



# SB 248 PLAN OF TRANSFER

**EDGECOMBE COUNTY PUBLIC SCHOOLS**

**November 6, 2023**

## **Plan of Transfer**

### **Edgecombe County Public Schools**

**Presented to:**

Edgecombe County Board of Education  
Edgecombe County Commissioners  
Nash County Board of Education  
Nash County Board of Commissioners

**Presented by:**

Edgecombe County Board of Education  
Edgecombe County Commissioners  
Nash County Board of Education  
Nash County Board of Commissioners

**Table of Contents:**

- ❖ [Plan of Transfer Overview](#) pp. 2-5
- ❖ [Employment of Personnel](#) pp. 5-7
- ❖ [Preparation of Budgets / Funds, Contracts, Obligations, Assets, and Liabilities](#) pp. 7-9
- ❖ [School Configuration & Student Assignment](#) pp. 9-10
- ❖ [Child Nutrition](#) pp. 11
- ❖ [Transportation](#) pp. 11-13
- ❖ [Facilities](#) pp. 13-14
- ❖ [Technology: Security](#) pp. 14
- ❖ [Technology: Infrastructure and Equipment](#) pp. 15-16
- ❖ [Curriculum, Instruction, and Student Support Services](#) pp. 16-17
- ❖ [Conclusion](#) pp. 18
- ❖ [In Witness Thereof](#) pp. 19



## Plan of Transfer Overview

### Requirements of NC Senate Bill 248

Edgecombe County Public Schools (ECPS) serves the needs of over 5,400 students in grades Pre-K through 13. Effective July 1, 2024, ECPS will welcome all students who reside in Edgecombe County but currently attend Nash County Public Schools (NCPS).

The goal of this Plan of Transfer is to provide a written plan and response to General Assembly of North Carolina Senate Bill 248, requiring that the boundaries of the NCPS shall be identical to the boundaries of Nash County and further stating that any territory that was previously part of NCPS that is located outside of the boundaries of Nash County shall be annexed to the school administrative unit of the county in which the territory is located.

The ECPS Plan of Transfer coalesces with the NCPS Plan of Transfer, and the joint plans were submitted concurrently to the school boards and county commissioners of Nash and Edgecombe Counties by both superintendents on or before November 15, 2023.

### ECPS Transition Planning Team Leadership

The superintendents of ECPS and NCPS have formed a joint Merger Transition Team composed of leaders from both the Edgecombe and Nash County Public School systems. The ECPS Transition Team leaders are as follows:

#### ***Dr. Andy Bryan, Superintendent of Edgecombe County Public Schools***

Superintendent Dr. Andy Bryan serves as the transition leader for ECPS during and following the merger. He collaborates with the ECPS Board of Education to set the vision for the merger process and ensures that all merger-related activities are researched, identified, disseminated, assigned and completed.

#### ***Ronnie Sharpe, Executive Director for Transition and Redesign***

Mr. Ronnie Sharpe serves as Executive Director for Transition and Redesign for ECPS. He is charged with collaborating with the superintendent and stakeholders to develop a vision and action plan for successfully transitioning NCPS students living in Edgecombe County into ECPS. Mr. Sharpe works with members of the ECPS and NCPS transition teams to implement strategies designed to elevate and accelerate academic achievement, enhance social and emotional growth, and spread a culture of strategic risk-taking and innovation throughout the ECPS and Edgecombe County community by establishing trust through transparency, information sharing, stakeholder participation, and a comprehensive communications effort.

#### ***Dr. Charlene Pittman, Assistant Superintendent for Human Resource Services***

Dr. Charlene Pittman manages all transition-related efforts related to personnel and child nutrition. In her role with ECPS, Dr. Pittman oversees employment benefits, teacher support, classified staff support, licensure, employee benefits, worker's compensation, substitutes, volunteers, recruitment and hiring, and performance management programs. Dr. Pittman and



her counterparts in NCPS are working together to create a positive and supportive work transition and recruitment process, and concurrently develop an environment that fosters the professional growth of all incoming ECPS employees.

***Erin Swanson, Assistant Superintendent for Innovation and Strategic Planning***

Mrs. Erin Swanson collaborates with the ECPS transition team to develop a comprehensive merger strategy that aligns with the current ECPS Graduate Aims and strategic plan. She supports the team to work in collaboration with the community to determine the optimal configuration of schools and to design school models that align with student needs and community interests.

***Dr. Michael A. Myrick, Deputy Superintendent and Chief Academic Officer***

Dr. Michael A. Myrick works in collaboration with the ECPS and NCPS Curriculum, Instruction, and Student Support Services teams to manage all transition-related activities in ECPS.

