**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
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| 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?
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| 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
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| 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.
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| 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.
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