

# FOIA MARKER

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

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**OA/ID Number:** 24268  
**FolderID:**

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**Folder Title:**  
Senior Staff Schedules [1]

|               |             |                 |               |                  |
|---------------|-------------|-----------------|---------------|------------------|
| <b>Stack:</b> | <b>Row:</b> | <b>Section:</b> | <b>Shelf:</b> | <b>Position:</b> |
| <b>S</b>      | <b>66</b>   | <b>1</b>        | <b>9</b>      | <b>2</b>         |

# Withdrawal/Redaction Sheet

## Clinton Library

| DOCUMENT NO.<br>AND TYPE | SUBJECT/TITLE                                                       | DATE       | RESTRICTION |
|--------------------------|---------------------------------------------------------------------|------------|-------------|
| 001. list                | re: To Do; [Personally Identifiable Information] [Partial] (1 page) | 00/00/0000 | b(6)        |

### COLLECTION:

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

### FOLDER TITLE:

Senior Staff Schedules

2013-0661-F

jp4958

### 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]

PHOTOCOPY  
PRESERVATION

SENIOR

STAFF

SCHEDULES



# April 1994

## SCHEDULE FOR ELI J. SEGAL

*Shirley*

|          | SUNDAY<br>17 | MONDAY<br>18                                                                                                                                                        | TUESDAY<br>19                                                                                                                                                        | WEDNESDAY<br>20                                            | THURSDAY<br>21                                                                     | FRIDAY<br>22                                                                                                                    | SATURDAY<br>23 |          |
|----------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------|----------|
| 7<br>AM  |              |                                                                                                                                                                     |                                                                                                                                                                      |                                                            | 8:30 AM<br>McCurdy<br>Meeting                                                      |                                                                                                                                 |                | 7<br>AM  |
| 9<br>AM  |              | 9:15 AM Senior<br>Staff<br>10:15 AM GSA<br>Final<br>Negotiations<br>(Eli does "drop<br>by")<br>10:30 AM Arlison<br>Osborne (15 min<br>briefing on<br>Ogilvy taping) | 9:15 AM Senior<br>Staff<br>9:45 AM Tom<br>Ehrlich                                                                                                                    | 9:00 AM Senior<br>Staff<br>10:30 AM Ray<br>Chambers (here) | 9:15 AM Senior<br>Staff                                                            | 9:00 AM YSA -<br>SuperConference<br>Keynote<br>Address, Crystal<br>City                                                         |                | 9<br>AM  |
| 11<br>AM |              | 11:15 AM Alfred<br>re: IG Candidate<br>12:15 PM Lunch<br>w/ T. McAuliffe<br>(La Colline) 400<br>N. Capitol                                                          |                                                                                                                                                                      |                                                            |                                                                                    | 12:30 PM Rob<br>Libertore Lunch<br>(862-5403)<br>Georgia Brown's                                                                |                | 11<br>AM |
| 1<br>PM  |              | 2:20 PM WH<br>Car Pick Up @<br>1100 Vermont<br>Ave.<br>2:30 PM Ogilvy<br>Taping, 1600 I<br>St., NW (2:30-4:<br>00)                                                  | 1:00 PM Jodi<br>Kanter<br>2:00 PM Judy<br>Denny 1-on-1                                                                                                               |                                                            | 2:30 PM<br>Interview Donna<br>Jablonski (Dir<br>Public<br>Relations)               | 2:00 PM Peter<br>Edelman (here)                                                                                                 |                | 1<br>PM  |
| 3<br>PM  |              | 3:30 PM WH<br>Car Pick Up<br>4:00 PM Nancy<br>Rubin<br>4:30 PM Jodi<br>Kanter                                                                                       | 3:00 PM<br>General Scott<br>Monthly Update<br>3:50 PM WH<br>Car Pick Up @<br>1100 Vermont<br>Ave.<br>4:00 PM Jack<br>Valenti 1600 I<br>St, NW (w/<br>Diana Aldridge) | 3:00 PM WH<br>Event                                        | 4:30 PM<br>Veronica<br>Biggins, et al<br>(here)                                    | 3:00 PM<br>Secretary Reich<br>and Labor Staff<br>at DoL (1 hour)<br>4:15 PM<br>President's Vol<br>Action Award<br>WH South Lawn |                | 3<br>PM  |
|          |              |                                                                                                                                                                     | 5:00 PM WH<br>Car Pick Up @<br>1600 I St<br>6:30 PM WH<br>Trustees Mtg                                                                                               | 6:30 PM<br>Shorenstein<br>Dinner (TBD)                     | 6:30 PM<br>Reception<br>7:30 PM Diner<br>POL -<br>President's Vol<br>Action Awards |                                                                                                                                 |                |          |

4/8

4/18/1994

Date: 3/30

### SCHEDULE REQUEST

NAME(S): Len Weiss, Staff Director + Betty Ann Soifer  
(Contact: Holly)

ORGANIZATION: Senate Governmental Affairs Cmte.

ADDRESS: \_\_\_\_\_

TEL: 4-4751 FAX: \_\_\_\_\_

DESIRED DATE(S): April 15 @ 11a.m. 4/18/94 @ 1pm

PURPOSE OF MTG: To Discuss Business Plan

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

ACCEPT: C

DATE/TIME OF MTG: 4/15/94 @ 11:00a.m.

LOCATION: 340 Dirksen

OTHER CORP PARTICIPANTS:

Carolyn K, Mary W, Gary R, Larry K  
Mike D and R.

COMMENTS: (per Gene Sofer) 4/5: will call mon 4/11  
Mike K. to confirm.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REGRET: \_\_\_\_\_ REFER TO: \_\_\_\_\_

April 21, 1994  
**Thursday**  
**SAGAWA-DAILY**

|          |                                                                                        |         |                                           |
|----------|----------------------------------------------------------------------------------------|---------|-------------------------------------------|
| 8<br>AM  |                                                                                        | 3<br>PM | 3:00 PM Mtg w/Kate, Rusty, Kadi re: YSB   |
| 9<br>AM  | 9:15 AM SENIOR STAFF MTG                                                               | 4<br>PM | 4:30 PM mtg w/Veronica Biggens per Alfred |
| 10<br>AM |                                                                                        | 5<br>PM |                                           |
| 11<br>AM | 11:00 AM mtg w/Susan Stroud to discuss role<br>11:30 AM Mtg w/Don Scott and Rick Allen | 6<br>PM |                                           |
| 12<br>PM |                                                                                        | 7<br>PM |                                           |
| 1<br>PM  |                                                                                        | 8<br>PM |                                           |
| 2<br>PM  | 2:00 PM mtg w/David Batty<br>2:30 PM interview Donna Jablonski (per Ermette)           | 9<br>PM |                                           |

RECEIVED  
 4/20

TO: Green, Janet V.  
Sagawa, Shirley

DATE: 01-21-94  
TIME: 10:51

CC: Burch, Natalie

SUBJECT: MEETING WITH RICHARD MURPHY  
PRIORITY: 1  
ATTACHMENTS:

-----  
Hard copy to Catherine Milton, Kate Frucher

Eli would like for Shirley and Catherine to join him on Friday, February 4th, at 11 a.m. for a meeting with Richard Murphy, the New York City Youth Commissioner. Mr. Murphy will be presenting his "Youth Line America" package (meeting endorsed by Peter Edelman) to Eli.

I've asked Mr. Murphy to FED EX us materials ahead of time.

Please make sure this is on your calendars. If you are unable to attend, please make arrangements for another senior person to represent you.

Many thanks!

Natalie

=====

Jane Marsh -- Friday Schedule

Begin at 9:15

Jane should meet with:

- Mon* - Catherine Milton (for her input on Leadership Pool)
- Mon* - Michael Camunez (for input, briefing on grants program)
- Sarah Whitman or Don Mathis (briefing on NCCC, input)
- Youth Sounding Board (set for 12:45)
- Mon* - Chuck Supple and Nancy Rubin (on private sector fundraising)
- Diana Aldridge (to discuss public affairs angle)
- Susan Stroud (is out friday, but she should meet with early next week, ideas on leadership training partners, foundations)
- Lorne Needle (for connection to training -- Kate works with Lorne)
- David O'Brien or Diana London (for VISTA input)

*out*

*10:00 - 10:30 - Chuck 7102*  
*10:50 - w/Shirley*

*12:45 - 1:15 6th Floor*  
*conf rm YSB*

*2:00 - 2:30 Catherine*  
*3:00 - Rick Allen*  
*~~3:30 - David~~*

*5:00 - w/David*

*Melinda Hudson*

*Rick Allen*

*mon*  
*10:30 - 11:15*

Dini -

I had a meeting scheduled  
with Alice McGill on the NECC Board -  
When is it? I'm eager to do it.