***Dena R. Howell, Finance Officer***

Ms. Dena R. Howell serves as the senior-level administrator responsible for managing all financial aspects of the ECPS district operations. Throughout the transition, Ms. Howell and her team work collaboratively with the NCPS finance team to identify, clarify and transition NCPS investments, debt obligations, and related matters. The ECPS finance department ensures ECPS compliance with district, state, and federal regulations, maintaining the financial health and integrity of the school system.

***Jessica Parker, Jeanes Fellow & Susan Hoke, Community & Communications Coordinator***

***Co-Leads, Communications and Transportation***

The ECPS merger communications team, led by Ms. Jessica Parker and Mrs. Susan Hoke, in collaboration with their counterparts in NCPS, has developed two-way communication strategies designed to address the specific needs and concerns of each respective East Rocky Mount and Edgecombe County stakeholder group. This team has evaluated and is seeking to utilize the most efficient and effective communication channels available in order to reach the multitude of community constituents who are impacted by the merger. Communication strategies include, but are not limited to: community outreach information sessions, newsletters, student mailings, welcome packets, empathy interviews, in-person meetings, ECPS and NCPS school district website postings, social media, email updates, and mobile apps. Ms. Parker and Mrs. Hoke are also working collaboratively with Ms. Rhonda Wainright, ECPS Supervisor of Transportation & Driver Education, to manage all merger-related efforts related to student transportation.

**Transition Planning Team Members**

The ECPS Transition Leadership Team has formed internal subcommittees to work on specific elements of the plan. ECPS has also convened and consulted with a Community Design Team that represents a diverse group of constituents and supports ongoing merger efforts. Both the ECPS Board of Education and the Edgecombe County Commissioners have been consulted



throughout the merger planning process. In addition, the North Carolina Department of Public Instruction (NCDPI) has been an integral part of the planning process. NCDPI staff members will continue to serve as consultants to staff members in both counties throughout the merger process.

### **ECPS Internal Subcommittee Members**

- Dr. Andy Bryan - Superintendent
- England Alston - Administrative Assistant
- Dr. Chanda Battle Waters - Director of Student Support Services
- Nai Barnes - District PowerSchool Manager/Testing
- Dr. Robert Batts - Director of Secondary Education & Middle Schools
- Dr. Lutashia Dove - Director PreK and Elementary Education
- Arlane Gordon-Bray - Director of Development, ECPS Educational Foundation
- Joseph Hayes - Director of Technology
- Susan Hoke - Community & Communications Coordinator
- Thomas Holland - Executive Director of Testing, Accountability, and Data Analysis
- Dena Howell - Director of Finance
- Ruth McDowell - Director of Child Nutrition
- Dr. Michael Myrick - Deputy Superintendent & Chief Academic Officer
- Jessica Parker - Jeanes Fellow
- Amy Pearce - Director of Federal Programs
- Carlton Perkins - Director of Maintenance
- Dr. Charlene Pittman - Assistant Superintendent for Human Resources Services
- Ronnie Sharpe - Executive District Director Transition and Redesign
- Erin Swanson - Assistant Superintendent of Innovation and Strategic Planning
- Meagan Sykes - Director of Exceptional Programs
- Rhonda Wainright - Supervisor of Transportation and Driver Education

### **Rocky Mount Community Design Team**

- Dorean Nunery - Rocky Mount Citizen
- Dr. Kelsey Ballard - Principal, West Edgecombe Middle School
- Erin Brewer - Barnhill Contracting Company
- Josie Davis - Former Principal, ECPS
- Tomah Dozier - East Rocky Mount Parent
- Eric Evans - County Manager, Edgecombe County
- Yolanda Ray-Henderson - Counselor, West Edgecombe Middle School
- Rev. Richard Joyner - Rocky Mount City Council
- Dr. Gregory McLeod - President, Edgecombe Community College
- Tia Lucas - Community Stakeholder
- Lisa Meadows - Former Educator, ECPS
- Tiffany Mercer - Assistant Principal, Stocks Elementary School
- Millicent Ruffin - Corning Inc.
- Khira Young - Edgecombe County Parent



- Stacey Young - Edgecombe County Parent
- Rev. Thomas L. Walker, Jr. - Rocky Mount City Council
- Dr. LaShawnda Washington - Chair, Nash County Board of Education
- Rev. Raymond Privott - Edgecombe County Board of Education
- Dr. Evelyn Shaw Wilson - Chair, Edgecombe County Board of Education

