



## 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 July 2024 School Board Meeting*

**DATE:** July 3, 2024

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### **RESIGNATIONS**

Fifty-three (53) resignations which include thirty (30) instructional employees, and twenty-three (23) non-instructional employees. The instructional employees include twenty-three (23) Teachers, one (1) Counselor, one (1) Media Specialist, one (1) Speech Language Pathologist, one (1) School Testing Coordinator, one (1) SPED Liaison, one (1) Dean of Students, and one (1) Academic Coach. Of those fifty-three (53) resignations, there are two (2) retirees.

### **DISCIPLINARY ACTION**

Intent to Recommend Dismissal from Employment- One (1) Safety Monitor

### **INSTRUCTIONAL HIRES**

Thirty-seven (37) Teachers, two (2) Counselors, one (1) Reading Specialists, one (1) Dean of Students, one (1) Coordinator of SPED, one (1) Director of SPED, one (1) Assistant Principal, one (1) Math Specialist, one (1) SPED Behavioral Specialist, one (1) NJROTC Instructor, and one (1) SPED Support Specialist.

### **PART-TIME INSTRUCTIONAL PERSONNEL**

One (1) GED Instructor.

### **NON-INSTRUCTIONAL HIRES**

Three (3) Administrative Assistants, two (2) Bus Drivers, four (4) Custodians, one (1) Physical Therapist, and three (3) Teacher Assistants.

### **SUBSTITUTE PERSONNEL**

One (1) Cafeteria Personnel, one (1) Custodian, and nine (9) Teachers.

## **EXTRA SUPPLEMENTS/STIPENDS**

- One (1) substitute bus driver trainee to receive a stipend of \$300 for full/partial training for second payment.
- One hundred and fifty (150) unfilled teaching roles to receive a \$1800 sign-on bonus for the upcoming 2024-25 school year for fulfilling their position as a teacher the entire school year.
- Fifty-six (56) 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.
- Sixty-four (64) school personnel to receive extra duty stipends for serving as sponsors at various schools in the amounts ranging from \$40 - \$1212.
- Thirty-four (34) bus drivers and aides to receive a \$150 incentive bonus for perfect attendance during the month of May 2024.
- Fifteen (15) Lead Mentor Teachers to receive stipends in the amount of \$1500 year for providing essential mentorship to their colleagues and long-term substitutes joining the Suffolk Public Schools team.
- Two hundred and seven (207) school personnel to receive compensation for providing service for the 2024 SPS Summer Series Program at Hillpoint Elementary, King's Fork Middle, and King's Fork High Schools at their individual hourly rate times hours worked.
- One hundred and eight (108) school employees to receive a stipend of \$500 for providing service as mentor support to their colleagues and long-term substitutes during the 2023-24 school year.
- Five (5) coaches to receive a \$150 stipend each trip for driving multiple athletic trips in May 2024.
- Twenty-six (26) school personnel to receive compensation for serving as Title I Summer Committee Staff at Kilby Shores Elementary School at the rate of \$31.50 per hour and paraprofessionals at their hourly rate.
- One hundred and sixty-two (162) special education summer employees to receive compensation for serving with the New Special Education Summer program at the rate of \$31.50 per hour.
- Three (3) school social workers to receive stipends in the amount of \$700 - \$800 for participating in the School Based Mental Health Tele-Echo training.
- Eight (8) school teachers to receive a stipend in the amount of \$4644.68 for meeting the required special terms and conditions for the Recruitment Incentive for Public Education (RIPE) Division Award from VDOE.

- Seventeen (17) school employees to receive a \$300 stipend for serving as coaches of the PBIS teams at elementary and middle school levels.
- Coaches with a valid CDL to receive a \$150 stipend for driving extra-curricular events during the 2024-25 school year.
- Six (6) instructional staff members to receive a ten (10) month, ten (10) day or a ten (10) month, twenty (20) day contract for the 2024-25 school year as Band Directors or Career and Technical Education Teachers.
- Support staff to Assistant Principals at all middle schools for the 2024-25 school year to receive a \$1500 stipend per semester for extra duties in providing leadership to athletics, clubs, and organizations.
- One hundred and forty-six (146) employees to be compensated for providing services as Instructional Resource Developers during the 2024-25 school year at the rate of \$31.50 per hour.
- Ten (10) school personnel to receive a retention bonus of \$950.
- Two (2) Part-time Assistant School Nurses to receive a retention bonus of \$950.
- Sixty-eight (68) bus drivers and bus aides to receive an \$150 incentive for perfect attendance during the month of June 2024.
- One (1) Receptionist to receive leave of absence for family reasons and one (1) Teacher to receive leave of absence for medical reasons.
- Nine (9) Substitute Bus Drivers to be removed from the Substitute List.
- Recommendations:
  - Coordinator of Special Education
  - Principal
  - Assistant Principal
  - Dean of Students