**Academy Name:**

**Date:**

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

| **Agenda** |
| --- |
|  | **Welcome & Agenda Review** * Attendee Introductions
* NAF Design & Year of Planning (YOP) Pacing
* YOP Snapshot | Self-evaluation
* Academy Support Hub (ASH) Overview
* Next Steps and Resources
 |
|  | **Introductions*** Name and Role
* Clarify overarching objectives to facilitate customization, ensuring alignment with the specific needs and priorities of the district
 |
|  | **NAF Design & YOP Program Overview*** NAF Design | Standards of practice with Strategic Actions
* YOP Guide & Pacing Calendar *(adjust pacing as needed)*
* Step 1: Team Building and Leadership
 |
|  | *Deliverable: ADT completes Academy Design Team Roster (as evidence). Assign responsibilities and ADT planning meeting cadence.* |
| **BREAK** |
|  | **Complete** [YOP Snapshot](https://ash.naf.org/public/yop-snapshot)(self-assessment used to measure academy design plan progress to inform action plan)Internet access is needed to complete online Snapshot | [Snapshot Template](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-snapshot)* ADT members discuss the current status of academy design plan related to each standard of practice and strategic actions | *Not Started, Underway, & Accomplished*

**Required Evidence for YOP Graduation*** Review [Evidence Checklist](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-evidence-checklist) and consider a process for evidence collection
 |
|  | *Deliverable: ADT uses Snapshot results to identify standards of practice with associated strategic actions that require immediate attention to begin the development of the academy design plan.* |
|  | **Academy Support Hub (ASH) Overview*** ASH Walkthrough | YOP Guide
 |
|  | **Final Reflection and Next Steps** * Determine ADT meeting cadence. Our next meeting is, **Date:**
* Recap of action items and immediate support needs
* Utilize Strategic Action Checklist (p. 3)
 |

Notes – Ideas – Action Items

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| **Strategic Action Checklist** |
| **Instructions:** Use this checklist post YOP kick-off meeting to orient the Academy Design Team. |
| [ ]  1. Build the Academy Design Team (ADT) - [ADT Prep Guide](https://ash.naf.org/public/downloadable-resource/index/academy-design-team-preparation-guide)* Designate/Confirm the Academy Lead
* Complete the ADT roster | Assign team roles & responsibilities
* Identify the missing roles to inform recruitment efforts
* Consider sub-committee assignments
 |
| [ ]  2. Convene regularly scheduled ADT meetings | Record minutes* Establish meeting cadence (weekly, bi-weekly, monthly) | [Meeting Agenda Template](https://ash.naf.org/public/downloadable-resource/index/academy-design-team-agenda-template)
* Use the guiding questions (YOP Guide) to prepare ADT meeting agendas efficiently
 |
| [ ]  3. Ensure the ADT completes [NAF Account](https://ash.naf.org/public/article/index/creating-a-naf-account) setup to gain access to Academy Support Hub (ASH) |
| [ ]  4. Conduct a virtual tour of NAF’s Academy Support Hub (ASH) with the ADT* Review all sections of the online [YOP Guide](https://ash.naf.org/public/academy-development.yop?slug=intro) with ADT
* Identify Month 1 Resources | Team Building and Leadership
 |
| [ ]  5. Complete the online YOP Snapshot #1 in ASH | [Snapshot Template](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-snapshot) |
| [ ]  6. Use Snapshot #1 results to guide the development of an action plan | [Action Plan Template](https://ash.naf.org/public/downloadable-resource/index/action-plan-template)* Execute a crosswalk between Snapshot #1 and [Evidence Checklist](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-evidence-checklist)
* Utilize the online [Action Plan](https://ash.naf.org/public/action-plan) in ASH to foster collaboration between ADT and NAF
 |
| [ ]  7. Create the academy mission and vision statements that align with goals and objectives of the district |
| [ ]  8. Identify strategies for student recruitment that include website design, brochure, and recruitment flyers* Refer to the [Student Recruitment Guide](https://ash.naf.org/public/downloadable-resource/index/student-recruitment-guide) for guidance
* Utilize the Action Planning Activity | [Marketing Your Academy](https://ash.naf.org/public/downloadable-resource/index/marketing-your-academy)
 |
| [ ]  9. Academy Design Plan | Evidence Collection* Create a process for evidence collection to document YOP progression and readiness to graduate *Recommendation:* Collect and store evidence in an online format that is accessible to the entire ADT
* Refer to the [Evidence Checklist](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-evidence-checklist) for guidance
 |
| [ ]  10. Schedule recurring coaching sessions with your NAF Portfolio Manager |
|  |
|  **NAF Support Team**