I am trying to hold every Thurs.  
lunch for Rick.

Please



CORPORATION FOR  
NATIONAL  
AND  
COMMUNITY  
SERVICE

OK

Shirley Sagawa  
SCHEDULING REQUESTS

FROM:

Dr. Allen McGill Nece

OTHER PARTICIPANTS:

Just me

REQUESTED DATE(S)  
OF MEETING:

1.

Monday Feb 7, 1994

2.

3.

4.

EXT

143.

TIME OF MEETING:

anytime

AMOUNT OF TIME NEEDED:

15 min

PLACE:

Your office

PURPOSE OF MEETING:

Monday.

Shirley, I believe Sharon

David asked for a few names

of individuals, especially Asian  
American women prominent in  
community service (level varies  
from senior VP in corporation to head  
of regional programs etc) for NCCC  
Advisory Bd. Prior to a short

YES

NO

REFER TO

meeting, if you have any names could  
you please write them down  
+ I can pick them up with  
your assistant. Many thanks.

P.S. You probably remember me as  
head of Nany's partnership  
program I am now on loan to NCCC  
for 3 months. Great Opportunity!  
Also, Gen. Scott reassigned  
Sharon to another project +  
I'll be working the Advisory  
Board issue.

Microsoft Mail v3.0 IPM.Microsoft Mail.Note  
From: Friedman, Sondra  
To: McCullough, Dini  
Cc: Kreidler, Jim@CNCS Mail Server  
Subject: Youth Sounding Meeting with Shirley Sagawa  
Date: 1994-02-16 16:54  
Priority:  
Message ID: 4A04AB7F  
Conversation ID: 4A04AB7F

---

The Youth Sounding Board usually meets every Friday during lunch. Before re-convening every week, two board members meet with Shirley Sagawa to review the notes from the previous meeting and to receive the upcoming agenda. It would be appreciated if you could schedule an appointment for Sondra Friedman (x253) and Jim Kreidler (x280) to meet with Shirley tomorrow afternoon or evening. Thank you.

12 Friday  
Sondra  
\* Kate

2/18 5:30 TSB

To: Shirley Sugawa  
Rick Allen  
Catherine Milton  
Don Scott  
Gary Kowalczyk

Susan Shroud

To Dini

From: Gene Sofer

Re: Eli's Testimony Before House HUD-VA Appropriations Subcommittee  
on March 15

Date: 2/16/94

Eli has been invited to testify before Chairman Stokes' subcommittee on HUD-VA on March 15. I would like us to convene either Friday or Tuesday to begin to thrash out an approach to this testimony. ~~and~~ please let me know if Friday at 3 is convenient. If not let's do it Tuesday after staff meeting.

is this same mtg as today @ 100 pm

2/24 Done

Note for Yost, Colette

---

**From:** Charles, Myrta  
**Date:** Fri, 18 Feb1994 17:52  
**Subject:** T/TA Final Meetings  
**To:** Yost, Colette

Colette,  
These meetings signify the final decisions to be made regarding Training and Technical Assistance Activities and their funding.  
These are not mandatory meetings for Shirley, but highly recommended due to her previously expressed interests.

Please add us to her schedule for the following days and times:

✓ Wednesday, Feb. 23rd from 3:30 - 5:30 (for at least an hour)

And Also

✓ Thursday, Feb 24th from 10:30 - 11:30

These meetings will include Catherine Milton, Mike Kenefick, Lorne Needle, (Wanda Fleming and Frank Campagna on Wed.)

*Alini - Would Shirley like to attend?*

Done

Note for Yost, Colette

---

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*Mini - Would Shirley like to attend?*

CORPORATION FOR  
**NATIONAL**  
AND  
**COMMUNITY**  
**SERVICE**

FROM: Supple, Chuck

TO: McCullough, Dini

DATE: 02-02-94  
TIME: 18:15

CC:

SUBJECT:

PRIORITY:

ATTACHMENTS:

-----  
This is to request potential meeting times that Shirley has available next Wednesday or Thursday for joining the first meeting of the private sector committee. The meeting will be approximately an hour and a half, although she would only need to be there for perhaps the first half hour, though will be welcome to stay for all. Thanks for your help.

mtg 2/10

Dine

FROM: Green, Janet V.

TO: McCullough, Dini

DATE: 02-22-94

TIME: 17:13

CC: Sagawa, Shirley

SUBJECT: Out of office on Thursday part day

PRIORITY:

ATTACHMENTS:

-----  
Please put on Shirley's calendar that I will be gone Thursday from approximately 1pm until around 6pm. I am doing the home inspection with the inspector and then meeting with the Loan Officer. I figured it was easier to do it all at once!

THANKS and YEAH!

✓

Done

From: Hudson, Melinda  
To: McCullough, Dini  
Subject: shirley meeting request  
Date: 1994-02-23 11:19  
Priority: R

-----  
Girl! May I request an appointment with Shirley --- sometime this week ---  
for a private sector "data dump" before I proceed wiht interviewing  
candidates for the job. Should need 20 min ---sure she has some files for me  
to look at --- just about anytime thursday is fine, friday afternoon is also  
workable. Any chance?

2/23

HOLD

2/24 2:30

Done

FROM: Supple, Chuck

TO: McCullough, Dini

CC:

SUBJECT: mtg w/lauren cook & nick bollman

PRIORITY:

ATTACHMENTS:

DATE: 02-01-94

TIME: 13:19

*Chuck w/CS from  
time to time*

-----  
Thanks for your help. As of today, the date is now up in the air since nick bollman is uncertain of his travel schedule. I will get back to you ASAP with a confirmation of the day and time.  
-----

REPLY FROM: Supple, Chuck

FROM: McCullough, Dini

TO: Supple, Chuck

DATE: 02-01-94

TIME: 09:29

CC:

SUBJECT: mtg w/lauren cook & nick bollman

PRIORITY: R

ATTACHMENTS:

Chuck:

I just left a message on your voice mail re the mtg. i mentioned that the email you sent to shirley (which she forwarded to me) did not have a date for the mtg. but when we spoke on the phone yesterday, you designated monday, february 7, btn 2:00 and 5:00. so far, shirley is free anytime during those two hours. how about on the earlier side...2:30?

|         |           |    |     |
|---------|-----------|----|-----|
| ANNE    | OSTBERG   | 9  | 292 |
| DAVID   | GREENE    | 10 | 177 |
| ERMETTE | WILLIAMS- |    | 286 |
| DEBBIE  | JOSPIN    | 9  | 287 |
| SUSAN   | EICHORN   |    |     |

FROM: Sagawa, Shirley

TO: McCullough, Dini

DATE: 01-31-94

TIME: 18:24

CC:

SUBJECT:

PRIORITY:

ATTACHMENTS:

-----  
Please reply to chuck regarding my schedule.

-----  
FORWARDED FROM: Sagawa, Shirley

FROM: Supple, Chuck

TO: Sagawa, Shirley (2/17)

DATE: 01-31-94

TIME: 15:08

CC:

SUBJECT:

PRIORITY:

ATTACHMENTS:

Lauren Cook from the Council on Foundations and Nick Bollman have requested a meeting to recieve input on a project that the Irvine Foundation is providing support to the Council to do. The Council is going to produce a "users guide" to national service for foundations. It will be a basic primer on national service, explaining what it is, why foudations should support it, and ways in which they can become involved. They thought it would be helpful to meet with you, Susan, Catherine and myself to give us a better sense of the information they will be needing and get some of our ideas about what would be helpful. Catherine is free from 2:00 p.m. to 5:00 p.m. I anticipate that the meeting need be no more than an hour. Could you spare some time during this period, if so what time is best for you?

