

**GASPA BEST IN CLASS AWARDS
RECOGNITION PROGRAM GUIDELINES
2024 – 2025 Guidelines**

1. The administrator with oversight responsibility for Human Resources Management in his/her school district should submit the recognition award materials directly to:

Melissa Shepard (for the GASPA Awards Recognition Committee)

Richmond County Schools

864 Broad Street

Augusta, GA 30901

OR ShepaMe@BOE.Richmond.k12.ga.us (preferred method)

2. Submissions must be delivered on or before **April 11, 2025. Please submit an electronic copy to allow documents to be posted on the GASPA website. Send submissions electronically to: shepame@richmond.k12.ga.us & sdobbins@gaspa-hr.com.** All evidence provided to support the award consideration must have occurred/been developed or implemented at sometime within the year for which the recognition is sought. In this instance, the relevant time period would be July 1 – April 15 of the current school year.

4. All submissions will be reviewed by the GASPA Best in Class Committee and the GASPA President-Elect.

The review panel will convene on or around the week following the due date to review all submissions and make recommendations to the President.

Best in Class Awards Categories: School districts may make submissions in various formats in support of recognition for exemplary programs in any of the following areas:

1. **Employee Handbooks** - District submissions will be their eHandbooks (or alternate formats) used to disseminate information to employees relative to district expectations, resources, operational procedures, etc. The financial resources of the school district will be considered in the selection process.
2. **Extreme Engagement of New GASPA Member** - GASPA members will make nominations of new GASPA members who have demonstrated high levels of engagement in the organization. Persons making the recommendations must submit a description of the contributions made by the new member that fully outlines the basis for the recommendation. For this purpose, a new member is defined as an individual who paid his/her first membership dues by July of the year prior to the recommendation. For instance, John Jones paid his first GASPA membership dues in July 2018. He is eligible for nomination as an Extremely Engaged New GASPA Member during the period of July 1, 2019 – April 15, 2020 and could be nominated in April of 2020.
3. **Recruitment Process/Materials** - District will submit samples of their recruitment process/materials. The financial resources of the school district will be considered in the selection process.
4. **Retention Practices** - District will submit evidence of innovative practices (e.g. employee induction models, mentoring programs and recognition programs) implemented to retain highly effective employees.
5. **Technology Advancements** - District submissions will reflect effective leveraging of technology throughout the school district for efficient human capital management.
6. **Employee Benefit Process** – District will submit evidence of innovative practices utilized during the Open Enrollment process to inform employees and aid in the communication of benefits.

7. **Strategic Partnerships** – Districts will submit evidence of innovative and strategic partnerships with colleges/universities or industry to promote the hiring of the best teachers, administrators and support staff.

All submissions must include a narrative explanation to include the following:

1. A summary of the materials provided, including why the material was developed or needed; how it has evolved, been improved, been revised over time, and the rationale for this.
2. Target audience
3. Financial resources used to produce/generate the work product (include fund source and amount)
4. Implementation strategies
5. Challenges/benefits realized (lessons learned)
6. Feedback received from affected parties

Best in Class Awards Recognitions Hierarchy

1. **Platinum** – As compared to all other submissions, these **Best in Class** submissions far exceed any similarly situated school districts when financial resources are considered.
2. **Gold** – As compared to all other submissions, these submissions represent exemplary evidence of human capital management practices in the selected **Best in Class** Awards category.
3. **Silver** – As compared to all other submissions, these submissions represent evidence of outstanding work in the selected **Best in Class** Awards category.

Please feel free to contact any of us if you have questions or suggestions.

Melissa Shepard Richmond County Schools shepame@richmond.k12. ga.us	Sean Petro Columbia County Schools sean.petro@ccboe.net	Kayla Andrews Morgan County Schools kayla.andrews@morgan. k12.ga.us
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