### **Legal Support**

- Tharrington Smith Law Firm, LLC
- Lawrence Armstrong, Armstrong Law PLLC

### **Edgecombe County Board of Education**

- Dr. Evelyn Shaw Wilson - District 1, Chair
- Mrs. Lillie Worsley - District 2
- Dr. Evelyn Johnson - District 3
- Mr. William Ellis - District 4, Vice-Chair
- Mrs. Ann R. Kent - District 5
- Rev. Raymond Privott - District 6
- Mrs. Jewel Calhoun - District 7

### **Edgecombe County Board of Commissioners**

- Mr. Leonard Wiggins - District 3, Chair
- Mrs. Evelyn Powell - District 1
- Mrs. Viola Harris - District 2
- Mr. George Thorne - District 4
- Mr. Ralph Webb - District 5
- Mr. Donald C. Boswell - District 6
- Rev. Wayne Hines - District 7

---

## **Employment of Personnel**

ECPS is working in collaboration with NCPS to review the existing contracts and employment agreements of the personnel in the four schools being acquired by ECPS on July 1, 2024: Baskerville Elementary, D. S. Johnson Elementary, Fairview Elementary and Parker Middle School. ECPS will host a series of ECPS/NCPS recruitment events for encouraging and determining personnel interested in employment with ECPS. ECPS will share an understanding of the terms and conditions of employment, including any provisions related to transfers or changes in employment status, beginning September 27, 2023.

### **Assessing Staffing Needs**

- ECPS will evaluate the staffing needs of the newly acquired NCPS sites that will be merging and transitioning into ECPS. The ECPS Human Resources department will determine staff positions that are essential and identify any redundancies or gaps. This internal assessment will help guide the decision-making processes for personnel



employment. ECPS will conduct a meticulous examination of the staffing requirements at our newly acquired transition school sites of Baskerville Elementary, D. S. Johnson Elementary, Fairview Elementary, and Parker Middle schools. Additionally, ECPS will implement the configuration model chosen by the ECBOE and the East Rocky Mount community as we concurrently merge approximately 120 current eighth graders (future 2024 incoming freshmen high school students who attend a variety of NCPS sites) into ECPS. ECPS will adhere to our internal efficiency/effectiveness model based on student enrollment, building capacity inherent with ECPS' needs-based methodologies, and its Mission, Vision, and Values. These remedies include but are not limited to identifying the number of administrators, teachers (student/teacher ratios), support staff, specialists, and other personnel needed to accommodate our incoming Edgecombe County students currently served by NCPS.

- ECPS will collaborate with NCPS to obtain an updated listing of the number of students who are currently assigned to the aforementioned schools and other students who currently reside in Edgecombe County and are attending NCPS. The NCPS Human Resources department will collaborate with ECPS to identify and share additional provisions required for the development of an efficient and effective implementation of the plan through joint Transition Team planning efforts beginning September 27, 2023 and throughout the transition process.

### **Reviewing Existing Contracts**

NCPS will provide a list of staff currently assigned to schools with personnel information such as names, employee's current positions/titles, contract terms, etc. according to N.C.G.S. § 160A-168. NCPS will also provide a list of students attending Baskerville Elementary, D. S. Johnson Elementary, Fairview Elementary, and Parker Middle School who currently qualify for special programming such as Exceptional Children, Academically & Intellectually Gifted, English Learners, etc. by October 30, 2023.

### **Transfer and Placement**

- ECPS/NCPS will share the reapplication process for teachers and staff members beginning on September 27, 2023, and extending throughout the merger process.
- The ECPS Human Resources department will collaborate with their counterparts in NCPS to obtain the necessary information to support the communication with 21 staff who may be interested in remaining at their current school of assignment.
- The ECPS Human Resources department will demonstrate transparency with regards to the elements which constitute the ECPS transition plan for recruitment, hiring and onboarding, beginning on September 27, 2023 and throughout the transition process.

### **Qualifications and Certifications**

ECPS will ensure that the transferred personnel meet the qualifications and certifications required by the State of North Carolina for both classified and certified staff. This may involve verifying credentials and providing necessary guidance, training, or support.



### **Contracts and Agreements**

New contracts and/or agreements may need to be negotiated, beginning November 15, 2023.

### **Benefits and Compensation**

ECPS will consider the impact of the merger on benefits and compensation for newly-hired personnel across all departments. ECPS will assess the difference in pay scales for all roles by November 30, 2023, aiming to enhance our competitive recruitment efforts. This assessment will involve ensuring a seamless transition and continuation of benefits, pending the advice of legal counsel.

