



# 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 June School Board Meeting*

**DATE:** September 11, 2023

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## **RESIGNATIONS**

Twenty-one (21) resignations which include nine (9) instructional employees and twelve (12) non-instructional employees. The instructional employees include six (6) Teachers, one (1) Title I Interventionist, one (1) Cybersecurity Sys Tech, and one (1) Instructional Specialist. Of those twenty-one (21) resignations, there is one (1) retiree.

## **INSTRUCTIONAL HIRES**

Thirty (30) Teachers and one (1) School Counselor.

## **NON-INSTRUCTIONAL HIRES**

Two (2) Administrative Assistants, one (1) Bookkeeper, one (1) Bus Mechanic, three (3) Cafeteria Associates, three (3) Custodians, three (3) ISS Monitors, two (2) Intervention Support Staff, two (2) Safety Monitors, two (2) School Based Virtual Learning Facilitators, and sixty-two (62) Teachers Assistants.

## **PART-TIME PERSONNEL**

Two (2) Food and Nutrition Associates, and one (1) SPED Parent Resource Liaison.

## **SUBSTITUTE PERSONNEL**

Two (2) Substitute Bus Drivers, Three (3) Substitute Bus Drivers Trainees, one (1) Substitute Nurse, thirty (30) Substitute Teachers, and three (3) Substitute Teacher Assistants.

## **EXTRA SUPPLEMENTS/STIPENDS**

- One (1) **substitute bus driver trainee** to receive a stipend of \$300 for full/partial training.
- Three (3) teachers to receive compensation for administering SOL tests to homebound/homebased students at the high schools during the 2023-24 school year at the rate of \$31.50 per hour.

- Six (6) school personnel to receive compensation for serving as tutors in the Algebra Readiness Program during the 2023-24 school year at the rate of \$31.50 per hour.
- One (1) part-time administrative assistant to provide office support at Creekside Elementary School until August 1, 2023 at the rate of \$17.49 per hour.
- Twenty-five (25) school employees to receive a stipend of \$300 each for serving as coaches of the PBIS teams at both the elementary and middle school levels.
- Two (2) Spanish teachers to provide translations services as needed during the 2023-24 school year at the rate of \$31.50 per hour.
- One (1) school employee to be added to the approved list of Special Education summer employees for participation in summer eligibility meetings and IEP writing at the rate of \$31.50 per hour.
- Seven (7) school personnel to receive stipends from \$157.50 - \$252 for serving as Academic Coaches for their participation at the SPS Destination Discovery Conference at Col. Fred Cherry Middle School.
- Two (2) employee to receive compensation as a Lawn Maintenance Worker for the 2023-24 school year at the rate indicated in the approved budget.
- Thirty-one (31) school personnel to receive compensation from \$216 - \$567 for serving as support staff for the 2023 SPS Summer field trip to the Washington, D.C.
- Seventy-eight (78) school personnel to receive bonuses from \$500 - \$2000 for working with the 2023 Summer Series Program at Mack Benn Elementary School.
- Forty-six (46) school personnel to receive bonuses from \$500 - \$2000 for working with the 2023 Summer Series Program at King's Fork High School.
- Forty-one (41) school personnel to receive bonuses from \$500 - \$2000 for working with the 2023 Summer Series Program at King's Fork Middle School.
- One (1) full-time nurse to change her employment status to part-time temporarily at Turlington Woods School from August 24, 2023 through November 10, 2023 at the rate of \$53.11 per hour.
- Seventy-seven (77) long term substitutes to receive compensation at the daily rate of \$232 for assisting as teachers starting August 21<sup>st</sup>/24, 2023.
- Thirty (30) school personnel to receive stipends ranging from \$500 - \$2000 for working with the 2023 Summer Series Program and the Elementary or Secondary grade levels.

- Seven (7) school personnel to receive compensation for working the 6<sup>th</sup> grade transition program at Forest Glen Middle School at the rate of \$31.50 per hour.
- One (1) school employee to receive a \$500 stipend for referring a candidate for employment for the 2022-23 school year.
- Three (3) school employees serving as priority substitutes to have their initial start dates changed and to receive compensation at a daily rate from \$165 - \$232.
- Six (6) school personnel to receive compensation for working the 9<sup>th</sup> grade transition program at Nansemond River High School on August 21, 2023 at the rate of \$31.50 per hour.
- Fifteen (15) school personnel to receive compensation for work the 6<sup>th</sup> grade transition program at Col. Fred Cherry Middle School on August 22, 2023 at the rate of \$31.50 per hour.
- Seventy-four (74) bus drivers and aids to receive various stipends for working during summer school.
- One (1) bus driver to receive medical leave of absence from August 22, 2023 – August 22, 2024.
- Three (3) substitute teachers and one (1) substitute bus driver to be removed from the substitute list.
- One (1) administrative recommendations:
  - Assistant Principal