



VSBA

Virginia School Boards Association

Leadership · Advocacy · Support

School Board Clerk Appreciation Week

February 17-21, 2025

Thank you

for your hard work and dedication

Participation in VSBA initiatives and observances is optional. Any related materials from the Association are shared as suggested ideas and resources for implementation. Member school boards may choose not to participate locally.

School Board Clerk Appreciation Week: February 17-21, 2025

Dear School Board Chairs, Superintendents, and PR Contacts:

Get ready to celebrate the unsung heroes of our school boards—our dedicated School Board Clerks! The VSBA Board of Directors is thrilled to announce that the third week of February will be VSBA School Board Clerk Appreciation Week, a special time to spotlight the vital role that our clerks play in supporting school board members, superintendents, and local schools. It's the perfect opportunity to show them just how much their hard work means to us all!

Our school board clerks are the behind-the-scenes champions who keep things running smoothly, juggling countless tasks with grace and attention to detail. This year especially, as they've navigated constant changes and challenges, it's more important than ever to show them the appreciation they truly deserve. Let's make this week a celebration of their commitment, resilience, and tireless dedication to our schools and communities.

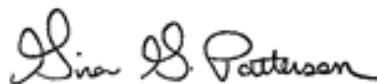
We invite every school board to officially recognize this important role by designating the third week of February as School Board Clerk Appreciation Week. In this packet, you'll find a variety of resources and ideas to help you honor your clerk in memorable ways. Plus, each superintendent will receive a digital VSBA Certificate of Appreciation to present to their clerk—a small token of our big gratitude.

Let's join to make sure our school board clerks feel the appreciation they deserve!

Warm regards,



Dr. JoWanda Rollins-Fells
VSBA President



Gina Patterson
Executive Director

Tips & Ideas for Celebration

Following this introduction is a list of ideas to help inspire your division to creative heights in celebrating VSBA School Board Clerk Appreciation Week. If possible, designate someone to coordinate the appreciation activities. This person should, in turn, contact the school board members and superintendent to schedule events. Some activities may require a more serious approach, while others can be lighthearted and entertaining.

- Designate the third week of February as School Board Clerk Appreciation Week, which also coincides with February being VSBA's School Board Appreciation Month. A sample proclamation is enclosed.
- Honor the school board clerk at an official meeting of the board and present the VSBA Certificate of Appreciation.
- Profile the school board clerk in the employee or division newsletter or on social media.
- Offer the opportunity for each school within the division to honor the school board clerk.
- Have a "student press conference" with the school board clerk and representatives from each school's newspaper in attendance; interviews could then be published.
- Host a reception for the school board clerk prior to a school board meeting and/or prepare a gift basket to present to the clerk.
- Create a Digital Tribute: Ask board members, students and staff to submit short video messages or thank-you notes expressing appreciation. Compile these into a digital slideshow or video montage to be shared at a school board meeting or on the division's website and social media.
- Spotlight on Local Media: Collaborate with local newspapers, radio stations, or community bulletins to feature the school board clerk, highlighting their contributions and role in supporting the schools.
- Personalized Appreciation Book: Collect thank-you letters and drawings from students, staff, and school board members to create a personalized appreciation book. This could be a keepsake that the clerk can treasure.
- Social Media Takeover: Dedicate a day for a social media takeover featuring the school board clerk. Share "a day in the life" posts, including their daily tasks, fun facts, and the impact they make within the school division.

- Decorate the Clerk's Office: Surprise the clerk by decorating their office or workspace with balloons, banners, and thank-you cards to create a festive environment.
- Clerk Appreciation Breakfast or Lunch: Host a breakfast or lunch in the clerk's honor, attended by the superintendent, school board members, and key staff. Present the clerk with a small gift or card at the gathering.
- Honor at a School Event: Choose a school event, such as a sports game or musical performance, to recognize the clerk publicly. Announce their contributions over the loudspeaker and invite them to stand or take a brief bow.
- Feature Student Art or Poems: Have students create art pieces or write poems dedicated to the school board clerk. Display these in the board meeting room or online.
- Personalized Thank-You Gift: Present the clerk with a personalized gift, such as an engraved nameplate, a framed certificate, or a customized planner, as a symbol of appreciation for their dedicated service.

Sample Proclamation

The VSBA Board of Directors has designated the third week in February as “VSBA School Board Clerk Appreciation Week.” The VSBA encourages all school boards to officially designate the third week in February as “School Board Clerk Appreciation Week” and to adopt the following proclamation. Publicize this action with a press release and in your division newsletter.

WHEREAS, school board clerks in each locality throughout our great Commonwealth are appointed by law to fulfill their duties and responsibilities; and

WHEREAS, school board clerks are responsible for keeping accurate records of the meetings and proceedings of the school board, a record of all receipts and disbursements, and a record of all official acts; and

WHEREAS, school board clerks perform such other duties in connection with the school business of her/his county or city as may be required by the school board; and

WHEREAS, school board clerks maintain frequent contact with the public, including parents, employees and the media, on behalf of the school board and superintendent; and

WHEREAS, school board clerks, in the performance of their duties, are often required to work extra hours attending school board meetings; and

WHEREAS, school board clerks join with school boards to help ensure that students achieve to their highest potential; and

WHEREAS, school board clerks provide an invaluable service for school board members and superintendents, the VSBA Board of Directors does hereby recognize the third week of February as School Board Clerk Appreciation Week in the Commonwealth of Virginia, and

WHEREAS, the _____ School Board joins the VSBA in recognizing the many and varied contributions of school board clerks;

Now, therefore, be it resolved, that at its meeting on the _____ day of _____, the _____ School Board also recognizes the third week of February as School Board Clerk Appreciation Week.

(School Board Chair) (Date)

(School Board Vice-Chair) (Date)



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