



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 August 2024 School Board Meeting*

DATE: July 29, 2024

RESIGNATIONS

Twenty-seven (27) resignations which include eighteen (18) instructional employees, and nine (9) non-instructional employees. The instructional employees include twelve (12) Teachers, one (1) Speech Language Pathologist, one (1) Media Specialist, one (1) Dean of Students, one (1) Assistant Principal, one (1) School Psychologist, and one SPED Liaison. Of those twenty-seven (27) resignations, there no retirees.

DISCIPLINARY ACTION

Intent to Recommend Dismissal from Employment- One (1) Safety Monitor

INSTRUCTIONAL HIRES

Thirty-nine (39) Teachers, two (2) Counselors, one (1) Reading Specialists, two (2) Title I Interventionist, and one (1) Library Media Specialist.

NON-INSTRUCTIONAL HIRES

Two (2) Food & Nutritional Service Associates, five (5) Custodians, one (1) Interventional Support Staff, two (2) ISS Monitors, one (1) HVAC Master Tradesworker, one (1) Safety Monitor, and eleven (11) Teacher Assistants.

SUBSTITUTE PERSONNEL

Four (4) Bus Driver Trainees, three (3) Teachers, and one (1) Teacher.

EXTRA SUPPLEMENTS/STIPENDS

- One (1) substitute bus driver trainee to receive a stipend of \$300 for partial training for first payment.
- One (1) school counselor to be paid for 10 additional hours worked during the summer from June 17, through June 28, 2024 at Nansemond River High School.
- Twenty-four (24) school employees to be compensated for serving as Title I Summer Committee staff at Mack Benn Jr. Elementary School. Teachers at the rate of \$31.50 per hour and paraprofessionals at their hourly rate.
- One (1) employee to receive compensation at the rate of \$31.50 per for a total of sixteen hours per week to provide site visits and weekly monitoring of students employed in the STAR Student Internship Program.
- Twenty-four (24) students to be setup in payroll (Alio) for participating in the 2024 S.T.A.R. program at the rate of \$15.80 per hour.
- One (1) purchasing technician to receive 10% additional pay compensation for additional duties of the vacant Buyer position until it is filled.
- One (1) school principal to receive a stipend in the amount of \$3,000 for serving as the Secondary Principal Coach for the 2024-25 school year.
- One (1) school employee to receive a \$950 retention bonus.
- Fourteen (14) staff members to receive an award ranging from \$117 to \$189 for working on the 2023-24 Creekside Elementary School Summer Committee.
- Twenty (20) teachers and safety monitors to receive a stipend ranging from \$97.08 to \$189 for participating at the STEM Extravaganza.
- Three (3) students to be setup in payroll (Alio) for participating in the 2024 S.T.A.R. program at the rate of \$15.80 per hour.
- Two (2) school personnel to receive a stipend in the amount of \$500 prorated by days present during the 2024 SPS Summer Services Program.
- Twenty-three (23) school personnel to receive compensation for providing service for the 2024 SPS Summer Series Program at Hillpoint Elementary, King's Fork Middle, and King's Fork High Schools at their individual hourly rate times hours worked.
- Two (2) Spanish school teachers to receive compensation for providing translation services during the 2024-25 school year at the rate of \$31.50 per hour.

- One (1) employee to receive compensation of overtime pay for working additional hours as an Intervention Specialist at Kings Fork Middle.
- Seventy-seven (77) school employees to receive compensation as teachers and speech language pathologists during the summer of 2024 at the rate of \$31.50 per hour.
- Seventy-four (74) bus drivers to receive a 2nd quarter Safety Bonus Incentive in the amount of \$85 for the 2023-24 school year.
- One (1) bus driver to receive a 1st quarter Safety Bonus in the amount of \$85 for the 2023-24 school year.
- One (1) principal to receive a stipend of \$3,000 for serving as the Elementary Principal Coach for the 2024-25 school year.
- One (1) employee to receive compensation of overtime pay for working additional hours as a Crossing Guard as Hillpoint/Booker T. Washington Elementary and Forest Glen Middle Schools.
- Fifty-nine (59) school employees to receive compensation at the daily rate of \$232 for serving as long-term substitute teachers beginning on August 12th and 15th, 2024.
- Approval of Reappointment of Homebound and Substitutes for the 2024-25 school year.
- Four (4) Substitute Bus Drivers and two (2) Teachers to be removed from the Substitute List.
- Recommendations:
 - Coordinator of Special Education
 - Principal
 - Assistant Principal
 - Dean of Students