Come Found Eff. — will get back to me — no date yet

=====

FROM: Sagawa, Shirley

TO: McCullough, Dini

DATE: 01-31-94

TIME: 18:24

CC:

SUBJECT:

INSTITUTE OF MEDICINE  
NATIONAL RESEARCH COUNCIL  
COMMISSION ON BEHAVIORAL AND SOCIAL SCIENCES AND EDUCATION  
2101 Constitution Avenue, Washington, DC 20418

BOARD ON CHILDREN AND FAMILIES

Telephone: (202) 334-1935  
FAX: (202) 334-3768

January 25, 1994

Shirley Sagawa  
Assistant to Hillary Rodham Clinton  
The White House  
1600 Pennsylvania Avenue  
Washington, D.C. 20500

*can't go*

Dear Ms. Sagawa:

It is my pleasure to inform you about a new development at the National Academy of Sciences that is focused on child and family issues and to invite you to join us at an upcoming meeting. The Board on Children and Families was established in 1993, with support from the Carnegie Corporation of New York and the Public Health Service, to promote a more effective alliance between the scientific community and those who design and implement policies and programs for children and families. The creation of the Board indicates the Academy's strong commitment to assuring that the multi-faceted issues that affect children and families receive the prominent and sustained attention of the scientific community and that the finest scientific thinking informs the development of programs and policies aimed at this population.

The Board will be holding its second meeting on February 10 and 11, 1994, at the National Academy of Sciences main building (2101 Constitution Avenue, N.W.) in room 150. The vast majority of the meeting is open to invited guests, as you can see from the enclosed draft agenda. Given your interest in child and family policy issues, we would welcome your attendance for all or a portion of the meeting. The Board will be reviewing its work to date, discussing a number of possible directions for future work, and developing plans for dissemination activities. You are invited to join us for continental breakfast on both Thursday and Friday, as well as for lunch on Thursday.

I have also attached a synopsis of the Board's origins, goals, and priorities, which includes the roster of Board members. As you can see, the Board is keenly interested in improving the current life circumstances and future prospects of children, particularly the increasing number who grow up in precarious situations. The diversity of the childhood population and the implications of that diversity for social institutions that affect children's well-being are also guiding interests of the Board. In all of its undertakings, the Board will seek to provide credible, impartial, and timely expert advice regarding the policies and programs that hold the greatest potential to make a positive and lasting difference in the lives of children and families.

*Rec'd 2/3/94*

Your influential work on a broad spectrum of child and family issues provides you with an especially important vantage point from which to inform us about topics of pressing concern and to benefit from the expertise that we bring to bear on questions of research, policy, and practice. We hope you will look to us as a source of support for your own activities.

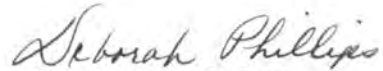
So that we can make appropriate plans for the upcoming meeting of the Board, we would appreciate knowing of your plans as soon as possible, but no later than February 1, 1994. Please return the enclosed form by FAX or call Drusilla Barnes, Senior Program Assistant, at 202/334-1935.

We are looking forward to an exciting and productive meeting, and hope you can join us. We will also keep you informed regularly about the activities and future meetings of the Board. Please do not hesitate to contact us at any time regarding thoughts or questions you may have.

Sincerely yours,



Sheldon H. White  
Chair



Deborah A. Phillips  
Staff Director

## **AGENDA**

### **BOARD ON CHILDREN AND FAMILIES**

#### **INSTITUTE OF MEDICINE**

**and**

#### **NATIONAL RESEARCH COUNCIL**

### **COMMISSION ON BEHAVIORAL AND SOCIAL SCIENCES AND EDUCATION**

February 10-11, 1994

Room 150

2101 Constitution Avenue

Washington, D.C.

#### **Objectives of the Meeting:**

- To assess progress made to date in implementing the initial plans and priorities of the Board, and to provide feedback on specific project plans.
- To discuss the operations of the Board, including member roles, internal approval processes, fundraising activities for project and core support, and mechanisms for evaluation of the Board's activities
- To develop plans for fulfilling the Board's role as a central coordinating and disseminating body for work on child and family issues in the National Research Council and Institute of Medicine

#### **THURSDAY, FEBRUARY 10, 1994**

8:30 - 9:00 A.M. Continental Breakfast

9:00 - 10:15 **WELCOME AND OPENING REMARKS**

Barbara Boyle Torrey  
Executive Director  
Commission on Behavioral and Social Sciences and  
Education

Sheldon H. White  
Chair  
Board on Children and Families

Jack P. Shonkoff  
Vice Chair  
Board on Children and Families

Board on Children and Families  
Agenda - Page 2

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10:15 - 10:30     | Break                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 10:30 - 11:30     | <b>NEW MEMBERS/BOARD MEMBER ROLES/APPROVAL PROCESSES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 11:30 - 12:30     | <b>INFORMATION ITEMS</b><br><br><b>Child Abuse and Family Violence</b><br>Jack Shonkoff<br>Rosemary Chalk, Study Director<br><br><b>Immigrant Children and Families</b><br>Fernando Guerra, Board Member<br>Deborah Phillips<br><br><b>Colloquia on Maternal and Child Health in the Context of Health Care Reform</b><br>Bernard Guyer, Board Member<br>Sarah Brown, Senior Program Officer<br><br><b>Integrating Federal Databases on Children</b><br>Paul Newacheck, Board Member<br>Miron L. Straf, Director and<br>Nancy Maritato, Research Associate<br>Committee on National Statistics |
| 12:30 - 1:30 P.M. | <b>Lunch with Queta Bond and IOM Staff</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 1:00 - 1:30       | Presentation on IOM mission statement and priority program areas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 1:30 - 2:15       | <b>Update on Related IOM Activities</b><br>Michael Stoto, Director, Board on Health Promotion and Disease Prevention<br>Kathleen Lohr, Director, Division of Health Care Services                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2:15 - 3:15       | <b>ACTION ITEMS</b><br><br><b>Science of Early Childhood Programs</b><br>Jack Shonkoff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

3:15 - 4:00

**DISCUSSION ITEMS**

**Child Outcomes/Outcome Accountability**

Lee Schorr  
Aletha Huston

**Conclusion of open portion of Thursday meeting**

**FRIDAY, FEBRUARY 11, 1994**

8:30 - 9:00 A.M.

Continental Breakfast

9:00 - 10:30

**DISCUSSION ITEMS**

**Family Structure/Teenage Pregnancy**

Larry Bumpass  
Robert Michael

**Head Start**

Sheldon White

**Children and the Media**

Aletha Huston

**Limited English Proficient Children and  
Early/Elementary Education**

Deborah Stipek

10:30 - 11:00

**Open discussion: Agenda/Priorities**

Sheldon White

11:00 - 11:15

Break

11:15- 12:00

**Coordination/Dissemination Activities**

Jack Shonkoff

**Conclusion of open portion of meeting**

**National Research Council  
Commission on Behavioral and Social Sciences and Education  
and  
Institute of Medicine**

**BOARD ON CHILDREN AND FAMILIES**

The Board on Children and Families was established in 1993 under the joint aegis of the National Research Council's Commission on Social and Behavioral Sciences and Education (CBASSE) and the Institute of Medicine (IOM) to provide a highly visible locus within the National Academy of Sciences for promoting a more effective alliance between those who produce scientific knowledge about children and families and those who use it to shape policies and programs. The Board is charged with assuring that the complex issues that affect children and families receive the prominent and sustained attention of the scientific community and that the finest scientific thinking informs programs and policies aimed at this population. It also aims to encourage proactive thinking about impending problems that are not yet perceived to be of consequence for children and families and to shape the way in which policymakers not only address, but actually conceive of issues.

The need for impartial and credible analysis regarding the multifaceted problems that face children and families is particularly acute given the current condition of American children and families, the contemporary context of scarce resources and thus the inevitability of hard choices. A sizeable and, in recent years, increasing number of children are being reared under highly precarious familial, social, and economic conditions. Inequities between families with adequate resources and those who raise children under conditions of deprivation are also growing.

Public and private resources, nevertheless, have been reallocated away from children and towards other groups and activities. Improvements in the economic security of the elderly have coincided with a deterioration in the economic well-being of families with children. Family incomes have been eroded as a result of declining wages and high rates of under- and unemployment. Even access to parental time has dwindled as more children are reared by one parent rather than two, and as many parents have bolstered their family incomes by reallocating time previously spent with their children to the workplace.

This convergence of circumstances demands a renewed effort to address the serious problems threatening children's health and development. There have, moreover, been significant scientific and technological developments in areas ranging from immunization and contraception to educational uses of the media, each with vast implications for our capacity to deploy public and private resources to enhance children's lives.

