



Approved: 6/18/25
Amended:

Salary Supplement for Highly Needed Educators Program Policy

Policy No.5021

The Governing Board of Freedom Preparatory Academy is committed to retaining highly qualified teachers in critical instructional areas. To support this commitment, Freedom Preparatory Academy has established the following process for administering the **Salary Supplement for Highly Needed Educators (SHINE) Program** in accordance with Utah Code §53F-2-504

Definitions

- Eligible teacher means a teacher who:
 - (a) has a qualifying assignment;
 - (b) qualifies for the teacher's assignment in accordance with Freedom Preparatory Academy's policy; and
 - (c) is a new employee or has not received an unsatisfactory rating on the teacher's three most recent evaluations.
- Qualifying assignment means a teacher assignment in a high-needs area.
- High-needs refers to teaching assignments that are difficult to fill or retain, as identified by the Utah State Board of Education in accordance with **Utah Code § 53F-2-504**, as well as by local school data. These assignments are designated based on documented challenges in recruitment and retention within specific subject areas or roles.

High-Needs Areas

Freedom Preparatory Academy will annually identify and document specific high-need teaching areas within the school. This determination will be based on internal data, trends in neighboring districts, and data provided by the Board of Education reflecting subject-area teacher shortages and difficulties in recruitment or retention. High-needs areas may include, but are not limited to, the following:

- Computer Science
- Integrated Science
- Chemistry
- Physics
- General Life Science
- Secondary Mathematics

Freedom Preparatory Academy will designate between **two (2) and five (5)** high-needs areas each academic year. Teachers will be notified of designated subject areas.

Process for Determining if a Teacher is an Eligible Teacher

Freedom Preparatory Academy's Executive Director or their designee shall perform due diligence in determining whether a teacher meets the definition of eligible teacher as set forth in this policy. Due diligence includes, at a minimum, verifying that a teacher:

- (a) is assigned to teach in one of the high-needs areas listed above;
- (b) holds a professional educator license in one of the high-needs areas listed above; and
- (c) is a new employee or has not received an unsatisfactory rating on the teacher's three most recent evaluations.

On an annual basis, Freedom Preparatory Academy's Executive Director or their designee shall create a list of all teachers who have been determined to meet the definition of eligible teacher under this policy.

Process for Certifying a List of Eligible Teachers to be Awarded a Salary Supplement

On an annual basis, Freedom Preparatory Academy's Executive Director or their designee shall review the list of all teachers submitted for consideration of the salary supplement and determine if these teachers meet the definition of an eligible teacher. The list is considered certified when the Executive Director or their designee sends, or causes to be sent, the list to payroll for processing of the salary supplement payment under the SHINE Program.

Salary Supplement Amount

All teachers at Freedom Preparatory Academy determined to be eligible teachers under this policy (i.e., all teachers on the certified list described above) shall receive a salary supplement under the SHINE Program in an amount commensurate with the funds allocated to and received by Freedom Preparatory Academy under the SHINE Program. Eligible teachers who are assigned 1.0 FTE in a high-needs area shall receive the full salary supplement. Eligible teachers who are assigned less than 1.0 FTE in a high-needs area shall receive a prorated salary supplement based on the percentage of their FTE in the high-needs area.

Appeals

If Freedom Preparatory Academy's Executive Director or their designee determines that a teacher does not meet the definition of eligible teacher and therefore does not qualify for a salary supplement under the SHINE Program, the teacher may appeal that decision in writing to Freedom Preparatory Academy's Governing Board (the "Board") if the teacher:

- (a) believes they meet the definition of eligible teacher under this policy; or
- (b) has a teaching assignment at Freedom Preparatory Academy that is substantially equivalent to a high-needs area and otherwise meets the definition of eligible teacher under this policy.

When submitting an appeal, a teacher is required, at minimum, to provide transcripts and other documentation to the Board in order for the Board to determine if the teacher is an eligible teacher with a qualifying teaching background.

The Board shall make a decision on the appeal within thirty (30) school days.

Administrative Procedures

Each school year as funds are awarded from the state, the Executive Director or designee shall establish the salary supplement amount that each eligible teacher will receive for that school year.

Updating Policy

Freedom Preparatory Academy shall provide notice of any changes to this policy to teachers within the school.