### **Training and Support**

ECPS will provide ongoing training and support to personnel during and preceding the transition period, beginning on or before July 1, 2024. These processes may include but are not limited to: orientation/onboarding sessions, professional development opportunities, and mentoring programs. ECPS will provide assistance and support for newly hired personnel with regard to understanding and learning the various aspects of ECPS policies, procedures, goals and objectives, and expectations. All training will be in collaboration with the Curriculum, Instruction and Student Support Services Team.

## **Preparation of Budgets & Funds, Contracts, Obligations, Assets, Liabilities**

After November 15, 2023, ongoing discussions will continue to occur regarding additional local budgetary considerations.

### **Edgecombe County's Funding Commitment for County-Line Merger**

- Edgecombe County will pay current expense funds to Nash County Schools for Edgecombe residents remaining in Nash County Schools in an amount equal to Edgecombe County's per pupil allocation to Edgecombe County Schools multiplied by the number of Edgecombe students in Nash County Schools. The total amount appropriated will decrease as each remaining class graduates.
- Edgecombe County will not pay any difference in the per pupil allocation between Edgecombe and Nash counties, also known as the current expense gap.
- Edgecombe County will no longer appropriate funds to Nash County for debt service.
- Edgecombe County will no longer appropriate annual capital funds to Nash County Schools.
- Nash County Schools will not charge tuition for those students from Edgecombe County who remain in Nash County high schools through school year 2026-2027.
- State and federal funding will follow the students.





- Current Expense currently allocated to NCPS: Of the \$2,188,320 base Current Expense payment that has been allocated to NCPS, approximately \$550,000 will be the remaining allocation to NCPS for 10th-12th graders. Therefore, approximately \$1,600,000 may be available to appropriate to ECPS.
- Annual Capital and Debt Service to NCPS: Approximately \$450,000 that is/was going to NCPS for annual capital and debt service may be available to appropriate to ECPS.
- Local cost of the supplement and benefits for staff positions in the four schools will need to be accounted for by Edgecombe County.

### **Budget Transfer Process**

- ECPS will identify and address all legal and regulatory requirements and frameworks governing the transfer of assets and budgets between the two school districts, in accordance with applicable laws, regulations, and contractual obligations.
- ECPS will collaborate with NCPS and create a timeline and action steps for merging the respective budgets and transferring all assets from the NCPS to ECPS by July 1, 2024.
- ECPS will align accounting systems using standardized financial processes, and will allocate resources based on the needs of the ECPS school district.

### **Transfer and Acquisition of Assets**

- ECPS and NCPS are working in collaboration with the North Carolina Department of Public Instruction (NCDPI) and the US Department of Education (USDOE) to determine the reasonable fair market value of federally funded assets and how ECPS will acquire selected assets.
- The aforementioned assets include the transfer of the real property from the four NCPS schools (Baskerville Elementary, D. S. Johnson Elementary, Fairview Elementary and Parker Middle), the Teacher Resource Center, and the Child Nutrition Center to the ECPS school district by July 1, 2024, or sooner, as determined by the ECPS and NCPS superintendents. Specifically, these assets include real property, furnishings and improvements, encumbered and unencumbered property, equipment, buses, band and sports equipment, textbooks, other instructional materials, and library resources, computers, and supplies, funds, contracts, obligations, assets, and liabilities, and other tangible or appropriate assets, subject or function relevant to the area to be transferred.

### **Legal and Contractual Obligations**

ECPS and NCPS superintendents, finance officers, attorneys, and Boards of Education will review all contracts, agreements, and legal obligations associated with the transferring schools and determine the necessary steps to transfer or terminate these contracts, ensuring compliance with legal requirements.

### **Staff Training**

ECPS will provide training and support to staff members involved in financial management and asset transfer processes to ensure they are familiar with the new budgeting systems and understand their roles and responsibilities during the merger transition process.



### Monitoring and Evaluating

ECPS and NCPS have established a joint collaborative monitoring and evaluation system to track the financial aspects of the merger and identify any issues, barriers, questions or concerns, and potential challenges. The Transition Team will regularly review the effectiveness of financial reports, asset utilization, and stakeholder feedback during our bi-weekly Transition Team Meetings in order to make any necessary adjustments.

### Closeout Process

Once the merger has been successfully completed and implemented, ECPS and NCPS will finalize all financial transactions, close out accounts, and ensure all outstanding obligations are settled by July 1, 2024 or sooner, as determined by the ECPS and NCPS superintendents and respective Boards of Education.

ECPS and NCPS will conduct a final audit to ensure accuracy and compliance by July 1, 2024.