The Board on Children and Families is uniquely poised to bring the knowledge and tools of the social, behavioral, and health sciences to bear upon the ways in which policymakers conceive of and address the many challenges that confront children, families, and the institutions that affect their well-being and future prospects. Its parent organization,

the National Academy of Sciences, established in 1863, is a private, self-governing institution dedicated to furthering the use of science for the general welfare of the nation. Over the many years of its operation the Academy, the Institute of Medicine, and the Academy's operating arm--the National Research Council--have earned an unparalleled reputation for the unbiased analysis of complex and controversial issues affecting the country.

## **OBJECTIVES OF THE BOARD**

Standing boards at the National Academy of Sciences provide a permanent structure for the sustained analysis of issues affecting a population or problem area. The Board on Children and Families, through its dual affiliation within the Academy complex (CBASSE/IOM), is specifically structured to promote greater cross-fertilization among health concerns and social and behavioral perspectives in the analysis of issues that are typically examined in a categorical and fragmented fashion, to detriment of children and families.

The objectives of the Board are to:

- Mobilize sustained attention to issues that are of enduring importance to the well-being of children and families, to topics that cut-across or fall in-between traditional disciplinary, organizational and political boundaries, and to issues that affect children and families but are not being examined from this vantage point,
- Enhance the accessibility and utility, for policy and program audiences, of scientific information that bears on efforts to understand and alleviate problems that have far-reaching effects on the development and future prospects of children and families,
- Encourage the development of research as a resource that requires long-range, coordinated planning and oversight if it is to address the information needs of our nation's decision-makers.
- Serve as a central coordinating, facilitating, and disseminating body for work on child and family issues in the National Research Council and the Institute of Medicine.

## **MECHANISMS FOR CONDUCTING WORK**

A wide variety of functions are available to the Board for addressing these objectives. They range from one-day meetings that afford a rapid response capacity to comprehensive panel studies on a complex topic that can take as long as two years to complete. The Board, for example, can:

- synthesize and critique the knowledge-base on specific child and family policy issues, decipher the policy implications of what is known, and make

recommendations for those who design, implement, and evaluate policies and programs,

- assemble a group of experts to inform an impending issue that requires immediate input,
- assist with the development and review of research agendas, study designs, and knowledge-generating capacity on behalf of research and funding institutions, and the government,
- provide the impetus and an on-going forum for regular exchanges among the research community and the agency personnel, legislators, program administrators, and others who share common concerns but who otherwise work in isolation,
- offer, on particularly controversial topics, a neutral convening ground for airing differing viewpoints and deciphering points of consensus among involved groups and individuals

## **DOMAINS OF WORK**

One of the most important tasks of boards is to select areas of current concern that warrant the enduring attention of the Academy complex. The Board on Children and Families will focus on:

- Children in Precarious Family Circumstances
- The Developmental Effects of Social and Economic Disruption
- Schooling in a Diverse Society
- Children and the Media
- The Scientific Infrastructure of Child and Family Policy

### **Children in Precarious Family Circumstances**

Building on the foundation of work established by the Commission on Behavioral and Social Sciences and Education in the development of reports such as Understanding and Preventing Violence (1992) and Understanding Child Abuse and Neglect (1993), the Board on Children and Families has expressed a desire to contribute to the design and evaluation of interventions in the area of family violence. It has proposed a two-year study that will examine the multiple dimensions of family violence, the interactions between different forms of family violence and other forms of family and social disorders (such as community violence, juvenile delinquency, drug abuse), and the implications of the knowledge base on family violence for interventions in the public health, social service, legal, and educational sectors.

The Board is also keenly aware that ever-growing numbers of children are experiencing more than the predictable vicissitudes of family life. Accordingly, it is interested in giving sustained attention to issues associated with family structure. As a first step, the Board is interested in developing a study that would examine the sources--and the developmental and social consequences of--shifting configurations in family structure during the critical middle-childhood years. A major aim would involve moving beyond static and categorical conceptions of family structure (e.g., effects of single-parent families) that camouflage the diversity that exists within family types and fail to capture the longitudinal patterns of marriage, divorce, and remarriage that affect large numbers of children during their middle childhood years. The study would also attempt to disentangle developmental effects that are due to family structure per se, from those that are attributable to other factors that accompany changes in family structure, such as loss of income, disruptions in residence and household membership, and parental mental health and supervision of the child.

During the adolescent years, policy concern remains focused on early childbearing. The National Research Council conducted a panel study of this issue in 1987, titled Risking the Future (Hayes, 1987). Since then, both the demographics and consequences of teen-age pregnancy and childbearing have shifted and new evidence has emerged that challenges some of the prevailing assumptions about appropriate targets for intervention (see Geronimus & Korenman, 1991). Issues of school completion, kinship care, and infectious disease are among those that were not fully examined in the initial Academy report, and on which new data and program experience now exist. The Board proposes to reconvene members of the original panel to assess the contemporary empirical and political status of this topic and to suggest possible roles for the Board on Children and Families.

### **The Developmental Effects of Social and Economic Disruption**

Demographic changes affecting the ethnic distribution of the U.S. population, driven by trends in immigration and by differential birthrates, as well as the dramatic erosion in the economic stability of children's lives, constitute critical social backdrops against which policy toward children is evolving. As an initial undertaking in this area, the Board is seeking to initiate a major study of immigrant children and families. Immigration is accountable for much of the ethnic diversification of the childhood population and a source of profound challenge to the social institutions that serve children. Nevertheless, the current proliferation of work in this area has curiously by-passed the circumstances and needs of immigrant children as a topic of primary interest with only a few notable exceptions. As presently envisioned, a comprehensive study initiated with regional hearings and ultimately disseminated heavily to impacted locales and states, would examine in-depth: (a) the demographics and circumstances of child and family immigration, (b) the family circumstances and social networks of immigrant children, (c) the process of community assimilation of immigrant children and families, with a particular interest in effects on identity formation, peer relations, perceptions of future educational and occupational opportunities, and exposure to discrimination, (d) legal issues associated with childhood

immigration, and (e) the implications of childhood immigration for education and health care.

### **Schooling in a Diverse Society**

This domain encompasses the array of issues that pertain to interactions between the increasing diversity of the U.S. child and family population and educational institutions. Although a myriad of issues associated with schooling are vying for public and political attention, the Board feels that the subset of issues associated with educating an increasingly diverse student population warrant its greatest attention. The Board is presently engaged in a project on "Cultural Influences on the Success of Early childhood Education." Two workshops have distilled the research literature the bears on the early linguistic, numerical, cognitive, and motivational development in children from diverse backgrounds. A summary report, based on these workshops will provide a vehicle for discussing the implications of this research for early education policy with targeted groups of individuals involved with policies and programs that serve culturally and linguistically diverse preschoolers.

As an outgrowth of this project, plans are presently under development for an activity aimed at addressing the need for more deliberate planning of the research enterprise in the area of the early and elementary education of language minority children. This effort would identify both basic and programmatic knowledge needs in this area, propose means of more effectively linking the research and policy communities that work in these areas, and provide options for assuring that the next generation of research in this area is more systemically informed by and fed into efforts to promote more effective educational practices for limited-English proficient children.

### **Children and the Media**

The media now constitute a pervasive, yet poorly-understood environment for the development of children. The Board is particularly interested in examining: (1) the potential for a constructive role for educational uses of media technology, and (2) the indirect effects on children of the media's capacity to shape public perceptions about the circumstances of their lives. To initiate work in this area, the Board proposes to hold a companion pair of planning workshops that would convene media representatives (particularly those who are actively experimenting with different types of programming), public decision-makers, advocacy organizations that have worked with the media, educators, and researchers who study the media from various vantage points, including its technological possibilities. One workshop would address issues associated with innovative methods aimed at enhancing educational uses of the media both within and beyond the classroom and their correspondence to what is known about how children absorb and retain information. The second workshop would focus on current portrayals of children and families in both news and feature programming, and the limits and possibilities of the media as a both an intended and unintended mechanism for public education about the conditions of children and families. Future activities in the area of children and the media would be guided by the outcomes of these workshops.

## **The Scientific Infrastructure for Child and Family Policy**

Unlike the first four domains of work, this area is organized around a set of issues that are primarily methodological and structural in emphasis. Specifically, the Board is interested in lending cross-disciplinary scientific input and credibility to: (1) efforts to design and evaluate new initiatives and reforms for children, and (2) efforts to construct outcome measures for purposes of accountability, evaluation, and policy analysis. A central component of this work pertains to the quality and coherence of national data on the status of children and families. The National Academy of Sciences has provided internal funding to support a workshop on Integrating Federal Statistics on Children. This workshop will convene the heads of the national statistical agencies, the evaluation officers of federal program agencies, foundation representatives, and a small interdisciplinary group of prominent researchers and policy analysts to discuss three questions: (1) What are the most pressing information needs of those who formulate, implement, and analyze policies for children and families, (2) What are the strengths and shortcomings of existing federal statistical data sources for addressing these information needs? and (3) What are the most promising strategies for improving the capacity of the federal statistical system to address these information needs?

