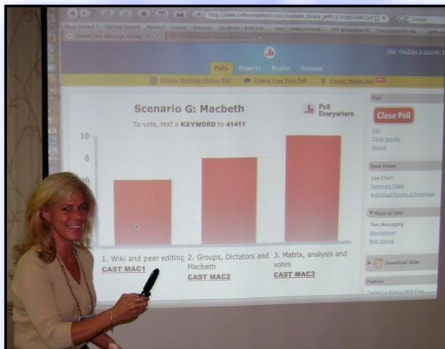


# Classrooms for the Future

## Spotlight on...

### CFF Boot Camp 2008

#### Harrisburg—West



#### Valley Forge



#### Harrisburg—New Cumberland



#### Pittsburgh



From the desk of Holly Jobe  
CFF Project Manager

Dear CFF Coaches,  
WOW! What amazing *Classrooms for the Future* Coach Boot Camps! Thank you so much for making them such a positive experience. We were very pleased overall with the success of the boot camps, although we know there were some glitches at each site. Your enthusiasm and passion for CFF and your role as coaches made them so successful.

It was a unique boot camp with the four sites and we were glad you could be a part of it. The intent was to offer an optimum-sized professional development event at four locations throughout the state simultaneously. With the size of this year's CFF program, 543 schools in 453 districts *and* over 600 coaches, it is a challenge to make  
See **BOOT CAMP** on page 2

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### COACH LOG

#### Purposes of Coach Log

The *Coach Log* has two main purposes:

- ▶ First and foremost, it is your reflection tool. As coaches, you ask teachers to reflect on their lessons. This tool is designed to assist your reflection on your coaching practice.
- ▶ Secondly, the aggregate data from the logs will be used by PDE to gain a better understanding of how CFF coaches spend their time.

Additionally, coaches may use the data to support your work to help teachers and administrators recognize your contribution to teaching and learning.

See **COACH LOG** on page 3

**BOOT CAMP** from page 1

the professional development opportunities small enough to be effective.

Whatever CFF coaching cohort you are, we hope you had a great experience and left feeling that you know how to approach your job—whether you are new to coaching, have a new administration, new teachers or needed to renew your work with your colleagues; that you learned new tools; and that you have support from colleagues—TIMS and PDE Mentors—for your valuable work. We appreciate everyone who shared on a panel, shared during a breakout session, worked with a teacher who shared a model lesson, and those who shared during the regional meetings. Consistently, at every site, the sharing that you all did was the most positive feedback we received. We hope you left the boot camp, as I did, with renewed vision, new practices, new tools, new friends and energy to do what you need to do in your districts.

Collectively, the CFF coaches are a very powerful force in changing Pennsylvania high schools. We are proud of your work. Last week, the Secretary of Education and the Deputy Secretaries visited a number of schools and IUs and consistently they heard how valuable the work of the CFF coach is. This is awesome!

Thank you for your part in helping to spread the vision for creating dynamic learning environments to prepare our students to thrive in their future and for helping teachers realize that vision in practical, step-by-step methods.

On behalf of the Pennsylvania Department of Education, the PDE mentors, PAIU TIMS and myself, we wish you a very successful year and never forget we are here to assist you!

We look forward to seeing you at some of the upcoming coach events at the PETE+C Conference, as well as, the PSU 1:1 Conference.

Best wishes for a wonderful year!  
*Holly*

***At the End of  
Those Boot Camp  
Days...Remember,***

***PDE MENTORS AND  
IU TIMs are here to  
support you!***

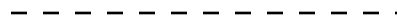


***Teachers Teaching Teachers  
T3***

Our deepest appreciation goes to Joellen Killion, Deputy Executive Director, NSDC, for the *free*, one year subscription for ALL CFF coaches to the NSDC monthly publication,

*T3—Teachers Teaching Teachers.*

This publication provides support for instructional coaches as you work with your teachers and administrators. T3 will be delivered via e-mail. Look for your electronic copy soon. Enjoy!



**COACH LOG** from page 1

Also, your IU TIM may use your Coach Log as a way to get the discussion rolling during a phone call or visit.

**Reflection on Practice**

The Coach Log gives you an opportunity to reflect upon your coaching practice in two ways—*Recording Activities & Narrative*.

**Recording Activities**

The first use of the log is to record the types of activities done each day, how much time is spent doing each activity, and how often these activities are conducted. Although it may seem tedious at times, it encourages you to give serious thought to *how* you are spending your time.

**Narrative Log**

The second type of reflection is the narrative log. Cohort 3 and new coaches are just getting started, so this section of the log may be scant. As equipment roles out and you begin working with teachers regularly, you should expect your narrative log to reflect deeper, and richer interactions.

**Narrative Log Process & Procedure**

The narrative log should be done for the same 2 teachers (anonymous) throughout the year.

- Select a date.
- Then select Teacher 1 or 2 before opening the form.

- For mid-year changes, and in case you'd like to keep a log for more teachers, there is room for 10. There is NO expectation of narratives for more than 2 teachers.

There may be weeks when you do nothing more than wave to the teacher in the hall. That's okay.

**Adding Text Later**

To add to the Narrative log remember to pick both the date and the teacher.

**Reports**

Be sure to take a look at the Reports offered in the Coach Log. These reports are located on the right side of the [www.k12ware.com](http://www.k12ware.com) home page. For a running record of your activity, take a look at the *Daily Log - Activity* report. This provides a day-by-day record of how your time was spent. Next, take a look at the pie charts: *Daily Log - Time Allocation*. It includes 3 charts of your coaching activity. There are three views: by Element/Level of Intensity, by Role, and by Activity (% of time).

