

Appendix D

THE AMERICAN
**SCHOOL
BOARD**
JOURNAL

1680 DUKE STREET
ALEXANDRIA, VA 22314-3493
(703) 838-6722
FAX: (703) 549-6719
E-MAIL: asbj@nsba.org

Dear School Board Member:

For the last 19 years, *The American School Board Journal* and Virginia Tech have questioned board members about their concerns and the special challenges they face. Here's your chance to stand up and be counted, too.

By completing the enclosed survey, you'll be helping to achieve a greater understanding and deeper appreciation of school board service. At the same time, you'll be making your views count among other school leaders across North America.

The survey results, which will be featured in our January 1999 issue, traditionally are publicized coast to coast by the national wire services and the local news media. This exposure helps promote the importance of board service and calls attention to the achievements and concerns of local school leaders such as yourself.

Your participation is crucial for the survey to be valid. Only a select number of board members were chosen to receive this survey, so every response counts.

Won't you please take a few minutes now to complete the survey? A postage-paid, self addressed return envelope is included for your convenience.

Let me assure you that your response will be completely anonymous. Results are reported nationally or by region or group—never individually. Moreover, all responses are kept confidential, and all questionnaires are destroyed at the end of the year.

I know you're busy, so I'm especially grateful for your time and cooperation.

Cordially,



Sally Banks Zakariya
Editor

Appendix E

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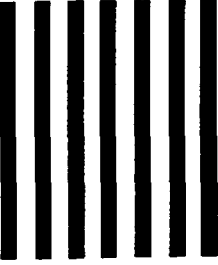
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Appendix F



The American School Board Journal
1680 Duke Street
Alexandria, VA 22314-3493

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Boards Association



Dear School Board Member:

I just want to remind you of the survey on school facilities we sent you recently and to ask you again for your support in completing it. In fact, because only a select number of board members received the survey, your participation is crucial for this 20th annual *American School Board Journal*/Virginia Tech study to be valid.

Thanks for taking time from your busy schedule to complete the survey and return it to us.

Cordially,

A handwritten signature in cursive script that reads "Sally Banks Zakariya".

Sally Banks Zakariya

Appendix G

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Dear School Board Member:

A few weeks ago, we sent you a survey that asked about the current state of school facilities in your district, as well as some general questions about school board service. This survey—the 20th annual *American School Board Journal*/Virginia Tech study—will provide valuable information for school decision makers nationwide.

Have you had a chance to complete and return your survey? If so, thank you for your help, and please disregard this letter.

If you haven't had a chance to respond, *there's still time for you to participate*. I've enclosed another copy of the questionnaire for your convenience.

You are one of a small group selected to represent the interests of all *ASBJ* readers, so your response is critical. *I urge you to take a few minutes right now to fill out the survey and return it in the enclosed postage-paid envelope*. Your response will be held in strict confidence, and all results will be reported nationally or by group—never individually.

Thank you in advance for your help.

Sincerely,



Sally Banks Zakariya
Editor

P.S. If you have already responded, thank you for your participation. Please do not complete and return a second survey.

Appendix H

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Dear School Board Member:

Please don't throw this away without answering our brief survey!

You are part of a small group selected to provide important information about school facilities and school board service for the 20th annual *American School Board Journal*/Virginia Tech survey. Unfortunately, we have yet to hear from you.

We understand that free time is in short supply and that our survey might not have made it to the top of your "to do" pile. But this brief questionnaire will take only about 5 minutes.

Won't you please respond today?

We've enclosed one last copy of the survey and a postage-paid envelope for your convenience.

Thank you in advance for your time and assistance.

Sincerely,



Sally Banks Zakariya
Editor

P.S. Please accept our apologies if we're mistaken and you've already returned your completed survey.

Appendix I

Board Member Comments Taken from Returned Surveys Pertaining to School Facilities Issues:

New construction will bring all facilities to an acceptable level.

Recent projects included asbestos removal!

We have a “capital projects” subcommittee to oversee improvement and renovation issues.

Due to sudden legislation regarding reduction of the pupil/teacher ratio with no prep time, we now have too many modular buildings!

A state lottery is critical for raising funds for school improvement and renovation!

Federal funds should be provided to meet federal mandates; e.g., ADA.

Exhaust facility support personnel first, then use outside contractors for maintenance.

Our schools will be technologically adequate when new construction is completed.

Our board is shamefully not involved in maintaining school facilities!

Hell if I know what percentage of our budget is for maintenance!

I may place my children in private schools soon; the public system has gone to hell . . . it's not *my* fault!

An outside contractor would improve management and planning but cost more because of union contracts.

I consider myself a conservative; the town thinks I am a liberal.

Federal funds should be provided because in our case, hundreds of foreign students have enrolled in the past few years. We have only five buildings. We are overcrowded with no place to go!