**YOP Kick-off Meeting:**

**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**   * Academy Design Team (ADT) 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 |
|  | **NAF Design & YOP Overview**   * Elements of NAF Design | Standards of practice   + Strategic actions that describe the required academy practices * YOP Guide & Pacing Overview (adjust pacing as needed) * Team Building and Leadership |
|  | *Deliverable: ADT completes Academy Design Team Roster (as evidence). Assign responsibilities and ADT planning meeting cadence.* |
| **BREAK** | |
|  | **Complete 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 work 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 academy plan development.* |
|  | **Academy Support Hub (ASH) Overview (time permitting)**   * ASH Walkthrough | YOP Guide |
|  | **Final Reflection and Next Steps**   * Determine ADT meeting cadence. Our next meeting is **Date:** * Strengths or immediate support needs * Review Strategic Action Checklist (p. 3) |

Notes – Ideas – Action Items

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| **Strategic Action Checklist (post YOP kick-off meeting)** |
| 1. Designate/Confirm the Academy Lead |
| 2. Recruit the Academy Design Team (ADT) - [Academy Design Team Preparation Guide](https://ash.naf.org/public/downloadable-resource/index/academy-design-team-preparation-guide)   * Complete the ADT roster | Assign team roles & responsibilities * Identify the missing roles to inform recruitment efforts |
| 3. 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) |
| 4. Ensure the ADT completes [NAF Account setup](https://ash.naf.org/public/article/index/creating-a-naf-account) to gain access to Academy Support Hub (ASH) |
| 5. Review all sections of the online [YOP Guide](https://ash.naf.org/public/academy-development.yop?slug=intro) with ADT   * Review Month 1: Team Building and Leadership | [YOP Pacing Guide](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-pacing-guide-one-pager) * Access ASH to view tools and resources |
| 6. Complete online YOP Snapshot #1 in ASH | [Snapshot Template](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-snapshot) |
| 7. 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 * Refer to Guiding Questions for action step prompts (YOP Guide) |
| 8. Create the academy mission and vision statements aligned with the school/district mission and vision |
| 9. Create the Program of Study |
| 10. 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 |
| 11. 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 |
| 12. Schedule coaching sessions with your NAF Portfolio Manager as needed |
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**NAF Support Team**

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| 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. |

| **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 Preparation 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 Guide](https://ash.naf.org/public/downloadable-resource/index/year-of-planning-pacing-guide) - The YOP Pacing Guide aligns with NAF’s standards of practice and assists the ADT in establishing the timeline to meet the YOP deliverables * [YOP Snapshot Template](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: A contact record in ASH is required to [create a NAF Account](https://support.naf.org/portal/en/kb/articles/creating-an-account-in) |
| **Program of Study**   * Review NAF Program of Study | [Flyer](https://ash.naf.org/public/downloadable-resource/index/naf-program-of-study-flyer) * Review [Future Ready Learning](https://ash.naf.org/public/learning) (student curriculum) * Create the 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) * Review [Career Readiness](https://ash.naf.org/public/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/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) * Use NAF marketing materials - purchase at <http://naf.org/materials> * Consider NAF clothing and gear - purchase at <http://store.naf.org/> |
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| **NAF Next** |
| **NAF Next 2023 will be held in Phoenix, AZ, from July 12-14.** |