**Fast Track Validation Meeting - [Insert Academy Name]**

**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: Fast Track Program Experience * Fast Track Assessment – Live in ASH * Launch Year Tips and Resources |
| 10 min. | **Introductions**   * Name and Role   **Reflect on the following:**   * Share a challenge you encountered during the Fast Track program. * How did you resolve it? |
| 2 min. | **Review NAF’s Educational Design and Fast Track Assessment Design Layout**   * Elements of NAF’s educational design * Standards of practice for each element * Strategic actions that describe the required academy practices |
| 45 min. | **Complete online Fast Track Assessment – Live in ASH**   * Member of the review team discusses/reviews the evidence for the standard of practice and strategic actions or describes academy work. * PM identifies strategic actions requiring further clarification. * PM finalizes Fast Track Assessment after review of all strategic actions. * *Note:* A final score of 15 or above confirms the completion of the Fast Track program. |
| 15 min. | **Wrapping Up and Next Steps**   * Establish check-in schedule with portfolio manager. * Follow-up email detailing Launch Year at a glance with resources:   + Celebrate! Plan an official academy launch:   + 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 and strategic actions to achieve the designated standards of practice. * Access Launch Year resources in ASH. |