Two additional activities have been proposed by the Board. The first is a planning workshop that would focus on data needs regarding the child impacts of welfare reform. The aim is to provide a developmental analysis of both the constructs that would be most appropriate to assess for children of different ages and the measures that, as a consequence, would need to be developed. A longer-term project on this topic would have the dual purpose of advancing the state-of-the-art with respect to outcome assessment and of directing greater national attention to the consequences of various welfare reform initiatives for children. The second proposed activity is a study aimed at developing a common framework for the design and evaluation of early childhood programs that would integrate what is known about compensatory education for children in poverty, interventions for children with disabilities, care for children with chronic illnesses as well as less intensive needs for medical care, and child care for children of working parents.

## **Dissemination and Communication Activities**

In addition to its substantive work, the Board is explicitly charged with enhancing the dissemination of prior and current projects emanating from the Academy complex and with facilitating others' efforts to bring scientifically-based knowledge and methodologies to bear on policy and practice. In these endeavors, the Board is committed to bringing together individuals and groups who have traditionally been separated by ideological or bureaucratic boundaries and to fostering opportunities for the involvement of a diverse array of participants from federal, state, and local levels. The dissemination and communication activities of the Board, in effect, are aimed at "putting knowledge to work" by assuring that those who shape policy, design programs, and influence public opinion have ready and on-going access to state-of-the-art information.

To accomplish these goals the Board can, for example, conduct policy and media briefings, organize symposia or lecture series, convene issue seminars for regional and local journalists or other audiences, or write regular columns for newsletters that serve interested audiences. The publication of an annual report on new scientific developments in the area of child and family development is also under consideration.

## **COMPOSITION OF THE BOARD**

The National Research Council and the Institute of Medicine are able to identify and recruit the nation's most distinguished scientists and other experts for service on their boards and study committees. All members volunteer their time and talents and, to assure the objectivity of the Board's work, they are required to complete forms periodically indicating potential sources of bias, financial or other, relevant to the work of the group.

The members of the Board are distinguished by breadth of vision and their capacity to generate respect among the many communities concerned with child and family policy. The Board chair, vice-chair and members span a broad range of disciplines, including child development, pediatrics, sociology, public health, demography, nursing, and economics (see attached roster). Further, they represent not only the research sector, but also public policy, the private sector, and the media. They include liaison members from the Institute of Medicine, the Commission on Behavioral and Social Sciences and Education, and the National Research Council's Coordinating Council on Education. The Board meets twice annually, with the majority of the meeting open to the public.

For more information, contact Deborah Phillips, Ph.D., Board Director, 202-334-1935 (dphillip@nas.edu), 2101 Constitution Ave., N.W., Washington, D.C. 20418.

NATIONAL RESEARCH COUNCIL  
INSTITUTE OF MEDICINE  
COMMISSION ON BEHAVIORAL AND SOCIAL SCIENCES AND EDUCATION  
DIVISION ON SOCIAL AND ECONOMIC STUDIES

Board on Children and Families  
May 1, 1993 - December 31, 1995

CHAIRMAN

Sheldon H. White  
Professor of Psychology  
Department of Psychology  
Harvard University  
33 Kirkland Street  
Cambridge, MA 02138  
(617) 495-3872  
fax (617) 495-3728  
SHW@ISR.HARVARD.EDU  
SHW@ISR.BITNET

Larry Bumpass  
Professor of Sociology  
Center for Demography and Ecology  
University of Wisconsin  
1180 Observatory Drive  
Madison, WI 53706  
(608) 262-2182  
fax (608) 262-8400  
BUMPASS@WISCCDE

VICE CHAIR

Jack P. Shonkoff  
Professor of Pediatrics  
Department of Pediatrics  
University of Massachusetts  
Medical School  
55 Lake Avenue North  
Worcester, MA 01655  
(508) 856-3028  
fax (508) 856-6740 (No e-mail)

Fernando A. Guerra  
Director of Health  
San Antonio Metropolitan  
Health District  
332 West Commerce  
San Antonio, TX 78205-2489  
(210) 299-8731  
fax (210) 299-8999  
(Will be on bitnet in 4-6 weeks)

MEMBERS

Jomills Braddock  
Professor of Sociology  
Department of Sociology  
University of Miami  
Coral Gables, FL 33124  
(305) 284-6762  
fax (305) 284-5310 (No e-mail)

Bernard Guyer  
Professor and Chairman  
Department of Maternal & Child  
Health  
Johns Hopkins School of Hygiene  
Room 182 Hampton House  
624 N. Broadway  
Baltimore, MD 21205  
(410) 955-3384  
fax (410) 955-2303  
GUYER@JHUHYG.SPH.JHU.EDU

Aletha C. Huston  
Professor  
Human Development and Family Life  
University of Kansas  
4001 Dole  
Lawrence, KS 66045  
(913) 864-0507  
fax (913) 864-5323  
CRITC@UKANVAX or  
AHUSTON@UKANVAX

Robert Michael  
Dean of the Harris Graduate School  
of Public Policy Studies  
University of Chicago  
1155 East 60th Street  
Chicago, IL 60637  
(312) 702-9623  
fax (312) 702-0926  
MICHA@CICERO.SPC.  
UCHICAGO.EDU

Paul Newacheck  
Professor of Health Policy  
Institute of Health Policy Studies  
and Department of Pediatrics  
University of California, San Francisco  
1388 Sutter St., Suite 1100  
San Francisco, CA 94109  
(415) 476-3896  
fax (415) 476-0705  
RALPH@UCSFUM.UCSF.EDU

Julius B. Richmond  
John D. MacArthur Professor  
Professor of Health Policy, Emeritus  
Department of Social Medicine  
Harvard Medical School  
641 Huntington Avenue  
Boston, MA 02115  
(617) 432-1410  
fax (617) 432-2565  
JRICHM@WARREN.MED.  
HARVARD.EDU

Lisbeth B. Schorr  
Director  
Harvard Project on Effective Services  
Lecturer in Social Medicine  
Harvard University  
3113 Woodley Road, N.W.  
Washington, D.C. 20008  
(202) 483-7150 (H)  
(202) 462-3071 (O)  
fax (202) 319-7085 (No e-mail)

Carole Simpson  
ABC News  
1717 DeSales St., N.W.,  
Washington, D.C. 20036  
(202) 887-7837  
fax (202) 887-7681 (No e-mail)

Deborah Stipek  
Professor of Education  
Graduate School of Education  
University of California  
405 Hilgard Avenue  
Los Angeles, CA 90024-1619  
(310) 825-2622  
fax (310) 206-4452  
IS32DJS@MVS.OAC.UCLA.EDU

Diana Taylor  
Director  
Women's Health Program  
Dept. of Family Health Care Nursing  
University of CA, San Francisco  
Box 0606  
San Francisco, CA 94143-0606  
(415) 476-4377  
fax (415) 753-2161 (No e-mail)

Gail Wilensky  
Senior Fellow  
Project Hope  
7500 Old Georgetown Road  
Suite 600  
Bethesda, MD 20814-6133  
(301) 656-7401  
fax (301) 654-0629

Liaison from IOM Council:

Drusilla Barnes, Sr. Project Assistant  
DBARNES@NAS.EDU

Joel J. Alpert, M.D.  
Professor of Pediatrics  
Department of Pediatrics  
Boston University School of Medicine  
82 E. Concord Street, Talbot 134  
Boston, MA 02118  
(617) 534-5938  
fax (617) 534-7406

Liaison from IOM Board on Health  
Promotion and Disease Prevention:

Ruth T. Gross  
Professor of Pediatrics Emerita  
Stanford University  
350 Gulf of Mexico Drive  
Apt. #218  
Longboat Key, FL 34228  
(813) 383-0651  
(813) 383-0651 fax (same)  
RGROSS@NAS.EDU

Liaison from Commission on  
Behavioral and Social Sciences  
and Education

Ann L. Brown  
Professor  
School of Education  
University of California, Berkeley  
Berkeley, CA 94720  
(510) 643-6871  
fax (510) 643-9819  
ABROWN1@NAS.EDU

Staff

Deborah Phillips, Project Director  
PHILLIPS@NAS.EDU

Nancy Crowell, Research Associate  
NCROWELL@NAS.EDU

BOARD ON CHILDREN AND FAMILIES

February 10-11, 1994

National Academy of Sciences  
2101 Constitution Avenue, NW  
Room 150  
Washington, D.C. 20418

I will be able to attend the meeting, February 10, 1994:

\_\_\_ YES \_\_\_ NO

I will be able to attend the meeting, February 11, 1994:

\_\_\_ YES \_\_\_ NO

I also plan to join you for lunch on February 10th.

