

CUSTOM CLASS CHARTER SCHOOL

POLICY

Policy Title:	Salary Supplement for Highly Needed Educators (SHiNE) Program Policy
Effective Date:	June 17, 2026
Approved By:	Custom Class Charter School Governing Board

1. Purpose

Custom Class Charter School adopts this policy to establish the administration of the Salary Supplement for Highly Needed Educators program, also known as the SHiNE program, within the LEA.

The purpose of this policy is to support the recruitment and retention of qualified teachers in teaching assignments identified by Custom Class Charter School as high-needs areas. The LEA intends to use funds allocated under the SHiNE program to provide salary supplements to eligible teachers serving in special education and mathematics-related assignments, including teachers who hold a special education license, mathematics license, applicable endorsement, authorization, or substantially equivalent teaching background as determined under this policy.

2. Designated High-Needs Areas

For purposes of the SHiNE program, Custom Class Charter School identifies the following teaching assignments as high-needs areas:

- 1. Special Education Teacher.** A teacher assigned to provide special education instruction, services, case management, IEP implementation, specially designed instruction, or related instructional support requiring or substantially related to a special education license, endorsement, authorization, or qualifying teaching background.
- 2. Mathematics Teacher.** A teacher assigned to teach mathematics courses, mathematics outcomes, mathematics intervention, mathematics acceleration, or other math-focused instruction requiring or substantially related to a mathematics license, endorsement, authorization, or qualifying teaching background.
- 3. Special Education Mathematics-Focused Teacher.** A teacher assigned to provide specially designed instruction in mathematics, math intervention for students with disabilities, math-related IEP goal support, or other instruction combining special education and mathematics responsibilities.
- 4. Mathematics Intervention or Outcomes Teacher.** A teacher whose primary assignment includes targeted mathematics support, math intervention, math acceleration, mathematics outcomes instruction, or other LEA-designated mathematics support services.

The LEA may revise its designated high-needs areas annually based on staffing needs, student needs, availability of qualified educators, hard-to-fill positions, retention concerns, enrollment patterns, and available SHiNE funding.

3. Salary Supplement Amount

Custom Class Charter School establishes a maximum SHiNE salary supplement of up to \$15,000 for a full qualifying assignment.

A teacher assigned less than full-time to a designated high-needs area may receive a prorated supplement based on the percentage of the teacher's assignment that is in a qualifying high-needs area.

The actual amount awarded to an eligible teacher shall be determined based on:

1. The percentage of the teacher's assignment that qualifies as a high-needs assignment;
2. The amount of SHiNE funds allocated and available to the LEA;
3. Required employer-paid benefit costs associated with the supplement;
4. The number of eligible teachers approved for the supplement; and
5. Any applicable requirements established by law, rule, or Utah State Board of Education guidance.

The salary supplement is not part of the teacher's base salary schedule and does not create an entitlement to future compensation. Eligibility and payment shall be reviewed annually.

4. Use of SHiNE Funds

Custom Class Charter School shall use allocated SHiNE funds to pay teacher salary supplements and associated employer-paid benefit costs.

Any carryforward funds may be used to increase salary supplements if all eligible teachers have received the supplement amount defined in this policy, subject to available funding, governing board approval, and applicable legal requirements.

5. Eligibility Determination

The Director, Superintendent, or designee shall administer the SHiNE eligibility determination process.

To determine whether a teacher is eligible for a SHiNE salary supplement, the LEA shall review and verify:

1. The teacher's current assignment;
2. The percentage of the teacher's assignment that falls within a designated high-needs area;
3. The teacher's license, endorsement, authorization, or qualifying teaching background;
4. The teacher's employment status with the LEA;
5. Whether the teacher is assigned to provide instruction or services in one or more of the designated high-needs areas;
6. Any required transcripts, credentials, or documentation submitted by the teacher;
7. Applicable evaluation or employment records, if required; and
8. Any other information required by law, rule, USBE guidance, or this policy.

The LEA may require teachers to submit an application, verification form, transcripts, licensure documentation, or other relevant records by a deadline established annually by the LEA.

6. Verification Process

The LEA shall verify teacher eligibility using available records, which may include:

1. Human resources assignment records;
2. Teacher contracts or assignment notices;
3. USBE licensing records;
4. Endorsement or authorization records;
5. Transcripts;
6. Prior teaching experience documentation;
7. Evaluation records, where applicable;
8. Course schedules, student service assignments, IEP caseload records, or instructional assignment documentation; and
9. Other documentation reasonably necessary to confirm eligibility.

