December 03, 1996 10:54 AM
To: Hudson, Melinda; Connolly, AnnMaura; Ekstrom, Jim; Van der Veer, Gretchen; Algra, Diana@CNCS MS Mail Serv; Scheibel, James A.; Murphy, Nancy@CNCS MS Mail Ser; Ostberg, Anne; Russell, Terry; Jospin, Debbie; Agresti, Barbara@CNCS MS Mail; Kowalczyk, Gary; Gray, Tracy; Waldman, Steven; Offerman, Douglas W.; Stroud, Susan@CNCS MS Mail Ser
Cc: Thompson, Avelina; Trueheart, Blanche; Liss, Margaret; Moore, Dusty; Raines, Susan; Harrison, Rosa@CNCS MS Mail Se; Moreland, Kia; Josephson, Markus@CNCS MS Mail; Green, Ida
Subject: Wed Nite After School Dinner
Importance: High

***Please join us for
An Opening Dinner and Reception***

***Launching a New Partnership to Expand and Enhance
Out-of-School Time Programs for Children and Youth***

Wednesday, December 4, 1996

***Reception at 5:30 pm
Dinner at 6:30 pm***

***The Latin American Youth Center
15th Avenue, NW, and Irving Street
Washington, D.C.***

***Please RSVP to Nicole Spitale Ext 484,
or e-mail me TODAY.
Thank you.***

***Co-sponsored by
The Corporation for National Service
The Department of Education
The Department of Health and Human Services Child Care Bureau
The National Association of Child Care Resource and Referral Agencies
The School-Age Child Care Project at Wellesley College***

Thompson, Avelina

From: Spitale, Nicole
Sent: Tuesday, December 03, 1996 7:04 PM
To: Hudson, Melinda; Connolly, AnnMaura; Ekstrom, Jim; Van der Veer, Gretchen; Algra, Diana@CNCS MS Mail Serv; Scheibel, James A.; Murphy, Nancy@CNCS MS Mail Ser; Ostberg, Anne; Russell, Terry; Jospin, Debbie; Agresti, Barbara@CNCS MS Mail; Kowalczyk, Gary; Gray, Tracy; Waldman, Steven; Offerman, Douglas W.; Stroud, Susan@CNCS MS Mail Ser; Spitale, Nicole; Galea, Kerry; McLaughlin, Margaret; Ames, Meri; Chao, Mae@CNCS MS Mail Server; Miller, Adin C.; Potter, Lance; Stevens, Barry; Toscano, J
Cc: Thompson, Avelina; Trueheart, Blanche; Liss, Margaret; Moore, Dusty; Raines, Susan; Harrison, Rosa@CNCS MS Mail Se; Moreland, Kia; Josephson, Markus@CNCS MS Mail; Green, Ida
Subject: Wed Nite After School Dinner

Here's an update on Wednesday (December 4) night's dinner--

Location: The Latin American Youth Center
15th and Irving Streets, NW

Time: Reception starts at 5:30 pm
Dinner starts at 6:30 pm

We are expecting approximately 100 people for dinner -- many of whom are not among the service community. The agenda includes an interactive session on why other groups -- such as the education/schools folks and the school-age child care experts -- should collaborate with national service programs to expand or enhance existing school-age child care and extended day programs. We are asking that all CNS staff who are attending the dinner be prepared to act as national service spokespersons at their tables. To insure that there are national service representatives at each table, we will place reserved seating cards for Table Hosts (that's you) at each table. Please try to fill these places first.

Thanks for all your help! I'm very confident that the event will be a tremendous success!!!



Expanding Opportunities in Out-of-School Time: A National Forum on Service and School-Age Care

December 4-6, 1996

Holiday Inn on Capitol Hill

Washington, D.C.

