

## Staff Huddle - Implementation Checklist

PREPARATION FOR HUDDLE		
Component	Preparation Criteria	Notes
Daily Communications	<ul style="list-style-type: none"> <li><input type="checkbox"/> Site leadership team met in a “pre-huddle” to establish the essential daily communications in the following areas:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Events (school-wide, community, athletics, drills, birthdays, etc.)</li> <li><input type="checkbox"/> Data (reminders, recognitions)</li> </ul> </li> </ul>	
Core 3 Exemplar Video	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leader chose a high leverage Core 3 technique that aligns with the <a href="#">Arc of the Year</a></li> <li><input type="checkbox"/> Leader selected staff member(s) who exemplify the focus technique using their site Dashboard</li> <li><input type="checkbox"/> Leader front loaded the staff member prior to filming the exemplar video</li> <li><input type="checkbox"/> Leader prepared framing questions that focused the staff on what to look for while watching the video</li> </ul>	“I’ve noticed your outstanding implementation in the area of ____! I’m going to come to your class during ____ to film an exemplar of ____.”
Shout Outs	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leaders had pre-planned shout outs that highlighted staff members exemplifying:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Values &amp; Mission</li> <li><input type="checkbox"/> SEL</li> <li><input type="checkbox"/> Implementing Core 3 Techniques</li> </ul> </li> </ul>	

DURING THE HUDDLE		
Component	Criteria	Notes
Daily Communications	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leaders delivered daily communications in a clear, concise manner</li> <li><input type="checkbox"/> Leaders answered in the moment questions as they arose and/or scheduled follow ups with the appropriate staff members</li> </ul>	
Shout Outs	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leaders and staff members delivered shout outs to one another in the areas of:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Values and mission</li> <li><input type="checkbox"/> Social Emotional Learning (SEL)</li> <li><input type="checkbox"/> Implementing Core 3 Techniques</li> </ul> </li> </ul>	
Core 3 Exemplar Video	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leader posed framing questions to staff before showing the video</li> <li><input type="checkbox"/> Staff shared responses to the guiding question, as well as key takeaways after watching</li> <li><input type="checkbox"/> Leader stamped the Core 3 technique by naming the What and How for implementation</li> <li><input type="checkbox"/> Leader stated that they will be looking for implementation during walkthroughs and coaching observations</li> </ul>	“As you watch this video of ____, look for __.” Key Framing Questions: “What are the students doing?” “What is the teacher doing?” “Why is this technique important?”

AFTER THE HUDDLE

Component	Criteria	Notes
<b>Core 3 Exemplar Video</b>	<ul style="list-style-type: none"><li data-bbox="430 384 987 441">❑ Shout out other staff members implementing the Core 3 Focus Technique</li><li data-bbox="430 441 987 497">❑ Share other staff implementation videos of the Core 3 Focus Technique via email or in huddle</li></ul>	