The LEA may request additional documentation from a teacher before making a final eligibility determination.

7. Certification of Eligible Teachers

After reviewing applications and verifying eligibility, the Director, Superintendent, or designee shall prepare a certified list of teachers eligible to receive a SHiNE salary supplement.

The certified list shall include, as applicable:

1. The teacher's name;
2. The designated high-needs area;
3. The qualifying assignment;
4. The percentage of assignment that qualifies;
5. The recommended supplement amount;
6. The estimated employer-paid benefit cost; and

7. The total SHiNE cost associated with the teacher.

The certified list shall be submitted to the Custom Class Charter School Governing Board or its authorized designee for approval. After approval, payment shall be processed through payroll in accordance with applicable payroll, tax, retirement, and benefit requirements.

8. Appeals Process

A teacher who does not receive a SHiNE salary supplement, or who disputes the amount of the supplement awarded, may appeal the eligibility determination.

8.1 Grounds for Appeal

A teacher may appeal if the teacher believes:

1. The teacher's assignment is substantially equivalent to a designated high-needs area;
2. The LEA incorrectly calculated the qualifying assignment percentage;
3. The LEA incorrectly determined that the teacher's license, endorsement, authorization, transcripts, or teaching background did not qualify;
4. The LEA failed to consider relevant documentation; or
5. The teacher otherwise meets the requirements of this policy.

8.2 Appeal Submission

A teacher must submit a written appeal to the Director, Superintendent, or designee within 10 business days after receiving notice of denial or notice of the supplement amount.

The appeal must include:

1. A written explanation of why the teacher believes the eligibility decision should be changed;
2. Transcripts, if relevant;
3. License, endorsement, authorization, or credential documentation;
4. Course schedules, assignment records, caseload information, or service records;
5. Prior teaching experience or teaching background documentation; and
6. Any other documentation the teacher wants the LEA governing board or appeal reviewer to consider.

8.3 Substantially Equivalent Assignments

A teacher may appeal eligibility if the teacher's assignment is not named exactly in this policy but is substantially equivalent to one of the designated high-needs areas.

In determining whether an assignment is substantially equivalent, the LEA may consider:

1. The actual duties performed by the teacher;
2. The students served;
3. The instructional content or services provided;
4. Whether the assignment addresses the same recruitment or retention concern as the identified high-needs area;
5. The teacher's license, endorsement, authorization, transcripts, or teaching background;
6. The percentage of time spent in the substantially equivalent assignment; and
7. The needs of the LEA.

8.4 Appeal Review and Final Decision

The Director, Superintendent, or designee shall review the appeal and may make a recommendation to the Governing Board.

The Governing Board, or a board-designated appeal panel, shall make the final eligibility determination based on this policy, the teacher's assignment, the teacher's documentation, available records, and applicable law.

The LEA shall provide the teacher with written notice of the appeal decision. The decision of the Governing Board or board-designated appeal panel is final.

9. Payment

Approved SHiNE salary supplements shall be paid through the LEA payroll system. The LEA may pay the supplement as a lump sum, in installments, or through another payroll method approved by the LEA.

Payment is subject to applicable payroll deductions, taxes, retirement treatment, and employer-paid benefit costs.

A teacher must remain employed in a qualifying assignment at the time of payment unless otherwise approved by the Governing Board or required by law.

10. Annual Review and Notice

Custom Class Charter School shall review this policy annually.

The annual review may consider:

1. Current and projected staffing needs;
2. Recruitment and retention data;
3. Student enrollment and service needs;
4. Availability of qualified educators;
5. Prior-year SHiNE participation;
6. Available SHiNE funding;
7. Carryforward funds, if any;
8. Changes in law, rule, or USBE guidance; and
9. Whether designated high-needs areas should be modified.

The LEA shall provide notice of any changes to this policy to all LEA teachers annually. Notice may be provided by email, staff communication, employee handbook update, board policy posting, or another reasonable method.

11. No Continuing Entitlement

Approval for a SHiNE salary supplement in one school year does not guarantee approval in a future school year.

Eligibility shall be reviewed annually and depends on the teacher's assignment, credentials, qualifying background, available funding, and the LEA's board-approved high-needs areas.

12. Board Authority

The Custom Class Charter School Governing Board retains authority to approve, amend, interpret, and administer this policy consistent with applicable law, USBE guidance, and available funding.

Board Approval and Signatures

Approved by the Custom Class Charter School Governing Board on June 17, 2026.



Matthew J. Middione

Board Chair

Date: June 17, 2026



Douglas Reed

Board Vice Chair

Date: June 17, 2026