Appendix 1

July 30, 1999

Dear Superintendent:

I am a doctoral student at Virginia Tech and I work for Spotsylvania County Schools. I am working on a dissertation, which will determine the current status of school/business collaborative activities in Virginia. This is a replication of a study conducted by Dr. Larkin Phillips during the 1990-91 school year.

School business/collaborative activities have been addressed in research in the past however; there is very little current research on a national level and even less on the status in Virginia. I am attempting to gather current information on school/business collaborative activities to assist school divisions in working with the business community. I am asking for your cooperation in gathering this information.

Please ask the appropriate person on your staff to complete this survey and return the completed form in the stamped self-addressed envelope by August 20, 1999. Return the survey even if your school division does not participate in school/business collaborative activities. It should not take long to complete the survey. School divisions will not be identified in my study and all correspondence will remain completely confidential. The school division name and number is requested only to group the division with other school divisions in Virginia having similar selected characteristics.

Thank you in advance for assisting me in this study. In return for your assistance, I will be glad to send you a summary of the findings. I am confident that you will find the results interesting and useful as you work with the business community.

Sincerely,

Dennis D. Parsons
Doctoral Candidate
Virginia Tech
August 27, 1999

Dear Superintendent:

A few weeks ago, I sent you a survey requesting information the current status of school/business collaborative activities conducted by your school division. I know that you and your staff are very busy. However, I need information from as many school divisions to assure that I obtain an accurate measure of school/business collaborative activity in Virginia.

Please return the survey to me by September 10, 1999. If you should need another copy of the survey please contact me at 540-786-6832. Thank you for your help.

Dennis D. Parsons
Doctoral Candidate
Virginia Tech
Appendix 3

September 17, 1999

Dear Superintendent:

Several weeks ago, I sent you a survey requesting information on the current status of school/business collaborative activities conducted by your school division. I know that you and your staff are very busy. However, I need information from as many school divisions as possible to assure that I obtain an accurate measure of school/business collaborative activity in Virginia. Therefore, I have enclosed another copy of the survey.

Please ask the appropriate person on your staff to complete the survey and return it in the self-addressed envelope by September 30, 1999. It should not take long to complete the survey. School divisions will not be identified in the study and all correspondence will remain completely confidential. The school division name and number is requested in order to group the division with other school districts in Virginia which have similar selected characteristics.

Thank you, for assisting me in this study. In return for your assistance, I will be glad to send you a summary of the findings. I am confident that you will find the results interesting and useful as you work with the business community.

Sincerely,

Dennis D. Parsons
Doctoral Candidate
Virginia Tech
School/ Business Collaborative Activities in Virginia Survey

Directions:
This survey should be completed by the person in the school division most closely associated with school/business collaborative activities. Most of the survey can be completed by checking the appropriate responses. If the division does not have collaborative activities, please complete the "General Information" section and return the survey. A stamped self-addressed return envelope is provided.

Definition
School/business collaborative activities are defined as any ongoing relationship with business-industry-civic organizations. Collaborative activities are characterized by an agreement and specific objectives. Examples include adopt-a-school, foundations, special purpose projects, and loaned executives. Field trips, advisory councils, one-time classroom speakers are not considered collaborative activities.

General Information
1. School division number:
2. Which of the three terms below most accurately describes your school division?
   - Rural: Attendance area is characterized by open land and sparse population. School attendance area may include small towns, but is located away from cities. May or may not be located within a Virginia Employment Commission Standard Metropolitan Area.
   - Suburban: Attendance area is located near a city having a significant resident population. Major industry is located within the attendance area or in the neighboring city. Division is located within a Virginia Employment Commission Standard Metropolitan Area.
   - City: Designated as a city by the State Department of Education.
3. A. Did your school division participate in any type(s) of school/business collaborative activities during the 1998-1999 school year?
   - Yes
   - No
   If you answered yes, please move to question four (4). If you answered no, please respond to parts B, C, D, and E below.
4. Has your school division participated in collaborative activities prior to the 1998-1999 school year?
   - Yes
   - No
5. Please indicate the total number of schools in the division in each school level classification (elementary, middle/junior high, high school) and the number of schools in each level classification that participated in collaborative activity during the 1998-1999 school year.

Collaborative Activities
4. During which school year did your school division establish formal collaborative activity with the business community?
   - Prior to 1990-91
   - 1991-92 or later
5. Please indicate the total number of schools in the division in each school level classification (elementary, middle/junior high, high school) and the number of schools in each level classification that participated in collaborative activity during the 1998-1999 school year.

Total Number of Schools by Level in the Division

Elementary School

Middle/Junior High School

High School

Total Number of Schools by level that participated in any collaborative activity during the 1998-1999 school year.

Elementary School

Middle/Junior High School

High School
6. On the chart below, please indicate the number of schools at each level that participated during the 1998-1999 school year in collaborative activities. Indicate all that apply. Please list any other activities and the schools involved.

<table>
<thead>
<tr>
<th>A. Adopt-A-School program</th>
<th>F. Provided full-time teacher(s).</th>
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<tbody>
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<td>Elementary</td>
<td>Middle</td>
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<tr>
<th>B. Collaborated on curriculum revision or development</th>
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<td>Elementary</td>
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<tr>
<th>C. Provided a special curriculum unit or class for pupils (not one-time guest)</th>
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<td>Elementary</td>
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<th>D. Provided tutoring for pupils</th>
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<th>E. Provided personnel to assist in career awareness activities, shadowing, mentors.</th>
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<tr>
<th>G. Provided assistance to pupils with special needs, (handicapped, non-English speaking, disadvantaged)</th>
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<tr>
<th>H. Provided on-the-job training, internships for academic pupils (not vocational cooperative ed. programs)</th>
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<th>I. Donation or loan of equipment or other materials resources valued at $50.00 or more.</th>
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<tr>
<th>J. Use of business facilities or equipment for programs (i.e. use of laboratories, libraries, computers)</th>
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<td>Elementary</td>
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K. Assisted with teachers' professional development including workshops, classes, scholarships.

