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Salary Supplement for Highly Needed Educators Program (SHiNE)

DaVinci Academy of Science and the Arts

Policy Section: 400 – Staff Policies

Policy Number: 418

Effective Date: August 7, 2025

PURPOSE:

This policy establishes the framework for administering the Salary Supplement for Highly Needed Educators (SHiNE) program within DaVinci Academy of Science and the Arts, 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.

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

LEGAL AUTHORITY

The policy is grounded in DaVinci Academy's Charter and complies with applicable state laws including:

Utah Code §53F-2-504.

These legal frameworks require the Board of Directors to maintain lawful governance processes, including how affected staff members may raise and resolve concerns.

DEFINITIONS

- A. "Eligible Teacher" means a teacher who:
 - 1. has a qualifying assignment; and
 - 2. qualifies for the teacher's assignment based on the employee's qualifying educational background or based on ten years (not consecutive) of experience in the qualifying assignment in a Utah LEA; and
 - 3. is a new employee or an employee who has not received an unsatisfactory rating for the teacher's three most recent evaluations. Unsatisfactory evaluations refer to ratings under DaVinci Academy's approved educator evaluation system, which aligns with the standards established by USBE pursuant to R277-531.
- B. "Substantially equivalent to a high needs area" means a foundational course defined by the Utah State Board of Education.
- C. "Qualifying assignment" means an assignment to a high needs area, as defined in this policy.
- D. "Qualifying educational background" means:



1. for a teacher who is assigned a secondary school level mathematics course:
 - 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 7 or 8 integrated science course, chemistry course, or physics 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:
 - i. a bachelor's degree major, master's degree, or doctoral degree in a field of computer 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 computer science; or
4. for a teacher who is assigned to teach special education, a bachelor's degree major, master's degree, or doctoral degree in special education.

PROCEDURES

Identification of High-Needs Areas

1. DaVinci Academy shall annually identify and document the specific high-needs areas within the different programs based on data related to teacher shortage areas, high-demand subject areas, and programs 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. DaVinci Academy 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.

AMOUNT OF THE SALARY SUPPLEMENT

- A. The amount of the salary supplement provided under this program shall be determined by the



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DaVinci Academy School Board (Board) at the beginning of each fiscal year, based on available funding and in accordance with the guidelines established by the Utah State Board of Education. The supplement amount will be:

1. A fixed percentage of state-allocated funds, to be determined annually.
 2. Paid to eligible teachers once over the academic year.
 3. Subject to the schools' established budget and the availability of state funding allocated for this program.
- B. DaVinci Academy 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.

PROCESS FOR DETERMINING ELIGIBILITY

- A. To be eligible for the salary supplement, a teacher must apply each year by October 1 and be employed by the start of the second semester, for the year in which the teacher applies for the supplement, through the end of the school year.
- B. To determine if a teacher is eligible for the Salary Supplement for Highly Needed Educators, the educator must submit an application (see below) for the salary supplement by October 1 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. DaVinci Academy will verify that the teacher holds a full-time, permanent position at 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. DaVinci Academy will review the teacher's qualifications, including certification status, degrees held, and any additional credentials that support the teacher's eligibility for the supplement.

CERTIFICATION OF ELIGIBLE TEACHERS

Once eligible teachers are identified, DaVinci Academy will:

1. Compile a List of Eligible Teachers. A list of teachers who meet the eligibility requirements for the salary supplement will be compiled by the Executive Administrator based on their assignment and qualifications.
2. Certification Process: The Executive Administrator will certify that the list is accurate and complete.
3. Award Notification:
 - i. After certification, but no later than thirty days following the application deadline, eligible teachers will be notified that they will or will not be receiving an award. The eligible teachers will be informed of the amount of the supplement following



- exhaustion of all appeals.
 - ii. DaVinci Academy will ensure that the salary supplement is included in the teacher's pay beginning on the November 5 payroll cycle following certification. This supplement will be disbursed over the following 19 pay periods concluding on August
4. Monitoring and Accountability:
- i. DaVinci Academy 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.

