



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: February 4, 2025

RESIGNATIONS

Twenty (20) resignations which include two (2) instructional employees, and eighteen (18) non-instructional employees. The instructional employees include two (2) Teachers. There are two (2) retirees.

INSTRUCTIONAL HIRES

Seven (7) Teachers and one (1) Coordinator of Science Instruction.

NON-INSTRUCTIONAL HIRES

One (1) Bus Driver, one (1) Food & Nutrition Associate, one (1) ISS (In-School Suspension) Monitor, one (1) Purchasing Technician, one (1) Safety Monitor, two (2) S3 (Safety, Security, Support) Associates, and five (5) Teacher Assistants.

SUBSTITUTE PERSONNEL

Two (2) Bus Aides, three (3) Bus Drivers, ten (10) Teachers, and three (3) Teacher Assistants.

EXTRA SUPPLEMENTS/STIPENDS

- One (1) Substitute Bus Driver trainee to receive a 2nd stipend of \$300 for partial/full training.
- 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.

- Seventy-two (72) school personnel to receive compensation for providing instructional support on November 9, 2024 for the SPS Saturday Academy in amounts ranging from \$70 - \$300.
- Three (3) substitute teachers to receive a stipend for covering classes for Teachers to remediate students in preparation of SOLs at the daily rate of \$165 per day.
- One (1) substitute to assist the Student Services Department with the Impact Aid at the rate of \$18.29 per hour from January 8 – 31, 2025.
- Fifty-six (56) bus drivers and aides to receive a \$150 incentive bonus for perfect attendance during the month of December 2024.
- Seventy-nine (79) bus drivers to receive a \$85 Safety Bonus Incentive for the 1st quarter of the 2024-25 school year for having no Preventable Accidents.
- Three (3) coaches to receive a \$150 stipend each trip for driving multiple athletic trips for several schools in December 2024.
- Three (3) teachers to receive compensation for providing after-school virtual SOL remediation to home education students at King's Fork, Lakeland, and Nansemond River High Schools during January 2025 at the rate of \$36.77 per hour.
- One employee who has resigned to receive additional pay at her previous hourly rate for four (4) additional days to transition files and equipment in preparation of the oncoming employee.
- Nine (9) coaches to receive approval to serve as volleyball coaches for middle school winter sports for the 2024-25 school year. Stipend amounts will be sent on a memo after time submitted is verified.
- Five (5) teachers who qualified for the 2024-25 National Board Certification Incentive Award to each receive a stipend in the amount of \$2500.
- 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.
- One (1) internal candidate selected for the Supervisor II-Payroll position to receive approval for a recommended step 8 with salary of \$69,171.
- One (1) additional bus driver to receive a \$150 incentive bonus for perfect attendance during the month of December 2024 who was omitted from the previous memo.
- One (1) Substitute Bus Driver to be removed from the Substitute list at the request of the applicant.