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7. If you indicated that business participates in an educational foundation, please indicate below the purpose (x) of the educational foundation.

- Manages funds/materials for the building trades home building project.
- Manages or funds other special vocational education programs.
- Manages or funds non-vocational activities.
- Works to enrich both vocational and academic programs.
- Other (please specify)

8. Please indicate which types of business or industry* participated in collaborative activities with your school division during the 1998-1999 school year. (Indicate all that apply)

- Agriculture
- Mining
- Transportation, communication, electric gas, and sanitary services
- Wholesale trade
- Construction - including general construction, heavy construction and special trade construction
- Retail trade - including building materials, foods, apparel, and furniture
- Government agency, military unit, public administration
- Manufacturing, including publishing, metals, electron equipment, food products, and furniture
- Finance, insurance, and real estate
- Services, including lodging, auto repair, health, legal education, museums, engineering, advertising, data processing, computer programming, and employment agencies
- Civic organization or service club

*Standard Industrial Classification (U.S. Department of Commerce)

9. How many different business firms were involved in collaborative programs with your schools during the 1998-1999 school year?

6A. Please list any additional collaborative activities that schools participated in during the 1998-1999 school year. Please indicate grade level.

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<th>Elementary</th>
<th>Middle</th>
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155
10. Please indicate how collaborative activities are managed in the school division. Choose only one answer.

A

One person in the school system has primary responsibility for the development and coordination of all school business collaborative activities.

If above is chosen, please answer the two questions below.

Title of person responsible for collaborative activities

Pease estimate the percent (%) of time this person spends working with collaborative activities.

% School/business collaborative activities are managed totally by each school participating in the activity.

One person in the school system serves as a coordinator for collaborative activities, but each school manages the activities at that school.

Collaborative activities are managed by the business community or other non-school organization.

11. Which of the following people most often has initiated the collaborative agreement between area businesses and your school or school division?

Teacher

School Principal

School Board Member

Business Representative

Superintendent

Representative of a community organization that assists program

If you indicated "O" please provide the person's title or general classification.

11A. Has your business collaborative program been assessed for effectiveness?

Yes  No

If yes, please indicate below the type of assessment used. Any sample assessments would be appreciated.

12. In your community is there an umbrella organization, council, or alliance of education and business leaders that plans, brokers, administers, or provides advice for any collaborative activities or programs between your schools and area businesses? Foundations should not be considered when answering this question.

Yes  No

If yes, please indicate which of the statements listed below applies to the organization.

The local Chamber of Commerce serves this role

Organization that serves more than one school division

Organization contributes to the management of collaborative activities through donated administrative time

Organization contributes financial support for a collaborative activity administrator

Organization serves as a link to the business community, helping the school division locate potential collaborators

Organization assumes a major role in managing collaborative activities for the school division(s)

Additional information explaining this organization (flyers, organization by-laws, etc.) would be appreciated.

13. Does your school division have written policies regulating collaborative activities/partnerships?

Yes  No

If yes, please indicate which of the points listed below are specified in the school division collaborative policy. Indicate all that apply.

Name of collaborative program

Statement of goals and objective

Requirement for school and or division collaborative planning team(s) or committees, or governing council

Requirements and procedures for a school or division needs assessment to determine needs

Administrative provisions regulating program management responsibility

Procedures for establishing collaborative agreements

Recordkeeping and program monitoring

Communication between partners

Program evaluation procedures

Provisions for program publicity and recognition of partners

Other

A copy of any school division policy covering collaborative activity would be appreciated.

14. Please indicate each of the following special services or resources your school system provided to area businesses in exchange for business services or resources during the 1998-1999 school year.

Provided school buildings/grounds for business activity

Provided school equipment for business purposes

Provided special classes for businesses

Provided testing services for business personnel

Provided entertainment/demonstrations by pupils

No services or resources provided in exchange for business service

15. If the school division's collaborative program has been in existence more than one year please evaluate the school division's total collaborative program by rating five statements using the rating system below:

1. Strong feature of our program(s)

2. Satisfactory feature of our program(s)

3. Possible program weakness

4. Do not know/what important to us

Meets the goals that have been established for the program

Has improved the business/community understanding of schools and school problems.

Focuses on identified critical educational needs of students.

It is important to the teachers in the school or in the school system.

Has been favorably received and supported by the business community.
Vita

Dennis D. Parsons was born on February 21, 1959 in Tazewell, Virginia. He received his elementary and secondary education in Tazewell County Public Schools. He received a Bachelor of Science Degree in Distributive Education from Virginia Polytechnic Institute and State University in 1981 and a Master of Science in Education in 1987.

Mr. Parsons taught Distributive Education in Wythe County, Virginia from 1981-1983. He also taught Industrial Cooperative Training and Marketing Education in Salem City Schools, Virginia from 1983-1988. In 1988 he was employed in Spotysylvania County Schools, Virginia as an assistant principal at Spotsylvania Vocational Center. He is currently serving as the Director of Career Technical and Adult Education for Spotsylvania County Schools. He has been in that position since 1992. In addition to serving as Director, he has served in several other roles to include planning principal for Massaponax High School and interim Director of Technology.