



Complete Requirements, Rules, and Regulations for the Tri-State Best K-12 Practices Contest

Sponsored by

LEAN Frog

in association with the

Alabama Association of School Boards (AASB)

Tennessee Organization of School Superintendents (TOSS)

Louisiana Association of School Executives/Louisiana Association of School Superintendents (LASE/LASS)

A Best Practice is a technique or methodology used by a school system (or school/department within a system) that has consistently shown superior results. This practice has the potential to become a standard method that other schools/school systems may use. Refer to the contest website (theleanleap.com/contest) for examples of Best Practices.

1. The contest is open to all Alabama, Tennessee, and Louisiana public school systems. Any project/practice in which LEAN Frog has assisted with implementation is not eligible for entry. Practices/projects that LEAN Frog has recommended, but did not assist in the implementation, are eligible for entry.
2. School systems may submit one (1) to three (3) entries describing a Best Practice in instructional and/or non-instructional areas. Best practices from the past three (3) school years (i.e., 2014-2015, 2015-2016, or 2016-2017) are eligible for entry. It is recommended that the Central Office be notified of entries so that they may track how many are submitted for a school system.
3. Best Practices must “exhibit an increased value of service to students” AND/OR show a “reduction/savings in dollars on a service without negatively impacting students.”
4. To be evaluated, each Best Practice must have 1) a submitted entry form and 2) a submitted media presentation (video or PowerPoint).
5. Each Best Practice entry must be submitted on an individual official entry submission form found on the Contest website (theleanleap.com/contest).
6. A media presentation (video or PowerPoint) must be submitted on a thumb drive or CD for each entry. The media presentation must be mailed to the address below and submitted by the entry deadline for the appropriate state (see #10). Note: A submitted media presentation may be posted on the LEAN Frog website (theleanleap.com) or publicized through social media.

2017 “Tri-State Best K-12 Practices” Contest
c/o LEAN Frog
6767 Old Madison Pike NW; Suite 730
Huntsville, AL 35806

- a. **The duration of video submissions should be no longer than five (5) minutes.**
 - i. Video size limit is 2GB.
 - ii. Acceptable video formats: .mov, .mpeg4, .mpr, .avi, .wmv, .mpegps, .flv, .3gpp, .or webM.
 - b. **PowerPoint submissions should be no longer than 25 slides.**
 - i. PowerPoint size limit is 300MB.
 - ii. Acceptable file types: Adobe PDF (.pdf), OpenOffice Presentation Document (.odp), or Microsoft PowerPoint (.ppt/.pps/.pptx/.ppsx/.pot/.potx).
7. The media presentation should include the following:
 - a. School system and name of school(s) or department(s) where the Best Practice was implemented
 - b. Description of the Best Practice
 - c. Date that the Best Practice was implemented
 - d. Name of the individual and/or team members who implemented the Best Practice
 - e. Description of the Best Practice implementation
 - f. Description of how the Best Practice has had a positive impact on students and others (e.g., employees, the school, the system, the community)
 - g. Description of steps taken to ensure the Best Practice continues over time
 8. A release is required from every person featured in a photo or media presentation, as well as those involved in the production of the entry submission. This authorization assures that those involved are aware that the entry submission may be shown publicly without further consent required. There is no compensation for either appearing in or producing the entry submission. (This release prerequisite is not necessary for crowd shots.) **The release form must be signed by the participant. If the participant/student is a minor, the form must be signed by the participant's parent/guardian.** The school system submitting the entry may use its system's standard release form for this purpose. Please be sure that the release covers broadcast and Internet usage. All release forms must be on file at the school office or school system Central Office and must be made available if requested.
 9. Once submitted, all entrants grant to the contest organizers/sponsors an irrevocable license to copy, edit, distribute, display, and make other such uses as they wish at their discretion and in any format or medium. **All material must be original content created by the school system. No copyrighted materials from outside sources will be allowed.**
 10. **Entry submissions must be produced by the school system** and be in good taste.
 11. Both the entry form and the media presentation must be received by the last date of the respective state's "Entry Acceptance Period. See the 2017 contest schedule below.

State	Entry Acceptance Period	Notification of State Finalists	Recognition of State Finalists at Professional Association Meeting
Alabama	July 7, 2017 – November 7, 2017	November 27, 2017	AASB Winter Meeting (December 2017)
Tennessee	September 15, 2017 - January 16, 2018	January 29, 2018	TOSS Legislative Conference (February 2018)
Louisiana	September 19, 2017 - January 19, 2018	February 1, 2018	LSBA Annual Meeting (February 2018)
Notification of Grand Prize Winner		February/March 2018	

12. Judging will be completed solely by LEAN Frog Business Solutions, Inc. and will be based on the evaluation matrix below.

Criteria	Point Value
Creativity – The Best Practice or its application is unique. Better entries involve an original program that is either school/school system-developed to address an issue or a unique application (i.e., modified-in-a-distinctive-way) of a practice that other schools/school systems are using. Entries for basic product improvement purchases that are not associated with corresponding process improvements are not effective entries.	10
Sustainability - The Best Practice makes lasting improvements. Better entries involve practices that make lasting improvements. The Practice has measures in place to ensure that it will continue. A person or team “owns” the Practice and ensures that it will continue to work efficiently and effectively.	10
Impact on students - The Best Practice improves student achievement or increases value by improving students’ environment or well-being, increasing the level of service provided to students, reducing costs, or increasing revenue. Better entries provide documentation of improvements (quantitative and/or qualitative) since the implementation of the Best Practice.	10
Creativity of the media presentation (video or PowerPoint) – The media presentation showcases the uniqueness of the school/school system. Better entries cover the who, what, when, how, and why of the Best Practice -- who started it; what is special about the practice; when it was implemented; how it is implemented and sustained; why the practice was developed/implemented for the school/school system.	5
Total Points	35

13. Two (2) finalists will be selected from each state (AL, TN, and LA). State finalists will be recognized at the appropriate professional Association Conference noted above (e.g., AASB, TOSS, LASE/LASS or LSBA) and awarded \$1,000 each. Each winning school system will also receive an award certificate and publicity as a state finalist.
14. A Grand Prize Winner will be selected from the six (6) state finalists and will receive an additional \$4,000 cash prize. Award celebrations will be held to recognize the Tri-State Best Practices winner in the community and with education peers.
- a. In the community: The grand prize winner will be recognized at a meeting of the school system’s Board of Education
 - b. With education peers: The grand prize winner will be recognized at the appropriate professional association meeting
15. All state finalists “Best Practice” entries and the grand prize winner will be promoted on the LEAN Frog website (theleanleap.com) and through multiple public media channels. The sponsoring professional associations may choose to promote entries on their websites and various media channels as well.
16. Questions concerning the contest may be referred via e-mail to bestk-12@theleanleap.com.