



**VSBA**

**Virginia School Boards Association**

Leadership · Advocacy · Support

# **School Board Clerk Appreciation Week**

February 12-16, 2024



**The Heartbeat of  
the Boardroom**

**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 12-16, 2024

Dear School Board Chairs, Superintendents, and PR Contacts:

The VSBA Board of Directors has designated the third week in February as VSBA School Board Clerk Appreciation Week, with a goal of building awareness of the role board clerks play in assisting school board members, superintendents, and our local schools. Please plan now to show your local clerks you appreciate their work.

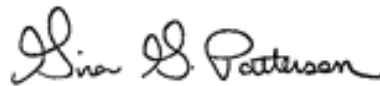
Recognizing local school board clerks for a job well done takes a concentrated effort on the part of all those they serve: school board members, superintendents, administrators, school staff, students, and the community. It is especially important this year to take a moment to thank our school board clerks who have remained attentive and ready to help throughout the barrage of changes. Even though showing appreciation should be a year-round process, taking advantage of the designated VSBA School Board Clerk Appreciation Week assures that these vital employees receive some of the thanks they deserve.

The VSBA encourages all school boards to take this opportunity to acknowledge your local board clerk by officially designating the third week in February as School Board Clerk Appreciation Week. Several resources and suggestions are included in this packet, and superintendents will receive a digital VSBA Certificate of Appreciation for your clerk.

Sincerely,



Dr. Cardell Patillo  
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, prepare a gift basket to present to the clerk in lieu of a reception.

# 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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