

7200 SALARY SUPPLEMENT FOR HIGHLY NEEDED EDUCATORS PROGRAM (SHINE)

I. PHILOSOPHY AND PURPOSE

This policy establishes the framework for administering the Salary Supplement for Highly Needed Educators (SHiNE) program within Weber School District (District), pursuant to Utah Code §53F-2-504. This policy outlines the identification of high-needs areas, salary supplement amounts, the appeals process, the verification and certification process, and the criteria for determining eligible teachers.

II. POLICY

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. The District is committed to supporting educators in high-needs areas and ensuring that all teachers have a clear process for understanding eligibility and appealing decisions.

III. DEFINITIONS

A. "Eligible Teacher" means a teacher who:

1. has a qualifying assignment; and
2. qualifies for the teacher's assignment based on the employee's qualifying educational background or based on ten years (not consecutive) of experience in the qualifying assignment in a Utah LEA; and
3. is a new employee or an employee who has not received an unsatisfactory rating for the teacher's three most recent evaluations.

B. "Substantially equivalent to a high needs area" means a foundational course defined by the Utah State Board of Education.

C. "Qualifying assignment" means an assignment to a high needs area, as defined in this policy.

D. "Qualifying educational background" means:

1. for a teacher who is assigned a secondary school level mathematics course:
 - i. a bachelor's degree major, master's degree, or doctoral degree in mathematics; or
 - ii. a bachelor's degree major, master's degree, or doctoral degree that has course requirements that are substantially equivalent to the course

requirements for a bachelor's degree major, master's degree, or doctoral degree in mathematics;

2. for a teacher who is assigned a grade 7 or 8 integrated science course, chemistry course, or physics course:
 - i. a bachelor's degree major, master's degree, or doctoral degree in a field of science; or
 - ii. a bachelor's degree major, master's degree, or doctoral degree that has course requirements that are substantially equivalent to the course requirements of those required for a bachelor's degree major, master's degree, or doctoral degree in a field of science;
3. for a teacher who is assigned a computer science course:
 - i. a bachelor's degree major, master's degree, or doctoral degree in a field of computer science; or
 - ii. a bachelor's degree major, master's degree, or doctoral degree that has course requirements that are substantially equivalent to the course requirements of those required for a bachelor's degree major, master's degree, or doctoral degree in a field of computer science; or
4. for a teacher who is assigned to teach special education, a bachelor's degree major, master's degree, or doctoral degree in special education.

E. "Calculated FTE" means the FTE reported to USBE in CACTUS or USIMS based on the following USBE formula:

1. $(\text{Remaining contract days} \div 182 \text{ calendar}) * \text{contract FTE}$

F. "Calculated Award Amount" means the amount of the annual award based on the following formula: The maximum award amount multiple by the calculated FTE multiple by the total percentage of approved SHiNE Program assignment areas

IV. PROCEDURES

A. Identification of High-Needs Areas

1. Weber School District shall annually identify and document the specific high-needs areas within the District based on data related to teacher shortage

areas, high-demand subject areas, and schools facing significant challenges related to student performance or socio-economic factors. These areas may include the following, but are not limited to:

- i. Computer Science
- ii. Computer Information Technology
- iii. Integrated Science
- iv. Chemistry
- v. Physics
- vi. Physical Science
- vii. General Science
- viii. Secondary Mathematics
- ix. Special Education
- x. Deaf Education
- xi. Title I

2. Weber School District will identify between 2 and 5 high-needs areas each year and will publish an updated list of high-needs areas at the beginning of each academic year, ~~in conjunction with the beginning of the salary supplement application period.~~

V. AMOUNT OF THE SALARY SUPPLEMENT

- A. The amount of the salary supplement provided under this program shall be determined by the Weber School District Board (Board) at the beginning of each fiscal year, based on available funding and in accordance with the guidelines established by the Utah State Board of Education. The supplement amount will be:
 1. A fixed percentage of state-allocated funds, to be determined annually.
 2. Paid to eligible teachers ~~as part of their base salary once~~ over the academic year.
 3. Subject to the District's established budget and the availability of state funding allocated for this program.
- B. The District shall ensure that all eligible teachers in high-needs areas are provided with a clear breakdown of the supplement amount and any conditions attached to the award.

