



## 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 January 2025 School Board Meeting*

**DATE:** January 8, 2024

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### **RESIGNATIONS**

Twenty (20) resignations which include five (5) instructional employees, and fifteen (15) non-instructional employees. The instructional employees include three (3) Teachers, one (1) Counselor, and one (1) ROTC Instructor. There is one (1) retiree.

### **DISCIPLINARY ACTION**

Recommended for Dismissal – One (1) Bus Driver.

### **INSTRUCTIONAL HIRES**

Eleven (11) Teachers.

### **NON-INSTRUCTIONAL HIRES**

One (1) Bus Driver, one (1) Food & Nutrition Associate, one (1) Safety Monitor, one (1) S3 (Safety, Security, Support) Associate, two (2) School Attendance Liaisons, and eight (8) Teacher Assistants.

### **SUBSTITUTE PERSONNEL**

One (1) Bus Driver, one (1) Driver Transporter, two (2) Bus Driver Trainees, fifteen (15) Teachers, and four (4) Teacher Assistants.

### **EXTRA SUPPLEMENTS/STIPENDS**

- Two (2) Substitute Bus Driver trainees, one to receive a stipend of \$300 for partial training, and one (1) to receive \$600 for full training.
- Three hundred and seventy-five (375) school secondary employees to receive compensation for serving as tutoring personnel for the SPS Elementary All-In After School Program for the 2024-2025 school year. The staff will be compensation as follows: Teacher - \$38.00 per hour, Site Coordinators - \$48.00 per hour, and Paraprofessionals - \$30.00 per hour.
- Four (4) coaches to receive a \$150 stipend each trip for driving multiple athletic trips for several schools in November 2024.
- Five (5) Assistant Directors of Student Activities from each middle school to receive a stipend of \$1500 for the 1<sup>st</sup> semester of the 2024-25 school year.
- Seventy-six (76) school personnel to receive compensation for providing instructional support on November 23, 2024 for the SPS Saturday Academy in amounts ranging from \$70 - \$300.
- Sixty-four (64) bus drivers and aides to receive a \$150 incentive bonus for perfect attendance during the month of November 2024.
- Seventy-three (73) school personnel to receive compensation for providing instructional support on December 7, 2024 for the SPS Saturday Academy in amounts ranging from \$70 - \$300.
- Fifty (50) Special Education Teacher Assistants to receive a stipend of \$2000 each for additional daily duties during the 2024-25 school year.
- Twenty-four (24) school personnel to receive extra compensation for assisting during the football games at King's Fork, Lakeland, and Nansemond River High Schools from October 18, 2024 thru December 1, 2024 at a rate of \$20 for each game worked.
- Seventy-one (71) school personnel to receive compensation for providing instructional support on December 14, 2024 for the SPS Saturday Academy in amounts ranging from \$70 - \$300.
- Three (3) Substitute Teachers to be removed from the Substitute list at the request of the applicant.

### **RECOMMENDATIONS**

- Coordinator of Science Instruction