

SHiNE Administrative Procedures

Related Board Policy 2HR-114 Salary Supplement for Highly Needed Educators

Effective Date: (TBD on board approval of policy)

Section 1 – Purpose

These administrative procedures outline the process for annually identifying high-needs teaching assignments within Davis School District in accordance with the Salary Supplement for Highly Needed Educators (SHiNE) program identified in Utah Code § 53F-2-504(2).

Section 2 – Responsibilities

Assistant Superintendent over Human Resources: Oversee implementation of this procedure, form and manage the SHiNE Committee, and approve the final designation list.

Human Resources Department: Collect staffing data, support committee logistics, verify employee eligibility, oversee publication of identified high needs positions, communicate to all eligible employees, and manage the appeal process.

SHiNE Committee: Conduct analysis of staffing data, make data-based recommendations for areas of high-needs teaching assignments in the District.

Section 3 – Committee Formation & Membership

Committee Oversight

The Assistant Superintendent over Human Resources shall oversee the formation and operation of the SHiNE Committee, which supports and advises in the annual identification of high-needs teaching assignments.

Committee Composition

The SHiNE committee shall include representatives from a range of roles and perspectives, including but not limited to:

- Human Resources administrator(s)
- Secondary and elementary school administrator(s)
- District-level instructional leadership
- School Director(s)
- School-based educator(s) with assignment in current year high-needs teaching assignment(s)

Committee Appointment and Representation

- Committee members shall be appointed annually by the Assistant Superintendent over Human Resources based on relevant role, expertise, and experience in staffing and instructional needs.
- Efforts should be made to ensure balanced representation across school levels, content areas, and programs.
- Members may serve consecutive years to support continuity and maintain institutional knowledge.

Section 4 – Criteria & Review Process

Committee Meeting Timeline

The SHiNE Committee shall meet no later than **February 1 each year** to identify high-needs teaching assignments within the District.

Criteria for Analysis

The SHiNE Committee shall analyze criteria, including:

- Educator supply and demand trends, both statewide and local.
- Vacancy rates and unfilled positions by content area, grade, and location.
- Subject-area licensure and endorsement shortages.
- Historical turnover data and retention trends.
- Any other relevant data-driven indicators impacting staffing and instruction quality identified by the Committee.

Annual Staffing Review

- To support the Committee's decision-making, the Human Resources Department will coordinate an annual staffing review in advance of the Committee meeting.
- This review shall involve collecting and organizing data aligned with the established criteria to ensure the Committee has the necessary information for analysis during its deliberations.

Recommendation Process

- Based on the data review and analysis, the SHiNE Committee shall develop a list of recommended high-needs teaching assignments.
- The list of recommendations shall be submitted to the Assistant Superintendent for review and consideration.

Section 5 – Designation of High-Needs Teaching Assignments

Approval of High-Needs Assignments

- The Assistant Superintendent shall evaluate the committee's recommendations and approve the official list of high-needs teaching assignments for the upcoming school year.

- This approved list shall be finalized no later than **May 1 each year**.

State Reporting and District Communication

- The Human Resources Director, or designee, shall report high-needs teaching assignments to Educator Licensing at the Utah State Board of Education no later than **September 15 of each year**.
- Designated high-needs teaching assignments shall be published on the District's website no later than **September 15** each year.

Section 6 - Educator Eligibility Verification, Reporting & Appeals

The Human Resources Director, or designee, shall ensure accurate verification and reporting of educator eligibility for the salary supplement through the following procedures:

Annual Eligibility Verification

- Review educator data annually to verify eligibility for the salary supplement.
- Eligibility shall be verified based on the following criteria:
 - A valid educator license with appropriate endorsement(s) for the high-needs assignment or actively working toward the required license or endorsement(s).
 - Assignment codes aligned with high-needs teaching areas as designated for the applicable school year.
 - Active employment status in a qualifying assignment during the fiscal year in which the salary supplement is issued.
 - No ineffective ratings on a summative educator evaluation within the past two years, if one or more evaluations are available.

Certification and Reporting Requirements

- Certify a list of educators who receive the salary supplement and submit any required data to the Utah State Board of Education through CACTUS **no later than October 13** of each year.
- Provide written notice to eligible employees of their qualification status and the expected timeline for supplement disbursement, no later than **October 13** of each year.

Appeals Process

- Review timely appeals received by educators who believe they have been incorrectly deemed ineligible for the salary supplement.
- Issue a final written determination within **15 business days** of receipt of the appeal.