**Cohort 3 and New Coaches**

When you first look at the reports/charts, remember your teaching time and time spent at Coach PD will be reflected in the *Not a Defined Role* piece of the pie. That will be disproportionately high. As you finish your Coach PD and move in to your Coach Role (FT or PT), that should change.

**Moving Forward**

Please make every attempt to keep your log up-to-date. If you have any questions about an activity in the Coach Log, please discuss it with your IU TIM.

**CFF Elements of Coaching Descriptions**

Last year coaches asked for more information about *what goes where* on the Coach Log. To support this request, the PDE Mentors (*formerly, Coach Mentors*) included detailed information for the Elements of: *Preparation, Participation, Partnership, and Facilitation* in Coach UPDATES, as well as, webinars on each element.

The compilation of the detailed information (*ElementsDescription.pdf*) can be found on [cffcoach.org](http://cffcoach.org) in the top section under, CFFCoach Log Resources.

**CFF Elements of Coaching Webinars**

The CFF webinars surrounding the Elements of Coaching will resume in December.

These collaborative, *put it on the table for discussion*. Coach Log webinars have provided opportunities for support through frank and collegial conversations surrounding CFF coaching!



Harrisburg—West

*To love what you do and feel that it matters—how could anything be more fun!*

Katharine Graham  
 Publisher of the Washington Post

## UPCOMING CFF WEBINARS—ELUMINATE INFORMATION

**Nov. 3, Mon., 1:00 – 2:00 P. M.**

ePals

**Nov. 14, Fri., 10:00 – 11:00 A. M.**

History Tours and Touring with Google Earth

CFF Coaches

**Nov. 18, Tues., 1:30 – 2:30 P. M.**

Atomic Learning

**Nov. 20, Thurs., 2:00 – 3:00 P. M.**

United Streaming: More Than a VCR

CFF Coaches

**Dec. 8, Mon., 9:30 – 10:30 A.M.**

Google Me! Using Google Tools  
for Collaboration in the Classroom

CFF Coaches

**Dec. 9, Tues., 1:00 – 2:00 P.M.**

Surviving Your First Year—How to Finish Upstream  
When Swimming Against the Current

CFF Coaches

**Dec. 16, Tues., 10:00 – 11:00 A.M.**

Moodle

CFF Coaches

**Dec. 19, Fri., 11:00 A.M. – 12:00 P.M.**

Wiki Widgets

CFF Coaches

All CFF Webinars are conducted using *Elluminate*—<http://vclass.cciu.org>  
Please review the following:

**Elluminate Information**

If this is your first webinar using *Elluminate*:

When you log in, you may be prompted to download Sun Microsystems Java Web Start (or OpenJNLP for Mac), a pre-requisite to *Elluminate*. You only need to do this the first time you use *Elluminate*. To do this point your browser to: <http://www.illuminate.com/support>

**PRIOR TO THE WEBINAR:**

To ensure that you are ready to participate in the webinar, please configure your computer before the webinar by visiting:

<http://www.pdewebinars.org/testyourcomputer.htm>

Follow the link and instructions to the CCIU Configuration Room.

*PLEASE NOTE:* Port 80 and Port 2187 must be open on your end to access the *Elluminate* Server.

Please refer to the *Elluminate* Support webpage for answers to Frequently asked Technical Questions:

<http://www.illuminate.com/support/faqs/>

*To join the webinar on the day of the event:*

(You may join 30 minutes prior to the start time)

Please go to: <http://vclass.cciu.org> on the day of the webinar and click on the *Classrooms for the Future: Name of Webinar* link under the *Meeting Name* column. (Webinars are listed by date/time.)

Log in using your first and last name, so everyone knows with whom they are talking! NO password is needed to join the webinar.

**PREVIOUSLY RECORDED/ARCHIVED WEBINARS\*:**

To access previously recorded *Elluminate* webinars, do the following:

1. Point your browser to: <http://vclass.cciu.org>
2. Click on the <Recordings> link on the left-hand side.
3. Click on the date of the previously recorded webinar, if known. If not, click on the <Calendar> to see all recorded Webinars.
4. Once the month/date has been selected, recorded webinars for that date will appear below.
5. Click on the name of the previously recorded webinar under the Category <Recording Name>.
6. The pre-recorded webinar will begin downloading.
7. Once it has downloaded, open and enjoy!

\*A list of CFF webinars from 2007-2008 can be found on [cffcoach.org](http://cffcoach.org) in Section 3 under <Webinars—Archived>.

*If you have any questions, please contact your PDE Mentor.*



## EDHUB—COACHES' COMMUNITY

### CFF Coaches – Ed Hub Collaboration Directions

The PDE is pleased to announce that the *Classrooms for the Future* Coach Ed Hub community. What does this mean? The State-wide Enterprise Portal system is designed to provide citizens with a single user account that permits them into the communities to which they are subscribed. This system is growing and the CFF Coaches Learning Community has been added. It further means that coaches now have a secure, private place to share CFF experiences and documents that might not be ready for public publishing.

*Tools in the community include:*

**Project workspaces:** Configurable web-based workspaces support an effective project—and community-centric collaboration model. This means we can work collaboratively on documents where everyone in the community could have input.

**Document management:** A forum for sharing documents, with Web editing and version control, associated tasks and discussions, email notifications, Microsoft Office integration, and integrated publishing and search.

**Discussions:** A searchable set of discussions, with support for moderation, email alerts for project participants and the ability to archive discussions.

