

Policy Type: Operational

Policy Title: Policy for SHiNE Program Stipends

Effective: 07/01/2026

Approved by Utah International Charter School Governing Board on _____

Purpose

In alignment with Utah Senate Bill 173 (2024 General Session), Utah International Charter School (UICS) will implement the **Salary Supplement for Highly Needed Educators (SHiNE) program** starting in the 2025–2026 school year. This policy outlines procedures for identifying high-needs teaching areas, determining teacher eligibility, administering salary supplements, and handling appeals.

Additionally, this policy outlines the administration of the FY26 one-time School-Based Education Support Professional Stipends, a state-funded initiative to support and recognize classified school-based staff.

SHiNE Program Administration

A. Identification of High-Needs Areas

All positions are difficult to staff or retain for a small charter school like ours and it is essential to attract talented and dedicated individuals to fulfill the unique needs of our school. For this reason, UICS will designate two to six teaching assignments each school year as “high-needs” from the subject areas below.

Designated High-Needs Areas for grades 6 - 12:

1. Special Education
2. Secondary Mathematics
3. Language Arts
4. Science
5. Social Studies
6. Electives

B. Salary Supplement Amount

Eligible teachers will receive a salary supplement that is prorated based on their FTE for the qualifying high-need area. The supplement will be distributed in equal monthly installments over 12 months through the school’s payroll system.

C. Teacher Eligibility Criteria

To qualify for the SHiNE salary supplement, a teacher must meet all of the following requirements:

1) Employment Status

Be employed at Utah International Charter School (UICS) in a full-time (1.0 FTE) position for the **current** school year.

2) Licensure

Hold a current Professional Utah Educator License by the start of the **current** school year that qualifies them for their assigned teaching area,

OR

Be actively enrolled in the APPEL program and demonstrate satisfactory progress on their APPEL Professional Learning Plan during the previous school year.

3) Assignment

Be assigned to a teaching position in one of Utah International's designated high-needs areas for the **current** school year.

4) ESL Endorsement

Hold an active ESL endorsement,

OR

Have a formal, approved plan to complete the UICS Competency-Based ESL Endorsement by May of the following school year.

(Note: A plan is only acceptable for teachers who already hold a Professional Educator License **or are making adequate progress toward obtaining one.**)

5) Experience Requirement

Have completed a minimum of 3 years of teaching experience at Utah International Charter School by the start of the current school year.

In the event that many teachers in the designated areas meet these requirements, the number of stipend recipients will be limited based on available SHiNE funds. This ensures the stipend amount remains substantial enough to serve its purpose. Teachers who already hold the credentials will be given priority over those who are still in the process.

D. Appeals Process

Educators omitted from the high-needs designation reserve the right to submit a written appeal. This appeal may address disagreements regarding specific high-needs area identification or the application of eligibility criteria.

Appeal Process:

- Submit a formal appeal to the UICS Executive Director.
- Include relevant documentation (e.g., official transcripts, licensure, job description).
- Appeals will be reviewed by the UICS Governing Board or a designated appeals committee.
- Written decisions will be issued within 30 calendar days of submission.

E. Eligibility and Verification Process

1. School administration will identify and submit a list of eligible educators.
2. Human Resources will verify employment status, licensure, and teaching assignment.
3. The final list of eligible teachers will be certified by the Executive Director or designee.
4. Monthly payments will begin following final certification and continue throughout the school year.
5. Eligibility will be reviewed quarterly in case of staff changes or assignment adjustments.

FY26 School-Based Education Support Professional Stipends

In FY26, UICS will issue a **one-time stipend** of \$1,000 (prorated by FTE) to qualifying classified staff in eligible school-based positions.

Eligibility Requirements:

To qualify for the stipend, the individual must:

1. Be employed by UICS as of September 1, 2025;
2. Work exclusively in a school setting supporting students;
3. Serve in one of the following roles:
 - a. Instructional paraprofessionals
 - b. Library paraprofessionals
 - c. Student support staff
 - d. Food service workers
 - e. School-based administrative or administrative support staff

Distribution:

Stipends will be processed in the October 2025 payroll cycle.

The Executive Director will determine FTE status and verify role eligibility.

Stipend amounts will be prorated based on each staff member's FTE.

Review and Updates

This policy will be reviewed annually or as required by changes in state law, guidance from the Utah State Board of Education, or local staffing needs. Revisions will be presented to and approved by the UICS Governing Board.

Policy Contact: Usha Narra

Utah International Charter School

Email: unarra@utahinternational.org

Phone: 385-290-1306