

Daily Huddle - Running Agenda

[Huddles Handbook](#)

Non-Negotiable Expectations for Site Leaders

1. Admin must be visible - All site administrators to be actively supervising before school (when gate opens), passing periods, lunch, dismissal; for elementary admin, be present to supervise at least one lunch and one recess daily, rotating grade levels to visit all grade levels at least once throughout the week
 - Stay in IEP meetings but reminder that sites should avoid scheduling multiple IEP's at one time and avoid scheduling during non-structured student times to the best of the site's ability (ie. lunch time)
 - Do not schedule ancillary meetings during student non-structured time
2. Active Supervision & Duty Schedule - Each site will submit a plan for daily supervision expectations.
 - How/delivery is critical; leverage urgency; do this with people, not to people
 - Leverage contract language to ensure proper supervision during passing periods and before/after school (maximize certificated teacher duty minutes to ensure safety of students)
3. Review Supervision Deployment Map with Site Supervisor/Security Team
 - Supervise to ensure active supervision
 - Hold a daily huddle with Supervision/Security Team
 - Review/re-evaluate PE/blacktop supervision schedule (for each period 0-7)
4. Standardize hall pass system and hold students and staff accountable to use this standard pass
5. Principal updates Aggression Log every afternoon by 5:00 PM
 - a. Assistant Principal designee can update for Principal if unavailable
6. Daily Huddle with Cabinet Representatives, Squad Leader, Principals, Assistant Principals, Select Directors based on need
 - 7:45-8:00 am (virtual - 15 minutes); If principal cannot join, appoint an AP representative
 - Daily Huddle Check-In Agenda:
 - 1. Successes/Celebrations;
 - 2. Meeting Non-Negotiable Expectations; and
 - 3. Challenges and Immediate Site Needs

NOTE: Insert newest date/agenda at the top

NEWEST TEMPLATE, STARTING 3/12/24:

Date: DATE	PreK & Elementary 1	Elementary 2	K-8 & Middle	High & Alt. Ed.
Whole Group	<ul style="list-style-type: none"> Whole group announcements 			
Facilitator	Derek	Nereyda	Mary	Jenn
Notetaker	Lauren	Kristen	Kim	Janice
Bright Spots	•		•	•
Immed. Needs <ul style="list-style-type: none"> Green - Quick, easy to solve Yellow - Longer solve but doable Red - Longest & most complex 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learnings Aggression Log	•	•	•	•
Rounding Report Out [Mondays - Site teams report what they learned from the past week of Rounding & brainstorm to select new week's topic; Tuesdays - Share site topic]	•	•	•	•

TEMPLATE, STARTING MONDAY, 9/11/23:

Date: date	PreK & Elementary 1	Elementary 2	K-8 & Middle	High & Alt. Ed.
Whole Group	<ul style="list-style-type: none"> Share out any high level information, celebrations/bright spots and/or district-wide solutions 			
Facilitator	Mary	Jenn	Derek	Nereyda
Notetaker	Lauren	David	Kim	Janice

Bright Spots	•	•	•	•
Meeting Expect.	<ul style="list-style-type: none"> • Admin Visibility - • Staff Supervision - • Security/Supervisor Huddles - 	<ul style="list-style-type: none"> • Admin Visibility - • Staff Supervision - • Security/Supervisor Huddles - 	<ul style="list-style-type: none"> • Admin Visibility - • Staff Supervision - • Security/Supervisor Huddles - 	<ul style="list-style-type: none"> • Admin Visibility - • Staff Supervision - • Security/Supervisor Huddles -
Challenges/ Immed. Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EXAMPLE:

Date: 9/26/23	PreK & Elementary 1	Elementary 2	K-8 & Middle	High & Alt. Ed.
Whole Group	<ul style="list-style-type: none"> • Share out any high level information, celebrations/bright spots and/or district-wide solutions 			
Facilitator	Mary	Jenn	Derek	Nereyda
Notetaker	Lauren	David	Kim	Janice
Bright Spots	<ul style="list-style-type: none"> • Harmony: Has spreadsheet in office for all of the parent conferences to allow for better communication with parents. • Cawston: Old Fatihful appeared at Cawston yesterday when a fire hydrant was hit by construction. Staff immediately came out on their own to support student safety and offered to help. • Winchester: Dana's mom was in a care center and a nurse came up to her. She mentioned that she was a former student's mom. She gave her a hug and thanked her for loving on her son because he was often in trouble. He is now successful in high school. 	<ul style="list-style-type: none"> • BC - last year we had 83 students at end of Conf Week, this week we had 30 left after school on Monday. Feel it is due to better communication this year. • Fruitvale - admin team went out to check on teachers being at their door, we had convos with them. A request from them for a warning bell to remind them - we will test it out. 	<ul style="list-style-type: none"> • Rounding follow up from yesterday: Cottonwood: Rounded w/ newest teacher. Shared HUSD supports their staff. Lots of support from TOSAs. Principal sent out email to TOSAs. DMS: Teacher came back from maternity leave. Feels school is in a good spot, appreciated the time taken to talk to her. HDLA: Parent Liaison enjoyed school culture. Daily challenges, but feels supported by staff around her. Acacia: dept. Leads. Feedback received that there is some frustration with cell phones. Going to work to tighten it up. 	<ul style="list-style-type: none"> • Matt- Adult Literacy event • Kathleen- connection with kids
Meeting Expect.	<ul style="list-style-type: none"> • Admin Visibility - all thumbs up • Staff Supervision - all thumbs up • Security/Supervisor Huddles -thumbs up, one partially sideways. Cawston: Yesterday, staff wrote on whiteboard with a little resistance, but they did it. Then 2 supervisors came back and told her they thought of something and went to show her the lost and found. 	<ul style="list-style-type: none"> • Admin Visibility - Thumbs up - one sideways, Brian shaed he was doing a number of preobservation meetings yesterday, and will continue this week. How can we ensure these get scheduled during structured times. • Staff Supervision - Most thumbs up. Ginny shared being present and out there, setting the expection. The morning is a great opportunity to set the tone 	<ul style="list-style-type: none"> • Admin Visibility - Thumbs up. What have you learned since you've been more visible on campus? RVMS shared it has changed the culture / teachers see us and feel more inclined to be at door. Acacia: When there is an incident that ties up 3 or 4 staff members, the staff members left out there may feel alone and it makes them realize how important it is to be out supporting. 	<ul style="list-style-type: none"> • Admin Visibility - Thumbs up from most people. Nereyda asked how this has been brought up during rounding. • Staff Supervision - Thumbs up • Security/Supervisor Huddles - Thumbs up - THS supports each other and does debrief after each passing period to review hot spots.

	<p>Whittier: 2nd Grade is on fire. Student incident yesterday was where he was angry, knocked over chairs, pushed tables, smacked other students, and pushed them down. Parent picked him up and did not appear to have follow through. Dana has partnered in the past with local barbershop and has previously served as a mentor.</p> <p>De-escalation training will be coming districtwide in the near future.</p> <p>Harmony: Kindergarten girl who has had no school experience and is a foster student. Counselor, BSS, KIA, and Admin have set up a schedule to provide her mini breaks. JOEY has now been added. Student has a schedule to know when people are coming in, but sometimes the student needs a break prior to the time people are coming to give her a break. Calming corner & If, Then chart recommendation.</p>	<p>for the day.</p> <ul style="list-style-type: none"> • Security/Supervisor Huddles - all thumbs up. <p>Tiffany shared - incident with 3rd grade students - were students that had issues before. One shared he struggled making friends - after the peer mediation, both boys felt better. Parents appreciated the info shared.</p>	<ul style="list-style-type: none"> • Staff Supervision - Thumbs up for teachers and supervision. • Security/Supervisor Huddles Thumbs up 	
Challenges/ Immed. Needs	<input type="checkbox"/> No needs	<input checked="" type="checkbox"/> Nothing at this time.	<input type="checkbox"/> Acacia: Fight on the bus. Concerned about no aide support on this bus. Bus route 163 is the big concern. <ul style="list-style-type: none"> <input type="checkbox"/> Status - SpEd & HR meeting at 11:30 today to resolve <input type="checkbox"/> Idy: SPED transpo issue brought up from last month not resolved. Gened bus is picking this student up instead of SPED bus support.(current route 102 for am is curb transfer and the pm is route 105 which is at an assigned stop) The student should be curb to curb 	<input type="checkbox"/> Bee issue at Hamilton HS <input type="checkbox"/> WVHS working on how to support staff with BEST II students and de-escalating behavior