**Task management:** A task console allows users to create and assign tasks with dependencies and due dates. View project timelines, import Microsoft Project files and automatically map tasks to resources.

**e-mail notifications:** Subscribe to projects, folders, individual documents, discussions and tasks lists and be notified when changes are made.

In order to join the community there are two steps.

1. You will need an EdHub User Account. If you need to create an ED Hub account, please follow these steps...
  - a. Navigate to: [https://www.state.pa.us/papower/guestaccount/registration\\_form.asp?](https://www.state.pa.us/papower/guestaccount/registration_form.asp?)
  - b. Complete the form and select <Submit> *All requests to join the CFF Coaches community are manually vetted to ensure that participants are part of the CFF community. Please allow at least a day for your request to be processed.*
2. With your new or existing ED Hub User Account, follow the steps below\* to self register for the CFF Coaches' community.

Once you have an EdHub User Account, you can use this login and password with any Commonwealth community of which you are a member.

---

### ***\*Steps for Self-registration for the Coaches' Group***

- 1.) Log into the ED Hub with the appropriate user name and password.
- 2.) In the left hand navigation, select <ED Hub - User Administration>
- 3.) When in the <ED Hub - User Administration> area, in the left hand navigation select <ED Hub Portal Groups>
- 4.) When on the <ED Hub Portal Groups> page, in the center click on the <Join Group> hyperlink. The user will be redirected to the <Select a Portal Community> page
- 5.) When the page refreshes in the table, click on the <Select> hyperlink that corresponds to <Classrooms for the Future>. The user will be redirected to the <Select a Portal Community Group> page
- 6.) When the page refreshes in the table, click on the <Select> hyperlink that corresponds to <Classrooms for the Future>. The user will be redirected to the <Select an Institution> page.
- 7.) When the page refreshes, search for the appropriate institution that the membership should be affiliated with. When the institution has been located, click on the <Select> hyperlink for the corresponding institution. The user will be redirected to the <Group Membership Profile> page.
- 8.) When the page refreshes, click on the <Create Membership> button located in the middle of the page.

When a request has been submitted, it will need to be approved before the user will have access to any content that may be affiliated with the group.

**Embedded Learning:  
Cohort 3 Technical Training Sessions**



Cohort 3 Districts are required to send a team of central office reps to a one- day, two-session training on Embedded Learning.

The first session will run from 8:30am until 11:30am and will focus on planning for the 30 hour professional development course and what each district receives as part of the CFF Grant.

The second session will follow an hour lunch and will run from 12:30pm until 3:30pm. The second session will be a technical training on registering teachers, setting up a study group, choosing facilitators, etc. For full information and for “Tips for Choosing Staff to Attend the Training”, please visit:  
<http://www.embeddedlearningacademy.com/pde/21/news/00014.cfm>

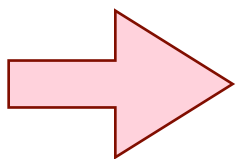
**Dates & Locations:**

- November 3, 2008: Harrisburg PaTTAN
- November 5, 2008: IU 19
- November 6, 2008: King of Prussia PaTTAN
- November 12, 2008: Pittsburgh PaTTAN
- November 13, 2008: Clarion Holiday Inn, Clarion, PA
- November 14, 2008: Ramada Conference Center\*, State College, PA

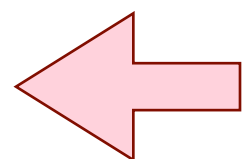
**REGISTRATION:**

<http://www.embeddedlearningacademy.com/pde/21/news/00014.cfm>

**\*Please note: The November 14th training is now being held at the Ramada Conference Center in State College, PA. It was originally scheduled at the Nittany Lion Inn.**



**eMBEDDED Learning Customer Support**  
PLEASE CONTACT CUSTOMER SUPPORT FOR ANSWERS  
TO YOUR QUESTIONS: 724-459-3180



Pittsburgh

*Where there is an open mind, there will always be a frontier!*

Charles F. Kettering  
American Inventor

FREQUENTLY ASKED QUESTIONS

**Description of CFF**

The PDE overview of CFF is available at:  
[http://www.pde.state.pa.us/ed\\_tech/cwp/view.asp?a=169&q=118828](http://www.pde.state.pa.us/ed_tech/cwp/view.asp?a=169&q=118828)



**Embedded Learning**

The **Self-Study** version of the *eMBEDDED Learning* sessions **do not** meet the requirements for *Classrooms for the Future*.

**Coach Professional Development**

After your district has issued a PO, you will receive an invitation directly from the vendor. This will include the details about when you will begin the Coach Professional Development.

Dates and sites posted on the EdHub are placeholders. Additional sessions and sites around the state will be scheduled. All coach sessions will be from 8 AM – 3 PM. Any and all questions and concerns about vendor-provided professional development should be addressed to the vendor:

**CDW-G**

[professionaldevelopment@CDW-G.com](mailto:professionaldevelopment@CDW-G.com)

or

**Apple**

[PaulT@apple.com](mailto:PaulT@apple.com)



**Out of the Box or Open Box PD**

*Apple* and *CDWG* provide *out of the box* or *open box* professional development for teachers and coaches when equipment is delivered to your school. Scheduling for these events will be determined after the vendor receives your purchase order. Please expect to hear from the vendor directly about dates.