AGENDA -- WORKING DRAFT

Desired Outcomes

- Shared understanding of national service and school-age child care: a definition of terms, the different forms of service and out-of-school experiences; the types of activities that are appropriate for volunteers and service participants, including opportunities for youth to serve; delivery and funding infrastructure; and key principles and indicators of quality.
- Shared understanding of the benefits and barriers to incorporating national service into school-age programs and the ability to articulate alternatives for overcoming the barriers and achieving this integration.
- The development of visions, goals and next steps for integrating service into school-age child care program at the state and community level, as well as at the national level.

----- Wednesday, December 4, 1996 -----

At the Latin American Youth Center, 15th Avenue, NW and Irving Street

Reception		5:30-6:00 PM
Welcome	LAYC Staff & Members	6:00-6:15 PM
Opening Remarks (Why We're Here...)	Shirley Sagawa	6:15-6:25 PM
Buffet Dinner (Assignment over dinner...)		6:25-7:30 PM
During Dessert -- Statement of Need	Joan Lombardi	7:30-7:50 PM
Ethic of Service	Havi Benavides	
Break		7:50-8:00 PM
National Service: An Overview	Video (Shirley introduce)	8:00-8:15 PM
What are some of the possible benefits of the Partnership?	Facilitator lead discussion	
The Summit	Harris Wofford	8:15-8:30 PM
America Reads Challenge	Terry Peterson	8:30-8:45 PM
Group Discussion (Reporting Out from Dinner)	Audience Participation	8:45-9:15 PM
Closing: Preview of Thursday	Facilitator	9:15-9:30 PM
Return to Hotel		9:30 PM



Expanding Opportunities in Out-of-School Time: A National Forum on Service and School-Age Care

December 4-6, 1996
Holiday Inn on Capitol Hill
Washington, D.C.

----- Thursday, December 5, 1996 -----

What	How	Who	When
Continental Breakfast			8:00-8:30 AM
Welcom		Michelle Seligson	8:30-8:40 AM
Opening	Outcomes, Agenda, Roles and Groundrules	Joyce Dudley, Facilitator	8:40-9:30 AM
	Agree on terms, etc.		
	Intros/Expectations		
Principles and Indicators of High Quality School-Age Child Care Programs	Why this is Important	Michelle Seligson with others (Joan Lombardi, MOST directors, etc.)	9:30-10:30 AM
	Who Delivers Out-of-School Programs		
	Examples of Range of Programs/Activities		
	Principles of High-Quality Programs		
	America Reads Challenge		
	Open Discussion/Q&A		
Break			10:30 - 10:45 AM
National Service: An Overview	What is the difference between service and a job?	Shirley Sagawa facilitates.	10:45 - noon
	How is service currently supporting the delivery of child care during out-of-school hours?	Three focus questions for brainstorming.	
	What would be the advantages of using service as a learning activity for children in out-of-school time programs?	Project Directors give 3-minute program illustrations (most important features, biggest accomplishments).	
	Open Discussion/Q&A	Handout "how-to" become part of the national service network.	



Expanding Opportunities in Out-of-School Time: A National Forum on Service and School-Age Care

December 4-6, 1996
Holiday Inn on Capitol Hill
Washington, D.C.

----- Thursday, December 5, 1996, cont. -----

What	How	Who	When
Lunch			noon - 1:00 PM
Opportunities and Challenges in Using Service in School-Age Programs	What Challenges is the School-Age Child Care Community Facing?	Facilitator/All	1:00 - 1:45 PM
	How Can Service Help Address these Challenges?	Breakout Groups by Challenge	1:45 - 2:30 PM
	Reporting Out:		2:30 - 3:00 PM
Break			3:00 - 3:15 PM
State/Community Team Planning Session	What is currently happening at the state and local levels?	Three State Breakout Groups and One National Breakout Group.	3:15 - 4:45 PM
	How do we develop a vision of a partnership between the school-age and service communities in the state or at the national level? What implications does this have for action at the national level?		
	-- How would you articulate that vision?		
	-- What changes would occur in what happens to children when they are not in school?		
	-- What would cause these changes to happen?		
	-- What would be the short term (this year) and longer term goals of the partnership?		
Reporting Out/Closing	Sharing the Vision	Joyce Dudley/All	4:45 - 5:45 PM



Expanding Opportunities in Out-of-School Time: A National Forum on Service and School-Age Care

December 4-6, 1996
Holiday Inn on Capitol Hill
Washington, D.C.

