



Salary Supplement for Highly Needed Educators (SHiNE) Policy

Purpose

The purpose of this policy is to establish the procedures for administering the Salary Supplement for Highly Needed Educators (SHiNE) program within Promontory School of Expeditionary Learning. This policy ensures compliance with Utah State Board of Education requirements and promotes equitable distribution of salary supplements to educators in high-needs areas.

Utah Code § 53F-2-504

Definition:

- A “*highly needed educator*” means a teacher filling a position that is **challenging to fill or retain**.
- The SHiNE program replaces the Teacher Salary Supplement Program (TSSP) beginning in the **2025–2026 school year**.

Identification of High-Needs Areas

The LEA will identify **at least two (2) and no more than five (5)** high-needs teaching assignments annually, based on staffing shortages, recruitment/retention data, and student learning needs. The identified high-needs areas for the current school year are:

1. Special Education Teachers

2. Secondary Mathematics

These designations will be reviewed and approved annually by the LEA Governing Board.

Salary Supplement Amount

The LEA will provide salary supplements to eligible teachers in designated high-needs areas. The total allocation for Promontory School for the **2025–2026 school year is \$19,273** (based on prior year enrollment of 448). This amount will be divided equally among all employees approved as eligible under this policy. Final amounts are subject to annual budget approval.

Eligibility Determination Process

The LEA will determine teacher eligibility through the following process:

1. **Assignment Review** – The Administration team will review all teacher assignments each year to identify those in high-needs areas.
2. **Verification** – The Director will verify educator credentials, teaching assignments, and applicable endorsements through the CACTUS system and personnel records.
3. **Documentation** – Teachers may be required to provide additional documentation, such as transcripts, licenses, or proof of assignment.

Appeals Process

Teachers who do not receive the supplement may appeal under the following conditions:

- a. **Substantially Equivalent Assignment** – Teachers may appeal if their current assignment is substantially equivalent to a designated high-needs area.
- b. **Required Documentation** – Appeals must include relevant transcripts, endorsements, or other documentation to support the claim.

c. **Review Panel** – Appeals will be reviewed by the Promontory School of Expeditionary Learning Executive Committee or its designated committee within **30 calendar days** of submission.

d. **Final Decision** – The decision of the LEA Governing Board is final.

Certification of Eligible Teachers

The LEA will prepare a certified list of eligible teachers annually by **September Board Meeting**, which will include:

- Teacher name and CACTUS ID
- Assignment area(s)
- Verification of credentials and employment status
- Salary supplement amount to be awarded

This list will be maintained by the Administration and submitted to the Promontory School of Expeditionary Learning Governing Board for final approval before funds are disbursed.

Program Review

The LEA will review this policy and the identified high-needs areas annually to ensure alignment with current staffing challenges and budget considerations.