



## 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 February 2025 School Board Meeting*

**DATE:** March 1, 2025

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### **RESIGNATIONS**

Seven (7) resignations which include five (5) instructional employees, and two (2) non-instructional employees. The instructional employees include three (3) Teachers, one (1) Interventionist, and (1) Principal. There is one (1) retiree.

### **JOB ABATEMENT**

Two (2) Custodians, and One (1) ISS (In School Suspension) Monitor

### **DISCIPLINARY ACTION**

Recommended Reassignment of Position and One-day Leave W/O Pay – One (1) Cafeteria Manager.

### **NON-INSTRUCTIONAL HIRES**

Two (2) Safety Monitors, and five (5) Teacher Assistants.

### **PART-TIME PERSONNEL**

One (1) Cosmetology Instructor, and one (1) GED Instructor.

### **SUBSTITUTE PERSONNEL**

One (1) Bus Aide, two (2) Cafeteria Assistants, one (1) Driver Transporter, twelve (12) Teachers, and two (2) Teacher Assistants.

### **EXTRA SUPPLEMENTS/STIPENDS**

- Six hundred and fifty-four (654) 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-six (376) 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.
- Twelve (12) school employees to receive compensation for completing CPR training to renew or obtain their teaching license at the rate of \$36.77 per hour.
- Eight (8) school teachers to receive additional compensation for teaching an extra section at King's Fork High School during the second semester of the 2024-25 school year at the rate of 1/8<sup>th</sup> of the individuals contracted pay.
- Twelve (12) 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 1/8<sup>th</sup> of the individuals contracted pay.
- Seven (7) school personnel to receive compensation for attending all city-wide curriculum and instruction mandatory meetings in November and December of 2024 at the rate of \$33.15 per hour.
- Sixty-three (63) school personnel to receive compensation for providing instructional support on January 25, 2025 for the SPS Saturday Academy in amounts ranging from \$70 - \$300.
- Five (5) teachers to receive compensation for teaching Z-Block at Lakeland High School for the second semester of the 2024-25 school year at the rate of \$36.77 per hour.
- Budget transfer approval for the 2024-25 school year to cover the outstanding balances and future expenses related to contracted services for the Special Education department.
- Six (6) staff members to receive a stipend in the amount of \$9289.35 each for participating in the Promise Initiative for Leaders & Teachers Leadership Academy (PILT).
- Seventeen (17) staff members to receive a stipend of \$300 for managing their school website for the first semester of the 2024-25 school year. Two (2) staff members to receive \$150 for assisting the managers.
- Twenty-one (21) school employees to receive compensation for participating in the Early Start Screening process for the 2025-26 school year at a rate of \$36.77 per hour.
- Ten (10) school employees to receive compensation at the rate of \$38 per hour for serving as English/Math tutors at King's Fork Middle School from February 2025 through June 2025. One (1) additional staff member to receive compensation at the rate of \$48 per hour for overseeing the tutoring program.

- 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 \$31.50 per hour.
- Three (3) coaches to receive a \$150 stipend each trip for driving multiple athletic trips for several schools in January 2025.
- One (1) teacher at Lakeland High School to receive additional pay compensation for teaching an extra section during the second semester of the 2024-25 school year at the rate of 1/8<sup>th</sup> of the individuals contracted pay.
- One teacher (1) to receive compensation for serving as an ELL Long Term Substitute for Creekside Elementary, Northern Shores Elementary, and Colonel Fred Cherry Middle Schools at the rate of \$33.14 per hour.
- Sixty-two (62) school personnel to receive compensation for providing instructional support on February 8, 2025 for the SPS Saturday Academy in amounts ranging from \$70 - \$300.
- One (1) school employee to receive a rate increase of 5% in salary for a promotion to a Field Supervisor of Food and Nutrition Services position in the amount of \$61,643 per year.
- One (1) school employee to receive a stipend of \$1200 for obtaining his DPOR licensure certification as a Master HVAC Tradesman.
- Three (3) school employees to receive a monthly stipend of \$500 for three months for assisting Lakeland High School due to the resignation of its' Principal.
- One (1) school counselor to receive compensation at 75% of his pay from a SBMH Grant for the 2024-25 school year for sharing his time between EFES & JYMS for the remainder of the school year.