



## MEMORANDUM

**TO:** Members of the Suffolk City School Board

**FROM:** Dr. John B. Gordon III, *Superintendent*  
Dr. Rodney J. Brown, *Director of Human Resources*

**RE:** *Personnel Report*

**DATE:** October 6, 2021

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### **RESIGNATIONS**

Thirty-four (36) resignations which includes six (6) retirements.

### **JOB ABATEMENT**

One job abatement of a safety monitor.

### **DISCIPLINARY ACTIONS**

No disciplinary actions this period.

### **INSTRUCTIONAL HIRES**

Twelve (12) Instructional teacher positions.

### **NON-INSTRUCTIONAL HIRES**

One administrative assistant, two (2) bus mechanics, four (4) cafeteria associates, six (6) custodians, three (3) safety monitor/ISS monitors, one online facilitator, two (2) school nurses, one clinical assistant and nine (9) teacher assistants.

### **PART-TIME PERSONNEL**

One admission clerk, three (3) cafeteria associates, one clinical assistant, two (2) safety monitors, one speech language pathologist, and one teacher assistant.

## **SUBSTITUTE PERSONNEL**

Two (2) bus aides, six (6) bus drivers, nine (9) cafeteria associates, one custodian, thirty-eight (38) teachers, and three (3) teacher assistants.

## **EXTRA SUPPLEMENTS/STIPENDS**

- Two (2) substitute bus driver trainees to receive 1<sup>st</sup> stipend in the amount of \$300.00.
- Fourteen (14) teachers to receive compensation for teaching an extra section of the SPS Online Program at a rate of 1/7<sup>th</sup> their individual contracted pay.
- School employees are to receive compensation for working the 6<sup>th</sup> and 9<sup>th</sup> grade transition program from the following schools:
  - Col. Fred Cherry Middle School – 16 teachers at the rate of \$26.40 per hour and one teacher assistant at the rate of \$12.92 per hour from 2.5 hours to 4 hours each.
  - Forest Glen Middle School – 2 teachers at the rate of \$26.40 per hour for 2.5 hours each.
  - John F. Kennedy Middle School – 10 teachers, guidance personnel and one literacy specialist at the rate of \$26.40 per hour for 2.5 hours each.
  - King’s Fork Middle School – 10 teachers and one long-term sub at the rate of \$26.40 per hour for 2.5 – 3.5 hours each.
  - King’s Fork High School – 5 teachers at the rate of \$26.40 per hour for 6.5 hours to 25 hours each.
  - Nansemond River High School – 2 teachers at the rate of \$26.40 per hour for 6 hours each.
- Seven school employees to be added to serve on the previously approved Mack Benn Elementary School Summer Committee and compensated \$145.20 and one employee to be removed from the list.
- One teacher to be compensated for providing services as a canvas course creator for virtual instruction at King’s Fork Middle School at the rate of \$26.40 per hour for a maximum of 10 hours.
- Fifty-two (52) teachers to receive a \$2000 retention signing bonus for hard to fill positions during the 2021-2022.
- Fifty-one (51) teachers at Nansemond River High School to receive compensation for teaching an extra section during the 2021-22 school year at 1/7<sup>th</sup> of their individual pay.
- Sixteen (16) teachers at Lakeland High School to receive compensation for teaching an extra section during the 2021-22 school year at 1/7<sup>th</sup> of their individual pay.
- Five (5) school employees to receive compensation for attending Part 2 of the Social and Emotional Learning Training (SEL) on August 17, 2021 at the rate of \$26.40 per hour.