\_\_\_ YES \_\_\_ NO

Please check the appropriate lines and return this form with your signature no later than February 1, 1994.

---

*MAIL or FAX TO:*

*Drusilla Barnes  
Senior Project Assistant  
National Research Council  
2101 Constitution Ave., NW  
Harris Building, Room 172  
Washington, D.C. 20418 FAX (202) 334-3768*

CORPORATION FOR  
NATIONAL  
AND  
COMMUNITY  
SERVICE

Mini -  
Advance Copy  
Collette

Talk to  
SS

Eli J. Segal  
SCHEDULING REQUESTS

FROM:

Catherine

OTHER PARTICIPANTS:

Eli, Shirley, Bob Woodson

DATE OF MEETING:

TIME OF MEETING:

AMOUNT OF TIME NEEDED:

1 hr.

PLACE:

Eli's Conference room

PURPOSE OF MEETING:

To discuss plans for  
next S.O.S. See attached  
letter.

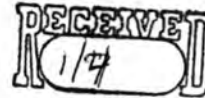
Suggested Dates

|                 |      |      |
|-----------------|------|------|
| 2/16 11:30-3:30 | 3/15 | 3/31 |
| 2/25 after 12   | 3/16 |      |
| 3/1             | 3/17 |      |
| 3/2 after 12    | 3/21 |      |
| 3/4             | 3/22 |      |
| 3/8 after 12    | 3/28 |      |
| 3/9             | 3/29 |      |
| 3/14 - after 3  | 3/30 |      |

C.Y. - See if Bob is  
willing to meet w/  
me, Shirley, Eli  
on SOS - can

# Hudson Institute

Leslie Lenkowsky  
President



December 29, 1993

The Honorable Eli Segal  
Chief Executive Officer  
The Corporation for National  
& Community Service  
1100 Vermont Avenue, N.W.  
Washington, DC 20525

Dear Eli:

As you put together plans for this year's "Summer of Service," I think you would find it useful to meet with Bob Woodson, President of the National Center for Neighborhood Enterprise. Bob was a member of the Commission on National and Community Service, but rarely attended a meeting. This was largely because he was deeply involved with a variety of grass roots organizations, particularly in public housing projects, throughout the country. All of us, I think, felt that his absence was a loss, since Bob was in touch with groups, especially African-American ones, that ought to have been involved in the service movement. Perhaps you can get him more engaged.

Catherine or Shirley will know how to reach him.

I trust all is well with you. You are keeping a low-profile, which I suspect is good for the program, if not altogether pleasing to the more political folks.

With best wishes,

  
Leslie Lenkowsky  
President

Eli: LL/jkf

✓ ✓

N

Herman Kahn Center  
P.O. Box 26-919, Indianapolis, Indiana 46226  
317-545-1000 • FAX 317-545-9639

Catherine  
If you think it  
would be a good  
idea to bring him  
in -- generally on  
to discuss SOS --  
please arrange to  
have him  
Natalie  
advise  
Les).  
Eli

Thursday a.m.

Shirley,

The bulk of the USB time was spent with you, so we don't have much to brief you on. If you have things to discuss with us, let's schedule a meeting for this afternoon. Otherwise, let's pass. Does this make sense? <sup>yes</sup>

Jodi  
x273

P.S. If Din, has time to let me know either way so I can tell Pang & Kate, that'd be great.

CORPORATION FOR  
NATIONAL  
AND  
COMMUNITY  
SERVICE

Shirley Sagawa  
SCHEDULING REQUESTS

FROM:

Melinda

OTHER PARTICIPANTS:

Chuck S, Gloria A., Gene S  
andue if he can come

REQUESTED DATE(S)  
OF MEETING:

1. Monday

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

TIME OF MEETING:

1 pm

AMOUNT OF TIME NEEDED:

30-45 min

PLACE:

SS Office

PURPOSE OF MEETING:

to quickly review political  
sensitivities before P.L. outreach  
meetings next week w/

YES \_\_\_\_\_

NO \_\_\_\_\_

REFER TO \_\_\_\_\_

- Disabled
- Gay and Lesbian
- People of Color

CORPORATION FOR  
**NATIONAL  
AND  
COMMUNITY  
SERVICE**

**Shirley Sagawa  
SCHEDULING REQUESTS**

✓  
*Done*

FROM:

*Larry Koskenen / SVG*

OTHER PARTICIPANTS:

*Shirley*

REQUESTED DATE(S)  
OF MEETING:

*Thurs*  
1. *Tues or Wed ASAP!*

2. *not Tues after 1pm.*

3. *all day Wed.*

4.

TIME OF MEETING:

*30 minutes*

AMOUNT OF TIME NEEDED:

PLACE:

*here*

PURPOSE OF MEETING:

*Management Consult!*

YES \_\_\_\_\_

NO \_\_\_\_\_

REFER TO \_\_\_\_\_

✓  
CORPORATION FOR  
**NATIONAL**  
AND  
**COMMUNITY**  
**SERVICE**

**Shirley Sagawa**  
**SCHEDULING REQUESTS**

*Done*

FROM:

OTHER PARTICIPANTS:

REQUESTED DATE(S)  
OF MEETING:

*Phyllis Beaulieu*  
*Shirley Sagawa, Janet Green,*  
*Rick Allen, Catherine Milton,*  
*Don Seatt, Jim Scheibel, Gary K*  
*Nancy Remda*

1.

2.

3.

4.

TIME OF MEETING:

AMOUNT OF TIME NEEDED:

PLACE:

PURPOSE OF MEETING:

*1 hour (1:00 - 2:00 pm)*

*1 hour*

*10th Fl. Conf. Room*

*Alternative Personnel*  
*System*

YES \_\_\_\_\_

NO \_\_\_\_\_

REFER TO \_\_\_\_\_

## AUTOMATIC COVER SHEET

DATE: JAN-26-94 WED 22:09

TO:

FAX #: 95306158612026064928

FROM: SMITH DEVELOPMENT OFFICE

FAX #: 4135852693

03 PAGES WERE SENT

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(INCLUDING THIS COVER PAGE)



To Thirt 11 11  
to Shirley Sagawa

Post-It™ brand fax transmittal memo 7671

# of pages • 2

|                             |                             |
|-----------------------------|-----------------------------|
| To<br><i>Shirley Sagawa</i> | From<br><i>Jane Neumann</i> |
| Co.                         | Co.<br><i>Smith College</i> |
| Dept                        | Phone #                     |
| Fax #                       | Fax #                       |

# Memorandum

Date

*1-27-93*

From

Dear Aunt,

PA 602/606-4928

Many thanks for your help and  
we look forward to hearing from you  
and Shirley -

Jane Neumann  
Office of Development

FAX 413/585-2693

TEL 413/585-2850

ASK Janet  
or Shirley

LEAD



Office of the President

Smith College  
Northampton, Massachusetts 01063  
(413) 585-2100 FAX (413) 585-2111

December 13, 1993

Shirley Sagawa  
805 Gibbon Street  
Alexandria, Virginia 22314

Dear Shirley:

I am writing to invite you to participate in an event celebrating Smith's new Leadership Program, the exciting initiative begun last year. A few selected students are engaged in an intense interterm and internship schedule designed to give them real and practical leadership skills to complement their liberal arts education.

Much of the Program is focused on skills, but we also want to emphasize and reinforce the vision. In that light we would like to invite you to participate in a panel to be held at 4:30 on Thursday, February 24th. The panel will consist of four or five Smith alumnae who are leaders in various fields and endeavors. Each will speak briefly (perhaps 8-10 minutes) sharing her path from college to accomplishment. Students trying to define a future learn much from seeing different paths through the past. The mere telling of a life like yours is, for women just starting out, an inspiration.

The panel will be open to the entire campus. Following the event there will be a dinner at my house for the panelists and student participants in the Leadership Program. I am sure they will be honored by the chance to meet you, and will take full advantage of the opportunity to learn from you.