----- Friday, December 6, 1996 -----

What	How	Who	When
Building the Partnership (Continental breakfast served)	What are the requirements for success?	Large Group Brainstorm	9:00-9:30 AM
Continuation of State/Community Team Planning Sessions	What might be the overall goal or purpose of this new partnership? What are some of the steps or strategies that will make this happen? What resources will be necessary? What are resources already available?	Breakout Groups	9:30-11:00 AM
Reporting Out/Closing		Joyce Dudley/All	11:30 - 12:30 PM

Sagawa, Shirley

Thursday, December 05, 1996

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7:00	
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9:00	After school forum at the Holiday Inn (Capitol Hill)
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To Do (Active):

3 Halloran case starts on Tue 12/3/96, ends on...

Sagawa, Shirley

Friday, December 06, 1996

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9:00	after school forum, Holiday Inn, Capitol Hill
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12:00	
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1:00	Fred Grandy/Stuart Shapiro and others re summit (here) 8721
:30	
2:00	Don Cameron, 1201 16th Street NW, 8th Fl (202/822-7002--ask for Treba) 230
:30	
3:00	
:30	
4:00	Deb J/Melinda H/Gene S/JToscano/Steve W re WH strategy vis a vis summit 8501 ✓ Deb for coffee
:30	
5:00	
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:30	

To Do (Active):

3 ART Trng 3-4 p.m. 9607 starts on Fri 12/6/96,...

3-4 pm ART at
trng ICQ1 mtg 9607

Thompson, Avelina

From: Thompson, Avelina
Sent: Monday, December 02, 1996 6:03 PM
To: Hudson, Melinda; Sofer, Gene; Toscano, J; Waldman, Steven; Thompson, Avelina
Cc: Liss, Margaret; McGowan, Andrew; Perdue, Patricia; Trueheart, Blanche; Sheridan, Mary; Sagawa, Shirley
Subject: FW: White House Strategy re Summit

This meeting has been moved to Friday, December 6 at 4:00 p.m. in 8501. We are sorry for all the changes. Thanks.

From: Thompson, Avelina
Sent: Monday, December 02, 1996 1:38 PM
To: Jospin, Debbie; Hudson, Melinda; Sofer, Gene; Toscano, J; Waldman, Steven
Cc: Liss, Margaret; McGowan, Andrew; Perdue, Patricia; Trueheart, Blanche; Sheridan, Mary; Sagawa, Shirley
Subject: White House Strategy re Summit

Shirley has requested this meeting asap, and the only time Harris and Shirley are available is on Wednesday, December 4 is at 9:15 a.m. See you all in room 8501. Thanks.

From: Sagawa, Shirley
Sent: Monday, December 02, 1996 10:55 AM
To: Thompson, Avelina

need a meeting asap on white house strategy vis a vis the summit. include Harris, j, melinda, debbie, steve, gene. 45 minutes. if harris is the scheduling impediment, do it without him.

also, i think there is a regular 4 p.m. monday conference call with the executive committee of the summit. can you confirm this with mary and put on my schedule? thanks.

