



# 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 May 8<sup>th</sup>, 2025 School Board Meeting*

**DATE:** May 1, 2025

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## **RESIGNATIONS**

Thirty-six (36) resignations which include fourteen (14) instructional employees, and twenty-two (22) non-instructional employees. The instructional employees include thirteen (13) Teachers, and one (1) Orchestra Director. There are twelve (12) retirees.

## **DISCIPLINARY ACTION**

Recommend Dismissal from Employment and Nonrenewal of Employment – One (1) Teacher Assistant

## **INSTRUCTIONAL HIRES**

Two (2) Teachers.

## **NON-INSTRUCTIONAL HIRES**

One (1) Bus Aide, one (1) Bus Driver, one (1) Crossing Guard, three (3) S3 (Safety, Security, Support) Associates, and two (2) Teacher Assistants.

## **SUBSTITUTE PERSONNEL**

Two (2) Bus Aides, one (1) Driver Transporter, one (1) Cafeteria Assistant, one (1) School Counselor, one (1) Interpreter, twelve (12) Teachers, and three (3) Teacher Assistants.

## **EXTRA SUPPLEMENTS/STIPENDS**

- Three hundred and eighty (380) secondary school 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.

- Fifteen (15) school teachers to receive additional compensation for teaching an extra section at Nansemond River High School during the second semester of the 2024-25 school year at the rate of 1/8<sup>th</sup> of the individuals contracted pay.
- Thirty-one (31) school personnel to serve as football, track and field, field hock and sideline cheer coaches for the middle school spring sports at all 5 middle schools.
- Five (5) coaches to receive a \$150 stipend each trip for driving multiple athletic trips for several schools in March 2025.
- One (1) retired high school counselor to provide support for the vacant school counsel position at Nansemond River High School at the rate of \$165 per day until the position is filled.
- Fifty (50) bus drivers and aides to receive a \$150 incentive bonus for perfect attendance during the month of March 2025.
- Twenty (20) employees to receive compensation for serving as tutors in the SPS Algebra Readiness Program for the 2024-25 school year at the rate of \$38.00 per hour.
- Reclassification of an employee from Coordinator I of Compensatory Program to a Coordinator II position because of an increase in responsibilities.
- Sixty-four (64) school personnel to receive compensation for providing instructional support on April 5, 2025 for the SPS Saturday Academy in amounts ranging from \$70 - \$300.
- Seventeen (17) staff members, special education and general education teachers to receive a grant stipend of \$500 - \$700 for participating in professional development sessions with school improvement initiatives at John F. Kennedy Middle School.
- Eight (8) school employees to receive compensation for participating in the Kindergarten Kickoff at Booker T. Washington Elementary School for the 2025-26 school year at the rate of \$36.77 per hour.
- One (1) Substitute Teacher to be removed from the Substitute list at the request of the applicant.
- Recommendation: Coordinator I, and Principal.