5 Minutes That Start the Day Right; The Morning Huddle
An example of a strong daily lead team meeting that starts the day in every IDEA Public School

**Daily Huddle Components**

- Happens every day from 8:00-8:05 am or similar time before the transition from homeroom to first period.
- Standing meeting, no sitting down
- Everyone shares administrative tasks and schedules for the day- all team members have their organizer (calendar, electronic or paper, and to do list), think clipboards.
- Happens every day; even when people can’t be there
- Because it is 5 minutes long, you must be on time
- Held in a conspicuous area like the corner of a hallway, not behind closed doors
- Includes assistant to principal who reports on same data each morning, usually including which teachers are out, which admin are out if any, and after school programming for athletics and clubs.
- Ends in a team cheer, slogan or chant, usually with hands in the middle, i.e. “Go Dragons!”, or “A-C-T”, or if needed, “Friday!”
- Each team member prepared with at least one outcome that they completed the day before, as well as one outcome that they will complete by the huddle the next day. Example: “I will be working on student registration” is not an outcome it is an action. The same type of work could be better articulated at the morning huddle as an outcome such as, “I will have the maps for registration in all teachers’ and admin team members’ email inboxes by 8am tomorrow”

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**Cast of Characters**

- Dan (PCP) - Principal College Prep
- Debbie (AP) - Principal Academy
- Tim (AC) - Academic Counselor
- Joe (APO) - Assistant Principal of Operations
- Alice (AAPI) - Academy Assistant Principal of Instruction
- Lenora (AAPI) - Academy Assistant Principal of Instruction
- Anne (ATP) - Assistant to the Principals

**SETTING:**

South Side Academy & College Prep supporting grades K-2 and 6th. The center of the hallway on a Tuesday morning at 7:54am. All students are in their homerooms except for the occasional straggler who is walking in late. Teachers are wrapping up homework check, breakfast and attendance. The admin team is clustered in the center of the middle school hallway in a tight circle about a yard and a half in diameter. Each of the members of the team is holding either a clipboard or a binder with their daily plan for the day. Three of the six team members have their iPhones out with the screens displaying their daily calendar. The remaining three team members have their individual daily schedule printed on a piece of paper which is directly under their To Do list in their “flexi”. All team members have a pen in their hand and are focused on Dan, the college prep principal who is adjusting his own daily calendar on his clipboard as he prepares to begin the daily morning huddle meeting.

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DAN (PCP): OK, great to see everybody here on time with their calendars and planners out. Joe are you checking the Rangers score on that iPhone?

JOE (APO): No sir, have it open to my calendar for today, but they did lose to Boston 2-1 last night.

DAN (PCP): Alright, well now that we have that settled, let’s review the format for the meeting today. First of all remember that since it is a B day today I will be leading the meeting. Tomorrow on Wednesday it is an A day so Debbie, the Academy Principal, will lead the huddle. There are two parts to our meeting the first are individual updates on your top outcome from yesterday, as well as the top outcome you are working on today. The second part of the meeting will
be general announcements for the whole group. Anne, I assume you have the daily update on classrooms with subs and after school activities?

ANNE (ATP): Right here, we are looking good today.

DAN (PCP): Great, we will hear more about that after individual updates. Well it is already 7:55 so let’s begin, nice work being on time. Joe, why don’t you start us off? I have here that you had said, let me check… (At this time Dan flips a page on his clipboard to reveal his notes from the previous day’s huddle where he had written down the outcome from each team member. He was able to do this carefully while Debbie was leading the meeting since yesterday was an A day and her day to lead.)…You had said that the operations team would have all of the envelopes for the 6th graders stuffed, stamped, and delivered to the post office with the info on the new STAAR testing requirements. Did this get done?

JOE (APO): Yes it did, they should have gone out in the mail yesterday. It was a great team effort.

DAN (PCP): Outstanding! Nice work, anybody in particular that deserves some key praise on this?

JOE (APO): Well now that you mention it, Ms. H stayed late after her usual receptionist clock out time to get these done, so you should thank her.

DAN (PCP): Sounds good. I will do that. (Dan makes a quick note on his clipboard) OK Joe, what is your big outcome for the day today?

JOE (APO): I will be working on a new map for the parking flow. I think I underestimated how many 2nd graders would be dropped off. We may need to find a second entryway for the cars.

DAN (PCP): So what exactly is the outcome you are driving at?

JOE (APO): Hmm, I will have the new map in the teacher’s mailboxes and email inboxes by 8am tomorrow.

DAN (PCP): That sounds great, very clear. Let’s talk after this meeting to discuss that traffic route for a few minutes, I have a few ideas.

JOE (APO): Sounds good.

DAN (PCP): Alright, next let’s hear from Tim. (Flipping his page to look at the previous day’s notes) Tim, what were you working on yesterday?

TIM (AC): Got it right here sir, I wanted to have all of IA#1 scanned to put us at 100% and that is done! Today the goal is to complete the historical grades for 10 6th graders whose grades we are missing.

DAN (PCP): Very clear, nice job quantifying the outcome for the day.

(Debbie takes a moment to write down these outcomes that Joe and Time have stated so as to be able to verify them the next day when she leads the huddle.)

JOE (APO): Tim do you need any help from the registrar on finding those grades from the kids’ elementary schools?

