



Highly Needed Educator Salary Supplement (SHiNE) Policy

Policy Number: 4104

I. Purpose

Summit Academy Board of Trustees authorizes the Executive Director to organize a Highly Needed Educator Salary Supplement committee (SHiNE) to identify and recommend to the Board of Trustees the high-need areas, the amount of supplement, the qualification process, and the procedure for appeal for teachers who are determined to not qualify. Appendix A will be reviewed by the Board annually. The process and committee will align with [Utah Code 53F-2-504](#)

II. Definitions

- a. Eligible teacher: a teacher who has a qualifying assignment, has satisfied requirements of this Policy to demonstrate assignment to a high-needs area and a qualifying teaching background, and is either a new employee of the LEA or has not received an unsatisfactory rating on the teacher's three most recent evaluations.
- b. High-needs area: a teaching assignment that has been designated by the Board of Trustees as challenging for the LEA to fill or to retain educators in. The LEA's high-needs areas for the current school year and the amount of supplement for each area are as listed in Appendix A of this Policy.
- c. Qualifying assignment: a teacher who is assigned to a high-needs area.

III. Determination of Eligibility for Salary Supplement

Summit Academy Schools will convene an annual SHiNE committee to review eligibility for the salary supplement. The teacher shall submit documentation showing that the teacher:

- a. Is assigned to one or more of the high-needs areas designated by the Board of Trustees for the school year or the teacher's assignment is substantially equivalent to the designated high-need area.
- b. Has a qualifying teaching background for the high-needs area, as shown by education transcripts or other documentation; and
- c. Is either a new employee to the LEA or has not had an unsatisfactory rating on the teacher's three most recent evaluations.

Documentation must be submitted by October 1, 2025, and by September 1 of each subsequent school year. The Executive Director or designee shall review the documentation provided by the teacher seeking the salary supplement and determine if the requirements have been satisfied, including verifying the teacher's teaching background. The Executive Director or designee shall promptly inform the teacher of the determination. Once all timely requests have been evaluated, the Executive Director or designee shall certify a list of teachers who are eligible for the salary supplement.

IV. Appeal of Application Denial

A teacher whose application for the salary supplement has been denied may appeal that determination to the Board of Trustees. The appeal shall be in writing and submitted

within 30 calendar days of the notice that the application has been denied. The appeal shall explain why the teacher asserts the denial was incorrect (including as applicable why the teacher's assignment is substantially equivalent to a high-need area) and shall include any appropriate supporting documentation. The Board of Trustees shall evaluate the appeal in a closed meeting of the Board and determine if the denial was erroneous and notify the teacher and administration of the determination and the grounds for determination.

V. Nature of Salary Supplement

The salary supplement is considered part of the teacher's base pay, subject to the teacher's continuing qualification as an eligible teacher each year, semester, or quarter (as applicable). The amount of the supplement the teacher receives shall be the amount of the supplement established by the Board of Trustees plus the amount of any employer-paid benefits that the teacher would be entitled to for a corresponding increase in salary.

VI. Increase in Amount of Salary Supplement

The Board of Trustees may increase the amount of funds that are provided through the salary supplement if it first ensures the proper distribution to the LEA's teachers of funds the LEA receives under the program and experiences a carry forward or leftover balance. Any single educator's supplemental salary will not exceed a total of \$5,000.

VII. Communication to the Utah State Board of Education

Summit Academy Schools will submit a report to USBE by October 13, 2025, and annually by the designated deadline to support reporting to the Utah Legislature.

VIII. References

[Utah Code 53F-2-504](#)

IX. Attachments

Appendix A

X. Approval Date and Revision History:

Original Date of Approval: September 15, 2025

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Appendix A

Approved Content Areas and Endorsements

1. Special Education Teachers
2. Secondary Mathematics Teachers (Levels 3 and 4 only)
3. Career and Technical Education Teachers in one of the following cluster areas:
 - a. Programming and Software Development, (including CTE Robotics, does not include Lego Robotics)
 - b. Engineering and Technology
 - c. Business, Finance and Marketing
 - d. Computer Science and Information Technology
4. Dual Language Immersion Teachers

Allocation

Qualifying teachers will be awarded an educator supplement; the amount of which will be dependent on the current year's fiscal allotment and the total eligible applicants.

Tiered Additions to Supplement:

- **\$500** for a master's degree aligned to the approved content areas and endorsements
- **\$500** for a doctoral degree aligned to the approved content areas and endorsements
- **\$500** for five or more years of satisfactory or better evaluation of teaching within Summit Academy LEA

Remaining available funds will be distributed equally amongst eligible teachers.

Application & Deadlines

Application and related documentation must be submitted by October 1, 2025, and by September 1 of each subsequent school year.

[2025-2026 Highly Needed Educator Salary Supplement \(SHiNE\) Application](#)