



ENTHEOS ACADEMY

EXCELLENCE • SERVICE • LEADERSHIP

3113 SALARY SUPPLEMENT FOR HIGHLY NEEDED EDUCATORS (SHiNE)

1. Purpose

This policy establishes the procedures for administering the Salary Supplement for Highly Needed Educators (SHiNE) program within Entheos Academy, in accordance with SB 173 passed during the 2024 General Session. The intent of the program is to provide salary supplements to teachers in positions identified as challenging to fill or retain.

2. Identified High-Needs Teaching Assignments

Based on staffing patterns, recruitment history, and retention data, Entheos Academy identifies the following teaching assignments as high-needs areas:

1. **Special Education (K-8)**
2. **Middle School Mathematics (grades 6–8)**
3. **Middle School Science (grades 6–8)**

This list will be reviewed and updated periodically based on staffing needs and data.

3. Salary Supplement Amount

Eligible educators in high-needs teaching assignments will receive a salary supplement paid in accordance with USBE direction.

The amount of the supplements will be determined by the total amount received from the state divided by the total number of Entheos qualifying educators. Salary supplements will include

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employer-paid benefits and may be increased using carryforward funds if all eligible educators have received the full supplement as defined in this policy.

4. Eligibility and Verification Process

To qualify for the SHiNE salary supplement, an educator must:

- Hold an active Utah Professional teaching license and endorsement in the relevant high-need area.
- Be a full-time employee primarily assigned to one or more of the LEA's designated high-needs teaching areas.
- Maintain employment with the LEA in the qualifying position for the full school year.
- Good standing: No employee disciplinary action or unsatisfactory evaluations during the school year.

Verification Steps:

- The HR office will verify qualifying educators by reviewing licensure and teaching assignments.
 - A finalized list of eligible educators will be certified by the Superintendent or designee and then submitted to USBE Educator Licensing as requested, annually.
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5. Appeals Process

Educators who do not receive a SHiNE salary supplement may appeal if they believe their assignment is **substantially equivalent** to a designated high-needs area.

Appeal Steps:

1. The teacher must submit a written inquiry to the Director of HR, inquiring if they will receive the stipend.
2. The educator must appeal to the LEA Governing Board within 30 days of notification of ineligibility from the Director of HR.

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3. The appeal must include:
 - A letter explaining the appeal rationale.
 - Transcripts and other documentation demonstrating relevant qualifications and teaching background.
4. The LEA Governing Board or its designee will review the appeal and provide a written decision within 30 days of receipt.

Appeals will be evaluated based on comparability of the teaching assignment to high-needs areas and the teacher's qualifications.

6. Certification and Disbursement

- The HR Director will maintain an updated and verified list of eligible educators and disburse in alignment with USBE direction.
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7. Use of Funds and Carry Forward Policy

- All SHiNE funds received by the LEA shall be used solely for salary supplements and associated employer-paid benefits.
 - If funds remain after full distribution to all eligible educators, the LEA may distribute additional funds to increase the supplement amount proportionally.
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8. Annual Review and Notification

This policy will be reviewed and updated annually. Teachers will be notified of any changes to this policy through email and the LEA website.