**YOP Graduation Meeting - [Click to INSERT School/District]**

**Date:** Click to Insert Date| Click to 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**   * Introductions & Reflections * NAF Design Overview * Year of Planning (YOP) Assessment Review – Live in ASH * Next Steps |
| 10 min. | **Introductions**   * Name and Role   **Reflections: YOP Experience**   * Share a challenge you encountered during the YOP process. * How did you resolve it? |
| 2  min. | **NAF Design Overview and YOP Assessment Layout**   * Elements of NAF’s design and strategic actions that describe the required academy practices |
| 45 min. | **Review online YOP Assessment Results – Live in ASH**   * Member of the ADT 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 reconvenes at the start of the new 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 | Update Action Plan * Utilize ASH resources to support academy development |

Notes – Ideas – Action Items

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