



## 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 September 2024 School Board Meeting*

**DATE:** September 3, 2024

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### **RESIGNATIONS**

Thirty-nine (39) resignations which include sixteen (16) instructional employees, and twenty-three (23) non-instructional employees. The instructional employees include twelve (12) Teachers, one (1) SPED Support Specialist, one (1) Certified Occupational Therapy Assistant, one (1) Cosmetology, and one (1) Director of Curriculum and Instruction. Of those thirty-nine (39) resignations, there are two (2) retirees.

### **INSTRUCTIONAL HIRES**

Seventeen (17) Teachers, one (1) Media Specialist, one (1) Technical Theater, one (1) Coordinator of SPED, and one (1) Electricity II Instructor.

### **NON-INSTRUCTIONAL HIRES**

One (1) Bookkeeper, two (2) Administrative Assistants, two (2) Bus Drivers, seven (7) Food & Nutrition Associates, one (1) Custodian, two (2) Intervention Support, one (1) Network Technician, seven (7) S3 (Safety, Security, Support) Associates, three (3) Safety Monitors, one (1) School Assessment Assistant, two (2) Nurses, one (1) Nurse Assistant, thirteen (13) Teacher Assistants, and one (1) Virtual Facilitator.

### **SUBSTITUTE PERSONNEL**

One (1) Bus Aide, one (1) Bus Driver, Two (2) Bus Driver Trainees, twenty-six (26) Teachers, and one (1) Teacher Assistant.

## **EXTRA SUPPLEMENTS/STIPENDS**

- Three (3) Substitute Bus Driver trainees to receive a stipend of \$300 for partial/full training and two (2) to receive a stipend of \$600 for partial/full training.
- Thirty-two (32) school employees to receive a \$300 stipend for serving as coaches of the PBIS teams at the elementary and middle school levels.
- Seventy-six (76) school personnel to receive stipends ranging from \$223 - \$2000 for working with the 2023 Summer Series Program at the Elementary School.
- Ten (10) teachers to receive additional pay at the rate of 1/8<sup>th</sup> of their individual contracted pay for teaching an extra section during the 2024-25 school year at King's Fork and Lakeland High Schools.
- Five (5) teachers and one (1) school counselor 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.
- Request to offer an additional \$500 signing bonus added to the \$1800 retention bonus for filling vacancies at King's Fork Middle and Hillpoint Elementary Schools beginning July 29, 2024 with agreement stipulations.
- Five (5) school employees to receive compensation for attending the VTSS (Virginia Tiers System Support) Summer Training on Effective Classroom Systems at the rate of \$100 for each day attended.
- Thirty-four (34) school personnel to receive a stipend for working with the 2024 ESY (Extended School Year) Summer Series Program ranging from \$368 to \$2000.
- One hundred and sixty-two (162) school personnel to receive a stipend for working with the 2024 Summer Series Program at King's Fork High, King's Fork Middle, and Hillpoint Elementary schools ranging from \$237 to \$2000.
- Thirty-seven (37) school personnel to receive compensation for supporting the 2024 SPS Summer Series Program field trip on August 2, 2024 ranging from \$260.55 - \$551.00.
- Three (3) teachers to receive compensation for administering SOL tests to homebound/homebased students for the 2024-25 school year at the rate of \$31.50 per hour.
- All certified secondary teachers approved to assist in serving as homebound instructors at various schools for the 2024-25 school year at the rate of \$31.50 per hour.
- Eight (8) teachers to receive compensation for working the 9<sup>th</sup> grade transition program at King's Fork High School on August 8, 2024 at the rate of \$31.50 per hour.
- Eighteen (18) school personnel to receive a stipend of \$1000 for serving as designated STEM Lead Facilitators for the 2024-25 school year.

- Eleven (11) teacher assistants to receive compensation for serving as computer science facilitators and receive pay band GG for the 2024-25 school year.
- Seventy-seven (77) bus drivers and aides to receive a stipend for working summer school ranging from \$78.88 to \$500.
- Two (2) school employees (a Teacher and Paraprofessional) to receive a stipend of \$199.98 for additional duties performed to support the ESY Program.
- One (1) Part-time Receptionist to serve on an as-needed basis as the Human Resources receptionist at the rate of \$18.19 per hour.
- Seventeen (17) school personnel to receive compensation for working on the 2023-24 Kilby Shores Elementary School Summer Committee ranging from \$94.50 - \$283.50.
- Four (4) school employees to receive a stipend for working on the 2023-24 Oakland Elementary School Summer Committee ranging from \$108.35 - \$1102.50.
- All certified elementary teachers approved to assist in serving as homebound instructors at various schools for the 2024-25 school year at the rate of \$31.50 per hour.
- Thirteen (13) teachers to receive compensation for working the 6<sup>th</sup> grade transition program at John Yeates Middle School at the rate of \$31.50 per hour.
- One (1) school employee to receive an additional extra-duty supplement of \$1012 for sponsoring Robotic/Sea, Air Land at Forest Glen Middle School for the 2023-24 school year due to previously receiving only a partial amount.
- One (1) school employee to receive an additional \$3000 stipend for expanded duties to support Career and Technical Education (CTE).
- One hundred and five (105) school employees to receive a pre-tax signing bonus of \$1800 for filling hard-to-fill vacancies for the 2024-25 school year.
- Four (4) school 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.
- Eleven (11) school personnel to receive compensation for working the 2023-24 Mack Benn Jr. Elementary School Summer Committee ranging from \$204.75 – 1102.50.
- Seventeen (17) school personnel to receive a stipend of \$1500 for participating in professional development sessions.

- Twenty-five (25) school employees to receive compensation for working the 6<sup>th</sup> grade transition program at Col. Fred Cherry and King's Fork Middle Schools on August 14, 2024, Teachers at the rate of \$31.50 per hour and Paraprofessionals at the individual hourly rate.
- Nine (9) teachers to receive additional pay compensation for teaching an extra section during the 1<sup>st</sup> semester of the 2024-25 school year at the rate of 1/8 of their individual contracted pay.
- One (1) Substitute Bus Driver, one (1) Substitute Teacher, and one (1) Priority Substitute Bus Driver to be removed from the Substitute List.
- Recommendations:
  - Special Education Specialist