

DESCRIPTOR TERM: Personnel and Employment	Millard District Policy File Code: 4235 Approved: 08-20-25
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SALARY SUPPLEMENT FOR HIGHLY NEEDED EDUCATORS (SHiNE) PROGRAM

A. Purpose

The purpose of this policy is to establish the application and appeal procedures for administration of the Salary Supplement for Highly Needed Educators (SHiNE) Program as per Utah Code Ann. § 53F-2-504.

B. Policy & Procedure

1. Each year the Millard School District Executive Administration will determine the high-needs assignment areas and establish a list of qualifying approved assignment Those areas will be identified in section 3.1.5.
2. An eligible full time or part time educator who is partially assigned to an approved high-needs assignment area, shall receive a partial salary supplement award based on the total percentage of the approved assignment and the employee's calculated FTE.

If the educator is in an unpaid status, the payment of the award will pause until the educator returns to a paid status.

If the educator terminates employment, prior to the end of the contract year, the total award amount will be prorated based on the days worked in the contract year prior to the last day of work.

3. It is the responsibility of the employee to complete the online application to be considered for the SHiNE salary supplement award. **Online applications will be accepted from September 1 to October 1st each year.** An online application must be submitted during this time in order to receive consideration for the award. Submitted applications will be reviewed for eligibility and approval.

C. Definitions

1. Definitions

a. “Eligible educator” means an educator who has a:

- i. qualifying approved assignment
- ii. qualifying educational or teaching background
- iii. is in good standing as either a
 - 1. new employee; or
 - 2. has not received an unsatisfactory rating on the educator’s three most recent evaluations.

b. “Qualifying educational background” means the educator has:

- i. **A current Utah Teaching License:** This requires a Professional.
- ii. **Degree or Experience Equivalency:**
 - 1. A teacher must have a bachelor’s, master’s, or doctoral degree* **with a major or endorsement (not an LEA specific) to match the specific subject area** in SHiNE approved assignment for the current year and posted in CACTUS (Comprehensive Administration of Credentials for Teachers in Utah Schools).
 - 2. Meet the “Qualifying professional background” requirements showing that the educator is currently employed in a SHiNE approved assignment in the Millard County School District and has completed the educator licensing requirements for the State of Utah.

Please note that teaching multiple subject areas may require a degree major for **each subject.*

- iii. **Appropriate Endorsement:** The educator must hold a valid endorsement(s) for the classes they teach in the qualifying subject area in that program year.
- iv. **Qualified Course Assignment:** A teacher must have a current assignment posted in CACTUS to teach in the qualifying subject area. A qualifying teacher will receive the prorated amount of the payment based on the percentage of the time spent in the qualifying teaching assignment.

- v. **Satisfactory Performance Rating:** Educator must classify as a “new” employee or received satisfactory ratings on the teacher's most recent evaluation. No “unsatisfactory” ratings in the previous three evaluations is acceptable for compensation through the SHiNE program.
 - vi. **Completion of Contract:** Contract status is verified by the LEA based on the current program year.
- c. “Qualifying approved assignment” means the following approved high-needs assignment areas for:
- i. secondary mathematics;
 - 1. Math 7, Math 8
 - 2. Secondary Math I, II or II. Introductory Statistics, Mathematical Decision Making for Life, Modern Math, Mathematics of Personal Finance, Computer Programming, or Accounting.
 - ii. secondary science;
 - 1. Integrated Science 7, Integrated Science 8
 - 2. Earth Science, Biological Science, Chemistry, Physics, Computer Science, Animal Science, Plant Science, Plant and Soil Science, Natural Resource Management, Applied Biology and Chemistry, Principles of Technology I or II, Electronics, Medical Anatomy and Physiology, Concurrent Enrollment courses offered from College/University Science Departments.
 - iii. special education;
- d. Eligibility requirements:
- i. The following process will be used to determine if an educator is eligible for the SHiNE Program once an online application is submitted:
 - 1. The educator’s online application will be reviewed to identify if the educator is eligible under the definition in section 3.1.1. Applications that have identified the

degree major as an equivalent major will be reviewed by the Millard School District Executive Administration to determine qualifying educational background eligibility.

2. The educator's assignments will be reviewed to identify the approved SHiNE Program assignment areas based on course information available in PowerSchool. A total percentage of approved SHiNE Program assignment areas will be determined.
3. The Millard School District HR Department will certify a list of eligible educators who have met all requirements set forth in the program and are eligible to receive the salary supplement. The list will include the calculated award amount.
4. Those that submitted an online application will be notified via email the approval status of their application, along with the award amount OR the reason for denial and a link to submit a SHiNE Program Appeal Application (if applicable).
5. The Millard School District HR Department will conduct an audit in October and January each year of approved SHiNE Program educators, to determine if a change in the educator's assignment or FTE results in a change in the calculated award amount. If a change results in a different calculated award amount, the educator will be notified via email and the adjustment will be made with the Payroll Department.

D. Appeals Procedures

1. This section establishes an appeal process for an educator to follow if the educator's submitted SHiNE application is not approved due to qualifying

educational background, qualifying teaching background, or qualifying approved assignment.

- a. The educator must submit the SHiNE Program Appeal Application no later than September 15th of the contract year.
- b. The educator must submit all supporting documentation with the Appeal Application no later than September 15th of the contract Supporting documentation may include transcripts or experience verification documentation or evidence of assignment changes in PowerSchool.
- c. Once the Appeal Application and supporting documentation have been received, the application and documentation will be presented to the Millard School District Executive Administration for review to determine if the appeal will be granted.
- d. All appeals are final once the Millard School District Executive Administration makes a determination of eligibility.