## School Configuration & Student Assignment

### Student Assignment

- Students living in Edgecombe County who are eligible for NC Pre-K during the 2024-2025 school year will have the opportunity to apply for a Pre-K seat in ECPS. Pre-K seats will be determined by student eligibility and the availability of space that meets state NC-Pre-K regulations.
- Students living in Edgecombe County but currently attending NCPS, and assigned by NCPS to grades Kindergarten through 9th for the 2024-2025 school year, will attend school in the ECPS public school district beginning in August of 2024. These students will remain in the ECPS school district for the remainder of their PK-13 educational experience unless withdrawn via the ECPS withdrawal process.
- Students living in Edgecombe County but currently attending NCPS, and assigned by NCPS to grades 10, 11, 12, and 13 for the 2024-2025 school year, will have the opportunity to attend their Legacy School placement in NCPS for the 2024-2025 school year and for the remainder of their PK-13 educational experience, unless withdrawn via the NCPS withdrawal process. Students in grades 10, 11, and 12 who elect to enroll in an ECPS school will be assigned to North Edgecombe High School at no tuition cost.
- If a parent wants their 9th grader to attend a Nash County High School, they will have to apply to NCPS for a transfer and pay tuition.
  - For example, a parent who has a 9th grader in an Edgecombe County High School and a 10th grader in a Nash County High School, will be given the choice to transition the 10th grader to ECPS without tuition. However, if the parent wants the 9th grader to go to NCPS, they will have to apply for a transfer and pay tuition.



- Rising PK-9th grade students living in Edgecombe County but currently attending NCPS, and assigned by NCPS to alternative placements for the 2023-2024 school year, will be assessed and placed in the appropriate setting by the ECPS Curriculum, Instruction, and Student Support Services team during the summer of 2024.
- Students with unique circumstances will be handled on a case-by-case basis by both school districts.

### Recommended School Configuration

- After seeking input from a variety of stakeholders, the ECPS Board of Education has determined the following school configuration for the 2024-2025 school year. *This is the school configuration in place for the 2023-2024 school year.*

Rocky Mount Merger Schools Feeder Pattern A	Rocky Mount Merger Schools Feeder Pattern B
Fairview Elementary School: Grades PK-2	Baskerville Elementary School: Grades K-5  (Pre-K pending)
D. S. Johnson Elementary School: Grades 3-5	
Parker Middle School: Grades 6-8	Parker Middle School: Grades 6-8
North Edgecombe High School: Grade 9	North Edgecombe High School: Grade 9

- Elementary and Middle School Students will be assigned to schools using the attendance boundaries set by NCPS during the 2023-2024 school year.
- Incoming 9th graders and any other high schoolers transferring into ECPS will attend North Edgecombe High School.
- Rising 9th graders may apply to attend either Edge Academy of Health Sciences or Edgecombe Early College. Rising 10th graders may apply to attend Edge Academy of Health Sciences.
- Edgecombe County students who attended other NCPS schools in 2023-2024 will be assigned to either Feeder Pattern A or B, as determined by the ECPS student services, accountability, and transportation departments.

### Student Records Transfers

- PowerSchool Enrollment will support NCPS to transfer relevant student records directly to ECPS no later than June 30, 2024.
- Physical cumulative student records for current NCPS students transferring to ECPS will remain in schools where they are housed as of June 30, 2024, to be managed by ECPS.
- Incomplete Read-to-Achieve portfolios for students transferring to ECPS in the fall of 2024 will be clearly marked and left in the principals' office of each acquired school on June 30, 2024, to be managed by ECPS.



## Child Nutrition

### Meal Service Assessment

Parker Middle School serves approximately 147 lunches per day. Fairview serves approximately 236 lunches daily, Baskerville typically serves approximately 253 lunches daily and D. S. Johnson serves approximately 298 meals daily.

### Equipment Needs & Transfers

- ECPS Child Nutrition Department (ECND) collaborated with the NCPS Child Nutrition Department (NCND) to discuss the current equipment condition and children participating in meal service. The ECPS Child Nutrition Director visited the schools to assess the existing equipment. Some equipment will need to be repaired or replaced.
- ECND will collaborate with NCND to assess the amount of equipment transferred and the amount of equipment needed based on projected school enrollment by December 30, 2023.
- ECND will collaborate with NCND and ECPS Maintenance to transfer physical equipment to the school sites by August 1, 2024.

### Facilities

- ECND will determine the capacity for Parker Middle School to service all projected enrolled students with their alley kitchen by December 30, 2023.
- ECND will collaborate with NCND to finalize other facilities-related needs by December 30, 2023.

