

Utah Military Academy

Salary Supplement for Highly Needed Educators Policy (SHiNE)

Purpose

The Board of Directors of Utah Military Academy Charter School have established this policy to meet the requirements of Utah Code §53F-2-504 which provides salary supplements for Utah's Salary for Highly Needed Educators (SHiNE) Program. This policy describes how the school will administer the program including eligibility requirements and the use of allocated funds. The board acknowledges that these funds are allocated to the school in order to attract and retain qualified educators in areas where there are staffing shortages, including secondary mathematics, science (including general science, chemistry, physical science, and physics), special education, deaf education, and computer science.

Definitions

Eligible Teacher: means a teacher who qualifies based on the list below.

High-Needs Area: means at least two and up to five teaching assignments that an LEA designates in a policy as challenging to fill or retain.

Program: means the Salary Supplement for Highly Needed Educators Program (SHiNE).

Qualifying Assignment: means a teacher who is assigned to a high-needs area as stated below.

Use of Allocated Funds

Utah Military Academy will use all funds allocated through the SHiNE Program to pay teacher salary supplements, including employer paid benefits. Any carryforward funds may be used to increase salary supplements if all eligible teachers have received the supplement defined in policy.

Identification of High-Needs Areas

Utah Military Academy has identified the following three areas as high-needs areas for teaching assignments as allowed by Utah Code §53F-2-504:

- Special Education
- Secondary Mathematics
- Secondary Science (general science, chemistry, physical science, and physics)
- Computer Science
- Computer Information Technology

Qualifications for Eligible Teachers

A teacher must meet each of the following qualifications in order to be eligible to receive salary supplements from the SHiNE Program:

- A teacher must have a professional teaching license in the state of Utah and is teaching for UMA in a high-needs area as identified above by this policy;
- A teacher must have one of the qualifying educational or teaching backgrounds listed below:
 - A degree major (bachelor's, master's or doctoral degree) in the area of a qualifying teaching assignment;
 - Coursework equivalent to a degree major in the area of the qualifying teaching assignment;
 - Ten (10) years experience teaching the qualifying teaching assignment in Utah, including the current school year; and,
 - A Professional License qualifying an individual to teach in the area of a qualifying teaching assignment.
- A teacher must be in good standing at the school. The following teachers are considered in good standing:
 - A new employee to the state;
 - An employee who has not received a “unsatisfactory” rating(s) in the previous three evaluations.

Determination and Certification Process

The administration of Utah Military Academy will determine if a teacher is eligible to receiving SHINE Program funds and will certify the list of eligible teachers to be awarded a salary supplement by:

- Requiring identified teachers to provide evidence of qualifying educational teaching backgrounds as described in this policy;
- Verifying a teacher's good standing at the school through a review of the three most recent evaluations for current teachers;
- Ensuring that a teacher's teaching assignment is in a high-needs area as defined by this policy; and,
- Reviewing the list of eligible teachers, evidence of their qualifications, confirmation of their teaching assignment(s) in CACTUS, and certification of the list by the Superintendent prior to submission to the USBE annually.

Salary Supplement Amount

As allowed by Utah Code §53F-2-504, the minimum amount of the salary supplement for eligible teachers will be \$4,500, unless the legislature does not allocate sufficient funds to provide that minimum amount per eligible teacher. The school will divide any

additional allocated funds among all eligible teachers after disbursing the minimum \$4,500 salary supplement amount.

Part-Time Assignments

Eligible teachers with part-time assignments in qualifying courses may receive a partial salary supplement. This will be determined by the Superintendent.

Appeals Process

Teachers who do not receive a salary supplement because of a determination that they are ineligible due to qualifications, teaching assignment, or other consideration may appeal that determination through the process below:

- Submit a written appeal request to the Human Resources Department for the convening of an Appeals Committee to consider a teacher's appeal which will be convened within 45 days after receiving the appeal;
- The Appeals Committee will consist of the Superintendent, Director of Operations, a subject matter expert, and a member of the Board of Directors;
- A written appeal of eligibility to the committee by which the teacher demonstrates that a teacher's assignment is substantially equivalent to a high-needs area;
- A written appeal of eligibility to the committee by which the teacher demonstrates through transcripts and other documentation that the teacher is eligible based on education or teaching background.
- After reviewing the teacher's appeal of eligibility, the Appeals Committee will make a determination.
- The decision of the Appeals Committee is a final determination from the school for that school year.

Reporting Requirements

The school will report all high-needs teaching assignments to the Utah State Board of Education (USBE) no later than September 15th of each school year using forms and processes provided by the USBE. The school will also keep a record of those teachers who receive the SHiNE supplement and the amount received in CACTUS no later than October 13th of each school year.

Adopted by the UMA governing board on: August 19, 2025