**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** |
| 3min. | **Welcome & Agenda Review** * Introductions & Reflections
* NAF Design Overview
* Year of Planning (YOP) Assessment Review – Live in ASH
* Next Steps
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| 10 min. | **Introductions*** Name and Role

**Reflections: YOP Experience*** Share a challenge you encountered during the YOP process.
* How did you resolve it?
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| 2 min. | **NAF Design Overview and YOP Assessment Layout*** Elements of NAF’s design and strategic actions that describe the required academy practices
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| 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.
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| 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
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Notes – Ideas – Action Items

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