



Salary Supplement for Highly Needed Educators (SSHINE) Program Policy and Form

1. Purpose

1.1. This policy outlines Lakeview Academy's process for identifying high-needs teaching assignments and administering salary supplements through the Salary Supplement for Highly Needed Educators (SSHINE Program), in compliance with Utah law and USBE guidelines.

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

2. Definitions

2.1. High-Needs Area means at least two and up to five teaching assignments that Lakeview Academy designates, in this policy, as challenging to fill or retain.

2.2. Eligible Teacher means a teacher who has a qualifying assignment and qualifies for the assignment in accordance with Lakeview Academy's policy and has not received an unsatisfactory rating on the teacher's three most recent evaluations.

3. Identification of High-Needs Areas

3.1. Each year, Lakeview Academy will identify at least two (2) and up to five (5) teaching assignments that qualify as high-needs based on factors including, but not limited to:

1. Persistent vacancies or difficulty in recruiting qualified candidates
2. Critical subject areas essential for student success
3. Historical teacher turnover rates
4. Shortages in state or local teacher applicant pools

3.2. The following teaching assignments are initially designated as high-needs areas, which may or may not be revised annually based on updated staffing data and educational priorities:

1. Special Education (Grades K-9)
2. Secondary Mathematics (Grades 6-9)
3. Secondary Sciences (Grades 6-9)

4. Eligibility Criteria

4.1. Licensing Requirements

1. Hold a valid Utah professional license required for the designated high-needs area (being LEA Specific Licensed or an associate's license would disqualify an educator).



2. If the designated high-needs teaching assignment requires an endorsement, then hold the necessary professional endorsement (being LEA-specific endorsed or an associate's license in the designated high-needs area would disqualify an educator).

4.2. Employment Requirements

1. Be employed full-time at Lakeview Academy in a designated high-needs teaching assignment.
2. Have a qualifying assignment in CACTUS/USIMS in a designated high-needs teaching Assignment.

4.3. Performance Requirements

1. An eligible employee is a new employee, or
2. An employee who has not received an unsatisfactory rating on the teacher's three most recent evaluations.
3. Not be on an improvement plan or under disciplinary review.

5. Salary Supplement Amounts

5.1. The amount of the salary supplement provided under this program shall be determined based on available funding and by the guidelines established by the Utah State Board of Education. The supplement amount will be:

1. A specific dollar amount increase in base salary, to be determined annually.
2. Paid to eligible teachers as a monthly stipend.
3. Subject to the school's established budget and the availability of state funding allocated for this program.

5.2. The school shall ensure that all eligible teachers in high-needs areas have a clear breakdown of the supplement amount and any conditions attached to the award.

6. Application and Verification Process

6.1. Current employees in a designated high-needs teaching assignment will be reviewed for eligibility each year by June 30th of the previous year and confirmed eligibility before September 15 of the current year.

6.2. Lakeview Academy Administration will verify eligibility and submit reports to the USBE.

6.3. Once eligible teachers are identified, Lakeview Academy will:

1. Compile a List of Eligible Teachers:
 - i. The HR department will compile a list of teachers who meet the eligibility requirements for the salary supplement based on their assignments and qualifications.
2. Certification Process:
 - i. The HR department will certify that the list is accurate and complete before submitting it to the school director for final approval.
 - ii. The school director will review the certified list to ensure all requirements are met.



3. Award Notification:
 - i. After certification, eligible teachers will be notified of their award and the amount of the supplement no later than October 1.
 - ii. Lakeview Academy will ensure that the salary supplement is included in the teacher's pay beginning on the payroll cycle following certification.
4. Monitoring and Accountability:
 - i. The school will track the distribution of salary supplements to ensure equitable distribution and to comply with the Utah State Board of Education's reporting requirements.
 - 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.

7. Appeals Process

7.1. Teachers who believe they have been wrongly excluded from receiving the salary supplement may appeal the decision on the grounds 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 by following the Lakeview Academy Grievance Policy.

8. Policy Review and Update

- 8.1. This policy will be reviewed annually to reflect legislative changes and school staffing needs.
- 8.2. The Board will approve any modifications to the policy.
- 8.3. School administration must notify all Lakeview Academy Teachers of policy changes.