

**Ruben's Five Star Academy - 2018-2022 Strategic Plan**  
**Goals and Projects – Revised July 16, 2019**

Description Of Project & Goals	Expected Start of Project	Expected Completion of Project	Responsible	Strategies	Status
Maintain the relevance of our school's Mission and Vision ensuring it drives all activities, and remains in compliance with COE's standards	October 2018	On going	President	As listed below	On-going
	<b>Schools Mission and Vision</b>				
	Ruben's Five Star Academy Mission is <i>"to provide quality accessible education to students in pursue of a technical career"</i> .				
	Ruben's Five Star Academy Vision is <i>"to be recognized as an institution that prepares highly qualified students for immediate employment in technical occupations"</i> .				
	<b>Funding</b>				
	This goal does not require a specific budget associated to it.				
<b>Milestones and Tasks</b>					
Annually – every January	On-going	School President	<p>School President conducts an ALL staff meeting to present the results of the completed year and the plans for the year that is starting.</p> <p>Department policies and outcomes are revised and confirmed to be in compliance and supporting the Mission and Vision of the school.</p> <p>Document meeting minutes and any changes to plan and action items as a meeting outcome.</p>	To be conducted annually – first conducted on April 2019	
Twice a Year	On-going	School President	<p>School President conducts the Advisory Board meeting twice a year and presents the results of the completed six months and the plans for the year ahead.</p> <p>Department policies and outcomes are revised and confirmed to be in compliance and supporting the Mission and Vision of the school.</p> <p>Document meeting minutes and any changes to plan and action items as a meeting outcome.</p>	To be conducted twice a year – first conducted on April 2019	

Description Of Project & Goals	Expected Start of Project	Expected Completion of Project	Responsible	Strategies	Status
School accreditation with The Council on Occupational Education (COE)	October 2018	September 2019	School President	As listed below	Preparing for Accreditation visit
	<b>Funding</b>				
	The funding for goal is the budget allocated to the Institutional Planning department for each fiscal year. The budget is determined annually each January as part of the projected budget for the calendar year ahead.				
	<b>Milestones and Tasks</b>				
	Jul 2018	Jul 2018	Maximo Javier Ruben Javier	Participated in COE Summer Candidate Academy Part I	Attend Candidate Academy
	Aug 2018	Sep 2018	Maximo Javier	Prepare application	Submit Candidate Application
	Oct 2018	Oct 2018	Maximo Javier Ruben Javier	Host Candidate Visit	Prepare school and exhibits for visit
	Nov 6, 2018	Nov 6, 2018	COE Commission	Commission approval	Candidacy Status
	Nov 6-9, 2018	Nov 6-9, 2018	Maximo Javier Ruben Javier	Attend Candidate Workshop Part 2 in Jacksonville	Attend Candidate Workshop
	Nov 2018	March 2019	Maximo Javier Ruben Javier	Prepare for next accreditation milestones	Prepare Self-Study Report, Policy and Procedures, and Exhibits
	Mar 2018	Mar 2018	Maximo Javier Ruben Javier	Submit Self-Study	Submit Self-Study
	Apr 2019	May 2019	Maximo Javier Ruben Javier	Done	Host a Preliminary Visit
	April 2019	June 2019	Maximo Javier	Done	Host the Accreditation Team Visit
June 2019	July 2019	Maximo Javier Ruben Javier	Preparing response to visiting team report, to be submitted no later than July 25, 2019	Working on response.	
Sep 2019	Sep 2019	COE Commission	Await commission approval	Initial Accreditation Awarded by the Commission	

Description Of Project & Goals	Expected Start of Project	Expected Completion of Project	Responsible	Strategies	Status
Increase Student Enrollment by a 20% on an annual basis	October 2018	On going	President	As listed below	On-going
	<b>Funding</b>				
	The funding for goal is the budget allocated to the admissions department for each fiscal year. The budget is determined annually each January as part of the projected budget for the calendar year ahead.				
	<b>Milestones and Tasks</b>				
	Quarterly	On-Going	President	Present to admissions a report with enrollments as of that quarter, compare with established goals, and confirm course of action for the following quarter.  Document meeting minutes and any changes to plan and action items as a meeting outcome.	To be conducted quarterly – second one to be conducted on August 2019
Annual meeting every March	On-going	President	Present to admissions a report with enrollments as of the closed FY, compare with established goals, and present plan for the new FY to achieve the 20% increase goal.  Document meeting minutes and any changes to plan and action items as a meeting outcome.	To be conducted annually – first one on August 2019	
Twice a Year	On-going	President	Present this Goal, status and achieved outcomes twice a year to advisory board members, and to institution staff.  Document meeting minutes and any changes to plan and action items as a meeting outcome.	To be conducted twice a year – first conducted on April, 2019	

Description Of Project & Goals	Expected Start of Project	Expected Completion of Project	Responsible	Strategies	Status
Increase school profit 20% on an annual basis	October 2018	On going	President	As listed below	On-going
	<b>Funding</b>				
	The funding required to accomplish this goal is directly related to the Admissions Department achieving its enrollments goal for the year. The budget is allocated annually each January to the Admissions Department, and presented in the January meeting, and reflected in the projected budget for the calendar year.				
	<b>Milestones and Tasks</b>				
	Quarterly	On-Going	President	Meet with Admissions and review a report of profits achieved so far. Compare with established goals and confirm course of action for the following quarter.  Document meeting minutes and any changes to plan and action items as a meeting outcome.	To be conducted quarterly – latest meeting conducted on April 2019
Annual meeting every August	On-going	President	Meet with Admissions and review a report of profits achieved during the closed FY. Compare with established goals and confirm course of action for the following FY.  Document meeting minutes and any changes to plan and action items as a meeting outcome.	To be conducted annually – first one on August 2019	
Twice a Year	On-going	School President	Present this Goal, status and achieved outcomes twice a year to advisory board members, and to institution staff.  Document meeting minutes and any changes to plan and action items as a meeting outcome.	To be conducted twice a year – second one conducted on July 2019	

Description Of Project & Goals	Expected Start of Project	Expected Completion of Project	Responsible	Strategies	Status
Apply for Title IV funding	FY2019 – Q2	FY2020 – Q2	President	As listed below	To start as soon as accreditation status achieved
	<b>Funding</b>				
	Funding for this process has been added to the Institutional Planning Department.				
	<b>Milestones and Tasks</b>				
	June 2019	October 2019	President	Prepare application for Title IV funding under the guidance of the CPA that specializes in that.	Not started yet. Awaiting to start conversations after accreditation visit is conducted.
September 2019	March 2020	President	Follow-up in the process as per the guidance of CPA.  Contract third party servicer.	Not started yet. Awaiting accreditation approval by CIE.	
	Twice a Year	On-going	President	Present this goal, status and achieved outcomes twice a year to advisory board members, and to institution staff.  Document meeting minutes and any changes to plan and action items as a meeting outcome.	Not started yet.