VI. PROCESS FOR DETERMINING ELIGIBILITY

A. To be eligible for the full salary supplement, a teacher must ~~apply each year, and be employed by the start of the second semester,~~ for the year in which the teacher qualifies ~~applies~~ for the supplement, through the end of the school year.

B. ~~To determine if a teacher is eligible for the Salary Supplement for Highly Needed Educators, the educator must submit an application for the salary supplement by March 31 of the year for which the educator receives the salary supplement. ¶~~

~~C. Upon receipt of applications, the following process shall be used:~~ Verification of Assignment:

1i. The District will verify that the teacher holds a full-time, permanent position in the District, and is assigned one of the identified high-needs areas or meets the criteria for a substantially equivalent assignment for at least part of the school day.

2ii. Verification will include a review of the teacher's employment records, including their specific teaching assignments and the subject areas or grade levels taught.

C. Qualification Review:

1i. Teachers must be fully licensed in the relevant area(s) of instruction or provide appropriate documentation if they hold alternative licensure or endorsements in high-needs fields.

2ii. The District will review the teacher's qualifications, including certification status, degrees held, and any additional credentials that support the teacher's eligibility for the supplement.

VII. CERTIFICATION OF ELIGIBLE TEACHERS

A. Once eligible teachers are identified, the District will:

1. Compile a List of Eligible Teachers. A list of teachers who meet the eligibility requirements for the salary supplement will be compiled by the HR department based on their assignment and qualifications.

2. Certification Process. The HR department will certify that the list is accurate and complete.

3. Award Notification. ~~After certification, eligible teachers will be notified that they will be receiving an award.~~

~~After certification, but no later than thirty days following the application deadline, eligible teachers will be notified that they will or will not be receiving an award. The eligible teachers will be informed of the amount of the supplement following exhaustion of all appeals.~~

- ~~ii. The District will ensure that the salary supplement is included as part of the teacher's base salary to be distributed monthly in the teacher's pay on each the October-June payroll cycle following certification.~~

4. Monitoring and Accountability:

- i. The District will track the distribution of salary supplements to ensure equitable distribution and to comply with reporting requirements from the Utah State Board of Education.
- ii. 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.

VIII. APPEALS PROCESS

A. Teachers who believe they have been wrongly excluded from receiving the salary supplement may appeal the decision.

- ~~1. An appeal must be submitted in writing to the Human Resources Director by October 15 November 10 of calendar year within five calendar days of award notification of the denial of their application. ¶~~

- ~~2. Each year following certification of eligible teachers, the District will notify all educators by email of the date of the award notification. An appeal must be submitted to the Human Resources Director within 5 calendar days of award notification.~~

2. An appeal must include the basis of the appeal, namely:

- i. that their teaching assignment is substantially equivalent to a high-needs area, even if not listed explicitly in the District's identified high-needs areas;
- ii. that their qualifying educational background was mistakenly not considered; or
- iii. that, even without the qualifying educational background, they have ten years of experience in the qualifying assignment.

B. Documentation Submission:

- 1. Appeals must include the documentation submitted to the Board SHiNE Committee, which will be comprised of two members of the school board, or their designee, and three district-level directors.
 - i. Official transcripts and proof of qualifications related to the teaching assignment.
 - ii. 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.

- iii. Any other relevant documentation that demonstrates the substantial equivalence of the teacher's assignment to the high-needs area.

C. Review by Board SHiNE Committee:

- 1. The Board SHiNE Committee shall review the appeal, considering the submitted documentation and the District's current needs.
- 2. The Board SHiNE Committee will issue a final decision within 15 calendar days of receiving the appeal.

D. 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.

Approved: June 11, 2025