Sagawa, Shirley

Monday, December 09, 1996

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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7:00	
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8:00	
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9:00	
:30	
10:00	
:30	
11:00	
:30	Senior staff 8410
12:00	
:30	WH Xmas Tour
1:00	
:30	
2:00	Call Catherine (203) 221-4006
:30	Forum weekly 8501
3:00	
:30	
4:00	Conference call Exec Committee of Summit 1-800-403-1036 Access 915313
:30	
5:00	HW/Melinda H/ Gene S/ J Toscano/ Steve W/ re WH strategy re Summit
:30	
6:00	
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8501 (Jay will call in)

Thompson, Avelina

To: Sagawa, Shirley; Hudson, Melinda; Sofer, Gene; Toscano, J; Waldman, Steven
Cc: Liss, Margaret; McGowan, Andrew; Perdue, Patricia; Trueheart, Blanche; Sheridan, Mary; Sagawa, Shirley
Subject: FW: White House Strategy re Summit

This meeting must be rescheduled once more. It will now be on Monday, December 9 at 5:00 p.m. 8501. Please arrange your calendars to be there. This is the only time available in HW's and Shirley's calendars. Thanks.

From: Thompson, Avelina
Sent: Monday, December 02, 1996 6:03 PM
To: Hudson, Melinda; Sofer, Gene; Toscano, J; Waldman, Steven; Thompson, Avelina
Cc: Liss, Margaret; McGowan, Andrew; Perdue, Patricia; Trueheart, Blanche; Sheridan, Mary; Sagawa, Shirley
Subject: FW: White House Strategy re Summit

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Cc: Liss, Margaret; McGowan, Andrew; Perdue, Patricia; Trueheart, Blanche; Sheridan, Mary; Sagawa, Shirley
Subject: White House Strategy re Summit

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To: Thompson, Avelina

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Thompson, Avelina

From: Sagawa, Shirley
Sent: Monday, December 02, 1996 11:13 AM
To: Thompson, Avelina
Subject: FW: summit

can you follow up with bruce reed and gene sperling. thanks.

From: Waldman, Steven
Sent: Monday, December 02, 1996 10:59 AM
To: Sagawa, Shirley
Subject: summit

here's the last memo to clinton which has a paragraph or two near the end about the summit.

i left a message on bruce reed's tape saying we'd be calling about setting up a meeting with him and sperling about the summit.maybe this afternoon have avelina call at 456-6515

Withdrawal/Redaction Marker

Clinton Library

DOCUMENT NO. AND TYPE	SUBJECT/TITLE	DATE	RESTRICTION
001. note	re: [Personally Identifiable Information] [Partial] (1 page)	12/10/1996	b(6)

COLLECTION:

Clinton Presidential Records
National Service
Shirley Sagawa
OA/Box Number: 24268

FOLDER TITLE:

Calendars, Sagawa - December 1996

2013-0661-F
jp4952

RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

- P1 National Security Classified Information [(a)(1) of the PRA]
- P2 Relating to the appointment to Federal office [(a)(2) of the PRA]
- P3 Release would violate a Federal statute [(a)(3) of the PRA]
- P4 Release would disclose trade secrets or confidential commercial or financial information [(a)(4) of the PRA]
- P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]
- P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

Freedom of Information Act - [5 U.S.C. 552(b)]

- b(1) National security classified information [(b)(1) of the FOIA]
- b(2) Release would disclose internal personnel rules and practices of an agency [(b)(2) of the FOIA]
- b(3) Release would violate a Federal statute [(b)(3) of the FOIA]
- b(4) Release would disclose trade secrets or confidential or financial information [(b)(4) of the FOIA]
- b(6) Release would constitute a clearly unwarranted invasion of personal privacy [(b)(6) of the FOIA]
- b(7) Release would disclose information compiled for law enforcement purposes [(b)(7) of the FOIA]
- b(8) Release would disclose information concerning the regulation of financial institutions [(b)(8) of the FOIA]
- b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]

CLINTON LIBRARY PHOTOCOPY

~~Nelson Green~~
Kathy 456-6515

① Thu Dec 10 at 1:00
HW SSN

(b)(6) ✓

DOB:

(b)(6)

Shirley ✓

[001]

② Steven Waldron ✓

DOB

(b)(6)

8

(b)(6)

FACSIMILE TRANSMITTAL SHEET

CORPORATION
FOR NATIONAL
SERVICE

TO: Melissa Green

LOCATION: W14 / Gene Spedding's Office

FAX # 202 456-2878 PHONE #: _____

FROM: Avelina Thompson

FAX #: (202) 565-2784 TELEPHONE #: (202) 606-5000. Ext. 394

COMMENTS:

Per our conv. a request for an appt w/
Shirley Stowers re The Summit. I'll
want to hear from you. Thanks

NUMBER OF PAGES (INCLUDING COVER SHEET) 3

IF THERE IS ANY PROBLEM WITH THIS TRANSMISSION, PLEASE CALL THE EXT. _____

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

Getting Things Done.
AmeriCorps, National Service
Learn and Serve America
National Senior Service Corps

Thompson, Avelina

From: Sagawa, Shirley
Sent: Monday, December 02, 1996 11:13 AM
To: Thompson, Avelina
Subject: FW: summit

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From: Waldman, Steven
Sent: Monday, December 02, 1996 10:59 AM
To: Sagawa, Shirley
Subject: summit

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i left a message on bruce reed's tape saying we'd be calling about setting up a meeting with him and sperling about the summit. maybe this afternoon have avelina call at 456-6515

Kathy

*456-2620
Melissa Green
456-2878*

Sagawa, Shirley

Tuesday, December 10, 1996

S	M	T	W	T	F	S
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7:00	
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9:00	Matt's appt.
:30	
10:00	
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11:00	
:30	Appt out of the bldg.
12:00	
:30	
1:00	Gene Sperling & Bruce Reed/HW/Steve W re summit 216 OEOB(Melissa Green 456-5804)
:30	
2:00	
:30	Zeigler Seminar
3:00	
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Partnering Initiative, Nat'l Inst. for Work & Learning,
1875 Conn Ave NW(??????)

Teacher
Education Forum
Planning mtg
- 4:00

Sagawa, Shirley

Wednesday, December 11, 1996

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9:00	
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10:00	OUT OF THE OFFICE
:30	
11:00	Reauthorization meeting w/Deb & others
:30	
12:00	Lunch w/Lance
:30	
1:00	
:30	Judith Michaels (202) 337-4666
2:00	David R re competitiveness & formulas
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Thompson, Avelina

From: Sagawa, Shirley
Sent: Thursday, July 18, 1996 4:27 PM
To: Thompson, Avelina
Subject: FW:
Importance: High

Put on calendar

From: Taylor, Rhonda
Sent: Wednesday, July 17, 1996 6:10 PM
To: Sagawa, Shirley
Subject: RE:
Importance: High

Yes, they requested a strategic plan retreat December 12 & 13.

From: Sagawa, Shirley on Wed, Jul 17, 1996 4:10 PM
To: Taylor, Rhonda

Did you take any notes during the last board conference call? terry mentioned they wanted to have an interim meeting or call in december on the strategic plan?

*Ron Weems
7/5/96*

Sagawa, Shirley

Thursday, December 12, 1996

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7:00	
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8:00	
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9:00	-
:30	
10:00	Melinda H re summit
:30	
11:00	Conference call Executive Committee Summit 1-800-403-1036 Access 915313
:30	Hold for Greg B
12:00	
:30	
1:00	
:30	
2:00	Barbara Gomez, Donna Power, Council of Chief State Schools Officials (336-7026)
:30	
3:00	
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4:00	
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Sagawa, Shirley

Friday, December 13, 1996

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7:00	
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8:00	SHIRLEY OFF
:30	
9:00	Matt's appt.
:30	
10:00	
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11:00	
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12:00	
:30	
1:00	Lunch w/Deb J & others re to do list
:30	
2:00	David R
:30	
3:00	Melanne Verve 100 OEOB (Kathy) Kadi
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4:00	
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11/5