**Coach Log Guidelines**

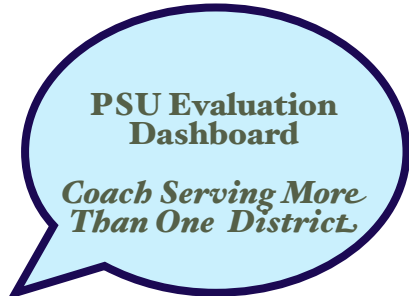
The general guideline is that you should be logging 100% of your *coaching* time, (This includes the time you choose to devote to CFF in non-working hours.) So, part-time coaches should NOT record the hours they are not coaching (i.e. your other job).

If you have not begun coaching yet, but are doing some miscellaneous tasks regarding CFF (including meetings and professional development), please begin logging your time now (including your teaching time).

If you do not work in the district in the second half of your day/week, please simply record 100% of your coaching time.

**Zero—Has Value!**

Do not record a zero in your Coach Log. The log will assume zero, when you leave it blank. If you do record a zero, they will show up in your Daily Activity Report – probably not what you want!



If you are a coach who serves more than one district, contact Robin Clausen at: [rlc237@psu.edu](mailto:rlc237@psu.edu), or phone: 814.574.7722. Robing will set your log-in so you only need to long in once to see both districts!

**COMMUNICATION***Keys to successful interactions*

The CFF Coach listserv is a valuable means of communication. It offers the opportunity to collaborate with coaches across the state, and it provides PDE, your PDE Mentors, & your IU TIMs with a way to communicate with all coaches simultaneously.

With 571 subscribers to the CFFcoaches' listerv, a concern about the volume of listserv postings & replies arises and how best to handle them without loss of opportunity and valuable information. So, what should be done?

***Thanks and Welcome!***

Many thanks to all who regularly read, those who post to the listserv, and those who respond to the poster. That *just-in-time* reply is greatly appreciated.

Welcome to our new CFF Coaches! It is hoped all communication media will be beneficial to your CFF journey.

***Monitor and Mine***

The PDE Mentors monitor the listserv daily. If a discussion arises that needs clarification, redirection or correction, PDE Mentors will either contact the poster privately or, when warranted, post a message to the entire list. PDE Mentors also archive (*mine*) the great resources shared by coaches.

***Go to the Source***

While it might seem *easy* to get an answer from the listserv, many of your questions should be

directed to those most able to answer them. ***See the Clipboard on page 9.***

***Check Resources First.***

Before asking listserv subscribers for a great website or software tool, do some checking. Try *netTrekker*, *del.icio.us*, and *subject.area wikis* (links on [cffcoach.org](http://cffcoach.org)). Once you've found the best resources, share them! Please post them to the subject area wikis for others to explore and inform the coaches what you've found and where it can be accessed.

***Responding Privately***

Listsers posters may request *private* responses. While an immediate response to the listserv may be an oversight, please respect the request. ***AND...***

***Signature, PLEASE!***

Due to the nature of our listserv, clicking REPLY is the equivalent of REPLY ALL. As a result, it is absolutely necessary for you to include your signature in all e-mail postings to the listserv. This will allow (and encourage) other coaches to reply directly to you, rather than to the entire listserv. Your signature should include:

- Name
- Title
- District
- Phone Number
- e-mail Address
- Other pertinent addresses (Skype, website, blog, etc.)

***Collaborative Spirit***

In the spirit of collaboration, if you receive responses privately, and these responses would benefit the coach community, please post a compilation or

synopsis of the answers/suggestions to a) the CFF Coach listserv; b) an appropriately-named discussion thread on [cffcoach.org](http://cffcoach.org); and/or c) add resources directly to the appropriate Subject Area wiki.

***Sharing Documents***

If you are sharing documents with coaches across CFF, remember that not everyone is using the same version of *MS Office*. So, if you are using *Office 2007*, please save to an earlier version, so that everyone can open the file!

***Congrats and Thanks***

When a coach shares a great idea or a wonderful success, please thank or congratulate them privately. As much as we'd all like to see our name in lights, 562 users of the listserv may be overwhelmed by the messages.

***Determining the Message Importance—Use Codes***

Make sure other coaches find the e-mails pertinent to them. Clue them in with a code in the Subject Line. Examples include:

- MAC
- PC
- Social Studies
- Science
- Math
- English
- Name of the Specific Topic e.g., English: *Beowulf* (rather than: need a teaching idea)

In turn, the PDE Mentors will include codes:

- ANNOUNCEMENT
- WEBINAR
- UPDATE
- REMINDER

See **COMMUNICATION** on page 9

**COMMUNICATION** from page 8

### **Changing the Subject**

Please make sure you change the subject line if you change the request/content/response. This will make it much easier to locate related responses.

### **Technical Questions**

You are very much aware of the CFF Coach listserv, but this is just one of the CFF-sponsored listservs. For example, the CFF listserv for Tech Directors can be a great resource for tech directors to post the technical questions and get responses. Please ask your technical people to post and reply there, so they can build relationships as part of that CFF community. See page 14 for a list of available listservs.

### **Too Much Information? Try Mail Filters**

Trying to determine where to place your attention, when to respond, and when to ignore can be overwhelming, especially when you must pay attention to your school district e-mail and countless other responsibilities.

To assist you in sorting all the CFFCoach listserv postings, try using your e-mail client's filtering system. Set up rules or folders and direct those e-mail messages from/related to CFF to store themselves within the designated folder(s) for later viewing.

### **Discussions on [cffcoach.org](http://cffcoach.org)**

Have a topic you wish to discuss? Begin or contribute to the Discussion forums on [cffcoach.org](http://cffcoach.org).

