**YOP Graduation Meeting - [INSERT School District]**

**Date:** Click to Insert Date| Insert Time

***Suggested Attendees:*** *Principal, Assistant Principal, Academy Director, District Representative, Advisory Board Member, Career Teacher, Core Teacher, NAF Portfolio Manager, & NAF Staff*

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| **Agenda** | |
| 3 min. | **Welcome & Agenda Review**   * Academy Review Team Introductions * Reflections: Year of Planning (YOP) Experience * YOP Assessment – Live in ASH * Next Steps |
| 10 min. | **Introductions**   * Name and Role   **Reflect on the following:**   * Share a challenge you encountered during the YOP process. * How did you resolve it? |
| 2  min. | **NAF Educational Design and YOP Assessment Layout**   * Elements of NAF’s educational design and strategic actions that describe the required academy practices |
| 45 min. | **Review online YOP Assessment Results – Live in ASH**   * Member of the review team discusses the evidence for the standard of practice or describes academy work. * PM identifies strategic actions requiring further clarification. * PM finalizes YOP Assessment after review of all strategic actions. * *Note:* A final score of 15 or above confirms eligibility to join the academy network. |
| 15 min. | **Wrapping Up and Next Steps**   * Academy team reconvene at the start of the 2022-23 school year * Celebrate! Plan an official academy launch event: * Banner hanging ceremony/dedication * Orientation/open house as a marketing/recruitment opportunity * Schedule a strategic planning meeting for the academy team: * Identify standards in need of improvement and create goals * Utilize ASH resources to support academy development |