TIM (AC): Yes, that would be a big help thanks Joe, let’s talk after the huddle.

DAN (PCP): Sounds good gentlemen, Debbie what do you have today for an outcome?

DEBBIE (PA): Well first off Dan let me remind you that I had the outcome of completing three data conversations yesterday and two extended observations. This was quite a bit, but all five of those outcomes are done!
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DAN (PCP): Bam! Nice work Debbie, that’s a good number of data conversations. What do you have for today?
DEBBIE (AP): Today I have a lot happening in the kinder classrooms, but I really need to get this budget document done. So I am going to put down my key outcome as sending in the revised staffing roster to Lisa Pledger at HQ, she really needs that. *(Debbie takes some time to write down this information in Wunderlist.)*

DAN (PCP): Hmmm that is a good reminder. I also need to send in that revised roster for college prep. *(Dan takes a second to jot this info on his clipboard.)* My own outcome from yesterday was to complete three observations with teachers and have three debriefs with those same teachers. I was able to see and debrief with Ms. Martinez and Ms. Holly but did not get to see Mr. Thomas in 6th grade math. That has got to be my outcome for today; to observe and debrief with Mr. Thomas. I could also use another pair of eyes in there as I hear he is struggling with some of the graphing concepts on increasing at scale, can anybody observe with me at 11:15?

DEBBIE (AP): You know what, I have not seen 6th grade math, I can be there for 10 minutes to see the future for our 2nd graders.

DAN (PCP): Great, thank you Debbie! Alright Alice and Lenora you have been very patient, Alice what do you have for the group, Lenora you are next.

ALICE (AAPI): *(Alice and Lenora both take some time to review their clipboards)* Well yesterday I said I was going to have completed the data review and compiled the report for the 1st graders, but I did not get to finish it.

DEBBIE (AP): Let me jump in on this Dan, what held you back on that Alice?

ALICE (AAPI): Well to be honest, I got caught up in helping with lunch duty which led into multiple parent phone calls after a scuffle at recess; I should have got to it by the end of the day, but did not.

DEBBIE (AP): Anything you need to get the report sent to NIFDI by tomorrow?

ALICE (AAPI): No Ma’am it will be done by 8am tomorrow.

DAN (PCP): That sounds clear. *(He takes a moment to look at his notes from the day before.)* Lenora you were looking to have observed all of the math groups in 2nd grade with written feedback for each teacher, did that happen?

LENORA (AAPI): I got into all of the classes but was at a loss as to what to tell Ms. Garcia, she has some pretty excitable students in that grouping. Debbie, do you think we could observe together today? I would like my outcome today to be a full observation and data conversation with Ms. Garcia before the end of the day tomorrow.

DEBBIE (AP): Sure, let’s find a time to do it after the huddle.

DAN (PCP): Nice work team, be sure you have your outcome written down for the day. We have about a minute left for announcements that pertain to the whole team. Anne what have you got for us on subs and events today?

ANNE (ATP): Well first off, thanks to Alice for helping with breakfast in Ms Ramirez’z class, she was out sick and the sub didn’t know where to find the cooler. Anyway Ms. Ramirez is out and Ms. Smith is still at a training in Houston and will be back tomorrow, so two teachers out today. And for after school events we have the chess club meeting in room 110 and girls 6th grade volleyball tryouts in the gym today after school.
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DEBBIE (AP): Wait a second there are volleyball tryouts after school today? I thought Academy was going to have use of the gym for setting up kindergarten parent council!

ANNE (ATP): Yes, I did want to point that out…

DAN (PCP): Hmmm this was my fault I forgot to tell the girls volleyball coach about the kindergarten council meeting. Do you think you could have the meeting in a classroom?

DEBBIE (AP): No way, we are expecting at least 50 people, we need the gym.

DAN (PCP): Ok, we can have the girls have tryouts outside today. That should work.

DEBBIE (AP): Thanks Dan, I will get you a copy of the academy monthly calendar as well.

DAN (PCP): Sounds good I need to review that, any other announcements that pertain to the whole group?

JOE (APO): Yes, a quick Progress towards goals update, we are currently leading the district in terms of ADA by about .2 percentage points!

DAN (PCP): Please be sure to bring that up at our tactical meeting we all want to hear more on what we are doing that is leading to that great result.

JOE (APO): You got it.

DAN (PCP): Alright, go team, nice work ops! Anything else, going once, twice? Alright lets bring it in, (Team members put their hands on top of one another and cheer) Remember Lenora meet with Debbie on a time to observe and Joe get with Tim on the historical grades, then find me on traffic ideas. Let’s all try to find time to praise at least two kids by name today, have a great day. …Mighty Lightbulbs on Three, one, two, three…

ALL:: Mighty Lightbulbs!

Questions to Consider?

1. What device do the two principals use to ensure that leadership of the meeting is shared equally?
2. What is another way that leadership of the meeting could be divided?
3. Why are clipboards or a writing tool so necessary at this meeting?
4. What are some ways that Dan kept the meeting under 5 minutes?
5. What were some examples of Dan keeping the tone of the meeting positive?
6. What was a scheduling conflict that was discovered due to the meeting taking place before the day began?
7. How will you adapt the meeting to fit the needs of your campus? How will you keep it the same?