Your willingness to join this panel will be a real contribution to the development of this new and exciting program and a generous gift to a group of young women learning to lead in this complex world. I am very hopeful that you will be able to join us.

Sincerely, yours,

Mary Maples Dunn

MMD/khd/JBN

bcc: Jane Neumann  
Karen Denno

BAM

Done ✓  
Does this mean  
you are going?  
No - I'm not  
going +  
I told  
them

4pm?

re Smith  
Hage Club

Shirley

02/14/94

Shirley,

Hi! I just wanted to let you know that I'll be finishing the project we discussed soon. I'll be in on Friday to research the legislative issue we discussed. If all goes well, I should be able to give you my report in 2 weeks.

Also, I'll be beginning my project for my "Managing Gov't Sponsored Organizations" class once <sup>that above project is</sup> ~~that's~~ finished. The professor would like to meet with you and me at the Corporation next week (I'll set up an appt. w/ Dini -  $\frac{1}{2}$  hour maximum) to discuss what I'll be doing. I'll put together something and clear it with you before then.

In terms of the project, though, I need to find out what people I can interview (are there any limitations?). I'm considering studying how AmeriCorps is managed by the Corporation and to what extent gov't control affects its management.

Let's try to meet w/you briefly on Friday!

Atul

Dini -

Love to set up meeting

Shirley:  
FYI  
CSS

ELI J. SEGAL  
SCHEDULING REQUESTS

Wait for Eli/Patrick  
to schedule

FROM: Chuck J. Supple

OTHER PARTICIPANTS: Susan, Shirley, Nancy

REQUESTED DATE(S)  
OF MEETING: 1. ASAP ~~next~~ this week

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

TIME OF MEETING: \_\_\_\_\_

AMOUNT OF TIME NEEDED: 1/2 hr - 45 minutes

PLACE: Eli's Office

PURPOSE OF MEETING: Discuss, <sup>confirm</sup> assign tasks related  
to Fundraising for Leadership Pool,  
National Community Foundation matching  
Grant, & prompting applications for  
national service demonstrations.

YES \_\_\_\_\_

NO \_\_\_\_\_

REFER TO \_\_\_\_\_

January 7, 1993

Janet -  
FYI  
S.

TO: Terry Russell  
Shirley Sagawa  
Michael Camunez  
Ruby Anderson  
Goodwin Liu  
Peg Rosenberry

FROM: Catherine Milton *cm/cy*

SUBJECT: Regulations & Applications

Once the formal comment period ends for regulations and appellations, we will have to make a very fast turn around to make policy decisions and changes. So, in order to make the process work as well as possible, please keep your schedule as clear as possible on February 9 and 11.

I am also going to ask Natalie Burch to try to make sure that Eli will be available if we need him.

Thanks.

*Meg*

*Lorne*

February 25, 1994

Dini--

I am trying to arrange a 45 minute "priority" conference call regarding the technical assistance strategy with Catherine, Shirley, Lorne Needle, Jamie Merisotis, Frances Hesselbein, and Tom Ehrlich. The attached document is for the call.



Does Shirley have any time on Friday, February 26, or Monday, February 28?

Please let me know as soon as possible, so I can try to coordinate with the others. Would she like to sit in Catherine's office for it?

Thanks.

Colette

Attachment

THE WHITE HOUSE  
WASHINGTON

NO

## OFFICE OF PUBLIC LIAISON

Alexis M. Herman  
Director  
Phone: (202) 456-2930  
Fax: (202) 456-6218

## FACSIMILE TRANSMITTAL SHEET

Date: February 17, 1994

To: Shirley Sagawa  
Special Assistant  
Corporation of National and Community  
Service

Phone: 202/606-5000x190

Fax: 202/606-4928

From: Wendy Nishikawa

---

Message:

On Thursday, February 24, 1994 from 3:00 p.m. to 4:00 p.m.  
Doris Matsui will be hosting a White House briefing for  
Asian Pacific American Political Appointees on Health  
Care.

The briefing will be held in room 450 of the Old Executive  
Office Building. Those who plan on attending will need to  
arrive at 2:45 p.m. at the **Pennsylvania Avenue entrance** of  
the Old Executive Office Building with a photo I.D.

Please **R.S.V.P.** by filling out the bottom portion and  
faxing the information back to me at 202/456-6218 no later  
than 5 p.m. **Friday, February 18th.**

Thank You.

=====

---

Name/Title

---

Department

---

Address

---

City/State/Zip

---

Phone

---

Date of Birth

FROM: Burch, Natalie

TO: Green, Janet V.  
Sagawa, Shirley

DATE: 01-21-9  
TIME: 10:51

CC: Burch, Natalie

SUBJECT: MEETING WITH RICHARD MURPHY

PRIORITY: 1

ATTACHMENTS:

*Meeting fee*

-----  
Hard copy to Catherine Milton, Kate Frucher

Eli would like for Shirley and Catherine to join him on Friday, February 4<sup>th</sup>, at 11 a.m. for a meeting with Richard Murphy, the New York City Youth Commissioner. Mr. Murphy will be presenting his "Youth Line America" package (meeting endorsed by Peter Edelman) to Eli.

I've asked Mr. Murphy to FED EX us materials ahead of time.

Please make sure this is on your calendars. If you are unable to attend, please make arrangements for another senior person to represent you.

Many thanks!

Natalie

*Shirley:  
Reminder*

*NB*

TO: Burch, Natalie

DATE: 01-03-94

TIME: 21:21

CC:

SUBJECT: Shirley/Eli regular meeting

PRIORITY:

ATTACHMENTS:

-----  
Please schedule Shirley to meet with Eli for approximately 1 hour each week (the same time would be the best for both of them I think). Immediately after the Senior staff would also be the most helpful -- Can we try for Tuesday's at 10am -11am each week and see if that works.

P.S. If you are still having problems with the E-Mail, I can show you how to use it!

=====

Janet

Re: Ainta Tucker — Michael reminded me that she quit in the middle of the road show. May not be the best candidate!

Re: Schedule — try to hold 12<sup>30</sup>-1<sup>30</sup> each day so I can visit Jack. try to schedule 1 hr a day for phone calls. Need 1 hr a week w/ Eli. Regular meetings — 1x a week? w/ Catherine, Jim, + Don Scott together (or separately if can't do together)

every Wed at 10am.

CORPORATION FOR  
**NATIONAL  
AND  
COMMUNITY  
SERVICE**

**Shirley Sagawa  
SCHEDULING REQUESTS**

FROM: Chuck J. Supple

OTHER PARTICIPANTS: CDC reps., Susan Strand, Jim Schaefer

REQUESTED DATE(S)  
OF MEETING: 1. 1/19

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

TIME OF MEETING: ~~10-1~~ 10-1

AMOUNT OF TIME NEEDED: 1 hour 10 AM - 11 AM

PLACE: 10300 CNCS

PURPOSE OF MEETING: brief Community Development Corporations  
on national service.

YES \_\_\_\_\_

NO \_\_\_\_\_

REFER TO \_\_\_\_\_

Shirley is needed from 10-11  
to provide update & status on  
national service.

January 3, 1994

Thursday  
Jan 13  
9:15-10:30

NOTE FOR SHIRLEY SAGAWA

FROM: Margaret Shaw

SUBJECT: Career Consortium for Smith Students

Happy New Year! Hope your holidays were swell, especially with the little one. [Martha Boonin-Vail is expecting later this month! I saw her yesterday and felt the baby kick!]

Time to ask a favor! From January 12-14th, the D.C. Smith Club is hosting a group of 27 junior and senior women who are considering careers related to public policy. The students are coming to Washington as part of the biennial career consortium sponsored by the College. They will meet with representatives from the Hill, non-profits, international affairs agencies, and other policy-related groups.

I am organizing a discussion for the group on careers in the Executive branch on the morning of Thursday, January 13th. Can you speak to the group for 20-30 minutes sometime between 9:15 and 10:30AM? I have reserved room 472 OEOB for the event. I have also invited three other Clinton Smithies: Laura D'Andrea Tyson, CEA and Gwen Williams, DOI to speak to the group. Sally Katzen, OIRA Administrator, will speak at 10:30AM.