### **Pay Attention!**

Don't overlook the messages sent from Holly Jobe, Kara Thomas, Bethany Rohler, and/or the PDE Mentors.

The **CFF Coach UPDATE** is distributed via the listserv and also archived on [cffcoach.org](http://cffcoach.org) and the [EdHub](http://EdHub).

### **CONCLUSION**

#### **Stay Connected**

You have options for staying connected. But, as with anything, advantages and disadvantages must be weighed. We are a very large group with the potential for unimaginable collaboration. Recognizing there are 550+ coaches makes it clear that communications on the listserv may be numerous. Finding what works for you is a priority.

That said, continue to reach out, support, and collaborate. It is our vital community of coaches who provide on-going support to each other that engenders a community of learners who share common issues, concerns, and successes. Keep the postings coming! You may very well be the *lifeline* for another CFF coach.

**See page 14 for the available CFF-sponsored listservs and directions on subscribing.**

### **For Your Clipboard**

Contacting the appropriate support person will save you time!

#### **Contacts!!!**

- ✓ **Your IUTIM**—your first stop for ALL CFF related questions...See contact info on page 15.
- ✓ **Embedded Learning**  
Any and all inquiries, including troubleshooting issues.
  - ★ Tech Support Phone: 724-459-3180
  - ★ Amber Olsen  
[aolsen@learningsciences.net](mailto:aolsen@learningsciences.net)
- ✓ **TPR Support**
  - ★ Tech Support e-mail: [tpr@casenex.com](mailto:tpr@casenex.com)
  - ★ Phone: 866.817.0726
  - ★ Online tutorials available...  
<http://tprtutorial.blogspot.com>
- ✓ **CFF Dashboard or general Evaluation**
  - ★ Robin Clausen, [rlc237@psu.edu](mailto:rlc237@psu.edu)
  - ★ 814.863.4386
- ✓ **CFF Surveys and Observations**
  - ★ [websurvey@survey.psu.edu](mailto:websurvey@survey.psu.edu)
  - ★ 800.648.3617

**COACH TOOL BOX**

There are many forms of communication available to CFF Coaches. Examples appear in the chart below with descriptions following on page 10.

<b>Tool</b>	<b>EdHub (Public)</b>	<b>EdHub (Coach Community)</b>	<b>cffcoach.org (Coaches)</b>	<b>Listserv (Available to all coaches)</b>	<b>Subject Area Listservs (Available to CFF teachers and coaches)</b>	<b>Regional E-mail Lists (BY INVITATION)</b>	<b>E-mail (OPEN)</b>	<b>Coach- Created and Maintained Sites</b>
<b>Purpose</b>	Building the PA Educational Community	Building the CFF Coach Community	One-stop shop for coaches (with eventual transition to the EdHub Coaches community)	Distribution of Coach Updates  Topics that need a timely response	Sharing subject-specific ideas among CFF teachers	Discussions among small groups	Individual discussions	Collaboration between districts and coaches
<b>What's there</b>	Administrative & CFF Coach Updates  Resources surrounding PA Educational programs	CFF Calendar  Official PDE documents  Podcasts and Videos created by Coaches	Links to CFF-related websites  Links to EdHub  Coach-created tools  Resources which have been shared on the listserv  Links to CFF-related websites	Distribution of Coach Update  Any CFF related question or solution  Topics needing a timely response	Topics of interest to teachers			Coach-Created Nings  Subject Area Wikis  Coach-Created Wikis  Boot Camp Wiki (ONE)  del.icio.us  Diigo  Flickr  Regional Wikis
<b>Notes</b>				NOT for Technical issues – please send to the CFFTECH listserv.	Best Practices should be shared with the entire CFF community via available tools	Best Practices should be shared with the entire CFF community via available tools	Best Practices should be shared with the entire CFF community via available tools	Best Practices should be shared with the entire CFF community via available tools

## DESCRIPTIONS OF TOOLS IN THE COACH TOOLBOX

### **Cffcoach.org**

<http://cffcoach.org>

[cffcoach.org](http://cffcoach.org) is the Moodle site introduced at Boot Camp. A wealth of information is available there. This should be your first source for ongoing discussions, archiving of valuable resources, and finding the answers to frequently asked questions.

Have you created a wonderful tool to use as part of your coaching role—a survey, a plan for approaching administrators? Even if you think the other coaches may have passed this milestone, please share the tool in the Sharing Useful Tools section of [cffcoach.org](http://cffcoach.org).

### **Ed Hub—Public**

[www.pde.state.pa.us/edhub](http://www.pde.state.pa.us/edhub)

Teachers, administrators, and coaches use this site to support the K-12 curriculum, learn about *Classrooms for the Future*, and other programs. The Standards Aligned System (SAS) is available through the EdHub. Future enhancements to come.

### **Ed Hub—Coaches Learning Community**

[www.pde.state.pa.us/edhub](http://www.pde.state.pa.us/edhub)

*Select Classrooms for the Future: Coaches: Coaches Learning Community (private – login access only)*  
NEW! The EdHub Coaches Learning Community affords access to the official CFF Calendar and PDE files, documents and discussions. Watch for news on how you can post coach, student, and teacher podcasts and videos to the site. Future enhancements to come.

### **CFFCoach listserv\***

[cffcoaches@mailinglist.caiu.org](mailto:cffcoaches@mailinglist.caiu.org)

The CFFCoach listserv is a tool for communicating with the entire group of coaches. It is the most expedient way to get to everyone. The *Coach UPDATE* will be distributed via this listserv. If there are questions that need immediate response from the group, the listserv should be used. All official communications from the Project Manager and PDE Mentors come via the Coach listserv. When an expanded discussion is needed, it may be suggested that it be moved to the [cffcoach.org](http://cffcoach.org) discussion forums.

