

Appendix H

Survey Cover Letter Sent to Respondents

February 12, 1998

{Name and Job Title}
{School Division}
{Address }
{City, State Zip}

Dear {Name}:

I am writing to request your participation in a study being conducted to examine the personnel function in school divisions in Virginia with 5,000 students or less. The study will identify and describe the responsibilities and preparation of either the person primarily responsible for the personnel function or the superintendent. The study will also seek to determine which of these responsibilities are delegated, and to whom. Additionally, this information will help to determine the relationship between who performs personnel responsibilities and the size and wealth of a school division.

Your position of leadership and the fact that your division is under 5,000 students makes you uniquely qualified to assist me in completing this task. Small school systems will greatly benefit from this information gathered as colleges, universities and personnel associations seek to develop professional development activities. The information will ascertain those skills necessary to manage the operational and administrative duties of school personnel. This information may be utilized when employing a chief personnel administrator.

It is important that your division be part of this study. Obviously, the more information that can be gathered, the more accurate and helpful the conclusions. Please be assured that this survey is strictly confidential. Any coding that appears on the form is for tabulation purposes only. Enclosed for your convenience is a self-addressed, stamped envelope in which you may return the questionnaire as soon as possible or at least by February 27, 1998.

Thank you for taking a few moments to fill out the survey. Your input is extremely valuable. Upon request, I look forward to sharing the findings of the survey with you.

Sincerely,

Winston O. Odom
Executive Director of Human Resources