



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 October 2024 School Board Meeting*

DATE: October 2, 2024

RESIGNATIONS

Twenty-two (22) resignations which include five (5) instructional employees, and seventeen (17) non-instructional employees. The instructional employees include three (3) Teachers, one (1) Speech Language Pathologist, and one (1) AFJROTC Instructor. Of those twenty-two (22) resignations, there are two (2) retirees.

JOB ABATEMENT

One (1) Custodian

DISCIPLINARY ACTION

Intent to Recommend One Day Suspension Without Pay – One (1) Bus Driver

INSTRUCTIONAL HIRES

Three (3) Teachers, and one (1) Cosmetology/Barber Instructor.

NON-INSTRUCTIONAL HIRES

Four (4) Food & Nutrition Associates, two (2) Custodians, three (3) ISS (In School Suspension) Monitors, one (1) Master Tradesman (Carpentry), two (2) S3 (Safety, Security, Support) Associates, one (1) School Assessment Assistant, and one (1) Teacher Assistant.

SUBSTITUTE PERSONNEL

Five (5) Bus Aides, four (4) Bus Drivers, One (1) Bus Driver Transporter, one (1) Cafeteria Assistant, three (3) Custodians, and fifteen (15) Teachers.

EXTRA SUPPLEMENTS/STIPENDS

- One Hundred and seventeen teachers (117) to receive an additional \$500 signing bonus added to the \$1800 retention bonus for filling vacancies at King's Fork Middle and Hillpoint Elementary Schools beginning July 29, 2024 with agreement stipulations.
- Eighteen (18) staff members to receive a stipend for participating in the 2024-25 John F. Kennedy Middle School Improvement Grant (SIG) for Professional Development. Stipends will range from \$309.09 - \$1500.
- One (1) school employee to receive compensation for announcing basketball games at King's Fork High School for the 2024-25 school year in the amount of \$40 per event.
- One (1) school counselor to receive compensation for administering SOL tests for Summer School 2024 at the rate of \$36.77 per hour.
- One (1) school coach to receive a stipend in the amount of \$150 for driving an athletic trip in August 2024.
- Two (2) school 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 per hour.
- Twenty-one (21) staff members to receive compensation for working on the 2023-24 SWES Southwestern Elementary School Summer Committee ranging from \$195.80 - \$315.00.
- Seven (7) staff members to receive a stipend for working on the 2023-24 Booker T. Washington Elementary School Summer Committee ranging from \$189 - \$945.
- One (1) school employee to receive an extra-duty supplement for sponsoring Robotics/Sea, Air & Land at John Yeates Middle School for the 2023-24 school year in the amount of \$1212.
- Six (6) teachers to receive compensation for preparing and administering SOL tests, Workkeys and Growth Assessments After-School in Support of the Home Education Program at Turlington Woods School during the 2024-25 school year at the rate of \$36.77 per hour.
- Four (4) teachers to receive compensation for preparing and administering CTE tests at Turlington Woods School during the 2024-25 school year in the amount of \$36.77 per hour.
- Fifty-two (52) participants to receive compensation for participating in Tier I and Tier II PBIS training at the rate of \$50 per hour.
- Twenty-six (26) school employees to receive a stipend in the amount of \$2417 for serving as Special Needs Drivers for the \$2024-25 school year.
- Two (2) teachers to receive compensation for working the 9th grade transition program at Nansemond River High School on August 12, 2024 at the rate of \$36.77 per hour.

- Approval is need to hire and train licensed Part-time Test Examiners to support critical assessment periods such as SOL Assessments, Virginia Growth Assessments, End of Course Assessments, and ELL assessment windows. Examiners will be compensated at a rate of \$36.77 per hour.
- Ten (10) S3's (Safety, Security, Support) Associates to be paid their hourly rate for providing additional security as needed during high school sporting events, and possible overtime if over 40 hours.
- Twenty (20) school employees to receive a stipend of \$500 each from Project Hope Grant Funds for monitoring the McKinney-Vento students during the 2024-25 school year.
- Nineteen (19) staff members at Turlington Woods School to receive a stipend of \$50 each for participating in the Mc-Kinney-Vento (Homelessness) Training held in September 2024.
- One teacher assistant, one ISS monitor, and one Custodian to receive leave of absence due to medical reasons.
- One (1) Substitute Teacher to be removed from the Substitute List.
- Recommendations:
 - Director of Curriculum and Instruction