|  |
| --- |
| Contact NAF's Support Team (help desk) for general inquiries at support@naf.org.Common topics include: NAF's Online Systems, Corporate Engagement & Relations, Work-Based Learning, Future Ready Learning (Curriculum), and Marketing & Communications. |
| * Need Individualized Support? [**Click HERE**](https://outlook.office365.com/owa/calendar/NAF%40nafnyc.onmicrosoft.com/bookings/) to schedule a coaching session.
 |

 |

| **Quick Access Resources** |
| --- |
| **Year of Planning (YOP) Resource Overview*** [YOP Guide](https://ash.naf.org/public/academy-development.yop?slug=intro) - The YOP Guide is a comprehensive outline of the YOP program to supportacademy design plan development
* [ADT Prep Guide](https://ash.naf.org/public/downloadable-resource/index/academy-design-team-preparation-guide) - The ADT is a multi-disciplinary team consisting of school and academy staff, district and school administration, parents, students, and business and postsecondary education partners
* [YOP Pacing Calendar](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-pacing-calendar) - The YOP Pacing Calendar aligns with NAF standards and assists the ADT in establishing the timeline to meet the YOP deliverables | Tip: Use [Progress Planner](https://ash.naf.org/public/downloadable-resource/index/YOP-Progress-Planner) to identify deadlines
* [YOP Snapshot](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-snapshot) - The Snapshot is a self-assessment used twice during the YOP program to measure academy design plan progress to inform action plan
* [YOP Evidence Checklist](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-evidence-checklist) - Evidence templates and artifacts are uploaded in the online YOP Assessment to document the accomplishment of designated strategic action. Evidence serves as a historical record of academy growth and highlights the strategies used to meet NAF’s standards of practice
 |
| **NAF Membership Portal – Academy Support Hub (ASH)*** NAF uses a single-sign-on service to access ASH - [Creating a NAF Account](https://ash.naf.org/public/article/index/creating-a-naf-account)
* Note: An ASH contact record with active email is required to [create a NAF Account](https://support.naf.org/portal/en/kb/articles/creating-an-account-in)
 |
| **Program of Study*** Review [Future Ready Learning](https://ash.naf.org/public/learning) resources (student curriculum)
* Create the career-connected Program of Study | [Template](https://ash.naf.org/public/downloadable-resource/index/program-of-study-template)
 |
| **Work-Based Learning (WBL) Plan*** Review [Work-Based Learning Standards](https://ash.naf.org/public/downloadable-resource/index/work-based-learning-standards1)
* Learn about NAF’s [Outcomes-Driven WBL](https://ash.naf.org/public/video/index/odwbl-overview-video) approach
* Explore [Work-Based Learning](https://ash.naf.org/public/wbl/prepare-for-wbl) resources
* Create the WBL Plan | [Template](https://ash.naf.org/public/downloadable-resource/index/work-based-learning-plan-and-calendar)
 |
| **Advisory Board (AB) Development*** Review [Advisory Board Overview](https://ash.naf.org/public/downloadable-resource/index/naf-advisory-board-overview)
* Review [Advisory Board Best Practices](https://ash.naf.org/public/advisory-board/overview-best-practices)
* Review [Starting a Board Checklist](https://ash.naf.org/public/downloadable-resource/index/starting-board-checklist)
* Review/develop Partner Recruitment Plan | [Recruit Members](https://ash.naf.org/public/advisory-board/recruit-new-members)
 |
| **Marketing & Branding - ASH*** Contact NAF Marketing & Communications to request a custom logo
* Consider NAF clothing and gear - purchase at <http://store.naf.org/>
 |
|  |
| **NAF Next** |
| [**NAF Next 2024**](https://naf.org/about/naf-next/) **will be held in Kissimmee, FL, from July 8-11** |