



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 November 2023 School Board Meeting*

DATE: November 2, 2023

RESIGNATIONS

Sixteen (16) resignations which include three (3) instructional employees and thirteen (13) non-instructional employees. The instructional employees include one (1) School Counselor, one (1) Adult ED ESOL (English Speaker of Other Languages) Instructor, and one (1) Teacher. Of those sixteen (16) resignations, there is one (1) retiree.

JOB ABATEMENTS

One (1) Custodian, one (1) Food & Nutrition Associate, and one (1) Intervention Support Staff.

DISCIPLINARY ACTIONS

One (1) Bus Driver.

INSTRUCTIONAL HIRES

Three (3) Teachers.

NON-INSTRUCTIONAL HIRES

One (1) Administrative Assistant, three (3) Cafeteria Associates, two (2) Custodians, two (2) ISS Monitors, one (1) Intervention Support Staff, one (1) Master Tradesworker, two (2) Safety Monitors, one (1) School Based Virtual Facilitator, and seven (7) Teachers Assistants.

SUBSTITUTE PERSONNEL

One (1) Bus Driver, two (2) Bus Drivers Trainees, one (1) Driver Transporter, one (1) Cafeteria Staff, twenty-eight (28) Teachers, and three (3) Teacher Assistants.

EXTRA SUPPLEMENTS/STIPENDS

- Four (4) **substitute bus driver trainees** to receive a stipend of \$300 for full/partial training.

- Eleven (11) teachers assistants to receive pay band GG as compensation for being designated as computer science facilitators during the 2023-24 school year.
- Finance department to receive extra staff support due to retirements and loss of staff and three (3) staff members to receive extra duty stipends for taking on additional duties.
- Fifty-five (55) school personnel to receive compensation for after-school detention at Lakeland High School for the 2023-24 school year at the rate of \$31.50 per hour.
- Twenty-nine (29) school personnel approved for serving as coaches for the Middle School Fall Sports at all five middle schools during the 2023-24 school year.
- One (1) school employees to receive compensation at the rate indicated in the approved budget for the 2023-24 school year as a Lawn Maintenance Worker.
- Sixty-two (62) bus drivers and aides to receive an \$150 incentive bonus for perfect attendance during the month of September 2023.
- Nineteen (19) school personnel to receive a stipend in the amount of \$1000 for serving as STEM Lead Facilitators during the 2023-24 school year.
- One (1) administrative assistant to provide part-time assistance at a rate of \$17.49 per hour at Forest Glen Middle School while their administrative assistant is on FMLA.
- Seven (7) school employees to receive compensation at the rate of \$31.50 per hour for serving as tutors in the SPS Algebra Readiness Program at John F. Kennedy Middle and King's Fork High Schools for the 2023-24 school year.
- Ninety-five (95) directors, department heads and coaches for baseball, basketball, cheerleading, cross country, field hockey, football, golf, soccer, softball, swimming, tennis, track, volleyball, wrestling, academic team, band, choral, debate, drama, flag corps, yearbook programs, lawn care, web masters and e-sports personnel to receive compensation as per 2023-24 published classification and compensation plan for salary supplements at King's Fork, Lakeland and Nansemond River High Schools.
- One hundred and thirty-seven (137) school personnel to receive compensation for serving in the SPS Saturday Academy for the 2023-24 school year. Administrators will be compensated at the rate of \$51.75 per hour, teachers at \$47.25 per hour; and administrative assistants, teacher assistants, and security monitors at time and a half of their regular rate.
- Eight (8) school personnel to receive adjustments as Algebra Readiness Tutors from \$31.50 per hour to \$38.00 per hour.
- Six hundred and fifty (650) school personnel to serve as tutoring personnel for the SPS Elementary All-In (Before and/or After School) Tutoring Program for the 2023-24 school year at the rate of \$50 per hour and Building Site Coordinators at the rate of \$400 per week.

- One (1) school employee to serve as the new temporary crossing guard at King's Fork Middle school at the hourly rate of \$18.46 plus overtime if necessary.
- One (1) school employee to receive a stipend of \$1500 for the planning and facilitating of all standardized testing at Turlington Woods
- Six (6) school personnel to receive compensation for working the 9th grade transition program at Nansemond River High School on August 21, 2023 at a rate of \$31.50 per hour.
- One (1) custodian to receive a medical leave of absence from October 7, 2023 – October 7, 2024.
- Three (3) substitute teachers and one substitute bus driver to be removed from the substitute list.