



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 December 2024 School Board Meeting*

DATE: December 3, 2024

RESIGNATIONS

Twenty-two (22) resignations which include eleven (11) instructional employees, and eleven (11) non-instructional employees. The instructional employees include nine (9) Teachers, one (1) Cosmetology Instructor, and one (1) Dean of Students. There are two (2) retirees.

DISCIPLINARY ACTION

Recommend for Dismissal – One (1) Custodian.

INSTRUCTIONAL HIRES

One (1) Teacher.

NON-INSTRUCTIONAL HIRES

Two (2) Administrative Assistants, one (1) Bus Driver, one (1) Food & Nutrition Associate, one (1) ISS (In School Suspension) Monitor, one (1) S3 (Safety, Security, Support) Associate, and two (2) Teacher Assistants.

PART-TIME PERSONNEL

One (1) Virtual Facilitator.

SUBSTITUTE PERSONNEL

Nine (9) Teachers.

EXTRA SUPPLEMENTS/STIPENDS

- One (1) Substitute Bus Driver trainee to receive a stipend of \$300 for partial/full training for partial/full training.
- Sixteen (16) long-term substitutes and two (2) full-time teachers to receive compensation for attending City-Wide Curriculum and Instruction Meetings in October 2024 at the rate of \$33.15 per hour.
- Six (6) teachers to receive compensation for participating in after-school detention at Lakeland High School for the 2024-25 school year at the rate of \$36.77 per hour.
- One (1) employee to receive a stipend in the amount of \$2417 for serving as a Special Needs Driver for the 2024-25 school year.
- Thirty-six (36) bus drivers and aides to receive a \$150 incentive bonus for perfect attendance during the month of October 2024.
- Approval requested to remove the title of “Interim” from the “Coordinator II of Purchasing” for one employee and to reclassify the current “Purchasing Technician” position of another employee to a “Buyer” position.
- Six hundred and fifty-one (651) school employees to receive compensation for serving as tutoring personnel for the SPS Elementary All-In (Before and/or After School) Program from October 2024-May 2025. The staff will be compensation as follows: Teacher - \$38.00 per hour, Site Coordinators - \$48.00 per hour, and Paraprofessionals - \$30.00 per hour.
- Three hundred and seventy-four (374) school employees to receive compensation for serving as tutoring personnel for the SPS Secondary All-In After School Program for the 2024- 25 school year. The staff will be compensation as follows: Teacher - \$38.00 per hour, Site Coordinators - \$48.00 per hour, Paraprofessionals - \$30.00 per hour, Long-Term Substitutes - \$38.00 per hour, and Security - \$30 per hour.
- Twenty-nine (29) school personnel to be approved as middle school fall sports coaches for the 2024-25 school year.
- Four (4) coaches to receive a \$150 stipend each trip for driving multiple athletic trips for several schools in October 2024.
- One (1) employee to receive additional compensation for an extra duty/class section for the first semester of 2024-25 at a daily rate of \$81.29.
- One (1) employee to serve as an Adult Education Cosmetology/Master Barber Substitute at CCAP for the 2024-25 school year at the rate of \$36.77 per hour.
- Twenty-nine (29) employees to receive compensation for serving as coaches for the fall 2024 middle school sports ranging from \$400 to \$800.

- Eight (8) long-term substitutes to receive compensation for working parent teacher conference on November 14, 2024 at the rate of \$33.15 per hour.
- Seventy-two (72) school personnel to receive compensation for serving on SPS Saturday Academy held on November 9, 2024 in the amounts ranging from \$70 - \$300 per session.

RECOMMENDATIONS

- Coordinator of Science
- Coordinator of Finance
- Dean of Students