



MEMORANDUM

TO: Members of the Suffolk City School Board

FROM: Dr. John B. Gordon III, *Superintendent*
Dr. Rodney J. Brown, *Chief of Administrative Services*

RE: *Personnel Report for June 2024 School Board Meeting*

DATE: June 11, 2024

RESIGNATIONS

Forty-eight (48) resignations which include twenty-seven (27) instructional employees and twenty-one (21) non-instructional employees. The instructional employees include twenty-four (24) Teachers, one (1) Principal, one (1) Coordinator of SPED Instruction, and one (1) JROTC Instructor. Of those forty-eight (48) resignations, there are eleven (11) retirees.

REVOCAION OF TEACHING LICENSE

Two (2) SPED teachers.

DISCIPLINARY ACTION

Not Recommend for Employment for 2024-25 – One (1) Teacher Assistant, One (1) Bus Aide, and three (3) Teachers.

INSTRUCTIONAL HIRES

Ten (10) Teachers, one (1) Media Specialist, one (1) Director of Student Activities, and one (1) Reading Specialist.

PART-TIME INSTRUCTIONAL PERSONNEL

One (1) Cosmetology Instructor Adult Ed.

NON-INSTRUCTIONAL HIRES

One (1) Bus Mechanic, One (1) Custodian, One (1) Safety Monitor, one (1) School Nurse, one (1) School Psychologist, and One (1) Teacher Assistant, and One (1) Tradesworker.

PART-TIME PERSONNEL

Three (3) Food and Nutrition Service (FNS) Associates, and One (1) School Attendance Liaison.

SUBSTITUTE PERSONNEL

One (1) Bus Aide, one (1) Bus Driver, five (5) Bus Driver Trainees, two (2) Cafeteria Personnel, four (4) Custodians, ten (10) Teachers, and one (1) Teacher Assistant, and One (1) Transporter.

EXTRA SUPPLEMENTS/STIPENDS

- Two (2) substitute bus driver trainees to receive a stipend of \$300 for full/partial training for second payment, and Three (3) to receive a stipend of \$600 for full/partial training for second payment.
- Six hundred and ninety (690) school personnel to receive compensation for serving as secondary tutoring personnel for the SPS Secondary All-In After School Tutoring Program for the 2023-24 school year. Building site coordinators will receive \$400 per week and all others will be compensated at \$50 per hour.
- Fifty-three (53) SPED teacher assistants to receive a stipend of \$2000 each for additional extra duties.
- Fifty-three (53) school personnel to receive extra duty supplements ranging from \$66.66 - \$1000 for clubs and organizations at Col. Fred Cherry, Forest Glen, John F. Kennedy, John Yeates, and King's Fork Middle Schools.
- Three (3) coaches to receive a \$150 stipend each trip for driving multiple athletic trips in March 2024.
- Sixty-three (63) school personnel to receive compensation for serving in the SPS Saturday Academy elementary and secondary sessions on March 23, 2024 ranging from \$125 - \$650.
- Seventeen (17) elementary school counselors to receive compensation at the rate of \$31.50 per hour for serving 20 additional days over the summer.
- One hundred and five (105) school personnel to receive compensation for providing services as Instructional Resource Developers during the 2023-24 school year at a rate of \$31.50 per hour.
- Thirty-two (32) school personnel to be granted approval to serve as football, track and field, field hockey and sideline cheer coaches to receive stipends ranging from \$250 - \$2000. (See Memo # 342, Attachment # 16)
- Two (2) school personnel to receive compensation for serving as Summer Bridge Facilitators for Summer 2024 at the rate of \$31.50 per hour.
- Eight (8) employees to receive compensation at the rate indicated in the approved budget for the 2024-25 school year as Lawn Maintenance Workers.
- Five (5) employees to receive a tradesman licensure/certification stipend in the amount of \$1200 per certification for the 2024-25 school year.

- One hundred and thirty-eight (138) personnel to receive bonuses for serving in the SPS Saturday Academy elementary and secondary sessions ranging from \$34 - \$1500.
- Forty-six (46) bus drivers and aides to receive a \$150 incentive bonus for perfect attendance during the month of April 2024.
- Creekside and Elephant's Fork Elementary, John F. Kennedy and King's Fork Middle, King's Fork and Nansmond River High Schools to receive \$500 - \$1000 to provide incentives to staff and student for their tutoring efforts from October 14, 2023 – April 27, 2024.
- Sixty-four (64) school personnel to receive extra duty stipends for serving as sponsors at various schools in the amounts ranging from \$40 - \$200.
- One (1) school teacher to receive compensation for serving as a secondary medical homebound instructor at John Yeates Middle School for the 2023-24 school year at the rate of \$31.50 per hour.
- Twenty-three (23) employees to receive an incentive in the amount of \$150 for the month of February 2024.
- Twenty-one (21) school personnel to receive a stipend in the amount of \$300 for managing the website for their schools for the second semester of the 2023-24 school year.
- Four (4) human resources employees to receive overtime compensation for their dedication and managing additional responsibilities at their individual hourly rate x 1.5 for time over 40 hours.
- Two hundred and seventeen (217) school employees to receive compensation for participating in the 2023-24 Title I summer Planning Proposals and Committees, teachers at a rate of \$31.50 per hour and paraprofessionals will be compensated at their hourly rate.
- Two (2) Reassignment positions:
Coordinator of Testing and Research
Assistant Principal at John Yeates Middle School
- Approval of appointment of school personnel as listed for the 2024-2025 fiscal school year.
- One (1) substitute teacher to be removed from the Substitute List.
- Recommendations:
One Director of Special Education,
Coordinator of Special Education,
Assistant Principal
Dean of Students
Interim Coordinator of Purchasing