



YEAR OF PLANNING SERVICE AGREEMENT 2015-2016

NAF facilitates partnerships between business leaders and educators that have transformed students' lives for over 30 years. NAF's small public school-based learning communities empower high school students to successfully go on to higher education and professions of their choosing. Because advanced planning and engagement of all members of the academy team—from teachers to administrators to business partners—is essential to a successful academy launch, new programs undergo a structured Year of Planning (YOP) process.

The YOP enables a school interested in starting a NAF academy to begin the process with assistance from NAF prior to enrolling students. Schools applying for this designation agree to take part in an assessment process aimed at developing a year-long plan for program development. Upon acceptance as a YOP site, the school will be entitled to NAF technical assistance, staff development activities, and use of academy curriculum and other benefits associated with NAF network membership.

NAF understands that for most schools, planning is a luxury. Thus, it is our intention through the YOP process to make planning a requirement, giving schools and districts ample opportunity to create the appropriate environment for planning to take place. During YOP, schools and districts follow a process that will allow them to align and integrate resources and programs to serve both the academy implementation and broader school improvement. The YOP process begins approximately 12-18 months before the academy launch, and culminates with commencement activities at NAF's annual conference.

This AGREEMENT sets forth the roles and responsibilities of NAF (formerly National Academy Foundation) ("NAF") to **[Insert SCHOOL DISTRICT NAME]**, (the "SCHOOL DISTRICT") and the roles and responsibilities of the SCHOOL DISTRICT to NAF, in connection with the NAF academies operating at **[INSERT SCHOOL NAMES]** (sometimes referred to herein as the "academy program") to be established by the SCHOOL DISTRICT.



Terms of the Agreement

In support of the effective development of a career-themed small learning community in the form of a NAF academy, NAF and the SCHOOL DISTRICT agree to the following:

I. To support this effort, examples of what NAF provides:

- A. Data driven support
 - i. Fifteen Standards of Practice
 - I. YOP Academy Snapshot, completed two times annually
 - II. YOP Graduation Assessment
- B. Year of Planning procedures and tools
 - i. NAF academy development model
 - ii. YOP Guidebook
 - iii. Planning team performance coaching
 - iv. A series of online learning modules
 - v. Action Planning tool
 - vi. Resources and templates, evidence binder development
- C. NAF Annual Conference targeted at building fidelity to NAF educational design
- D. Academy development site visits, coaching and technical assistance
- E. NAF curriculum and assessment online access
- F. Access to NAF's network members portal, the Academy Support Hub, and other NAF applications through a secure, password-protected ID

II. SCHOOL & DISTRICT ROLES. Districts and schools play important roles in the development and implementation of academies. To support this effort it is expected that the SCHOOL and SCHOOL DISTRICT will:

- A. Pay a **one-time, non-refundable** YOP services fee of \$8,000.00 to NAF
- B. Provide resources and support to send at least two YOP planning team members to required YOP summer work sessions at NAF's annual Conference in July 2015 based on selected prepayment options outlined in Section III.
- C. Complete the YOP Academy Snapshot and YOP Graduation Assessment
- D. Provide planning time and resources for teacher collaboration on developing an interdisciplinary, project-based program of study, in accordance with NAF, district, and state standards.
- E. Provide time and space for minimum of bi-weekly academy planning team meetings.
- F. Provide release time and space for academy development site visits with academy planning team members, including the school principal.



- G. Provide the YOP design team time and access to resources necessary to develop schedules for the academy student cohort.
- H. Establish and maintain a working relationship with partners from the business community, as well as post-secondary experts in related academy theme areas.
- I. Establish, manage, and administer a supportive budget that meets the needs of the academy planning team.
- J. Seek opportunities to secure outside funding and oversee development of grant letters and proposals.
- K. Complete a YOP digital evidence binder, which will include a representation of the work done throughout YOP as designated in the YOP Guidebook.
- L. Identify and schedule cohorts of academy students in each grade-level that will share a minimum of three (3) academic courses.
- M. Provide student data to NAF through Graduation Alliance (formerly ConnectEDU) or other data system.

III. YOP Attendance at NAF Annual Conference:

- A.** NAF will conduct a YOP Session at the 2015 annual Conference. YOP sites will be required to attend scheduled orientation sessions (if they have not received those) as a condition of continued good standing in the Year of Planning cohort. For local budget flexibility NAF provides the prepayment options delineated in section III.B., for as few as zero (0) and as many as designated ("Prepaid YOP Conference attendees") to attend the annual conference in 2015, inclusive of conference registration fees, and up to 4 nights lodging costs per person.
- B.** The SCHOOL DISTRICT will choose one method for covering the costs associated with required YOP planning team attendance at the 2015 NAF annual conference, from among two (2) options, each with varying degrees of NAF and SCHOOL DISTRICT financial responsibility.
 - Option 1-** The SCHOOL DISTRICT will pay only standard YOP fees of \$8,000. All costs associated with **sending required YOP academy planning team members (minimum of two staff members) to NAF's annual conference in 2015** is provided by the district or other local funding.
 - Option 2-** The SCHOOL DISTRICT will pay NAF, in addition to the standard \$8,000 YOP services fee, \$1,500 per person to attend NAF's annual conference, this includes registration fee and up to 4 nights lodging.