\*See *Communication*, page 8, for effective ways to communicate.

### **Subject Area listservs**

Just as CFF coaches have a communication stream through the coach listserv, Subject Area listservs for CFF teachers offer the opportunity to collaborate, communicate and seek resources to support student learning. See page 14 for links and subscription info and also the listserv primer on [cffcoach.org](http://cffcoach.org)

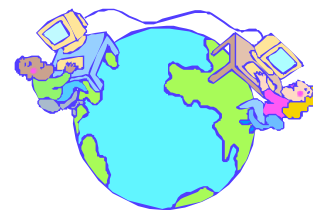
### **E-mail**

Use e-mail when you want to send a message to or respond to an individual without ccing the whole group. If you are in the CffCoach listserv or a [cffcoach.org](http://cffcoach.org) discussion and want to communicate directly with an individual who has posted, please send a private response via e-mail. That said, please compile and share suggested resources with the entire CFF community through one of the available communication tools.

If you want to contact your PDE Mentor, please do not respond to a message on the listserv, or confidential information may go out to the entire community by mistake! Instead, send your PDE Mentor an e-mail directly. PDE Mentor contact information is included on the final page of each Coach UPDATE.

### **Coach-Created and Maintained Sites**

Over the past 3 years, our enthusiastic CFF coaches have created, have collected, have maintained, and have shared valuable educational resources outside of the official CFF communication tools. When appropriate, they are linked to from [cffcoach.org](http://cffcoach.org).



*Good communication is as stimulating as black coffee, and just as hard to sleep after.*

Anne Morrow Lindbergh

**CFF RESOURCES—TAKE ADVANTAGE!**

In the 3rd year of CFF partnership with *Taking IT Global*, TIGed provides teachers and students with access to global perspectives on global issues, new ways for students to express their creativity, and tools to better engage students in their education. This affords authentic learning opportunities that tie to PA Standards. Explore the resources. Make new connections and collaborate with the global community at:

<http://www.takingitglobal.org/tiged>

Find more information on <http://cffcoach.org> in Section 7.



This is the first year CFF has partnered with *ePals*, to provide students with access to free, safe and protected e-mail, blogging, as well as, opportunities to connect and collaborate.

Your e-mail addresses have been sent to ePals for account set up.

*Look for the announcement soon!*



As CFF's second year partner, *Atomic Learning* provides access to thousands of short tutorial movies and to a variety of educational resources.

Use *Atomic Learning* as your just-in-time educational application training!

Tutorials run from 30 seconds to 4 minutes. Sign up for the online Newsletter and Tips.

*Notification of access will be forthcoming. Subscriptions are open to all CFF coaches.*

**WEB GEMS****Student Documentary Competition**

C-SPAN invites students to create a short documentary that surrounds something of national significance and one most urgent for the new president.

*Deadline for Submissions:* January 20, 2009

Go to: [www.studentcam.org](http://www.studentcam.org) for rules and details.

**Digital Youth: Call for Submissions**

Students are invited to become part of a multimedia project about how kids use digital media.

*Deadline for Submissions:* November 15, 2008

For details, go to: <http://www.edutopia.org/digital-youth-video-multimedia>

**FactCheckEd.org**

*Sponsored by the Annenberg Public Policy Center*

Are you looking for support to assist students with becoming critical consumers of information? Stop by this site for lesson plans, guides for teaching critical thinking, and how to recognize deceptive arguments.

**Financial Literacy**

Given the challenges one faces in these uncertain economic times, the resources on [edutopia.org](http://edutopia.org) offer videos and lesson plans to help students sharpen financial literacy skills.

Point your browser to: [edutopia.org/financial-literacy-resources](http://edutopia.org/financial-literacy-resources)



Also, do not miss the resources available at Pennsylvania Office of Financial Education <http://www.moneysbestfriend.com/>

## UPDATES—ADMINISTRATOR &amp; COACH



New Cumberland



Valley Forge



New Cumberland

Effective communication is one of the critical success factors for any project. With 550+ coaches, building Principals, and CFF contacts the need to keep everyone informed in a timely manner becomes priority #1. To assist with this, one communication method is the e-mail-delivered **Update**. Not to confuse the issue, but there are 2 different updates with 2 different audiences.

The update that comes from Holly is entitled, **Administrative Update**, to avoid confusion with the update that comes from the PDE Mentors, entitled, **Coach UPDATE**.

So, what's the difference? The *Administrative Update* is sent to the district CFF contact through Holly's office by Bethany Rohler. It mainly contains information directed toward project implementation requirements and items that should be attended to by administrators, not coaches. However, it also may contain information for all members of the CFF team and that does include the CFF Coach. Okay, are you still confused? Well, read on...

The *CFF Coach Update* is sent to CFF Coaches through the CFFCoach listserv. Information within this document is gleaned from items in the *Administrative Update* that might be pertinent for coaches, as well as, information from PDE Mentors, from the larger Educational Technology community, and from other CFF Coaches.

Both the *Administrative Update* and the *Coach UPDATE* are stored on EdHub and freely accessible. So, if you are concerned about information that is contained within the *Administrator Update* and not in the *CFF Coach Update*, feel free to download the *Administrative Update*.