### Personnel Considerations

- ECND will collaborate with NCND to determine the number of staff interested in employment in ECND by December 30, 2023.
- ECND will determine the number of staff needed at each school site based on projected student enrollment in order to begin recruitment no later than December 30, 2023.
- ECND will collaborate with the ECPS Deputy Superintendent to determine if ECND office staff will move to the Rocky Mount office by December 30, 2023.

## Transportation

### Acquisition of Buses

- The successful transfer of transportation assets is vital for the success of the merger. Currently, NCPS operates a fleet primarily consisting of 72-passenger buses, and several 65-passenger buses that may require replacement before the beginning of the



2025-2026 school year. The existing ECPS bus storage and maintenance facility is designed to accommodate 65-passenger buses. Taking into consideration the expected enrollment of approximately 1400 students in the school district and the size of the maintenance facility, ECPS plans to acquire the number of 65-passenger buses and EC buses which equals the number of buses required to serve the projected number of bus riders living in Edgecombe County, as determined by the ECPS Transportation Department. This number could range from 5 - 20 (plus) buses.

- The ECPS and NCPS transportation departments are working with the North Carolina Department of Public Instruction (NCDPI) to transfer approximately 20 72-passenger buses from NCPS to another local Public School Unit (PSU). This local PSU will then transfer the appropriate number of 65-passenger buses to ECPS.
- ECPS and NCPS transportation departments will collaborate to define the necessary procedures for taking possession of the vehicles and equipment by July 1, 2024.

### **Daily Operations**

- NCPS currently stores buses at a separate location outside of regular weekday driving hours and on weekends. This location is outside of Edgecombe County.
- ECPS will require a satellite facility in Rocky Mount for bus storage and routine maintenance to promptly respond to emergency and mechanical issues. The potential options for this location include Baskerville Elementary, D.S. Johnson Elementary, the Child Nutrition Warehouse, or the Rocky Mount Incubator site. The selected location for bus storage will need improvements, such as lighting, security cameras, fencing, and essential mechanical equipment to ensure the protection and maintenance of transportation assets before July 1, 2024.
- ECPS Transportation Services will collaborate with NCPS and ECPS District PowerSchool Manager to receive all student names, grades, school sites, AM/PM stop addresses and their “car, bus, or walker” status for all K-12 students living in Edgecombe County attending NCPS by November 1, 2023. ECPS will use this information to begin creating bus routes for the attendance zones including students who have not previously attended one of the four schools transferring to ECPS.

### **Bus Maintenance**

The ECPS transportation department collaborated with NCPS and agreed that NCPS will share a copy of all paperwork, Monthly Inspections (MI), Preventative Maintenance (PM), damage repairs, etc. for each bus being transferred for ECPS' file documentation and history by December 30, 2023.

### **Personnel Considerations**

Due to a significant increase in district enrollment combined with an expanded land area, ECPS plans to undergo an organizational shift in the transportation department by hiring additional staff during the 2023-2024 school year, and into the summer of 2024. Hiring before the beginning of the 2024-2025 school year will allow time for bus driver training, mechanic



shadowing, and obtaining of certifications that are essential to meeting the transportation demands of the transition.

#### Potential Roles Added in Organizational Shift:

- 2 additional Mechanics
  - (NCDPI suggests 1 mechanic per 20 buses. This number includes the current vacant mechanic position and anticipated mechanic vacancy due to the merger)
- 5 to 10 additional Bus Drivers (Class A & B)
  - (The exact number of drivers needed will depend on the number of buses at each school and if there are staggered start times, allowing some drivers to cover multiple school routes)
- 1 Bus Routing Assistant
- 1 Cost Clerk
- 1 Satellite Bus storage and maintenance facility, with the requisite equipment
- 4 Bus Coordinators, one for each feeder pattern (North, Tarboro, South, Rocky Mount)

#### Budgetary Concerns

- ECPS will collaborate with NCPS to assess the difference in pay scales for mechanics and bus drivers, aiming to enhance our competitive recruitment efforts by November 30, 2023.
- The ECPS transportation department will work alongside the ECPS finance department and NCDPI to confirm the necessary increase in the transportation budget, to bridge the gap in yearly funding, which is based on the prior year's enrollment figures. This process will be completed by December 1, 2023.
- By November 30, 2023, ECPS transportation services will determine the number of Class A licenses required, and the associated costs for all newly hired Wrecker and Fuel Truck drivers. Currently, ECPS maintains four certified mechanics holding Class A licenses.
- ECPS transportation services will engage in discussions with the ECPS budget and finance teams in order to determine the potential need for additional transportation maintenance equipment, should be transferred from NCPS, by October 30, 2023.
- ECPS transportation services will engage in discussions with the ECPS and Edgecombe County finance departments to determine fiscal availability of funding to encourage driver recruitment and attainment by increasing salaries by \$2.50 per hour for teacher assistants, custodians, and child nutrition specialists who hold a CDL or have an assigned bus route by November 30, 2023..