APPEALS PROCESS

- A. Teachers who believe they have been wrongly excluded from receiving the salary supplement may appeal the decision.
- 1. An appeal must be submitted in writing to the Executive Administrator within five calendar days of the denial of their application.
 - 2. An appeal must include the basis of the appeal, namely:
 - i. that their teaching assignment is substantially equivalent to a high-needs area, even if not listed explicitly in DaVinci Academy's identified high-needs areas.
 - ii. that their qualifying educational background was mistakenly not considered; or
 - iii. that, even without the qualifying educational background, they have ten years of experience in the qualifying assignment
- B. Documentation Submission:
- 1. Appeals must include the documentation submitted to the Board SHiNE Committee, which will be comprised of two members of the school board, or their designee, and the Executive Administrator.
 - i. Official transcripts and proof of qualifications related to the teaching assignment.
 - ii. 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.
 - iii. Any other relevant documentation that demonstrates the substantial equivalence of the teacher's assignment to the high-needs area.
- C. Review by Board SHiNE Committee:
- 1. The Board SHiNE Committee shall review the appeal, considering the submitted documentation and DaVinci Academy's current needs.
 - 2. The Board 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 Board 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.

Attachments: SHiNE Application, Subject Area Requirements



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Application for SHiNE Salary Supplement
-Highly Needed Educators-

SECTION 1: APPLICANT INFORMATION

Full Name: _____

Date of Application: _____

Current Teaching Assignment (Subjects & Grades) _____

SECTION 2: EMPLOYMENT & ASSIGNMENT STATUS

Are you employed full-time at DaVinci Academy? Yes No

Are you currently teaching in one of the following high-needs areas? (Check all that apply)

- Computer Science
- Computer Information Technology
- Integrated Science
- Chemistry Physics
- Physical Science
- General Science
- Secondary Mathematics
- Special Education

If not listed, is your assignment substantially equivalent to a high-needs area? Yes No

If yes, please explain: _____

SECTION 3: QUALIFICATIONS

Highest Degree Earned: Bachelor's Master's Doctorate

Major/Field of Study: _____

Do you hold a Utah Professional Educator License in your subject area?

Yes No Alternate Route (please explain): _____

Do you have 10+ years of experience in the qualifying area in a Utah LEA? Yes No

If yes, list years and schools:



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SECTION 4: DOCUMENTATION CHECKLIST (Please Attach)

- Copy of Utah Educator License or alternate licensure
- Course list and current teaching schedule

Other documents supporting equivalency (optional)

SECTION 5: CERTIFICATION

I certify that the information provided in this application is accurate to the best of my knowledge. I understand that falsifying information or failing to provide necessary documentation may result in disqualification from being selected for the SHiNE program.

Signature: _____

Date: _____

SUBMIT COMPLETED APPLICATION IN PERSON OR BY EMAIL NO LATER THAN OCTOBER 1 TO:

Simon Post, Executive Administrator
DaVinci Academy of Science and the Arts
2033 Grant Avenue, Ogden, UT 84401

Email: simon.post@davinciacademy.org Fax: 801.334.8533



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SHiNE Subject Area Requirements

The DaVinci Academy School Board has approved the following areas of high need for the school programs. Refer to the subject area below for the legislative requirements:

Science Educator Requirements

Degree or Qualifying Teaching Background:

The educator must have the following.

1. Degree: The educator must have a bachelor's, master's, or doctoral degree granted from a regionally accredited university.

Degree Major: The educator's degree must be designated in CACTUS with one of the following majors:

- Chemistry
- Physics
- Physical Science
- Integrated Science*
- General Science*

*An Integrated Science or General Science degree is a historical degree that is no longer attainable or in existence, but was included in the legislative language.

OR

Qualifying Professional Background: The educator's CACTUS record must show a teaching history for the same supplement-approved science assignment in Utah public schools for at least 10 years.