The *Administrative Update*s can be found at: [http://www.edportal.ed.state.pa.us/portal/server.pt?open=512&objID=483&&SortOrder=100&level=2&parentid=475&css=L2&mode=2&in\\_hi\\_userid=2&cached=true](http://www.edportal.ed.state.pa.us/portal/server.pt?open=512&objID=483&&SortOrder=100&level=2&parentid=475&css=L2&mode=2&in_hi_userid=2&cached=true)

*Coach UPDATES* are accessible at: [http://www.edportal.ed.state.pa.us/portal/server.pt?open=512&objID=482&&SortOrder=100&level=2&parentid=475&css=L2&mode=2&in\\_hi\\_userid=2&cached=true](http://www.edportal.ed.state.pa.us/portal/server.pt?open=512&objID=482&&SortOrder=100&level=2&parentid=475&css=L2&mode=2&in_hi_userid=2&cached=true)

Valley Forge



*He that would be a leader must also be a bridge.*  
Welsh Proverb

**CFF SUBJECT AREA LISTSERVS**

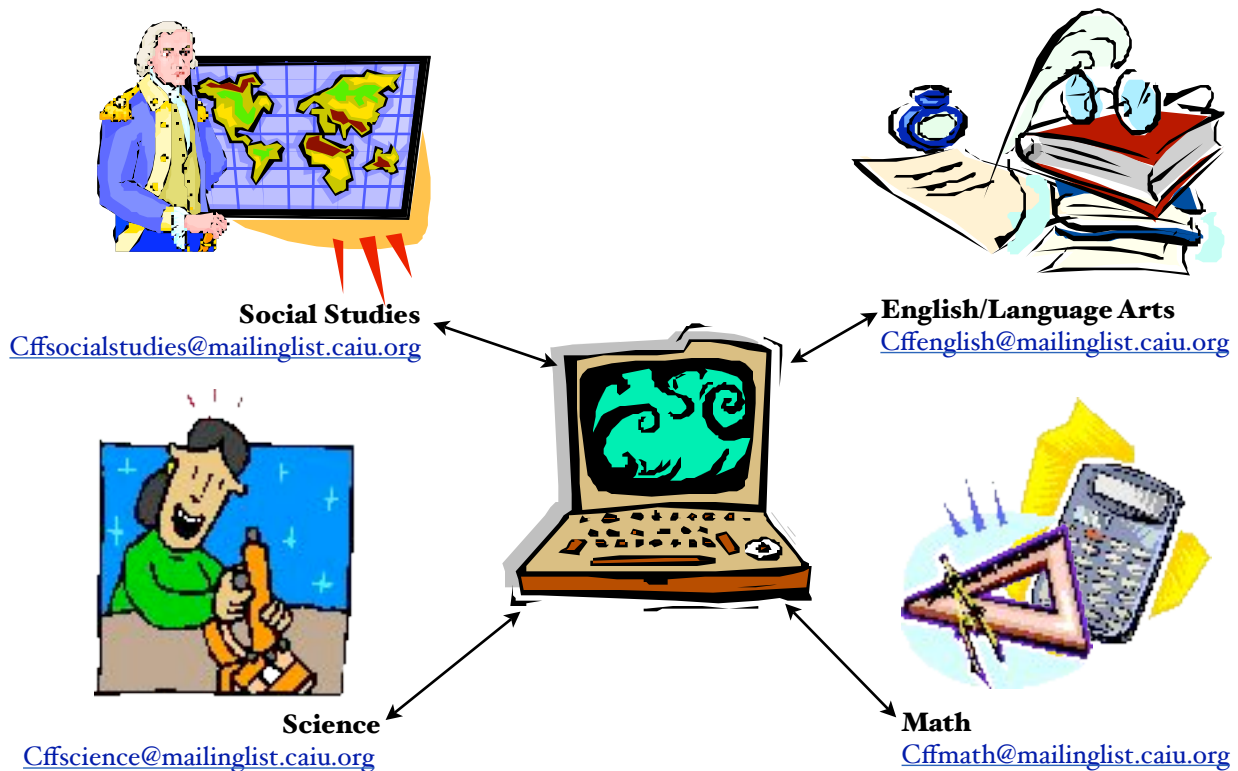
CFF teachers are invited to join the CFF Subject Area listservs. Please encourage your teachers to sign up! It is hoped these listservs will provide a communication medium for connecting teachers and ideas across the state! A primer for using subject area listservs is available on [cffcoach.org](http://cffcoach.org) in the top section.

**To join a subject area listserv:**

Address an e-mail to: [listserv@mailinglist.caiu.org](mailto:listserv@mailinglist.caiu.org)

The subject is ignored

In the BODY type: subscribe cffxxxxx (the list) yourfirstname yourlastname



**CFF ADMINISTRATOR AND COACH LISTSERVS**

While the Coaches' listserv is a fantastic resource for collaboration and connection, administrators can also enjoy the opportunity to connect by joining one (or more!) of the specially designed CFF listservs.

