**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** | |
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|  | **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

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| **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 |
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| **NAF Support Team**   |  | | --- | | Contact NAF's Support Team (help desk) for general inquiries at [support@naf.org](mailto: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@nafnyc.onmicrosoft.com/bookings/) to schedule a coaching session. | |

| **Quick Access Resources** |
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| **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 support academy 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](mailto:communications@naf.org) * Consider NAF clothing and gear - purchase at <http://store.naf.org/> |
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| **NAF Next** |
| [**NAF Next 2024**](https://naf.org/about/naf-next/) **will be held in Kissimmee, FL, from July 8-11** |