- One employee will be compensated as a Part-Time Nurse Aide Clinical Coordinator for the adult education Nurse Aide program at CCAP for the 2021-22 school year at the rate of \$26.40 per hour up to 45 hours.
- One employee to be compensated as a Part-Time Adult Education Basic Computer Skills Instructor for the SPS Obici Wellness Grant at CCAP for the 2021-22 school year at the rate of \$26.40 per hour up to 12 hours per week.
- One employee to be compensated as a Part-Time Adult Education Pearson Vue Testing Administrator at CCAP for the 2021-22 school year at the rate of \$26.40 per hour up to 10 hours a week.
- Three (3) school personnel to serve as the SPS Online Administrative Assistant Support at Kilby Shores Elementary, John F. Kennedy Middle and King's Fork High Schools for the 2021-22 school year at the hourly rate of their contracts.
- Thirteen (13) teachers and guidance personnel to receive compensation for working the 6<sup>th</sup> grade transition program at John Yeates Middle School at the rate of \$26.40 per hour.
- Four (4) substitute bus drivers to receive two partial stipends in the amount of \$300 and \$150 each for completion of bus driver training.
- Six (6) teachers to participate in the Early Start Screening process for the 2021-22 school year at the rate of \$26.40 per hour.
- Fourteen (14) school personnel to receive compensation for after-school tutoring and detention for the 2021-22 school year at Lakeland High School at a rate of \$26.40 per hour.
- Four (4) school personnel to receive stipends for serving as the division leads for the 2021-22 school year. Two (2) will receive a \$1200 stipend and two (2) will receive a \$5000 stipend.
- One cafeteria worker to receive compensation for working as the Acting Cafeteria Manager during an employee's FMLA leave at the rate of \$16.94 per hour.
- Sixty-seven (67) school personnel to receive compensation for the after-school tutoring and detention for the 2021-22 school year at Kings Fork High School at the rate of \$26.40 per hour.
- One school employee to receive compensation for serving as the Administrative Assistant at King's Fork Middle School replacing an employee who is out of FMLA at the rate \$12.92 per hour.
- Two (2) school personnel to receive compensation for after-school tutoring and detention for the 2021-22 school year at Nansemond River High School at the rate of \$26.40 per hour.

- Six (6) teachers to receive compensation for teaching Z-Block at Lakeland High School at the rate of \$26.40 per hour for the 2021-22 school year.
- Six (6) teachers to receive compensation for teaching Z-Block at King's Fork High School at the rate of \$26.40 per hour for the 2021-22 school year.
- Thirteen (13) teachers to receive compensation for teaching Z-Block at Nansemond River High School at the rate of \$26.40 per hour for the 2021-22 school year.
- Four (4) employees to receive compensation for serving on the Math Workshop Leadership Committee from September 21 through May 2022 at the rate of \$26.40 per hour.
- One employee to serve as a virtual homebound teacher for the Southwestern Elementary School for the 2021-22 school year at the rate of \$27.40 per hour.
- Six (6) school personnel to receive compensation for serving as Online Facilitators for the 2021-22 school year at the rate of \$26.40 per hour up to 20 hours a month.
- One employee to receive compensation for providing ELL support during the 2021-22 school year at the rate of \$26.40 per hour.
- One teacher to receive compensation for teaching an extra section of the SPS Online Program during the 2021-22 school year at the rate of 1/7<sup>th</sup> of their individual contracted pay.
- Sixty (60) directors and department heads for baseball, basketball, cheerleading, cross country, field hockey, football golf, soccer, softball, tennis, track, volleyball, wrestling, academic team, band, choral, and debate programs to receive compensation as per 2021-22 published classification and compensation plan for salary supplements at Nansemond River High School.
- Fifty-nine (59) directors and department heads for baseball, basketball, cheerleading, cross country, field hockey, football golf, soccer, softball, tennis, track, volleyball, wrestling, academic team, band, choral, and debate programs to receive compensation as per 2021-22 published classification and compensation plan for salary supplements at Lakeland High School.
- Fifty-six (56) directors and department heads for baseball, basketball, cheerleading, cross country, field hockey, football golf, soccer, softball, tennis, track, volleyball, wrestling, academic team, band, choral, debate, drama, yearbook programs to receive compensation as per 2021-22 published classification and compensation plan for salary supplements at King's Fork High School.
- Eleven (11) teacher assistants to receive a \$2000 stipend for providing facilitation of computer science resources at the elementary level from September to June of the 2021-22 school year.

- Two (2) teachers to receive Medical Leave of Absence.
- Forty-four (44) substitute employee's to be removed from the substitute list.