

3A.03.13 Salary Supplement for Highly Needed Educators (SHiNE) Program Policy

I. Purpose

This policy outlines Excelsior Academy's process for identifying high-needs teaching assignments and administering salary supplements through the SHiNE Program, in compliance with Utah law and USBE guidelines.

This policy ensures a fair and consistent process for administering the Salary Supplement for Highly Needed Educators program, promoting transparency, accountability, and the retention of highly qualified teachers in critical areas. Excelsior Academy is committed to supporting educators in high-needs areas and ensuring that all teachers have a clear process for understanding eligibility and appealing decisions.

II. Definitions

- A. **High-Needs Area:** At least two and up to five teaching assignments that an LEA designates in this policy as challenging to fill or retain.
- B. **Eligible Teacher:** A teacher who has a qualifying assignment and qualifies for the assignment in accordance with this policy and has not received an unsatisfactory rating on the three most recent evaluations.

III. Identification of High-Needs Areas

- A. Each year, Excelsior Academy will identify at least two (2) and up to five (5) teaching assignments that qualify as high-needs based on factors including, but not limited to:
 1. Persistent vacancies or difficulty in recruiting qualified candidates
 2. Critical subject areas essential for student success
 3. Historical teacher turnover rates
 4. Shortages in state or local teacher applicant pools
- B. The following teaching assignments are currently designated as high-needs areas, which may be revised annually based on updated staffing data and educational priorities:
 1. Special Education (Grades K-8)
 2. Secondary Mathematics (Grades 6-8)
 3. Secondary Sciences (Grades 6-8)

IV. Eligibility Criteria

A. Licensing Requirements

1. Hold a valid Utah professional license required for the designated high-needs area (being LEA-specific licensed or an associate's license would disqualify an educator).
2. If the designated assignment requires an endorsement, hold the necessary professional endorsement (LEA-specific or associate's endorsements are not acceptable).

B. Employment Requirements

1. Be employed full-time at Excelsior Academy in a designated high-needs teaching assignment.
2. Have a qualifying assignment in CACTUS/USIMS in a designated high-needs teaching assignment.

C. Performance Requirements

1. Must have taught at Excelsior Academy in the same designated high-needs area for which they are applying, for at least one full academic school year.
2. Must not have gone through any disciplinary action within the previous two years.
3. Candidate must demonstrate tangible excellence in the following categories:
 - a) Curriculum
 - b) Instruction
 - c) Assessment
 - d) Classroom management
 - e) Professionalism

V. Salary Supplement Amounts

The amount of the salary supplement provided under this program shall be determined based on available funding and by the guidelines established by the Utah State Board of Education. The supplement amount will be:

- A. A specific dollar amount increase in base salary, to be determined annually.
- B. Paid to eligible teachers at the end of the academic year.
- C. Subject to the school's established budget and the availability of state funding allocated for this program.

The school shall ensure that all eligible teachers in designated high-needs areas have a clear breakdown of the supplement amount and any conditions attached to the award.

VI. Application and Verification Process

- A. Employees in a designated high-needs teaching assignment will be reviewed for eligibility each year by September 24.
- B. Excelsior Academy administration will verify eligibility, process applications, and submit reports to the USBE.
- C. Once eligible teachers are identified, Excelsior Academy will:
 1. Compilation of Eligible Teachers:
 - a) The HR department will compile a list of teachers who meet the eligibility requirements for the salary supplement based on their assignments and qualifications.
 2. Certification Process:
 - a) The HR department will certify that the list is accurate and complete before submitting it to the Executive Director for final approval.
 - b) The Executive Director will review the certified list to ensure all requirements are met.
 3. Award Notification:
 - a) After certification, eligible teachers will be notified of their award of the supplement no later than October 1.
 4. Monitoring and Accountability:
 - a) The school will track the distribution of salary supplements to ensure equitable distribution and to comply with the Utah State Board of Education's reporting requirements.
 - b) Teachers who become ineligible during the academic year due to

assignment changes, licensure issues, or other reasons will be notified, and the salary supplement will be discontinued as appropriate.

VII. Appeals Process

Teachers who believe they have been wrongly excluded from receiving the salary supplement may appeal the decision on the grounds that their teaching assignment is substantially equivalent to a high-needs area, even if not listed explicitly in Excelsior Academy's identified high-needs areas.

- A. Documentation Submission: Teachers who wish to appeal must provide the following documentation to the Board SHiNE Committee:
 1. Official transcripts and proof of qualifications related to the teaching assignment.
 2. A description of the teacher's assignment, including the specific courses taught and the number of students served in relation to the high-needs area.
 3. Any other relevant documentation that demonstrates the substantial equivalence of the teacher's assignment to the high-needs area.
- B. Review by Board SHiNE Committee:
 1. The Board SHiNE Committee shall review the appeal, considering the submitted documentation and Excelsior Academy's current needs.
 2. The Board SHiNE Committee will issue a final decision within 45 calendar days of receiving the appeal.
- C. Notification of Results:
 1. The teacher will be notified in writing of the Board SHiNE Committee's decision regarding their eligibility for the salary supplement.
 2. If the appeal is upheld, the teacher will be awarded the salary supplement for the applicable academic year.

VIII. Policy Review and Update

This policy will be reviewed annually to reflect legislative changes and school staffing needs. The Board will approve any modifications to the policy, and school administration must notify all Excelsior Academy teachers of policy changes.

Policy Review Schedule:

Document History:

Date Adopted:

Excelsior Academy

SHiNE Program Application Form

Policy 3A.03.13- Salary Supplement for Highly Needed Educators (SHiNE) Program

Field	Applicant Response
Teacher Name	
School/Department	
Designated High-Needs Area Applying For	

License Number & Expiration Date

**Date(s) Taught in Designated High-Needs
Area (Start - End)**

**Confirmation of Satisfactory Evaluations
(Yes/No)**

**Disciplinary Actions in Past Two Years
(Yes/No; if Yes, explain)**

**Demonstrated Excellence Evidence (attach
supporting documentation)**

Additional Comments

Applicant Signature

Date