

Policy Type: Operational

Policy Title: Policy for SHiNE Program Stipends

Effective: 07/01/2026

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Approved by Utah International School Leadership Team on _____

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 with a unique mission. It is essential to attract and retain talented and dedicated individuals to fulfill the needs of our school.

Although staffing needs are high across all subject areas, special education remains our highest priority. We urgently need specialists who can accurately differentiate between language acquisition (ELL) and special education needs to prevent student misidentification.

Accordingly, UICS will annually designate the Special Education Director role alongside two to six teaching positions as "high-needs" areas, drawn from the following subject disciplines.

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 2 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. **Eligible teachers who are not awarded a stipend in the current cycle will be guaranteed priority placement for the subsequent school year.** 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.

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.

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