

Salary Supplement For Highly Needed Educators Program

PHILOSOPHY AND PURPOSE

This policy establishes the framework for administering the Salary Supplement for Highly Needed Educators (SHiNE) program within Beehive Academy, pursuant to Utah Code §53F-2-504. This policy outlines the identification of high-needs areas, salary supplement amounts, the appeals process, the verification and certification process, and the criteria for determining eligible teachers.

I. POLICY

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

II. DEFINITIONS

- A. "Eligible Teacher" means a teacher who:
 - 1. has a qualifying assignment;
 - 2. qualifies for the teacher's assignment with appropriate license and endorsements
 - 3. is a new School employee; or
 - 4. has not received an unsatisfactory rating on the teacher's three most recent evaluations.
- B. "Substantially equivalent to a high needs area" means a foundational course defined by the Utah State Board of Education.
- C. "Qualifying educational background" means:
 - 1. for a teacher who is assigned a secondary school level mathematics courses for 6th and 7th grades:
 - i. a bachelor's degree major, master's degree, or doctoral degree in mathematics; or
 - ii. a bachelor's degree major, master's degree, or doctoral degree that has course requirements that are substantially equivalent to the course requirements for a bachelor's degree major, master's degree, or doctoral degree in mathematics;

2. for a teacher who is assigned a grade 6 and 7 integrated science course:
 - i. a bachelor's degree major, master's degree, or doctoral degree in a field of science; or
 - ii. a bachelor's degree major, master's degree, or doctoral degree that has course requirements that are substantially equivalent to the course requirements of those required for a bachelor's degree major, master's degree, or doctoral degree in a field of science;
3. for a teacher who is assigned a computer science course for grades 6 and 7:
 - i. a bachelor's degree major, master's degree, or doctoral degree in a field of computer science; or a license or endorsement in the computer area or 5 years of relevant experience
 - ii. a bachelor's degree major, master's degree, or doctoral degree that has course requirements that are substantially equivalent to the course requirements of those required for a bachelor's degree major, master's degree, or doctoral degree in a field of computer science;
4. for a teacher who is assigned an exploring technology course for grades 6 and 7:
 - i. a bachelor's degree major, master's degree, or doctoral degree in a field of technology; or a license or endorsement in the CTE area or 5 years of relevant experience
 - ii. a bachelor's degree major, master's degree, or doctoral degree that has course requirements that are substantially equivalent to the course requirements of those required for a bachelor's degree major, master's degree, or doctoral degree in a field of technology;
5. for a teacher who is assigned a CCA (College and Career Awareness) course for grades 7:
 - i. a bachelor's degree major, master's degree, or doctoral degree in a field of technology; or a license or endorsement in the CTE area or 5 years of relevant experience
 - ii. a bachelor's degree major, master's degree, or doctoral degree that has course requirements that are substantially equivalent to the course requirements of those required for a bachelor's degree major, master's degree, or doctoral degree in a field of CTE;

III. PROCEDURES

A. Identification of High-Needs Areas

1. Beehive Academy shall annually identify and document the specific high-needs areas within the School based on data related to teacher shortage areas, high-demand subject areas, and schools facing significant challenges related to student performance or socio-economic factors. These areas may include the following, but are not limited to:
 - i. Computer Science
 - ii. Computer Information Technology
 - iii. Integrated Science
 - iv. Chemistry
 - v. Physics
 - vi. Physical Science
 - vii. General Science
 - viii. Secondary Mathematics
 - ix. Special Education
2. Beehive will identify between 2 and 5 high-needs areas each year and will publish an updated list of high-needs areas at the beginning of each academic year, in conjunction with the beginning of the salary supplement application period.

IV. AMOUNT OF THE SALARY SUPPLEMENT

- A. The amount of the salary supplement provided under this program shall be determined by Beehive Academy Board based on available funding and in accordance with the guidelines established by the Utah State Board of Education. The supplement amount will be:
 1. The amount will be calculated after all eligible teachers and their prorated qualifying courses are determined. The total allocation will be distributed after this calculation; salary, benefits and related costs will be included.
 2. Paid to eligible teachers once over the academic year.
 3. Subject to the School's established budget and the availability of state funding allocated for this program.
- B. The School shall ensure that all eligible teachers in high-needs areas are provided with a clear breakdown of the supplement amount and any conditions attached to the award.

V. PROCESS FOR DETERMINING ELIGIBILITY

- A. To be eligible for the salary supplement, a teacher must be employed at least the latter half of the year for which the teacher applies for the supplement, through the end of the school year. Teachers should teach at least 100 school days during the academic year to qualify.
- B. To determine if a teacher is eligible for the Salary Supplement for Highly Needed Educators, the educator must apply for the salary supplement by

February 28 of the year for which the educator receives the salary supplement.

C. Upon receipt of applications, the following process shall be used:

1. Verification of Assignment:
 - i. The School will verify that the teacher holds a full-time position in the School, and is assigned one of the identified high-needs areas or meets the criteria for a substantially equivalent assignment for at least part of the school day
 - ii. Verification will include a review of the teacher's employment records, including their specific teaching assignments and the subject areas or grade levels taught
2. Qualification Review:
 - i. Teachers must be fully licensed in the relevant area(s) of instruction or provide appropriate documentation if they hold alternative licensure or endorsements in high-needs fields.
 - ii. The School will review the teacher's qualifications, including certification status, degrees held, and any additional credentials that support the teacher's eligibility for the supplement.

VI. **CERTIFICATION OF ELIGIBLE TEACHERS**

A. Once eligible teachers are identified, the School will:

1. Compile a List of Eligible Teachers:
 - i. A list of teachers who meet the eligibility requirements for the salary supplement will be compiled by the HR department 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 Director for final approval.
 - ii. The 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 May 1.
 - ii. The School will ensure that the salary supplement is included in the teacher's pay on the June 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 reporting requirements from the Utah State Board of Education.

- 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.

VII. **APPEALS PROCESS**

- A. 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 School's identified high-needs areas.
 - 1. Documentation Submission:
- B. Teachers who wish to appeal must provide the following documentation to the School SHiNE Committee (Principals, Director, HR Director, and others recommended by the Director):
 - 1. Transcripts and proof of qualifications related to the teaching assignment.
 - 2. A description of the teacher's assignment, including the specific courses taught and the number of students served in relation to the high-needs area.
 - 3. Any other relevant documentation that demonstrates the substantial equivalence of the teacher's assignment to the high-needs area.
- C. Review by School SHiNE Committee:
 - 1. The School SHiNE Committee shall review the appeal, considering the submitted documentation and the School's current needs.
 - 2. The School SHiNE Committee will issue a final decision within 15 calendar days of receiving the appeal.
- D. Notification of Results:
 - 1. The teacher will be notified in writing of the School SHiNE Committee's decision regarding their eligibility for the salary supplement.
 - 2. If the appeal is upheld, the teacher will be awarded the salary supplement for the applicable academic year.