Millard School District SHiNE Application Instructions

Millard School District Policy 4235.

Salary Supplement for Highly Needed Educators (SHiNE) Program

Millard School District educators wishing to be considered for SHiNE funding must complete and submit the Millard School District SHiNE Application with supporting documentation to their school administration by September 1st.

SHiNE Application Process

1. The educator must complete the Millard School District SHiNE Application.
2. The educator must submit the following supportive documentation with the application:
 - a. Copy of educator degree and/or endorsements qualifying for SHiNE.
 - b. Copy of teaching schedule with the estimated percentage of the day spent in the qualifying SHiNE areas listed on the application.
3. The educator must verify with the school administrator satisfactory evaluations for the past three school years or for the current school year as a new teacher.
4. The school administrator will verify information and documents, sign the application with supporting documents and submit completed application and supporting documents to Superintendent Hunter randy@millardk12.org or Becky Callister becky@millardk12.org by September 1st.

*Appeals to application results are to be submitted to the superintendent by email, stating the reason for the appeal and including evidence for consideration.

Millard School District SHiNE Application

Educator Name: _____

Educator Email Address: _____

School: _____

School Year: _____

License/Degree or Experience Equivalency

1. A current Utah Teaching License: This requires Professional.
2. A teacher must have a bachelor's, master's, or doctoral degree* with a major OR an endorsement (not an LEA specific) to match the specific subject area in SHiNE approved assignment for the current year and posted in CACTUS (Comprehensive Administration of Credentials for Teachers in Utah Schools).
 - a. Appropriate Endorsement: The educator must hold a valid endorsement(s) for the classes they teach in the qualifying subject area in that program year.
 - b. Qualified Course Assignment: A teacher must have a current assignment posted in CACTUS to teach in the qualifying subject area. A qualifying teacher will receive the prorated amount of the payment based on the percentage of the time spent in the qualifying teaching assignment.
3. Meet the "Qualifying professional background" requirements showing that the educator is currently employed in a SHiNE approved assignment in the Millard County School District and has completed the educator licensing requirements for the State of Utah. *Please note that teaching multiple subject areas may require a degree major for each subject.
4. Satisfactory Performance Rating: Educator must classify as a "new" employee or received satisfactory ratings on the teacher's most recent evaluation. No "unsatisfactory" ratings in the previous three evaluations is acceptable for compensation through the SHiNE program.

Completion of Contract: Contract status is verified by the LEA based on the current program year.

Qualifying SHiNE Categories

Please check the box to identify the courses you are currently teaching during the contract year and specify the number of periods per day you teach each course.

Secondary Math:

<input type="checkbox"/> Math 7 Periods_____	<input type="checkbox"/> Secondary Math II Periods_____	<input type="checkbox"/> Mathematical Decision Making for Life Periods_____	<input type="checkbox"/> Computer Programming Periods_____
<input type="checkbox"/> Math 8 Periods_____	<input type="checkbox"/> Secondary Math III Periods_____	<input type="checkbox"/> Modern Math Periods_____	<input type="checkbox"/> Accounting Periods_____
<input type="checkbox"/> Secondary Math I Periods_____	<input type="checkbox"/> Introductory Statistics Periods_____	<input type="checkbox"/> Mathematics of Personal Finance Periods_____	<input type="checkbox"/> Math CE courses offered from College/University Periods_____

Please list the degree/endorsement(s) that qualify you to teach the math course(s) selected.

Special Education:

<input type="checkbox"/> Elementary Level Periods_____	<input type="checkbox"/> Middle School Level Periods_____	<input type="checkbox"/> High School Level Periods_____	<input type="checkbox"/> Severe Periods_____
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Please list the degree/endorsement(s) that qualify you to teach the SPED courses selected.

Secondary Science:

<input type="checkbox"/> Integrated Science 7 Periods_____	<input type="checkbox"/> Integrated Science 8 Periods_____	<input type="checkbox"/> Earth Systems Periods_____	<input type="checkbox"/> Biological Science Periods_____
<input type="checkbox"/> Chemistry Periods_____	<input type="checkbox"/> Physics Periods_____	<input type="checkbox"/> Computer Science Periods_____	<input type="checkbox"/> Animal Science Periods_____
<input type="checkbox"/> Plant Science Periods_____	<input type="checkbox"/> Plant Science & Soil Science Periods_____	<input type="checkbox"/> Natural Resource Management Periods_____	<input type="checkbox"/> Principles of Technology I or II Periods_____
<input type="checkbox"/> Electronics Periods_____	<input type="checkbox"/> Medical Anatomy and Physiology Periods_____	<input type="checkbox"/> Science CE courses offered from College/University Periods_____	

Please list the degree/endorsement(s) that qualify you to teach the science course(s) selected.

Acknowledgement and Signatures

By signing below, I, _____(teacher name) acknowledge that the SHiNE supplemental funding I am applying for is applicable only for the _____ school year. I understand that the SHiNE qualifying criteria may change annually based on available State funding and criteria determined in Millard School District Policy 4235.

Teacher Signature: _____ Date_____

By signing below, I, _____(administrator name) confirm that the educator listed above has satisfactory performance rankings and meet the requirements of the SHiNE program.

Principal Signature: _____ Date_____