



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 April 10th, 2025 School Board Meeting*

DATE: April 2, 2025

RESIGNATIONS

Twenty-seven (27) resignations which include thirteen (13) instructional employees, and fourteen (14) non-instructional employees. The instructional employees include ten (10) Teachers, one (1) School Counselor, one (1) Reading Specialist, and (1) Principal. There are thirteen (13) retirees.

JOB ABATEMENT

One (1) Teacher Assistant

DISCIPLINARY ACTION

Notice of Intent to Recommend Suspension Without Pay – One (1) Master Tradesworker

INSTRUCTIONAL HIRES

Three (3) Teachers, one (1) AFJROTC Instructor, one (1) Food & Nutrition Services Supervisor I, and one (1) Occupational Therapist

NON-INSTRUCTIONAL HIRES

One (1) Receptionist, one (1) Administrative Assistant, two (2) Bus Drivers, one (1) Bus Mechanic Helper, one (1) ISS Monitor, one (1) Intervention Support Staff, one (1) S3 (Safety, Security, Support) Associates, and seven (7) Teacher Assistants.

PART-TIME PERSONNEL

One (1) Admissions Clerk, and one (1) SPED Parent Resource Liaison.

SUBSTITUTE PERSONNEL

Two (2) Bus Driver Trainees, three (3) Cafeteria Assistants, one (1) Nurse, twelve (12) Teachers, and four (4) Teacher Assistants.

EXTRA SUPPLEMENTS/STIPENDS

- Two (2) Substitute Bus Driver trainees, both (2) to receive \$600 for full training.
- Six hundred and fifty-seven (657) elementary school employees to receive compensation for serving as tutoring personnel for the SPS Elementary All-In After School Program for the 2024-2025 school year. 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-eight (378) secondary school employees to receive compensation for serving as tutoring personnel for the SPS Elementary All-In After School Program for the 2024-2025 school year. The staff will be compensation as follows: Teacher - \$38.00 per hour, Site Coordinators - \$48.00 per hour, and Paraprofessionals - \$30.00 per hour.
- Fourteen (14) school teachers to receive additional compensation for teaching an extra section at Nansemond River High School during the second semester of the 2024-25 school year at the rate of 1/8th of the individuals contracted pay.
- One (1) teacher to receive compensation for serving as a secondary medical homebound instructor at Turlington Woods School for the 2024-25 school year at the rate of \$36.77 per hour.
- Two (2) employees to receive compensation for serving as tutors in the SPS Algebra Readiness Program for the 2024-25 school year at the rate of \$38.00 per hour.
- Fifty-two (52) bus drivers and aides to receive a \$150 incentive bonus for perfect attendance during the month of January 2025.
- Nine (9) long-term substitutes to receive compensation for attending all city-wide curriculum and instruction mandatory meetings in February 2025 at the rate of \$33.15 per hour.
- Four (4) coaches to receive a \$150 stipend each trip for driving multiple athletic trips for several schools in February 2025.
- Three (3) teacher assistants at Oakland Elementary School to receive compensation for serving as Bus Aides in the afternoon at the rate of \$15.80 per hour.
- Fifty-two (52) bus drivers and aides to receive a \$150 incentive bonus for perfect attendance during the month of February 2025.
- Nine (9) coaches to receive a stipend for middle school sports at all middle schools for the 2024-25 school at an amount of \$800 for each coaching job.
- One (1) school employee to receive overtime compensation for working addition hours due to the resignation of the school counseling department's administrative assistant.

- Sixty-eight (68) school personnel to receive compensation for providing instructional support on March 8, 2025 for the SPS Saturday Academy in amounts ranging from \$70 - \$300.
- One (1) employee to receive compensation for serving as a tutor in the SPS Algebra Readiness Program for the 2024-25 school year in King's Fork Middle School at the rate of \$38.00 per hour.
- Seventy-one (71) school personnel to receive compensation for providing instructional support on March 22, 2025 for the SPS Saturday Academy in amounts ranging from \$70 - \$300.
- Recommendation: Principal