SS -  
you have  
a mtg (personally)  
that can easily  
be changed if  
you want to  
do this -  
SVB

As a participant in the consortium, you are also invited to a reception at the home of Martha Dippell on Wednesday, January 12th from 7-9PM. Her address is 3091 Ordway Street, NW; you may respond to me if you wish to attend. Consortium organizers would love to have you say a few words there, but we understand the constraints of a political mom!

I really hope you can make it on the 13th. I'd love to see you (and pictures of the baby)! Call me if I can help with anything (O)395-3193 or (H)202/265-1570. Always try Edley HQ first!

Hugo, Maggie!

CORPORATION FOR  
NATIONAL  
AND  
COMMUNITY  
SERVICE

TO: Shirley  
FROM: Eli  
DATE:  
CC:

LM 1/10/94  
1:30 pm

☐ Per Your Request      ☐ Recommendation  
☐ Per Conversation      ☐ FYI  
☐ Please Return      ☐ Prepare Reply  
☐ Appropriate Handling

COMMENTS/NOTES:

While I know we  
should meet with this group.  
I hope we can put it  
off until after the regional  
road show.

Shirley  
Meet with them. I'll  
drop by if I'm in town.  
Eli

Eli

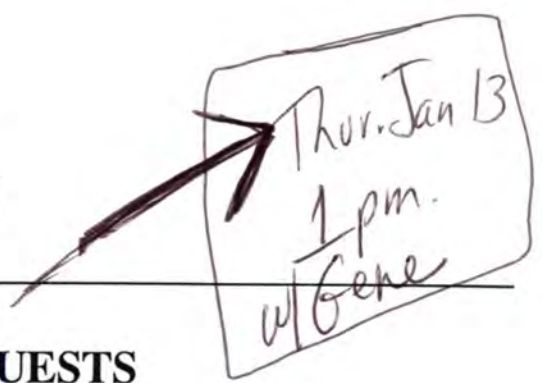
I would recommend we  
do it soon. I can do it if  
you can't

Eli: you'll be travelling heavily in Jan. NB

CORPORATION FOR  
**NATIONAL  
AND  
COMMUNITY  
SERVICE**

Eli J. Segal

**SCHEDULING REQUESTS**



FROM: Fran Butler

OTHER PARTICIPANTS: See attached

REQUESTED DATE(S)  
OF MEETING:

1. Early / mid Jan
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

TIME OF MEETING: TBD

AMOUNT OF TIME NEEDED: 1 hr

PLACE: here

PURPOSE OF MEETING: See attached clip

Y \_\_\_\_\_

N \_\_\_\_\_

12/30

Natalie -

Apparently this letter was  
sent to Eli. I asked them  
to fax it again. They'd like to  
set up a Mtg w/Eli. (see last  
page) - Indira

To: Indira Cope 606-4928

Fr: Sara Hartman

Dt: 12/30/93

3 pages total

Indira - here's the copy  
of the letter, per  
your request.

Thanks for your help.

**National and  
Community  
Service  
Coalition**

1101 15th Street, NW  
Suite 200  
Washington, DC 20005

Tel: (202) 296-2992  
Fax: (202) 296-4030

**Interim Executive  
Committee**

Generations United

National Association of  
Service and Conservation  
Corps

National Associations of  
Foster Grandparent,  
Senior Companion,  
and RSVP Directors

People For The American  
Way Action Fund

YMCA of the USA

Young People for National  
Service

Youth Service America

YouthBuild USA

12/30/93 11:28  
YOUTH SERVICE AMERICA - 6064928  
NO. 422 P002

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## National and Community Service Coalition

---

1101 15th Street, NW  
Suite 200  
Washington, DC 20005

Tel: (202) 296-2992  
Fax: (202) 296-4030

### Interim Executive Committee

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Young People for National  
Service

Youth Service America

YouthBuild USA

December 13, 1993

Eli Segal, President  
Corporation for National and Community Service  
1100 Vermont Avenue  
Washington, DC 20525

Dear Eli:

On behalf of the National and Community Service Coalition, we are writing to provide you with an update of our plans and progress in institutionalizing the Coalition.

We are moving in this direction in response to the overwhelming sense of our membership -- which is now comprised of more than 100 organizations -- that the Coalition should maintain and strengthen its presence on Capitol Hill, within the Administration, within states and localities, and among the many groups and organizations interested in being active participants in the service movement. A freestanding Coalition will be able to best respond to the challenges and opportunities ahead.

As you know, the Coalition was first launched under Shirley Sagawa's leadership in order to develop the widest possible support for the reauthorization of the National and Community Service Act of 1990. When it became clear that President Clinton had even bigger plans for national service, the Coalition broadened its focus and membership base to work for enactment of the National and Community Service Trust Act of 1993.

We share your sense that now that the Act is signed into law, the real work begins. Our objective is to continue to serve our membership with information about Corporation and Congressional developments, and to work with the Corporation to ensure that support for national service grows as implementation takes root. We want to involve Coalition members and their networks in an on-going process of forging relationships with national and state legislators, and in working to increase public awareness and support for national service from the grass roots on up.

To accomplish this we have formed a small but hard-working "Interim Executive Committee" which is making great progress in developing goals, mission statements, by-laws, and operating procedures in order to file for 501(c)(3) status, as well as developing a base of support to ensure the long-term financial viability for a freestanding organization.

In the coming months we hope to hire an Executive Director experienced in association management, advocacy, and fundraising, and knowledgeable about the service field.

*Purpose of mtg.*

In the meantime, we want to continue the positive working relationship with the Corporation that we enjoyed in working with the White House Office of National Service, the Commission, and more recently, with ACTION. The Coalition's Interim Executive Committee would welcome the opportunity to meet with you and your staff in the near future to discuss ways we might work together. As a start, we would be interested in talking with you about co-sponsoring with the Corporation and publicizing through our networks your planned technical assistance workshops associated with the publication of program regulations. No doubt there are many additional ways that our networks can assist the Corporation in both the short and long term.

We will call your office in the coming days to schedule a meeting to discuss how we can best complement your efforts.

Sincerely,

Fran Butler  
National Associations of Foster  
Grandparent, Senior Companion,  
and RSVP Directors  
*Co-chair, Interim Executive Committee*

Diane Jackson  
Young People For National Service  
*Co-chair, Interim Executive Committee*

cc: Shirley Sagawa, Catherine Milton, Jim Scheibel, General Don Scott, Gene Sofer

# Withdrawal/Redaction Marker

## Clinton Library

| DOCUMENT NO.<br>AND TYPE | SUBJECT/TITLE                                                       | DATE       | RESTRICTION |
|--------------------------|---------------------------------------------------------------------|------------|-------------|
| 001. list                | re: To Do; [Personally Identifiable Information] [Partial] (1 page) | 00/00/0000 | b(6)        |

### COLLECTION:

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

### FOLDER TITLE:

Senior Staff Schedules

2013-0661-F

jp4958

### 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]

TO DO - Week of January 10

## CLINTON LIBRARY PHOTOCOPY

✓ Cancel Gina Lamar interview w/ Shirley.

✓ Call Billie Ann Myers to 501-985-2635 to regret SS and Eli attend on January 26th meeting to speak..Gave papers to Rhonda...

✓ Peter Slone -- in federal register Friday, January 7. 639-8899

Set up internal working group meeting:

- 1) Solution for telephone operator supervision
- 2) Eli/SS to visit each department
- 3) List of staff meetings
- 4) Ask each department to have one person repsonsible for answering the phone at all times.
- 5) Get phones to bounce to desk in department at all times.

✓ 7/224-5375  
Find Shirley's nomination papers. Call Beth Whitick at Senate Labor Committee and get forms she needs to fill out.

Call Phil Caplan on Shirley's White House Pass

(b)(6)

(b)(6)

Schedule an SOS meeting next week (tentative on SS schedule for 3pm Friday, January 14.

✓ Call Anne Cahill re: Anne Ostberg permanent schedule c

de-Munk Hnke 1/10/94

✓ Provide Shirley with a list of Director's to invite to "her" staff meeting.

✓ Call Liz Spivey and ask for progress on: 708-7149 708 6477

- 1) Letter for SFO deadline
- 2) Best & worse case scenarios for moving (including normal and advanced times)
- 3) Conference Room space nearby
- 4) Schedule time that Eli, et al (union too) can see bldgs.

Draft memo from Shirley to give to all Directors to provide a brief description of their department, staff, titles and phone numbers.

AT&T memo when ready to send...

Parking info: get 5 people SHIRLEY, NANCY R, MELINDA, GLORIA DAVID O etc

Work on figuring out AUTOPEN for Eli