Please indicate the number of individuals you are sponsoring under Option 2.

_____ Attendees X \$1,500 equals the total amount of _____



IV. Public Relations, Marketing and Materials Usage

A. Logos.

Use the NAF logo specific to your theme. If you have more than one theme, use the general NAF logo. Logos can be downloaded here <http://naf.org/naf-now/brand-resources>. For questions and ideas on how to incorporate the NAF logo in your branding efforts, contact us at communications@naf.org.

B. Press Releases.

- 1) All local academy related press releases must include NAF's official boilerplate which follows:

NAF is a national network of education, business, and community leaders who work together to ensure high school students are college, career, and future ready. NAF's educational design ignites students' passion for learning and gives businesses the opportunity to shape America's future workforce by transforming the learning environment to include STEM infused industry-specific curricula and work-based learning experiences, including internships. Since 1982, NAF has been partnering with existing high schools in high-needs communities to enhance school systems at a low cost by implementing NAF academies – small learning communities within traditional high schools. NAF has grown from one NAF Academy of Finance in New York City to hundreds of academies across the country focusing on growing industries including: finance, hospitality & tourism, information technology, engineering, and health sciences. During the 2014-15 school year nearly 82,000 students attended 667 NAF academies across 38 states, including DC and the US Virgin Islands. In 2014, NAF academies reported 97% of seniors graduated with 93% of graduates planning to go to college.

- 2) NAF also requires that any academy press release or news alert be sent to NAF prior to release. These materials should be sent to: communications@naf.org.
- 3) All academies are also encouraged to submit local success stories to NAF that they feel would be of national or regional interest. If appropriate, these will be included in NAF's publicity efforts.
- 4) These marketing guidelines (including logo usage and press release boilerplate) are subject to revision. If any changes are made to these guidelines, all directors in the network will be notified via e-mail.

C. Use And Ownership Of Materials

- 1) All materials provided by NAF to the SCHOOL DISTRICT including all brochures, administrative materials, and curriculum documents for the academy courses, in any form or format whatsoever, and all hardware and software relating to such materials or otherwise provided by NAF, are the sole and exclusive property of NAF, or are used by



NAF under license. NAF is the exclusive owner of all proprietary rights (including copyrights) in the NAF materials (except for such of those materials which are used under license). NAF materials may only be used in accordance with the guidelines contained on the NAF web site. NAF materials may not be reproduced or shared with or distributed or disclosed to other schools or educational institutions or, except with respect to NAF academy course instructors or other persons materially involved in the establishment and operation of the academy, any other person or entity. The SCHOOL DISTRICT shall make this restriction clearly known to all persons or entities to whom or which NAF materials are made available as permitted under this Section, and shall use its best efforts to ensure that all such persons or entities comply with the provisions hereof.

- 2) The SCHOOL DISTRICT agrees that all NAF materials are to be used in strict accordance with the guidelines of the NAF provided to the SCHOOL DISTRICT by NAF. No modification may be made to any of the NAF Materials by the SCHOOL DISTRICT without the prior written consent of NAF, the request for which must be in writing and must include an assignment by the SCHOOL DISTRICT to NAF of any and all rights in and to the NAF Material(s) so modified, including, without limitation, any and all copyrights.
- 3) All NAF/academy materials adapted or reproduced for use by the SCHOOL DISTRICT shall bear the copyright notice set forth on such materials or such other notice, as NAF shall prescribe.



TERM OF THIS AGREEMENT

- A. Within sixty days of the signing of this agreement, either party may give the other written notice that it wishes to terminate for any reason, with full reimbursement of fees to the School District.
- B. This Agreement shall continue in existence until the occurrence of any of the following: either (1) the parties mutually agree that the school has successfully completed all YOP requirements and is eligible for consideration for full membership in the NAF Network, as defined under separate membership agreement; or (2) the parties mutually agree to terminate; or (3) either party gives the other written notice that it wishes to terminate, in which event the termination becomes effective on the last day of the semester in which the notice is given.
- C. Upon any termination of this agreement, the School District, and the NAF Academy program created hereunder, shall cease to be a member of Year of Planning Class within the NAF Network, and all rights of the School District to participate in or receive assistance or materials from NAF to access network member applications and to use the name, logo, or other trademarks or service marks of NAF and the academies, shall also cease. Upon termination, all NAF/Academy Materials (including all copies of such materials) in the School District's possession shall, upon NAF's request, be returned to the NAF national headquarters. NAF/academy materials which are not requested to be returned to NAF shall be destroyed by the School District, and the School District shall confirm to NAF that all such materials have been destroyed. Upon termination, any and all rights of the School District to use, disclose to or distribute the NAF/academy materials to others, for any purpose whatsoever, in any form or format whatsoever, shall cease.



V. EXECUTION

The Undersigned have executed this agreement on the dates indicated opposite their signatures.

Superintendent *(signature)* *(Print)* *(District)* *(Date)*

High School Principal *(signature)* *(Print)* *(School Name)* *(Date)*

Academy Director *(signature)* *(Print)* *(District)* *(Date)*

President *(signature)* JD Hoyer *(Print)* NAF *(Organization)* *(Date)*