---

## Facilities

#### Needs Assessment

- A determination will be made on a budget amount available to maintenance personnel for the transition of each school (contracted labor for moving/assembling, purchasing custodial/maintenance equipment and supplies, landfill cost, rekeying school, etc.).



- A determination will be made regarding the number of additional maintenance employees needed for hire, as well as a projected hiring timeline.
- A determination will be made on a budget amount available to maintenance for the transition of each custodian from NCPS to ECPS contingent on how much ECPS annual maintenance and custodial budget may increase.
- ECPS will determine which contracts to continue and which will be terminated by NCPS by December 30, 2023.
- ECPS will continue to assess needs to accommodate the transferred facilities and schools.

### **Facilities Transition Plan**

ECPS will create a comprehensive plan outlining the steps, milestones, and a timeline for the transfer of facilities and schools identifying specific tasks required for the transfer of property and assets, such as logistics, legal considerations, and communication strategies after conferring with the ECPS school board attorney and the ECBOE by January 31, 2024.

### **Legal and Administrative Considerations**

ECPS will review and update any facilities-related legal agreements or contracts related to the transfer, and coordinate with relevant governmental agencies and relevant departments including NCDPI to ensure compliance with regulations.

### **Facility Transfer and Renovations**

- ECPS will connect, collaborate, and communicate with the ECBOE and its board attorneys in order to execute the receipt of all NCPS facilities located in Edgecombe County, and initiate any necessary renovations or upgrades.
- ECPS will develop a detailed plan for physically transferring equipment, furniture, and resources from the Nash County Public School system to the Edgecombe County Public School system by March 28, 2024, coordinating with moving companies and logistics providers in order to ensure a smooth transition. ECPS will begin any necessary renovations or upgrades to accommodate the transferred facilities by July 1, 2024.

### **Communication and Community Engagement**

- ECPS will communicate the merger to stakeholders and engage the community by continuing the implementation and improvement of its existing comprehensive communication plan to inform parents, students, teachers, staff members, and the wider East Rocky Mount and Edgecombe/Nash community about the facilities involved in the merger.

---

## **Technology: Security**

### **Security Cameras & Other Security Equipment**

On July 1, 2024, ECPS will acquire security equipment at the NCPS facilities being acquired by ECPS.





---

## Technology: Infrastructure and Equipment

### Infrastructure

- NCPS will seek to transfer licenses from the four (4) Cisco Meraki Core Routers currently located in each NCPS school, along with access points and switches, that will be acquired by ECPS as of July 1, 2024.
- NCPS will leave all networking equipment in the location where it is housed as of June 30, 2024. ECPS will take possession of this equipment via license transfers as of July 1, 2024.

### Fiber

ECPS will contract with Brightspeed, the current internet provider, to service the four new schools. If Brightspeed does not have fiber in this area, ECPS will contract with Conterra for these schools. New contract will be in place by June 30, 2024.

### Phones

- ECPS will reach out to ENCORE, current VOIP provider, to determine cost for adding lines.
- All Yealink phones located in the four new schools on November 15, 2023 will be left in place and acquired by ECPS. ECPS will develop a Yealink phone refresh plan and budget for all sites, as they are approaching end of life.
- NCPS will cancel all POT/Fax Lines no later than June 30, 2024.

### Devices

- On July 1, 2024, devices purchased with state and local funds as of November 15, 2023 will transfer to ECPS with the new schools. These devices include:
  - Teacher Devices
  - Student Devices
  - Interactive Boards
  - Projectors
  - Administrator Devices (phones, laptops, iPads, etc.)
  - STEM/Robotic Equipment
- NCPS will provide the ECPS Technology Department with a list of all devices purchased with Federal funds. ECPS will determine which of these devices we wish to acquire. These devices include:
  - Teacher Devices
  - Student Devices (will not be supported by Google past 2027)
  - Interactive Boards
  - Projectors
  - Administrator Devices (phones, laptops, iPads, etc.)





- STEM/Robotic Equipment

### **Copy Machines**

- ECPS is under Toshiba contract and will add copiers to the acquired schools for the 2024-2025 school year.
- NCPS is under Canon contract; Canon has agreed to renegotiate the contract not to include copiers at the 4 schools acquired by ECPS for the 2024-2025 school year.