**To join listservs below:**

Address an email to: [listserv@mailinglist.caiu.org](mailto:listserv@mailinglist.caiu.org)

The subject is ignored

In the BODY type: subscribe CFFxxxxx (the list) yourfirstname yourlastname

**Superintendent**

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**Curriculum Director**

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**Data Collector**

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**Principal**

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**Tech Director**

[CFFTECH@MAILINGLIST.CAIU.ORG](mailto:CFFTECH@MAILINGLIST.CAIU.ORG)

**Coach**

[CFFCOACHES@MAILINGLIST.CAIU.ORG](mailto:CFFCOACHES@MAILINGLIST.CAIU.ORG)

***PA IU TIMs***

***MARK YOUR CALENDARS***

New this year are the Intermediate Unit Technology Integration Mentors (IU TIMs). An IU TIM acts as a support and resource for CFF coaches and will provide sustainable support for Governor Rendell’s landmark high school reform project. The IU TIM develops a professional learning community for all CFF coaches within the respective IU. The IU TIM will visit schools, host local meetings, and facilitate regional trainings. An IU TIM is the first point of contact for CFF coaches. The IU TIM will work with the PDE Mentors to support the program in their region. *Welcome!*



**PETE & C  
 Pennsylvania Educational Technology Expo  
 and Conference  
 Hershey Lodge and Convention Center**

*Main Conference*  
**February 9 – 11, 2009**  
*Details*  
*Registration opening soon.*  
<http://www.peteandc.org/default.asp>

**CFF Coach Pre-conference**  
**Saturday, February 7, 2009**  
*Details*  
*Forthcoming*

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3	Kevin Conner	<a href="mailto:kevin.conner@aiu3.net">kevin.conner@aiu3.net</a>
4	Scott Powner	<a href="mailto:scott_powner@miu4.k12.pa.us">scott_powner@miu4.k12.pa.us</a>
5	James Gallagher	<a href="mailto:jgallagher@iroquois.iu5.org">jgallagher@iroquois.iu5.org</a>
6	Ken Pruitt	<a href="mailto:kpruitt@riu6.org">kpruitt@riu6.org</a>
7	Cynthia Shaffer	<a href="mailto:cshaffer@wiu.k12.pa.us">cshaffer@wiu.k12.pa.us</a>
8	Brenda Calhoun	<a href="mailto:bcalhoun@iuo8.org">bcalhoun@iuo8.org</a>
9	TBD	
10	Edward Catherman	<a href="mailto:edcatherman@ciuo.org">edcatherman@ciuo.org</a>
11	Justine Kobeski	<a href="mailto:jkobeski@tiur1.org">jkobeski@tiur1.org</a>
12	Ann Johnston	<a href="mailto:amjohnston@iu12.org">amjohnston@iu12.org</a>
13	Dave Solon	<a href="mailto:david_solon@iu13.org">david_solon@iu13.org</a>
14	Rob Lipton	<a href="mailto:roblip@berksiu.org">roblip@berksiu.org</a>
15	Cheryl Capozzoli	<a href="mailto:ccapozzoli@hannasd.org">ccapozzoli@hannasd.org</a>
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17	Cori Cotner	<a href="mailto:ccotner@iu17.org">ccotner@iu17.org</a>
18	Suzanne McCabe	<a href="mailto:smccabe@liu18.org">smccabe@liu18.org</a>
19	Ann Chervanka	<a href="mailto:achervanka@iu9.org">achervanka@iu9.org</a>
20	Colleen Kramm	<a href="mailto:ckramm@ciu.org">ckramm@ciu.org</a>
21	Cathy Enders	<a href="mailto:endersc@cliu.org">endersc@cliu.org</a>
22	Pamela Newman	<a href="mailto:pnewman@bucksiu.org">pnewman@bucksiu.org</a>
23	Yvonne Holman	<a href="mailto:yholman@mciui.org">yholman@mciui.org</a>
24	Vernice Mulcahy	<a href="mailto:vernice@cciu.org">vernice@cciu.org</a>
25	Anne Mosakowski	<a href="mailto:amosakowski@dciu.org">amosakowski@dciu.org</a>
27	Lori Ceremuga	<a href="mailto:lbc@bviu.org">lbc@bviu.org</a>
28	Lori Rodgers	<a href="mailto:lori@iu28.org">lori@iu28.org</a>
29	Evelyn Wassel	<a href="mailto:dewassel@comcast.net">dewassel@comcast.net</a>

**Happy Halloween**



**CFF TEAM**

**HOLLY JOBE**  
CFF PROJECT MANAGER



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CFF Administrative Assistant



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**KARA THOMAS**  
CFF Secretary



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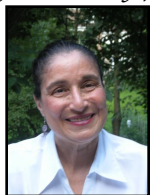
**PDE Mentors**

Celebrating the additional support provided by the IU TIMs, the Pennsylvania Department of Education (PDE) Mentors will continue to provide leadership to the CFF initiative. They will work with CFF school districts in collaboration with the PA IU TIMs and will continue to design and facilitate professional development opportunities.

The PDE Mentor supports the *Classrooms for the Future* (CFF) initiative building both capacity and sustainability for the CFF program. The PDE Mentor acts as a critical friend by providing assistance, structure, and guidance to IU TIMs in support of the *Classrooms for the Future* goals, when and where needed. PDE Mentors work with individual coaches in collaboration with IU TIMs or upon PDE's request.

**DIANE CHESSMAN**  
PDE Mentor

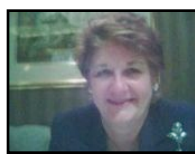
IUs 3 (Cohort 3), 7, 9, 28



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PDE Mentor

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**VIRGINIA GLATZER**  
PDE Mentor

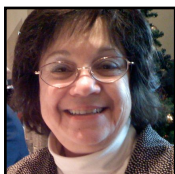
IUs 20, 21, 22, 23



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**MADELINE KERI**  
PDE Mentor

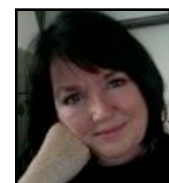
IUs 1, 6, 8



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**JOANNE ROMANO**  
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