Thompson, Avelina

From: Sagawa, Shirley
Sent: Tuesday, December 10, 1996 2:30 PM
To: Jospin, Debbie
Cc: Thompson, Avelina; Liss, Margaret
Subject: RE:

prefer working lunch -- planned to be off friday

From: Jospin, Debbie
Sent: Monday, December 09, 1996 5:54 PM
To: Gray, Tracy; Kowalczyk, Gary; Russell, Terry; Waldman, Steven; Stroud, Susan@CNCS MS Mail Ser; Scheibel, James A.;
Sagawa, Shirley; Sofer, Gene; Beal, Frank; *@CNCS MS Mail Server
Cc: Green, Ida; Liss, Margaret; Thompson, Avelina; Josephson, Markus@CNCS MS Mail

To counter my increasing sense of the Corporation as "an agency spiraling out of control," with stuff slipping through the cracks, I want to meet with you all (sort of, Harris' team leaders without Harris) this week. Essentially, I want to talk with you, and brainstorm with you, concerning my "to do" list, and whatever you have on your plates. I also want your help in planning the staff retreat with Harris that is planned for next week. I will ask Maggie to work with you to set something up -- we could do a working lunch on Friday, or any time after lunch on Friday. Thanks.

Monday, December 16, 1996

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10:00	Don Mathis
:30	
11:00	
:30	Senior staff 8410
12:00	
:30	Lunch w/Kenn Allen Bread & Chocolate 15th & H St.
1:00	
:30	
2:00	
:30	Nicole re follow-up to After Sch Forum
3:00	3:15 Nicole & Nancy M re Service-Learning Forum in Orlando Streets
:30	
4:00	8721 Summit
:30	Diana A/Tracy G/Susan S/Barbara A/Miles W/Jennifer B/Dana S/Hugh B/Mikki S/Marlene M/Gary K re National Service Fellowship in 9520
5:00	
:30	
6:00	
:30	
7:00	
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8:00	
:30	

Summit meeting
w/ ROLF, marci L.
J., Tina
Anne
Rhonda
Don

Thompson, Avelina

From: Galea, Kerry
Sent: Monday, December 16, 1996 1:53 PM
To: Sagawa, Shirley; Levin, Marci; Petersmeyer, Gregg; Hudson, Melinda; Toscano, J; Scheibel, James A.; Connolly, AnnMaura; Taylor, Rhonda; Mathis, Donald; Gray, Tracy
Cc: Thompson, Avelina; Moreland, Kia; Green, Ida; Lockridge, Wanda D.
Subject: RE: Summit Meeting

Hello Everyone,
We have had to do some conference room shifting since we have a large group attending this meeting. The Summit meeting will now be in rooms 8414 and 8412 at 4:00pm.
Thanks

From: Galea, Kerry
Sent: Monday, December 16, 1996 12:17 PM
To: Sagawa, Shirley; Levin, Marci; Petersmeyer, Gregg; Hudson, Melinda; Toscano, J; Scheibel, James A.; Connolly, AnnMaura; Taylor, Rhonda; Mathis, Donald; Gray, Tracy
Cc: Thompson, Avelina; Moreland, Kia; Green, Ida; Lockridge, Wanda D.
Subject: Summit Meeting

Hello Everyone,
There will be a Summit meeting in room 8410 at 4:00pm today.
Thanks
Kerry

yes

12/12
Shirley
When do you want
to do this?

Thompson, Avelina

From: Mathis, Donald
Sent: Wednesday, December 11, 1996 4:59 PM
To: Sagawa, Shirley
Cc: Thompson, Avelina
Subject: 1. New Assignments 2. Appreciation

Tracy told me that you have some work you want me to do on the Forum (I'm not sure which one) and then segue to helping out with the Summit. I'll be glad to do whatever tasks you give me, and perhaps we could find a few moments at your convenience to chat. I know that your workload is tremendous, but if you could find some time I'd be glad to meet and treat at the salad bar of your choice.

Thank you Shirley for all that you've done for me and for the Corporation. It seems like we won't be immediate co-workers after the next few months and I just want you know how much I appreciate the years of Herculean leadership and effort that you've provided. It's been an honor to be a part of your team.

I look forward to getting my new assignment.