2. Appropriate Endorsements: Educators must hold a valid endorsement(s) for the class(es) they teach.
3. Qualified Courses: An educator must have a current assignment to teach at least one of the following courses:

- Integrated Science in Grade 7
- Integrated Science in Grade 8
- Chemistry
- Physics

DEGREE MAJORS THAT DO NOT QUALIFY:

- Biology
- Earth Sciences
- Geology
- Zoology



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Secondary Mathematics Educator Requirements

Degree or Qualifying Teaching Background:

The educator must have the following.

1. Degree: The educator must have a bachelor's, master's, or doctoral degree granted from a regionally accredited university.

Degree Major: The educator's degree must be designated in CACTUS with the following major:

- Mathematics

OR

Qualifying Professional Background: The educator's CACTUS record must show a teaching history for the same supplement-approved secondary mathematics assignment in Utah public schools for at least 10 years.

2. Appropriate Endorsements: Educators must hold a valid endorsement(s) for the class(es) they teach.
3. Qualified Courses: An educator must have a current assignment to teach at least one of the following courses:
 - 7th Grade Mathematics
 - 8th Grade Mathematics
 - Secondary Mathematics
 - Supplemental/Remedial Course

Computer Science Educator Requirements

Degree or Qualifying Teaching Background:

The educator must have the following.

1. Degree: The educator must have a bachelor's, master's degree, or doctoral degree granted from a regionally accredited university.

Degree Major: The educator's degree must be designated in CACTUS with one of the following majors:

- Information Technology
- Computer Information Technology
- Computer Science

OR

Qualifying Professional Background: The educator's CACTUS record must show a teaching history for the same supplement-approved computer science assignment in Utah public schools for at least 10 years.

2. Appropriate Endorsements: Educators must hold a valid endorsement(s) for the class(es) they teach.
3. Qualified Courses: An educator must have a current assignment to teach at least one of the following courses:
 - Computer Science
 - Computer Information Technology

Special Education Educator Requirements

Degree or Qualifying Teaching Background:

The educator must have the following.

1. Degree: The educator must have a bachelor's, master's, or doctoral degree granted from a regionally accredited university.

Degree Major: The educator's degree must be designated in CACTUS with one of the following majors:

- Special Education
- Deaf and Hard of Hearing
- Mild/Moderate Disabilities
- Severe Disabilities
- Blind and Visually Impaired
- Preschool Special Education

OR

Qualifying Professional Background: The educator's CACTUS record must show a teaching history for the same supplement-approved special education assignment in Utah public schools for at least 10 years.

2. Appropriate Endorsements/Licensing: Educators must hold a valid endorsement(s) for the class(es) they teach, OR they have taught that subject area for at least 10 years.
3. Qualified Courses: An educator must have a current assignment to teach at least one of the following courses:
 - Special Education Classroom Assignment(s)
 - Early Childhood (Pre-school) Special Education

ELL Secondary Educator Requirements

Degree or Qualifying Teaching Background:

Secondary Educators must have the following:

- 1. Degree:** The educator must have a bachelor's, master's, or doctoral degree granted from a regionally accredited university.

Degree Major: The educator's degree must be designated in CACTUS with one of the core subject majors

- English
- Mathematics
- Science
 - Chemistry
 - Physics
 - Physical Science
 - Integrated Science*
 - General Science*
- Social Studies
 - History
 - Political Science
- English as a Second Language:

- 2. Appropriate Endorsements:** Educators must hold a valid ESL endorsement

- 3. Qualified Courses** An educator must have a current assignment in at least one of the following courses included on the EL FTE allocation as approved by the Federal Programs Director:

- English Language Development (ELD) Course
- Co-taught ELL Course (approximately 50% EL and/or EL Monitored students)
- Sheltered ELL Course (100% EL and/or EL Monitored students)
- ELL Tutorial Course
- Core content course taught by an ESL endorsed teacher with a minimum of 10 EL and/or EL monitored students enrolled

Approved by School Board: August 7, 2025