### **Professional Development Center Equipment**

NCPS will provide the ECPS Technology Department with a list of all devices to be transferred.

## **Curriculum, Instruction, and Student Support Services**

### **Transition Planning**

The ECPS and NCPS Curriculum and Instruction Teams will meet regularly to ensure a smooth transition, such that the action items detailed below will be completed on or before June 30, 2024.

### **Calendars**

ECPS will attempt to align calendars for the 2024-2025 Academic Year through the 2026-2027 Academic Year, including start/end dates and winter/spring breaks.

### **Federal/State Grants**

- ECPS will collaborate with NCPS to gather CEP information and determine CEP eligibility, which will drive Title I eligibility.
- Once school configurations are finalized, ECPS will work with NCDPI to determine State and Federal designations, and applicable fiscal impacts. ECPS will meet with NCDPI to determine qualifications to apply based on school designation.
  - Innovative Partnership Grant (IPG)
  - Comprehensive Support & Improvement (CSI)
  - Targeted Support & Improvement - Additional Targeted Support (TSI-AT)
  - Restart
- ECPS will work with NCDPI to determine the CTE allocation.
- ECPS and NCPS will work with NCDPI and the USDOE to determine whether existing CSI and IPG funds and instructionally-related purchases stay with the schools (Federal School Allotted funds) or revert to NCPS.

### **Curriculum/Curricular Resources & Grading**

- ECPS will review the current NCPS curriculum and resources to determine alignment.
  - Supplemental
  - Core
  - Subscriptions



- ECPS will determine which curriculum and resources to continue, and identify the funding sources used to purchase the materials.
- ECPS will work with NCPS to review NCPS media resources (subscriptions, books, technology, etc.).
- ECPS will work with NCPS to review NCPS current grading practices.
- ECPS will work with NCPS to review Professional Development Resources.
- Career and Technical Education (CTE) leaders in ECPS will collaborate with NCPS leaders to discuss CTE programming at the middle school level including number of teachers, certifications, equipment, and any curriculum contracts. Joint leaders will collaborate and discuss all relevant issues to ensure efficient and effective programming can continue following the official implementation of the merger on July 1, 2024.

### **Exceptional Children and Academically and Intellectually Gifted Programs and Services**

ECPS/NCPS are currently assessing the special education and academically and intellectually gifted (AIG) programs and services in each school, and collaborating to develop a plan to ensure continuity of services and support for students with special needs during the merger process.

### **English Language Learner Support**

ECPS will evaluate the English language learner support programs in each school and collaborate with NCPS to develop a plan to provide appropriate support and resources for English language learners during the merger.

### **Student Support Services**

ECPS will collaborate with NCPS to evaluate student support services including counseling and social work in each school, in order to develop a plan to ensure continuity of support services for students during the merger.

### **Extracurricular Programs**

- ECPS will work with NCPS to review Arts equipment (band, chorus, art, theater arts).
- ECPS will work with NCPS to review athletic equipment (middle school & JV for 9th graders).

### **Summer Programming**

- ECPS will work with NCDPI and NCPS to determine the responsible district for Read-to-Achieve Camp.
- ECPS will work with NCDPI to determine the timing and amount of funding allocation for the following PRCs:
  - 016 - Read-to-Achieve
  - 085 - Literacy Intervention (includes twice retained funding)
- ECPS will work with NCDPI and NCPS to determine the responsible district for summer remediation & retesting (ECPS holds this session in June).
- ECPS will work with NCDPI and NCPS in spring 2024 to determine who can participate



in CTE programming (determine funding amount).

---

## Conclusion

By following this detailed Written Plan of Transfer that includes specific action steps and a flexible timeline, ECPS and NCPS will address the mandated components contained in SB 248 and its requirement for submission of a joint Written Plan of Transfer to all four Boards for approval by November 15, 2023.

Effective communication and collaboration between NCPS and ECPS are crucial in order to ensure a successful transition and transfer of assigned students and families, assets and liabilities, staff, property, equipment, material and supplies. Our respective units will continue to conduct regular meetings, and provide updates regarding our progress to our combined communities. We eagerly await the opportunity to respond to the needs of the East Rocky Mount community, and the entirety of Edgecombe County.



***IN WITNESS THEREOF***, the parties have duly executed and delivered this Agreement and Written Plan of Transfer as of the date first written above.

**EDGECOMBE COUNTY BOARD OF EDUCATION**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**NASH COUNTY BOARD OF EDUCATION**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**EDGECOMBE COUNTY BOARD OF COMMISSIONERS**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**NASH COUNTY BOARD OF COMMISSIONERS**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



Signature: \_\_\_\_\_