Thompson, Avelina

From: Sagawa, Shirley
Sent: Tuesday, December 10, 1996 12:34 PM
To: Thompson, Avelina
Subject: FW: National Service Fellowships Meeting -- 12/16/96 @ 4:30

put on schedule

From: Flemming, Thomas M.
Sent: Monday, December 09, 1996 4:47 PM
To: Sagawa, Shirley; Wilson, Miles; Agresti, Barbara@CNCS MS Mail; Bastress, Jennifer L.; Smith, Dana; Bailey, Hugh; Algra, Diana@CNCS MS Mail Serv; Seligman, Mikki; Mazyck, Merlene M.; Gray, Tracy; Stroud, Susan@CNCS MS Mail Ser; Pedraza, Carlos
Cc: Kowalczyk, Gary
Subject: National Service Fellowships Meeting -- 12/16/96 @ 4:30

The next meeting of the National Service Fellowships group is being scheduled for Monday, December 16, 4:30 to 5:30 in room 9520. We need to follow through on the task of identifying examples possible assignments for Fellowship recipients (ideas received to date from the group are in the attachment) and do some further work on themes from our initial meeting (also attached).

Thompson, Avelina

From: Spitale, Nicole
Sent: Wednesday, December 11, 1996 1:46 PM
To: Murphy, Nancy@CNCS MS Mail Ser; Stroud, Susan@CNCS MS Mail Ser
Cc: Josephson, Markus@CNCS MS Mail; Thompson, Avelina
Subject: S-L Forum in Orlando

Per Shirley's request, I have reserved on her schedule a short meeting on this forum for Monday, December 16 at 3:15 pm in her office. Thanks.

mm

Sagawa, Shirley

Tuesday, December 17, 1996

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7:00	
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8:00	
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9:00	
:30	Gene & Morci re summit
10:00	Exec Dir's Expanded Team Leaders 8410
:30	HW/MH/Susan S/Stuart Schapiro/Morgan Binswanger (Creative Artists Agency) re summit 8414
11:00	
:30	
12:00	
:30	12:45 p.m. Pick Matt & Jack
1:00	1:30 p.m. WH East Appt. Gate (Ms. Nichols 456-7561
:30	
2:00	Conference Executive Committee SummitSumit1-800-403-1036 Access 915313
:30	Reauthorization 8501
3:00	
:30	
4:00	Rhonda - pre RFP Summit
:30	Reauthorization 8501
5:00	
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Sagawa, Shirley

Wednesday, December 18, 1996

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7:00	
:30	
8:00	Golin-Harris proposal at POLF
:30	
9:00	Matt's appt.
:30	
10:00	
:30	
11:00	
:30	P. Byrne (662-9066) Wash. Court Hotel, 525 NJ Ave NWI
12:00	Edelman proposal at POLF (not confirmed)
:30	
1:00	
:30	
2:00	Billy Shore/Ray Cortinez/Bob Goodwin/Gregg P/Stuart Schapiro/Melinda H & HW 8721
:30	
3:00	HOLIDAY PARTY
:30	
4:00	
:30	
5:00	
:30	5:30 → Talk to An-me briefly (re Forum Post-paper) (She will be in town.)
6:00	
:30	
7:00	
:30	
8:00	
:30	

Thompson, Avelina

To: Sagawa, Shirley; Toscano, J
Subject: Proposal presentations

~~Put in~~
Is this on our calendar?

The Golin-Harris proposal presentation will be on Wednesday, December 18 at 8:00 a.m.

The Edelman proposal will be at 12:00 on the same day (waiting for confirmation)

Itay Adam
10.30
Morgan Bauswingst
C. G. Adams artists
(KeyCartway) Ozgür
H.W. / Schlegel / Sam S.



Windows 95 Printer Test Page

Congratulations!

If you can read this information, you have correctly installed your HP LaserJet 4L.

The information below describes your printer driver and port settings.

Printer name: Local HP 4L
Printer model: HP LaserJet 4L
Driver name: HPPCL5MS.DRV
Driver version: 4.00
Color support: No
Port name: LPT1:
Data format: EMF

Files used by this driver:

C:\WINDOWS\SYSTEM\HPPCL5MS.DRV (4.00.950, GPC 3.78)
C:\WINDOWS\SYSTEM\PJLMON.DLL (4.00.950)
C:\WINDOWS\SYSTEM\UNIDRV.DLL (4.00.950)
C:\WINDOWS\SYSTEM\UNIDRV.HLP
C:\WINDOWS\SYSTEM\ICONLIB.DLL (4.00.950)
C:\WINDOWS\SYSTEM\FINSTALL.DLL (4.0.2.01)
C:\WINDOWS\SYSTEM\FINSTALL.HLP

This is the end of the printer test page.

Sagawa, Shirley

Friday, December 20, 1996

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7:00	
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8:00	SHIRLEY OFF
:30	
9:00	Matt's appt.
:30	
10:00	
:30	
11:00	
:30	
12:00	lunch w/Billy Shore Hay Adams 800 16th St. (202) 638-6600
:30	Eli, Billy Shore and others
1:00	
:30	
2:00	
:30	8501 Goal Task Forces
3:00	Rhonda & Peg re RFP Summit 8501
:30	
4:00	
:30	POLF Holiday Party, The Radisson Barcelo Hotel, 2121 P Street NW
5:00	
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To Do (Active):

3 12:30 ART Lunch w/Janna starts on Fri 12/20/96, ends on Fri...

Sagawa, Shirley

Friday, December 20, 1996

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7:00	
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8:00	SHIRLEY OFF
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9:00	Matt's appt.
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10:00	
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12:00	lunch w/ Billy Shore — <i>Hay Adams 800 16th St.</i>
:30	<i>Reservations (202) 638-6600</i>
1:00	<i>Eli, Bill Shore, Cheryl Cole-Doddrell</i>
:30	<i>Chuck Scofield.</i>
2:00	
:30	
3:00	<i>REF Summit Rhonda & Peg R 8501</i>
:30	
4:00	
:30	POLF Holiday Party, The Radisson Barcelo Hotel, 2121 P Street NW
5:00	
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8:00	
:30	

To Do (Active):

3 12:30 ART Lunch w/Janna starts on Fri 12/20/96, ends on Fri...

8501 Goal Task Forces.
Greg, Kenn,

*Put on
calendar*

The Points of Light Foundation

cordially invites

You and a guest
along with your children

to a

Holiday Party

Thursday, December 19

Open House

4:30 - 7:30 p.m.

Heavy Hors D'oeuvres, cocktails, children's cuisine, games and a prize drawing at 6:00 pm.

The Radisson Barcelo Hotel

2121 P Street, NW

Dupont Circle Metro

Festive attire

RSVP by December 13

Janie Steuart ext. 200

(202)-223-9186

Sagawa, Shirley

Monday, December 23, 1996

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9:00	AVELINA ON LEAVE 23-27
:30	SHIRLEY/NICOLE/KERRY OFF
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Sagawa, Shirley

Tuesday, December 24, 1996

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7:00	
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8:00	
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9:00	AVELINA OFF 23-27
:30	SHIRLEY/TERRY/NICOLE & TERRY OFF
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Sagawa, S. J. J.

Wednesday, December 25, 1996

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9:00	MERRY XMAS -- HOLIDAY
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Sagawa, Shirley

Thursday, December 26, 1996

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9:00	AVELINA OFF 23-27
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Sagawa, Shirley

Friday, December 27, 1996

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9:00	AVELINA OFF 23-27
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Sagawa, Shirley

Monday, December 30, 1996

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22	23	24	25	26	27	28
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9:00	TERRY/SHIRLEY/AVELINA OFF
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Sagawa, Shirley

Tuesday, December 31, 1996

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22	23	24	25	26	27	28
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9:00	SHIRLEY/TERRY/KERRY/AVELINA OFF
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